

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

Wednesday, December 14, 2011

Greenville, North Carolina

Present:

Alice Brewington
 Howard Conner

Lovella Perkins
 Melissa Grimes

R. J. Hemby
 Sterling Reid

Absent:

Alice Brewington
 Howard Conner

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 Agenda

Motion was made by Ms. Lovella Perkins and seconded by Ms. Alice Brewington to approve the agenda as amended to include the Downpayment Assistance request and allow approval of special meeting minutes from November 9, 2011 after old business. Motion carried unanimously.

C. Approval of meeting minutes from November 9, 2011

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the meeting minutes from November 9, 2011 as presented. Motion carried unanimously.

D. Approval of special meeting minutes from November 9, 2011

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the special meeting minutes from November 9, 2011 as presented. Motion carried unanimously.

E. Old Business

1. Approve procedure for cancelling meetings

Mr. Hemby stated that the discussion for the procedure for cancelling meetings was completed during the Affordable Housing Loan Committee Retreat in November.

Motion was made by Mr. Hemby and seconded by Ms. Perkins to approve the procedure for cancelling meetings as discussed in the AHLC Retreat. Motion carried unanimously.

2. Approve Attendance Policy Amendment

Mr. Hemby stated that the discussion for the attendance policy amendment was completed during the Affordable Housing Loan Committee Retreat in November.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the attendance policy amendment. Motion carried unanimously.

3. Subrecipient Application Process

Ms. Sandra Anderson stated that the Subrecipient Application Process is a continuation of the tabled agenda item from the retreat. A handout was included in committee member’s packages.

Ms. Sandra Anderson resumed the training at slide twenty of the handout. She stated that applications for Subrecipient requests are due January 6, 2012 at 12:00 noon. Applications are available on the City website and should be typed. A checklist is included with the application. Funds from the City should not be the sole source of funding, but are gap funds. The Subrecipient presentations will be given February 8, 2012, and committee recommendations will be made March 14, 2012. A proposed scoring criterion is located on page 26 of the Subrecipient application. Staff will submit a summary of all applicants to the committee, but only those projects that are compliant will be presented.

4. Subrecipient Scoring Process

Ms. Anderson discussed the scoring process for the Subrecipient Applications.

Proposed Scoring:

- Need for service 30 points
- Internal and External Consistency 10 points
- Leveraging 15 points
- Self Sufficiency 10 points
- Innovation & Partnerships 10 points
- Financial Feasibility 5 points
- Performance 10 points
- Direct Benefit 10 points

F. New Business

1. 2012 Lead Based Paint Grant Availability Notification

Ms. Anderson stated that the City will be submitting an application for a new Lead Hazard Control grant. The grant is a 36 month award and is due January 18, 2012. The current LHC grant has ended and the City still has approximately 100 people on the waiting list.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to recommend submitting an application for the 2012 Lead Hazard Control grant. Motion carried unanimously.

2. Downpayment Assistance request

Ms. Anderson stated that an application for downpayment assistance through the 10% No Interest Loan program has been received for 915 Peed Drive. The total amount of the loan will be \$8,700.00. The home has a sales price of \$87,000.00. There will be two persons in the home. All education and income requirements have been met.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the downpayment assistance request for 915 Peed Drive. Motion carried unanimously.

G. Housing Administrator's Report (Sandra Anderson)

Ms. Anderson stated that the Consolidated Annual Performance and Evaluation Report has been approved by Housing and Urban Development. HUD has sent notification of the expected awards for 2012. The City will receive a 5% increase in CDBG funds based on 2010 award and a 23% decrease in HOME funds.

Ms. Anderson stated that it is time for developing the Annual Action Plan for 2012. The first public hearing will be January 12, 2012. On February 8, 2012, the AHLC will review Subrecipient requests. A Community Meeting will be held February 9, 2012, at the Sheppard Memorial Library at 6:00 PM.

Ms. Anderson stated that staff will be adopting an approved realtor list for the downpayment assistance program. Staff will offer training to realtors covering the process and documentation for qualifying applicants for DPA.

H. Other

I. Adjournment

The AHLC adjourned at 3:51 PM.

Signature on file

RJ Hemby, Chair

Signature on file

Sandra W. Anderson, Staff Liaison