



Affordable Housing Advisory Commission Meeting

April 15, 2020

7:00 PM

Remote Meeting



Agenda

- I. Welcome and introduction of new member, Pamela Atwood (7:00-7:05)**
- II. Consider Approval of February Meeting Minutes (7:05-7:10)**
- III. Election of Vice-Chair (7:10-7:15)**
- IV. COVID-19 –Staff Update (7:15-7:20)**
- V. Rental and Utility Deposit Assistance Update (7:20-7:30)**
 - a. Recommendation**
- VI. Review FY20 budget and FY21 proposed budget (7:30-7:40)**
- VII. Review and Recommendations of AHSRF applications (7:40-8:20)**
 - a. Recommendation**
- VIII. Additional comments/questions (8:20-8:30)**
 - a. Town Council Items - April 21st**
 - b. Next meeting**



TOWN OF CARRBORO

Affordable Housing Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

APRIL 15, 2020

Affordable Housing Special Revenue Fund Rental and Utility Deposit Assistance Recommendations

Motion was made by _____, and seconded by _____, that the AHAC recommends that the Town Council consider the following changes to the Rental and Utility Deposit Assistance guidelines:

Maximum Award Limit

1. Increase the maximum grant award from \$1,000 to \$2,000 to better reflect the true costs of current market rents, deposit fees and housing stabilization costs.

Coordinated Rental Assistance Programs

1. The AHAC supports efforts to streamline and expedite the rental and utility assistance application process for households in need of housing stabilization, including those experiencing, or at risk for, homelessness. This effort includes working to align the respective funds of the Towns of Carrboro, Chapel Hill and Hillsborough and Orange County and developing a single, unified application form for nonprofits and referring agencies to use.

VOTE:

YES: ()

ABSENT/EXCUSED: ()

NOES: ()

ABSTENTIONS: ()

By a unanimous show of hands, the AHAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

(Chair)

(Date)



TOWN OF CARRBORO

Affordable Housing Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

NOVEMBER 20, 2019

Affordable Housing Special Revenue Fund Rental and Utility Deposit Assistance Recommendations

Motion was made by Terri Buckner, and seconded by Gabe Viñas, that the AHAC recommends that the Board of Aldermen consider the following changes to the Rental and Utility Deposit Assistance guidelines:

Maximum Award Limit

1. Increase the maximum grant award from \$1,000 to \$1,500 to better reflect the true cost of current market rents and deposit fees.

Addition of Nonprofit Administration Fee

1. Add a nonprofit administration fee as an allowable expense for the nonprofit provider administering applications for Rental and Utility Deposit Assistance. This fee will be a flat fee of \$100 per Rental and Utility Deposit Assistance application.

VOTE:

YES: (6) Terri Buckner, Gabe Viñas, Amy Singleton, Cain Twyman, Quinton Harper, Betty Curry

ABSENT/EXCUSED: (0)

NOES: (0)

ABSTENTIONS: (0)

By a unanimous show of hands, the AHAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

(Chair)

Nov. 22nd 2019

(Date)

Total Affordable Housing Fund FY 19-20

Budget Item	Budget	Percent of Allocated Budget	Commitments	Percent of Category Committed	Actual Expenditures	Remaining	
Community Home Trust (CHT) Interlocal Agreement	\$ 73,783	40%	\$ 73,783	40%	\$ 55,338	\$ -	
Home Consortium	\$ 13,545		\$ 13,545		\$ -	\$ -	
OC Partnership to End Homelessness	\$ 35,232		\$ 35,232		\$ -	\$ -	
Human Services Grants	\$ 21,000		\$ 21,000		\$ 21,000	\$ -	
Affordable Housing Advisory Board	\$ 500		\$ 500		\$ 160	\$ -	
<i>Deferred Loan Expense</i>	\$ 20,000	25%	\$ -	8%	\$ -	\$ 20,000	
Community Home Trust: Acquisition (1 property)	\$ 68,000		\$ 30,000		\$ -	\$ 38,000	
RTT: Critical Repair (4 properties)	\$ 90,000	25%	\$ 28,625	8%	\$ -	\$ 61,375	
CEF: Rental Deposit Assistance	\$ 30,000	8.4%	\$ 1,000	6.6%	\$ 1,000	\$ 6,424	
CEF: Rental Deposit Assistance			\$ 1,000		\$23,576	\$ 1,000	
CEF: Rental Deposit Assistance (HJ)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (R/B)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (GR)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (CM)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (ME)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (R/H)			\$ 900			\$ 900	
CEF: Rental Deposit Assistance (CH)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (CU)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (DB)			\$ 793			\$ 793	
CEF: Rental Deposit Assistance (KB)			\$ 1,000			\$ 1,000	
CEF: Rental Deposit Assistance (BW)			\$ 405			\$ 405	
CEF: Rental Deposit Assistance (RP)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (TB)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (TP)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (MT)			\$ 800			\$ -	
CEF: Rental Deposit Assistance (CM)			\$ 915			\$ -	
CEF: Rental Deposit Assistance (DR)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (CC)			\$ 1,000			\$ -	
CEF: Rental Deposit Assistance (MR)			\$ 745			\$ -	
CEF: Rental Deposit Assistance (BB)			\$ 662			\$ -	
CEF: Rental Deposit Assistance (HL)			\$ 600			\$ -	
CEF: Rental Deposit Assistance (NR)		\$ 928		\$ -			
CEF: Rental Deposit Assistance (AE)		\$ 878		\$ -			
CEF: Rental Deposit Assistance (EH)		\$ 950		\$ -			
Reserves	\$ 6,440	2%				\$ 6,440	
Total	\$ 358,500	100%	\$ 226,261		\$ 87,596	\$ 132,239	
Total Available for FY 19-20	\$				132,239		
Recurring Expenses							
Critical Home Repair							
Rental Deposit Assistance							
Land banking/loan/acquisitions/comes to AHAC as applicant							

Proposed Total Affordable Housing Fund FY 20-21			
Budget Item	Revenues	Commitments	Percent
Expected Fund Allocation as of June 30, 2020	\$ 337,500		
Community Home Trust (CHT) Interlocal Agreement		\$ 74,518	39%
Home Consortium		\$ 14,057	
OC Partnership to End Homelessness		\$ 40,935	
Human Services Grants		\$ -	
Affordable Housing Advisory Board		\$ 500	
<i>Deferred Loan Expense</i>		\$ 10,000	33%
Land banking, Acquisition, New Construction		\$ 100,000	
Critical Home Repair		\$ 61,050	18%
Rental and Utility Deposit Assistance		\$ 26,000	7.7%
Unexpended Reserves		\$ 10,440	3.1%
Total	\$ 337,500	\$ 337,500	100%
Recurring Expenses			
Critical Home Repair			
Rental Deposit Assistance			
Land banking/loan/would come to AHAC as applicant			



TOWN OF CARRBORO

Affordable Housing Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

APRIL 15, 2020

Affordable Housing Special Revenue Fund
Funding Recommendations

Motion was made by _____, and seconded by _____, that the AHAC recommends that the Town Council consider the following funding recommendation:

The AHAC received five applications for funding in the April 1, 2020 funding cycle. With \$92,239 available in the Affordable Housing Special Revenue Fund budget for the current fiscal year (FY19-20), the AHAC recommends to:

- Fully/Partially fund the request from Rebuilding Together of the Triangle at \$ _____;
- Fully/Partially fund the request from EmPOWERment at \$ _____;
- Fully/Partially fund the request from Community Home Trust at \$ _____;
- Fully/Partially fund the request from Habitat for Humanity of Orange County at \$ _____;
- Fully/Partially fund the request from Center for Community Self-Help at \$ _____.

Reserve \$ _____ for the anticipated additional need for rental assistance.

Comments:

VOTE:

YES: ()

ABSENT/EXCUSED: ()

NOES: ()

ABSTENTIONS: ()

By a unanimous show of hands, the AHAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

(Chair)

(Date)

Total Affordable Housing Fund FY 19-20

Budget Item	Balance	Requests	Awards
Budget balance as of April 15, 2020	\$ 132,239		
Community Center for Self Help	\$ 58,000	\$ 30,000	
Community Home Trust		\$ 20,000	
EmPOWERment		\$ 10,000	
RTT	\$ 61,375	\$ 49,745	
Habitat		\$ 19,746	
<i>Rental Assistance</i>	\$ 6,424		
<i>Reserves</i>	\$ 6,440		
Total	\$ 119,375	\$ 129,491	\$ -
Total Available for FY 19-20		\$ (10,116)	\$ 119,375

Recurring Expenses
Critical Home Repair
Rental Deposit Assistance
Land banking/loan/would come to AHAC as applicant



AHSRF Application Checklist (for requests over \$5,000)

Applicant: Community Home Trust

Funding Cycle: April 1, 2020

Type of Project: Acquisition-1 or 2 units in FY21

Amount Requested: \$20,000

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	Yes
The project addresses at least one funding priority area identified by the Town.	Yes
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	Yes
Project benefits households earning 115% AMI or less.	Yes
The application is complete, including all required attachments, and is submitted on or before the established deadline.	Yes

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI		
61-80% of AMI	1	100%
81-100% of AMI		
101-115% of AMI		
TOTAL	1 household	100%

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

Summary of Request: [Community Home Trust](#) (CHT) seeks “to strengthen our community with permanently affordable housing opportunities.” This request is to help reduce the cost of acquiring 1-2 affordable homes in Carrboro. These homes may be resales of existing inventory that require subsidy to make them affordable to the next buyer (earning between 60-80% AMI), or new homes to be added to the inventory, including purchase and rehab, or new construction.

CHT uses funds from CDBG, HOME, CPLP, and local funds to purchase homes back from sellers and to provide soft second mortgage assistance to the new buyers. Many buyers also receive assistance from NCHFA in the form a no-payment, no-interest loan to help lower the costs of the home and make it more affordable. Buyers purchase the leasehold interest in the home using a 99-year renewable ground lease. This ground lease restricts appreciation and requires the home must remain the homeowner's primary residence. The ground lease also requires the buyer must sell their home back to the Community Home Trust once another qualified buyer is ready, willing, and able to purchase. This model keeps the home affordable in perpetuity.

Community Home Trust is requesting \$20,000 toward the purchase of one property, which is 11% of the home's anticipated purchase price, including closing and contingency costs.



AHSRF Application Checklist (for requests over \$5,000)

Applicant: EmPOWERment

Funding Cycle: April 1, 2020

Type of Project: Acquisition and Preservation of Affordable Housing- Acquisition and renovations

Amount Requested: \$10,000

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	Yes
The project addresses at least one funding priority area identified by the Town.	Yes
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	Yes
Project benefits households earning 115% AMI or less.	Yes
The application is complete, including all required attachments, and is submitted on or before the established deadline.	Yes

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI	4	40%
31%-60% of AMI	6	60%
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL	10	100%

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

Summary of Request: [EmPOWERment](#) works to empower individuals and communities to achieve their destiny through community organizing, affordable housing, and grass roots economic development. The funds requested will be used for the acquisition of two, occupied rental units in the Hillmont apartments located on Fidelity Street in Carrboro, Units # 24 and #45. Unit # 24 will be rehabbed.

The remainder of the funds will be used to renovate seven occupied, one bedroom units owned by EmPOWERment in the Hillmont complex and one vacant, two bedroom unit in the Collins Crossing apartment complex located on Jones Ferry Road.

The amount requested from the Town of Carrboro is \$10,000 of the total project budget of \$161,201, or 6.2%. Other funding sources are: HOME and CHDO funds (\$145,201) and EmPOWERment (\$6,000).



AHSRF Application Checklist (for requests over \$5,000)

Applicant: Habitat for Humanity of Orange County

Funding Cycle: April 1, 2020

Type of Project: Preservation of Affordable Housing-Critical Repairs/Rehabilitation

Amount Requested: \$19,746

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	Yes
The project addresses at least one funding priority area identified by the Town.	Yes
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	Yes
Project benefits households earning 115% AMI or less.	Yes
The application is complete, including all required attachments, and is submitted on or before the established deadline.	Yes

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI	7	100%
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL	7	100%

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

Summary of Request: [Habitat for Humanity of Orange County](#) brings people together to build homes, communities, and hope so that everyone in Orange County has a decent place to live. This request is to conduct critical repairs on three Carrboro homes.

Habitat collaborates with the Towns, County, the Handy Helper Program of the Orange County Department on Aging, Jackson Center, Rebuilding Together of the Triangle, Central Piedmont

Community Action, and other nonprofits through the Orange County Home Preservation Coalition to provide assistance to low-income homeowners whose homes require modifications or repairs to remain safely in their homes and/or to age in place.

Habitat requests funding to conduct critical repairs and replacements on three, older Carrboro homes:

- Fowler St.- \$7,523. Replace rotting floors and repair any leaks that may cause additional damage.
- Eugene St. – \$5,000. Replace older portion of the roof and conducts repairs on the newer portion. Rebuilding Together of the Triangle is conducting other critical repairs on this home.
- Broad St. –\$7,223. Replace a leaking roof.

Of the total project budget of \$31,719, the Town of Carrboro is requested to fund \$19,746, or 62%. Other sources of funding are Orange County, Habitat for Humanity and the homeowners.



AHSRF Application Checklist (for requests over \$5,000)

Applicant: Rebuilding Together of the Triangle

Funding Cycle: April 1, 2020

Type of Project: Preservation of Affordable Housing – Critical Repairs

Amount Requested: \$49,745

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	Yes
The project addresses at least one funding priority area identified by the Town.	Yes
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	Yes
Project benefits households earning 115% AMI or less.	Yes
The application is complete, including all required attachments, and is submitted on or before the established deadline.	Yes

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI	4	29%
31%-60% of AMI	8	57%
61-80% of AMI	2	14%
81-100% of AMI		
101-115% of AMI		
TOTAL	14	100%

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

Summary of Request: [Rebuilding Together of the Triangle](#) (RTT) is a non-profit organization that “seeks to make a sustainable impact on preserving and revitalizing homes and communities, assuring that low-income homeowners, from the elderly and disabled to families with children, live in warmth, safety, and independence.” They work “to preserve affordable homeownership and revitalize neighborhoods by providing home repair and renovation services free of charge to those in need.”

RTT collaborates with the Towns, County, the Handy Helper Program of the Orange County Department on Aging, the Jackson Center, Habitat for Humanity, Central Piedmont Community Action and other nonprofits through the Orange County Home Preservation Coalition to provide assistance to low-income homeowners whose homes require modifications or repairs to remain safely in their homes and/or to age in place.

They request funding to conduct critical repairs and enhancements for accessibility (they partner with Central Piedmont Community Action for weatherization) on eight older, Carrboro homes (built between 1879-1988):

- Glosson Circle – \$9,745. A new roof, fascia, and gutters are needed on the exterior of the home. To improve the home's efficiency and reduce utility expenses, the home's ductwork and attic will be insulated. A new packaged HVAC unit will replace the older unit that is not functioning properly. The crawlspace also requires weatherization.
- Broad Street - \$7,675. The home is in need of new smoke detectors, structural repair to the subfloor in the bathroom, minor plumbing repairs to leaky faucets, attic and crawlspace weatherization. The home is also in need of a new roof and gutter downspouts to improve drainage away from the home.
- Broad Street - \$5,850. Extensive exterior repairs including a new roof, new window installation, and trim. The home also needs major electrical work, attic and crawlspace weatherization, and a new HVAC system.
- Jones Ferry Road - \$13,795. The home needs extensive interior work including new HVAC, ceiling work, and flooring repair. It also requires major bathroom modifications for accessibility to ensure the homeowner's safety. Due to the significant age of the home, much weatherization is needed. Exterior work will include metal roofing repair and window weatherization. Additional weatherization is needed in the attic and crawlspace.
- Eugene Street - \$6,135 The house needs a new roof, window repair, and ductwork repair. Extensive attic and crawlspace weatherization is required to reduce the home's energy burden and to lower utility expenses.
- Eugene Street - \$3,375. The home is currently not equipped with exterior vents for major appliances. New vents will be installed for both her dryer and range. The home is in need of weatherization for the attic and crawlspace to increase the home's efficiency and utility costs. The home is also in need of minor carpentry work and painting. Habitat for Humanity is partnering to replace/repair the roof on this home.
- Starlite Drive - \$1,275. In order to improve the efficiency of the home, the attic and crawlspace require weatherization, the front and back doors need repair to reduce air leakage, and the HVAC needs evaluation and service by a licensed contractor. Minor repairs will include electrical, ceiling and drywall patching, and gutter cleaning.
- Lloyd Street - \$1,995. The home's kitchen requires subfloor repair, new flooring, a new range hood, and minor drywall repair. Additional tasks include stabilizing the front steps into the home for safety, electrical repairs, and repairs to the water leaks at the skylight.

Of the total project budget of \$141,880, the Town of Carrboro is requested to fund \$49,745, or 35%. Other sources of funding are Promise of Home, Climate Action Funds, CPCA Weatherization, and RTT.



AHSRF Application Checklist (for requests over \$5,000)

Applicant: Center for Community Self-Help

Funding Cycle: April 1, 2020

Type of Project: Land banking, Pre-Development, Construction, Rehab and Preservation

Amount Requested: \$30,000

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	Yes
The project addresses at least one funding priority area identified by the Town.	Yes
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	Yes
Project benefits households earning 115% AMI or less.	Yes
The application is complete, including all required attachments, and is submitted on or before the established deadline.	Yes

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI	10	20%
31%-60% of AMI	36	70%
61-80% of AMI	5	10%
81-100% of AMI		
101-115% of AMI		
TOTAL	51	100%

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

Summary of Request: [Center for Community Self-Help](#) The nonprofit Center for Community Self-Help is the umbrella organization that encompasses all parts of Self-Help, including [Self-Help Credit Union](#), [Self-Help Federal Credit Union](#), [Self-Help Ventures Fund](#), and the [Center for Responsible Lending](#). Together, we provide financing, technical support, consumer financial services and advocacy for those left out of the economic mainstream.

The NNI, represented by Self-Help, seeks funding that can be used across the following eligible uses: - Land Banking - Construction - Predevelopment Costs - Rehabilitation & Preservation. Since the NNI addresses a wide range of housing needs, directing these funds within these four categories for the programmatic elements described herein during the performance period will support our comprehensive NNI work coordinating with multiple nonprofit partners on projects focused in the Carrboro portions of the targeted neighborhoods. Note that as a cross-jurisdictional project, the programs of the NNI reach residents in Chapel Hill and Carrboro, though project-specific funds from the municipalities are reserved for serving those with the particular jurisdiction (e.g., funds are requested for 105 Wesley, which is a Carrboro property). The Town of Chapel Hill also provides funding to support the NNI, as does Orange County, allowing for coordination across jurisdictional lines.

Predevelopment Costs - \$4,000. Pre-development studies related to Town-owned vacant land.

Construction - \$6,000. Project management for 104 Cobb St (proposed 4 units of affordable housing).

Land banking - \$4,000. To support the acquisition, renovation and management of 105 Wesley St affordable housing.

Rehab and Preservation - \$16,000. To support coordinated urgent repairs in the community and to develop associated legal, tax, and maintenance programs for low-income homeowners.

The project budget for the Northside Initiative is \$400,000, and the Town of Carrboro is asked to support these activities at \$30,000, or 7.5%.