Do what you feel in your heart to be right, for you’ll be criticized anyway.

Eleanor Roosevelt

GCRA Board Meeting

July 28, 2020
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**Tuesday, August 11**
- **12:30 P.M.**
  - Administration Committee Meeting
  - GCRA Conference Room

**Thursday, August 13**
- **12:30 P.M.**
  - Operations Committee Meeting
  - GCRA Board Room
GCRA BOARD MEETING AGENDA
TUESDAY, JULY 28, 2020 – 12:30 P.M.
TELEPHONICALLY
Teleconference: 929 205 6099; Meeting ID: 830 4582 6630; Passcode: 715663
Walter Moragne, Chairman

1) Opening and Roll Call

2) Invocation

3) *Approval to authorize the Executive Director to enter into a purchase agreement for the property located at 625 Poinsett Highway (former Piedmont Shirt Factory Site) with Hartness International.

4) Administration Committee (Pages 4-9)
   a) *Approval of GCRA’s request and acceptance of the Greenville County’s COVID-19 fund.
   b) *Approval of Revision to Non-Discrimination and Harassment Policy of the Employee Handbook
   c) *Approval of Adding an Open-Door Policy to the Employee Handbook
   d) *Approval of Revisions to the Overtime Procedures and Compensatory Time in the Employee Handbook
   e) *Approval of deletion of Physical Examinations and Rejection of Applications in the Employee Handbook
   f) *Approval of the Deletion of Section 8.8.9 Educational Leave and Revision of Section 8.9 Educational Assistance in the Employee Handbook

5) Operations Committee (Pages 10-13)
   a) *Approval of Amendments to the Operations Program Guidelines Part Four, Home Repair Program for the Elderly and Disabled, Sections I & II
   b) *Approval of Construction Costs & Sales Prices

6) Other Business
   a) Economic Development Subcommittee Report

7) 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.
   a) Discuss the purchase and redevelopment of property located at 220, 240, 270 A Street Greenville, SC 29609 (Poe Mill Site)

8) Executive Director’s Update

9) Adjournment
MEMORANDUM

TO: GCRA Board Members
FROM: Lawson Wetli, Administration Committee Chair
RE: Administration Committee Meeting, July 14, 2020
DATE: July 14, 2020

1. **Opening and Roll Call.** The Administration Committee met on Tuesday, July 14, 2020 at 12:30 p.m. Committee members present were Lawrence Black, Jane Kizer, Erin Smith, Lawson Wetli, and K. Todd Yeomans. Walter Moragne was absent. Staff members present were John Castile, Executive Director; Imma Nwobodu, Program Director; Pamela Proner, Finance Director; Beverly Robertson, Human Resources Manager and Assistant to the Executive Director. Tammie Hoy Hawkins and Katy Davenport from CommunityWorks Carolina were present.

2. **Introduction of Tammie Hoy Hawkins and Katy Davenport of CommunityWorks Carolina.** Mr. Castile stated to the Committee that there are homes that are on the market for sale or about to be on the market for sale that need rehabilitation. These homes could be rehabbed and made into affordable houses. He stated that the County Administrator, Joe Kernell, had been contacted by Council member Ennis Fant seeking to identify solutions that small affordable housing providers are experiencing regarding securing capital. Mr. Kernell then approached GCRA with this request. Mr. Castile stated that he met with Councilman Fant and then they both had a meeting with CommunityWorks Carolina. In the Committee Packet, you will find a presentation that Councilman Fant and Genesis Homes prepared to share with CommunityWorks Carolina. This is not an item that Mr. Castile is bringing to the Committee at this time but simply for information and a possible partnership in the future with CommunityWorks Carolina on rehabbing existing homes in order to add another way to have affordable homes. These loans have generous repayment terms with the option to renew after five years.

Mr. Castile then introduced Ms. Tammie Hoy Hawkins, the Executive Director of CommunityWorks. Ms. Hawkins gave a brief introduction of herself stating that she is relatively new at Community Works. She then introduced Ms. Katy Davenport who is the Assistant Vice President at CommunityWorks. She stated that CommunityWorks is a non-profit financial organization committed to building a brighter future for underserved families and communities through financial education, lending, and investing. Ms. Davenport stated that Community Works opened its doors in 2008 as Greenville Housing Fund, a local housing trust fund created from a partnership between the United Way of Greenville County, Greenville County Redevelopment Authority, and The City of Greenville. Since then, they
have grown into a diverse Community Development Financial Institution (CDFI), helping to build brighter futures for underserved families and communities across South Carolina.

Ms. Davenport spoke on their Landlord Assistance Program which is targeting landlords who are likely renting to LMI tenants and realize that their property is in need of some repair. These landlords may not have access to the funds through traditional lending institutions in order to do the repairs. Through this program, CommunityWorks Carolina will invest up to $25,000 for one unit to undergo rehab with the end goal for these homes to qualify for housing vouchers. By doing so, they are putting quality affordable homes in the community. These loans have generous repayment terms with the option to renew after five years. In the past five years since this program was first offered, CommunityWorks has done approximately fifteen to twenty of these units. If CommunityWorks was able to partner with another agency, they feel they can increase their volume.

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

3. **Approval of GCRA’s Request and Acceptance of the Greenville County’s COVID-19 Fund.** Mr. Castile stated that Greenville County received $91 million directly of COVID funds from the federal government. He stated that the County has reached out to GCRA and stated that it would like to support the activities of GCRA that relate to the COVID pandemic. The County has allocated $3 million to GCRA but has requested that the GCRA staff do an initial budget of $2 million. Ms. Nwobodu and her staff have done a great job on laying out how GCRA will allocate those funds. However, before GCRA makes application for those funds, staff is bringing it to the Administration Committee for approval.

Ms. Nwobodu stated that the $2 million allocation will be shared with the City of Greenville. The fund will specifically be used to address housing, rental, and utility assistances. There is also ten percent of the funds set aside for the subrecipients who will be handling the case management. All the rental and utility assistance will be captured on the HMIS system. She also stated that these funds will be CDBG funds. Ms. Nwobodu stated that that staff is expecting another $1.9 million in ESG funds.

Mr. Castile asked Ms. Nwobodu to talk about the small business assistance. Ms. Nwobodu stated that $150,000 is set aside for small business assistance. Small businesses can get up to $10,000 per business. It is forgivable over five years and will be monitored to make sure the business is still running. It is anticipated to have some language for recapture. The small business assistance will be managed by CommunityWorks Carolina.

On a motion by Mr. Yeomans, seconded by Ms. Smith, the Committee unanimously approved GCRA’s Request and Acceptance of the Greenville County’s COVID-19 Fund as presented.

4. **Approval of Revision to Non-Discrimination and Harassment Policy of the Employee Handbook.** Ms. Robertson stated that it was time to have the Employee Handbook rewritten and updated to reflect the current laws. In doing so, she enlisted the help of an Employment
Attorney to review the Handbook in its entirety to make recommendations. Ms. Robertson will be bringing to the Administration Committee over the next several months sections of the Employee Handbook to be revised. The first recommendation that the attorney suggested was updating the Non-Discrimination and Harassment policy and moving it to the beginning of the handbook from Chapter 13 and Section 8.5 and rewritten in totality. This policy was rewritten to include language recommended by an Employment Attorney along with the addition of Accommodating Employees with Disabilities, Notice Regarding The South Carolina Pregnancy Accommodation Act, and Religious Accommodations. There were no questions or discussion.

On a motion by Mr. Kizer, seconded by Ms. Smith, the Committee unanimously approved the Revision to Non-Discrimination and Harassment Policy of the Employee Handbook as presented.

5. "Approval of Adding an Open-Door Policy to the Employee Handbook" GCRA is committed to maintaining a good working relationship with its employees. However, in any work environment there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere. Ms. Robertson stated that she would like to include in the Employee Handbook an Open-Door Policy. This policy includes procedures for handling suggestions, problems, and complaints. Any employee who has a suggestion, problem, or complaint should discuss the matter with their Manager. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate Manager, or the problem or concern involves your Manager, the employee may meet with the next line of management official over his/her area, who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the employee does not want to discuss it with a manager, he/she may discuss it with the Executive Director. Ms. Robertson also stated that employees may bring issues to the Executive Director at any time.

Ms. Wetli asked whether there was such a policy in the Employee Handbook before now. Ms. Robertson stated that there was a grievance process. But the attorneys recommended adding an Open-Door policy in the manual. It lays out how employees are to address their problems or concerns. They should always seek to speak with their Manager first but in the event, they do not feel comfortable talking to their Manager, they can talk with the Executive Director.

On a motion by Ms. Smith, seconded by Mr. Yeomans, the Committee unanimously approved the Addition of an Open-Door Policy to the Employee Handbook as presented.

6. "Approval of Revisions to the Overtime Procedures and Compensatory Time in the Employee Handbook." Ms. Robertson stated that currently employees can accumulate up to 240 hours of compensatory time. It is being recommend that we limit the accumulation compensatory time to 40 hours. In addition, our Employment Attorney recommends that hours worked up to 40 hours will be paid at the employee’s regular hourly rate and
employees shall receive compensatory time at a rate of time and one half for all hours worked more than forty (40) hours during a seven (7) day work week. This applies to non-exempt employees only.

Another change in the policy is that employees may not work overtime unless approved by their supervisor in advance in writing. Supervisors will then forward approval to the Human Resource Department. Employees who work unauthorized overtime will be paid for such time worked; however, working overtime that has not been approved in advance is a violation of policy and will result in disciplinary action, up to and including termination.

Ms. Kizer asked if by limiting the accumulation of comp time, are we limiting the potential for overtime. Ms. Robertson stated that was correct. Ms. Kizer than asked what qualifies as comp time or how do they get comp time other than overtime. Ms. Robertson stated that the only way to get comp time is to work overtime. Anyone that is exempt is not eligible for comp time. Ms. Kizer wanted to know how someone can accumulate up to 240 hours if they only receive comp time through overtime. Ms. Robertson stated this was a carryover from an old policy and employees in the past have accumulated a lot of overtime and just not used it. Ms. Kizer ask what is the most comp time that current employees have currently accumulated. Ms. Robertson stated that they may have around 30 hours of accumulated comp time. Ms. Wetli asked did the attorneys recommend the change or did it come from Management. Ms. Robertson stated that it came from management.

On a motion by Ms. Kizer, seconded by Mr. Yeomans, the Committee unanimously approved the Revisions to the Overtime Procedures and Compensatory Time to the Employee Handbook as presented.

7. *Approval of deletion of Physical Examinations and Rejection of Applications in the Employee Handbook. Ms. Robertson stated that the Employment Attorney suggested that we delete the section on Physical Examinations because GCRA does not require them upon hiring. They also suggested we delete reasons for rejection of applications in the Employee Handbook. There were no questions or discussion.

On a motion by Ms. Smith, seconded by Ms. Kizer, the Committee unanimously approved the Revisions to the Overtime Procedures and Compensatory Time to the Employee Handbook as presented.

8. *Approval of the Deletion of Section 8.8.9 Educational Leave and Revision of Section 8.9 Educational Assistance in the Employee Handbook. Ms. Robertson stated that it is recommend that GCRA remove from its Employee Handbook Section 8.8.9 that states an employee may take an educational leave to attend a college, university or other institution of higher learning which offers academic curricula leading to a degree or degrees. She stated that GCRA has a small staff and cannot hold a position for someone asking to take a leave to attend school.

Ms. Robertson is proposing full-time regular employees who enroll in course work at an accredited educational institution with prior approval of their department director will be
reimbursed for 50 percent of their tuition and 50 percent of the required book expenses upon successful completion of the course work. This is a change from the previous policy which reimbursed employees for the full cost of tuition and books. Ms. Robertson researched what the County of Greenville and the City of Greenville provided for their employees. This new revision is in line with what both currently provides their employees. Employees must remain with GCRA for a full two years after the course or courses have been reimbursed.

Ms. Kizer asked what portion of the budget educational assistance comes out of. Ms. Robertson stated that it comes from the Administration portion of CDBG funds. Ms. Wetli asked to what extent has this benefit been used. Ms. Robertson stated that there have been several employees that used it. Ms. Kizer asked if any employee must have been employed by GCRA a minimum amount of time before they can seek reimbursement. Ms. Proner stated one year. Ms. Wetli asked if this would be contrary to what employees may expect. Ms. Robertson stated that full-time employees that were hired before June 1, 2020 are eligible for educational benefits under the prior educational program guidelines until December 1, 2020.

On a motion by Mr. Yeomans seconded by Ms. Kizer, the Committee unanimously approved the deletion of Section 8.8.9 Educational Leave and Revision of Section 8.9 Educational Assistance in the Employee Handbook as presented.

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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.

8. Administration Reports.

a. Subrecipient Report. Ms. Nwobodu presented the subrecipient report which shows the performance of the current subrecipients. She brought attention to Share, stating that they should be close to being full drawn. They have submitted reimbursement requests that are not reflected in this current report. The summer programs were either delayed or cancelled due to COVID. These funds not drawn will be reprogrammed into the next year. Ms. Kizer asked whether there would be a penalty due to not expending all the funds due to the shutdowns because of COVID. Ms. Nwobodu stated that there should not be any penalty.

9. Financial Reports. Ms. Proner went through the financial reports. She stated that these reports are for the month of May and staff is working on completing June at the present time. She noted that the cash balance was at $4.1 million. She also stated that loan receivables were down slightly and that was encouraging during this time. Ms. Proner then said that total revenues were at $1.1 million and was up a little due to more draws and the sale of properties. She said that three properties sold in May. Ms. Proner than went on to the rental report. She stated that there was a net loss for the month of May of $6,775. This came mostly from the property maintenance line and rehabilitation line. For the year, the rental portfolio had a net revenue of $106,013. Next, Ms. Proner asked if there were any questions about the check register or vendor register. There were no questions.
8. **Adjournment.** There being no further business, the Committee meeting adjourned at 1:48 p.m.
MEMORANDUM

TO: GCRA Board Members

FROM: Grant Cothran, Operations Committee Chair

RE: Operations Committee Meeting, July 16, 2020

DATE: July 16, 2020

1. Roll Call. The Operations Committee met on Thursday, July 16, 2020 at 12:30 p.m. via Zoom software. Committee members present were Barry Coleman, Amy Coleman, Grant Cothran, David Doser, and James Hammond. Charlotte Osmer was absent. Staff present were John Castile, Executive Director; Joe Smith, Operations Director; and Meg Macauley, Project Coordinator.

2. Approval of Amendment to the Operations Program Guidelines. Mr. Smith stated that staff were recommending changes for Part 4, Sections I and II of the Operations Program Guidelines, which were attached in their entirety with proposed changes highlighted.

   Mr. Doser recommended clarification of Section II, A to indicate that “low income” refers to those with income up to 80 percent of the median.

   With this change, on a motion by Ms. Coleman, seconded by Mr. Doser, the Committee unanimously approved the amendments to the Operations Program Guidelines as presented.

3. Approval of Construction Costs and Sales Prices. Mr. Smith presented construction profiles as follows:

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<th>Construction Cost</th>
<th>Sales Price</th>
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<td>Greer</td>
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   Mr. Smith noted that these are the last three buildable lots in the Creekside community. Mr. Coleman inquired about the combination of bank and HOME financing. Mr. Smith explained that if a buyer is HOME-eligible, the funding source can be converted; this gives the agency the flexibility to sell to buyers of varying incomes. Mr. Coleman also asked if the three houses would be constructed by the same builder. Mr. Smith responded that, as
with the most recent four houses in Creekside that were bid together, these three would be an aggregate bid. Mr. Coleman inquired about the capability of the new builder who was awarded the last four. Mr. Smith stated that he feels confident that he will do well after a bit of a learning curve to acclimate him to GCRA’s specifications and requirements.

On a motion by Mr. Hammond, seconded by Mr. Coleman, the Committee unanimously approved the construction costs and sales prices as presented.

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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 Sales Report for the month of June, showing pictures and speaking about construction progress. We finished the fiscal year with 15 houses sold. 699 Ruddy Creek Circle in Greer and 211 Whitney Street in Slater are under contract to close within about a month. He showed pictures of 27 Earnhardt Street in Brutontown, which was completed in June, and 209 Berea Forest Circle, for which construction has just begun. Several properties at the bottom of the report are Board-approved for construction but are on hold due to the need for completion of environmental clearance, demolition, and or legal action. Mr. Cothran inquired about the particulars and the timeline for 104 Scott Street in Brutontown. Mr. Smith explained that it was purchased from a seller who had acquired it from the Forfeited Land Commission, requiring GCRA’s attorney to take it through quiet title action in court in order to obtain clear, marketable title for sale. Due to recent court delays and the difficult nature of serving one potential heir of a former owner, the process will not be complete until at least Fall of this year.

Mr. Smith then presented the rental property report for the month of June, giving updates on the vacant units listed. Tenants will soon be moving into 11 24th Street and 6 Hardin Street in Greer. Several units at Miller Place Court in Mauldin are still vacant. Land Development Department approved close-out of their permit, but the City of Mauldin cannot grant a Certificate of Occupancy for the final unit until after paving is complete, allowing them to close out their zoning permit as well. Paving and striping are scheduled for July 29th and 30th. Mr. Smith showed pictures of the foundation at 102 Telfair Street in the Worley Road neighborhood, and the prepared lot ready for construction at 102 Heatherly Drive in Judson.

Mr. Smith reviewed the tenant balances for the month of June; the total past due balance was $17,935.72. The client farthest in arrears is the Active Day Center; they have resumed limited operation, and staff are working with them to bring their account current. Despite the pandemic, most other clients have fared well, with a few on agreements due to decreased work and income.
b. **Operations Activity Report.** Mr. Smith presented the Operations Activity Report for the month of June, noting that this is effectively the fiscal year-end report. He will bring Fiscal Year 2020 Activity Goals to the Committee in August. Production was fairly close to projected goals with the exception of homeowner repairs; with the changes to the grant program guidelines and renewed partnerships with several other agencies, we should see a significant increase to the number of homeowners assisted directly or indirectly by GCRA.

c. **Public Works Report.** Mr. Smith presented the Public Works Report for the month of June, showing pictures and speaking about progress on several projects. The Sanitary Sewer Improvements project in Sterling came in slightly under-budget, so GCRA was able to contribute towards some additional asphalt work. The project is still on track to be completed in August or September. Some portions of concrete sidewalk had to be re-poured at the Kids Planet Playground in Greer. Playground equipment has been delivered; rain delays have pushed the projected completion date to August. Mr. Smith showed several pictures of construction well underway at the Fountain Inn Activities Center, explaining structural, plumbing, electrical, and mechanical work in progress. Despite some areas closed for construction, and with safety measures in place due to the pandemic, the center is partially operational. Fountain Inn staff members are very pleased with Marsh-Bell’s work; they are the same contractor who completed work at the Mauldin Community Center this past year.

d. **Quarterly & Year-End Delinquency and Foreclosure Reports.** Mr. Smith presented the quarterly delinquency report for the period of April 1 through June 30, 2020. The fourth quarter delinquency rate was five percent, which is an increase over the third quarter rate due primarily to the COVID-19 pandemic; the foreclosure rate was one percent. Staff will market the Mortgage Loan Fund program for appropriate potential buyers, particularly for the homes at 27 Earnhardt Street, 104 Scott Street, and 15 Marie Street in Brutontown, the construction of which is being funded by the MLF.

Mr. Smith reviewed accounts paid in full. One Rehab Advance Loan was paid off by family members; a homeownership loan was paid after sale of the property, and another was paid off via completion of the mortgage term.

Mr. Smith reviewed the Yearly Mortgage Status Report; 17 loans have been 90 days or more past due for a balance of $73,731 during the fiscal year, which is a slight increase over the previous year.
5. **Other Business.**

   a. **Development Updates.** Mr. Smith provided an update about GCRA’s partnership with Rebuild Upstate for owner-occupied repair work. By helping fund a new staff position and contributing more money towards repairs, we are able to increase our leverage and the number of clients who can be assisted. Staff are proceeding with precautions in place including masking and focusing on outdoor and other low-contact repair work.

   Mr. Smith stated that GCRA’s surveyor is working on reconfiguring lots for a portion of Walcott Street in Brutontown in order to provide four or five more buildable sites for homeownership units.

   Staff recently published a Request for Proposals for engineering services for the 503 E. Fairview Avenue development in Greer. Seamon-Whiteside & Associates, Cardno, and Site Design, Inc. are all interested and intend to submit proposals.

   GCRA’s surveyor has provided a topographical drawing for the proposed Iola Wilson Street to be created in Brutontown. He is now preparing a boundary survey and topographical drawing for Greenbriar Street as well.

   Mr. Castile praised the Operations division for the work that has been completed towards owner-occupied repairs, even in the midst of a pandemic. He has wanted to see 100 clients assisted annually, which we should be able to reach in the coming fiscal year because of our new partnership with Habitat for Humanity. In the years after, he expects to reach 300-400 as we settle into a model that allows GCRA’s partners to assume a greater workload with less bureaucracy associated.

6. **Adjournment.** There being no further business, the meeting was adjourned at 1:16 p.m.
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<td>18</td>
<td>$375,815</td>
<td>$0</td>
</tr>
<tr>
<td>Subrecipients</td>
<td>$91,800</td>
<td>11</td>
<td>$199,585</td>
<td>$291,385</td>
<td>12</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$491,385</td>
</tr>
<tr>
<td>Housing Assistance - Rental Assistance</td>
<td>$500,000</td>
<td>62</td>
<td>$200,000</td>
<td>12</td>
<td>$700,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Utility Assistance</td>
<td>$89,481</td>
<td>11</td>
<td>$165,753</td>
<td>10</td>
<td>$255,234</td>
<td>$500,000</td>
</tr>
<tr>
<td>HMIS</td>
<td>$43,188</td>
<td>5</td>
<td>$0</td>
<td>$43,188</td>
<td>0</td>
<td>$43,188</td>
</tr>
<tr>
<td>Food and Nutrition Assistance</td>
<td>$0</td>
<td>0</td>
<td>$300,000</td>
<td>18</td>
<td>$300,000</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Testing and or Supplies Assistance</td>
<td>$0</td>
<td>0</td>
<td>$30,000</td>
<td>2</td>
<td>$30,000</td>
<td>$0</td>
</tr>
<tr>
<td>Mortgage Assistance</td>
<td>$0</td>
<td>0</td>
<td>$300,000</td>
<td>18</td>
<td>$300,000</td>
<td>$800,000</td>
</tr>
<tr>
<td>Small Business - Assistance</td>
<td>$0</td>
<td>0</td>
<td>$150,000</td>
<td>9</td>
<td>$150,000</td>
<td>$0</td>
</tr>
<tr>
<td>Charity Tracker license</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$804,966</td>
<td>100</td>
<td>$1,640,656</td>
<td>$2,445,622</td>
<td>100</td>
<td>$4,445,622</td>
</tr>
<tr>
<td>Balance to appropriate</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>
Greenville County Redevelopment Authority
COVID-19 Fund Assistance Reference Guideline

- Emergency Solutions Grant (ESG)
- Community Development Block Grant (CDBG)
- Greenville County - COVID-19 Fund

Date: June 2020
## FY 2020 CDBG Income Limits

### CDBG Income Limits (FY 2020) - Greenville-Mauldin-Easley, SC Metro Area

<table>
<thead>
<tr>
<th>Area Median Income</th>
<th>1 Person</th>
<th>2 People</th>
<th>3 People</th>
<th>4 People</th>
<th>5 People</th>
<th>6 People</th>
<th>7 People</th>
<th>8 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>$15,750</td>
<td>$18,000</td>
<td>$20,250</td>
<td>$22,450</td>
<td>$24,250</td>
<td>$26,050</td>
<td>$27,850</td>
<td>$29,650</td>
</tr>
<tr>
<td>50%</td>
<td>$26,250</td>
<td>$30,000</td>
<td>$33,750</td>
<td>$37,450</td>
<td>$40,450</td>
<td>$43,450</td>
<td>$46,450</td>
<td>$49,450</td>
</tr>
<tr>
<td>80%</td>
<td>$41,950</td>
<td>$47,950</td>
<td>$53,950</td>
<td>$59,900</td>
<td>$64,700</td>
<td>$69,500</td>
<td>$74,300</td>
<td>$79,100</td>
</tr>
</tbody>
</table>

### CDBG Income Limits (FY 2020) - Laurens County, SC HUD Metro Area

<table>
<thead>
<tr>
<th>Area Median Income</th>
<th>1 Person</th>
<th>2 People</th>
<th>3 People</th>
<th>4 People</th>
<th>5 People</th>
<th>6 People</th>
<th>7 People</th>
<th>8 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>$11,100</td>
<td>$12,700</td>
<td>$14,300</td>
<td>$15,850</td>
<td>$17,150</td>
<td>$18,400</td>
<td>$19,700</td>
<td>$20,950</td>
</tr>
<tr>
<td>50%</td>
<td>$18,500</td>
<td>$21,150</td>
<td>$23,800</td>
<td>$26,400</td>
<td>$28,550</td>
<td>$30,650</td>
<td>$32,750</td>
<td>$34,850</td>
</tr>
<tr>
<td>80%</td>
<td>$29,600</td>
<td>$33,800</td>
<td>$38,050</td>
<td>$42,250</td>
<td>$45,650</td>
<td>$49,050</td>
<td>$52,400</td>
<td>$55,800</td>
</tr>
</tbody>
</table>

### CDBG Income Limits (FY 2020) - Spartanburg County, SC HUD Metro Area

<table>
<thead>
<tr>
<th>Area Median Income</th>
<th>1 Person</th>
<th>2 People</th>
<th>3 People</th>
<th>4 People</th>
<th>5 People</th>
<th>6 People</th>
<th>7 People</th>
<th>8 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>$13,600</td>
<td>$15,550</td>
<td>$17,500</td>
<td>$19,400</td>
<td>$21,000</td>
<td>$22,550</td>
<td>$24,100</td>
<td>$25,650</td>
</tr>
<tr>
<td>50%</td>
<td>$22,650</td>
<td>$25,900</td>
<td>$29,150</td>
<td>$32,350</td>
<td>$34,950</td>
<td>$37,550</td>
<td>$40,150</td>
<td>$42,750</td>
</tr>
<tr>
<td>80%</td>
<td>$36,250</td>
<td>$41,400</td>
<td>$46,600</td>
<td>$51,750</td>
<td>$55,900</td>
<td>$60,050</td>
<td>$64,200</td>
<td>$68,350</td>
</tr>
</tbody>
</table>
Greenville County Household Beneficiary Information

Date: ______________________

Name: ___________________________________

Date of Birth: ___________________________________

Address: _____________________________________

City, Zip Code: _________________________________

Please check one that applies to you:

[ ] White  [ ] Black/African American  [ ] Asian
[ ] American Indian/Alaskan Native  [ ] Native Hawaiian/Other Pacific Islander

Hispanic Origin: [ ] Yes  [ ] No

Annual Income:

Instructions

First, find the row that has how many people live in your house. Then put a check mark next to the income range that fits your ENTIRE household's income the best. (Please add together the income each person in the household earns).

<table>
<thead>
<tr>
<th>Number of People Living in Your Household</th>
<th>Please Check (✓) the income range that best fits for all members of your household.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>$15,750 or less $15,751-$26,250 $26,251-$41,950</td>
</tr>
<tr>
<td>2 Persons</td>
<td>$18,000 or Less $18,001-$30,000 $30,001-$47,950</td>
</tr>
<tr>
<td>3 Persons</td>
<td>$20,250 or Less $20,251-$33,750 $33,751-$53,950</td>
</tr>
<tr>
<td>4 Persons</td>
<td>$22,450 or Less $22,451-$37,450 $37,451-$59,900</td>
</tr>
<tr>
<td>5 Persons</td>
<td>$24,250 or Less $24,251-$40,450 $40,451-$64,700</td>
</tr>
<tr>
<td>6 Persons</td>
<td>$26,050 or Less $26,051-$43,450 $43,451-$69,500</td>
</tr>
<tr>
<td>7 Persons</td>
<td>$27,850 or Less $27,851-$46,450 $46,451-$74,300</td>
</tr>
<tr>
<td>8 Persons</td>
<td>$29,650 or Less $29,651-$49,450 $49,451-$79,100</td>
</tr>
</tbody>
</table>

I swear that the above statements are true and accurate to the best of my knowledge

__________________________________________  __________________________
Signature of Beneficiary                          Date
## FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

<table>
<thead>
<tr>
<th>FY 2020 Income Limit Area</th>
<th>Median Family Income</th>
<th>FY 2020 Income Limit Category</th>
<th>Persons in Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenville-Mauldin-Easley, SC HUD Metro FMR Area</td>
<td>$74,900</td>
<td>Very Low (50%) Income Limits ($)</td>
<td>26,250 30,000 33,750 <strong>37,450</strong> 40,450 43,450 46,450 49,450</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Extremely (30%) Low Income Limits ($)</td>
<td>15,750 18,000 21,720 <strong>26,200</strong> 30,680 35,160 39,640 44,120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Low (80%) Income Limits ($)</td>
<td>41,950 47,950 53,950 <strong>59,900</strong> 64,700 69,500 74,300 79,100</td>
</tr>
</tbody>
</table>

Listed above is the FY 2020 HUD Income Guidelines to be used to determine client eligibility for ESG and/or CDBG program participation.
For Rental Assistance Call:
Greenville County Human Relations Commission: (864) 467-7095
301 University Ridge, Suite 1600, Greenville, SC 29601;

United Housing Connections: (864) 241-0462
135 Edinburgh Ct., Suite 201, Greenville, SC 29607; https://www.unitedhousingconnections.org/

For Utilities Assistance Call:
Greenville County Human Relations Commission: (864) 467-7095
301 University Ridge, Suite 1600, Greenville, SC 29601;

United Housing Connections: (864) 241-0462
135 Edinburgh Ct., Suite 201, Greenville, SC 29607; https://www.unitedhousingconnections.org/

Income Eligibility for ESG funds
Rental Assistance Prevention – 50% and below AMI

Rental Assistance Rapid Rehousing – up to 80% AMI
In Need of COVID-19 Relief Assistance (CDBG)

For Rental Assistance Call:
1. Greer Relief & Resources Agency, Inc.: (864) 848-5355
   202 Victoria St, Greer, SC 29652; [https://greerrelief.org/](https://greerrelief.org/)
2. The Salvation Army of Greenville: (864) 235-4803
   417 Rutherford St, Greenville, SC 29609; [https://www.salvationarmycarolinas.org/](https://www.salvationarmycarolinas.org/)
3. SHARE: (864) 269-0700
   254 S. Pleasantburg Dr, Greenville, SC 29607; [https://www.sharesc.org/](https://www.sharesc.org/)

For Utilities Assistance Call:
1. Greer Relief & Resources Agency, Inc.: (864) 848-5355
   202 Victoria St, Greer, SC 29652; [https://greerrelief.org/](https://greerrelief.org/)
2. The Salvation Army of Greenville: (864) 235-4803
   417 Rutherford St, Greenville, SC 29609; [https://www.salvationarmycarolinas.org/](https://www.salvationarmycarolinas.org/)
3. SHARE: (864) 269-0700
   254 S. Pleasantburg Dr, Greenville, SC 29607; [https://www.sharesc.org/](https://www.sharesc.org/)
4. Foothills Family Resources: (864) 836-1100
   3 Main St, Slater, SC 29683; [https://foothillsfamilyresources.org/](https://foothillsfamilyresources.org/)
5. Center for Community Services: (864) 688-2233
   1102 Howard Dr, Simpsonville, SC 29681; [https://www.centercs.com/](https://www.centercs.com/)

For Food and Nutrition Assistance Call:
1. Foothills Family Resources: (864) 836-1100
   3 Main St, Slater, SC 29683; [https://foothillsfamilyresources.org/](https://foothillsfamilyresources.org/)
2. Greer Relief & Resources Agency, Inc.: (864) 848-5355
   202 Victoria St, Greer, SC 29652; [https://greerrelief.org/](https://greerrelief.org/)
3. The Salvation Army of Greenville: (864) 235-4803
   417 Rutherford St, Greenville, SC 29609; [https://www.salvationarmycarolinas.org/](https://www.salvationarmycarolinas.org/)
4. Harvest hope Food Bank: (864) 281-3995
   2818 White Horse Rd, Greenville, SC 29611; [https://www.harvesthope.org/](https://www.harvesthope.org/)
5. Unity Health on Main: (864) 232-2734
   505 North Main St, Suite C, Greenville, SC 29601; [https://unityhealthonmain.org/](https://unityhealthonmain.org/)
6. Center for Community Services: (864) 688-2233
   1102 Howard Dr, Simpsonville, SC 29681; [https://www.centercs.com/](https://www.centercs.com/)
7. First Impressions of SC: (864) 881-1437
   15 Grand Ave, Greenville, SC 29607; [https://www.firstimpressionsc.org/](https://www.firstimpressionsc.org/)
8. Fellow Countrymen: (864) 399-4520
   141 Traction St, Office #37, Greenville, SC 29611; [https://fellowcountrymen.org/](https://fellowcountrymen.org/)
For Medical Supplies Assistance Call:

1. Greenville Free Medical Clinic: (864) 232-1470  
   600 Arlington Avenue, Greenville, SC 29601; [http://www.greenvillefreeclinic.org/](http://www.greenvillefreeclinic.org/)
2. Unity Health on Main: (864) 232-2734  
   505 North Main St, Suite C, Greenville, SC 29601; [https://unityhealthonmain.org/](https://unityhealthonmain.org/)

For Mortgage Assistance Call:

1. Greenville County Human Relations Commission: (864) 467-7095  
   301 University Ridge, Suite 1600, Greenville, SC 29601; [https://www.greenvillecounty.org/humanrelations/Default.aspx](https://www.greenvillecounty.org/humanrelations/Default.aspx)

For Small Business Assistance Call:

1. CommunityWorks Carolina: (864) 235-6331  
   100 W. Antrim Dr., Greenville, SC 29607; [https://communityworkscarolina.org/](https://communityworkscarolina.org/)

Income Eligibility for CDBG funds
Up to 80% of Area Medium Income (AMI)

Income Eligibility for Greenville County – COVID-19
Up to 100% of Area Medium Income
Please Contact United Way of Greenville County 211 for referral calls

Contact GCRA office at (864) 242-9801
July 14, 2020

Joe Kernell, County Administrator
Greenville County
301 University Ridge, Suite 2400
Greenville, South Carolina 29601

Dear Mr. Kernell:

SUBJECT: 2020 Consolidated and Annual Action Plan

The Columbia Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities for low-and moderate-income persons through HUD programs. Enclosed are the Grant Agreements for the following programs:

<table>
<thead>
<tr>
<th>Grant Agreement</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Block Grant (CDBG)</td>
<td>$2,788,964</td>
</tr>
<tr>
<td>Community Development Block Grant-CV (CDBG-CV)</td>
<td>$1,640,656</td>
</tr>
<tr>
<td>HOME Investment Partnerships (HOME)</td>
<td>$1,194,249</td>
</tr>
<tr>
<td>Emergency Solutions Grant (ESG)</td>
<td>$233,440</td>
</tr>
<tr>
<td>Emergency Solutions Grant-CV (ESG-CV)</td>
<td>$804,966</td>
</tr>
</tbody>
</table>

Total FY 2020 Award $6,662,275

Transmittal of this Grant Agreement does not constitute approval of the activities described in your Consolidated Plan. You are reminded that you, as grantee, are responsible for ensuring that all grant funds are used in accordance with all program requirements. An executed Grant Agreement is a legally binding agreement between the Department of Housing and Urban Development and Greenville County.

To establish a Line of Credit for Fiscal Year 2020 grant, it will be necessary for your agency to sign, execute and return one (1) copy of each of the Grant Agreements. If there is a need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please submit an IDIS Online Access Request Form (HUD 27055). Also, please ensure the IDIS Online Access Request Form is notarized and returned to this office with your Grant Agreement. Additionally, if there is a need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed by your financial institution and returned to this office with a copy of a voided check.
If applicable, please note the special condition in your CDBG Funding Approval/Agreement.

You are reminded that certain activities are subject to the provisions of 24 CFR Part 58 (Environmental Review Procedures). Funds for such activities may not be obligated or expended until HUD has approved the release of funds in writing. A request for release of funds (RROF) must be accompanied by an environmental certification, and until the RROF is approved and notification is received, no HUD funds should be committed. If the project or activity is exempt per 24 CFR 58.34 or categorically excluded (except in extraordinary circumstances), no RROF is required.

In accordance with the HOME regulations at 24 CFR 92.254(a)(5), a Participating Jurisdiction (PJ) must establish resale and/or recapture requirements that comply with the standards of the regulation. Furthermore, the resale and/or recapture requirements must be set forth in the PJ’s Consolidated Plan. HUD must determine if the PJ’s provisions comply with the requirements of the regulations and notify the PJ in writing of its determination.

HUD has reviewed Greenville County’s HOME resale and/or recapture provisions and has determined that the provisions included in the Plan comply with the requirements at 24 CFR 92.254(a)(5).

Please execute two (2) copies of the CDBG, CDBG-CV, HOME, ESG and ESG-CV Funding Approval/Agreements and return one (1) copy of each agreement to this office to the attention of Brad Evatt, Director, Community Planning and Development. Please ensure the Chief Elected Official and/or authorized designee signs the CDBG, CDBG-CV, HOME, ESG and ESG-CV grant agreements in the highlighted signature box and insert the date. The CDBG Funding Approval/Agreement should not be signed in box 12c.

For additional information and guidance on grant-based accounting, please refer to the HUD Exchange at: https://www.hudexchange.info/manage-a-program/grant-based-accounting/.

HUD congratulates Greenville County on its grant award, and we look forward to assisting you in accomplishing your programs goals. If you have any questions or need further information of assistance, please contact Denethia Sellers McCarthy, Community Planning and Development Representative at (803) 253-3784, or denethia.b.sellersmccarthy@hud.gov.

Sincerely,

Bradley S. Evatt, Director,
Office of Community Planning and Development

Enclosure