



## CITIZENS ADVISORY COMMITTEE

**City of Durham**  
**Virtual Meeting Via Zoom**  
*(Each committee member received a personal secure meeting link)*  
**Monthly Meeting Minutes**  
**January 24, 2022**  
**6:00 PM**  
**CAC Wiki Page - <https://sites.google.com/view/cac-wiki/home>**

The Durham Citizens Advisory Committee met on the above date and time with the following members present: LeVon Barnes (Chair), Shaneka Bynum, Lea Efird, Monique Holsey-Hyman, Seth Kandl, Brian Langloss, Adam Sadda, Alicia Smith-Freshwater, Ebony West

**Others Present:** Reginald J. Johnson (Staff), Matt Schnars (Staff), Terri Porter-Holmes (Staff)

**Excused:** Rachel Eberhardt, Richard LaBenet

**Not Excused:** N/A

### 1. Call to Order/Roll Call (Chair)

The meeting was called to order at 6:02 p.m. by LeVon Barnes, Chair. After the roll call, Chairman Barnes welcomed ***New City Council Liaison*** – ***[Council Member Leonardo Williams](#)***

Council member Williams stated he was excited to join us in this first meeting; and would be focusing on listening more versus speaking. Looking forward to serving as the Council liaison; solving our problems together using all of the tools, the resources we have at our disposal; all to bring forth a better quality of life for residents in Durham.

### 2. Minutes Review & Approval – November 2021 (Chair)

November meeting minutes were unanimously approved. October 2021 minutes to be deferred for approval during the February 2022 meeting

### 3. Performance Metric/Priorities (Matt Schnars)

*2020-2021 Consolidated Annual Performance and Evaluation Report (CAPER)*

***[Link to Posting of All Federal Plans & Reports](#)***

The consolidated annual performance evaluation report (CAPER) is a required Annual Report for US Department of Housing and Urban development, which is a HUD Community planning and development program. Screen captures to summarize the content are embedded as follows:



## High-level overview of the CAPER

<p><b>A.</b></p> <h3>What programs/funding are reported?</h3> <ul style="list-style-type: none"> <li>• Community Development Block Grant (CDBG)</li> <li>• Home Investment Partnership (HOME)</li> <li>• Housing Opportunities for Persons with HIV/AIDS (HOPWA)</li> <li>• Emergency Solutions Grant (ESG)</li> </ul>	<p><b>B.</b></p> <h3>Who completes the CAPER?</h3> <ul style="list-style-type: none"> <li>• City &amp; County Entitlement Jurisdictions receiving HUD CPD funding             <ul style="list-style-type: none"> <li>• Funding allocated using allocation formula based different criteria for each CPD program and serving local need (City/County)</li> </ul> </li> <li>• States that receive HUD CPD funding             <ul style="list-style-type: none"> <li>• Also allocated with formula and serves non-entitlement areas (i.e. rural/smaller counties)</li> </ul> </li> </ul>																																															
<p><b>C.</b></p> <h3>Durham 2020-2021 CAPER Summary Amounts</h3> <table border="1"> <thead> <tr> <th>Source of Funds</th> <th>Resources Made Available</th> <th>Amount Expended During Program Year</th> </tr> </thead> <tbody> <tr> <td>CDBG</td> <td>\$2,144,310</td> <td>\$2,302,532</td> </tr> <tr> <td>HOME</td> <td>\$1,265,206</td> <td>\$116,494</td> </tr> <tr> <td>HOPWA</td> <td>\$483,344</td> <td>\$337,398</td> </tr> <tr> <td>ESG</td> <td>\$174,691</td> <td>\$231,620</td> </tr> </tbody> </table>	Source of Funds	Resources Made Available	Amount Expended During Program Year	CDBG	\$2,144,310	\$2,302,532	HOME	\$1,265,206	\$116,494	HOPWA	\$483,344	\$337,398	ESG	\$174,691	\$231,620	<p><b>D.</b></p> <h3>Summary Goals and Outcomes</h3> <table border="1"> <thead> <tr> <th>Indicator</th> <th>Unit of Measure</th> <th>Expected – Program Year</th> <th>Actual – Program Year</th> </tr> </thead> <tbody> <tr> <td>Rental units constructed</td> <td>Household Housing Unit</td> <td>32</td> <td>0</td> </tr> <tr> <td>Rental units rehabilitated</td> <td>Household Housing Unit</td> <td>8</td> <td>30</td> </tr> <tr> <td>Direct Financial Assistance to Homebuyers</td> <td>Households Assisted</td> <td>2</td> <td>0</td> </tr> <tr> <td>Tenant-based rental assistance / Rapid Rehousing</td> <td>Households Assisted</td> <td>15</td> <td>16</td> </tr> <tr> <td>Other</td> <td>Other</td> <td>69</td> <td>36</td> </tr> <tr> <td>Tenant-based rental assistance / Rapid Rehousing</td> <td>Households Assisted</td> <td>75</td> <td>85</td> </tr> <tr> <td>Homeless Person Overnight Shelter</td> <td>Persons Assisted</td> <td>300</td> <td>441</td> </tr> </tbody> </table>	Indicator	Unit of Measure	Expected – Program Year	Actual – Program Year	Rental units constructed	Household Housing Unit	32	0	Rental units rehabilitated	Household Housing Unit	8	30	Direct Financial Assistance to Homebuyers	Households Assisted	2	0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	15	16	Other	Other	69	36	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	75	85	Homeless Person Overnight Shelter	Persons Assisted	300	441
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- There are four core programs that are part of CAPER (Section A).
- The HUD funding is allocated based on a formula; that includes population; and state allotments (Section B above). The state administers their programs and subsequent reporting for CAPER. The full report is included in the link provided above (contains a detailed overview and reference information).
- Note Section C that includes the breakdown of resources available and expended to date. Throughout the year, additional funds were received for CDBG which is why the expended amount (~\$2.3M) exceeds the allocation (\$~\$2.1M). There is some overlap from year over year, so the middle column is just what was received in the 2020 federal fiscal year.
- Section D above: High level goals and outcomes are set annually and an action plan is developed. This is driven by the 5-year Consolidated Plan. Directed financial assistance to homebuyers is a new program that was launched this year.
- Questions comments discussion.
- Brian Langloss: Looking at funds received and expanded (e.g. HOME program) are millions of unspent dollars. Is this largely due to construction delays for building/restoring low income housing?





- Matt Schnars: Yes, both CDBG And HOME are primarily for the development of affordable housing. We have one program that's approximately \$2M currently in Contracting. Therefore we are anticipating expending those funds later this year.
- Brian Langloss: To clarify- the funds that haven't been expended are being staged and, hopefully, combined with other funds for larger costs and stuff.
- Reginald J Johnson: Yes, in a sense. With HOME, for example, we have three years to commit the funds and five years to expend funds. It's designed to work with projects where a portion of the money can be received in one year, and committed/spent in the next year
- Donald Hughes: I think the escalation has been helpful in terms of the commitment the number of years that we have before Finance Committee. I think it would be helpful for us to understand for the sources of funding and visibility for what's in the works.
- Matt Schnars: You're correct in what you just described, ... we do have multiple years funding available to be expended ; and we do have the five-year expenditure deadline in place. The pandemic has played a little bit into some of this in terms of just getting projects moving. Developers and organizations administering these funds have had to adjust to how they negotiate and navigate through various situations.
- Donald Hughes: Does that mean that we have contractors or vendors, or I don't know what the appropriate term is that facilitates the usage of this so we may put out an RFP for a particular project, what does that process look like.
- Matt Schnars: Yes, there is typically an annual request for funding (via RFP) and organizations apply for the funding. There's usually not one single source of funding that they're applying for and later in the agenda, we do have a few RFP that are out there, right now, that will we'll talk a little bit more about the Requirements process. For competitive bid process that organizations that are interested in doing this work apply for the funding and then we have an objective scoring criteria that that we use to determine which are the most appropriate projects to fund, based on the goals that we have from the Community.
- Donald Hughes: I appreciate that, and this is my last question, if we can go to the slide that had the goals- are they set by you all as leadership, or is there some combination of basing it on population size, certain metrics in terms of housing instability. How are program year metrics established?
- Matt Schnars: The expectation is that the Community, in particular, and this committee are involved in advising on the metrics. With this funding and we set those five year goals and then each of these individual years are a subset of that five year plan. We are required to consult the Community, the public stakeholders, and there are specific categories and some parameters around each of the funding sources.



- Reginald J Johnson: That might very well be in a particular area local dollars that are companion dollars and so when you're looking at a particular program it has federal and local dollars in it.
- Brian Langloss: And kind of a follow up question that i'm guessing ties back to my first question but looking at like rental units constructed. They're not counted until fully complete?
- Matt Schnars: that's correct.
- Reginald J Johnson: The units can't be counted until we have a certificate of occupancy.
- LeVon Barnes: When it comes to the organization's getting this money you know clearly five years do a project. Do we have visibility on how long they've been working on this particular project; the total number of years to pay that; and the rollover from year to year.
- Matt Schnars: The programs that we're talking about here are reported and tracked through CAPER. We can improve transparency in terms of what organizations are receiving funding (and the break down over the period of performance for awarded contracts.
- Alicia Smith-Freshwater: There is a question in the chat around whether funds are interchangeable between programs, and I think the response was no the funds are not interchangeable. Each program has its own purpose and regulations so just wanted to make sure we capture that.
- Matt Schnars: that's correct, thank you, thank you, I cannot see the chat so thank you.
- LeVon Barnes: Any other any other questions for Matt?
- Terri Porter Holmes: For previous slides, did you explain the overage in the third column, where it says amount expended during the year, exceeding what was allocated. {Matt replied yes}.

#### **4. CAC Member RFP Scoring/Review Opportunities (Matt Schnars)**

[Multi Family Production/Preservation](#) (Feb 2 – March 4, 2022)

[Homeless Coordinated Entry with Diversion](#) (Feb 22 - March 14, 2022)

The above links are to two upcoming RFP scoring review opportunities occurring Feb/Mar 2022. One is the multifamily production and preservation project and just to re ground the Members and for some of the new Members what we had talked about in the fall was that we would continue to offer opportunities for members of the CAC to serve on these review committees. Email Matt Schnars if interested. Once the RFP closes – the review is conducted through an electronic system called “zoom grants”. A scoring rubric is accessible to the panel and the proposals are reviewed via an electronic process. There'll be a meeting date, where panel members review the scores and make recommendations on which projects to fund and prioritize.



Reginald J Johnson: The complexity of these proposals will require 10-12 hours for application review. Probably the most complex of our requests for proposal is the multifamily production and preservation, the homeless coordinated entry proposals.

LeVon Barnes: There was a question in chat about how many race questions/responses have been received for the multifamily production and preservation.

Reginald J Johnson: don't know the answer yet (too early in the process; Feb. deadline)

Lea Efird: When selecting the panelists for the application review, what qualifications or skills are required to be a participant?

Reginald J Johnson: For multifamily because these are particularly low income housing tax credit projects, the purpose of the RFP would dictate the need for someone who's familiar with development, construction and building. And likewise for the homeless coordinated entry- some familiarity with homelessness programs is essential.

LeVon Barnes: I think it's important for all of us to gain experience in that process, so we come to these meetings with a better understanding of how money is spent; which organizations are involved to facilitate employment /engagement of this community.

## **5. Boards & Commissions Annual Report Requirement (Matt Schnars)**

Matt Schnars: Through a new requirement of the Clerk's office, all Boards and Commissions are required to submit an annual report. We will work with the committee to provide a summary of the activities and the work accomplished over the year.

## **6. Public Questions/Comments (Chair)**

LeVon Barnes: The members of the Community are a welcome part of this group. Ms. Kimberly Davis was granted the opportunity to ask questions and offer feedback. There were no questions or comments.

## **7. Other Business (Chair)**

Donald Hughes: Asked about the upcoming city budget process and whether this Committee was providing input to help establish/support priorities (especially with respect to the American Rescue Plan (ARP) funding).

Reginald J Johnson: Budget preparation is underway (started in Dec, ending in Feb).

Leonardo Williams: The budget process for ARP is completely separate from all departments. Processes are currently being revised to ensure systematic plan for utilization.



Community Development Week: Chaired by Ebony West, with members Rachel Eberhard, Monique Holsey-Hyman, Donald Hughes and Chairman Barnes. And update will be provided at the next meeting.

**Announcements 5 Minutes**

[2022-2023 Annual Action Plan 1st "Needs" Public Hearing - Feb 21, 2022](#)

***Reminder: Next Meeting February 28, 2022***

**8. Adjourn**

*The meeting was adjourned at approximately 7:10 pm.*