

THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

Minutes

Wednesday, January 9, 2013

Greenville, North Carolina

Present:

- Alice Brewington
- Howard Conner
- Jackie Parker

- Kevin Fuell
- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
- Walt Kitchin

Absent:

- Alice Brewington
- Howard Conner
- Jackie Parker

- Kevin Fuell
- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
- Walt Kitchin

Staff:

- Merrill Flood
- Niki Jones
- Gloria Kesler

- Sylvia Brown
 - Betty Moseley
 - Kandie Smith (City Council Liaison)
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A. Roll Call

Motion was made by Mr. Conner and seconded by Mr. Kitchin to appoint Ms. Brewington Chair until Mr. Hemby arrives. Motion carried unanimously.

B. Approval of Agenda

Motion was made by Mr. Kitchin and seconded by Mr. Conner to approve the agenda. Motion carried unanimously.

C. Approval of meeting minutes from November 14, 2012

Motion was made by Mr. Kitchin and seconded by Mr. Conner to approve the meeting minutes from November 14, 2012 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Subrecipient Update

Ms. Brown gave the 2011-2012 Subrecipient update. A handout was given to all committee members.

Subrecipient	Award Amount	Reimbursement	Percentage Used
Boys & Girls Club	\$12,250.00	\$9,185.73	75%
Center for Family Violence Prevention	\$25,000.00	\$16,649.25	66%
Center for Family Violence Prevention	\$25,000.00	\$5,390.90	21%
Building Hope Community Life Center	\$18,000.00	\$17,126.54	95%
Literacy Volunteers – Pitt County	\$14,200.00	\$14,200.00	100%
Greenville Police Athletic League	\$13,500.00	\$2,375.16	18%
Lucille W. Gorham Intergenerational Community Center	\$3,000.00	\$1,462.00	49%

The subrecipient agreements were signed by City Manager Oct 27, 2011. Subrecipients may request reimbursements for funds spent up to October 26, 2012.

Ms. Brewington asked how much time remained before the agreements expire.

Ms. Brown replied that officially the agreements had already expired. However, subrecipients may make requests from contract period. At this time, final reimbursement requests will be processed and a monitoring visit completed before closing the file.

Mr. Conner asked if all the subrecipients had the same deadline.

Ms. Brown replied yes, the deadline was the same.

Ms. Brewington asked where the recaptured funds would be used.

Ms. Brown replied that the funds would be redistributed to other nonprofits that could better utilize the funds.

Ms. Brewington asked how often staff contacted the agencies to monitor progress during the year.

Ms. Brown replied that contact is made monthly by monthly reports. Ms. Brown stated that she has a goal to increase monitoring visits.

Mr. Conner asked if the unexpended money is sent back to HUD.

Ms. Brown replied that the unexpended funds can be reallocated to other nonprofits.

Mr. Flood stated that Ms. Brown had given a thorough report. A similar issue was addressed last year when the funds were not being spent in a timely fashion. However, there are several other options for reallocation the funds. Also, some of the agencies may have other expenditures eligible for reimbursement.

2. Subrecipient Application & Scoring Process

Ms. Brown discussed the 2013-2014 Subrecipient application and scoring process. The deadline for submission of applications for 2013-2014 funds is Friday, January 11, 2013 at 12:00 noon. All workshop attendees have been sent two e-mails advising of the deadline. Staff will immediately begin review of all applications received. Each nonprofit will receive eligibility notifications. Nonprofits that are eligible for funds will make presentations to the AHLC on Wednesday, February 13. In the March meeting, the AHLC

will score the eligible applications and make recommendations. In April the recommendations will be presented to City Council for approval. After City Council approval, recommendations will be sent to HUD for final approval.

Mr. Hemby asked if staff had made the agencies aware of the criteria sheet and the necessary responses.

Ms. Brown replied that the criteria sheet requirement was covered during the workshops.

Ms. Perkins asked if staff had received any questions from workshop or via phone or e-mail.

Ms. Brown replied that the only question received was if additional paper was allowed for answering questions. The agency was advised that additional paper would be permitted.

Ms. Brewington asked if the current funded agencies would be allowed to submit an application if they have not expended current funds.

Ms. Brown replied that if the agencies attended the workshop then they are allowed to submit an application. Five of the six agencies currently being funded attended the workshops.

Ms. Brewington asked how they can be allowed to continue to submit applications for funding if they are not using the funds already allotted to them.

Ms. Brown replied that the requirement is to attend the workshop. It is up to the committee to recommend funds or to not recommend funds.

3. Approval of Meeting time change for February 2013

Mr. Hemby stated that the meeting time change will allow the nonprofits more time to make presentations.

Motion was made by Mr. Conner and seconded by Ms. Brewington to change the meeting time for the February 2013 meeting to 3:00 p.m. Motion carried unanimously.

4. 2011 – 2012 Annual Action Plan Amendment

Mr. Flood stated that a tax credit project was approved last year in the HOME program called Winslow Point. The NC Housing Finance Agency administered the \$450,000.00 for the project.

In the past two years, four developments have been approved in Greenville. Three of these were sponsored by the City of Greenville. The NCHFA will suspend applications from Pitt County in the 2012-2013 year. The City had set aside \$226,000.00 to fund future tax credit projects; however, with this change, staff would like to use the money set aside for tax credit for the housing rehabilitation program. Currently, there are more than 75-100 homes on the waiting list.

Mr. Hemby asked if the approval standard could be lowered to 50% of the area median.

Mr. Flood replied that the area medium was already set at 50%. The problem with the tax credit project is that there were too many in Pitt County.

Ms. Brewington asked if staff had already decided on an area to use these funds in.

Mr. Flood replied that the funds would be used in the scattered site rehab program.

Motion was made by Mr. Conner and seconded by Ms. Perkins to recommend the 2011-2012 Annual Action Plan Amendment. Motion carried unanimously.

5. 2013-2014 Annual Action Plan Update

Mr. Jones stated that the Annual Action Plan has to be updated each year. The 2013-2014 Annual Action Plan and 5-year Consolidated Plan are currently being updated. These plans assist staff and the community in allocating resources and making investment decisions.

A schedule was given to the committee members.

Mr. Conner asked what the City of Greenville was doing to clean up boarded-up houses.

Mr. Jones replied that staff is working closely with Code Enforcement toward solving these issues. This issue will not be solved by just one division.

Mr. Flood stated that HUD has not notified the City of an award amount yet. Usually, the Annual Action Plan would be accompanied with a breakdown of how the funding will be utilized.

Mr. Hemby stated that he had received a letter concerning committee update presentations to City Council. He asked if staff would be assisting the committee with this presentation.

Mr. Flood replied that staff would assist in preparing the presentation.

Motion was made by Mr. Kitchin and seconded by Mr. Conner to recommend the 2013-2014 Annual Action Plan update and the 2013-2018 Consolidated Plan update. Motion carried unanimously.

6. 2013-2018 Consolidated Plan Update

Mr. Jones covered the 2013-2018 Consolidated Plan update in the 2013-2014 Annual Action Plan agenda item.

F. Staff Report

Ms. Brown welcomed the new committee member Mr. Kevin Fuell.

Ms. Brown stated that updated contact information for staff and committee members has been distributed. Also, in the February meeting, the committee will need to elect a new chair and co-chair.

Ms. Brown stated that staff will assist the Chair with the presentation to City Council on March 4, 2013.

G. Other

Mr. Hemby stated that his term on the committee will end in 2014.

Mr. Fuell stated that he appreciated the opportunity to serve. He has experience as a realtor, Mortgage lender, insight in loan, on Board of EXCEED.

H. Adjournment

Motion was made by Ms. Brewington and seconded by Ms. Perkins to adjourn the Affordable Housing Loan Committee. Motion carried unanimously.

Signature on file

R.J. Hemby, Chair

Signature on file

Sylvia D. Brown, Staff Liaison