

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

**April 19, 2022
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, March 15, 2022.
4. Communications
5. New Business
 - a. **Public Hearing** to receive comments on the Significant Amendment to the Capital Fund Program FY18-FY22 Capital 5-year Plan
 - b. Consider a resolution approving submission of a Significant Amendment to FY18-FY22 Capital 5-year Plan
 - c. Consider a resolution approving a letter of credit from Old Point National Bank for the financing of the Spratley House Project
 - d. Consider a resolution approving a NNUDAG Loan Modification Request for Gutters for You (403-01-01)
 - e. Consider a resolution approving a NNUDAG Loan Modification Request for Tradition Brewing Company LLC
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
March 15, 2022**

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, March 15, 2022.

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
George Knight
Lou Call
Barbara Holley
Thaddeus Holloman

Also present: Raymond H. Suttle, Jr. – from NNRHA Board Room
Jones, Blechman, Woltz & Kelly, P.C.

Karen R. Wilds – from NNRHA Board Room
Executive Director

Carl V. Williamson – from NNRHA Board Room
Director of Housing

Valarie Ellis, Director – from NNRHA office via Zoom
Administrative Services

Lisa Dessoify, Director – from NNRHA office via Zoom
Finance

David Staley, Director – from NNRHA Board Room
Community Development

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

Priscilla Green
City of Newport News, Department of Development

John Badman
McGuire Woods

Michael Graff – via Zoom
McGuire Woods

Steven Kahn – via Zoom
Standard Denbigh Trace

Scott Fink – via Zoom
City Line Apartments

Seth Gillis – via Zoom
City Line Apartments

Mark Hall
Woodlands Oyster Point

William Nusbaum
Williams Mullen – Choice Neighborhood IV-R

Sherif Ismail – via Zoom
Pennrose

Christine Robertson – via Zoom
Pennrose

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Pam Hall
Citizen

Yugonda Sample-Jones
Citizen

**Approval of
Minutes, February
15, 2022**

Commissioner Davis moved that the minutes of the meeting of the Board of Commissioners held on February 15, 2022 be approved. The motion was seconded by Commissioner Knight and passed with a majority vote. Mr. Black and Ms. Call abstained as they were absent.

Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) An article in the Daily Press, dated entitled Razing of Housing Project Underway. The article is about the plans for the redevelopment of Ridley Place which will include one three-story building with 41 apartment units, 14 two- and three-story townhomes and 24 single-family homes.

New Business

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for Choice Neighborhood IV-R.

A notice advertising the public hearing was posted in the lobby of the Authority located at 227 27th Street, Newport News, VA and appeared in the Inside Business on February 28, 2022 and March 7, 2022.

No public comments or emails were made or received.

Commissioner Knight made a motion to close the Public Hearing. Commissioner Davis seconded the motion which passed with a unanimous vote.

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Approving Multifamily
Housing Revenue
Bonds Issuance for
Choice Neighborhood
IV-R LLC**

The Board had been provided copies of a resolution approving Multifamily Housing Revenue Bonds Issuance request for Choice Neighborhood IV-R, LLC. On March 3, 2022 Choice Neighborhood IV-R LLC applied to the Authority for an Inducement Resolution regarding the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$20,000,000 for the construction of a multifamily residential rental housing project to consist of 20 one-bedroom units, 41 two-bedroom units, 22 three-bedroom units and 1 four-bedroom unit (total of 84 units) to be located on approximately 12.70 acres of land located at 1515 Ivy Avenue, Newport News, Virginia 23607. This is part of the financing package for the Ridley on-site CNI development south of 16th Street. A map of the location was provided to the Board. Sherif Ismail of Pennrose Development, our partner, and Mr. William Nusbaum of Williams Mullen, bond counsel, were available for any questions from the Board. Mr. Mullen stated that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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.

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for Woodlands at Oyster Point (AOZPCREI Woodlands LLC)

A notice advertising the public hearing was posted in the lobby of the Authority located at 227 27th Street, Newport News, VA and appeared in the Daily Press on March 1, 2022 and March 8, 2022.

No public comments or emails were made or received.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Knight seconded the motion which passed with a unanimous vote.

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Newport News Redevelopment and Housing Authority
March 15, 2022**

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing and
Approving the
Issuance of up to
\$19,999,000
Multifamily Revenue
Bonds for Woodlands
at Oyster Point
Apartments**

The Board had been provided copies of a resolution approving Multifamily Housing Revenue Bonds Issuance request for AOZPCREI Woodlands LLC. On February 18, 2022 AOZPCREI Woodlands LLC applied to the Authority for an Inducement Resolution regarding the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$19,999,000 for the financing or refinancing a portion of the costs of acquiring, constructing, renovating, rehabilitating and equipping an affordable housing development to be known as Woodlands at Oyster Point Apartments, to consist of 20 buildings containing approximately four 1-bedroom units, one hundred forty five 2- bedroom units and two 3-bedroom units including amenities such as pool, community building, barbeque and picnic area, dog run, community plantings and benches, located on approximately 7 acres of land at 819 Forrest Drive in the City of Newport News, Virginia 23606. The developer previously obtained Housing Authority and City Council approvals for the financing but those approvals expired by their terms at the end of 2021. The delay was due to a number of COVID-19 related circumstances, including the prior lender/investor losing its funding sources. A new lender and a new investor for the property have been identified and the financing is now expected to close in spring/early summer of 2022. A map of the location was provided to the Board.

Subject to the Board's approval of this proposal, the City Council will be requested to grant "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code. Subject to City Council's action, final approval of the Authority's bond issuance would be considered at one of the Board's future meetings. Mark Hall of AOZPCREI Woodlands LLC, and Michael Graff of McGuireWoods LLP, bond counsel, were available for any questions from the Board. Mr. Graff stated that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for Denbigh Trace Apartments

A notice advertising the public hearing was posted in the lobby of the Authority located at 227 27th Street, Newport News, VA and appeared in the Daily Press on March 1, 2022 and March 8, 2022.

No public comments or emails were made or received.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Black seconded the motion which passed with a unanimous vote.

**The Board of
Commissioners of
the Newport News
Redevelopment
and Housing
Authority
Authorizing and
Approving the
Issuance of up to
\$24,000,000
Multifamily
Revenue Bonds for
Denbigh Trace
Apartments**

The Board had been provided copies of a resolution approving Multifamily Housing Revenue Bonds Issuance request for Denbigh Trace Apartments (Standard Denbigh Trace Venture LP). On December 3, 2021, Standard Denbigh Trace Venture LP applied to the Authority for an Inducement Resolution regarding the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$19,957,000. The developer would like to finance a larger amount of the overall project costs than he projected in December of 2021 and is requesting the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$24,000,000 for the financing or refinancing a portion of the costs of acquiring, constructing, renovating, rehabilitating and equipping an affordable housing development to be known as Denbigh Trace Apartments, to consist of 79 two-bedroom units, 39 three bedroom units and 10 four bedroom units, including laundry facilities, basketball court, two playgrounds and central air conditioning, located on approximately 9.44 acres of land located at 13211 Ridgeview Drive in Newport News, Virginia 23608. A map of the location was provided to the Board.

Subject to the Board's approval of this proposal, the City Council will be requested to grant "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code. Subject to City Council's action, final approval of the Authority's bond issuance would be considered at one of the Board's future meetings. Stephen Kahn of Standard Denbigh Trace LP and Michael Graff of McGuire Woods LLP, bond counsel, were available for

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March 15, 2022**

any questions from the Board. Mr. Graff stated that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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.

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for City Line Apartments.

A notice advertising the public hearing was posted in the lobby of the Authority located at 227 27th Street, Newport News, VA and appeared in the Daily Press on March 1, 2022 and March 8, 2022.

No public comments or emails were made or received.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Knight seconded the motion which passed with a unanimous vote.

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing and
Approving the
Issuance of up to
\$35,000,000
Multifamily Revenue
Bonds for City Line
Apartments**

The Board had been provided copies of a resolution approving Multifamily Housing Revenue Bonds Issuance request for City Line Community Partners, LLP. On February 18, 2022, City Line Community Partners, LP applied to the Authority for an Inducement Resolution regarding the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$35,000,000 for the financing or refinancing a portion of the costs of acquiring, constructing, renovating, rehabilitating and equipping an affordable housing development known as City Line Apartments, to consist of 100 one-bedroom units and 100 two-bedroom units, including laundry facilities, two playgrounds and a basketball court, located on approximately 12.4 acres of land located at 155 Mytilene Dr. A, Newport News, Virginia, 23605. Ms. Wilds stated the property has historically experienced flooding issues and the developer has adopted the City's flood mitigation plan for the property and incorporated it into the scope of the proposed renovations. In this connection, the developer will spend approximately \$500,000 on flood mitigation measures. A map of the location was provided to the Board.

Subject to the Boards approval of this proposal, the City Council will be requested to grant "public approval" of the issuance of the proposed Bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code. Subject to City Council's action, final approval of the Authority's bond issuance would be considered at one of the Board's future meetings. Scott Fink and Seth Gillis representatives for City Line Community Partners, LLP and Michael Graff of McGuireWoods LLP, bond counsel, were available for any questions from the Board. Mr. Graff stated that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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

Public Hearing

Chairman Penrose announced that a public hearing was being held to receive comments on the proposed Public Housing Agency Five Year Plan for 2022-2026 and submission of HUD form 50075-ST.

A notice advertising the public hearing was posted in the lobby of the Authority located at 227 27th Street, Newport News, VA and appeared in the Daily Press on January 26, 2022 and in the Tidewater Hispanic on February 3, 2022.

No public comments or emails were made or received.

Commissioner Davis made a motion to close the Public Hearing. Commissioner Knight seconded the motion which passed with a unanimous vote.

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March 15, 2022**

**The Board of
Commissioners of
the Newport News
Redevelopment
and Housing
Authority
authorizing the
submission of HUD
form 50075-ST,
PHA Plans (Five-
year plan and
Annual plan for FY
2022-2026 to HUD
in accordance
with Statutory
Regulations**

The Board had been provided copies of a resolution authorizing the Five-Year Agency Plan which includes the Annual Plan for FY 2022 along with the required attachments. The public housing Agency Plan is a comprehensive guide to our policies, programs, services offered to clients, operations and plan to assist with local housing needs. Ms. Wilds stated there are two parts to the PHA Plan: the Five-Year Plan and the Annual Plan. The Five-Year Plan describes the mission and goals of the Authority. The Annual Plan is a detailed review of all Authority operations along with the Capital Fund Program priorities. The Plan includes comments received from residents attending the Resident Advisory Board Virtual Zoom meeting on January 31, 2022. A summary of Capital Plan activities proposed in the five-year time frame is also included as well as a listing of the Public Housing Capital projects for 2022-2026. The Agency Plan includes all updated requirements for participation in the Rental Assistance Demonstration program, Choice Neighborhoods program and Housing Choice Voucher programs.

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.

**The Board of
Commissioners of
the Newport News
Redevelopment
and Housing
Authority
Approving a loan
from the Newport
News Urban
Development
Action Grant
Program to
Ironclad Distillery,
Inc.**

The Board had been provided copies of a resolution authorizing a Newport News Urban Development Action Grant (NNUDAG) program for Ironclad Distillery, Inc. The Authority has received an application from Ironclad Distillery, Inc, located at 124 23rd Street, via the Newport News Department of Development for financial assistance through the Newport News Urban Development Action Grant Loan Program (NNUDAG). The applicant is requesting \$150,000 to assist in the acquisition of additional equipment in an effort to increase the distillery's production capacity and purchase grains and barrels. The owners' goal is to increase production and distribution revenues to reduce reliance on tasting room revenue.

NNUDAG funding would assist with the purchase of additional required resources to increase production. Currently the majority of Ironclad's revenue comes from their onsite tasting rooms. The owners would like to shift towards a majority of the revenue from distribution sales. In order to achieve this, they need to have available product to satisfy and ever-growing distribution network.

The Newport News Department of Development is recommending a \$150,000 loan commitment. The recommended loan term is a ten-year term that will include an initial 12 months of deferred payments. The loan is to be fully amortized over the remaining nine years. The recommended loan interest rate is 0%. Collateral for the loan would be subordinate lien position on all furniture, fixtures and equipment of the business. The joint and several unconditional personal guarantees of all owners will also be required. This project will retain 3 jobs with the potential of creating 3 new full-time jobs with the increased distribution potential.

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.

**The Board of
Commissioners of
the Newport News
Redevelopment
and Housing
Authority
approving a loa
from the Newport
News Urban
Development
Action Grant
Program to
Corneilus-Carter
Group LLC**

The Board had been provided copies of a resolution authorizing a Newport News Urban Development Action Grant (NNUDAG) program for Corneilus-Carter Group, LLC, d/b/a Carter Funeral Home via the Newport News Department of Development for financial assistance through the Newport News Urban Development Action Grant (NNUDAG). The applicant is requesting \$150,000 to fund the costs for new equipment, working capital and fees for the establishment of a new larger funeral home to be constructed at 3700 Marshall Avenue.

The Newport News Department of Development is recommending a \$150,000 loan commitment. The recommended loan term is a ten-year term that will include and initial 12 months of deferred payments. The loan is to be fully amortized over the remaining nine years. The recommended loan interest rate is 0%. Collateral for the loan would be a subordinate lien position on all furniture, fixtures and equipment of the business. The joint and several unconditional personal guarantees of all owners will also be required. The project also helps to compliment the City's efforts to our Choice Neighborhood Initiative (CNI) Transformation Plan as the project is located just outside, but adjacent to, the boundary of the defined area.

Commissioner Davis made a motion to approve the resolution. Commissioner Black

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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 March, 2022 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 is now accepting applications for the annual NNRHA Scholarship awards. He also indicated that free tax preparation services are taking place at the Family Investment Center.

Ms. Dessoify reported due to the significant increase in fuel and energy prices, Dominion Energy's fuel factor for the Virginia Energy Purchasing Governmental Association, which tracks energy developments in Virginia, will be increasing substantially on July 1, 2022. The current 1,408 cents/kWh fuel factor will become 2,816 centers/kWh. This will be a 20% increase.

Ms. Ellis reported the Authority recognized Employee Appreciation Day on March 4th. We acknowledged Employee Appreciation Day by providing digital gift cards to all employees. In accordance with the CDC guidelines, mask wearing is based on the individual's preference. Individuals are no longer required to have their temperature taken when entering the building and all buildings are now open to the public.

Mr. Staley reported the Spratley House Rental Assistance Demonstration conversion has reached substantial completion with only the elevator rehabilitation, final testing and inspections remaining.

Ms. Wilds reported Orcutt Townhomes I is the next NNRHA property to be renovated under the Rental Assistance Demonstration program utilizing a mixed finance scenario for renovations. The property contains (40) units and is currently undergoing predevelopment studies and assessments. A Low-Income Housing Tax Credit application was submitted on March 10, 2022.

Closed Session

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Other Business

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:27 a.m.

Secretary-Treasurer

ITEM NO. 4

COMMUNICATIONS



Public Housing Authorities
Directors Association

511 Capitol Court, NE Phone: 202-546-5445
Washington, DC Fax: 202-546-2280
20002-4937 www.phada.org

March 29, 2022

Honorable Marcia L. Fudge
Secretary
U.S. Department of Housing
and Urban Development
451 7th Street, SW
Washington, DC 20410

Dear Madame Secretary:

PHADA represents the professional administrators of almost 1,900 housing authorities located throughout the United States. Many of our members are concerned about the rising amount of past due rents that could result in their agencies' fiscal insolvency. The problem is exacerbated by issues with HUD's Operating Fund formula that could contribute to evictions in the coming months. We are writing to explain the problems and ask your assistance in avoiding a potentially dire outcome for many low-income families.

Background and PHADA's Survey

The pandemic has had a major impact on rental income for more than 2 years. Because many residents lost jobs or their incomes declined through no fault of their own, Housing Authorities (HAs) adjusted their rents downward. In addition, other residents simply opted not to pay rent even in cases where their incomes remained stable. Unable to enforce their leases because of the national eviction moratorium, HAs facing this problem were left with no viable options.

Regardless of the reason rents went unpaid, many HAs have faced higher than usual tenant account receivables (TARs). This is one of a few contributing factors to the dire financial problems some HAs are now encountering.

To help determine the magnitude of the situation, PHADA undertook a recent survey of HAs across the country, both PHADA members and nonmembers. We received about 200 responses to some or all of the survey questions. Among other things, our survey confirmed that some HAs have lost almost 20 percent of their budgeted rental income while TARs have risen by more than 40 percent.

Some respondents noted that they have worked diligently with their states, local governments, and others to help secure Emergency Rental Assistance Program (ERAP) funding for their residents. Indeed, ERAP has been a lifeline and success for millions of residents in both the private and subsidized housing markets. Notwithstanding the positive impact of the two ERAP programs, the needs of many subsidized families and public housing agencies remain unaddressed.

Concerns About Potential Evictions

Most alarmingly, about 80 percent of respondents reported that they plan to move forward with evictions for nonpayment. To be clear, housing professionals do not wish to evict low-income families, and most will use every remedy possible to avoid the legal requirement. In some cases, evictions may occur because HAs and residents are unable to secure outside sources of funding. In other cases, evictions and/or HA insolvency are possible because tenants opted not to pay rents

even though their income was unaffected by the pandemic. One survey respondent explained this scenario quite well:

Our residents with unpaid TARs have gone nearly 2 years without paying even after all rents were adjusted based on their new income. They just basically chose to stop paying even if not affected by COVID. Now the moratorium is lifted, and not only do we have a huge amount of unpaid TARs but now we have the cost of evictions and flipping an increased amount of units in a short period to avoid our OR [operating reserve] rate from being affected. Our unpaid TARs have already surpassed the budget for annual write-offs for the entire year and we are only in February with a FYE of 12/31. The inability to effectively enforce our lease has affected the OR, the unpaid TARs, the budget, maintenance costs to maintain the OR and overtime for staff to try to move applicants into the numerous vacancies caused by evictions and terminations.

Housing authorities reported similar problems in their local Housing Choice Voucher programs, expressing concerns that private owners may move to evict families if rents remain unpaid. Almost 30 percent of our survey respondents said they have seen an increase in owners pursuing such evictions. This could hinder efforts to secure more private owner participation in the HCV program and lead to the loss of some current landlords.

Operating Fund Formula Problems

HUD has reported that Operating Fund proration for the year could exceed 100 percent. While this may be technically accurate and sounds positive, it is misleading. For example, the Department's formula employs pre-pandemic low inflation factors at a time when inflation has surged to about 8 percent.

In addition, the formula uses rents charged, not actual rents collected, to determine operating subsidies. According to HUD's own data, many HAs have not been able to collect those rents (through no fault of their own). In fact, the Department reported that tenant account receivables rose nationally by about 42 percent from 2020 to 2021. In addition to these large shortfalls, HAs have experienced typical operating fund losses of 10–15 percent compared to last year.

The Houston Housing Authority took in about \$1.7 million less than what was expected. Fortunately, residents were able to make up losses from local government and some charitable sources. The San Antonio Housing Authority reported that about 4,000 families owe \$5 million in rent. Not surprisingly, the most astounding and illustrative example of the problem is in our nation's biggest city. At the New York City Housing Authority, 42 percent of its residents owe \$360 million in back rent. PHADA will share other examples from its survey.

Some HAs may be better positioned to absorb these losses. Others will have no way to make up for them and may face real challenges paying bills and maintaining operations. This is especially true of HAs that do not have adequate operating reserves or whose reserves are encumbered for Other Post-Employment Benefits (OPEB) and similar legally required commitments. In any event, the negative consequences jeopardize the ability of HAs to serve residents.

PHADA'S SPECIFIC RECOMMENDATIONS

PHADA respectfully requests that the Biden Administration coordinate efforts to make eligible assisted housing residents a greater priority, especially under ERAP 2. The Administration should stress this need to state governments, too. This would help the residents and HAs with their finances while preventing potential evictions of thousands of low-income families.

We appreciate that HUD officials are communicating with the Treasury Department concerning ERAP funding that may be available to HAs and their residents in a number of states. HUD needs to do its utmost to work with Treasury Department and other federal agencies to cover these rent arrears. There is ample ERAP 2 funding that could be used for this purpose and possibly be re-allocated from states where it is not needed to other states where there is a desperate need.

Indeed, Bloomberg News recently reported that just \$5.6 billion of the \$21.5 billion in the second tranche of funds has been obligated or expended.

If necessary, **the Biden Administration should seek supplemental appropriations for the FY 22 Operating Fund.** While we realize this may prove challenging with Congress, it is more than warranted given the shortcomings in the formula that we noted above.

As long as they were able, most residents paid their rent during the course of the pandemic. **A relatively small, but considerable number, whose incomes were unaffected, did not. Working in collaboration with HAs, HUD needs to educate and even urge those public and assisted housing residents to pay their rent unless they have lost income or employment.** This is a real problem that is growing worse as evidenced by anecdotal information and PHADA's survey results.

HUD should adjust its regulatory framework considering the lost income many HAs have experienced and not penalize HAs for things that are outside of their control. In fact, the law states this very clearly. Section 6(j)(1) of the Housing Act of 1937 states that "(I) The secretary shall: (1) administer the system of evaluating public housing agencies flexibly to ensure that such agencies are not penalized as a Result of circumstances beyond their control."

We appreciate that HAs can "appeal" to HUD for a waiver of their PHAS, SEMAP scores. However, putting the onus on HAs creates considerable burdens at a time when many are already overwhelmed. In addition, a number of the HAs that responded to our survey would still fail the TARs indicator even with the temporary adjustments HUD has instituted. Others will score poorly on the operating reserves indicator because they are now forced to draw on those needed reserves. In addition, HAs report huge inflationary increases, supply chain issues, and Covid-related staff shortages that have affected their abilities in the area of inspections, unit turnover, and other daily operations.

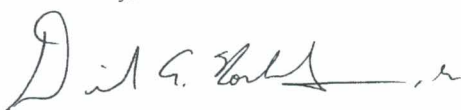
While conditions are better now than they were during the heart of the pandemic, we are not yet in a "normal" state. **Thus, PHADA believes it is unfair for the Department to grade our members' performance in the present context and again calls on HUD to make its assessment programs (PHAS and SEMAP) advisory only.** Again, a member's response to our survey makes a compelling justification for our position:

Even though there are funds to assist residents with rent, the time lag between the resident applying and us receiving the payments is slow. This keeps our TAR balances high. In public housing, we have always maintained an occupancy rate between 98–99% prior to the pandemic. Since the pandemic we have struggled to maintain a 94–95% rate. The turnover of the unit is more difficult because of both staffing and supply chain issues. We have had to hire contractors to assist in turnover that we normally would do in-house, and we still struggle with a 95% occupancy rate. All of these things have a negative effect on our budgets.

In sum, we have two main priorities. First, we want to ensure that residents who cannot pay their rent through no fault of their own do not lose their housing. Second, we want to preserve the fiscal solvency of all HAs so that they can continue to provide safe, decent, and sanitary housing to low-income families.

As always, we are committed to working with you and your staff to address these critically important concerns. Thank you for your consideration.

Sincerely,



David A. Northern, Sr.
President



Timothy G. Kaiser
Executive Director



RT NEWS ALERT NEW

Message to HA Executive Directors on the Loss of Rental Income, TARS, and Potential Evictions

PHADA is working tirelessly on the issues HAs across the country are facing related to the loss of rental income and rising tenant account receivables (TARs). Regardless of the reason rents have gone unpaid, many HAs have faced higher than usual TARs related to the pandemic and the eviction moratorium. The association's members are also concerned about the potential eviction of many low-income families due to unpaid rent if the problems are not addressed.

PHADA is leading the industry in advocating to HUD and Congress to take action on this issue and is the only association to have formally written to HUD in an attempt to address this critical concern.

To date, PHADA's efforts include:

- Making TARS issues a top policy priority, engaging HUD, Congress, and member HAs to address the problem and find solutions.
- Sending a [letter](#) to the HUD Secretary and meeting with the Secretary's senior advisor and other executive-level staff at HUD and in Congress about the financial predicament and insolvency facing many HAs related to TARS.
- Conducting a national survey with HAs to determine the scope of the problem nationwide, and collecting data to provide quantitative analysis to HUD and Congress to mitigate this problem.
- Continuing to advocate to HUD that PHAS and SEMAP scores should be lifted during this period when HAs face severe financial challenges through no fault of their own.
- Providing templates, talking points, and examples of HA waiver request letters to members to help individual agencies successfully appeal to HUD for waivers of PHAS and SEMAP.
- Educating HUD that many more HAs will be on the troubled agencies list and many will lose their high performer status if HUD fails to waive related SEMAP and PHAS requirements.
- Working with HUD leadership to identify PHADA member agencies with significant losses of rental income in order for HUD to partner with the Treasury Department in directing Emergency Rental Assistance Program funds accordingly.
- Addressing problems with the Operating Fund formula, which relies on outdated inflation factors and rents charged rather than rents collected. The current formula has negatively affected the FY 23 HUD budget, which has a lower funding level for the Operating Fund than last year.

As you can see, PHADA is taking proactive steps in raising awareness to HUD and Congress about the need to stem the rise of lost rental income and increased TARs. Our efforts are getting results for our members, and we invite you to send PHADA any information and data from your agency related to this matter and we will ensure that your concerns are heard by HUD.

This is just one example of how PHADA works hard for its members every day. PHADA is a leading industry advocate and strongly encourages you to become a member today to join its efforts on this important issue.

ITEM NUMBER 5

New Business

- a. **Public Hearing** to receive comments on the Significant Amendment to the Capital Fund Program FY18-FY22 Capital 5-year Plan
- b. Consider a resolution approving submission of a Significant Amendment to FY18-FY22 Capital 5-year Plan
- c. Consider a resolution approving a letter of credit from Old Point National Bank for the financing of the Spratley House Project
- d. Consider a resolution approving a NNUDAG Loan Modification Request for Gutters for You (403-01-01)
- e. Consider a resolution approving a NNUDAG Loan Modification Request for Tradition Brewing Company LLC

PUBLIC HEARING**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY****Significant Amendment to the Capital Fund Program FY18-FY22
Capital 5-year Plan**

This morning a public hearing is being held to receive comments on the proposed submission of a Significant Amendment to HUD form 2577-0274, Capital Fund Program – Five Year Action Plan for FY 2018 – 2022 to HUD in Accordance with Statutory Regulations.

A Notice appeared in the Daily Press on Sunday, February 27, 2022 stating the place and location of the Significant Amendment for public review and comments and to announce the date, time and place for the public hearing. NNRHA staff met with the Resident Advisory Board on January 31, 2022 to present the draft plan. A copy of the draft plan was placed in each rental office, the occupancy office and the NNRHA main office at 227 27th Street, Newport News, Virginia during business hours.

I now open this public hearing and invite comments.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: April 12, 2022

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Significant Amendment to FY18-FY22 Capital 5-year Plan

Attached for your review and approval is a proposed Significant Amendment to the Capital Fund Program (CFP) FY 2018 – FY 2022 5-year Action Plan.

The Capital Fund Program 5-year Action Plan is a detailed review of all planned PHA Capital Activities over a 5-year duration.

The revised activities address all current all PHA Public Housing properties including a variety of improvements and upgrades along with anticipated RAD conversions. The revisions better align our resources with needs and re-distribute funds initially anticipated for renovation at the Marshall complex to other capital needs. As you will recall, the remaining 88 units at Marshall are the subject of a Board approved demolition application to soon be submitted to HUD. The amendment addresses required physical needs assessments for potential RAD conversions at Aqueduct, Ashe Manor and Pinecroft; funds to address the Spratley RAD conversion; waterline distribution repairs, HVAC replacement and pest infestation issues at Aqueduct and the needed temporary relocation and mechanical and cooling equipment repairs recently completed at Ashe Manor. These changes also address the request of The Resident Advisory Board at the January 31, 2022 meeting for general improvements at the Aqueduct property. See attached revised Five Year Action Plan.

Board of Commissioners approval is required for a Significant Amendment in accordance with NNRHA and the Department of Housing and Urban Development policy. Final approval is also required by HUD.

In accordance with NNRHA policy, we have met all public participation requirements. A notice appeared in the Daily Press on Sunday, February 27, 2022 and at NNRHA Wilburn building as well as all Public Housing rental offices. In addition to the Resident Advisory Board meeting held on January 31, 2022 to discuss Capital improvement measures, a public hearing will also be held as part of the April 19, 2022 NNRHA Board meeting to allow citizen input.

The Significant Amendment is due to HUD no later than April 27, 2022 which is 30 days before the Obligation End Date for the FY 2018 CFP Grant.

The attached resolution is recommended for approval.

Attachment

A RESOLUTION AUTHORIZING THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY TO SUBMIT A SIGNIFICANT AMENDMENT TO HUD FORM 2577-0274, CAPITAL FUND PROGRAM – FIVE YEAR ACTION PLAN FOR FY 2018 – 2022 TO HUD IN ACCORDANCE WITH STATUTORY REGULATIONS

WHEREAS, NNRHA developed a Significant Amendment to the Capital Fund Program 5-Year Action Plan for Fiscal Years 2018 – 2022; and

WHEREAS, a notice appeared in the Daily Press, the local newspaper of general circulation on February 27, 2022 stating the place and location of the Significant Amendment for public review and comments and to announce the date, time and place for the public hearing; and

WHEREAS, this notice met the minimum 45-day requirement for notifying the public and residents of the public hearing; and

WHEREAS, NNRHA staff met with the Resident Advisory Board on January 31, 2022 to present the draft plan; and

WHEREAS, a copy of the draft plan was placed in each rental office, the occupancy office and the NNRHA main offices at the Wilbern Building for public to review; and

WHEREAS, the Significant Amendment to the CFP 5-Year Action Plan FY 2018 – 2022 applies to all of the Authority's Public Housing Asset Management Projects (AMPs); and

WHEREAS, a public hearing was held at the regularly scheduled Board of Commissioners Meeting of the Newport News Redevelopment and Housing Authority on April 19, 2022 to receive comments; and

WHEREAS, all required documents are in order.

NOW THEREFORE IT BE RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Significant Amendment to the Capital Fund Program 5-Year Action Plan for Fiscal years 2018 – 2022 is hereby approved. The Executive Director is authorized and directed to forward said Plan to the U.S. Department of Housing and Development.

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary									
PHA Name : Newport News Redevelopment & Housing Authority		Locality (City/County & State)							
PHA Number: VA003		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No:)							
A.	Development Number and Name	Work Statement for Year 1 2018	Work Statement for Year 2 2019	Work Statement for Year 3 2020	Work Statement for Year 4 2021	Work Statement for Year 5 2022			
	AUTHORITY-WIDE	\$981,670.00	\$988,426.00	\$1,041,118.00	\$916,112.00	\$1,010,078.00			
	MARSHALL COURTS (VA003000302)	\$42,000.00	\$15,000.00		\$1,166,454.00				
	ASHE MANOR (VA003000324)	\$795,019.19	\$51,000.00	\$2,060,246.12	\$1,190,000.00				
	RIDLEY PL (VA003000304)	\$1,730,473.05							
	PINECROFT APTS (VA003000313)	\$50,456.00	\$120,000.00		\$400,000.00	\$3,020,958.00			
	AQUEDUCT APTS (VA003000311)	\$72,336.00	\$1,366,834.64						
	SPRATLEY HOUSE (VA003000321)	\$386,397.76	\$142,307.24						
	ORCUTT TOWNHOMES (VA003000325)		\$1,390,565.12	\$1,217,729.88					

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2018	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAW/ASD)			\$981,670.00
ID0001	CFP Administration/Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other	Administration		\$405,835.00
ID0002	Public Housing Operations/Operations (1406)	Public Housing Operations - Authority Wide - Marshall Ct, Aqueduct, Pinecroft, Spratley House, Ashe Manor		\$405,835.00
ID0003	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$50,000.00
ID0023	Contract Administration Capital/Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Contract Administration Capital		\$120,000.00
	MARSHALL COURTS (VA003000302)			\$42,000.00
ID0004	Marshall Courts VII SAC Demo(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Demolition (1480))	SAC Application and pre-demolition activities		\$42,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2018	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0024	ASHE MANOR (VA003000324)	Relocate tenants to complete air quality issue work throughout entire AMP.		\$795,019.19
ID0025	Ashe Manor Tenant Relocation Emergency HVAC(Housing Related Hazards (1480)-Clearance Examinations-Mold,Housing Related Hazards (1480)-Evaluation/Risk Assessment-Mold,Housing Related Hazards (1480)-Hazard Controls-Mold,Housing Related Hazards (1480)-Relocation-Mold,Dwelling Unit-Interior (1480)-Mechanical,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Central Chiller)	Complete air quality issue work throughout entire AMP.		\$152,399.04
	RIDLEY PL (VA003000304)			\$1,730,473.05
ID0026	Ridley Place Demo/Demo Remediation(Housing Related Hazards (1480)-Clearance Examinations-Other,Housing Related Hazards (1480)-Evaluation Risk Assessment-Other,Housing Related Hazards (1480)-Hazard Controls-Other,Housing Related Hazards (1480)-Relocation-Other,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscaping,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscaping,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Demolition (1480))	Remediation activities related to demolition/disposition of Ridley Place.		\$1,730,473.05
	PINECROFT APIS (VA003000313)			\$50,456.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2018	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0031	Pinecroft PNA(Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480),Dwelling Unit-Development (1480)-Other)	Physical Needs Assessment for RAD Conversion		\$50,456.00
	AQUEDUCT APTS (VA003000311)			\$72,336.00
ID0035	Aqueduct PNA(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480))	Physical Needs Assessment for RAD Conversion		\$55,336.00
ID0051	Aqueduct Water Main Distribution Emergency Repair(Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Site Work (1480)-Water Lines Mains,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Site Work (1480)-Site Utilities)	Repair water distribution throughout property		\$17,000.00
	SPRATLEY HOUSE (VA003000321)			\$386,397.76
ID0052	Spratley House RAD Conversion(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters	RAD Conversion 50 units		\$386,397.76

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2018		
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,RAD Funds Pre Closing (1480),Dwelling Unit -			
	Subtotal of Estimated Cost			\$4,058,352.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$988,426.00
ID0005	C/F P Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$407,413.00
ID0006	Public Housing Operations(Operations (1406))	Public Housing Operations - Authority Wide - Marshall Ct, Aqueduct, Pincroft, Spratley House, Ashe Manor		\$407,413.00
ID0007	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$50,000.00
ID0008	Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Contract Administration Capital		\$123,600.00
	AQUEDUCT APTS (VA003000311)			\$1,366,834.64
ID0029	Aqueduct HVAC Replacement(Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other)	Replace HVAC equipment in all units buildings.		\$1,339,834.64

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0042	Aqueduct Fire Suppression Devices(Dwelling Unit-Interior (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Procure & Install "tuna can" fire suppression devices on range hoods in all units		\$14,000.00
ID0043	Aqueduct Pest Removal(Housing Related Hazards (1480)-Clearance Examinations-Pest Infestation,Housing Related Hazards (1480)-Evaluation/Risk Assessment-Pest Infestation,Housing Related Hazards (1480)-Hazard Controls-Pest Infestation,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Interior (1480)-Other)	One building removal of invasive pests (mammals) and repairs in building attic space from pest damage		\$12,000.00
ID0057	Force Account Labor for Aqueduct Fire Suppression Devices(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Dwelling Unit-Interior (1480)-Other)	Procure & Install "tuna can" fire suppression devices on range hoods in all units		\$1,000.00
	ASHE MANOR (VA003000324)			\$51,000.00
ID0030	Ashe Manor PNA(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480))	Physical Needs Assessment for RAD Conversion		\$51,000.00
	SPRATLEY HOUSE (VA003000321)			\$142,307.24
ID0032	Spratley House RAD Conversion(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling	RAD Conversion 50 units		\$142,307.24

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2019		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	Interior (1480)-Flooring (non routine), Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other, Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter, Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping, Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers, Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems, Non-Dwelling Construction - Mechanical (1480)-Electric Distribution, Non-Dwelling Construction - Mechanical (1480)-Elevator, Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System, Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System, Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters, Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm, Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection, Non-Dwelling Construction - Mechanical (1480)-Trash Compactor, Non-Dwelling Construction - Mechanical (1480)-Water Distribution, Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other, Non-Dwelling Exterior (1480)-Doors, Non-Dwelling Exterior (1480)-Lighting, Non-Dwelling Exterior (1480)-Mail Facilities, Non-Dwelling Exterior (1480)-Other, Non-Dwelling Exterior (1480)-Paint and Caulking, Non-Dwelling Exterior (1480)-Roofs, Non-Dwelling Exterior (1480)-Soffits, Non-Dwelling Exterior (1480)-Windows, Non-Dwelling Interior (1480)-Appliances, Non-Dwelling Interior (1480)-Common Area Bathrooms, Non-Dwelling Interior (1480)-Common Area Finishes, Non-Dwelling Interior (1480)-Common Area Flooring, Non-Dwelling Interior (1480)-Common Area Kitchens, Non-Dwelling Interior (1480)-Common Area Painting, Non-Dwelling Interior (1480)-Common Area Washers, Non-Dwelling Interior (1480)-Doors, Non-Dwelling Interior (1480)-Electrical, Non-Dwelling Interior (1480)-Laundry Areas, Non-Dwelling Interior (1480)-Mechanical, Non-Dwelling Interior (1480)-Other, Non-Dwelling Interior (1480)-Plumbing, Non-Dwelling Interior (1480)-Security, Non-Dwelling Interior (1480)-Shop, Non-Dwelling Interior (1480)-Storage Area, Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Curb and Gutter, Non-Dwelling Site Work (1480)-Dumpster and Enclosures, Non-Dwelling Site Work (1480)-Landscape, Non-Dwelling Site Work (1480)-Lighting, Non-Dwelling Site Work (1480)-Signage, Non-Dwelling Site Work (1480)-Site Utilities, Non-Dwelling Site Work (1480)-Storm Drainage, Dwelling Unit - Conversion (1480)-RAD Funds Prg				
	ORCUTT TOWNHOMES (VA00300325)				\$1,390,565.12

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
ID0033	Orcutt I Townhomes Predevelopment RAD Conversion(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Conversion (1480);RAD Funds Pre Closing (1480))	Predevelopment costs for RAD conversion 40 units		\$400,000.00
ID0034	Orcutt I Townhomes RAD Conversion(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscaping,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Dwelling Unit PINECROFT APTS (VA003000313)	RAD Conversion spread across multiple years' CFP allocations FY 19 - FY 20		\$990,565.12
				\$120,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2019	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0040	Pinecroft Electrical Panel Upgrades(Dwelling Unit-Interior (1480)-Electrical;Non-Dwelling Construction - Mechanical (1480)-Electric Distribution;Non-Dwelling Construction - Mechanical (1480)-Unit Sub-panels)	Upgrade all electrical panels from 100a to 125a including new circuitry.		\$120,000.00
	MARSHALL COURTS (VA003000302)			\$15,000.00
ID0041	Marshall Court Fire Suppression Devices(Dwelling Unit-Interior (1480)-Other;Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System)	Procure & Install "tuna can" fire suppression devices on range hoods in all units		\$14,000.00
ID0056	Force Account Labor for Marshall Court Fire Suppression Devices(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Dwelling Unit-Interior (1480)-Other)	Procure & Install "tuna can" fire suppression devices on range hoods in all units		\$1,000.00
	Subtotal of Estimated Cost			\$4,074,133.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2020	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,041,118.00
ID0009	CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$431,909.00
ID0010	Public Housing Operations(Operations (1406))	Public Housing Operations - Authority Wide - Marshall Ct, Aqueduct, Pinecroft, Spratley House, Ashe Manor		\$431,909.00
ID0011	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$50,000.00
ID0036	Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Contract Administration Capital		\$127,300.00
	ASHE MANOR (VA003000324)			\$2,060,246.12
ID0038	Ashe Manor Predevelopment RAD Conversion(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480))	Predevelopment costs for RAD conversion 50 units		\$450,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year		2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity
ID0039	Ashe Manor RAD Conversion(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Other,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480)	RAD Conversion spread across multiple years' CFP allocations FY 20 - FY 21	\$1,610,246.12

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	ORCUTT TOWNHOMES (VA003000325)			\$1,217,729.88
ID0054	Orcutt f Townhomes RAD Conversion(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc.Dwelling Unit-Exterior (1480)-Columns and Porches.Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Landscaping,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Estimated Cost	RAD Conversion spread across multiple years' CFP allocations FY 19 - FY 20		\$1,217,729.88
				\$4,319,094.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$916,112.00
ID0014	CFP Administration/Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$367,256.00
ID0015	Public Housing Operations(Operations (1406))	Public Housing Operations - Authority Wide - Marshall Ct, Aqueduct, Pinecroft, Spratley House, Ashe Manor		\$367,256.00
ID0016	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$50,000.00
ID0044	Contract Administration Capital/(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Contract Administration Capital		\$131,600.00
	MARSHALL COURTS (VA003000302)			\$1,166,454.00
ID0046	Marshall Ct Phase VII Demolition(Housing Related Hazards (1480)-Evaluation Risk Assessment-Other,Housing Related Hazards (1480)-Hazard Controls-Other,Housing Related Hazards (1480)-Relocation-Other,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Housing Related Hazards (1480)-Clearance Examinations-Other,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm	Phase VII demolition/disposition including tenant relocation		\$1,166,454.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Drainage,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480),Dwelling Unit - Demolition (1480))			
	PINECROFT APTS (VA003000313)			\$400,000.00
ID0048	Pinecroft Predevelopment RAD Conversion(Dwelling Unit-Development (1480)-Other,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480))	Predevelopment costs for RAD conversion 140 units		\$400,000.00
	ASHE MANOR (VA003000324)			\$1,190,000.00
ID0053	Ashe Manor RAD Conversion(Non-Dwelling Site Work (1480)-Signage,Dwelling Unit - Conversion (1480),RAD Funds Pre Closing (1480),Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-	RAD Conversion spread across multiple years' CFP allocations FY 20 - FY 21		\$1,190,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting Subtotal of Estimated Cost			\$3,672,566.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
	AUTHORITY-WIDE (NAWASD)			
ID0018	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$1,010,078.00
ID0020	Public Housing Operations(Operations (1406))	Public Housing Operations - Authority Wide - Marshall Ct, Aqueduct, Pinecroft, Spratley House, Ashe Manor		\$403,103.00
ID0021	CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$403,103.00
ID0049	Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Contract Administration Capital		\$153,872.00
	PINECROFT APTS (VA003000313)			\$3,020,958.00
ID0055	Pinecroft RAD Conversion(Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke Fire Detection,Non-Dwelling Construction - Mechanical	RAD Conversion		\$3,020,958.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		5	2022		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	Compactor;Non-Dwelling Construction - Mechanical (1480)-Water Distribution;Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other;Non-Dwelling Exterior (1480)-Doors;Non-Dwelling Exterior (1480)-Lighting;Non-Dwelling Exterior (1480)-Mail Facilities;Non-Dwelling Exterior (1480)-Other;Non-Dwelling Exterior (1480)-Paint and Caulking;Non-Dwelling Exterior (1480)-Roofs;Non-Dwelling Exterior (1480)-Soffits;Non-Dwelling Exterior (1480)-Windows;Non-Dwelling Interior (1480)-Appliances;Non-Dwelling Interior (1480)-Common Area Bathrooms;Non-Dwelling Interior (1480)-Common Area Finishes;Non-Dwelling Interior (1480)-Common Area Flooring;Non-Dwelling Interior (1480)-Common Area Kitchens;Non-Dwelling Interior (1480)-Common Area Painting;Non-Dwelling Interior (1480)-Common Area Washers;Non-Dwelling Interior (1480)-Doors;Non-Dwelling Interior (1480)-Electrical;Non-Dwelling Interior (1480)-Laundry Areas;Non-Dwelling Interior (1480)-Mechanical;Non-Dwelling Interior (1480)-Other;Non-Dwelling Interior (1480)-Plumbing;Non-Dwelling Interior (1480)-Security;Non-Dwelling Interior (1480)-Shop;Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving;Non-Dwelling Site Work (1480)-Curb and Gutter;Non-Dwelling Site Work (1480)-Dumpster and Enclosures;Non-Dwelling Site Work (1480)-Landscape;Non-Dwelling Site Work (1480)-Lighting;Non-Dwelling Site Work (1480)-Signage;Dwelling Unit - Conversion (1480);RAD Funds Pre Closing (1480);Dwelling Unit-Development (1480)-Other;Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc;Dwelling Unit-Exterior (1480)-Exterior Doors;Dwelling Unit-Exterior (1480)-Exterior Lighting;Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking;Dwelling Unit-Exterior (1480)-Mail Facilities;Dwelling Unit-Exterior (1480)-Other;Dwelling Unit-Exterior (1480)-Roofs;Dwelling Unit-Exterior (1480)-Windows;Dwelling Unit-Interior (1480)-Appliances;Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks;Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical);Dwelling Unit-Interior (1480)-Call-for-Aid Systems;Dwelling Unit-Interior (1480)-Commodes;Dwelling Unit-Interior (1480)-Electrical;Dwelling Unit-Interior (1480)-Flooring (non routine);Dwelling Unit-Interior (1480)-Interior Doors;Dwelling Unit-Interior (1480)-Interior Painting (non routine);Dwelling Unit-Interior (1480)-Kitchen Cabinets;Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets;Dwelling Unit-Interior (1480)-Mechanical;Dwelling Unit-Interior (1480)-Other;Dwelling Unit-Interior (1480)-Plumbing;Dwelling Unit-Interior (1480)-Tubs and Showers;Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving;Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures;Dwelling Unit-Site Work (1480)-Landscape;Dwelling Unit-Site Work (1480)-Lighting;Dwelling Unit-Site Work (1480)-Other;Dwelling Unit-Site Work (1480)-Parking;Dwelling Unit-Site Work (1480)-Pedestrian paving)				
	Subtotal of Estimated Cost				\$4,031,036.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2018
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
CFP Administration(Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other)		\$405,835.00
Public Housing Operations(Operations (1406))		\$405,835.00
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$550,000.00
Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$120,000.00
Subtotal of Estimated Cost		\$981,670.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2019
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$407,413.00
Public Housing Operations(Operations (1406))		\$407,413.00
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$50,000.00
Contract Administration Capital(Contract Administration (1480)-Other;Contract Administration (1480)-Other Fees and Costs)		\$123,600.00
Subtotal of Estimated Cost		\$988,426.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2020
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$431,909.00
Public Housing Operations(Operations (1406))		\$431,909.00
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$50,000.00
Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$127,300.00
Subtotal of Estimated Cost		\$1,041,118.00

Capital Fund Program - Five-Year Action Plan

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	4	2021
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$367,256.00
Public Housing Operations(Operations (1406))		\$367,256.00
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$50,000.00
Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$131,600.00
Subtotal of Estimated Cost		\$916,112.00

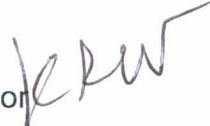
Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2022
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$50,000.00
Public Housing Operations(Operations (1406))		\$403,103.00
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$403,103.00
Contract Administration Capital(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)		\$153,872.00
Subtotal of Estimated Cost		\$1,010,078.00

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: April 13, 2022

TO: Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Resolution of the Board of Commissioners of the Newport News Redevelopment and Housing Authority to secure a letter of credit from Old Point National Bank for the financing of the Spratley House Project

Renovations on the Spratley House property are complete and a letter of completion from the City has been received. Our staff is working with Virginia Housing to close on permanent financing to retire the construction loan and thereafter to undertake related actions with the Department of Housing and Urban Development to close out this endeavor in accordance with requirements of the Rental Assistance Demonstration Program (RAD).

A prerequisite of the permanent financing is the provision to Virginia Housing of a letter of credit totaling \$95,174. This security is related to NNRHA's guarantee (based on 2.5% of the initial estimate of renovation costs) to assure Virginia Housing that for twelve (12) months after final closing defects in the renovations will be promptly and satisfactorily corrected as determined by VHDA.

Accordingly, the attached resolution is hereby presented for consideration by the Board to authorize the Executive Director of the Newport News Redevelopment and Housing Authority to obtain this letter of credit from Old Point National Bank.

Approval of the resolution is recommended.

Virginia Housing Development Authority
C/O Ms. Toni Kaplan, Construction Loan Accountant
601 South Belvedere Street
Richmond, VA 23220

Irrevocable Credit No. 510000000990
VHDA Development No. 9990/Deal No. 3462
Development: Spratley House Apartments
April 11, 2022

Ladies and Gentlemen:

This is a letter of credit governed and defined by the *Uniform Customs and Practice for Documentary Credits, 2007 Revision* ("the UCP 600") and by Virginia law. This letter of credit is a Credit as that term is defined in the UCP 600 and it will refer to itself herein as "this Credit". Capitalized words used in this Credit that are not otherwise defined herein have the definitions given them in the UCP 600.

For the account of Newport News Redevelopment and Housing Authority (the Applicant), we hereby authorize you, Virginia Housing Development Authority (the Beneficiary) to draw on us, The Old Point National Bank of Phoebus (the issuing bank), at sight up to an aggregate amount of \$95,174.00 in U. S. Dollars. This Credit is irrevocable. This credit is transferable once without charge or precondition upon receipt of a written request executed by a representative of the Beneficiary. The Expiration Date for this Credit is June 30, 2023.

The Beneficiary may draw on this Credit on any Banking Day until the close of business of the day that is the Expiration Date by presenting the original of this Credit and a written request for a draw executed by a representative of the Beneficiary at the following branch of the issuing Bank: 101 East Queen Street, Hampton, VA 23669; Phone Number 757-599-2233; or if that location is not open on the Banking Day the Beneficiary chooses to present this Credit for payment then at any open branch of the Issuing Bank. The Issuing Bank will not impose any other conditions to payment and hereby engages with you, the Beneficiary, that all drafts drawn under and in compliance with this Credit will be honored by transferring full payment in immediately available funds to the Beneficiary within twenty four (24) Hours of presentation.

This Credit sets forth in full the terms of our obligation to you, and such undertaking shall not in any way be modified or amplified by any agreement in which this Credit is referred to or to which this Credit relates, and any such reference shall not be deemed to incorporate herein by reference any agreement.

Sincerely,

Joycelyn Spight Roache
Senior Vice President

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY TO SECURE A LETTER OF
CREDIT FROM OLD POINT NATIONAL BANK FOR FINANCING OF THE
SPRATLEY HOUSE PROJECT**

WHEREAS, renovations on the Spratley House Project undertaken in conjunction with the conversion of this 50 unit elderly project in accordance with the Rental Assistance Demonstration Program have been completed; and

WHEREAS, the Newport News Redevelopment and Housing Authority is working with Virginia Housing to finalize permanent financing for the property to retire construction financing on the property; and

WHEREAS, a letter of credit must be provided to Virginia Housing as an assurance that latent defects in the renovations of the Project will be corrected properly and in a timely manner; and

WHEREAS, Old Point National Bank (the "Bank") has agreed to issue the required letter of credit for a twelve (12) term from closing on the Virginia Housing permanent financing for the Project subject to approval of the Board of Commissioners.

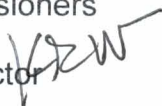
NOW, THEREFORE BE IT RESOLVED:

- (1) The Board of Commissioners hereby approves the acceptance of the letter of credit from the Bank.
- (2) The Executive Director is hereby authorized to take such actions required by Virginia Housing and the Bank to secure this agreement.

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM**

Date: April 14, 2022

To: All Members, Board of Commissioners

From: Karen R. Wilds, Executive Director 

Subject: Newport News Urban Development Action Grant (NNUDAG) Loan Modification Request/Gutters for You (403-01-01)

This is a request for your consideration to write-off the referenced loan. Our records reflect a balance outstanding of \$28,695.98 as of March 21, 2022.

The NNUDAG loan to Gutters for You closed in March 2008 in the amount of \$75,000.00 with a 4% interest rate. The loan was used to provide a portion of the financing and funds needed for renovations, machinery, equipment, furnishings and operating capital for the establishment of a sales center to include a showroom for the installation of residential gutters.

Security for the loan included the following:

- 2nd deed of trust lien on the land and building located at 613 & 615 34th Street and 616 35th Street
- 2nd position assignment of the lease between Gutters for You and NNRHA
- Perfected security position on all new machinery, equipment, A/R and inventory
- Assignments of key man life insurance policy insuring the life of Linda Powers (\$35,000.00) and Josh Powers (\$40,000.00) and assigned to the Authority accordingly
- Personal endorsements of Linda Powers and Josh Powers (the guarantors)

Amortization was as follows: Interest only payments for the first 12 months beginning May 1, 2008 through April 1, 2009. Thereafter, payment of principal and interest due and payable in seventy-two (72) consecutive equal monthly installments of \$1,173.39 beginning May 1, 2009 through April 1, 2015 at which time the entire indebtedness was due and payable in full.

NNRHA had a second position behind Bay Community Bank (successor: Union Bank and Trust). Union Bank and Trust's loan to this project was \$94,000.00.

Previous Board Approved Workout Agreements:

- May 1, 2009 – approved monthly principal and interest payments of \$1,145.60 for thirty (30) months.
- November 2011 - approved monthly principal and interest payments of \$600 for twelve (12) months.
- November 2012 – approved monthly principal and interest payments of \$1,173.39 for seven (7) months.
- June 2013 – approved monthly principal and no interest payments for twenty-three (23) months.
- May 2015 – approved monthly principal and no interest payments for twenty-four (24) months.
- May 2017 – approved monthly principal and no interest payments for thirty-seven (37) months. Balloon payment of approximately \$16,798.00.

The last loan payment of record was made in July 2018 in the amount of \$700.00. The payment was applied towards the May and June 2018 payment.

NNRHA reached out to Mr. Josh Powers in a letter (Mrs. Powers was cc'd) dated November 2, 2018. Both Powers have addresses based in Florida. At the time of the November 2018 letter, Gutters for You loan was past due \$1,792.00. No response or payment was received.

The next attempt made to both Powers was January 29, 2019 via U.S.P.S. Certified Mail. Each received letter. No payment was received and we have no record of a response from the Powers.

In late August 2019, NNRHA received a Notice of Foreclosure Sale of 615 34th Street and 616 35th Street to be published in *Inside Business* on September 2nd and 9th, 2019. An auction held on September 11th. The properties sold for \$59,000.00.

Having a 1st position, Union Bank & Trust benefitted from the foreclosure sale. As a 2nd lienholder, NNRHA received no proceeds from the sale.

Recommendation:

The City and Newport News Redevelopment and Housing Authority staff are in support of writing off this loan in the amount of \$28,695.98. In addition to writing off the loan, I recommend we pursue avenues to have this deficiency included on each guarantor's credit report with all three (3) credit bureau agencies. We will work with Ray Suttle to accomplish this task.

The attached resolution is recommended for your approval.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A LOAN
MODIFICATION OF THE NEWPORT NEWS URBAN DEVELOPMENT ACTION
GRANT LOAN FUNDS FOR GUTTERS FOR YOU**

WHEREAS, the Newport News Redevelopment and Housing Authority (hereinafter referred to as the "Authority") has entered into a joint powers agreement with the City of Newport News, Virginia (hereinafter referred to as the "City") to administer a program known as the Newport News Urban Development Action Grant Loan Program (hereinafter referred to as the "NNUDAG"); and

WHEREAS, NNUDAG loans for Gutters for You (hereinafter referred to as the "Borrower") were approved in March 2008; and

WHEREAS, collateral consisted of, but not limited to, a 2nd deed of trust lien on the land and building located at 613 & 615 34th Street and 616 35th Street, the personal endorsements of Linda Powers and Josh Powers (the guarantors), and the assignment of key man life insurance policy insuring the life of Linda Powers (\$35,000.00) & Josh Powers (\$40,000.00) and assigned to the Authority accordingly; and

WHEREAS, the Authority had previously approved loan modifications for the Borrower in May 2009, November 2011, November 2012, June 2013, May 2015, May 2017; and

WHEREAS, the last payment by the Borrower was received in July 2018; and

WHEREAS, collateral consisting the properties were sold as a result of foreclosure by the first lien holder, Union Bank & Trust in September 2019; and

WHEREAS, the Authority had a second lien position behind Union Bank & Trust, proceeds from the sale of the properties were not sufficient to pay off any of the NNRHA outstanding loan balance.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves a write off of the outstanding loan balance of \$28,695.98 and pursue legal action to hold the Guarantors accountable for their unpaid debt obligation.

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM**

Date: April 14, 2022
To: All Members, Board of Commissioners
From: Karen R. Wilds, Executive Director 
Subject: Newport News Urban Development Action Grant (NNUDAG) Loan
Modification Request/Tradition Brewing Company (TBC) LLC

I am seeking your consideration of a loan modification request that the Authority received from Mr. Pax Goodson, Chairman of the Board/General Manager, at Tradition Brewing Company.

Loan Background Summary

Total Amount of the Original Loan: A \$250,000.00 NNUDAG loan (loan #762-01-01) with a 3% interest rate was approved by the Board of Commissioners and closed in May 2016. As of March 30, 2022, TBC has an outstanding loan balance of \$175,581.

Collateral Description: Per Section 10 of the Loan Agreement dated April 20, 2016, security for the loan include (1) a perfected first security position on all new furniture, fixtures, and equipment and a blanket lien on all existing company assets to include machinery, equipment, furniture/fixtures, and A/R; (2) the guarantees of Andrew W. Beale, Sandra Jenkins Beale, P. Gray Bowditch, Julia Lawson Bowditch, Marti L. Caldwell, David T. Caldwell, Allison Wittkamp and Zachery E. Wittkamp; (3) assignment of key man life insurance policies in the amount of \$50,000.00 on Andrew Beale, P. Gray Bowditch, Marti Caldwell and Allison Wittkamp; (4) and an assignment of \$200,000.00 in life insurance policy on Daniel Powell.

Original Payment Amount: \$250,000.00 repayable over ten (10) years with interest only payments for the first twelve months, after which time the loan will be amortized over nine (9) years.

Previous Board Approved Workout Agreements:

- August 2018 – approved principal payments only and no interest payments for eight (8) months.
- April 2019 - approved no principal and no interest payments for six (6) months.

- October 2019 – approved principal and interest payments of \$2,644.24 for six (6) months.
- April 2020 – approved no principal and no interest payments for six (6) months.
- October 2020 – approved the commencement of principal and interest payments of \$2,644.24 for seventy-three (73) months.
- In addition, TBC paid an additional \$1,000 per month from Nov 2020 through Jan 2022 to reduce their past due balance. This was done on their own initiative.

TBC is making their monthly payment of \$2,644.24 (includes P&I) per the most recent modification.

The last loan payment of \$2,644.24 was made on March 22, 2022.

The loan will mature in October 2026 with an estimated balloon payment of \$52,033.

In an email dated March 9th, from Mr. Goodson the Authority is asked to consider the following:

(1) Allow the substitution of **term** life policies (currently the Guarantors have **whole** life policies) for three of the four (4) guarantors - \$50,000.00 per guarantor. The guarantors are: Andrew Beale, Marti Caldwell and Allison Wittkamp and P Gray Bowditch.

(2) Eliminate the requirement of P. Gray Bowditch as a Guarantor. Mr. Goodson shared that it was due to extenuating circumstances Mr. Bowditch is uninsurable. Thus, the company was unable to buy such a policy for Mr. Bowditch. It is believed the policy for Mr. Dan Powell was larger to compensate.

(3) Remove the requirement to maintain a \$200,000.00 life insurance policy on Daniel Powell. Mr. Powell is the former Head Brewer at TBC. He no longer has an affiliation with TBC.

Recommendation:

City and Newport News Redevelopment and Housing Authority staff are in support of the following:

Allow the Guarantors to convert their whole life policies to term life policies. Each policy must show a collateral assignment to NNRHA and copies for our electronic file must be provided.

Remove the requirement of having a \$200,000.00 life insurance policy on Daniel Powell. In exchange, we seek an assignment of a term life insurance policy on the new brew master, Kevin Kingsbury, in the amount of \$100,000.00.

I do not recommend removing P. Gray Bowditch as a Guarantor. We acknowledge that collateral is reduced because this is not accompanied by a life insurance policy.

The attached resolution is recommended for your approval.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A LOAN
MODIFICATION OF THE NEWPORT NEWS URBAN DEVELOPMENT ACTION
GRANT LOAN FUNDS FOR TRADITION BREWING COMPANY LLC**

WHEREAS, the Newport News Redevelopment and Housing Authority (hereinafter referred to as the "Authority") has entered into a joint power's agreement with the City of Newport News, Virginia (hereinafter referred to as the "City") to administer a program known as the Newport News Urban Development Action Grant Loan Program (hereinafter referred to as the "NNUDAG"; and

WHEREAS, loans for Tradition Brewing Company LLC (hereinafter referred to as the "Borrowers") were approved in April 2016; and

WHEREAS, the Authority has previously approved loan modification for the Borrower in October 2020 in accordance with the NNUDAG Administrative policy approving monthly payments consisting of both principal and interest in the amount of \$2,644.24 for a period of seventy-three (73) months through October 20, 2026; and

WHEREAS, the Borrowers recently requested an additional loan modification to the loan agreement; and

WHEREAS, the loan matures on October 20, 2026, with a balloon payment due at that time.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves and modifies the loan terms to Tradition to allow the Guarantors to convert their whole life insurance policies to term life insurance policies. Additionally, the NNRHA will require that P. Gray Bowditch is to remain a Guarantor of the loan. Furthermore, the requirement to maintain a \$200,000.00 life insurance policy on Daniel Powell will be removed. In its place, a term life insurance policy in the amount of \$100,000.00 for Kevin Kingsbury, the new brew master will be required to be obtained by the Borrower. Repayment of the loan will continue to be secured by a 1st lien on equipment and inventory; and assignments of term life insurance and guarantees.

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

APRIL, 2022

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

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David Staley, Director of Community Development



COMMUNITY DEVELOPMENT

INDIEDWELL

COMMUNITY DEVELOPMENT

For the Annual Action Plan for FY 2022-2023 the 30-day public comment period began on Monday, April 4 and will end on Wednesday, May 4th. During this period, feedback from the community is solicited.

indieDwell housing will construct a home manufacturing facility in Newport News using cold formed steel for manufacturing the housing. Virginia Housing obtained two of indieDwell's original designed container homes which were provided to NNRHA and will be placed in Newport News. Currently this project has received preliminary approval from the City of Newport News and selection of a general contractor for the project will be initiated in the near future.

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2021 – June 30, 2022

	Emergency Repair	Open House	HOMEcare	All Programs
Projects Completed	13	4	0	17
Projects in Underwriting	3	5	0	8
Projects Pending Appr	4	0	0	4
Projects Ongoing	1	0	1	2
Total	21	9	1	31

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, 2021 – June 30-2022				
Program Year 21-22 (Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process
13	2	4	1	1

CAPITAL ACTIVITY

Spratley House (50 Apartments)

The Spratley House Rental Assistance Demonstration (RAD) conversion has reached substantial completion. Close out paperwork and tenant re-occupation activities have begun. The Authority received a letter of acceptance from the City of Newport News Codes and Compliance. Authority-owned furniture and equipment has been moved in, and residents began moving back in the week of April 4, 2022.

Marshall Courts Phase VII

Marshall Courts Phase VII – This demolition is in its early design phase with the feasibility study having been completed. The Demolition/Disposition SAC Application was submitted to HUD. The project is currently undergoing environmental review. Demolition consists of a total of (88) dwelling units. The unit mix consists of (32) one-bedroom units, (34) two-bedroom units, (18) three-bedroom units, and (4) four-bedroom units. Land use will be converted to green space, and tenant protection vouchers are expected to be issued.

Orcutt Townhomes I

Orcutt Townhomes I is the next NNRHA property to be renovated under the Rental Assistance Demonstration (RAD) program utilizing mixed funding sources for renovations. The new ownership structure keeps the NNRHA Board members as the governing body and will allow for comprehensive renovation of the property. The property contains (40) three-bedroom units and is currently undergoing predevelopment activities. A Low-Income Housing Tax Credit (LIHTC) application for the highly competitive 9% tax credits has been submitted. We anticipate receiving approval from Virginia Housing in late June or early July.

Aqueduct

Aqueduct HVAC replacement preliminary analysis has been completed, and drawings and specifications are expected in mid-April 2022. This project will replace all of the existing heating and air conditioning units that have not been replaced within the past five years with new, energy efficient units.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Construction of the first phase of housing, two multi-family buildings located on Jefferson Avenue between 27th and 29th Streets, is proceeding on schedule. The projected completion date is October, 2022. A website is available to register those interested in receiving more information. 225 individuals signed up as of the end of March. Pennrose Management will establish an onsite leasing office in the summer of 2022.

Planning and design of the Phase Two development on the Ridley site continues. The Citizen Advisory Committee, City and NNRHA staff are working with the design team to develop a final concept plan for the site. Demolition of the structures began in January and will be completed by May. A community event is planned for April 28 to provide an update on the entire CNI project.

Work continues to secure funding for Ridley on-site development. Virginia Housing approved an application for 4% Low-income Housing Tax Credits on March 22, 2022. A pre-application for Public Housing Revitalization funding, submitted to Virginia Housing on March 9, 2022 was approved for submission of the full application due on May 2, 2022.

Preliminary planning for Phase Three, downtown housing, is underway.

Urban Strategies (USI), Inc., the new People Lead, started operations in Newport News on March 14, 2022. Their office is located in Rouse Tower adjacent to the Newport News Department of Human Services offices. USI is being introduced to the CNI community partners and is working with NNRHA and City staff to engage Ridley Residents. USI will hire nine staff locally as well as provide staff support from their headquarters.

PUBLIC AND ASSISTED HOUSING

OCCUPANCY REPORT *Total Waiting List Applications:*

Public Housing		198
Approved/Eligible	36	
Pending	162	
Section 8		312
Approved/Eligible	73	
Pending	239	

The pending numbers for the Public Housing Program (162) and the Housing Choice Voucher Program (239) 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 March

Public Housing Program	9
Housing Choice Voucher	22
Mod-Rehab (SRO)	0
Total	31

Occupancy Statistics:

Public Housing Program (of 839 units)	97%
Section 8 Program (2,881)	96%
Warwick SRO (of 88 units)	94%

Avg. # of Leasing Days (Public Housing) 40

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing	\$188.
2. Housing Choice Voucher	\$396.
3. Warwick SRO	\$0.

Lease Rate –Mar. 2022	95%
Cumulative Percentage of Section 8 Budget Authority Utilized Mar, 2022	99.7%

FAMILY INVESTMENT CENTER (FIC) ACTIVITIES

EMPLOYED F.I.C. PARTICIPANTS March 2022 (since 1995)	
Aqueduct	112
Ashe Manor	0
Brighton	46
Cypress	24
Dickerson	185
Harbor Homes	126
Lassiter	95
Marshall	167
Orcutt	28
Orcutt TH	10
Oyster Point	23
Pinecroft	7
Ridley	383
Section 8	71
Spratley	2
Total	1,279

FAMILY SELF-SUFFICIENCY (FSS) UPDATE

190 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:	65
Total	190

COMMUNITY RESOURCES

Resident Relations • Seniors



Spring is in the Air!

On March 25th, Serve the City (STC) volunteers visited with the senior residents at Ashe Manor and brought smiles to many faces. They, along with Barbara Holley, resident Board representative, went door to door with goodie bags full of treats and useful items. Upper school students at Summit Christian Academy took great care decorating the bags with spring time art and kind words. STC volunteers took the time to have quality conversations with whoever was willing to talk; which happened to be quite a few people!

ADMINISTRATIVE SERVICES

We will be undergoing a strategic planning process that will result in outlining our strategic goals for the next five years. We issued the solicitation on April 15, 2022 and it closes on May 13, 2022. Our goal is to begin the process in June 2022.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of March, 2022**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	97%	0	63	63
Cypress Terrace	97%	5	60	65
Oyster Point/Brighton	100%	10	81	91
Great Oaks	99%	99	121	220
Lofts on Jefferson	93%	0	4	4
Jefferson Brookville	96%	2	10	12
Lassiter Courts	98%	10	164	174

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 March, 2022.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	21	82	103
Employed	8	59	67
Currently not working	9	18	27
Attending Thomas Nelson Comm. College	0	3	3
Enrolled in other Training Program	4	0	4
Employed and going to school	0	2	2
Participants with escrow accounts	7	37	44

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2022 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2022

CY Housing Choice 2022 Annual Budget Authority														\$ 22,267,819	Estimated budget; 98.5% proration						
Additional Warwick SRO - RAD2														681,725							
Housing Choice Voucher Funding														\$ 22,949,544							
Mainstream Voucher Program Funding														\$ 753,804	Estimated						
Emergency Housing Voucher Program Funding														\$ 270,432	Estimated						
Baseline HCV Units														2552							
VASH units														54							
CNI tenant protection														187							
Warwick SRO - RAD2														88							
Mainstream Vouchers														141							
Emergency Housing Vouchers														32							
														3054							
Month	# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly +/- Dollar	Monthly Amount of Funding Utilized	Monthly Amount of Funding Utilized	Year to Date Amount of Funding Utilized	Funding		FSS Forfeitures	Fraud Recovery	Other Sources Of Funds	NNRHA Held Reserve Balance	HUD Held Reserve Balance						
									From HUD												
January	HCV	2744	95.2%	\$ 1,925,091.00	\$ 701.56	\$ (37,310.00)	98.1%	98.1%	\$1,962,401.00	\$			\$ -	\$	2,465,825.31						
	MS	107	75.9%	\$ 71,329.00	\$ 666.63	\$ 71,329.00	107.2%	107.2%	\$66,545.00				-	-	2,465,825.31						
	EHV	3	9.4%	\$ 1,777.00	\$ 592.33	\$ 1,777.00	0.0%	0.0%	-				-	131,662.00	157,752.00						
February	HCV	2752	95.5%	\$ 1,970,085.00	\$ 715.87	\$ 4,162.00	100.2%	99.2%	\$1,965,923.00	\$ 1,992.00			\$ 1,992.00	\$	2,417,528.22						
	MS	107	75.9%	\$ 70,106.00	\$ 655.20	\$ (1,900.00)	97.4%	102.1%	\$72,006.00				-	-	2,417,528.22						
	EHV	6	18.8%	\$ 4,639.00	\$ 773.17	\$ 4,639.00	0.0%	0.0%	\$ -				\$	127,023.00	-						
March	HCV	2764	95.9%	\$ 1,991,407.00	\$ 720.48	\$ 14,993.00	100.8%	99.7%	\$1,976,414.00	\$ 676.00			\$ 676.00	\$	2,358,740.14						
	MS	110	78.0%	\$ 73,748.00	\$ 670.44	\$ 1,088.00	101.5%	101.9%	\$72,660.00				-	-	2,358,740.14						
	EHV	7	21.9%	\$ 5,453.00	\$ 779.00	\$ 5,453.00	0.0%	0.0%	\$ -				\$	121,570.00	-						
														\$ 6,113,635.00			\$ 2,668.00				
														\$6,115,949.00							

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 15, 2022 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.

AYES

VOTE

NAYS

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

* * * *

ITEM NO. 9
Other Business