NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING

December 16, 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, November 18, 2025

4. Communications

5. New Business

   a. **PUBLIC HEARING** – To receive comments on the Public Housing Flat Rents Agency Plan Amendment for Calendar Years 2026-2029 which includes the Annual Plan for Calendar Year 2026, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.

   b. Consider a resolution of the Newport News Housing Redevelopment and Housing Authority Approving the Housing Choice Voucher Program Payment Standards and Amendment to the Five-Year/Annual Plan

   c. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing Amendment to the Five-Year/Annual Plan and Establishing Flat Rents

   d. Consider a resolution of the Newport News Housing and Redevelopment Authority Authorizing Revised Utility Allowances for Public Housing and the Section 8 HCV Program and Amendment to the 5 Year Plan

   e. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing Charge Off of Tenants' Accounts Receivable

   f. Consider a resolution approving the Central Office Cost Center and Public Housing Operating Budget for Calendar Year 2026 and Authorizing the Chairperson to sign HUD form 52574

   g. Consider a resolution approving the Operating Budget for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program

   h. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing the Executive Director to Execute the Funding Agreement to Facilitate the Development of the Choice Neighborhood V Project and Related Physical Site Improvements

6. Report to the Board

7. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711 (A) (1), (A) (29)

8. Any other business to come before the Board.

   - Comments from the Public: (*Time Limit 3 Minutes)*

9. Adjournment

Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 18, 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 8:30 a.m. on Tuesday, November 18, 2025.

Pledge of Allegiance

Ms. Shaw 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 Chairperson Davis, and those present were as follows:

Commissioners present: -

Dr. Lisa Wallace-Davis
George Knight
William Black
Barbara Holley
Andrea Diggs
Alonzo Bell

Also present:

Raymond H. Suttle, Jr.
Kaufman & Canoles, P.C.

Lysandra M. Shaw
Executive Director

Ronald Jackson
Deputy Executive Director

Lisa Dessoffy
Director of Finance

Tera Lockley, Via ZOOM
Director of Housing

Felicia Simmons
Director of Administrative Services

Kayonia M. Betts
Executive Assistant

Tricia Wilson Via ZOOM
City of Newport News

Gaby Miller
CliftonLarsenAllen LLP Via ZOOM

Taylor Rinard
CliftonLarsenAllen LLP Via ZOOM

Justin Orie
NNRHA IT Department

Wayne Edwards
General Public

Cory McCoy
General Public

Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 18, 2025

Approval of Minutes October 21, 2025

Commissioner Bell moved that the minutes of the regular meeting of the Board of Commissioners held on October 21, 2025, be approved. The motion was seconded by Commissioner Knight and passed with a majority vote.

Communications

Ms. Shaw introduced Mr. Ronald Jackson, newly selected Deputy Executive Director, to the Board. Mr. Jackson provided his professional background and experience in housing and redevelopment.

New Business

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing the Borrowing and Lending of Loans to Choice Neighborhood III-R, LLC – VHTF Loan, HIEE Loan and NHTF Loan

The Board has been provided with copies of a resolution authorizing the Executive Director to execute loan documents for Choice Neighborhood III-R, LLC. Further authorization is needed to allow the Executive Director to execute documents for permanent financing.

The approval of the attached resolution authorizes the Executive Director to execute the loan documents and take such other actions in the furtherance of this resolution.

Approval of the attached resolution is recommended.

Commissioner Bell made a motion to approve the resolution. Commissioner Diggs 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 Report on Examination of Financial Statements for the Year Ended December 31, 2024

The Board has been provided copies of the Financial Statements and Report of Independent Auditor prepared by the accounting firm of CliftonLarsonAllen, LLP for the Authority's year ending December 31, 2024. This is an unmodified opinion for both the financial statements and Federal awards, with no material weaknesses or significant deficiencies identified in internal control over financial reporting. There were four (4) material weaknesses primarily in Housing Choice Voucher program: inspections, eligibility documentation, HQS enforcement. There were two (2) programmatic findings related to inspections and waitlist documentation. The Governmental Accounting Standards Board's (GASB) upcoming implementations were also discussed. Gaby Miller, a principal in the firm, was in attendance for a brief presentation and to respond to any questions about the audit. Mr. Bell asked whether these challenges were consistent with those faced by other Authorities, and Ms. Miller confirmed that they were, noting that many housing authorities experience similar issues related to staffing, inspections, and documentation. Ms. Miller also reported that component unit reconciliations required significant additional work; differences were ultimately immaterial but required improved internal alignment. The Executive Director reported that additional resources were made available to assist with HCV compliance and inspections including contracting out inspections.

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing the Opening of a Bank Account at JPMorgan Chase Bank

The Board has been provided with copies of a resolution authorizing the Executive Director to open a bank account at JP Morgan Chase for the Newport News Redevelopment and Housing Authority to pay Cigna dental claims. Cigna requires NNRHA to establish a demand deposit account also known as a CATALYST sub-account with ("Catalyst Account") JPMorgan Chase Bank, N.A. (the "Bank"), as part of the company's welfare benefit plan administered by Cigna (the "Plan"). The Catalyst Account will be used by Cigna as the depository/funding account for the payment of benefits under the plan.

Adoption of this resolution is recommended.

Commissioner Knight made a motion to approve the resolution. Commissioner Bell 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

Ms. Lockley reported the NNRHA Controlled Multi-Family Properties Waitlist data as follows: There are 385 Public Housing applications, 64 of which are approved leaving 321 pending applications. The Housing Choice Voucher program has 4,270 applications, of which 80 were approved with 4,190 pending. During the month of June, there were a total of 33 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 83%. The MOD Rehab Program, which includes Warwick SRO, is 99% occupied. All of the apartment affordable housing communities are occupied at 93% on average.

Ms. Lockley also reported that Community Resources hosted three (3) community events which included a 2-day domestic violence awareness event, flu vaccine clinics at Pinecroft and Great Oaks Apartments and a Senior Safety Summit event partnered with the Peninsula SALT Council.

Ms. Dessoffy reported on the audit of the financial statements, providing an explanation of discrepancies between internal books and tax credit audits due to prior fiscal year misalignment and different audit scopes. The Authority received its equity check from the final closing for the Orcutt Townhomes 40 RAD property. Lastly, budgets for the housing Choice Voucher program, the Central Office Cost Center and Public Housing program will be presented at the December Board meeting.

Ms. Simmons reported that Administrative Services completed the transition from Google to Microsoft Office operating systems on November 7, 2025. This initiative aims to modernize technology and security while also reducing costs. Administrative Services is also working to enhance NNRHA's social media platform to better engage with the community and increase visibility by sharing upcoming events and community-based activities. In the last 30 days the Authority's Facebook page has seen increased traffic by 29%, LinkedIn's traffic has increased by 51.4% and an Instagram page was also created. Lastly, the Yardi Marketplace procurement module pilot is scheduled to go live on December 19th, 2025. A select group will be participating in this effort.

Ms. Shaw reported the 2025-2029 Five-year Consolidated Plan, and 2025 Annual Action Plan have been submitted to HUD. The Authority has completed the 15-day review period and is waiting for HUD to review the report and provide feedback. The Virginia Housing Sponsoring Partnerships and Revitalizing Communities (SPARC) program has expended $815,526 of the $4,000,000 that was allocated for the program year. The Down Payment Assistance Program received four (4) applications in October with a total of 15 applications from July 1st, 2025- to date. The Marshall Ridley Residential Facade grant program received 25 additional applications from January through December. The second round of the Marshall-Ridley Residential Façade Program has opened with 50 applications with 11 of those applications deemed ineligible mostly due to them being located outside of the program area. Currently there are 8 contracts underway.

Demolition for Marshall Courts Phase VII is progressing with the demo of 7 out of the 13 buildings slated for demolition, thus far. The demolition is estimated to be completed at the top of the year when phase 2 begins. DJG Architects and NNRHA staff are assessing Aqueduct Apartments to determine further renovation plans. The Ashe Manor hot water tank replacement project has been completed and passed inspection for the City on October 23rd, 2025. Staff are preparing a scope of work for needed improvements followed by an in-house write-up and contractor solicitation for Pinecroft Apartments. Roof evaluations for Ashe Manor, Lassiter Courts maintenance building, Wilbern office building, and Pinecroft Apartments were completed by RBA Architects on November 2, 2025, and the RFP package is being advertised.

Ms. Shaw also reported that the Lift & Rise on Jefferson building 2700 is 96% occupied and the 2800 building is 90% occupied. The retail space is still going through its leasing process with Penrose's legal team reviewing the lease on the commercial space. Leasing is anticipated to be completed when the review is done. Mr. Bell inquired about the name of the tenant and Ms. Shaw stated that the tenant's name was Operation Breakthrough. As of November 2025, Legacy Landing has a total of 99 units occupied across Phase III-R and Phase IV-R. Phase III-R has 71 units currently occupied. Stormwater management for the second phase of the CNI project is ongoing, once completed we anticipate obtaining TCOs (temporary certificates of occupancy) to start occupying the vacant units. CNI IV-R will remain 99% complete until the stormwater and infrastructure work which is at 93% complete are done. The Wellness trail is 90% complete and the retail space is 100% complete.

The Downtown Phase closing has been delayed and is still pending HUD reviews. Closing is anticipated to take place between late November 2025 and early December 2025. As part of their ongoing efforts with the Choice Neighborhoods Initiative, USI completed comprehensive assessments for 210 families and continues to help them through the development of the CNI housing phases.

Closed Session

Dr. Davis moved to enter the board into a closed session for the purpose of discussion of a personnel matter consistent with Virginia Code 2.2-3711 (A) (1). Mr. Bell seconded the motion, which passed with a majority vote.

Coming out of closed session, Dr. 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. Dr. Davis requested approval of the resolution certifying adherence to the Virginia Freedom of Information Act. The motion was seconded by Mr. Black and passed with a majority vote.

Other Business

Ms. Shaw informed the Board that she was granting Wednesday, November 26, 2025, the day before Thanksgiving, as a day off for Authority employees, noting that the City of Newport News had also given its employees that day off. She asked the Board if there was any opposition, and there was none.

Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 18, 2025

Adjournment There being no other business to come before the Board, the Chairperson adjourned the meeting at 9:23am.

_____
Secretary-Treasurer

ITEM NO. 4
Communications
(No communications for December 2025)

ITEM NO. 5

New Business

a. **PUBLIC HEARING** - To receive comments on the Public Housing Flat Rents Agency Plan Amendment for Calendar Years 2026-2029 which includes the Annual Plan for Calendar Year 2026, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.

b. Consider a resolution of the Newport News Housing Redevelopment and Housing Authority Approving the Housing Choice Voucher Program Payment Standards and Amendment to the Five-Year/Annual Plan

c. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing Amendment to the Five-Year/Annual Plan and Establishing Flat Rents

d. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing Revised Utility Allowances for Public Housing and the Section 8 HCV Program and Amendment to the 5-Year Plan

e. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing Charge Off of Tenants' Accounts Receivable

f. Consider a resolution approving the Central Office Cost Center and Public Housing Operating Budget for Calendar Year 2026 and Authorizing the Chairperson to sign HUD form 52574

g. Consider a resolution approving the Operating Budget for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program

h. Consider a resolution of the Newport News Redevelopment and Housing Authority Authorizing the Executive Director to Execute the Funding Agreement to Facilitate the Development of the Choice Neighborhood V Project and Related Physical Site Improvements

5a

PUBLIC HEARING

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

This morning a public hearing is being held to receive comments on the Public Housing Flat Rents Agency Plan Amendment for Calendar Years 2026-2029 which includes the Annual Plan for Calendar Year 2026, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.

A notice appeared in the Daily Press on November 2, 2025, and December 7, 2025, and in the Tidewater Hispanic newspaper on November 6, 2025 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.

I now open this public hearing and invite comments.

5b

DEPARTMENT OF PUBLIC AND ASSISTED HOUSING AUTHORITY
MEMORANDUM

DATE: December 9, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw
Executive Director

SUBJECT: Housing Choice Voucher (HCV) Payment Standards – Agency Plan Amendment

The Housing Choice Voucher Payment Standard is used to calculate the housing assistance payment for families participating in the Housing Choice Voucher program and is the maximum monthly assistance payment allowable. In accordance with HUD regulations, and at the Housing Authority's (HA) discretion, the Voucher Payment Standard amount may be set by the HA between 90 percent and 110 percent of the HUD published Fair Market Rent (FMR). FMRs are gross housing cost estimates established by HUD for a metropolitan area that include both shelter rent paid by the tenant to the landlord and the cost of tenant paid utilities. The HA reviews the appropriateness of the Payment Standard annually when the new FMR is published and adopts a payment standard for our jurisdiction. This schedule is a component of our Agency Plan.

HUD has mandated that Housing Choice Voucher Payment Standards reflect the small area Fair Market rents (FMR) according to zip codes. This has been approved at 110 percent of the HUD small area Fair Market Rent (FMR). Other programs are allowed to use the payment standards established for Newport News.

Charts approving the current proposed Payment Standards are attached for your information. I am recommending the Board approve the Payment Standards which reflect HUD mandated payment standards and the other program payment standards. The recently published FMRs for 2026 were adjusted to 105-106% of FMRs to maintain the payment standards at current levels.

These changes will be effective for current HCV clients at each family's next regular re-examination. If approved, this change will become effective January 1, 2026.

The attached resolution is recommended for approval.

Attachment

A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY BOARD OF COMMISSIONERS APPROVING THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARDS AND AMENDMENT TO THE FIVE YEAR/ANNUAL PLAN

WHEREAS, the Board of Commissioners of the Newport News Redevelopment and Housing Authority reviewed the staff recommendations for establishing Housing Choice Voucher program rental payment standards; and

WHEREAS, a notice of the amendment for payment standards requesting citizens comments was placed in the Daily Press on November 2, 2025 and December 7, 2025 and the Tidewater Hispanic News on November 6, 2025;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the attached payment standard by bedroom size of Fair Market Rent and related amendment to the Agency Plan are hereby approved to be effective January 1, 2026.

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HUD FMRs AND NNRHA PROPOSED PAYMENT STANDARDS

2026

Bedroom Size	NNRHA Payment Standards based on 105-106% of FMR	HUD Published FMR 2026
	Effective 01/01/26	Effective 10/01/2025
0 Bedroom	$1,567	$1,492
1 Bedroom	$1,588	$1,512
2 Bedroom	$1,799	$1,713
3 Bedroom	$2,495	$2,376
4 Bedroom	$2,965	$2,797

ZIP CODES	BEDROOM SIZE	NNRHA CURRENT 2025 PAYMENT STANDARDS 104-108% of FMR	ACTUAL SAFMR	NNRHA 2026 PAYMENT STANDARDS SAFMR-110%
23601	0	$ 1,548.00	$ 1,260.00	**$ 1,386.00**
	1	$ 1,557.00	$ 1,280.00	**$ 1,408.00**
	2	$ 1,780.00	$ 1,450.00	**$ 1,595.00**
	3	$ 2,479.00	$ 2,010.00	**$ 2,211.00**
	4	$ 2,949.00	$ 2,370.00	**$ 2,607.00**
23602	0	$ 1,548.00	$ 1,580.00	**$ 1,738.00**
	1	$ 1,557.00	$ 1,600.00	**$ 1,760.00**
	2	$ 1,780.00	$ 1,810.00	**$ 1,991.00**
	3	$ 2,479.00	$ 2,510.00	**$ 2,761.00**
	4	$ 2,949.00	$ 2,960.00	**$ 3,256.00**
23603	0	$ 1,548.00	$ 1,480.00	**$ 1,628.00**
	1	$ 1,557.00	$ 1,500.00	**$ 1,650.00**
	2	$ 1,780.00	$ 1,700.00	**$ 1,870.00**
	3	$ 2,479.00	$ 2,360.00	**$ 2,596.00**
	4	$ 2,949.00	$ 2,780.00	**$ 3,058.00**
23604	0	$ 1,548.00	$ 1,920.00	**$ 2,112.00**
	1	$ 1,557.00	$ 1,940.00	**$ 2,134.00**
	2	$ 1,780.00	$ 2,200.00	**$ 2,420.00**
	3	$ 2,479.00	$ 3,050.00	**$ 3,355.00**
	4	$ 2,949.00	$ 3,590.00	**$ 3,949.00**
23605	0	$ 1,548.00	$ 1,260.00	**$ 1,386.00**
	1	$ 1,557.00	$ 1,280.00	**$ 1,408.00**
	2	$ 1,780.00	$ 1,450.00	**$ 1,595.00**
	3	$ 2,479.00	$ 2,010.00	**$ 2,211.00**
	4	$ 2,949.00	$ 2,370.00	**$ 2,607.00**
23606	0	$ 1,548.00	$ 1,510.00	**$ 1,661.00**
	1	$ 1,557.00	$ 1,530.00	**$ 1,683.00**
	2	$ 1,780.00	$ 1,730.00	**$ 1,903.00**
	3	$ 2,479.00	$ 2,400.00	**$ 2,640.00**
	4	$ 2,949.00	$ 2,820.00	**$ 3,102.00**
23607	0	$ 1,548.00	$ 1,220.00	**$ 1,342.00**
	1	$ 1,557.00	$ 1,240.00	**$ 1,364.00**
	2	$ 1,780.00	$ 1,400.00	**$ 1,540.00**
	3	$ 2,479.00	$ 1,940.00	**$ 2,134.00**
	4	$ 2,949.00	$ 2,290.00	**$ 2,519.00**
23608	0	$ 1,339.00	$ 1,410.00	**$ 1,551.00**
	1	$ 1,364.00	$ 1,430.00	**$ 1,573.00**
	2	$ 1,594.00	$ 1,620.00	**$ 1,782.00**
	3	$ 2,228.00	$ 2,250.00	**$ 2,475.00**
	4	$ 2,716.00	$ 2,640.00	**$ 2,904.00**

5C

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 9, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw
Executive Director

SUBJECT: Public Housing Flat Rents – Agency Plan Amendment

The Department of Housing and Urban Development (HUD) regulations require Housing Authorities to develop a flat rent schedule for each public housing complex. The flat rent is based on the market rent charged for comparable units in the private, unassisted rental market. These schedules are a component of our Agency Plan.

An Authority may set their flat rents no lower than 80% of the fair market rent (FMR) in their metropolitan area. Families' rents will change at their next income re-examination. Families still have the option of selecting the Income Based rent, which may be lower. We currently have four of the 799 families in public housing paying the Flat Rent. The proposed Flat Rent Schedule is attached.

To address hardships by any increased rent, I have asked staff to continue to phase in the flat rent increase by $50 quarterly until the new amount is achieved.

The attached resolution is recommended for approval.

Attachments

A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING AMENDMENT TO THE FIVE YEAR/ANNUAL PLAN AND ESTABLISHING FLAT RENTS

WHEREAS, by federal regulation, flat rents must be no lower than 80% of the HUD Fair Market Rents (FMR) in our area; and

WHEREAS, this policy change is effective January 1, 2026 and rents will change at each family's next income reexamination; and

WHEREAS, the current flat rent requirements were included in the Agency Plan approved by the Board of Commissioners on August 19, 2025; and

WHEREAS, a notice of the amendment for Flat Rents requesting citizen comment was placed in the Daily Press on November 2, 2025 and December 7, 2025 and the Tidewater Hispanic News on November 6, 2025;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the attached updated Flat Rent Schedule based on 80% of HUD published Fair Market Rents, for the Hampton Roads region, is hereby approved. The NNRHA will phase in the increase for all current flat rent tenants.

PROPOSED

Newport News Redevelopment and Housing Authority
Flat Rent Schedule for Public Housing
January 2026

	Efficiency	1 BR	2BR	3BR	4 BR
FMR FY 2026	$1,492	$1,512	$1,713	$2,361	$2,809
New Flat Rent (80% of FMR)	$1,194	$1,210	$1,370	$1,901	$2,238

	Efficiency	1 BR	2 BR	3 BR	4 BR
MARSHALL COURTS (Deduct Utility Allowance) 1 BR $ 61 2 BR $ 75 3 BR $ 83 4 BR $ 98	N/A	$1,149	$1,295	$1,818	$2,140

	Efficiency	1 BR	2 BR	3 BR	4 BR
AQUEDUCT (Deduct Utility Allowance) 1 BR $ 60 2 BR $ 74 3 BR $ 85 4 BR $ 98	N/A	$1,150	$1,296	$1,816	$2,140

5d

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 9, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw LMS
Executive Director

SUBJECT: Utility Allowances

The Authority contracted with Management Resource Group, Inc. to review and update utility allowances for the Section 8 Housing Choice Voucher (HCV) Program and for each NNRHA Public Housing complex. This study establishes, by complex and unit size, an estimate of reasonable utilities consumption levels by an energy conserving household of modest circumstances.

HUD regulations require a revision of allowances for a utility category rate change by 10% or more since the last review. The utility that changed by 10% or more was Electric.

I am recommending we adopt the attached rate schedules to better reflect actual utility costs to the Authority and to our public housing and Housing Choice Voucher clients.

Some public housing complexes have Authority paid utilities and others require tenant paid utilities. In complexes where we have individual meters, tenants pay their utility bill directly to the utility company. These complexes are Aqueduct and Marshall Courts. We have moved toward tenant paid utilities whenever possible because it reduces tenant accounts receivables and better promotes energy conservation. The mid-rise senior properties are master metered and have Authority paid utilities. Brighton, Oyster Point, Cypress Terrace, Orcutt III, Orcutt I and Lassiter Courts have converted to RAD.

Copies of the proposed public housing utility allowance schedule by complex were delivered to all public housing residents and posted in management offices for the review of all effected residents on October 29, 2025. This information was also posted on the website.

Attached are the proposed utility allowance schedules for each public housing complex and for the Section 8 Housing Choice Voucher Program. Utility allowances for the Section 8 HCV Program include single family units, mobile homes, duplexes/townhouses and garden/high-rise apartments.

It is recommended the attached resolution authorizing the new schedules be approved and become effective on January 1, 2026.

Attachments

A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING REVISED UTILITY ALLOWANCES FOR PUBLIC HOUSING AND THE SECTION 8 HCV PROGRAM AND AMENDMENT TO THE 5 YEAR PLAN

WHEREAS, the Newport News Redevelopment and Housing Authority manages the following family public housing complexes: Aqueduct and Marshall Courts.

WHEREAS, the Newport News Redevelopment and Housing Authority administers a tenant-based Section 8 Housing Choice Voucher Program; and

WHEREAS, a notice of the amendment for utility allowances requesting citizen comment was placed in the Daily Press on November 2, 2025 and December 7, 2025 and the Tidewater Hispanic News on November 6, 2025;

WHEREAS, notices of the proposed change were posted in management offices and hand delivered to residents on October 29, 2025; and

WHEREAS, utility allowances were recently updated by complex and unit size based on current rates and a reasonable estimate of the consumption of utilities by an energy conserving household of modest circumstances. The allowances are consistent with the requirements of a safe, sanitary and healthful living environment; and

WHEREAS, tenant paid utilities encourages self- sufficiency, reduces tenant accounts receivables and promotes energy conversation; and

WHEREAS, all public housing residents were given notice of the proposed allowance schedule and an opportunity to comment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that revised Utility Allowances for Public Housing and the Section 8 Housing Choice Voucher Program are hereby approved to be effective January 1, 2026.

Newport News Redevelopment and Housing Authority
Utility Allowance Estimates
FY 2026

AQUEDUCT

VA 3-11	Electricity
1 Bedroom	$60.00
2 Bedroom	$74.00
2 Bedroom H/C	$74.00
3 Bedroom	$85.00
4 Bedroom	$98.00

Newport News Redevelopment and Housing Authority

Utility Allowance Estimates

FY 2026

MARSHALL

VA 3-2	Electricity	Natural Gas	Total
1 Bedroom	24.00	61.00	$ 85.00
2 Bedroom	26.00	75.00	$ 101.00
2 Bedroom H/C	35.00	73.00	$ 108.00
3 Bedroom	28.00	83.00	$ 111.00
3 Bedroom H/C	38.00	81.00	$ 119.00
4 Bedroom	31.00	98.00	$ 129.00

Newport News Redevelopment and Housing Authority

Utility Allowance Estimates

FY 2026

AQUEDUCT

VA 3-11	Electricity
1 Bedroom	$60.00
2 Bedroom	$74.00
2 Bedroom H/C	$74.00
3 Bedroom	$85.00
4 Bedroom	$98.00

Newport News Redevelopment and Housing Authority

Utility Allowance Estimates

FY 2026

MARSHALL

VA 3-2	Electricity	Natural Gas	Total
1 Bedroom	24.00	61.00	$ 85.00
2 Bedroom	26.00	75.00	$ 101.00
2 Bedroom H/C	35.00	73.00	$ 108.00
3 Bedroom	28.00	83.00	$ 111.00
3 Bedroom H/C	38.00	81.00	$ 119.00
4 Bedroom	31.00	98.00	$ 129.00

Utility Allowances Schedule
See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. (04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PHA		Unit Type		Date (mm/dd/yyyy)			
Newport News Redevelopment and Housing Authority, VA		Single Family		10/01/2025			
Utility or Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	85	98	110	116	143	167
	Bottled Gas	127	144	165	182	213	247
	Electric	43	50	69	80	110	131
	Electric - Heat Pump	37	43	59	68	93	112
	Fuel Oil	66	79	140	169	204	245
	Other	-	-	-	-	-	-
Cooking	Natural Gas	10	10	12	14	15	16
	Bottled Gas	9	10	11	12	13	14
	Electric	5	6	7	7	8	9
	Microwave	3	4	5	5	6	6
	Fuel Oil	-	-	-	-	-	-
Other Electric		17	23	27	32	38	42
Air Conditioning		7	9	11	13	16	17
Water Heating	Natural Gas	24	30	36	48	60	72
	Bottled Gas	43	54	65	87	109	132
	Electric	24	30	36	48	60	73
	Electric - Heat Pump	18	23	27	36	45	55
	Fuel Oil	-	-	-	-	-	-
Water		19	20	26	34	40	45
Sewer		30	32	49	70	85	101
Trash Collection		29	29	29	29	29	29
Other -specify Customer Charge	Electric	8	8	8	8	8	8
	Electric Tax	3	3	3	3	3	3
	Natural Gas	15	15	15	15	15	15
	Natural Gas Tax	2	2	2	2	2	2
Range		8	8	8	8	8	8
Refrigerator		12	12	12	12	12	12

Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.

Head of Houshold Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	$

Previous versions are obsolete.

Form HUD-52667 (04/2023)

Utility Allowances Schedule
See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing

OMB Approval No. 2577-0169 (exp. (04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PHA		Unit Type		Date (mm/dd/yyyy)			
Newport News Redevelopment and Housing Authority, VA		Mobile Home		10/01/2025			
Utility or Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	79	92	102	108	133	155
	Bottled Gas	118	134	153	169	198	230
	Electric	40	47	64	75	102	122
	Electric - Heat Pump	37	43	59	68	93	112
	Fuel Oil	61	74	130	157	190	228
	Other	-	-	-	-	-	-
Cooking	Natural Gas	10	10	12	14	15	16
	Bottled Gas	9	10	11	12	13	14
	Electric	5	6	7	7	8	9
	Microwave	3	4	5	5	6	6
	Fuel Oil	-	-	-	-	-	-
Other Electric		17	23	27	32	38	42
Air Conditioning		7	9	11	13	16	17
Water Heating	Natural Gas	24	30	36	48	60	72
	Bottled Gas	43	54	65	87	109	132
	Electric	24	30	36	48	60	73
	Electric - Heat Pump	18	23	27	36	45	55
	Fuel Oil	-	-	-	-	-	-
Water		19	20	26	34	40	45
Sewer		30	32	49	70	85	101
Trash Collection		29	29	29	29	29	29
Other -specify Customer Charge	Electric	8	8	8	8	8	8
	Electric Tax	3	3	3	3	3	3
	Natural Gas	15	15	15	15	15	15
	Natural Gas Tax	2	2	2	2	2	2
Range		8	8	8	8	8	8
Refrigerator		12	12	12	12	12	12

Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.

Head of Houshold Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	$

Previous versions are obsolete.

Form HUD-52667 (04/2023)

Utility Allowances Schedule
See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing

OMB Approval No. 2577-0169 (exp. (04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PHA		Unit Type		Date (mm/dd/yyyy)			
Newport News Redevelopment and Housing Authority, VA		Duplex/Row/Townhouse		10/01/2025			
Utility or Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	72	83	93	98	121	141
	Bottled Gas	108	122	140	154	181	210
	Electric	36	42	58	68	93	111
	Electric - Heat Pump	31	36	49	58	79	95
	Fuel Oil	56	67	118	143	173	208
	Other	-	-	-	-	-	-
Cooking	Natural Gas	9	10	12	14	15	15
	Bottled Gas	9	10	11	12	13	14
	Electric	5	5	6	7	8	8
	Microwave	3	4	5	5	6	6
	Fuel Oil	-	-	-	-	-	-
Other Electric		17	23	27	32	38	42
Air Conditioning		7	9	11	13	16	17
Water Heating	Natural Gas	24	30	36	48	60	72
	Bottled Gas	43	54	65	87	109	132
	Electric	24	30	36	48	60	73
	Electric - Heat Pump	18	23	27	36	45	55
	Fuel Oil	-	-	-	-	-	-
Water		19	20	26	34	40	45
Sewer		30	32	49	70	85	101
Trash Collection		29	29	29	29	29	29
Other -specify Customer Charge	Electric	8	8	8	8	8	8
	Electric Tax	3	3	3	3	3	3
	Natural Gas	15	15	15	15	15	15
	Natural Gas Tax	2	2	2	2	2	2
Range		8	8	8	8	8	8
Refrigerator		12	12	12	12	12	12

Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.

Head of Houshold Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	

Previous versions are obsolete.

Form HUD-52667 (04/2023)

Utility Allowances Schedule

See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing

OMB Approval No. 2577-0169 (exp. (04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PHA		Unit Type		Date (mm/dd/yyyy)			
Newport News Redevelopment and Housing Authority, VA		Flat/Garden/High Rise Apt		10/01/2025			
Utility or Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	67	78	88	92	114	133
	Bottled Gas	101	115	132	145	170	197
	Electric	34	40	55	64	87	105
	Electric - Heat Pump	29	34	46	54	74	89
	Fuel Oil	52	63	111	135	163	196
	Other	-	-	-	-	-	-
Cooking	Natural Gas	9	10	12	14	15	15
	Bottled Gas	9	10	11	12	13	14
	Electric	5	5	6	7	8	8
	Microwave	3	4	5	5	6	6
	Fuel Oil	-	-	-	-	-	-
Other Electric		17	23	27	32	38	42
Air Conditioning		7	9	11	13	16	17
Water Heating	Natural Gas	24	30	36	48	60	72
	Bottled Gas	43	54	65	87	109	132
	Electric	24	30	36	48	60	73
	Electric - Heat Pump	18	23	27	36	45	55
	Fuel Oil	-	-	-	-	-	-
Water		19	20	26	34	40	45
Sewer		30	32	49	70	85	101
Trash Collection		29	29	29	29	29	29
Other -specify Customer Charge	Electric	8	8	8	8	8	8
	Electric Tax	3	3	3	3	3	3
	Natural Gas	15	15	15	15	15	15
	Natural Gas Tax	2	2	2	2	2	2
Range		8	8	8	8	8	8
Refrigerator		12	12	12	12	12	12

Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.

Head of Houshold Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	

Previous versions are obsolete.

Form HUD-52667 (04/2023)

5E

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 9, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director

SUBJECT: Tenants' Accounts Receivable Charge-off, Five Months, Ending September 30, 2025 – All Public Housing Properties

The attached list of proposed charge-offs of Tenants' Accounts Receivable is presented for your review and approval.

There are 63 accounts recommended for charge-off action with a total dollar value $80,402.09 for the period of May 1, 2025 – September 30, 2025. The average amount per vacated account is $1,276.22.

Recoveries from previously charged-off accounts are $26,771.10 for the current year. This reduces our actual loss to $53,630.99 this year representing 2.6% of anticipated rents. We budget 2% of our net rental revenue as a collection loss.

As comparison, previously we have charged-off the following amounts (excludes collections):

		Monthly Average
Oct 2022 – Sept 2023	$ 216,329.88	$ 18,027.49
Oct 2023 – Sept 2024	$ 189,901.65	$ 15,825.14
Oct 2024 – April 2025	$ 24,777.51	$ 3,539.64

Proposed:

May 2025 – Sept 2025	$ 80,402.09	$ 16,080.42

Adoption of the attached resolution authorizing the charge-off in the total amount of $80,402.09 for the five-month period ending September 30, 2025 is recommended.

LMS/LKD

Attachments

A RESOLUTION OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING CHARGE OFF OF TENANTS'
ACCOUNTS RECEIVABLE

WHEREAS, there has been presented to the Board of Commissioners of the Newport News Redevelopment and Housing Authority and attached hereto a listing of recommended Charge Offs of Tenants' Accounts Receivable for the five months ending September 30, 2025 for Project Nos. VA 3-2 through 3-24; and

WHEREAS, it is in the best interest of the Authority to pursue the collection of said accounts:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Executive Director be authorized to grant approval for the total charge-offs of $80,402.09 of tenant accounts receivable for the above stated properties.

5f

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 10, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director

SUBJECT: Public Housing and Central Office Cost Center Budgets

Attached for your review and approval are the public housing budgets and Central Office Cost Center (COCC) budget. The budgets are based on an estimated 98.78% of our eligible subsidy from HUD, consistent with the proration available to the Authority for 2025.

REVENUE

The projected total housing revenue for the year is $7,346,577, an estimated overall decrease of $92,302 from last year. The projected net operating subsidy of $4,240,963 makes up the bulk of our total revenue and is down $441,344 from last year, due to the demolition of 88 housing units at Marshall Courts and we received the final installment of the Asset Repositioning Fee for Ridley Place in 2025. The net rental revenue collected from tenants projected for this fiscal year is $2,435,342. This is overall, $390,778 more than last year due to more accurate rent forecasting utilizing our current average rents rolls, which is based on current household income. All properties are projected to have occupancy rates of 97-99%.

Projected investment income is up significantly due to increased earnings on the VML/VACO Net Asset Value Stable Fund Investments. The current dividend rate averages around 4.09%.

The total revenue for all Asset Managed Projects (AMPs) is $7,346,577. This is less than CY25 ($92,302 or 1.2%) mainly because the Authority removed 88 public housing units from inventory.

OPERATING COSTS

The total estimated operating expense of our public housing properties is $6,853,562 which is an increase of $332,302 over last year's budget. We continue to experience increases in the purchase of all goods and services.

Expenses for utilities for public housing properties are projected to increase overall by $184,000 which is 10.02% more than last year. This increase is due to increases in

electric, water, sanitation costs, and stormwater fees. HRSD costs have continued to increase annually.

This year, total maintenance expenditures are budgeted to increase by $68,306 to $1,741,930. We have experienced increased costs for our HVAC, electrical and plumbing/gas contractors while addressing property maintenance and repairs, even with the removal of Orcutt Townhomes and 88 Marshall Courts units from the public housing inventory, overall expenses have increased slightly.

The budgeted insurance line items have increased 8.7%, mostly due to overall market conditions. We had previously increased property and auto insurance costs, acquiring additional coverage for Property Manager Error and Omissions and Umbrella Insurance policies. We contract with an insurance broker to review all of policies to secure better pricing, ensure accurate information and that the Authority and employees are adequately insured.

Our General Expense includes such items as our Payment-in-lieu-of-taxes (PILOT) and collection losses (2% of rents) which are both a function of total rental income and have increased slightly from last year.

The Asset Management fees the AMPs pay to the COCC is projected to be $85,320. The fees are based on total housing units and are paid only when the AMPs have a positive cash flow. All AMPs are projected to pay the fee in 2026.

This budget projects the Authority's public housing operating reserve to increase by approximately $493,015 in CY 2026.

CENTRAL OFFICE COST CENTER

Also attached, is the budget for the Central Office Cost Center (COCC). The revenue for the COCC is made up of fees allowed to be assessed to all programs administered by the Authority. The total projected revenue is $2,826,600 which is approximately $123,505 less than in CY25. HUD allows us to charge a management fee to the public housing properties based on occupied units and HUD approved vacant units. The fee is $76.89 per unit, consistent with last year. Overall, grants and Housing Choice Voucher fees decreased this year. Since we conservatively budgeted our number of vouchers issued this year, the fee we receive from the Housing Choice Voucher program decreased as well. There were a few grant programs that ended this year; the CDBG CARES and the HOME American Rescue Plan (ARP) programs ended in 2025, therefore the administrative fees associated with these programs have ended. The CNI grant will conclude in September 2025; therefore, positions funded from this grant will end, and the management fee and the fee associated with the Infrastructure and Wellness Trail projects have also ended. The CNI Accountant position in Finance will end in September 2025 and the vacant Procurement Supply Specialist will not be filled at this time.

In 2025, Great Oaks Apartments completed its 15-year compliance period. At that time, the investor member exited the partnership and NNRHA created a new entity, GO Senior LLC, to replace the investor member. Because of this change, Great Oaks Apartments was able to start paying on a promissory note that it has with the Authority. Annual interest payments of $72,361 will be paid to the COCC for the next nineteen years.

The expenses to the COCC are all typical administrative functions of the Authority including program management functions of the Executive Office, and the Finance, Administrative Services, and Community Development Departments, specialized maintenance services and housing program oversight.

Overall COCC expenses total $2,805,696 (4.5% less than last year) leaving a positive cash flow of $20,904.

Due to the loss of the grants and programs, the COCC was required to reduce costs. We have implemented Cost Containment meetings with all departments to ensure the Authority is reducing costs and enhancing revenue when available.

As mentioned previously, salary increases are applied authority-wide, all programs and properties must be able to afford the increase. Unfortunately, some programs cannot afford a salary increase. However, we are able to provide a $500 bonus to be given to staff to ease the increased cost of living, to be given at the start of the first pay period in January 2026.

The attached resolution approving the Public Housing and Central Office Cost Center budgets is recommended.

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CENTRAL OFFICE COST CENTER AND PUBLIC HOUSING OPERATING BUDGETS FOR CALENDAR YEAR 2026 AND AUTHORIZING THE CHAIRMAN TO SIGN HUD FORM 52574

WHEREAS, the Board of Commissioners has been requested to approve an operating budget for public housing and Central Office Cost Center budget, and to submit HUD Form 52574; and

WHEREAS, the budget meets all statutory and regulatory requirements; and

WHEREAS, the Newport News Redevelopment and Housing Authority (NNRHA) has sufficient operating reserves to meet the working capital needs of its developments; and

WHEREAS, the proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents; and

WHEREAS, the budget indicates a source of funds adequate to cover all proposed expenditures; and

WHEREAS, NNRHA will comply with the wage rate requirement under 24 CFR 968,110(c) and (f); and

WHEREAS, NNRHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i); and

WHEREAS, the operating budget for this resolution covers an entire calendar year through December 31, 2025; and

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners hereby approves the Central Office Cost Center and Public Housing operating budgets for CY 2026 and authorized the Chairman to sign form HUD 52574.

Newport News Redevelopment and Housing Authority
Site Budgets (Annual)
January 1, 2026 - December 31, 2026

	Totals, Low-Rent	Marshall Courts 302	Aqueduct 311	Pinecroft 313	Ashe Manor 324
Family/Elderly		**Family**	**Family**	**Mixed**	**Senior**
Scattered Site?		**No**	**No**	**No**	**No**
Year Built		**1941**	**1971**	**1986**	**2004**
Recently Renovated?		**No**	**No**	**No**	**No**
Units	**711**	**259**	**262**	**140**	**50**
Average Bedroom Size	**2**	**2**	**2**	**1**	**1**
% Occupancy	**98.0%**	**97.0%**	**98.0%**	**99.0%**	**98.0%**
REVENUE					
PUM		318.88	227.81	347.43	330.34
Gross Potential Rent	**$ 2,489,200**	$ 991,079	$ 716,235	$ 583,682	$ 198,204
Less: Vacancy Loss	**$ (53,858)**	$ (29,732)	$ (14,325)	$ (5,837)	$ (3,964)
Net Tenant Rental Revenue	**$ 2,435,342**	$ 961,347	$ 701,910	$ 577,846	$ 194,240
Total Subsidy Eligibility	**$ 4,293,342**	$ 1,981,320	$ 1,562,059	$ 545,911	$ 204,052
Less: Est.Proration @ 98.78%	**$ (52,379)**	$ (24,172)	$ (19,057)	$ (6,660)	$ (2,489)
Net Operating Subsidy	**$ 4,240,963**	$ 1,957,148	$ 1,543,002	$ 539,251	$ 201,563
Non-dwelling Rentals	**$ 35,887**	$ 35,887	$ -	$ -	$ -
Excess Utility Charges	**$ 30,000**	$ 30,000	$ -	$ -	$ -
Capital Fund Operating (1406)	**$ 373,784**	$ -	$ 162,254	$ 108,913	$ 102,617
Capital Mgmt/Safety Improvements (1408)	**$ 50,000**	$ -	$ 50,000	$ -	$ -
Donations from City	**$ 50,000**	$ 20,000	$ 30,000	$ -	$ -
Investment Income	**$ 59,000**	$ 57,000	$ 1,000	$ 700	$ 300
Tenant Charges & Services	**$ 71,600**	$ 44,000	$ 21,000	$ 5,600	$ 1,000
Total Revenue	**$ 7,346,577**	$ 3,105,382	$ 2,509,166	$1,232,309	$ 499,720
EXPENSES					
Administrative Salaries + Benefits	**$ 765,620**	317,603	257,528	129,594	60,896
Occupancy Salaries + Benefits	**$ 84,516**	30,787	31,144	16,642	5,943
Rent Collection Salaries + Benefits	**$ 5,426**	1,960	2,003	1,081	382
Work Order Salaries + Benefits	**$ 83,106**	83,106	-	-	-
Audit	**$ 34,900**	15,100	11,500	6,100	2,200
Property Mgmt Fee $ 76.89	**$ 644,492**	234,490	236,907	127,883	45,211
Bookkeeping Fee $ 7.50	**$ 70,460**	30,468	23,108	12,474	4,410
Training	**$ 13,500**	5,000	4,500	3,000	1,000
Travel/Local	**$ 210**	35	100	50	25
Legal	**$ 12,300**	5,000	5,000	1,800	500
Administrative/Operating	**$ 208,000**	86,000	53,000	46,000	23,000
Total Administrative	**$ 1,922,530**	$ 809,548	$ 624,790	$ 344,624	$ 143,568
Resident Services Salaries+Ben	**$ 289,854**	$ 105,587	$ 106,810	$ 57,074	$ 20,384
Resident Services Activities	**$ 16,475**	$ 6,100	$ 5,925	$ 3,275	$ 1,175
Neigh. Network Lab Sal. & Ben.	**$ 84,734**	$ 84,734	$ -	$ -	$ -
Total Tenant Services	**$ 391,063**	$ 196,420	$ 112,735	$ 60,349	$ 21,559
Gas	**$ 83,000**	$ 30,000	$ -	$ 38,000	$ 15,000
Electric	**$ 455,000**	$ 223,000	$ 51,000	$ 126,000	$ 55,000
Water	**$ 375,000**	$ 130,000	$ 185,000	$ 49,000	$ 11,000
Sanitation	**$ 1,106,000**	$ 386,000	$ 586,000	$ 100,000	$ 34,000
Total Utilities	**$ 2,019,000**	$ 769,000	$ 822,000	$ 313,000	$ 115,000

Newport News Redevelopment and Housing Authority
Site Budgets (Annual)
January 1, 2026 - December 31, 2026

	Totals, Low-Rent	Marshall Courts 302	Aqueduct 311	Pinecroft 313	Ashe Manor 324
Maintenance Salaries + Benefits	$ 674,206	$ 262,105	$ 218,129	$ 154,179	$ 39,792
Overtime/Oncall (4% of salaries)	$ 26,968	$ 10,484	$ 8,725	$ 6,167	$ 1,592
Specialized Maintenance Standard	$ 26,600	$ 4,800	$ 1,200	$ 15,600	$ 5,000
FFS HVAC	$ 30,600	$ 3,625	$ 975	$ 14,000	$ 12,000
Maintenance Materials	$ 393,000	$ 151,000	$ 158,000	$ 49,000	$ 35,000
Contracts:					
Janitorial/Make Ready Cleaning	$ 71,000	$ 29,000	$ 20,000	$ 4,000	$ 18,000
Grounds	$ 88,500	$ 44,000	$ 32,000	$ 5,000	$ 7,500
Structure	$ 71,400	$ 45,000	$ 12,000	$ 9,900	$ 4,500
Painting	$ 51,000	$ 19,000	$ 26,000	$ 4,500	$ 1,500
Plumbing/Gas	$ 113,000	$ 45,000	$ 45,000	$ 18,000	$ 5,000
Electric	$ 46,800	$ 24,000	$ 9,800	$ 8,000	$ 5,000
HVAC	$ 65,600	$ 35,000	$ 6,600	$ 15,000	$ 9,000
HQS $12/unit	$ 8,556	$ 3,132	$ 3,144	$ 1,680	$ 600
Auto Repair	$ 15,600	$ 7,000	$ 5,600	$ 2,100	$ 900
Pest Control	$ 45,500	$ 25,000	$ 9,500	$ 8,000	$ 3,000
Trash Removal	$ 3,400	$ 1,000	$ 1,000	$ 900	$ 500
Other	$ 10,200	$ 8,000	$ 1,500	$ 500	$ 200
Total Maintenance	$ 1,741,930	$ 717,146	$ 559,173	$ 316,527	$ 149,084
Security Salaries + Benefits	$ 86,858	$ 31,640	$ 32,007	$ 17,103	$ 6,108
Materials	$ 1,525	$ 1,000	$ 100	$ 325	$ 100
Contracts/Alarm Systems	$ 37,700	$ 9,900	$ 4,100	$ 13,000	$ 10,700
Police Services	$ 50,000	$ 25,000	$ 25,000	$ -	$ -
Total Protective Services	$ 176,083	$ 67,540	$ 61,207	$ 30,428	$ 16,908
General Liability	$ 46,500	$ 18,900	$ 14,800	$ 9,900	$ 2,900
Property	$ 333,000	$ 135,000	$ 105,000	$ 72,000	$ 21,000
Workmen's Compensation	$ 5,600	$ 3,000	$ 1,100	$ 1,000	$ 500
Insurance-Consultant	$ 21,600	$ 9,600	$ 7,500	$ 3,300	$ 1,200
Auto Insurance	$ 13,680	$ 5,800	$ 5,000	$ 1,200	$ 1,680
Total Insurance	$ 420,380	$ 172,300	$ 133,400	$ 87,400	$ 27,280
PILOT	$ 48,223	$ 25,823	$ (12,009)	$ 26,485	$ 7,924
Terminal Leave Payments	$ 15,873	$ 6,647	$ 5,165	$ 2,997	$ 1,065
Collection Loss (2% of rents)	$ 48,707	$ 10,716	$ 8,280	$ 4,384	$ 1,461
Other: Sub/Mem Dues	$ 4,120	$ 2,300	$ 1,500	$ 200	$ 120
Total General Expenses	$ 93,057	$ 45,485	$ 2,936	$ 34,065	$ 10,570
N/R Extra Ordinary Maint.	$ 2,000	$ 1,000	$ 1,000	$ -	$ -
N/R Nonexpendable Equip.	$ 2,200	$ 1,000	$ 1,000	$ 200	$ -
Total Non Routine Expenses	$ 4,200	$ 2,000	$ 2,000	$ 200	$ -
Total Expenses (excluding Asset Management Fee)	$ 6,768,242	$ 2,779,440	$ 2,318,241	$1,186,592	$ 483,969
Asset Management Fee	$ 85,320	$ 31,080	$ 31,440	$ 16,800	$ 6,000
Total Expenses	$ 6,853,562	$ 2,810,520	$ 2,349,681	$1,203,392	$ 489,969
Cash Flow From Operations	$ 493,015	$ 294,861	$ 159,485	$ 28,917	$ 9,750

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
January 1, 2026 - December 31, 2026

REVENUE

Public Housing Management Fees	$ 644,492
Public Housing Bookkeeping Fees	70,460
Public Housing Asset Management Fee	85,320
Capital Fund Administrative Fee	373,784
Section 8 Management Fee/Overhead Reimbursement	679,208
CDBG	250,184
Great Oak	137,339
RAD Oyster Point-Brighton Management Fee	94,179
RAD Oyster Point-Brighton Bookeeping Fee	17,640
RAD Cypress Terrace Management Fee	39,687
RAD Cypress Terrace Bookkeeping Fee	7,380
RAD Orcutt Townhomes III Management Fee	21,556
RAD Orcutt Townhomes III Bookkeeping Fee	2,700
RAD Lassiter Courts Management Fee	46,374
RAD Lassiter Courts Bookkeeping Fee	9,000
RAD Spratley House Management Fee	29,258
RAD Spratley House Bookkeeping Fee	4,500
RAD Orcutt Townhomes Management Fee	27,495
RAD Orcutt Townhomes Bookeeping Fee	3,600
Jefferson Brookville Management Fee	29,912
LOFTS	8,040
Tax Exempt Fee Program	20,649
Transition Center	11,787
City Redevelopment Services	70,694
HOME grant	28,000
HOME - American Rescue Plan (ARP) grant	-
Contract Mgmt fee earned/projected Infrastructure & Wellness Trail	-
CNI grant	-
Mortgage Interest Income	72,361
Investment Income	5,400
Fee For Service-HVAC	35,600
Total Revenue	**$ 2,826,600**

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
January 1, 2026 - December 31, 2026

EXPENSES

Administrative Salaries and Benefits	$ 2,228,930
Specialized Maintenance Salaries and Benefits	45,070
Total Salaries and Benefits	2,274,000
Legal	10,000
Audit	7,000
Staff Training	20,000
Office Rent	33,789
Office Supplies	24,000
Repairs and Rentals	9,900
Printing	500
Telephone/Internet	42,000
Advertising	6,500
Sub/Periodicals	1,800
Membership Dues	9,000
Postage	3,000
Other	22,200
Furniture, Fixtures, Equipment	33,000
Contracts/Other (software/support, internal audit, insurance)	165,000
Total Administrative	*$ 387,689*
Maintenance Contract Costs	29,500
Protective Service Contract	2,353
Maintenance Materials	14,000
Total Maintenance	45,853
Water	$ 1,000
Electricity	28,000
Gas	6,000
Sanitation	3,000
Total Utilities	*$ 38,000*
Workmen's Comp	7,000
Exectutive Protection Insurance	11,800
Fidelity Bond & Crime/Theft	2,500
Cyber Liability Insurance	7,500
Crime Insurance	2,500
Property Managers Error & Omissions Insurance	3,830
Umbrella Insurance	2,300
Auto Insurance	9,500
Terminal Leave	13,224
Total General Expenses	*$ 60,154*
Total Expenses	**$ 2,805,696**
Net Cash Flow	***$ 20,904***

5g

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 10, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw
Executive Director

SUBJECT: Proposed Section 8 Housing Choice Voucher, Mainstream Voucher, and Emergency Housing Voucher Budget

Attached for your review and approval is the proposed budget for our Section 8 Housing Choice Voucher, Mainstream Voucher, and Emergency Housing Voucher programs.

This budget provides an annual Housing Assistance Payment (HAP) amount of $31,872,107. These payments are made directly to Newport News landlords who lease to eligible voucher holders. Our program will assist an average of 2,902 families per month at an average HAP payment of $915.05 per unit per month, an increase of $77.05 from the average monthly payment budgeted in the current year.

We have not yet been notified of our Budget Authority for the year 2026; we estimate we will receive funding at a 99.5 and 100 percent proration depending upon the program.

Our budget includes 54 vouchers to Veterans under the Veterans Affairs Supportive Housing (VASH) program, 141 Mainstream Vouchers, and 30 Emergency Housing Vouchers to assist low-income households that include persons with disabilities. The budget also includes funding for the 247 CNI Tenant Protection Vouchers, 88 Marshall Tenant Protection Vouchers and 88 vouchers for the Warwick Single Room Occupancy (SRO) program, which assists formerly homeless individuals.

As you will note, while maintaining our program to serve the 2,902 families authorized by HUD, we will need to access $1,811,952 of our Housing Assistance Payment reserves which are currently being held by HUD. During this past year, HUD-held reserves have increased due to increased funding and a slight decrease in leasing. Our leasing rate has not been optimal primarily due to problems with fully staffing our agency. We are encouraged by HUD to use these reserves to maximize leasing to families. HUD provides an online forecasting tool that we use to assist us with planning and managing our program under various funding models. We run scenarios monthly, based on current leasing levels and project funding to determine voucher issuance levels. When HUD sees

that our expenses to serve all families authorized is exceeding HUD funding, an increase may be authorized.

In addition to the HAP, the Authority receives $2,960,498 in administrative fees to operate and manage the voucher program. We anticipate Congress will fund at least 91.1% of the fee that Public Housing Authorities are eligible to receive for the 2026 year. Since our leasing is not at 100%, we have reduced our administrative fee revenue to 92% of the eligible fee to be more in line with actual leasing activity.

We estimate we will receive $201,852 to administer the Family Self Sufficiency Homeownership programs through December 31, 2026. This program is funded on a calendar year basis and we will be advised soon regarding 2026 funding.

In addition to fees, we receive revenue from interest which brings our total Administrative Revenue to $3,185,350 for the 2026 calendar year. We are able to avoid the use of administrative reserves this year to balance the administrative budget even with the 91.1% proration of fees.

Expenses to administer the program are projected to be $2,679,462 providing for an operating cash flow of $505,889. The Section 8 program has owned the Ballou-Palmer building (115 28th Street) for numerous years. This building was recently sold in November 2025. The proceeds from the sale were returned to the Section 8 program and can be used for administrative purposes. In addition, the utility and insurance costs to maintain the building that were included in previous budgets, have been deleted from the 2026 budget.

Since salary increases are applied authority-wide, all programs and properties must be able to afford the increase. Unfortunately, some properties cannot afford a salary increase. However, we are able to provide a $500 bonus to be given to staff (excluding the Executive Director) to ease the increased cost of living.

I recommend the bonuses be given at the start of the first pay period in January 2026.

The attached resolution is recommended for your approval.

RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE OPERATING BUDGET FOR THE SECTION 8 HOUSING CHOICE VOUCHER, MAINSTREAM VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAM

WHEREAS, the Operating Budget for the Calendar Year January 1, 2026 through December 31, 2026 for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program has been reviewed by the Commissioners of the Newport News Redevelopment and Housing Authority; and

(a) The proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families in the Housing Choice Voucher, Mainstream Voucher, and Emergency Housing Voucher Programs; and

(b) The financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures; and.

(c) All proposed changes and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the Operating Budget for the Year January 1, 2026 through December 31, 2026 for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Programs.

Operating Budget for Housing Choice Voucher Program

January 1, 2026 - December 31, 2026

Housing Assistance Payment Subsidy (Revenue)			
Housing Choice Voucher	$	28,432,110	99.5% proration factor
Mainstream Voucher		1,288,558	100% proration factor
Emergency Housing Voucher		339,487	100% proration factor
Total Revenue	$	30,060,155	
Housing Assistance Payments to Landlords (Expense)		31,872,107	(34831 units * $915.05 PUM)
Budgeted Use of HUD Held Reserves	**$**	**(1,811,952)**	

Section 8 Administrative Fees (91.1% proration of Eligibility Fee of $3,250,360)	$	2,960,498
HCV FSS Program		201,852
Port-In Administrative Fee		5,000
Interest Income		18,000
Total Revenue	$	3,185,350
Administrative Salaries	$	918,224
Administrative Benefits		395,419
FSS Program Salaries & Benefits		209,377
Management Fee (COCC)		679,208
Advertising		16,000
Legal		28,000
Staff Training		10,000
Terminal Leave		7,346
Port-Out Administrative Fee		5,000
Audit Costs		42,350
Office Expense (Rent, Supplies, Contracts, etc)		324,703
Total Administrative	**$**	**2,635,627**
Utilities		-
Maintenance		12,300
Insurance		30,135
Other		1,400
Total General Expenses	**$**	**43,835**
Total Operating Expenses	**$**	**2,679,462**
Net Cash Flow	**$**	**505,889**

5h

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 9, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director

SUBJECT: Resolution of the NNRHA Board of Commissioners approving the Adoption of the Funding Agreement to Support the Development of the Choice Neighborhood V Project

The City of Newport News is providing funding to NNRHA for the redevelopment of the Choice Neighborhood V Project. The funding, in total amount not to exceed $5,304,365.00 will support site development costs, design and amenities and development of commercial space onsite as listed below:

Site Development Costs-	$4,153,365.00
Design and Amenities-	590,000.00
Commercial Space-	561,000.00

The site activities will be completed by Harkins Builders through a construction contract administered by NNRHA's CNI developer, Pennrose.

NNRHA is seeking your approval of the funding agreement with the City, subject to legal counsel approval. This action will allow the Executive Director to execute the agreement with the City of Newport News.

The attached resolution is recommended for approval.

A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT TO FACILITATE THE DEVELOPMENT OF THE CHOICE NEIGHBORHOOD V PROJECT AND RELATED PHYSICAL SITE IMPROVEMENTS

WHEREAS, the City of Newport News, Virginia (the "City") and the Newport News Redevelopment and Housing Authority (the "Authority") were awarded a Choice Neighborhood Initiative Grant pursuant to that Choice Neighborhood Initiative Implementation Grant Agreement dated June 27, 2019 (the "Grant Agreement") by and among the United States Department of Housing and Urban Development ("HUD"), the Authority and the City; and

WHEREAS, the City has incorporated additional funding, separate from the CNI Implementation Grant, for the Transformation Plan and related activities into its budget and Capital Improvement Plan, including support for Authority's activities in furtherance of the Transformation Plan; and

WHEREAS, the City and Authority desire to document their agreement regarding the City's provision of such funds to the Authority in the form of financial assistance to support the development of the Choice Neighborhood V Project, consisting of 73 units located at 2815 Washington Avenue, which will also include a retail/commercial component comprised of approximately 3,400 square feet of space.

NOW THEREFORE BE IT RESOLVED that the Newport News Redevelopment and Housing Board of Commissioners authorizes the Executive Director to execute said Agreement contingent upon attorney review and approval.

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

December 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.

CONTENTS

Public and Assisted Housing	Page 1
Waitlist Data	Page 2
Family Sufficiency	Page 3
Community Resources	Page 4
Finance	Page 7
Administrative Services	Page 8
Community Development	Page 10
CNI	Page 14

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PUBLIC AND ASSISTED HOUSING
OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	298
Approved/Eligible	50
Pending	248
Housing Choice Voucher	4242
Approved/Eligible	78
Pending	4164

The pending application numbers for the Public Housing Program (248) and the Housing Choice Voucher Program (4164) 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	6
Housing Choice Voucher	27
Mod-Rehab (SRO)	0
Total	**33**
Occupancy Statistics:	
Public Housing Program	95%
Housing Choice Voucher Program	84%
Mod-Rehab Program (Warwick SRO)	97%
Mod-Rehab (Warwick SRO)	85
Avg. # Leasing Days (PH)	30
Avg. Rent for Move-Ins (PH)	$423
New Mod-Rehab (SRO) participants	$0
Total Public Housing	799
Housing Choice Vouchers	2,984
Lease Rate – **November 2025**	84%

Average Family Rent Contribution for Move-ins Last Month:	
Public Housing	$423
Housing Choice Voucher	$413
Warwick SRO	$0
Cumulative Percentage of Section 8 Budget Authority Utilized **November 2025**	96.9%

HOMEOWNERSHIP PROGRAM

Since the Inception of the Program 201_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	70	$6,946,738
PH Families	56	$5,852,540
HCV-V Home-ownership	75	$12,850,988

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 November 2025

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes I (Lease Up)	100%	0	357	357
Orcutt Townhomes III	100%	0	0	0
Cypress Terrace	82%	0	0	0
Oyster Point/Brighton	90%	6	79	85
Great Oak	99%	289	179	468
Lofts on Jefferson	100%	0	0	0
Jefferson Brookville	94%	2	18	20
Lassiter Courts	94%	4	283	287
Spratley	100%	0	32	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 November 2025.

Participants	**Public Housing**	**Housing Choice Voucher**	**TOTAL**
Total number in FSS Program	46	94	**140**
Employed	31	62	**93**
Currently not working	11	18	**29**
Attending Virginia Peninsula Comm. College	0	2	**2**
Attending Christopher Newport Univ.	0	0	**0**
Enrolled in NNRHA Computer Training/GED	0	3	**3**
Enrolled in other Training Programs	1	5	**6**
Employed and going to school	3	4	**7**
Total Number of participants with escrow accounts	22	46	**68**

COMMUNITY RESOURCES

COMMUNITY RESOURCES

Community Resources • Resident Relations • Senior Residents

Friendsgiving at Great Oak

Great Oak Resident Council sponsored a "Friendsgiving" on Friday November 14th with 26 residents in attendance. Holiday music played while residents delighted in socializing, decorating the tree and playing cards. Refreshments including pinwheel sandwiches, cupcakes, chips and water were enjoyed by all.





St. Vincent De Paul Catholic Church Blesses NNRHA Families with Thanksgiving Baskets

For the fourth year in a row, St. Vincent's provided 15 Thanksgiving baskets for NNRHA seniors and families living in Aqueduct, Spratley House, Ashe Manor, and Pinecroft Apartments. On November 20, Community Resources staff arrived early at St. Vincent's to pick up the baskets, each filled with everything needed to prepare a beautiful Thanksgiving dinner. The baskets were then delivered to residents, who expressed heartfelt gratitude for the blessing.

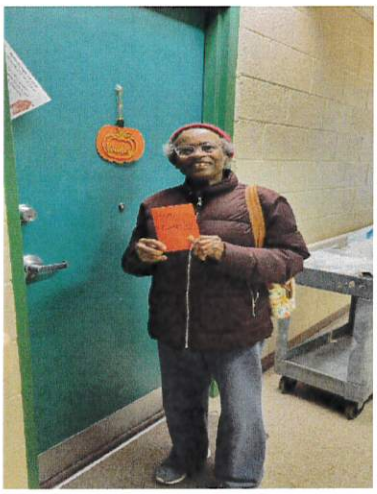
A very special thank-you goes to Valerie Hill, coordinator, and the generous congregation of St. Vincent de Paul Catholic Church! A thank-you card, signed by all of the recipients, was sent to Ms. Hill.





Heritage High School Key Club Wishes Our Seniors a Happy Thanksgiving!
Key Club members created 100 personalized Thanksgiving cards—one for every senior residing at Spratley House and Ashe Manor Apartments. Community Resources staff gladly delivered the cards to each household, and residents expressed heartfelt appreciation that the young people were thinking of them.

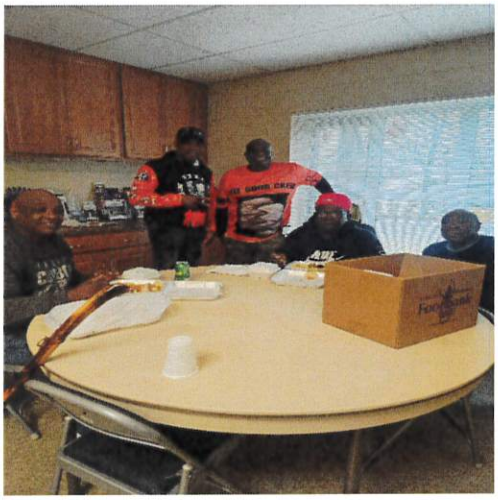




The Feel-Good Crew Hosts Thanksgiving Dinner
On Saturday, November 22, our own Larry Calloway and fellow members of the Feel Good Crew provided a Thanksgiving feast for seniors at Spratley House and Ashe Manor Apartments. The Feel Good Crew—a men's group made up primarily of current and retired police officers and military personnel—arrived ready to cook and spend meaningful time with residents. Meals were also delivered to those who were unable to attend.

Residents thoroughly enjoyed the home-cooked meal and truly appreciated the time spent with the Feel Good Crew.





FINANCE

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2025 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2025

CY Housing Choice 2025 Annual Budget Authority	$ 28,432,110	Final 99.5% proration
Housing Choice Voucher Funding	$ 28,432,110	
Mainstream Voucher Program Funding	$ 1,288,558	Final - 100%
Emergency Housing Voucher Program Funding	$ 366,362	Final - 100%

HCV Units	2507
VASH units	54
CNI tenant protection	247
Marshall tenant protection	88
Warwick SRO - RAD2	86
Baseline HCV count	2984
Mainstream Vouchers	141
Emergency Housing Vouchers	30
Total Vouchers	3155

Month		# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly +/- Dollar Utilization	Monthly Amount of Funding Utilized	Year to Date Amount of Funding Utilized	Funding From HUD	Fraud Recovery	Other Sources Of Funds	NNRHA Held Reserve Balance	HUD Held Reserve Balance
												(1,207,983.00)	3,846,645.00
January	HCV	2523	84.6%	$ 2,425,539.00	$ 961.37	$ 181,935.00	108.1%	108.1%	$ 2,243,604.00			$ (1,389,918.00)	3,941,199.50
	MS	127	90.1%	$ 114,128.00	$ 898.65	$ 14,956.00	115.1%	115.1%	$ 99,172.00			$ (127,965.00)	(7,776.50)
	EHV	28	93.3%	$ 27,159.00	$ 969.96	$ 6,266.00	130.0%	130.0%	$ 20,893.00			30,323.00	89,226.17
February	HCV	2536	85.0%	$ 2,477,626.00	$ 976.98	$ 148,387.00	108.4%	107.2%	$ 2,329,239.00			$ (1,538,305.00)	3,934,404.00
	MS	126	90.6%	$ 108,725.00	$ 849.41	$ 9,553.00	109.6%	112.4%	$ 99,172.00			$ (137,518.00)	(11,376.50)
	EHV	28	93.3%	$ 25,836.00	$ 922.71	$ 3,853.00	117.5%	123.6%	$ 21,983.00			$ 26,470.00	97,248.84
March	HCV	2539	85.1%	$ 2,463,281.00	$ 970.18	$ 141,451.00	108.1%	106.8%	$ 2,321,830.00			$ (1,679,756.00)	3,891,111.40
	MS	128	90.8%	$ 106,356.00	$ 830.91	$ 4,459.00	104.4%	109.6%	$ 101,897.00			$ (141,977.00)	(17,699.50)
	EHV	28	93.3%	$ 26,072.00	$ 931.14	$ 21,642.00	588.5%	167.1%	$ 4,430.00			$ 4,826.00	122,824.50
April	HCV	2555	85.6%	$ 2,316,747.00	$ 906.75	$ (2,902.00)	99.9%	105.1%	$ 2,319,649.00			$ (1,676,854.00)	3,834,297.90
	MS	127	90.1%	$ 102,127.00	$ 804.15	$ 230.00	100.2%	107.3%	$ 101,897.00			$ (142,207.00)	(24,023.50)
	EHV	28	93.3%	$ 26,522.00	$ 947.21	$ (6,986.00)	79.2%	130.7%	$ 33,508.00			$ 11,814.00	119,323.50
May	HCV	2557	85.7%	$ 2,422,533.00	$ 947.41	$ 88,856.00	103.8%	104.7%	$ 2,333,677.00			$ (1,765,710.00)	3,778,924.00
	MS	126	89.4%	$ 99,847.00	$ 792.44	$ (11,779.00)	89.4%	103.4%	$ 111,626.00			$ (130,426.00)	48,711.50
	EHV	28	93.3%	$ 26,492.00	$ 946.14	$ (11,716.00)	69.3%	111.0%	$ 38,208.00			$ 23,630.00	111,907.58
June	HCV	2537	85.0%	$ 2,368,333.00	$ 933.52	$ 8,826.00	100.4%	104.0%	$ 2,359,507.00			$ (1,774,536.00)	3,910,204.75
	MS	123	87.2%	$ 102,034.00	$ 829.54	$ (8,866.00)	92.0%	101.4%	$ 110,900.00			$ (121,562.00)	40,940.50
	EHV	28	93.3%	$ 34,276.00	$ 1,224.14	$ 17,504.00	204.4%	122.5%	$ 16,772.00			$ 6,026.00	125,927.66
July	HCV	2517	84.3%	$ 2,304,553.00	$ 915.60	$ (1,359,093.00)	62.9%	95.5%	$3,663,646.00	$ 1,570.50	$ 1,570.50	$ (413,872.50)	2,737,346.50
	MS	124	87.9%	$ 105,082.00	$ 847.44	$ 912.00	100.9%	101.3%	$104,170.00			$ (122,474.00)	39,899.50
	EHV	28	93.3%	$ 25,259.00	$ 902.11	$ 4,734.00	123.1%	122.6%	$ 20,525.00			$ 1,292.00	136,194.75
August	HCV	2484	83.2%	$ 2,375,620.00	$ 956.37	$ 9,348.00	100.4%	96.1%	$2,366,272.00			$ (423,220.50)	2,861,862.25
	MS	122	86.5%	$ 107,487.00	$ 881.04	$ 5,450.00	105.3%	101.8%	$102,037.00			$ (127,924.00)	40,991.50
	EHV	26	86.7%	$ 24,455.00	$ 940.58	$ (3,085.00)	88.8%	117.5%	$ 27,540.00			$ 4,377.00	139,446.83
September	HCV	2491	83.5%	$ 2,316,584.00	$ 929.98	$ (201,557.00)	92.0%	95.6%	$2,518,141.00			$ (221,663.50)	2,834,609.00
	MS	122	86.5%	$ 106,244.00	$ 870.85	$ 4,207.00	104.1%	102.0%	$102,037.00			$ (132,131.00)	42,083.50
	EHV	26	86.7%	$ 23,955.00	$ 921.35	$ (2,417.00)	90.8%	114.2%	$ 26,372.00			$ 6,794.00	143,866.91
October	HCV	2496	83.6%	$ 2,319,213.00	$ 929.17	$ (63,452.00)	97.3%	95.8%	$2,382,665.00			$ (168,211.50)	2,821,186.00
	MS	121	85.8%	$ 107,210.00	$ 886.03	$ 3,135.00	103.0%	102.1%	$ 104,075.00			$ (135,266.00)	41,137.50
	EHV	26	86.7%	$ 22,940.00	$ 882.31	$ (42,472.00)	35.1%	95.4%	$ 65,412.00			$ 49,266.00	109,247.00
November	HCV	2509	84.1%	$ 2,350,060.00	$ 936.65	$ (74,694.00)	96.9%	95.9%	$2,424,754.00			$ (83,517.50)	2,764,753.00
	MS	119	84.4%	$ 102,074.00	$ 857.76	$ (5,110.00)	95.2%	101.5%	$ 107,184.00			$ (130,156.00)	37,083.50
	EHV	25	83.3%	$ 22,418.00	$ 896.72	$ (11,858.00)	65.4%	92.1%	$ 34,276.00			$ 61,124.00	105,763.08
				$ 27,586,787.00					$28,717,070.00	$ 1,570.50	$ 1,570.50		

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

Mobile Service Updates

Over the past two months, the Administrative Services Department has worked closely with our telephone vendor, T-Mobile, to review and optimize our mobile service plan. During this review, we identified 15 cellular lines that had no usage but were still being billed monthly. These lines were disconnected, resulting in savings of more than $420 per month. Additionally, many of our existing iPhone SE cellular devices had become outdated, with several of them no longer functioning properly or unable to support basic tasks such as receiving emails. On November 20th, we received 40 iPhone 16e cellular devices at no cost. These new phones will replace the current SE models, which will be returned to T-Mobile. This effort has been both a cost-saving initiative and an important step in improving staff accessibility and operational continuity.

The Request for Proposals (RFP) for Legal Services closed on November 10 and Directors are now completing their scoring packets. The RFP for agency-wide roofing repairs and replacement services closed on November 21. Additionally, the RFP for Phase II of the Marshall Courts Façade Project is scheduled to close on December 12.

Yardi Platform

The Housing Authority currently utilizes **Yardi**, a comprehensive real estate and property management platform that supports several key operational functions across the organization. The Authority is currently in the pre-implementation phase for **Yardi Marketplace**. This enhancement will provide access to multiple supplier catalogs, streamline purchasing workflows, and improve spending controls and tracking—from purchase order to payment—resulting in significant time savings and greater operational efficiency. The Pilot Go Live date will occur on December 19, 2025 where a select group will practice placing orders in the Yardi Train database. This will allow for feedback and the identification of any issues prior to a full-scale rollout, ensuring a smoother transition to the final launch. Extensive training will be provided free of charge, by Yardi to ensure staff are fully equipped to utilize the new system effectively.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

In November, the Community Development Department focused on finalizing agreements for administering HUD CDBG and HOME funds between the City of Newport News and NNRHA. Legal agreements were also prepared for nonprofit sub-recipients of CDBG funds managed by NNRHA on behalf of the City. These agreements will be executed by both parties once approved by the City's attorney and upon HUD's release of funding.

Additionally, renovations at the Southeast Family Project Building were completed, enabling staff and current clients to move into the facility during November.

Sponsoring Partnerships & Revitalizing Communities (SPARC) and Down Payment Assistance (DPA)

The SPARC program offers eligible homebuyers using a Virginia Housing loan product for a 1% reduction in their mortgage interest rate. By leveraging SPARC funding, NNRHA is able to expand its capacity to provide downpayment assistance to qualified applicants. SPARC allocations are approved annually, with the current program year running from July 1, 2025, through June 30, 2026. As of this reporting period, NNRHA has utilized $1,402,526 of the total $4,000,000 allocation to support homeownership opportunities for residents of Newport News.

Redevelopment & Homeownership

NNRHA administers the Citywide Down Payment Assistance Program for first-time homebuyers through the HOME Investment Partnerships Program (HOME). The program provides financial assistance to eligible first-time homebuyers to support the purchase of a home within the City of Newport News.

Down Payment Assistance (DPA) Calendar Year: January 1, 2025 – December 31, 2025					
(Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process	Withdrew
4	1	7	2	3	1

New DPA Applications November 2025	Total DPA Applications Received for January 1, 2025 – December 31, 2025
2	15

Total Housing Rehabilitation Activity for November 2025	
Residential Repair Program	**Cases**
Projects Completed	2
Projects in Underwriting	3
Projects Pending Approval	1
Projects Ongoing	1
Projects Ineligible	0
Total	**18**

New Housing Rehabilitation Applications for November 1, 2025- November 30, 2025	Total New Housing Rehabilitation Applications Received for January 1, 2025 - December 31, 2025
3	31

Total Housing Rehabilitation Activity for Calendar Year January 1, 2025 – December 31, 2025	
Projects Completed	17
Projects Ineligible	11
Total	**28**

Marshall-Ridley Residential Facade Program

The Marshall-Ridley Residential Facade Program Activity Tracker shows that the first round of the program has been completed. For the second round, which began on July 21, 2025, there were a total of 50 applicants. Inspections were conducted for 9 properties, and codes review was completed for 3. Out of the 50 contracts, 11 contracts have been executed. To date, 7 projects have been completed in the second round, and 11 applicants were deemed ineligible. In comparison, the first round had 113 total applicants, with 92 properties inspected, 78 reviewed code compliance, 76 projects completed, and 37 applicants found ineligible.

Marshall-Ridley Residential Facade Program Activity Tracker

	First Round – Completed	Second Round (7/21/25)
Total Applicants	113	50
Administrative Review	0	0
Finance Review	113	9
Inspected	92	9
Codes Review	78	3
Contract Pending	0	0
Contracted	0	11
Completed	76	7
Ineligible	37	11

CAPITAL ACTIVITY

Marshall Courts – Phase VII Demolition of 88 Units

About two-thirds of the demolition for Marshall Courts Phase VII is complete, with nine of the thirteen buildings torn down. The project remains on schedule for a start-of-the-year completion. The contractor continues to manage debris removal efficiently. Once demolition is finished, the site will remain as green space until future development plans are determined.

Marshall Courts Apartments Phase II

A pre-bid meeting for façade improvements of Phase II was held on Wednesday, November 19, 2025. All formal proposals were due Friday, December 12, at 2:00 pm. These improvements will follow the Phase I enhancements, focusing on exterior durability and visual appeal. After bids are reviewed and a contractor selected, revitalization efforts will continue to enhance the surrounding area.

Aqueduct Apartments

The executive team is carefully evaluating the best approach for renovating Aqueduct Apartments. Decisions regarding budgeting, prioritization, and scheduling are still in progress. This strategic approach will help ensure a successful project and extend the property's longevity for decades to come.

Ashe Manor

Ongoing maintenance at Ashe Manor continues, with a current focus on the chiller, trash compactor, shut-off valves, and new HVAC systems for each unit. These improvements will enhance day-to-day living for residents while increasing the facility's long-term durability.

Pinecroft Apartments

The final selection of longer-term improvement items is underway for Pinecroft Apartments. A bid package is expected by the end of the month. Meanwhile, the maintenance team continues to work diligently to meet the needs of the community.

Roof Projects

All roof project bid packages were due Friday, November 21, by 2:00 pm. Proposals are now under review, and once a contractor is selected, notice to proceed will be issued with a defined completion schedule. These projects will provide many additional years of structural integrity once completed.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Lift and Rise on Jefferson

Leasing Update:

Leasing activity at Lift and Rise on Jefferson remains strong, showing steady progress. The 2700 Building has achieved 92% occupancy, with just a few units still available. The 2800 Building is currently 90% leased, with several applications under review.

Retail Space:

The 2800 Jefferson Avenue retail space has a signed lease agreement with Operation Breakthrough (OBT). OBT provides a safe and nurturing environment for children living in poverty while empowering their families through advocacy, emergency assistance, and educational support. Their programs promote child development, family stability, and long-term community well-being. OBT will be making construction updates to the space to accommodate their specific business needs. Once improvements are underway, additional details about the business will be shared. The 2700 Jefferson Avenue retail space continues to generate strong interest, and there is optimism that the property will be leased soon.

Legacy Landing -Phases – III-R and IV-R

Leasing updates:

The Legacy Landing Lease Up Report for December 2025 shows that Phase III-R, with 71 units, is fully occupied, while Phase IV-R, with 84 units, has 31 units occupied, bringing the total number of units occupied to 101. There are 33 applications approved and awaiting HQS inspections, all within Phase IV-R. Among the occupied units, 40 are returning Ridley residents residing in PBV and HCV replacement units, with 30 in Phase III-R and 10 in Phase IV-R.

Legacy Landing Lease Up Report	December 2025		
Category	Phase III- R 71 units	Phase IV- R 84 units	Total
Total Units Occupied	71	31	101
Applications approved and awaiting HQS inspections	0	33	33
Returning Ridley Residents (PBV+HCV Replacement Units) Occupied	30	10	40

Construction Updates:

- CNI IV-R - 99% complete
- Infrastructure: 93% complete
- Wellness Trail: 90% complete
- Retail: 100% complete

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

Phase V – Downtown Phase groundbreaking and financial closing is set for end of December 2025. The team is preparing for construction and final permits.

Urban Strategies, Inc.

USI Inc. has currently assessed 210 families and continues proactive outreach to connect with additional households in the community. Through these efforts, USI provides a wide range of family support services, including resources for housing stability, educational opportunities, health and wellness programs, and access to social services.

Event Update:

On November 22, USI partnered with the CAC for the 3rd Ridley Homecoming celebration, bringing together residents, community stakeholders, and USI staff to recognize milestones in the Legacy Landing project and highlight the progress of the Marshall-Ridley transformation. The event featured project updates, opportunities for resident feedback, and activities to encourage engagement. Additional features included a coat drive, resource tables, and prizes, providing support and enjoyment for the community while strengthening connections among residents and project partners.

ITEM NO. 7

Closed Session

DR. DAVIS READ:

I move the Board enter into a Closed Session for the purposes of:

Discussion of personnel matters consistent with Virginia Code 2.2-3711 (A) (1)

Discussion of the award of a public contract consistent with Virginia Code 2.2-3711 (A) (29)

DR. DAVIS READ

I make a motion to certify that:

1. 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.

2. I request approval of the resolution certifying adherence to the Virginia Freedom of Information Act.

ITEM NO. 8

RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY CERTIFYING TO A CLOSED MEETING IN CONFORMITY WITH VIRGINIA LAW

WHEREAS, the Newport News Redevelopment and Housing Authority Board of Commissioners convened a closed meeting on December 16, 2025, pursuant to an affirmative recorded vote in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 Code of Virginia requires a certification by this Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Newport News Redevelopment and Housing Authority Board of Commissioners certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies; and

2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners of the Newport News Redevelopment and Housing Authority.

VOTE

AYES **NAYS**

Any departure from the requirements of said Act are hereby described:

* * * *

ITEM NO. 9
Other Business