

**THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING**

**Minutes**

**Wednesday, July 13, 2011  
Greenville, North Carolina**

**Present:**

Alice Brewington  
 Howard Conner  
 John Martin

Karalee Coughlin  
 Lovella Perkins  
 Melissa Grimes

R. J. Hemby  
 Sterling Reid

**Absent:**

Alice Brewington  
 Howard Conner  
 John Martin

Karalee Coughlin  
 Lovella Perkins  
 Melissa Grimes

R. J. Hemby  
 Sterling Reid

**Staff:**

Merrill Flood  
 Sandra Anderson

Sylvia Brown  
 Betty Moseley

David Holec  
 Kandie Smith (City Council Liaison)

**A. Roll Call**

Mr. John Martin and Ms. Melissa Grimes have asked to be excused.

In the absence of the Chair and Co-Chair, the committee elected a temporary Chair.

Motion was made by Ms. Lovella Perkins and second by Mr. Howard Conner to elect Ms. Alice Brewington as temporary Chair. Motion carried unanimously.

**B. Approval of meeting minutes from June 8, 2011**

Motion was made by Mr. Conner and seconded by Ms. Perkins to approve the meeting minutes from June 8, 2011 as presented. Motion carried unanimously.

**C. Old Business**

**1. 2010 Subrecipient Progress Report**

Ms. Sylvia Brown gave the 2010 Subrecipient progress report. Committee members received a copy of the report. Changes not reflected on the report are L.I.F.E. of NC, Inc. (STRIVE) Public Service received an additional reimbursement of \$218.09. L.I.F.E. of NC, Inc. (STRIVE) Public Facility Improvement received an additional reimbursement of \$4,247.09.

Mr. Conner asked if the totals for Operation Sunshine were correct.

Ms. Brown replied that the totals were correct.

Ms. Brewington asked what actions would be taken for the unexpended funds for NC Rural Fund for Development Public Service grant.

Ms. Brown replied that the funding was from a previous year and the file has been closed.

Ms. Coughlin asked what would happen to the unused balance.

Ms. Anderson replied that the funding would remain in the overall CDBG grant.

**Upon arrival of the Chair at 3:07 PM, Ms. Brewington turned the committee over to Mr. Hemby.**

## **2. 2011 Revised CDBG/HOME Budget & Annual Plan**

Ms. Sandra Anderson stated that the City has received official notification of funding for Community Development Block Grant and HOME. A revised budget was prepared and submitted to HUD. A copy of the revised budget was given to the committee members. Funding received was CDBG \$743,771.00 and HOME Investment Partnerships \$506,340.00.

## **3. 2011 Subrecipient Request Final Recommendations**

Ms. Anderson stated that the committee had \$80,000.00 to distribute for eligible activities. NC Rural Fund for Development and L.I.F.E. of NC, Inc. have withdrawn their funding requests.

NCRFD has received other funding but will remain a Housing Counseling partner.

L.I.F.E. of NC, Inc. has experienced a decrease in staffing and will not be able to carry out proposed activities.

Eligible organizations to be considered for funding are:

- Boys & Girls Clubs of Pitt County, NC \$12,250.00
- Center for Family Violence Prevention – Safe House \$11,880.00
- Building Hope Community Life Center, Inc. \$18,000.00
- Center for Family Violence Prevention – Family Center \$25,000.00
- Literacy Volunteers of Pitt County \$14,200.00

Mr. Hemby stated that in light of the funding shortfall of \$14,450.00, he recommends the committee use a 16% cut to funding requests to determine allocations.

Ms. Anderson stated that the lease for CFVP Family Center is expiring in December 2011. Literacy Volunteers did not submit a lease in the proposal. Housing did receive a letter from the landlord concerning the lease.

Ms. Brown stated that Literacy Volunteers was asked to submit a legal, signed document confirming their lease. Housing received a letter from the landlord stating that they were good tenants in good standing and that there were no plans to change. The landlord is on vacation and will not have a legal, signed document available until July 14, 2011.

Mr. Hemby stated that if staff approves of the letter, then the committee will consider the request, contingent on the organization submitting the required documents prior to receiving any funds.

Ms. Brewington asked if the committee could speak with the organizations to verify use of other sources of funding.

Mr. Jay Farron stated that the Triple Play Program could do other fund raisers to cover cuts.

Ms. Anderson stated that staff recommended Boys & Girls Clubs of Pitt County, NC, Center for Family Violence Prevention – Safe House and Building Hope Community Life Center, Inc. to be funded at 100%. The Center for Family Violence Prevention – Family Center and Literacy Volunteers of Pitt County could share the remainder.

Mr. Hemby asked Mr. Robert Lee, Building Hope Community Life Center, to explain the last funding amendment request made in June 2011.

Mr. Lee replied that during renovations, additional costs were incurred to meet code requirements. The request was asking permission to using funds remaining in another line item to help cover these necessary costs.

Mr. Hemby stated that he recommended sending all organizations funded at 100% to City Council and let the councilmember's make a final decision.

Motion was made by Ms. Brewington and seconded by Mr. Conner to recommend 100% funding for Boys & Girls Clubs of Pitt County, NC in the amount of \$12,250.00, Center for Family Violence Prevention – Safe House in the amount of \$11,880.00, Building Hope Community Life Center, Inc. in the amount of \$18,000.00, Center for Family Violence Prevention – Family Center in the amount of \$25,000.00, and Literacy Volunteers of Pitt County in the amount of \$14,200.00 to City Council for approval. Motion carried unanimously.

## **D. New Business**

### **1. 2012 Subrecipient Funding Workshop**

Ms. Brown stated that the 2012 Subrecipient Funding Workshop will be held Wednesday, September 28, 2011. There will be two sessions; one at 12:00 – 2:00 PM and the second at 6:00 – 8:00 PM in the Municipal Building, on the third floor, in the ComStat Room # 329. Information concerning the workshop will be made available online.

Mr. Hemby stated that the workshop in 2010 had great participation. The committee needs to consider ways to increase proposal submission. He suggested giving organizations an opportunity to learn the process and provide documents from staff along the way.

Ms. Brewington asked if the subrecipient applications request required documentation.

Ms. Brown replied yes, there is a checklist explaining the required documentation.

**2. Consolidated Annual Performance Evaluation Report (CAPER)**

Ms. Anderson stated that Housing staff was currently updating the CAPER, the Cumulative Report and preparing the Annual Report.

**E. Housing Administrator's Report**

Ms. Anderson stated that the first Lease/Purchase home and the two transitional homes for CFVP are occupied.

Also, 410 Cadillac Street has a buyer and will be closing in the near future.

**F. Other**

No other business

**G. Adjournment**

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

Signature on file

R.J. Hemby, Chair

Signature on file

Sandra W. Anderson, Staff Liaison