



Greenville
NORTH CAROLINA

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2017 – 2018 DRAFT #3 Annual Action Plan

Public comment period May 8 – June 8, 2017

**Community Development Block Grant (CDBG) &
HOME Investment Partnership Funds**

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Draft

I. EXECUTIVE SUMMARY

A. Purpose

The Annual Action Plan (AAP) is a requirement of the Department of Housing and Urban Development (HUD) for entitlement cities and participating jurisdictions as a condition of receiving funding under certain federal programs. The purpose of the Annual Action Plan is to extend and strengthen partnerships among the public and private sector, to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities. Furthermore, this plan serves as a Planning, Programming, and Budgeting System (PPBS).

This plan serves as the City of Greenville's application for federal funding for the following federal entitlement programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership Program

B. Background

The 2017-2018 Annual Action Plan represents the fifth (5th) year of the City of Greenville's Consolidated Plan. The current Consolidated Plan was approved on June 13, 2013, by the City Council. The plan identifies a comprehensive strategy to address community needs for the five (5) year period of 2013-2018. The plan identifies program goals and objectives with current priority needs established for the same five (5) year period. The goals and objectives identified guide staff in selecting activities to be carried out during each fiscal year. The top priorities and goals determined in the Consolidated Plan include the following:

- Reduce substandard housing and blight
- Preserve and increase owner-occupied housing for low income families and individuals
- Improve public infrastructure within communities of low wealth
- Increase and cultivate economic opportunities within low wealth communities
- Preserve and retain housing for lower income households through scattered site home rehabilitation
- Produce affordable housing opportunities for both owner occupants and renters
- Elimination of environmental hazards in targeted low income communities
- Promote efforts to develop and maintain housing for special needs populations
- Support programs that provide enrichment to low income communities

C. **Geographic Area**

Greenville, North Carolina, is situated in the eastern portion of the state. Greenville, North Carolina, is the county seat of Pitt County. Not only is Pitt County one of the largest counties in North Carolina, but Pitt County has 646 square miles of agricultural land. The county has an estimated population of 175,354, with the City of Greenville having an estimated population of 89,852 according to the American Community Survey census data. This makes Greenville the tenth largest city in the State of North Carolina. Greenville covers 36 square miles of Pitt County, and its extra-territorial jurisdiction extends one (1) mile or more in areas outside the city limits.

From 2000 to 2010, the population increased by almost forty percent (40%), growing by thirty-nine and eight-tenths percent (39.8%) from 60,476 in 2000 to 84,544 in 2010. Over the past twenty (20) years the community has experienced dramatic growth. Greenville is slowly emerging as a major industrial and economic center for Eastern North Carolina—a center for education, industry, medicine and culture.

D. **Geographic Allocation of Investment**

Program activities carried out by the City of Greenville will occur throughout the city, but more specifically within the West Greenville Redevelopment Area, the 45-Block Revitalization Area, and areas north of the Tar River (**Appendix A**). The West Greenville Redevelopment Area can be defined as bounded to the north by the Tar River, to the west by Memorial Drive, to the east by the Center City, and to the south by the 10th Street Connector.

The West Greenville 45-Block Revitalization Area lies within the overall Redevelopment Area. The “45-Block” is a very specific strategy that has been implemented since 2003. This area can be defined as bounded to the north by Fifth Street, to the west by Bancroft Avenue, to the east by Albemarle Avenue, and to the south by Fleming Street. These areas have been community development target areas for the City of Greenville for more than eleven (11) years. Another location mentioned above is the area north of the Tar River. Since the flood of 1999, there has been a significant lack of investment within this zone of the city.

Recent efforts have targeted clusters within each area in an attempt to address urgent needs in a more concentrated approach. Please see the attached map of census tracts that are areas of low-income concentration (**Appendix B**). Some program data indicates that minority populations comprise a majority of the targeted income groups. However, eligible persons from all racial, ethnic and gender groups are given the opportunity to participate in any of the housing programs.

E. Strategies to Meeting the Underserved Needs

The City of Greenville has established the following strategies for meeting the needs of the underserved in the community.

1. Housing Strategies

a. Down Payment Assistance

The City of Greenville continually seeks methods for fostering and maintaining affordable housing. There are funds set aside for the 2017-2018 Program Year to be used for down payment assistance for low-moderate income homebuyers within the City of Greenville. These funds will be used to address goals for increasing homeownership throughout the city. Funding from previous years has also been made available to homebuyers as down payment assistance.

Down payment assistance decreases the amount of financing and/or funding a homebuyer needs in order to purchase a home. To date, we have assisted fifty-three (53) families with funding from the North Carolina Housing Finance Agency totaling \$825,555 and sixty-seven (67) families under the HOME Program totaling \$800,699. The City also provides assistance with local bond funds to aide with down payment or closing costs. Bond funds are awarded to qualifying applicants as a no-interest loan up to 10 percent (10%) of the purchase price of the home and amortized over ten (10) years. Thirty-three (33) families have received assistance totaling \$76,659.

b. Development of Affordable Housing

In an attempt to address the barriers to developing affordable housing, the City of Greenville continues to create single-family affordable housing opportunities. These opportunities are provided via properties purchased by the City with local public bond funds and HUD funds. Upon acquisition and installation of infrastructure, the City then makes lots available to non-profit and for-profit agencies for development.

All development proposals are accepted based on a reasonable price per square foot and the developer's ability to meet building specifications as required by the Request for Proposals. As a direct result of the City's purchase of the land and the infrastructure improvements, the lots become more affordable, therefore reducing the cost to the homebuyer. As lots are sold to eligible homebuyers, the funds for the lot cost are sometimes recaptured and used to fund future developments.

c. Owner-Occupied Home Rehabilitation

The City offers grants/loans that assist and encourage preservation of its older housing stock. Home rehabilitation supports homeowners who strive to bring their properties up to today's building standards, and ensures the health, safety, and

general welfare of the community. The grant/loans are based on income limits that are provided by the U.S. Department of Housing and Urban Development (**Appendix C**). A percentage of the total cost of the work applied can either be forgiven or decreased based upon an applicant's gross income and family size.

The City of Greenville has offered the owner-occupied home rehabilitation program since the 1970's. This program has been significantly successful in keeping low-moderate income families in homes that are safe, healthy, affordable, and energy efficient. Recently, staff has also noticed an additional benefit of this program – it also has the ability to preserve the historic character of a neighborhood.

d. Partnerships

The City of Greenville partners with local non-profit agencies to provide Homeownership Counseling and Workshops for potential homebuyers. The City also offers a Homeownership Academy that provides participants with the opportunity to gain working knowledge of the home buying process and to prepare financially to purchase a home within the West Greenville Redevelopment Area or in other neighborhoods across the city. At program completion, participants receive a certificate for \$500 redeemable at closing to assist with the purchase of an existing or new home within the West Greenville Revitalization Area or other neighborhoods.

In addition to the homeowner partnerships, the City partners with Pitt Community College and East Carolina University for workforce development. Both organizations have Memorandums of Understanding that connect them to activities and projects that the City believes are imperative to community and economic development.

Staff partnered with the Metropolitan Housing and Community Development Corporation to construct a new single-family home within the target area. The home is near completion and is currently on the market for sale for a low to moderate income homebuyer.

There are eleven (11) single family lots available for construction of affordable housing located within the targeted area. The lots will be made available to non-profits and for profit affordable housing.

2. Community Development Strategies

a. Revitalization

The intended actions in the West Greenville Redevelopment Plan are to build upon the strengths of the area and remove obstacles that limit the possibilities for success.

The goals of the plan in this area are to increase the levels of homeownership,

remove blighting influences, improve the public infrastructure, create continuous and ongoing programs that address the social issues of the community, and provide quality economic development and commercial opportunities for the area and for its residents.

The City made application in 2015 for an amendment to the 2013-2018 Five (5) Year Consolidated Plan to establish the West Greenville Neighborhood Revitalization Strategy Area (NRSA). The NRSA encompasses the current West Greenville Redevelopment area and expands those boundaries to the north and the south significantly. The NRSA was approved by HUD in 2015.

b. Multi-family Development

Located within the City limits of Greenville, Winslow Pointe is a new community composed of eighty-four (84) affordable apartments at forty percent (40%), fifty percent (50%) and sixty percent (60%) restriction on income. The property offers 1, 2, and 3- bedroom apartments. The site is located on the northwest corner of Hooker Road and Burrington Road, which surrounds the old Winslow home. This location is in the central part of Greenville located near J.H. Rose High School, shopping, parks, and medical facilities. The natural boundaries that surround the site make this property unique for an area within the city limits in close proximity to many services.

This project was funded in part with HOME Investment Partnerships funds, Low Income Housing tax credits, and private investments. The NRP Group and its affiliated company formed the construction and development team. The project was completed in 2013, and the City was able to leverage over \$11 million on the Winslow Pointe development. Recently, developers expressed an interest to begin Phase 2 of Winslow Pointe. Staff has discussed this phase with the development team, and they have also noted that they will pursue tax credits from the North Carolina Housing Finance Agency (NCHFA).

In 2014, the City of Greenville also provided HOME Investment Partnership funds to multi-family developers as gap funding. There was only one (1) interested developer in the 2014-2015 fiscal year. The developer proposed a low-income senior housing development, which is located within the Medical District. Therefore, the site is within close proximity to shopping, medical care, public transportation, and other services.

The aforementioned development is named Parkside Commons. This project was granted \$150,000 of HOME funds from the City, and they were also a recipient of the 2014 Low Income Housing Tax Credits provided by NCHFA. Construction began in the spring of 2015 and opened in June of 2016. The project has ninety-eight (98) affordable senior units.

c. Infrastructure Improvements

Staff is currently working on securing easements for the West Fifth Streetscape Phase II. Phase II extends four (4) city blocks, and the same treatment that the Gateway project received is also planned for this project. This portion of the streetscape will provide a more sustainable pedestrian experience and will provide much-needed traffic and utility upgrades. The planning and design are complete. Construction, funded by a local General Obligation Bond, will start sometime in 2017.

Lincoln Park is an older neighborhood within the urban core. This portion of the city is very old. Therefore, many infrastructure improvements are necessary. The City owns eleven (11) lots within the neighborhood and will help facilitate the construction of new, affordable, single-family homes. These homes will be occupied by low-moderate income homeowners, renters, and those who are eligible for the lease-purchase option.

New home construction in the Lincoln Park Neighborhood is underway. Partnerships with the Greenville Housing Community Development Corporation and the Metropolitan Housing and Development Corporation were established in 2014 and 2015 respectively for this area. This activity required a host of infrastructure improvements. City staff oversaw the abandonment, extension, and installation of new upgraded water and sewer lines. Furthermore, this activity involved installation of sidewalks, curb and gutter, and street lighting improvements. Staff completed the water and sewer abandonment within the area. Phase I of upgrades to street light infrastructure along Bancroft Avenue has begun for this area.

Staff anticipates that there will be other infrastructure improvements throughout the West Greenville Target Area. This target area will require future capital improvements because of the age of the infrastructure. West Greenville is within the urban core and is the oldest area within the city limits.

3. Economic Development Strategies

The West Greenville Redevelopment Area lies within a U.S. Department of Agriculture designated food desert, according to the Food Access Research Atlas. Therefore, the City has made it a top priority to recruit, facilitate, and potentially incentivize a project that would bring a grocery store/commercial center to the area. Over the past couple of years, staff has partnered with other organizations to develop a feasible business plan for the incubator. As a result, staff has determined that a multi-use commercial center would better suit the needs of the community and small business.

Recently, the City has developed a partnership with a non-profit to develop a commercial center that will include a grocery store focusing on fresh fruits and vegetables, a laundromat, and office space.

4. Environmental Obstacles

Many of the low-moderate income communities across the nation face environmental hazards and lack the funds to abate or mitigate them. The City of Greenville still has housing units that are of sufficient age to contain lead. The City is dedicated to providing funding for the elimination, abatement, or mitigation of some of these hazards.

a. Lead

The West Greenville Redevelopment Area exists within one of the oldest developed areas of the city. The neighborhoods in this area are part of the urban core. Many of the homes in these neighborhoods have both lead and asbestos materials inside of them. The City will continue to work in eliminating these hazards when possible. For example, when staff conducts owner-occupied home rehabilitations, it is the City's policy to test for and abate any lead or asbestos material. Staff will constantly seek out grant opportunities for lead or asbestos abatement.

b. Brownfield Development

The City of Greenville has been a recipient of EPA Brownfield funds in the past. The City will continue to seek grant opportunities to mitigate these types of circumstances. Many Brownfields exist within low-moderate income neighborhoods. These parcels should not be viewed as weaknesses or threats; rather they are opportunities for education and economic development.

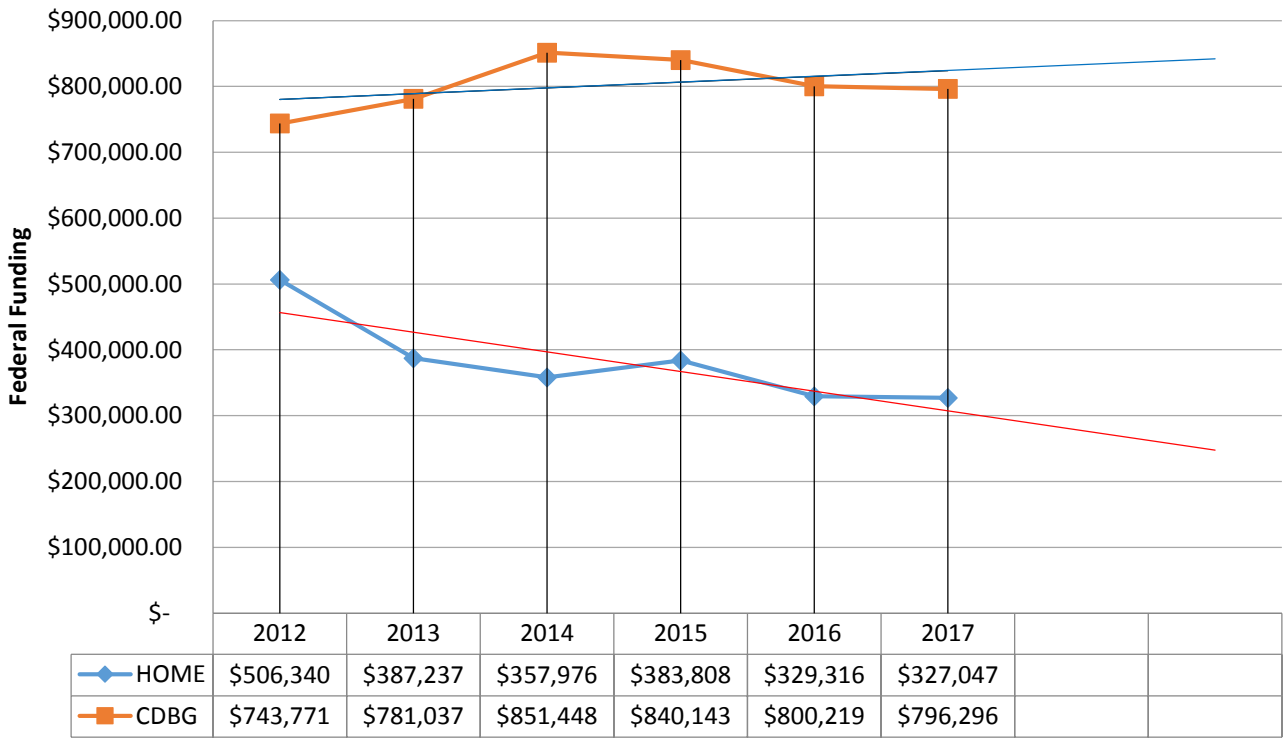
Sources of Funds



II. SOURCES OF FUNDS

Resources available to support activities identified in the Consolidated Plan and this Annual Action Plan will include Community Development Block Grant, HOME Investment Partnership, general revenues, local Bond program, North Carolina Housing Finance Agency, private lending institutions, and private developers. The graph below depicts past federal funding, but it also provides a forecast of funding as well.

Year-to-Year Funding Chart



A. CDBG Program

The Housing and Community Development Act of 1974 created the Community Development Block Grant program in 1974. Since 1975, the City of Greenville has participated in the program with a variety of activities. The City of Greenville became an Entitlement Community in 1994. As an Entitlement Community, the City receives an annual funding allocation from the U.S. Department of Housing and Urban Development. The primary objective of CDBG is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities. All activities carried out must meet one of the three National Objectives.

Those objectives are:

- Benefit low-moderate income persons;
- Aid in the prevention or elimination of slums or blight; or
- Address an “urgent need”

B. HOME Investment Partnerships Program

The HOME Investment Partnerships program was created by the National Affordable Housing Act of 1990 to create local partnerships for providing decent affordable housing to lower income households. This program seeks to encourage local jurisdictions to work with non-profit organizations and the private investment community to achieve this goal. Cities receiving HOME funds must reserve fifteen percent (15%) of their HOME funds to Community Housing Development Organizations (CHDOs) for affordable housing development.

In 1997, the Pitt County HOME Consortium was formed. The Consortium included the City of Greenville as lead entity, the Towns of Farmville, Ayden, Bethel, and Grifton, and Pitt County. The Town of Winterville became a member in 2001.

In January 2008, the City Council of Greenville approved disbanding the Consortium partnership and submitted application to become a “Participating Jurisdiction” for HOME funding. This Action Plan represents Greenville’s seventh (7th) year as a HOME Participating Jurisdiction.

The local match requirement for the 2017-2018 HOME Program is approximately \$81,761. The City of Greenville will utilize funds from local funds earmarked for Affordable Housing which serve low-income families and individuals for meeting match requirements. The funds will be used to augment HOME-funded projects. The Greenville HOME program currently has a match credit of \$963,272.78, which will be carried over to the following year. Despite the match credit, the City continues to identify a match with all projects, evidence of which is detailed on the match log.

C. Affordable Housing Bond Program

On November 2, 1992, the citizens of Greenville approved a \$5 million bond referendum for affordable housing. The funding was divided into three (3) revolving loan categories. The categories include homeownership, land banking, and elderly housing rehabilitation. Loans are continually recaptured and reinvested into the program fund to further efforts to promote and preserve affordable housing. This bond led to the production of 161 affordable homes for first-time low- and moderate-income buyers and flood survivors and over 153 loans to low- and moderate-income families for home purchases and rehabilitation of low income elderly homeowner residences. These funds have been recycled since 1992 and are

available for the West Greenville 45-Block Revitalization program and other affordable housing initiatives of the City of Greenville.

In 2004, citizens approved \$10 million in bond referendums for the revitalization efforts in the Uptown and West Greenville 45-Block Revitalization focus area.

D. Funding Summary Chart*

Source	Amount	Description
Community Development Block Grant (CDBG)	\$796,296	Funds will be used for administration, housing rehabilitation, acquisition, relocation, public service, public facility improvements, economic development, and clearance/ demolition.
HOME Investment Partnership	\$327,047	Funds will be used for administrative cost, housing rehabilitation, new construction, down payment assistance, and CHDOs.
General Revenue	\$300,806	Funds to leverage administrative/operating costs for staff and other local municipal appropriations to support programs.
Program Income	\$60,000	HOME/CDBG Program Income
*Estimated-No final allocations from HUD to date		
Total All Sources	\$1,484,149	Approximate total of all sources

Citizen Participation Plan



III. CITIZEN PARTICIPATION PLAN

The City of Greenville continues to acknowledge the importance of citizen participation in developing activities for each upcoming year. Revisions to the Citizen Participation Plan were placed into effect as of September 11, 2003 (**Appendix D**) in an effort to increase public awareness. Despite the recent changes to the current plan, we will continue to search for avenues to increase the level of participation by the community. Resources to better our current plan will include HUD recommendations, contact with other cities to review their plans, and most importantly, the consideration of input from the local community to increase involvement.

The City also encouraged public participation in developing the 2017-2018 Annual Action Plan by making a copy of the DRAFT plan available to the Affordable Housing Loan Committee members, Redevelopment Commission, Continuum of Care; and a copy accessible at all City Community Recreational Centers, Library, and Housing Division Office for the general public, non-profits and other interested parties to review and submit comments from May 8, 2017 through June 8, 2017. In addition, a community meeting was held at Sheppard Memorial Library on Tuesday, May 23, 2017 to get community input on the Plan. A second community meeting was held on Thursday, May 25, 2017 at the George Washington Carver Library. The following comments were received:

- No comments as of 5/30/17

There will be two (2) Public Hearings held for citizens to provide input. The first public hearing was held on January 12, 2017 during the City Council meeting. The final public hearing will be held on June 8, 2017 during the City Council meeting.

Current Year Action Plan



IV. CURRENT YEAR ACTION PLAN

A. Introduction

The 2017-2018 Annual Action Plan describes the CDBG and HOME activities proposed for the 2017-18 fiscal year. The Five (5) Year Consolidated Plan guides development of each annual action plan and serves as a roadmap for the activities to be undertaken. The plan also includes the resources available to perform the activities, a detailed description of the activities, and maps depicting the areas in which the activities will occur.

The activities to be undertaken by the City of Greenville for the 2017-2018 fiscal year will include Program Administration, Owner-Occupied Housing Rehabilitation, New Construction, Public Service and Public Facility Improvement, New Affordable Housing Construction by Community Housing Development Organizations and Non-Profits, Multi-Family Construction, and Demolition and Clearance of Substandard properties. Staff anticipates that a majority of the proposed activities will be completed within the program year with a few activities extending into future years.

In addition to regular Community Development activities through the CDBG and HOME Programs, the City will continue work to expand the supply of new single-family affordable housing units with the assistance of local bond funds. These new units require the experience and oversight of the City of Greenville Housing Division. The City of Greenville has constructed or facilitated the development of a total of 171 units throughout the City since 1996. See the breakdown below:

New Single-Family Units	Total Units
Singletree	24
Carolina Heights	15
Red Oak	2
Countryside Estates	105
West Greenville	24
Lincoln Park Redevelopment	3
Total	173

B. Performance Measurement

The focus on demonstrating performance and results is present at all levels of government and in the private sector. Performance measurement is a program tool that can help housing and community development practitioners collect data, track progress, and report on program results in a way that speaks to the impact a program has had on a community and the lives of its residents. Performance Measurement is an organized process for gathering information to determine how well programs and activities are meeting established needs and goals. There are three (3) main components to Outcome Performance Measurement System: Objectives, Outcomes, and Indicators.

1. Objectives:

Performance Measurement offers three (3) possible objectives for each activity. These objectives are based on the broad statutory purposes of the four (4) Community Planning and Development programs:

a. Creating Suitable Living Environments

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. The activities are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

b. Providing Decent Housing

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.

c. Creating Economic Opportunities

This applies to activities related to economic development, commercial revitalization or job creation.

2. Outcomes:

The second component of the system is outcomes, which are closely related to objectives. The program outcome helps further refine the objectives and is designed to capture the nature of the change or the expected result of the objective to achieve. The following are the three (3) identified:

a. Availability/Accessibility

This applies to activities that make infrastructure, public services, public facilities, housing or shelter available or accessible to low and moderate income people, including persons with disabilities.

b. Affordability

These are activities that provide affordability in a variety of ways to low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups or services such as transportation or day care.

c. Sustainability

This applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

3. Indicators:

Once the program’s purpose (objective) and intended result (outcome) have been established, the next step is to identify how to measure progress towards achieving the intended results. There are four (4) common indicators that are relevant for most activities:

- Amount of money leveraged from other sources
- Number of persons, households, businesses, units or beds assisted
- Income level of persons or households by: thirty percent (30%), fifty percent (50%), sixty percent (60%) or eighty percent (80%)
- Race, ethnicity and disability data

A successful performance measurement system is tailored to the specific goals and objectives of the program. To meet its obligation to assess program performance, HUD requires grantees to provide information on their achievements and investments since program objectives and activities are determined and implemented locally.

C. 2017-2018 Action Plan Projects:

1. Program Administration

Activity 2017/18-1

Regulatory Citations: 24 CFR Parts 92.207, and 570.206

Description: Staff salary, planning, and administrative service delivery costs for implementing the Community Development Block Grant and HOME Programs, will be funded through CDBG and HOME awards, as well as local general revenue support.

Funding Amount:	\$ 32,700	HOME
	\$151,000	CDBG
	\$300,806	General Fund

2. Rehabilitation/Urgent Repair-Housing

Activity 2017/18-2

Regulatory Citations: 24 CFR Parts 92.205-(a) (1), 570.202

Description: This program is designed to assist very low to low income homeowners with rehabilitating existing housing structures. The primary intent of this activity is to bring units up to code through the provision of rehabilitation activities to eliminate all code violations and provide a decent, safe, and sanitary living environment. Program costs incurred may include demolition, construction, permitting fees, surveying, lead abatement, credit reports, and closing costs. This activity will target owner-occupied homeowners only. Qualified candidates for assistance include homeowners with annual incomes below eighty percent (80%) of the median area income as defined by HUD.

Funding Amount:	\$352,496	CDBG
	\$ 30,000	CDBG Program Income
	\$ 50,000	Urgent Repair-NCHFA
	\$150,000	Disaster Recovery-NCHFA

Performance Measurement

Objective:	Providing Decent Housing	
Outcome:	Affordability	
Output Indicators:	Number of units rehabilitated	Goal: 6

3. Public Facilities

Activity 2017/18-3

Regulatory Citations: 24 CFR Part 570.201 (c)

Description: Efforts will continue to improve public facilities including infrastructure, streetscape, sidewalks, public parks, drainage, etc.

Funding Amount:	\$155,000	CDBG
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Performance Measurement of Acquisition Activities

Objective:	Creating Suitable Living Environments	
Outcome:	Availability/Accessibility	
Output Indicators:	Number of LMI Persons	Goal: 50

4. Public Services

Activity 2017/18-4

Regulatory Citations: 24 CFR Part 570.201(e)

Description: The City of Greenville will make available funds to assist non-profit organizations with approved public services activities. Qualified agencies will participate in projects that benefit City of Greenville citizens. Non-profit housing and

service providers must assist the under-served populations of the City. Applications from non-profits are submitted to the City for consideration annually and reviewed by the Affordable Housing Loan Committee. The activities will assist low income persons, homeless and special needs persons, youth development, victims of family/domestic violence, and housing providers. All funding will be expended from September 2016 through September 2017.

Activity	Amount
Lucille Gorham Intergenerational Center	\$ 15,039
Boys and Girls Club	\$ 16,000
Literacy Volunteers	\$ 13,000
Center for Family Violence Prevention	\$ 20,000
Pitt County Council on Aging	\$ 11,000
Community Crossroads Center	\$ 8,961
L.I.F.E of NC, Inc.	\$ 16,000
Total	\$100,000

Funding Amount: \$100,000 CDBG

Performance Measurement of Public Service Activities

Objective: Creating Suitable Living Environment

Outcome: Sustainability

Output Indicators: Number of LMI households served

Goal: 225

5. Clearance/Demolition

Activities 2017/18-5

Regulatory Citation 24 CFR Part 570.201(d)

Description: This activity is designed to acquire and demolish substandard structures in the West Greenville 45-Block Revitalization area in an effort to improve the living conditions for low-income residents. Parcels may be recombined for the development of new, affordable housing units.

Funding Amount: \$37,800 CDBG

Performance Measurement

Objective: Creating Suitable Living Environment

Outcome: Affordability, Availability/Accessibility

Output Indicators: Number of units demolished

Goal: 2

6. Community Housing Development Organization (CHDO) Reserve Activities

Activity 2017/18-6

Regulatory Citations: 24 CFR Part 902.207 (a), (c), (d)

Description: It is anticipated that a certified CHDO will utilize the funding to continue production of single-family units for first-time, low-moderate income homebuyers. At the present time, the City has one (1) certified organization, Metropolitan Housing and CDC.

Funding Amount: \$50,000 HOME

Performance Measurement

Objective: Decent Affordable Housing

Outcome: Affordability

Output Indicators: Number of new single family units **Goal:** 1

7. Down Payment Assistance Program

Activity 2017/18-7

Regulatory Citations: 24 CFR Part 902.207

Description: Funds available for first time buyers who have completed homebuyer education classes.

Funding Amount: \$40,000 HOME

Performance Measurement

Objective: Decent Affordable Housing

Outcome: Affordability

Output Indicators: Number of new homeowners **Goal:** 2

8. New Construction/Housing

Activity 2017/18-8

Regulatory Citations: 24 CFR Part 92.205 (a)

Description: This activity will provide funding for the development of new affordable housing via partnerships with non-profits on property previously acquired by the City through HUD and bond funding. These homes will be made available to homebuyers or renters who are low-moderate income (LMI).

Funding Amount: \$204,347 HOME
\$ 30,000 HOME Program Income

Performance Measurement

Objective: Decent Affordable Housing

Outcome: Affordability

Output Indicators: Number of new single family units **Goal:** 5

D. CDBG/HOME Funding Chart

Activity	HOME	CDBG
Administration	32,700	151,000
Rehabilitation/UR/Housing	0	352,496
Public Facilities	0	155,000
Public Services	0	100,000
Clearance/Demolition	0	37,800
CHDO Reserve	50,000	0
Down Payment Assistance	40,000	0
New Construction/Housing	204,347	0
Total	\$327,047	\$796,296

D. Contingency Provisions

All funding amounts in this draft plan are estimates. As HUD has not yet released final allocation amounts for CDBG and HOME, it is required that the Annual Action Plan has funding contingency provisions. The following provisions will be utilized in the following order upon any changes from the estimated funding amounts listed in this plan.

Step 1: Administration

Administration amounts for CDBG and HOME will be recalculated to ensure that the allowable caps are not exceeded, namely, 20% and 10%, respectively. If funding increases for either category, the administration amount will increase in accordance with that percentage. If there is a decrease in either category that causes the cap to be exceeded, the administration amount will be reduced to comply with percentage caps exactly so that the administration amounts are 20% and/or 10% of allocations, respectively.

Step 2: Public Services

If there is a CDBG funding decrease, staff will ensure that the 15% cap is not exceeded. If it is exceeded, all activities will be reduced by the same percentage in order to meet the 15% limit.

Step 3: HOME Increase or Decrease - New Construction/Housing

Any additional increase or decrease will be absorbed by the New Construction/Housing Activity. All additional monies or necessary reductions will be reflected in this activity.

Step 4: CDBG Increase or Decrease – Rehabilitation/Housing

Any additional increase or decrease will be absorbed by the Rehabilitation/Housing Activity. All additional monies or necessary reductions will be reflected in this activity.

Other Actions



V. OTHER ACTIONS

A. Affirmatively Furthering Fair Housing

The City continues to fund affirmatively fair housing marketing actions. These actions are inherent to each of the housing activities provided through the Community Development Department. Staff Training of Fair Housing rules and tools as well as public Education of the Fair Housing Laws will occur throughout the year and most specifically during the month of April, which is designated as “Fair Housing Month”. The annual Fair Housing Month activities will also include an educational seminar/forum and quarterly landlord/tenant workshops. “National Community Development Week” also occurs in the month of April. As part of a weeklong celebration of CD Week the city typically has a tour for elected officials and hosts a public education forum, Fair Housing seminar, Financial Literacy workshop, Contractors workshop, and a Housing Partners Reception.

B. Analysis of Impediments to Fair Housing Choice

An update to the Analysis of Impediments to Fair Housing Choice was completed by the City of Greenville in December 2013. This section presents the Fair Housing Analysis Update for the 2013-2018 Five (5) Year Consolidated Plan. It primarily includes existing impediments to fair housing choice currently being addressed and the actions to remedy them. The update relies on public/private information regarding the real estate and banking industries, Greenville housing and community development activities, North Carolina and Greenville Human Relations Agencies, and the Greensboro and Atlanta HUD Offices of Fair Housing and Equal Opportunity.

In addition, the City will implement the following activities to address identified impediments to current Plan:

Impediment 1

Lack of affordable housing forces the lower income population to find alternative housing. Alternative housing may consist of “doubling up,” a practice where households combine to cut the expenses of housing. Others are forced to live in housing that is in poor condition that leads to disparate treatment of protected class families and individuals.

Plan

The financing industry may have the best strategy for this impediment. While it appears to be true that there are insufficient affordable housing units available for housing choice in Greenville, the fact is that a surplus of moderately priced housing is available. Lower income home seekers may attempt to follow financing recommendations such as using the City’s down payment assistance programs.

The City's down payment assistance is available to everyone. While some applicants appear to be well-educated in the homebuyer loan process, the lending industry feels that most still are not. When lenders counsel prospective borrowers about the financial responsibility associated with home mortgages, offering practical advice regarding savings and spending, borrowers become frustrated and seek mortgage loans elsewhere. If all mainstream lenders have similar policies, then it is possible that this serves to drive people to seek loans through brokers and subprime lenders. Therefore, a stronger push to promote homebuyer counseling appears to be an appropriate solution.

Additionally, the City plans to dedicate more time and resources in communities north of the river than it has in the past. Since 2003, West Greenville has seen the most investment from the City's entitlement funds; however, the City does have "scattered site" programs that allow citizens from across the community to benefit from HUD entitlement funding. Residents living north of the river have lower incomes and the concentration of Hispanic residents is higher in this area. This shift in focus will help to address housing burdens for this area of the city.

Furthermore, the City intends to continue its support of affordable housing tax credit developments outside of the low-income census tracts. Also, the City will begin to investigate and evaluate the creation of a Neighborhood Revitalization Strategy Area (NRSA).

Impediment 2

Lack of education about discrimination and fair housing laws in Greenville results in citizens who are unaware of rights or where to report violations and lenders who may not be knowledgeable about fair housing practices. An essential part of fair housing opportunities and enforcement is the education of the public regarding the rights and responsibilities afforded by fair housing laws. This includes the education of housing and financial providers, as well as citizens. Everyone needs to know what may constitute a violation, and what they can do in the event they believe they may have been discriminated against. In addition, it is important for lenders, housing providers and their agents to know their responsibilities and when they may be violating fair housing laws.

Plan

Education is a key element on two (2) fronts. First, it is one of the most pressing needs to ensure fair housing choice. It is imperative that individuals and families seeking housing know their rights and responsibilities and that those involved in the housing industry understand their rights and responsibilities as well.

Secondly, providing public education that produces an employable workforce with higher earning potential will help improve creditworthiness of future homebuyers. The onus falls to the public school system to ensure that tomorrow's residents have the skills they need to be competitive in the job marketplace, as well as to be educated consumers armed with the skills to make informed decisions.

The City will continue its efforts to educate the public through Fair Housing month activities and a local loan counseling program. Further, the City's Community Relations Officer will continue to coordinate the City's community-wide Fair Housing Workshop annually and disseminate information throughout the year about Greenville's fair housing activities. Information may include monthly public service announcements through local media (radio, television, and newspapers) advertising fair housing mediation services and distribution of print materials to local merchants and residents advertising fair housing workshops and fair housing mediation services to residents of community development target areas.

Special outreach may be made to school-aged children to start early education on fair housing issues. Housing discrimination education programs can be developed around Fair Housing month. To avoid teaching laws in a stale format, the approach should be to explore opinions, beliefs and behavior in age-appropriate ways. Additionally, a poster contest may be held as part of the month's activities, and winning posters can be featured in advertisements and materials the City uses for its fair housing education generally.

Further, the City will encourage lenders, housing providers and their agents to know their responsibilities and to attend training on fair housing laws. Over the long term, the City will promote the development of a voluntary affirmative action marketing agreement by the local Board of Realtors and Home Builders Association.

The City will provide assistance to residents in the resolution of housing complaints. The City's Community Relations Officer will refer discrimination complaints which cannot be resolved through mediation to the U.S. Department of Housing and Urban Development or the N.C. Human Relations Commission.

The City will continue to evaluate the need for the establishment of a local Fair Housing Ordinance and the effectiveness of the Fair Housing Plan.

Impediment 3

Substandard housing and low property maintenance contribute to the lack of safe, decent, and sanitary affordable housing. A pro-active property maintenance code enforcement program could help with the preservation of the rental housing stock.

Plan

The City will consider several activities to increase the availability of affordable housing opportunities and programs to preserve existing rental housing stock throughout the city including a program to assist homeowners in rehabilitating substandard housing stock in an effort to keep those units affordable once renovations have been completed.

Impediment 4

Limited housing opportunities exist for the homeless, those who are at risk of homelessness, and special needs populations. There is not enough funding for permanent housing. Too many citizens are on the brink of becoming homeless because they have to spend too much of their income on housing (many times not decent or safe housing).

Plan

The City will continue to support programs to increase family self-sufficiency and to prepare homeless, at risk, and special needs populations for rental or homeownership opportunities through financial literacy, credit counseling, and rental assistance. The City also needs to support a number of initiatives to assist low-moderate income homebuyers with down-payment assistance, default delinquency counseling, anti-predatory lending counseling, and homeless prevention programs.

The City will also strive to convene working groups of providers that deliver services to the homeless, those at risk of homelessness, and special needs populations to establish referral networks that more easily connect those in need with available resources. Additionally, by convening these groups, service providers may find ways to share resources and maximize their efforts by working together.

Impediment 5

Lack of access to homeownership (Based on HMDA and apparent Predatory Lending Practices) limits housing choices.

This Impediment is being addressed in the 2013-2018 Consolidated Plan as the City considers inequities that may occur in homeownership opportunities for protected classes or those covered by the Fair Housing Law and provides education to the public on these issues along with remedies when non-compliant acts are found.

An analysis of the HMDA data in this document reveals, for example, that while black residents comprise thirty seven percent (37%) of the population, eighteen percent (18%) of all home purchase mortgage applications come from black families/individuals. As a result, it appears that black applicants may be underrepresented with the problem worsening over recent years. Hispanics and Asians are also underrepresented in loan applications as compared to their share of the population. City programs targeted to assist low-moderate income protected classes should focus more closely on educating the population on the importance of homeownership and how to access local lending resources.

In addition, consistently high denial rates on home improvement loans may reflect policies in the lending industry, but this is an area that warrants some attention in Greenville. The disinvestment associated with an inability to raise funds to maintain one's home in an older housing stock can have an undesirable effect on the community when it occurs in great numbers.

Plan

Mortgage brokers know that people do business with people who look like them, and so they hire people that resemble the markets they serve. This is good marketing, but also encourages minority homebuyers to seek loans with lenders who are not necessarily looking out for the borrowers' best interests. Additionally, brokers are most familiar with the products that are most popular in the markets they serve and are not aware of all the products offered by the institutions they represent, thus limiting their offerings to higher-cost products. Unfortunately, uninformed buyers also choose lenders on the basis of word-of-mouth referrals from friends and family, and the belief that banks do not lend money to minorities.

To educate potential homebuyers, the City will work to create homebuyer guides that inform first-time buyers and other purchasers about the process involved in locating, qualifying for, and securing a home. Steps such as inspection, negotiation, and closing would be explained as well as the roles of different players (real estate agents, loan officers, and others). Typical costs can be outlined as well. The Guide may include information on geographic areas that are not yet integrated to promote equal housing opportunity in these areas. Sections on housing resources and basic fair housing rights would be included as well. These guides should be produced in Spanish and any other language that has a concentrated population in Greenville at the time of publication. The City will also work with local agents and community groups to arrange house or neighborhood tours that allow residents to explore available opportunities that may be outside of their immediate surroundings.

Again, the solution lies in educating consumers, although it is difficult to reach them when they will not avail themselves of the opportunities. The City continues to address Impediment #1 (affordable housing) and Impediment #2 (education) during the program year 2016-2017 with education. The City has a HOME commitment in the amount of \$150,000 to an affordable senior housing development and will review future request for funding for the construction of quality affordable rental housing for lower income families. Also, the City's Fair Housing Officer intends to continue educating the community about fair housing law and concerns. The City will continue to provide CDBG funding for eligible fair housing activities. For example, staff plans to visit several apartment communities and public housing communities to provide education days. These days will include topics such as tenant and landlord rights, and legal updates from our partners at Legal Aid of NC.

C. Affirmative Marketing Policy

In accordance with the regulations of the HOME Program and in furtherance of the City of Greenville's commitment to fair housing and equal housing opportunity, this Policy establishes procedures to affirmatively market rental or residential units constructed or rehabilitated under the HOME Program (**Appendix E**). These procedures are designed to assure that individuals who normally might not apply for available housing units because they are socially and/or economically disadvantaged are provided an opportunity to apply.

This Affirmative Marketing Policy is documented and maintained in the Housing Division files, and shall be included in all HOME project proposals and agreements and HOME project files. The Beneficiary is held to the terms of the Policy by the requirement in the applicable HOME Subrecipient or HOME/Community Housing Development Organization (“CHDO”) Agreement.

It is the policy of the City of Greenville, Housing Division not to discriminate against any person on the basis of race, color, national origin, sex, religion, familial status, or disability:

1. In the sale or rental of housing or residential lots;
2. In advertising the sale or rental of housing;
3. In the finance of housing;
4. In the provision of real estate brokerage services; or
5. In the appraisal of housing.

D. Minority/Women Business Outreach

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including, but not limited to, construction, projects, supplies and materials purchases, and professional and personal service contracts.

E. Evaluation and Reduction of Lead-Based Paint Hazards

Lead poisoning is one of the worst environmental threats to children in the United States. While anyone exposed to high concentrations of lead can become poisoned, the effects are most pronounced among young children.

All children are at higher risk to suffer lead poisoning than adults, but children under age six (6) are more vulnerable because their nervous systems are still developing. At high levels, lead poisoning can cause convulsions, coma, and even death. Such severe cases of lead poisoning are now extremely rare, but do still occur. At lower levels, observed adverse health effects from lead poisoning in young children include reduced intelligence, reading and learning disabilities, impaired hearing, and slowed growth.

An important initiative emanating from HUD in the last decade is the reduction of lead-based paint hazards, and many jurisdictions around the country have made a concerted effort to reach this goal. The federal Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992) amends the Lead-Based Paint Poisoning Prevention Act of 1971, which is the law covering lead-based paint in federally funded housing. These laws and subsequent regulations issued by the U.S. Department of Housing and Urban Development (24 CFR Part 35) protect young children from lead-based paint hazards in housing that is financially assisted or being sold by the federal government.

In all property rehabilitation projects undertaken by the City of Greenville, the City will assess whether lead-based paint might be present and, if so, follow the guidelines set forth in the Residential Lead-Based Paint Hazard Reduction Act of 1992, Title X of the Housing and Community Development Act of 1992 (Title 24, Part 35 of the Code of Federal Regulations).

The City of Greenville is committed to testing and abating lead in all pre-1978 housing units assisted with federal grant funds in any of the housing programs implemented. Currently, the City of Greenville has contracted with an agency to provide all lead testing and clearance activities. This agency has also agreed to provide training for the housing rehabilitation contractors.

F. Anti-Poverty Strategy

City of Greenville housing programs directly address poverty by creating housing opportunities for low-income households. Without these housing opportunities many low-income households would not be able to afford housing rehabilitation costs or to purchase a home.

G. Developing Institutional Structures

The City of Greenville, through its Housing Division, the network of housing subrecipients, and Community Housing Development Organizations (CHDOs), is effectively organized to utilize all funding received through the various state/federal programs.

The private sector is provided with incentives for developing affordable rental housing through tax credits provided by the federal tax credit program. Tax credits provide developers with an additional state subsidy for low-income apartment construction.

In addition, each year efforts are made to work with local institutions to provide housing and economic opportunities for low income persons through public service activities and participation in the Pitt County Continuum of Care. The Pitt County Continuum of Care began in 2001 and has successfully grown into a well-balanced organization made up of local government agencies, housing providers, service providers, and other interested groups. The development of the Continuum and participation by the City of Greenville will greatly enhance coordination between these agencies. The Public Housing Authority has also joined the Continuum of Care and has begun working in concert with the City of Greenville and our revitalization efforts in the West Greenville Redevelopment Area.

The City of Greenville will continue to coordinate with other governmental agencies, non-profit organizations, private enterprises, and individuals to provide increased opportunities for the target area.

H. Public Housing

There are four (4) Public Housing managing agencies in the Pitt County area, which include Greenville Housing Authority with a total of 779 units, Mid-East Commission who manages a total of 135 units in three (3) towns, Farmville Housing Authority who manages 174 units, and Ayden Housing Authority who manages 175 units. Each of the mentioned Public Housing Authorities receives federal funds to modernize and repair public housing units.

In addition, the City of Greenville Community Development Department Housing Division has formed a partnership with the Greenville Housing Authority to offer bimonthly Homeownership and Financial Literacy classes to public housing residents and other citizens. So far, five (5) former residents utilizing the Housing Choice Voucher program and City of Greenville HOME down payment assistance program have purchased a new home, developed by a local Community Housing Development Organization.

I. Recapture Provisions

In accordance with the applicable homebuyer recapture/resale provision outlined in 24 CFR Part 92.254, the City of Greenville has adopted the recapture provision. Greenville provides direct HOME subsidy, on a pro-rata basis, to eligible homebuyers, which includes down payment assistance and closing costs. Greenville provides HOME funds to its CHDOs to develop affordable housing. Greenville CHDOs have adopted the HOME recapture provision, with the exception of development of rental units. When CHDOs develop homeownership single-family housing, down payment assistance is provided by the City.

All CHDOs, subrecipients, and entities who administer HOME programs will follow recapture provisions that have been adopted by the City of Greenville. The City requires the recapture of its HOME-funded homeownership housing assistance from net sales proceeds when the original homebuyer sells the property during the affordability period.

Net sales proceeds are the funds remaining from the sale of the property by the original homebuyer less the repayment of the outstanding balance on any superior mortgage, sales commission, the original homebuyer's down payment, and the cost of any property improvements made by the original homebuyer. To the extent that net proceeds are available at closing, all of the HOME funds are due and payable. In the event of foreclosure, the Lender may not require the Borrower to repay an amount greater than the net proceeds available after the foreclosure sale. The recapture provision is enforced through execution of a Declaration of Deed Restrictions, which identifies the period of affordability, primary residency requirement, and term and conditions required when using the recapture provision.

Homebuyer assistance may be used for down payment assistance and/or principal mortgage reduction via Secondary Mortgage. Borrower’s income cannot exceed eighty percent (80%) of the area median income adjusted by family size as published annually for Greenville. Loan amounts are up to a maximum of twenty percent (20%) of sales price of the home with cap of \$20,000. Loans will be amortized over a fifteen-year (15) period at zero percent (0%) interest. If the property is disposed voluntary, involuntary or is in default, the percentage for repayment is based on the actual year.

Assistance provided to non-profit agencies through the CDBG Program will be secured with a subrecipient agreement/contract. Should the agency fail to comply with program rules, the assistance will be recaptured.

Recaptured HOME funds by Community Housing Development Organizations (CHDOs), on behalf of the City of Greenville, are not considered to be CHDO proceeds but shall be used by the CHDOs to provide affordable housing for City of Greenville residents.

Recaptured HOME funds provided by an agency other than a CHDO will be recaptured by the City of Greenville to be used for eligible HOME activities in accordance with the requirements of the HOME statute and regulations, in the same manner as program income.

The recapture provision will ensure that each HOME-assisted unit will remain affordable for a period of time determined by the recapture schedule below, established in accordance with 24 CFR 92.254(a)(4):

HOME Funds Provided	Period of Affordability
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years
New Construction	20 years

J. Section 3 Requirements

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3), requires the Community Development Department to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low-income persons.

It is the policy of the Community Development Department of the City of Greenville to require its Contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin,

disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment (**Appendix F**).

Draft 3

Monitoring Plan



VI. MONITORING PLAN

The City of Greenville will continue to improve its established monitoring system of CDBG, HOME and other housing and community development activities to ensure regulatory compliance. Monitoring is the responsibility of the City of Greenville Community Development Department Housing Division, to include but not limited to:

Monitoring Objective

Primary - To ensure that subrecipients are:

- Complying with all applicable federal requirements
- Complying with administrative and financial management standards
- Performing and delivering services in a timely manner

Secondary - To identify any potential areas of non-compliance and offer technical assistance.

Monitoring Procedure

- In-house reviews of subrecipient materials and regulations review
- Pre-monitoring visits with subrecipient
- Conduct visit as follows:
 - Notify of date, scope, focus of review
 - Hold entrance conference with chief official
 - Document, gather and analyze
 - Hold exit conference to report results, hear reaction and form conclusions
- Follow up with letter of results to include findings and/or concerns.

On-Site Visits

Staff performs one (1) on-site monitoring review annually; depending on the assessment of risks for non-compliance, there may be additional monitoring tasks put in place. Program operations are observed, staff persons are interviewed, client eligibility is confirmed, financial and programmatic reports are verified.

Long-Term Compliance

Activities involving real property acquisition or improvement require long-term compliance with the original purpose of the federal assistance. The City of Greenville Community Development Department maintains a CDBG Real Property Inventory that is updated annually, and confirms that such property is still being used for the intended purpose. The City also carries out an annual review of HOME-assisted rental units to ensure compliance with Housing Quality Standards, tenant eligibility, and rent ceilings.

Rental Housing Monitoring

Staff must review annual Project Compliance Reports and perform regular on-site visits throughout the affordability period to ensure continued compliance with:

- Rent and occupancy requirements
- Property standards
- Other Federal requirements (fair housing, lead-based paint, affirmative marketing, etc.)

Draft 3

Homelessness



VII. STRATEGIES TO ELIMINATE HOMELESSNESS

A. Continuum of Care

Since 2001, the City of Greenville has actively assisted with the creation and development of a Continuum of Care for Pitt County. The group, known as the Pitt County Continuum of Care, is devised of City and County staff, as well as non-profit and for-profit representatives. The group meets monthly to discuss the ever-growing homeless population in our community. Efforts to end homelessness and to coordinate supportive services to homeless persons are top priorities for the community. The January 2015 Homeless Population Point in Time Survey revealed that there are Eighty-Three (83) homeless persons in Pitt County. Currently, Pitt County has one hundred (100) emergency beds and twenty-eight (28) transitional housing units available to serve them.

For the purpose of implementing Pitt County's "Our Journey Home: Plan to End Chronic Homelessness", Pitt County has joined a 79-county entity known as the Balance of State (BoS) Continuum of Care (CoC). The BoS CoC is managed by the North Carolina Coalition to End Homelessness (NCCEH). Within the BoS there are Regional Committees that encompass the participating counties. Pitt County is now a multi-county Regional Committee.

During the upcoming 2017-2018 fiscal year, the group will continue to administer programs and funds received by the Continuum and prepare various grant applications for submission to the NC Balance of State. To date, the Pitt County Balance of State, Continuum of Care has received funding every year since the 2003 funding cycle. Funding received under the 2004 and 2005 award was allocated to implement a Homeless Management Information System (HMIS) which is in full operation now. All actions by the Pitt County Balance of State, Continuum of Care will address obstacles to meet the underserved needs in the community, assist with the reduction of poverty level families, assist with the development of "institutional structures", and enhance coordination between public and private housing and social service providers. Other actions will include marketing of the continuum to reach out to surrounding communities in an endeavor to promote regional participation.

B. Ten-Year Plan to End Homelessness

The City of Greenville, Pitt County Government, United Way and other non-profit agencies formed a partnership in 2008 to hire a professional consultant to assist the community with developing a Ten-Year Plan to End Chronic Homelessness in Pitt County. The Plan was approved in October 2008 by the Greenville City Council and Pitt County Commission. The goals and objectives are as follows:

GOAL 1

Provide community-based services and support to prevent homelessness before it happens and diminish risks for homelessness to recur.

■ **Outcome 1-A**

Increased access to services provided to the homeless population.

■ **Outcome 1-B**

Increased number of individuals who are employed and able to manage their personal finances.

■ **Outcome 1-C**

A comprehensive client-centered discharge planning process coordinated among community agencies for individuals leaving foster care, mental health facilities, jails and prisons, medical facilities, and military units who are at risk for homelessness.

■ **Outcome 1-D**

A data infrastructure (HMIS) that would link all services, screen for program eligibility, and gather data needed to monitor (assess) progress of implementation.

GOAL 2

Create adequate short-term housing options and supportive permanent housing for those who are chronically homeless or at risk of becoming homeless.

■ **Outcome 1-A:**

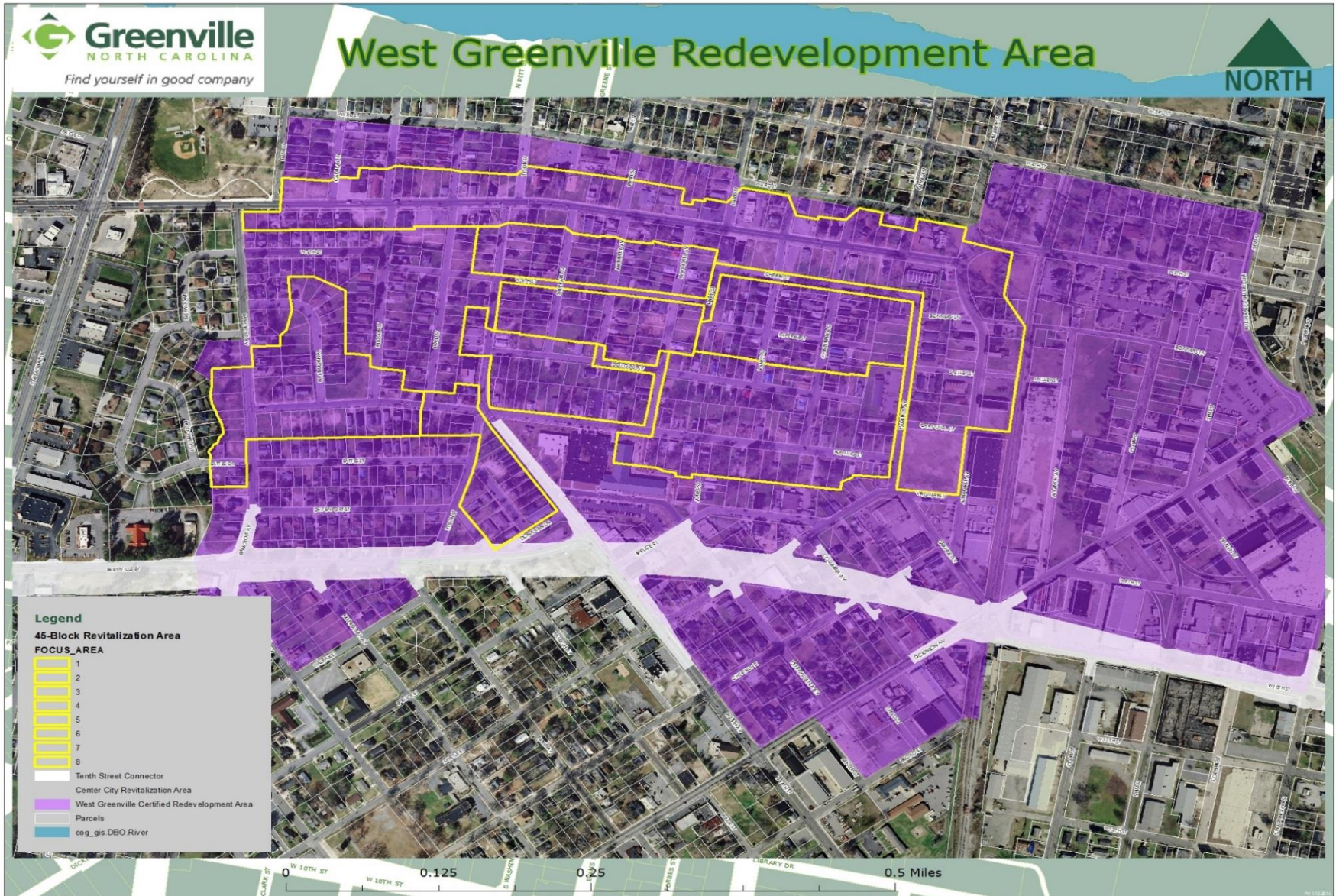
Increased inventory of housing options that meet the needs of individuals and families who are homeless and those at risk of becoming homeless.

Both local governments and non-profit agencies are now in the process of implementation. The City Council approved in September 2008 a two (2) year contribution of CDBG funds in the amount of \$30,000 per year to fund implementation activities. During fiscal year 2012, the CDBG program funded SSI/SSDI Outreach, Access, and Recovery (SOAR) Training, which strived to increase disability benefits for homeless people and those at risk of homelessness who are living with disabilities. In fiscal year 2017-2018, the City will seek to assist those agencies who provide the homeless with housing, economic opportunities, and education opportunities.

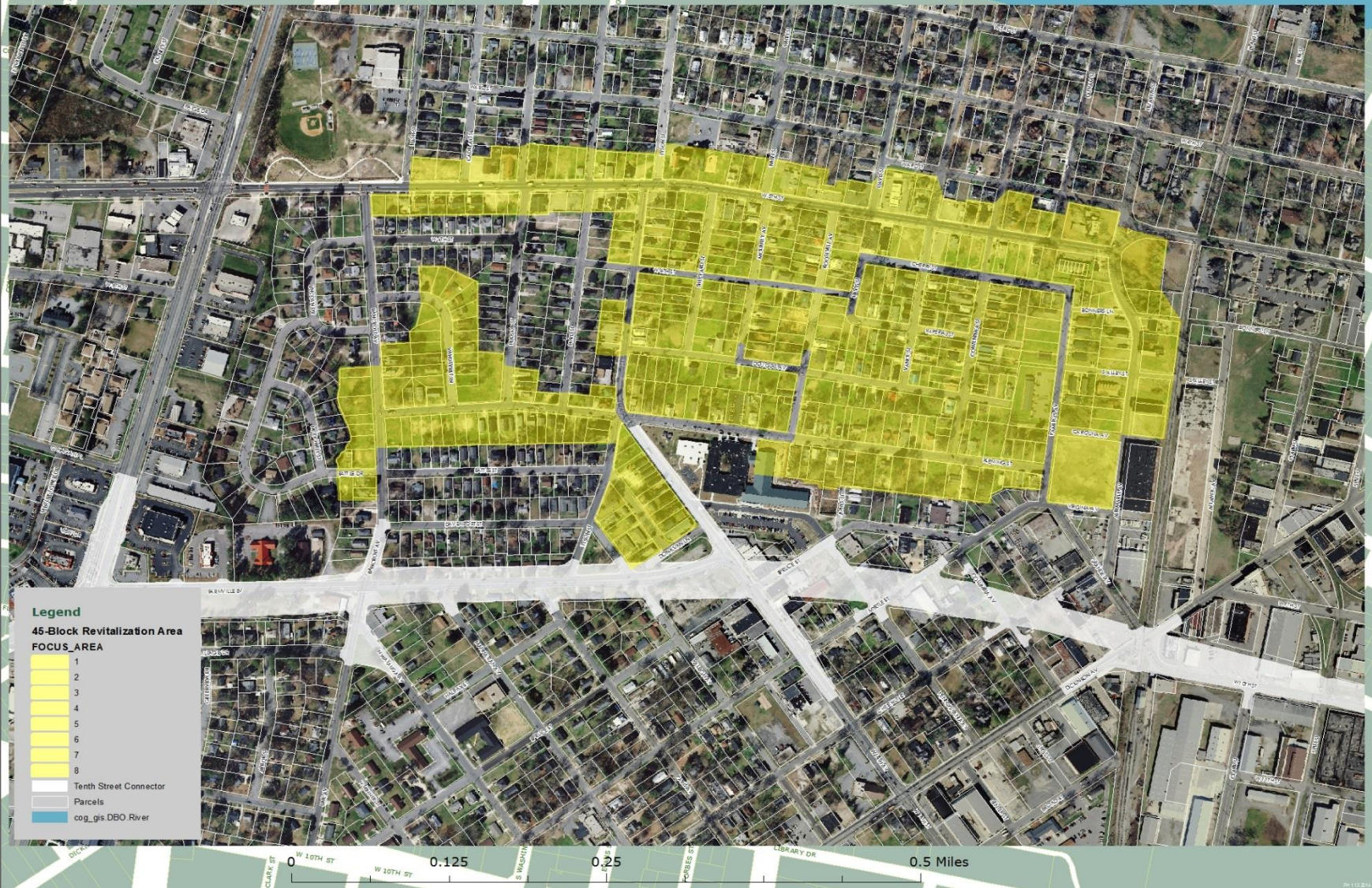
Appendices



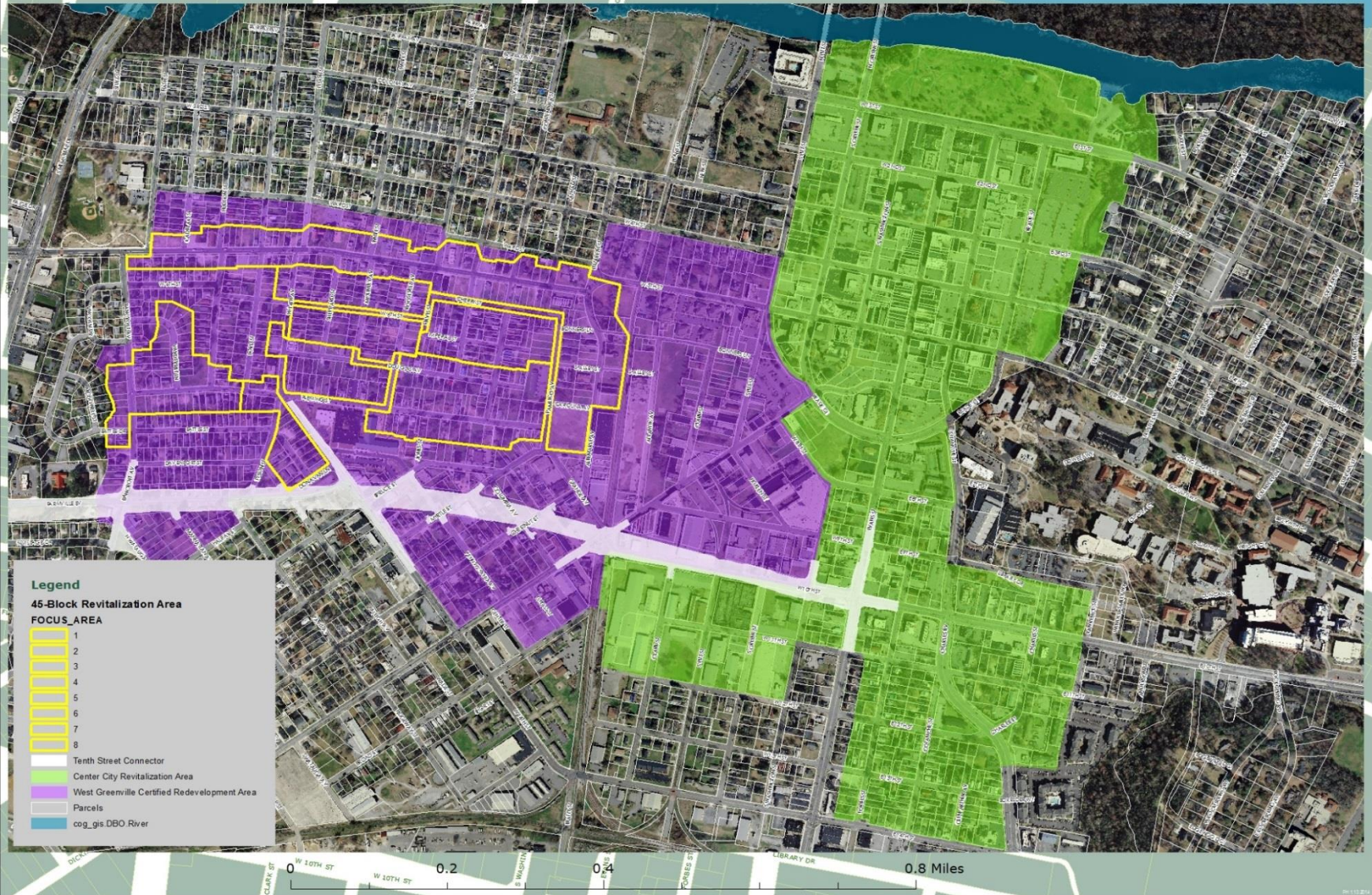
Appendix A: West Greenville Redevelopment Area, 45 Block Revitalization Are, and Redevelopment Area Maps



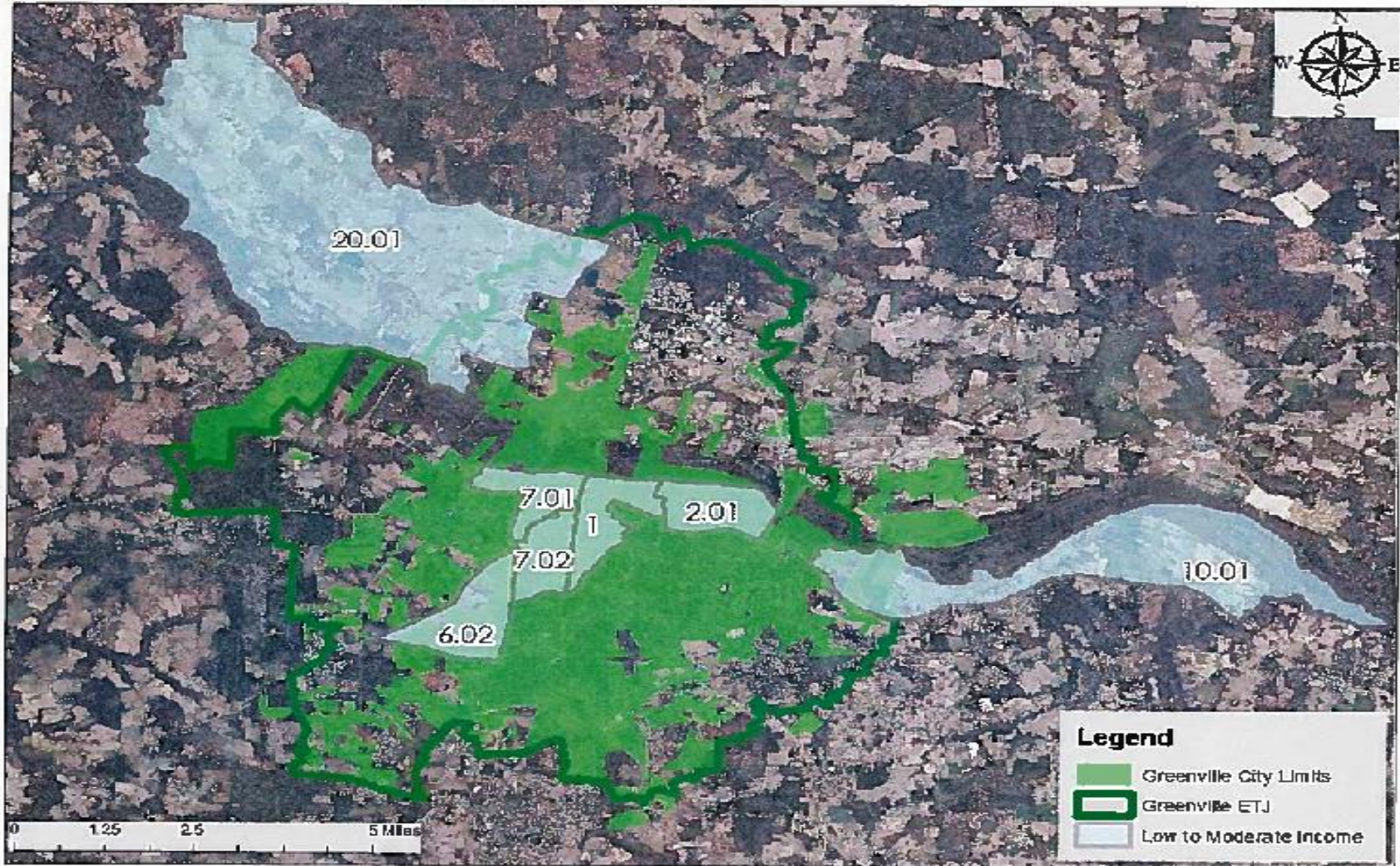
45-Block Revitalization Area



Greenville, NC Redevelopment Areas



Appendix B: Census Tract of Low-income Concentration



Appendix C: HOME Income Limits 2016

**CITY OF GREENVILLE/PITT COUNTY
HOME INCOME LIMITS 2016**

		Max Income				Max Income		Median	Max
		Grant					Income	Income	
		CDBG			CDBG				
		/HOME			/HOME			COG DP	
		/URP			/NCHFA DP				
Household	30%	50%	60%	70%	80%	90%	100%	120%	
Size									
1	11,700	19,500	23,400	29,100	31,150	37,400	41,550	49,900	
2	13,400	22,250	26,700	33,250	35,600	42,750	47,450	56,950	
3	15,050	25,050	30,060	37,400	40,050	48,100	53,400	64,100	
4	16,700	27,800	33,360	41,550	44,500	53,400	59,300	71,200	
5	18,050	30,050	36,060	44,850	48,100	57,650	64,050	76,900	
6	19,400	32,250	38,700	48,200	51,650	61,950	68,800	82,600	
7	20,750	34,500	41,400	51,500	55,200	66,200	73,550	88,300	
8	22,505	36,700	44,040	54,850	58,750	70,500	78,300	94,000	
9	23,380	38,920	46,704	58,170	62,300	74,760	83,020	99,680	
10	24,716	41,144	49,373	61,494	65,860	79,032	87,764	105,376	

NOTE: HUD Part 5 Definition of Income



Effective 06/06/16

**CITY OF GREENVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
CITIZEN PARTICIPATION PLAN**

INTRODUCTION:

The U.S. Department of Housing and Urban Development (HUD) provides local governments the opportunity to operate Community Development Block Grant (CDBG) and HOME Programs. In order to participate in these programs, the City of Greenville is required to have a detailed Citizen Participation Plan, which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of CDBG and HOME money. This plan must be available to the public.

Encouraging Public Participation:

The law requires that our Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate-income persons, especially those located in Targeted Areas. Also, the U.S. Department of Housing and Urban Development expects the City of Greenville to take appropriate actions to encourage participation by minorities, non-English speaking persons, and persons with disabilities. Copies of the Citizen Participation Plan, as well as summaries and basic information pertaining to the CDBG, HOME program, and the Consolidated Planning process are available at the City of Greenville, Community Development Department, Housing Division office located at 201 West Fifth Street, Greenville, North Carolina. This plan supersedes all other plans.

The Role of Low Income People:

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, suitable living environments, and growing economic opportunity, all principally for low and moderate-income persons in CDBG and HOME Targeted Areas. Genuine involvement by low and moderate-income people must take place at all stages of the process, including: identifying needs, setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs, as well as, overseeing the way in which the programs are carried out.

The Various Stages of the Consolidated Plan Process:

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general these stages or events include:

1. Identification of housing and community development needs.
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Every 5 years this process will include the preparation of a new proposed Consolidated Plan.

3. Approval of Plan by the Affordable Housing Loan Committee.
4. Formal approval by elected officials of a final Annual Action Plan or Consolidated Plan.
5. On occasion, it may be necessary to change the use of money already budgeted in an Action Plan, or to change priorities established in the Consolidated Plan. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon. In these instances, major amendments (amendments that involve a change of funding greater than 20% of award) will require a public hearing and approval by the elected governing body prior to submission to HUD. Minor amendments will be approved by City Council however, no public hearing will be held.
6. After a “program year” is complete, an Annual Performance Report must be drafted for public review, comment, and forwarded to HUD.

The Program Year

The “program year” for the City of Greenville is July 1st through June 30th.

PUBLIC NOTICE

Items Covered by the Public Notice Requirements:

There shall be advanced public notice once a federally required document is available, such as the proposed Annual Action Plan or the Five-Year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advanced public notice of all public hearings and all public meetings such as Affordable Housing Loan Committee meetings relating to the funds or planning process covered by this Citizen Participation Plan.

“Adequate” Public Notice

Adequate advance notice is “timely”; it is given with enough lead-time for the public to take informed action. The amount of lead-time can vary depending on the event. Specific amounts of time are given for different events later in this Citizen Participation Plan. The content of notices will give residents a clear understanding of the event being announced.

Forms of Public Notice

Public notices will be published in the “Daily Reflector” on the City Page or in a non-legal section of the newspaper.

PUBLIC ACCESS TO INFORMATION

As required by law, the City of Greenville will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, as required by law, the City of Greenville will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

□ **Standard Documents.**

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Consolidated Plan, proposed and final Substantial Amendments to either an Annual Action Plan or the Consolidated Plan, Annual Performance Reports, and the Citizen Participation Plan.

□ **Availability of Standard Documents.**

In the spirit of encouraging public participation, copies of standard documents will be provided to the public at no cost and within two working days of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

□ **Places Where Standard Documents are Available.**

Standard documents will be available at: City of Greenville Community Development Department, Housing Division located at 201 West Fifth Street; City Hall, 200 West Fifth Street, and other public facilities as needed.

PUBLIC HEARINGS:

Public hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

The law requires public hearings at all stages of the process including: an initial public hearing to discuss community needs, proposed uses of funds, and a final public hearing to adopt the Annual Action Plan and or Consolidated Plan.

Access to Public Hearings:

Public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the Daily Reflector's City Page or the non-legal section of the newspaper. The advertisement will run twice, the first which will run no less than 14 days prior to the public hearing. Public hearings will be held at 7:00 p.m. a time convenient to most people who might benefit from the use of funds.

Public hearings are held in the City Council Chambers located at City Hall, 200 West Fifth Street, Greenville, North Carolina. The facility is accessible by bus and otherwise convenient and not intimidating to most people who might benefit from the use of funds.

□ **Public Hearings and Populations with Unique Needs.**

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least five working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing. Persons with disabilities needing assistance should call (252) 329-4060 (Teletypewriter (TTY), machine used to transmit and/or receive communications on printed page and/or tape).

□ **The Conduct of Public Hearings.**

To ensure that public hearings are meaningful to residents, each public hearing will be conducted during a typical City Council meeting.

THE STAGES IN THE PROCESS:

A. IDENTIFYING NEEDS.

Because the housing and community development needs of low and moderate income people are so great and so diverse priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain residents' opinions about needs and what priority those needs have.

Public hearings about needs will be completed before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

B. THE "PROPOSED" ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.

The law providing the funds covered by this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Greenville will use the following procedures:

□ **General Information.**

At the beginning of this stage, the City of Greenville will provide the public with an estimate of the amount of CDBG and HOME funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also, the

public will be given an estimate of the amount of these funds, which will be used in ways that will benefit low and moderate-income people.

The Anti-displacement Plan of the City of Greenville, Resolution Number 07-35, was adopted May 10, 2007 to minimize the extent to which low and moderate income persons will have to leave their homes as a result of the use of these federal dollars (called “displacement”) will also be available at this time. The anti-displacement plan describes the City of Greenville’s policy regarding displacement and the efforts to minimize displacement.

□ **Technical Assistance.**

City staff will work with non-profit organizations representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for Public Service Projects. Public Services may include homeownership counseling, youth development and employment training to low-moderate income persons in targeted areas. Notice of funding availability will be mailed directly to known non-profits and advertised. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal. Up to 15% of CDBG Entitlement funds will be made available for projects. The regular funding cycle will begin in September of each year. Advertisement of funding availability will begin the process. The Affordable Housing Loan Committee will review and make recommendations on non-profit proposals to City Council during the regularly scheduled March meeting.

□ **Availability of a Proposed Annual Action Plan.**

The City of Greenville will notify the public that a Proposed Annual Action Plan is available so that persons in the affected areas, and others, will have a reasonable opportunity to examine it and to submit comments.

Copies of the Proposed Annual Action Plan will be made available to the public for free and without delay. So that low and moderate income people can determine the degree that they might be affected, the Proposed Annual Action Plan will be complete, containing: all HUD-required sections, the HUD-required Priorities Table, and a written description of all proposed uses of CDBG and HOME. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.

□ **Public Hearing and Further Action.**

A public hearing about the Proposed Annual Action Plan will be conducted. In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments, plus explanations why any comments were not accepted.

C. THE “FINAL” ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.

Copies of the Final Annual Action Plan and a summary will be made available to the public for free and within two days of a request. In addition, copies will be available at the locations specified above in the section, “Public Access to Information”.

D. “AMENDMENTS” TO THE ANNUAL ACTION PLAN and/or CONSOLIDATED PLAN.

The Final Annual Action Plan will be amended anytime there is a change in one of the Priorities presented on the HUD-required Priority Table, a change in the use of money to an activity not mentioned in the Final Annual Action Plan; a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). The public will be notified whenever there is a substantial amendment. Substantial Amendments will require a Public Hearing prior to the approval of such amendments. Minor amendments will be approved by City Council; however no public hearing will be necessary.

□ **“Substantial” Amendments.**

The following will be considered “substantial” amendments:

1. A change in the use of CDBG money greater than 20% from one activity to another.
2. A change in the use of HOME money greater than 20% from one activity to another.
3. The elimination of an activity originally described in the Annual Action Plan.
4. The addition of an activity not originally described in the Annual Action Plan.
5. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial.
6. A meaningful change in the location of an activity.
7. A change in the scope of an activity, such that there is greater than a 20% increase or decrease in the amount of money allocated to the activity.

□ **Public Notice and Public Hearing for Substantial Amendments.**

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. A detailed written description of the proposed Substantial Amendment will be made available to the public.

2. There will be a public hearing regarding the proposed Substantial Amendment conducted by the Mayor and City Council. This public hearing will not take place until the public has had adequate time to review the proposed Substantial Amendment.
3. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments, plus explanations why any comments were not accepted.

E. THE ANNUAL PERFORMANCE REPORT:

Every year, the City of Greenville must send to HUD an Annual Performance Report within 90 days of the close of the program year. In general the Annual Performance Report must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

- Public Notice for Annual Performance Report.
There must be reasonable notice that an Annual Performance Report is available so that residents will have an opportunity to review and comment. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Annual Performance Reports:
 1. There will be 30 days advance notice of the availability of an Annual Performance Report before the report is submitted to HUD.
 2. A complete copy of the Annual Performance Report will be made available to the public.
 3. In preparing an Annual Performance Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comments and explanations why any comments were not accepted.

COMPLAINT PROCEDURES:

Written complaints from the public will receive a meaningful, written reply within fifteen (15) working days.

CHANGING THE CITIZEN PARTICIPATION PLAN:

This Citizen Participation Plan can be changed only after the public has been notified and only after the public has had a reasonable chance to review and comment on proposed substantial changes.

Adopted this 8th day of May 2008.

Signature on File
Patricia C. Dunn, Mayor

Attest:

Signature on File
Wanda Elks, City Clerk

Draft 3

Appendix E: Affirmative Marketing Policy

CITY OF GREENVILLE AFFIRMATIVE MARKETING POLICY (EQUAL HOUSING OPPORTUNITY)

It is the policy of the Community Development Department’s Housing Division of the City of Greenville to not discriminate against any person on the basis of race, color, national origin, sex, religion, familial status, or disability:

6. In the sale or rental of housing or residential lots;
7. In advertising the sale or rental of housing;
8. In the finance of housing;
9. In the provision of real estate brokerage services; or
10. In the appraisal of housing.

STATEMENT

This Affirmative Marketing Policy (“the Policy”) is developed for use in HOME Investment Partnerships Program (“HOME”) funded projects in accordance with the HOME Program regulations, including but not limited to 24 CFR 92.351, of the U.S. Department of Housing and Urban Development (“HUD”). The Policy is a commitment by the City of Greenville, a participating jurisdiction, and the HOME-funded participant (“Beneficiary”). The Beneficiary shares responsibility with the City to inform the public about the Federal Fair Housing Laws, soliciting eligible persons without regard to race, color, national origin, sex, religion, familial status or disability into the affordable housing market and evaluating the effectiveness of these marketing efforts.

This Affirmative Marketing Policy is documented and maintained in the Housing Division records, and shall be included in all HOME project proposals and agreements and HOME project files. The Beneficiary is held to the terms of the Policy by the requirement in the applicable HOME Subrecipient or HOME/Community Housing Development Organization (“CHDO”) Agreement.

PURPOSE

In accordance with the regulations of the HOME Program and in furtherance of the City of Greenville’s commitment to fair housing and equal housing opportunity, this Policy establishes procedures to affirmatively market rental or residential units constructed or rehabilitated under the HOME Program. These procedures are designed to assure that individuals who normally might

not apply for available housing units because they are socially and/or economically disadvantaged are provided an opportunity to apply.

1. METHODS THE CITY WILL USE TO INFORM THE PUBLIC, POTENTIAL TENANTS, AND POTENTIAL OWNERS ABOUT FEDERAL FAIR HOUSING LAWS AND AFFIRMATIVE MARKETING POLICIES AND PROCEDURES

A. The Community Development Department's Housing Division of City of Greenville shall be responsible for implementing the Affirmative Marketing Policy and evaluating its effectiveness as required by the HOME Program. This responsibility shall include, but is not limited to the following:

- 1) Inform the community about its Affirmative Marketing Policy through periodic updates with its Affordable Housing Partners, through training workshops with its HOME Subrecipients and HOME/CHDO applicants, advertisements in the local newspapers of general circulation and other media outlets targeted to special groups and areas, and by posting the Policy on the City website (www.greenvillenc.gov).
- 2) Display the HUD Equal Housing Opportunity ("EHO") logo or slogan on all graphic presentations by the City concerning the HOME Program including but not limited to press releases and advertisements.
- 3) Provide the beneficiary copies of the brochure "Fair Housing, Equal Opportunity for All" provided by HUD or a similar document at the time they receive (or apply for) HOME funding. The beneficiary shall provide initial homeowners, tenants, and rental property owners with copies.
- 4) Provide general information and telephone reference numbers to persons contacting the Housing Division with questions regarding Affirmative Marketing, Federal Fair Housing, tenant's rights, affordable housing, special needs housing and correction of substandard conditions in tenant-occupied dwellings.

2. REQUIREMENTS AND PRACTICES ALL HOUSING PROJECT BENEFICIARIES MUST ADHERE TO IN ORDER TO CARRY OUT THE CITY'S AFFIRMATIVE MARKETING POLICY.

At a minimum, each Beneficiary of a housing project assisted or partially assisted with HOME Program funds shall:

- 1) Incorporate an EHO logo or statement in its correspondence (including any lease or purchase agreement), which shall be used relating to the HOME program.
 - 2) Affirmatively state a position of equal opportunity in housing when advertising the units or vacancies. *At a minimum*, each Beneficiary must:
 - a. Use the EHO logo in print and visual electronic advertising media;
 - b. Broadcast an “Equal Housing Opportunity” statement if radio advertising is utilized; and
 - c. Display the HUD Fair Housing poster in a high traffic area of its central sales/rental office.
3. PROCEDURES TO BE USED BY BENEFICIARIES OF PROJECTS THAT HAVE 5 OR MORE HOME ASSISTED UNITS TO INFORM AND SOLICIT APPLICATIONS FROM PERSONS IN THE HOUSING MARKET AREA WHO ARE NOT LIKELY TO APPLY FOR HOUSING WITHOUT SPECIAL OUTREACH
- A. Each Beneficiary of a project that has five (5) or more HOME assisted units, shall at a minimum:
- 1) Consider factors such as price or rent of housing, the racial/ethnic characteristics of the neighborhood in which housing is to be located, the population within the housing market area, public transportation routes, etc., to determine which group(s) of the existing population are believed to be the ***least likely to apply without special outreach***. The Beneficiary may use census data, neighborhood surveys, and information from local government agencies, real estate associations and community-based organizations as acceptable sources to gather this information.
 - 2) Describe the marketing plan to be used in the initial sales/rental phase as well as the ongoing marketing phase, to attract all segments of the eligible population, especially those groups designated as least likely to apply. This shall include the type of commercial media to be used, identity of the circulation or audiences of the media identified in the plan, and other community contacts and organizations used to reach populations needing special outreach.

- 3) Post and/or distribute information on the project to any such special needs groups that are being targeted for residence in the units.
4. RECORDS THAT WILL BE KEPT DESCRIBING ACTIONS TAKEN BY THE CITY AND BENEFICIARIES TO AFFIRMATIVELY MARKET UNITS AND RECORDS TO ASSESS ACTIONS.

A. The City of Greenville will keep the following records:

- 1) Copies of all meeting agendas and related materials of the City's Affordable Housing Loan Committee pertaining to this Policy, and all agendas and training materials of any HOME/CHDO training workshop pertaining to this Policy.
- 2) Copies of all press releases, advertisements and other written and electronic materials that pertain to this Policy

B. The City shall also require all Beneficiaries assisted with HOME funds to maintain records of how vacancies were advertised. All Beneficiaries shall maintain a record of classified advertisements, flyers, electronic media spots, or other marketing materials used to affirmative market HOME assisted units for two years.

C. The Beneficiary of a project that has five (5) or more HOME assisted units shall also maintain a record of applicants for vacant units with a general profile of the applicant and shall denote the following:

- 1) How the applicant learned of the vacancy;
- 2) Outcome (acceptance or rejection) of the applicant; and
- 3) If rejected, why.

D. Each Beneficiary shall submit to the City annual reports through June 30th, as established by the HOME or HOME/CHDO Agreement, identifying those served.

5. DESCRIPTION OF HOW THE CITY OF GREENVILLE WILL ASSESS THE SUCCESS OF AFFIRMATIVE MARKETING ACTIONS, AND WHAT CORRECTIVE ACTIONS WILL BE TAKEN.

A. The Affirmative Marketing Policy will be assessed on an annual basis by June 30th and will include a summary of the "good faith efforts" taken by the City and by HOME and HOME/CHDO Beneficiaries in the CAPER.

- B. The City will compare the information compiled in Section 4: “Record keeping,” and evaluate the degree to which statutory and policy objectives were met. If the required steps were taken, the City will make an assumption that good faith efforts were made to carry out these procedures.
- C. In conjunction with the annual on-site monitoring reviews conducted by the City, the Beneficiary shall produce records of:
- 1) Affirmative marketing efforts;
 - 2) Applicants; and
 - 3) Outcome.
- D. The City will take corrective action if it is determined that a Beneficiary has failed to carry out affirmative marketing efforts as required. The City will provide written notice to the Beneficiary of the problems that have been identified and the corrective action steps that need to be taken. The City shall follow all procedures for taking corrective action as provided in the City of Greenville Consolidated Plan for the HOME Program.

Adopted this ____ day of June, 2009.

Signature on File
Patricia C. Dunn, Mayor

Attest:

Signature on File
Wanda Elks, City Clerk

Appendix F: Section 3 Plan

RESOLUTION 012-12
A RESOLUTION TO ADOPT THE SECTION 3 PLAN
TO COMPLY WITH 24 CFR, PART 135 OF THE UNITED STATES DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT SECTION 3

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the City of Greenville Community Development Department staff has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Greenville authorizes the Community Development Department to adopt and implement the Section 3 Plan to ensure compliance with Federal Law.

Adopted this 8th day of March, 2012.

Signature on File
Allen M. Thomas, Mayor

ATTEST:

Signature on File
Carol L. Barwick, City Clerk

Community Development Department
201 West 5th Street
Greenville, NC 27834
Adopted March 8, 2012
DM #919470

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I. General Policy Statement

It is the policy of the Community Development Department of the City of Greenville to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The Community Development Department implements this policy through the awarding of contracts to contractors, vendors, and suppliers, to create employment and business opportunities for Section 3 residents and other qualified low- and very low-income persons.

The policy shall result in a reasonable level of success in the recruitment, employment, and utilization of Greenville's Section 3 residents and other eligible persons and Section 3 businesses for contracts partially or wholly funded with Section 3 covered funding from the United States Department of Housing and Urban Development (HUD). The Community Development Department shall examine and consider a contractor's or vendor's potential for success by providing employment and business opportunities to Section 3 residents prior to acting on any proposed contract award.

II. Section 3 Purpose

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Community Development Department to ensure that employment and other economic and business opportunities generated by the Department of Housing and Urban Development (HUD) Section 3 financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.

III. Section 3 Contracting Policy and Procedure

The Community Development Department will adopt a Section 3 Contracting Policy and Procedure to be included in all procurements generated for use with covered HUD funding. The policy and procedure contains goal requirements for awarding contracts to Section 3 Business Concerns.

All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required before submitting bids/proposals to the Community Development Department. Such certifications shall be adequately supported with appropriate documentation as referenced in the Section 3 Business Application.

IV. Section 3 Plan

The Community Development Department will maintain a Section 3 Action Plan to identify the goals, objectives, and actions that will be implemented to ensure compliance with the requirements of Section 3. In addition, contractors will be required to submit a Section 3 Action Plan on each project.

V. Section 3 Employment & Training Goals

It is the policy of the Community Development Department to utilize residents and other Section 3 eligible persons and businesses in contracts partially or wholly funded with Section 3 covered funding from the Department of Housing and Urban Development (HUD). The Community Development Department has established employment and training goals that contractors and subcontractors should meet in order to comply with Section 3 requirements. (Reference 24 CFR 135.30 – Numerical goal for meeting the greatest extent feasible requirement). The numerical goal is:

- Thirty percent (30%) of the aggregate number of new hires in any fiscal year for contractors with contracts funded with federal grant funds.

It is the responsibility of contractors, vendors and suppliers to implement progressive efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting the goals were not feasible. All contractors submitting bids or proposals to the Community Development Department are required to certify that they comply with the requirements of Section 3.

The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. The Section 3 Clause must be included in all Section 3 covered projects. The Section 3 Contract Clause is included in Exhibit 1.

VI. Section 3 Program Participant Certification Procedure

The Community Development Department has developed a partnership with Pitt Community College Job Training program, to meet the Section 3 resident requirement. Pitt Community College will certify Section 3 program participants who reside in the City of Greenville and who are seeking preference in training and employment by completing and attaching adequate proof of Section 3 eligibility, as required (see Exhibit 3 – Section 3 Business Certification and Resident Application).

VII. Preference for Contracting With Section 3 Business Concerns

The Community Development department, in compliance with Section 3 regulations, will require contractors and subcontractors (including professional service contractors) who receive Section 3 covered funds (any Housing and Community Development funds that are housing rehabilitation, housing construction, and other public construction) to direct their efforts towards contracting with Section 3 business concerns in the following order of priority:

- **Category 1:** Business concerns that are 51% or more owned by residents of the housing development for which the work is performed, or whose full-time, permanent workforce includes 30% of these persons as employees.
- **Category 2:** Business concerns that are 51% or more owned by residents of the Housing Authority other than the housing development where the work is to be performed; or whose full-time permanent workforce includes 30% of these persons as employees.
- **Category 3:** Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 4 business); or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.
- **Category 4:** HUD Youthbuild programs being carried out in the service area in which Section 3 covered assistance is expended.

All contractors and subcontractors who receive awards are expected to extend, to the greatest extent feasible, efforts to achieve the numerical goals established by Community Development Department. In addition, contractors and subcontractors who receive awards exceeding \$100,000 in one program year share have the responsibility of enforcing the Section 3 regulations and requirements.

VIII. Assisting Contractors to Achieve Section 3 Goal Hiring and Contracting Goals

The Community Development Department will assist contractors in achieving Section 3 hiring and contracting goals by:

1. Requiring the contractor to submit a Section 3 Action Plan, to the Section 3 Coordinator complete with the number of subcontracting and/or employment opportunities expected to be generated from the initial contract.
2. The contractor(s) will be referred to Pitt Community College for obtaining a list of interested and qualified Section 3 residents for construction projects when new hires are expected as a result of the contract.

3. Pitt Community College will inform contractor of known issues that might affect Section 3 residents from performing job related duties.
4. Section 3 Coordinator will provide contractor with a list of Section 3 business concerns interested and qualified for construction projects.
5. Section 3 Coordinator will review the new hire clause with contractors and subcontractors to ensure that the requirement is understood. It is not intended for contractors and subcontractors to terminate existing employees, but to make every effort feasible to employ Section 3 program participants before any other person, when hiring additional employees needed to complete proposed work to be performed with HUD (federal) funds.

IX. Section 3 Business Certification Procedure

Any business seeking Section 3 preference in the awarding of contracts with the Community Development Department shall complete the Section 3 Business Certification form (see Exhibit 3, Business Certification and Resident Application), which can be obtained from the City's Section 3 Coordinator. The business seeking Section 3 preference must be able to provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

Certifications for Section 3 preference for business concerns must be submitted to the Section 3 Coordinator prior to the submission of bids for approval. If the Section 3 Coordinator previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid. Section 3 business concerns certifying as "Subcontracting Commitment" must be certified on a per-project basis.

X. Efforts to Award Contract Opportunities to Section 3 Business Concerns

The Community Development Department may use the following methods to notify and contract with Section 3 business concerns when contracting opportunities exist.

- Advertise contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Provide written or electronic notice of contracting opportunities to all known Section 3 business concerns. The notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
- Conduct workshops on contracting procedures to include bonding and insurance requirements, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.

- Contact business assistance agencies, Minority and Women’s Business Enterprise (M/WBE) contractor associations and community organizations to inform them of contracting opportunities and to request their assistance in identifying Section 3 businesses.
- Establish relationships with the Small Business Administration (SBA), Minority and Women’s Business Enterprise M/WBE association, Community Development Corporations, and other sources as necessary to assist with educating and mentoring residents with a desire to start their own businesses.
- Seek out referral sources in order to ensure job readiness for Section 3-qualified residents through on-the-job-training and mentoring to obtain necessary skills that will transfer into the external labor market.

Section 3 Preference Policy

- The City of Greenville will grant a preference credit of 10%, up to a value of \$2,999.99, to a certified Section 3 business when evaluating any competitive solicitation.

In order for a vendor to be considered for Section 3 Preference points the vendor must be a certified Section 3 business concern as defined in IX of this Plan.

XI. Section 3 Residents Recruitment, Training, and Employment Goals

The Community Development Department will develop resources to provide training and employment opportunities to Section 3 program participants by implementing the following:

- A database will be developed by Pitt Community College of certified Section 3 residents of public housing and other Section 3 residents.
- Pitt Community College will conduct a skill assessment of Section 3 residents of public housing and other Section 3 residents.
- A database will be developed by Community Development Department of eligible qualified Section 3 Business concerns to contact with respect to the availability of contract opportunities.
- A provision for a specific number of public housing or Section 3 program participants to be trained or employed by the contractor will be incorporated into the contract.

XII. Employment of Section 3 Program Participants

Community Development has developed a partnership with Pitt Community College to assist in providing employment opportunities to Section 3 residents.

Pitt Community College will conduct a pre-screening interview with all Section 3 residents prior to being hired by a contractor.

- The pre-interview will assess job readiness (i.e., childcare, transportation, work maturity, job retention skills). Only residents meeting the minimum qualifications of the contractor or subcontractor will be referred to the job site. Residents not deemed job ready would be referred elsewhere. It is imperative that the resident's basic needs are met prior to employment.
- If a resident is referred to a contractor and does not perform satisfactorily due to poor work habits (i.e., tardiness, absenteeism, alcohol/drugs, abusive language, fighting, etc.) she/he will be allowed one additional opportunity to be referred to other contractors. If after that time the resident still does not perform satisfactorily, she/he will be referred to complete a job readiness class, alcohol/drug treatment center, or any other program that he or she may be required to attend. After successful completion the resident will be given the opportunity to be reinstated on the list of residents available for work.
- Residents experiencing problems with contractors should first communicate the problem to the Section 3 Coordinator. If the problem cannot be solved between the employee and employer, the Section 3 Coordinator will meet with the parties involved to assist in trying to resolve the problem. Residents and employers (contractors or subcontractors) should document problems whenever they occur and record any and all efforts to correct them. The written documentation of the problem should be submitted to the Section 3 Coordinator.
- In order to qualify for employment with contractors, residents must be at least eighteen years of age.

XIII. Contractor's Requirements in Employing Section 3 Participants

Under the City of Greenville Section 3 Program, contractors and subcontractors are required to:

- Provide employment opportunities to Section 3 residents/participants in the priority order listed below:
 - a) Category 1 – Section 3 Resident**
Residents of the housing development or developments for which the contract shall be expended.
 - b) Category 2 – Section 3 Resident**
Residents of other housing developments managed by the Greenville Housing Authority.
 - c) Category 3 – Section 3 Resident**
Participants in HUD Youthbuild program being carried out in the project boundary area.

d) Category 4 – Section 3 Resident

Residents with a current Section 8 Housing Choice Voucher living in Greenville or residents residing in the City who meet the income guidelines for Section 3 preference (refer to Section 3 Income Limits).

- Notify the Section 3 Coordinator of their interests regarding employment of Section 3 participants prior to hiring. Pitt Community College will then be notified and will ensure that the participant is Section 3 eligible by assessing the Section 3 resident database to ensure job readiness.
- Submit a list of core employees (including administrative, clerical, planning and other positions pertinent to the construction trades) at the time of contract award and provide the number of new hires expected as a result of being awarded the contract. (This is part of the required Section 3 Action Plan.)
- Document the performance of Section 3 participants (positive and negative), regarding punctuality, attendance, etc.
- Immediately notify Pitt Community College of any problems experienced due to the employment of Section 3 participants.
- Immediately notify Pitt Community College if a participant quits, walks off, or is terminated for any reason. The contractor must provide written documentation of all such incidents to support such decisions to Pitt Community College to determine if an investigation is warranted.

XIV. Internal Section 3 Complaint Procedure

In an effort to resolve complaints generated due to non-compliance through an internal process, Community Development encourages submittal of such complaints to its Section 3 Coordinator as follows:

- Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.
- Complaints must be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation.
- An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator will conduct an informal, but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
- The Section 3 Coordinator will provide written documentation detailing the findings of the investigation. The Community Development Director will review the findings for

accuracy and completeness before it is released to complainants. The findings will be made available no later than thirty (30) days after the filing of complaint.

If complainants wish to have their concerns considered outside of the Community Development Department a complaint may be filed with:

*Assistant Secretary for Fair Housing and Equal Opportunity
United States Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20410*

The complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

XV. Definitions

Applicant – Any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency or other public body, public or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association.

Assistant – the Assistant Secretary for Fair Housing and Equal Opportunity.

Business Concern – a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed.

Contractor - any entity which contracts to perform work generated the expenditure of Section 3 covered assistance, or for work in connection with a Section 3 covered project.

Employment Opportunities Generated by Section 3 Covered Assistance – all employment opportunities generated by the expenditure of Section 3 covered public assistance (i.e., operating assistance, development assistance and modernization assistance, (as described in Section 135.3 (a) (1)). With respect to Section 3 covered housing and community development assistance, this term means all employment opportunities arising in connection with Section 3 covered projects (as described in Section 135.3 (a) (2)), including management and administrative jobs. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialist, payroll clerk, etc.

Housing Authority (HA) – Public Housing Agency.

Housing Development – low-income housing owned, developed, or operated by public housing agencies in accordance with HUD’s public housing program regulations codified in 24 CFR Chapter IX.

HUD Youthbuild Programs – programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992 (42 U.S.C. 12899), and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

Pitt Community College - provides employment and training services to the residents of Greenville who are most in need of services. The highest priorities to receive services are those who are unemployed, economically disadvantaged, and/or face multiple obstacles to gaining employment. Pitt Community College ensures that programs provided youth and adults academic enrichment, basic skills, and job specific skills training for those individuals who need them. Job seekers have access to vocational counseling, job search workshops, labor market information, job search computers, personal computers, and career planning workshops.

JTPA – The Job Training Partnership Act (29 U.S.C. 1579 (a)).

Low-income person – families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Metropolitan Area – a metropolitan statistical area (MSA), as established by the Office of Management and Budget.

New Hires – full-time employees for permanent, temporary or seasonal employment opportunities.

Recipient – any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State unit of local government, PHA, or other public body, public or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern – a business concern,

- 1) That is 51 percent or more owned by Section 3 resident: or

- 2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- 3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs 1 or 2 above.

Section 3 Covered Assistance

- 1) Public housing development assistance provided pursuant to Section 5 of the 1937 Act;
- 2) Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- 3) Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
- 4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with housing rehabilitation, construction, or other public construction project (which includes other buildings or improvements, regardless of ownership).

Section 3 Clause – the contract provisions set forth in Section 135.38.

Section 3 Covered Contracts – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts awarded under HUD’s procurement program, which are governed by the Federal Acquisition Regulation (FAR). Section 3 covered contracts also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Covered Project - the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 Resident – a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low-to very low-income person.

Subcontractor – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor’s obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – families (including single persons) whose income do not exceed 50 percent of the median family income for the area, as determined by the Secretary with

adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Draft 3

Exhibit 1 - Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

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Exhibit 2 - Section 3 Contracting Policy and Procedure

The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal State, and local laws and regulations, be directed to low and very-low income individuals, especially recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very-low income individuals. (Section 3 means section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701u).

Section 3 requirements apply to all contractors and subcontractors (including a professional service contract) performing work in connection with the expenditure of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project, regardless of the amount of the contract or subcontract. Section 3 covered contracts do not include contracts for the purchase of supplies and materials unless the contract includes the installation of the materials.

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern qualifies as a Section 3-business concern. The Section 3 business must also be able to demonstrate its ability to complete the contract. The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36, 24 CFR 85.36b(8).

Contractors who do not qualify as Section 3 business concerns, but who enter into contracts with the City of Greenville must agree to comply with certain general conditions (refer to Section 3 Clause). All contractors and subcontractors, including Section 3 businesses, must comply with these general conditions. Failure to comply with these general conditions may lead to sanctions which can include termination of the contract for default and suspension or debarment from future HUD-assisted contracts.

Exhibit 3 – Business Certification and Resident Application

SECTION 3 CERTIFICATION PROGRAM ELIGIBILITY CRITERIA

Section 3 business concern means a business as defined in this section.

- (1) That is 51 percent or more owned by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- (3) That provides evidence of a commitment to contract in excess of 25 percent of the total dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of “Section 3 business concern”.

Section 3 resident means, for the purposes of the City of Greenville

- (1) A Greenville public housing resident; or
- (2) An individual who resides in Greenville and who is:
 - a. *A low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
 - b. *A very low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Section 3 covered assistance means

(1) Assistance provided under any Greenville housing or community development program that is expended for work arising in connection with:

- a. Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
- b. Housing construction; or
- c. Other public construction projects (which includes other buildings or improvements, regardless of ownership).

Draft 3

Application Checklist for Completeness

Applicants must provide ALL of the attachments indicated for their respective Section 3 application:

DOCUMENT		Application Type		
		51% Ownership	30 % Employment	25 % Commitment
Application Form – Part 1. Company Information				
Application Form – Part 2, A. Ownership Information				
Application Form – Part 2, B. Company Employee Information				
Application Form – Part 2, C. Subcontracting Commitment				
Application Form –Attestation				
Application Form – Section 3 Resident Application:				
AND	Section 3 Resident Application			
	Copy of Documents Verifying Eligibility			
Certifications by other government agencies (if applicable)				
Certificate of Assumed Business Name (if applicable)				
Partnership Agreement (if applicable)				
Articles of Incorporation/Organization				
Purchase Agreements (if needed to demonstrate ownership)				
Stock Certificates (if needed to demonstrate ownership)				
List of All Employees				
Payroll Records				
List of Sub-contracts (for reference purposes)				

Application

Part 1. Company Information

Company Name: _____			
Doing Business As (DBA): _____			
Street Address: _____			
City: _____	County: _____	State: _____	Zip: _____
Mailing Address (if different than above): _____			
City: _____	State: _____	Zip: _____	
Primary Contact: _____		Title: _____	
Phone: _____		Fax: _____	
Web Site Address: _____		Email Address: _____	
Description of Product(s) and/or Service(s) (use additional sheet if necessary): _____ _____			
Federal Tax ID #: _____		State Tax ID #: _____	

Legal Structure:

- Individual/Sole Proprietorship Partnership C-Corporation S-Corporation
 Limited Liability Company

Part 2. Select Section 3 Certification Type

A. Category 1 - Section 3 Ownership (51% Ownership by Section 3 Resident)

If there is more than one owner, attach the following information for each additional owner on a separate sheet.

First Name: _____ Middle Initial: _____ Last Name: _____

Title: _____ Social Security Number: _____

Phone: _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Have there been any changes in ownership in the last year? Yes No

*If yes, please provide details on a separate sheet.

% of Ownership: _____ Owner Since (mm/yyyy): _____

Hours Devoted to Business per Week: _____

- Each owner has completed a Participant Survey (blank copy is provided in this application)
 Each owner has made copies of family income verification and proof of residency and attached to this application

B. Category 2 - Section 3 Employees (30% Employment of Section 3 residents)

Each employee requesting Section 3 preferences must submit a Section 3 Resident Form and include family income verification and proof of residency.

List all the company's employees on a separate form. Provide a copy of your company's payroll records. Indicate the total number of full and part time employees: FT _____ PT _____

C. Category 3 - Subcontracting Commitment Information - 25% Subcontracts will be awarded to certified Section 3 business(es)*

***This Section 3 certification is completed on a per-project basis.**

List all the company's subcontractors to be utilized on a separate sheet. Include company name and contact information.

Indicate the total dollar amount to be subcontracted:

Indicate the dollar amount awarded to Section 3 businesses:

Attestation

This section must be completed by an authorized representative of the business that is applying for certification.

I certify that the statements provided in this application are true and correct. Furthermore, I understand that the information provided herein is subject to North Carolina General Statute's governing Local Government activities or other applicable laws, that it would likely be classified as public, and that it is the responsibility of the Applicant Firm to claim and defend any other classification. I understand that the certifying entities reserve the right to request additional information and to perform on-site checks as necessary. I also understand that intentionally supplying false information for the purpose of obtaining certification will be sufficient reason for rejection of this application and/or removal from the Section 3 Certification Program.

Signature

Date

Print Name

Title

____ **I have attached the documents on the Checklist for Completion**

Section 3 Resident Application

Legal Last Name _____ **Legal First Name** _____
 Middle Initial _____ Age _____ Social Security Number _____
 Street Address _____ Apt. # _____
 City _____ Zip _____ Cell Phone # _____
 Email Address: _____
Gender: Male Female
Ethnicity: Hispanic or Latino Non-Hispanic or Non-Latino
Race (check all that apply): American Indian/Alaskan Native Asian
 Black/African American Hawaiian Native/Pacific Islander White

FAMILY MEMBERS		
Name (First, Last)	Age	Relationship to you
1.		Self
2.		
3.		
4.		
5.		
6.		
7.		

INCOME SOURCES

To determine your family's income, check all of the following and calculate the gross income that any family member 18 years and older received, or is expected to receive in the next 12 months:

- Wages, salaries, overtime pay, commissions, fees, tips, bonuses, or other compensation
- Income or gain from CD's, money market accounts, brokerage accounts, stocks, bonds, or Treasury Bills
- Periodic payments from Social Security, disability/death benefits, pensions, retirement funds, annuities, insurance policies, or similar types of periodic benefits payments
- Payments in lieu of earnings, such as unemployment and disability compensation, workers compensation or severance pay
- Welfare assistance or TANF benefits
- Child support, spousal support/alimony, or regular contribution or gifts from persons not residing in the household including scholarships, parental gifts for tuition, etc.

Section 3 Acknowledgement

By signing below, you are acknowledging that you have read the City of Greenville Section 3 Plan and understand the requirements of Section 3 as it applies to your agency and that your agency will comply with all Section 3 requirements and submit necessary documentation to the City of Greenville.

Any failure to comply with Section 3 regulations may result in revocation of funds from the City of Greenville and may jeopardize future funding opportunities from the City of Greenville.

Signature on File

Signature of Authorized Official

Name of Authorized Official

Title

Date

Appendix G: Application for Federal Assistance SF-424

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