

**THE AFFORDABLE HOUSING LOAN COMMITTEE**  
**Special Meeting Minutes**  
**Wednesday, March 12, 2014**  
**Greenville, North Carolina**

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**Present:**

<input checked="" type="checkbox"/> Melissa Grimes	<input checked="" type="checkbox"/> Howard Conner	<input type="checkbox"/>
<input checked="" type="checkbox"/> Walt Kitchin	<input type="checkbox"/> Jackie Parker	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kevin Fuell	<input checked="" type="checkbox"/> Alice Brewington	

**Absent:**

<input type="checkbox"/> Melissa Grimes	<input type="checkbox"/> Howard Conner	<input type="checkbox"/>
<input type="checkbox"/> Walt Kitchin	<input checked="" type="checkbox"/> Jackie Parker	<input type="checkbox"/>
<input type="checkbox"/> Kevin Fuell	<input type="checkbox"/> Alice Brewington	

**Staff:**

<input type="checkbox"/> Merrill Flood	<input checked="" type="checkbox"/> Sylvia Brown
<input checked="" type="checkbox"/> Niki Jones	<input checked="" type="checkbox"/> Betty Moseley
<input type="checkbox"/> Gloria Kesler	<input type="checkbox"/> Marion Blackburn (City Council Liaison)

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**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Mr. Kitchin and seconded by Mr. Conner to approve the agenda as presented. Motion carried unanimously.

**C. Old Business**

**D. New Business**

**1. 2014 HOME Allocation for Multi-Family Developers**

Mr. Jones stated that the City sets aside HOME Investment Partnerships Program funds every year for the development of new construction. However, we have not had any eligible proposals for projects in the past two years; therefore the City has \$150,000.00 to award for new construction. The City put out a request for proposals and had one respondent, Mr. Tom Taft.

Mr. Taft stated that Taft Family Offices was proposing to build an Affordable Elderly Housing Community called Parkside Commons in the medical district. The project will be funded with Federal and State tax credits as well as by the North Carolina Housing Finance Agency. The location is close to pharmacies, shopping, dining, and Vidant Wellness Center. The building will be a three story, Y shaped structure, with a common area, walking trail, and garden plots. The target income group will be 40 – 60% of AMI.

Mr. Kitchin asked what level of healthcare would be offered there.

Mr. Taft replied that the complex must have a state certified property manager; however, this is not an assisted living facility. On site staff will include a property manager, a full time maintenance member and a part time leasing/maintenance member.

Mr. Jones stated that staff recommended this project because there is a lack of affordable housing for seniors. Also, for the \$150,000.00 that the City commits, we will be able to leverage \$10.5 million. Lastly, this project will focus on very low income residents.

Motion was made by Mr. Conner and seconded by Mr. Fuell to endorse the project and have staff proceed with taking the Parkside Commons project to City Council. Motion carried unanimously.

**2. Subrecipient Funding Update (2012-2013)**

Ms. Brown gave the 2012-2013 subrecipient funding update.

<b>Agency</b>	<b>Award</b>	<b>Reimbursement/Unexpended</b>
Literacy Volunteers	\$11,960.00	\$11,660.00 / \$294.30
ECU LWGIGCC	\$15,000.00	\$14,905.50 / \$94.50
GPD PAL	\$25,000.00	\$16,974.89 / \$8,025.11
Fair Housing	\$6,040.00	\$5,945.53 / \$94.47
Housing Counseling	\$10,000.00	\$5,356.26 / \$4,643.74

Mr. Conner asked if there were any expenses pending reimbursement for the Fair Housing and Housing Counseling projects.

Ms. Brown replied that those funds were not reimbursable; they are expended through the Housing Division. We have other things that we are looking to purchase in the near future with those funds.

Ms. Grimes asked what happens to the money that does not get reimbursed. Will the agency be able to use it?

Ms. Brown replied that the agency will not be able to use the money. All unreimbursed funds will return to the City to be reallocated to another project.

**3. Sub-recipient Funding Request Recommendations**

Ms. Brown reviewed the scoring criteria for the subrecipient funding request applications. She stated that the funding requests total \$117,400.00; however, the amount of funding available is \$100,000.00. Also, for item number one on the score sheet, regardless of what the agency checked, the committee should score them for Community Service, which is a maximum of 20 points.

Scores by the AHLC members were:

ECU, Lucille W. Gorham Intergenerational Community Center	345
Center for Family Violence Prevention	337
Boys and Girls Club of Pitt County	329
LIFE of NC, STRIVE	317

Staff recommendations for funding were:

Boys and Girls Club of Pitt County	\$20,000.00
Center for Family Violence Prevention	\$25,000.00
ECU, Lucille W. Gorham Intergenerational Community Center	\$15,000.00
LIFE of NC, STRIVE	\$25,000.00
Literacy Volunteers of Pitt County	\$15,000.00

Motion was made by Mr. Conner and seconded by Mr. Kitchin to accept staff recommendations for funding East Carolina University, Lucille W. Gorham Intergenerational Community Center, the Center for Family Violence Prevention, the Boys and Girls Club of Pitt County, LIFE of NC, STRIVE, and Literacy Volunteers of Pitt County. Motion carried unanimously.

Ms. Grimes asked if any of these organizations could use the earlier funds that were not expended.

Mr. Jones replied that the funds will go back into the line item – not lost. The funds could be spent on other projects.

Mr. Kitchin asked how long the City can keep these funds.

Mr. Jones replied that the City can keep the funds for three years. After that, the funds are returned to treasury.

**4. Annual Action Plan**

Mr. Jones stated the purpose of the Annual Action Plan. It is a requirement for Federal HUD funding, and it serves as the City’s application for funds. The AAP outlines how the City plans to use HUD funding, CDBG and HOME.

Top priorities include:

- Owner-Occupied Home Rehabilitation
- Lincoln Park Neighborhood Redevelopment
- Acquisition and Demolition of Substandard Structures
- West Greenville Commercial Center Development
- Homeownership
- Education and Non-profit Support
- Elimination of Environmental Hazards

Proposed Budget:

Activity	HOME	CDBG
Planning & Administration	35,000	170,000
Housing Rehabilitation	161,250	250,000
Relocation	0	5,000
Acquisition	0	50,000

New Construction	75,000	0
Clearance/Demolition	0	15,000
Down Payment Assistance	30,000	
CHDO	53,250	0
Public Facilities Improvement	0	100,000
Public Service	0	100,000
Economic Development	0	160,000
Program Income	+/- 15,000	+/- 30,000
<b>Total</b>	<b>370,000</b>	<b>880,000</b>

Mr. Conner stated that the City offers nonprofits training and funds but the nonprofits don't apply because of the cost of an audit. Audits are expensive. It would be better if HUD allowed a letter from the CPA.

Mr. Jones stated that staff would note Mr. Conner's comments in the plan.

Ms. Grimes stated that the City might consider a partnership with an auditor who is willing to give back to the community.

Motion was made by Mr. Conner and seconded by Mr. Fuell to recommend the Annual Action Plan be sent to City Council for approval. Motion carried unanimously.

## E. Staff Report

Ms. Brown stated that the fourth Annual Neighborhood Symposium will take place on Saturday May 3, 2014 9:00 AM – 2:00 PM. The theme is Imagine United Neighborhoods. Breakfast and lunch will be provided. To register, go to [greenvilleneighborhoods.org](http://greenvilleneighborhoods.org) or call 252-329-4504.

The upcoming National Community Development week is April 21 – 26, 2014. The theme this year is "CDBG: 40 years of Building Strong Communities".

### **Monday, April 21, 2014: Opening Ceremony**

Location: Greenville City Hall Gallery, 200 W. 5<sup>th</sup> St (3<sup>rd</sup> Floor)

Time: 10:00AM - 12:00Noon

### **Financial Literacy Class: Check It Out (Part 2)**

Location: George Washington Carver Library, 618 W. 14<sup>th</sup> Ave.

Time: 5:30PM – 7:30PM

(Please register: 252-329-4509)

### **Tuesday, April 22, 2014: Housing Opportunities Fair**

Location: C.M. Eppes Gym, 400 Nash St.

Time: 10:00AM - 12:00Noon

### **Wednesday, April 23, 2014: Contractors Workshop**

Location: Barnes-Ebron Taft Building, 120 Park Access Rd.

Time: 9:00AM - 11:00AM

Target Population: General Contractors

**Public Education Session**

Location: Greenville City Council Chambers, 200 W. 5<sup>th</sup> St.  
Time: 2:00PM - 4:00PM

**Thursday, April 24, 2014: Tour of Activities**

Location: Various (meet at City Hall, 200 W. 5<sup>th</sup> St.)  
Time: 10:00AM – 12Noon  
Target Population: Invitees

**Saturday, April 26, 2014: Homeownership Workshop**

Location: United Way Cupola Building, 226 W. 8<sup>th</sup> St., Suite B  
Time: 8:00AM - 4:30PM  
(Pre-register @ 252-329-4481)

The next Financial Literacy Class, Module Three, Check it Out (part 1) will be held March 31, 2014 at the George Washington Carver Library, 618 West Fourteenth Avenue at 5:30PM – 7:30PM. To RSVP, call 252-329-4509.

Ms. Brown stated that Ms. Grimes will be making the Affordable Housing Loan Committee presentation to City Council on Monday, March 17, 2014 at 6:00PM.

**F. Other**

**G. Adjournment**

Motion was made by Mr. Conner and seconded by Mr. Kitchin to adjourn the AHLC meeting. Motion carried unanimously.

Signature on file

Melissa B. Grimes, Chairman

Signature on file

Sylvia D. Brown, Staff Liaison