

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

Meeting Minutes

Wednesday, February 8, 2023

Greenville, North Carolina

Present:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Walt Kitchin | <input type="checkbox"/> Christine Darden |
| <input checked="" type="checkbox"/> Bill Redding | <input checked="" type="checkbox"/> Kevin Howard | <input checked="" type="checkbox"/> Tamilla Wiggins |
| <input checked="" type="checkbox"/> Anne Fisher | <input checked="" type="checkbox"/> Martin Tanski | |

Absent

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Jack Brock | <input type="checkbox"/> Walt Kitchin | <input checked="" type="checkbox"/> Christine Darden |
| <input type="checkbox"/> Bill Redding | <input type="checkbox"/> Kevin Howard | <input type="checkbox"/> Tamilla Wiggins |
| <input type="checkbox"/> Anne Fisher | <input type="checkbox"/> Martin Tanski | |

Staff:

- | | | |
|--|---|---|
| <input type="checkbox"/> Thomas Barnett | <input checked="" type="checkbox"/> Gayla Johnson | |
| <input checked="" type="checkbox"/> Tiana Berryman | <input checked="" type="checkbox"/> Christine Wallace | <input type="checkbox"/> Marion Blackburn
(City Council Liaison) |
| <input type="checkbox"/> Sylvia Brown | <input type="checkbox"/> Renee Skeen | |
| <input type="checkbox"/> Phoenix Hinson | <input type="checkbox"/> Lori Guttman | |

A. Roll Call

B. Approval of Agenda

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

C. Approval of meeting minutes from February 8, 2023

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

D. Old Business

None

E. New Business

1. Sub-recipient Funding Scoring & Recommendations (2023)

Ms. Johnson informed the committee packets were provided by staff for the committee to use for scoring each non-profit that presented the prior month. A copy of the scoring criteria completed by each sub-recipient was also provided to the committee to assist them with scoring.

a. Habitat for Humanity of Pitt County

Habitat for Humanity is requesting \$38,000 for their Home Building for Low Income Families. Home Building for Low Income Families will provide affordable housing to a family in need. Scott Johnson, Executive Director, was present to answer questions from the committee.

Mr. Brock asked about question 1: The need for services maximum score.

Ms. Johnson explained that Habitat for Humanity of Pitt County will be the only non-profit that can receive a score up-to 30 points because they offer a housing need. Everyone else will be public service and can receive a score up-to 20 points.

Ms. Fischer asked about question 10: The plus or minus 10. Will we give 10 points or less?

Ms. Johnson replied yes. If a non-profit fully expend their funds you can give them a plus 10. If they don't expend their funds, you can give them a minus 10 or lower.

Ms. Fisher asked if they are giving them a negative number.

Ms. Johnson stated that the number will be either added or subtracted from the total.

b. Martin-Pitt Partnership for Children

Martin-Pitt Partnership for Children is requesting \$20,000 for their program Parents as Teachers (PAT) which will target families with children 0-5 years old to reduce the number of abuse and neglect cases. Dorienne Jones, Parents as Teachers Program Supervisor, was present to answer questions from the committee.

Ms. Wiggins asked how the organization will promote their program to low-to-moderate income families.

Ms. Jones stated that a lot of the promotion is done by word of mouth from participants already in the program and from prior family members. However, they also partner with Greenville Housing Authority and other providers throughout the community to share the information.

Ms. Wiggins asked if they are a referral agency.

Ms. Jones replied yes and no. They are a referral for outside providers and refer other agencies outside of their program to families that need them.

Ms. Wiggins asked if any of the funding be used for operations.

Ms. Jones yes.

Mr. Howard asked what other forms of funds are used to fund their program.

Ms. Jones replied that the majority of their funding is through Smart Start.

Mr. Howard asked if this funding would be the only external funding.

Ms. Jones replied yes, for this program.

c. Boys and Girls Clubs of the Coastal Plain

The Boys and Girls Clubs of the Coastal Plain is requesting \$60,000 for their program Club Academy. Club Academy is a youth development and academic success program located at 475 W. Belvoir Road and 1100 Ward Street. Laquita Staton, Federal Grants Manager, was present to answer questions from the committee.

Mr. Howard stated that looking at the previous years they were awarded:

2020-\$15,000

2021-\$20,000

2022-\$30,000

Now in 2023, they are requesting \$60,000 which is double the amount awarded the previous year.

Mr. Howard asked why the increase.

Ms. Staton responded that they are trying to expand the Club Academy model that is currently used at Grady White center and mirror it with the Lucille Gorham Unit. The organization is also trying to incorporate the social/emotional piece of their program at both locations.

Mr. Howard asked where the majority of this funding request would go towards.

Ms. Staton stated that it would go towards equipment, supplies, and some STEM activities.

Mr. Howard asked if some of these programs can be used for multiple years.

Ms. Staton responded yes, they are constantly improving and they are a full year program.

Ms. Staton stated that during the summer programs, they operate from 7 a.m. – 5:30 p.m. which cost extra hours and programming. Therefore, funds are used to provide a summer program.

Ms. Wiggins asked how many students attend the Grady White location.

Ms. Staton stated that their average daily attendance is around 110 students per day.

Ms. Wiggins asked how many or what percent of students are from that area.

Ms. Staton replied that all of their students are from that area.

Ms. Wiggins asked if parents are responsible for dropping the children off to that Boys and Girls Club location

Ms. Staton replied yes.

d. Community Crossroads Center

Community Crossroads Center is requesting \$11,000 for their program Assessments/VI-SPDAT. The program address the needs of the homeless population in the City of Greenville. They are located at 207 Manhattan Avenue. Charles Young, Executive Director was present to answer questions from the committee.

Mr. Howard asked what other sources of funds their organization rely on.

Mr. Young stated they rely on donations and contributions as well as grants when they can get them.

Mr. Howard asked why they are only requesting \$11,000 when they are the only homeless shelter in Pitt County.

Mr. Young stated that their population is starting to increase and they didn't want to take money from other organizations that could use it.

Mr. Howard encouraged them to request more funding.

Ms. Wiggins asked if the funding will help with residents transitioning out of the shelter.

Mr. Young replied yes.

Ms. Wiggins asked if they have enough staff to assist with the transitions at the shelter.

Mr. Young stated that they can get them out but they don't follow them once they leave the shelter.

e. Center for Family Violence Prevention

Center for Family Violence Prevention is requesting \$26,931.78 for their program Individual Group Crisis Recovery Services that targets adults and children who have experienced domestic violence. Laura Coleman, Director of Resource Development and Planning was present to answer questions from the committee.

Mr. Howard stated that their organization is asking for a specific amount in funding request and want to know how they got that number.

Ms. Coleman stated that they knew they were going to have an increase. Therefore, the number includes the fringe benefits and personnel. The number reflect accuracy instead of a rounded up amount in their budget.

Mr. Howard asked her about the up-tick she stated they had in the last month.

Ms. Coleman stated that in November, they expended all of their funds. They have seen an increase in adult counseling and parenting.

Mr. Howard asked what their primary expenses are.

Ms. Coleman replied, clinicians and their salaries in order to provide a clinical side of adult counseling. They also provide support groups.

Ms. Wiggins asked if they receive a lot of citizens on Medicaid.

Ms. Coleman replied no. She stated that a lot of their clients are just above the medium guidelines. They do not bill Medicaid for the services.

Ms. Wiggins asked if they have any salary employees, and if so, how many.

Ms. Coleman replied yes. There is an adult counselor.

Ms. Wiggins asked how much that employee makes a year.

Ms. Coleman stated that for the total adult counseling, the salary portion is around \$90,000 for three adult counselors.

Ms. Wiggins asked about outside of those three employees.

Ms. Coleman stated they have a child counselor and shelter manager who are also salaried because they meet the federal mandate.

Ms. Wiggins asked if they have five (5) salaried workers.

Ms. Coleman replied yes.

Ms. Wiggins asked if they are requesting their prior funds be rolled over into their new funds.

Ms. Coleman stated that was before.

f. Koinonia Christian Center Church

Koinonia Christian Center Church is requesting \$40,000 for their Max Factor Leadership Institute (Max Factor). Max Factor is a youth development and mentoring program located at CM Eppes Middle School and 1405 SW Greenville Boulevard. Watsi Sutton, Executive Director of KCS and Tara Powe was present to answer questions from the committee.

Mr. Howard asked if they could go into more detail about the Max Factor Program.

Ms. Sutton stated that it is a mentoring program offered at C.M. Eppes for male students in grades 6-8. They have been provided this service at C.M. Eppes for 10 years. They provide afterschool programs and day sessions that include character development. During the summer students participate in camps like the STEM camp that was previously held last year. Ms. Powe stated that there is a heavy emphasis on exposure encounters that allows students to engage within and outside of their community. For example, students attend trips like the International Rights Museum in Greensboro. They provide career exploration as well.

Mr. Howard asked if their program feed into Rose High School

Ms. Powe stated that many of them are from Rose and North Pitt. However, most of them are from South Central.

Mr. Howard asked do they extend rewards for their prior participants.

Ms. Sutton stated that many of their students that entered High School come back and become mentors and volunteer with our students.

Mr. Howard asked what their numbers are now.

Ms. Sutton stated that they just started an early track that consist of students that are 3rd through 6th graders at South Greenville which include 15 boys in that program that started this year. The middle school program consists of 26 boys in that program.

Mr. Brock stated that during their last meeting, they did not expend any of the funds but they feel they would be able to, is that correct?

Ms. Sutton stated that they just started that program in January and they foresee expending those funds for the year.

Ms. Wiggins asked how much out of the \$40,000 are they seeking from fundraising and other funding sources.

Ms. Sutton stated that they're program combined is roughly around \$200,000. Therefore, they have been seeking additional funds for both programs. They also receive contributions from the church as well as other private donors. This is not their sole funding source.

Ms. Berryman informed the committee that it is the recommendation of the staff that all the non-profits are making adequate strides towards achieving their goals and expending their resources that have been made available to them from the CDBG program. Staff made an effort not to penalize any organizations for any obstacles or unforeseen shifts which was a result of the pandemic.

Funding

- Total request - \$195,931.78
- 2023 CDBG Public Service Budget - \$144,579
- Supplemental Funds - \$34, 787
- Total Available - \$179,366
- 8.5% less than requested
- Staff recommendation at 91.5% of request

A chart was displayed to the committee that reflects the 91.5% awarded to the non-profits.

**2023 Non-Profit Applications
Public Service Funding Requests**

Agency Name	Project Name	Funding Request	Staff Recommendation
Habitat for Humanity of Pitt County	Home Building for Low-Income Families	\$38,000.00	\$34,787.00
Martin-Pitt Partnership for Children	Parents as Teachers (PAT)	\$20,000.00	\$18,309.00
Boys & Girls Clubs of the Coastal Plain	Club Academy	\$60,000.00	\$54,927.00
Community Crossroads Center	Assessments/VI-SPDAT	\$11,000.00	\$10,070.00
Center for Family Violence Prevention	Individual & Group Crisis Recovery Services	\$26,931.78	\$24,655.00
Koinonia Christian Center Church	Max Factor Leadership Institute	\$40,000.00	\$36,618.00
	TOTALS	\$195,931.78	\$179,366.00

Staff recommends a reduction across the board.

Mr. Brock stated that there are some non-profits that have not yet expended their current funds, do staff feel confident that they will expend their funds for the prior year.

Ms. Berryman stated that staff have considered the spending trend of the non-profits and their history does indicate that they are capable of expending their funds.

Mr. Brock if there are some extensions we could provide to the non-profits who need more time to expend their funds.

Ms. Berryman stated that is correct.

Ms. Johnson displayed the final score that includes:

- Habitat for Humanity of Pitt County – 102.57
- Martin-Pitt Partnership for Children – 87.71
- Boys and Girls Clubs of the Coastal Plain – 93.71
- Community Crossroads Center – 91.86
- Center for Family Violence Prevention – 90.57
- Koinonia Christian Center Church – 95.28

Ms. Fisher agrees with staff recommendation and states that they have all been consistent and have done a great job in the community,

Ms. Wiggins recommend awarding Community Crossroads Center with their full request amount of \$11,000.

Mr. Howard asked where would that money come from.

The committee recommends to give Community Crossroads Center the full \$11,000 and reduce the other applicants by \$186.00

Motion was made by Ms. Wiggins and seconded by Mr. Kitchin to award Community Crossroads Center with their full funding request in the amount of \$11,000, and reduce all other applicant funding request amounts by \$186.00 Motion carried unanimously.

F. Staff Report

Ms. Berryman informed the committee about the ARPA Small Business Assistance Program that launched on March 1, 2023. The grant awards up to \$50,000 for qualifying expenses. The businesses must be physically located within the city limits of a qualified census tract (downtown, north of the River, etc.). Eligible expenses include physical improvements to space and operating equipment costs. The deadline to submit an application is May 30, 2023. Applications are available online at sba.GreenvilleNC.gov with an interactive map. All applications will be assessed after May 30th. If rollover funds are available, the City anticipate a round 2 of applications.

Mr. Howard asked if it includes non-profits.

Ms. Berryman replied that it is not for non-profits, only small businesses.

a. Homeownership Education Workshop

Ms. Johnson informed the committee about the Homeownership Education Workshop. Below is the posted schedule for those interested in attending the workshop that there will be limited seating so an RSVP is required and due to COVID-19, temperature checks will be done at the door and is required for all. A mask is also required and will be provided if needed. The workshop will be held at the Greenville Housing Authority, Multipurpose Room, 1108 Broad Street. If anyone is interested in signing up for the workshop, please call Tomeka Edwards 252-329-4036 or Kimberly White at 252-329-4056.

- Saturday, March 18, @ 9:00 AM

2023 Homeownership Workshop Schedule

April 15	September 16
May 20	October 21
June 17	November 18
July 15	December 16
August 19	

b. National Community Development Week

April 10-15, 2023

Monday, April 10

CD Week Kick Off
2:00 PM – 3:00 PM
City Hall 3rd Floor Gallery
200 W. 5th Street
Light refreshments will be served.

Tuesday, April 11

Rental Support: Listening and Information Session for Landlords & Property Owners
Heading Home Homebuyer Info Session
10:00 AM – 12:00 PM
COMPSTAT Room, Municipal Building
3rd Floor, 201 W. 5th Street

Community Housing Development Organization (CHDO) Interest Meeting
2:00 PM – 4:00 PM
Virtual (Zoom)

Wednesday, April 12

Mandatory Contractor’s Workshop
10:00 AM – 12:00 PM
COMPSTAT Room, Municipal Building
3rd Floor, 201 W. 5th Street

Consolidated Plan/Annual Action Plan Public Meeting
4:00 PM – 5:00 PM
City Council Chambers, 200 W. 5th Street

Thursday, April 13

Heading Home: Homebuyer Info Session
11:00 AM – 2:00 PM
Jaycee Park Auditorium, 2000 Cedar Lane

Friday, April 14,

A Big Deal for Small Businesses: Info Session & Fair
9:00 AM – 10:30 AM
3rd Floor Gallery, City Hall
200 W. 5th Street

Saturday, April 18

Homeownership Education Workshop
9:00 AM - 4:00 PM
Greenville Housing Authority Training Room
1103 Broad Street

For more information, please call Gayla Johnson at (252) 329-4295 or visit greenvillenc.gov.

c. Next AHLC meeting

- April 12, 2023
- 4:00 p.m.

d. Affordable Housing Loan Committee 2023 Meeting Schedule:

May 10	September 13
June 14	October 11
July 12	November 8
August 9	December 13

G. Other

Mr. Brock asked if staff still need the committee members who time expired to still attend the meetings until the positions are filled.

Ms. Johnson stated there are two positions currently available and encourage the committee members to send people to apply to fill the positions.

H. Adjournment

Motion was made by Mr. Brock and seconded by Ms. Fisher to adjourn. There were no objections to adjournment.

Martin Tanski, Chairman

Gayla Johnson, Staff Liaison