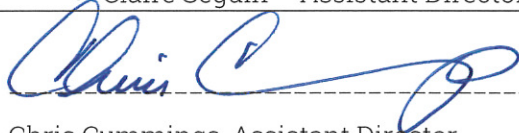




# Annual Action Development Committee Amdended Charter

<b>Title</b>	CDBG Method of Distribution Development									
<b>Sponsor</b>	Chris Cummings									
<b>Purpose &amp; Expected Results</b>	The purpose of the Annual Action Development Committee is to regularly review the Community Development Block Grant (CDBG) Method of Distribution (MOD) and discuss or assess proposed changes to the CDBG program delivery. Proposed changes will be presented to the Infrastructure Finance Authority (IFA) board for consideration and approval.									
<b>Approach</b>	<p>The committee will meet on a regular basis throughout the year to further refine the MOD, based on existing material, creating an inclusive, fair and transparent program that will benefit CDBG eligible communities throughout Oregon that would align with Business Oregon's strategic plan.</p> <p>Meetings are subject to Oregon Public Meetings law.</p>									
<b>Success Metrics</b>	<ul style="list-style-type: none"> <li>- The assignment will be successful if the proposed adjustments to the MOD are completed and Business Oregon has submitted the final proposed MOD to HUD for approval no later than November 15 of each year.</li> <li>- Improve State Expenditure Ratio above 1 and unexpended ratio to 2.5 of the allocation.</li> </ul>									
<b>Expected Duration &amp; High Level Milestones</b>	<p>The project work is on an annual basis. High level milestones include:</p> <table border="0"> <tr> <td>Short Term Goal for 2017</td> <td>Complete final draft by March 31, 2017</td> </tr> <tr> <td>IFA Board approval</td> <td>April 2017</td> </tr> <tr> <td>Long Term Goal for 2018</td> <td>Complete final draft by August 31, 2017</td> </tr> <tr> <td>IFA Board Approval</td> <td>October 2017</td> </tr> </table>		Short Term Goal for 2017	Complete final draft by March 31, 2017	IFA Board approval	April 2017	Long Term Goal for 2018	Complete final draft by August 31, 2017	IFA Board Approval	October 2017
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<b>Key Stakeholders</b>	<p>The following stakeholders have vested interest in the outcome of Business Oregon's Annual Action Development Committee:</p> <ul style="list-style-type: none"> <li>• Kristin Retherford, IFA Board Member Liaison</li> <li>• Jason Green, Executive Director of Oregon Association of Water Utilities (OAWU)</li> <li>• Wendy Johnson, League of Oregon Cities</li> <li>• Mike McArthur or Doris Penwell, Association of Oregon Counties</li> <li>• Jeremy McVeety, Program and Policy Specialist for the Safe Drinking Water Revolving Loan Fund (SDWRLF) and former finance officer with Business Oregon</li> <li>• Fumi Schaadt and Becky Baxter, Program and Policy Specialists for the Community Development Block Grant (CDBG) Program</li> <li>• Pegge McGuire – Community Services Consortium (CSC)</li> <li>• Claire Seguin – Assistant Director, Oregon Housing and Community Services</li> </ul>									
<b>Sponsor Approval Signature</b>	 <hr/> Chris Cummings, Assistant Director Economic Development	<hr/> 3-2-17 <hr/> Date								