

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
April 3, 2025
Killeen Community Development Training Room
802 N. 2nd Street, Building E
Killeen, TX 76541
1:00 P.M.

CALL TO ORDER: Meeting was called to order at 1:07 P.M. by Mr. Frederick.

ROLL CALL: Committee members present – Mr. Frederick, Ms. Bracey, Ms. Cossey, Mr. Moss, Ms. Ringgold, Ms. Subree, Ms. Santos and Ms. Taylor and it was noted that Ms. Galbreth entered the meeting at 1:15 P.M. Absent: LaDonna Barbee. City Staff present – Tiffanie McNair, Rashawn Smith, Celeste Sierra, Donna Esquenazi and Asha Pender, Deputy City Attorney.

APPROVAL OF AGENDA: Ms. Bracey moved, seconded by Ms. Santos to approve the meeting agenda. Motion carried unanimously.

APPROVAL OF MINUTES of last meeting from December 5, 2024: Angela Santos moved to approve the minutes from December 5, 2024, subject to audit, motion seconded by Ms. Cossey to approve the December 5, 2024, CDAC minutes as written, no discussion and motion carried unanimously.

DISCUSSION ITEMS

A. Discuss update to HUD Section 108 Loan Guarantee program application submission process.

Ms. Smith provided a brief overview and update on the Section 108 Loan Guarantee Program. She noted that the City of Killeen submitted a letter of intent for the program on October 22, 2024. The original submission deadline of July 1, 2025, has been changed.

Community Development staff met with HUD's Section 108 Division and were informed that the application can be submitted alongside the Five-Year Consolidated Plan. As a result, a substantial amendment is no longer necessary. The new submission deadline is August 15, 2025.

Mr. Frederick inquired about when this item would be presented to the council. Ms. Smith stated that the presentation would take place after July 1. With no further questions, Mr. Frederick moved on to the next item.

B. Discuss and review substantial amendments to current 2020-2024 Consolidated Plan.

Ms. Smith provided an update on the current 2020–2024 Five-Year Consolidated Plan, which was adopted on July 28, 2020. She noted that there have been a few substantial amendments:

1. In March 2023, the City of Killeen (COK) received supplemental HOME-ARP funding.
2. A conditional substantial amendment was made in 2023 when CDBG funds were reprogrammed for the Rosa Hereford Center.

The proposed substantial amendment involves a language change to the current plan. Currently, the plan states that beneficiaries assisted with HOME-funded activities—particularly tenant-based rental assistance—must attend a HUD-certified housing counseling course. However, staff research revealed that this is not a HUD requirement, even though it was included in the current Consolidated Plan. The language will be revised to reflect that housing counseling is not required.

Next, the discussion moved to the reprogramming of CDBG and HOME funds for the 2025–2026 program year activities. These funds cannot be reallocated to Public Service programming; instead, they must fall within the 65% allocation for another public facilities category.

An award of **\$456,074.68** was previously granted to Habitat for Humanity, but the organization was unable to expend the funds. These funds, along with the 2021–2024 HOME set-asides and HOME Entitlement Funds from the 2017–2018 program year, are now targeted for reprogramming. The city has attempted to identify a CHDO in the area to assist with housing activities but has been unsuccessful.

The proposed use for the reprogrammed funds is **Tenant-Based Rental Assistance (TBRA)**, which will provide rental and security deposit assistance.

Mr. Frederick asked about time limits for CDBG and whether HOME funds have similar restrictions. Ms. McNair explained that HOME funds have an **eight-year** time limit. She emphasized that the priority is to have the funds reprogrammed to proceed.

Ms. Cossey inquired about the administration of the TBRA program and whether it would be managed separately from the City of Killeen. Ms. McNair clarified that COK staff would not oversee it directly; instead, a **subrecipient** would manage the program.

With no further questions, Mr. Frederick moved on to the next item.

C. Discuss and consider the reprogramming of CDBG funds in the amount of \$40,375.09 to FY 25-26 eligible activities.

Mr. Frederick read the item and stated we have gone over this information, and this will complete Agenda items C, D and E and will be handled under one motion combined. Mr. Frederick explained that if a motion is made, it would be to approve agenda items C, D and E combined. Motion to approve agenda items C, D and E made by Miss Sabree and seconded by Ms. Santos. Mr. Frederick asked if there was any discussion and hearing none motion passed unanimously.

D. Discuss and consider the reprogramming HOME funds in the amount of \$457,581.48 to FY 24-25 eligible activities.

Approved in combined motion under Agenda item C.

E. Discuss and consider Community Housing Development Organization set-aside in the amount of \$333,230.72.

Approved in combined motion Under Agenda item C.

DISCUSS FUTURE AGENDA ITEMS

Mr. Frederick reminded the CDAC of the importance of attending the Zoom Grants training. He reiterated the three available training dates and times.

Ms. Smith proposed tentative meeting dates for the next CDAC meetings, scheduled for May 14 and 15, 2025, to accommodate applicant presentations. A calendar hold has been placed for:

- **May 14, 2025:** 10:00 AM – 4:00 PM
- **May 15, 2025:** 12:00 PM – 4:00 PM (tentatively adjusted to 5:00 PM based on applicant volume)

During the meeting, an email was sent as a reminder for members to reserve these times on their calendars.

Mr. Frederick asked if there were any further discussions. Ms. Asha Pender noted that the scheduling is strict and emphasized the importance of CDAC members attending to review applications, observe presentations, and score applicants.

ADJOURNMENT:

With no further questions or comments, Mr. Frederick entertained a motion to adjourn. Ms. Cossey made the motion, which was seconded by Ms. Ringgold. The meeting was adjourned at 1:37 P.M.

Donna
Esquenazi

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Donna Esquenazi, CD Grants Program Monitor:
