

**BOARD OF COMMISSIONERS
OF THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**

July 14, 2020

1. Call to order.
2. Approval of Minutes of the Meeting of June 9, 2020.
3. Introductions.
4. Public Comments.

REPORT FROM COMMITTEES

5. Report from the Housing and Community Services Committee.
 - Amendment to HCV Administrative Plan.
6. Report from the Joint Development & Finance Committees.
7. Report from the Human Resources Committee.

EXECUTIVE REPORT

8. Executive Director's Report.
9. Board Retreat Request Review.
10. Board Information Request.
11. MDHA Safety Procedures.
12. Additional Business.
13. Adjournment.

**SUMMARY REVIEW OF AGENDA ITEMS FOR
THE MDHA BOARD OF COMMISSIONERS**

July 14, 2020

5. Amendment to HCV Administrative Plan

A recent review of the HCV Administrative Plan revealed a policy regarding the re-instatement of any families terminated due to insufficient funding had been excluded. The current policy includes the re-instatement of special purpose vouchers, but does not specify policy on the re-instatement non-special purpose voucher families. While we do not ever anticipate the need to terminate families due to insufficient funding, the HUD shortfall team we are working with is requiring we amend our administrative plan to include language for reinstating any non-special purpose vouchers so that our application for shortfall funds may be approved. The proposed amendment includes the necessary language to satisfy this requirement.

MEETING MINUTES

OF

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

The regular meeting of the Board of Commissioners of the Metropolitan Development and Housing Agency was held on Tuesday, June 9, 2020, at 11:30 a.m. via WebEx in the Collaboration Room of the Gerald F. Nicely Building, 701 South Sixth Street, Nashville, Tennessee.

PRESENT: Bill Purcell, Chair
Emily Thaden, Vice Chair of Finance
Aole Ansari, Vice Chair of Development
Antoinette Batts
Kay Bowers
Paulette Coleman
Marcus Campbell

ALSO PRESENT: James Harbison, Executive Director
James Thiltgen, Deputy Executive Director
Saul Solomon, Legal Counsel
David Dellinger, Chief Operating Officer
Will Choppin, General Counsel
Will Biggs, Director of Affordable Housing
Melinda Hatfield, Director of Finance
Joe Cain, Director of Urban Development
Emel Alexander, Director of Community Development
Norman Deep, Director for Rental Assistance
Michael Wegerson, Director of Recapitalization
Jamie Berry, Director of Communications
Brent Grubb, Acting Director of Construction
Pat Thicklin, Assistant Director of Human Resources
Matt Wiltshire, Chief Strategy and Intergovernmental Affairs Officer
LaTonya Ellis, Executive Office Manager
Denise Hagewood, Executive Office Administrative Assistant
Lillian Maddox-Whitehead, President of Vine Hill Apartments Resident Assoc.
Arlene Cummings, Property Manager of Vine Hill Apartments
William Curry, Service Employees International Union (SEIU)
Timothy Burns, MDHA

Chair Bill Purcell called the meeting to order, then called on Saul Solomon, Legal Counsel. Mr. Solomon announced the MDHA Board meeting was being broadcast electronically via Webex to satisfy Governor Lee's Executive Order No. 16. He also noted the meeting was being recorded for future viewing via Youtube and the general public was given the opportunity and instruction on how to participate.

Chair Purcell then called upon Commissioner Paulette Coleman for a statement regarding recent racial tension across the city and country. Commissioner Coleman opened with a scripture from Jeremiah 6:4. Ms. Coleman acknowledged that at the very moment the Board was meeting, Mr. George Floyd was being funeralized (an African-American gentleman murdered by a policeman in Minnesota). She noted a ground swelling of concern across the U.S. and other countries. Young and old, all races, all political affiliations, both rich and poor people alike were crying out for justice, inclusion, equality, and most importantly, love. She stated, we are all created in God's likeness and urged everyone listening to purpose in their hearts to do something constructive to create the type of community that Dr. Martin Luther King, Jr. spoke of. She urged the Board and staff to work on lessening perceived and real disparities across our city.

Chair Purcell requested approval of the minutes of the meeting of May 12, 2020. Commissioner Coleman moved adoption of the following resolution:

Resolution No. 22-20

"RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, that it hereby approves the minutes of the meeting of May 12, 2020."

The motion was seconded by Vice Chair Emily Thaden, and upon vote all voted "aye". None voted "no".

Chair Purcell introduced Mrs. Lillian Maddox-Whitehead, President of Vine Hill Apartments Resident Association and Ms. Arlene Cummings, Property Manager of Vine Hill Apartments. Mrs. Maddox-Whitehead discussed the Vine Hill Night Out on Crime and Tobacco prevention coordination that includes cessation classes and nicotine replacement therapy for residents. Ms. Maddox-Whitehead stated the Resident Association had met with Mr. Harbison to discuss the idea of smoke-free housing. Commissioner Coleman asked if there were any pressing issues from residents. Ms. Cummings stated residents had complained about maintenance issues not being addressed. But once the residents were made aware of the maintenance limitations due to Covid-19, those complaints have decreased. Mr. Harbison shared that the maintenance limitations will continue through July. Mrs. Maddox-Whitehead shared an idea about a beautification contest, to which Mr. Harbison stated he would like to hear more about.

Chair Purcell recognized Mr. William Curry with the Service Employees International Union (SEIU) and Timothy Burns, MDHA employee and SEIU Vice-Chief Steward, during public comment. Mr. Curry stated he had a petition that had been signed by 80 plus MDHA employees requesting hazard pay for essential employees. Mr. Curry stated he would like to schedule a meeting with the Executive Director to discuss further. Mr. Timothy Burns, stated he is in and out of the MDHA residential units performing pest control. He didn't feel the residents were taking Covid-19 serious and requested hazard pay for possible exposure. Mr. Harbison stated he met with Mr. Nat Cole, MDHA employee and SEIU President, to discuss hazard pay. There was a second meeting schedule, but Mr. Cole had a personal emergency. Mr. Harbison said his office would reach out to Mr. Cole to reschedule. He did clarify that the maintenance workers are currently working less hours but being paid for 80 hours; have been supplied PPE; are only performing emergency repairs (with the exception of Cayce); and the Agency is in compliance with OSHA and the CDC. Commissioner Coleman asked how many hours did Mr. Burns feel he should be compensated hazard pay for, 80 hours or 48 hours? Mr. Burns stated he worked 80 hours, he said his hours had not been cut. She asked aside from hazard pay what he felt MDHA should be doing to ensure the health of employees. And Commissioner Ansari

asked Mr. Burns if he felt comfortable declining work orders if you felt his health was in jeopardy. Mr. Burns said he did not have the luxury of declining work assignments. Mr. Curry with SEIU, said he wasn't aware of any directives given to employees in those situations. Mr. Harbison, Executive Director, stated protocol had been established and directives given to staff about 7 or 8 weeks ago. In that protocol, it was up to the Maintenance Supervisor to assess risk and make the final decision. Mr. Will Biggs, Director of Affordable Housing, stated maintenance staff was given the directive to wear PPE when entering apartments, stand 6 feet from the residents, inquire about health concerns of anyone who dwelled there, ask the residents to leave the area while they work, announce when they are leaving and disrobe from the PPE upon exit. Mr. Biggs stated that Mr. Burns is not directly staffed by the MDHA Maintenance Department so he was not sure what Mr. Burns had been told. Mr. Purcell requested a follow up report during next month's board meeting and all workers be informed of proper procedures.

Chairman Purcell called for the Executive Director's Report. Mr. James Harbison, MDHA Executive Director, updated the Committee on the Agency's Covid-19 efforts. Last month, the Agency tested all employees, with all negative results. Approximately 1,000 residents have been tested with four positives. OSHA certification for all employees and Covid-19 training for Maintenance Supervisors is forthcoming. 162 of 300+ employees are on tele-work. The Agency is partnering with Meharry-General to provide testing at various sites. Limited outside visitors in towers continues. Mr. Harbison feels the Agency has done everything reasonable to maintain normalcy during Covid-19. Mr. Harbison gave a presentation before the Metro Council during their Finance and Budget hearings. It was an informational session to share our projects and services and to assure the work of the Agency is aligned with the city Administration and the Council's affordable housing agenda in the city. Mr. Harbison announced the Agency would be adding a full-time Community Philanthropy staff person to the Envision program. We are in continued conversations with potential community quarterbacks. As a result of MDHA insurance and community partnerships, all expenses incurred as a result of the March 2020 Tornado will be covered. Mr. Harbison thanked the Oprah Winfrey Foundation for providing two thousand \$200 gift cards to residence during the tornado recovery. Mr. Harbison stated the market rate, workforce, and affordable housing units were leasing nicely. Construction has eleven financed projects on schedule and seven in concept. The Agency is waiting to receive word on the 9% LIHTC funding. All development projects are on track. The Agency is in an unusual situation with our voucher program, we are in shortfall status. Due to Covid-19 many residents on the voucher program lost their jobs. They have gone from paying 30% of their earned income towards rent to a zero rent (\$25) status. The federal government's budget is fixed and doesn't cover this shortfall. We are potentially looking at a three million dollar shortfall. The Agency has been working closely with HUD and hopes to receive further direction within the next month or so. Envision Cayce is proceeding at pace. Boscobel II is nearly finished and Boscobel III is 60% complete. Our Connect Homes program laptop distribution is progressing slowly due to Covid-19. The Rental Assistance Demonstration (RAD) – Envision project has five safety components: 1). Camera coverage; 2). Taskforce; 3). MOU walking patrols; 4). Community engagement; 5). Private security for the Towers. These safety components have led to a significant drop in crime since 2018. Mr. Harbison thanked Commissioner Coleman for her moving words and mentioned his response to the current situation in race relations that was published on the MDHA website. Chair Purcell asked if there were any questions for the Executive Director. Commissioner Paulette Coleman asked if the Community Quarterback was the same as what was discussed in the Committee presentation on Purpose Built Communities. Mr. Harbison replied, yes. Commissioner Coleman asked if the Community Philanthropy position was a development position or an engagement/outreach position. Mr. Harbison stated the position would entail a little of both. Commissioner Coleman asked if the voucher program participants who paid zero rent, received unemployment and a stimulus check. Norman Deep, Director of Rental Assistance, stated the stimulus payments were considered temporary and could not be counted, but unemployment payments can be counted. Commissioner Kay

Bowers asked why were the recertification done in June if the situation began in March or April. Mr. Harbison stated recertification is done annually or when there is a change in income. He mentioned a gap between when a person recertified due to losing their job and when they recertified again once they started receiving unemployment benefits. He was concerned with how this gap would be covered. Mr. Harbison stated the Agency quit issuing vouchers because the Rental Assistance staff saw a potential for this shortfall. Commissioner Coleman asked if the crime had declined across all MDHA properties. Mr. Harbison stated Cayce has seen a dramatic decrease and Napier/Sudekum had seen a slight decrease. The family properties have the highest crime rate; while the senior properties and towers have low crime rates.

Chair Purcell stated in future meetings, he would like to change the order of the agenda by moving the Executive Director's report down on the agenda to allow more time for discussion.

Chair Purcell then called upon Vice Chair Emily Thaden for the Joint Finance and Development Committee report. The Joint Committee met on both June 4th and June 9th via Webex. There was a presentation by Melinda Hatfield, Finance Director. Vice Chair Thaden stated the Agency's finances were strong and the Agency finished the fiscal year under budget. She announced that she and Commissioner Ansari planned to meet with the Finance Department to make sure future finance reporting was more transparent. The Joint Committee also heard an informative presentation on Public Housing. Vice Chair Thaden shared that the Committee request to move the Board Retreat out of the committee structure and have that information reviewed by the full Board instead.

Vice Chair Thaden recommended Board approval of the following resolution on the Trolley Barns Parking Garage:

Resolution 23-20

"RESOLUTION APPROVING THE GUARANTEED MAXIMUM PRICE PROPOSAL AND FINANCING FOR THE TROLLEY BARNS PARKING GARAGE PROJECT.

Effective date: June 14, 2020

WHEREAS, MDHA owns certain property generally located on Rolling Mill Hill, including Parcel H and Parcel K (together, the "Property"), which on a portion of Parcel H it intends to construct the Trolley Barn Parking Garage.

WHEREAS, the Trolley Barns Parking Garage will be located at 15 Lea Avenue. The garage will be a five (5) story, post tensioned concrete structure, containing 378 parking spaces with access from Lea Avenue as well as Middleton Street via the access drive for the Ryman Lofts surface parking lot.

WHEREAS, the cost of construction includes improvements to Lea Avenue and the Ryman Lofts surface parking lot access drive to enhance traffic ingress and egress flow for the new parking garage.

WHEREAS, At the November 12, 2019, meeting the Board of Commissioners approved R. C. Mathews Contractor, as the Construction Manager at Risk.

WHEREAS, R. C. Mathews Contractor has provided MDHA a Guaranteed Maximum Price proposal for \$12,380,088.00 (\$32,750.00 per parking space) to construct the Trolley Barns Parking Garage based on 85% Construction drawings prepared by Kline Swinney Associates. With all soft costs, the total project budget is \$14,215,617 including 5% Owner's contingency ((\$617,500). With a Substantial Completion date of July 12th, 2021.

WHEREAS, Pinnacle Bank (the "Lender") is making a construction and permanent loan to MDHA in the approximate maximum principal amount of \$14,500,000 in construction financing, or such other amounts as may be appropriate at the discretion of the Authorized Representative (as defined below), to finance construction and operation of the Project (collectively, the "Pinnacle Loan") to be evidenced by a Promissory Note in the amount of the Pinnacle Loan (the "Note");

WHEREAS, MDHA intends to pledge as collateral for the Pinnacle Loan its interests in the Property and the Project, including its rights under that Agreement for Purchase and Sale of Real Estate dated January 30, 2017 between Rolling Mill Hill Partners, LLC as Buyer and MDHA as Seller, as the same has been amended (the "Purchase Agreement"), to be evidenced by, among other things, a deed of trust, assignment of leases, rents and profits, collateral assignments of purchase agreement, and such other documents (the "Security Instruments"); subject to existing leases, purchase agreements, and other encumbrances.

WHEREAS, the Trolley Barns Garage will be financed in part by the \$11,900,000 construction financing loan from Pinnacle Bank. Additional sources for this project include \$2,000,000 in unrestricted funds from MDHA.

WHEREAS, MDHA is hereby authorized and directed to negotiate, execute, deliver, and perform the Note, Security Instruments, assignment of construction documents, and any and all other documents, instruments, agreements, and certifications required for MDHA to obtain the Pinnacle Loan from Lender (collectively, the "Loan Documents"); and

BE IT RESOLVED, that Bill Purcell, the Chair, Emily Thaden, the Vice Chair for Housing, Aole Ansari, the Vice Chair for Development, James E. Harbison, acting as either the Secretary-Treasurer or Executive Director, and James L. Thiltgen, acting as Deputy Executive Director in the absence of the Executive Director, respectively, of MDHA (each, an "Authorized Representative"), be, and each hereby are, or any one of them, acting along,

be, and hereby is, authorized and empowered, on behalf of MDHA, to execute and deliver the Loan Documents, and all documents contemplated therein, and that any and all documents previously executed and delivered by any such Authorized Representative with respect to the Project and Pinnacle Loan are hereby ratified and approved; and

BE IT FURTHER RESOLVED, authority is given to the Executive Director to sign all associated documentation on behalf of the agency."

Upon vote, all voted "aye"; none voted "no" and the Board adopted Resolution 23-20.

Vice Chair Thaden recommended Board approval of the following resolution on the Red Oak Townhomes:

Resolution 24-20

Effective Date: June 9, 2020

"RESOLUTION APPROVING THE GUARANTEED MAXIMUM PRICE PROPOSAL AND FINANCING FOR THE RED OAK TOWNHOMES.

The undersigned, being a quorum of the Board of Commissioners of Metropolitan Development and Housing Agency ("MDHA"), at a duly called meeting on June 9, 2020, acting in accordance with the applicable provisions of the T.C.A. § 13-20-101, et. seq., and its Charter and Bylaws, do hereby adopt the following resolutions to be effective as of the date hereof:

WHEREAS, MDHA was organized to acquire, construct, develop, lease, manage, operate, sell, and otherwise provide and address matters concerning decent and affordable housing in the City of Nashville, Tennessee; and

WHEREAS, MDHA owns certain property generally located at 804 Dew Street, Nashville, Davidson County, Tennessee, as more particularly described on Schedule 1 attached hereto (the "Property"), and desires to construct, develop, lease, manage, and operate 44 units of housing on the Property known internally as Boscobel III-A and to be known externally as Red Oak Townhomes (the "Project"), to be comprised of (a) 12 units to be rented at market rates (the "Market Units"), (b) 7 workforce units to be rented at rates affordable to households with incomes less than 120% of the area median income (the "Workforce Units"), and (c) 25 public housing units to be rented at rates affordable to households with incomes at or below 80% of the area median income, adjusted for family size (the "Public Housing Units"); and

WHEREAS, Franklin Synergy Bank (the "Lender") is making a construction and permanent loan to MDHA in the approximate maximum principal amount of Ten Million Six Hundred Thousand Dollars (\$10,600,000) in construction financing and Six Million Dollars (\$6,000,000) in permanent financing, or such other amounts as may be appropriate at the discretion of the Authorized Representative (as defined below), to finance construction and operation of the Project (collectively, the "FSB Loan"); and

WHEREAS, the Metropolitan Government of Nashville and Davidson County (the "Metro Government") is making a grant to MDHA in the approximate amount of Ten Million Five Hundred Thousand Dollars (\$10,500,000), or such other amount as may be appropriate at the discretion of the Authorized Representative, to provide additional financing for the construction and operation of the Project (the "Metro Grant"); and

WHEREAS, MDHA has submitted a Mixed-Finance Development Proposal and related evidentiary documents to the U.S. Department of Housing and Urban Development ("HUD") to provide public housing operating subsidy for the Public Housing Units in accordance with HUD public housing requirements (the "HUD Operating Subsidy"); and

WHEREAS, as soon as permitted by HUD, MDHA intends to convert the Public Housing Units and HUD Operating Subsidy to Section 8 Project Based Rental Assistance pursuant to the HUD Rental Assistance Demonstration ("RAD") program;

NOW BE IT THEREFORE RESOLVED, that MDHA is hereby authorized and directed to negotiate, execute, deliver, and perform a promissory note, deed of trust and assignment of leases and rents encumbering the Property, assignment of construction documents, and any and all other documents, instruments, agreements, and certifications required for MDHA to obtain the FSB Loan from Lender (collectively, the "Loan Documents"); and

FURTHER RESOLVED, that MDHA is hereby authorized and directed to negotiate, execute, deliver, and perform any and all documents, instruments, agreements, and certifications required for MDHA to obtain the Metro Grant from the Metro Government (collectively, the "Metro Grant Documents"); and

FURTHER RESOLVED, that MDHA is hereby authorized and directed to negotiate, execute, deliver, and perform a Mixed-Finance Amendment to the Consolidated Annual Contributions Contract, Declaration of Trust/Restrictive Covenants, Partial Release of RAD Use Agreement, Declaration of Restrictive Covenants, Mixed Finance Certification and Assurances and any and all other documents, instruments, agreements, and certifications required by HUD in connection with the HUD Operating

Subsidy for the Public Housing Units (collectively, the "Public Housing Documents"); and

FURTHER RESOLVED, that MDHA is hereby authorized and directed to negotiate, execute, deliver, and perform a Rental Assistance Demonstration Use Agreement, Section 8 PBRA Housing Assistance Payments Contract, one or more subordination agreements, and any and all other documents, instruments, agreements, and certifications required by HUD in connection with the RAD conversion of the Public Housing Units (collectively, the "RAD Documents" and, collectively with the Loan Documents, the Metro Grant Documents, and the Public Housing Documents, the "Transaction Documents"); and

FURTHER RESOLVED, that Bill Purcell, the Chair, Emily Thaden, the Vice Chair for Housing, Aole Ansari, the Vice Chair for Development, James E. Harbison, acting as either the Secretary-Treasurer or Executive Director, and James L. Thiltgen, acting as Deputy Executive Director in the absence of the Executive Director, respectively, of MDHA (each, an "Authorized Representative"), be, and hereby are, or any one of them, acting along, be, and hereby is, authorized and empowered, on behalf of MDHA, to execute and deliver the Transaction Documents, and all documents contemplated therein, and that any and all documents previously executed and delivered by any such Authorized Representative with respect to the Project are hereby ratified and approved; and

FURTHER RESOLVED, that any and all acts heretofore taken by any Authorized Representative in connection with the matters authorized by the foregoing resolutions are hereby ratified, confirmed, adopted and approved by the Board of Commissioners of MDHA."

Upon vote, all voted "aye"; none voted "no" and the Board adopted Resolution 24-20.

Chair Purcell, as a point of clarification, stated the Committee agenda items recommended for passage to the full Board can be moved by the Committee Chair and does not require a second. To which Saul Solomon, Legal Counsel, agreed.

Vice Chair Thaden stated the Joint Finance and Development Committee heard an excellent presentation on the Redevelopment Districts by Joe Cain, Director of Urban Development. She stated the Agency should be very active in redevelopment and TIF to infuse equity and revitalization into blighted areas of the city.

Vice Chair Thaden concluded by recommending Board approval of the following resolution on the Substantial Amendment to the 2019 Action Plan (CARES Act Funding):

Resolution 25-20

"RESOLUTION APPROVING THE SUBSTANTIAL AMENDMENT TO THE
2019 ACTION PLAN (CARES ACT FUNDING).

Effective date: June 14, 2020

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) advised MDHA to amend the 2019 Action Plan to incorporate eligible activities to use the following CAREs Act funds to respond to the COVID-19 outbreak: \$3,125,875 in CDBG-CV; \$1,549,066 in ESG-CV; and \$225,186 in HOPWA-CV.

WHEREAS, in order to determine the most appropriate use of funds based on local needs and funding guidelines, MDHA staff took the following actions:

- CDBG-CV – Surveyed 826 stakeholders, producing 74 responses, requesting they prioritize potential uses of funds for activities within the following categories: public facilities and improvements, assistance to businesses, and public service. Consulted with Metro representatives to determine needs not eligible for funding from other sources such as FEMA, TEMA, etc. This input was utilized to determine that the best use of the CDBG-CV funding is to provide emergency housing assistance for households suffering an income loss as the result of COVID-19.
- ESG-CV – Surveyed Continuum of Care (CoC) and ESG funded agencies to gauge needs. Additionally, consulted the Metro Homeless Impact Division, CoC, homeless shelters and nonprofit agencies serving the homeless population to regarding needs in the community to address COVID-19 issues. This input was used to create the list of eligible activities specified in the tables listed on the following pages for the use of these funds.
- HOPWA-CV – Consulted current HOPWA sponsors to determine priorities for the best use of the HOPWA-CV funds to create list of eligible activities specified in the tables listed on the following pages for the use of these funds.

WHEREAS, copies of the survey instruments and responses are included in Appendix A of the Action Plan Substantial Amendment.

WHEREAS, Specific allocations and activities for the use of the funds are made a part of these minutes by reference and filed with other documents for this meeting (Attachment A).

WHEREAS, HUD guidance via the CARES Act allowed grantees to amend their Consolidated Plan Citizen Participation requirements to establish expedited procedures for amending consolidated plans in order to access the CARES Act funds as quickly as possible.

THEREFORE BE IT RESOLVED, concurrent with the substantial amendment to the 2019-2020 AP to allocate the CARES Act funds, MDHA prepared substantial amendment 3 to amend the Citizen Participation Plan to include the five (5) day comment period. The revised Citizen Participation Plan is included as Appendix D of substantial amendment 1 to the 2019 Action Plan.

BE IT FURTHER RESOLVED, the amendments will also be presented to the Metro Council Nashville Mayor Cooper and HUD for review and approval."

Upon vote, all voted "aye"; none voted "no" and the Board adopted Resolution 25-20.

Chair Purcell then reviewed the last item on the agenda, the Board Retreat requests. He thanked the Executive Director and staff for listing and tracking the information. He stated he had three items that were not discussed during the retreat that he would like the Board to discuss in the months to come: 1). The completion of the Redevelopment District presentation during the next Committee meeting; 2). A more extensive report on the Agency's crime reduction efforts; 3). And lastly, a discussion on education initiatives by the Agency. Commissioner Ansari thanked the staff for the clear format of the report. He then made note of two things he would like to add to the list: 1). Diversity in hiring practices, specifically on the Executive level; and 2). The Agency's participation in Minority/Women-owned Business Enterprises (MWBE). He would like to see more transparency from the agency in those areas. Commissioner Coleman stated she would like the Agency to do more in the area of resident economic empowerment. It was her understanding that the housing program was originally created as a launch pad to help people, but she is disturbed to see multi-generations living in housing. Chair Purcell stated the Board would discuss the additional topics in the months of July, August and September. Commissioner Bowers asked if a Disadvantaged Business Enterprise (DBE) report could be shared with the Board. Commissioner Bowers also asked for the demographics of the households the Agency serves. Mr. Harbison agreed to provide all the requested information to the Board.

Chair Purcell stated it was the desire of the Board to focus on the mid and long term needs of Cayce and other large projects in the Committee structure and once ready, move those discussions to the full Board. Vice Chair Thaden stated she would further discuss with the Executive Director.

Vice Chair Thaden stated the report presented to the Metro Council was very well constructed. She said the most important information was emphasized, including Diversity of Business Enterprises (DBE). She said she personally got a lot out of it.

There being no further business to come before the Board, the Chair declared the meeting adjourned.

Secretary

APPROVED:

This _____ day of _____, 2020.

Chair

Attachment A

Specific allocations and activities for the use of the funds are detailed as follows:

<u>Project Name</u>	<u>CDBG-CV Public Services – Emergency Housing Assistance</u>
<u>Target Area</u>	<u>Countywide</u>
<u>Goals Supported</u>	<u>Disaster Mitigation and Recovery in Response to COVID-19</u>
<u>Needs Addressed</u>	<u>COVID-19 Mitigation Preparation Opportunities</u>
<u>Funding</u>	<u>\$2,813,288</u>
<u>Description</u>	<u>Assistance to households in danger of eviction or foreclosure because they have or will fall behind in rent or mortgage payments because of loss of income due to COVID-19.</u>
<u>Target Date</u>	<u>March 2020 – May 2021</u>
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>2,000 70% LMI</u>
<u>Location Description</u>	<u>Countywide</u>
<u>Planned Activities</u>	<u>Pay up to 3 months' rent/mortgage payments for households with loss of income due to COVID-19 and provide funds to assist with expenses associated with project delivery. Program will be targeted to assist households that have either regained sufficient income or anticipate regaining sufficient income through return to and/or new employment to remain in their homes once payments are made. Payments will be made directly to landlord/mortgage company. Program will be administered via an agreement with multiple Subrecipients. The Subrecipients will be selected through an RFA process.</u>

<u>Project Name</u>	<u>CDBG-CV - Administration & Planning</u>
<u>Target Area</u>	<u>Countywide</u>
<u>Goals Supported</u>	<u>Disaster Mitigation and Recovery in Response to COVID-19</u>
<u>Needs Addressed</u>	<u>COVID-19 Specific Administration and Planning</u>
<u>Funding</u>	<u>CDBG-CV: \$312,587</u>
<u>Description</u>	<u>Funding to be used for oversight and administration of CDBG-CV programs, including monitoring, reporting, program evaluation, fair housing activities, and the development of the Consolidated Plan and annual updates and amendments. Planning includes studies, analysis, data gathering, and preparation of plans to help prevent, prepare for and respond to the coronavirus pandemic (COVID-19)</u>
<u>Target Date</u>	<u>5/31/2022</u>

<u>Estimate the number and type of families that will benefit from the proposed activities</u>	N/A
<u>Location Description</u>	Countywide
<u>Planned Activities</u>	Funds to be used by MDHA as the lead agency for the development and administration of the Consolidated Plan programs specific to CDBG-CV funds. Administrative activities include grant management, monitoring, budgeting, and planning and executing CDBG-CV eligible activities. MDHA may choose to partner with another entity to undertake eligible planning activities.

<u>Project Name</u>	<u>ESG-CV Programs and Services</u>
<u>Target Area</u>	Countywide
<u>Goals Supported</u>	Disaster Mitigation and Recovery in Response to COVID-19
<u>Needs Addressed</u>	COVID-19 Prevention Measure Opportunities
<u>Funding</u>	ESG-CV: \$1,549,066.00 (includes up to \$154,906 – for MDHA Administration)
<u>Description</u>	Activities to support homeless persons - rapid re-housing and homeless prevention assistance, shelter operations/essential services, and outreach; program and HMIS administration to help prevent, prepare for, and respond to the coronavirus pandemic (COVID-19)
<u>Target Date</u>	5/31/22
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<ul style="list-style-type: none"> -Rapid Re-housing: 325 persons -Homeless Prevention: 75 persons -Shelter Operations/Essential Services: 2,000 -Outreach: 100 persons <p>Numbers are estimates. Due to the unknown nature of the COVID-19 impact, these numbers could be much higher or lower dependent upon final activity programs and outcomes.</p>
<u>Location Description</u>	Countywide
<u>Planned Activities</u>	Funding for all activities, except Administration, will be awarded via the following potential actions: a competitive Request for Applications process; a direct application process, direct contracting to eligible nonprofit subrecipients, and other methods allowed under the OMB 2 CFR 200 regulations.

<u>Project Name</u>	<u>HOPWA-CV Housing and Supportive Services</u>
<u>Target Area</u>	Metropolitan Statistical Area
<u>Goals Supported</u>	Disaster Mitigation and Recovery in Response to COVID-19
<u>Needs Addressed</u>	COVID-19 Mitigation Preparation Opportunities
<u>Funding</u>	HOPWA - \$225,186

<u>Description</u>	<u>Housing; short-term rent, mortgage, and utility assistance (STRMU); supportive services for persons with HIV/AIDS and their families; program administrative costs incurred by MDHA and Sponsor agencies</u>
<u>Target Date</u>	<u>June 2020 – May 2021</u>
<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>-Facility Based/Tenant Based Rental Assistance: 53 persons -STRMU: 275 persons -Supportive Services: 2,320 persons -Short-Term/Emergency Assistance – 15 persons</u>
<u>Location Description</u>	<u>Persons with HIV/AIDS in the Nashville-Davidson—Murfreesboro-Franklin-MSA</u>
<u>Planned Activities</u>	<u>Funding for all activities will be awarded via the following potential actions: a competitive Request for Applications process; a direct application process, direct contracting to eligible nonprofit sponsors, and other methods allowed under the OMB 2 CFR 200 regulations.</u>

METROPOLITAN DEVELOPMENT & HOUSING AGENCY

INTEROFFICE MEMORANDUM

July 14, 2020

TO: MDHA Board of Commissioners
FROM: Norman Deep, Director of Rental Assistance
SUBJECT: Amendment to HCV Administrative Plan

As reported at the June board meeting, HUD has identified the MDHA HCV program as being in a shortfall for calendar year 2020. In preparing for the initial shortfall conference call with HUD, a review of the HCV Administrative Plan revealed a policy regarding the re-instatement of any families terminated due to insufficient funding had been excluded. The current policy includes the re-instatement of special purpose vouchers, but does not specify policy on the re-instatement non-special purpose voucher families. While we have never, and do not ever anticipate the need to terminate families due to insufficient funding, the HUD shortfall team is requiring we amend our administrative plan to include a policy for reinstating any non-special purpose vouchers.

The attached proposed amendment satisfies the requirement that our plan reflect how all families terminated due to insufficient funding will be re-instated.

This was presented to the Housing and Community Resources Committee on July 9th and was approved as submitted.

Board approval of the proposed amendment as written is requested.



Norman Deep

Proposed Amendment to HCV Administrative Plan:

Amending Section 17(B) (3) (e) as follows:

- e. The Metropolitan Development and Housing Agency determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program. In determining which HAP Contracts to terminate, the Metropolitan Development and Housing Agency will identify them in the following order, excluding elderly and disabled families.
 1. Families that have been on the Housing Choice Voucher program for 10 years or more.
 2. Families that have been on full HAP assistance for 18 months or more.
 3. Families receiving HAP assistance in excess of \$5,400 annually

Note: Any "Special Purpose" voucher holders will be the last to be included and the first to be re-instated in the event terminations due to insufficient funding are necessary.

After re-instatement of any special purpose vouchers, all other families will be re-instated in order based on the date of termination.