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PLANNING & DEVELOPMENT SERVICES

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MEMO

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To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner I

Date: May 7, 2020

A handwritten signature in blue ink, appearing to be 'SB', is written over the date.

CC: Thomas Barnett, Planning and Development Services Director

Re: Affordable Housing Loan Committee Meeting

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The Affordable Housing Loan Committee Virtual Special Meeting will be held on Tuesday, May 12, 2020 at **4:00 PM** via Zoom Video Communication Application.

Please call (252) 329-4481 or e-mail [cwallace@greenvillenc.gov](mailto:cwallace@greenvillenc.gov) by 5:00 PM, Monday, May 11, 2020 to confirm your attendance.

Thank you for your time and effort in helping to move our housing programs forward!



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PLANNING & DEVELOPMENT SERVICES

**Affordable Housing Loan Committee Virtual Special Meeting  
Tuesday, May 12, 2020**

**Zoom Video Communication Application**

**4:00 PM**

**Agenda**

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from April 8, 2020**
- D. Old Business**
  - None
- E. New Business**
  - 1. Reallocation of Funds**
    - a. Lucille W. Gorham Intergenerational Community Center**
- F. Staff Report**
- G. Other**
- H. Adjournment**

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE  
Meeting Minutes  
Wednesday, April 8, 2020  
Greenville, North Carolina**

**Present:**

<input checked="" type="checkbox"/> Jack Brock	<input checked="" type="checkbox"/> Anne Fisher	<input checked="" type="checkbox"/> Walt Kitchin
<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Kevin Fuell	<input type="checkbox"/> Deborah Spencer
<input checked="" type="checkbox"/> Derick Cherry	<input checked="" type="checkbox"/> Ronita Jones	

**Absent**

<input type="checkbox"/> Jack Brock	<input type="checkbox"/> Anne Fisher	<input type="checkbox"/> Walt Kitchin
<input type="checkbox"/> Vacant	<input type="checkbox"/> Kevin Fuell	<input checked="" type="checkbox"/> Deborah Spencer
<input type="checkbox"/> Derick Cherry	<input type="checkbox"/> Ronita Jones	

**Staff:**

<input type="checkbox"/> Thomas Barnett	<input type="checkbox"/> Monica Daniels (City Council Liaison)
<input type="checkbox"/> Tiana Berryman	<input checked="" type="checkbox"/> Christine Wallace
<input checked="" type="checkbox"/> Sylvia Brown	<input checked="" type="checkbox"/> Gayla Johnson
<input type="checkbox"/> Phoenix Hinson	

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**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Ms. Fisher and seconded by Mr. Brock to approve the agenda. Motion carried unanimously.

**C. Approval of meeting minutes from March 11, 2020**

Motion was made by Mr. Fuell and seconded by Mr. Brock to approve the meeting minutes. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Sub-recipient Funding Request**

**a. Community Crossroads Center**

Ms. Johnson informed the committee that the Community Crossroads Center is requesting \$17,500 to cover the additional cost for increased service to the homeless population because they are keeping the shelter open 24 hours a day, 7 days a week during the State and local order to Stay-at-home during the COVID-19 crisis. The breakdown for the requested funds are as follows:

**Project Budget**

Labor - \$7,000 (Additional personal expenses for expanded shelter operations)

Utilities - \$1,750 (Increased utilities due to additional hours of operations)

Equipment - \$7,500 (Purchase equipment required to mitigate the spread of the virus. They are interested in purchasing a washing machine)

Quarantine Area - \$1,250 (Supplies needed to set up quarantine areas for anticipated infected residents. They would like to purchase room dividers, UV Sanitizers and disposable bedding)

Total - \$17,500

Ms. Johnson informed the committee that the duration of this time would be 5 weeks.

Ms. Fisher asked where does these funds come from.

Ms. Johnson replied that the funding would come from funds left over from CDBG 17 & 18 grant cycles.

Mr. Ken Becker, Executive Director of Community Crossroads Center was present to answer any questions the committee might have.

Ms. Jones asked if this goes beyond 5 weeks will there be a need to come back and ask for additional funding.

Ms. Brown asked if the question was for staff or Mr. Becker.

Ms. Jones replied that it was primarily for him since he would be the one to initiate it she assumes.

Ms. Brown replied yes.

Mr. Becker stated that he does not anticipate a repeat ask for this. However, he would note that the period of time to expend the funds be 10 weeks instead of 5 weeks that was originally in the plan. Mr. Becker stated that they submitted the application asking for 10 weeks to allow them time to expend the funds.

Ms. Brown informed Mr. Becker that with that change, staff would have to go back to management because management advised staff that it was 5 weeks. Ms. Brown stated that if not by the end of business today, it would definitely be first thing in the morning that staff will reach out to management and see if that is an acceptable adjustment or amendment to the agreement. If they concur then staff will make that change and should have the agreement ready to print out and get his signature once everything is ironed out.

Mr. Becker responded that sounded great.

Mr. Fuell asked if they needed to revote instead of on the 5 weeks, 10 weeks.

Ms. Brown stated that she wasn't sure. She stated that if in the committee reiteration of staff recommendation, that whoever makes the motion should include a small statement saying that if upper management approves a 10-week period for this agreement, then we give staff approval to move forward with either the 5 or the 10-weeks. Whoever makes the motion needs to include that so we would not have to come back to the committee to meet again, it would already be in the motion.

Mr. Brock stated that he will make the motion with the language that Ms. Brown just stated.

Ms. Brown asked if Mr. Brock was making a motion to approve.

Mr. Brock replied yes with the added sentence if upper management approves the 10-weeks they give the authority for staff to move forward and not call us back.

Motion was made by Mr. Brock and seconded by Ms. Fisher to approve the staff recommendation with the added sentence if upper management approves a 10-week period for this agreement, then staff has the approval to move forward with either the 5 or the 10-weeks.

Ms. Brown informed Ms. Jones that Mr. Kitchen opened the meeting.

Mr. Kitchen asked that as he understands it from the motion made by Mr. Brock, we approve this request as stated by the staff for the increase of money in the amount of \$17, 500 and if the time being extended being to 10-weeks from the original 5-weeks and if management agrees with that and approves that we go on record for approving it as well.

Mr. Brock agree.

Motion carried unanimously.

## **2. Update Citizen Participation Plan**

Ms. Brown informed the committee that the updates to the plan will not take place immediately. Therefore, staff just wanted to let the committee know that they are looking to making some changes. However, the changes will not take place until it's time to update the Consolidated Plan. Some of the changes include:

- The last update and adoption was August 10, 2017
- Department name change
- COVID-19
- Use of virtual meetings

Ms. Brown informed the committee that if staff is looking to hold a public meeting and space is unavailable, virtual meetings will be an option. Ms. Brown asked if there were any questions or suggestions.

Mr. Kitchin asked overall how has the City approached this and it has caused turmoil everywhere but it sounds like from what he see and hear and read is that the City is doing a pretty good job of managing this. Mr. Kitchin asked Ms. Brown if she agrees.

Ms. Brown asked Mr. Kitchin if he was referring to the COVID-19.

Mr. Kitchin said yes.

Ms. Brown replied that everything has gone virtual like the City Council meeting for tomorrow night will be on Zoom as well. We've also had conference calls as an option. Therefore, right now in our Citizen Participation Plan, it only allows for face-to-face meetings at different locations. As the world changes, we have to change and adapt in order to properly interact with the public and get their input in all that we do.

### **3. Annual Action Plan Public Meeting**

Ms. Brown gave a presentation of the 2020-2021 DRAFT Annual Action Plan. The Plan will give details about the funding and projects that we have planned for the funding year. Ms. Brown informed the committee on what is an Annual Action Plan. Ms. Brown stated that there are three reports that staff have to submit to HUD.

Consolidated Plan - 5-year plan  
Annual Action Plan - 1-year plan  
CAPER – Reports how staff expended the funds

Ms. Brown informed the committee that this year's Annual Action Plan is year three (3) of the 5-year Consolidated Plan 2018-2022.

### **Annual Action Plan Breakdown**

#### **Housing Division Overview**

- Affordable Housing Production – Lincoln Park project
- Down Payment Assistance
- Owner-Occupied Rehabilitation
- Support Grants
- Economic Empowerment
- Neighborhood Revitalization

Ms. Brown stated that they are continuing to do owner-occupied rehabilitation in spite of the State and local stay-at-home orders. Contractors are continuing to work as long as the State allows.

**Action Plan Priorities (2020-2021 Goals)**

- Affordable Housing Preservation and Development
- Reduction of Slum and Blight
- Addressing Homelessness
- Improvements to Public Facilities and Infrastructure
- Expansion of Available Public Services

Ms. Brown stated that staff are always encouraging non-profits who are not a part of our sub-recipient pool, to submit an application.

**2020-2021 Allocations**

- Community Development Block Grant - \$977,960
- HOME Investment Partnership - \$545,511
- Local Match Funding - \$328,695

**CPD Available Resources**

	<u>Annual Allocation</u>	<u>Program Income</u>	<u>Prior Year Resources</u>	<u>Total</u>
CDBG	\$977,960	\$30,000	\$890,008	\$1,897,968
HOME	\$545,511	\$575,200	\$1,696,460	\$2,817,171

Ms. Brown informed the committee that she believes the CDBG and HOME Annual Allocations have been approved by HUD. If she is incorrect she will inform the committee. Ms. Brown informed the committee that CDBG program income comes from our owner-occupied rehabilitations. Depending on the income of the household, some citizens will have a portion of the funds that we use to rehabilitate their home they will pay back. The selling of property also goes into program income.

**Programs and Funding**

	<u>CDBG</u>	<u>HOME</u>
Program Admin	\$195,592	\$190,078
Rehabilitation	\$1,102,376	\$300,000
Public Facilities	\$200,000	
Public Services	\$150,000	
Acquisition	\$150,000	
Clearance/Demo	\$50,000	
CHDO Reserve		\$300,000
Down Payment Asst.		\$200,000
New Construction		\$1,827,382
<b>Total</b>	<b>\$1,847,968</b>	<b>\$2,817,460</b>

Ms. Brown explained the programs and funding stating that public facilities can be used for facilities as well as lighting in neighborhoods, the shelter and possibly for Lincoln Park to install streets, curbs and gutters. Public Service is budgeted at \$100,000 and the \$50,000 will go

towards anything that comes up or is unforeseen. The acquisition funds are used to acquire property and combine lots or to build new construction. There are currently two (2) potential properties to use that funding for. Community Housing Development Organization (CHDO) Reserve is required by HUD and are non-profits that the City partner with to build new construction. The property at the corner of Bancroft and Fleming is being built by a Community Housing Development Corporation and they are one of the partners that assist in spending the CHDO Reserve funds. New Construction is used for example the Lincoln Park project, subsidized rental, possible tax credit, etc.

#### **Public Service Funding**

- Center for Family Violence - \$22,000
- Martin Pitt Partnership for Children - \$20,000
- Boys and Girls Clubs of the Coastal Plain - \$15,000
- Habitat for Humanity - \$18,000
- ECU/Intergenerational Center - \$15,000
- Community Crossroads Center - \$10,000
- **Total - \$100,000**

#### **Timeline:**

- Public Comment Period Begins: March 9, 2020
- Public Meeting: March 16, 2020 (Cancelled) Staff recorded presentation and displayed on GTV9
- Public Meeting: March 30, 2020 (via Zoom)
- Public Meeting: April 8, 2020 (AHLC)
- Public Hearing: April 9, 2020 (City Council Meeting)
- Public Comment Period Ends: April 9, 2020
- Submission to HUD: April 30, 2020

Staff encourages the public to contact Ms. Brown at 252-329-4481 or [sbrown@greenvillenc.gov](mailto:sbrown@greenvillenc.gov) with comments or questions about the 2020-2021 DRAFT Annual Action Plan.

## **F. Staff Report**

### **Homeownership Workshop**

Cancelled

(252) 329-4056

Ms. Brown informed the committee and public that they can call the Greenville Housing Development Corporation to see if there are any alternate plans for the Homeownership Workshop. Ms. Brown stated that she believes that they are in the process of making alternate plans, possibly Zoom.



## **National Community Development Week**

April 13-18, 2020

Virtual

- Monday, April 13 – Opening Ceremony (the proclamation will be read by the Mayor and the recording will be aired on GTV9 and the City Website)
- Tuesday, April 14 – Photo Highlights (photo highlights of the progress made in the City)
- Wednesday, April 15 – Contractor’s Workshop (Virtual meeting)
- Thursday, April 16 – Realtor/Lender Information Session (Virtual meeting)
- Friday, April 17 – Housing Resource Fair (available online)
- Saturday, April 18 – Homeownership Education Workshop (Cancelled)

Ms. Brown informed the public that if you have any questions to contact Gayla Johnson at 252-329-4295. Ms. Brown welcomed the committee to attend the Contractor’s Workshop and the Realtor/Lender Information Session.

## **Annual Action Plan (2020-2021)**

Public Meetings:

- March 16, 2020 – Carver Branch Library
- March 30, 2020 – Barnes-Ebron-Taft Community Center
- April 8, 2020 – City Council Chambers (AHLC)

Public Hearing

- April 9, 2020 - City Council Chambers

## **Lincoln Park Update**

- Footings inspected and poured
- 3 lots passed for water and sewer connections
- Realtor contract executed
- MLS listings created
- COVID-19 is affecting peoples’ ability to qualify
- Code Enforcement & Rehabs continue

Ms. Brown mentioned Mr. Cherry’s home on Fleming and the progress that is being made to rehabilitate his home and throughout the area.

Next meeting date for AHLC

Wednesday, May 13, at 4:00 p.m.

## **H. Other**

**I. Adjournment**

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

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Ronita Jones, Chairman

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Sylvia D. Brown, Staff Liaison



Good Day Gayla,

As per our discussion, I am requesting that funds in our CDBG grant year ending May 12, 2020 be moved to cover labor for the staff of the YES after-school program.

My justification for this request is twofold.

First, because of the Government 'Stay-at-Home' order based on the Covid 19 pandemic, all schools and after-school programs are suspended until further notice. Therefore, our plans for spending the remaining funds cannot be fulfilled by the end date of May 12, 2020.

Second, as you are aware, in November 2019, some CDBG funds were reallocated to cover the December labor for the YES after-school staff to help sustain the program during a period between grants. In our haste to secure the formal program until the end of the year (2019), we underestimated the total cost needed for the labor to sustain the program.

We understand that it is not the wish of any funder to have unused funds returned for any reason. The YES after-school program has been a staple in the West Greenville Community for 10 years, using certified teaches to provide a safe and secure place for our children to come and learn.

Over that 10-year period we have served more than 3,000 youth from 15 Pitt County schools. Our goal is to provide both academics and cultural enrichment to the youth in this community through events and activities that will challenge them to grow socially as well as educationally.

We ask for permission to move the remaining funds from the CDBG grant to cover the labor expenses for the YES after-school program staff.

Thank you for your consideration in this matter.

  
Deborah Moody, Director



## **Current CDBG Funding Year Activities**

### **I. Events and Trips Provided**

#### **A. Title: Gooney Bird Greene and Her True Life Adventures**

**Description:** Gooney Bird Greene and Her True Life Adventures is a theatrical production by the ECU College of Fine Arts and Communication. This event is a part of the Family Fare series which is (mostly) literature-based plays and musicals directed to build lifetime performing arts audiences.

**Location:** ECU

**Date:** 11/8/19

#### **B. Title: Adventures of the STEM Brothers**

**Description:** Our youth will learn about the process of writing a picture book. Then they will engage in hearing the book, Adventures of the STEM Brothers read by the author and participate in a discussion related to STEM careers. Adventures of the STEM Brothers is a real story about three brothers who majored in Science Technology, Mathematics and Engineering. The children's book (inspired by the story "Hidden Figures") is about the plight of 3 brothers-Johnny, Thurman, and Vernon. Johnny became a statistician after graduating with a degree in mathematics. Thurman earned a degree in aerospace engineering and worked in Research and Development. Vernon earned a degree in mathematics and became a computer software engineer. This real-life story is about their lives and the challenges they faced in following their dreams and the subjects they loved. These three brothers chose to follow the path to STEM and knew what they wanted to become.

**Location:** IGCC

**Date:** 12/10/19



### **C. Title: Disney On Ice**

**Description:** Disney On Ice is an iconic ice spectacle which will be performing at the PNC Arena. It is a production filled with unforgettable beauty and magic, featuring a host of Disney characters.

**Location:** Raleigh

**Date:** 12/14/19

### **D. Title: 19th Annual African American Celebration**

**Description:** This cultural enrichment event is kickoff to Black History Month at the North Carolina Museum of History in Raleigh. Named a Top 20 Event by the Southeast Tourism Society since 2015, the 19th annual African American Cultural Celebration will feature more than 75 musicians, storytellers, dancers, chefs, historians, playwrights, authors, artists, reenactors, and more.

**Location:** Raleigh

**Date:** 1/25/20

## **II. Trips Not taken due to the “Stay at Home” Order**

### **A. Title: Wisky "Risky" Weather**

**Description:** The youth will learn how weather can affect ship performance and how sailors prepare for storms at sea. They will get the chance to explore weather phenomena as well as collect data using forecasting instruments.

**Location:** Spirit of Norfolk

**Date:** 4/16/20

### **B. Title: Discovery Place Science**

**Description:** Discovery Place Science is a science and technology museum for visitors of all ages located in Charlotte, NC. It brings science to life through hands-on interactive exhibits, thrilling activities and experiments, an IMAX Dome Theatre, and boundless other educational opportunities and programs.

**Location:** Charlotte **Date:** 5/1/20