Call to Order
Chair Cummins called the meeting to order at 4:30 p.m. Commissioners Costigan, Haas, and Welsh were present. (Commissioner Roberts was not present; two vacancies exist.)

Approval of minutes for the meeting held on November 13, 2019
Commissioner Welsh noted a name correction on the November 13, 2019 minutes. Commissioner Costigan made a motion to approve the minutes for the meeting held on November 13, 2019 as amended. Commissioner Welsh seconded the motion; the motion carried 4-0. (Commissioner Roberts was not present; two vacancies exist.)

Items of Business

Consideration of RFQs and Letters of Interest for CDBG Affordable Housing Funds

(Commissioner Roberts enters the meeting.)

Carol Larsen, Grant Specialist, summarized the policies and procedures for the process to apply to Greeley Urban Renewal Authority (GURA) for affordable housing funds that are expected to have only the City’s federal funds involved.

When considering a commitment of funds, one of the things the City is tasked with (by HOME regulation) is assessing the experience and financial capacity of developers. The Board approved the procedures by which a developer would be reviewed in May 2017, including areas in which a developer’s qualifications and capacity would be scored. The Board was provided with staff’s scoring of information submitted by three developers: Accessible Space, Inc., High Plains Housing Development Corporation, and Greeley-Weld Habitat for Humanity.

Ms. Larsen gave an overview of the qualification/capacity scorecards, noting that staff considers Accessible Space, Inc. and Greeley-Weld Habitat for Humanity to be highly qualified developers with the ability and capacity to undertake new developments in Greeley.
J. R. Salas, GURA Manager, explained the history of High Plains Housing Development Corporation and reasons that staff could not score them highly. Staff does, however, consider them a potential developer, but recognizes there may be more staff contact with them due to the current executive director’s lack of development experience. The Board briefly discussed the developers’ qualifications.

Ms. Larsen gave an overview of the Letters of Interest received, including two from High Plains Housing Development Corporation (HPHDC) and one each from Accessible Space, Inc. (ASI), and Greeley-Weld Habitat for Humanity (GWHH). Staff explained that one of the HPHDC Letters cannot be considered in the same manner as the other Letters due to the fact that the property proposed for development is not under the City’s control (federal fund involvement), but is owned specifically by the Greeley Urban Renewal Authority. Ms. Larsen briefly explained the two “hats” worn by the GURA Board and staff: federal grants vs State Urban Renewal Authority. The Letter that references the GURA property at 923 6th Street would have to follow the disposition requirements for urban renewal authorities that include the release of a Request for Proposals that could be responded to by any interested party; GURA cannot work only with HPHDC, but must give any developer the opportunity to respond to a Request for Proposals.

After discussion of the Letters of Interest, the following was the consensus of the Board:

- **Accessible Space, Inc.** – Communicate with this developer to let them know their Letter of Intent is being considered for possible March 2020 application. However, staff noted and communication will include that the project cited for parking lot “repair” at Fox Run Apartments could not be considered if it was “repair”. “Repairs” are not allowed under CDBG regulations. To receive funding it would either mean complete overlay or replacement of the parking lot (no patching). Additionally, in reference to the Letter that requested assistance with the last Twin River Apartment flooring replacement, Staff noted that the developer was told that the last apartment would be their responsibility with the input of 2019 CDBG in the Apartments. The Board could reconsider this if they felt assistance at Twin Rivers was one of the best options to utilize CDBG funds during 2020. CDBG funds are not expected until possible June 2020; waiting until March for an application would give sufficient time for applications for either project to be submitted for Board review.

- **High Plains Housing Development Corporation (property owned by Salvation Army)**– Communicate with HPHDC with regard only to the Salvation Army property a request for additional information with a target submittal of March 1, 2020 that would include the following:
  - Market analysis of the proposed project;
  - Confirmation from The Salvation Army (HPHDC) indicating willingness to be a part of the process with regard to site control (site sale, donation of site, etc.);
- Report on discussions with the City’s Planning Division to determine unit density etc. that would be allowed on the site(s); and
- Draft pro formas that show the viability of the proposed projects

**Greeley-Weld Habitat for Humanity** – Communicate with GWHH a request for additional information with a target submittal of March 1, 2020 that would include the following:
- Market analysis of the proposed project;
- Confirmation from the owner of the site proposed by GWHH indicating willingness to be a part of the process with regard to site control (site sale, donation of site, etc.);
- Report on discussions with the City’s Planning Division to determine unit density etc. that would be allowed on the site(s); and
- Draft pro formas that show the viability of the proposed projects

**High Plains Housing Development Corporation (property owned by GURA)** – Communicate with High Plains to explain that this property cannot follow the federal affordable housing procedures, but is subject to a Request for Proposals process to which they can respond.

- Continue accepting Qualifications and Letters of Interest from Developers.

Staff reminded the Board that they are only giving direction to move forward with the developers in the manners noted above. At this time, the projects suggested in the Letters of Interest are not far enough along to do any type of funding award, even preliminarily. Full applications of proposed projects will come to the Board for discussion and possible award of funds in 2020 as projects progress to that point.

After discussion, the consensus of the Board was to direct staff to proceed as noted above with regard to the Letters of Intent received and to continue to accept Qualifications and Letters.

There was a brief discussion of the process for Requests for Proposals on 923 6th Street (the GURA-owned property) and what the Board could expect from the process. Commissioner Costigan made a motion to approve staff’s preparation and issuance of a Request for Proposals for the noted property. Commissioner Welsh seconded the motion; the motion carried 5-0. (Two vacancy exists.)

**IV. Board Member Comments/Reports**
Commissioner Haas provided information on cooperative housing in the Fort Collins, Colorado area.

**V. Staff Report**
Benjamin Snow, Director of Economic Health & Housing, reported on various projects in the City.
VI. Adjournment
There being no more business, the meeting was adjourned at 5:42 p.m.

Rebecca L. Safarik, Secretary

Jediah Cummins, Chair