

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

Wednesday, August 10, 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

Thom Moton
 Kandie Smith (City Council Liaison)

A. Roll Call

B. Approval of meeting minutes from July 13, 2011

Motion was made by Ms. Alice Brewington and seconded by Ms. Lovella Perkins to approve the meeting minutes from July 13, 2011 as presented. In favor of the motion were Ms. Brewington, Ms. Perkins, Ms. Karalee Coughlin, Ms. Melissa Grimes and Mr. R.J. Hemby. Opposed was Mr. Howard Conner, stating that he was not aware of any changes.

C. Old Business

Mr. Hemby asked about the status of the subrecipient proposal recommendations and who is presenting to City Council.

Ms. Sandra Anderson replied that staff will be making a presentation to City Council on August 11th at 7:00 PM.

Ms. Grimes asked if that was the normal procedure.

Ms. Anderson replied yes.

Mr. Hemby asked if the lease from Literacy Volunteers of Pitt County had been received. Based on the AHLC meeting in July 2011, award of funding was contingent on all documents being received first.

Ms. Sylvia Brown replied that all documents have been received.

Ms. Grimes asked if the presentation to City Council on August 11th is the same report that the Chair generally gives.

Ms. Anderson replied that this was a different presentation.

D. New Business

1. Center for Family Violence Prevention – Safe House Funding Amendment Request

Ms. Brown stated that the approved budget for the Center of Family Violence Prevention – Safe House was \$6,000.00. The childcare line item was adjusted by \$0.25 to cover additional costs of the Survival Skills Workbook line item. The need for childcare is not as much as originally proposed. CFVP would like to amend their funding request to purchase a software program called Jump Start and additional workbooks for residents at the Safe House.

Ms. Catonia Pitt stated that the Jump Start program would be used by the children during their free time, which is 3:00 – 8:00 PM. During the mornings, the clients will be using the computers.

Ms. Perkins asked if this was the most economical cost.

Ms. Pitt replied yes. Other software packages were considered, but for the cost, this one offered the best programs.

Mr. Hemby stated that based on his research, the Jump Start software was educational.

Ms. Pitt stated that it was educational and is intended for preschool to ninth grade.

Mr. Hemby asked if the CFVP was willing to focus on preschool to 2nd grade. Also, the programs included games and the funding was not for play, so perhaps the Jump Start programs could be altered to eliminate the games.

Ms. Perkins asked if the games were educational based.

Ms. Pitt replied yes, the games were geared towards Math and other educational subjects.

Ms. Grimes asked if Jump Start was aligned with course studies.

Ms. Pitt replied that she was not sure.

Mr. Conner asked if Jump Start was nationwide software or was it specific to location.

Ms. Pitt replied that it was nationwide.

Motion was made by Mr. Conner and seconded by Ms. Grimes to approve the funding amendment request for Center for Family Violence Program – Safe House. Motion carried unanimously.

2. L.I.F.E. of NC, Inc. (STRIVE) Funding Amendment Request

Ms. Brown stated that the approved budget for L.I.F.E. of NC, Inc. (STRIVE) was \$23,345.00. The project repairs line item was adjusted by \$46.48 to cover additional

costs of the appliances line item. Amendment is being requested for stackable chairs and tables in the amount of \$3,134.69.

Ms. Jones stated that bids were received for the original proposal. Since receiving funding, the prices have varied for some line items. In addition, the nonprofit took into consideration the total amount available rather than the line items' amounts available. Therefore, the costs for the stackable chairs and tables exceeded that line item amount.

Ms. Grimes asked if there were any restrictions regarding the shape of the tables.

Ms. Brown replied that there were no restrictions on the shape of the tables.

Ms. Coughlin asked if this is the first time this issue has happened or does it happen occasionally.

Ms. Brown replied that it does happen occasionally. Usually, staff asks that the nonprofits discuss it first so an amendment can be done.

Motion was made by Mr. Conner and seconded by Ms. Brewington to approve the funding amendment request for L.I.F.E. of NC, STRIVE. Motion carried unanimously.

3. Committee Member's Training

Ms. Anderson stated that a proposed schedule for training has been given to committee members. Each meeting between now and March 2012 will include training on the Housing Division Programs.

In regard to the L.I.F.E. of NC, STRIVE amendment request and the need to bring before AHLC, Ms. Anderson explained that when the City of Greenville is monitored by HUD and other funders, purchases must be eligible items and match documentation. Discrepancies or a lack of documentation could result in the grantors asking the City to repay the money.

Mr. Hemby asked if formal training would be available for all members.

Ms. Anderson replied that the Community Development Director would have to address formal training for the committee. The Housing staff is only equipped to give training on the Housing programs.

Mr. Hemby asked if staff was aware that several committee members had meet with Council Member Smith concerning formal training.

Ms. Anderson replied that the training being offered was what the committee members would need to know to make informed decisions. This training is not logistics.

At this point, Ms. Anderson began today's training with an overview of the Housing Division Programs. The Housing Division is a staff of nine: Senior Planner, 2 Housing Rehabilitation Specialists, 4 Planners, a Loan Administrator, and a Secretary.

Programs include:

- West Greenville 45 Block Revitalization Activities
- Housing Rehabilitation Program
- Homebuyer Assistance Program
- Subrecipient/Nonprofit Funding
- Lead Hazard Control Program

The City has been receiving Federal funding since approximately 1997. Sources of funding are Community Development Block Grant (CDBG), HOME Investment Partnership, Lead Hazard Control, and Local Bond funds.

Revitalization Activities include:

- Acquisition of substandard properties
- Demolition and Clearance of substandard properties
- Housing Rehabilitation
- New Construction
- Homebuyer Assistance
- Streetscape

The West Greenville 45 Block Revitalization Area was initially divided into seven zones.

Summary of Accomplishments include:

- Over 137 properties Acquired
- Over 87 Properties Demolished
- Over 80 homes Rehabilitated
- 18 New Homes constructed
- Over 81 tenants Relocated
- 2 Transitional Houses
- Police Substation
- Streetscape (Memorial Drive – Nash Street)

An overview of general requirements for each Housing program was given.

Housing Rehabilitation:

- Low income
- Owner Occupied
- Credit Report
- Insurance on property

Homebuyer Assistance:

- First time homebuyer

- Low to moderate income
- Satisfactory credit
- Principal residence
- Homebuyer Counseling

New Construction:

- Yearly request for proposals from CHDO's
- Historic preservation requirements
- Lease/homebuyer selection
- Homebuyer Education
- Construction
- Proposed Locations
- Lease with option to purchase

Subrecipient Funding:

- Mandatory Workshops
- Eligible Projects
 - City limits
 - Low income/CDBG Target areas
 - Homeless
 - Youth
 - Crime Prevention
 - Job Training/Creation
- Eligible Agencies

Lead Hazard Control Program:

- Rental or Owner Occupied
- Testing and Abatement of Lead hazards
- Pre 1978 Structure
- Child under 6 years present or regularly visits
- Low income
- Insurance on property
- Landlord and tenant requirements

Staff contact information was given.

Mr. Conner asked who controls the money set aside for acquisition of properties for the 14th Street connector.

Ms. Anderson replied that the Housing Division has acquired many properties for that purpose in West Greenville 45 Block Revitalization area.

E. Housing Administrator's Report

Ms. Anderson stated that in the early part of 2011, staff asked committee members to contact representatives concerning programs that were due to be cut in the new budget. The same programs are being considered for cuts in the 2012 budget. Committee members are being asked to contact representatives with positive comments concerning the programs.

Ms. Grimes asked if the information was the same concerning representative contacts.

Ms. Anderson replied that the contact information could be sent via e-mail to all committee members.

In Addition a motion was made by Mr. Conner and seconded by Ms. Brewington to make the AHLC training part of the Housing Administrators report. Motion carried unanimously.

Ms. Anderson stated that the Subrecipient Workshop is September 28, 2011.

F. Other

None

G. Adjournment

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

Signature on file

R.J. Hemby, Chair

Signature on file

Sandra W. Anderson, Staff Liaison