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:** 2/16/2026

2. **Primary contact person and Department requesting agenda item:** James Shelton, Community and Economic Development Department

3. **Requested Council meeting date:** 3/10/2026

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

5. **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.

6. **Note if time sensitive, and why:** Not time sensitive

7. **Potential fiscal impact(s) - if known by staff at time of request:** N/A

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:**
    - N/A

10. **Identify key issues:**
    - The Community Development Block Grant (CDBG), CDBG-Disaster Recovery (CDBG-DR), and HOME Investment Partnership Program (HOME) are administered 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 are 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 (i.e. new construction) would still require the City Manager's signature.