



PLANNING & DEVELOPMENT
SERVICES

MEMO

To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner II 

Date: September 2, 2020

CC: Thomas Barnett, Planning & Development Services Director

Re: Affordable Housing Loan Committee Virtual Meeting

The Affordable Housing Loan Committee Virtual Meeting will be held on Wednesday, September 9, 2020 at **4:00 PM** via Zoom Video Communication Application.

Please call (252) 329-4481 or e-mail sbrown@greenvillenc.gov by 5:00 PM, Tuesday, September 8, 2020 to confirm your attendance.

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



**PLANNING & DEVELOPMENT
SERVICES**

**Affordable Housing Loan Committee Meeting
Wednesday, September 9, 2020
Zoom Video Communication Application
4:00 PM**

Agenda

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from July 8, 2020**
- D. Old Business**
 - None**
- E. New Business**
 - 1. Down Payment Assistance (DPA)**
 - a. 1495 Fleming Street – Daniels**
 - b. 1501 Fleming Street – Burton**
 - c. 1503 Fleming Street – Harris**
 - d. 1507 Fleming Street – Johnson**
 - e. 1509 Fleming Street - Peele**
 - 2. Annual Action Plan (AAP) CDBG-CV Amendments**
 - 3. 2019 Consolidated Annual Performance & Evaluation Report (CAPER)**
- F. Staff Report**
 - a. Lead Hazard Control/Healthy Homes Program**
 - b. Annual Non-Profit Workshop – 9/30/2020 (virtual)**
- G. Other**
- H. Adjournment**

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE
Virtual Meeting Minutes
Wednesday, July 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 checked="" 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 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 checked="" 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	

A. Roll Call

B. Approval of Amended Agenda

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

C. Approval of meeting minutes from June 10, 2020

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the meeting minutes.
Motion carried unanimously.

D. Old Business

None

E. New Business

1. Request for Reallocation of Funds

a. East Carolina University Family Therapy Clinic

Ms. Johnson informed the committee that Ms. Janice McGowan, Grants and Contracts Manager was present to answer any questions the committee might have. Ms. Johnson stated that East Carolina University Family Therapy Clinic was awarded \$17,700 and this is their first year of being awarded funding. Their agreement started on November 2, 2018 and ended November 1, 2019. As of today, the agreement has ended. However, they are on their last reimbursement request. East Carolina University Family Therapy Clinic is requesting to move \$2, 209 from their

Admin line item. The agency has learned that the admin line item is not an eligible expense. Therefore, the agency is requesting to move the funding from the admin line item to their labor line so they can fully expend that line item. Ms. Johnson explained to the committee that the request is to delete the admin line item and move that amount to the labor line item.

Ms. Brown displayed the budget slide to the committee.

Ms. Johnson asked the committee if they had any questions.

Ms. Jones reiterated what Ms. Johnson said by stating that the admin line was not acceptable.

Ms. Jones replied yes, that is correct. They found out after the contracts were approved that it was not an acceptable line item. The program is reimbursement only. East Carolina University Family Therapy Clinic was not able to provide the documents needed by staff, so we were unable to reimburse them for that line item.

Ms. Jones stated that it was basically to pay for labor which was probably administrative anyway.

Staff recommends the committee approve the request from East Carolina University Family Therapy Clinic to reallocate \$2,209 from the admin line to the labor line in an effort to expend all remaining funds.

Motion was made by Mr. Kitchin and seconded by Mr. Cherry to approve the request from East Carolina University Family Therapy Clinic to reallocate \$2,209 from the admin line to the labor line in an effort to expend all remaining funds. Motion carried unanimously.

F. Staff Report

Lincoln Park Update

- 3 rehabs completed
- New construction complete in July

Homeownership Workshop

July 11th Cancelled

(252) 329-4056

Ms. Brown informed the committee that the new construction that the committee is aware of is expected to be complete by the end of July, doing final walk throughs. Ms. Brown informed the committee that she believes that we have some eligible buyers that are waiting to be finalized and move forward with purchasing the homes. There are some potential for future growth and additional reconstruction in that area. Ms. Brown explained that at this time, she does not believe there are any immediate rehabs that will be taking place in the area but staff is continuing the rehab program throughout the city. Therefore, as far as Lincoln Park is concerned, that's where we are with those.

City offices open to the public

- Monday, Wednesday and Friday 9:00 a.m. – 12:00 p.m.
- Tuesday and Thursday 1:00 p.m. – 5:00 p.m.
- Wear a mask and maintain social distance (6ft)

Next meeting for AHLC
August 12, 2020

H. Other

I. Adjournment

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

Ronita Jones, Chairman

Sylvia D. Brown, Staff Liaison