

**Affordable Housing Implementation Committee Meeting Minutes**  
**May 4, 2023**  
**Community Development Department**  
**Via ZOOM**  
**Personalized Participant ID: Delivered via email**

**Committee Members Present:** Laura Betye, Kyle Bostelman, Diane Catotti, Lucia Constantine, S. Nicole Diggs, Lea Efird, Tiffany Elder, Courtney James, Rita R. McDaniel, I. Jarvis Martin, Prince R. Rivers, Venice Sanders, Timothy Stallmann, Angela D. Vick-Lewis

**Committee Members Absent:** None

**Excused Absence:** Jon Parker

**City of Durham Staff:** Reginald J. Johnson, Terri Porter Holmes, and Bonita Bobbitt

**Durham Housing Authority:** Anthony Scott and Anthony Snell

**I. Call to Order**

The meeting was called to order by Co-Chair Tiffany Elder at 6:05 p.m.

**II. Welcome /Roll Call**

The staff clerk took attendance during the roll call.

**III. Review Agenda and Ground Rules**

Co-Chair Tiffany Elder reviewed the agenda for the meeting.

**IV. Approval of Minutes**

The approval of February 2, 2023 minutes was moved by S. Nicole Diggs, and Prince R. Rivers seconded the motion. The committee unanimously approved the minutes.

**V. DHA Property Updates**

Mr. Anthony Snell, Director of Development of Durham Housing Authority (DHA), updated the committee on the Downtown Durham Neighborhood (DDNP) Plans: The Joyce – JJ Henderson/Morehead Seniors New Construction, 519 E. Main/Liberty; CNI and DDNP Phase II.

Mr. Snell stated that a ribbon cutting ceremony was held for the Joyce which is a new 80-unit senior development located on the site adjacent to the original JJ Henderson. There were 177 units rehabilitated for JJ Henderson.

Mr. Snell stated that construction has started at the Elizabeth Street Apartments site which is a Choice Neighborhood Initiative (CNI) site. There was a ground breaking ceremony on May 19, 2023. DHA is hoping to complete the financial closing for the first

phase of CNI which is Commerce Street in July with hopes of starting construction in early August. The relocation approval from the U.S. Department of Housing and Urban Development (HUD) has been received. DHA is starting to relocate residents who will be impacted by the new construction.

DDNP Phase II – DHA is almost complete with their Master Development Agreement (MDA) for Fayette Place and the DHA Board of Commissioners has approved it. The MDA for Forest Hill Heights will be presented to the Board for approval this month. The DHA Office/County Criminal Justice Center will be addressed at a later date.

## **VI. United Minority Contractors of North Carolina (UMCNC)**

Renee Jones, Project Lead, and colleague Brenda Pollard updated the committee on the United Minority Contractors of North Carolina MWBE Engagement and Workforce Trainings.

Ms. Jones asked that everyone focus on the trainings that UMCNC provided to make sure that developers and general contractor (GC) partners understand the expectations that DHA and CDD have of them with regard to inclusionary practices and federal requirements. They have completed 22 MWBE 1-1 trainings, 21 General Contractor Compliance trainings, and 20 Developer Compliance trainings to help understand the expectations and how they can plan for success. The GCs will be working on the Elizabeth Street project.

UMCNC has attended MWBE Outreach events across the region to assure that people understand and know how to engage with all of their GCs on particular projects. They have concentrated primarily on events that speak to communities that they are targeting.

UMCNC has been able to assist nine MBE firms and one WBE firm to get their HUB certification. They have engaged with several minority and women owned firms that were not aware of the programs and benefits that come with being certified. They have introduced them to Supply Diversity Advocacy and informed them of many of the small business programming resources that are available.

**Upcoming projects by August, 2023:** Bryan Place, Ross Road Phase II, Elizabeth Street, and Fitts Powell Rehab.

**Upcoming events to promote inclusion:** Southside Site Prep Information Session, Go Triangle DBE Outreach Event, UMC NC Annual Meeting, and Developer Outreach.

## **VII. Community Development Update**

Community Development Department (CDD) Director Reginald J. Johnson said he will go through a list of items.

1. The priority for the department is working on the financial update with the City Manager's office on Forever Home Durham. There will be a detailed report provided at the next meeting.
2. A Budget Hearing will be scheduled for May 25, 2023 for Community Development.

3. The reissuance of the Down Payment Assistance program. CDD redeveloped this program due to changes in federal regulations. The program is expected to be announced before the end of the fiscal year.
4. The RFPs that will be issued before the end of the fiscal year: **Surplus Properties** will come out after the fiscal year. Properties that the City and County has given to CDD that will be given to non-profit organizations and potentially developed for affordable housing. **Substantial Rehabilitation and Minor Repairs** - Habitat for Humanity has had this contract for three years. It is time for CDD to reissue the RFP with hopes of getting more than one provider to service residents. This includes the Substantial Rehabilitation that can go up to \$50,000 and Minor Repairs up to \$9,500. **Rapid Rehousing and Supportive Services** for the homelessness program.
5. This is not related to the Forever Home Durham but the RFP for projects for multi-family apartment complexes that were funded but unable to complete due to limited funding. The City and County are coming together with the American Rescue Plan (ARP) funding. The City Council has given \$10 million to Community Development and the County government is going to give an additional \$10 million totaling \$20 million dollars for CDD to go back through the RFP process to fund the projects that were not funded. The projects include Sankofa Landing, Geer Street Apartments, Mosaic Development Group located at 902 South Briggs near Durham Tech.
6. A report from Moss+Ross will be presented at the August 3, 2023 meeting.
7. CDD is hiring for the Assistant Director and Administrative Coordinator positions.
8. Reginald introduced CDD's new Contracts and Compliance Manager, Bridgette Stephens.
9. Reginald thanked Co-Chairs Tiffany Elder and Diane Catotti for their leadership, persistence, and commitment to the work of CDD. This will be their last meeting as Co-Chairs.

#### **Questions asked to Reginald:**

**On the ARP funding for \$20 million from City Council and County Government through Multi-family. Do you know how many units will be generated?** Sankofa Landing 156 units, Geer Street Apartments 72 units and Mosaic Development Group at 902 South Briggs 124 units. Geer Street is submitting a nine percent tax credit application. They all are sixty percent AMI and below.

**When talking about the minor repair and major repair funds. How are those limits calculated if it's an RFP with a non-profit entity? I know they have to pay for materials. Is there a discount on labor that is a little less than market value that would allow people to get more repairs done if a contractor came in doing up to \$9,500 of repairs?** The request for proposals is for an entity to administer a program for minor repair and substantial rehabilitation. The entity will take applications, certify the eligibility, and perform work as well as hire the contractors. The limit on minor repairs of \$9,500 is the federal threshold that is used when using federal dollars. When you have to go above that you have to put a lien on the resident's home; typically, they don't want liens on their homes. That is the reason for the \$9,500 threshold. That includes the cost of the work and it is left up to the entity administering the funds.

Substantial Rehabilitation can go up to \$50,000 which includes major work. We will be doing less of this type of work. They will have in-take, certify eligibility to review the work and someone to perform the work. It may be lower depending upon the applications and type of work needed. It is managed based on the amount of funding.

**Will the ARP funds for the \$20 million that the City Council and County Government provided through Multi-family allow new projects to be funded or is the funding committed only to the three projects that were mentioned?** The funds are committed only to the three projects mentioned. It will not be an RFP. We are using the procurement that is already opened due to not being able to fund the three projects at that time.

**What is being done to assist ADUs? How much of the budget from NOAH preservation ADUs has been spent or committed?** None of the money from ADUs has been spent or committed. In terms of programs for ADUs we don't have one at this time. That is one of the things that we have on our list but have had to push it out because of the capacity.

#### **VIII. Public Comments**

The clerk allowed 6 residents into the meeting.

#### **IX. Wrap-Up/Adjournment**

The meeting adjourned at 7:15 p.m.