



## COMMUNITY DEVELOPMENT

### MEMO

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To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner I

A handwritten signature in blue ink, appearing to be 'SDB', is written over the name Sylvia D. Brown.

Date: March 3, 2016

CC: Merrill Flood, Assistant City Manager

Re: Affordable Housing Loan Committee Meeting

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The Affordable Housing Loan Committee will be held on Wednesday, March 9, 2016 at **4:00 PM** at City Hall, 200 West 5<sup>th</sup> Street in the 3<sup>rd</sup> Floor City Council Chambers.

Please call (252) 329-4481 or e-mail [cwallace@greenvillenc.gov](mailto:cwallace@greenvillenc.gov) by 5:00 PM, Tuesday, March 8, 2016 to confirm your attendance.

Thank you for your time and effort in helping to move our housing programs forward!



**COMMUNITY DEVELOPMENT**

**Affordable Housing Loan Committee Meeting**  
**Wednesday, March 9, 2016**  
**City Hall Council Chambers 3<sup>rd</sup> floor**  
**200 West 5<sup>th</sup> Street**  
**4:00 PM**

**Agenda**

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from February 3, 2016**
- D. Old Business**
  - None**
- E. New Business**
  - 1. Sub-recipient Funding Recommendations (2016-2017)**
    - a. Pitt County Council on Aging**
    - b. Community Crossroads Center**
    - c. Center for Family Violence Prevention**
    - d. Boys and Girls Clubs of the Coastal Plain**
    - e. L.I.F.E. of NC, Inc. (STRIVE)**
    - f. ECU/LWG Intergenerational Community Center**
    - g. Literacy Volunteers of America – Pitt County**
- F. Staff Report**
- G. Other**
- H. Adjournment**

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes  
Wednesday, February 10, 2016  
Greenville, North Carolina**

**Present:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell   | <input checked="" type="checkbox"/> Ronita Jones  | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith    | <input checked="" type="checkbox"/> Sarah Smith   |  |

**Absent**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Howard Conner | <input type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell   | <input type="checkbox"/> Ronita Jones  | <input type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith    | <input type="checkbox"/> Sarah Smith   |                                       |

**Staff:**

- |  |   |
|--|---|
| <input type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Christine Wallace         |
| <input type="checkbox"/> Gloria Kesler | <input checked="" type="checkbox"/> Karen Gilkey              |
| <input type="checkbox"/> Sylvia Brown  | <input type="checkbox"/> Calvin Mercer (City Council Liaison) |

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**A. Roll Call**

**B. Approval of Agenda**

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

**C. Approval of meeting minutes from January 13, 2016**

Motion was made by Mr. Hines and seconded by Ms. Dixon to approve the meeting minutes from January 13, 2016 as presented. Motion carried unanimously.

**D. Approval of meeting minutes from January 27, 2016**

Motion was made by Mr. Conner and seconded by Mr. Fuell to approve the meeting minutes from January 27, 2016 as presented. Motion carried unanimously.

**E. Old Business**

None

**F. New Business**

**1. Sub-recipient Funding Request Presentations (2016-2017)**

**a. Pitt County Council on Aging**

Presenting for the Pitt County Council on Aging was Mr. Rich Zeck, Executive Director. Mr. Zeck informed the committee that his organization is a 501C3 non-profit organization that covers Pitt County. Their mission is to enhance the quality of living and promote healthy living and wellbeing of the older adults in the community. The agency would like to alleviate or reduce the need for housing subsidies for the need for HUD. The agency has found that many low income homeowners are overwhelmed by home repairs, fall environments and unsafe living conditions. Therefore, the agency has created the Safe Aging for Everyone (SAFE) program that will target adults age 55 and older, low to extremely low income, and, homeowners located in the City of Greenville. There is a similar program available today, however, the program is only for Pitt County residents and does not target Greenville residents due to the unavailability of funds.

In conclusion, Pitt County Council on Aging is requesting \$100,000 in funding to cover a two (2) hour assessment on fifty (50) City of Greenville residents. The two (2) assessments will be provided by a certified licensed occupational therapist and a falls prevention expert that will go into the homes and assess some of the items that prevent senior adults from living in their own homes and being independent which might include: grab bars, ramps, widening doors, shower seats, low toilets, and night lighting.

**b. Community Crossroads Center**

Presenting for the Community Crossroads Center was Mr. Bob Williams, Executive Director. Mr. Williams gave a brief history on the Community Crossroads Center formerly the Greenville Shelter. The Community Crossroads Center is a non-profit agency that has been in existence for twenty eight (28) years. Within that time, the agency has tried various ways to accommodate the homeless in the City of Greenville and Pitt County by providing transitional housing and emergency shelter. In 2012, the agency discontinued the service of transitional housing due to the direction of HUD. However, the agency has started their own transitional housing at their own cost along with a groundbreaking in 2014 for a new 15,000 square foot facility which cost 2.2 million dollars and was fully funded by private donations.

In conclusion, Community Crossroads Center is requesting \$8,924.50. Through the instruction of HUD, each community within North Carolina that is a part of the Balance and State is required to have a coordinated entry process. Part of the coordinated entry process is that somebody in the community has to accomplish assessments and VI-SPDAT on the homeless within the community. Most of the homeless people are going to come through Community Crossroads. The first six (6) months of opening the new facility, there were three hundred and thirty three (333) new unduplicated individuals and about forty (40) of those individuals were children. Balance of State has said that to be a part of that coordinated entry process, VI-SPDAT, and assessments have to be done on all the individuals and then be given to the housing stabilization committee. The agency has committed Community Crossroads to do those assessments. The agency expects to do around three hundred and fifty (350) assessments and VI-SPDAT per year which equates to nine thousand dollars (\$9,000) and will allow the agency to meet the requirements by HUD.

**c. Center for Family Violence Prevention**

Presenting for the Center for Family Violence Prevention was Ms. Sara Munzer, Program Administrator. Ms. Munzer gave a brief history on the Center for Family Violence Prevention by stating the agency has been in existence since 1983 and was incorporated in 1989. The agency started with a shelter known as New Directions. Since 2000, services have increased. In October, 2015, the agency received a grant in cooperation with the Pitt County Sheriff's Office and the Greenville Police Department called the Lethality Assessment Program (LAP). Pitt County was one (1) of four (4) areas in the country to be accepted under this pilot program under the Department of Justice. Since October 1, the Greenville

Police Department has given one hundred and thirteen (113) referrals and the Pitt County Sheriff's Office has given forty four (44) referrals. Services are broken down into three (3) areas: Crisis, Recovery, and Empowerment. Crisis services include crisis line, counseling, crisis counseling and court advocacy. The agency employs Spanish speaking counselors also. The empowerment service offers a parenting program that receives referrals from Social Services. The mission is to help prevent violence and to help build healthy family relationships.

In conclusion, Center for Family Violence Prevention is requesting \$28,000 to expand their services due to an increase in the number of clients.

**d. Boys and Girls Clubs of the Coastal Plain**

Presenting for the Boys and Girls Clubs of the Coastal Plain was Mr. Jamie Cooper, CEO and President. Mr. Cooper informed the committee that Mr. Jamar Sampson, the Education Director, was unable to attend the meeting, however, Mr. Cooper spoke on his report. The mission of the Boys and Girls Clubs of the Coastal Plain is to enable all young people, especially those who need them most, to realize their full potential as productive, responsible and caring citizens. There are three (3) priority outcomes that they achieve towards: Academic Success, Good Character and Citizenship, and Healthy lifestyles. The goal for Club Academy was that fifty percent (50%) of their members obtain a "C" average or higher on their report cards. Programs provided through CDBG funding include: Power Hour, Making Minutes Count, Kidz Lit, Kidz Math, Seven Habits of a Highly Effective Teen, Diplomas to Degrees, Career Launch, Passport to Manhood and Corporate Prep.

In conclusion, Boys and Girls Clubs of the Coastal Plain is requesting \$30,000 to expand the Youth Development & Academic Success Program.

**e. L.I.F.E. of NC, Inc. (STRIVE)**

Presenting for L.I.F.E. of NC, Inc. STRIVE was Ms. Joyce Jones, Executive Director. STRIVE is a private non-profit 501C3 that has been in operation since May, 2000. The purpose for this non-profit is to help those who are the hardest to employ to gain employment skills. In the last fifteen years (15) seventeen hundred (1,700) participants have graduated from the program and seventy percent (70%) of those were placed. Participants include individuals on Work First, Welfare System and Criminal Justice System. Three years ago, the agency was awarded a partnership with the North Carolina Department of Public Safety to work with individuals that have been incarcerated and are returning to the community. Individuals in the program face issues such as: housing, food, clothing, medication, and jobs. The Reentry Program empowers individuals by being a resource to those returning to Pitt County. In 2015, over five hundred and ninety two (592) individuals were released back to Pitt County under supervised probation. In 2016, the agency projects five hundred and eight (508). Although the agency receives a grant from the North Carolina Department of Public Safety, it is not enough to meet the needs of individuals in the program.

In conclusion, L.I.F.E. of NC, Inc. STRIVE is requesting \$30,000 to create a partnership with the Third Street Community Center. The Community Center offers a grounds and facilities maintenance training program and a lawn maintenance program. The Community Center agreed to partner with STRIVE and provide training. The partnership will allow individuals to receive stipends while completing training and education.

**f. ECU/LWG Intergenerational Community Center**

Presenting for East Carolina University Lucille W. Gorham Intergenerational Community Center was Ms. Shawan Sutton. The Community Center has been in operation since 2007, and was created by Dr. Lessie Bass and Deborah Moody. The purpose for the center has always been to provide services to the community in education, health and wellness, community engagement, partnership, resources and economic development. The Center is in partnership with East Carolina University, Pitt Community College and the City of Greenville. The center allows the youth to receive culture enrichment and to attend trips. The center offers the following programs: IGCC Fit is a health and wellness program, quilting, community gardening and the Youth Apprenticeship Program (YAP) program. Previous CDBG funding was used to take the youth to the Asheboro Zoo, the Planetarium, different Universities, and the Spirit of Norfolk for a science cruise.

In conclusion, the ECU/LWG Intergenerational Community Center is requesting \$15,000 to expand the Youth Excelling for Success (YES) Program.

**g. Literacy Volunteers of America – Pitt County**

Presenting for Literacy Volunteers of America – Pitt County was Ms. Brenda Steigerwald, Education Coordinator. The agency has been in the community since 1987. The agencies goal is to assist adult learners to become striving citizens. The agency offers free services to the public. At this time, the agency has fifty six (56) tutors that teach a minimum of 3 hours a week. The tutors are required to attend a nine (9) hour training session and shadow a tutor. The age of the students range from 18-84. The students are required to attend three (3) orientation sessions and are assessed in Math and Reading. The agency has seven (7) locations and teaches the following classes: Adult Basic Education (ABE), GED Tutoring, English as a Second Language, Computer Classes and labs, Work Keys, CRC, and ADVAT (military testing). All materials are furnished through the agency. The latest program is called “Bootcamp” which is intense training in one week. Through this program two (2) students have been accepted into the Army and one (1) in the Air Force.

In conclusion, the Literacy Volunteers of America – Pitt County is requesting \$17,500.

**2. Election of Chairman**

Motion was made by Mr. Conner and seconded by Ms. Hines to elect Mr. Kitchin as Chairman. Motion carried unanimously.

**3. Election of Co-Chairman**

Motion was made by Mr. Fuell and seconded by Ms. Jones to elect Mr. Hines as Co-Chair. Motion carried unanimously.

**G. Staff Report**

Homeownership Education Workshop  
February 20, 2016  
Gloria Kesler, 252-329-4226

2015 Financial Literacy Series  
Sheppard Memorial Library (Room B)  
February 22, 2016 – Borrowing Basics  
5:30 -7:30 PM  
Sylvia Brown, 252-329-4509

Presentation to City Council  
March 14, 2016 at 6:00 p.m.

Mr. Kitchin asked if the people that gave their presentations today will be at the next AHLC meeting.

Ms. Gilkey replied by stating Ms. Brown will ask the presenters to attend the next meeting to answer any questions the committee may have.

Mr. Kitchin stated that although the information was available, the presenters did not specify how much they were requesting in their presentations.

Ms. Dixon stated that ECU/LWG Intergeneration Community Center and Literacy Volunteers of America – Pitt County did not mention their requested amount.

Ms. Gilkey informed the committee that each organization's requested amount is indicated on the PowerPoint.

Mr. Kitchin asked when the funds will be allocated.

Ms. Gilkey replied during the March meeting the committee will make their recommendation to Council and then Council will consider the recommendations when deciding the budget for Community Development.

Mr. Smith asked should the committee email their questions to Sylvia or are the presenters going to be at the meeting?

Ms. Gilkey replied that she recommends emailing questions to Sylvia.

**H. Other**

None

**I. Adjournment**

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

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Walt Kitchin, Chairman

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Sylvia D. Brown, Staff Liaison