



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Details (With Text)

**File #:** [21-0054]      **Version:** 1      **Name:**

**Type:** Discussion Item      **Status:** Passed

**File created:** 10/16/2020      **In control:** Town Council

**On agenda:** 1/27/2021      **Final action:** 1/27/2021

**Title:** Public Forum and Consider Amending the 2020-2021 Community Development Block Grant Program Plan.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Draft Staff Presentation, 2. 2020-2021 CDBG Program Summary, 3. Staff Presentation, 4. Council Questions with Staff Response, 5. A RESOLUTION APPROVING AN AMENDMENT TO THE 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2021-01-27/R-5), 6. AN ORDINANCE TO AMEND THE 2020-2021 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2021-01-27/O-5), 7. AN ORDINANCE TO ESTABLISH THE COMMUNITY DEVELOPMENT ENTITLEMENT GRANT-CORONAVIRUS FUNDS PROJECT ORDINANCE (2021-01-27/O-6)

Date	Ver.	Action By	Action	Result
1/27/2021	1	Town Council	adopted	Pass
1/27/2021	1	Town Council	enacted	Pass

### Public Forum and Consider Amending the 2020-2021 Community Development Block Grant Program Plan.

**Staff:**

Loryn B. Clark, Executive Director  
 Sarah Osmer Viñas, Assistant Director  
 Nate Broman-Fulks, Affordable Housing Manager  
 Megan Culp, Community Development Program Manager

**Department:**

Housing and Community

**Overview:** The purpose of this item is to receive public comment and consider approving a proposed amendment to the [2020-2021 Community Development Block Grant \(CDBG\) program](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4432415&GUID=563FC4E3-32ED-479D-B6D8-8B0BC55F154E&Options=&Search=>) approved by the Council on May 6, 2020. The proposed amendment includes recommended uses for \$290,902 in additional federal CDBG-CV (COVID-19 Relief) funding and \$235,399 of reallocated 2020-2021 funding. This amendment also recognizes the minor reduction in the 2020-2021 CDBG award amount from \$417,655 to \$417,591 due to a calculation error by the U.S. Department of Housing and Urban Development (HUD).

☆ **Recommendation(s):**

That the Council:

1. Open the public forum to receive and provide comments on an amendment to the 2020-2021 CDBG program;
2. Close the public forum;

3. Adopt the resolution approving an amendment to the 2020-2021 CDBG program;
4. Authorize the Town Manager to submit an amended 2020-2021 Community Development Block Grant Annual Action Plan to HUD;
5. Enact the project ordinance to amend the CDBG budget for the 2020-2021 program; and
6. Enact the project ordinance to accept and appropriate the new CDBG-CV funds.

**Summary of Proposed CDBG Program Amendment**

- A detailed CDBG Program Summary is included in your attachments.
- Staff propose amending the 2020-2021 CDBG Program to add two activities funded with \$290,902 in new CDBG-CV funds:
  - To provide ongoing and expanded remote learning support and childcare for school age children through remote learning scholarships and Neighborhood Support Circles in partnership with Refugee Community Partnership.
  - To continue financial support of the Town of Chapel Hill Food Bank for staffing and supplies to meet the continued increase in demand due to COVID-19.
- Staff propose to reallocate \$235,399 of 2020-2021 CDBG funding.
  - \$185,399 for Emergency Housing Assistance (includes rent, mortgage, and utility expenses) administered by Orange County.
  - \$50,000 for community-based outreach and education around COVID-19 and vaccination efforts.
  - The funding would be reallocated as follows:
    - \$37,648 of 2020-21 funds previously approved for the Town’s Summer Youth Employment, leaving \$20,000 remaining to support the program should we be able to offer a modified program during the summer of 2021.
    - \$197,751 of 2020-21 funds previously approved for Neighborhood Revitalization activities.
    - The amount available to reallocate is \$64 lower than on the approved plan due to an award calculation error by HUD.
- Amended plan allocates a total of \$771,994 of CDBG funds for COVID-19 relief.

Agency	Activity	Approved Plan	Proposed Amendment	Change in Funding
Town of Chapel Hill	Neighborhood Revitalization	\$197,815	\$0	(\$197,815)
Town of Chapel Hill/ Orange County	Emergency Housing Assistance	135,733	321,132	185,399
Town of Chapel Hill	Food Bank Staffing and Supplies	0	45,000	45,000
Town of Chapel Hill	Summer Youth Employment Program	57,648	20,000	(37,648)
Town of Chapel Hill and El Centro Hispano, Inc.	COVID-19 and Vaccine Community Outreach and Education	0	50,000	50,000
Community Home Trust	Homebuyer Assistance	30,000	30,000	0
Home Repair Set-Aside	Home Preservation	27,000	27,000	0
Rebuilding Together of the Triangle	Home Preservation	24,000	24,000	0
Refugee Community Partnerships	Neighborhood Support Circles	0	210,902	210,902
Town of Chapel Hill	Remote Learning Scholarships	0	35,000	35,000
Inter Faith Council	Homestart Case Management	109,960	109,960	0

Exchange Club's Family Center	Children's Parenting Classes	5,000	5,000	0
Town of Chapel Hill - Administration	Grant Administration/Compliance and Reporting	83,531	83,531	0
<b>Total</b>		<b>\$670,687</b>	<b>\$961,525</b>	<b>\$290,838</b>

**Modifications to Federal Regulations**

- To respond to community needs related to COVID-19 as quickly as possible, the U.S. Department of Housing and Urban Development modified some of the federal CDBG requirements, including:
  - Reducing the public notice requirement for amending program plans from 30 days to 5 days.
  - Approving the use of virtual meetings where input can be received, and elected officials are able to respond.
  - Removing the limitation of spending no more than 15% of CDBG grant funding on public service activities for 2019-20 and 2020-21 CDBG grants. All proposed activities fall in this category.
- A notice of the proposed amendment was posted on the Town's website on January 14, 2021 as well as in the Durham Herald Sun on four dates in January providing opportunity for public comment from January 14 to 27. The notice was also included in the Housing and Community e-newsletter on January 15, shared on social media, and sent to our affordable housing and community development partners.

**Fiscal Impact/Resources:** If the Council approves the proposed amendment, \$290,902 of new CDBG-CV funds will be added to the 2020-2021 CDBG program and \$235,399 of 2020-21 CDBG will be reallocated for COVID-19 response activities. Staff would execute performance agreements with the agency partners identified to carry out the activities in the program plan.



**Attachments:**

- Resolution
- Project Ordinance Amendment - CDBG 2020-21 Program
- Project Ordinance Amendment - CDBG-CV Grant
- Draft Staff Presentation
- 2020-2021 CDBG Program Summary

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2021-01-27/R-5)**

WHEREAS, on May 6, 2020, the Chapel Hill Town Council approved a 2020-2021 Community Development Block Grant Program Plan; and

WHEREAS, in response to COVID-19, the Town of Chapel Hill supports supplementing educational and childcare opportunities during remote learning, continued support of the Town’s food bank, and emergency housing assistance to address ongoing urgent needs of the community; and

WHEREAS, the Town has received an additional Community Development Block Grant CARES Act fund allocation of \$290,902 and has identified \$235,399 of previously allocated 2020-2021 Community Development Block Grant funds that could be used to support the public services to address these urgent needs.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves an amendment to the 2020-2021 Community Development Block Grant Program as follows:

Agency	Activity	Approved Plan	Proposed Amendment	Change in Funding
Town of Chapel Hill	Neighborhood Revitalization	\$197,815	\$0	(\$197,815)
Town of Chapel Hill/ Orange County	Emergency Housing Assistance	135,733	321,132	185,399
Town of Chapel Hill	Food Bank Staffing and Supplies	0	45,000	45,000
Town of Chapel Hill	Summer Youth Employment Program	57,648	20,000	(37,648)
Town of Chapel Hill and El Centro Hispano, Inc.	COVID-19 and Vaccine Community Outreach and Education	0	50,000	50,000
Community Home Trust	Homebuyer Assistance	30,000	30,000	0
Home Repair Set-Aside	Home Preservation	27,000	27,000	0
Rebuilding Together of the Triangle	Home Preservation	24,000	24,000	0

Refugee Community Partnerships	Neighborhood Support Circles	0	210,902	210,902
Town of Chapel Hill	Remote Learning Scholarships	0	35,000	35,000
Inter Faith Council	Homestart Case Management	109,960	109,960	0
Exchange Club's Family Center	Children's Parenting Classes	5,000	5,000	0
Town of Chapel Hill - Administration	Grant Administration/Compliance and Reporting	83,531	83,531	0
<b>Total</b>		<b>\$670,687</b>	<b>\$961,525</b>	<b>\$290,838</b>

BE IT FURTHER RESOLVED that the Council authorizes the Manager to include this 2020-2021 Annual Action Plan in the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

This the 27<sup>th</sup> day of January, 2021.

**AN ORDINANCE TO AMEND THE 2020-2021 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2021-01-27/O-5)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby amended to read as follows:

**"SECTION I**

The projects authorized are the Community Development projects as approved by the Council on April 29, 2020: funds are as contained in the Funding Approval and Grant Agreement between the Town and the U.S. Department of Housing and Urban Development (HUD). The projects are known more familiarly as the 2020 Entitlement Community Development Block Grant. The grant activities include homebuyer assistance programs, emergency housing assistance, home repairs, community services to low-income residents, and administration costs for the program.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the U.S. Department of Housing and Urban Development, and the budget contained herein.

**SECTION III**

The revenues anticipated to be available to the Town to complete the project are hereby amended as follows:

	Current Budget	Revised Budget
Community Development Block Grant	\$ 417,655	\$ 417,591
Program Income	<u>7,339</u>	<u>7,339</u>
<b>Total Revenues</b>	<b>\$ 424,994</b>	<b>\$ 424,930</b>

**SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
<b>Public Services</b>		
Summer Youth Employment Program	57,648	20,000
Children's Parenting Classes	5,000	5,000
Community Outreach	-	50,000
<b>Affordable Housing</b>		
Community Home Trust	30,000	30,000
Housing Repair	27,000	27,000
Rebuilding Together of the Triangle	24,000	24,000
Neighborhood Revitalization	197,815	-
Emergency Housing Assistance	-	185,390
<b>Administration</b>		
Grant Administration/HUD Compliance	<u>83,531</u>	<u>83,531</u>
Total Expenditures	\$ 424,994	\$ 424,930

**SECTION V**

The Director of Business Management is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the U.S. Department of Housing and Urban Development as required by the grant agreement(s) and Federal and State regulations.

**SECTION VI**

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget and shall keep the Council informed of any unusual occurrences.

**SECTION VII**

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk."

This the 27<sup>th</sup> day of January, 2021.

**AN ORDINANCE TO ESTABLISH THE COMMUNITY DEVELOPMENT ENTITLEMENT GRANT-CORONAVIRUS FUNDS PROJECT ORDINANCE (2021-01-27/O-6)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby established:

**"SECTION I**

The projects authorized are the Community Development projects as approved by the Council on January 27, 2021: funds are as contained in the Funding Approval and Grant Agreement between the Town and the U.S. Department of Housing and Urban Development (HUD). The projects are known more familiarly as the Coronavirus Entitlement Community Development Block Grant. The grant activities include neighborhood support circles, remote learning scholarships and food bank coordinator and supplies.

**SECTION II**

The Manager of the Town of Chapel Hill is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the U.S. Department of Housing and Urban Development, and the budget contained herein.

**SECTION III**

The following revenues are anticipated to be available to complete the project:

	Current Budget
Community Development Block Grant	\$ 290,902

**SECTION IV**

Amounts appropriated for projects are as follows:

	Current Budget
<u>Public Services</u>	
Neighborhood Support Circles	\$ 210,902
Remote Learning Scholarships	35,000
Food Bank Coordinator and Supplies	<u>45,000</u>
Total Expenditures	\$ 290,902

## SECTION V

The Director of Business Management is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the U.S. Department of Housing and Urban Development as required by the grant agreement(s) and Federal and State regulations.

## SECTION VI

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget and shall keep the Council informed of any unusual occurrences.

## SECTION VII

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk.”

This the 27th day of January, 2021.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

PRESENTERS: Nate Broman-Fulks, Affordable Housing Manager  
Megan Culp, Community Development Program Manager

RECOMMENDATION: That the Council:

1. Open the forum to receive and provide comments on an amendment to the 2020-2021 CDBG program;
2. Close the public forum;
3. Adopt the resolution approving an amendment to the 2020-2021 CDBG program;
4. Authorize the Town Manager to submit an amended 2020-2021 Community Development Block Grant Annual Action Plan to the U.S. Department of Housing and Urban Development;
5. Enact the attached project ordinance to amend the CDBG budget for the 2020-2021 program; and
6. Enact the project ordinance to accept and appropriate the new CDBG-CV funds.