THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: March 10, 2026

Subject: Authorization of CED Director to be an authorized signatory on behalf of City as a Responsible Entity for HUD Part 58 compliant Environmental Reviews

Staff Resource(s): James Shelton, Community Development Division Manager

Action Requested: Resolution to authorize the Community & Economic Development Director to be an authorized signatory on behalf of the City of Asheville as the Responsible Entity for HUD-compliant Environmental Reviews that do not require a formal Request for Release of Funds, and ratify such signature authority for all prior environmental reviews.

Background:

- The City participates in several funding programs administered by the United States Department of Housing & Urban Development (HUD). The Community Development Block Grant (CDBG), CDBG-Disaster Recovery (CDBG-DR), and HOME Investment Partnership Program (HOME) are managed by the Community Development Division within the Community & Economic Development (CED) Department.
- These programs all require that an environmental review be performed before any activity funded with these programs may move forward.
- The City Manager is the official signatory for the City of Asheville, which acts as the Responsible Entity in the environmental review approval process.
- In order to streamline operations, staff is requesting that the CED Director be delegated signature authority on all future environmental reviews that do not require a formal Request for Release of Funds (RROF), as well as ratifying that CED Director's signature authority on all prior environmental reviews.
- Activities that require an RROF (e.g. new construction) would still require the City Manager's signature.

Vendor Outreach Efforts:

- N/A

Council Goal(s):

- Quality Affordable Housing
- Thriving Local Economy

Committee(s):

- N/A

Pro(s):

- Would streamline operations in the approval process.

Con(s):

- None

Fiscal Impact:

- None

Suggested Motion:

- Move to approve a resolution to authorize the Community & Economic Development Director to be an authorized signatory on behalf of the City of Asheville as the Responsible Entity for HUD-compliant Environmental Reviews that do not require a formal Request for Release of Funds, and ratify such signature authority for all prior environmental reviews.

Attachment(s):

- Resolution

RESOLUTION NO. 26-____

RESOLUTION AUTHORIZING THE COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR TO BE AN AUTHORIZED SIGNATORY ON BEHALF OF THE CITY OF ASHEVILLE AS THE RESPONSIBLE ENTITY FOR HUD COMPLIANT ENVIRONMENTAL REVIEWS THAT DO NOT REQUIRE A FORMAL REQUEST FOR RELEASE OF FUNDS, AND RATIFY SUCH SIGNATURE AUTHORITY FOR ALL PRIOR ENVIRONMENTAL REVIEWS.

WHEREAS, the City of Asheville is an Entitlement City for Community Development Block Grant (CDBG), CDBG-Disaster Recovery (CDBG-DR), and HOME Investment Partnership Program (HOME) through the U.S. Department of Housing & Urban Development (HUD); and

WHEREAS, these programs all require that an environmental review be performed before any activity funded with these programs may move forward; and

WHEREAS, the City Manager is the official signatory for the City of Asheville, which acts as the Responsible Entity in the environmental review approval process; and

WHEREAS, in order to streamline operations, staff are requesting that the Community & Economic Development Director be delegated signature authority on all future environmental reviews that do not require a formal Request for Release of Funds (RROF); and

WHEREAS, staff are also requesting the Community & Economic Development Director's signature authority be ratified on all prior environmental reviews; and

WHEREAS, activities that require a formal Request for Release of Funds (RROF) would still require the City Manager's signature;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The Community & Economic Development Director is hereby authorized to be an authorized signatory on behalf of the City of Asheville as the responsible entity for HUD-compliant environmental reviews that do not require a formal Request for Release Of Funds, and such signature authority is hereby ratified for all prior environmental reviews.

Read, approved and adopted this the 10th day of March, 2026.

_____	_____
City Clerk	Mayor

Approved as to form:

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City Attorney