

Approved Minutes of  
Regular Meeting  
**COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**  
Village of Oak Park  
Tuesday, November 5, 2013, 7:00 p.m.  
Village Hall, Council Chambers, 123 Madison Street, Oak Park

**CALL TO ORDER:** Meeting was called to order by Chair Glynne Gervais at 7:00 p.m.

**ROLL CALL:**

**PRESENT:** Chair Glynne Gervais, Annabel Abraham, Walter Afable, Larissa Hisatomi, Kevin Hooper, Lynn Kessen, Phyllis Logan, Phyllis Russell & Sharon Stolz

**ABSENT:** None

**TRUSTEE LIAISON:** Trustee Ray Johnson  
**PRESENT**

**STAFF PRESENT:** Mark Dwyer, Grants Supervisor (& Recording Secretary)

**REVIEW AND APPROVAL OF MEETING AGENDA:** Chair Gervais asked if there were any changes to the Agenda. Noting none, Agenda approved unanimously.

**NON-AGENDA PUBLIC COMMENT:** Noting none, Chair Gervais asked the first scheduled applicant of the evening to talk about the CDBG grant proposal.

**PY 2014 APPLICANT PRESENTATIONS** (all CDBG proposals). The following agencies gave presentations and answered questions about their PY 2014 grant proposals:

1. West Suburban PADS, Emergency Shelter, \$40,000 (Cook County Gap grant request: \$10,000)
2. West Suburban PADS, Employment Readiness, \$13,440
3. Easter Seals, Facility Improvements, \$8,582
4. Historical Society of Oak Park & River Forest, Facility Improvements, \$26,500
5. UCP Seguin Services, Facilities Improvements, \$19,708

West Suburban PADS distributed informational materials to members. The Historical Society of Oak Park & River Forest passed along old and new photos of their future facility and construction plans for the renovation of this facility.

With regard to Easter Seals, Mark Dwyer noted that he had requested a ruling from HUD Chicago to find out if the installation of front awnings could be allowed as part of Easter

Seals' CDBG proposal. He announced that the federal government shutdown delayed this ruling but HUD recently stated that this is not an eligible cost. Thus, Easter Seals' request will be limited to the installation of ADA press wall switches.

With regard to the proposal from the Historical Society of Oak Park & River Forest, Mark Dwyer stated that he had asked HUD whether the Historical Society proposal was eligible and HUD said that it appeared to be eligible, but there were concerns about fees to enter the building. CDBG Facility Improvement funds are intended for buildings that are open to the public unless they serve persons with special needs.

In his reply, the Village's HUD Representative pointed out the following Regulation passage:

“Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges such as excessive membership fees, which will have the effect of precluding low and moderate income persons from using the facilities, are not permitted.”

The HUD Rep was then asked whether the Historical Society's policy of having one free day per week was sufficient to guarantee that low and moderate income persons will have access to the facility, and he said that it was not, adding that other measures would need to be taken to ensure that low and moderate income persons have easy access to the Historical Society facility. Historical Society Executive Director Frank Lipo said that the agency would comply with this requirement if funded.

All other details of the presentations and subsequent questions can be heard by contacting Village of Oak Park Housing & CDBG Programs.

**APPROVAL OF MINUTES:** A motion was made by Ms. Kessen to approve the minutes of October 30, 2013 as drafted, seconded by Ms. Russell. Approval of the minutes as drafted passed by unanimous voice vote.

**Updated CDBG Facility Improvement Award Process:** Mark Dwyer explained that, due to executive and administrative changes at Village Hall, there is the goal of doing things in innovative ways as opposed to automatically continuing practices from the past. As mentioned to CDCAC members previously, the CDCAC would follow a new path for awarding CDBG Facility Improvement funds due to the huge disparities between estimates and actual costs of construction over the years. There was a need to improve the process and make the awards much more accurate. Moreover, at this time, the Village cannot yet estimate the amount of facility improvement funds that will be available for PY 2014. The actual amount will be known in the Spring of 2014 when HUD informs the Village of its 2014 CDBG award amount.

With the PY 2014 proposals, the Village asked applicants for good-faith construction cost estimates for proposed projects, as opposed to requesting “professional estimates.” This released applicants from the past practice of having to obtain an estimate from a construction company that was immediately prohibited from being awarded the job. The

updated process is that there will be two rounds for PY 2014 facility improvement applicants. The CDCAC will first decide which agencies will make it into the 2<sup>nd</sup> Round. Those applicants that do make it into the 2<sup>nd</sup> Round will then submit detailed construction specifications (to be approved first by the Village) and will solicit at least three bids for the proposed work. The applicants will then come back and discuss the bid results with the CDCAC. Only then, after consideration of these facts, will the CDCAC recommend award amounts. After discussion, most members agreed that this new process is advantageous.

**Other Business:** During the proposal presentation for the Historical Society of Oak Park & River Forest, Mark Dwyer had mentioned HUD Regulations and Policy Directives that indicated that seniors and persons with disabilities should be the primary beneficiaries of ADA improvements and modifications, not the general public. Over the years, there have been changing – even conflicting – guidance from HUD on ADA improvements and modifications, and the Village has not funded any such CDBG activities in approximately 15 years. Ms. Russell asked that the Village contact the HUD Rep and ask for guidance on this matter and how it would affect the proposed Historical Society project. Mark Dwyer said he would do that.

**ADJOURNMENT (voice vote):** Meeting adjourned at 8:40 p.m.

Respectfully submitted,  
Mark Dwyer