

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**

**May 20, 2025
8:30 a.m.
227-27th Street, Newport News**

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call
3. Consider approval of minutes of regular meeting, April 15, 2025.
4. Communications
5. New Business
 - a. Consider a resolution authorizing and approving the Issuance of Revenue Bonds for 100 29th Street, LLC (The Coile Phase I)
 - b. Consider a resolution authorizing and approving the Issuance of Revenue Bonds for 311 33rd Street, LLC (The Coile Phase II)
 - c. Consider a resolution authorizing the Executive Director to Sign Documentation Related to Choice Neighborhood V-Downtown
6. Report to the Board
7. **No Closed Session**
8. Consider adoption of a resolution certifying a Closed Meeting in conformity with Virginia law.
9. Any other business to come before the Board.
 - Comments from the Public: (*Time Limit 3 Minutes*)
10. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
April 15, 2025**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at 227 27th Street, in the City of Newport News, Virginia, at 8:31 a.m. on Tuesday, April 15, 2025.

**Pledge of
Allegiance**

Mr. Black led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

The meeting was called to order by the Chairperson, and those present were as follows:

Commissioners present: -
Dr. Lisa Wallace-Davis
William Black
George Knight
Barbara Holley
Andrea Diggs
Alonzo R. Bell, Jr.
Thaddeus Holloman - Absent

Also present: Raymond H. Suttle, Jr.
Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Valarie Ellis, Director
Administrative Services

Lisa Dessoify, Director
Finance

Tera Lockley, Director
Housing

Kayonia M. Betts
Executive Assistant

Tricia Wilson
City of Newport News - Via ZOOM

Douglas S. Bertoli
Williams Mullen

Justin Orie
NNRHA IT Department

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Approval of Minutes February 18, 2025	Commissioner Black moved that the minutes of the regular meeting of the Board of Commissioners held on February 18, 2025 be approved with noted changes. The motion was seconded by Commissioner Knight and passed with a majority vote and one abstention.
Communications	<p>The following communications were presented to the Board and reviewed by the Executive Director. The Authority achieved a performance rating of "Standard Performer" for the Section 8 Management Assessment Program (SEMAP) for the fiscal year ending June 30, 2023. Ms. Shaw provided details on the individual scores and outlined the measures implemented to improve outcomes moving forward.</p> <p>The Authority has been awarded the FY24 Ross Grant in the amount of \$544,500, which supports NNRHA's Ross coordinators. These two coordinators work closely with public housing residents to facilitate access to community resources tailored to their personal needs. The grant covers a three-year period.</p>
New Business	Dr. Davis announced a Public Hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for the Stuart Gardens Apartments Phases I & II.
Public Hearing	<p>A notice advertising the Public Hearing was posted in the lobby of the Authority at 227 27th Street, Newport News and appeared in the Daily Press on April 1st and April 8th stating the proposed amendments were available for public examination at the Authority's office at 227 27th Street, Newport News, VA, Public Housing Management Office.</p> <p>No public comments or emails were made or received.</p> <p>Commissioner Black made a motion to close the Public Hearing. Commissioner Bell seconded the motion which passed with a unanimous vote.</p>
The Board of Commissioners of the Newport News Redevelopment and Housing Authority Evidencing the Intent to Issue Multifamily Housing Revenue Bonds for the Stuart Gardens Apartments	The Board was provided copies of a resolution evidencing the intent to issue multifamily affordable residential housing facility revenue bonds not to exceed \$93,000,000. The proceeds from the sale of these bonds would be used to finance the acquisition, rehabilitation, and equipping of a total of 491 affordable housing units located at 1326C Garden Drive in two separate/contiguous projects containing 252 and 239 units on two parcels of land containing 21.14 acres and 18.98 acres of land, respectively. These projects are currently known as Stuart Gardens Phases I and II. It is important to note that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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As you may recall, the City recently conducted a housing study and has not yet extended its support for this project, pending the development of housing policies aligned with the City's future housing needs.

NNRHA is not providing a recommendation to the Board.

The Board was addressed by the developer's attorney, Douglas Sbertoli of Williams Mullen. NNRHA attorney Ray Suttle also provided some history and background on the Stuart Gardens project.

Commissioner Knight made a motion to approve the resolution. Commissioner Black seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
approving the
continuation of the
Authority Scholarship
Program**

The Board of Commissioners had been provided copies of a resolution for the continuation of the NNRHA Scholarship Program for our Public Housing residents and Housing Choice Voucher (HCV) program participants. The resolution provides for the continuation of the NNRHA scholarship program for our Public Housing residents and Housing Choice Voucher program participants. Since 1989, NNRHA has been able to provide two scholarships annually in the amount of \$1,000 each for four years to graduating seniors or others who wish to pursue higher education who reside in public or assisted housing. These two scholarships are awarded each year at the Scholarship Banquet along with those supported by our private scholarship donors. Last year, a total of twelve (12) scholarships were awarded to our public housing residents and HCV clients. This year's scholarship banquet will be held at the Downing- Gross Cultural Arts Center on May 2nd at 5:30 p.m. A total of 6 scholarships were given at state level during the VAHCDO conference of which 2 were awarded to NNRHA residents.

Funds are available to continue this program with two scholarships for 2025 and adoption of the resolution is recommended.

Commissioner Bell made a motion to approve the resolution. Commissioner Knight seconded the motion which passed with a unanimous vote. The resolution is attached to and made a part of these minutes.

**Report to the
Board**

The Report to the Board for April 2025 had been provided to the Board of Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Ms. Lockley reported the NNRHA Controlled Multi-Family Properties Waitlist data as follows: There are 677 Public Housing applications, 90 of which are approved leaving 587 pending applications. The Housing Choice Voucher program has 4,692 applications, of which 25 were approved with 4,567 pending. During the month of March, there were a total of 22 new applicants housed between the Public Housing, Housing Choice Voucher and Mod Rehab (SRO) programs. The Public Housing program is currently occupied at 94% and the Housing Choice Voucher program is currently at 87%. The MOD Rehab Program, which includes Warwick SRO, is 94% occupied. All of the apartment affordable housing communities are occupied at 90% on average.

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Ms. Lockley also reported that the Community Resources Department partnered with Ms. Pam Croom, SWaM Business Services Coordinator, for the City of Newport News to host a small business seminar. The seminar was aimed at helping participants launch their own businesses. The seminar covered startup strategies, funding options, and provided an overview of entrepreneurship pros and cons. Its goal was to inspire and empower participants in their entrepreneurial pursuits. Attendees received resource materials, light refreshments, and educational tools, including a Money Monster Guide and an activity book for children to learn about starting a business.

Ms. Dessoify reported that the management team is prioritizing staff efforts in leasing and processing recertifications. The NNRHA's reserve balance has been negative for several months, with HUD holding the funds until a request is made. Currently, there is \$3.9 million available for withdrawal, which NNRHA plans to request. The tax credit audit has been completed, and the NNRHA audit is starting, covering the period from July 2023 to December 2024 due to the audit period transition. The auditing firm CliftonLarsonAllen, LLC will conduct the audit on-site in May.

Ms. Shaw reported on Community Development in David Staley's absence that the Five-Year Consolidated Plan for 2025-2029 and the Annual Action Plan for 2025-2026 are currently being developed, with a goal to align project priorities with those of the City of Newport News. The focus is on addressing specific needs for eligible citizens through CDBG and HOME programs. Additionally, the SPARC program allows buyers using a Virginia Housing loan to reduce their interest rates by 1%, enabling expanded Down Payment Assistance for qualified buyers. SPARC funding for the current year runs from July 1, 2024, to June 30, 2025. The NNRHA has utilized \$3,799,204 of the \$5.5 million allocated for this purpose and received an extra \$1.5 million in SPARC funding in March.

NNRHA administers the Citywide, Down Payment Assistance Program for first-time homebuyers through the HOME Investment Partnerships Program (HOME). This program assists eligible first-time homebuyers in purchasing a home in the City. There have been 4 applications completed with 17 received from July 2024 to June 30, 2025. There have been 28 new housing rehabilitation applications received with 17 projects completed.

All residents have been successfully relocated from the 88 apartments designated for demolition at Marshall Courts. Utilities to the site have been terminated. The general contractor, C.M. Munden is preparing to commence demolition with the entire project expected to be completed by November 2025. In Orcutt Townhomes I, three of the six accessible lift systems have been installed, with the remaining lifts set to be finished by May 2025, after which final inspections by the City and VHDA will occur. The repaving project at Aqueduct Apartments began on March 30, 2025, and is scheduled for completion within 30 days. DJG Architects have provided the specifications for a window replacement project at Aqueduct which is currently under review by NNRHA, with work anticipated to start this summer. A pre-construction meeting for Marshall Courts Phase I exterior renovations was held on April 3, 2025, with construction slated to begin the week of April 7, 2025, and expected to last six months. The Southeastern Family Project at 2351 Terminal Ave. is 65% complete, aiming for completion in May. Lastly, at Ashe Manor, cabinet submittals have been approved, and materials will be stored on-site to ensure the project progresses within a 7-month timeframe without the need for resident

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relocation. DJG Architects are finalizing plans for capital improvements at Pinecroft Apartments, with contractor solicitation to follow NNRHA's review and approval.

Ms. Shaw reported that the Lift and Rise occupancy is currently at 93% for building 1 and 95% for building 2. The retail space, located on the ground level of the 2700 and 2800 buildings, has successfully passed all inspections. Abbitt Realty will take new marketing photos to relaunch leasing efforts now that the property is fully ready for occupancy.

Ms. Shaw also reported that as of April 2025, the leasing process for CNI Phase III-R of the Legacy Landing project, which includes 71 units, is underway with 41 of those applications 50 are units currently occupied and 8 more approved for move-in. The leasing office has received a total of 350 applications from the general public, of those applications 50 are from former Ridley residents, Thus far, 28 have successfully moved in. All 58 Project-Based Voucher (PBV) and replacement units in CNI III-R are expected to be fully occupied by the end of April 2025.

Construction for CNI IV-R is nearing completion at 99%, although it has been slightly delayed by two weeks due to additional lighting and stormwater work, pushing the expected completion to late August 2025. The Pennrose Development team is focused on obtaining temporary Certificates of Occupancy for the first four townhomes by the end of April 2025, and property management is coordinating inspections to facilitate smooth move-ins.

Infrastructure on the site is 97% complete, the Wellness Trail is 72% complete, and groundbreaking for the Seafood Market is anticipated for summer 2025, while the retail space already stands at 100% completion. The timeline for Phase V – Downtown Phase has been adjusted, with a closing date set for mid-July 2025 and an estimated construction duration of 14-16 months, targeting a late Fall 2026 completion. The site development plan is scheduled for submission to the City of Newport News on April 4, 2025.

Closed Session

Chairperson Davis moved to enter the Board into a closed session for the purpose of discussion or consideration of the disposition of publicly held real property in Downtown Newport News, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, in compliance with Virginia Code 2.2-3711 (A) (3). Commissioner Bell seconded the motion which passed with a unanimous vote.

Coming out of closed session Chairperson Davis made a motion to certify that only public business matters lawfully exempted from open meeting requirements by Virginia Law and only those matters as identified in the motion were discussed in the closed meeting today. Commissioner Knight requested approval of the resolution certifying adherence to the Virginia Freedom of Information Act.

Commissioner Diggs made a motion to approve the resolution. The motion was seconded by Mr. Black, and passed with a unanimous vote.

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**Introduction of New
NNRHA Board
Member Mr. Alonzo
R. Bell, Jr.**

Ms. Shaw introduced Mr. Bell to the Board of Commissioners. Mr. Bell's professional background is in real estate and business consulting. Mr. Bell has been a member on several Boards throughout the City of Newport News. His area of expertise is economic development.

**Retirement
Announcement of
Mrs. Valarie Ellis**

Mrs. Ellis expressed heartfelt gratitude to colleagues for their support and collaboration throughout her career. She reflected on the meaningful relationships and experiences gained, emphasizing how these have enriched her professional journey. Ms. Ellis will cherish the memories created while employed at NNRHA.

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Adjournment

There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:31am.

Secretary-Treasurer

ITEM NO. 4
Communications



OFFICE OF PUBLIC & INDIAN HOUSING

Dear Executive Director,

On Tuesday, May 13th, 2025, HUD's Office of Capital Improvements (OCI) awarded \$3.17 billion in Fiscal Year (FY) 2025 Capital Fund Program (CFP) Formula Grant Awards to 2,722 housing authorities in all 50 states, as well as the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. We are pleased to notify you of your agency's award!

This email includes a [list of all of the Capital Fund awards](#) as well as a copy of this year's [processing guidance](#). Please refer to the award list to find out the amount awarded to your agency (note the list is sorted by PHA Code). **NNRHA was awarded \$3,709,211.00.**

The processing guidance and Annual Contributions Contract Amendment (ACC Amendment) are posted to the [OCI website](#). The ACC Amendment will operate the same way it has in recent years: 1) download the spreadsheet file, 2) open the file, 3) type your housing authority code in the yellow blank space which will trigger the spreadsheet to populate the name of your housing authority, the grant number and the amount of your grant, 4) check the appropriate box in paragraph 8, 5) sign the ACC Amendment (either by electronic signature or by printing the spreadsheet and then signing it followed by scanning the signed document into a PDF file). Once your agency's ACC Amendment is signed, follow the instructions in the processing guidance to submit it as part of a document package in EPIC.

If you have any questions after viewing the processing guidance, please contact your local HUD Field Office or send an email to PIHOCI@HUD.gov with "Capital Fund Processing" as the subject.

**** It is important to note that your grant will not immediately be available in EPIC: PHAs cannot create document packages in EPIC until the grants are available in EPIC. We anticipate that all grants should be available in EPIC by Monday, May 19th. ****

Thank you for the important work you do on behalf of your residents and community. We look forward to partnering with you to put these funds to work improving Public Housing units nationwide and ensuring they provide decent, safe, and healthy homes for their residents.

Sincerely,

David Fleischman, Director

US Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Public Housing Investments – Office of Capital Improvements
451 7th Street SW
Washington, DC 20410

ITEM NO. 5

New Business

- a. Consider a resolution authorizing and approving the Issuance of Revenue Bonds for 100 29th Street, LLC (The Coile Phase I)
- b. Consider a resolution authorizing and approving the Issuance of Revenue Bonds for 311 33rd Street, LLC (The Coile Phase II)
- c. Consider a resolution authorizing the Executive Director to Sign Documentation Related to Choice Neighborhood V-Downtown

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: May 20, 2025

TO: All Members, Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director *lms*

SUBJECT: Multifamily Housing Revenue Bonds Issuance Request for 100 29th Street
(The Coile Phase I)

On January 16 and November 19, 2024, the Authority adopted preliminary resolutions authorizing the issuance of up to \$8,000,000 of its revenue bonds. The proceeds will be used to make a loan to the Borrower to finance or refinance a portion of the cost of the construction and equipping of a multifamily residential rental housing project consisting of one (1) four story newly constructed residential building with elevator services containing approximately 31 units with a mix of two and three bedroom housing units, parking facilities, a community room and leasing office together with costs of issuance and other expenditures related to the financing the project which is situated on approximately .34 acres of land located at 100 29th Street, Newport News, Virginia 23607. The affordable housing development will be known as the Coile Phase I Apartments.

On December 10, 2024, the City Council adopted a resolution providing "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code and the Internal Revenue Code.

The attached final bond resolution is included for your consideration. A representative of Williams Mullen, bond counsel, will be in attendance to respond to questions. Subject to the Board's authorization, the issuance of the Bonds is expected to occur on or before June 1, 2025.

It is important to note that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

A resolution for your consideration is attached. Board approval of this proposed action is recommended.

**RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE OF
REVENUE BONDS FOR THE BENEFIT OF 100 29th STREET, LLC IN AN AMOUNT
NOT TO EXCEED \$8,000,000 AND THE EXECUTION OF RELATED DOCUMENTS**

WHEREAS, pursuant to the Housing Authorities Law, Chapter 1, Title 36 (the "Act") of the Code of Virginia of 1950, as amended (the "Virginia Code"), the Newport News Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia (the "Authority"), is authorized to exercise all the powers set forth in the Act to make loans for assistance in planning, development, acquisition, construction and equipping of facilities used primarily for affordable multifamily housing residences in order to promote decent, safe and sanitary housing in the Commonwealth of Virginia, to issue its revenue bonds from time to time for such purposes and to pledge all or any part of revenues derived by the Authority in connection with any such loans made by the Authority to secure the payment of such revenue bonds; and

WHEREAS, at the request of 100 29th Street, LLC, a Virginia limited liability company (the "Borrower"), the Authority (a) adopted preliminary resolutions on January 16 and on November 19, 2024 (collectively, the "Inducement Resolution") authorizing the issuance of up to \$8,000,000 of its revenue bonds (the "Bonds") in accordance with a Governmental Note, as hereinafter defined and described below, the proceeds of which will be used to make a loan to the Borrower in one or more series to finance or refinance a portion of the cost of the construction and equipping of a multifamily residential rental housing project consisting of one (1) four story newly constructed residential building on top of a podium with elevator services containing approximately 31 two and three bedroom residential affordable housing units, parking facilities, and a community room, with such facility to be known as the Coile Phase I Apartments, together with costs of issuance and other expenditures related to the financing (the "Project") and such improvements are situated within an area consisting of approximately .34 of land at 100 29th Street and located entirely in the City of Newport News, Virginia (the "City") and such Project is expected to be owned and operated by the Borrower or a party related to the Borrower, and (b) held a public hearing on November 19, 2024 in accordance with the Act and Section 15.2-4906 of the Virginia Code, as applicable to housing authorities, and as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code"); and

WHEREAS, on December 10, 2024, the City Council of the City (the "City Council") provided governing body approval in connection with the issuance of the Governmental Note in an amount not to exceed \$8,000,000 (the "Governmental Note") by the Authority as requested in the Inducement Resolution, and as required by Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, as applicable to housing authorities; and

WHEREAS, the Governmental Note will be issued pursuant to a Funding Loan Agreement dated as of June 1, 2025 (the "Funding Loan Agreement"), to be dated as of a date on or prior to the date on which it is executed and delivered, among PNC Bank, National Association ("PNC Bank"), (or a related entity), as the construction lender (the "Construction Lender"), the Authority and [The Bank of New York Mellon Trust Company N.A.] as fiscal agent, or such other fiscal agent to be named therein (the "Fiscal Agent"); and

WHEREAS, the Governmental Note will be a limited obligation of the Authority, the principal of and, premium, if any, and interest on which will be payable solely out of the receipts and revenues of the Authority from a Project Loan Agreement dated as of June 1, 2025 (the "Project Loan Agreement"), to be dated as of a date on or prior to the date on which it is executed and delivered, among the Authority, the Fiscal Agent and the Borrower; and

WHEREAS, at the request of the Borrower, the Authority desires to approve the final terms and details of the Governmental Note; and

WHEREAS, the foregoing arrangements will be reflected in the following documents (the "Basic Documents") which have been prepared by bond counsel to the Authority ("Bond Counsel") and described and presented to the Authority for its approval:

- (a) the Funding Loan Agreement (including the forms of the Governmental Note attached thereto as Exhibit A);
- (b) the Project Loan Agreement;
- (c) the Regulatory Agreement and Declaration of Restrictive Covenants dated as of June 1, 2025 and to be recorded in the land records of the City; and

WHEREAS, the Construction Lender shall be the initial source of funds for the construction of the Project, and upon completion of the Project and the delivery of the Certificate of Occupancy, the construction loan provided by the Construction Lender (the "Construction Loan") shall be retired and converted into a permanent term loan financing through a credit facility provided by Freddie Mac and administered and serviced by PNC Bank (the "Conversion") and such other customary permanent term loan financing documents will be presented to the Authority on or before the Conversion along with a Resolution presented for approval by the Authority (the "Conversion Resolution"):

NOW, THEREFORE, BE IT RESOLVED BY THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY THAT:

1. The issuance of the Governmental Note in the aggregate principal amount of up to \$8,000,000 pursuant to the Funding Loan Agreement, consisting of the Authority's multifamily affordable housing note substantially in the form of and with substantially the terms provided in Exhibit A to the Funding Loan Agreement, is hereby authorized and approved, together with the Basic Documents. The Chair, Vice-Chair, Secretary, Chief Executive Officer and any other officer of the Authority, any of whom may act alone (the "Authorized Official") are each hereby authorized and directed to execute the Governmental Note, which shall bear interest at the rates (which may be variable or fixed), shall mature on such dates and shall be subject to redemption at such times as are set forth in the Basic Documents. The Authorized Official is hereby authorized to approve the final terms of the Governmental Note; provided that the interest rate borne by the Governmental Note shall not exceed ___% per annum and the final maturity of the Governmental Note shall not be later than ____ () years after the date of the initial issuance of the Governmental Note, and the aggregate principal amount of the Governmental Note shall not exceed \$8,000,000.

Such approvals shall be evidenced conclusively by the execution and delivery of the Governmental Note.

2. Each of the Basic Documents and the Governmental Note shall be in substantially the same forms as submitted to this meeting, which are hereby approved, with such completions, omissions, insertions and changes (including, without limitation, changes of the dates thereof and the caption of the Governmental Note) as may be approved by the Authorized Official executing them, his or her execution to constitute conclusive evidence of the approval of any such completions, omissions, insertions and changes. The execution, delivery and performance by the Authority of the Basic Documents are hereby authorized and directed.

3. The Authorized Official is hereby authorized and directed to execute on behalf of the Authority, and to deliver the Governmental Note, the Basic Documents and such other agreements, certificates, documents and instruments related to the issuance of the Bonds, and to do and perform such things and acts, as are authorized hereby or contemplated by the Basic Documents, and, if required, the Secretary or any other officer of the Authority is authorized and directed to affix the seal of the Authority to the Governmental Note, the Basic Documents and such other agreements, certificates, documents and instruments associated with the issuance of the Bonds and to attest such seal. The signatures of the Authorized Official, the Secretary (or any other officer of the Authority) and the seal of the Authority on the Governmental Note may be by facsimile.

4. The Authorized Official is hereby authorized and directed to execute and deliver on behalf of the Authority such other agreements, certificates, documents and instruments (including, without limitation, Internal Revenue Service Form 8038, assignments, tax agreements and certificates) and to do and perform such other things and acts, as shall be necessary or appropriate to carry out the transactions authorized by this Resolution or contemplated by the Governmental Note, the Basic Documents or such other agreements, certificates, documents and instruments in any way related to the financing, including but not limited to the Conversion. All of the foregoing actions previously undertaken, done or performed on behalf of the Authority are in all respects hereby approved, ratified and confirmed.

5. Any authorization herein to execute a document shall include authorization to change the date of such document, record such document where appropriate and to deliver it to the other parties thereto.

6. All other acts of the officers of the Authority that are in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Governmental Note and the undertaking of the Project are hereby approved and confirmed.

7. The Authority hereby again confirms its designation of Williams Mullen, Richmond, Virginia to serve as Bond Counsel and its appointment of such firm to supervise the proceedings and approve the issuance of the Governmental Note.

8. All costs and expenses in connection with the Project, including the fees and expenses of the Authority related to the issuance and sale of the Governmental Note (including

without limitation, any application fee and Authority administrative fee) and the fees and expenses of Bond Counsel, counsel for the Authority and counsel for any purchaser of the Governmental Note, shall be paid from the proceeds of the Governmental Note or from moneys provided by the Borrower.

9. The Borrower has agreed in the Project Loan Agreement to indemnify and save harmless the Authority, its officers, commissioners, employees and agents from and against all liabilities, obligations, claims, damages, penalties, losses, costs and expenses in any way connected with the issuance and sale of the Governmental Note.

10. The Governmental Note shall be a limited obligations of the Authority and shall be payable solely out of revenues, receipts and payments specifically pledged therefor by the Borrower. Neither the commissioners, officers, agents or employees of the Authority, past, present and future, nor any person executing the Governmental Note, the Basic Documents or other items related to the Construction Loan or the Conversion shall be liable personally on the Governmental Note by reason of the issuance thereof. The Governmental Note shall not be deemed to constitute a general obligation debt or a pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof (and the Governmental Note shall so state on its face), including the Authority and the City of Newport News, Virginia, and neither the Commonwealth of Virginia nor any such political subdivision thereof shall be personally liable thereon, nor in any event shall the Governmental Note be payable out of any funds or properties other than the special funds and sources provided therefor. Neither the faith and credit nor the taxing power of the Commonwealth of Virginia, or any political subdivision thereof, shall be pledged to the payment of the principal of the Governmental Note or the interest thereon or other costs incident thereto. The Governmental Note shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

11. No bonds, in the form of the Governmental Note or otherwise, may be issued pursuant to this Resolution until such time as such bonds have received an award of a Bond Dollar allocation or allocations by the Virginia Department of Housing and Community Development in an amount equal to the funds requested by the Borrower from the Authority for the Project in accordance with the applicable provisions of the Virginia Code and any regulations or executive orders issued thereunder.

12. This resolution shall take effect immediately upon its adoption and shall be effective on May 20, 2025.

READ AND ADOPTED: May 20, 2025

CERTIFICATE OF VOTES

Record of the roll-call vote by the Newport News Redevelopment and Housing Authority, upon reading of a resolution titled "**RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE OF REVENUE BONDS FOR THE BENEFIT OF 100 29th STREET, LLC IN AN AMOUNT NOT TO EXCEED \$8,000,000 AND THE EXECUTION OF RELATED DOCUMENTS**" at a meeting of the Authority held on May 20, 2025:

	AYE	NAY	ABSTAIN	ABSENT
Dr. Lisa Wallace-Davis, Chair				
Thaddeus Holloman, Vice-Chair				
William Black				
Barbara Holley				
George Knight				
Andrea R. Diggs				
Alonzo R. Bell, Jr.				

Dated: May 20, 2025

(SEAL)

[Vice-]Chair, Newport News Redevelopment
and Housing Authority

ATTEST:

Lysandra M. Shaw, Secretary/Treasurer

The undersigned Secretary/Treasurer of the Newport News Redevelopment and Housing Authority hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by the Authority's commissioners present and voting at a meeting duly called and held on May 20, 2025 in accordance with law, and that such Resolution has not been repealed, revoked, rescinded, or amended, but is in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Authority this 20th day of May, 2025.

**NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY**

By:

Lysandra M. Shaw, Secretary/Treasurer

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: May 20, 2025

TO: All Members, Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director *MS*

SUBJECT: Multifamily Housing Revenue Bonds Issuance Request for 311 33rd Street
(The Coile Phase II)

On January 16 and November 19, 2024, the Authority adopted preliminary resolutions authorizing the issuance of up to \$8,000,000 of its revenue bonds. The proceeds will be used to make a loan to the Borrower to finance or refinance a portion of the cost of the construction and equipping of a multifamily residential rental housing project consisting of one (1) four story newly constructed residential building with elevator services containing approximately 31 units with a mix of two and three bedroom housing units, parking facilities, a community room and leasing office together with costs of issuance and other expenditures related to the financing the project which is situated on approximately .52 acres of land located at 311 33rd Street, Newport News, Virginia 23607. The affordable housing development will be known as the Coile Phase II Apartments.

On December 10, 2024, the City Council adopted a resolution providing "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code and the Internal Revenue Code.

The attached final bond resolution is included for your consideration. A representative of Williams Mullen, bond counsel, will be in attendance to respond to questions. Subject to the Board's authorization, the issuance of the Bonds is expected to occur on or before June 1, 2025.

It is important to note that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

A resolution for your consideration is attached. Board approval of this proposed action is recommended.

**RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE OF
REVENUE BONDS FOR THE BENEFIT OF 311 33rd STREET, LLC IN AN AMOUNT
NOT TO EXCEED \$8,000,000 AND THE EXECUTION OF RELATED DOCUMENTS**

WHEREAS, pursuant to the Housing Authorities Law, Chapter 1, Title 36 (the "Act") of the Code of Virginia of 1950, as amended (the "Virginia Code"), the Newport News Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia (the "Authority"), is authorized to exercise all the powers set forth in the Act to make loans for assistance in planning, development, acquisition, construction and equipping of facilities used primarily for affordable multifamily housing residences in order to promote decent, safe and sanitary housing in the Commonwealth of Virginia, to issue its revenue bonds from time to time for such purposes and to pledge all or any part of revenues derived by the Authority in connection with any such loans made by the Authority to secure the payment of such revenue bonds; and

WHEREAS, at the request of 311 33rd Street, LLC, a Virginia limited liability company (the "Borrower"), the Authority (a) adopted preliminary resolutions on January 16 and on November 19, 2024 (collectively, the "Inducement Resolution") authorizing the issuance of up to \$8,000,000 of its revenue bonds (the "Bonds") in accordance with a Governmental Note, as hereinafter defined and described below, the proceeds of which will be used to make a loan to the Borrower in one or more series to finance or refinance a portion of the cost of the construction and equipping of a multifamily residential rental housing project consisting of one (1) four story newly constructed residential building on top of a podium with elevator services containing approximately 31 two and three bedroom residential affordable housing units, parking facilities, a community room and leasing office, with such facility to be known as the Coile Phase II Apartments, together with costs of issuance and other expenditures related to the financing (the "Project") and such improvements are situated within an area consisting of approximately .52 acres (or 22,651 square feet) of land at 311 33rd Street and located entirely in the City of Newport News, Virginia (the "City") and such Project is expected to be owned and operated by the Borrower or a party related to the Borrower, and (b) held a public hearing on November 19, 2024 in accordance with the Act and Section 15.2-4906 of the Virginia Code, as applicable to housing authorities, and as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code"); and

WHEREAS, on December 10, 2024, the City Council of the City (the "City Council") provided governing body approval in connection with the issuance of the Governmental Note in an amount not to exceed \$8,000,000 (the "Governmental Note") by the Authority as requested in the Inducement Resolution, and as required by Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, as applicable to housing authorities; and

WHEREAS, the Governmental Note will be issued pursuant to a Funding Loan Agreement dated as of June 1, 2025 (the "Funding Loan Agreement"), to be dated as of a date on or prior to the date on which it is executed and delivered, among PNC Bank, National Association ("PNC Bank") (or a related entity), as the construction lender (the "Construction Lender"), the Authority and [The Bank of New York Mellon Trust Company, N.A.] as fiscal agent, or such other fiscal agent to be named therein (the "Fiscal Agent"); and

WHEREAS, the Governmental Note will be a limited obligation of the Authority, the principal of and, premium, if any, and interest on which will be payable solely out of the receipts and revenues of the Authority from a Project Loan Agreement dated as of June 1, 2025 (the "Project Loan Agreement"), to be dated as of a date on or prior to the date on which it is executed and delivered, among the Authority, the Fiscal Agent and the Borrower; and

WHEREAS, at the request of the Borrower, the Authority desires to approve the final terms and details of the Governmental Note; and

WHEREAS, the foregoing arrangements will be reflected in the following documents (the "Basic Documents") which have been prepared by bond counsel to the Authority ("Bond Counsel") and described and presented to the Authority for its approval:

- (a) the Funding Loan Agreement (including the forms of the Governmental Note attached thereto as Exhibit A);
- (b) the Project Loan Agreement;
- (c) the Regulatory Agreement and Declaration of Restrictive Covenants dated as of June 1, 2025 and to be recorded in the land records of the City; and

WHEREAS, the Construction Lender shall be the initial source of funds for the construction of the Project, and upon completion of the Project and the delivery of the Certificate of Occupancy, the construction loan provided by the Construction Lender (the "Construction Loan") shall be retired and converted into a permanent term loan financing through a credit facility provided by Freddie Mac and administered and serviced by PNC Bank (the "Conversion") and such other customary permanent term loan financing documents will be presented to the Authority on or before the Conversion along with a Resolution presented for approval by the Authority (the "Conversion Resolution"):

NOW, THEREFORE, BE IT RESOLVED BY THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY THAT:

1. The issuance of the Governmental Note in the aggregate principal amount of up to \$8,000,000 pursuant to the Funding Loan Agreement, consisting of the Authority's multifamily affordable housing note substantially in the form of and with substantially the terms provided in Exhibit A to the Funding Loan Agreement, is hereby authorized and approved, together with the Basic Documents. The Chair, Vice-Chair, Secretary, Chief Executive Officer and any other officer of the Authority, any of whom may act alone (the "Authorized Official") are each hereby authorized and directed to execute the Governmental Note, which shall bear interest at the rates (which may be variable or fixed), shall mature on such dates and shall be subject to redemption at such times as are set forth in the Basic Documents. The Authorized Official is hereby authorized to approve the final terms of the Governmental Note; provided that the interest rate borne by the Governmental Note shall not exceed ___% per annum and the final maturity of the Governmental Note shall not be later than _____ () years after the date of the initial issuance of the Governmental Note, and the aggregate principal amount of the Governmental Note shall not exceed \$8,000,000.

Such approvals shall be evidenced conclusively by the execution and delivery of the Governmental Note.

2. Each of the Basic Documents and the Governmental Note shall be in substantially the same forms as submitted to this meeting, which are hereby approved, with such completions, omissions, insertions and changes (including, without limitation, changes of the dates thereof and the caption of the Governmental Note) as may be approved by the Authorized Official executing them, his or her execution to constitute conclusive evidence of the approval of any such completions, omissions, insertions and changes. The execution, delivery and performance by the Authority of the Basic Documents are hereby authorized and directed.

3. The Authorized Official is hereby authorized and directed to execute on behalf of the Authority, and to deliver the Governmental Note, the Basic Documents and such other agreements, certificates, documents and instruments related to the issuance of the Bonds, and to do and perform such things and acts, as are authorized hereby or contemplated by the Basic Documents, and, if required, the Secretary or any other officer of the Authority is authorized and directed to affix the seal of the Authority to the Governmental Note, the Basic Documents and such other agreements, certificates, documents and instruments associated with the issuance of the Bonds and to attest such seal. The signatures of the Authorized Official, the Secretary (or any other officer of the Authority) and the seal of the Authority on the Governmental Note may be by facsimile.

4. The Authorized Official is hereby authorized and directed to execute and deliver on behalf of the Authority such other agreements, certificates, documents and instruments (including, without limitation, Internal Revenue Service Form 8038, assignments, tax agreements and certificates) and to do and perform such other things and acts, as shall be necessary or appropriate to carry out the transactions authorized by this Resolution or contemplated by the Governmental Note, the Basic Documents or such other agreements, certificates, documents and instruments in any way related to the financing, including but not limited to the Conversion. All of the foregoing actions previously undertaken, done or performed on behalf of the Authority are in all respects hereby approved, ratified and confirmed.

5. Any authorization herein to execute a document shall include authorization to change the date of such document, record such document where appropriate and to deliver it to the other parties thereto.

6. All other acts of the officers of the Authority that are in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Governmental Note and the undertaking of the Project are hereby approved and confirmed.

7. The Authority hereby again confirms its designation of Williams Mullen, Richmond, Virginia to serve as Bond Counsel and its appointment of such firm to supervise the proceedings and approve the issuance of the Governmental Note.

8. All costs and expenses in connection with the Project, including the fees and expenses of the Authority related to the issuance and sale of the Governmental Note (including

without limitation, any application fee and Authority administrative fee) and the fees and expenses of Bond Counsel, counsel for the Authority and counsel for any purchaser of the Governmental Note, shall be paid from the proceeds of the Governmental Note or from moneys provided by the Borrower.

9. The Borrower has agreed in the Project Loan Agreement to indemnify and save harmless the Authority, its officers, commissioners, employees and agents from and against all liabilities, obligations, claims, damages, penalties, losses, costs and expenses in any way connected with the issuance and sale of the Governmental Note.

10. The Governmental Note shall be a limited obligations of the Authority and shall be payable solely out of revenues, receipts and payments specifically pledged therefor by the Borrower. Neither the commissioners, officers, agents or employees of the Authority, past, present and future, nor any person executing the Governmental Note, the Basic Documents or other items related to the Construction Loan or the Conversion shall be liable personally on the Governmental Note by reason of the issuance thereof. The Governmental Note shall not be deemed to constitute a general obligation debt or a pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof (and the Governmental Note shall so state on its face), including the Authority and the City of Newport News, Virginia, and neither the Commonwealth of Virginia nor any such political subdivision thereof shall be personally liable thereon, nor in any event shall the Governmental Note be payable out of any funds or properties other than the special funds and sources provided therefor. Neither the faith and credit nor the taxing power of the Commonwealth of Virginia, or any political subdivision thereof, shall be pledged to the payment of the principal of the Governmental Note or the interest thereon or other costs incident thereto. The Governmental Note shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

11. No bonds, in the form of the Governmental Note or otherwise, may be issued pursuant to this Resolution until such time as such bonds have received an award of a Bond Dollar allocation or allocations by the Virginia Department of Housing and Community Development in an amount equal to the funds requested by the Borrower from the Authority for the Project in accordance with the applicable provisions of the Virginia Code and any regulations or executive orders issued thereunder.

12. This resolution shall take effect immediately upon its adoption and shall be effective on May 20, 2025.

READ AND ADOPTED: May 20, 2025

CERTIFICATE OF VOTES

Record of the roll-call vote by the Newport News Redevelopment and Housing Authority, upon reading of a resolution titled "**RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE OF REVENUE BONDS FOR THE BENEFIT OF 311 33rd STREET, LLC IN AN AMOUNT NOT TO EXCEED \$8,000,000 AND THE EXECUTION OF RELATED DOCUMENTS**" at a meeting of the Authority held on May 20, 2025:

	AYE	NAY	ABSTAIN	ABSENT
Dr. Lisa Wallace-Davis, Chair				
Thaddeus Holloman, Vice-Chair				
William Black				
George Knight				
Barbara Holley				
Andrea R. Diggs				
Alonzo R. Bell, Jr.				

Dated: May 20, 2025

(SEAL)

[Vice-]Chair, Newport News Redevelopment
and Housing Authority

ATTEST:

Lysandra M. Shaw, Secretary/Treasurer

The undersigned Secretary/Treasurer of the Newport News Redevelopment and Housing Authority hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by the Authority's commissioners present and voting at a meeting duly called and held on May 20, 2025 in accordance with law, and that such Resolution has not been repealed, revoked, rescinded, or amended, but is in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Authority this 20th day of May, 2025.

**NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY**

By:

Lysandra M. Shaw, Secretary/Treasurer

5C

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: May 20, 2025

TO: All Members, Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director *lms*

SUBJECT: Choice Neighborhood V - Downtown-- Authorization for ED to Sign Loan Documents

Attached for the Board of Commissioner's consideration is a resolution authorizing the Executive Director to execute loan documents for the Choice Neighborhood V – Downtown housing phase.

Choice Neighborhood V-Downtown is the final phase of housing under the Choice Neighborhood Implementation grant. Choice Neighborhood V- Downtown LLC was formed and organized as the owner of the project with Choice Neighborhood V-Downtown Development Corporation being formed and incorporated to act as the Managing Member of the LLC. NNRHA is a shareholder in the Development Corporation.

This authorization will allow me to sign documents on the behalf of NNRHA to obtain the loan for Choice Neighborhood V- Downtown. All documents will be reviewed and approved by NNRHA counsel, Raymond Suttle prior to being signed.

Board approval of the attached resolution is recommended.

**RESOLUTION OF
THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

WHEREAS, the Newport News Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia was organized for the purpose, among others, of developing and operating low-income housing (the "Authority" or "NNRHA"); and

WHEREAS, the Authority and the City of Newport News were awarded a \$30 million Choice Neighborhood Incentive ("CNI") grant on May 13, 2019 to implement the Marshall-Ridley Choice Neighborhood ("MRCN") Transformation Plan; and

WHEREAS, the MRCN housing plan will be constructed in phases, consisting of replacement and mixed income housing units; and

WHEREAS, the Authority and its co-developer, Pennrose Holdings, LLC ("Pennrose"), have agreed to facilitate the construction of the third phase of affordable and mixed income rental housing and commercial space located in the downtown area of Newport News (the "Project"); and

WHEREAS, Choice Neighborhood V-Downtown LLC ("LLC") was formed and organized as the owner of the Project; and

WHEREAS, Choice-Neighborhood V-Downtown Development Corporation ("Development Corporation") was formed and incorporated to act as Managing Member of LLC; and

WHEREAS, the Authority is a shareholder in the Development Corporation; and

WHEREAS, the LLC is obtaining a pre-development loan in the amount of \$1,000,000 (the "Loan") with Truist Bank ("Truist" or "Lender"); and

NOW THEREFORE, BE IT RESOLVED that Newport News Redevelopment and Housing Authority approves the following actions:

1. The Executive Director is authorized to execute any and all loan documents and other documents required to obtain the Loan on behalf of NNRHA, all subject to legal counsel review.
2. This Resolution shall take effect immediately upon its adoption.

ADOPTED THIS 20TH DAY OF MAY, 2025.

Secretary



REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

May 2025

The mission of the Newport News Redevelopment & Housing Authority (NNRHA) is to create affordable housing, viable neighborhoods, and opportunities for self-sufficiency that enhance the quality of life for all citizens of Newport News.

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Lisa Dessofoy, Director of Finance
David Staley, Director of Community Development

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	646
Approved/Eligible	88
Pending	558
Housing Choice Voucher	4541
Approved/Eligible	25
Pending	4516

The pending application numbers for the Public Housing Program (558) and the Housing Choice Voucher Program (4516) present the total number of applications being processed for eligibility for housing assistance. Some of these families will be determined ineligible based on income, landlord references or criminal activity. Therefore, these numbers will fluctuate each month.

New Applicants Housed	
Public Housing Program	12
Housing Choice Voucher	6
Mod-Rehab (SRO)	1
Total	19
Occupancy Statistics:	
Public Housing Program	94%
Housing Choice Voucher Program	83%
Mod-Rehab Program (Warwick SRO)	93%
Mod-Rehab (Warwick SRO)	83
Avg. # Leasing Days (PH)	67
Avg. Rent for Move-Ins (PH)	\$418
New Mod-Rehab (SRO) participants	\$27
Total Public Housing	799
Housing Choice Vouchers	2,984
Lease Rate – March 2025	83%

Average Family Rent Contribution for Move-ins Last Month:	
Public Housing	\$418
Housing Choice Voucher	\$298
Warwick SRO	\$27
Cumulative Percentage of Section 8 Budget Authority Utilized April 2025	99.9%

HOMEOWNERSHIP PROGRAM

Since the Inception of Program

198 Housing Choice Voucher and Public Housing clients have completed their goal of homeownership as follows:

FSS		
Program	Number of Families	Total Cost of Homes Purchased
HCV Families	69	\$6,675,318
PH Families	56	\$5,852,540
HCV-V Home-ownership	73	\$12,377,488

In this chart the number of HCV and PH families represents past participants.

HCV-V numbers reflect current program participants.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of March 2025**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes I (Lease Up)	60%	2	70	72
Orcutt Townhomes III	90%	0	1	1
Cypress Terrace	85%	0	0	0
Oyster Point/Brighton	86%	0	110	110
Great Oak	97%	292	191	483
Lofts on Jefferson	86%	1	0	1
Jefferson Brookville	92%	1	23	24
Lassiter Courts	90%	9	240	249
Spratley	96%	0	38	38

FAMILY SELF-SUFFICIENCY (FSS)

The following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of April 2025.

Participants	Public Housing	Housing Choice Voucher	TOTAL
Total number in FSS Program	40	91	131
Employed	21	63	84
Currently not working	16	21	37
Attending Virginia Peninsula Comm. College	0	0	0
Attending Christopher Newport Univ.	0	0	0
Enrolled in NNRHA Computer Training/GED	1	1	2
Enrolled in other Training Programs	1	3	4
Employed and going to school	1	3	4
Total Number of participants with escrow accounts	20	58	78

COMMUNITY RESOURCES

COMMUNITY RESOURCES

Newport News Redevelopment and Housing Authority

Resident Tenant Council Officers Luncheon

On April 3, 2025, we met with our Resident Tenant Council Officers at the Marshall Courts Recreation Center. After introductions, we reviewed the agenda and started with an opening prayer, with members participating in a working lunch.

To encourage interaction, we started a discussion on inspiring leaders using an icebreaker, which led to reflections on the characteristics of effective leadership. As part of this discussion, we also watched a related video.

We also conducted the installation ceremony for officers who could not attend the previous one. To reinforce their obligations, we reviewed the Resident Council Oath of Office, followed by a summary of council positions to clarify responsibilities and roles. A more extensive meeting will be scheduled to discuss this topic further and discuss the bylaws.

Additionally, we addressed travel arrangements for external meetings and explored online communication methods like Zoom. During an open floor session, members brought up additional topics, which will be prioritized for discussion in upcoming meetings.

The meeting concluded with a recap of the main ideas, highlighting the significance of teamwork. Overall, it was a successful event that encouraged cooperation among council members. Given that many officers are new, we will schedule another meeting soon to provide them with the guidance they need to succeed in their new roles.



Senior Buildings - Resident Council Meetings

The resident councils at NNRHA senior buildings are raring to go. All 4 senior properties held resident council meetings with very good participation. Pinecroft Apartments met on April 7, 2025 with approximately 35 residents present. Spratley House met on April 17, 2025 with 13 residents present. Ashe Manor met on April 17, 2025 with 15 residents present and Great Oak Apartments met on April 24, 2025 with 21 residents present. Community Resources staff met with each president prior to their meetings to provide an agenda template,

discuss their first agenda and provide a meeting flyer. Resident council board members at each property were excited to begin meeting and are inspired to begin serving their communities.



City of Newport News Employment

On April 22, 2025, the City of Newport News Human Resources Department conducted an employment workshop attended by eight residents. The session covered key areas including the application process, how to apply using a smartphone, background checks, interview preparation, job qualifications, and how applicants are screened. Attendees were also introduced to the city's educational programs, the CDL Breakthrough Bonus Program, and received a breakdown of salary structures.

Participants learned how to navigate the city's online job listings and received direct support options through a QR code, which links to the HR representative's email for personalized assistance with resumes, applications, and interview preparation.

NNRHA • Community Resources • Senior Happenings



NNPL - Newport News Public Library visits Spratley, Ashe and Pinecroft. Residents are enjoying checking out books and participating in fun activities.

STC - Serve the City continues their dedicated service by providing monthly games, refreshment and social bonding opportunities to Ashe and Spratley.

Jencare & Crystal Feathers (Independent Insurance Agent) – Teamed up for a “Spring Fling” at Spratley House with Bingo, great prizes and a hearty lunch. Both provided information about their respective programs.

InnovAge PACE – Painting and Bingo

Tiffany Franklin, PACE Outreach, has been connecting with residents at NNRHA senior buildings for 6 years.

She has established a rapport with them and for many have been able to initiate services which help them maintain their independence. In February, March and April Ms.

Franklin visited Spratley House, Ashe Manor and Pinecroft Apartments providing social engagement opportunities for participants. Paint parties, Bingo, and great refreshments were enjoyed by many.



Fishing Point Healthcare Lunch & Learn

Nikki Wright with Fishing Point Healthcare is collaborating with Community Resources to provide information about its community healthcare program to NNRHA residents.

Fishing Point provides a primary care clinic, onsite pharmacy, home health, behavioral health and substance abuse for Medicaid patients of all ages. This month Ms. Wright came to Spratley House, but she plans to visit other sites in upcoming months.



FINANCE

For the Year Ending December 31, 2025

5

ADMINISTRATIVE SERVICES

Procurement of Administrative Support Services

Overview:

The Administrative Services department is actively engaged in the procurement process to secure professional contractors for essential operational functions. The focus is on selecting qualified vendors capable of delivering reliable answering and moving services to support organizational continuity and efficiency.

Procurement Details:

1. Service Requirements:

- Answering Services:

- Provide comprehensive call coverage outside standard working hours, including nights, weekends, and holidays.

- Moving Services:

- Facilitate relocation activities for tenants and administrative offices.

2. Contractor Qualification:

- The solicitation process emphasizes soliciting offers from contractors demonstrating:

- Proven professional competence and relevant experience in providing the specified services.

3. Contract Terms:

- Duration:

- Initial contract term of one year.

- Renewal:

- Option to renew contracts on an annual basis, subject to performance and organizational needs.

Next Steps:

- Evaluation of received proposals will be conducted to select contractors meeting the specified criteria.

- Final contract awards will be made upon successful negotiation and compliance verification.

- Ongoing monitoring will ensure service quality aligns with organizational standards.

Conclusion:

The procurement initiative aims to establish reliable partnerships with experienced service providers to support the administrative functions effectively. The one-year contract period with renewal options ensures flexibility and adaptability to organizational requirement

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

Community Development Block Grant (CDBG)

Preparation of the Annual Action Plan and the Five-year Consolidated plan continues. NNRHA met its CDBG Timeliness goal for the 2024-2025 program year.

Sponsoring Partnerships & Revitalizing Communities (SPARC)

The SPARC program allows those buyers utilizing a Virginia Housing loan product to buy down their interest rate by 1%. With the addition of SPARC funding, we are able to expand our reach and offer Down Payment Assistance to qualified buyers. SPARC allocations are approved on an annual basis. This current program year for SPARC funding began July 1, 2024, and will conclude June 30, 2025. NNRHA has expended \$4,418,796 of the total \$5.5M awarded to serve the citizens of Newport News

REDEVELOPMENT & HOMEOWNERSHIP

NNRHA administers the Citywide, Down Payment Assistance Program for first-time homebuyers through the HOME Investment Partnerships Program (HOME). This program assists eligible first-time homebuyers in purchasing a home in the City.

Down Payment Assistance (DPA) Fiscal Year: July 1, 2024 – June 30, 2025					
Approved and Closed	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process	Withdrew
5	4	4	1	5	1

New DPA Applications April 2025	Total DPA Applications Received for July 1, 2024 – June 30, 2025
2	19

Total Housing Rehabilitation Activity for April 2025	
	Residential Repair Program
Projects Completed	0
Projects in Underwriting	12
Projects Pending Approval	1
Projects Ongoing	0
Projects Ineligible	2
Total	15

New Housing Rehabilitation Applications for January 1, 2025- April 30, 2025	Total New Housing Rehabilitation Applications Received for July 1, 2024 - June 30, 2025
2	30

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2024 – June 30, 2025	
	Residential Repair Program
Projects carried over from Previous Fiscal Year	9
Projects Completed	17
Projects Ineligible	13
Total	39

MARSHALL-RIDLEY RESIDENTIAL FACADE PROGRAM

The Marshall-Ridley Residential Facade Program is a \$2.1 million grant program to assist owner-occupied homeowners in the Choice Neighborhood Initiative area with exterior home improvements. The grant allows for exterior improvements up to \$20,000 for each property. A total of 113 applications were received and 87 have been processed and are currently at varying stages as indicated in the chart below:

Marshall-Ridley Residential Facade Program Activity Tracker

Total Applicants	113
Finance Review	110
Inspected	90
Codes Review	78
Contract Pending	3
Contracted	4
Completed	69
Ineligible	36

CAPITAL ACTIVITY

Marshall Courts – Phase VII Demolition of 88 Units

In preparation for the demolition project to begin, VA Natural Gas has evacuated all of the gas lines to the vacated apartment units. Cox Communications is removing their equipment, and Water Works has been paid for the removal of the water meters and will complete the process within a few weeks.

Orcutt Townhomes I

The final three accessible lift systems for Orcutt Townhomes I are due to be completed in May of 2025. The City and VHDA will conduct final inspections of those units shortly thereafter.

Aqueduct Apartments

Aqueduct Apartments pavement project is 75% complete and is anticipated to be completed by the end of May 2025.

DJG Architects is revising 90% plans and specifications for the window replacement project. After the plans have been thoroughly reviewed and approved by NNRHA staff, the project will go out for competitive bid.

Marshall Courts Apartments

The Marshall Courts facade improvement project began on April 15th, 2025. The project includes replacing cement board siding, painting EIFS, replacing rotten wood as needed, and installing new gutters and downspouts on the two-story buildings. There is a 6-month timeframe to complete the project.

Southeastern Family Project (2351 Terminal Ave.)

The project is progressing well. New windows and doors have been installed and interior painting is underway. Kitchen cabinets, appliances, and flooring, are scheduled to arrive soon, and the HVAC system inspection has been scheduled. Anticipated project completion is early June.

Ashe Manor

Delays due to the cabinet submittal approvals have caused a delay in the start date of the project. Once the project has begun, we anticipate completing it within 6 months without relocating the residents.

Pinecroft Apartments

DJG Architects and NNRHA staff continue to evaluate improvements for Pinecroft Apartments. The list includes elevator repairs or replacements, HVAC cooling towers and boiler pumps, painting and new flooring in common areas. NNRHA staff is working to prioritize these items.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Lift and Rise on Jefferson

Lift & Rise I (2700 building) currently maintain a 94% occupancy rate.

Personnel Update:

The Property Manager's final date of employment was May 5th, 2025. During this transition period, the Pennrose Community Impact Coordinator, in collaboration with the Regional PMC team, will assume responsibility for addressing resident inquiries and providing timely updates. An update on the status of the position being filled will be shared next month. In the meantime, the Maintenance Supervisor remains onsite and is committed to managing all maintenance requests with diligence and efficiency.

Legacy Landing

Former Ridley Place Site-(12th-18th Street between Jefferson and Ivy Ave)

Leasing Update:

CNI III-R – Leasing in process

As of May 2025, the lease-up for Legacy Landing shows solid progress in Phase III-R, where 57 of the 71 units are occupied, including 30 by returning Ridley residents. Phase IV-R, which includes 84 units, has not yet begun occupancy but has 65 applications currently in process. Across both phases, 350 applications have been received from the general public and 50 from former Ridley residents.

Legacy Landing. Lease-up report is as follows:

Legacy Landing Lease Up Report	Updated as of May 2025		
	Phase III- R 71 units	Phase IV- R 84 units	Total 155 units
Total Units Occupied	57	0	57
Applications from General Public	350	0	350
Applications from Former Ridley Residents	50	0	50
Applications In-process	9	65	74
Returning Ridley Residents			
Ridley Residents Occupied Units	30	0	30
Application Cancelled or Denied	4	0	4
Applications In-process	9	0	9

CNI IV-R - Construction is approximately 99% completed

The Project Management Team is currently submitting documentation to the City of Newport News to obtain Temporary Certificates of Occupancy (TCOs) for the first five townhomes.

Additional Construction Updates

- Infrastructure: 97% complete.
- Wellness Trail: 72% complete.
- Seafood Market: Ground breaking slated to begin in the summer of 2025.
- Retail: 100% complete.

Phase V - Downtown Phase (28th Street and Washington Avenue)

The groundbreaking and financial closing for Phase V – Downtown Phase is anticipated in July 2026. The Regional Business District (RBD) application has received approval from the City of Newport News Planning Department. The next step in the development process is the submission of permit applications.

Urban Strategies, Inc.

As of April 2025, the Urban Strategies, Inc. (USI) Newport News team has completed comprehensive assessments for 209 families as part of their continued work under the Choice Neighborhoods Initiative.

Additionally, a Partner's Meeting was held on April 24, 2025, at the Downing-Gross Cultural Arts Center, bringing together service providers, community partners, and agency representatives to review progress, share updates, and coordinate strategies to further support residents during the revitalization of the Marshall-Ridley community.

ITEM NO. 9
Other Business