

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING
Minutes
February 13, 2008
Greenville, North Carolina

Present:

Brian Becker Faye Brewington Leslie Cox Vila Rosenfeld Dallas Taylor
 James Tucker Lovella Perkins (Alternate) Rose Glover (City Council Liaison)

Absent:

Brian Becker Faye Brewington Leslie Cox Vila Rosenfeld Dallas Taylor
 James Tucker Lovella Perkins (Alternate) Rose Glover (City Council Liaison)

Staff:

Sandra Anderson Gloria Kesler Karen Gilkey Pauline High Thom Moton

A. Roll Call

- **Resignation of Mr. John Tulloss, III**

Mr. Dallas Taylor stated that we had received a resignation letter from Mr. Tulloss stating that he resigned from the committee due to work related commitments. Mr. Taylor read the letter to the committee.

B. Old Business

- **Review of Meeting Minutes from January 9, 2008**

Motion was made by Mr. Leslie Cox and seconded by Ms. Faye Brewington to approve the minutes from January 9, 2008 as presented. Motion carried unanimously.

C. New Business

- **Election of Chair and Co-Chair for upcoming year**

Mr. Dallas Taylor opened the floor for nominations for Chair.

Ms. Faye Brewington nominated Mr. Dallas Taylor to serve as the committee Chair. No additional nominations were made.

A motion was made by Faye Brewington and seconded by Mr. Leslie Cox to re-elect Mr. Dallas Taylor as the Committee Chair. Motion carried unanimously.

Mr. Dallas Taylor opened the floor for nominations for Co-Chair.

Mr. Leslie Cox nominated Mr. Brian Becker to serve as the committee Co-Chair. No additional nominations were made.

A motion was made by Mr. Leslie Cox and seconded by Ms. Faye Brewington to elect Mr. Brian Becker as the Committee Co-Chair. Motion carried unanimously.

- **Discussion of 08/09 CDBG Sub-Recipient Funding Applications & Guidelines**

Ms. Sandra Anderson stated that 7 organizations submitted applications for the 08/09 funding cycle. Of the 7 only 3 submitted completed applications: Greenville Community Shelters, Greenville Housing Authority & Habitat for Humanity.

Ms. Anderson gave an overview of each application to the committee:

- 1) Flynn Christian Fellowship Homes: Requested \$10,000 for Transportation for Success Program. The program would fund the expenses associated with the maintenance of a van that they had purchased to provide transportation for clients. In review of the application they did not provide the following documentation:
 - a. Copy of recorded articles of incorporation
 - b. Copy of 501(c)(3)
 - c. Copy of non-profit designation for NC Secretary of State
 - d. Copy of Facility deed or lease
 - e. Required signatures, did not print name of board chair
 - f. No copy of tax returns.
- 2) Greenville Community Shelters: Requested \$11,689.75 for fire alarm system upgrade. This funding would allow the shelter to upgrade their old fire alarm system.
- 3) Progressive Action and Restoration, CDC (PAR): Requested \$20,500 for housing counseling services. This funding would allow funding for housing counseling services for reverse mortgages, pre-buyer classes, credit and budget counseling, and other housing counseling services. In review of the application, the organization did not provide the following documentation to complete their application:
 - a. Copy of recorded articles of incorporation
 - b. Copy of tax returns
 - c. Copy of facility deed or lease
 - d. Incomplete audit
- 4) Food Bank of Central and Eastern NC at Greenville: Requested \$10,000 for facility expenses to pay for rent, waste management, pest control, and utilities. In review of the application organization did not provide the necessary documentation to complete to complete their application:
 - a. Copy or recorded articles of incorporation
- 5) Pitt County Council on Aging: Requested \$9,300 for the purchase of computer, software and internet connection for a computer lab at the New Life Enrichment Center. In reviewing the application organization did not provide the necessary documentation to complete their application:
 - a. Copy of non-profit designation for NC Secretary of State (The document did not contain the original signatures and was fraudulent)
 - b. Budget Paperwork: The initial budget requested was for \$9,300, the total items listed only amounted to \$8,000, leaving a \$1,300 unassigned to any specific cost. In addition, internet connection was already budgeted in the original construction of the building.
- 6) Greenville Housing Authority: Requested funding for \$17,000 for IDA match for Pathways to Self-Sufficiency Program. The funding would provide the match for the Individual Development Accounts (IDA) for saving towards homeownership. The funding would be used for 6 program participants for a 2-1 match in the amount of \$12,000 for the IDA accounts. With the additional \$5,000 for homeownership education and financial literacy training support expenses.
- 7) Habitat for Humanity: Requested \$25,000 for acquisition of property. Funding will be used to acquire property for future projects.

Mr. Taylor asked if each one of these agencies had a representative at the workshop. Ms. Anderson stated yes. Any organization that wanted to apply for funding had to attend the mandatory workshop to receive an application.

Mr. Taylor stated by way of information to the committee that the Meals of Wheels program at Pitt County Council of Aging had been cut \$40,000 from United Way because of the change in their funding of organizations with the chance of even deeper cuts. The Meals of Wheels program had to cut Wednesday meal deliveries because of the loss in funding.

Councilmember Glover asked if anyone talked to Pitt County Council on Aging about the questionable signature. Ms. Anderson stated that Ms. Pauline High did talk with them about the document that had the signature copied and pasted. He stated he couldn't get the document in a timely fashion and he chose to do that.

Mr. Taylor wanted to know what the deadline was to approve the 08/09 recipients and if the organizations would be giving the opportunity to provide the missing information. Ms. Anderson stated that she didn't know if it would be fair to the other organizations that did not submit if these organizations were provided the opportunity to submit the missing documents but that it would be up to the committee if they wanted to give time to submit the missing documents.

Ms. Anderson continued by stating that because many of the organizations submitted ineligible activities, the committee might want to consider asking staff to review the whole process again and consider changes in the application process.

Mr. Taylor asked Ms. Anderson to review the applications that were eligible to be funding again.

Ms. Anderson stated:

- 1) Greenville Community Shelters was eligible for funding but their requested activity was not a public services activity that could be funded under this program. But that they could be funding through public facilities & improvements under CDBG and that would be the staff's recommendation to be propose to fund them under CDBG.
- 2) Greenville Housing Authority submitted a complete application and there activity was an eligible activity. Staff recommendation would be that they be considered for funding of their IDA program and homeownership education program
- 3) Habitat for Humanity was eligible for funding but their requested activity was not a public services activity that could be funded under this program but we could consider funding them under our acquisition line item providing they purchase property within the West Greenville Revitalization Project area and were able to build and sale the homes within 3 years.

Ms. Anderson shared with the committee that we are in the process of completing our Consolidated Plan for the next 5 years. In talking with staff and our consultant we would like to have the opportunity to work on and for the committee to consider would be to revamp the public service portion of the application process to have specific target category of needs for organizations to apply such as homeownership, economic development, public improvement etc., instead of leaving it open to a broad range of activities. We need to take a look at the needs and have the organizations apply based on what our needs are. CDBG is facing a 3% cut this year. One of the reasons funds are being cut is that communities are not showing the funds are being spent to benefit low/mod income persons / communities. Ms. Anderson stated that we still have time to look at the process and if needed complete another funding request cycle. Staff recommendation to the committee would be to give the staff time to look at the process and bring a recommendation back next month to the committee. Ms. Anderson stated that with only 7 applications submitted this year there is a real need for us to help build capacity among our non-profits. We are looking at providing technical assistance and that would be offered as part of the application process.

After discussion by the committee a motion was made by Ms. Faye Brewington and seconded by Mr. Leslie Cox to accept Staff recommendation for staff to review the application process and bring back a recommendation of how to move forward with the 08/09 Non-profit funding cycle at the March meeting. Motion carried unanimously.

D. Other

- **Update 10-Year Plan to End Chronic Homelessness**

Ms. Karen Gilkey Ms. Gilkey stated to the committee that the 10-year plan to end Chronic Homelessness is a joint initiative with the City of Greenville, Pitt County Government, United Way, Greenville Community Shelters and other local foundations. The committee is working on putting together a plan that addresses housing, services, counseling, etc. based on meetings with individuals / families that were formerly homeless at the Greenville Community Shelter, Flynn Christian Home, Zoe House and the Women's Battered Shelter. At this time they are working on creating focus groups and sub-committees to address the different topics / issues relating to

homelessness and homeless populations. Transportation is also an issue that needs to be address. Ms. Gilkey will bring the information back to the committee once the process is finalized.

- **Update Continuum of Care**

Ms. Gloria Kesler shared with the committee that the Point In Time Study had been completed and is being compiled at this time. Once the data is available it will be shared with the committee.

- **Update 07/08 CDBG Sub-Recipient Funding**

Ms. Gloria Kesler stated to the committee that Ms. Pauline High was working with the Pitt County Council on Aging to process their payment request. Ms. High has also been meeting with the other 07/08 Sub-recipients to get them started with their activities.

Ms. Kesler also gave the final update for the 06/07 funding year. Martin County Community Action's final monitoring visit has been completed and file has been closed.

- **Update Downpayment Assistance**

Ms. Gloria Kesler stated that the 5% loan for Ms. Reddick was moving forward as of last month but that she had run into a problem with the appraisal of the property and Self Help would not be able to do her loan. She has gone to another lender for her mortgage but for our 5% loan she will need to come back and have the loan reviewed and approved again.

Mr. Dallas Taylor reviewed and approved a 5% Non-interest loan package for Rebecca Paige. Ms. Paige has contracted to purchase a home at Countryside Estates. She is working with BB&T with the closing to be held by March 7, 2008.

Ms. Kesler stated that at this time she had 2 families interested in the new homes being built in West Greenville and 1 family that was interested in buying a home using the University Area Program. The University Area program has been open Citywide and that a marketing push was being made to get the information about the program out.

- **Update New Construction**

Ms. Sandra Anderson stated that the project with Pitt Community College at 605 Hudson Street was progressing and going well. As was reported last month, proposals where being accepted from General Contractors to build 8 new homes in the West Greenville Revitalization Program. Five (5) General Contractors submitted proposals. Staff will be proposing to the City Council next week to act on 6 of the lots, 410 & 414 Cadillac Street, 600 Ford Street and 903, 907 & 909 Douglas Street to award contracts in March and to start building.

E. Adjournment

With no further questions or concerns, a motion was made by Ms. Faye Brewington and seconded by Mr. Leslie Cox to adjourn. Motion carried unanimously.

Signature On File

Alice Faye Brewington, Acting Chair

Signature On File

Gloria H. Kesler, Staff Liaison