

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

Meeting Minutes

**Wednesday, September 12, 2018
Greenville, North Carolina**

Present:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Anne Fisher | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> David Campbell | <input checked="" type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Debora Spencer |
| <input checked="" type="checkbox"/> Derick Cherry | <input type="checkbox"/> Ronita Jones | |

Absent

- | | | |
|--|--|--|
| <input type="checkbox"/> Jack Brock | <input type="checkbox"/> Anne Fisher | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> David Campbell | <input type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Debora Spencer |
| <input type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Ronita Jones | |

Staff:

- | | |
|--|--|
| <input type="checkbox"/> Thomas Barnett | <input type="checkbox"/> Gloria Kesler |
| <input checked="" type="checkbox"/> Tiana Berryman | <input type="checkbox"/> Kandie Smith (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown | <input type="checkbox"/> Christine Wallace |

Note: Staff opened the meeting because both the Chair (Ms. Ronita Jones) and the Co-Chair (Mr. David Campbell) were both absent. Ms. Anne Fisher nominated Mr. Walt Kitchin to act as Chair for the September 12, 2018 meeting only and Mr. Jack Brock seconded the nomination. The nomination was approved unanimously.

A. Roll Call

B. Approval of Amended Agenda

Motion was made by Ms. Fisher and seconded by Mr. Brock to approve the agenda as amended. Motion carried unanimously.

C. Approval of meeting minutes from June 13, 2018

Motion was made by Mr. Cherry and seconded by Mr. Fuell to approve the meeting minutes from June 13, 2018 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. 2017 CAPER (Consolidated Annual Performance and Evaluation Report)

Ms. Tiana Berryman, Housing Administrator, gave the presentation. She began by explaining that the CAPER shows the resources that were made available to the City of Greenville through the US Dept. of Housing and Urban Development (HUD), how the funding was expended and

the activities and outcomes resulting from the use of those funds. The process to get our Annual Action Plan (AAP) approved includes getting feedback from the community which dictates the activities and the sources of funds that we will use to achieve housing and community development activities. At the end of the Program Year (PY) we must submit our CAPER which reports on what we actually accomplished as it relates to the AAP. There are five AAP's that come from our Consolidated Plan which is our five year plan.

Resources that were made available to the City of Greenville from July 1, 2017 to June 30, 2018 which is the PY17 included Community Development Block Grant (CDBG) funds totaling \$792,951 as well as HOME Investment Partnership funds totaling \$330,082. More CDBG funding was expended (\$830,213) than what was made available because of the availability of funds from previous PYs. \$58,868 in HOME funds were expended. Ms. Berryman explained that this is not uncommon because CDBG and HOME funds have different requirements. We have five years to expend HOME funds but with CDBG, HUD does what is called a timeliness test to show that we have expended a certain amount that does not exceed more than one and a half times our annual allocation left in our line of credit. There is a little more pressure to expend the CDBG funds more quickly and first. CDBG funds are more flexible and we're able to fund a wider variety of projects whereas HOME funds are specifically for homes and homeownership. So with a stricter focus and a wider timeline, you may see that we don't expend the HOME funds as quickly. Some of the expended HOME funds will show up in the 2018 CAPER.

In our AAP, we identified four goals and these were the outcomes:

1. Creation of decent affordable housing – We expected to do six rehabs but did thirteen, nine of those utilized CDBG and four utilized other funding sources like GUC and NC Housing Finance Agency. We expected to add one homeowner house utilizing HOME funds and that goal was achieved,
2. Provide resources to special needs population – The goal was to service seventy-five homeless persons. This CAPER is not showing any beneficiaries but that doesn't mean that we didn't assist anyone. The current agreement was executed late in the PY and funds were encumbered but not expended so the beneficiary data will show in the PY18 CAPER,
3. Support and create valuable programs – Our goal was to serve two hundred twenty five low-mod income households and we exceeded that goal with three hundred twenty nine households being assisted through the Subrecipient programs,
4. Eliminate environmental hazards – Our goal was to demolish two buildings. We did not demolish any buildings during the PY but we do have one building that was approved by Council for demolition and the contract is currently being routed. So the activity was slated for PY17 but it will be accomplished in PY18.

Other acknowledgements included support of minority business through the rehab contracts in the total amount of \$129,605 which is thirty percent of our rehab program costs and we also funded seven nonprofit service providers. Nine hundred sixty four persons benefited from our programs with six hundred ninety two reporting as Black (72%), two hundred seventy reporting as White (28%), one person reporting as Asian (.1%) and one hundred sixty two reporting as Hispanic (17%).

The Citizen Participation plan outlines our process for the CAPER. The “Notice of Availability” of the CAPER for review and to receive public comment was published in the local paper, made available at Shephard Memorial Library and Carver Library, two copies were in the City of Greenville Municipal Building (1st & 3rd Floors), the AHLC meeting serves as our public meeting and a public hearing, which had to be postponed, will be held during the October Council meeting. The submission date is September 30, 2018 but we are requesting an extension because of the State of Emergency.

Staff recommends that AHLC recommend City Council hold a Public Hearing and approve the 2017 CAPER for the CDBG and HOME programs and authorize staff to submit it to HUD for final review and approval.

Mr. Cherry asked if the Shelter program was considered serving the population of the homeless or is that something separate?

Ms. Berryman replied yes, those activities are considered serving the population of the homeless. The beneficiary data for PY17 & PY18 will be in the 2018 CAPER because the agreement was executed so late.

Mr. Cherry also asked if the numbers for Community Crossroads Center would be their report for next year or is that something separate.

Ms. Berryman replied that the numbers in our AAP would not necessarily be replicated. Our funding may not benefit every person that they serve. The activities that we fund only capture a portion of their total population.

Motion was made by Mr. Brock and seconded by Mr. Cherry to recommend that City Council hold a Public Hearing and approve the 2017 CAPER for the CDBG and HOME programs and authorize staff to submit it to HUD for final review and approval. Motion carried unanimously.

2. Sub-Recipient Funding Update (2017)

Ms. Brown explained that the agreements were executed very late in the PY. All data reported is up to date except for the Intergenerational Community Center because of an unexpected delay. They have not begun to expend their funding.

Ms. Brown presented the following information:

Pitt Council on Aging:
Funded \$11,000.00
Reimbursed \$1,571.90
Unexpended \$9,428.10

Community Crossroads Center:
Funded \$8,961.00
Reimbursed \$2,605.56

Unexpended \$6,355.44

Center for Family Violence Prevention

Funded \$20,000.00

Reimbursed \$13,000.00

Unexpended \$7,000.00

Boys and Girls Clubs of the Coastal Plain

Funded \$16,000.00

Reimbursed \$0.00

Unexpended \$16,000.00

L.I.F.E. of NC, Inc. DBA STRIVE

Funded \$16,000.00

Reimbursed \$0.00

Unexpended \$16,000.00

ECU/LWG Intergenerational Community Center

Funded \$15,039.00

Reimbursed \$0.00

Unexpended \$15,039.00

Literacy Volunteers of America – Pitt County

Funded \$13,000.00

Reimbursed \$113.69

Unexpended \$12,886.31

Mr. Cherry asked about the calendar year being January to December or July to June.

Ms. Brown replied that it's July to June.

Mr. Kitchin asked if we were just into the new year for 2018.

Ms. Brown replied yes, the 2017 agreements were signed late. Subrecipients will likely have both the 2017 and 2018 running simultaneously.

3. Sub-Recipient Funding Update (2018)

Ms. Brown advised the Committee that the 2018 agreements have not been signed yet. Several months ago, staff did not know what our HUD allocation would be. During a previous meeting, the AHLC was asked to adopt a statement authorizing staff to make necessary adjustments to the awards for each Subrecipient depending on the final allocation amount from HUD without requiring the Committee to meet again and revisit minor allocation adjustments. Since that time, staff was advised of an increase in HUD funding for Public Service from \$100,000 to \$135,984. Every nonprofit request was decreased by the same percentage and all were almost fully funded based on their funding request.

Agency Name	Project Name	Increase to \$135,984 Staff Recom
The Greenville Community Shelters DBA Community Crossroads Center	Assessments/VI-SPDAT	\$10,031.00
Pitt County Council on Aging	SAFE-Safe Aging For Everyone	\$14,496.00
ECU/LWG Intergenerational Community Center	Youth Excelling for Success (YES)/IGCC Fit	\$24,159.00
Habitat for Humanity	Home Building for Low Income Families	\$14,520.00
Boys & Girls Clubs of the Coastal Plain	Club Academy	\$19,327.00
Center for Family Violence Prevention	Individual & Group Crisis Recovery Services	\$24,154.00
ECU Family Therapy Clinic	Hope And Strength after Trauma Arises (HASTA)	\$17,700.00
Literacy Volunteers of America - Pitt County	Adult Literacy & Workforce Readiness	\$11,597.00
	GRAND TOTAL	\$135,984.00

Mr. Kitchin commented that we got almost a \$36,000 increase and that this was a sizeable amount.

Ms. Brown agreed.

Mr. Cherry stated that they could not begin to expend the funding until the agreements were signed.

Ms. Brown confirmed that the Greenville City Manager has to sign the agreements before they can begin to expend the funds. If they do, staff is not able to reimburse them.

F. Staff Report

Ms. Brown informed the committee:

2018 Financial Literacy Series
Sheppard Memorial Library (Room B)
Monday, September 17, 2018 – Charge It Right
5:00 -7:00 PM
Sylvia Brown, 252-329-4509

Non-Profit Workshop
Wednesday, September 26, 2018
Noon-2PM & 6PM-8PM
RSVP @ 252-329-4509 or sbrown@greenvillenc.gov

Ms. Brown advised the committee the Housing Division is in the process of applying for a Lead Grant. She encouraged the committee members to meet and talk with Ms. Tiana Berryman, the new Housing Administrator as well as Mr. Thomas Barnett, the new Director of Community Development.

Next meeting for AHLC
Wednesday, October 10, 2018
4:00 p.m. – 5:00 p.m.
City Council Chambers
Sylvia Brown, 252-329-4509

G. Other

H. Adjournment

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

Walt Kitchin, Acting Chairman

Sylvia D. Brown, Staff Liaison