



COMMUNITY DEVELOPMENT COMMISSION

Thursday, June 5, 2008

REGULAR MEETING

Council Chambers
Vallejo City Hall
555 Santa Clara Street

7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

The Commission may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda and the Commission may only discuss items on the agenda.

Requests for disability-related modifications or accommodations, aids, or services may be made by a person with a disability to the Vallejo Housing and Community Development Division office, located at 200 Georgia Street, no less than 72 hours prior to the meeting (as required by Section 202 of the Americans with Disabilities Act of 1990, and the Federal rules and regulations adopted in implementation thereof). The Vallejo Housing and Community Development Division may be contacted as follows: Tel: 707/648-4507, Fax: 707/648-5249, or e-mail: gricca@ci.vallejo.ca.us.

The hearing impaired may call the California Relay Service at (800)735-2922 without TTY/TDD or (800)735-2929 with TTY/TDD.

AFFIDAVIT OF POSTING

I, _____ do hereby certify that I caused to be posted this Meeting Agenda in an area freely accessible to members of the public on _____.

Signature

<p>CHAIR Joedna Bohanon VICE-CHAIR Robert Bryant COMMISSION Kenneth Barden Peggy Cohen-Thompson Richard Eschenburg Phyllis Harrison Earnestine Lawson Kathleen O'Sullivan Naomi Smith Evette Watt</p>
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5. Presentations
 - a. Plaques for Outgoing Commissioners

6. Approval of Minutes
 - a. Special Meeting of April 3, 2008

7. Communications

8. Community Concerns

This is an opportunity for residents to discuss items not on the agenda that are within the purview of the Commission. The Commission may not discuss or take actions on these items but may require that they be placed on a future agenda. If an item is not within the purview of the Commission, the person may be referred to the appropriate party.

9. Public Hearings

10. Committee Reports

11. Chair's Report

12. Staff Report

- a. Fiscal Year (FY) 2008/2009 Community Development Block Grant (CDBG) Program Activities

Enclosed with the agenda is a copy of the FY 2008/2009 CDBG Program activities approved by the City Council on May 13, 2008.

Recommendation: No action required. Informational item only.

- b. Information Bulletin

Enclosed with the agenda is a copy of the most recent National Community Development Association (NCDA) Newsletter.

Recommendation: No action required. Informational item only.

13. New Business

a. Election of Officers

The Commission's Rules of Order and Procedure state that election of officers is to take place in June. The Brown Act expressly prohibits secret ballots.

At a special meeting in April, the Commission nominated Commissioner Bryant to serve as Chair, and Commissioner Cohen-Thompson to serve as Vice-Chair.

For more information, please refer to an excerpt from the Commission's Rules and Order and Procedure, which is enclosed with the agenda.

Recommendation: Elect Commissioners to serve as Chair and Vice-Chair.

14. Old Business

15. Comments from Commissioners

16. Adjournment

**6.a. Approval of Minutes
Special Meeting of
April 3, 2008**

**6.a. Approval of Minutes
Special Meeting of April 3, 2008**

COMMUNITY DEVELOPMENT COMMISSION
CITY HALL
APRIL 3, 2008

MINUTES

1. Call to Order

The Community Development Commission of the City of Vallejo met in a special meeting on April 3, 2008 at 7:36 p.m. in the Council Chambers of the City Hall, 555 Santa Clara Street, Vallejo, California.

2. Pledge of Allegiance

The Pledge was recited.

3. Roll Call

Present: Commissioners: Barden, Bohanon, Bryant, Cohen-Thompson,
Eschenburg, Harrison, Lawson, O'Sullivan, Smith, and
Watt

Absent: Commissioners: None

Staff: Guy L. Ricca, Senior Community Development Analyst

Liaison: Councilmember Sunga

4. Approval of Agenda

A motion was made by Commissioner O'Sullivan to approve the agenda. The motion was seconded by Commissioner Smith. The motion passed unanimously by voice vote, 10-0-0.

5. Presentations

There were no presentations.

6. Approval of Minutes

a. Regular Meeting of December 6, 2007

Commissioner Bryant made a motion to approve the minutes of the regular meeting of December 6, 2007. The motion was seconded by Commissioner O'Sullivan. The motion passed unanimously by voice vote, 10-0-0.

7. Communications

Staff reviewed the communications.

8. Community Concerns

There were no community concerns.

9. Public Hearings

a. Fiscal Year (FY) 2008/2009 Proposed Action Plan

Commissioner Smith stated that she is the President of the Board of Directors of Vallejo Neighborhood Housing Services, Inc., and therefore would abstain from discussing or voting on funding for that organization.

Commissioner Lawson stated that she resides in the Country Club Crest Neighborhood Target Area, and therefore would abstain from discussing or voting on funding for the Country Club Crest Neighborhood Preservation Project.

The Chair opened the public hearing. Staff reviewed the item. The following persons spoke:

Rey Bernardes, representing the Christian Help Center, the Global Center for Success, and the Reynaissance Family Center, thanked the Community Development Commission for its support.

Mustafa Abdul-Ghaneer discussed funding available in the Flosden Redevelopment Project Area for improvements to the Country Club Crest neighborhood. He stated that City staff has informed him that \$400,000 in matching funds from the Flosden Project Area would be recommended for the Country Club Crest Neighborhood Preservation Project in FY 2008/2009. Mr. Abdul-Ghaneer also stated that he believed that coordination between the City's Housing and Community Development Division, and the Economic Development Division, could be improved; that coordination between the City's Community Development Commission, and Housing and Redevelopment Commission, could be improved; and that e-mail communication could be more heavily used in order to increase citizen participation in the City's housing, community development, and redevelopment programs.

Councilmember Joanne Schivley asked the Commission to recommend continued funding for the installation of curb ramps in Vallejo, a City Council priority. She also stated that she was in favor of providing City funding for providing affordable ownership housing, and not rental housing. Finally, she commented that the recent announcement by Meals on Wheels of Solano County that it was closing its congregate feeding site for the elderly at Fairgrounds Plaza Shopping Center in North Vallejo on April 25, 2008 may be in violation of its CDBG Program Agreement with the City. Ms. Schivley requested

that the Commission ask staff to determine if Meals on Wheels, by taking this action, was in compliance with the terms of the Agreement. She questioned whether Meals on Wheels should continue to receive City funding at the same level if congregate feeding in North Vallejo for the residents of the Country Club Crest was being discontinued. She also stated that the North Vallejo Community Center was unsuitable as a site for congregate feeding for the elderly.

Liat Meitzenheimer spoke on behalf of the current congregate feeding site for the elderly in North Vallejo, and stated this facility should not be closed by Meals on Wheels.

Deanna Lang, 1255 Tuolumne Street, Vallejo, stated she is opposed to budget cuts in North Vallejo by Meals on Wheels, and that she believed that budget cuts, if required, should be imposed across feeding sites, and not at one site. She also spoke in support of VNHS, Inc., and stated that the City should allocate the \$408,488 recommended by staff for affordable rental housing development, to VNHS for homeownership assistance.

Richard Steven, Meals on Wheels Board of Directors, discussed the congregate feeding site at Fairgrounds Plaza, and its low participation rate, an average of eight clients per day. Mr. Steven stated that Meals on Wheels is closing this site for financial reasons, as the overhead costs at that site have become prohibitive, and could eventually jeopardize its other programs or sites, where Meals on Wheels is not charged for overhead. All other Meals on Wheels meal sites are donated.

Saskia Lembesis, Executive Director, Meals on Wheels, commented on the low daily participation at Fairgrounds Plaza. She also stated that the North Vallejo Community Center has great potential as an alternate congregate feeding site for the elderly.

Carol Hardy, VNHS, requested that the \$408,488 recommended for affordable rental housing development be allocated instead to VNHS for homeownership assistance.

Sam Kurshan stated that he believes that Meals on Wheels needs to be more creative in North Vallejo, and that perhaps the elderly residents in the Country Club Crest do not like the food being provided by Meals on Wheels. He questioned whether the meals served at the Fairgrounds Plaza site were culturally appropriate.

There being no other speakers, the public hearing was closed. After discussion, a motion was made by Commissioner O'Sullivan, and seconded by Commissioner Cohen-Thompson, to adopt the resolution enclosed in the agenda packet.

"BE IT RESOLVED by the Community Development Commission (CDC) of the City of Vallejo as follows:

THAT WHEREAS, the City of Vallejo will receive \$1,161,628 in Federal Community Development Block Grant (CDBG) Program funds from the U. S. Department of Housing and Urban Development (HUD) in Fiscal Year (FY) 2008/2009.

WHEREAS, on October 24, 2006 the Council of the City of Vallejo adopted guidelines and priorities for selecting CDBG projects and activities for the next two years, (FYs 2007/2008 and 2008/2009).

WHEREAS, the application process included: (1) asking for comments from residents on housing and community development needs; and (2) asking non-profit organizations to submit applications for funding to address the high priority needs of Vallejo as established in the City's Consolidated Plan.

WHEREAS, on November 30, 2006, and December 6, 2007, the CDC held public hearings to receive comments from the residents on housing and community development needs in the community.

WHEREAS, on April 3, 2008, the CDC held a public hearing on the City's proposed Action Plan for FY 2008/2009.

NOW THEREFORE BE IT RESOLVED that the CDC hereby recommends that the City Council approve the proposed FY 2008/2009 Action Plan, and allocate CDBG funds for FY 2008/2009 as recommended in the attached staff report, and as shown in Attachment "B".

ROLL CALL:

Ayes: Commissioners: Barden, Bohanon, Bryant, Cohen-Thompson, Eschenburg, Harrison, Lawson (**abstained** on Country Club Crest Neighborhood Preservation Project), O'Sullivan, Smith (**abstained** on Vallejo Neighborhood Housing Services, Inc.), and Watt

Noes: Commissioners: None

Abstentions: Commissioners: None

Absent: Commissioners: None

The motion passed unanimously, 10-0-0.

10. Committee Reports

There were no reports.

11. Chair's Report

There was no report.

12. Staff Report

a. Information Bulletin

Staff reviewed the above item.

13. New Business

a. Nomination of Officers

The Chair opened the nominations for Chair and Vice Chair. Commissioner Lawson nominated Commissioner Bryant for Chair, and Commissioner Cohen-Thompson for Vice Chair. These nominations were seconded by Commissioner O'Sullivan. There being no further nominations, the nominations were closed.

14. Old Business

There was no Old Business.

15. Comments from Commissioners

Commissioners made comments.

16. Adjournment

At 9:30 p. m., the meeting was adjourned.

**12.a. Staff Report
FY 2008/09 CDBG
Program Activities**

**12.a. Staff Report
Fiscal Year (FY) 2008/2009 Community
Development Block Grant (CDBG)
Program Activities**

ACTIVITY	\$
Country Club Crest Neighborhood Preservation Project	
Lighting	
Construction Costs	96,687
Public Works Staff Costs	29,000
Total, Lighting	125,687
Curb/Gutter/Sidewalk, Curb Ramps	
Construction Costs	154,670
Public Works Staff Costs	46,400
Total, Curb/Gutter/Sidewalk, Curb Ramps	201,070
Code Enforcement	
Part Time Dedicated Code Enforcement Officer	48,334
Neighborhood Clean-ups/Public Education	16,434
Total, Code Enforcement	64,768
Vallejo Neighborhood Housing Services (VNHS)	
Paint Grants	48,334
Paint the Town	36,711
Total, VNHS	85,045
Total, Country Club Crest	476,570
Rental or Ownership Housing Development	408,488
Social Services	
Agency on Aging	19,334
Catholic Social Service	19,334
Christian Help Center	19,334
Fighting Back Partnership (Country Club Crest)	41,568
Global Center for Success	24,167
Hope Haven Transitional Shelter	29,000
House of Acts	21,267
Meals on Wheels	30,240
Total, Social Services	204,244
Program Administration	272,326
TOTAL	1,361,628
Note: \$200,000 is estimated program income.	

12.b. Staff Report
Information Bulletin

12.b. Staff Report
Information Bulletin



**FROM: CARDELL COOPER
VICKI WATSON
KAREN PARKER**

DATE: April 18, 2008

NCDA Annual Conference, June 18-21, 2008, Pittsburgh, PA

FEATURED ARTICLES

- *Congress Moves Closer to Enacting Legislation to Ease the Foreclosure Crisis*
- *House Committee Passes LIHTC and MRB Bill*
- *CDBG Support Letter to Senate Appropriators*
- *HUD NEWS – IDIS Re-Engineering Moves Forward*
- *NCDA NEWS – 2008 NCDA Annual Conference; John A. Sasso National CD Week Awards; Call for Board Items; CDBG and HOME Training Available Through NCDA Attachments*

Congress Moves Closer to Enacting Legislation to Ease the Foreclosure Crisis

Senate Action

After returning from a two-week recess, the Senate moved quickly to pass a housing stimulus package aimed at easing the rising tide of foreclosures. On April 10, on a 84-12 vote, the Senate passed H.R. 3221 – The Foreclosure Prevention of 2008. H.R. 3221 was the final product of an effort (S. 2636) originally initiated by Senate Majority Leader Harry Reid (D-NV) in February, but which failed to move in the Senate due to a controversial provision – opposed by Republicans and some Democrats – that would have allowed bankruptcy judges to restructure some mortgage foreclosures. Senator Christopher Dodd (D-CT) and Senator Richard Shelby (R-AL), chair and ranking member respectively of the Senate Committee on Banking, Housing and Urban Affairs introduced a compromise bill in early April that excluded the bankruptcy provision. This bill ultimately became H.R. 3221, which the Senate passed on April 10 and forwarded to the House. Some changes were made to the final bill including reducing the amount provided to State and local governments for the purchase of foreclosed properties from \$4 billion to \$3.92 billion. The \$80 million reduction was used to increase the amount available for housing counseling from \$100 million to \$180 million. The final bill also includes a change in income targeting that requires State and local governments to allocate at least 25% of the \$3.92 billion to households at 50% of area median income or below.

Title III of the bill provides \$3.92 billion in CDBG funds to States and units of general local government for the purchase and redevelopment of foreclosed properties. In order to target the funds to those communities hit hardest by the foreclosure crisis, the legislation would require HUD to establish a new formula for allocating the funds, based on the following factors:

1. The number and percentage of home foreclosures in each State or unit of general local government;
2. The number and percentage of homes financed by a sub-prime mortgage related loan in each State or unit of general local government; and
3. The number and percentage of homes in default or delinquency in each State or unit of general local government.

Grantees would be required to expend the funds within 18 months of receipt and eligible activities could include the following:

- establish financing options for purchase and redevelopment of foreclosed homes and residential properties, including soft-second mortgages, loan loss reserves, and shared-equity loans for low- and moderate-income homebuyers;
- purchase and rehabilitate homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent or redevelop such homes and properties;
- establish land banks for homes that have been foreclosed upon; and
- demolish blighted structures

The legislation allows HUD to grant waivers of CDBG program requirements (except for those related to fair housing, nondiscrimination, labor standards, and the environment) in order to expedite the distribution of the funds. The legislation allows grantees to use the funds to assist households at up to 120 percent of area median income with 25% of the funds targeted to households with incomes that do not exceed 50% of area median income, as mentioned previously.

The legislation would also make some changes to the Federal Housing Administration (FHA), such as:

- require homebuyers to provide a 3.5% downpayment;
- require HUD to establish a pilot program to use alternative credit rating information (rent, utilities, insurance payment history, and other non-traditional credit information) for purchasers assisted by FHA; and
- require HUD to establish a demonstration program to test the effectiveness of alternative forms of pre-purchase homeownership counseling (telephone counseling, individualized in-person counseling, web-based counseling, counseling classes)

House Action

The House Financial Services Committee held hearings on April 9 and April 10 on draft legislation put forward by Rep. Barney Frank (D-MA) to deal with the foreclosure crisis. Title I of the FHA Stabilization and Homeownership Retention Act would allow the Federal Housing Administration (FHA) to provide up to \$300 billion in new mortgage guarantees to help re-finance mortgages at-risk of foreclosure. Under the plan, the current mortgage holder would have to agree to write-down the mortgage to an amount that is affordable to the homeowner. In exchange, FHA would pay off the discounted existing mortgage to the lender and provide a new mortgage loan to the homeowner. In exchange for providing this new loan, FHA would retain a second lien on the home that requires the homeowner to pay an exit fee (3% of the original FHA loan balance) when the home is sold or refinanced and a declining percentage of equity, if the home is sold within five years. Frank estimates between 1 and 2 million loans could be refinanced under this option.

Title III of the bill provides \$10 billion in loans and grants to States for the purchase and rehabilitation of vacant, foreclosed homes with the goal of quick occupancy. Rep. Maxine Waters (D-CA) indicated during the hearing this amount will likely increase to \$15 billion.

The national industry groups representing local governments – NCDCA, USCM, NACo, and NALHFA – submitted joint testimony on Frank's draft "FHA Housing Stabilization and Homeownership Retention Act of 2008" The testimony requested the following:

- Funds be allocated through the CDBG program with 70% of the funds distributed directly to units of local government and the remaining 30% allocated directly to States. Frank's draft bill would allocate all of the funding through a new state-based program within the Treasury Department.
- Use the Senate bill as a model for allocating the funds. The Senate bill allocates funds to those communities hardest hit by the foreclosure crisis.
- Provide grants, not loans. The draft bill would provide up to 50% of the funds as loans and 50% as grants.
- Support higher income targeting. Families at up to 140% of area median income could be assisted under the bill.
- Provide administrative funds to grantees.

Several mayors testified at the April 10 hearing including Mayor Menino (City of Boston), Mayor Goodman (City of Las Vegas) and Mayor Fenty (Washington, DC). The mayors urged the

Committee to use the CDBG program as the vehicle for allocating the funds and all urged the Committee to provide funding directly to local governments. They also urged the Committee to act swiftly in enacting legislation due to the sense of urgency in protecting neighborhoods being hit by foreclosures. Frank plans to mark-up legislation on April 23 and 24.

During the hearing, Rep. Waters indicated her support for targeting at least half of the funds to households at 50% of area median income or below, including some direct targeting to households at 30% of area median income or below.

House Committee Passes LIHTC and MRB Bill

The House Ways and Means Committee marked-up a bill on April 9 that would make several positive changes to the Low-Income Housing Tax Credit Program. Rep. Charlie Rangel (D-NY), Chairman of the Committee, introduced the legislation – H.R. 5720 – The Housing Assistance Act of 2008.

The legislation would temporarily increase each state's LIHTC per capita limit from \$2.00 to \$2.20 for 2008 and 2009. The legislation would make several permanent changes to simplify the program, including:

- eliminate the distinction between new and existing buildings
- establish a minimum credit for non-Federally subsidized buildings
- clarify the circumstances under which a building is considered to be Federally subsidized and the circumstances in which Federal assistance will be taken into account in calculating the LIHTC
- provide State housing agencies with greater flexibility to select sites for low-income housing projects and allocate adequate amounts of credit for projects
- clarify the rules relating to determinations of current income
- allow developers to begin construction of low-income housing projects within one year after the credits have been awarded (currently, developers are given six months to begin a project)
- reform rules pertaining to sales of low-income housing buildings
- eliminate technical barriers to rehabilitating low-income housing projects

The legislation would also provide a temporary increase in mortgage revenue bond cap for 2008, allowing the issuance of an additional \$10 billion in tax-exempt bonds to provide loans to first-time homebuyers and to finance the construction of low-income rental housing. The bill would also temporarily allow qualified mortgage revenue bonds (a form of tax-exempt bond issued by states to help provide financing to first-time homebuyers) to refinance certain sub-prime loans.

The measure would also eliminate the costs imposed on housing programs by the alternative minimum tax (AMT). Currently, interest on tax-exempt housing bonds is subject to the AMT. H.R. 5720 would allow the LIHTC and the rehabilitation tax credit to be used to offset the AMT and would ensure that interest on tax-exempt housing bonds is not subject to the tax.

Finally, the legislation would allow bonds that are guaranteed by Federal home loan banks to be eligible for treatment as tax-exempt bonds regardless of whether the bonds are used to finance housing programs. Allowing these bonds to be guaranteed by Federal home loan banks will help State and local governments obtain financing for projects other than housing, such as road construction, bridge repair, building schools, and other activities of importance to States and local governments.

The committee passed the bill on a 35-5 vote. It is expected to be combined with Rep. Frank's foreclosure bill and forwarded to the House floor for a vote in the next few weeks.

CDBG Support Letter to Senate Appropriators

NCDA and USCM are once again working with the Northeast Midwest Congressional Coalition in the Senate on a CDBG support letter to the Senate Subcommittee on Transportation, Treasury, and HUD, the subcommittee which will decide the funding level of CDBG in FY 2009. The letter supports \$4.1 billion in formula funding for CDBG in FY09. A copy of the letter is attached. Once again, Senator Patrick Leahy (D-VT) and Senator Norm Coleman (R-MN) are co-sponsoring the letter and have sent it out to their Senate colleagues. The local government groups worked with the House in March to forward a similar letter to House appropriators. With your help, over 95 signatures were collected on the House letter. Both the House and Senate letters are instrumental in obtaining congressional support for CDBG during the appropriations process and with a proposed cut of nearly \$700 million to CDBG formula funding in the President's FY09 Budget, we need to cultivate support to overcome this threat.

We need your help in collecting signatures for this very important letter. Please contact your Senator's office and ask them to sign on to the CDBG support letter by **COB on April 23** (next Wednesday), the deadline for signatures. Have them contact Chris Hickling, Legislative Director of the Senate Northeast Midwest Congressional Coalition, at chris_hickling@reed.senate.gov to sign-on to the letter. Please also have them contact Chris directly at 202-224-0606 if they have any questions on the letter

HUD NEWS

Ginny Sardone Receives a Promotion

Our good friend, Virginia (Ginny) Sardone, has been promoted to the position of Deputy Director of the Office of Affordable Housing Programs (OAHP) within HUD. Ginny formerly served as the Director of the Program and Policy Division within the Office of Affordable Housing

Programs. Ginny has been at OAHP since 1990. She will continue to be involved in the policy direction of OAHP and will assist Cliff Taffet, Director of OAHP, in the day-to-day management of the office. We congratulate her on her new position.

IDIS Re-Engineering Moves Forward

HUD's Office of Community Planning and Development (CPD) met with NCD and other national industry groups on April 15 on the progress made in re-engineering IDIS. The CPD Office is developing a memorandum to update the field offices and community development directors on the changes made so far.

HUD and its contractor, CACI, have made good progress in re-engineering the existing modules in IDIS. Approximately 50% of the modules have been re-engineered. To date, all of the screens within IDIS have been re-designed with the exception of the accomplishment data screens for CDBG and HOME and screens related to security, funding, drawdowns, and LOCCS. HUD plans to have all of the screens completed by May 30. HUD has posted the re-designed screens to the IDIS website for view and comment by grantees. Beginning next week, HUD will allow grantees to begin testing the screens that have been developed so far for usability. HUD will have a month long system-wide testing with all grantees from August 15, 2008 through September 15, 2008.

Once IDIS is totally re-engineered, HUD plans to have three implementation releases. The first release will involve about 5% of the grantees (approximately 50 grantees). The second release will involve 40% of the grantees and the final release will be to the remainder of the grantees. At the meeting, HUD intimated that the first phase would consist of Colorado, North Dakota, South Dakota, and Wisconsin and all of the entitlement grantees within these states. Most of these grantees (with a few exceptions) have program years that begin on either April 1 or May 1 and would have entered all of their accomplishment data into IDIS prior to the conversion. The third phase will concentrate on those grantees that have an electronic data interchange system (EDI) in place. These are usually larger grantees that use the EDI to transfer data from their own system into IDIS. HUD says this will involve approximately 20 states and their grantees. Phase two will consist of those grantees that don't fall into either phase one or phase three. Approximately 10 weeks prior to the conversion date, HUD will convert each grantee's data from the old system to the new re-engineered system. This will give grantees some time to become comfortable with the system prior to the actual conversion date.

Phase	Conversion Date	% of Grantees Converted	Date HUD Will Transfer Data Into New System*
Phase One	October 22, 2008	5%	August 15, 2008
Phase Two	November 26, 2008	40%	September 19, 2008
Phase Three	January 9, 2009	55%	November 7, 2008

*This is an approximate date

Once fully re-engineered, IDIS will be available to grantees 24 hours a day, seven days a week. Currently, IDIS is only available to grantees 70 hours a week.

NCDA NEWS

2008 NCDA Annual Conference

The 2008 NCDA Annual Conference will be held in the beautiful City of Pittsburgh (go Steelers) from June 18-21 at the Pittsburgh Hilton Hotel. A copy of the draft agenda is attached, along with the conference registration form. You can also register for the conference online at <http://www.ncdaonline.org>. NCDA has obtained a rate of \$149.00 per night plus tax for the conference. **We really need your participation in the conference, so please plan to attend and bring your staff.**

John A. Sasso National CD Week Awards

NCDA is accepting nominations for the 2008 John A. Sasso National Community Development Week Award. The awards will be presented during the Annual Conference at a luncheon ceremony on Friday, June 23. The award recognizes the community or communities that exemplify the spirit of the CDBG program by showcasing its good works through the activities and events held during National Community Development Week, April 17-23, 2006. The submission criteria for the award is attached. Award submissions are due at NCDA's offices by close of business on **Friday, April 25.**

Call for Board Items

The next NCDA Board of Directors meeting will be held on Thursday, June 19, from 12:00 p.m. to 1:15 p.m. during NCDA's 2008 Annual Conference. Please forward any items that you would like included on the Board agenda to Cardell Cooper at cocooper@ncdaonline.org on or before May 30, 2008.

CDBG and HOME Training Available Through NCDA

NCDA will hold several CDBG and HOME Training workshops in the coming months. The following provides you with a list of training available through NCDA.

- **April 23-24**
Underwriting HOME Rental Projects
Boston, MA

- **May 1**
CHDO Training
Boston, MA

- **May 13-14**
Underwriting HOME Homebuyer Projects
San Antonio, TX
- **May 22-23**
Effective CDBG Subrecipient Management
Boston, MA
- **June 3-5**
CDBG Basics Training
McAllen, TX
- **June 24-25**
Underwriting HOME Homebuyer Projects
Chicago, IL
- **July 15-16**
Underwriting HOME Rental Projects
Portland, OR

Go to <http://www.ncdaonline.org/cdbg.asp> to register for the CDBG training and to <http://www.ncdaonline.org/home.asp> to register for the HOME training. All of the training is free, except for the CDBG Basics Training which costs \$250 for members and \$350 for non-members. The training site for the Chicago HOME training workshop is being finalized.

Attachments

Go to *NCDAonline* (<http://ncdaonline.org>) to access the files below.

- NCDA 2008 Annual Conference Agenda and Registration Form
- John A. Sasso National Community Development Week Awards
- CDBG Support Letter to Senate Appropriators

**13.a. New Business
Election of Officers**

**13.a. Staff Report
Election of Officers**

CITY OF VALLEJO
COMMUNITY DEVELOPMENT COMMISSION
RULES OF ORDER AND PROCEDURE

BE IT RESOLVED by the Community Development Commission of the City of Vallejo, California, hereinafter referred to as the Commission, that the following rules of order and procedure are adopted for the transaction of business and conduct of the meetings of the Commission pursuant to the ordinance establishing the Community Development Commission (No. 557 N.C. (2d), Chapter 2.47).

RULES OF ORDER AND PROCEDURE

SECTION 1. ELECTION AND TERMS OF OFFICE

- 1.01. Election of Chairman/Chairwoman and Vice Chairman/Vice Chairman. At the regular meeting of the Commission held in June of each year, the Commission shall elect a Chairman/Chairwoman and Vice Chairman/Chairwoman who shall not serve more than two one-year consecutive terms. The Chairman-/Chairwoman and Vice Chairman/Vice Chairwoman elected at the June meeting shall begin their term of office at the next regular meeting of the Commission.
- a. At the regular meeting of the Commission held in March of each year, the Presiding Officer (Chairman/Chairwoman) shall announce to the Commission that there will be an election of officers in June. The Presiding Officer shall then ask for nominations for Chairman/Chairwoman and Vice Chairman/Vice Chairwoman. The nominations received at the March meeting shall be placed before the Commission for consideration during the election of officers in June.

- b. The Presiding Officer and the Commission may consider, at the June meeting, nominations other than those obtained through the process outlined in 'a' above.
- 1.02. Filling Vacancies in Office. In case of a vacancy in any office, it shall be filled by an election held in the first quarter subsequent, and such replacement shall be for the duration of the unexpired term of such office.
 - 1.03. Conduct of Election. Elections shall be by nomination. The member receiving votes in an amount equal to or greater than the majority (51%) of the members present where at least a quorum exists shall be declared elected.
 - 1.04. Initial Election. The initial election of a Chairman/Chairwoman and a Vice Chairman/Vice Chairwoman shall be conducted prior to the first regularly scheduled meeting of January 1, 1981. The term of office for those elected at this meeting shall be six (6) months.
 - 1.05. Terms of Office. No Commissioner shall serve more than two one-year consecutive terms as Chairman/Chairwoman and Vice Chairman/Chairwoman.

SECTION 2. DUTIES

- 2.01. Officers
 - a. The Chairman/Chairwoman. The Chairman/Chairwoman, or in his/her absence, the Vice Chairman/Vice Chairwoman, shall preside at all meetings of the Commission. They shall perform the duties necessary or incidental to their offices.
 - b. Vice Chairman/Vice Chairwoman. In the event of the absence of the Chairman/Chairwoman or his/her inability to act, the Vice Chairman/Vice Chairman shall take his/her place and perform his/her duties.