

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING
Wednesday, March 10, 2010
Greenville, North Carolina

Present:

Alice Brewington
 R. J. Hemby
 Brian Becker

Lovella Perkins
 Latisha Harris
 Craig Rouse

Melissa Grimes
 Howard Conner (Alternate)
 Kandie Smith (City Council Liaison)

Absent:

Alice Brewington
 R. J. Hemby
 Brian Becker

Lovella Perkins
 Latisha Harris
 Craig Rouse

Melissa Grimes
 Howard Conner (Alternate)
 Kandie Smith (City Council Liaison)

Staff:

Merrill Flood
 Sandra Anderson

Gloria Kesler
 Karen Gilkey

Sylvia Brown
 Betty Moseley

Thom Moton

Other:

Council Member Rose Glover

A. Roll Call

B. Approval of meeting minutes from February 10, 2010

Motion was made by Mr. Howard Conner and seconded by Mr. Brian Becker to approve the minutes from the February 10, 2010 meeting as presented. Motion carried unanimously.

C. Old Business

• **Subrecipient Funding Request Recommendation**

Ms. Sandra Anderson stated that the committee will be making subrecipient funding recommendations. She reminded the committee that subrecipient packages and evaluation forms will be collected at the end of the meeting.

Ms. Anderson also informed the committee that the budget to award is \$85,000.00.

Staff gave the following report on requests:

• **Public Service**

1. Boys & Girls Club of Pitt County, Inc.

Ms. Sandra Anderson stated that the Boys & Girls Club will need to verify that participants meet low-moderate income guidelines and provide Housing Staff with sign-in logs. More information will be needed concerning the budget line item “incentives” to ensure that these are not monetary incentives.

2. Greenville Housing Development Corporation

Ms. Anderson stated that income verification will be required for all participants. It should be noted that the audit document for GHDC is actually for Greenville Housing Authority. A separate financial statement for GHDC will be required.

3. NC Rural Fund for Development

Ms. Anderson stated that the line item for refreshments is not an allowable expense. NC RFD will be required to maintain a local office. Currently, they are renting the former office space of Progressive Action & Restoration.

4. L.I.F.E. of N.C., Inc. (Strive)

Ms. Anderson stated that any equipment purchased would need to be inventoried and would revert back to the City at the end of the contract. Staff recommends lease of required equipment and vehicles.

5. Greenville Community Shelter, Inc.

Ms. Anderson stated that subcontracting would not be allowed. Each subrecipient must be able to carry out their own projects. Staff was concerned about the low projection of 50% completion. In addition, the projected cost of participants is not lining up in the budget.

6. Building Hope Community Life Center, Inc.

Ms. Anderson stated that the line item for refreshments is not an allowable expense. Any equipment purchased would need to be inventoried and would revert back to the City at the end of the contract. Staff recommends lease of required equipment.

On the plus side, Building Hope is proposing to hire participants from the target CDBG area.

7. EXCEED, Inc.

Ms. Anderson stated that a letter has been received from EXCEED, Inc. It was noted that there are no Certified Housing Counselors on staff. Also, the locations and teacher qualifications are unclear. Any equipment purchased would need to be inventoried and would revert back to the City at the end of the contract. Staff recommends lease of required equipment. IDA Savings Account line item with ten (10) at \$4,000.00 each will leave a \$1,000.00 balance in EXCEED's account. Legal fees were not explained and the use for laptops was unclear.

8. Center for Family Violence Prevention, Inc. (CATCH Program)

Ms. Anderson stated that the original budget submitted was incorrect. Due to the change in administrative personnel a mistake was made. A correct budget has been submitted.

9. Center for Family Violence Prevention, Inc. (Safe House)

Ms. Anderson stated that overlapping of funding will not be allowed. However, the current contract will be completed before the new funding is awarded.

Ms. Alice Brewington requested recommendations from staff. Ms. Anderson gave the following:

<u>Agency Name</u>	<u>Funding Request</u>	<u>Recommendation</u>
Boys & Girls Club	\$11,800.00	\$11,000.00
GHDC	\$33,557.00	\$5,000.00
NC RFD	\$5,800.00	\$5,800.00
L.I.F.E. of N.C.	\$28,200.00	\$20,000.00
GCS	\$2,100.00	\$0
Building Hope	\$20,000.00	\$18,000.00
EXCEED, Inc.	\$15,000.00	\$0
CFVP (CATCH)	\$25,000.00	\$19,200.00
CFVP (Safe House)	\$6,025.00	\$6,000.00

The Committee commenced discussion of funding proposals.

Mr. Conner stated that staff has made recommendations to divide the funding between so that each one gets some of the money but no one gets all the money. Ms. Anderson stated that the committee has \$85,000.00 to award.

Mr. Becker asked for a summary as to why staff recommended no funding for the GCS and EXCEED. Ms. Anderson replied that the proposal from the GCS included subcontracting to the Greenville Housing Authority, which is not allowed and EXCEED did not have any Certified Housing Counselors to fulfill their proposed activities.

Mr. Conner asked if NC Rural Fund for Development had \$5,800.00 recommended. Ms. Anderson stated that the line item for refreshments was deleted and the line item amount was added to the housing counseling line item.

Mr. Conner asked if the GHDC was recommended for \$5,000.00 out of the \$33,000.00 requested. He stated that there was a question about the separation of the two agencies (GHA and GHDC) due to the audit being for GHA. Ms. Anderson answered that due to past performance, staff desired to offer technical assistance to the GHDC before awarding them a large amount of money.

Mr. Conner asked if the GHDC accomplished anything with last year's funds. Ms. Anderson stated that the GHDC had spent 30% of the money awarded last year. Staff will need to be able to show a clear financial picture of the organization before funding is awarded.

Mr. Conner asked why \$18,000.00 was recommended for Building Hope. He stated that he has never seen anyone over there and that computers do not become obsolete within two weeks of getting them. Also, they did not mention any collaboration. However, the small business part of their proposal was good. He would recommend no funding.

Mr. Becker asked if Building Hope had applied for or been awarded funds before. Ms. Anderson answered that this was Building Hope's first time applying.

Mr. Conner stated that L.I.F.E. of N.C. is receiving money from the Crime Commission through the Greenville Police Department and United Way. They are receiving \$200,000.00 over a two (2) year period from Crime Commission and we gave them money last year. He would recommend no funding.

Mr. Becker stated that he was more in favor of Building Hope. He liked the focus on youths and helping teenagers. He is aware of kids who drop out of school and join gangs. One of the goals of Building Hope is to employ 30 youths. He would like to see if they are able to use all the funds. Ms. Anderson stated that the majority of the organizations that applied were new to the program.

Mr. Becker stated that he is in favor of staff's recommendations. He scored each agency and his results are similar to staff's recommendations. He would prefer to give Building Hope a chance to prove they are good stewards of the funding since we don't know their track record.

Mr. Conner commented that he had concerns about who NC RFD was going to serve. He stated that he understood not funding GCS due to subcontracting. Also, EXCEED very vague in their request. He would approve the CFVC request.

Ms. Melissa Grimes expressed concerns about funding the GHDC since only 30% of last year's funds were used. More information is needed about their project. She is hesitant to offer any addition funding. Ms. Grimes stated that she would give CFVP more than the recommended amount. She is knowledgeable about Building Hope and would fund their project but she will not recommend the whole \$18,000 because this is a new group. Her recommendation for CFVP is the full amount requested.

Ms. Grimes continued that she would recommend the requested amount for NC RFD since they have housing counselors. They have complied with staff's recommendation to obtain a local office.

Mr. Conner stated that the Boys and Girls Club request is to support a games room supervisor, but say nothing about services for obese children. There is no indication of involving family, habits and ways. He does not recommend \$11,000 for a supervisor to watch a room.

Motion was stated by Ms. Brewington to recommend \$11,000.00 to the Boys and Girls Club of Pitt County. Motion carried with Mr. Conner opposing.

Motion was stated by Ms. Brewington to not recommend funding for Greenville Housing Development Corporation. Motion carried unanimously.

Motion was stated by Ms. Brewington to recommend \$5,800.00 for the NC Rural Fund for Development. Motion carried with Mr. Conner and Ms. Perkins opposing.

Motion was stated by Ms. Brewington to recommend \$20,000.00 for L.I.F.E. of N.C., STRIVE. Motion carried with Mr. Conner opposing.

Motion was stated by Ms. Brewington to not recommend funding for Greenville Community Shelter, Inc. Motion carried unanimously.

Motion was stated by Ms. Brewington to recommend \$18,000.00 for Building Hope.

Ms. Grimes stated that she would recommend Building Hope receive funding just not \$18,000.00.

Mr. Becker suggested that the committee discuss the amount before taking a vote.

Mr. Conner stated that he would recommend funding for Building Hope, but not the full amount.

Motion was made by Mr. Conner seconded by Mr. Becker to recommend \$15,000.00 for Building Hope Community Life Center. Motion carried unanimously.

Motion was made by Ms. Grimes and seconded by Mr. Conner to recommend \$22,200.00 for the Center for Family Violence Prevention, Inc. (CATCH). Motion carried unanimously.

Motion was stated by Ms. Brewington to recommend \$6,000.00 for the Center for Family Violence Prevention, Inc. (Safe House). Motion carried unanimously

Ms. Anderson informed the committee that EXCEED has counselors scheduled to attend a class for Housing Counselors Certification.

Motion was made by Mr. Conner and seconded by Mr. Becker to award \$5,000 to EXCEED, Inc. contingent on EXCEED, Inc. having Certified Housing Counselors on staff by October 2010. Motion carried unanimously.

- **Public Facility Improvement**

Ms. Anderson stated that four (4) requests were received for Public Facility Improvement, totaling \$69,869.12. The committee has \$70,000 to award. The organization representatives presented the following:

1. **Operation Sunshine, Inc.**

Ms. Sylvia Brown stated that Operation Sunshine, Inc. has requested \$20,027.00 to assist with a new roof, a new HVAC System, and a mechanical gate.

Ms. Latoya Mobley stated that the Operation Sunshine works with girls ages 5 – 13. During the summer, 70 – 80 girls attend the facility. The after school program offers service to 30 – 40 girls.

Funding for their programs come from the fees charged for program, individual donations, United Way, PICASSO, contributions, and fund raisers.

The staff is made up of two paid staff members and volunteers.

The program is expanding to girls age 18.

In response to committee questions, Ms. Mobley stated that the United Way only gives them money designated for Operation Sunshine. Also, the expansion of the age to 18 will allow for girls to receive college counseling and other guidance.

2. Center for Family Violence Prevention, Inc. (Safe House)

Ms. Brown stated that the CFVP has requested \$2,800.00 to assist with repairs to the front porch handicap ramp.

Ms. Sarah Munzer stated that volunteers have expressed safety concerns.

In response to committee questions, Ms. Munzer stated that estimates were based on repair of the current handicap ramp. The ramp is about ten (10) years old.

Ms. Anderson stated that the Housing Division will require three bids. Housing Rehabilitation Specialists will oversee the construction.

3. L.I.F.E. of N.C., Inc. (Strive)

Ms. Brown stated that L.I.F.E. of N.C., Inc. (STRIVE) have requested \$20,344.50 for program equipment, furniture and general repairs.

Ms. Teresa Gaskins stated that the repairs and furniture are for the classrooms and participants break room. Seating does not accommodate larger individuals. There is no refrigerator for lunches.

In response to committee questions, Ms. Gaskins stated that they do receive funding from other organizations.

4. Building Hope Community Life Center, Inc.

Ms. Brown stated that Building Hope Community Life Center, Inc. has requested \$26,697.62 for general building construction and repairs.

Mr. Rob Lee stated that Building Hope provides services to 60 – 70 youths per day. The building is an unfinished warehouse. Volunteers have started repairs, but are unable to complete electrical and plumbing work.

In response to committee questions, Mr. Lee stated that the youth do lawn maintenance, home repair, and computer repair. Bikes and computers are sold on Craigslist.

The Committee commenced discussion of funding proposals.

Motion was made by Mr. Conner and seconded by Ms. Grimes to recommend \$11,795.97 for Operation Sunshine, Inc. Motion carried unanimously.

Mr. Conner asked where the unused funds go. Ms. Anderson replied that it would go back in the overall budget to be reallocated. In addition, the committee could vote to retain the balance in a contingency fund in case of a need before September 2010.

Motion was made by Ms. Grimes and seconded by Mr. Becker to recommend \$2,800.00 for the Center for Family Violence Prevention, Inc. (Safe House). Motion carried unanimously.

Mr. Hemby commented that L.I.F.E. of NC should check with other agencies for recycled furniture.

Motion was made by Mr. Becker and seconded by Ms. Perkins to recommend \$20,344.50 for L.I.F.E. of N.C., Inc. (STRIVE).

Mr. Hemby stated that L.I.F.E. of N.C. should look at other options or facilities such as surplus furniture.

Mr. Becker stated that for Public Facility Improvement the money exceeded that requests. He asked if half of the funding could be award while the other half is held in a contingency account.

Ms. Anderson stated that funding must be approved by Council on April 8, 2010. Then the requests go to HUD for approval.

Motion was amended by Mr. Becker and seconded by Ms. Perkins to recommend \$10,172.25 for L.I.F.E. of N.C., Inc. (STRIVE) and \$10,172.25 be placed in contingency. Motion carried with Mr. Conner opposing.

Ms. Anderson stated that the City needed to include these recommendations in the Annual Action Plan in May. The different stipulations may or may not work. The award will be entered in HUD's IDIS System.

Motion was made by Ms. Perkins and seconded by Ms. Grimes to recommend \$26,697.62 for Building Hope Community Life Center, Inc. Motion carried with Mr. Conner opposing.

Mr. Conner stated that a substantial amount of time was given to decided on how much money to award L.I.F.E. of N.C., Inc. (STRIVE). Since L.I.F.E. and Operation Sunshine were cut, then Building Hope should be considered for a cut too. He stated that he has never heard of Building Hope or ever seen them. His recommendation is to reduce the award to half.

Mr. Hemby commented that Building Hope should ask for volunteerism not pay for labor.

Ms. Brewington asked Mr. Lee if Building Hope had expended all volunteerism.

Mr. Lee responded that volunteers are unable to do electric and prefabs.

Mr. Becker asked the committee if they would consider reopening the request from L.I.F.E. of N.C., Inc. (STRIVE).

Mr. Hemby stated that surplus furniture could be used.

Mr. Becker asked how much of the proposal for L.I.F.E. of N.C., Inc. (STRIVE) was for furniture.

Ms. Anderson answered that of the three quotes, one has furniture included.

- **Housing Counseling Proposal**

Ms. Anderson informed the committee that one proposal was received for Housing Counseling.

1. **NC Rural Fund for Development**

Mr. Leon Johnson stated that \$19,496.00 is needed for Housing Counseling services in Greenville.

Ms. Anderson stated that the budget for NC Rural Fund for Development is not eligible. The overall proposal is eligible but the budget will need to be renegotiated.

Motion was made by Mr. Conner and seconded by Mr. Hemby to table the proposal from NC Rural Fund for Development until the next meeting. Motion carried unanimously.

D. **New Business**

- **Set Just Compensation**

Ms. Anderson stated that written confirmation has been received from Ms. Lilly Powell and Ms. Harriet Crawford, have offered to sell the City 906 Bancroft Avenue and adjacent lot. The tax value on the main structure is \$52,561.00. The tax value on the adjacent structure is \$3,563.00. Both structures were built in 1951. In 2009, the main structure was involved in a house fire. The flooring is gone and there is damage to the attic. Rehabilitation cost is estimated to be \$90,000.00. The family did not want an appraisal.

- **906 Bancroft Avenue**
- **906 Bancroft Avenue (Adjacent Lot)**

Motion was made by Mr. Conner and seconded by Mr. Hemby to deny the owners proposal.

Mr. Becker asked if there was an appraisal process that the committee could use.

Mr. Flood stated that the committee could request an appraisal. The tax value is the pre-fire value but the appraisal will be post-fire value.

Ms. Anderson informed the committee that they needed to set just compensation. She explained the process for negotiating with the owners and why appraisals were requested.

Ms. Brewington asked if relocation benefits applied in this situation. Ms. Anderson stated that this was a voluntary acquisition.

Motion was made by Ms. Perkins and seconded by Ms. Grimes to set just compensation at \$56,124.00.

Motion was made by Mr. Hemby and seconded by Mr. Conner to table setting just compensation for 906 Bancroft Avenue and 906 Bancroft Avenue (adjunct lot) until staff can get more information. Motion carried with Ms. Perkins opposing.

- **2010 City Council Annual Presentation**

Ms. Anderson stated that the AHLC is due to make a presentation to the City Council on April 5, 2010, regard the year's activities.

- **Committee Resource needs**

Ms. Anderson commented on a letter from Mr. Merrill Flood requesting itemized budget needs for the committee.

E. Housing Administrator's Report (Sandra Anderson)

- **2010 Annual Action Plan**

Ms. Anderson informed the committee the 2010 Annual Action Plan draft will be ready for review on March 22nd.

The draft will be available on the City's webpage, in Sheppard Memorial Library and in the Housing Division Office.

- **Update on New Home Sales**

Ms. Anderson announced the Housing Fair on March 27th at the Police Substation.

- **HUD Update**

Ms. Anderson stated that the Office of Management and Budget has not released awards for 2010. On average CDBG grantees will receive 7% increase.

F. Other

No other business

G. Adjournment

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

Signature on file

Alice F. Brewington, Chairman

Signature on file

Sandra W. Anderson, Staff Liaison