



NEIGHBORHOOD AND COMMUNITY SERVICES COMMITTEE

March 21, 2022

MINUTES

CALL TO ORDER

The meeting of the Clarksville Neighborhood and Community Services Committee was called to order by Chairperson Stacey Streetman on Monday, March 21, 2022, at 4:31 p.m. in the Neighborhood and Community Services Conference Room, 1 Public Square, Suite 201, Clarksville, Tennessee.

ATTENDANCE

The following members were present at the meeting:

Chairperson Stacey Streetman; Councilpersons Brian Zacharias, Ambar Marquis, and Karen Reynolds; Neighborhood and Community Services staff members LaVon Bracey, Clarissa Tucker, Brittney Cates, Deborah Johnson, Dennis Newburn, and Crystal Griffith; Internal Auditor Jennifer Osteen; and Christen Wilcox of Finance & Revenue.

ADOPTION OF MINUTES

Chairperson Streetman entertained a motion and second to adopt the minutes. Councilperson Marquis made a motion to adopt the minutes of the February 7, 2022 meeting. The motion was seconded by Councilperson Zacharias and passed unanimously.

NEW BUSINESS

Chairperson Streetman turned the floor over to Clarksville Neighborhood and Community Services (CNCS) staff members for new business.

1) Community Development Block Grant (CDBG) Overview

Brittney Cates presented an overview of CNCS' Annual Action Plan, along with the application process timeline draft. She explained that the plan identifies how the City allocates funds and lets the public know how program funds are utilized to benefit low- to moderate-income households and neighborhoods. Ms. Cates emphasized that the plan is a forward projection of projects that are estimated to be completed.

Ms. Cates continued with an overview of the CDBG program including its purpose and objective as well as how funds can be used by Grantees to achieve a national objective. Information regarding funding and limitations placed on categories within funding were also provided in the overview. Ms. Cates informed the Committee that all funding projections are estimates based on last year's funding and as such, are subject to change.

Deborah Johnson provided a more detailed explanation regarding funding and expense limitations specifically related to planning and administrative costs associated with each grant program. Ms. Johnson informed the committee that CNCS anticipates a reduction in CDBG funding due to current economic uncertainty.

2) Approval of CDBG Funding Recommendations

Dennis Newburn described the categories for funding and announced the funding recommendations made by CNCS, the Mayor, and the CNCS Committee. Mr. Newburn emphasized that funding figures are not final and may be adjusted. Notifications as to funding amounts will be made once the City receives the award letter from the Department of Housing and Urban Development (HUD). It is anticipated that the letter will be received in July 2022.

Chairperson Streetman entertained a motion and second to accept the recommendations for CDBG funding. Councilperson Zacharias made a motion to approve. The motion was seconded by Councilperson Marquis and passed unanimously.

PUBLIC COMMENTS (*five minutes each*)

There were no public comments.

ADJOURNMENT

Chairperson Streetman entertained a motion and second to adjourn the meeting. A motion was made by Councilperson Zacharias to adjourn. The motion was seconded by Councilperson Marquis and passed unanimously. The meeting was adjourned at 5:04 p.m.

2022-2023 Annual Action Plan Overview

Discussion




City of Clarksville



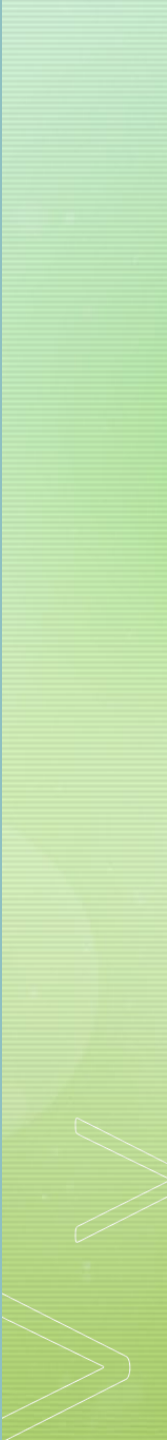


SUMMARY

- Every year, the City is required to submit an Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan identifies how the CDBG, HOME and ESG program funds will be utilized to provide programs and projects that benefit low and moderate-income households and neighborhoods.
 - The Annual Action Plan serves as the City's official grant application to HUD which will be submitted on June 6, 2022.
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SUMMARY

- The Annual Action Plan specifically identifies how the City of Clarksville will allocate CDBG and HOME funds for the upcoming fiscal year.
 - The FY 2022/23 Action Plan will serve as the annual update to the City's five-year Consolidated Plan (FY 2020-2024).
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2022-23 Application Process Timeline

The following provides a summary of the events (scheduled to occur) during the application process:

- November – Pre-Application Workshops
- December – Application Process Open
- January 3, 2022 – Application Process Closed
- February 7, 2022 – Housing and Community Development Committee Public Review
- March 21, 2022 – Housing and Community Development Committee Review Funding Recommendations

2022-23 Application Process Timeline (continued)

- May – Annual Action Plan Public Hearings
- May 26, 2022 – City Council Executive Session – Discussion-
FY 2022/23 Annual Action Plan and close of public
comment/review period
- June 2, 2022 – Approval of resolution authorizing Mayor to
submit application to HUD for 2022-2023 CDBG and HOME
Allocations
- June 6, 2022 – Submit FY 2022/23 Annual Action Plan to HUD

Community Development Block Grant (CDBG) – Grant Purpose

- The Community Development Block Grant program is authorized by Title I of the Housing and Community Development Act of 1974, as amended.
- The primary objective of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income.

Community Development Block Grant (CDBG) – Grant Purpose (continued)

- The CDBG objective is to be achieved in two ways: First, a grantee can only use funds to assist eligible activities that meet one of three national objectives of the program:
 - Benefit low- and moderate-income persons,
 - Aid in the prevention or elimination of slums and blight, or
 - Meet community development needs having a particular urgency.
- Second, at least 70 percent of funds must be spent (over a period of up to 3 years) for activities that address the national objective of benefiting low- and moderate-income persons.

Community Development Block Grant (CDBG) – Funding and Limitations

- Planning and Administration Cap (20% of annual grant) \$207,972
- Public Services Cap (15% of annual grant) \$155,979
- Available for Other Activities (65% of annual grant) \$675,909
- TOTAL Allocation \$1,039,860

* The City will utilize prior-year funds towards non-public service activities.



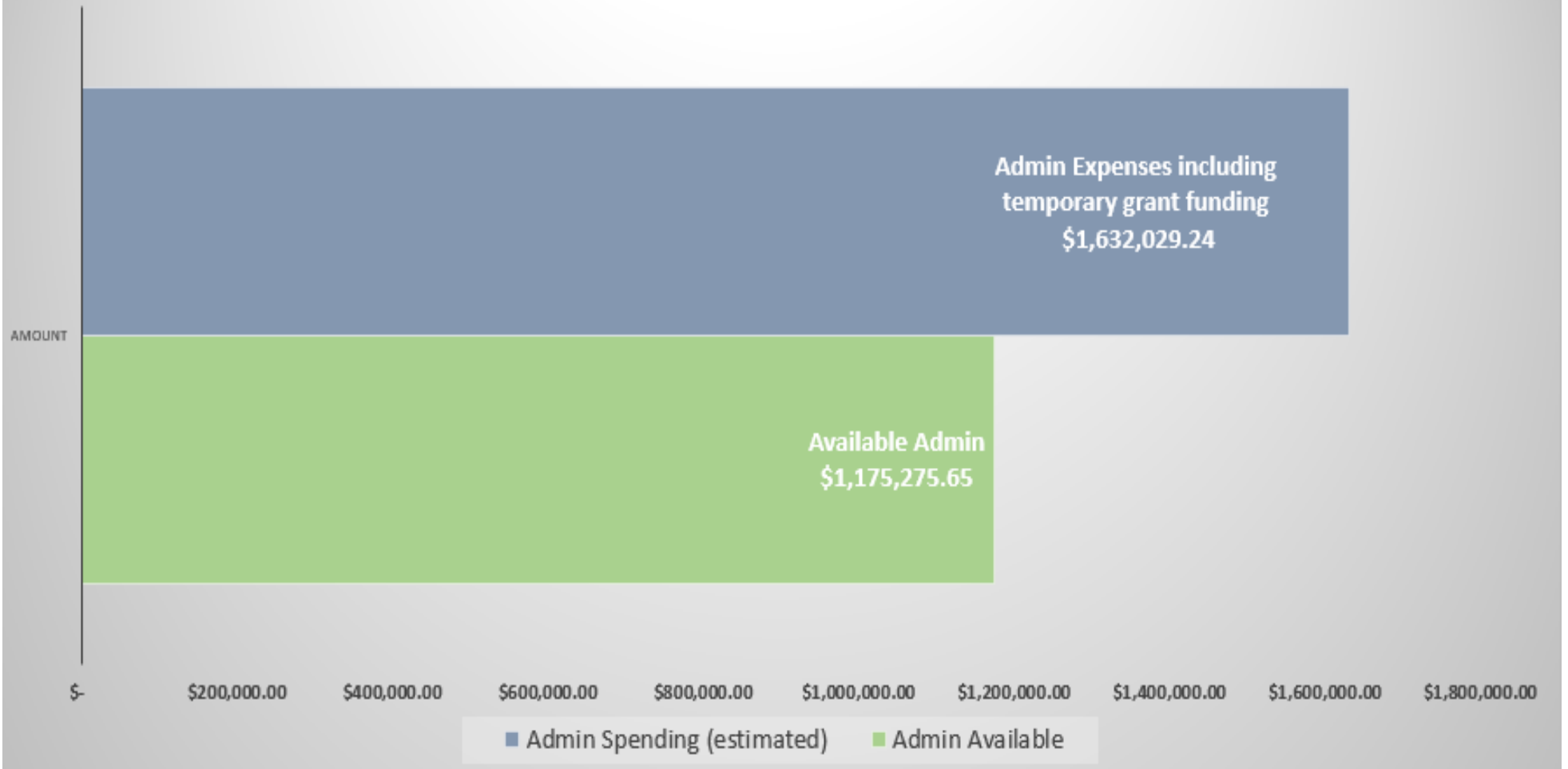
CNCS
Clarksville Neighborhood & Community Services

Funding Source	Admin Percentage	Awarded/Entitled	Total Admin	Available for Funding
CDBG	20%	\$ 1,039,860.00	\$ 207,972.00	\$ 675,909.00
CDBG-CV**	20%	\$ 1,439,761.00	\$ 287,952.20	\$ 1,151,808.80
ESG-CV1**	9%	\$ 371,250.00	\$ 33,750.00	\$ 337,500.00
ESG-CV2**	5%	\$ 250,000.00	\$ 12,500.00	\$ 237,500.00
ESG	7.5%	\$ 161,250.00	\$ 11,250.00	\$ 150,000.00
LHP**	10%	\$ 2,876,018.00	\$ 287,601.80	\$ 2,588,416.20
HOME	10%	\$ 519,309.00	\$ 51,930.90	\$ 467,378.10
HOME-ARP**	15%	\$ 1,882,125.00	\$ 282,318.75	\$ 1,599,806.25

Total Funding	Amount
All Funding Sources	\$ 8,539,573.00
Allowable Administration	\$ 1,175,275.65

Admin Funding	Amount
Admin Available	\$ 1,175,275.65
Admin Spending (estimated)	\$ 1,632,029.24
Deficit	\$ (456,753.59)
City of Clarksville	\$ 263,000.00
Total	\$ (193,753.59)

Admin Expenses (estimated) vs. Available Admin



FY 2022-2023 CDBG Recommendations

Clarksville Neighborhood and Community Services



Proposals Received

- 20 proposals received with a total ask amount of \$1,251,640
 - Estimated amount of CDBG funding \$1,039,860
 - Estimated amount of administration \$207,972 (20% of allocation)
 - Estimated amount of public services cap \$155,979 (15% of allocation)



Public Services





United Way

Street Outreach \$75,000

*Homeless Emergency Housing &
Services \$10,000*

Operation Standdown

Veteran Housing Assistance

\$20,000

First Presbyterian Church

Utility Assistance

\$20,000

▸ Fair Housing, Outreach &
Translation Services

\$13,000



Public Facilities & Improvements





Urban Ministries

SafeHouse Facility

\$462,000



Going Global

Wilma's Hope

\$151,888

Planning Activities

- Red River District \$15,000
- Cumberland & Crossland Area Project \$15,000

Housing Rehabilitation

- Owner-Occupied Substantial Rehabilitation – Prior Year Funding 2021
- Emergency Rehabilitation - Prior Year Funding 2021
- Lead Hazard Program Match - \$100,000



Micro Enterprise

Revolving Loan Fund Activity

\$50,000

What is next?

- April 25th – Draft of Annual Action Plan (start of 30-day comment period)
- May – Public Hearings
- May 26th – City Council Executive Session (discussion – FY22/23 Annual Action Plan & close of public comment period)
- June 2nd – City Council Regular Session (approval of resolution authorizing Mayor to submit application to HUD for 22/23 CDBG & HOME allocations)
- June 6th – Submit FY 22/23 Annual Action Plan to HUD