

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

**June 21, 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, May 17, 2022.
4. Communications
5. New Business
 - a. **Public Hearing** – Budgets for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher
 - b. Consider a Resolution authorizing the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Budget
 - c. **Public Hearing** – Budgets for Public Housing and Central Office Cost Center
 - d. Consider a Resolution approving the Public Housing and Central Office Cost Center budgets for the Fiscal Year 2022-2023
 - e. Consider a Resolution approving Charge Off of Public Housing Tenants' Accounts Receivable, seven months, ending April 30, 2022
 - f. Consider a Resolution approving a NNUDAG loan to Stash 5 Enterprises LLC dba Gastro at 23rd
 - g. Consider a Resolution approving an extension to the NNUDAG Guidelines Flexibilities
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
May 17, 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, May 17, 2022.

**Pledge of
Allegiance**

Commissioner Holley 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
George Knight
Barbara Holley

Mr. Black, Ms. Call and Mr. Holloman's absence was excused.

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

Lysandra Shaw – from NNRHA Board Room
Deputy Executive Director

Valarie Ellis, Director – from NNRHA Board Room
Administrative Services

Lisa Dessoffy, Director – from NNRHA office via Zoom
Finance

David Staley, Director – from NNRHA Board Room
Community Development

Lynne Carruth – from NNRHA Board Room
CNI Project Manager

Teresa Bennett – from NNRHA Board Room
Executive Assistant

Justin Orie – from NNRHA Board Room
NNRHA IT Department

Tricia Wilson – via Zoom
City of Newport News

Derek Perry – from NNRHA Board Room
City of Newport News

Eric Acosta – from NNRHA Board Room
USI – Project Manager

**Approval of
Minutes, April 19,
2022**

Commissioner Davis moved that the minutes of the meeting of the Board of Commissioners held on April 19, 2022 be approved. The motion was seconded by Commissioner Holley and passed with a majority vote. Mr. Knight abstained as he was not present at the April 19, 2022 meeting.

Communications

New Business

**Update-Renovation
and Permanent
Financing for
Spratley House
Apartments RAD
Conversion**

A PowerPoint was presented to the Board of Commissioners of the interior of Spratley House. Ms. Wilds stated that the renovations undertaken on the Spratley House Apartments in conjunction with the Rental Assistance Demonstration Program (RAD) and the Low-Income Housing Tax Credit Program (LIHTC) have been completed. A certificate of completion has been received from the City of Newport News and re-occupancy of the building is underway. The building is expected to be fully occupied

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
May 17, 2022**

next month.

Ms. Wilds explained that we are working to close on permanent financing from Virginia Housing and the Virginia Department of Housing and Community Development and to draw down the final tranche of tax credit equity for the property from Virginia Community Development Corporation. The combination of these proceeds will enable Spratley House LLC to retire Atlantic Union's construction loan which was used to undertake planned renovations. We anticipate that permanent loan closing will occur by May 31, 2022 or shortly thereafter. This complex is physically and financially positioned, as a result of the RAD and LIHTC programs, to be a viable affordable housing project for years to come. We have been advised by our attorneys that no formal action by the Board is required for this final closing since the financing plan approved by HUD and the Board prior to initial closing and RAD Conversion on April 1, 2021 has not changed. A copy of the Board's earlier resolution from February, 2021 approving this action was provided.

**Presentation to the
Board – CNI Update**

A CNI Update PowerPoint presentation was provided to the Board. Ms. Wilds presented the Housing Plan, Eric Acosta from Urban Strategies, Inc presented the People Plan and Derek Perry presented the Neighborhood Plan.

**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorizing the
Continuation of a
Scholarship Program**

The Board had been provided copies of a resolution authorizing the continuation of the NNRHA scholarship program. Ms. Wilds stated since 1989, we have been able to provide two scholarships annually in the amount of \$1,000 each for four years to graduating seniors who reside in public or assisted housing. The scholarships are awarded each year at the Scholarship Banquet along with those supported by our private scholarship donors. This year's banquet will be held virtually on May 26th at 3:00 p.m. Funds are available to continue this program with two scholarships for 2022.

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

Report to the Board

A Report to the Board for May, 2022 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Staley reported that Orcutt Townhomes I is our next property to be renovated. The property consists of 43-bedroom townhouses. On May 12th the Housing Authority received notification from HUD of the award of \$3,965,309 for the 2022 Capital Grant. In 2021, we received \$3,672,566.

Ms. Ellis reported we are in the process of our open enrollment season for our health insurance benefits that will go into effect July 1st.

Ms. Dessoffy reported that we will be bringing our Section 8 and Public Housing budget to the Board in June. We did receive our final budget from HUD and we are at 100% proration. Our health insurance this year has seen a significant increase.

Ms. Ellis reported 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 15th and it closes on May 13th, 2022. Our goal is to begin the process in June 2022.

Closed Session

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

MEMBER
JURISDICTIONS

June 15, 2022

CHESAPEAKE

Karen Wilds, Executive Director
Newport News Redevelopment & Housing Authority
PO Box 797
Newport News, VA 23607
VIA email: kwilds@nnrha.org

FRANKLIN

GLouceSTER

RE: Virginia Association of Planning District Commissions – Virginia
Housing Grant Award

HAMPTON

Dear Ms. Wilds:

ISLE OF WIGHT

We are pleased to inform you that the Hampton Roads Planning District Commission has made a conditional contingent commitment of funding for the Choice Neighborhood-IV-R project for **\$500,000**. The funds will be used to develop approximately 84 overall housing units serving the residents of Newport News.

JAMES CITY

NEWPORT NEWS

NORFOLK

Please note that this commitment is contingent on providing all required pre-contract documents and ensuring that all funding deficits are met. A formal agreement will be sent to you regarding this award in the next few weeks.

POQUOSON

PORTSMOUTH

Thank you for your commitment to affordable housing. We are pleased to be able to assist with this project.

SMITHFIELD

Sincerely,

SOUTHAMPTON



Shernita Bethea
Housing Administrator

SUFFOLK

SURRY

SLB/cm

VIRGINIA BEACH

Copy: Lysandra Shaw – Newport News Redevelopment and Housing
Authority (email: lshaw@nnrha.org)

WILLIAMSBURG

YORK

ITEM NUMBER 5

New Business

- a. **Public Hearing** – Budgets for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher
- b. Consider a Resolution authorizing the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Budget
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- g. Consider a Resolution approving an extension to the NNUDAG Guidelines Flexibilities

Mr. Penrose Read

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

**SECTION 8 HOUSING CHOICE VOUCHER,
MAINSTREAM VOUCHER AND EMERGENCY
HOUSING VOUCHER BUDGETS FOR THE
FISCAL YEAR
ENDING JUNE 30, 2023**

A public hearing is being held June 21, 2022 to receive comments on the proposed Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Budgets for the fiscal year ending June 30, 2023.

Copies of the budgets are posted on our website at www.nnrha.com

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: June 13, 2022

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds *KRW*
Executive Director

SUBJECT: Proposed Section 8 Housing Choice Voucher, Mainstream Voucher, and
Emergency Housing Voucher Budget – Fiscal Year ending June 30, 2023

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

This budget provides an annual Housing Assistance Payment (HAP) amount of \$26,163,653. These payments are made directly to Newport News landlords who lease to eligible voucher holders. Our program will assist an average of 3,054 families per month at an average HAP payment of \$714 per unit per month, an increase of \$35 from the average monthly payment budgeted in the current year. In calendar year 2021, we were able to assist 2,922 families.

We have been notified of our Budget Authority for fiscal year 2022/23; NNRHA will receive funding at a 100 percent proration.

Our budget includes 54 vouchers to Veterans under the Veterans Affairs Supportive Housing (VASH) program, 141 Mainstream Vouchers, and 32 Emergency Housing Vouchers to assist low-income households that include persons with disabilities. The Warwick Single Room Occupancy (SRO) program, which assists formerly homeless individuals, converted to Project Based Voucher in March 2022. In prior years, the 88 vouchers were funded by the Section 8 Moderate Rehabilitation SRO Program. This year the 88 Warwick SRO vouchers are included in the Section 8 Housing Choice Voucher Program budget.

As you will note, while maintaining our program to serve the 3,054 families authorized by HUD, we will need to access \$1,953,904 of our Housing Assistance Payment reserves which are currently being held by HUD. During this past year, HUD-held reserves have increased due to increased funding and a slight decrease in HAP payments. Our leasing rate has not been optimal primarily due to impacts from COVID-19. We are encouraged by HUD to use these reserves to maximize leasing to families. HUD provides an online

forecasting tool that we use to assist us with planning and managing our program under various funding models. We run scenarios monthly, based on current leasing levels and project funding to determine voucher issuance levels. When HUD sees that our expenses to serve all families authorized is exceeding HUD funding, an increase may be authorized.

In addition to the HAP, the Authority receives \$2,671,174 in Administrative fees to operate and manage the voucher program. We anticipate Congress will fund at least 88% of the fee that Public Housing Authorities are eligible to receive for fiscal year 2022/23. This is 6% more than the current year.

We will receive \$168,047 to administer the Family Self Sufficiency Homeownership programs through December 31, 2022. This program is funded on a calendar year basis and we will be advised in the Fall regarding 2023 funding.

In addition to fees, we receive revenue from interest and rent which brings our total Administrative Revenue to \$2,861,441 for fiscal year 2022/23. We are able to avoid the use of administrative reserves this year to balance the administrative budget even with the 88% proration of fees.

Expenses to administer the program are projected to be \$2,427,788 providing for an operating cash flow of \$433,653.

If you have any questions prior to the meeting, please do not hesitate to call me at 928-2663 or Lisa Dessoify, Director of Finance 928-2634.

The attached resolution is recommended for your approval.

**RESOLUTION OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY
APPROVING THE OPERATING BUDGET FOR FISCAL YEAR
JULY 1, 2022 THROUGH JUNE 30, 2023
FOR THE SECTION 8 HOUSING CHOICE VOUCHER,
MAINSTREAM VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAM**

WHEREAS, the Operating Budget for Fiscal Year July 1, 2022 through June 30, 2023 for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program has been reviewed by the Commissioners of the Newport News Redevelopment and Housing Authority; and

- (a) The proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families in the Housing Choice Voucher, Mainstream Voucher, and Emergency Housing Voucher Programs; and
- (b) The financial plan is reasonable in that it indicates a source of funding adequate to cover all proposed expenditures; and
- (c) All proposed changes and expenditures will be consistent with provisions of law and the Annual Contributions Contract.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the Operating Budget for Fiscal Year July 1, 2022 through June 30, 2023 for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Programs.

Operating Budget for Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program

July 1, 2022 - June 30, 2023

HOUSING ASSISTANCE PAYMENTS

Housing Assistance Payment Subsidy (Revenue)		
Housing Choice Voucher	23,411,542	100% proration factor
Mainstream Voucher	798,207	100% proration factor
Emergency Housing Voucher	247,896	100% proration factor
Total Revenue	<u>24,457,645</u>	
Housing Assistance Payments to Landlords (Expense)	<u>26,163,653</u>	(36648 units * \$713.92 PUM)
Budgeted Use of HUD Held Reserves	<u><u>\$ (1,953,904)</u></u>	

OPERATING

Section 8 Administrative Fees (88% of Eligibility Fee of \$3,035,424)	\$ 2,671,174
HCV FSS Program	168,047
Non-Dwelling Rent Income	10,920
EHV Services Fees	1,000
Interest Income	<u>10,300</u>
Total Revenue	\$ 2,861,441

Administrative Salaries	\$ 758,009
Administrative Benefits	339,005
FSS Program Salaries & Benefits	188,374
Management Fee (COCC)	714,636
Advertising	5,000
Legal/Tenant Screening/Background Checks	30,000
Staff Training	11,000
Terminal Leave	6,064
Port-Out Administrative Fee	45,700
Audit Costs	36,120
Office Expense (Rent, Supplies, Contracts, etc)	<u>234,100</u>
Total Administrative	\$ 2,368,008

Utilities	8,650
Maintenance	13,400
Insurance	<u>37,730</u>
Total General Expenses	\$ 59,780

Total Operating Expenses	\$ 2,427,788
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Net Cash Flow	<u><u>\$ 433,653</u></u>
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Mr. Penrose Read

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

**CENTRAL OFFICE COST CENTER AND PUBLIC
HOUSING OPERATING BUDGETS**

A public hearing is being held June 21, 2022 to receive comments on the proposed Central Office Cost Center and Public Housing Operating Budgets for FY 2022-2023 and Authorizing the Chairman to sign HUD form 52574.

Copies of the budgets are posted on our website at www.nnrha.com

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: June 16, 2022
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds, Executive Director 
SUBJECT: Public Housing and Central Office Cost Center Budgets

Attached for your review and approval are the public housing budgets and Central Office Cost Center (COCC) budget for FY 2022-2023. The budgets are based on an estimated 98% of our eligible subsidy from HUD, up from the 96% proration available to the Authority for FY21-22.

REVENUE

The projected total housing revenue for the year is \$6,428,004, an estimated overall decrease of \$810,377 from last year. The projected net operating subsidy of \$4,118,413 makes up the bulk of our total revenue and is down \$1,056,952 over last year, due to the reduced funding for Ridley. The net rental revenue collected from tenants projected for this fiscal year is \$2,309,591. This is overall, \$246,574 more than last year due to an increase in per unit tenant rents and more accurate rent forecasting utilizing our current average rents rolls, which is based on current household income. All other properties are projected to have occupancy rates between 95-99%.

Projected investment income is down 66%, due to the removal of the Harbor Homes & Dickerson Courts AMP from the public housing budget.

The total revenue for all Asset Managed Projects (AMPs) is \$7,112,350. This is less than FY22 (\$853,593 or 10.7%) mainly because of the relocation of Ridley Place residents.

OPERATING COSTS

The total estimated operating expense of our public housing properties is \$6,425,099 which is a decrease of \$99,773 over last year's budget due to the phased tenant relocation of Ridley residents and the sale of the Harbor Homes and Dickerson Courts public housing site. Administrative and tenant services staff costs decreased by \$3,838 or .16%.

Expenses for utilities for public housing properties are projected to decrease overall by \$65,098 which is 3.8% less than last year again, due to the removal of the Ridley property.

Although there is an overall decrease in utility costs, we continue to experience large increases in water and sanitation rates. HRSD costs have continued to increase annually.

This year, total maintenance expenditures are budgeted to increase by just over \$93,159 to \$1,670,595. We have experienced increased costs for our HVAC, electrical and plumbing/gas contractors while addressing property maintenance and repairs. This is due to more reliance on contracted maintenance services because of staffing shortages. We are working to turn this around and get maintenance fully staffed.

The budgeted insurance line items have decreased by \$116,826 or 24%, mostly due to the removal of Ridley from our public housing insurance policy. We increased property and auto insurance coverage, acquiring additional coverage for Property Manager Error and Omissions and Umbrella Insurance policies. We contract with an insurance broker to review all of policies to secure better pricing, ensure accurate information and that the Authority and employees are adequately insured.

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

The Asset Management fees the AMPs pay to the COCC is projected to be \$100,680. The fees are based on total housing units and are paid only when the AMPs have a positive cash flow. All AMPs are projected to pay the fee in FY23.

This budget projects the Authority's public housing operating reserve to increase by approximately \$697,251 in FY 2023. This is a decrease of \$743,820 from FY 2022 primarily because the Ridley subsidy was reduced significantly.

CENTRAL OFFICE COST CENTER

Also attached, is the budget for the Central Office Cost Center (COCC). The revenue for the COCC is made up of fees allowed to be assessed to all programs administered by the Authority. The total projected revenue is \$3,180,619. HUD allows us to charge a management fee to the public housing properties based on occupied units and HUD approved vacant units. The fee is \$76.89 per unit, an increase of 1.7%. Overall, grants and Housing Choice Voucher fees are increasing slightly due to grant funding increases.

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

Overall COCC expenses total \$3,062,187 (4.4% more than last year) leaving a positive cash flow of \$118,433. This increase is mostly attributed to increased payroll and health insurance costs.

Both budgets allow for a 5% salary increase to staff to be given at the start of the fiscal year.

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

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT
NEWS REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE
CENTRAL OFFICE COST CENTER AND PUBLIC HOUSING OPERATING
BUDGETS FOR FY 2022-2023 AND AUTHORIZING THE CHAIRMAN TO SIGN
HUD FORM 52574**

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

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

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

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

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

WHEREAS, NNRHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and

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

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners hereby approves the Central Office Cost Center and Public Housing operating budgets for FY2022-2023 and authorized the Chairman to sign form HUD 52574.

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
July 1, 2022 - June 30, 2023

REVENUE

Public Housing Management Fees	\$ 927,976
Public Housing Bookkeeping Fees	71,252
Public Housing Asset Management Fee	100,680
Capital Fund Administrative Fee	396,530
Section 8 Management Fee/Overhead Reimbursement	714,636
CDBG	238,333
CDBG - CARES	50,000
Great Oak	120,508
RAD Oyster Point-Brighton Management Fee	94,179
RAD Oyster Point-Brighton Bookkeeping Fee	17,640
RAD Cypress Terrace Management Fee	39,687
RAD Cypress Terrace Bookkeeping Fee	7,380
RAD Orcutt Townhomes III Management Fee	21,556
RAD Orcutt Townhomes III Bookkeeping Fee	2,700
RAD Lassiter Courts Management Fee	46,374
RAD Lassiter Courts Bookkeeping Fee	6,000
RAD Spratley House Management Fee	29,258
RAD Spratley House Bookkeeping Fee	4,500
Jefferson Brookville Management Fee	29,912
LOFTS	8,040
Tax Exempt Fee Program	20,649
Transition Center	8,886
Special Needs Assistance Program (S+C)	1,417
City Redevelopment Services	70,694
HOME grant	42,000
HOME - American Rescue Plan (ARP) grant	31,057
CNI grant	55,000
Investment Income	500
Fee For Service-HVAC	23,275
Total Revenue	\$ 3,180,619

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
July 1, 2022 - June 30, 2023

EXPENSES

Administrative Salaries and Benefits	\$ 2,494,218
Specialized Maintenance Salaries and Benefits	56,229
Total Salaries and Benefits	<u>2,550,448</u>
Legal	11,000
Audit	8,600
Staff Training	20,000
Office Rent	33,789
Office Supplies	20,000
Repairs and Rentals	5,000
Printing	900
Telephone/Internet	42,000
Advertising	8,000
Sub/Periodicals	1,800
Membership Dues	7,000
Postage	2,000
Other	22,200
Furniture, Fixtures, Equipment	25,000
Software License Fees/Support	75,000
Contracts/Other (internal audit, insurance)	49,911
Total Administrative	<u>\$ 332,200</u>
Maintenance Contract Costs	30,000
Protective Service Contract	2,400
Maintenance Materials	14,000
Total Maintenance	<u>46,400</u>
Water	\$ 1,500
Electricity	22,000
Gas	1,000
Sanitation	3,000
Total Utilities	<u>\$ 27,500</u>
Workmen's Comp	47,151
Executive Protection Insurance	11,000
Fidelity Bond & Crime/Theft	2,200
Cyber Liability Insurance	9,500
Employment Practices Liability Insurance	3,300
Property Managers Error & Omissions Insurance	4,100
Umbrella Insurance	2,300
Auto Insurance	11,000
Terminal Leave	15,088
Total General Expenses	<u>\$ 105,640</u>
Total Expenses	\$ 3,062,187
Net Cash Flow	<u>\$ 118,433</u>

Newport News Redevelopment and Housing Authority							
Site Budgets (Annual)							
July 1, 2022 - June 30, 2023							
Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324	Orcutt Townhomes 325	
	Family	Family	Family	Mixed	Senior	Family	
	No	No	No	No	No	No	
	1941	1953	1971	1986	2004	2006	
Recently Renovated?	No	No	Yes	No	No	No	
Units	347	0	262	140	50	40	
Average Bedroom Size	2	2	2	1	1	3	
% Occupancy	81.5%	95.0%	97.0%	99.0%	99.0%	99.0%	
REVENUE							
HUD PUM Income	234.45	-	164.81	307.84	259.46	193.73	
rent roll avg rent	198.84	-	178.38	317.44	295.23	283.71	
\$ Gross Potential Rent	\$ 2,383,695	\$ -	\$ 560,827	\$ 533,299	\$ 177,138	\$ 136,181	
Less: Vacancy Loss	(74,103)	-	(16,825)	(5,333)	(1,771)	(1,362)	
\$ Net Tenant Rental Revenue	\$ 2,309,591	-	544,002	527,966	175,367	134,819	
Total Subsidy Eligibility	1,786,700	458,831	1,272,089	363,395	147,303	174,144	
Less: Est.Proration @ 98%	(84,049)	(9,177)	(25,442)	(7,268)	(2,946)	(3,483)	
\$ Net Operating Subsidy	\$ 4,118,413	449,654	1,246,647	356,127	144,357	170,661	
Total Housing Revenue	\$ 6,428,004	449,654	1,790,649	884,093	319,724	305,480	
Non-dwelling Rentals	\$ 35,887	-	-	-	-	-	
Excess Utility Charges	\$ 20,000	-	-	-	-	-	
Capital Fund (520) Operating (1406)	\$ 431,909	-	100,000	100,000	100,000	-	
Capital Mgmt/Safety Improvements (1408)	\$ 100,000	-	20,000	10,000	50,000	-	
Donations from City	\$ 50,000	-	25,000	-	-	-	
Investment Income	\$ 2,650	-	100	100	100	50	
Tenant Charges & Services	\$ 53,900	-	8,500	3,500	1,500	400	
\$ Total Revenue	\$ 7,122,350	\$ 449,654	\$ 1,944,249	\$ 997,693	\$ 471,324	\$ 305,930	

Family/Elderly Scattered Site?	
Year Built	
Recently Renovated?	
Units	
Average Bedroom Size	
% Occupancy	

Gross Potential Rent	
Less: Vacancy Loss	
Net Tenant Rental Revenue	
Total Subsidy Eligibility	
Less: Est.Proration @ 98%	
Net Operating Subsidy	
Total Housing Revenue	
Non-dwelling Rentals	
Excess Utility Charges	
Capital Fund (520) Operating (1406)	
Capital Mgmt/Safety Improvements (1408)	
Donations from City	
Investment Income	
Tenant Charges & Services	
Total Revenue	

Newport News Redevelopment and Housing Authority						
Site Budgets (Annual)						
July 1, 2022 - June 30, 2023						
Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324	Orcutt Townhomes 325

EXPENSES

Administrative Salaries + Benefits	\$ 698,661	\$	262,870	\$	3,417	\$	236,513	\$	114,514	\$	45,193	\$	36,154
Occupancy Salaries + Benefits	\$ 82,787		34,240		-		25,852		13,814		4,934		3,947
Rent Collection Salaries + Benefits	\$ 6,330		2,571		-		1,982		1,081		386		309
Work Order Salary + Benefits	\$ 61,224		61,224		-		-		-		-		-
Audit	\$ 28,380		11,738		-		8,862		4,736		1,691		1,353
Property Mgmt Fee \$ 76.89	\$ 927,976		304,161		179,231		234,490		127,883		45,673		36,538
Bookkeeping Fee \$ 7.50	\$ 71,252		29,669		-		22,873		12,474		4,455		1,782
Training	\$ 14,500		7,000		-		3,000		2,000		1,500		1,000
Advertising/Marketing	\$ 5,300		2,800		-		1,000		1,000		300		200
VHDA Monitoring	\$ 3,150		-		-		-		-		1,750		1,400
Travel/Local	\$ 235		35		-		100		50		25		25
Legal	\$ 15,900		8,000		-		4,500		2,000		1,000		400
Administrative/Operating	\$ 160,000		59,000		-		37,000		32,000		23,000		9,000
Total Administrative	\$ 2,075,695	\$	783,308	\$	182,648	\$	576,173	\$	311,552	\$	129,907	\$	92,108
Resident Services Salaries+Ben	\$ 211,947	\$	87,659	\$	-	\$	66,186	\$	35,367	\$	12,631	\$	10,105
Resident Services Activities (\$25/ea)	\$ 20,325		8,250		-		6,425		3,475		1,175		1,000
Neigh. Network Lab Sal. & Ben.	\$ 66,774		66,774		-		-		-		-		-
Total Tenant Services	\$ 299,047	\$	162,683	\$	-	\$	72,611	\$	38,842	\$	13,806	\$	11,105
Gas	\$ 93,150	\$	40,000	\$	-	\$	-	\$	35,000	\$	18,000	\$	150
Electric	\$ 367,400		190,000		-		23,000		105,000		49,000		400
Water	\$ 341,500		170,000		-		120,000		36,000		15,000		500
Sanitation/SW fee	\$ 828,000		370,000		45,000		265,000		100,000		42,000		6,000
Total Utilities	\$ 1,630,050	\$	770,000	\$	45,000	\$	408,000	\$	276,000	\$	124,000	\$	7,050
Maintenance Salaries + Benefits	\$ 570,050	\$	210,142	\$	-	\$	206,281	\$	100,296	\$	29,629	\$	23,703
Overtime/Oncall (4% of salaries)	\$ 22,802		8,406		-		8,251		4,012		1,185		948
Specialized Maintenance Standard	\$ 12,900		4,000		-		400		3,000		5,500		-
FFS HVAC	\$ 18,275		5,625		-		750		6,000		5,900		-
Maintenance Materials	\$ 372,000		160,000		-		110,000		45,000		32,000		25,000
Contracts:													
Janitorial/Make Ready Cleaning	\$ 58,100		26,000		-		22,000		6,300		3,000		800
Grounds	\$ 84,400		35,000		-		33,000		2,400		3,000		11,000
Structure	\$ 86,000		46,000		-		20,000		16,000		3,000		1,000
Painting	\$ 45,000		18,000		-		16,000		6,000		1,000		4,000
Plumbing/Gas	\$ 118,000		50,000		-		40,000		14,000		4,000		10,000
Electric	\$ 62,000		40,000		-		11,000		5,000		5,000		1,000
HVAC	\$ 99,000		40,000		-		14,000		20,000		20,000		5,000

Newport News Redevelopment and Housing Authority

Site Budgets (Annual)

July 1, 2022 - June 30, 2023

	Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324	Orcutt Townhomes 325
Elevator	\$ 28,100	2,600	-	-	15,000	4,500	6,000
HQS Inspections \$12/unit	\$ 10,068	4,164	-	3,144	1,680	600	480
Auto Repair	\$ 10,100	3,000	-	3,500	600	2,400	600
Pest Control	\$ 56,000	20,000	-	21,000	7,000	3,000	5,000
Trash Removal	\$ 1,500	500	-	500	200	200	100
Other	\$ 16,300	15,000	-	500	500	200	100
Total Maintenance	\$ 1,670,595	\$ 688,436	\$ -	\$ 510,326	\$ 252,988	\$ 124,114	\$ 94,731
Security Salaries + Benefits	\$ 57,879	\$ 23,938	\$ -	\$ 18,074	\$ 9,658	\$ 3,449	\$ 2,759
Materials	\$ 5,900	2,900	-	1,300	1,000	600	100
Contracts/Alarm Systems	\$ 29,600	8,200	-	1,900	12,500	7,000	-
Police Services	\$ 50,000	25,000	-	25,000	-	-	-
Total Protective Services	\$ 143,379	\$ 60,038	\$ -	\$ 46,274	\$ 23,158	\$ 11,049	\$ 2,859
General Liability	\$ 47,100	\$ 21,000	\$ -	\$ 15,000	\$ 6,000	\$ 2,100	\$ 3,000
Property	\$ 252,000	110,000	-	89,000	20,000	7,000	26,000
Executive Protection	\$ 9,400	4,000	-	2,600	1,400	1,000	400
Property Manager Error & Omissions	\$ 2,135	1,098	-	500	300	132	105
Umbrella Insurance	\$ 7,255	4,555	-	1,000	500	500	700
Workmen's Compensation	\$ 29,666	12,972	70	8,926	4,794	1,614	1,291
Auto Insurance	\$ 18,200	6,900	-	7,500	2,000	1,000	800
Total Insurance	\$ 365,756	\$ 160,525	\$ 70	\$ 124,526	\$ 34,994	\$ 13,346	\$ 32,296
PILOT	\$ 73,543	\$ 21,332	\$ (4,500)	\$ 13,600	\$ 25,197	\$ 5,137	\$ 12,777
Terminal Leave Payments	\$ 9,493	4,151	22	2,856	1,534	516	413
Collection Loss (2% of rents)	\$ 46,192	18,549	-	10,880	10,559	3,507	2,696
Other: Sub/Mem Dues	\$ 6,170	2,600	-	1,800	1,200	320	250
Total General Expenses	\$ 135,398	\$ 46,632	\$ (4,478)	\$ 29,137	\$ 38,490	\$ 9,480	\$ 16,136
N/R Extra Ordinary Maint.	\$ 2,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -
N/R Nonexpendable Equip.	\$ 2,500	1,000	-	1,000	200	-	300
Total Non Routine Expenses	\$ 4,500	\$ 2,000	\$ -	\$ 2,000	\$ 200	\$ -	\$ 300
Total Expenses (excluding Asset Management Fee)	\$ 6,324,419	\$ 2,673,623	\$ 223,240	\$ 1,769,047	\$ 976,223	\$ 425,701	\$ 256,585
Asset Management Fee	\$ 100,680	\$ 41,640	\$ -	\$ 31,440	\$ 16,800	\$ 6,000	\$ 4,800
Total Expenses	\$ 6,425,099	\$ 2,715,263	\$ 223,240	\$ 1,800,487	\$ 993,023	\$ 431,701	\$ 261,385
Cash Flow From Operations	\$ 697,251	\$ 238,237	\$ 226,415	\$ 143,762	\$ 4,670	\$ 39,622	\$ 44,545

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Newport News Redevelopment and Housing Authority

PHA Code: VA003

PHA Fiscal Year Beginning: July 1, 2022

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: 06/21/2022
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Kenneth D. Penrose, Jr.	Signature:	Date: 06/21/2022
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NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 9, 2022

TO: Members, Board of Commissioners

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

SUBJECT: Tenants' Accounts Receivable Charge-off, Seven Months, Ending April 30, 2022 – All Public Housing Properties

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

There are 25 accounts recommended for charge-off action with a total dollar value \$13,733.60 for the period of October 1, 2021 – April 30, 2022. The average amount per vacated account is \$549.34.

In December 2021 the Board approved charge-offs for May 1 – September 2021 in the amount of \$37,352.81. Recoveries from previously charged-off accounts are \$17,007.57 for the 12 months ending April 30, 2022. This reduces our actual loss to \$34,078.84 this fiscal year representing 1.6% of anticipated rents. We budget 2% of our net rental revenue as a collection loss.

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

		Monthly Average
Oct 2018 – Sept 2019	\$ 127,0479.55	\$ 10,587.46
Oct 2019 – Sept 2020	\$ 40,220.93	\$ 3,351.74
Oct 2020 – Sept 2021	\$ 74,424.06	\$ 6,202.01

Proposed:

Oct 2021 – April 2022	\$ 13,733.60	\$ 1,961.94
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Adoption of the attached resolution authorizing the charge-off in the total amount of \$13,733.60 for the seven-month period ending April 30, 2022 is recommended.

KRW/LKD

Attachments

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

WHEREAS, there has been presented to the Board of Commissioners of the Newport News Redevelopment and Housing Authority and attached hereto a listing of recommended Charge Offs of Tenants' Accounts Receivable for the seven months ending April 30, 2022 for Project Nos. VA 3-2 through 3-25; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Executive Director be authorized to grant approval for the total charge-offs of \$13,733.60 of tenant accounts receivable for the above stated properties.

CHARGE-OFF OF TENANTS' ACCOUNTS RECEIVABLE

October 2021 to April 2022

Name	Project	Accounts	TOTAL
Marshall Courts	VA 3-2	10	4,224.48
Ridley Place	VA 3-4	0	-
Aqueduct	VA 3-11	7	4,219.62
Pinecroft	VA 3-13	7	5,132.90
Ashe Manor	VA 3-24	0	-
Orcutt Townhomes	VA 3-25	1	156.60
GRAND TOTAL		25	\$ 13,733.60

Collection Losses Budgeted FY 2022	\$ 41,260.00
Estimated Rental Income 2022	2,063,017.00
Total Charge-offs for May 2021 - April 2022	51,086.41
Total Charge-off Recoveries thru 04/30/22	17,007.57
Net Collections Losses	\$ 34,078.84

Approval Granted for Charge-off Amount:

Karen R. Wilds
Executive Director

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 16, 2022

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds 
Executive Director

SUBJECT: Newport News Urban Development Action Grant Loan Program for Stash 5 Enterprises LLC dba Gastro at 23rd

The Authority has received an application from Stash 5 Enterprises LLC dba Gastro at 23rd 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 \$50,000 to assist with the cost associated with starting a new restaurant in the Yard District.

Stash 5 Enterprises LLC dba Gastro at 23rd is a privately held, small, woman, minority-owned startup restaurant (pub) set up as a Virginia Limited Liability Company. The company was formed in 2019 and anticipates opening for business this summer at 208 23rd Street Suite 100., to establish a restaurant in an area that does not offer many dining options for the 39,000 workers in the downtown area.

The owner's focus is to provide high quality food and customer service. Gastro's target market will be businesses and residents in the southeast and downtown communities of Newport News. The owner, Tianna Kearney has recruited Chef Craig Downes who has over 20 years of cooking experience, restaurant start-up and management experience. Much of the hands-on labor-intensive tasks will be performed by Mr. Downes, who will be relocating to the area from Atlanta, GA.

The Newport News Department of Development is recommending a \$50,000 loan commitment. The recommended loan term is a seven-year term that will include an initial 12 months of deferred payments. The loan is to be fully amortized over the remaining six years. The recommended loan interest rate is 0%.

Collateral for the loan would be a second lien on the equipment purchased with the NNUDAG funding and the personal guarantee of Tianna Kearney will also be required.

The project will have a positive impact on the City's overall economic development efforts by creating at least 10 jobs in the next three years and increasing tax revenue through equipment purchases, sales tax, food and beverage tax and Machinery and Tools tax.

I recommend approval of the attached resolution.

**A RESOLUTION OF 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 STASH
5 ENTERPRISES LLC DBA GASTRO AT 23RD**

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

WHEREAS, Stash 5 Enterprises LLC (The Company) has requested financial assistance in the form of a loan totaling \$50,000 from the Newport News Urban Development Action grant program to assist the Company with the cost associated with starting a new restaurant; and

WHEREAS, the loan terms will be a seven (7) year loan commitment and annual interest rate of 0% with payments deferred for 12 months after which payments of principal and interest will be due monthly, with the loan fully amortized over the remaining six (6) years; and

WHEREAS, collateral for the loan will be a second lien on all equipment purchased with NNUDAG funding and the personal guarantee of the owner; and

WHEREAS, in keeping with the objectives of the Newport News Urban Development Action Grant Program, the project will serve a low to moderate income area; and

WHEREAS, this loan request has been reviewed and recommended by the City of Newport News Department of Development and staff of the Authority.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners a loan to Stash 5 Enterprises LLC is hereby approved in the amount of \$50,000 and it being understood that such contract documents shall be subject to review by the Authority's legal counsel.



STASH 5 ENTERPRISES LLC
D/B/A GASTRO AT 23RD

**Newport News Urban Development Action Grant
(NNUDAG) Loan Program**

STASH 5 ENTERPRISES LLC

D/B/A GASTRO AT 23rd

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- V. BUSINESS & PRINCIPAL ACTIVITY
- VI. USE OF FUNDS
- VII. BUSINESS FINANCIAL INFORMATION
- VIII. LOCATION INFORMATION

**RECOMMENDATION
FROM
CITY OF NEWPORT NEWS**

June 15, 2022

Ms. Karen Wilds
Executive Director
Newport News Redevelopment & Housing Authority
227-27th Street
Newport News, Virginia 23607

RE: Newport News Urban Development Action Grant (NNUDAG) Loan Program-
Stash 5 Enterprises LLC dba Gastro at 23rd

Dear Ms. Wilds:

Newport News is pleased to forward the accompanying application from Stash 5 Enterprises LLC dba Gastro at 23rd for assistance through the Newport News Urban Development Action Grant (NNUDAG) Loan Program. Stash is requesting \$50,000 to assist in the acquisition of additional equipment to assist with cost associated with starting a restaurant at 208 23rd Street Ste. 100, known as The Yard District.

Stash 5 Enterprises LLC dba Gastro at 23rd is a privately held, small, woman, minority-owned startup restaurant (pub) set up as a Virginia Limited Liability Company. The company was formed in 2019, and anticipates opening for business in Newport News late spring of this year at 208 23rd Street Ste., also known as The Yard District, to establish a restaurant in an area that does not offer many dining options for the 39,000 workers in the downtown area. With that, Gastro will be filling a void in the area that desperately need dining options for residents and employees.

Their focus is on providing high quality food and customer service. Gastro's target market will be businesses and residents in the southeast and downtown communities of Newport News.

The owner, Tianna Kearney has recruited Chef Craig Downes who has over 20 years of cooking experience, restaurant start-up and management experience. Much of the hands-on labor-intensive tasks will be performed by Mr. Downes, who will be relocating to the area from Atlanta, GA.

This project involves purchasing equipment to open a restaurant, Gastro at 23rd, allowing the business to cultivate an experience that will draw more customers to the area through products, availability and customer service.

Ms. Karen Wilds
June 15, 2022
Page Two

The Newport News Department of Development is recommending a \$50,000 loan commitment. The recommended loan term is a seven -year term that will include an initial 12 months of deferred payments, with the loan fully amortized over the remaining six years. The recommended interest rate for the loan is a rate of 0%.

Collateral for the loan would be a second lien on the equipment purchased with the NNUDAG funding, and the personal guarantee of Tianna Kearney will also be required.

The project will have a positive impact on the City's overall economic development efforts by not only creating over 10 jobs in the next three years, but also increasing tax dollars through equipment purchases, sales tax, food and beverage tax, and Machinery and Tools tax. In addition, as a small, woman, minority-owned business, this restaurant carries the potential to serve as an inspiration to other businesses of similar ownership and ingenuity within the Newport News business community.

Your favorable consideration at the Newport News Redevelopment & Housing Authority's June 21, 2022 meeting is appreciated.

Sincerely,



Florence G. Kingston
Director

FGK:pag

P:\LoanProg\NNUDAG\NNUDAG Flexibilities\Applications - Flexible Terms\Stash 5 Enterprises LLC (Gastro at 23rd)\Loan Package Information\Stash 5 Enterprises Recommendation Letter.rtf

Attachment

PROJECT WRITE-UP

CREDIT WRITE-UP/EVALUATION
NEWPORT NEWS URBAN DEVELOPMENT ACTION GRANT (NNUDAG)
LOAN REQUEST

June 10, 2022

Company Name: Stash 5 Enterprises LLC dba Gastro at 23rd

Business Address: 208 23rd Street Ste. 100
Newport News, VA 23607

Principal: Tianna Kearney 100%

Loan Amount

Recommended: \$50,000

Use of Funds: Assist with the purchase of equipment

Loan Rate

Recommended: 0%

Term of Loan

Recommended: 7 years, payments deferred first 12 months, amortized over 6 years

**Collateral for
Loan**

Second lien on equipment purchased with the NNUDAG loan. SBA has a first lien. We will also have the personal guarantee of Tianna Kearney.

Recommended

Summary of Request:

Stash 5 Enterprises LLC dba Gastro at 23rd is requesting \$50,000 from the Newport News Urban Development Action Grant Program to assist in the acquisition of equipment to assist with costs associated with starting a restaurant at 208 23rd Street Ste. 100, known as the Yard District.

Company Information and History:

Stash 5 Enterprises LLC dba Gastro at 23rd is a privately held small, woman, minority-owned startup restaurant (pub) set up as a Virginia Limited Liability Company. The company was formed in 2019, and anticipates opening for business in Newport News late spring of this year at 208 23rd Street Ste. 100. Their focus is on providing high quality

food and customer service. Gastro's target market will be businesses and residents in the southeast and downtown communities of Newport News.

Company Management:

The owner, Tianna Kearney has recruited Chef Craig Downes for undertaking this business venture. Mr. Downes is a seasoned chef, with over 20 years of cooking experience, restaurant start-up and management experience. Ms. Kearney's business itself has the distinction of being a small, woman-owned, and minority owned business in the Yard District Area.

Much of the hands-on labor-intensive tasks will be performed by Mr. Downes, who will be relocating to the area from Atlanta, GA.

Resumes for Tianna Kearney and Craig Downes are included.

Project Information:

This project involves purchasing equipment to open a restaurant, Gastro at 23rd, allowing the business to cultivate an experience that will draw more customers to the area through products, availability and customer service.

Gastro will be leasing approximately 1,500 square-feet of space from JEM Development Series 1 LLC, owned by Jonathan Provost, located at 208 23rd Street, also known as The Yard District, to establish a restaurant in an area that does not offer many dining options for the 39,000 workers in the downtown area.

Financial Information:

Gastro at 23rd is a start-up business that has no prior business tax returns. The owner provided personal tax returns for 2018, 2019 and 2020, along with financial projections for 2022, 2023 and 2024.

Observations are as follows:

- Overall, the financial projections show the potential for a highly profitable business and the ability to service the debt with cash flow;
- The owner projects that sales will continuously increase over the next three years;
- The company's projections show a full expectation for growth to rise naturally based on societal changes to normalcy;
- Principal's personal financial statement shows that she has a reasonable net worth comprised primarily of residential real estate equity and some available liquid funds;
- Tianna will continue to work her full-time job for the next few years, providing a secondary source of income to assist with servicing the debt if necessary

Financing & Debt Service:

In conjunction with the \$50,000 NNUDAG loan request, the business will use personal investment of the principal, SBA loan proceeds, line of credit with their inventory vendor, along with some of the equipment provided at no cost to the business. A complete sources and uses chart is below:

Sources & Uses of Funds

Uses(ex.Equipment)	Amount	Sources(ex.Collateral/Savings)	Amount
Buildout	\$ 120,000.00	Private Investments(Residential Real Estate Investments via Mutual Investments)	\$ 80,000.00
		Savings	\$ 40,000.00
Equipment/Furniture	\$ 50,000.00	SBA Loan	\$ 30,000.00
		Equipment Provided at no cost	\$ 20,000.00
Inventory	\$ 60,000.00	Cash on hand	\$ 22,000.00
		Sysco	\$ 38,000.00
Purchase Additional Equipment	\$ 50,000.00	Loan from city	\$ 50,000.00
Marketing	\$ 5,000.00	Cash on Hand	\$ 5,000.00
Total	\$ 285,000.00	Total	\$ 285,000.00

Debt Service:

The payments on the project debt for the NNUDAG loan are as follows:

<u>NNUDAG</u>	<u>Monthly</u>	<u>Annually</u>
(7 years \$50,000 @ 0.00%)		
Initial 12 months	\$ 0.00	\$ 0.00
Amortized over 6 years	\$694.44	\$8,333.28

City Loan Term and Conditions:

Our loan recommendation is for \$50,000 at an interest rate of 0.00% for a term of seven (7) years. Monthly payments will be required after an initial 12 month period of deferred payments. Loan will be fully amortized over the remaining six (6) years.

The loan proceeds will be used to purchase equipment which we would have a second lien on. We will also have the personal guarantee of Tianna Kearney.

The NNUDAG loan approval and funding are contingent upon, but not limited to, the following: (i) a due-in-full clause if there is a sale of or a major change in ownership and management of Stash 5 Enterprises LLC dba Gastro at 23rd; (ii) a due-in-full clause if the operating entity announces closure and/or closes the Newport News facility located at 208 23rd Street Ste. 100 and/or relocates completely outside of Newport News; (iii) a due in full clause if it is determined that approved funds were not used for the purpose intended; (iv) other funding being committed to significantly complete the proposed project.

Strengths:

- The kitchen/restaurant manager, Craig Downs, has over 20 years of experience;
- Gastro will be filling a void in the area that desperately need dining options for residents and employees;
- Downtown Newport News has a population of 5,747 and a workforce of over 39,000 workers which is very favorable for a business which provides lunch and dinner options;
- The City envisions the Provost mixed used project, which includes two new eating establishments besides Gastro at 23rd, along with Benny's Pizza, Coastal Fermentory, Ironclad Distillery, and Train Station restaurant, as a major step toward a "restaurant row" that brings vibrancy.

Weaknesses:

- Business is dependent upon the economy and the availability and consumer's usage of disposable income;
- Start-up restaurant
- Specialized collateral;
- Limited financials.

Conclusions and Summary:

Gastro at 23rd will become an integral part of planning and launching the Yard District in Downtown Newport News and will become a well-known and enjoyable Newport News destination for many years.

As can be reviewed from the resumes, projections, and staff's review of the personal financial statement, Gastro at 23rd has the ability to make this venture a success and grow.

The project is a good example of how City assistance can be instrumental in assisting and meeting the needs of a new commercial venture and helping diversify the economic mix of the City. Indisputably, as a small, woman, minority-owned business, this restaurant carries the potential to serve as an inspiration to other businesses of similar ownership and ingenuity within the Newport News business community. Assistance will have a positive impact on the City's overall economic development efforts by not only creating jobs, but also increasing tax dollars through equipment purchases, sales tax, food and beverage tax, and Business Professional and Occupational License tax.

Based on the aforementioned information, the strengths of this project proposal and the financial stability of the company's principal and the experience of the recruited chef, it is the City's recommendation that financing is provided through the NNUDAG Loan Program as previously detailed.

PROJECT APPLICATION

Information about the Business

Business Entity Name Stash Five Enterprises/ Gastro at 23rd
 Type of Business Organization Limited Liability Company
 Business Address 208 23rd Street
 Apt/Suite # Suite 100
 City, State, Zip Newport News, Va, 23607

Business Email Address Sinecureinvestmentgroup@gmail.com

Business Phone 7046493324

Business Website (in progress)

Date of Business Organization 06/22/2020

State of Business Organization Virginia

Federal ID #/ SSN 85-1532771

Name of Parent Company

Federal ID #/ SSN of Parent

Will the proposed project be located at different addresses? No

Address
 City, State, Zip

Current Number of Full-time Employees 0

Average Full-time Wage 0

Current Number of Part-time Employees 0

Average Part-time Wage 0

Does any customer or supplier presently account for more than 20% of your business? If yes, please provide an explanation. No

Have you the applicant, officer, director or owners listed in the application ever been in receivership, had any judgments, repossessions, garnishments, or declared bankruptcy? If yes, please provide an explanation. No

Are any tax obligations, including payroll taxes past due? If yes, please provide an explanation. No

Are you the applicant, officer, director and owners listed in the application currently a defendant in any suit or legal action? If yes, please provide an explanation.

Have you the applicant, officer, director and owners listed in the application been convicted of any criminal offenses, other than a motor vehicle violation? If yes, please provide an explanation.

Yes when I was 18 I used my aunts credit card without her permission in 1997

Have you received Local, State, Federal CARES Funding? If yes, please provide an explanation.

No

How was your business negatively affected by COVID-19?

My business was negatively impacted by Covid 19, I signed the lease for the business at the beginning of the pandemic. Due to the shut down, all construction was halted, I was not able to open or start any construction for my business. I lost money out of pocket for paying contractors, I was also responsible for expenses to maintain the business throughout the pandemic until the economy opened back up and I was able to resume the buildout process.

Business Owner Information

Applicant Name	Tianna Kearney
Title	Owner
Percentage of Ownership	100
Social Security #	
Home Address	4208 Quailshire ct Chesapeake, Va, 23321
Phone	704-649-3324
Email	Tennatee24@aol.com

Proposed Use of Funds

Building Rehab	155,000
Equipment Purchase (Machinery and Tools)	45,700
Working Capital (to include initial inventory and supplies)	130,244
Marketing	5,000

Required Application Attachment Responses

Provide a brief description of your business and principal activity. If the business has been in operation for less than three (3) years include a business plan.	The principal business activity is described in detail in attached business plan.
Describe specifically how you would like to use the loan funds in your business	I plan to use the funds from the loan towards the build out of my business, to purchase equipment, marketing, and towards my working capital, and inventory.
List other sources and amount of funds that might be used in conjunction with this application to include equity and investor funds.	n/a
If equipment is being purchased, provide a description of the equipment and the cost to purchase and install.	attached
Information necessary to support the loan application including but not limited to estimates, quotes, contracts, invoices, receipts, leases and sales agreements. If applicable, include documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease or construction of fixed assets, including an implementation schedule.	
Current Balance Sheet and last three (3) years of profit & loss statements & YTD	
Copy of Business tax returns for last three (3) years	n/a
List any collateral you may have to offer (stocks, bonds, mutual funds, equipment, etc).	none
Recent (within 6 months) Personal Financial Statements for owners/majority members with \geq 20% ownership interest	
Last Three Years of Personal Tax Returns for owners/majority members with \geq 20% ownership interest	
Owner's Resume – Must Be Provided for All Owners and managers	
Financial Projections for the Business for three (3) year, first year must be on a monthly basis	3 year Financial Projections are included in profit and loss formula.

Signatures

Name:

Tianna Kearney

Email:

Tennatec24@aol.com

Name:

Email

Additional Business Owners

Owner Name	Owner Title	Owner Percentag e	Owner Home Address	Owner Phone	Owner Email

RESUME/BACKGROUND

OF

PRINCIPAL AND
MANAGEMENT

Tianna Kearney

4208 Quailshire ct
Chesapeake, Va, 23321
704-726-5012
Tennatee24@aol.com

EXPERIENCE

EXPRESS SCRIPTS/ MEDCO

Patient Care Coordinator | Jun 2009 - Present

- Assisting customers with processing prescription orders, billing and invoice issues, benefit information.
- Duties included coverage information, refilling prescriptions.
- **Promoted to Team Lead (2011)** responsibilities include leading and motivated team, responsible for meeting sales goals, managed performance, coaching and scheduling.
- **Promoted to coordinator (2015)** responsibilities include overseeing the completion of projects, implementing programs and systems to better support clients.

CAP SUN

Marketing Analyst | Apr 2013 - Oct 2019

- Employed to assist company with elevating brand.
- Measured the effectiveness of marketing programs, implemented new strategies to maximize potential.
- Monitor industry statistics and follow trends in trade literature.
- Measure and assess customer and employee satisfaction.
- Forecast and track marketing and sales trends, analyzing collected data.
- Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, company officials, sales departments and advertising agencies.
- Gather and organize information to plan advertising campaigns.
- Prepare budgets and submit estimates for program costs as part of campaign plan development.

HEWITT AND ASSOCIATES

Hr Benefit Specialist | Jan 2007 - Mar 2009

- Assisting customers with benefit information, payroll, life insurance, 401K, and health benefits.
- Assisting members with coverage and benefit as well as health plan coverage questions and issues.

VERIZON

Order processor | Aug 2004 - Feb 2007

- Inbound / Outbound call center assisting Verizon customers with high speed DSL orders.
- Assisted with processing orders, data entry, provided quick resolutions of order fulfillment issues to meet on-time and complete delivery requirements.
- Utilize various reports to monitor and prevent unexpected cuts for assigned accounts.

TRAVELOCITY

Customer service | Oct 2002 - Jul 2003

- I provided second level support to internal Help Desk to resolve user concerns with specific applications, including Windows, Microsoft, GroupWise, and other company related software issues, resolved remedy

ticket issues that were not escalated issues.

NIT MANUFACTURING

Administrative Secretary | Apr 1999 - May 2002

- I maintained liaisons between the client and production staff, I also provided secretarial support and general office assistance.
- I composed monthly forecast reports, scheduling, and bids in a timely manner.

TRANSWORLD AIRLINES

Customer Service Rep | Sep 1995 - Feb 1999

- Inbound/outbound call center assisting passengers with flight reservations, flight information, baggage, or any other travel related issues.

EDUCATION

UNIVERSITY OF NORTH CAROLINA

SENTARA SCHOOL OF HEALTHCARE

TRANS WORLD TRAVEL ACADEMY (TWA)

MAURY HIGH SCHOOL NORFOLK, VA

ADDITIONAL SKILLS

- Great communication and interpersonal skills
- Excellent analytical and problem-solving skills
- Team Management and leadership skills
- Finance and accounting skills
- Ability to analyze complex plans
- Over 12 years of customer service experience
- Scheduling
- Proficient in marketing and research statistical analysis
- Payroll and scheduling
- Accounting, Team Management
- Benefits
- Call center
- Coaching
- Customer service experience
- Data entry
- DSL
- Finance
- General office
- GroupWise
- Leadership skills
- Marketing and research
- Payroll
- Problem-solving skills
- Sales
- Scheduling
- Statistical analysis

CRAIG DOWNES

Career Objective

Restaurant Manager with over 10 years of experience managing high quality, fast paced restaurants. Skilled at training staff to the highest standard of customer service, ensuring increased customer satisfaction, reduced staff turnover rates, and a rise in sales through efficiency, and upselling techniques. I am self-motivated, and I have more than twenty years of experience supporting kitchen operations. I am seeking to bring strong Managerial skills in collaboration with a team that has a can-do attitude in the culinary world.

Contact

✉ chefcraigdownes@gmail.com
☎ 757-951-3938
📍 2002 Oakbluff way Austell, GA, 30106

Education

THE ART INSTITUTE OF VIRGINIA
Virginia Beach, VA

Additional Skills

Accounting and Budget
Toast POS/Tillpoint
Quality Control
Restaurant Management
Revenue Generation
Customer service
Features
Hiring
Training
Inventory
Meetings
Producing
Purchasing
Quality control
Receiving
Safety
Sales
Scheduling
Staffing
Tables
Troubleshooting

Experience

Jan 2015 - Present

GENERAL MANAGER
Hudson Grille, Alpharetta, Ga

in the company flagship restaurant.

- In charge of all kitchen operations including hiring, training, scheduling, ordering, and expediting all food items to ensure proper plating and quality.
- Played a Large role in FOH operations to sharpen my skills in the department.
- With daily operations such as projections, interviews, and ordering.
- Increased sales and operations, cut food cost

Aug 2011 – Jan 2015

EXECUTIVE KITCHEN MANAGER

Joe's Crab Shack Morrow, Morrow, Ga

- In charge of overall operations of the kitchen area.
- Ensured the kitchen department ran smoothly and complies with safety and sanitation regulations.
- In charge of R&M for entire building, placed orders for all food, paper plastic and non-alcoholics, Hired trained and scheduled employees according to sales projections.
- Run daily systems according to company standards.

Oct 2010 – Aug 2011

SOUS CHEF

Babalu Tapas and Tacos, Atlanta, Ga

- Create kitchen schedules according to labor budget to maximize productivity without affecting the guest experience.
- Cross trained all employees to fill holes created by a one-dimensional look at the job.
- Hired and developed new and existing staff to company standard.
- Traveled to different stores to troubleshoot issues, ie: staffing, behaviors, ordering, maintaining a clean guest ready restaurant, development, and team.
- Created daily soups, and weekly Tapas features.
- Held pre shift meetings to discuss operations.
- Regularly touch tables to ensure guest experience.
- Entertained guest at the chef table.
- Did ordering for all produce, fish, meat, and paper products.
- Supervised daily line checks for guest ready restaurant.

Jan 2006 – Oct 2010

SOUS CHEF

Legal Seafoods, Atlanta, GA

- Create schedules for kitchen staff to ensure optimum resource management and speed of service.
- Train new and existing staff on preparation, arrangement and plating of the dishes per the current menu and or features.
- Ensure all employees adhere to all culinary standards and regulations.
- Respond to customers inquiries and concerns.
- Help design new menu choices based on seasonal ingredients and customers demand.
- Track, record and restock inventory as needed.
- Cross trained all employees on all stations.

courteous and informative customer service in an open kitchen format.

April 2004 – Dec 2005

Culinary Professional Red Lobster, Virginia Beach, Va

- Prepared menu items, specials according to recipes and corporate specifications.
- Upheld the stocking of the items throughout the shift.
- Prepared items for broiling, grilling, frying, followed proper food handling methods and maintained correct temperature of all food products.
- Or other cooking methods by portioning, battering, breading, seasoning and or marinating.
- Followed proper food handling methods and maintained correct temperature of all food products.

June 2001 – Feb 2004

LINE CHEF

The Lynnhaven Fish House, Virginia Beach, Va

- Followed proper food handling methods and maintained correct temperature of all food products.
- Consistently produced exceptional menu items that regularly garnered diners' praise.
- Provided nutritious, safe, visually appealing, innovative and properly prepared and flavored food.
- Set up and performed initial prep work for food items such as soups, sauces and salads.
- Persistently strove for continual improvement and worked cooperatively as a team member.

Jan 1999 – May 2001

Kitchen Manager Roadside Restaurant, Virginia Beach Va

- Expertly estimated staffing needs and adjusted hourly schedules in accordance with demand patterns, budget and local labor laws.
- Effectively managed and assisted kitchen staff in producing food for banquets, catered events and member dining areas.
- Ensured smooth kitchen operation by overseeing daily product inventory, purchasing and receiving.
- Established and maintained open, collaborative relationships with the kitchen team.
- Quickly and courteously resolved all guest problems and complaints.
- Prepared healthy, enjoyable breakfasts and dinners for diners.

Jan 1994 - 1999

HEAD CHEF, KITCHEN MANAGER

Abingdon's Seafood Restaurant, Norfolk, Va

- Very first Management position.

BUSINESS & PRINCIPAL ACTIVITY

5.0 Products & Services

The products will be the food and drink served. Everything served will be fresh and good tasting. This will be accomplished by using fresh ingredients, knowledgeable cooks, welcoming surroundings, friendly employees, and high value for the money.

On top of this, Gastro at 23rd will pride itself on providing a clean friendly environment where patrons can eat at.

The initial menu offerings are as follow

5.1 Menu

Bar Bites

- Loaded Tots 8.5
- Loaded Fries 8.5
- Clothesline Bacon (Candied maple bacon, black pepper, fruit mustard, sweet and spicy pickle) 15
- Carne Asada Fries 11
- Hand battered fried pickles 6
- Burger sliders (3 sliders, cheese, lettuce, pickle, ketchup) 10
- Spinach and artichoke dip (Spinach, Artichoke, cream sauce, crispy tortilla chips) 9
- Tuna Bites ?
- Mozzarella Sticks (served with marinara or ranch) 8
- Hummus dip (served with chips) 8.5

Gastro Sharables

- Sliders and Flights (4 sliders, choice of 4 flights)
- Taco and Tequila (4 tacos, 4 tequila flights)
- Gastro sampler (need sampler)

Wings Qty (6) 7.95 Qty (12) 12.95 Qty (20) 22.95

- Fire
 - Mild
 - Honey BBQ
 - Old Bay
 - Traditional
 - Mamba
- ***Served w/ Blue cheese or ranch

Sandwiches

- Fried Chicken sandwich 11.95
- Turkey Club 11
- Grilled chicken and avocado 13
- Veggie Sandwich 8
- Shrimp Po Boy 10

Salads

- Caesar Salad 8.95
- Cobb Salad 10
- House Salad 6.95

Burgers

- BYO 7.95
- Signature Burger (2 patties, cheese, Fried egg, special sauce, lettuce, tomato, Brioche roll) 13
- Sig Burger 2 (2 patties, cheese, caramelized onion, bacon, lettuce, tomato, Brioche roll) 13
- Beyond Burger 14
- Turkey Burger (Turkey patty, lettuce, onion, tomato, cheese, mayo, Brioche roll) 11
- Black Bean Burger 14

* Add Apple wood bacon, or additional patty

Street Tacos Qty (3) 10.95

- Carne Asada (grilled carne asada steak, Roasted Poblano, onion, cilantro, salsa Verde)
- Fried chicken Taco (Buttermilk fried chicken, queso Blanco, lettuce, Pico de gallo, Jalapenos)
- Al Pastor
- Birria
- Shrimp Taco (shrimp, special sauce, lettuce, cilantro lime slaw)
- Impossible Taco (impossible beef, cilantro, avocado, lettuce, tomato, salsa)

Entrees

- Fish & Chips 14.95
- Breaded Chicken Tender fry basket 10
- Nashville Hot chicken served w/ Nashville hot sauce 14
- Shrimp Basket (fried/ steamed served w/ fries and slaw 14.95
- Cajun street Pasta 16
- Ribeye Steak (10 oz) 16.95

Sides

Sweet Potato Fries
Fries 3.50
Onion Rings 4
Mac and cheese 5
Slaw 3.50
Green Beans 4

5.2 Restaurant Operations

Gastro at 23rd will have several operational areas targeted towards rapid cash flow and ensuring a quality product while running efficiently. All restaurant operations will follow procedures to assure that the restaurant maintains the highest standards. Main operating procedures the restaurant addresses will be food development, chef training and education, purchasing, maintenance and customer service.

➤ Production

All production is handled in-house. Food preparation will be done in a fashion to provide an efficiency to the operation while delivering the highest quality food and drink.

➤ Ingredients and Raw Materials

The restaurant will use only the highest quality ingredients when available and when economically feasible. Understanding that no matter what process is used, if the restaurant is not using high quality ingredients, the resulting product will be flawed, the team has vowed to only use the best ingredients available.

➤ Purchasing

Purchasing will be based on a strategic plan to ensure, the acquisition of fresh products as well as the limiting of the storage of food for long periods. Vendor relationships will be pivotal to the inventory purchase process as an additional assessment will be done weekly to determine best cost pricing. Cost savings will be a major factor in the business. The entire team will be educated on cost saving measures, and activities that must be executed to that end.

➤ Maintenance

Cleanliness and maintenance of the establishment will be a top priority. The restaurant will be power washed and cleaned every night, this includes washing of all utensils, cleaning of counter tops and all tables. Counters will be cleaned throughout the day when needed, but no less than 4 times a day. Garbage containers cleaned as need but no less than 3 times a day, washrooms will be cleaned with detergent as needed but no less than every hour.

➤ Customer Service

All personnel and wait staff will be experts on the menu and as such a large part of customer service will be to act as an informational resource. Truly one of the company's greatest assets will be its intellectual property in the form of management and personnel. A love for the food and drinks being sold and the patience to explain them are important aspects of the customer service experience.

USE OF FUNDS

Use of Fund Category	Expenses	Recommended Amount	Comments	Provided by
Construction	Building Rehab Costs			Need Supporting Docs
Marketing	Marketing			Need Supporting Docs
Equipment	Equipment			Need Supporting Docs
Working Capital	Working Capital			Need Supporting Docs
FF & E (Equipment)	Cook and Hold Oven	\$4,761.23		Webstauraunt
FF & E (Equipment)	Microwave	\$1,019.00		Webstauraunt
FF & E (Equipment)	Food Processor	\$599.00		Webstauraunt
FF & E (Equipment)	Pizza Prep Table	\$2,899.00		Webstauraunt
FF & E (Equipment)	Ice Storage Bin	\$1,629.00		Webstauraunt
FF & E (Equipment)	Drainboard	\$272.99		Webstauraunt
FF & E (Equipment)	Beer Dispenser	\$3,299.00		Webstauraunt
FF & E (Equipment)	Back Bar Refrigerator	\$3,099.00		Webstauraunt
FF & E (Equipment)	Ice Machine and Bagger	\$4,002.99		Webstauraunt
FF & E (Equipment)	Underbar Ice Bin	\$649.00		Webstauraunt
FF & E (Equipment)	Sink	\$476.99		Webstauraunt
FF & E (Equipment)	Sink	\$424.99		Webstauraunt
FF & E (Equipment)	Dirty Dish Table	\$1,738.00		Webstauraunt
FF & E (Equipment)	Sink	\$362.49		Webstauraunt
FF & E (Equipment)	Sink	\$719.00		Webstauraunt
FF & E (Equipment)	Freezer	\$2,056.49		Webstauraunt
FF & E (Equipment)	Refrigerator	\$2,699.00		Webstauraunt
FF & E (Equipment)	Work Table	\$569.00		Webstauraunt
FF & E (Equipment)	faucet	\$719.00		Webstauraunt
FF & E (Equipment)	Steam Table	\$719.00		Webstauraunt
FF & E (Equipment)	Floor Fryer	\$949.00		Webstauraunt
FF & E (Equipment)	Charbroiler	\$5,899.00		Webstauraunt
FF & E (Equipment)	Hood System	\$12,327.00		Webstauraunt

TOTALS **\$51,889.17**

*****Recommend funding of \$50,000 towards purchase**

BUSINESS FINANCIAL INFORMATION

[illegible]

LOCATION INFORMATION



City of Newport News, VA



0.04

Stash 5 Enterprises LLC dba Gastro at 23rd

mi



NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM

DATE: June 14, 2022

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds
Executive Director 

SUBJECT: Extension of Newport News Urban Development Action Grant (NNUDAG)
Guideline Flexibilities

In November 2021, the Board of Commissioners approved several temporary changes to the NNUDAG program administrative guidelines. (See attached)

The flexibilities address the impact of COVID 19 on small businesses and the demand for resources to provide credit quickly and efficiently. The other programs funded by US EDA and administered by the City are scheduled to "sunset" on 6/30/22. To encourage continued loan utilization and provision of assistance for businesses still in need of flexibility, it is recommended the NNUDAG Loan Program continue to allow the previously relaxed guidelines for the previously approved activities and now allow for financial lending assistance for real estate purchases.

The City and Authority staff recommend that these changes be extended to December 31, 2022.

A resolution is attached for your consideration and is recommended for your approval.

**RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING THE AMENDMENT TO NEWPORT NEWS URBAN
DEVELOPMENT ACTION GRANT LOAN PROGRAM GUIDELINES -
EXTENSION OF TEMPORARY GUIDELINES FLEXIBILITIES**

WHEREAS, the NNRHA has administered the Newport News Urban Development Action Grant Loan (NNUDAG) program since 1983; and

WHEREAS, the Authority has approved over 80 loans which have created and returned over 1,950 jobs; and

WHEREAS, the COVID-19 pandemic has created pressures and challenges to existing and emerging businesses; and

WHEREAS, there is a need to extend the flexible guidelines originally approved in March 2022 to be able to address the impact of the pandemic and the needs of expanding businesses; and

WHEREAS, it is recommended that the Authority amend the Newport News Urban Development Action Grant (NNUDAG) Loan Guidelines program flexibilities through 12/31/2022 or until funds are depleted; and

WHEREAS, a summary of the Amendment to Newport News Urban Development Action Grant Loan (NNUDAG) – Temporary Guidelines Flexibilities is attached for Board consideration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority authorizes the Executive Director to amend the Newport News Urban Development Action Grant Loan (NNUDAG) guidelines to accommodate these flexibilities through December 31, 2022 which will now also include real estate acquisitions as an allowable lending activity.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: November 10, 2021
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds, Executive Director *KRW*
SUBJECT: Approval of Amendment to Newport News Urban Development Action Grant Loan (NNUDAG) – Temporary Guidelines Flexibilities

The purpose of the Newport News Urban Development Action Grant (NNUDAG) loan program is to assist new and expanding businesses making investments within the City of Newport News and to create and retain jobs for low- and moderate-income persons. The NNUDAG loan program was established in 1983 and is administered by NNRHA.

The United States Economic Development Administration (EDA) made available certain flexibilities to recipients of EDA-funded Revolving Loan Fund (RLF) awards in light of the impact of the coronavirus pandemic on small business, the increasing demand for RFL loans, and the need for RLF's to provide credit quickly and efficiently to their communities.

We would like to initiate these same temporary changes for our NNUDAG program. Those flexibilities offer us the option to:

- Provide loans with very little or no private match;
- Offer loan rates as low as 0% interest;
- Offer deferral of principal and interest payments for up to 12 months;
- Offer loans for 100% working capital.

To assist small businesses during the COVID-19 pandemic, and to be uniform with the City's other programs, I am recommending the Newport News Urban Development Action Grant Loan Program be temporarily amended with guidelines allowing for the flexibilities mentioned above. If approved, these flexibilities would be made available to Newport News businesses during the temporary flexibility period to end on June 30, 2022.

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

**RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING THE AMENDMENT TO NEWPORT NEWS URBAN
DEVELOPMENT ACTION GRANT LOAN PROGRAM GUIDELINES -
TEMPORARY GUIDELINES FLEXIBILITIES**

WHEREAS, the NNRHA has administered the Newport News Urban Development Action Grant Loan (NNUDAG) program since 1983; and

WHEREAS, the Authority has approved over 80 loans which have created and returned over 1,950 jobs; and

WHEREAS, the COVID-19 pandemic has created pressures and challenges to existing and emerging businesses; and

WHEREAS, there is a need to create more flexible guidelines to be able to address the needs of expanding businesses; and

WHEREAS, it is recommended that the Authority amend the Newport News Urban Development Action Grant (NNUDAG) Loan Guidelines to match those of other loan programs offered by the City for a temporary time, through 6/30/2022 or until funds are depleted; and

WHEREAS, a summary of the Amendment to Newport News Urban Development Action Grant Loan (NNUDAG) – Temporary Guidelines Flexibilities is attached for Board consideration.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority authorizes the Executive Director to amend the Newport News Urban Development Action Grant Loan (NNUDAG) guidelines to accommodate these flexibilities.

AMENDMENT to NEWPORT NEWS URBAN DEVELOPMENT ACTION GRANT LOAN (NNUDAG) – Temporary Guidelines Flexibilities

United States Economic Development Administration (EDA) has made available certain flexibilities to recipients of EDA-funded Revolving Loan Fund (RLF) awards in light of the impact of the coronavirus pandemic on small businesses, the increasing demand for RLF loans, and the need for RLFs to provide credit quickly and efficiently to their communities. These flexibilities are provided for the period of 05/07/2020 through 06/30/2022 (the flexibility period). The flexibilities include waiving the RLF regulations that establish a minimum interest rate for RLF loans, require RLF loans to leverage additional capital, and require evidence demonstrating credit is not otherwise available.

To assist small businesses during the COVID-19 pandemic, and to be uniform with the City's other programs, the existing Newport News Urban Development Action Grant Loan Program has been temporarily amended with guidelines allowing for the flexibilities mentioned above. These flexibilities are being made available to Newport News businesses during the flexibility period.

The Newport News Redevelopment and Housing Authority's Board of Commissioners shall continue to govern NNUDAG. During the flexibility period, the policies shall remain the same as reflected in the attached Guidelines with the following exceptions:

FINANCING POLICIES

Allowable Lending Activities, which may be undertaken with the loan shall include:

- Acquisition of machinery and equipment
- Building rehabilitation costs
- Certain refinancing of existing loans (1)
- Facility remediation and cleanup costs
- Gap financing
- Infrastructure costs
- Marketing
- Other costs contributing to the value of a project's fixed assets, such as sales and use taxes, and interest on interim construction financing
- Working capital, including inventory

- (1) Refinancing of existing loans shall only be considered in situations where the business could potentially be forced to cut back or close without loan assistance.

Loan Type Exclusion - No adult entertainment businesses or real estate purchases.

Application Fee - Shall be waived.

Interest Rates - The interest rate on loans will generally be as deemed appropriate by the NNUDAG Board. Fixed rates for the flexibility period, ending June 30, 2022, will generally be between 0% and 2%.

Term- The maximum loan term shall generally be ten (10) years, with shorter terms for loans where the majority of funds is used for working capital

ADDITIONAL FLEXIBILITIES

The NNUDAG Guidelines will be further relaxed as follows through June 30, 2022 as it relates to the loan funding during the flexibility period:

- Applicants need not demonstrate that credit is not otherwise available. The credit not otherwise available requirement is waived during the disbursement phase;
- The Board, at its discretion, may defer payment of principal and interest for a period not to exceed twelve (12) months, scheduling repayments with longer term amortizations and balloon payments at the end of the loan term; or subordination of the loan to other financing;
- The Private Sector Leverage requirement is waived during the flexibility period;
- 100% of loan request can be used for working capital.

All other terms and conditions included in the existing NNUDAG Guidelines and Administrative Plan will be applicable.

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

JUNE, 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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Thaddeus Holloman

Raymond Suttle, Jr., Attorney

STAFF

Karen R. Wilds, Executive Director

Secretary-Treasurer

Teresa Bennett, Assistant Secretary-Treasurer

Lysandra Shaw, Deputy Executive Director

Carl Williamson, Director of Housing Operations

Valarie Ellis, Director of Administrative Services

Lisa Dessoify, Director of Finance

David Staley, Director of Community Development



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT

On May 17th the City and NNRHA were informed of the CDBG allocation for FY 2022 - 2023. The initial CDBG budget was \$1,327,413. Actual allocation is \$1,287,677 a difference of \$39,736.

On May 24th, City Council approved the Annual Action Plan 2022-2023 for the City of Newport News.

INDIEDWELL

IndieDwell housing will construct a home manufacturing facility in the former Dickerson Courts site in Newport News using cold formed steel for manufacturing the housing. The Newport News Economic Development Authority and NNRHA are working with indieDwell to iron out details of the transaction.

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

	Emergency Repair	Open House	HOMEcare	All Programs
Projects Completed	15	1	0	16
Projects in Underwriting	7	7	0	14
Projects Pending Appr	1	0	0	1
Projects Ongoing	1	0	1	2
Total	24	8	1	33

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
15	2	7	1	2

RAD CONVERSIONS

Spratley House (50 Apartments)

All contract work has been completed at Spratley House. Residents began moving into Spratley House the week of April 4, 2022 and as of June 15th 24 residents have moved back into the property. The permanent loan closing will occur by the end of June 2022.

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 was submitted in March. We learned last week that the project scored 604.4 (in the mid-range for PHA's). Virginia Housing staff is recommending extra resources for public housing repositioning applications. Their Board meets June 21st to make LIHTC funding decisions.

CAPITAL GRANT

Marshall Courts Phase VII

Marshall Courts Phase VII – The demolition design phase is ongoing with the feasibility study having been completed. The architectural firm VIA Design, is currently working on the demolition drawings. The draft Demolition/Disposition SAC Application will be submitted to HUD by the end of the year. 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; tenant protection vouchers will be requested to assist residents. A meeting with VIA Design and NNRHA staff occurred on June 15th to review the site plan and discuss scope of the project.

Aqueduct

Aqueduct HVAC replacement preliminary analysis has been completed, and drawings and specifications have been received and are currently under review by NNRHA staff. This project will replace all of the existing heating and air conditioning units with new, energy efficient units. Matt Burton, architect for the project, has indicated that the HVAC line sets servicing each of the apartments will be replaced when the new HVAC units are installed.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Construction of the first phase of housing on Jefferson Avenue is proceeding on schedule. The projected completion date is October 2022 and a ribbon-cutting event will be scheduled to celebrate the new housing. A new name has been selected for the development "*The Lift & Rise on Jefferson*". Over 700 people have registered to receive rental applications when available.

Planning and design of the Phase Two development on the Ridley site is nearing completion. The Citizen Advisory Committee, City and NNRHA staff and the design team are finalizing plans for submission and review to the City in June. Demolition of the structures was completed in early June. Construction will start with a ground breaking ceremony in fall 2022.

Work continues to secure funding for Ridley on-site development. Virginia Housing has awarded 4% Low-income Housing Tax Credits to the project. In

March, the Board was advised that the Authority had submitted a pre-grant proposal to Virginia Housing for their Public Housing Revitalization Grant; the funding to NNRHA has been posted as \$3,672,575 with 10% available for administration (\$367,256). The full application was submitted in late April.

This resource, along with City, Virginia Department of Housing and Community Development, Regional Planning District funding and Low-Income Housing Tax Credit equity will be utilized to fund the construction of new housing at the former Ridley site. Closing is scheduled for mid-September.

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

Urban Strategies, Inc. (USI), the new People Plan Lead, is established in Newport News and has hired 90% of their local staff. Support from the national office will continue on a monthly basis. USI's primary focus is engaging Ridley families through general information meetings and one-on-one meetings with case managers. USI is also reaching out to the CNI Service Provider Network and Leverage Partners to confirm services and other support for Ridley families.

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT *Total Waiting List Applications:*

Public Housing		222
Approved/Eligible	22	
Pending	200	
Section 8		307
Approved/Eligible	75	
Pending	232	

The pending numbers for the Public Housing Program (200) and the Housing Choice

Voucher Program (232) 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 May

Public Housing Program	11
Housing Choice Voucher	24
Mod-Rehab (SRO)	1
Total	36

Occupancy Statistics:

Public Housing Program (of 839 units)	96%
Section 8 Program (3,054)	96%
Warwick SRO (of 88 units)	99%

Avg. # of Leasing Days (Public Housing) 33

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing	\$391.
2. Housing Choice Voucher	\$299.
3. Warwick SRO	\$333.

Lease Rate –May, 2022 96%

Cumulative Percentage of Section 8
Budget Authority Utilized May, 2022 100.1%

FAMILY INVESTMENT CENTER (FIC) ACTIVITIES

EMPLOYED F.I.C. PARTICIPANTS May 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

**EMPLOYED F.I.C. PARTICIPANTS
May 2022
(since 1995)**

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:	<u>65</u>
Total	190

WORKFORCE DEVELOPMENT INITIATIVES

Free Personal Care Aide Classes Offered At FIC

Kimberly Cobb, Owner, CEO, Always There Home Care offered a free two week (May 9, 2022-May 20, 2022) 40 hours Personal Care Aide course for residents of NNRHA. On Friday, May 20, 2022, two residents graduated and received certificates. Each graduate received and accepted a job offer from Ms. Cobb. The New-Hire orientation was conducted at the Family Investment Center on Monday, May 23, 2022 at 10:00 a.m.

COMMUNITY RESOURCES
Resident Relations

**2022 NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY &
NEIGHBORHOOD EDUCATION CENTER SCHOLARSHIP AWARDEES**



Jasmyne Jones
Dominion Terminal Associates



Ja'Nira Baker
NNRHA Agency



Zavada White
Luxur Eyes Optometric Center



Consanyra Durham
Old Point National Bank



Jasmine Cash
NNRHA Commissioner's



Janaria Lickey
Kinder Morgan



Tyress Lowden
Matthew G. Burton



Charmyne Jones
Temple of Peace Church



Lakeshia Marrow
Jones, Blechman, Woltz & Kelly PC.



Christal Harrison
Powers Business Machines



Anita Kornegay
OKJ Construction Company



April Smith
Karen R. Wilds

The 2022 NNRHA Virtual Scholarship Awards Program was held on Thursday, May 26, 2022 at 3:00 pm. There was a total of 12 awardees. We had 12 sponsors that donated a total of \$26,300.00 to the scholarship program this year. The awardees were given gift bags that included a \$75.00 Amazon card and a \$20.00 gift card from Chic-Fil-A. The awardees were also presented with an award certificate.

2022 VIRGINIA GOVERNOR'S HOUSING CONFERENCE



Ja'Nira Baker

2022 Virginia Association of Housing and Community Development Winner

Ja'Nira Baker was selected as a 2022 Virginia Association of Housing and Community Development official. The conference was held April 20, 2022 at the Sheraton Norfolk Waterside in Norfolk, Virginia. She was able to attend this year's conference and lend her unique perspective to the many important discussions that took place during the conference. Ja'Nira attended Achievable Dream High School with a GPA of 3.02. In the fall, she plans to attend Virginia State University, in Ettrick, VA to pursue a Bachelor's Degree in Psychology. She intends to pursue a career in the mental health field.

ADMINISTRATIVE SERVICES

Juneteenth Parade

The Authority participated in the first annual Juneteenth Parade sponsored by The City of Newport News and the Downtown Newport News Merchants and Neighbors Association held on Saturday, June 11th from 10:00 am to 12:00 pm. The parade route was 1.5 miles from Brooks Crossing to King Lincoln Park. The NNRHA parade committee that designed the float, ordered T-shirts, assembled candy bags for the kids and handled all other aspects of our participation included: Larry Calloway, Tanya Orie, Karren Douglas, Kim Blowe, Chuck Doughty, Thomas Glendening, Lynette Holmes, Terry Newby, Tara Johnson and Sarina Overton. It was a great day for a parade and several staff members joined the walk.



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

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	97%	0	63	63
Cypress Terrace	95%	4	60	64
Oyster Point/Brighton	99%	8	79	87
Great Oak	97%	100	120	220
Lofts on Jefferson	93%	0	4	4
Jefferson Brookville	98%	1	10	11
Lassiter Courts	98%	8	160	168

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 May, 2022.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	21	89	110
Employed	7	64	71
Currently not working	10	22	32
Attending Thomas Nelson Comm. College	0	2	2
Enrolled in other Training Program	4	0	4
Employed and going to school	0	1	1
Participants with escrow accounts	7	40	47

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										Final Budget: 100% proration					
Additional Warwick SRO - RAD2										681,725					
Housing Choice Voucher Funding										\$ 23,411,542					
Mainstream Voucher Program Funding										\$ 798,207					
Emergency Housing Voucher Program Funding										\$ 247,896					
Baseline HCV Units										2552					
VASH units										54					
CNI tenant protection										187					
Warwick SRO - RAD2										88					
Mainstream Vouchers										141					
Emergency Housing Vouchers										32					
										3054					
										2881					
Month	# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly +/- Dollar Utilization	Monthly Amount of Funding Utilized	Year to Date Amount of Funding Utilized	Funding		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		\$	-	\$	2,510,593.39	
	MS	107	75.9%	\$ 71,329.00	\$ 666.63	\$ 4,784.00	107.2%	107.2%	\$66,545.00			-	(20,503.19)	2,465,818.31	
	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	\$	(22,673.19)	2,417,521.22	
	MS	107	75.9%	\$ 70,106.00	\$ 655.20	\$ (1,900.00)	97.4%	102.1%	\$72,006.00						
	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	\$	(36,990.19)	2,358,733.14	
	MS	110	78.0%	\$ 73,748.00	\$ 670.44	\$ 1,088.00	101.5%	101.9%	\$72,660.00						
	EHV	7	21.9%	\$ 5,453.00	\$ 779.00	\$ 5,453.00	0.0%	0.0%	\$			\$	121,570.00	-	
April	HCV	2770	96.1%	\$ 1,988,117.00	\$ 717.73	\$ 11,703.00	100.6%	99.9%	\$1,976,414.00		\$	-	\$	2,441,154.06	
	MS	112	79.4%	\$ 75,666.00	\$ 675.59	\$ 3,006.00	104.1%	102.5%	\$72,660.00				(48,693.19)		
	EHV	8	25.0%	\$ 6,466.00	\$ 808.25	\$ 6,466.00	0.0%	0.0%	\$			\$	115,104.00	-	
May	HCV	2754	95.6%	\$ 1,984,097.00	\$ 720.44	\$ 21,179.00	101.1%	100.1%	\$1,962,918.00		\$	-	\$	2,495,126.97	
	MS	112	79.4%	\$ 77,304.00	\$ 690.21	\$ (174,989.00)	30.6%	66.7%	\$252,293.00				(69,872.19)		
	EHV	11	34.4%	\$ 10,597.00	\$ 963.36	\$ 10,597.00	0.0%	0.0%	\$			\$	104,507.00	-	
										\$ 10,380,234.00				\$ 2,668.00	
										\$ 10,255,882.00					

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 May 17, 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