

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE**

Meeting Minutes

**Wednesday, September 9, 2015
Greenville, North Carolina**

Present:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Howard Conner | <input type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith | <input type="checkbox"/> Sarah Smith | |

Absent:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Ronita Jones | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith | <input checked="" type="checkbox"/> Sarah Smith | |

Staff:

- | | |
|--|--|
| <input type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Sylvia Brown |
| <input type="checkbox"/> Niki Jones | <input checked="" type="checkbox"/> Christine Wallace |
| <input type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Marion Blackburn (City Council Liaison) |

A. Roll Call

B. Approval of Agenda

Motion was made by Mr. Conner and seconded by Mr. Hines to approve the agenda as presented. Motion carried unanimously.

C. Approval of meeting minutes from August 12, 2015

Motion was made by Mr. Conner and seconded by Mr. Hines to approve the meeting minutes from August 12, 2015 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Reallocation of Funds (CDBG)

a. L.I.F.E. of NC, Inc. DBA STRIVE

Mrs. Brown informed the committee that Mrs. Joyce Jones, the Executive Director of STRIVE was unable to attend the meeting due to her admittance in the emergency department. Mrs. Brown has corresponded with Mrs. Jones via text message suggesting to table this agenda item. However, Mrs. Jones recommended proceeding with this agenda item allowing the committee to review her request. Mrs. Brown

stated that Mrs. Jones has also given her a few notes and important information that she has asked Mrs. Brown to convey to the committee as to why Mrs. Jones is making this request.

A chart was shown to the committee that supports Mrs. Jones requests. The first line item that reads "Amendment A" indicates what Mrs. Jones was originally approved for which totals \$25,000. The following line item includes the "Current Balance" which indicates the balances as of today.

- Supplies - \$1,801.29
- Participant Training, Supplies & Education - \$0.00 (expended \$9,350)
- Career Readiness Certification (CRC) - \$210
- Work Stipends - \$8,084
- Total to expend from \$25,000 = \$10,095.25

Mrs. Jones is requesting to take an additional \$4,675 from the stipend column and move it to the participant training, supplies and education column for the purpose of hosting another training session with former offenders. Previous successes with the training session includes: 12 trained offenders and 10 offenders currently working. Therefore, before the end of the agreement which is believed to be in December, Mrs. Jones would like to host another training session.

Mrs. Brown advised the committee that with their approval to reallocate the funds, Mrs. Jones will have new balances that will still total \$10,095.25.

Mrs. Brown concluded by informing the committee that staff does not object to the request by Mrs. Jones to reallocate funds and is available to receive any questions the committee might have.

Mr. Kitchin stated that he understands that the committee is being asked to approve a reallocation in the amount of \$4, 675 for additional training, and asked if he was correct.

Mrs. Brown advised Mr. Kitchin that he was correct and informed him that the stipend column (in yellow) is in parenthesis because they are taking that out and moving it over to the participant training, supplies & education column being shown as an addition.

Mr. Kitchin asked, what is normally involved in the stipends?

Mrs. Brown explained that the stipend is for the men who are working, STRIVE has to pay them, and then the City use those funds to reimburse STRIVE a portion of what they pay the men for the work that they do which can include: yard maintenance, working on their CRC's which are used from several businesses in Greenville that offer training and teaching at a different level. Another organization called Literacy Volunteers of America Pitt County also offer CRC training for their clients. Therefore, some of the businesses for example DSM, acknowledge applicants that have received their CRC which allows the applicant a better chance of receiving the position that they are applying for.

Mrs. Jones asked if the stipends are given to the people who work for STRIVE or to individuals who work elsewhere and the stipend money is used as a supplement?

Mrs. Brown explains that it is a partnership between STRIVE and the Third Street Community Center. The two have partnered together which allows the Third Street Community Center teaches and does the training and STRIVE provides the funding which in turn is a combination between the two to partner and train the ex-offenders job skills and providing them with employment.

Mr. Kitchin stated that it appears to leave a little over \$3400 in the stipend column.

Mrs. Brown informed Mr. Kitchin that he is correct. She proceeded to inform the committee that with the agreement ending in December, Mrs. Jones believes that she will be able to fully expend the money with the new balances as they show at the bottom of the handout. With the stipends, if they remain at the \$8, 084, Mrs. Jones might not be able to fully expend the money.

Motion was made by Mr. Conner and seconded by Mrs. Jones to approve L.I.F.E. DBA STRIVE, request to reallocate \$4,675 from the stipend column over to the participant training, supplies and education column for this calendar year. Motion carried unanimously.

2. Down Payment Assistance

a. 2360 Unit L3 Vineyard Drive (10% No-Interest Loan)

Mrs. Brown informed the committee that she will be speaking in place of Mrs. Kesler who is currently out due to a medical condition.

Mrs. Brown continued by stating that Mrs. Alston who is contracted on the property located at 2360 Vineyard Drive, Unit L3 is a townhome near South Central High School. The property has been inspected and is in great condition. The sales price is \$73,900, the appraised value is the same. Mrs. Alston is applying for the City of Greenville 10% No-Interest Loan. Mrs. Brown takes a moment to briefly inform Mrs. Jones who is new to the committee about the 10% No-Interest Loan. She states that the program requires the applicant be 55% - 120% annual median income (AMI), and the loan is 10% of the sales price. In the matter of Mrs. Alston, the loan amount is \$7,390 and is repaid over a 10 year period which is equal to 120 months with the monthly payment being \$61.58. These funds can be used for closing costs and/or down payment assistance. This is a one person household and has the annual median income (AMI) of 72.88%. Mrs. Alston is also a first time homebuyer which is also one of the requirements of the program, she has completed the homeownership workshop and her mortgage has been approved by BB&T.

Mrs. Brown concluded that staff recommends that the Affordable Housing Loan Committee approve the application for down payment assistance in the amount of \$7,390.

Mr. Hines asked for clarification on getting the down payment assistance, will her normal monthly payment for the property plus this be something the applicant can handle?

Mrs. Brown responded by stating that she believes that is correct. She informed Mr. Hines that Mrs. Kesler is very thorough in selecting which application will be brought before the committee. Also, if something happens at the closing after the committee's approval, staff still has the option to not go forward with the closing. However, if the homebuyer maintains what she currently has then they can proceed.

Motion was made by Conner and seconded by Mr. Hines to approve the down payment assistance in the amount of \$7,390 for the property located at 2360 Unit L3 Vineyard Drive. Motion carried unanimously.

b. 901 Bancroft Avenue (20% HOME Grant)

Mrs. Brown informed the committee that 901 Bancroft is one of the newest constructions that the City has on Bancroft. Mrs. Anthony is contracted on the property located at 901 Bancroft Avenue. The sales price is \$133,000 and has the appraised value of \$133,000. Ms. Anthony is applying for the City of Greenville 20% HOME Grant that has a \$20,000 cap. Therefore, if 20% of the purchase price was \$20,100, the applicant would only be allowed the \$20,000. The grant is forgiven 1/15 a year for 15 years as long as the homeowner does not move and does not sell. This is a six person household with the annual median income of 69.30% Ms. Anthony is a first time homebuyer which is one of the requirements for this program, she has completed the home ownership workshop and has been approved for a mortgage by Annie Mac.

Mrs. Brown concludes by stating staff recommends that the Affordable Housing Loan Committee approve this application for down payment assistance in the amount of \$20,000.

Motion was made by Mr. Conner and seconded by Mr. Hines to approve the down payment assistance in the amount of \$20,000 for the property located at 901 Bancroft Avenue. Motion carried unanimously.

F. Staff's Report

Mrs. Brown gave the following announcements:

2015 Financial Literacy Series
September 28th – Charge it Right
5:30 p.m. – 7:30 p.m.
Sheppard Memorial Library (Room B)
530 South Evans Street
Sylvia Brown, 329-4509

Non-Profit Workshop
Wednesday, September 30, 2015
12:00 p.m. – 2:00 p.m. and 6:00 p.m. – 8:00 p.m. (*attend only one session*)
Municipal Building, 201 W. 5th Street
Sylvia Brown, 329-4509

Mrs. Brown mentioned that the “Charge it Right” class will teach participants how to use a credit card, when to use a credit card, and when not to use a credit card. Also, participants will understand the fees and interest rates associated with using credit cards.

Mrs. Brown mentioned that the Non-Profit Workshop has two sessions and participants only need to attend one session. Any non-profit that is interested in applying for the 2016-2017 funds must have a representative attend the workshop in order to submit an application. Applications are due January 12, 2016. Approximately 163 TO 165 letters went out last week and today she has three organizations that have already RSVP’d for the noon session.

Mrs. Brown encourages non-profits who think that they do not qualify or do not know what Community Development Block Grant funds are, to please attend the workshop.

Mrs. Jones asked if more could be done to advertise the financial literacy class more since Mrs. Brown stated that she only had two participants in her last class. Mrs. Jones believes that this is a good opportunity for the citizens in the community to be more knowledgeable and become homeowners.

Mrs. Brown briefly informed the committee on how she promotes the financial literacy class by advertising the class in the Daily Reflector, the City of Greenville website, Sheppard Library, Carver Library, the radio, and, the Pitt Resources Connection meetings. Mrs. Brown explained that each day a class is held, she posts a board that is held at the Library that informs the public on the upcoming classes. The Pitt Resources Connection meeting attendees include all of the non-profits in the Pitt County area and they meet once a month.

Mr. Hines asked if the attendees of the Pitt Resources Connection meetings assume that they are disqualified from the workshops.

Mrs. Brown stated that she encourage the non-profits at the Pitt Resources Connection meeting to pass the fliers to their clients. There are several kinds of non-profits for example, non-profits in the medical field, in social services, the Red Cross, etc. The last Pitt Resources Connection meeting had 50 different non-profit organizations.

Mr. Conner suggests advertising in the public service section on channel 7 and channel 9.

G. Other

None

H. Adjournment

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

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison