

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

**September 21, 2021
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, June 15, 2021.
4. Communications
5. New Business
 - a. Consider a resolution authorizing the Executive Director enter into a contract for services with the City of Newport News for the administration of the HOME Investment Partnerships Program for 2021-2022
 - b. Consider a resolution authorizing the Executive Director enter into a contact for services with the City of Newport News for the administration of the Community Development Block Grant (CDBG) Program for 2021-2022
 - c. Consider a resolution authorizing the Executive Director enter into a contract for services with Hampton Roads Community Action Program, Inc., Boys and Girls Clubs of the Virginia Peninsula, Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., Menchville House Ministries, Inc., and House of Refuge Worship Center
 - d. Consider a Resolution approving a loan modification of the Newport News Urban Development Action Grant Loan Funds for Pearlie's Restaurant
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
June 15, 2021**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met telephonically and electronically at the offices of the Authority at 227-27th Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, June 15, 2021.

Chairman Penrose stated: "This meeting is being conducted telephonically and electronically pursuant to section 2.2-3708.2(A)(3) of the code of Virginia and executive order dated March 12, 2020 issued by Governor Northam declaring a state of emergency and Attorney General Herring's opinion letter dated March 20, 2020, and with guidance provided by legal counsel. It has been determined that the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the meeting is to address the emergency and the continuity of the agency functions. More importantly, based on what we know now about the Coronavirus pandemic and prudent precautions as a result thereof, it is being conducted in a way to provide the maximum amount of protection to our Commissioners, staff, residents and the public." He apologized for any inconvenience to anyone, and asked for understanding and compliance.

**Pledge of
Allegiance**

Chairman Penrose led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

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

Commissioner's present: -

Kenneth Penrose – from NNRHA Board Room
Lisa Wallace-Davis – from NNRHA Board Room
William Black – from NNRHA Board Room
Lou Call – from NNRHA Board Room
Barbara Holley – via Zoom
Thaddeus Holloman – via Zoom

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

Sandra Powell – from NNRHA Board Room
Deputy, Executive Director

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

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

Lisa Dessoify, Director – from NNRHA office via Zoom
Finance

David Staley, Director – from NNRHA office via Zoom
Community Development

Teresa Bennett – via Zoom
Executive Assistant

Lisa Artis – from NNRHA Board Room
Administrative Support Specialist

Justin Orie – from NNRHA Board Room
NNRHA IT Department

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

**Approval of
Minutes, May 18,
2021**

Commissioner Black moved that the minutes of the meeting of the Board of Commissioners held on May 18, 2021 be approved as presented. The motion was seconded by Commissioner Davis and passed with a majority vote. Mr. Knight and Mr. Holloman abstained as they were not present.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
June 15, 2021**

Communications

The following communications were provided to the Board and reviewed by the Executive Director. 1) A letter addressed to Mayor McKinley Price from the U.S. Department of Housing and Urban Development (HUD) concerning the fiscal year 2021 allocation for HUD's HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) funding. This one-time funding of \$2,795,087 creates a significant opportunity for meeting the housing needs of the community's most vulnerable populations. 2) A letter addressed to Ms. Wilds from HUD providing the Authority with funding for 32 Emergency Housing Vouchers (EHV) as authorized by the American Rescue Plan Act of 2021. Ms. Wilds stated the American Rescue Plan Act allowed the Department of Housing and Urban Development to allocate additional vouchers to PHA's through an allocation formula designed to direct emergency vouchers to the PHAs operating in areas where the EHV's eligible populations have the greatest need while also taking into account PHA capacity and the requirement to ensure geographic diversity, including rural areas. 3) A letter addressed to Ms. Wilds from the U.S. Department of Housing and Urban Development stating that they are in receipt of the Authority's audit findings from Fiscal Year ended June 30, 2020. The Authority provided evidence of its efforts to ensure future compliance. Based on the documentation provided, the Richmond Field Office is closing this finding for audit tracking purposes.

New Business

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Authorizing the Charge
off of Tenants' Accounts
Receivable**

The Board had been provided copies of a resolution authorizing the charge off of Tenants' Accounts Receivable for the period of October 1, 2020 to April 30, 2021. The Executive Director stated 54 accounts totaling \$37,071.25 were being recommended for charge off. The average amount per vacated account is \$686.50. Ms. Wilds explained to the Board that after charge off, the accounts continue to be pursued for collection. Collection efforts on charged off accounts and collections from previously charged off accounts are \$20,955.16 which reduces the actual loss for the fiscal year to \$37,216.26 which represents 1.4% of anticipated rents.

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 June, 2021 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Williamson discussed the notice for the award of Emergency Housing Voucher's. He explained the Authority was awarded 32 Emergency Housing Vouchers, effective July 1, 2021. Emergency Housing Vouchers are specifically designed for household who are: homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking; recently homeless and for who providing rental assistance will prevent the family's homelessness or having high risk of housing instability. Referrals for this program are administered through the Continuum of Care (CoC) which is a local planning body that coordinates housing and services funding for homeless individuals and families. Individuals will be referred to the Housing Crisis Hotline. The Eviction Moratorium ends June 20th. We will be sending out eviction notices July 8th for past due rent. Residents will have 14 days to respond. Also, he reported that Housing Choice Voucher participant purchased a single-family home located in Newport News. We only have 17 of the 240 families left living at Ridley and plan assist 6 of those families with relocation this week. All others will be relocated by June 30th.

Ms. Dessoffy reported the Authority has 25 checking accounts at 6 banks. All of these accounts require monthly bank reconciliations. We have 18 reserve accounts both operating and replacement reserves. Over the past two years we have worked with 2,251 vendors. Last year we had both electronic and paper check payments to from our main accounts payable of 3,573. Last year for our Section 8 program we made 13,398 payments both to landlords and tenants. We have serviced 1,090 Community Block Grant loans and HOME loans.

Ms. Ellis reported the Human Resources Department is working on getting benefits wrapped up and closed so that employees will be insured by July 1st. She is also working on getting our website updated. We will be working on the website over the next several months.

Mr. Staley reported the we are currently ahead of schedule with the Spratley House project. The housing department did an excellent job in relocating the residents.

**Minutes of a Meeting of the
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June 15, 2021**

Interior demolition is nearing completion. The contractor is now working on rough-ins for mechanical, plumbing and electrical systems throughout the property. Approximately half of the water source heat pumps have arrived and are stored on the property. Half of the kitchen cabinets have arrived and the second half are due to arrive in July. We anticipate staying on track and completing the rehabilitation on time.

Ms. Powell provided a PowerPoint presentation on Carrier Point I and Carrier II, including elevations and site plans in anticipation for the Groundbreaking Ceremony today.

Closed Session

Other Business

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:46 a.m.

Secretary-Treasurer

ITEM NO. 4

COMMUNICATIONS



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

August 17, 2021

Kirsten Anderson
448 Depot Street NE
Christiansburg, VA 24073

SUBJECT: Prospective Application to Convert Assistance under the Rental Assistance Demonstration (RAD) Program – Project Based Voucher (PBV) Conversion from Moderate Rehabilitation for Single Room Occupancy (SRO) Contract
Project Name: Warwick SRO
Mod Rehab Contract #: VA00354005
Project Location: 2410 West Avenue Newport News VA 23607

Dear Kirsten Anderson:

We are writing in response to your request to convert rental assistance at the subject project to a PBV Housing Assistance Payments (HAP) contract under the Department's RAD Program.

The Department has carefully reviewed the request in accordance with the instructions in Public and Indian Housing (PIH) H-2019-09 PIH-2019-23 (HA), Rental Assistance Demonstration – Final Implementation, Rev 4, (the "Notice") and has determined that the Conversion Plan meets the requirements to proceed with the RAD conversion request. The approval of the Conversion Plan is conditioned upon a firm commitment of financing on substantially the same terms as those presented in the Conversion Plan.

This letter serves as an approval that the RAD request at the project will receive PBV assistance in the form of a PBV HAP contract in lieu of TPV assistance that would be otherwise provided to project residents at the expiration or termination of the current HAP contract. The **Newport News Redevelopment & Housing Authority** has agreed to administer the PBV HAP contract at the project. Per the Notice, **88** units are potentially eligible for PBV assistance; however, the final number of units that will be assisted under the PBV HAP contract is subject to change based upon the following PIH procedures:

1. A determination by the PHA that the units proposed for inclusion in the PBV contract pass the required Housing Quality Standards inspections.
2. The PHA will determine how many units were occupied within the prior 24 months and will request this quantity of vouchers.

The PHA will work with you to finalize the target date for execution of the PBV HAP contract. The execution of the PBV HAP contract is dependent on the following conditions:

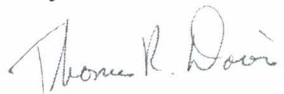
1. Termination of the underlying Mod Rehab Single Room Occupancy (SRO) Contract.
2. HUD obligation of the funds for the PBV HAP contract at the subject property, and execution of an ACC amendment letter for the PHA.

3. A Part 58 environmental review was conducted by the Responsible Entity. The review has been approved, and the Responsible Entity has determined that the project is categorically excluded according to 24 CFR 58.35(a), and the proposed action requires no environmental measures.
4. Annual Deposit to the Reserve for Replacement (ADRR): Per the operating pro forma submitted, the property will continue to fund the Reserve for Replacement Account with a minimum ADRR of \$568 /unit.
5. Initial contract rents for this PBV contract will be determined by the PHA. Such rents generally cannot exceed the lowest of: (i) an amount determined by the PHA, not to exceed 110 percent of the applicable fair market rent (or any exception payment standard approved by the Secretary) for the unit bedroom size minus any utility allowance; (ii) the reasonable rent; or (iii) the rent requested by the owner.
6. This approval letter allows 90 calendar days from the date of issuance to close the RAD transaction and execute the PBV HAP contract. The RAD transaction must close no later than November 21, 2021. If closing cannot occur by this date, please contact Brenda Young, your RAD transaction manager, to allow for an extension on the RAD approval.
7. The Owner will be subject to all terms and conditions in the executed PBV HAP Contract.
8. Ownership will complete all critical and non critical repair needs listed on the CNA from operating cash. All immediate needs and Accessibility work total \$11,300. Ownership will also complete all non-critical repairs listed under deferred maintenance that total \$35,750. The Ownership will provide work orders for all completed work prior to execution of the HAP contract.

Once the PBV HAP contract is executed, please forward a copy of the executed contract within three (3) business days to your RAD Transaction Manager, Brenda Young, at brenda.s.young@hud.gov, with a subject line "PBV HAP Contract for Warwick SRO".

Thank you for your commitment to affordable housing and your interest in the RAD program. We will be in further contact as the conversion target date approaches. If you have any questions, please call Brenda Young, RAD transaction manager, at 202-402-6275 or brenda.s.young@hud.gov.

Sincerely,



Thomas R. Davis
Director
Office of Recapitalization

Digitally signed by: Thomas R. Davis
Date: 2021.08.17 17:55:33 -04'00'

Enclosures for Letters:
PBV HAP Contract Part I
PBV HAP Contract Part II

cc:

Robert Davenport, Public Housing Director, PIH Richmond
Rodolfo Garcia, Financial Analyst, PIH HQ
Bonita Booker, Public Housing Revitalization Specialist, MF Richmond
Becky Primeaux, Director, Housing Voucher Management and Operations Division
Teresa Bennett, Executive Director, Newport News Redevelopment & Housing Authority

ITEM NUMBER 5

New Business

- a. Consider a resolution authorizing the Executive Director enter into a contract for services with the City of Newport News for the administration of the HOME Investment Partnerships Program for 2021-2022
- b. Consider a resolution authorizing the Executive Director enter into a contact for services with the City of Newport News for the administration of the Community Development Block Grant (CDBG) Program for 2021-2022
- c. Consider a resolution authorizing the Executive Director enter into a contract for services with Hampton Roads Community Action Program, Inc., Boys and Girls Clubs of the Virginia Peninsula, Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., Menchville House Ministries, Inc., and House of Refuge Worship Center
- d. Consider a Resolution approving a loan modification of the Newport News Urban Development Action Grant Loan Funds for Pearlie's Restaurant

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: September 14, 2021

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director

SUBJECT: Contract for Services between the NNRHA and City of Newport News for the administration of the HOME Investment Partnerships Program for 2021-2022

Attached is a resolution authorizing the Executive Director to execute contracts for services between the City of Newport News and the Newport News Redevelopment and Housing Authority for the administration of the HOME Investment Partnerships (HOME) for the 2021-2022 fiscal year. The City Council approved the Consolidated Plan for Housing and Community Development and the Annual Action Plan on May 25, 2021, and authorized the City Manager to execute contracts with NNRHA.

The City of Newport News' Consolidated Plan for Housing and Community Development is a planning requirement of the U.S. Department of Housing and Urban Development (HUD) for the receipt and use of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. As a recipient of these funds, the City is required to prepare a long range consolidated plan that identifies housing, community and economic development needs and determines priorities, establishes strategic goals and allocate resources for programs funded by HUD and administered by the City. The Authority administers the both programs of behalf the City of Newport News under separate contract agreements.

The overall objective of the HOME program is to expand the supply of safe, decent, and affordable housing in the community. This encompasses a wide range of activities including building, buying, and rehabilitating affordable housing for rent or homeownership down payment assistance to low-income people. The HOME program also helps to expand the capacity of non-profit, Community Housing Development Organizations (CHDO).

The 2021-2022 HOME budget consists of \$771,200 in entitlement funding from the Department of Housing and Urban Development (HUD) and \$140,000 in estimated program income for a total of \$911,200. Administrative costs are set at 10% of the total HOME budget and at least 15% of funds must be set aside for specific activities to be undertaken by an approved CHDO.

In preparation for the 2021-2022 Annual Action Plan update, three public meetings were held by NNRHA's Community Development and City staff: December 10, 2020, December 14, 2020 and April 22, 2021. The Annual Action Plan has been submitted to HUD and is currently under review.

Board approval of the attached resolution is recommended in order to continue important community development initiatives in the City of Newport News. The Board's action will allow the Executive Director to carry out the activities outlined in the executed agreements subject to HUD's formal approval.

The Contracts outline specific programs for which the Authority has administrative and program responsibilities and will be submitted to Mr. Suttle for his review and approval.

Board approval of the attached resolution is recommended to continue important community development initiatives in the City of Newport News.

Attachment

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT FOR SERVICES BETWEEN THE CITY OF NEWPORT
NEWS AND THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY TO ADMINISTER THE FISCAL YEAR 2021-
2022 HOME INVESTMENT PARTNERSHIPS PROGRAM**

WHEREAS, it is anticipated that the Department of Housing and Urban Development (HUD) will provide the City of Newport News HOME Investment Partnerships (HOME) entitlement funds in the amount of \$771,200 for the fiscal year ending June 30, 2022 to carry out eligible HOME activities; and

WHEREAS, additional funds in the amount of \$140,000 in HOME estimated program income will be available as part of the HOME program; and

WHEREAS, the City Manager is authorized to execute a contract with the Newport News Redevelopment and Housing Authority to administer the HOME program as approved for FY 2020-2021 subject to funding approval by HUD and contract review and approval by the City Attorney; and

WHEREAS, the Board's action will allow the Executive Director to carry out the activities outlined in the executed agreements subject to HUD's formal approval;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Newport News Redevelopment and Housing Authority that the Chairman or Secretary-Treasurer is authorized to execute Contracts for Services between the City of

Newport News and the Newport News Redevelopment and Housing Authority for the HOME Investment Partnerships program subject to the City Manager's signature, Authority attorney review and funding availability.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: September 14, 2021

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director

SUBJECT: Contract for Services between the NNRHA and City of Newport News for the administration of the Community Development Block Grant Program for 2021-2022

Attached is a resolution authorizing the Executive Director to execute contracts for services between the City of Newport News and the Newport News Redevelopment and Housing Authority for the administration of the Community Development Block Grant (CDBG) for the 2021-2022 fiscal year. The City Council approved the Consolidated Plan for Housing and Community Development and the Annual Action Plan May 25, 2021 and authorized the City Manager to execute contracts with NNRHA.

The Authority administers the CDBG program on behalf of the City of Newport News. The CDBG program is a flexible US Department of Housing and Urban Development (HUD) entitlement program that provides communities with resources to address a wide range of unique community development needs. The City receives annual entitlement grant funds to provide decent affordable housing, services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses.

One Contract outlines specific programs for which the Authority has administrative and program responsibilities. The second Contract is for the programs the Authority undertakes as a sub-recipient to the city which include housing rehabilitation, acquisition of real property and commercial loan activities.

The 2021-2022 Annual Action Plan budget for CDBG activities consists of \$1,327,413 for a total of \$1,477,413.

In preparation for the 2021-2022 Annual Action Plan update, three public meetings were held by NNRHA's Community Development and City staff: December 10, 2020, December 14, 2020 and April 22, 2021. The Annual Action Plan has been submitted to HUD and is currently under review.

Board approval of the attached resolution is recommended in order to continue important community development initiatives in the City of Newport News. The Board's action will allow the Executive Director to carry out the activities outlined in the executed agreements subject to HUD's formal approval.

Attachment

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT FOR SERVICES BETWEEN THE CITY OF NEWPORT
NEWS AND THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY TO ADMINISTER THE FISCAL YEAR 2021-
2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, it is anticipated that the Department of Housing and Urban Development (HUD) will provide the City of Newport News Community Development Block Grant (CDBG) entitlement funds in the amount of \$1,327,413 for the fiscal year beginning June 30, 2021 to carry out eligible CDBG activities; and

WHEREAS, additional funds in the amount of \$150,000 in CDBG estimated program income will be available as part of the CDBG program; and

WHEREAS, the City Manager is authorized to execute a contract with the Newport News Redevelopment and Housing Authority to administer the CDBG program as approved for FY 2021-2022 and carry out sub-recipient program activities subject to funding approval by HUD and contract review and approval by the City Attorney; and

WHEREAS, the Board's action will allow the Executive Director to carry out the activities outlined in the executed agreements subject to HUD's formal approval;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Newport News Redevelopment and Housing Authority that the Chairman or Executive Director is authorized to execute Contracts for Services between the City of Newport News and the Newport News Redevelopment and Housing Authority for the Community Development Block Grant program subject to the City Manager's signature, Authority attorney review and funding availability.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: September 14, 2021

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director

SUBJECT: Contract for Services between the Authority and the following eight (8) non-profit agencies: Hampton Roads Community Action Program, Inc. Boys and Girls Clubs of the Virginia Peninsula, Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., Menchville House Ministries, Inc., and House of Refuge Worship Center

Attached is a resolution authorizing the Executive Director to enter into contractual agreements with the above eight (8) non-profit organizations for fiscal year 2021-22, contingent upon the City Manager's signature of the 2021-22 Consolidated Housing and Community Development Agreement between the City and the Authority.

Copies of the contracts have been submitted to Mr. Ray Suttle for his review and approval.

Adoption of the attached resolution is recommended to enable the Newport News Redevelopment and Housing Authority to fulfill its Consolidated Plan administrative contractual obligations with the City of Newport News.

Attachments

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO
CONTRACTS FOR SERVICES WITH HAMPTON ROADS COMMUNITY ACTION
PROGRAM, INC., BOYS AND GIRLS CLUBS OF THE VIRGINIA PENINSULA, INC.,
FREEDOM OUTREACH CENTER, INC., LINK OF HAMPTON ROADS, INC.,
TRANSITIONS FAMILY VIOLENCE SERVICES, INC., PENINSULA AGENCY ON
AGING, INC., MENCHVILLE HOUSE MINISTRIES, INC., AND HOUSE OF REFUGE
WORSHIP CENTER FOR FISCAL YEAR 2021-2022**

WHEREAS, the Newport News Redevelopment and Housing Authority wishes to enter into contractual agreements with the Hampton Roads Community Action Program, Inc., Boys and Girls Clubs of the Virginia Peninsula, Inc., Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., Menchville House Ministries Inc., and House of Refuge Worship Center for the provisions of certain programs; and

WHEREAS, the Council of the City of Newport News on May 25, 2021 approved Community Development Block Grant funding to the above non-profit organizations to assist with projects as identified on the Non-Profit Contract Summary.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Chairman or Executive Director is hereby authorized to execute contractual agreements between the Authority and (1) Hampton Roads Community Action Program, Inc., (2) Boys and Girls Clubs of the Virginia Peninsula, Inc., (3) Freedom Outreach Center, Inc., (4) LINK of Hampton Roads, Inc., (5) Transitions Family Violence Services, Inc., (6) Peninsula Agency on Aging, Inc., (7) Menchville House Ministries, Inc., and (8) House of Refuge Worship Center. This action is subject to the City Manager's approval of the contract for services between the City of Newport News and Newport News Redevelopment and Housing Authority for the administration of the Community Development Block Grant program for 2021-2022, funding availability, and review by the NNRHA attorney.

2021 - 2022 NON-PROFIT CONTRACT SUMMARY

RECIPIENT, FUNDING, AMOUNT

MAJOR SCOPE OF SERVICES

The Boys and Girls Club of the Virginia Peninsula shall provide the following services:

**Boys and Girls Club of the
Virginia Peninsula, Inc.**

Funding: CDBG

Amount: \$48,000

**Boys and Girls Clubs Marshall
Courts Site**

Funding: CDBG

Amount: \$32,000

Total Amount: \$80,000

- a) Safe Children Program – to include organized group activities lead by adult leaders. During the power hour segment of this program, all children are required to study and complete homework assignments. The Technology Center provides computers to assist the children with the completion of their homework.
- b) Life-Enhancement and Teen Center Programs – to include personal and educational development, citizenship and leadership development, cultural enrichment, health and physical education, social recreation and outdoor and environment education for approximately 2,500 youth.
- c) Literacy learning to include school subject tutoring and homework assistance, standards of learning, mentoring and arts and crafts.
- d) Community wellness to include physical fitness, organized team sports, football, basketball, cheerleading, swimming, game room activities, health education and hygiene, SMART Moves, a Prevention Program, and SMART Smiles a conflict resolution Gang Prevention.
- e) Teen Center Program – meets the needs of the teenagers by providing them a place of their own Mondays thru Fridays from 6:00 pm to 9:00 pm. The age range is from 13 to 18 years of age.
- f) These services will be provided at the Boys and Girls Clubs of the Virginia Peninsula to meet the broad national objective benefiting low and moderate-income persons as a limited clientele activity on a city-wide basis.

2021 - 2022 NON-PROFIT CONTRACT SUMMARY

MAJOR SCOPE OF SERVICES

RECIPIENT, FUNDING, AMOUNT

The Center shall provide the following services to former inmates and young adults exhibiting the potential for entry and/or re-entry into the criminal justice system, youth, adults and families:

- a) Fatherhood Program
- b) Former Inmate Assistance
- c) Families-at-Risk Counseling
- d) Job Counseling
- e) Vocational Training
- f) Drug Intervention and Prevention
- g) Crime Intervention and Prevention
- h) Food Assistance Program
- i) Clothes Giveaways
- j) Referral Services
- k) In-Office Volunteer Program
- l) Drop-In Activities
- m) Networking with Other Agencies
- n) Emergency/Temporary Shelter Referral
- o) This program will be administered to meet the broad national objective benefiting low and moderate income persons as a limited clientele activity.

Freedom Outreach Center, Inc.

Funding: CDBG

Amount: \$15,100

LINK shall provide the following services:

- a) Coordinate with churches participating in the Congregation Program located in the East End, Denbigh area and the downtown areas of Newport News to open their facilities for person who need shelter and food.
- b) Ensure the provision of safe and accessible shelter, toiletries, dinner and breakfast for approximately five hundred fifteen (515) persons during the winter months from November 2021 to March 2022.
- c) Coordinate participating congregations' provision of shelter for seven nights, from Wednesday to Wednesday on a rotating weekly basis for twenty (20) weeks.
- d) This activity meets the broad national objective of benefiting low and moderate income persons as a limited clientele activity on a city-wide basis.

LINK of Hampton Roads, Inc.

Funding: CDBG

Amount: \$20,000

The Hampton Roads Community Action Program, Inc. shall provide the following services:

- a) Clean Comfort - Provides supportive services for the homeless population (showering facilities, clean clothing and referral services). The broad national objectives for this activity is a benefit to low and moderate income persons as a limited clientele on a city-wide basis.

Hampton Roads Community Action Program, Inc.

Funding: CDBG

2021 - 2022 NON-PROFIT CONTRACT SUMMARY

MAJOR SCOPE OF SERVICES

RECIPIENT, FUNDING, AMOUNT

<p>Fair Housing Amount: \$7,000</p> <p>Housing Counseling Amount: \$21,515</p> <p>Clean Comfort Amount: \$20,623</p> <p>Total Amount: \$49,138</p>	<p>b) Fair Housing/Housing Counseling – Offers clients a full range of counseling services in the areas of pre-occupancy, pre-purchase, pre-rental, mortgage default, rental delinquency and home equity conversion; includes Fair Housing Counseling and education, complaint hot-line and resolution.</p>
<p>Peninsula Agency on Aging, Inc.</p> <p>Funding: CDBG</p> <p>Amount: \$15,000</p>	<p>Peninsula Agency on Aging Inc. shall provide the following services:</p> <p>a) Funds will be provided to this non-profit agency to assist with operating expenses to provide Meals on Wheels for approximately 15 to 20 frail at-risk seniors living in five (5) Newport News income-based complexes.</p> <p>b) This program will meet the broad national objective benefiting low and moderate persons as a limited clientele activity on a city-wide basis.</p>
<p>Transitions Family Violence Services</p> <p>Funding: CDBG</p> <p>Amount: \$40,000</p>	<p>Transitions Family Violence Services shall provide the following services:</p> <p>a) Transitions shall provide the services necessary to benefit approximately 400 victims of domestic violence, who reside in a 29-bed Emergency Shelter facility.</p> <p>b) Transitions shall provide counseling and/or referral services to clients residing in emergency housing to include:</p> <ol style="list-style-type: none"> 1. Employment 2. Education 3. Housing 4. Survival Skills 5. Any other services as may be appropriate. <p>c) The nature of this activity requires the locations remain confidential. The broad national objective for this activity is benefits to low and moderate-income persons as a limited clientele on a city-wide basis.</p>

2021 - 2022 NON-PROFIT CONTRACT SUMMARY

RECIPIENT, FUNDING, AMOUNT

MAJOR SCOPE OF SERVICES

Menchville House Ministries, Inc. Funding: CDBG Amount: \$10,000
House of Refuge Worship Center Funding: CDBG Amount: \$5,000

Menchville House Ministries, Inc. shall provide the following services:

- a) Funds will be used to assist this non-profit organization with operating costs at the Menchville House Group Home.
- b) This facility is to be utilized as a shelter providing housing to approximately 300 adults and children in crisis situations. In addition, a life assistance program will be provided which will enable families and single women to become independent, capable of caring and providing for themselves without public assistance and becoming contributing members of the community.

These services will be provided at the Menchville House Group Home facility, formerly known as Fairfield Apartments, located at 13658 Boulevard. The services will be provided to meet the broad national objective benefiting low-moderate income persons as a limited clientele on a city-wide basis.

The House of Refuge Worship Center shall provide the following services and undertake the following activities in the southeast area of Newport News:

CDBG funds will be used to help accommodate families with more than one child and who have low to moderate income, attend their summer camp. The funds will offset the costs of t-shirts, materials and supplies, field trips, games and meals. House of Refuge's after school program would also benefit from CDBG funding provided. In total, there are estimated to be six (6) beneficiaries for the programming provided by the organization.

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM**

DATE: September 15, 2021

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director

SUBJECT: Newport News Urban Development Action Grant (NNUDAG) Loan
Payment Agreement / Azeem Enterprises, Inc. DBA Pearlie's Restaurant

The purpose of this memo is to ask you to consider a loan payment agreement for the above referenced loan which matured on June 30, 2021.

Over the past eleven years, the board has approved several loan modifications for this business. In June 2019, the NNRHA board approved to extend the term for 24 months and allow continued payments of \$200 per month through June 2021.

The extended loan term ended June 30, 2021 with a balloon payment balance due of approximately \$65,760.88. NNRHA staff sent a notification letter to the business owners requiring the outstanding balance to be paid by August 30, 2021.

The owners notified NNRHA staff that they were unable to pay the full balance and requested a meeting. On August 10, 2021, NNRHA and City staff met with the owners. During the meeting, the owners asked if the NNRHA board would consider forgiving all or a portion of the debt and release the liens on both the business and rental properties used as collateral for the debt. Given the previous approved modifications, the staff discouraged such a request. The owner then asked if she could pay off the balance in full by December 31, 2021. The owners requested to make four monthly installments to pay off the loan balance. The Authority and City staff advised the owner that the request would be recommended at the September Board meeting if a good faith payment was made prior to the meeting. The Authority received the first payment of \$16,250 on September 7, 2021.

I recommend approval of the proposed payment agreement.

If approved, the Authority's attorney, Raymond Suttle, will prepare the necessary documents. The Azeem's expressed a desire to continue to own and operate the business. The Authority and City staff will continue to offer any technical support to assist the business.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A LOAN
AGREEMENT OF THE NEWPORT NEWS URBAN DEVELOPMENT ACTION GRANT
LOAN FUNDS FOR PEARLIE'S RESTAURANT**

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

WHEREAS, NNUDAG loans for Pearlíe's Restaurant (hereinafter referred to as the "Borrowers") were approved in June 2009; and

WHEREAS, the Authority has previously approved loan modifications for the Borrowers; and

WHEREAS, the loan matured on June 30, 2021 with a balloon payment due at that time of \$65,760.88; and

WHEREAS, the loan is secured by a 1st deed of trust on the commercial building located at 2108 Jefferson Avenue; 1st lien on equipment and inventory; and 1st Deed of Trust on rental property located at 457 Center Avenue Newport News, VA; and

WHEREAS, the Borrowers have requested to pay off the entire balance in monthly installments of \$16,250 in September, October and November with a final fourth installment of approximately \$17,010.88 due by December 31, 2021; and

WHEREAS, the staff of the Authority met with the Borrowers and verified collateral values and discussed the proposed loan payment scenario.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves a loan payment arrangement to allow the Borrowers to make four monthly installments to pay off said loan no later than December 31, 2021. The Authority attorney will prepare all loan documents to effectuate this loan repayment agreement.

REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

SEPTEMBER 2021

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



CONTENTS

Community Development	Page 1
Housing	Page 2
Family Self Sufficiency	Page 3
Wait List Data	Page 5
Finance	Page 6



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COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

The public review and comment period for the 2020-2021 Consolidated Annual Performance and Evaluation Report (CAPER) began on Wednesday, September 1, 2021. The 15-day period ends on Thursday, September 16, 2021. A physical copy of the CAPER (draft version) can be found at each Newport News Public Library site, and at the office of both NNRHA and the City. The report can also be found online via NNRHA's and the City's website.

The City Council approved the use of CDBG-CV funds in the amount of \$1,741,495 on September 14th. HUD provided these funds to address the impacts of COVID-19, especially in lower

income area. NNRHA will administer these funds.

INDIEDWELL CONTAINER HOUSING

IndieDwell engineers and our designer, Matt Burton Architect are determining a course of action for the roof trusses on the structures. IndieDwell engineers are working on providing a roof design that will be feasible.

REHABILITATION

Feasibility Inspections continue to be conducted for all Residential Rehabilitation Programs with three (3) Emergency repairs and zero (0) Open House cases completed for program year 2021-2022 and zero (0) HOMEcare completed.

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

	Emergency Repair	Open House	HOMEcare	All Programs
Projects in Underwriting	3	3	3	9
Projects Pending Appr	0	2	0	2
Ongoing Projects	4	1	0	5
Total in Process	7	6	3	16

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
7	0	1	2	4

RENTAL ASSISTANCE DEMONSTRATION

Spratley House (50 Apartments)

Contractors are working to make up for lost time from previous delays and are progressing satisfactorily. Project is approx. 50% complete including stored material.

Marshall Courts Phase VI (12 Apartments)

The Marshall Courts Phase VI renovation project is complete and all buildings have been turned over to the leasing office.

Commercial Loan Activity

The Board will be asked, this month, to consider a new payment arrangement with Pearlies, the recipient of a NNUDAG loan.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Construction of the first phase of housing, two multi-family buildings located on Jefferson Avenue between 27th and 29th Streets, has begun. The projected completion date is summer 2022.

Planning and design of the Phase Two development on the Ridley site continues. The Citizen Advisory Committee, City and NNRHA staffs are working with the design team to develop a final concept plan for the site. Demolition of the existing Ridley Place housing is scheduled to begin in late October.

Work has also begun to secure funding for Ridley Place on-site development. An application for 9% low-income housing tax credits was submitted on March 17. NNRHA received notification indicating that this application scored high enough to receive tax credits.

Applications for state funding and additional 4% low-income housing tax credits will be submitted this fall. Preliminary planning for Phase Three, downtown housing, has begun.

All Ridley residents have relocated to new housing as of June 30, 2021.

An event for the Marshall-Ridley community residents was held on August 21st to provide an update on CNI redevelopment activities and solicit community input on specific design elements including the Health and Wellness Trail and open space. Over forty community members attended

PUBLIC AND ASSISTED HOUSING

OCCUPANCY REPORT

Total Waiting List Applications:

Public Housing		464
Approved/Eligible	91	
Pending	373	
Section 8		506
Approved/Eligible	95	
Pending	411	

The pending numbers for the Public Housing Program (373) and the Housing Choice Voucher Program (411) 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 June

Public Housing Program	5
Housing Choice Voucher	33
Mod-Rehab (SRO)	<u>1</u>
Total	39

Occupancy Statistics:

Public Housing Program (of 1,098 units)	97%
Section 8 Program (baseline 2,813);	92%
Warwick SRO (of 88 units)	99%

Avg. # of Leasing Days (Public Housing) 49

Average Family Rent Contribution for Move-ins Last Month:

1. Public Housing \$411.
2. Housing Choice Voucher \$497.
3. Warwick SRO \$228.

Lease Rate –Aug 2021 93%

Cumulative Percentage of Section 8 Budget Authority Utilized Aug, 2021 98.3%

FAMILY INVESTMENT CENTER (FIC) ACTIVITIES

EMPLOYED F.I.C. PARTICIPANTS June, 2021 (since 1995)	
Aqueduct	112
Ashe Manor	0
Brighton	46
Cypress	24
Dickerson	185
Harbor Homes	126
Lassiter	95
Marshall	163
Orcutt	28
Orcutt TH	10
Oyster Point	23
Pinecroft	7
Ridley	383
Section 8	71
Spratley	2
Total	1,275

FAMILY SELF-SUFFICIENCY (FSS) UPDATE

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

Housing Choice Voucher Families/FSS 69

Public Housing Families/FSS: 56
HCV Homeownership: 65
Total 190

NEW HOMEOWNER

A single-family home was purchased in Newport News. The total cost of the home was \$218,250. The homeowner was a FSS HCV-V participant

Ridley Relocation as of 9/2/2021

Total Vouchers Allocated-**239**

Total Ridley Residents Waiting for Voucher Issuance-**0**

Total Leased (New Unit) All Phases-222

Total RFTA-1

Total in Temporary Unit/Port-2

Total in Temporary Unit/Searching for S8 Unit-13

***Total Other-1**

*Moved out of Ridley unit and does not want to utilize voucher

Community Resources Resident Relations - Seniors

Medicare Question & Answer

Ken Hodge with Benefit Plan Services, partnered with the Community Resources Department to provide a Medicare question and answer session at Pinecroft Apartments followed by bingo and ice cream. Twenty-five residents attended the program; engaging in the session and enjoying the fellowship. Mr. Hodge is a Medicare insurance agent representing 5 different companies. When a resident meets with him, he completes a thorough assessment of their needs and links them to a plan that fits them the best. Sessions will be scheduled at Ashe Manor in September



Senior Happenings

There was a NNFD Fire Safety program at Doris Miller on August 19th and a Senior Meet and Greet at the Scott Center on August 26th that seniors from Marshall Courts and Ashe Manor were invited to.

Community Resources delivered invitations to each door at Ashe Manor and mailed to Marshall Courts residents.

Dominion Terminal Associates Donates Computer to Scholarship Awardee



Ms. Vicki Malone
Dominion Terminal Associates
(Human Resources Manager)



Zion Smith
2021 NNRHA Scholarship Recipient

Dominion Terminal Associates sponsored a \$10,000.00 scholarship award, brand new laptop and a \$150.00 gift card to Zion Smith the 2021 NNRHA scholarship awardee. He is a resident of Marshall Courts apartments. Zion will be attending Old Dominion University for the Fall semester majoring in Computer Science.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of August, 2021**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	100%	16	10	26
Cypress Terrace	99%	10	59	69
Oyster Point/Brighton	97%	10	96	106
Great Oak	98%	90	60	150
Lofts on Jefferson	100%	6	2	8
Jefferson Brookville	100%	7	12	19
Lassiter Courts	95%	3	39	42

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 August, 2021.

Participants:	Public Housing	Housing Choice Voucher	Total
Total number in FSS Program	25	77	102
Employed	13	52	65
Currently not working	9	21	30
Attending Thomas Nelson Comm. College	0	1	1
Enrolled in other Training Program	2	1	3
Employed and going to school	1	2	3
Participants with escrow accounts	11	32	43

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

CY Housing Choice 2021 Annual Budget Authority													\$ 21,659,104		Final budget; 100%	
Additional VASH budget authority													60,089			
Additional CNI budget authority													933,804			
Housing Choice Voucher Funding													\$ 22,652,997			
Mainstream Voucher Program Funding																
Emergency Housing Voucher Program Funding															Final	
Baseline HCV Units													\$ 524,146			
VASH units													\$ 270,432			
CNI tenant protection																
Mainstream Vouchers																
Emergency Housing Vouchers																
													2552			
													54			
													187		2793	
													141			
													32			
													2966			
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		Fraud Recovery	Other Sources Of Funds	NNRHA Held Reserve Balance	HUD Held Reserve Balance			
								From HUD	FSS Forfeitures							
January	HCV MS 2578	93.0% \$ 55.3%	\$ 1,762,573.00 \$ 52,867.00	\$ 683.70 \$ 677.78	(168,467.00) \$ 52,867.00	91.3% 107.8%	\$ 1,931,040.00 \$ 49,059.00	\$ 4,094.38			\$ 4,094.38	\$ 662,422.29	1,043,615.48			
February	HCV MS 2594	93.5% \$ 57.4%	\$ 1,778,481.00 \$ 53,838.00	\$ 685.61 \$ 664.67	(149,426.00) \$ 4,779.00	91.8% 108.8%	\$ 1,927,907.00 \$ 49,059.00	\$ 1,886.50			\$ 1,886.50	\$ 986,296.17	1,064,860.39			
March	HCV MS 2594	92.9% \$ 61.0%	\$ 1,789,670.58 \$ 57,717.00	\$ 689.93 \$ 671.13	(147,309.42) \$ 7,000.00	92.4% 113.8%	\$ 1,936,980.00 \$ 50,717.00	\$ 1,049.00			\$ 1,049.00	\$ 1,134,654.59	1,073,351.05			
April	HCV MS 2601	93.1% \$ 60.3%	\$ 1,793,447.00 \$ 57,083.00	\$ 689.52 \$ 671.56	(138,787.00) \$ 3,159.00	92.8% 105.9%	\$ 1,932,234.00 \$ 53,924.00	\$ -			\$ -	\$ 1,273,441.59	1,065,445.22			
May	HCV MS 2609	93.4% \$ 66.7%	\$ 1,791,158.00 \$ 62,075.00	\$ 686.53 \$ 660.37	\$ 557,417.00 \$ 8,151.00	145.2% 115.1%	\$ 1,233,741.00 \$ 53,924.00	\$ 419.50	\$ 393.00		\$ 812.50	\$ 716,837.09	1,728,176.39			
June	HCV MS 2604	93.2% \$ 70.2%	\$ 1,789,562.00 \$ 63,340.00	\$ 687.24 \$ 639.80	(100,770.00) \$ 51,167.00	94.7% 520.3%	\$ 1,890,332.00 \$ 12,173.00	\$ 874.00	\$ 24,392.00		\$ 25,266.00	\$ 842,873.09	1,744,953.05			
July	HCV MS 2601	93.1% \$ 69.5%	\$ 1,821,338.00 \$ 62,697.00	\$ 700.25 \$ 639.77	(58,281.00) \$ 3,826.00	96.9% 106.5%	\$ 1,879,619.00 \$ 58,871.00	\$ 495.50			\$ 495.50	\$ 901,649.59	1,743,984.55			
August	HCV MS 2611	93.5% \$ 70.2%	\$ 1,841,606.00 \$ 63,416.00	\$ 705.33 \$ 640.57	(38,012.00) \$ 4,545.00	98.0% 107.7%	\$ 1,879,618.00 \$ 58,871.00	\$ 839.50			\$ 839.50	\$ 940,501.09	1,733,122.05			
													\$ 14,840,868.58		\$ 34,443.38	

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 September 21, 2021 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