

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

**Meeting Minutes  
Wednesday, May 8, 2019  
Greenville, North Carolina**

**Present:**

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

**Absent**

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

**Staff:**

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

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**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Mr. Cherry and seconded by Mr. Brock to approve the agenda. Motion carried unanimously.

**C. Approval of meeting minutes from February 13, 2019 (revisited)**

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the meeting minutes from February 13, 2019. Motion carried unanimously.

**D. Approval of meeting minutes from February 21, 2019 (revisited)**

Motion was made by Mr. Brock and seconded by Mr. Kitchin to approve the meeting minutes from February 21, 2019. Motion carried unanimously.

**E. Approval of meeting minutes from March 13, 2019**

Motion was made by Mr. Brock and seconded by Mr. Cherry to approve the meeting minutes from March 13, 2019. Motion carried unanimously.

**F. Old Business**

**None**

**G. New Business**

**1. Down Payment Assistance**

**a. HOME Grant – 801 Vanderbilt Lane**

Tiana Berryman explained the 20% HOME Down Payment Assistance program. She informed the committee that the program is used to assist with down payment and closing cost for first time homebuyers that are at or below 80% of area median income (AMI). The grant is 20% of the sales price of the home with a cap of \$20,000. The funds are available to qualified borrowers who meet program guidelines. The funds are forgiven by 1/15 of the original principal balance on an annual basis for the 15 year recapture period. The program requires that the home be within the City limits and meet the City of Greenville minimum housing standards. The rehab officers determine if those standards are being met. The maximum sales price of the home cannot exceed \$150,000 for an existing home or a new construction. Buyers must occupy the dwelling as their principal residence.

A slide of the home was presented to the committee to show the construction of the home by Habitat for Humanity of Pitt County. The sales price and appraisal for the home is \$99,500. The final appraisal will be provided once staff receives the Certificate of Occupancy for this property. The City of Greenville's HOME program will allow a loan in the amount of \$19,900 and it will be forgiven at 1/15 a year for 15 years.

Ms. Swindell will be the only occupant in this home and she has met all the guidelines. Her income is under 80% of the area median income and meet program standards and debt to income ratio. Ms. Swindell is a first time homebuyer and has completed the Homeownership Workshop that the City conducts in partnership with the Housing Development Corporation. Ms. Swindell's mortgage will be with the Habitat for Humanity of Pitt County.

Staff is requesting approval of the HOME Grant in the amount of \$19,900, contingent upon issuance of Certificate of Occupancy (CO) and final appraised value of \$99,500.

Mr. Kitchin asked if things staff on track, approximately when will they be closing on this.

Ms. Berryman replied that we anticipate she will be ready to close by the end of the month.

Mr. Kitchin asked if it was this month.

Ms. Berryman responded yes.

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the HOME Grant in the amount of \$19,900, contingent upon issuance of Certificate of Occupancy (CO) and final appraisal with the value of \$99,500.

## 2. National Community Development Week Update

Ms. Johnson gave an update of the National Community Development Week that was held on April 22-27, 2019 in the City of Greenville. The events were as follows:

Monday, April 22

- Community Development Week Kickoff: Opening Ceremony was held from 9:30 a.m. – 11:00 a.m. in the City Hall Gallery, 200 W. 5<sup>th</sup> Street. Mayor P. J. Connelly declared April 22 - 27, National Community Development Week. The event was open to the public and refreshments was provided.
- Bus tour was given following the kickoff ceremony showcasing HOME and CDBG dollars at work in our community.

Tuesday, April 23

- Tenant Talks: Fair Housing Workshop was held from 11:30 a.m. – 1:00 p.m. in the Greenville Housing Authority Training Room, 1103 Broad Street. The City of Greenville partnered with the Housing Development Corporation to help tenants learn about their rights and received tips on dealing with tenant and landlord disputes. Guest speakers was Latoya Blackwell.
- Lead Workshop: Renovation, Repair, & Painting was held from 1:00 p.m. – 5:00 p.m. in the Barnes Ebron Taft Building, 120 Park Access Road.

Wednesday, April 24

- Lead Workshop: Employee Refresher was held from 8:30 a.m. – 4:00 p.m. in the Barnes Ebron Taft Building, 120 Park Access Road.
- CHDO Interest Meeting was held from 2:00 p.m. – 4:00 p.m. in the Greenville Police Department Comstat Room, 201 W. 5<sup>th</sup> Street. Ms. Kesler met with potential CHDO's (Community Development Housing Organizations) interested in partnering with the City of Greenville's Housing Division for an opportunity to inform potential non-profit developers of affordable housing development opportunities.

Thursday, April 25

- Lead Workshop: Supervisor Refresher was held from 8:30 a.m. – 4:00 p.m. in the Barnes Ebron Taft Building, 120 Park Access Road.
- Annual Action Plan Public Meeting was the second in three (3) public meetings held from 6:00 p.m. – 8:00 p.m. in the Eppes Recreation Center, 400 Nash St. Staff engaged the public about community needs which included, increasing affordable housing needs, improving neighborhoods and discussing non-profit funding. Citizens were allowed to give feed -back and share their concerns about what they would like to see from City staff and elected officials.

Friday, April 26

- Rock the Block Party! was held from 4:00 p.m. – 7:00 p.m. in the Eppes Recreation Center. The goal was to engage with the community and receive input on what the citizens would like to see at 1003 West Fifth Street which recently had a home demolished at that site. Staff received ninety (90) votes from a variety of age groups. The

youngest was 4 and the eldest was 93 years old. Citizens who participated received free food, music, Koina ice and bounce houses.

Saturday, April 27

- Homeownership Education Workshop: Becoming a Successful Homeowner was held from 9:00 a.m. – 4:00 p.m. at the Greenville Housing Authority Training Room, 1103 Broad Street. Ms. Kesler received over 25 citizens in attendance.

Ms. Johnson concluded by informing the committee of the Homeownership workshop that will be held on Saturday, May 18, at 9:00 a.m. in the Greenville Housing Authority Training Room, 1103 Broad Street.

Ms. Jones asked what was some of the comments from residents who attended the block party?

Ms. Johnson stated that some of the children requested a water park, a basketball court, etc. some of the older citizens requested a community center, homeless shelter, a place for children to go afterschool, etc. Ms. Johnson stated that she is aware that we currently provide these environment within the City of Greenville but assume the citizens would something closer so they are not traveling too far to get to. Ms. Johnson informed the committee that she has a copy of the citizen's feedback that she can provide.

Mr. Cherry stated that due to the threat of inclement weather and his work release, he was unable to attend the block party but was in attendance at the Thursday event and really enjoyed it. He elaborated that a lot of information was given.

Ms. Berryman thanked committee members that were able to attend the CD Week events for coming out and showing their support.

### **3. Annual Action Plan (2019-2020)**

Ms. Berryman presented a slide to the committee and gave an overview of the process for submitting the Annual Action Plan. Ms. Berryman stated that this is the third of three draft Annual Action Plan public meetings for the 2019 – 2020 program year that begins on July 1, 2019 and ends on June 30, 2020. The goal for providing public meetings is to detail funding and projects related to Community Development, specifically those related to Community Development Block Grant and HOME Investment Partnership Fund.

Ms. Berryman informed the committee that the Consolidated Plan is the 5-year plan that details our resources, needs, activities and anticipated activities for a five (5) year period. Each of those years require an Annual Action Plan where staff looks at the annual funding allocation that is anticipated in receiving in activities. We are near the end of year one (1) and preparing for the beginning of year two (2) of the Consolidated Plan. Therefore, this action plan will be year two (2) of five (5).

Ms. Berryman elaborated that the Annual Action Plan sets goals and the tone for what happens that year and the CAPER comes at the end of the year to report how successful the City was



during that program year. The Housing Division's primary goal is to provide the following activities that are funded by CDBG and HOME funds:

- Affordable Housing Production
- Down Payment Assistance
- Owner-Occupied Rehabilitation
- Support Grants
- Economic Empowerment
- Neighborhood Revitalization

The five (5) goals for the 2019-2020 fiscal year include:

- Affordable Housing Production and Development
- Reduction of Slum and Blight
- Addressing Homelessness
- Improvements to Public Facilities and Infrastructure
- Expansion of Available Public Service

2019-2020 Funding Source and Amount:

• Community Development Block Grant	\$918,753
• HOME Investment Partnership	\$495,622
• Greenville Utilities	\$150,000
• Local Match Funding	<u>\$309,830</u>
	\$1,874,205

The Draft Annual Action Plan is available online at [www.greenvillenc.gov](http://www.greenvillenc.gov) and made available for public review at Sheppard Memorial Library and Carver Library. Ms. Berryman informed the committee that the funding amount currently on display differs from the posted Draft Annual Action Plan. In the beginning of the Annual Action Plan, staff uses projected funding numbers based on what was received the previous funding year. Once staff receives an actual allocation amount from HUD, staff updates the funding amount. The draft is available for changes throughout the public comment period. Therefore, nothing is final until staff has received the public hearing at City Council and the plan has been accepted by HUD.

The funding from Greenville Utilities in the amount of \$150,000 is received by the City of Greenville each year for energy efficiency improvements. The local match funding is local tax dollars that is used to sustain operations such as salaries, supplies, training, etc.

Ms. Berryman advised the committee that the CDBG and HOME funds listed above will be the only two (2) listed in the Annual Action Plan due to being federal dollars.

Ms. Berryman discussed program income which staff anticipates to receive in the amount of \$30,000. The program income money comes from no interest loans from rehabs and down payment assistance that citizens repay when their income is above 50% the area median income.

Ms. Jones asked where does that money come from?

Ms. Berryman responded that it comes from citizens income is above the 50% area median income who are required to pay back.

Ms. Berryman informed the committee that the City also has prior year resources available. The federal government has standards in terms of how quickly we are expending funds. It shows that our community needs funds and that we are being diligent with our projects. We have been meeting our requirements by not having more than a certain amount left in our line of credit with the federal government. The prior year resources does not mean that we are not spending the money, it means that we haven't fully exhausted our funds which is not uncommon. We have a total of \$1.7 million in prior year funding available that includes: CDBG, HOME and Program Income.

Ms. Berryman displayed a slide for the 2019 – 2020 Programs & Funding. With CDBG, we are allowed to utilize 20%, for HOME 10% in terms of program admin that includes salary, training, travel, supplies, etc. things that are eligible expenses and salaries takes up the majority of it. The cap for our federally funded rehab program is \$60,000 per unit. The City anticipates 10/11 from CDBG and 5 from HOME. That's if all of those units use the maximum. During this year, the City of Greenville have rehabbed (completed and under construction) around twenty (20) units. We also sometimes supplement our funding with energy efficient funding. The Public Facilities might include greenspace, parks, sidewalks, lighting, etc. The acquisition includes Lincoln Park. Participants of the bus tour was able to see the Bancroft area and the home on Vanderbilt are part of this acquisition. The Lincoln Park area will be a priority if the opportunity becomes available. Clearance and Demolition is to reduce slum and blight. CHDO Reserve is for non-profit developers who partner with the City to create affordable housing. Currently, we have one CHDO partner. Previously, we had three (3) that expressed interest through our community development week. The Down Payment Assistance provides a \$20,000 cap for assistance. Staff is currently working on partnering to create six (6) new units, therefore, staff would like to make sure funding is available to provide assistance to those potential first time homebuyers.

<u>Programs and Funding</u>	<u>CDBG</u>	<u>HOME</u>
Program Admin	\$183,750	\$49,562
Rehabilitation/UR	\$650,000	\$315,360
Public Facilities	\$200,000	
Public Services	\$100,000	
Acquisition	\$100,000	
Clearance/Demolition	\$50,000	
CHDO Reserve		\$300,000
Down Payment Assistance		\$120,000
New Construction	\$454,126	\$1,000,000
	\$1,737,876	\$1,784,922

Ms. Berryman informed the committee that the next steps include:

- Public Hearing: Thursday, May 9, 2019
- Public Comment Period Ends: Friday, May 10, 2019
- Submission to HUD: Wednesday, May 15, 2019

Mr. Cherry asked where will the public hearing be held?

Ms. Berryman responded that it will be held at City Hall in the Council Chambers during the Council meeting at 6p.m.

Ms. Jones stated that she noticed that the sidewalks are not handicap accessible and she notices that girls with strollers have to go in the street in order to walk.

Ms. Berryman stated that she believes Public Works is working on making those sidewalks more accessible.

**H. Staff Report**

Next meeting for AHLC  
Wednesday, June 12 @ 4PM

**I. Other**

**J. Adjournment**

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

  
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Ronita Jones, Chairman

  
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Sylvia D. Brown, Staff Liaison