

TOWN OF CARRBORO AHSRF APPLICATION SCORE SHEET

APPLICANT: EMPOWERMENT, INC.

PROJECT TYPE: Rehabilitation

AMOUNT REQUESTED: \$15,582.94

TOWN AH GOALS ADDRESSED: 1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments.

2.4 Reduce erosion of rental housing quality and affordability.

PROJECT ADDRESS: Hillmont Apartments, 124 Fidelity Street, and Collins Crossing, 502 Jones Ferry Road in Carrboro

PROJECT SUMMARY: The project has been funded by the Town previously, in April 2020 and October 2020 for a total of \$21,000. Due to COVID delays, increases in material costs, and unforeseen, needed repairs, EmPOWERment requests additional funds to support the project. Renovated units include:

- o Hillmont #4 - Bathroom renovation
- o Hillmont #8 - Bathroom renovation
- o Hillmont #45-Bathroom renovation
- o Hillmont #26-Bathroom renovation
- o Hillmont #3- Bathroom renovation
- o Hillmont #12- Bathroom renovation
- o Hillmont #25- Bathroom renovation
- o Hillmont #28- Bathroom renovation
- o Hillmont #34- Bathroom renovation
- o Hillmont #38- Total renovation
- o Collins Cr#E-8-Total renovation
- o Collins Cr #P8-Bathroom renovation and new flooring throughout unit

All units are owned by EmPOWERment and leased to households earning 60% AMI or less. The completed work will help extend the life of the units and reduce water usage.

POPULATION SERVED:

TOTAL NUMBER: 12

AMI 5 <30% 7 31%-60% 61-80% 81-100% 101-115%

RACE/ETHNICITY Asian 5 Black 1 Hisp./Latino Mixed Race 1 Other 5 White

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OF SENIORS PRESENT/ESTIMATED 3

OF CHILDREN PRESENT/ESTIMATED _____

WITH DISABILITY PRESENT 4

ENVIRONMENTAL IMPACT: Reduction in water usage.

- Energy Efficient measures: The renovated units will include low-flow toilets and water saving showerheads.

FUNDING RECOMMENDATION:

- ☐ FULLY FUND
- ☐ PARTIALLY FUND (Can include suggested amount or %) _____
- ☐ DO NOT FUND

FUNDING APPLICATION

DATE: April 1, 2021

Section 1: APPLICANT AND PROJECT OVERVIEW

A. Applicant Information

Applicant/Organization's Legal Name: EmPOWERment, INC

Primary Contact Person and Title: Delores Bailey, Executive Director

Applicant/Organization's Physical Address: 109 N. Graham Street, #200, Chapel Hill, NC 27516

Applicant/Organization's Mailing Address: 109 N. Graham Street, #200, Chapel Hill, NC 27516

Telephone Number: 919-967-8779

Email Address: empowermentincnc@gmail.com

B. Project Information

Project Name: EmPOWERment Affordable Rental Renovations

Total Project Cost: \$36,582.94

Total Amount of Funds Requested: \$15,582.94

Please specify **which permitted use of funding is being requested** (as listed in Section 2: B.1.):

Rehabilitation for owner-occupied or rental.

To the best of my knowledge all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: Latanya Davis April 1, 2021
Executive Director or other Authorized Signatory Date

Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the "who," "what," "when," and "where" questions about your project). Do not assume the reader knows anything about the project.

A. "Who"

1. Who is the target population to be served and how will their needs be addressed through this project? If this is a repair or rehabilitation project, please address how the beneficiary meets eligibility requirements and provide substantiation, such as a deed, homeowner insurance policy statement, etc.
 - The typical target population that EmPOWERment serves is the more vulnerable citizens of Carrboro. These residents are transitioning from homelessness, living at or below the poverty level, veterans, seniors on a fixed income, the disabled, Housing Choice Voucher holders or those with very low income. Each potential client must complete an application and provide proof of household income to qualify for an EmPOWERment unit. All of EmPOWERment Inc's units are insured. Hillmont and Collins Crossing are insured through the HOA. In addition to the HOA coverage, tenants are required to have renter's insurance on their individual belongings. The renovations have been completed on 12 units.
2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment A** for the current income limits for the Durham-Chapel Hill MSA.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of AMI	7	58%
31%-60% of AMI	4	33%
61-80% of AMI	1	09%
81-100% of AMI		
101-115% of AMI		
TOTAL	12	100%

Income Group	Seniors (age 62+)	Children	Disability Present	Asian	Black	Hisp./ Latinx	Mixed Race	Other	White
<30% of AMI	3		4		5				2
31%-60% of AMI					1			1	2
61-80% of AMI						1			

81-100% of AMI									
101-115% of AMI									
TOTAL	3	0	4	0	6	1	0	1	4

3. Project Staff. Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past:

EmPOWERment, Inc. has been in the affordable rental property management business for 24 years. The Property Manager and her team carry out all program activities. All the EmPOWERment, Inc staff, college interns and volunteers are trained to help with the Rental Program. This project is like a project recently started in the Hillmont units that was temporarily halted because COVID-19,

- Operations Manager, LaTanya Davis, holds a BA in Business Management, BS in Economics, and a Master's in Business Education. She is also a Broker-in-Charge with over twenty years of experience in the real estate world. Ms. Davis brings her ten years of experience as EmPOWERment Inc's previous Property Manager to this project. She now oversees the entire rental program and works closely with the Executive Director in procuring acquisitions and managing renovation projects. It is her responsibility to secure funding and manage this project. This position will work closely with the contractor and the EmPOWERment, Inc Maintenance Supervisor, Jamal Thompson. Recently, she managed the renovations at Hillmont #38 and Collins Crossing #E8, similar to this project. She will work with the Executive Director, Delores Bailey to draw down funds for this project.

- Property Manager, Valencia Thompson (previous Assistant Property Manager) holds a MBA in Accounting and Finance and has been a Real Estate Broker for ten years. This role includes overseeing the Rental Property Management program which includes: rental counseling, apartment turnovers, maintenance oversight, negotiating with vendors, rent collection, counseling with tenants, handling administrative rental duties, data collection and website management for the Rental Program. She will be responsible for certifying all tenants. The Property Manager is responsible for filing timely reports to the Town of Carrboro. Ms. Thompson will assure households will be minimally affected during the renovations.

- Lazarus Maintenance and Repair (LMR) will be the contractor for this project. They were contracted to perform the renovations at #38 Hillmont (see pictures included). LMR has completed many renovations for EmPOWERment, Inc. They have been on budget and on time. They have been in business for over 20 years and are a minority and woman owned business.

- Lazarus Maintenance and Repair Systems Institute, LLC, Completed the renovations for Collins Crossing E-8. The company was founded in 2016 after the owners spent 25+ years

in the residential maintenance industry. Their mission is to service the needs of landlords, property owners and management with training for their staff and labor for smaller management companies. This is also a minority and woman owned business that completes the majority of EmPOWERment's maintenance request.

B. "What"

1. Type of Activity. Please check the category under which your project falls.

- ☐ Acquisition
- ☐ Pre-development costs
- ☐ Rental subsidy
- ☐ Ownership subsidy
- ☐ New construction for homeownership
- ☐ New construction for rental
- ☒ Rehabilitation for owner-occupied or rental (including urgent repairs - see *)
- ☐ Land banking
- ☐ Grant to land trust
- ☐ Foreclosure assistance Other (specify):

**Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.*

2. Project Description. Please provide a general overview of your project, including what you are planning to produce, how the requested funds will be used and how you are planning to carry out the project. Include how your project meets the criteria of eligible uses.

- This project included renovations to 12 affordable rentals. Ten units were located at Hillmont that consisted of bathroom renovations: paint, replacing older plumbing fixtures and vanities, medicine cabinets with a light fixture, installing shower and toilet shut off valves (not included in original scope of work), installing water efficient toilets; new flooring and the addition of universal design fixtures like grab bars as needed. In addition to the bathroom renovations, two units received a complete renovation. Hillmont unit #38 received a total renovation that included painting (entire unit) including kitchen cabinets, new kitchen counter tops, new kitchen sink with faucet, new flooring (entire unit) and new lighting fixtures throughout the unit. Collins Crossing unit #E-8 also received total renovation including painting (entire unit), new flooring (entire unit), new kitchen cabinets and new kitchen sink with faucet.
- EmPOWERment applied for the Affordable Housing Special Reserve Funding twice last year and was awarded \$10,000 on the first application and \$11,000 on the second grant application for a total of \$21,000. We are requesting the addition funds for the out-of-pocket expenses EmPOWERment inherited due to the increased cost of materials due to COVID 19 pandemic and additional repairs and upgrades not anticipated in the original grant application.

C. "Where"

1. Project Location. Please be as specific as possible.

The renovation upgrade will be in Carrboro at 124 Fidelity Court (Hillmont Apartments) and 501 Jones Ferry Road (Collins Crossing).

The renovations will be in the following units:

- Hillmont #4 - Bathroom renovation
- Hillmont #8 - Bathroom renovation
- Hillmont #45-Bathroom renovation
- Hillmont #26-Bathroom renovation
- Hillmont #3- Bathroom renovation
- Hillmont #12- Bathroom renovation
- Hillmont #25- Bathroom renovation
- Hillmont #28- Bathroom renovation
- Hillmont #34- Bathroom renovation
- Hillmont #38- Total renovation
- Collins Cr#E-8-Total renovation
- Collins Cr #P8-Bathroom renovation and new flooring throughout the unit

2. Project Size (if applicable). Please provide the size of development site: N/A acres

Please attach the following: See previous application

- Site ☐ map showing lot boundaries, locations of structure(s), and other site features General
 ☐ location map (at least ½ mile radius)

D. "When"

☐ Attach a **detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

The project has been completed with the exception of carpet installed at Collins Crossing P-8. The carpet is scheduled to be installed April 12, 2021.

E. Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

1. Property Acquisition.

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? EmPOWERment owns these units.
- b. Is the property currently occupied? If so, attach a description of your plan to relocate. N/A
- c. Please attach an appraisal of the property.

2. Construction/Rehabilitation Detail.

- a. How many units will be newly constructed? 0
- b. How many units will be rehabilitated? 12 units were renovated.
- c. What is the square footage of each unit? 560-650
- d. What is the number of bedrooms in each unit? Hillmont-1 bedroom: Collins-2 bedrooms
- e. What is the number of bathrooms in each unit? 1
- f. How many units will have full ADA accessibility? 0
- g. Is the proposed project located in Carrboro Town limits, ETJ, or transitional area? Yes

h. Please attach the following:

- ☒ Floor plan(s)
- ☒ Elevation(s)
- ☒ List of Energy Efficiency measures included in the project (if applicable)
- ☒ List of Universal Design principles included in the project (if applicable)

• Energy Efficient measures: The renovated units included low-flow toilets and water saving showerheads.

• Universal Design principles: Grab bars were added in the bathrooms to meet the universal design principles as needed.

3. Design, Affordability, Marketing, and Supportive Services.

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.:
 - EmPOWERment, Inc will follow the HUD guidelines for assuring long-term affordability. We will continue to serve low-income families. These funds will be fully leveraged to help EmPOWERment, Inc recapture

subsidies. The following documents will ensure long-term affordability of these rental housing units:

- Deed Restrictions
- Performance Agreements
- Development Agreement

b. What are the proposed rents (including utility costs) or sales prices for completed units?

- The rents at these locations range from \$500.00 to \$683.00 per month. The water is included and the electric bills average between \$85.00 and \$125.00 per month.

c. Explain your agency's process for marketing to ensure an adequate pool of income-eligible renters or to buyers:

- Although these units are occupied, EmPOWERment, Inc currently has a wait list of individuals that are looking for 1-bedroom and 2-bedroom apartments. Our waitlist continues to grow throughout this COVID pandemic of individual's experiencing layoffs and reduced hours of employment, that are seeking affordable units as well as second chance landlords. We continue to work closely with clients of Community Empowerment Fund and are listed on that database. Since aiding the homeless is a priority, EmPOWERment, Inc works closely with the Project to End Homelessness, the Interfaith Council and other housing and community service organizations which assist Carrboro residents in finding housing.

d. Describe the use of **energy efficient principles**, universal design, and/or materials with extended life span.

- According to the EPA, toilets are by far the main source of water use in the home, accounting for nearly 30 percent of an average home's indoor water consumption. Older, inefficient toilets that use as much as 6 gallons per flush also happen to be a major source of wasted water in many homes. The units at Hillmont and Collins Crossing are over 25 years old and have these old inefficient toilet and showerheads. Utilizing these measures will not only reduce water consumption and by reducing water consumption will reflect saving for the Hillmont HOA community and extend the life span of these affordable rental properties to delay this expense being passed on to the tenants. EmPOWERment, Inc. installed the following:
 - Grab bars were installed in units that required them to meet the universal design principles.
 - Installed water saving efficient toilets and showerheads.

- e. What supportive services, if any, will be provided through this project?
- Rental counseling which includes HUD certified Housing Counselors to provide financial planning to potential tenants so they understand what they can afford to pay in rent. We also work with tenants once they are in the unit to prepare a budget so that they can manage their income and expenses.
 - Utility supportive program known as “The MOM Fund” that will help with up to \$200 on an electric, gas or water bill.
 - Community outreach programs that include quarterly meetings to keep tenants and the community updated on programs and policies that are relevant to them as citizens.
 - EmPOWERment, Inc’s Rental staff perform annual visits as well as an annual survey to assess tenant needs and concerns.
 - Tenant Association meetings are held semiannually to bring tenants together and provide updated information and guest speakers on topics that directly affect them as rental residents.
 - COVID outreach assistance that includes monthly phone calls to each family to ascertain the well-being of the family and to see how EmPOWERment, Inc’s staff can be of service to them.
 - Liaison between Orange County Emergency Assistance Fund and recipients in need of housing/utility resources. Our staff has also connected tenants that are experiencing financial difficulties with local resources that have been able to assist with rent and utility payments.

Section 3: PERFORMANCE MEASUREMENTS

A. Goals and Objectives

Please complete the following chart with information about the project’s goals and objectives.

Goal/Objective	Measurement
<i>Ex: Provide housing for low- to moderate-income households.</i>	<i>Ex: By 2020, build ten units that are affordable to households earning less than 80%AMI.</i>
Renovations to 12 affordable rental units to extend the efficiency and lifespan of these units	Completed 12 renovations projects to Hillmont and Collins Crossing units.

B. Alignment with Town Goals and adopted affordable housing strategies.

Please explain how the proposed project aligns with the Town Council Goals and adopted affordable housing strategies.

EmPOWERment, Inc's rental program and this project fully embodies the Town of Carrboro Affordable Housing Goals and Strategies. All these units are located on the transit route making it less expensive to get to work and lessens the need to have an automobile. Goal 2.4 speaks to "providing more quality, safe affordable rental housing in Carrboro in an attempt to stop affordable rental inventory from eroding away". This project will expand the lifespan of 12 units, giving tenants better quality homes to live in.

Section 4: PROJECT BUDGET AND PRO-FORMA

A. Project Budget

☒ Attach a **detailed project budget** in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project. Attach funding commitment letters where available or copies of funding applications previously submitted.

☐ Has an appraisal been conducted? If so, please attach.

B. Terms of Project Funding

Please specify the type of funding request for which you are applying:

☒ Grant ☐ Loan

C. Pro-forma (for rental property only)

☐ If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

Section 5: ORGANIZATION DESCRIPTION -The information for Section 5 was provided in a previous application.

If you have already provided this information on a previous application in the current fiscal year, you do not need to provide this information again.

A. Organization

What is your organization's . . .

1. Mission statement?
2. Incorporation date (Month and Year)?
3. Estimated Total Agency Budget for this fiscal year? \$
4. Total number of agency staff (full time equivalents):

B. Organization Track Record and Community Support

Please describe your organization's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project.
2. Involvement of intended beneficiaries of the project in the planning process.
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables.
4. Collaborative relationships with other agencies
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive.
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers, etc.).

Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of the Town of Carrboro

YES ☐ NO ☒

- b) Members of or closely related to members of the governing bodies of Carrboro?

YES ☐ NO ☒

- c) Current beneficiaries of the project/program for which funds are requested?

YES ☐ NO ☒

- d) Paid providers of goods or services to the program or having other financial interest in the program?

YES ☐ NO ☒

If you have answered YES to any question, **please explain below**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.

Budget for Hillmont/Collins Crossing

Date	Grant Award		Bathroom Renovation		Total unit Renovation	Mics
Apr-20	\$10,000		7			
Oct-20	\$11,000		5			
Total	\$21,000					
21-Mar	27,500		12			
20-Jul	\$5,000				Hillmont 38	
20-Nov	\$2,678.34				Collins E-8	
21-Apr	\$1,404.60					Collins P-8 carpet
Total	\$ 36,582.94					
Difference	\$ 15,582.94					