Spring is the time of plans and projects.

LEO TOLSTOY, ANNA KARENINA

GCRA Board Meeting
March 24, 2020
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**April 2020**

- **Monday, April 6**: 12:30 PM. Administration Committee Meeting. GCRA Conference Room
- **Tuesday, April 7**: 12:30 PM. Operations Committee Meeting. GCRA Board Room
- **Friday, April 10**: Good Friday. GCRA Closed
- **Monday, April 13**: 12:30 PM. Board Meeting. GCRA Board Room
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- **Monday, May 11**: 12:30 P.M.
  Administration Committee Meeting
  GCRA Conference Room

- **Tuesday, May 12**: 12:30 P.M.
  Operations Committee Meeting
  GCRA Board Room

- **Thursday, May 28**: 12:30 P.M.
  Board Meeting
  GCRA Board Room

- **Sunday, May 24**: Memorial Day
  GCRA closed
GCRA BOARD MEETING AGENDA  
TUESDAY, MARCH 24, 2020 – 12:30 P.M.  
TELEPHONICALLY  
Telephone #: (872) 240-3311  
Access Code: 314-807-221  
Walter Moragne, Chairman

1) Opening and Roll Call

2) Invocation

3) *Approval of February 25, 2020 Minutes (Pages 4 – 7)

4) *Approval of Mortgage Loan Fund Financing Profile (Page 8)

5) Administration Committee (Pages 9 – 15)  
   a) *Approval of the Bank of Travelers Rest Unsecured Loan Agreement  
   b) *Approval of 2020 CDBG Public Service Subrecipients  
   c) *Approval of 2020 CDBG Rehab/Home Repair Subrecipients  
   d) *Approval of 2020 ESG Subrecipients  
   e) *Approval of 2020 HOME and Affordable Housing Fund Subrecipients  
   f) *Approval of 2020 CHDO Subrecipients

6) Operations Committee (Pages 16 – 19)  
   a) *Approval of Public Works Profile (Monaghan Active Day Center)  
   b) *Approval of Public Works Profile (Fountain Inn Activities Center – Page 20)  
   c) *Approval of Construction Cost & Sales Price Profiles

7) Other Business  
   a) Urban County Qualification for Participation in the CDBG Program Fiscal Year 2021-2023 (Pages 21 – 25)  
   b) Greenville Triumph Soccer Team Renewed Parking Contract (Page 26)  
   c) Economic Development Subcommittee Report

8) Executive Session. When necessary, the Board convenes in Executive Session for the discussion of negotiations incidental to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the Redevelopment Authority of a claim, or other matters authorized by the South Carolina Freedom of Information Act.

9) Adjournment
MINUTES
GREENVILLE COUNTY REDEVELOPMENT AUTHORITY
REGULAR SESSION
TUESDAY, FEBRUARY 25, 2020

BOARD MEMBERS PRESENT: Walter Moragne, Chairman
Charlotte Osmer, Vice-Chair
Jane Kizer, Treasurer
Amy Coleman
Barry Coleman
Grant Cothran
James Hammond (telephonically)
Erin Smith
Lawson Wetli
K. Todd Yeomans

BOARD MEMBERS ABSENT: David Doser

STAFF MEMBERS PRESENT: John Castile, Executive Director
Imma Nwobodu, Program Director
Joe Smith, Operations Director
Pamela Priner, Finance Director
Beverly Robertson, Executive Assistant/HR Manager

GUEST: Anna Mitchell, Greenville News

1. Opening and Roll Call. The meeting was called to order by the Chairman at 12:30 p.m.

2. Approval of Minutes. On a motion by Mr. Cothran and seconded by Mr. Yeomans the Board unanimously approved the minutes of the January 28, 2020 Board meeting as presented.

3. Approval to Enter into a Memorandum of Understanding with Parker for Sanitary Sewer Upgrades in the Sterling Community on Streets that will be Improved during the GLDTC Project Number 559C. Mr. Smith stated that this profile is being presented to the Board due to cost in excess of $50,000. He said that GCRA is providing funds for materials for sanitary sewer upgrades in the Sterling community, with labor to be performed by Parker Sewer and Fire Subdistrict. This is in coordination with the Greenville Legislative Delegation Transportation Committee (GLDTC) project for repaving of these and several other streets in Sterling. By completing the sewer upgrades...
at this time, GCRA can take advantage of having the streets opened without having to cut and patch asphalt.

On a motion by Ms. Coleman and seconded by Ms. Osmer, the Board unanimously approved to enter into a Memorandum of Understanding with Parker for sanitary sewer upgrades in the Sterling community on streets that will be improved during the GLDTC Project Number 559C as presented.

4. Administration Committee.

a) Approval of an Investor Program for Landlords/Property Owners of Rental Units. Ms. Wetli stated that the item for approval is an investor program for property owners and landlords. She stated that according to the CZB report from 2018 there were suggested several strategies for creating and maintaining affordable housing units in our area. One main element was to maintain existing affordable rental housing, and this is what this program is addressing. The program will be funded using Community Development Block Grant and is included in the FY 2019 Annual Action Plan. The initial allocation for FY 2019 is $100,000 and projected to assist up to 4 affordable units at a maximum amount of $25,000 per unit. The fund will be loaned at an interest rate not exceeding two (2%) percent. A maximum affordability period of 15 years will be required.

Mr. Castile then stated that there were recommendations in the CZB report which included preservation of existing homes. The question became how current landlords upgrade existing properties without passing on that cost to the tenants. The Program Department developed this program to address those concerns. Current landlords or prospective landlords can make application to the program and receive funds to upfit those rentals and keep them affordable.

On a motion by the Committee, the Board unanimously approved the Investor Program for Landlords/Property Owners of Rental Units.

5. Operations Committee Reports.

a) Approval of the Public Works Profile. Ms. Coleman stated that the City of Greer would like to use some of their Community Development Block Grant (CDBG) Funds to complete the ADA improvements for the walkways and the parking area at the Kids Planet Playground at Century Park.

On a motion by the Committee, the Board unanimously approved the Public Works profile as present.

6. Approval of Revision to Part 4 of the Operations Program Guidelines. Ms. Coleman stated that staff has recommended changing the guidelines for the Home Repair Grant Program for the elderly and disabled. The terms of the loan were one to five years with a
declining subsidy. It was recommended changing it to a forgivable subsidy to be repaid on a monthly prorated basis instead of annually should the title be transferred before the end of the ten years.

On a motion by Mr. Coleman, seconded by Mr. Hammond, the Committee unanimously approved the Revision to Part 4 of the *Operations Program Guidelines*.

7. **Approval of Revision to Part 5 of the *Operations Program Guidelines***. Ms. Coleman stated that several items were added to the Mortgage Loan Fund Program. Mr. Smith stated that the Mortgage Loan Fund is used to finance homes constructed with HOME funds or to act as bank financing for activities constructed with HOME funds, regulations regarding the use of CDBG and HOME funds, particularly to the affordability period, must be followed and adhered to. This was added to follow the HOME Guidelines.

Mr. Smith stated that the second section that was revised in Part 5 (B) was the underwriting terms. Currently, the interest rate is at the discretion of the Executive Director. This will be changed to: The Loan Committee will underwrite Mortgage Loan Fund loans at rates which reflect the current FHA market rate. Market rate will be locked in at the time of the client’s application.

On a motion by the Committee, the Board unanimously approved the Revision to Part 4 of the *Operations Program Guidelines* as present.

8. **Approval of the Revisions to the GCRA Vehicle Policy**. Ms. Coleman stated that staff revised the Vehicle Operation Policy. The Life was added to the policy which outlines the standard life and mileage of the vehicles. All but one vehicle is within the 10-year life. GCRA anticipates replacing this vehicle in the near future. GCRA uses state procurement for replacement vehicles. Mr. Castile stated that it is staff intent to make sure that GCRA has enough vehicles and that they are in good working condition and safe.

9. **Other Business**.

a. **Updated on the Economic Development Committee**. Ms. Coleman stated that since the last Board meeting the Economic Development Committee has been meeting every other week. They are diligently working on the key areas that the Board Chairman had identified. The Committee is defining what Economic Development is and what it means to GCRA. They are looking at avenues and whether are not Federal Funds can be used or will it be GCRA’s unrestricted funds. Ms. Coleman anticipates bring another report to the Board in March.

10. **Executive Session**. On a motion by Ms. Osmer seconded by Ms. Wetli, the Board voted unanimously to enter Executive Session at 1:06 pm to discuss Approval to Authorize the Executive Director to enter into a Letter of Intent for the Redevelopment of 625 Poinsett Highway.
On a motion by Ms. Osmer, seconded by Ms. Smith, the Board voted to exit Executive Session. Executive Session adjourned at 1:31 pm. No action was taken that required a vote.

11. **Adjournment.** There being no further business, the meeting was adjourned at 1:32 p.m.

____________________________
Secretary
MORTGAGE LOAN FUND (MLF) FINANCING PROFILE

Applicant’s Name: Glenda Santiago Mercado
Size of Household: 2
Household Income: $2,530.25/month (including overtime pay)
Source of Income: Full-time employment: Sun Paper Company – 6 years
Debt-to-Income: 31%

COMMENTS:

The lender, Atlantic Bay Mortgage, approved Ms. Santiago Mercado for a mortgage through South Carolina State Housing Authority through their 100 percent financing program. However, although Atlantic Bay counted Ms. Santiago Mercado’s overtime income because it has been consistent during the six years of her employment, the Housing Authority would only consider base salary; therefore, she was denied.

The closing for her purchase of 690 Ruddy Creek Circle had been scheduled for February 28th and Ms. Santiago Mercado had already given notice to her landlord well in advance and had no alternate housing options because her existing unit had already been rented to someone else. GCRA’s internal Loan Committee reviewed her application and credit report and recommended to the Executive Director approval of Mortgage Loan Fund financing. MLF guidelines allow from 28 to 32 percent debt-to-income ratio. However, the timing of the closing and the Board meeting necessitated moving her into the property after an un-funded “dry” closing. Ms. Santiago Mercado provided a one percent down payment to GCRA. There is an executed agreement that if MLF funding is not approved by the Board, Ms. Santiago Mercado will vacate the property.

RECOMMENDATION:

Approve Ms. Santiago Mercado for Mortgage Loan Fund financing of up to $138,000 at an interest rate of 3.75 percent for 30 years.
MEMORANDUM

TO: GCRA Board Members

FROM: Lawson Wetli, Administration Committee Chairman

RE: Administration Committee Meeting, March 10, 2020

DATE: March 10, 2020

1. Opening and Roll Call. The Administration Committee met on Tuesday, March 10, 2020 at 12:30 p.m. Committee members present were David Doser, Jane Kizer, Walter Moragne, Erin Smith, Lawson Wetli, and K. Todd Yeomans. Staff members present were John Castile Executive Director; Imma Nwobodu, Program Director; Pamela Prone, Finance Director; Lovetta Walton, Associate Community Development Planner; Briney Bischof, Associate Community Development Planner and Jose Reynoso, Associate Program Coordinator.

Action Items: The following items which were considered by the Administration Committee must be approved or ratified by the Board.

2. Approval of the Bank of Travelers Rest Unsecured Line of Credit. Ms. Proner referred to the memo on page 4 of the packet. She stated that currently GCRA has two loans with the Bank of TravelersRest. One of the loans is $300,000 for the construction of the homeownership homes in Slater and when the homes sells, GCRA will pay the loan back. The other loan is $200,000 for two homes in Slater for rental which will be converted to permanent financing. Once these funds are paid back, the funds no longer available to use again on another project. Ms. Proner stated that GCRA needed bank financing that would be available when it was paid back. Staff then went to work on finding an unsecured line of credit.

Ms. Proner stated the Bank of Travelers Rest has conditionally approved GCRA for an unsecured line of credit for the construction of homes located in Greenville County. In efforts to maintain this long-term partnership, the bank has generously extended this line of credit with no additional banking fee. Principal Amount of Loan is $500,000. Collateral will be unsecured for properties across Greenville County. Home Ownership interest rate will be a variable interest rate+ 0%, with a floor of 4.5% and a ceiling of 7.5%. The repayment will be 11 months of interest only payments; On the 12th month the principal amount will be due and will be renewable thereafter. There will be no bank fees on this loan, no inspection fees and no closing costs. There will not be any appraisals. All of this is conditionally approved with the Bank of Travelers Rest. They will have to take it to their Committee which will be tomorrow, March 11, 2020. Ms. Proner also feels the term limit will get a little better. GCRA can use this line of credit for anywhere in the County.
On a motion by Mr. Doser, seconded by Ms. Smith, the Committee unanimously approved the Bank of Travelers Rest Unsecured Line of Credit, as presented.

3. **Approval of 2020 CDBG Unincorporated Public Service Subrecipients and Rehab/Repair Programs.** Ms. Nwobodu stated that GCRA must set aside a certain percentage of funds for public service subrecipients. She stated that funds available for the unincorporated area is roughly $270,000. Ms. Nwobodu stated that GCRA received over forty-two proposals between the municipalities and the unincorporated. Within those applications, there were some repeat applicants and some new applicants. Mr. Doser asked what the level of funding was received in 2019. Ms. Nwobodu stated that it was $250,000.

Ms. Walton stated that she had a total of 13 subrecipient funding requests which totaled $668,088. Due to only having $270,000 to work with, four agencies that submitted requests were not funded. Ms. Walton presented the following recommendations, including agency information and any changes in recommended funding amounts:

<table>
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<tr>
<th>Unincorporated</th>
<th>Amount</th>
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<tr>
<td>Communities in Schools in Greenville provides programming ranging from physical and mental well-being, to those addressing scholastic achievement, to family and community support networks, there has been continuous success in helping students and families identify and reach goals.</td>
<td>$17,500</td>
<td>Case Management</td>
</tr>
<tr>
<td>Meals on Wheels of Greenville provides weekend meals to homebound physically or mentally disabled individuals.</td>
<td>$54,500</td>
<td>Weekend meals for seniors</td>
</tr>
<tr>
<td>Greenville Free Medical Clinic provides free medical care, dental services, health and wellness education, diagnostic procedures, and non-narcotic prescription medicines to eligible patients.</td>
<td>$84,500</td>
<td>Prescriptions</td>
</tr>
<tr>
<td>Human Relations Commission – Fair Housing provides case management for fair housing.</td>
<td>$30,000</td>
<td>Fair housing</td>
</tr>
<tr>
<td>Human Relations Commission – Financial Empowerment works to reduce poverty by providing free financial counseling to low-income citizens.</td>
<td>$10,000</td>
<td>Financial Education</td>
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<tr>
<td>Upstate Warrior Solution works to connect vet families to the to the resources they need and guide them through the process of developing realistic solutions as they face the challenges of successful integration into civil society.</td>
<td>$17,500</td>
<td>Case management coordination</td>
</tr>
<tr>
<td>United Ministries provides the job training component of employment readiness to address the dearth of skills and resources that prevent LMI qualifying for valued jobs.</td>
<td>$20,000</td>
<td>Workforce Development/Education</td>
</tr>
<tr>
<td>Relentless Reach addresses the immediate needs of low-income residents through rental/utility assistance, diapers, food, and back to school drives. Annual Health Fair and Job fairs. Provides work uniforms, materials, and fees for classes to increase workforce employability. Charity tracker.</td>
<td>$6,000</td>
<td>Emergency assistance for low income residents</td>
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Administration Committee Minutes  
March 10, 2020  
Page 3 of 7

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<tr>
<th>Unincorporated</th>
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<tr>
<td>Unity Health on Main is a social services program case manager to provide wrap around services to address the gap of medical, mental health, and social services.</td>
<td>$30,000</td>
<td>Case management</td>
</tr>
<tr>
<td>The Family Effect provides juvenile offenders with needed additional support upon release for reentry into society.</td>
<td>Not funded</td>
<td>Incarcerated Youth Case Management</td>
</tr>
<tr>
<td>Keeping Greenville County Beautiful is a public art initiative to reduce property crimes and vandalism to create a cleaner/safer place to live through beautification.</td>
<td>Not funded</td>
<td>Beautification</td>
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<tr>
<td>Extended hands of God Servants work to develop a senior citizen hope program.</td>
<td>Not funded</td>
<td>Public Services</td>
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<tr>
<td>First Impression of SC provides affordable accessible workforce transportation.</td>
<td>Not funded</td>
<td>Public Services</td>
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Ms. Wetli asked why Human Relations was given less than they received last year. Ms. Walton stated that it was not due to performance but there were just more subrecipient requests for this coming fiscal year. Ms. Nwobodu and Ms. Walton gave some more explanations regarding what each subrecipient does and what the funding will be used for.

Ms. Wetli asked if this is a complete list of all the applicants whether they were funded or not. Ms. Walton stated that it is. Ms. Kizer asked about a couple of the subrecipient that listed multiple activities. She wanted to know which of those activities would GCRA cover. Ms. Walton stated as long as they were eligible activities, they could submit reimbursement. The specific agency will decide amongst the eligible activities how they will use their fund dollars. Ms. Kizer also asked if there was any coaching for the agencies that were denied. Ms. Nwobodu stated that GCRA staff does let them know areas that their applicant can be approved upon. Finally, Ms. Walton went over reasons why specific agencies were not funded.

On a motion by Mr. Moragne, seconded by Mr. Doser, the Committee unanimously approved CDBG Unincorporated Public Service Subrecipients and Rehab/Repair Programs as presented

Ms. Nwobodu then made note of the CDBG Home Repair Funding Request. In the past, Rebuild Upstate was the only applicant. For the coming fiscal year, there were three proposals. Ms. Walton stated that she was pleased with all the applicants. She stated that a total of $375,000 was requested but there was only $255,000 available. Habitat, Home Works of America and Repair Upstate all applied and were funded. Habitat and Rebuild Upstate was funded at $80,000 each and Home Works of America was funded at $50,000. Mr. Castile stated that this is an important program that keeps people in their homes. The goal is to get to 100 Rehab/Repairs each year.

Ms. Walton then went over the funding for United Housing Connections for Permanent Supportive Housing Repair. They requested $45,000 and received $45,000. This funding addresses repair for permanent rental units for the homeless or those under 30% and under of AMI. This would cover about 15 units.
Ms. Walton then stated that the next section was GCRA’s new Investor Program. This covers rental units for individuals in the 30% to 80% of AMI category. United Housing Connections requested $28,000 for one unit but was only awarded $25,000 due to funding limitations. Mr. Moragne asked why they weren’t funded for the amount requested. Ms. Nwobodu stated that there was a cap of $25,000 per unit.

On a motion by Mr. Moragne, seconded by Mr. Doser, the Committee unanimously approved CDBG Unincorporated Public Service Subrecipients and Rehab/Repair Programs as presented.

4. **2020 CDBG Municipal Subrecipient Information.** Ms. Nwobodu noted that the municipal recommendations were included for information only but will be approved by each City’s Council.

5. **Approval of 2020 Emergency Solutions Grant (ESG) Subrecipients.** Ms. Walton stated that there was $383,804 funding requested but only $140,064 was available to allocate. Out of the 10 proposals, three were not funded. Ms. Walton presented the following recommendations:

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<tr>
<th>Organization</th>
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<tr>
<td>SHARE provides emergency shelter, furnishings, insurance, utilities, food vouchers. As well as some essential services: childcare, employment assistance, and job training.</td>
<td>$11,000</td>
<td>For emergency shelter and essential services</td>
</tr>
<tr>
<td>United Ministries offers a day shelter that provides showers, lockers, phones, mail boxes, case management and one-on-one counseling; emergency assistance with food, rent, utilities, prescriptions, heating, and food stamp assistance; adult education and employment readiness training; and transitional housing units and shelter for families.</td>
<td>$35,000</td>
<td>Street outreach and emergency shelter (rehab, essential services and operations)</td>
</tr>
<tr>
<td>Pendleton Place is a homeless youth drop-in center providing an emergency shelter, essential services, case management, operations insurance, utilities, and security.</td>
<td>$30,000</td>
<td>Street outreach and case management.</td>
</tr>
<tr>
<td>Band of Brothers Prison Ministry works with incarcerated male veterans and low-income individuals to include seniors and veterans; homeless populations, and those in need with emphasis on 61-80% AMI to allow homeownership, permanent housing for seniors, veterans, and low-income individuals.</td>
<td>$17,000</td>
<td>For emergency shelter</td>
</tr>
<tr>
<td>First Impression of SC will provide temporary housing for single women transitioning from homelessness to self-sufficiency and financial stability.</td>
<td>$20,000</td>
<td>For emergency shelter</td>
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United Housing Connections (UHC) will offer transitional housing that includes life skills, childcare, transportation, counseling, and financial assistance, permanent housing for people with mental illness and chronically homeless.

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<tr>
<th>Service Description</th>
<th>Amount</th>
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<tr>
<td>Shelter essential services</td>
<td>$18,064</td>
</tr>
<tr>
<td>For Emergency shelter</td>
<td>$11,000</td>
</tr>
<tr>
<td>Street Outreach</td>
<td>$0.00</td>
</tr>
<tr>
<td>Case Management</td>
<td>$0.00</td>
</tr>
<tr>
<td>Shelter</td>
<td>$0.00</td>
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</table>

Fellow Countrymen manages an outreach and emergency shelter for homeless veterans.

Extended Hands of God provides case management, transportation, food materials for lunches and bus services to homeless individuals and seniors.

Human Relations Commission provides case management for rapid rehousing and homelessness prevention.

Step by Step is an emergency shelter providing essential services, financial literacy, case management, character development, transportation and job resources to homeless women.

Mr. Moragne questioned the allocations for the agencies that helped veterans. Ms. Walton stated that many of the other agencies helped veterans. GCRA is committed to helping veterans.

Ms. Walton then presented the Homeless Prevention/Rapid Rehousing/Homeless Management Information System. This section is for case management and the HMIS system. HMIS is the software which the Continuum of Care uses as link that ties all of the agencies together. It also helps capture all the data. Human Relations was awarded $25,000 for case management and United Housing Connections was awarded $15,868.00. United Housing Connections in conjunction with the Continuum of Care was awarded $5,000 for the HMIS system.

The next section is the amount allocated for direct services. $10,000 was allocated to Rapid Rehousing and $20,000 was allocated to Homelessness Prevention.

Discussion ensued regarding the amount of allocated verses the funding requested. Ms. Walton answered all questions satisfactorily.

On a motion by Ms. Kizer, seconded by Mr. Yeomans, the Committee unanimously approved 2020 ESG Subrecipient Funding.
7. **Approval of 2020 Home and Affordable Housing Fund.** Ms. Bischof went through the HOME and Affordable Housing Fund applicants (see table below). She gave mention to the donation given by Mr. Aughtry that will be used by Community Works Carolina for down payers’ assistants. She also explained why some applicants were not funded.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Mercy Housing is building a 60-unit rental new construction project in Mauldin targeting the elderly population with 50-60% AMI.</td>
<td>$600,000</td>
<td>Affordable housing</td>
</tr>
<tr>
<td>Greenville Housing Futures is building a 2 unit duplex in Judson targeting the elderly population with 50-50% AMI.</td>
<td>$50,000</td>
<td>Affordable housing</td>
</tr>
<tr>
<td>Community Works Carolina - first time homebuyers assistance up to $5,000 per buyer/property.</td>
<td>$143,000</td>
<td>Affordable housing/first time homebuyers</td>
</tr>
<tr>
<td>Community Works Carolina – first time homebuyers assistance up to $20,000 per buyer/property</td>
<td>$0</td>
<td>Affordable housing/first time homebuyers</td>
</tr>
<tr>
<td>Nehemiah Community Revitalization Corporation is building a single-family detached home in the Needmore community.</td>
<td>$66,000</td>
<td>Affordable housing/Community revitalization</td>
</tr>
<tr>
<td>Homes of Hope – Berea/Whitehorse/Armstrong, 38-unit single family detached housing project</td>
<td>$475,000</td>
<td>Affordable housing</td>
</tr>
<tr>
<td>Homes on Hope – San Souchi, 19-unit 3 bed/2 bath townhomes</td>
<td>$0</td>
<td>Affordable housing</td>
</tr>
<tr>
<td>Greer Community Outreach – Sunnyside – 3 bed/2 bath single family detached home</td>
<td>$64,000</td>
<td>Affordable housing</td>
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<tr>
<td>Habitat for Humanity – San Souchi – 16 3 bed/2 bath townhomes</td>
<td>$0</td>
<td>Affordable housing</td>
</tr>
<tr>
<td>United Housing Connections – Poe Mill – 2 bed / 1 bath single family detached home</td>
<td>$73,000</td>
<td>Affordable housing</td>
</tr>
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Discussion ensued regarding the amount of allocated verses the funding requested. Ms. Bischof answered all questions satisfactorily.

On a motion by Ms. Kizer, seconded by Mr. Moragne, the Committee unanimously approved 2020 HOME and Affordable Housing Fund.
8. **Approval of 2020 CHDO**  Ms. Nwobodu stated that GCRA is required to set aside fifteen percent of our HOME funds for providing grant funds to CHDOs (Community Housing Development Organizations). Habitat requested $200,000 and staff recommend the 15% of $179,137 for a project to be determined.

On a motion by Ms. Kizer, seconded by Mr. Yeomans, the Committee unanimously approved 2020 CHDO

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Please review the following items of business discussed at the Administration Committee meeting. These items will not be discussed in the Board meeting unless there is a question or comment about them.

9. **Administration Reports.**

a. **Subrecipient Report.** Ms. Walton presented the subrecipient report which shows the performance of the current subrecipient report. She does not see any problems with the subrecipients being able to draw by the end of the fiscal year. There were no questions.

b. **CDBG Timeliness Report.** Ms. Nwobodu noted that May 2\(^{nd}\) is the deadline. However, staff is working to meet the deadline and have develop a plan and staff does not foresee any problems.

c. **HOME Compliance Report.** Ms. Nwobodu stated that there has been no change since last month.

10. **Financial Reports.** Ms. Proner went through the financial reports. She noted that the cash account has increased by a million dollars due to the deposit of the Affordable Housing Fund money in January stated there were no significant changes and entertained questions. There were no questions.

11. **FY 2020 Annual Action Plan Allocation.** Ms. Nwobodu stated that GCRA has been given their fund allocation for Fiscal Year 2020. There is a slight increase in CDBG and HOME funds.

12. **Adjournment.** There being no further business, the meeting was adjourned at 1:49 p.m.
MEMORANDUM

TO: GCRA Board Members

FROM: Grant Cothran, Operations Committee Chairman

RE: Operations Committee Meeting, March 12, 2020

DATE: March 12, 2020

1. Roll Call. The Operations Committee met on Thursday February 13, 2020 at 12:30 p.m. Committee members present were Amy Coleman, Grant Cothran, James Hammond, and Charlotte Osmer. Barry Coleman was absent. Staff present were John Castile, Executive Director; Joe Smith, Operations Director; Meg Macauley, Project Coordinator; and Tiphany Powell, Associate Administrative Assistant.

Action Items: The following item which was considered by the Operations Committee must be approved or ratified by the Board.

2. Approval of Public Works Profile. Mr. Smith stated staff is looking to do several improvements to the Active Day Center in the Monaghan community. As part of ongoing lease negotiations, representatives of Active Day have requested or GCRA staff have assessed a need for several improvements to the Active Day. The scope of work includes replacement of the heating and air system; replacement of all fluorescent lighting with modern LED lighting; construction of an outdoor storage building; and installation of additional landscaping. GCRA staff will act as the general contractor and award individual contracts for HVAC, electrical, construction, and landscaping to individual firms for a total amount not to exceed $53,323.

Mr. Castile gave an overview of GCRA’s relationship with the Active Day Center. He discussed the current rent and terms. Mr. Castile stated that he will be negotiating a new lease with a new rent payment. Discussion ensued regarding the Active Day Center and all questions were answered satisfactorily.

On a motion by Ms. Osmer, seconded by Ms. Coleman, the Committee unanimously approved the Public Works Profile for the Monaghan Active Day Center as presented.

3. Approval of Public Works Profile. Mr. Smith stated a low base bid of $209,359.00 was received from Marsh Bell Construction Co., Inc. to complete ADA improvements for
restrooms and office space at the Activities Center in Fountain Inn. In addition, the project was bid with three Add-Alternates, as follows:

1. $7,774 – add cabinets, countertops, LED lighting in Office 101
2. $23,000 – add Office 106 (flooring, walls, ceiling adjustments, door, electrical & mechanical changes)
3. $21,900 – Add Storage 108 & 109 (including walls, ceilings, finishes, doors and lighting)

The total project cost is therefore $262,033.00. Contract execution and construction are scheduled to begin immediately after Board approval and Fountain Inn Administration approval. Completion is expected to take approximately six months.

On a motion by Ms. Osmer, seconded by Mr. Hammond, the Committee unanimously approved the Public Works Profile for the ADA improvements in Fountain Inn as presented.

4. Approval of Construction Cost and Sales Price Profiles. Mr. Smith stated that he has five construction cost and sales price profiles to bring to the Committee for approval. The first home is a 3 bedroom/2 bath home at 117 3rd Street in Judson. The lot cost was $32,360 and the construction cost will be $131,500. Once this home is constructed it will be listed for sale at $160,000, the appraised cost. If it has not sold in 90 days, then it will convert to a rental.

On a motion by Ms. Osmer, seconded by Ms. Coleman, the Committee unanimously approved the Construction Cost and Sales Price Profile for 117 3rd Street in Judson.

Next, Mr. Smith brought to the Committee the construction cost and sales price profile for 636 Ruddy Creek Circle in Greer. This is a 3 bedroom/2 bath home for sale. The lot cost was $6,378 and construction cost estimated at $134,000. The sales price will be $147,000.

On a motion by Ms. Osmer, seconded by Mr. Cothran, the Committee unanimously approved the Construction Cost and Sales Price Profile for 636 Ruddy Creek in Greer.

Mr. Smith then brought to the Committee the construction cost and sales price profile for 640 Ruddy Creek Circle in Greer. This is a 3 bedroom/2 bath home for sale. The lot cost was $6,378 and construction cost estimated at $129,699. The sales price will be $142,500.

On a motion by Ms. Osmer, seconded by Ms. Coleman, the Committee unanimously approved the Construction Cost and Sales Price Profile for 640 Ruddy Creek in Greer.

Up next, Mr. Smith brought to the Committee the construction cost and sales price profile for 644 Ruddy Creek Circle in Greer. This is a 3 bedroom/2 bath home for sale. The lot cost was $6,378 and construction cost estimated at $125,400. The sales price will be $138,000.
On a motion by Ms. Coleman, seconded by Ms. Osmer, the Committee unanimously approved the Construction Cost and Sales Price Profile for 648 Ruddy Creek in Greer.

Lastly, Mr. Smith brought to the Committee the construction cost and sales price profile for 648 Ruddy Creek Circle in Greer. This is a 3 bedroom/2 bath home for sale. The lot cost was $6,378 and construction cost estimated at $131,500. The sales price will be $145,000.

On a motion by Ms. Coleman, seconded by Mr. Hammond, the Committee unanimously approved the Construction Cost and Sales Price Profile for 648 Ruddy Creek in Greer.

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Please review the following items of business discussed at the Operations Committee meeting. These items will not be discussed in the Board Meeting unless there is a question or comment about them.

4. Operations Reports

a. Home Sales and Rental Property Reports. Mr. Smith presented the Home for Sale Status Report on page 47 for the month of February 2020. He stated that staff has sold three in February for a total of 10 year to date. Mr. Smith stated that 4 Walcott Street is under contract and should be closing soon. Mr. Smith showed pictures of Creekside giving updates on the lots that GCRA has left to build on. He estimates that to be about seven. Mr. Smith then showed the construction progress at Slater with the homes for sale and those that are for rent.

Mr. Smith then referred to the Rental Property Report on pages 48-50. Mr. Smith stated a majority of GCRA rental property is occupied. 112 Marie Street is vacant, but a lease is pending. There are several at Journey Lane that are vacant, but all are in the over income category. There are also several scattered sites that are not being rented at this time due to repairs being made.

Mr. Smith stated that Ms. Hallman is working hard on collecting the past due balance on the rental properties. In January, the balance was $7,690.64 and February it was down to $4,643.97.

b. Operations Activity Report. Mr. Smith presented the Operations Activity Report for the month of February on page 52 and 53. Mr. Smith stated that eleven New Construction for sale units have been completed so far in Fiscal Year 2019. Included in that total were three in Brutontown with a total draw of $180,826, six in Greer with a total draw of $675,960 and one in Slater with a total draw of $233,800 year to date. One unit in Fountain Inn is complete with a total paid out of $129,800. Operations has a target goal of 23 units for New Construction for rental. 18 of the 23 will be the units at Miller Road. Mr. Smith stated that so far this year
there has been one Owner Occupied Repair completed. However, there are more in the works.

Mr. Smith then presented the Operations Activity Report for Partners & Inspections. So far this year there have been ten partner jobs completed. Habitat has five partner jobs complete and Rebuild has five. GCRA Staff completed 417 inspections for the month of February for a total of 3,690 for Fiscal Year 2019 to date.

c. Public Works Report. Mr. Smith presented the Public Works Report on page 42 for the month of January 2020. Mr. Smith stated that the ADA improvements at the Ray Hopkins Senior Center in Mauldin are complete. The final paperwork and payments have been processed. There will be a ribbon cutting on March 25th. Mr. Smith showed pictures of the irrigation and landscaping that is in progress. Staff is working on getting the contract signed and executed with Raby Construction for The Kids Planet playground at Century Park in Greer. Mr. Smith anticipates this to be completed in approximately eight weeks. The ADA improvements project for the Activities Center Bathroom and Office in Fountain Inn are back and a profile has just been submitted. The Memorandum of Understanding between GCRA and Parker Sewer and Fire district has been executed. Mr. Smith stated that there was a preconstruction meeting between Contransco and Earth Materials. Work is scheduled to begin in the Spring of 2020 and continue for approximately six months. A profile was just presented for approval to Operations Committee for upgrades to the Active Day Center in Monaghan. The scope of work includes replacement of HVAC system; replacement of all fluorescent lighting with modern LED lighting; outside storage building; and landscaping. CDBG funds will be used for all except landscaping, which will be paid from rental income. Environmental clearance is underway for the Senior & Activity Center Kitchen Improvements in Simpsonville. As of now staff is waiting on the results of a Permanent Improvement Project (PIP) grant application made and the application deadline was February 28th. This project is dependent upon grant funding.

5. Updates. Mr. Castile and Mr. Smith informed the Committee members on a possible project in the future in the Sunnyside Area in Greer. Mr. Castile gave updates on other possible projects. Mr. Smith continued with updates on the Iola Wilson project in Brutontown. Lastly, they both gave updates on possible projects in Travelers Rest.

6. Adjournment. There being no further business, on a motion by Ms. Osmer, seconded by Mr. Coleman, the Committee adjourned at 1:52 p.m.
PUBLIC WORKS PROFILE

TARGET AREA: Fountain Inn

PROJECT NAME: Activities Center ADA Improvements

COST: $209,359.00 (Base Bid) – $262,033.00 (Total Project Cost)

FUNDING: City of Fountain Inn CDBG

COMMENTS: This profile is being presented to the Operations Committee and Board for their approval due to cost in excess of $50,000.

A low base bid of $209,359.00 was received from Marsh Bell Construction Co., Inc. to complete ADA improvements for restrooms and office space at the center.

The project was bid with three Add-Alternates, as follows:
1. $7,774 – add cabinets, countertops, LED lighting in Office 101
2. $23,000 – add Office 106 (flooring, walls, ceiling adjustments, door, electrical & mechanical changes)
3. $21,900 – Add Storage 108 & 109 (including walls, ceilings, finishes, doors and lighting)

The total project cost is therefore $262,033.00.

Contract execution and construction are scheduled to begin immediately after Board approval; completion is expected to take approximately six months.

RECOMMENDATION: Award a contract in the amount up to $262,033.00 (including up to three Add-Alternates, the inclusion of which is to be determined by Fountain Inn representatives and GCRA staff) to Marsh Bell Construction Co., Inc.

Approved: _____________
Memorandum

To: GCRA Board
From: John Castile
Executive Director
Date: March 24, 2020
Subject: Urban County Qualification for participation in the Community Development Block Grant (CDBG) program for Fiscal Years 2021-2023

Every three years, the U.S. Department of Housing and Urban Development (HUD) requires the Greenville County Redevelopment Authority (GCRA) to certify the continuation of Greenville County’s Urban County cooperative agreement between the Greenville County Redevelopment Authority, Greenville County, and the municipalities of Fountain Inn, Greer, Mauldin, Simpsonville, and Travelers Rest. The cooperative agreement would continue to provide Community Development Block Grants (CDBG), HOME Partnership funds and Emergency Solution Grants for fiscal years 2021-2023 (July 1, 2021 to June 30, 2023). This process also ensures the requalification of Greenville County as an Urban County, eligible for continual participation in the Community Development Block Grant and other HUD related programs.

Since 1978, the County of Greenville has joined with the five mentioned small municipalities of Fountain Inn, Greer, Mauldin, Simpsonville, and Travelers Rest, executing a Cooperative Agreement every three years, in order to obtain Urban County status with the United States Department of Housing and Urban Development and be eligible to receive annual Urban County entitlement grants of Community Development Block Grant, HOME Partnership Grant and Emergency Shelter Grant funds. The current cooperative agreement was adopted in July 18, 2017 for the Fiscal Years of 2018 – 2020 (July 1, 2018 – June 30, 2021). A copy of the adopted resolution is attached for information. Additionally, the attached Urban County Qualification schedule indicates the required sequence of actions needed to complete the process. The timeline on the schedule has been established by HUD. The submission date for completed documentation is August 21, 2020.
A RESOLUTION

TO APPROVE THE EXTENSION OF THE COOPERATIVE AGREEMENT BETWEEN GREENVILLE COUNTY AND THE MUNICIPALITIES OF FOUNTAIN INN, GREER, MAULDIN, SIMPSONVILLE, AND TRAVELERS REST TO OBTAIN URBAN COUNTY STATUS WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, AND APPOINT THE GREENVILLE COUNTY REDEVELOPMENT AUTHORITY AS ITS AGENT FOR THE PURPOSE OF ADMINISTERING ANY GRANT FUNDS RECEIVED AS A RESULT OF SAID AGREEMENT.

WHEREAS, since 1978 Greenville County has joined with the five included small municipalities of Fountain Inn, Greer, Mauldin, Simpsonville, and Travelers Rest, executing a Cooperative Agreement every three years, in order to obtain Urban County status with the United States Department of Housing and Urban Development and be eligible to receive annual Urban County entitlement grants of Community Development Block Grant, HOME Partnership Grant and Emergency Solutions Grant funds; and

WHEREAS, said partnership has been successful, resulting in the receipt of millions of dollars in grant funds by the County and said municipalities which has been vital in providing and improving housing for low and moderate income families in the County and said municipalities as well as the infrastructure in their communities, recreation and social services throughout the County; and

WHEREAS, the County and said municipalities have designated the Greenville County Redevelopment Authority (GCRA) as their agent to administer said grant funds; and

WHEREAS, having been given the opportunity to opt out of the Urban County and its partnership with the included municipalities and GCRA and choosing not withdraw from the terms of the parties Cooperative Agreement, it is now time to renew the arrangement for Fiscal Years 2018, 2019 and 2020; and

WHEREAS, the Cooperative Agreement shall automatically be renewed for participation in successive three year qualification period, unless the County or the participating municipalities of Fountain Inn, Greer, Mauldin, Simpsonville and Travelers Rest elect not to participate in a new qualification period.

NOW, THEREFORE, BE IT RESOLVED that Greenville County shall continue its Cooperative Agreement with the Cities of Fountain Inn, Greer, Mauldin, Simpsonville, and Travelers Rest; and appoint the Greenville County Redevelopment Authority as its agent for the purpose of administering any grant funds received as a result of said Agreement.

DONE IN REGULAR MEETING THIS 18th DAY OF JULY, 2017.

[Signature]
Herman G. Kirven, Jr., Chairman
Greenville County Council

ATTEST:

[Signature]
Theresa B. Kizer
Clerk to Council
## GCRA

### 2021–2023 Urban County Qualification - Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>Sept</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualification process</strong></td>
<td></td>
<td></td>
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<tr>
<td>A. HUD office notifies Greenville County to qualify or requalify – April 17, 2020</td>
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<td>B. Greenville County notifies split places of their options for exclusion from participation in the Urban County - April 17· 2020</td>
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<td>C. County must notify each included unit of government of its right to elect to participate or excluded from the Urban County - April 17, 2020</td>
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<tr>
<td>D. County executed a Cooperative Agreement without a specified date to notify units of government in writing about automatic renewal unless unit of government notifies County in writing by June 7, 2020 of its intent to terminate the agreement. - May 15, 2020</td>
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<td>E. Any included Unit of Government where the County does not need the consent of its Governing body to conduct activities must notify the County &amp; HUD Office to participate or continue renewal of Cooperative agreement – May 15, 2020</td>
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<td>F. Unit of Government notice that has entered into a cooperative agreement with no specified end date with the County and elects not to continue must notify the County and HUD office to terminate or excluded from Urban County participation. – June 19, 2020</td>
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<td>G. Unit of general local government that meets 'metropolitan city' status for the first time and wishes to defer such status remain part of the county or accept such status &amp; join the urban county must notify County &amp; HUD office **** June 19, 2020 (NA for now) unless Greenville City. - NA</td>
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<td>H. Unit of govt not currently participating, but wishes to in the County’s its 2nd &amp; 3rd yr. of qualification period must notify County &amp; HUD office - July 17 - NA</td>
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<tr>
<td>Task</td>
<td>April</td>
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<td>I. HUD Field Offices must notify CPD’s Systems Development and Evaluation Division via e-mail (<a href="mailto:Abubakari.D.Zuberi@hud.gov">Abubakari.D.Zuberi@hud.gov</a>) whether cities that are already identified as potentially eligible metropolitan cities elect to defer or accept their status. For units of general local government that meet metropolitan city status for the first time and are notified in early July thereof, they must elect to defer or accept their status (as discussed in paragraph G, above) by August 21, 2020. Field Offices have until September 11, 2020, to notify the Systems Development and Evaluation Division of their decisions. <strong>County wishing to qualify – NA July 17</strong></td>
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<td>J. County seeking to qualify and include any previously nonparticipating unit of govt – July 24 – NA</td>
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<td><strong>Greenville County Council resolution: approval process – Intergovernmental Committee &amp; Committee of the Whole (Aug)</strong></td>
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<td>K. Field Office Counsel should complete the reviews of all Cooperation Agreement and related authorizations and certify that each cooperation agreement meets requirement of section V. Agreement to be executed by governing body of County &amp; units of govt – Aug 21, 2020</td>
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<td>L. HUD Field Office to electronically update the worksheet. Revised worksheet will be sent to appropriate county for verification of data on the CPD Grants Management Process (GMP) system. <strong>All information on included units of government must be completed via GMP.</strong> Specific instructions for completing these electronic worksheets will be provided by the CPD Systems Development and Evaluation Division at the time they are posted on GMP. August 25, 2020.</td>
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<tr>
<td>M. Field Offices shall update and complete the form electronically for each qualifying or requalifying county. The revised worksheet must be sent to the appropriate county for verification of data. August 28, 2020</td>
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<tr>
<td>N. HUD Headquarters to complete review of Urban County Status and inform Field offices</td>
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QUALIFICATION SCHEDULE

The following schedule will govern the procedures for urban county qualification for the three-year qualification cycle of FYs 2021-2023. Unless noted otherwise, deadlines may only be extended by prior written authorization from Headquarters. Deadlines in paragraphs D, E, G, and I may be extended by the Field Office as specified below. However, no extension may be granted by the Field Office if it would have the effect of extending a subsequent deadline that the Field Office is not authorized to extend.
Memorandum

To: Board of Directors
From: John Castile, Executive Director
Date: March 20, 2020
Subject: Greenville Triumph soccer team renewed parking contract

The Greenville Triumph soccer reached out to GCRA regarding the City View vacant lots that were used for parking last season. We renewed the contract that allows use of this land for parking during the 2020 season, which runs from May – October. Last year, GCRA's portion of the split revenue was $2,612.35.