



NEIGHBORHOOD AND COMMUNITY SERVICES COMMITTEE

January 13, 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, January 10, 2022, at 4:30 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 Karen Reynolds, Ambar Marquis, Brian Zacharias, and DaJuan Little; Neighborhood and Community Services staff members Dennis Newburn, LaVon Bracey, Vy Cornett, Clarissa Tucker, Brittney Cates, Deborah Johnson, and Crystal Griffith; and Internal Auditors Jennifer Osteen and Charlie DeHarde.

ADOPTION OF MINUTES

Chairperson Streetman entertained a motion and second to adopt the minutes. Councilperson Reynolds made a motion to adopt the minutes of the December 13, 2021 meeting as printed. The motion was seconded by Councilperson Marquis and passed unanimously.

NEW BUSINESS

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

Dennis Newburn made a request for a change in the order of the Agenda. Chairperson Streetman approved the request.

- 1) Next Steps for HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) Application Process

Lavon Bracey informed the committee that the City of Clarksville received an award of approximately \$1.8 million in federally allocated funds to assist persons of low- to moderate-income qualifying populations who are experiencing homelessness or at risk of homelessness. Ms. Bracey provided a brief overview of the eligible activities for which the funds may be used. A survey was distributed to local agencies that service the qualifying populations to assess the needs of the community. The results of the survey reflect a need for a Tenant Based Rental Assistance Program (TBRA). Neighborhood and Community Services will issue a Request for Proposal (RFP) for organizations interested in managing TBRA on behalf of the City.

- 2) Hispanic Community Outreach Meeting

Lavon Bracey provided an update on the results from the town hall meeting. Based on the feedback received, the City website has been upgraded to provide options for languages other than English, an informational/educational community meeting has been planned to assist the community in navigating the website, and CNCS staff will be working with leaders of the Hispanic community and the CNCS committee to create a Frequently Asked Questions (FAQ) page for the website.

- 3) Going Local Initiative (GLI) – Faith-Based Partnership

Lavon Bracey informed the committee that GLI's first project is located at 724 Richardson Street. Plans are to have the existing structure demolished and the property rezoned for multiple affordable housing units to be purchased by low- to moderate-income families.

- 4) Next Steps for Community Development Block Grant (CDBG) Application Process

Dennis Newburn advised the CNCS committee that on our website there is a presentation from last month's meeting that provides an overview of the CDBG program. He extended an offer to meet individually with committee members to discuss the programs and services offered by the department.

Mr. Newburn informed the committee that the annual application process helps determine how federal CDBG money is spent. The primary purpose of these funds is to assist in the development of affordable housing as well as provide opportunities for persons with low- to moderate-income. Each year there is a solicitation process that CNCS goes through where interested non-profit organizations that are engaged in affordable housing and other community development activities can apply for these federal funds. Those organizations are invited to submit proposals to CNCS who in turn will review the proposals. The CNCS Committee will also evaluate and score the submitted proposals.

Brittney Cates gave an overview of the steps that have taken place leading up to the work that the committee will be doing during the CDBG application review process. She stated that this year the window to submit applications was longer than in previous years and that CNCS held three publicly advertised workshops for agencies to learn more about how to apply.

A feature that was new to the application process this year was that one of the workshops was in Spanish. Also new this year was the availability of application workbooks in Spanish.

Ms. Cates explained that the next step is the Staff Eligibility Review process in which CNCS will ensure that the submitted proposals are eligible based on federal grant application regulations and guidelines. She also explained the remaining steps required for the application review process.

Ms. Cates shared details regarding CNCS's Annual Action Plan, 5-year Consolidated Plan, and the Citizen Participation Plan along with steps and requirements of those plans. Ms. Cates concluded this segment with a brief tutorial on the use of a website program (ZoomGrants) that is utilized by the CNCS staff and committee to process and review proposals. She also provided a draft outlining the timeline of the application process (see attachment).

5) Lead-Based Paint Grant

Vy Cornett apprised the committee that the City of Clarksville was awarded a grant in the amount of approximately \$2.8 million. The purpose of this federal grant is to remediate lead-based paint hazards in up to 150 owner-occupied and renter-occupied homes over the course of 3 years.

The target group for this project is low- to moderate-income families with children under the age of 6 (six). Landlords who have properties made available to the specified target group may also qualify for assistance through this grant. Additionally, CNCS hopes to work with local partner agencies that can facilitate blood level health screening and testing as part of this program.

Ms. Cornett provided other details pertaining to this grant including information regarding another section built into the grant that would focus on workers who are in the low- to moderate-income brackets to fund training for them to become certified in working with lead hazards.

6) Special Meeting – Date/Time

Brittney Cates informed the committee that the next CNCS Committee meeting will be held on February 7, 2022. During this special meeting there will be an opportunity for the committee to review the proposals that CNCS has determined to be eligible, see the video submissions from those organizations, and ask them questions about their proposals.

PUBLIC COMMENTS *(five minutes each)*

There were no public comments.

ADJOURNMENT

Chairperson Streetman entertained a motion to adjourn. A motion was made by Councilperson Little to adjourn the meeting. The motion was seconded by Councilperson Reynolds and passed unanimously. The meeting was adjourned at 5:26 p.m.

2022-2023 Application Process (DRAFT)

November 29th – Application Process Opens (5 weeks to complete) **8:00 a.m.**

January 3rd – Application Process Closes **2:00 p.m.**

January 5th – Staff Eligibility Review (12 Work Days to Review) (All Staff Participates)

January 24th – Staff Funding Recommendations

January 26th – Send Applications to HCD Council Committee (1 & 1/2 Weeks to Review)

February 1st – Environmental Reviews Start

February 7th – HCD Council Committee Meeting (Public Evaluations of Applications)

March 1st – Start on Annual Action Plan

March 7th – HCD Scoring and Recommendations

March 9th – Dennis Review Process Starts

March 18th – Meeting with Mayor & Chief for Recommendations **(TBD)**

March 21st – HCD Council Committee- (Funding Recommendations/Approve Resolution)

March 25th – Post Draft of Annual Action Plan on Website

March 25th - Public Notice Appears for Public Hearings (7-Day Notice) (Start of 30-Day Comment Period)

April 4th – 1st Public Hearing for Annual Action Plan **(Burt-Cobb Center at 6 p.m.)**

April 6th – 2nd Public Hearing for Annual Action Plan **(HCD Office at 10 a.m.)**

April 7th – 3rd Public Hearing for Annual Action Plan **(Kleeman Center at 6 p.m.)**

April 25th – End of 30-Day Comment Period

April 28th – City Council Executive Session

May 5th – City Council Regular Session

May 9th – File Application with HUD

July 1st – Program Year Start Date

August 15th – HUD Deadline