



## 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 spent 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 Evergreen (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:**

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