

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

**February 21, 2023
8:30 a.m.
Holiday Inn
980 Omni Blvd, 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, January 17, 2023.
4. Communications
5. New Business
 - a. Consider a resolution approving a policy regarding Electronic Participation in the NNRHA Board of Commissioners Meetings
 - b. Consider resolutions approving a Purchase Option Agreement and Partial Assignment Agreement between NNRHA and the Choice Neighborhood V-Downtown LLC and approving the submission of a Low-Income Housing Tax Credit application for the Downtown Choice Neighborhood Housing Development
 - c. Consider a resolution approving award of Project Based Vouchers
6. Report to the Board
7. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711
8. Consider adoption of 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 5 Minutes*)
10. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
January 17, 2023**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, January 17, 2023.

Pledge of Allegiance

Chairman Penrose 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 Chairman, and those present were as follows:

Commissioners present: -

Kenneth Penrose
Lisa Wallace-Davis
William Black – via Zoom
George Knight
Lou Call
Barbara Holley

Mr. Holloman's absence was excused. Mr. Black was ineligible to vote due to participating via Zoom.

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
 Kaufman & Canoles, P.C.

Karen R. Wilds
Executive Director

Lysandra Shaw
Deputy Executive Director

Carl V. Williamson
Director of Housing

Valarie Ellis, Director
Administrative Services

Lisa Dessoify, Director
Finance

David Staley, Director
Community Development

Teresa Bennett
Executive Assistant

Justin Orié – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson – via Zoom
City of Newport News, Department of Development

Jamesa Parker
Legal Aid

Approval of Minutes, December 20, 2022

Commissioner Davis moved that the minutes of the meeting of the Board of Commissioners held on December 20, 2022 be approved. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

Election of Officers

Commissioner Davis made a motion to nominate Kenneth Penrose, Jr. to the position of Chairman. The motion was seconded by Commissioner Call and passed with a unanimous vote.

No other nominations were made from the floor.

Commissioner Call made a motion to nominate Lisa Wallace-Davis to the position of Vice-Chairman. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

No other nominations were made from the floor.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
January 17, 2023**

**Re-Affirmation of
Appointment
Secretary-Treasurer**

Commissioner Davis made a motion to re-affirm the appointment of Karen R. Wilds as Secretary-Treasurer. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

No other nominations were made from the floor.

**Re-Affirmation of
Appointment
Assistant Secretary-
Treasurer**

Commissioner Knight made a motion to re-affirm the appointment of Teresa G. Bennett as Assistant Secretary-Treasurer. The motion was seconded by Commissioner Davis and passed with a unanimous vote.

No other nominations were made from the floor.

Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) An article from Virginia Business dated December 22, 2022 concerning Sentara's investment of \$11M in Newport News Revitalization. Ms. Wilds stated Sentara Healthcare invested \$11 million in Newport News' Marshall-Ridley Choice Neighborhood revitalization initiative. Sentara is providing \$11 million in loan financing support for the project's second phase, which focuses on the former Ridley Place neighborhood.

New Business

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving a Purchase
and Sale Agreement for
332 34th Street and 3305
Warwick Boulevard to
Jonathan Provost**

The Board had been provided copies of a resolution authorizing the sale of 332 34th Street and 3305 Warwick Boulevard. Ms. Wilds stated this property, the former Peninsula Catholic High School had most recently been owned and occupied by Youth Challenge of Hampton Roads, an agency providing residential addiction recovery services. The agency recently changed their name to Faith Recovery. The Authority leased the property back to the non-profit, at purchase, in order to allow Faith Recovery, the needed time to find an alternate location. In April 2022, the authority entered into a Letter of Intent (LOI) with Jonathan Provost which served as the basis for Purchase and Sale Contract and a Development Agreement for the property. The LOI gave the Developer the right to access the property for preliminary due diligence and testing purposes. The developer intends to accomplish an adaptive re-use historic preservation of the building and anticipates approximately 35 market rate units in the building. The proposed transaction with Mr. Provost consists of the sale of 332 34th Street comprising 1.150 acres and an approximate 47,370 square foot building. The sales price of \$725,000 required a \$10,000 deposit to be made in early February and \$240,000 to be paid at closing which is projected to be by late August. In the meantime, the Developer will commence an Environmental Phase II study, seek an Historic District Designation study and initiate asbestos and UST remediation. Seller financing is proposed for the purchase price balance of \$475,000 at a 5% fixed interest rate. Principal payments will be made according to the schedule in the Agreement when certain timelines are met. The final payment is due at such time when 60% of the rental units are leased. The Agreement also allows for two-year option on the portion of the site at 3305 Warwick Boulevard. The purchase price for the optioned property is proposed to be for the then current real estate assessment plus 10%. The Purchase and Sale Agreement has been reviewed by legal counsel and was provided to the Board.

Commissioner Davis 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

A Report to the Board for January, 2023 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Williamson reported the Authority sponsored a holiday lunch distribution to the residents at Pincroft along with a Walmart gift card. Among numerous other ministries, St. Vincent's provided a generous number of gifts to families residing at the Marshall Courts and Aqueduct communities. A few of the families opted to come to the sanctuary to pick up their gifts. Fraternity members from Omega psi Phi went to Spratley House and Ashe Manor on December 17th and delivered boxes full of everything needed for a Christmas dinner, along with gifts.

Ms. Dessoffy reported the Housing Choice Voucher program operates on a calendar year basis so the report provided to the Board is the last for 2022. We also have the fiscal year audit for the 2022 Housing Authority. The auditors will be here for the next 2 weeks.

**Minutes of a Meeting of the
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January 17, 2023**

Ms. Shaw reported the first phase of Choice Neighborhood Implementation, the Lift & the Rise, has had some minor delays. Building 2 should be completed by the end of this month and building 1 by the end of February. We are continuing to take leasing applications. They should be processed as soon as possible. The contractor has mobilized on the former Ridley site. There will be 155 units on that site and it will be in two phases. The first phase will have 71 units and the second phase will have 84 units. The Supplemental Grant application was initially due January 11th but HUD changed the date to February 6th in order to allow fiscal year 2016 grantees under the implementation grant to apply for those funds. A tour of the Lift & the Rise has been planned for the Board members after the Board meeting.

Ms. Ellis reported we continue to focus on safety and security on our properties. We have installed a new camera system at both of our Jefferson Brookville locations, replaced the camera system at Ashe Manor, replaced 1 camera at Pinecroft Apartments and replaced 4 cameras at Spratley House. We have installed new LED lights and installed shot spotters at Aqueduct.

Mr. Staley reported the renovations of Orcutt Townhomes I is making progress with the preparation of the Rental Assistance Demonstration (RAD) conversion. We should be doing a comprehensive renovation of 40 three-bedroom apartments next year. The final design completion is estimated for the end of January to mid-February.

Ms. Wilds reminded the Board that the February Board meeting will be held at the Holiday Inn, 980 Omni Blvd in Newport News.

Closed Session

Other Business

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 8:53 a.m.

Secretary-Treasurer

ITEM NO. 4

COMMUNICATIONS

Newport News Redevelopment & Housing Authority Annual Activity Report – 2022

I. Choice Neighborhood Implementation

Construction of the first phase of housing, the Lift & Rise on Jefferson Avenue, located in the 2700 and 2800 blocks of Jefferson Avenue is nearing completion. The buildings include 81 mixed-income rental units (75 apartments and 6 townhomes) with ground floor commercial/retail space. Final completion and lease up of the community are anticipated to be in February 2023.



The Lift & Rise on Jefferson I

- In 2022, Urban Strategies Institute (USI) came onboard as the new People Lead for CNI. Over the course of the year, USI has completed needs assessments for former Ridley Place residents and enrolled families in support services.



Ridley Site Multi-Family Building

- The planning and design phase for the second phase of CNI housing site is complete. The community will be comprised of 41 mixed-income rental apartments and 114 townhouse units, 24 single family homes and commercial/retail space. The project will also have recreational amenities, including a health and wellness trail as well as an early Childhood Education facility.
- NNRHA and its development partner, Penrose, LLC have secured funding from multiple sources for the CNI second phase, Ridley Place site development to include an award of Low-Income Housing Tax Credits (LIHTC). In early 2022, the Virginia Department of Housing and Community Development announced an award of \$6.4M to assist this development.
- The Authority issued Multi-Family Housing Revenue Bonds not to exceed \$16,300,000 in support of the second phase of CNI housing development to be located on the former Ridley Place site.
- A unique partner to this project is Sentara Healthcare which is providing construction and permanent financing for phase two.

II. Community Development and Capital Improvements

- In May 2019, NNRHA received an allocation of low-income housing tax credits to convert Spratley House from an existing public housing property containing a total of 50 apartment units for seniors to HUD's Rental Assistance Demonstration (RAD) program. Comprehensive renovations were completed in mid-2022. The completion of all physical needs assessment upgrades on this 5-story mid-rise enabled the property to be re-occupied by former residents temporarily displaced to enable the work to be undertaken. These milestones were followed by closing on permanent financing and certification of the RAD conversion process by the Department of Housing and Urban Development.



Spratley House

- In conjunction with NNRHA's systematic effort to upgrade its low income housing stock via the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration Program, NNRHA's request for set aside of low income housing tax credits (LIHTC) from the Virginia Housing Authority for the Orcutt Townhomes I Project was approved. Receipt of this essential component in the funding of this proposed revitalization effort enabled NNRHA to initiate preparation of plans and specifications and other studies required by HUD prerequisite to the conversion and renovation of this property. Orcutt Townhomes I consists of 40 three bedroom townhouse style apartments. Initial closing on this endeavor and initiation of comprehensive interior and exterior renovations is projected for mid-2023.



Orcutt Townhomes I

- The NNRHA Agency Plan calls for the demolition of the remaining 12 buildings (88 apartments) at Marshall Courts. Demolition plans are in the early design phase with the feasibility study having been completed 2022. The project is currently undergoing environmental and historical review. Tenant protection vouchers will be requested from HUD to assist each family affected by the demolition after HUD approves our demolition application which can be submitted in April.
- The City of Newport News and the Newport News Redevelopment and Housing Authority held a series of virtual public meetings in 2022 to discuss the Annual Action Plan for Program Year 2022-2023 for the Community Development Block Grant and HOME program. The Annual Action Plan for the period from July 1, 2022 to June 30, 2023 reflects proposed activities in the third program year of the 2020-2024 Consolidated Plan. After receiving citizen input, the Annual Action Plan was prepared and submitted to the US Department of Housing and Urban Development for formal approval.
- The Authority approved the issuance of \$74,900,000 of Multifamily Housing Revenue Bonds to assist three developers in financing a portion of the cost of acquiring, constructing, renovating, rehabilitating and equipping three multifamily residential rental housing communities. In March, 2022 a request was approved by the NNRHA Board for the issuance of up to \$19,900,000 in bonds for the Woodlands at Oyster Point Apartments, 151 units. In March of

2022 a request was approved by the NNRHA Board for the issuance of up to \$35,000,000 in bonds for the City Line Apartments, 200 units. In July, 2022 a request was approved by the NNRHA Board for the issuance of up to \$20,000,000 in bonds for Denbigh Trace Apartments, 128 units.

- Down payment assistance was provided to six (6) eligible new homeowners citywide through the City's HOME program.
- The Emergency Repair and Open Housing residential rehabilitation programs are designed to provide home repairs to eligible low- and moderate-income homeowners for emergency repairs or handicap accessibility improvements for owner occupied houses in the city. This assistance is made possible through the City of Newport News' Community Development Block Grant Program. Types of repairs include: roofing, address hazardous electrical wiring, plumbing, heating and air conditioning, and accessibility modifications such as ramps, stair lifts, and tub/shower conversions.
- In 2022, the Authority completed the rehabilitation of nineteen (19) owner-occupied homes through various NNRHA residential rehabilitation loan and grant programs including emergency repair and open house (accessibility) programs.

III. Housing Management

The Authority currently owns and manages 839 units of public housing and another 601 units of project-based Section 8 and other affordable housing for a total of 1,504 units. Also, NNRHA administers 3,068 Housing Choice Vouchers (Section 8 tenant-based housing).

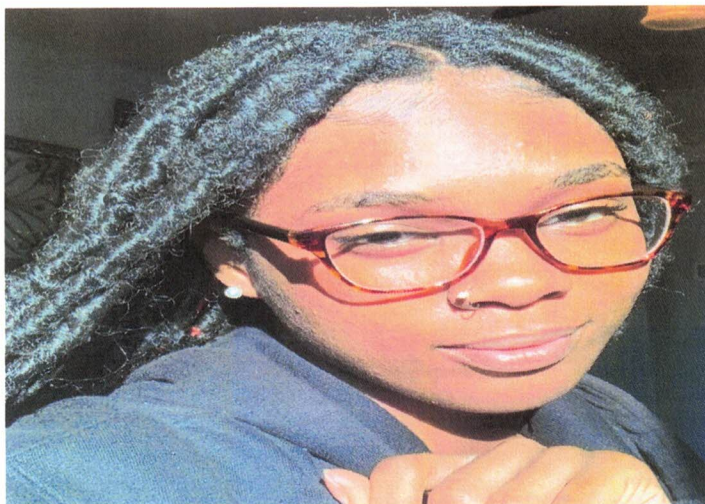
- Housing activities in 2022 included:
- The tenant-based Section 8 Voucher Program has been designated as a High Performer by the Department of Housing and Urban Development.
- Issued one hundred twenty-five (125) vouchers to families under the Mainstream, Housing Choice, Project Based and Emergency Housing Voucher Programs.
- Leased public housing units to one hundred six (106) new families in 2022.

- The public housing lease rate for the year was 96.00%.
- There were 287 public housing applications and 313 Section 8 applications processed in 2022.
- The Authority's Maintenance Department completed 7,819 work orders in public housing units in 2022.
- On December 31, 2022 there were 611 families on the Section 8 and Public Housing waiting lists combined.

IV. Community Services

The Authority provides a number of services and programs for its residents. Program accomplishments and related awards are listed below.

- In May, 2022 the Scholarship Program generated \$26,000 for scholarships and financial aid assistance for residents living in public housing and housing choice voucher clients. Twelve individuals, 2 graduating high school students and 10 adults, received scholarships to continue their education.



- The Authority's Volunteer Tax Assistance (VITA) program made twenty-eight (28) referrals for income tax return preparation.
- **Omega Psi Phi** – Kappa Iota Iota Chapter of Omega Psi Phi, Inc. coordinated with NNRHA Community Resources staff and delivered Thanksgiving greetings and food baskets to 20 seniors at Pineroft Apartments. They also provided

Christmas food baskets and gifts for seniors residing at Spratley House and Ashe Manor.

- The Family Self Sufficiency (FSS) programs enrolled sixteen (16) (Public Housing and HCV) new participants during the year. Two (2) participants purchased homes.
- **Senior Holiday Lunches** – The Authority partnered with Dominion Terminal Associates to provide two hundred and seven (207) boxed deli lunches from TASTE. Each senior also received a \$10.00 Walmart gift card. The seniors participating live in: Pinecroft Apartments, Spratley House, Ashe Manor, Lassiter Courts, Jefferson Brookville, Marshall Courts, Orcutt Townhomes I and Orcutt Townhomes III. The Newport News Police department assisted NNRHA staff with distribution of the lunches the week before Christmas.
- **Domestic Violence Awareness** - Newport News Police Department (NNPD) teamed up with the NNRHA to provide information about domestic violence to the communities of Pinecroft Apartments, Spratley House, Ashe Manor, Cypress Terrace, Aqueduct and NNRHA Staff. An empowering training educated participants about domestic violence prevention, signs of domestic abuse, how to help someone in an abusive relationship, ending the culture of silence, where and how to turn for help.
- **Medicare Enrollment Education (seniors)** - Medicare enrollment sessions (9) were provided by 3 licensed independent insurance agents representing 6 companies. Seniors from Spratley House, Ashe Manor, and Pinecroft Apartments attended educational sessions focused on plan changes and benefits. Seniors then had the opportunity to meet individually with the agents to discuss their health needs and which plan suits them best.
- **Case Management (seniors)** - In 2022, Community Resources staff assisted 133 senior and disabled residents with applying for or maintaining benefits, 121 with coordinating health care services and 58 with addressing mental health needs. Community Resources staff coordinated with NNDHS, HNNCSB, InnovAge PACE, Jencare, PAA, Riverside Hospital, physicians, home health companies, and other community partners in order to provide needed services.
- **Education and Social Engagement (seniors)** – Community Resources staff coordinated with NNFD to host “Fire & Fall Prevention” sessions in senior communities. Staff also coordinated with Jencare, InnovAge/PACE, Serve the City, Benefit Plan Services, and other community partners to provide health

and financial education, as well as social activities (ex. paint parties, chair Zumba, bingo).

- **St. Vincent De Paul Catholic Church** – Community Resources staff coordinated with St. Vincent’s member/volunteers and delivered Thanksgiving baskets to families in Marshall Courts and Aqueduct. The next month, the church also provided Christmas gifts and clothing to families in these communities.
- **Point In Time (community volunteering)** - Community Resources staff participated in the annual city wide “Point In Time” count on January 27th which is conducted to assess the number of persons experiencing homelessness. Teams of volunteers from community agencies completed assessments in James City County, Newport News and Hampton. The data collected during the “Point In Time” count will be used by the state and federal government to plan funding for programs whose goal is to address and end homelessness.
- **Earth Day 2022 (community volunteering)** - Community Resources staff volunteered on April 22nd to beautify The Noland Trail at Mariner’s Museum. Volunteers assisted park staff with a variety of trail maintenance tasks to help keep the trail beautiful and functional for local citizens.



- NNRHA in partnership with Kimberly Hobbs, Owner, CEO, All ways There Home Health Care offered (3) Free two week 40 hours Personal Care Aide training to 28 residents of NNRHA on May 9, 2022, July 11, 2022 and October 10, 2022. Twelve (12) residents graduated and were employed by Ms. Hobbs.

V. Administrative Services

- Continued to focus on safety and security of our properties:
 - Installed a new camera system at both Jefferson Brookville locations.
 - Replaced the entire camera system at Ashe Manor.
 - Replaced 4 cameras at Spratley House.
 - Replaced 1 camera at Pinecroft Apartments.
 - Installed new LED lights at Aqueduct Apartments to improve the lighting system.
 - Shot spotters were installed at Aqueduct Apartments: devices designed to detect and pinpoint gunshots and immediately notify the police.
- Upgraded our website.
- Celebrated Employee Appreciation Day and National Gratitude month.
- Approximately 15 staff members participated in the Juneteenth Parade.
- Transitioned our retirement plan to a new retirement plan provider.
- Partnered with Health Cues, a preventative health care management plan that sits alongside our medical benefits and focuses on providing resources to assist with creating and maintaining a healthy lifestyle.
- Engaged a consultant to develop a 5-year strategic plan.

ITEM NUMBER 5

New Business

- a. Consider a resolution approving a policy regarding Electronic Participation in the NNRHA Board of Commissioners Meetings
- b. Consider resolutions approving a Purchase Option Agreement and Partial Assignment Agreement between NNRHA and the Choice Neighborhood V-Downtown LLC and approving the submission of a Low-Income Housing Tax Credit application for the Downtown Choice Neighborhood Housing Development
- c. Consider a resolution approving award of Project Based Vouchers

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: February 13, 2023

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director *KRW*

SUBJECT: NNRHA Board Policy regarding Electronic Participation in Board of Commissioners Meetings

The Code of Virginia, governing the Freedom of Information Act, now allows for remote participation instead of attending a public meeting in person and for an all-virtual meeting under certain conditions.

The provisions of the Code (§ 2.2-3708.3) may only be utilized if the public body first adopts a policy, by recorded vote at a public meeting. If approved, the policy must be applied uniformly and strictly to the entire membership without regard to their identity or the matters to be considered or voted on at a meeting.

I am recommending the Board of Commissioners adopt a policy that fully reflects the allowed flexibilities under State Law.

The policy will allow individual members to fully participate in the meeting virtually in the event of a disability, medical condition or personal matter. In the case of a personal matter, virtual attendance is limited to two meetings a year.

The attached policy is patterned on the provisions of Code Section § 2.2-3708.3 and I recommend approval.

**RESOLUTION OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING A POLICY REGARDING ELECTRONIC PARTICIPATION IN BOARD
OF COMMISSIONERS MEETINGS**

WHEREAS, Virginia Code Section § 2.2-3708.3 encourages all public bodies to provide public access, both in person and through electronic communication means to public meetings; and

WHEREAS, the Newport News Redevelopment and Housing Authority Board of Commissioners desire to allow for flexibilities for its members and the public when electronic participation is necessary due to medical conditions, disability or personal matters, or other needs; and

WHEREAS, a policy has been presented that reflects the Virginia code requirements in situations other than declared states of emergency.

NOW THEREFORE BE IT RESOLVED THAT the Newport News Redevelopment and Housing Authority Board adopts the attached policy dated February 21, 2023 regarding electronic meetings and individual electronic participation in Board of Commissioners meetings.

February 21, 2023

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY POLICY
REGARDING ELECTRONIC MEETINGS AND INDIVIDUAL ELECTRONIC
PARTICIPATION IN BOARD OF COMMISSIONERS MEETINGS**

- A. Individual members of the Newport News Redevelopment and Housing Authority Board of Commissioners may use remote participation instead of attending a public meeting in person if the member notifies the public body chair in writing or by electronic means at least 24 hours prior to the meeting that:
1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
 2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
 3. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year.

If participation by a member through electronic communications means is approved pursuant to this subsection, the Board of Commissioner shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance of (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the adopted policy, such disapproval shall be recorded in the minutes with specificity.

- B. The Newport News Redevelopment and Housing Authority Board of Commissioners may hold all-virtual public meetings, provided that all requirements are followed as set forth in the policy adopted on February 21, 2023 and complies with the following:
1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement

notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;

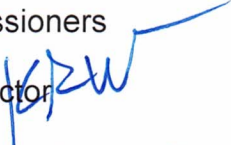
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the adopted policy, such disapproval shall be recorded in the minutes with specificity.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: February 16, 2023

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Downtown Choice Neighborhood Housing Development – Purchase Option Agreement for Choice Neighborhood V-Downtown

In 2019, HUD was awarded a \$30 million Choice Neighborhoods Implementation Grant for revitalization projects in the Marshall-Ridley Choice Neighborhood. These funds are being leveraged with public and private investments to undertake a comprehensive transformation of the Ridley Place community and provide off-site CNI replacement housing in the community.

NNRHA and its development partner, Pennrose, LLC, have begun preparing building designs for the downtown housing site. The design calls for the construction of up to 74 rental units that are both affordable and market rate. This project's financing is proposed to include 9% Low Income Housing Tax Credit (LIHTC) equity, mortgage revenue bonds, CNI grant funds, state grants, City of Newport News funds, and NNRHA funds.

Three parcels exist on the proposed development site. Parcels 311030104 and 311030106 are owned by the Economic Development Authority (EDA) and represent approximately 1.07 acres of the proposed development site. The EDA entered into Purchase Option Agreement with NNRHA to control those parcels of land. The remaining parcel 311030123 is approximately .4 acres and owned by NNRHA. To undertake the development, it is necessary for the NNRHA Board of Commissioners to adopt a Purchase Option Agreement regarding the NNRHA owned property and to authorize the Executive Director to execute a Partial Assignment of Agreement for purchase and sale of real property on the EDA property.

The Partial Assignment Agreement for which NNRHA is seeking approval will be subject to the EDA's consent to assign the Purchase Option Agreement for EDA-owned land to the CNI V LLC during its March 3rd meeting.

Recommendation

It is recommended that the NNRHA Board of Commissioners adopt the attached resolution authorizing the execution of a Purchase Option Agreement between Newport News Redevelopment and Housing Authority and the Choice Neighborhood V- Downtown LLC and a Partial Assignment of Agreement for purchase and sale of real property with

the Economic Development Authority in order to proceed with LIHTC application submission. This action allows for the transfer of property, demonstrates site control by the LLC, and contributes necessary resources to construct the development.

It is also recommended that the NNRHA Board of Commissioners approve the submission of an application to Virginia Housing for 9% Low Income Housing Tax Credits for this development in order to secure necessary project funding.

**RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING THE EXECUTION OF PURCHASE OPTION
AGREEMENT AND A PARTIAL ASSIGNMENT AGREEMENT BETWEEN NEWPORT
NEWS REDEVELOPMENT AND HOUSING AUTHORITY AND THE CHOICE
NEIGHBORHOOD V-DOWNTOWN LLC AND APPROVING THE SUBMISSION OF A
LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR THE DOWNTOWN
CHOICE NEIGHBORHOOD HOUSING DEVELOPMENT**

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

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

WHEREAS, it is anticipated that 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 LLC, have agreed to facilitate the construction of the third phase of affordable and mixed income rental housing located in the downtown area of Newport News, and

WHEREAS, the project's financing structure calls for the submission a Low-Income Housing Tax Credit (LIHTC) application to facilitate the housing development; and

WHEREAS, the Authority is recommending a 9% Low Income Housing Tax Credit application submission for the Choice Neighborhood V housing development; and

WHEREAS, the Choice Neighborhood V-Downtown Development Corporation, managing member of the LLC, was formed for the purpose of securing and utilizing LIHTC as a prerequisite to undertaking the downtown housing development component of the CNI program; and

WHEREAS, the Authority desires to execute Agreements between the Newport News Redevelopment and Housing Authority and the Choice Neighborhood V-Downtown Development Corporation LLC for the Authority owned and EDA optioned properties for this project.

NOW THEREFORE, BE IT RESOLVED that the NNRHA Board of Commissioners hereby authorizes the Executive Director to execute a Partial Assignment of Agreement for purchase and sale of real property assigning a portion of NNRHA's rights under the Agreement for Purchase and Sale of real property dated November 4, 2017 with the Economic Development Authority to Choice Neighborhood V-Downtown and a Purchase Option Agreement between Newport News Redevelopment and Housing Authority and

the Choice Neighborhood V-Downtown LLC for a total of approximately 1.49 acres of the downtown site for the development of up to 74 units to be constructed on the property.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the submission of a 9% Low Income Tax Credit application to Virginia Housing in order to secure proper funding for the development.

PURCHASE OPTION AGREEMENT

THIS PURCHASE OPTION AGREEMENT (this "Agreement") is entered into as of February ___, 2023, by and among NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY, a political subdivision created and existing under the laws of the Commonwealth of Virginia (the "Owner") and CHOICE NEIGHBORHOOD V-Downtown LLC, a Virginia limited liability company (the "Grantee").

RECITALS:

A. The Owner owns the land located in the City of Newport News, Virginia which is more particularly described on Exhibit A, attached hereto and made a part hereof by this reference, and the improvements located thereon (together, the "Property").

B. The Owner intends to convey the Property to Grantee.

C. All capitalized terms used but not otherwise defined in this Agreement shall have the meanings ascribed to them in the Declaration.

NOW, THEREFORE, for good and valuable consideration of Ten Dollars (\$10.00), the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Purchase Option. The Owner hereby grants to the Grantee a purchase option (the "Option") to purchase the Property on the terms and conditions set forth in this Agreement.

2. Term of Option. The term of the Option to purchase the Property shall commence on the date hereof and continue for a period of thirty-six (36) months.

3. Exercise of Option. The Grantee shall exercise the Option to purchase the Property by delivering to the Owner, written notice of the exercise of the Option. The notice of exercise of the Option shall state that the Option is exercised without condition or qualification for nominal consideration in the amount of One Hundred Dollars (\$100.00).

4. Closing. The sale of the Property shall close no later than one hundred eighty (180) days after the Owner's receipt of the Grantee's written notice of exercise of the Option. The Owner shall convey the Property to the Grantee in an "as is" condition without representation or warranty.

5. Notices. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, including but not limited to overnight delivery, or deposited in the U.S. mail, certified, return receipt requested, first class and postage prepaid, or sent by email with proof of transmission, addressed to each party at the following addresses, or such other address as may be designated by a notice pursuant to this Section 5. Any notice provided in accordance with this Section 5 shall be deemed to have been given on the delivery date or the date that delivery is refused by the addressee, as shown on the return receipt.

If to the Owner:

Newport News Redevelopment and Housing Authority
227 27th Street
Newport News, Virginia 23607
Attention: Executive Director
Email: kwilds@nnrha.org

With a copy to:

Kaufman & Canoles, P.C.
Attn.: Raymond H. Suttle, Jr.
11815 Fountain Way, Suite 400
Newport News, Virginia 23606
Email: rhsuttle@kaufcan.com

If to the Grantee:

Choice Neighborhood V-Downtown LLC
c/o Choice Neighborhood -Downtown Development Corporation
227 27th Street
Newport News, Virginia 23607
Attention: Karen R. Wilds
Email: kwilds@nnrha.org

and

Pennrose Holdings, LLC
230 Wyoming Avenue
Kingston, Pennsylvania 18704
Attention: President
Email: icarter@pennrose.com with a copy to crobertson@pennrose.com

With a copy to:

Ballard Spahr LLP
300 East Lombard Street, 18th Floor
Baltimore, Maryland 21202
Attention: Amy McClain
Email: mcclaina@ballardspahr.com

6. Miscellaneous.

a. The rights and obligations of the Owner and the Grantee under this Agreement shall inure to the benefit of, and bind, their respective successors and assigns.

b. The captions used herein are for convenience of reference only and are not part of this Agreement and do not in any way limit or amplify the terms and provisions hereof

c. Time is of the essence of each and all of the agreements, covenants, and conditions of this Agreement.

d. This Agreement shall be interpreted in accordance with and governed by the laws of the Commonwealth of Virginia.

e. This Agreement may not be amended or modified in any respect whatsoever except by an instrument in writing signed by the parties.

f. This Agreement shall be binding upon and inure to the benefit of the parties hereto, and their heirs, executors, personal representatives, successors, and assigns. No party to this Agreement may assign the rights under this Agreement without the consent of each other party hereto.

g. Each provision of this Agreement shall be considered severable, and if for any reason any provision that is not essential to the effectuation of the basic purposes of the Agreement is determined to be invalid and contrary to any existing or future law, such invalidity shall not impair the operation of or affect those provisions of this Agreement that are valid.

h. No party hereto shall be deemed to have waived any rights hereunder unless such waiver shall be in writing and signed by such party. The waiver by any party of any breach of this Agreement shall not operate or be construed to be a waiver of any subsequent breach.

i. This Agreement and any amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement bind on all parties, hereto, notwithstanding that all the parties shall not have signed the same counterpart.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY, a political
subdivision created and existing under the
laws of the Commonwealth of Virginia

By: _____
Karen R. Wilds
Executive Director

CHOICE NEIGHBORHOOD -Downtown LLC, a
Virginia limited liability company

By: Choice Neighborhood -Downtown Development Corporation,
a Virginia corporation,
its managing member

By: _____
Karen R. Wilds
President

EXHIBIT A
Legal Description of the Property

All those certain lots, pieces or parcels of land situate, lying and being in the City of Newport News, Virginia, known and designated as Lots Numbered ELEVEN (11), TWELVE (12), THIRTEEN (13), FOURTEEN (14), FIFTEEN (15), SIXTEEN (16) and SEVENTEEN (17) in Block Numbered ONE HUNDRED TWENTY-NINE (129), as shown on a certain map entitled, "MAP OF PART OF THE CITY OF NEWPORT NEWS, VIRGINIA," which said map is duly recorded in the Clerk's Office of the Circuit (formerly Corporation) Court of the City of Newport News, Virginia, in Plat Book 1, page 3, to which reference is here made.

Lot 11 being the same property conveyed to First and Merchants National Bank by deed of Herbert H. Neisser, et ux, dated June 14, 1966, and recorded in the aforesaid Clerk's Office in Deed Book 617, page 533.

Lot 12 being the same property conveyed to First National Bank of Newport News by deed of Girls Club of the Virginia Peninsula, Incorporated, a Virginia corporation, dated March 2, 1962, and recorded in the aforesaid Clerk's Office in Deed Book 433, page 322.

Lots 13 and 14 being the same property conveyed to First National Bank of Newport News by deed of H. W. Blandford, et ux, dated February 15, 1950, and recorded in the aforesaid Clerk's Office in Deed Book 254, page 247.

Lots 15 and 16 being the same property conveyed to First National Bank of Newport News by deed of Helen Bertha Crane, dated May 20, 1950, and recorded in the aforesaid Clerk's Office in Deed Book 255, page 234.

Lot 17 being the same property conveyed to First National Bank of Newport News by deed of Green Domino Studios, Incorporated, dated July 13, 1956, and recorded in the aforesaid Clerk's Office in Deed Book 312, page 233.

**PARTIAL ASSIGNMENT OF AGREEMENT
FOR PURCHASE AND SALE OF REAL PROPERTY**

THIS PARTIAL ASSIGNMENT OF AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY (this “Partial Assignment”) is made this ___ day of _____ 2023, by and between **NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**, a political subdivision created and existing under the laws of the Commonwealth of Virginia (“Assignor”) and **CHOICE NEIGHBORHOOD V-DOWNTOWN LLC**, a Virginia limited liability company (“Assignee”) and the **ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS**, a political subdivision created and existing under the laws of the Commonwealth of Virginia (“EDA”).

WITNESS:

WHEREAS, EDA and Assignor entered into an Agreement for Purchase and Sale of Real Property dated November 4, 2017 (the “Agreement”) whereby EDA agreed to sell and Assignor agreed to purchase certain real property located in the City of Newport News as further described in the Agreement; and

WHEREAS, Assignor wishes to assign its rights under the Agreement to Assignee as it pertains to certain parcels in the Agreement; and

WHEREAS, EDA by its signature hereto consents to the Assignment.

NOW, THEREFORE, in mutual consideration contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Partial Assignment. Assignor hereby assigns its rights, title and interest in the Agreement to Assignee relative to 150 29th Street and 2815 Washington Avenue, Newport News, Virginia as further described on Exhibit A. Assignee assumes all the rights, title and obligations of Assignor under the Agreement.
2. Consent. By its signature hereto EDA consents to this Partial Assignment.
3. Governing Law. This Partial Assignment shall be interpreted in accordance with and governed by the laws of the Commonwealth of Virginia.
4. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original copy, and all of which together shall constitute one agreement bind on all parties, hereto, notwithstanding that all the parties shall not have signed the same counterpart.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY, a political
subdivision created and existing under the
laws of the Commonwealth of Virginia

By: _____
Karen R. Wilds
Executive Director

ECONOMIC DEVELOPMENT AUTHORITY OF
THE CITY OF NEWPORT NEWS, a political
subdivision created and existing under the laws of the
Commonwealth of Virginia

By: _____

Florence G. Kingston
Secretary/Treasurer

CHOICE NEIGHBORHOOD V-Downtown LLC, a
Virginia limited liability company

By: Choice Neighborhood Downtown
Development Corporation, a Virginia corporation,
its manager

By: _____
Karen R. Wilds
President

EXHIBIT A

150 29th Street, Newport News, Virginia

Parcel ID: 311030104

All those certain pieces, parcels of lots of land, situate, lying and being in the City of Newport News, Virginia, described as Lot Numbers THIRTY-TWO (32), THIRTY-THREE (33), THIRTY-FOUR (34), THIRTY-FIVE (35), THIRTY-SIX (36), THIRTY-SEVEN (37), THIRTY-EIGHT (38), THIRTY-NINE (39) and FORTY (40), in Block Number ONE HUNDRED TWENTY-NINE (129), as shown on map entitled, "Map Part of the City of Newport News", recorded in the Clerk's Office of the Circuit Court (formerly Corporation Court) for the City of Newport News, Virginia in Plat Book 1, page 3.

It being the same property conveyed to the Grantor by Deed dated May 2, 2005, and duly recorded in the Clerk's Office of the Circuit Court for the City of Newport News, Virginia, in Book 2030, page 0027.

2815 Washington Avenue, Newport News, Virginia

Parcel ID: 311030106

All those certain pieces, parcels of lots of land, situate, lying and being in the City of Newport News, Virginia, being known and designated as Lots 1 through 10, inclusive in Block Numbered 129, as shown on a certain map entitled, "MAP OF PART OF THE CITY OF NEWPORT NEWS, VIRGINIA", duly of record in the Clerk's Office of the Circuit Court for the City of Newport News, Virginia, in Plat Book 1, page 3, to which reference is here made.

5c

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: February 15, 2023
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds *KRW*
Executive Director
SUBJECT: Award of Project Based Vouchers

The Authority issued a request for Proposals for up to 40 units of Project Based Vouchers (PBV) on January 23, 2023 with responses due February 7, 2023.

Applications were received from Pennrose, LLC and Whittaker Place, LLC.

Whittaker Place Apartments is an existing project 67-unit property located at 1003 28th Street. The applicant is requesting 5 PBV's.

Choice Neighborhood V-Downtown – This development is part of the Marshall Ridley Choice Neighborhood Transformation project. The proposed project will be comprised of up to 74 apartments located at the corner of 28th and Washington Avenue. This developer is requesting 25 PBV's and will be submitting a Low-Income Housing Tax Credit application to Virginia Housing next month.

The proposals were evaluated by the Executive Director, Deputy Executive Director, and Director of Housing. A summary of the scores are attached.

I am recommending award of Project Based Vouchers to Whittaker Place apartments; and to Choice Neighborhood V-Downtown with that award being contingent on the approval of Low Income Housing Tax Credits from Virginia Housing.

The table below specifies the vouchers requested and recommended.

Applicant	Project	Number of Projects Units in Proposal	Project Based Units Requested	Project Based Vouchers Recommended
Whittaker Place, LLC	Whittaker Place Apartments	67	5	5
Pennrose, LLC	Choice Neighborhood V-Downtown	Up to 74	25	25

The two attached resolutions are recommended for approval.

Project Based Vouchers Program

RFP #PBV 01-23

Committee Score Sheet

Committee Member	Pennrose, LLC	Whittaker Place, LLC
Karen R. Wilds	97	83
Lysandra Shaw	95	90
Carl Williamson	90	87
Average Score	94	87
Number of Vouchers Recommended	25	5

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PROJECT BASED
VOUCHERS FOR PENNROSE, LLC FOR CHOICE NEIGHBORHOOD V-
DOWNTOWN**

WHEREAS, Pennrose, LLC plans to develop up to 74 units at 28th Street and Washington Avenue, Newport News, VA; and

WHEREAS, Pennrose, LLC has responded to a Request for Proposals issued by the Newport News Redevelopment and Housing Authority (NNRHA) in a timely manner that meets the Authority's review criteria; and

WHEREAS, Choice Neighborhood V-Downtown will have an on-site manager who will schedule educational and counseling programs and establish partnerships with local service providers; and

WHEREAS, Pennrose, LLC will provide information for a subsidy layering analysis and environmental review which must be approved by the U. S. Department of Housing and Urban Development (HUD); and

WHEREAS, the project is applying for Low Income Housing Tax Credits from Virginia Housing in the 2023 application round.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Newport News Redevelopment and Housing Authority does hereby award 25 project-based vouchers to Pennrose, LLC to be used at Choice Neighborhood V-Downtown Apartments contingent upon their compliance with all requirements set forth in its application to the Authority for project-based vouchers. This commitment is for a 20 year period, subject to continued funding of NNRHA by HUD for housing choice voucher assistance. Such assistance may be extended for an additional period deemed mutually acceptable to NNRHA and Pennrose, LLC at any time deemed appropriate by both parties. This approval is subject to and contingent upon the successful review by HUD of the subsidy layering analysis and environmental review documents.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PROJECT BASED
VOUCHERS FOR WHITTAKER PLACE, LLC FOR WHITTAKER PLACE
APARTMENTS**

WHEREAS, Whittaker Place Apartments is an existing 67-unit complex in Newport News, VA; and

WHEREAS, Whittaker Place, LLC has responded to a Request for Proposals issued by the Newport News Redevelopment and Housing Authority (NNRHA) in a timely manner that meets the Authority's review criteria; and

WHEREAS, Whittaker Place Apartments has an on-site manager who schedules educational and counseling programs and establish partnerships with local service providers; and

WHEREAS, Whittaker Place, LLC will provide information for a subsidy layering analysis and environmental review which must be approved by the U. S. Department of Housing and Urban Development (HUD).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the NNRHA does hereby award 5 project-based vouchers to Whittaker Place, LLC to be used at Whittaker Place Apartments contingent upon their compliance with all requirements set forth in its application to the Authority for project-based vouchers. This commitment is for a term to coincide with the other 7 PBV's approved by NNRHA in November, 2019 (term to end October 31, 2034), subject to continued funding of NNRHA by HUD for Housing Choice Voucher assistance. Such assistance may be extended for an additional period deemed mutually acceptable to NNRHA and Whittaker Place, LLC at any time deemed appropriate by both parties. This approval is subject to and contingent upon the successful review by HUD of the subsidy layering analysis and environmental review documents and the award of Low Income Housing Tax Credits by the VH in 2023.

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

FEBRUARY 2023

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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BOARD OF COMMISSIONERS

Kenneth Penrose, Jr. - Chairperson
Lisa Wallace-Davis - Vice Chairperson

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Raymond Suttle, Jr., Attorney

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Lysandra Shaw, Deputy Executive Director
Carl Williamson, Director of Housing Operations
Valarie Ellis, Director of Administrative Services
Lisa Dessoify, Director of Finance
David Staley, Director of Community Development



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

CDBG

The CDBG application process for program year 2023-2024 has begun. Funding applications were due on January 13, 2023. A total of nine (9) non-profit organizations submitted applications to be considered for funding.

A committee has been formed to review application submissions. The CDBG application committee will consist of NNRHA Community Development employees, City Department of Development employees and five community representative members from various city organizations.

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2022 – June 30, 2023

	Emergency Repair	Open House	HOMEcare	All Programs
Projects Completed	11	3	0	14
Projects in Underwriting	4	4	1	9
Projects Pending Appr	0	2	0	2
Total	15	9	1	25

New Housing Rehabilitation Applications for September	Total for July 1, 2022 – June 30, 2023
3	5

REDEVELOPMENT

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, 2022 – June 30-2023				
Program Year 22-23 (Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process
2	8	4	0	2

New Housing Rehabilitation Applications for January, 2023	Total for July 1, 2022 – June 30, 2023
5	20

New Down Payment Assistance Applications as of January, 2023	Total New Down Payment Assistance Applications Received for July 1, 2022 – June 30, 2023
1	19

CAPITAL ACTIVITY

Marshall Courts Phase VII

The Phase I Environmental Site Assessment (ESA) and Historic Review Process should be completed later this month. The site plan for the project will be submitted to the City for review later this month. Specifications and drawings for the project are anticipated to be ready for bid in late May or early June of 2023.

Orcutt Townhomes I

Staff review of plans and specifications for the project and comments to the architect have been addressed. Site grading and drainage issues have been addressed. Projected timeline for Request For Proposal (RFP) is mid to late March of 2023 with a potential construction start date in August or September.

Aqueduct Apartments

Sewer line investigation has been completed. A cost proposal has been requested from Stemmler Plumbing for sewer line repairs, lining, and incidental work. We anticipate repairs to begin later this month.

MARSHALL-RIDLEY RESIDENTIAL FACADE PROGRAM

NNRHA and the City have been working to develop the Marshall-Ridley Residential Façade Program. The City funded program was established to assist homeowners in the Marshall-Ridley Choice Neighborhood to make exterior improvements to their homes. All improvements must be exterior/outside work and must be visible from the street/curb. The home must be owner-occupied and at least 15 years old to be considered for the program. Priority will be given to homeowners who have resided in their property for 15 years. Up to \$20K may be used for the improvements.

On Friday January 20, 2023, NNRHA in partnership with the City kicked off the Marshall-Ridley Residential Façade Program with a vendor fair which included information for contractors and potential program participants.

NNRHA began accepting applications for the program on February 15th and program implementation will begin March 15th.

Two informational sessions will be held prior to the program implementation. A virtual meeting is scheduled for Wednesday, February 15th from 6-7pm and an in-person meeting is scheduled for Wednesday, March 1st from 6-7pm at Brooks Crossing Innovation Lab located at 550 30th St.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Construction of the Lift and Rise continues to experience minor delays. The south building has final inspection scheduled for February 10th. Completion of the north building is expected late February with TCO inspection scheduled for February 22nd and the townhomes are projected to be completed March 10th.

The interest list for the Lift and Rise is over 2,700 people that have registered to receive rental applications. The leasing manager (temporarily located at Jefferson Brookville) has begun pre-leasing activities and is currently processing 27 applications, 21 of which are former Ridley residents. The property manager is processing applications and will be coordinating move-ins as the buildings are ready for occupancy.

The commercial space has an estimated completion date of April 2023. The square footage is 1,420 for the north building & 1,540 square feet for the south building.

Abbitt Reality continues to market the onsite retail space and reach out to potential tenants.

Site work has begun on the former Ridley site. Site demolition is underway. Construction on the apartments is planned to start by early April. Construction schedule projects completion by November 2024.

The planning for the downtown housing is underway. NNRHA and the City have applied for \$3.5 million in HUD CNI supplemental development funding. Award notification is expected in May of this year. The team is working to submit an application in March for 9% low-income housing tax credits.

**PUBLIC AND ASSISTED HOUSING
OCCUPANCY REPORT**

Total Waiting List Applications:

Public Housing		279
Approved/Eligible	38	
Pending	241	
Section 8		351
Approved/Eligible	80	
Pending	271	

The pending numbers for the Public Housing Program (271) and the Housing Choice Voucher Program (241) represent the total number of applications being processed for eligibility for housing assistance. Some of these families will be determined to be ineligible based on income, landlord references or criminal activity. Therefore, these numbers may fluctuate each month.

Applicants Housed in January

Public Housing Program	14
Housing Choice Voucher	19
Mod-Rehab (SRO)	<u>1</u>
Total	34

Occupancy Statistics:

Public Housing Program (of 839 units)	96%
Section 8 Program (2,895)	95%
Warwick SRO (of 88 units)	99%

Avg. # of Leasing Days (Public Housing) 9

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing	\$389.
2. Housing Choice Voucher	\$314.
3. Warwick SRO	\$ 25.

Cumulative Percentage of Section 8 Budget Authority Utilized Jan 2023 98%

**FAMILY INVESTMENT CENTER (FIC)
ACTIVITIES**

EMPLOYED F.I.C. PARTICIPANTS January 2023 (since 1995)	
Aqueduct	123
Ashe Manor	0
Brighton	46
Cypress	24
Dickerson	185
Harbor Homes	126
Lassiter	95
Marshall	172
Orcutt	28
Orcutt TH	10
Oyster Point	23
Pincroft	7
Ridley	383
Section 8	72
Spratley	2
Total	1,296

FAMILY SELF-SUFFICIENCY (FSS)

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

Housing Choice Voucher Families/FSS	69
Public Housing Families/FSS:	56
HCV Homeownership:	<u>67</u>
Total	192

COMMUNITY RESOURCES • Resident Relations • Senior Residents

Getting the New Year Started

Community Resources coordinated with Inspired Home Health to provide “Breakfast and Learn” programs at Ashe Manor, Spratley House and Pineroft Apartments. Residents were treated to Chick-fil-A biscuits, fruit medley, and a beverage while they learned about how home health services can help them maintain their independence. Information about Long Term Care (LTC) Medicaid was shared and the application process was shared as well. Residents were engaged and asked good questions.

Ken Hodge hosted question and answer sessions and Bingo at Ashe Manor, Spratley House and Pineroft Apartments. Residents look forward to seeing Mr. Hodge, playing Bingo and winning household items.

Serve the City came to play games and socialize with Spratley House residents on January 14th. They always have a great time with the enthusiastic volunteers that come. Starting next month Serve the City will begin coming monthly to Ashe Manor.

Lots of great programming is on the schedule for February.

Pineroft Resident Council Celebrates Birthdays

Pineroft Resident Council has initiated a monthly birthday celebration for residents. On the 15th of every month, they will be providing cake and ice cream for people with birthdays in that month. They’ve also been sponsoring game night each Friday evening. Participants have been raving about the fun that they have had with playing the “Family Feud” game.



ADMINISTRATIVE SERVICES

We have initiated the process of determining if NNRHA's existing salary and compensation schedule is competitive in our local employment market as well as reviewing our internal relationships to assist with identifying any equity concerns. The Request for Proposals seeks a highly qualified and experienced individual or firms to conduct a compensation study. We anticipate a contract award by April, 2023 with a completion date of three months after contract award. Our last classification and compensation study was done in 2016.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of January, 2023**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	96%	1	5	6
Cypress Terrace	89%	5	37	42
Oyster Point/Brighton	98%	8	72	80
Great Oak	100%	115	205	320
Lofts on Jefferson	93%	3	9	12
Jefferson Brookville	96%	2	8	10
Lassiter Courts	98%	12	148	160

Family Self Sufficiency (FSS)

Following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of January, 2023.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	18	88	106
Employed	6	61	67
Currently not working	9	25	34
Attending Thomas Nelson Comm. College	0	1	1
Enrolled in other Training Program	2	0	2
Employed and going to school	1	1	2
Participants with escrow accounts	9	44	53

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2023 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2023

		Budget estimate; 100% proration	
CY Housing Choice 2023 Annual Budget Authority		\$ 26,276,448	
Housing Choice Voucher Funding		<u>\$ 26,276,448</u>	
Mainstream Voucher Program Funding		\$ 1,010,472	Estimate - 100%
Emergency Housing Voucher Program Funding		\$ 1	Final - 100%
HCV Units		2506	
WASH units		54	
CNI tenant protection		247	
Warwick SRO - RAD2		88	
Baseline HCV count		2895	
Mainstream Vouchers		141	
Emergency Housing Vouchers		32	
Total Vouchers		<u>3068</u>	

<u>Month</u>	<u># of Vouchers Utilized</u>	<u>Lease Rate</u>	<u>HAP Payments to Landlords</u>	<u>Avg HAP</u>	<u>Monthly +/- Dollar Utilization</u>	<u>Monthly Amount of Funding Utilized</u>	<u>Year to Date Amount of Funding Utilized</u>	<u>Funding From HUD</u>	<u>Fraud Recovery</u>	<u>Other Sources Of Funds</u>	<u>NNRHA Held Reserve Balance</u>	<u>HUD Held Reserve Balance</u>
January	2751	95.0%	\$ 2,051,002.00	\$ 745.55	\$ (41,685.00)	98.0%	\$2,092,687.00	\$ 1,000.00	\$ 1,000.00	\$	202,264.00	1,691,973.47
MS	113	80.1%	\$ 81,036.00	\$ 717.13	\$ 3,570.00	104.6%	\$77,466.00	-	-	-	35,304.00	184,971
EHV	27	84.4%	\$ 26,175.00	\$ 969.44	\$ 7,740.00	142.0%	18,435.00	-	-	-	(21,786.00)	195,006.00
											<u>159,579.00</u>	<u>1,583,151.72</u>
											<u>\$ 2,188,588.00</u>	<u>\$ 1,000.00</u>

ITEM NO. 7

Closed Session

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 February 21, 2023 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.

	<u>VOTE</u>	
<u>AYES</u>		<u>NAYS</u>

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

* * * *

ITEM NO. 9
Other Business