City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** December 3, 2025

2. **Primary contact person and Department requesting agenda item:** Elma King, CED

3. **Requested Council meeting date:** January 27, 2026

4. **Subject:** Authorization to enter into subrecipient agreements for CDBG-DR Small Business Support Program grant administration.

5. **Action Requested:** Resolution authorizing the City Manager to enter into subrecipient agreements with selected grant administration subrecipients for the CDBG-DR Small Business Support Program; and to further authorize the City Manager to sign all necessary documents to this effect.

6. **Note if time sensitive, and why:** Yes, the process is time-sensitive to meet the recovery needs of the community, quickly initiate much-needed small business grant awards, and adhere to required grant management and compliance processes.

7. **Potential fiscal impact(s) - if known by staff at time of request:** Staff will detail the CDBG-DR funding amounts to be allocated to proposed subrecipients and the portion anticipated to go directly to small business beneficiaries.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - N/A

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:**
    - Economy Recovery Board information sharing and input on January 15, 2026.
    - PEDE Council Committee - January 20, 2026 - Approved 2-0

10. **Identify key issues:**
    - HUD allocated $225,010,000 in funds to the City of Asheville on January 16, 2025.
    - The City's CDBG-DR Action Plan allocated $52,000,000 to Economic Revitalization Programs, including $17,000,000 for the small business support program. Available grant funding is estimated to be $15,500,000.00, calculated by removing a 3% mitigation set-aside, as well as costs associated with administering the program by the City of Asheville and its contractors.
    - The City is partnering with organizations selected through a competitive application process to disburse grants to Asheville small businesses on the City's behalf.
    - Selected subrecipients will disburse financial assistance grants to eligible small businesses, collect and report beneficiary and performance data, maintain detailed program records (including application files, job creation documentation, and supporting documentation), and cooperate with City-led audits, reporting requirements, monitoring visits, and reviews.
    - To proceed, City Council must authorize subrecipient agreements between the City and selected subrecipients.