

**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



Agenda Date:	August 3, 2020
Action Required:	Appropriation and Approval
Presenter:	Erin Atak, Grants Coordinator
Staff Contacts:	Erin Atak, Grants Coordinator
<b>Title:</b>	<b>Approval and Appropriation of CDBG-CV Budget Allocations for FY 2020-2021</b>

**Background:**

The City of Charlottesville is eligible to receive \$246,699 in Community Development Block Grant Coronavirus (CDBG-CV) funding from the United States Department of Housing and Urban Development (HUD) through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136; to respond to the growing effects of the historic public health crisis. Minutes from meetings are attached which outline the recommendations made from the CDBG/HOME Taskforce, and the Planning Commission. It is important to note that all projects underwent an extensive review as a result of the RFP process. The administering department for these funds is the City of Charlottesville's City Manager's Office.

**Discussion:**

CDBG-CV funding is separate from the regular, annual CDBG funds that the City receives every year. In May 2020, the City of Charlottesville advertised a Request for Proposals (RFP) based on [HUD](#) guidance regarding eligible CDBG-CV activities, and the Council priorities set on September 16, 2019. The Council priorities were for affordable housing (priority for persons who are 0-50 percent AMI, including but not limited to low income housing redevelopment), support for the homelessness and those at risk of homelessness, workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs, support for programs that aid in self-sufficiency, including but not limited to quality childcare), microenterprise assistance, and mental health and substance abuse services. HUD has waived certain standard procedures, including the timeframe for community engagement. The City received five CDBG-CV public service applications totaling \$304,324 and one CDBG-CV economic development application totaling \$98,640. One of the five CDBG-CV public service applications was submitted late and was not considered for scoring in accordance with the program guidelines. A summary of applications received is included in this packet.

On June 11 and June 15, 2020, the CDBG/HOME Task Force reviewed and recommended two public service projects for funding and the Strategic Action Team reviewed and recommended one economic development project for funding.

CDBG and HOME Project Recommendations for FY 2020-2021:

The CDBG-CV program total has an estimated \$246,699 for the 2020-2021 program year. Entitlement funds were divided into three categories: Public Services, Economic Development, and Administrative/Planning to respond to the growing effects of the coronavirus.

All applications for potential funding must be able to demonstrate that the program/project to be conducted meets federal income requirements that benefit low to moderate income individuals. Additionally, applications must clearly demonstrate project/program readiness or that the project or program that the funding is being requested for will be ready to begin providing services immediately after July 1, 2020. Potential applicants are required to demonstrate sufficient organizational capacity and fully meet projected outcomes in previous grant years. Staff organizational capacity scores are not included into the final total score averages.

The eligibility of all subrecipients, pursuant to HUD guidelines, will be verified prior to contract award on-line at System for Award Management (SAM). In addition to City requirements, the subrecipient will comply with Section 3, and Davis-Bacon requirements.

Economic Development – In accordance to [\*HUD's Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response\*](#), \$98,679.60 in FY 20-21 CDBG-CV funds were set aside for Economic Development activities in accordance with Council CDBG priorities. Members of the Strategic Action Team reviewed one application for Economic Development and made a recommendation of \$98,679.60 to the Community Investment Collaborative (CIC). Funds are proposed to be used to administer 24 grants and technical support to eligible microenterprises. Grants will help businesses cover expenses including rent, payroll, replacing inventory, etc. Technical support will help owners access services to adapt to the economic environment: support in bringing businesses online, financial planning, additional cleaning, etc.

Public Service Programs – \$98,679.60 in FY 20-21 CDBG-CV funds were set aside for Public Service Program activities. The CDBG/HOME Task Force has recommended two public service programs. Programs were evaluated based on [\*HUD's Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response\*](#) and City Council CDBG priorities. Programs were also evaluated based upon metrics included in the RFP evaluation scoring rubric. Funding will enable the organizations to prevent and respond to the spread of infectious diseases such as the coronavirus.

The Taskforce made a funding recommendation of \$49,661.78 for the Thomas Jefferson Health District for COVID-19 Outreach, Testing, and Linkage to Care. Estimated benefits include hiring two full-time Community Health workers to engage priority populations in COVID-19 prevention, act as liaison for testing and wrap around services, and inform the health department's COVID-19 strategy.

The Taskforce also made a funding recommendation of \$49,017.82 for the Thomas Jefferson Area Coalition (TJACH) for the COVID-19 Homeless Prevention Response. Estimated benefits include providing rental and utility assistance to 25 households under 30% of AMI at imminent risk of

homelessness due to income loss from COVID-19 and hiring one additional staff person to assist with homeless prevention assistance

Administration and Planning: To pay for the costs of staff working with CDBG-CV projects, citizen participation, and other grant related costs directly related to CDBG-CV funds, \$49,339.80 is budgeted.

On July 14, 2020, the Planning Commission held a public hearing and reviewed the CDBG/HOME Taskforce CDBG-CV proposed budget. The motion passed unanimously with Planning Commission supporting the Taskforce recommendations for City Council approval on August 3<sup>rd</sup> 2020. No public comments were received during the public hearing.

**Community Engagement:**

A request for proposals was held for economic development, public facilities, and public service programs. Applications received were reviewed by the CDBG Task Force or the Strategic Action Team (SAT). Eleven interested applicants inquired about the program, and a total of six applicants submitted a final application for review.

Members of the public were given the opportunity to voice their opinions during the HUD authorized expedited 5-day public comment period between April 28, 2020 through May 4, 2020, on May 18, 2020 at the virtual City Council Public Hearing, the virtual June 11, 2020 Strategic Action Team Subcommittee meeting, the virtual June 15, 2020 CDBG/HOME Taskforce meeting, the virtual July 14, 2020 Planning Commission. HUD authorized an expedited 5-day public comment period on April 2, 2020 to prevent, prepare for, and respond to the coronavirus with the goal to quickly appropriate funds to eligible activities.

**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, A Center for Lifelong Learning, Quality Housing Opportunities for All, and A Connected Community**. It contributes to variety of Strategic Plan Goals and Objectives including: Goal 1: Inclusive, Self-sufficient Community; Goal 3: Beautiful Environment; Goal 4: Strong, Diversified Economy; and Goal 5: Responsive Organization.

**Budgetary Impact:** None

**Recommendation:** Staff recommends approval of the proposed CDBG-CV funding recommendations. Funds included in this budget will not be spent until after HUD authorizes the approved FY 2021 amended Action Plan.

**Alternatives:**

City Council may reappropriate the funds among the scored public service and economic development applicants. Staff recommends taking into consideration the RFP application scores if funds are to be reappropriated.

**Attachments:**

HUD's *Quick Guide to Eligible CDBG Activities to Support Coronavirus and Other Infectious Disease Response*

Appropriation Resolution for CDBG funds

2020-2021 Proposed CDBG-CV Budget

Summary of RFPs submitted

RFP Scoring Template

Minutes from CDBG Task Force meetings

## Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response

### REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

### Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
<b>Buildings and Improvements, Including Public Facilities</b>	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
<b>Assistance to Businesses, including Special Economic Development Assistance</b>	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

<b>Provision of New or Quantifiably Increased Public Services</b>	
<p>Following enactment of the CARES Act<sup>1</sup>, the public services cap<sup>2</sup> has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
<b>Planning, Capacity Building, and Technical Assistance</b>	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

### Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

### Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov)
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

<sup>1</sup> On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

<sup>2</sup> Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.

**APPROPRIATION OF FUNDS FOR  
THE CITY OF CHARLOTTESVILLE'S 2020-2021  
COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS - \$246,699**

**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 Coronavirus (CDBG-CV) authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to respond to the growing effects of the historic public health crisis for the fiscal year in the total amount of **\$246,699**.

**WHEREAS**, City Council has received recommendations for the expenditure of funds from the CDBG/HOME Task Force, the Strategic Action Team (SAT), and the 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, that the sums hereinafter set forth are hereby appropriated from funds received from the aforesaid grant to the following individual expenditure accounts in the Community Development Block Grant Coronavirus 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.

**ECONOMIC DEVELOPMENT**

Community Investment Collaborative – COVID-19 Grants	\$98,679.60
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**PUBLIC SERVICE PROGRAMS**

TJACH – COVID-19 Homeless Prevention Response	\$49,017.82
Thomas Jefferson Health District – COVID-19 Outreach	\$49,661.78

**ADMINISTRATION AND PLANNING:**

Admin and Planning	\$49,017.82
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<b>TOTAL</b>	<b>\$246,699</b>
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**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$246,699 from the Department of Housing and Urban Development authorized by the CARES Act. Funds authorized will be used to prevent, prepare for, and respond to the coronavirus (COVID-19).

The amounts so appropriated as grants to other public agencies and private non-profit, charitable organizations (sub-recipients) are for the sole purpose stated. The City Manager is authorized to enter into agreements with those agencies and organizations as he may deem advisable to ensure that the grants are expended for the intended purposes, and in accordance with applicable federal and state laws and regulations; and

The City Manager, the Directors of Finance or Neighborhood Development Services, and staff are authorized to establish administrative procedures and provide for mutual assistance in the execution of the programs.

Approved by Council  
August 3, 2020

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Kyna Thomas, CMC  
Clerk of Council



**2020-2021 CDBG-CV BUDGET ALLOCATIONS**  
**RECOMMENDED BY CDBG/HOME TASK FORCE and SAT: 6/11/2020, 6/15/2020**  
**RECOMMENDED BY PLANNING COMMISSION: 7/14/2020**  
**APPROVED BY CITY COUNCIL:**

**A. ECONOMIC DEVELOPMENT PROJECTS**

A. Community Investment Collaborative – Entrepreneur Scholarships \$98,679.60  
**ECONOMIC DEVELOPMENT TOTAL: \$98,679.60**

**B. PUBLIC SERVICE PROJECTS**

A. TJACH - Coordinated Entry System \$49,017.82  
B. Thomas Jefferson Health District \$49,661.78  
**SOCIAL PROGRAMS TOTAL: \$98,679.60**

**C. ADMINISTRATION AND PLANNING:**

A. Admin and Planning \$49,339.80 (20% EN)

**GRAND TOTAL: \$246,699**  
**ESTIMATED NEW ENTITLEMENT AMOUNT: \$246,699**

# CDBG-CV FY20/21 RFP Submissions

		Organization, Program Title	Project Contact	Program Description	Submittal	Funding Requested
		<b>Public Services</b>	Office of Economic Development (OED)	Hollie Lee	GO Delivery/S.E.L.F Odyssey	On Time
Thomas Jefferson Health District	Rebecca Schmidt		COVID-19 Outreach, Testing and Linkage to Care	On Time	\$99,323.56	
Thomas Jefferson Area Coalition for the Homeless (TJACH)	Anthony Haro		COVID-19 Homeless Prevention Response	On-Time	\$60,000.00	
Habitat for Humanity	Ruth Stone		Mortgage Forbearance Loan	Late	\$40,000.00	
Charlottesville Redevelopment and Housing Authority (CRHA)	Kathleen Glenn-Matthews		CRHA Rental Assistance Program	On Time	\$70,000.00	
<b>Total Amount of Request</b>					<b>\$304,324</b>	
<b>Total Projected Budget</b>					<b>\$98,679.60</b>	
<b>Request Overage</b>					<b>\$205,644</b>	
		Organization, Program Title	Project Contact	Program Description	Submittal	Funding Requested
		<b>Econ</b>	Community Investment Collaborative (CIC)	Stephen Davis	CIC COVID Microbusiness Grant	On Time
<b>Total Amount of Request</b>					<b>\$98,640</b>	
<b>Total Projected Budget</b>					<b>\$98,679.60</b>	
<b>Request Overage</b>					<b>(\$40)</b>	

**SCORING RUBRIC FOR CDBG-CV 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>	Proposal clearly demonstrates: <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>	Proposal provides an adequate budget. Adequately addresses A, B, and C	Proposed budget needs improvement and barely addresses A, B, and/or C. Proposed budget needs improvement.	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		
<b>TOTAL SCORE (MAX SCORE = 42 PTS)</b>						

Meeting registration/participation available at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom)  
Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (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 may be made.



## **CDBG Taskforce**

Monday, June 15th, 2020

3:30-5:00 PM

Virtual Meeting

### **AGENDA**

1. Introductions/Housekeeping/Minutes
2. Review Application Scores & Create proposal budget.
3. Other Business
4. Public Comment

### **Staff Contact:**

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

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## CDBG Taskforce Meeting Minutes

Monday, June 15th, 2020  
 3:30-5:00 PM  
 Virtual Meeting

### AGENDA

#### 1. Introductions/Housekeeping/Minutes

City Staff member Erin Atak (EA), Grants Coordinator, begins meeting with CDBG Taskforce attendance. Meeting commences at 3:32 PM on Monday July 15, 2020.

<i>CDBG/HOME Taskforce Roster</i>	<i>Attendance</i>
<i>Howard Evergreen</i>	Present
<i>Helen Kimble</i>	Present
<i>Nancy Carpenter</i>	Present
<i>Emily Cone Miller</i>	Absent
<i>James Bryant</i>	Present
<i>Kem Lea Spaulding</i>	Present
<i>Tanea Dowell</i>	Absent
<i>Matthew Gillikin</i>	Present
<i>Olivia Gabbay</i>	Absent

*Other City Staff members present: Symia Tabron, Brenda Kelley, John Sales.*

EA begins to explain the CDBG-CV program to Taskforce members and viewers at home: The main goal of the CDBG-CV grant is to prevent, prepare for, and respond to the Coronavirus. HUD priorities are to fund activities towards infectious disease response. The City of Charlottesville was awarded \$246,699 in CDBG-CV funds authorized by the CARES Act. The CDBG-CV award is divided into three funding categories. All qualifying applicants are able to apply for public services and economic development funds. The Administrative/Planning portion of the CDBG-CV grant is



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designated for City of Charlottesville to cover all grant related expenses (ex: Davis Bacon, Section 3, Environmental Reviews, Citizen Participation, etc.)

- a. Public Service: \$98,679.60
- b. Economic Development: \$98,679.60
- c. Administrative/Planning: \$49,339.80

On June 11, 2020 the economic development CDBG taskforce subcommittee, the Strategic Action Team (SAT), convened discussed one application the City received applying for the econ funds. The SAT made a funding recommendation to award the application all \$98,679.60 to the one economic development CDBG-CV applicant.

The job of the CDBG/HOME Taskforce is to create a funding recommendation for the public services fund of the CDBG-CV grant.

## 2. Review Application Scores & Create proposal budget.

EA shares CDBG/HOME Taskforce Score Spreadsheet on screen.

### Average score rankings:

Thomas Jefferson Health District (TJHD): 33.33

Thomas Jefferson Area Coalition for the Homeless (THACH): 30

Charlottesville Redevelopment Housing Authority (CRHA): 28

Office of Economic Development (OED): 25.17

Taskforce opens for discussion:

Taskforce member Matthew Gillikin begins meeting with clarification question for city staff member Erin Atak. Question concerns Staff Organization Capacity scores for all applicants and the relation to COVID-19 situation.

City Staff Erin Atak, Grants Coordinator, clarifies to Taskforce members that Staff Organizational Capacity Scores for all organizations is not included in the final score averaging. Staff Organizational Capacity scores review previous audits, how previous invoices were processed, quarterly reports, and whether organizations were able to follow HUD protocol. With COVID-19, jurisdictions were more lenient with grading, however, City Staff cannot overlook HUD procedures and paperwork requirements. Scores were given accordingly.

Taskforce member Matthew Gillikin request additional information on CRHA's staff organizational capacity score.

Meeting registration/participation available at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom)

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City Staff Erin Atak explains that detailed explanation is written on staff sheet of the Taskforce binder, however the CRHA applicant had to repay the City HOME and CDBG funding back to HUD in the past. The concern with the applicant is focused on the inability to spend funds in a timely manner. The concern was raised during the CRHA technical assistance meeting with CRHA staff, and was not addressed in the CDBG-CV application. Additionally, CRHA received a copy of the last CDBG/HOME audit to address concerns. Said concerns were not addressed in the application.

Taskforce member Nancy Carpenter states that CDBG-CV and CDBG funding is meant for low income people. Ms. Carpenter recounts listening to weekly calls with the National Low-Income Housing Coalition during the months of April and May. She adds that CRHA has the infrastructure to provide rental assistance as 22-23% of rental households nationwide will face risk of eviction starting July. CRHA wanting to provide housing stability for families outside of public housing is an important cause.

Staff Member Erin Atak comments to Taskforce Member Nancy Carpenter stating that CRHA application was not marked down from the lack of subject importance, but concern for administration. She reminded all taskforce members again that the staff organizational capacity score is not included into the final average score of each organization.

City Staff Housing Coordinator John Sales introduces himself to the Taskforce and provides additional information concerning the housing related applications (CRHA and TJACH). Mr. Sales also discusses the four housing initiatives being proposed for City Council on June 15, 2020. Mr. Sales notes the funding request for CRHA CDBG-CV application may not be able to serve three months' worth of rent for 50 families, and is similar to city's housing proposal.

Taskforce member Nancy Carpenter highlights the importance of housing during the COVID-19 pandemic.

Housing Coordinator provides a hypothetical breakdown of three months' worth of rent using CRHA's funding request. Grants Coordinator explains to the Taskforce that even with partial funding awarded to an organization, she would need to use the total goal amount written on the application for HUD reporting purposes.

Taskforce member Matthew Gillikin poses Housing Coordinator a question on TJACH's application and whether the applicant would be able to achieve their goal for the funding amount requested.

Meeting registration/participation available at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom)

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (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 may be made.

Housing Coordinator replies “yes” as TJACH is proposing to partner CDBG-CV funds with outside sources. Mr. Sales elaborates and states all program proposals submitted for the CDBG-CV program appear to be important needs for the community.

Discussion continues around fair market rent prices and three-months’ worth of rent. Taskforce member Howard Evergreen notes that many residents that would be receiving assistance through the CRHA program would be living outside the fair market rate rental prices. Taskforce members note the concerns for applicant CRHA meeting the conditions of the grant.

City Staff member Symia Tabron raises a question of whether CRHA would undergo or submit another audit.

Grants Coordinator Erin Atak explains that CRHA has not submitted an audit for the CDBG-HOME program since 2015.

Taskforce member Nancy Carpenter states the importance of funding housing initiatives over other priorities such as health initiatives currently. Taskforce member James Bryant agrees and proposes to divide the \$98,679.60 among all applicants.

Taskforce member Howard Evergreen reminds the committee that the discussion on scoring is repeated each year. Scores are overlooked and there is never enough CDBG money. Mr. Evergreen reminds everyone that health priorities were included with the CDBG-CV funds specifically with the new release of the funds as an equal priority to housing. Mr. Evergreen continues and states that the scoring method cannot be disregarded.

Taskforce member Mattew Gillikin makes funding recommendation #1: Not funding OED, not funding CRHA due to hurdles identified by City Staff, fully funding TJACH to support housing initiatives at \$60,000, and give TJHD the remaining \$38,678.60.

Taskforce member Helen Kimble reminds the rest of the committee that the TJHD community health worker salary was around \$44,000 in addition to supervisory fees added on. Funding recommendation #1 would not support the cost of one community health worker. Potentially a part-time community health worker. Ms. Kimble asks City Staff whether they would be able to guarantee the living wage contract to community workers if TJHD was awarded funds.

City Staff Erin Atak states the CDBG program would not be able to dictate salary contracts for community health workers but could hold TJHD accountable for having provided a salary for community health workers in accordance to the program application.

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Taskforce member Howard Evergreen offers a counter funding recommendation #2, to either flip the recommendation #1 or give TJHD 2/3 of the funding and give TJACH 1/3 of the CDBG-CV funding in accordance to the application scores. Taskforce member Nancy Carpenter states that Mr. Evergreen makes a point about rubric indexing.

Taskforce member Matthew Gillikin proposed funding recommendation #3 to award TJHD 50% (\$49,661.78) of the funding request and award TJACH (\$49,017.82) the remaining CDBG-CV funds.

Taskforce members agree with funding proposal #3.

**Public Services CDBG-CV: \$98,679.60 (Breakdown of Funding Recommendation #3)**

Thomas Jefferson Health District: \$49,661.78

Thomas Jefferson Area Coalition for the Homeless: \$49,017.82

Office of Economic Development: \$0.00

Charlottesville Redevelopment Housing Authority: \$0.00

Funding Recommendation Approval – CDBG/HOME Taskforce Roll Call

<i>CDBG/HOME Taskforce Roster</i>	<i>Vote – Funding Recommendation of Award</i>
	<b>3</b>
<i>Howard Evergreen</i>	Approve
<i>Helen Kimble</i>	Approve
<i>Nancy Carpenter</i>	Approve
<i>Emily Cone Miller</i>	
<i>James Bryant</i>	Approve
<i>Kem Lea Spaulding</i>	Approve
<i>Tanea Dowell</i>	
<i>Matthew Gillikin</i>	Approve
<i>Olivia Gabbay</i>	

**3. Other Business**

None

**4. Public Comment**

None

*Meeting Adjourned.*

	Description	Goal	Need	Outcomes	Strategies	Implement	Eval	Demogr	Financial	Collab	Engage	PN	STAFF Org	Org Capa	Budget	Subtotal	Total Score	Final Average	
<b>CRHA</b>																			
TD																0			
ECM		2	2	2	2	2	2	2	2	2	2	2	2	0	2	2	28		
HE		1	2	2	1	1	1	1	1	1	2	2	0	0	1	1	17		
JB		2	3	3	2	3	2	2	2	3	2	2	2	0	2	2	32		
HK		2	2	2	3	1	2	0	0	2	1	2	2	0	1	2	22		
MG		2	3	3	3	3	3	2	3	3	3	3	2	0	2	3	38		
NC		2	2	2	2	3	3	2	3	2	2	2	2	0	1	3	31		
OG																0			
KLS																0	168	28	
<b>TJHD</b>																			
TD																0			
ECM		3	3	3	3	2	2	2	2	2	2	2	2	3	2	2	32		
HE		3	3	3	3	3	3	2	1	3	3	3	2	3	3	3	38		
JB		3	3	3	2	2	2	2	2	2	3	2	2	3	3	3	34		
HK		3	3	2	3	2	2	2	2	3	2	3	3	3	3	2	35		
MG		1	3	2	2	2	3	2	2	2	3	2	2	3	3	3	32		
NC		1	3	2	2	2	3	1	2	2	3	2	2	3	2	2	29		
OG																0			
KLS																0	200	33.33333	
<b>TJACH</b>																			
TD																0			
ECM		3	3	3	2	2	2	2	2	2	2	2	2	3	2	2	31		
HE		1	1	1	1	2	2	2	1	1	2	2	0	3	1	0	17		
JB		2	2	2	2	2	2	2	2	3	3	3	2	3	3	2	32		
HK		3	2	2	2	3	2	1	3	2	2	2	1	3	1	2	28		
MG		3	3	3	3	3	2	3	3	3	3	3	1	3	3	2	38		
NC		3	2	3	3	2	3	3	3	2	3	2	0	3	3	2	34		
OG																0			
KLS																0	180	30	
<b>OED</b>																			
TD																0			
ECM		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	28		
HE		1	1	1	1	1	1	1	2	1	2	1	0	2	1	1	15		
JB		3	3	3	3	2	3	2	3	2	2	2	2	2	2	2	34		
HK		3	1	2	3	2	1	1	2	0	2	2	0	2	3	1	23		
MG		3	3	3	3	2	1	2	3	2	2	3	1	2	3	3	34		
NC		1	2	2	1	1	2	1	2	1	1	2	0	2	0	1	17		
OG																0			
KLS																0	151	25.16667	
<b>Econ Scores below</b>																			
<b>CIC</b>																			
EG		2	3	3	3	2	3	2	3	2	2	3	0	2	3	2	33		
KL		3	3	3	3	2	3	2	3	3	3	3	2	2	3	3	39		
SM		3	3	2	2	2	3	2	3	2	2	3	1	2	3	2	33		
DK		3	3	3	3	1	2	3	3	1	2	3	0	2	2	3	32		
LS		2	2	2	2	2	2	2	2	2	2	2	0	2	2	2	26	163	32.6