

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	May 16, 2022
Action Required:	Appropriation and Approval (multiple)
Presenter:	Erin Atak, Grants Coordinator Sam Sanders, Deputy City Manager for Operations
Staff Contacts:	Erin Atak, Grants Coordinator Alex Ikefuna, Interim Director, OCS
Title:	<b>Approval and Appropriation of CDBG &amp; HOME Budget Allocations and Annual Action Plan for FY 2022-2023</b>

**Background:**

Each year, the City of Charlottesville receives federal funding from the U.S. Department of Housing and Urban Development (HUD), for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. Federal law and regulations require this funding to be spent through a very detailed and specific planning process.

- **May 7, 2018:** City Council approved a **Consolidated Plan** for the City/Planning District, covering the period 7-1-2018 through 6-30-2023. A Consolidated Plan sets forth how various actors will provide support for certain community development needs. The Consolidated Plan includes public engagement provisions, in the form of a **citizen participation plan** (which says that, once Council has approved a particular program, any changes to the program must be reviewed in accordance with the citizen participation plan).
- **May 3, 2021:** by resolution, City Council approved an **Action Plan** for FY 2021-2022. An Action Plan sets out the means by which the Consolidated Plan will be carried out during a specific period of time. Each Action Plan identifies programs to be funded with annual allocations. The persons/entities carrying out the funded programs are referred to as grant “sub-recipients”. The programs/sub-recipients are selected using a competitive process designed to reflect City Council’s stated priorities.
- **September 20, 2021:** City Council voted to establish the following **Priorities** to be applied in awarding funds for the FY 2022-2023 Action Plan: (i) access to affordable housing (including but not limited to low-income housing redevelopment); (ii) workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City’s GO programs); (iii) microenterprise assistance; (iv) access to quality childcare; (v) homeowner rehabilitation, and (vi) down payment assistance for homeownership.

- **Spring 2022:** the City of Charlottesville advertised a Request for Proposals (RFP), inviting proposals seeking CDBG/HOME funding based on the priorities set by Council on September 21, 2021.

**Discussion:**

This agenda item seeks City Council approval of the Action Plan for FY2022-2023. Any programs approved by City Council will collectively comprise the FY 2022-2023 Action Plan.

To date, the City has not yet received its allocation letter from HUD. Therefore, for the purpose of carrying out the FY 22-23 Action Plan on time (the FY 22-23 Action Plan must be commenced on July 1, 2022, and approved programs/ services completed on or before June 30, 2023, staff will estimate allocations using previous FY allocations.

The City received three applications (requests totaling \$226,071) categorized as affordable housing projects; three applications (requests totaling \$111,807.00) categorized as public service projects; and two applications (requests totaling \$55,130) categorized as economic development projects. A summary of applications received is included in this packet.

On February 16 and March 21, 2022, the CDBG/HOME Task Force reviewed the applications received, and recommended housing, public service projects, and economic development activities for funding. Minutes from the Taskforce meetings are attached which outline the recommendations made. It is important to note that all projects went through an extensive review by the CDBG/HOME Task Force because of the RFP process.

On April 12, 2022, these items came before the Planning Commission and Council for a joint public hearing. The Planning Commission unanimously recommended the Task Force's recommendations for approval by City Council. The Planning Commission recommended approval of the proposed budget with any percent changes to the estimated amounts being applied equally to all programs. All Planning Commissioners present at the meeting voted unanimously to approve the recommendations.

The recommendations approved by the Task Force and Commission are referred to as the City's "Draft Action Plan for FY 2022-2023". The Draft Action Plan was advertised for a thirty-day public comment period (March 30 – April 30, 2022) and also from May 3, 2022 to May 12, 2022. The plan is in draft form pending approval from Council at the May 16, 2022, meeting. Following City Council approval of the Action Plan, the approved applications will be entered into the HUD IDIS database which will then create a final formatted version of the Action Plan. and this final version will be sent to HUD for final approval as required within the CDBG/HOME Citizen Participation Plan.

The Housing Directors Council and Regional Partners had an opportunity to make comments on the Draft Action Plan during their March 16, 2022, and April 20, 2022, meetings and during the 30-day public comment period. Comments received from all parties have been incorporated into the Draft Action Plan for FY 2022-2023. The Participation section of the Action Plan summarizes all community engagement efforts, as

well as all comments received and incorporated into the plan.

CDBG and HOME Project Recommendations for FY 2022-2023:

Staff estimates that the CDBG program total will have an estimated \$433,471 for the 2022-2023 program year. Staff estimates that the HOME total will have an estimated \$84,576.88, plus another \$21,144.22 of local funding which is a 25% required match for the City.

Recommendation #1: Priority Neighborhood – On September 21, 2021, Council approved Ridge Street to be the Priority Neighborhood. On March 15, 2021, City Council approved activities for the Ridge Street priority neighborhood to be carried out with CDBG funds. All chosen activities went through extensive community participation selection and engagement process through the Ridge Street priority neighborhood Taskforce that occurred in September of 2020 through February 2021.

Staff recommends that the Ridge Street Priority neighborhood activities proceed with construction using funds other than federal CDBG dollars. City departments were consulted on the projects proposed by the Ridge Street Priority neighborhood and expressed concerns with constructability and environmental impacts, which may eventually significantly impact timeliness of the three activities approved with completion under HUD guidelines 24 CFR 570.902. Staff recommends the surplus funds be placed for a request for proposal for an alternative activity.

Recommendation #2: Economic Development – Council set aside FY 22-23 CDBG funding for Economic Development Activities. The CDBG/HOME Taskforce recommended that two organizations, the Community Investment Collaborative and the Local Energy Alliance Program, receive funding. Funds are proposed to be used to provide Community Investment Collaborative Microenterprise scholarships assistance to 10-20 entrepreneurs to develop their businesses through a 16-session workshop through technical assistance mentorship and financial management training program. The Taskforce also recommended the Local Energy Alliance Program to receive funding for the Workforce Development program. Estimated benefits include hiring 2 staff members from the Home to Hope or CRHA's Section 3 program for their Weatherization Technician Workforce Development program.

Recommendation #3: Public Service Programs – The CDBG/HOME Task Force recommended several public service programs. Funds are proposed to assist the Literacy Volunteers of Charlottesville/Albemarle to prepare 32 illiterate City residents for the workforce through individualized instruction; and assist the Public Housing Association of Residents to fund the resident outreach and community organization of public housing redevelopment

Recommendation #4: Administration and Planning: On September 21, 2021, Council approved the admin and planning portion of the CDBG budget to be set at 20% of the entitlement budget. Funds are proposed to help pay for CDBG citizen participation, environmental reviews, staffing, and other costs directly related to CDBG funds. Approximately \$86,694.20 is budgeted to administer the program.

Recommendation #5: HOME Funds: The CDBG/HOME Task Force recommended funding the Local Energy Alliance Program that support homeowner energy maintenance rehabilitation. Estimated benefits include ten homeowner rehabilitations.

Recommendation #6: Adjusting for Actual Entitlement Amount: Because actual entitlement amounts are not known at this time, it is recommended that all recommendations are

increased/reduced at the same pro-rated percentage of actual entitlement to be estimated. No agency will increase more than their initial funding request.

Adjusting for Timeliness: Because several subrecipients are still in the process of completing their 2021-2022 CDBG/HOME contracts (which must be fulfilled no later than June 30, 2022); 2022-2023 contract awards to those sub-recipients will be made subject to reprogramming, if any of the 2021-2022 CDBG/HOME subrecipients fail to fulfill their current sub-recipient contract obligations by June 30, 2022.

**Community Engagement:**

A request for proposals was held for housing, economic development, public facilities and public service programs. Applications received were reviewed by the CDBG Task Force during their two public meetings. Priority Neighborhood recommendations will be made by members who serve on the Priority Neighborhood Task Force.

A notice of the April 12, 2022 joint Planning Commission-City Council Public Hearing was published in the Daily Progress for a 15-day public comment period on March 22, 2022. The public was also given the opportunity to voice their opinions during the 30-day public comment period published on March 30, 2022, and at the Thomas Jefferson Planning District Commission Public Hearing on May 5, 2022. The draft Action Plan was posted online through the following [link](https://tjpc.org/wp-content/uploads/pdf/Housing/HOME-Consortium/FY22-23-Charlottesville-HOME-Consortium-Draft-Action-Plan.pdf). (<https://tjpc.org/wp-content/uploads/pdf/Housing/HOME-Consortium/FY22-23-Charlottesville-HOME-Consortium-Draft-Action-Plan.pdf>)

**Alignment with City Council’s Vision and Strategic Plan:**

Approval of this agenda item aligns directly with Council’s vision for Charlottesville to have **Economic Sustainability and Quality Housing Opportunities for All.**

**Budgetary Impact:**

The HOME program requires the City to provide a 25% match (HOME match equals ¼ of the entitlement amount). The sum necessary to meet the FY 2022-2023 match is \$21,144.22, which will be appropriated out of the Charlottesville Affordable Housing Fund (CP-084).

**Alternatives:**

No alternatives are proposed.

**Recommendation:**

Staff, the Task Force, and the Planning Commission all recommend approval of the CDBG and HOME projects, as well as the reprogramming of funds for FY2022-2023. Funds included in this budget will not be spent until after July 1, 2022 when HUD releases the entitlement and the final Action Plan is approved by HUD.

**Attachments (6, total):**

- Appropriation Resolution for CDBG funds:  
*Suggested motion: “I move the RESOLUTION appropriating Community Development Block Grant funding received from the U.S. Department of Housing and Urban Development for the FY 2022-2023 Action Plan, in the amount of \$433,471.*
- Appropriation Resolution for HOME funds:  
*Suggested motion: “I move the RESOLUTION appropriating the HOME Investment Partnership Program funding received from the U.S. Department of Housing and Urban Development for FY 2022-2023, in the amount of \$84,576.88*
- Resolution: Approval of the 2022-2023 Annual Action Plan:  
*Suggested Motion: “I move the RESOLUTION approving the FY 2022-2023 Annual Action Plan for the City of Charlottesville’s CDBG/HOME Programs”*
- 2022-2023 Proposed CDBG and HOME Budget
- Summary of RFPs submitted
- Minutes from CDBG Task Force meetings

**RESOLUTION**

**Appropriating Community Development Block Grant funding anticipated from the U.S. Department of Housing and Urban Development for the FY 2022-2023 Action Plan, in the amount of \$433,471**

**WHEREAS** the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2022-2023 fiscal year in the total amount of \$433,471; and

**WHEREAS** City Council has received recommendations for the expenditure of funds from the CDBG Task Force, and Ridge Street Priority Neighborhood Task Force and the City Planning Commission; and has conducted a public hearing thereon as provided by law; now, therefore

**BE IT RESOLVED** by the City Council of Charlottesville, Virginia, upon receipt of the sums hereinafter set forth from the U.S. Department of Housing and Urban Development, the said funds are hereby appropriated to the following individual expenditure accounts in the Community Development Block Grant Fund for the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations.

<b>FUND</b>	<b>ACCOUNT CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
218	1900464	Ridge ST Priority Neighborhood	\$186,376.16
218	1900465	Community Investment Collaborative Microenterprise Scholarships	\$25,000.00
218	1900466	LEAP – Workforce Development	\$30,130.00
218	1900467	PHAR – Resident Involved Redevelopment	\$37,510.32
218	1900468	LVCA – Workforce Tutoring	\$27,510.32
218	1900469	LEAP – Solar Maintenance	\$40,250.00
218	3914001000	Administrative and Planning	\$86,694.20
TOTAL			\$433,471.00

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$433,471 from the Department of Housing and Urban Development, and all sub-recipient awards are also conditioned upon receipt of such funds.

**BE IT FURTHER RESOLVED** that the amounts appropriated above within this resolution will be provided as grants to public agencies or private non-profit, charitable organizations (individually and collectively, “sub-recipients”) and shall be utilized by the sub-recipients solely for the purpose stated within their grant applications. The City Manager is authorized to enter into agreements with each sub-recipient as deemed advisable, to ensure that the grants are expended for the intended purposes and in accordance with applicable federal and state laws and regulations. Toward this end, the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147, are authorized to establish administrative procedures and provide for guidance and assistance in the sub-recipients’ execution of the funded programs.

**RESOLUTION**

**Appropriating the HOME Investment Partnership Program funding to be received from the U.S. Department of Housing and Urban Development for FY 2022-2023, in the amount of \$84,576.88**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnerships (HOME) funding for the 2022-2023 fiscal year;

**WHEREAS**, the region served by the Thomas Jefferson Planning District Commission will be receiving an award for HOME funds for fiscal year 2022-2023, of which the City will receive the sum of \$84,576.88 to be expended on affordable housing initiatives such as energy maintenance and homeowner rehabilitation.

**WHEREAS**, it is a requirement of this grant that projects funded with HOME initiatives money must be matched with local funding in varying degrees; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the local match in the amount of \$21,144.22 is hereby appropriated from the Charlottesville Housing Fund (accounting code CP-084 to Fund 210/ Account Code 1900463, for expenditure as the local match for HOME funding received from the U.S. Department of Housing and Urban Development for FY 2022-2023; and,

**BE IT FURTHER RESOLVED THAT**, upon receipt, HOME funding received from the U.S. Department of Housing and Urban Development for FY 2022-2023 is hereby appropriated to Fund 210/ Account Code 1900463, to be expended in accordance with the program(s) to be funded as the City’s FY 2022-2023 Action Plan, as set forth below:

<b>FUND</b>	<b>PROJECTS</b>	<b>Account Code</b>	<b>HOME EN</b>	<b>MATCH</b>	<b>TOTAL</b>
210	LEAP – Assisted Home Energy Performance	1900463	\$84,576.88	\$21,144.22	\$105,721.10

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$84,576.88 from the Department of Housing and Urban Development, and any sub-recipient award(s) are also conditioned upon receipt of such funds.

**BE IT FURTHER RESOLVED** that the amounts appropriated above within this resolution will be provided as grants to public agencies or private non-profit, charitable organizations (individually and collectively, “sub-recipients”) and shall be utilized by the sub-recipients solely for the purpose stated within their grant applications. The City Manager is authorized to enter into agreements with each sub-recipient as deemed advisable, to ensure that the grants are expended for the intended purposes and in accordance with applicable federal and state laws and regulations. Toward this end, the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147, are authorized to establish administrative procedures and provide for guidance and assistance in the sub-recipients’ execution of the funded programs.

**RESOLUTION**  
**Approving the 2022-2023 Annual Action Plan for the City of Charlottesville's**  
**CDBG/HOME Programs**

**BE IT RESOLVED** by the Council of the City of Charlottesville THAT the fy 2022-2023 Action Plan for implementation of the City's 2018-2019 CDBG/HOME Consolidated Plan is hereby approved, as follows:

<b>ACCOUNT CODE</b>	<b>PROJECTS</b>	<b>AMOUNT</b>
1900464	Ridge ST Priority Neighborhood	\$186,376.16
1900465	Community Investment Collaborative Microenterprise Scholarships	\$25,000.00
1900466	LEAP – Workforce Development	\$30,130.00
1900467	PHAR – Resident Involved Redevelopment	\$37,510.32
1900468	LVCA – Workforce Tutoring	\$27,510.32
1900469	LEAP – Solar Maintenance	\$40,250.00
3914001000	Administrative and Planning	\$86,694.20
	\$433,471.00	

<b>Account Code</b>	<b>PROJECT</b>	<b>HOME EN</b>	<b>MATCH</b>	<b>TOTAL</b>
1900463	LEAP – Assisted Home Energy Performance	\$84,576.88	\$21,144.22	\$105,721.10

In the event that funding received by the U.S. Department of Housing and Urban Development for FY 2022-2023 differs from the amounts referenced above, all CDBG and HOME project estimates shall be increased or reduced at the same pro-rated percentage in relation to actual CDBG/ HOME funding received by the City. No sub-recipient's grant may be increased above their initial funding request.

**2022-2023 CDBG & HOME BUDGET ALLOCATIONS**  
**RECOMMENDED BY CDBG/HOME TASKFORCE: 2/16/22 & 3/21/22**  
**RECOMMENDED BY PLANNING COMMISSION**  
**APPROVED BY CITY COUNCIL**

**A. PRIORITY NEIGHBORHOOD**

A. Ridge Street Priority Neighborhood **\$ 186,376.16**

**B. ECONOMIC DEVELOPMENT PROJECTS**

A. Community Investment Collaborative - Micro Scholarships **\$ 25,000.00**

B. Local Energy Alliance Program - Workforce Development **\$ 30,130.00**

**C. PUBLIC SERVICE PROJECTS (15% CAP)**

A. Public Housing Association of Residents **\$ 37,510.32**

B. Literacy Volunteers of Charlottesville/Albemarle **\$ 27,510.32**

**D. HOUSING PROJECTS**

A. Local Energy Alliance Program - Solar Energy Maintenance **\$ 40,250.00**

**E. ADMINISTRATION/PLANNING (20% CAP)**

A. Admin/Planning **\$ 86,694.20**

Grand Total **\$ 433,471.00**

Estimated Entitlement **\$ 433,471.00**

**2022-2023 HOME BUDGET ALLOCATIONS**

A. Local Energy Alliance Program - Assisted HOME Performance **\$ 84,576.88**

Total **\$ 84,576.88**

Estimated Entitlement **\$ 84,576.88**

Local Match **\$ 21,144.22**

# CDBG FY22-23 Submissions

<b>CDBG</b>	<b>Econ</b>	<b>Organization, Program Title</b>	<b>Project Contact</b>	<b>Program Description</b>	<b>Funding Requested</b>
		Local Energy Alliance Program (LEAP)	Chris Meyer	Assisted Home Performance Workforce Development	\$ 30,130.00
		Community Investment Collaborative (CIC)	Stephen Davis	CIC Entrepreneur Program	\$ 25,000.00
		<b>Total Amount of Request</b>			<b>\$ 55,130.00</b>
<b>CDBG</b>	<b>Public Services (15% Cap)</b>	<b>Organization, Program Title</b>	<b>Project Contact</b>	<b>Program Description</b>	<b>Funding Requested</b>
		Public Housing Association of Residents (PHAR)	Shelby Edwards	Capacity Building, Empowerment, Protecting Affordable Housing	\$ 35,000.00
		PACEM	Jayson Whitehead	Referrals Specialist	\$ 39,375.00
		Literacy Volunteers Charlottesville/Albemarle	Ellen Osborne	Beginning Workforce Development Services	\$ 37,432.00
		<b>Total Amount of Request</b>			<b>\$ 111,807.00</b>
		<b>Total Projected Budget</b>			<b>\$ 65,020.65</b>
<b>Request Overage</b>			<b>\$ 46,786.35</b>		
<b>CDBG</b>	<b>Housing</b>	<b>Organization, Program Title</b>	<b>Project Contact</b>	<b>Program Description</b>	<b>Funding Requested</b>
		Local Energy Alliance Program	Chris Meyer	Low-Income Roof Repairs	\$ 40,250.00
		<b>Total Amount of Request</b>			<b>\$ 40,250.00</b>

# HOME FY22/23 RFP Submissions

HOME	Organization, Program Title	Project Contact	Program Description	Funding Requested
		Local Energy Alliance Program (LEAP)	Chris Meyer	Assisted Home Performance
	Piedmont Housing Alliance (PHA)	Sunshine Mathon	Friendship Court Early Learning Center	\$105,721
	<b>Total Amount of Request</b>			<b>\$185,821</b>
	<b>Total Projected Budget</b>			<b>\$84,576.88</b>
	<b>Request Overage</b>			<b>\$101,244</b>



## Community Development Block Grant/HOME Taskforce

Wednesday, February 16th, 2022

4-5PM

Virtual Meeting (Zoom)

### Meeting Minutes

#### 1. Introductions/Housekeeping/Minutes

Grants Coordinator, Erin Atak (EA), took Roll Call.

Name	Attendance
Nancy Carpenter	<i>Present</i>
Helen Sporkin	<i>Present</i>
Matthew Gillikin	<i>Present</i>
Connor Brew	<i>Present</i>
James Bryant	<i>Present</i>
Kem Lea Spaulding	<i>Present</i>
Howard Evergreen	<i>Present</i>
Emily Cone Miller	<i>Absent</i>
Taneaia Dowell	<i>Absent</i>

All Taskforce members introduced themselves and their neighborhood designation/role on the CDBG/HOME Taskforce

#### 2. CDBG/HOME Background

EA shared the CDBG/HOME introductory technical assistance PowerPoint for the Taskforce. The PowerPoint serves as the training slideshow that all CDBG and HOME applicants are required to sit through in a mandatory 30-45 training session with the grants coordinator prior to applying for CDBG and HOME. EA walks through the following topics with the Taskforce:

- a. 2022-2023 CDBG/HOME Priorities selected by City Council
- b. Three CDBG/HOME HUD National Objectives

#### Staff Contact:

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093

- c. CDBG/HOME program income guidelines posted on the City of Charlottesville website that all CDBG/HOME applicants adhere to.
- d. The updated CDBG/HOME Priority Neighborhood Map on the City Website: <https://www.charlottesville.gov/DocumentCenter/View/6760/2021-CDBG-Priority-Neighborhood-Map>
- e. The HOME HUD Program Definition, eligible activities, and ineligible activities.
- f. Projected HOME allocation for FY2022-2023
- g. Federal and Local requirements subrecipients are required to adhere to (submitting quarterly reports, getting environmental reviews done, spending requirements, documentation requirements for invoices, etc.)
- h. And submitting an internal controls checklist required by HUD as listed in the City's CDBG Guidelines by application date: current annual audit, policies and procedures manual, financial statements, Evidence of 501(c)3, etc.

EA explained to the Taskforce that there was a total of six technical assistance meetings prior to application submittal with the following organizations:

- i. Piedmont Housing Alliance
- j. Thomas Jefferson Community Land Trust
- k. Local Energy Alliance Program
- l. Literacy Volunteers of Charlottesville/Albemarle
- m. Virginia Supportive Housing
- n. Charlottesville Redevelopment and Housing Authority

Two organizations submitted applications for the FY2022-2023 HOME request for proposal:

- Local Energy Alliance Program (LEAP)
- Piedmont Housing Alliance (PHA)

EA explained to the Taskforce that HUD reviewed the applications and advised the City that the Piedmont Housing Alliance Application and a portion of the LEAP application would be better suited for other funding sources. The Taskforce would only be able to review one portion of LEAP's application for funding consideration this afternoon.

Nancy Carpenter (NC) asks about whether the HUD national objective #2 (blight/slum) wording can be updated. NC also brings up whether organizations submit policies on diversity, equity, and inclusion within the attachments that subrecipients were required to submit with applications.

### **3. Scores**

EA asks the Taskforce if there were any concerns reviewing the applications. No concerns were brought up.

EA outlines LEAP's performance history. No concerns were brought up with audit history, timeliness, and documentation requirements.

#### **Staff Contact:**

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093

Discussion with the Taskforce revolved around LEAP’s FY2021 financial and performance workload. EA explains that LEAP is currently performing 16-20 energy efficiency audits with the same amount of funding that is being requested in the current application.

NC, Howard Evergreen (HE), and Connor Brew (CB) discuss the energy savings and impact on utility bills.

The Taskforce unanimously voted on the following funding recommendation for the LEAP assisted home performance application.

Applicant	Average Score	Funding Request	TF Funding Recommendations	
LEAP	32.14	\$80,100.00	\$84,576.88	Assisted Home Performance (Only)
<hr/>				
Funding Available			\$ 84,576.88	

**4. Public Comment**

None

**Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator (434)-970-3182 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements can be made.**

**Staff Contact:**

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093



## Community Development Block Grant/HOME Taskforce

Monday, March 21, 2022

4-5PM

Virtual Meeting (Zoom)

### Meeting Minutes

#### 1. Introductions/Housekeeping

Grants Coordinator, Erin Atak (EA), took Roll Call.

Name	Attendance
Nancy Carpenter	<i>Present</i>
Helen Sporkin	<i>Present</i>
Matthew Gillikin	<i>Present</i>
Connor Brew	<i>Present</i>
James Bryant	<i>Absent – sent in funding recommendations</i>
Kem Lea Spaulding	<i>Absent</i>
Howard Evergreen	<i>Present</i>
Emily Cone Miller	<i>Absent</i>
Taneaia Dowell	<i>Absent</i>

*Guests Observing review process:*

Shirese Franklin, TJPDC Planner III

Hunter Allen Smith, City Staff, Vibrant Communities Fund

EA explained to the Taskforce about how many applicants she met with during the pre-application technical assistance meetings. There was a total of eleven applicants that met with EA during the RFP process. 6 applications were received at the end of the RFP process.

1. Community Investment Collaborative
2. Local Energy Alliance Program
3. Literacy Volunteers of Charlottesville/Albemarle
4. Thomas Jefferson Area Coalition for the Homeless

#### **Staff Contact:**

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093

5. Charlottesville Redevelopment and Housing Authority
6. Piedmont Housing Authority
7. Region 10
8. Habitat for Humanity of Greater Charlottesville
9. Public Housing Association of Residents
10. People and Congregations Engaged in Ministry (PACEM)
11. The HAVEN

EA explained the CDBG timeliness concerns for current applicants to the Taskforce.

- 2021-2022 subrecipients with CDBG/HOME contracts were eligible to apply for new rounds of funding for CDBG as long as they are able to fully spend their 2021 contract by the end of their contract year.
- EA explained that the contract year ends June 30, 2022. All funds must be spend by then in order to be eligible for their 2022 CDBG awards. If the subrecipient is not able to fulfill their end of the contract obligation, the City can reprogram the 2021 and 2022 CDBG awards for timeliness purposes.
- EA explained three organizations fell into this category: LEAP, CIC, and PHAR.

## **2. Scores**

Taskforce begins to look over the economic development scores first.

- EA gives an audit history for both applications in the economic development category. No concerns are listed from staff side.
- Nancy Carpenter (NC) makes a motion to fully fund both Community Investment Collaborative (CIC) and the Local Energy Alliance Program (LEAP). She explains that in LEAP's application she appreciates the initiative to re-acclimate people to the workforce with housing; and CIC's application was good and large in scope.
- Matthew Gillikin (MG) seconds the motion and wonders if CIC would be able to take on additional funding.
- Howard Evergeen (HE) asks what happens to any undesignated funds at the end of the awarding process
- EA explains several options to the taskforce:
  - o There is the option to issue another RFP
  - o There is the option to fund an unfunded project within the CDBG priority neighborhood that the City is looking for funding for
  - o There is the option to give the extra funds to the priority neighborhood taskforce budget
- NC states that the Taskforce should proceed with awarding the rest of the CDBG categories and then coming back and seeing if there are any extra funds remaining. The committee agrees.

Taskforce begins to look over the housing applications.

- EA gives an audit history for both applications in the economic development category. No concerns are listed from staff side.

### **Staff Contact:**

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093

- MG and NC states that this proposal was interesting and different from the typical housing application that LEAP generally requests for funds for. NC states that the application addresses the need for families to stay in their homes and addresses financial concerns.
- NC moves to fully fund the LEAP application.
- Connor Brew (CB) seconds the motion.

Taskforce begins to look over the public service applications.

- EA reminds the committee that the public service section has a HUD cap of 15% with CDBG funds.
- EA gives an audit history for applications in the public services category. No concerns are listed from staff side. EA gives several options to the Taskforce about how to fund the applications because there is a finite amount of funds to give out to the applicants.
- MG makes a motion to fully fund Literacy Volunteers of Charlottesville/Albemarle (LVCA) as they ranked the highest among the public service category.
- HE and NC seconds the motion.
- Helen Sporkin (HP) states that LVCA had the most thorough application among all that was submitted.
- NC makes the motion to fully fund Public Housing Association of Residents.
- NC states that there was not anything sustainable in the PACEM application about keeping the staff position long term past the one-year contract agreement.
- EA states that generally previous taskforces have also tended to stray away from funding staff positions for that reason.
- CB, MG, and HS support fully funding PHAR and LVCA.
- EA offers the option of adding the remaining additional \$5,020.64 split between the two funded programs. The Taskforce agrees. This uses the full 15% of the funding for public services.

The CDBG/HOME Taskforce unanimously votes on the following budget:

Applicant	Average Score	Funding Request	TF Recommendation
CIC	37.33	\$25,000.00	\$25,000.00
LEAP Workforce	33.17	\$30,130.00	\$30,130.00
LEAP Solar Roof	33.50	\$40,250.00	\$40,250.00
PACEM	32.17	\$39,375.00	\$0.00
LVCA	39.67	\$25,000.00	\$27,510.32
PHAR	34.17	\$35,000.00	\$37,510.32

- Shirese Franklin (SF): Makes a comment to the comment about how the review process on shovel ready projects is a great idea the City does and should be implemented to the region.
- Hunter Allen Smith (HAS) noted that it was great getting to shadow along the review process and the budget making process with the Taskforce.

**Staff Contact:**

Erin Atak, Grants Coordinator (atake@charlottesville.gov), (434) 970-3093

- MG stated that the process had a learning curve to it and the technical assistance trainings are always helpful.

### **3. Public Comment**

- Shelby Edwards: Shared her appreciation for the dialogue from the Taskforce and the Grants Coordinator and is looking forward to the future funding.
- Joy Johnson: Shared her concerns for the review process of the applications and asked whether the Taskforce received training.

**Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator (434)-970-3182 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements can be made.**

#### **Staff Contact:**

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## SCORING RUBRIC FOR HOME PROPOSALS

Name of Applicant:

Name of Project:

	<b>Exemplary (3 Points)</b>	<b>Adequate (2 Points)</b>	<b>Needs Improvement (1 Point)</b>	<b>Missing Information (0 Points)</b>	<b>Score</b>	<b>Comments</b>
<b>Program/Project Description</b>	Provides a clear description and clearly explains how it will address a Council Priority	Provides a description that adequately explains how it will address a Council Priority	Program/project description needs improvement	Proposal does not describe how it will address a Council Priority		
<b>Program/Project Goal</b>	Provides a clear explanation of the goal. Identifies what will be provided to whom, how many. Provides demographic information of the beneficiaries and how they will meet the income guidelines	Provides an adequate explanation of the goal	Program/Project goal needs improvement. Barely identifies what will be provided to whom and how many. Barely provides demographic information and how the beneficiaries will meet the income guidelines	Goal is missing and/or not explained. Identification of beneficiaries, number of beneficiaries, demographic information, and information about how the beneficiaries will meet the income guidelines is missing		
<b>Need</b>	Clearly describes how the program will directly address the needs.	Adequately describes how the program will directly address the needs using some local	Description of need needs improvement. Only state, regional, or national data	Does not describe how the program will directly address the needs and/or		

	Provides local data to describe the needs of the community <u>and</u> the beneficiaries	data to describe the needs of the community <u>and</u> the beneficiaries	provided, data not specific to clients	does not provide data to describe the needs of the community and the beneficiaries		
<b>Outcomes</b>	Clearly explains how proposed outcomes will be meaningful, client-focused and related to the service	Adequately explains how proposed outcomes will be meaningful, client-focused and related to the service	Explanation of how proposed outcomes will be meaningful, client-focused and related to the service needs improvement	Does not explain how proposed outcomes will be meaningful, client-focused and/or related to the service		
<b>Strategies</b>	Provides evidence-based strategies for how the program/project will address the need	Adequately describes how strategies address need using researched best practices strategies at a minimum	Describes how strategies address need without information about best practices or research	Does not identify how strategies directly address need		
<b>Implementation Timeline</b>	Timeline is detailed and realistic	Timeline is adequate	Timeline is limited or not realistic	No timeline provided and information is missing		
<b>Evaluation Plan</b>	Provides a rigorous evaluation plan which informs ongoing work, explains metrics and why they are used	Provides a solid evaluation plan	Evaluates some elements of its work, but the evaluation is not thorough	Proposal does not provide an evaluation plan or the plan is insufficient		
<b>Demographic Verification</b>	Proposal clearly describes how the agency will collect and verify <u>all</u> required information	Proposal adequately describes how the agency will collect and verify all required information	Proposal describes how the agency will collect and verify <u>some</u> required information	Proposal does not describe how the agency will collect and verify any required information		

<b>Financial Benefits</b>	Proposal describes how the program fully meets two financial benefits	Proposal describes how the program fully meets one financial benefit	Proposal describes how the program <u>partially</u> meets one to two financial benefits	Proposal does not describe how the program will provide a financial benefit		
<b>Collaboration</b>	Proposal describes how the program collaborates with other organizations to achieve a common goal using defined deliverables and metrics (ex. Clear accountability, shared management, such as MOU's or formal partnership agreements)	Proposal describes formal agreements with more than two organizations describing how they cooperate, but does not share common deliverables or metrics.	Proposal describes collaboration informally with other organizations (ex. information sharing, resource sharing)	Proposal does not describe collaboration with other entities		
<b>Engagement/ Outreach Strategy</b>	Proposal describes complete outreach and engagement strategies and explains how it will serve needy and underserved populations	Proposal describes some outreach and engagement strategies and how it will serve needy and underserved populations	Proposal explains that services are available to needy and underserved populations but program/project does not conduct outreach or engagement	Proposal does not provide strategies for outreach and engagement to needy and underserved populations		
<b>Priority Neighborhood Ridge Street</b>	Proposal describes complete outreach strategies and program/project serves residents in the Priority Neighborhood	Proposal describes some outreach and program/project serves residents in the Priority Neighborhood	Proposal explains that services are available to priority neighborhood residents but program/project does not conduct outreach	Proposal does not provide strategies for outreach to priority neighborhood residents		

<b>Organizational Capacity (STAFF ONLY)</b>	Organization demonstrated sufficient capacity and fully met projected outcomes in previous grant year	Organization demonstrated adequate capacity and almost met projected outcomes in previous grant year	Organization capacity needs improvement, did not meet projected outcomes	The organization demonstrated a lack of a capacity		
<b>Organizational Capacity</b>	Proposal provides clear evidence of the capacity and ability to ensure timely performance and reporting	Proposal provides adequate evidence of the capacity and ability to ensure timely performance and reporting	Evidence of capacity and ability needs improvement. Does not address the question fully	Proposal does not provide evidence of the capacity and ability		
<b>Budget</b>	<p>Proposal clearly demonstrates:</p> <ul style="list-style-type: none"> <li>A. How requested funds will be applied to expense line items</li> <li>B. How the amount requested is reasonable</li> <li>C. That the overall program budget shows a direct relationship with proposed service items</li> </ul>	<p>Proposal provides an adequate budget. Adequately addresses A, B, and C</p>	<p>Proposed budget needs improvement and barely addresses A, B, and/or C. Proposed budget needs improvement.</p>	<p>The proposal does not demonstrate how the requested funds will be applied to expense line items, how the amount requested is reasonable, and does not show a direct relationship with proposed service items</p>		
<b>TOTAL SCORE (MAX SCORE = 42 PTS)</b>						