



**NORTHEAST TENNESSEE/VIRGINIA  
HOME CONSORTIUM  
BOARD MEETING MINUTES  
July 11, 2023**

**Board Members Present:**

- Mark Hutton, Board Chairman, Proxy for Bristol, TN
- Jeff Broyles, Mayor, Bluff City, TN
- Ellen Tolton, Proxy for Bristol, VA
- Sherry Greene, Proxy for Washington County, TN
- Wayne Lyons II, Proxy for Johnson City, TN
- Michael Price, Proxy for Kingsport, TN

- Ambre Torbett, Proxy for Sullivan County, TN

**Board Members Absent:**

None

**Others Present:**

- Rene' Mann, FTDD
- Cherith Young, Bristol, TN
- Christina Blevins, Bristol, TN

**I. Call to Order**

The Northeast Tennessee / Virginia HOME Consortium meeting was called to order on July 11, 2023, at 10:01 a.m., by Chairman Hutton.

Christina Blevins called the roll and those present/absent are noted above.

**II. Public Comment Period – An opportunity for members of the public to address the Board on Agenda items – Chairman Hutton**

Chairman Hutton opened the floor to allow members of the public the opportunity to speak. There were no public comments.

**III. Approval of Minutes – April 11, 2023**

Chairman Hutton asked the group for any amendments or changes to the April 11, 2023, meeting minutes. Seeing none, Mayor Broyles motioned to approve the minutes as presented from the April 11, 2023, meeting. Ellen Tolton seconded the motion. No discussion ensued. All present were in favor.

**IV. FTDD Status of Projects – Rene' Mann**

Rene' Mann stated that the Balance of Funds report has two balances, the current balance, and the balance once HUD approves the Action Plan with the new 2023-2024 allocations.

**Homeownership:** Rene' Mann reviewed each community balance in homeownership for down-payment assistance. Bristol, Tennessee shows a pending homeownership project; however, the

house closed yesterday, on July 10, 2023, and the project is complete. Kingsport and Sullivan County received payoffs during the quarter. Washington County also has a pending payoff.

**Rehab/Reconstruction:** Rene' Mann reviewed each community balance for Rehabilitation / Reconstruction projects and discussed the "committed" estimated balances. Bluff City had a final payment for a project. Johnson City has a pending payoff. Sullivan County had several interim and final payments for multiple projects. Washington County also had an interim payment. Mrs. Mann reviewed the applications currently on the waitlist, and noted every community's waitlist is long. Several new projects have been pulled for Environmental Reviews.

**CHDO / Partner Projects:** Rene' Mann stated that CHDO funds are committed up to the 2022 funding year to Eastern Eight. Mrs. Mann is anticipating CHDO set-aside funding applications for 2022 and 2023 projects from appropriate CHDO's later this year – approximately September 2023. The 221 E Myrtle Avenue project in Johnson City was completed. Three additional projects are on Barger Hollow Road. A recent update from Eastern 8 on those projects stated that the footers on all three homes were poured, the foundations completed, and the framing is planned to start in July. Two of the Barger Hollow Road homes have interested buyers.

Mrs. Mann stated that she and Christina Blevins conducted monitoring visits/site inspections on multiple previous CHDO projects. This is a HUD requirement and is to confirm compliance with federal regulations regarding property standards and file reviews. Staff completed the monitoring review, and a letter was sent to Eastern 8 regarding requested/needed program updates.

CHDO Rental Properties inspected:

257 Christus Dr, #1  
257 Christus Dr, #2  
259 Christus Dr, #1  
259 Christus Dr, #2  
265 Christus Dr, #1  
265 Christus Dr, #2  
503 Kentucky Avenue  
1264 Windsor Avenue #A  
1264 Windsor Avenue #B

**Other:** Mayor Broyles mentioned an application received for a possible project outside of the city limits of Bluff City. Mrs. Mann stated that she would contact the homeowner and update the list. Ellen Tolton mentioned an application received for a possible project in Bristol, Virginia, and noted the applicant has passed away.

## V. Old Business

**HOME-ARP Funding Update:** Christina Blevins stated that the HOME-ARP Allocation Plan was approved by HUD. She discussed a called executive committee meeting that will take place in August and asked members to attend if their schedules permitted. Mrs. Blevins discussed the HOME-ARP funding allocation amounts listed below.

Development of Affordable Rental Housing - \$3,000,000  
 Supportive Services - \$211,865  
 Non-Profit Capacity Building - \$200,741  
 Administration and Planning - \$602,224  
 Total Allocation - \$4,014,832

Mrs. Blevins also noted that a HOME-ARP administrative contract with FTDD is a City Council Agenda item for the July 11, 2023, meeting.

**2023 HUD Annual Action Plan Update:** Christina Blevins stated that the Action Plan was submitted but not approved by HUD at this time.

**V. New Business**

**TN State Law Change – PC300:** Christina Blevins stated that a new “Public Comment Period” item was added to the regular agenda. Public Chapter 300 went into effect on July 1, 2023. It amends the Open Meetings Act to require that all governing bodies must reserve a period for public comment, “to provide the public with the opportunity to comment on matters that are germane to the items on the agenda.” The governing body may put reasonable restrictions on the public comment period, but may not restrict the viewpoints being expressed, and should take steps to ensure that any opposing viewpoints are fairly represented. Any notice of a public meeting shall indicate the manner in which a person may indicate the person’s desire to provide public comment at the meeting. This requirement doesn’t apply if there are no actionable items on the agenda. Admin has added the public comment period to the agenda and anyone who wishes to speak during the public comment period just needs to be present and notify the Chair or the staff liaison that they want to speak.

**HOME Maximum Subsidy Limit Increase:** Rene’ Mann discussed the HOME Maximum Subsidy Limit increase. Administration staff consulted with HUD regarding current subsidy limits. After evaluating current information, and with approval from HUD, the HOME Consortium will increase the HOME Per Unit Subsidy Limit by 240% of the base rate to reflect the cost increases of materials and services occurring during the pandemic.

The Subsidy Standards listed below become effective July 1, 2023, and will remain in effect until further notice.

<b>Number of Bedrooms</b>	<b>Posted Base Limit Maximum Per-Unit Subsidy Limits 2023</b>	<b>240% Subsidy Limits *</b>
0	\$72,088	\$173,011
1	\$82,638	\$198,331
2	\$100,490	\$241,176
3	\$130,002	\$312,005
4+	\$142,701	\$342,482

*\*Project Limits are also subject to HOME Homeownership Value Limits per community which may be less than listed subsidy limits.*

<b>Community</b>	<b>Existing Home</b>	<b>New Construction</b>
Bluff City	\$209,000	\$251,000
Bristol, TN	\$209,000	\$251,000
Bristol, VA	\$211,000	\$268,000
Johnson City	\$261,000	\$261,000
Kingsport	\$209,000	\$251,000
Sullivan County	\$209,000	\$251,000
Washington County	\$261,000	\$261,000

2023 HUD Maximum Household Income Limits are below for each community:

**Sullivan County, Kingsport, Bluff City, Bristol, TN, and Bristol VA**

- 1 Person - \$39,500
- 2 Person - \$45,150
- 3 Person - \$50,800
- 4 Person - \$56,400
- 5 Person - \$60,950
- 6 Person - \$65,450
- 7 Person - \$69,950

**Washington County, Johnson City**

- 1 Person - \$39,950
- 2 Person - \$45,650
- 3 Person - \$51,350
- 4 Person - \$57,050
- 5 Person - \$61,650
- 6 Person - \$66,200
- 7 Person - \$70,750

**Consortium Three-Year Renewal Period:** Christina Blevins thanked the Board for securing the Resolution for the upcoming three-year renewal period in 2024. The Consortium’s Policy & Procedures note that staff needs the resolution prior to the HUD renewal.

**Transfer of Funds – City of Bristol, Virginia - \$10,000 from HO to REHAB:** Rene’ Mann stated that to complete a project for Bristol, Virginia, a transfer of funds is needed. Ellen Tolton, the representative for Bristol, Virginia, is aware, but to finalize the transfer, the Board must approve. Mayor Broyles motioned to approve the Bristol, Virginia transfer of \$10,000 from Homeownership to Rehabilitation. Ellen Tolton seconded the motion. No discussion ensued. All present were in favor.

**Administrative Decision – Downpayment Assistance Project – Rocket Mortgage – Policy & Procedure Exception:** Rene’ Mann stated that the Consortium has a downpayment assistance application located in Sullivan County where the purchasers are buying the home for \$92,700, and noted the loan amount is \$89,819. Closing costs are \$6,695 or 7.2 % of the purchase price. The Consortium Policy & Procedures state that the closing ratio must not exceed 6% of the purchase price. Mrs. Mann spoke with Rocket Mortgage several times about lowering the closing costs. Unfortunately, because the loan amount is so low, Rocket Mortgage cannot get the

closing cost ratio to match the required 6%. Administration staff cannot make the decision to move forward without Board approval. Mayor Broyles motioned to approve to grant an exception to the closing costs for the homeowner. Wayne Lyons II seconded the motion. No discussion ensued. All present were in favor.


**HUD Remote Monitoring – Downpayment Assistance Program – July 2023:** Christina Blevins discussed the upcoming remote monitoring with HUD for the Downpayment Assistance Program. Mrs. Blevins discussed the exhibits that will be reviewed, personal information retraction and more. It was a significant process, she added.

**VI. Announcements & Adjournment**

**Next Board Meeting:** Chairman Hutton announced the next Board meeting is scheduled for October 10, 2023, at 10am.

There being no further business, the meeting was adjourned at 10:40 a.m.

  
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Christina Blevins, Recorder

  
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Mark Hutton, Chairman  
Ellen Tolton, Vice Chair in  
Mark Hutton's absence.