

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

**September 15, 2026
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, August 18, 2026
4. Communications
5. New Business
 - a. **Public Hearing** to receive comments on the Five-Year Agency Plan and Annual Plan for FY 2027-2031.
 - b. Consider a Resolution Approving the Public Housing Agency Plans (Five-Year Plan and Annual Plan for FY 2027-2031) and submission of HUD Form 50075-ST.
 - c. **Public Hearing** to receive comments on the Capital Fund Program FY 2026-2030 Capital Five-Year Plan.
 - d. Consider a Resolution Approving the Capital Fund Program for FY 2026-2030 (Capital 5-Year Plan)
 - e. Consider a Resolution Approving the Adoption and Implementation of the Newport News Redevelopment & Housing Authority Credit Card Policy.
 - f. Consider a Resolution of the Newport News Redevelopment & Housing Authority, Evidencing the Authority's Intent to Establish and Implement a Disposition of Assets Policy.
6. Report to the Board
7. **No Closed Session**
8. Any other business to come before the Board.
 - Comments from the Public: (*Time limit 5 Minutes*)
9. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
August 18, 2026**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at 227 27th Street, in the City of Newport News, Virginia, at 8:31 a.m. on Tuesday, August 18, 2026.

Pledge of Allegiance	Ms. Andrea Diggs 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 Chair, Mr. Holloman, and those present were as follows: Commissioners present: - Thaddeus Holloman Alonzo Bell, Jr. William Black George Knight Barbara Holley Andrea Diggs Dr. Helmuth Trieschmann Also present: Raymond H. Suttle, Jr. Kaufman & Canoles, P.C. Lysandra M. Shaw Executive Director Ronald Jackson Deputy Executive Director Felicia Simmons, Director Administrative Services Kayonia M. Betts Executive Assistant Tricia Wilson City of Newport News Via Teams Twylla Lozada Charity Means Love Foundation LaWanda Carter R.E.D. Academy Justin Orie NNRHA IT Department
Approval of Minutes June 16, 2026	Commissioner Bell moved that the minutes of the regular meeting of the Board of Commissioners held on June 16, 2026, be approved. The motion was seconded by Commissioner Knight and passed with a unanimous vote.
Communications	The following communications were provided to the Board and reviewed by the Executive Director. Ms. Shaw reported that Great Oak Apartments received an A rating on its recent Comprehensive Management and Occupancy Review, reflecting the property's strong performance. The Board also reviewed HUD NSPIRE inspection results for several properties, including Pinecroft Apartments (97), Orcutt Townhomes III (84), Lassiter Courts (97), Spratley House (87), and Aqueduct Apartments (91). The Authority conducts regular pre-inspections through a consulting firm to identify and correct deficiencies before official HUD inspections. The Board discussed tenant accountability and the inspection process before concluding the discussion with no further questions.

**Minutes of a Meeting of the
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August 18, 2026**

New Business

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing the Executive Director to Execute Contracts for Services Between the City of Newport News and the Newport News Redevelopment and Housing Authority to Administer the Fiscal Year 2026-2027 Community Development Block Grant Program

The Board was provided copies of 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 2026-2027 program year. The City Council approved the Consolidated Plan for Housing and Community Development and the Annual Action Plan on August 11, 2026, and authorized the City Manager to execute contracts with NNRHA.

The Authority will continue to administer the CDBG program on behalf of the City, including oversight of housing, community development, and economic development activities. The contracts cover both NNRHA's administrative responsibilities and its role as a subrecipient for housing rehabilitation, real property acquisition, and commercial loan programs. The resolution also authorizes execution of extensions for prior-year CDBG contracts where funds remain available. The 2026-2027 CDBG budget totals \$1,446,779, consisting of \$1,316,779 in entitlement funds and \$130,000 in estimated program income.

Adoption of the resolution was recommended.

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

The Board of Commissioners of the Newport News Redevelopment and Housing Authority Authorizing the Executive Director to Execute Contracts for Services Between the City of Newport News and the Newport News Redevelopment and Housing Authority to Administer the HOME Investment Partnership Program for Fiscal Year 2026-2027

The Board was provided copies of a resolution authorizing the Executive Director to execute a contract between the City of Newport News and NNRHA for administration of the HOME Investment Partnerships (HOME) Program for the 2026-2027 program year. Ms. Shaw reported that City Council approved the Consolidated Plan and Annual Action Plan on August 11, 2026, and authorized the City Manager to execute the agreement with NNRHA. The Authority will continue managing HOME program administration and program activities on behalf of the City to support the development and preservation of affordable housing.

The HOME program's primary objective is to expand the supply of safe, decent, and affordable housing through activities such as housing construction, acquisition, rehabilitation, homeownership assistance, and support for Community Housing Development Organizations (CHDOs).

The 2026-2027 HOME budget includes approximately \$789,531 in HUD entitlement funding, with administrative costs limited **to** 10% of the total budget and at least 15% of funds reserved for eligible CHDO activities. The resolution also authorizes the Executive Director to execute extensions for prior-year HOME contracts with unexpended funds to ensure continued compliance with HUD requirements and full utilization of available funding.

Adoption of the resolution was recommended.

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

The Board of Commissioners of the Newport News Redevelopment and Housing Authority approving the contract for services between the NNRHA and the following eight (8) non-profit agencies

The Board was provided copies of a resolution authorizing the Executive Director to enter into contractual agreements with eight (8) non-profit organizations for fiscal year 2026-27, contingent upon the City Manager's signature of the 2026-27 Consolidated Housing and Community Development Agreement between the City and the Authority. The agencies include the Hampton Roads Community Action Program Inc., House of Refuge Worship Center, 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., and Menchville House Ministries, Inc.

Ms. Shaw recommended approval of the resolution.

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

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**The Board of
Commissioners of
the Newport News
Redevelopment and
Housing Authority
Authorization for
Execution of Bond
Loan Forbearance
and Permanent
Financing
Documents for
Choice
Neighborhood IV-R
on Behalf of NNRHA**

The Board reviewed a resolution authorizing the Executive Director to execute documents necessary to complete the permanent financing and loan conversion for Choice Neighborhood IV-R (Legacy Landing), an 84-unit mixed-income housing development. Ms. Shaw reported that the project was initially financed through a \$16.3 million construction loan funded by tax-exempt bonds issued by NNRHA and that certain bond loan documents must be amended to facilitate loan extensions and financing conversions.

Ms. Shaw further explained that Sentara Health provided up to \$6 million in construction-to-permanent financing and that extending the completion and conversion deadlines to November 29, 2026, is necessary to allow the loan to convert to permanent financing. The resolution authorizes the Executive Director to execute amendments to bond loan documents, loan extension and conversion agreements, subordination agreements, deeds of trust, and other related documents required to finalize the project's permanent financing structure.

Ms. Shaw recommended approval of the resolution.

Commissioner Bell made a motion to approve the resolution. Commissioner Black 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**

Mr. Jackson reported that the 2026–2027 Annual Action Plan (AAP), successfully completed the required 30-day public review and comment period in compliance with HUD requirements. A virtual public hearing was held on July 8, 2026, to present the proposed activities and funding allocations and to gather public input. The plan was developed using the City of Newport News' final Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding allocations from HUD.

Mr. Jackson reported that the Annual Action Plan was scheduled for City Council consideration on August 11, 2026. Upon City Council approval and HUD acceptance, the City will be authorized to expend CDBG and HOME funds for eligible activities during the 2026–2027 program year. NNRHA will continue administering both programs on behalf of the City.

It was further reported that NNRHA successfully achieved all objectives of the FY2025 SPARC grant, fully expended the available funding, and officially closed out the grant. The program supported affordable homeownership by providing eligible homebuyers using Virginia Housing loan products with a 1% mortgage interest rate reduction. NNRHA plans to continue its partnership with Virginia Housing and participate in the next funding cycle.

The Board also received an update on the Residential Rehabilitation Program, which remained active during July 2026. During the reporting period, 10 rehabilitation projects were completed, 30 projects remained under construction or ongoing, and 20 cases were underwriting or pending approval. The program received 12 new applications in July, bringing the total number of applications received to 47.

Mr. Jackson also reported on the Asset Repositioning Strategic Plan, The Board received an update on the Authority's repositioning efforts. Staff reported that AH Forward has submitted a draft Repositioning Plan and a draft Capital Needs Assessment Request for Proposals (RFP) for the public housing portfolio. Staff will review both documents and meet with AH Forward to discuss the drafts, provide feedback, and determine next steps for advancing the repositioning process.

Additionally, the Board received an update on post-Management and Occupancy Review (MOR) activities at Cypress Terrace. Du and Associates continue to provide technical assistance and support following HUD's review. Progress has been made toward achieving HUD compliance and restoring voucher readiness, with TRACS compliance increasing to 82% after additional certifications were submitted. Recertification efforts are nearing completion, with only a small number of resident files remaining outstanding.

The waiting list has been reopened, and applicant interviews are being conducted regularly, resulting in significant progress in applicant processing. Reviews of utility allowance documentation and tenant file compliance remain underway, while rent

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adjustment requests continue to move through HUD's review process. Updates provided to HUD have highlighted the property's improving compliance status and its readiness to resume normal voucher activity once all required compliance benchmarks are met.

Ms. Lockley reported the NNRHA Controlled Multi-Family Properties Waitlist data as follows: There are 2206 Public Housing applications, 33 of which are approved leaving 2173 pending applications. The Housing Choice Voucher program has 3902 applications, of which 92 were approved with 3810 pending. During the month of July, the Public Housing program housed 6 new applicants. The Housing Choice Voucher Program housed 17 new applicants and MOD-Rehab (SRO) housed 2 new applicants for a total of 25 new applicants housed. The Public Housing program is currently occupied at 96%, and the Housing Choice Voucher program is currently at 85%. The MOD Rehab Program, which includes Warwick SRO, is 95% occupied. All of the apartment affordable housing communities are occupied at 85% on average.

During the month of July, community resource activities included several community outreach and resident engagement activities. A mini health expo event was hosted at Pinecroft Apartments, providing residents with access to health and wellness resources. In addition, a summer youth program was held at the Marshall Courts Recreation Center, and HRCAP hosted a budget workshop at Aqueduct Apartments. Staff also coordinated and supported various educational workshops and community programs for residents at Aqueduct Apartments, Marshall Courts, and the Marshall Courts Recreation Center.

Mr. Jackson presented an overview of the Housing Choice Voucher (HCV) Program reserves and funding activity. The report explained the distinction between reserves held by HUD and reserves maintained by the Housing Authority. HUD provides funding for housing assistance payments; however, the amount the Housing Authority ultimately pays on behalf of program participants may be higher or lower than the amount received from HUD. He also noted that when housing assistance payment expenses exceed HUD funding, the Housing Authority must use reserve funds to cover the difference. As a result, reserve balances fluctuate based on the relationship between HUD funding allocations and actual program expenditures. The report reflects these funding and reserve activities. Mr. Jackson also reported that the Housing Authority is authorized to administer 3,154 vouchers. Although the current number of vouchers in use is below the authorized level, the program is operating at full funding utilization and slightly above authorized funding levels. To manage available funding, the Housing Authority currently requires receiving housing authorities to absorb voucher holders who transfer assistance to another jurisdiction, rather than billing NNRHA for those costs.

Ms. Simmons reported that Elevated Technologies, Inc., operating as Metro Elevator, was selected to complete the elevator modernization project. The contract was executed in June 2026, and the project remains on schedule with an anticipated completion date of December 2026. Metro Elevator has begun procuring necessary materials, while engineering and design activities are underway. Staff will continue to monitor the project and provide updates as key milestones are achieved. The current phase focuses on modernizing the passenger elevator, with upgrades to the freight elevator planned following completion of the initial work. It was also noted that the modernization will replace the aging elevator system with updated equipment and bring the elevator into compliance with current code requirements. Extended lead times for specialized parts and fabrication have been incorporated into the project schedule.

Additionally, several Requests for Proposals (RFPs) and Invitations for Bids (IFBs) are currently active. An RFP for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program administration services was posted on August 7, 2026, and is scheduled to close on September 7, 2026. In addition, IFBs for Marshall Courts Phase III façade repairs and painting, as well as Pinecroft hallway painting, were posted on August 7, 2026, with both solicitations closing on September 7, 2026. Ms. Simmons further reported that IFBs for Pinecroft apartment exterior washing and painting and for Marshall Courts roof overlay, fascia, and gutter repairs were posted on August 14, 2026, and are scheduled to close on September 14, 2026. These procurement activities support ongoing capital improvement and property maintenance efforts across the Authority's portfolio.

Ms. Shaw reported that occupancy levels at The Lift and Rise and Legacy Landing remain strong. CNI IV-R is currently 99% complete, with remaining work focused on final infrastructure improvements. The Wellness Center is 96% complete, and the retail component is 100% complete. Staff also reported ongoing efforts to finalize the completion and occupancy of retail spaces at the development.

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Regarding Phase V, located at 28th Street and Washington Avenue, there were minor delays related to site soil conditions. These issues are being addressed, and vertical construction is expected to begin within the coming weeks. Ms. Shaw further reported that the original CNI grant is scheduled to expire in September 2026. While the Authority expects to close out the original grant funding, supplemental funding will support the completion of remaining housing activities. As part of the grant closeout process, staff are implementing a CNI Sustainability and Endowment Plan to ensure residents continue receiving supportive services after the grant period ends. Funding from the original grant has been set aside to support resident services during the transition period and help maintain program stability following grant expiration. USI will continue to partner with the Authority through the transition and sustainability phases.

No Closed Session

Other Business

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Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:12 a.m.

Secretary-Treasurer

ITEM NO. 4

Communications

NNRHA NSPIRE INSPECTION REPORTS

Property Name	Housing Type	Date of Inspection	Inspection Score
Orcutt Townhomes I	RAD	7/28/2026	17
Marshall Courts Apartments	PH	8/27/2026	70



Inspection No: INSP-80014
Inspection Type: General NSPIRE Inspection

Property: (800256807) - 900 36th Street, Newport News, VA, 23607, US
Inspection Date: 7/28/2026
Inspector: ,

Escort Name: Dominique Oaks
Property Type: RW
Inspection Start Date/Time: 7/28/2026 8:46 AM

Escort Email: doaks@nnrha.org
Scattered Site: Yes
Inspection End Date/Time: 7/28/2026 1:27 PM

Present During Inspection: Yes

Preliminary Scores

Preliminary Inspection Score: 24
Preliminary Calculated Score: 24
Preliminary Units Threshold: 76.23
Preliminary Property Threshold: 76
Preliminary Projected Inspection Score: 17
Preliminary Non-Scored Symbols: *+^

Final Scores

Final Inspection Score: 24
Final Calculated Score: 24
Final Units Threshold: 76.23
Final Property Threshold: 76
Final Projected Inspection Score: 17
Final Non-Scored Symbols: *+^
Final Review: Accept

Building/Unit Inspection Data

Type			Inspection
	Property Total	Sample Size	Total Units Inspected
Buildings	20	15	15
Units	40	19	19

Occupancy Information

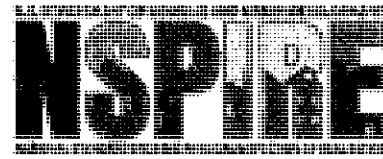
Occupancy Rate(%)
98

Deficiency Summary

Inspectable Area	Life-Threatening	Severe	Moderate	Low
Inside	0	0	0	0
Outside	0	0	0	1
Units	30	10	9	3

Scoring Summary

Inspectable Area	Life-Threatening	Severe	Moderate	Low
Inside				
Outside				
Units				
Total				
			Overall	



Inspection No: INSP-74979
Inspection Type: General NSPIRE Inspection

Property: (VA003000302) - 34TH, NEWPORT NEWS, VA, 23607, US
Inspection Date: 8/27/2026
Inspector: ,

Escort Name: Twona Linzy
Property Type: RW
Inspection Start Date/Time: 8/27/2026 8:30 AM

Escort Email: tlinzy@nnrha.org
Scattered Site:
Inspection End Date/Time: 8/28/2026 11:46 AM

Present During Inspection: Yes

Preliminary Scores

Preliminary Inspection Score: 70
Preliminary Calculated Score: 70
Preliminary Units Threshold: 27.92
Preliminary Property Threshold: 30
Preliminary Projected Inspection Score: 70
Preliminary Non-Scored Symbols: *^

Final Scores

Final Inspection Score:
Final Calculated Score:
Final Units Threshold:
Final Property Threshold:
Final Projected Inspection Score:
Final Non-Scored Symbols:
Final Review: Accept

Building/Unit Inspection Data

Type			Inspection
	Property Total	Sample Size	Total Units Inspected
Buildings	74	23	23
Units	347	30	30

Occupancy Information

Occupancy Rate(%)
90

Deficiency Summary

Inspectable Area	Life-Threatening	Severe	Moderate	Low
Inside	0	0	0	0
Outside	1	0	4	0
Units	15	15	47	5

Scoring Summary

Inspectable Area	Life-Threatening	Severe	Moderate	Low
Inside				
Outside				
Units				
Total				
			Overall	

ITEM NUMBER 5

New Business

- a. **Public Hearing** to receive comments on the Five-Year Agency Plan and Annual Plan for FY 2027-2031.
- b. Consider a Resolution Approving the Public Housing Agency Plans (Five-Year Plan and Annual Plan for FY 2027-2031) and submission of HUD Form 50075-ST.
- c. **Public Hearing** to receive comments on the Capital Fund Program FY 2026-2030 Capital Five-Year Plan.
- d. Consider a Resolution Approving the Capital Fund Program for FY 2026-2030 (Capital 5-Year Plan).
- e. Consider a Resolution Approving the Adoption and Implementation of the Newport News Redevelopment & Housing Authority Credit Card Policy.
- f. Consider a Resolution of the Newport News Redevelopment & Housing Authority, Evidencing the Authority's Intent to Establish and Implement a Disposition of Assets Policy.

5A

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

**Public Housing Agency Plans
Five-Year Plan and Annual Plan for FY 2027-2031
Submission of HUD Form 50075-ST**

This morning a public hearing is being held to receive comments on the proposed Public Housing Agency Five-Year Plan for 2027-2031 and submission of HUD Form 50075-ST.

A notice appeared in the Daily Press on Sunday, July 26, 2026, and in the Tidewater Hispanic on August 6, 2026. The notice was posted at the NNRHA Wilbern Building, all Public Housing rental offices and the occupancy office stating the draft Five-Year Plan was available for public review at the Authority's office at 227 27th Street, Newport News, Virginia during business hours. NNRHA staff met with the Resident Advisory Board on July 30, 2026, to present the draft plan.

I now open this public hearing and invite comments.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: September 8, 2026

TO: All Members, Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director 

SUBJECT: Public Housing Agency (PHA) Plans

Attached for your review and approval is our proposed Five-Year Agency Plan which includes the Annual Plan for FY 2027 along with the required attachments.

The public housing Agency Plan is a comprehensive guide to our policies, programs, services offered to clients, operations and plan to assist with local housing needs. There are two parts to the PHA Plan: The Five-Year Plan and the Annual Plan. The Five-Year Plan describes the mission and goals of the Authority. The Annual Plan is a detailed review of all Authority operations along with the Capital Fund Program priorities. The Plan is required by the Department of Housing and Urban Development.

The Plan includes comments received from residents attending the Resident Advisory Board virtual zoom meeting on July 30, 2026. A telephone call-in number was provided as well. The proposed plan covers the period 2027-2031 and includes an Annual Plan for FY 2027.

The Agency Plan includes all updated requirements for participation in the Rental Assistance Demonstration program, Choice Neighborhoods program and Housing Choice Voucher programs. After Board approval, any new elements will be referenced in our Agency Plan, Admission and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan.

We have met all public participation requirements. A notice appeared in the Daily Press on Sunday, July 26, 2026, and the Tidewater Hispanic on August 6, 2026, stating the draft Plan was available for public review. The Five-Year Agency Plan was also posted on the website. In addition to the Resident Advisory Board meeting held on July 30, 2026; to discuss the contents of the Plan, a public hearing will also be held as part of September 15, 2026, NNRHA board meeting to allow any citizen input.

The Agency Plan is due to HUD no later than October 18, 2026, which is 75 days before the end of our new fiscal year which begins January 1, 2027.

The attached resolution is recommended for approval.

Attachment

**A RESOLUTION AUTHORIZING THE NEWPORT NEWS REDEVELOPMENT
AND HOUSING AUTHORITY TO SUBMIT HUD FORM 50075-ST, PHA PLANS (FIVE-
YEAR PLAN AND ANNUAL PLAN FOR FY 2027 – 2031 TO HUD IN ACCORDANCE
WITH STATUTORY REGULATIONS**

WHEREAS, NNRHA developed a PHA Plan which includes a 5-Year Plan for Fiscal Years 2027 - 2031 and an Annual Plan for Fiscal Year 2027; and

WHEREAS, a notice appeared in the Daily Press, the local newspaper of general circulation on July 26, 2026, and Tidewater Hispanic on August 6, 2026, stating the place and location of the Plan for public review and comments and to announce the date, time and place for the public hearing; and

WHEREAS, this notice met the requirement for notifying the public and residents of the public hearing; and

WHEREAS, NNRHA staff met with the Resident Advisory Board on July 30, 2026 to present the draft plan; and

WHEREAS, a copy of the draft plan was provided to the City Manager of the City of Newport News for comments; and

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

WHEREAS, the 5 Year and Annual Plan applies to all of the Authority's Asset Management Projects (AMPs); and

WHEREAS, a public hearing was held at the regularly scheduled Board of Commissioners Meeting of the Newport News Redevelopment and Housing Authority on September 15, 2026, to receive comments; and

WHEREAS, all required documents are in order:

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the 5-Year Plan and Capital Grant five-year funding for Fiscal Year 2027 – 2031 and the Annual Plan for Fiscal Year 2027, is hereby approved. The Executive Director is authorized and directed to forward said Agency Plan to the U. S. Department of Housing and Urban Development.

* * *

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.														
A.1	PHA Name: <u>Newport News Redevelopment & Housing Authority</u> PHA Code: <u>VA003</u> PHA Type: ☒ Standard PHA ☐ Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2027</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>799</u> Number of Housing Choice Vouchers (HCVs) <u>3125</u> Total Combined Units/Vouchers <u>3924</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. How the public can access this PHA Plan: 1. Wilbern Building - PHA Annual Plan and PHA Plan Elements - Main Office, 227 27th Street, Newport News, VA 23607 2. NNRHA Occupancy Office - PHA Annual Plan - 2709 Jefferson Avenue, Newport News, VA 23607 4. Lassiter Courts Rental Office - PHA Annual Plan 5. Spratley Rental Office - PHA Annual Plan 6. Ashe Manor Rental Office - PHA Annual Plan 7. Oyster Point Rental Office - PHA Annual Plan 8. Cypress Terrace Rental Office - PHA Annual Plan 9. Pincroft Rental Office - PHA Annual Plan 10. Brighton Rental Office - PHA Annual Plan 11. Posted on the website - www.nnrha.net 12. Each Resident Council President and Resident Advisory Board Member, as in the past, will receive a copy of the approved PHA Plan along with a copy of the HUD Approval Letter. ☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) <table border="1" data-bbox="244 1709 1450 1798"> <thead> <tr> <th data-bbox="244 1709 518 1767" rowspan="2">Participating PHAs</th> <th data-bbox="518 1709 641 1767" rowspan="2">PHA Code</th> <th data-bbox="641 1709 914 1767" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="914 1709 1204 1767" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1204 1709 1450 1767">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1204 1767 1316 1798">PH</th> <th data-bbox="1316 1767 1450 1798">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1798 518 1854"> </td> <td data-bbox="518 1798 641 1854"> </td> <td data-bbox="641 1798 914 1854"> </td> <td data-bbox="914 1798 1204 1854"> </td> <td data-bbox="1204 1798 1316 1854"> </td> <td data-bbox="1316 1798 1450 1854"> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
B.	Plan Elements														

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.
- ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☒ ☐ Financial Resources.
- ☒ ☐ Rent Determination.
- ☐ ☒ Operation and Management.
- ☐ ☒ Grievance Procedures.
- ☐ ☒ Homeownership Programs.
- ☒ ☐ Community Service and Self-Sufficiency Programs.
- ☐ ☒ Safety and Crime Prevention.
- ☐ ☒ Pet Policy.
- ☒ ☐ Asset Management.
- ☐ ☒ Substantial Deviation.
- ☐ ☒ Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

Financial Resources.

See Attachment B-5

Rent Determination.

Public Housing Complexes and their Average Rent as of December 1, 2025 Southeast Complexes: Marshall Courts \$299.07 *Ashe Manor \$320.34 Summary-The analysis was prepared with the data as of December 1, 2025. We feel that income data and characteristics are sufficiently explained by these circumstances. for the covered developments and support the goals of Deconcentration of Poverty and Income mixing. In addition, we will review this data annually along with the Occupancy Policy as part of the planning process to further fair housing. Flat Rents-Effective January 1, 2026, we set our flat rents no lower than 80% of the Department of Housing and Urban Development established fair market rent (FMR) in their area by bedroom size. The affected families rent will change at their next income re-examination. Families still have the option of selecting the Income Based Rent, which in some cases may be lower. In addition, in some cases, the new flat rent may be phased in by \$50 quarterly until the new rent amount is achieved. (Northend Complexes: Aqueduct \$202.16 *Pinecroft \$329.16 *Elderly Housing Public Housing Complexes and the Average Income Deconcentration Analysis as of December 1, 2025. Southeast Complexes Total Units Occupied Average Income Marshall Courts 244 \$15,087.22 *Ashe Manor 49 \$13,371.61 Northend Complexes 231 \$11,466.19 *Pinecroft 137 \$13,818.40 Average Income for all families \$13,326.26 *Elderly Housing Exclusion The Established Income Range (EIR) is 85% to 115% of the PHA public housing income for the covered developments Established Income Range (EIR) for NNRHA: \$11,327.32 to \$15,325.19. Complexes Average Income for Complex Status vs. EIR Marshall Courts \$15,087.22 Within Range (Complaint) Aqueduct \$11,466.19 Within Range (Complaint) Payment Standards-The Housing Choice Voucher Payment standard is used to calculate the Housing Assistance Payment (HAP) for families participating in the Section 8 program and is the maximum month assistance payment allowable, in accordance with HUD regulations. The Voucher Payment Standards, effective January 1, 2026 is set using the actual small area FMR up to 110%. The Voucher Payment Standards are now broken into bedroom size and zip codes throughout the city of Newport News.

Community Service and Self-Sufficiency Programs.

Community Service and Self-Sufficiency Programs-The Family Self-Sufficiency (FSS) program enrolled (5) Public Housing and (4) HCV new participants. A total of (3) participants purchased homes.

Safety and Crime Prevention.

The Newport News Redevelopment and Housing Authority have made no changes to plan since last year.

Asset Management.

Capital Needs Assessment (CNA) will be prepared and used as a tool to guide all capital rehabilitation needs: Physical Needs Assessments will be conducted for Aqueduct and Pinecroft Apartments in 2027 to support and prioritize future capital improvement. NNRHA is partnering with an outside consultant firm to determine the next steps regarding capital improvements and modernization.

(c) The PHA must submit its Deconcentration Policy for Field Office review.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- ☐ ☒ Choice Neighborhoods Grants.
- ☒ ☐ Modernization or Development.
- ☐ ☒ Demolition and/or Disposition.
- ☐ ☒ Designated Housing for Elderly and/or Disabled Families.
- ☐ ☒ Conversion of Public Housing to Tenant-Based Assistance.
- ☐ ☒ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- ☐ ☒ Homeownership Program under Section 32, 9 or 8(Y)
- ☐ ☒ Occupancy by Over-Income Families.
- ☐ ☒ Occupancy by Police Officers.
- ☐ ☒ Non-Smoking Policies.
- ☐ ☒ Project-Based Vouchers.
- ☐ ☒ Units with Approved Vacancies for Modernization.
- ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Modernization or Development.

Capital Needs Assessment (CNA) will be prepared and used as a tool to guide all capital rehabilitation needs: Physical Needs Assessments will be conducted for Aqueduct and Pinecroft Apartments in 2027 to support and prioritize future capital improvement. NNRHA is partnering with an outside consultant firm to determine the next steps regarding capital improvements and modernization.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

Housing activities in 2025 included: Two hundred thirty-nine (239) new Housing Choice Vouchers (HCV/Section 8) participants. One hundred nine (109) new families leased public housing units. The public housing lease rate for the year was 94.00%. There were 298 public housing applications and 4242 Section 8 applications processed in 2025. The Authority's Maintenance Department completed 10,629 work orders. On December 31, 2025 there were 128 families on the Section 8 and Public Housing waiting lists. NNRHA maintained 32 Emergency Housing Vouchers to assist families who are Homeless or have a higher risk of Housing instability. This partnership is between Continuum of Care and NNRHA. Marshall-Ridley CNI Progress Update Housing Development Progress Legacy Landing I (Phase 3), Construction complete and consists of 71 mixed-income housing units. The property is 100% occupied. All 34 replacement housing units have been leased, supporting NNRHA's commitment to one-for-one replacement housing. Critical Community Improvement Projects - HUD Funded 2510 Jefferson Avenue Historic Redevelopment Redevelopment of a historic structure located within Newport News' former Black business district has been completed. Four residential units were leased as April 2025. The property includes retail and office space to support neighborhood economic activity. The site is located within both an Enterprise Zone and a HUBZone, creating opportunities for future business investment and job creation. Legacy Landing Commercial Space construction is 100% complete. NNRHA is actively marketing and recruiting small business tenants to occupy the commercial space and support long-term economic growth within the Choice Neighborhoods. People Development Progress. Urban Strategies, Inc. (USI), Newport News Public Schools (NNPS), and the Citizens Advisory Committee (CAC) continue to play a critical role in advancing resident outcomes and community engagement. Family Support and Case Management USI

	currently provides intensive case management services to 209 families. Residents receive individualized support in workforce development, childcare access, healthcare navigation, financial stability and educational advancement. NNPS continues to provide academic support, enrichment programming, and educational resources for school aged children residing within the Choice Neighborhood. These efforts improve educational achievement and long-term student success. CAC serves as a key resident-led advisory body. The committee ensures resident voices are incorporated into planning and implementation efforts, fostering transparency, trust, and community ownership throughout the redevelopment process. Successful Multiple housing phases have been completed and fully occupied, demonstrating continued progress toward neighborhood transformation and increased housing opportunities for residents. Commitment to One-for-One Replacement Housing NNRHA remains committed to replacing all 259 original Ridley Place public housing units through a combination of replacement housing units. Housing Choice Vouchers and high-quality mixed-income housing developments. Resident-Centered Rehousing and Right to Return The Right to Return strategy remains a priority. Former Ridley Place residents continue to be engaged through outreach, case management, and housing placement efforts to facilitate their return to newly developed communities. Comprehensive Community Revitalization The CNI extends beyond housing redevelopment to include investments in public infrastructure, health and wellness amenities, commercial revitalization, educational supports, and wrap around resident services. These efforts reflect NNRHA's holistic approach to creating a vibrant, sustainable, and opportunity rich community for current and future residents.
B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See Attachment B-4 Pending Approval
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y ☒ N ☐ (b) If yes, please describe: See Attachment B-5
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y ☒ N ☐ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. Overall, the information presented was approved and well accepted. There were suggestions to create more RAD properties or make significant interior updates to the public housing units. Also, increase the frequency of meetings with NNRHA staff. Offer additional community engagement regarding safety, trainings, FSS programs, and housing renovations and redevelopments.
C.2	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

	Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations</i> <i>Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y ☐ N ☒ (b) If yes, include Challenged Elements.
C.5	Troubled PHA. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y ☐ N ☐ N/A ☒ (b) If yes, please describe:

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 5.64 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lead itself to confidentiality.

Form identification: VA003-Newport News Redevelopment & Housing Authority Form HUD-50075-ST (Form ID - 9992) printed by Lisa Artis in HUD Secure Systems/Public Housing Portal at 09/10/2026 09:35AM EST

5C

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

**Capital Fund Program FY26-FY30 Capital 5-Year
Plan**

This morning a public hearing is being held to receive comments on the proposed Capital Fund Program (CFP) FY 2026 – FY 2030 5-Year Plan.

A notice appeared in the Daily Press on Sunday, July 26, 2026, and at the NNRHA Wilbern building, as well as all Public Housing rental offices. On July 30, 2026, NNRHA staff met with the Resident Advisory Board to present the draft plan. A copy of the draft plan was placed in each Public Housing rental office, the occupancy office and the NNRHA main office at 227 27th Street, Newport News, Virginia and is available for public examination during business hours.

I now open this public hearing and invite comments.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: September 15, 2026
TO: All Members, Board of Commissioners
FROM: Lysandra M. Shaw, Executive Director 
SUBJECT: Capital Fund Program 5-year Plan FY 2026-2030

Attached for your review and approval is a proposed Capital Fund Program (CFP) FY 2026 – FY 2030 5-year Action Plan.

The Capital Fund Program 5-year Action Plan is a detailed review of all planned PHA capital activities over a 5-year duration. The activities address all current public housing properties and outline plans to perform interior and exterior improvements and upgrades.

In accordance with NNRHA policy, we have met all public participation requirements. A notice appeared in the Daily Press on Sunday, July 26, 2026, and at NNRHA Wilbern building as well as all Public Housing rental offices. In addition to the Resident Advisory Board meeting held on July 30, 2026; to discuss capital improvement measures, a public hearing will also be held as part of September 15, 2026, NNRHA Board meeting to allow citizen input.

NNRHA is seeking your approval of the CFP 5-Year Action Plan for fiscal years 2026-2030 in accordance with NNRHA and the Department of Housing and Urban Development policy. Final approval is also required by HUD.

The attached resolution is recommended for approval.

Attachments

A RESOLUTION AUTHORIZING THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY TO SUBMIT THE FISCAL 2026 THROUGH 2030 CAPITAL FUND PROGRAM FIVE-YEAR PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN ACCORDANCE WITH STATUTORY REGULATIONS

WHEREAS, NNRHA developed a Capital Fund Program 5-Year Action Plan for Fiscal Years 2026 – 2030; and

WHEREAS, a notice appeared in the Daily Press, the local newspaper of general circulation on July 26, 2026, stating the place and location of the Capital Fund Program 5-Year Plan for fiscal years 2026 – 2030 for public review and comments and to announce the date, time and place for the public hearing; and

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

WHEREAS, NNRHA staff met with the Resident Advisory Board on September 15, 2026 to present the draft plan; and

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

WHEREAS, the CFP 5-Year Action Plan FY 2026 – 2030 applies to all of the Authority's Public Housing Asset Management Projects (AMPs); and

WHEREAS, a public hearing was held at the regularly scheduled Board of Commissioners Meeting of the Newport News Redevelopment and Housing Authority on September 15, 2026 to receive comments; and

WHEREAS, all required documents are in order.

NOW THEREFORE IT BE RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Capital Fund Program 5-Year Action Plan for Fiscal years 2026 – 2030 is hereby approved. The Executive Director is authorized and directed to forward said Plan to the U.S. Department of Housing and Development.

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Status: Draft

Approval Date:

Approved By:

Part I: Summary

PHA Name : Newport News Redevelopment & Housing Authority

☒ Locality (City/County & State)

☒ Original 5-Year Plan

☐ Revised 5-Year Plan (Revision No:)

PHA Number: VA003

A.	Development Number and Name	Work Statement for				
		Year 1 2026	Year 2 2027	Year 3 2028	Year 4 2029	Year 5 2030
	AUTHORITY-WIDE	\$813,327.40	\$791,842.00	\$791,842.00	\$791,842.00	\$791,842.00
	MARSHALL COURTS (VA003000302)	\$1,000,000.00	\$750,000.00	\$547,369.00	\$767,369.00	\$767,369.00
	PINECROFT APTS (VA003000313)	\$1,053,309.00	\$660,000.00	\$550,000.00	\$650,000.00	\$650,000.00
	ASHE MANOR (VA003000324)	\$450,000.00	\$560,000.00	\$520,000.00	\$500,000.00	\$500,000.00
	AQUEDUCT APTS (VA003000311)	\$500,000.60	\$947,369.00	\$1,300,000.00	\$1,000,000.00	\$1,000,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1		2026		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$813,327.40
ID0000117	Public Housing Operations(Operations (1406))	Public Housing Operations - Authority Wide - Marshall Cx, Aqueduct, Pinecroft, Ashe Manor		\$381,663.70
ID0000118	Management Improvements/Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Other,Management Improvement (1408)-RMC Costs,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Management Improvements		\$50,000.00
ID0000119	CFP Administration/Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$381,663.70
	MARSHALL COURTS (VA003000302)			\$1,000,000.00
ID0000120	Marshall Court Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softfits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-	Ongoing renovations public housing		\$1,000,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2026

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID00000121	Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit - Conversion (1480) PINECROFT APTS (V/A003000313) Pinecroft Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and	Ongoing renovations 140 units		\$1,053,309.00
				\$1,053,309.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2026

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other Non-Dwelling Interior (1480)-Security Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480) ASHE MANOR (VA003000324)			\$450,000.00
ID0000122	Ashe Manor Ongoing Renovations,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-	Ongoing renovations of units		\$450,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drains,Non-Dwelling Unit - Conversion,(1480) AQUEDUCT APTS (VA003000311)			
ID00000123	Aqueduct Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site		Ongoing renovations 262 units. Spread across multiple years' CFP allocations FY 24 - FY 28	\$500,000.60
				\$500,000.60

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1		2026		
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit - Conversion (1480)				

	Subtotal of Estimated Cost			\$3,816,637.00
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$791,842.00
ID0000124	Management Improvement(s)(Management Improvement (1408)-System Improvements, Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Management Improvements (Security locks, lights, fencing)		\$50,000.00
ID0000126	CFP Administration(Administration (1410)-Sundry, Administration (1410)-Other, Administration (1410)-Salaries)	Capital Fund Program Administration		\$370,921.00
ID0000127	Public Housing Operations(Operations (1406))	Operations Authority Wide - Marshall Courts, Aqueduct Apts, Aslie Manor, Pincroft Apts		\$370,921.00
	MARSHALL COURTS (VA003000302)			\$750,000.00
ID0000125	Marshall Exterior Maintenance(Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Starwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Dwelling Unit-Site Work	chemical washing, roofing upgrades, window repairs		\$750,000.00

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Work Statement for Year 2 2027

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Water Lines/Mains,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Starwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Starwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs) AQUEDUCT APTS (V/A003000311)			\$947,369.00
ID00000128	Aqueduct Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters	Ongoing renovations 262 units. Spread across multiple years CFP allocations FY 25 - FY 29		\$947,369.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit - Conversion (1480)) ASHE MANOR (VA003000324)			\$560,000.00
ID0000129	Ashe Manor Ongoing Renovations(Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodore,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Kitchen Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area	Ongoing renovations of units		\$560,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480),Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts) PINECROFT APTS (VA003000313)			
ID00000130	Pineroft Ongoing Renovations(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commods,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-	Ongoing renovations 140 units		\$660,000.00
				\$660,000.00

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Work Statement for Year	2	2027
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Softs,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480))			\$3,709,211.00
	Subtotal of Estimated Cost			

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Work Statement for Year 3		2028		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$791,842.00
ID00000131	Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical) Management Improvement (1408)-System Improvements)	Management Improvements (Security locks, lights, fencing)		\$50,000.00
ID00000133	CFP Administration/Administration (1410)-Other Administration (1410)-Salaries,Administration (1410)-Sundry)	Capital Fund Program Administration		\$370,921.00
ID00000134	Public Housing Operations(Operations (1406))	Operations Authority Wide - Marshall Courts, Aqueduct Apts, Ashe Manor, Pincroft Apts		\$370,921.00
	MARSHALL COURTS (VA003000302)			\$547,369.00
ID00000132	Marshall Exterior Maintenance(Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Truck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Contract Administration (1480)-Other Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior	chemical washing, roofing upgrades, window repairs		\$547,369.00

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Work Statement for Year 3		2028	
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID00000135	Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits) AQUEDUCT APTS (VA003000311)			\$1,300,000.00
	Aqueduct Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters		Ongoing renovations of 262 units. Spread across multiple years' CFP allocations FY 24 - FY 28	\$1,100,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID00000138	Assessment-Pest Infestation,Housing Related Hazards (1480)-Clearance Examinations,Housing Related Hazards (1480)-Hazard Controls,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Interior (1480)-Other	22 buildings in need of repairs in attic space from pest damage		\$200,000.00
	ASHE MANOR (VA003000324)			\$520,000.00
ID00000136	Ashe Manor Ongoing Renovations,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches,Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Connodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-	Ongoing renovations of units		\$520,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Softfits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480) PINECROFT APTS (VA003000313)			
ID00000137	Pinecroft Ongoing Renovations(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softfits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling		Ongoing renovations 140 units	\$550,000.00
				\$550,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Softfits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480))			
	Subtotal of Estimated Cost			\$3,709,211.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$791,842.00
ID00000139	Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Management Improvements (Security locks, lights, fencing)		\$50,000.00
ID00000141	CFP Administration/Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Capital Fund Program Administration		\$370,921.00
ID00000145	Public Housing Operations(Operations (1406))	Operations Authority Wide - Marshall Courts, Aqueduct Apts, Aslie Manor, Pineroft Apts		\$370,921.00
	MARSHALL COURTS (VA003000302)			\$767,369.00
ID00000140	Marshall Courts Ongoing Renovations(Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balcones-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Canports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,	chemical washing, roofing upgrades, window repairs		\$767,369.00

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Work Statement for Year	4	2029
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000142	Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mans,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Stripping,Dwelling Unit-Site Work (1480)-Water Lines/Mans,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes) AQUEDUCT APTS (VA003000311)	Ongoing renovations of 262 units. Spread across multiple years CFP allocations FY 25 - FY 29		\$1,000,000.00
	Aqueduct Ongoing Renovations(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commods,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-			\$1,000,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	(1480)-Striping,Dwelling Unit - Conversion (1480),Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)			
	ASHE MANOR (VA003000324)			
ID0000143	Ashe Manor Ongoing Renovations/Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Connodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling	Ongoing renovations of units		\$500,000.00
				\$500,000.00

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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooding,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480))			
	PINECROFT APIS (VA003000313)			
ID00000144	Pinecroft Ongoing Renovations(Dwelling Unit-Development(1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softs,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-	Ongoing renovations 140 units		\$650,000.00
				\$650,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2029

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Softfits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480)			\$3,709,211.00
	Subtotal of Estimated Cost			

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Work Statement for Year 5		2030		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$791,842.00
ID00000146	Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Management Improvements (Security locks, highs, fencing)		\$50,000.00
ID00000148	CFP Administration/Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Capital Fund Program Administration		\$370,921.00
ID00000152	Public Housing Operations(Operations (1406))	Operations Authority Wide - Marshall Courts, Aqueduct Apts, Ashe Manor, Pinecroft Apts		\$370,921.00
	MARSHALL COURTS (VA003000302)			\$767,369.00
ID00000147	Courts Ongoing Renovations(Contract Administration (1480)-Other Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softfits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Truck-Painting,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-	chemical washing, roofing upgrades, window repairs		\$767,369.00

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Work Statement for Year 5		2030			
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID00000149	Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Canopies,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Stairwells and Fire Escapes,Non-Dwelling Exterior (1480)-Tuck Pointing,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Asphalt - Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm AQUEDUCT APTS (VA003000311)		Ongoing renovations of 262 units. Spread across multiple years CFP allocations FY 26 - FY 30		\$1,000,000.00
	Aqueduct Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Fences-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodos,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters				\$1,000,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year	5	2030
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID00000150	ASHE MANOR (VA003000324) Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit - Conversion (1480))	Ongoing renovations of units		\$500,000.00
	ASHE MANOR (VA003000324) Ashe Manor Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt-Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm,Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Softits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling			\$500,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year	5	2030
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Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID00000151	Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage,Dwelling Unit - Conversion (1480) PINECROFT APTS (VA003000313)	Ongoing renovations 140 units		\$650,000.00
	Pineroft Ongoing Renovations(Dwelling Unit-Development (1480)-Other,Dwelling Unit-Exterior (1480)-Balcones-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Softits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodos,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Construction - Mechanical (1480)-Cooling Equipment - Systems,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution,Non-Dwelling Construction - Mechanical (1480)-Elevator,Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-			\$650,000.00

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Work Statement for Year 5 2030

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Fire Alarm, Non-Dwelling Construction - Mechanical (1480)-Smoke/Fire Detection, Non-Dwelling Construction - Mechanical (1480)-Water Distribution, Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other, Non-Dwelling Exterior (1480)-Doors, Non-Dwelling Exterior (1480)-Lighting, Non-Dwelling Exterior (1480)-Mail Facilities, Non-Dwelling Exterior (1480)-Other, Non-Dwelling Exterior (1480)-Paint and Caulking, Non-Dwelling Exterior (1480)-Roofs, Non-Dwelling Exterior (1480)-Softies, Non-Dwelling Exterior (1480)-Windows, Non-Dwelling Interior (1480)-Appliances Non-Dwelling Interior (1480)-Common Area Bathrooms, Non-Dwelling Interior (1480)-Common Area Finishes, Non-Dwelling Interior (1480)-Common Area Flooring, Non-Dwelling Interior (1480)-Common Area Kitchens, Non-Dwelling Interior (1480)-Common Area Painting, Non-Dwelling Interior (1480)-Common Area Washers, Non-Dwelling Interior (1480)-Community Building, Non-Dwelling Interior (1480)-Electrical, Non-Dwelling Interior (1480)-Laundry Areas, Non-Dwelling Interior (1480)-Other, Non-Dwelling Interior (1480)-Security, Non-Dwelling Interior (1480)-Shop, Non-Dwelling Interior (1480)-Storage Area, Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Curb and Gutter, Non-Dwelling Site Work (1480)-Landscape, Non-Dwelling Site Work (1480)-Lighting, Non-Dwelling Site Work (1480)-Signage, Non-Dwelling Site Work (1480)-Site Utilities, Non-Dwelling Site Work (1480)-Storm Drainage, Dwelling Unit - Conversion (1480), Non-Dwelling Interior (1480)-Doors)			\$3,709,211.00
	Subtotal of Estimated Cost			

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Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year	1	2026	
Development Number/Name General Description of Major Work Categories			Estimated Cost
Housing Authority Wide			
Public Housing Operations(Operations (1406))			\$381,663.70
Management Improvement(Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Other,Management Improvement (1408)-RMC Costs,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)			\$50,000.00
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)			\$381,663.70
Subtotal of Estimated Cost			\$813,327.40

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2027
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Management Improvements(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Security Improvements (not police or guard-non-physical))		\$50,000.00
CFP Administration/Administration (1410)-Sundry,Administration (1410)-Other,Administration (1410)-Salaries)		\$370,921.00
Public Housing Operations(Operations (1406))		\$370,921.00
Subtotal of Estimated Cost		\$791,842.00

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Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 3		2028
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)		\$50,000.00
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$370,921.00
Public Housing Operations(Operations (1406))		\$370,921.00
Subtotal of Estimated Cost		\$791,842.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	4	2029
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)		\$50,000.00
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$370,921.00
Public Housing Operations(Operations (1406))		\$370,921.00
Subtotal of Estimated Cost		\$791,842.00

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Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2030
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Management Improvements(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)		\$50,000.00
CFP Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)		\$370,921.00
Public Housing Operations(Operations (1406))		\$370,921.00
Subtotal of Estimated Cost		\$791,842.00

NNRHA HUD Capital Improvements 5 Year Plan FFY 2026-2030

2026	Anticipated Budget	Proposed Revised Obligations	Anticipated \$
	\$ 3,816,637.00		
		Operations	\$ 381,663.70
		Management Improvements	\$ 50,000.00
		Administration	\$ 381,663.70
		Aqueduct Ongoing Renovations	\$ 500,000.00
		Marshall Ongoing Renovations	\$ 1,000,000.00
		Pinecroft Ongoing Renovations	\$ 1,053,309.60
		Ashe Manor Ongoing Renovations	\$ 450,000.00
		Total Revised Proposed 2026	\$ 3,816,637.00
2027	Anticipated Budget	Proposed Revised Obligations	Anticipated \$
	\$ 3,550,000.00		
		Operations	\$ 355,000.00
		Management Improvements	\$ 50,000.00
		Administration	\$ 355,000.00
		Aqueduct Ongoing Renovations	\$ 500,000.00
		Marshall Court Ongoing	\$ 1,050,000.00
		Pinecroft Ongoing Renovations	\$ 670,000.00
		Ashe Manor Ongoing Renovations	\$ 570,000.00
		Total Revised Proposed 2027	\$ 3,550,000.00
2028	Anticipated Budget	Proposed Revised Obligations	Anticipated \$
	\$ 3,400,000.00		
		Operations	\$ 340,000.00
		Management Improvements	\$ 50,000.00
		Administration	\$ 340,000.00
		Marshall Exterior Maitanence	\$ 750,000.00
		Aqueduct Ongoing Renovation	\$ 900,000.00
		Pinecroft Ongoing Renovations	\$ 460,000.00
		Ashe Manor Ongoing Renovations	\$ 560,000.00
		Total Revised Proposed 2028	\$ 3,400,000.00

2029	Anticipated Budget	Proposed Revised Obligations	Anticipated \$
	\$ 3,500,000.00		
		Operations	\$ 350,000.00
		Management Improvements	\$ 50,000.00
		Administration	\$ 350,000.00
		Aqueduct Ongoing Renovations	\$ 1,400,000.00
		Marshall Ongoing Renovations	\$ 435,000.00
		Pinecroft Ongoing Renovations	\$ 515,000.00
		Ashe Manor Ongoing Renovations	\$ 400,000.00
		Total Revised Proposed 2029	\$ 3,500,000.00

2030	Anticipated Budget	Proposed Revised Obligations	Anticipated \$
	\$ 3,000,000.00		
		Operations	\$ 300,000.00
		Management Improvements	\$ 50,000.00
		Administration	\$ 300,000.00
		Aqueduct Ongoing Renovations	\$ 1,300,000.00
		Marshall Ongoing Renovations	\$ 400,000.00
		Pinecroft Ongoing Renovations	\$ 325,000.00
		Ashe Manor Ongoing Renovations	\$ 325,000.00
		Total Revised Proposed 2030	\$ 3,000,000.00

SUBJECT TO 5YR CAPITAL FUND PLAN APPROVAL

NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

MEMORANDUM

DATE: September 15, 2026

TO: All Members, Board of Commissioner

FROM: Lysandra M. Shaw, Executive Director 

SUBJECT: Resolution - Approving the Adoption and Implementation of the Newport News Redevelopment & Housing Authority Credit Card Policy

The purpose of this memorandum is to provide background and context regarding the proposed resolution adopting the Newport News Redevelopment & Housing Authority's Credit Card Policy.

As part of the Authority's commitment to sound financial management, accountability, transparency, and strong internal controls, staff has developed a comprehensive Credit Card Policy to establish standardized procedures for the issuance and use of Authority-issued credit cards. The policy provides clear guidance regarding authorized purchases, cardholder responsibilities, required documentation, approval procedures, reconciliation of transactions, and prohibited uses of Authority credit cards.

The adoption of this policy will strengthen the Authority's financial management practices by promoting consistency, transparency, and accountability in the use of Authority funds. Additionally, the policy establishes safeguards to minimize the risk of unauthorized or inappropriate expenditures, ensure proper oversight of credit card transactions, maintain accurate financial records, and support compliance with applicable federal, state, and local requirements.

The proposed policy also defines the responsibilities of cardholders, supervisors, management, and the Finance Department throughout the credit card process and establishes documentation and reconciliation requirements to support internal controls, audits, and financial reporting. By formalizing these procedures, the Authority will improve accountability and ensure that all credit card transactions are properly authorized, documented, reviewed, and reconciled.

Approval of the resolution is recommended.

Attachment:

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT & HOUSING
AUTHORITY APPROVING THE ADOPTION AND IMPLEMENTATION OF A CREDIT
CARD POLICY**

WHEREAS, the Newport News Redevelopment & Housing Authority ("Authority") is committed to maintaining sound financial management practices, accountability, transparency, and effective internal controls in the expenditure and management of Authority funds; and

WHEREAS, the Authority recognizes the need to establish standardized procedures governing the issuance, use, monitoring, reconciliation, and administration of Authority-issued credit cards; and

WHEREAS, the proposed Credit Card Policy establishes clear guidelines and internal controls for the appropriate use of Authority credit cards, including authorized purchases, cardholder responsibilities, documentation requirements, reconciliation procedures, prohibited purchases, approval requirements, and procedures for addressing unauthorized or inappropriate transactions; and

WHEREAS, adoption of the Credit Card Policy will strengthen the Authority's financial management and internal control environment by promoting consistent practices, reducing the risk of misuse or unauthorized expenditures, improving accountability, and ensuring that credit card transactions are properly documented and reconciled; and

WHEREAS, the Credit Card Policy further establishes the responsibilities of cardholders, supervisors, management, and the Finance Department and provides procedures designed to support accurate financial reporting, auditing, and compliance with applicable Authority policies, federal requirements, and other applicable laws and regulations; and

WHEREAS, the Authority's staff recommends adoption of the Credit Card Policy to provide a comprehensive framework for the responsible and accountable use of Authority-issued credit cards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Authority hereby evidences its intent to establish and implement a Credit Card Policy;

The Executive Director, or the Executive Director's designee, is authorized to administer and enforce the Credit Card Policy and to establish administrative procedures necessary for its implementation, provided such procedures are consistent with the policy and applicable laws and regulations;

All Authority employees and officials who are issued or authorized to use an Authority credit card shall comply with the provisions of the Credit Card Policy, including all

requirements related to authorized purchases, documentation, approvals, reconciliation, and prohibited uses;

The Executive Director, or the Executive Director's designee, is authorized to take such administrative actions as are necessary to implement, monitor, and enforce the Credit Card Policy, including establishing appropriate internal controls and procedures for the issuance, use, review, and reconciliation of Authority credit card transactions; and

BE IT FURTHER RESOLVED, that this Resolution and the Credit Card Policy shall take effect immediately upon adoption by the Board of Commissioners.



Newport News Redevelopment & Housing Authority

Credit Card Policy and Procedures Manual

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Program Overview

The Newport News Redevelopment & Housing Authority (NNRHA) credit card program offers departments the opportunity to streamline their procedures for procuring and paying for travel expenses as well as small dollar goods and services. The credit card program reduces the volume of accounts payable transactions and the associated administrative costs by eliminating vendor invoices and consolidating multiple vendor payments. Vendors are paid directly by the credit card issuer.

While the use of a credit card leads to accounting efficiencies, departments must maintain strict internal control over the use of cards and ensure that relevant procurement guidelines are observed. The credit card should be viewed at all times as an efficient means of payment, not a substitute for proper procurement procedure.

The use of the NNRHA provided credit card is restricted for the NNRHA to acquire goods and services and provide payment for travel related expenses which are appropriate and necessary to conduct NNRHA business.

Contact Information

Corporate Card Customer Services:
1-800-528-2122

NNRHA Credit Card Program Administrators: Finance
Department

Jacinta Moriah
757-928-2633
jmoriah@nnrha.org

Sylvia Scales
757-928-2637
sscales@nnrha.org

LOST MISPLACED OR STOLEN CARDS

Upon loss or theft of an NNRHA issued credit card, immediately notify:

Credit Card Program Administrator in the Finance Department – 757-928-2633
Credit Card Customer Service - 1-800-528-2122
Your Department Head and Department Coordinator

Failure to make notifications of card loss or theft within 24 hours of loss may result in the employee being held responsible for any expenses incurred after the loss of the card.



NNRHA CREDIT CARD POLICY

I. PURPOSE

To establish a small purchase/travel card policy to allow NNRHA to efficiently make small dollar purchases and pay for NNRHA business travel expenses.

II. OVERVIEW

The NNRHA has established a credit card program to streamline the acquisition and payment process for small dollar purchases and NNRHA business travel expenses that will reduce paperwork and administrative costs. Employees who have been issued credit cards may initiate transactions in person, by telephone or via secure internet sites within the limits of these procedures.

The Department of Finance shall administer the credit card program. All purchases made under the program shall be in conformance with the NNRHA Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act, and the NNRHA Human Resources Policies and Programs Manual.

There is one (1) level of card authorization:

- **Corporate Card** - Allows for the purchase of goods and services by the cardholder for the NNRHA use. Allows for the cardholder's NNRHA travel-related expenses, restaurant use and catering expenses. Allow the cardholder to pay for pre-travel expenses for departmental staff members and tenants. These pre-travel expenses include registrations, airfare, holding hotel rooms without charging the card, paying for the first night stay only if mandated by hotel policy.

Credit card issuance requests must be approved by the Executive Director by handwritten signature on the NNRHA credit card application form.

Credit cards will be imprinted with the NNRHA's name and cardholder's individual name. Credit cards will not be used for cash advances, convenience checks, personal purchases, or unsupported and disallowed purchases. Credit cards are not transferable between

departments, however, employees are permitted to use the card with permission from their respective Department Head. Cardholders may not use their purchases to qualify for rewards programs such as those offered by hotels or airlines.

Each Department Head will be responsible for ensuring that the business expenses charged to the credit cards assigned to his/her department are allowable within the Housing Authority's policies and regulations and that the expenses have a justifiable business purpose.

Each purchase of computer/electronic equipment over the amount of \$1000 requires the cardholder to complete an Asset Addition Form.

III. DEFINITIONS

- A. Credit Card Program Administrator – An NNRHA employee in the Finance department, assigned by the Finance Director to oversee administration of the NNRHA's credit card program.
- B. Department Head - A Department Director responsible for an NNRHA Department
- C. Department Coordinator – An NNRHA employee in each department, designated by the Department Head who is responsible for fiscal oversight of the department's credit card program.
- D. Cardholder – An NNRHA employee that has been issued an NNRHA credit card.
- E. Card Issuer - The financial institution issuing the credit card.
- F. Credit Card Statement - The monthly billing statement sent via U.S. mail to each cardholder.
- G. Disallowed Expenses - Any purchase that is not in conformance with the NNRHA Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act, and the NNRHA Human Resources Policies and Programs Manual. Disallowed expenses include personal purchases, cash advances, alcoholic beverages, and transactions over purchasing limits as set forth in this policy. Splitting an order into two transactions to circumvent purchasing limits is disallowed. Paying an invoice with an NNRHA credit card after goods or services have already been received is termed "after the fact" and is disallowed.
- H. Unsupported Expenses - Credit card purchases with no receipt or detailed supporting documentation. The Cardholder may be required to pay for any unsupported purchase.
- I. Small Dollar Purchases - Purchase of goods and services no greater than \$1,000.00. Purchases for travel-related expenses no greater than \$2,000.00. Exceptions to these thresholds will be made with prior approval from the Executive Director.

IV. CARDHOLDER ELIGIBILITY

Criteria to receive an NNRHA credit card are as follows:

- A. Applicant must be classified as a permanent full-time Director of an NNRHA department unless authorized by the Executive Director
- B. Applicant request for a credit card must be approved by Executive Director.
- C. Applicant must complete required training before receiving their credit card.
- D. Each Cardholder must sign a Cardholder Agreement.

V. CARDHOLDER LIABILITY

The NNRHA credit card is a corporate charge card that will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the NNRHA Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act and the NNRHA Human Resources Policies and Programs Manual. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination. Failure to make timely notifications of card loss or theft may result in the employee being held responsible for any expenses incurred after the loss of the card.

VI. CLOSING CARDHOLDER ACCOUNTS

The Department Coordinator is required to inform the Credit Card Program Administrator within 24 hours when an employee resigns, is transferred to another department, is moved to a new position within the same department or terminated.

The Credit Card Program Administrator is required to close an account within 24 hours when notified that a Cardholder (a) transfers to a different department; (b) moves to a new position within the same department and a credit card is not required; (c) terminates employment.

VII. REVOCATION OF CARD PRIVILEGES

The credit card may be revoked for any of the following reasons:

- A. The credit card is used for personal or unauthorized purposes.
- B. The credit card is used to purchase alcoholic beverages or any substance, material or service that violates policy, law or regulation pertaining to the NNRHA's policies and regulations.
- C. The Cardholder splits a purchase to circumvent the limitations of the credit card.
- D. The Cardholder fails to provide required receipts.
- E. The Cardholder fails to provide, when requested, information about any specific purchase.
- F. The Cardholder does not adhere to all the credit card policies and procedures.

G. The Cardholder fails to return the card when reassigned, terminated, resigns, or upon request.

H. The card may be revoked at the Department Head's discretion.

Card revocation for any of the above reasons may also subject Cardholder to disciplinary action in accordance with the NNRHA Human Resources Policies and Programs Manual.

VIII. LOST, MISPLACED OR STOLEN CREDIT CARDS

Cardholders are required to immediately report any lost or stolen credit card to Card Issuer (24 hours a day, 365 days a year). The Cardholder must also immediately, within 24 hours, notify his/her Department Head and the Credit Card Program Administrator at the first opportunity during normal business hours.

IX. SPENDING CONTROLS

The NNRHA credit card is to be used only for authorized purchases up to the delegated procurement authority which limits spending per transaction not to exceed \$1,000.00 for the purchase of goods and services and \$2,000.00 for travel-related expenses unless prior authorization is given from the Executive Director. Monthly card limits will be based on departmental needs and will be determined by the Department Head. The dollar limit per transaction for Travel, on occasion, may need to exceed \$2,000; those instances will be approved on a case-by-case basis by contacting the Executive Director or the Program Administrator prior to the transaction.

X. ERRONEOUS DECLINES

Should the NNRHA credit card be erroneously declined by a vendor, the Cardholder should immediately contact the Credit Card Program Administrator for assistance. If the purchase is being made outside of normal NNRHA business hours, the employee must find an alternate payment method or terminate the purchase and contact the Credit Card Program Administrator during normal NNRHA business hours.

XI. CREDITS

Vendors will issue all credits to the individual credit card account for any item they have agreed to accept for return. This credit may appear on a subsequent billing statement. Under no circumstances should a Cardholder accept cash or store credit in lieu of a credit to the credit card account.

XII. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder should:

A. Contact the Credit Card Program Administrator for assistance.

XIII. SECURITY AND STORAGE

A. Credit Cards - Cardholders should always treat the credit card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location

and the card account number should be carefully guarded. Attempts to circumvent the approved authority/or authorized usage shall be considered misuse, and the violating Cardholder shall be subject to the NNRHA's Disciplinary Policy.

- B. Program Documentation - Documentation concerning the credit card program will be maintained by the Credit Card Program Administrator located in the Finance Department. This documentation includes, but is not limited to, applications, Cardholder Agreements and billing statements. The Credit Card Program Administrator will also maintain documents relating to, but not limited to, reconciliation of accounting statements, copies of transmittals with supporting documents/receipts and payment correspondence with the Card Issuer.

The Program Administrator will also maintain each Cardholder's original monthly invoices, Spend Reports, vendor receipts and any other supporting documentation. Original documents containing original signatures must be retained for three fiscal years per Library of Virginia Records Retention and Disposition Schedule, General Schedule No. 02. After fulfillment of the retention period, Library of Virginia Form RM-3 must be completed to authorize and document the destruction of the records prior to their destruction.

XIV. RESPONSIBILITIES

- A. The Executive Director or their designee should determine if the credit card program will benefit in the procurement efforts of the departments, and if the resources exist to separate the procurement/approval/reconciliation functions.

The Executive Director or their designee will decide who will receive a credit card and assign the monthly spending limit for each card.

Responsibilities shall include:

1. Ensuring that all purchases are in accordance with the NNRHA Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act and the NNRHA Human Resources Policies and Programs Manual.
2. Ensuring funds are available before allowing transactions to be initiated by Cardholders within his/her department.
3. Completing mandatory Cardholder training and ensuring the same of all Cardholders in their department.
4. Appointing a Department Coordinator and back-up Department Coordinator to oversee the credit card program for the department and notifying the Credit Card Program Administrator of the appointment.

5. Ensuring that the Cardholders comply with the approval and documentation process.
6. Resolving any disallowed or unsupported expenses.
7. Initiating appropriate disciplinary actions when violations of policy occur within their department.
8. Notifying the Credit Card Program Administrator of removal of Cardholder privileges.

B. Cardholder Responsibilities

The Cardholder must use the credit card for legitimate business purposes of the Newport News Redevelopment & Housing Authority only. The credit card may not be used for cash or other Disallowed Expenses. Misuse of the card will subject to the Cardholder to the NNRHA's Disciplinary Policy.

Responsibilities shall include:

1. Completing mandatory Cardholder training prior to receipt of card.
2. All employees issued a credit card must sign the NNRHA Credit Card Agreement Form.
3. Activating the credit card before first use
4. Maintaining the security of the credit card at all times. The credit card should be maintained in a secure location and the credit card account number carefully guarded.
5. Ensuring the credit card is used for legitimate business purposes only.
6. Complying with the approved procurement authority and authorized usage, purchasing limits and restrictions established by the NNRHA. Ensuring that card purchases are in compliance with the Virginia Public Procurement Act, and the NNRHA Human Resources Policies and Programs Manual. Attempts to circumvent the approved authority and/or authorized usage shall be considered misuse and the violating Cardholder shall be subject to the NNRHA's Disciplinary Policy.
7. Obtaining and reconciling supporting documentation to verify purchases that will be listed on Cardholder's statement and reviewing usage of credit card data for accuracy.
 - a. When a Cardholder makes a purchase over the counter, the Cardholder shall obtain the customer's copy of the charge receipt and/or invoice. The Cardholder is responsible for ensuring that the merchant correctly lists the quantity, describes the item(s), does not make math errors and does not charge sales tax before the Cardholder signs the slip. The NNRHA is a political subdivision of the Commonwealth of Virginia and therefore is exempt from sales and use tax on the purchase of goods and services. However, sales and other special taxes imposed by taxing authorities on hotel, restaurant and airline bills are acceptable charges. When making purchases by telephone or internet, the Cardholder must retain a copy of the order confirmation. If a purchase is made via mail or telephone, a request should be made of the vendor to include the receipt when shipping the

product. When the Cardholder receives the goods after placing the order, he/she must retain all shipping documentation and the invoice for later submission to the Department Administrator.

b. Security for Internet Purchases:

The internet address for purchases should begin with https://. The Cardholder should also look for a “lock” icon on the browser’s tool bar or status bar. The “lock” icon looks like a closed padlock and is located in varying places depending on which browser release level being used.

The Cardholder should not accept access to a vendor’s secure website if the browser issues a warning about problems with the website’s Certificate. In this case, the Cardholder should cancel the purchase and contact the NNRHA’s Information Technology Department for further instructions.

c. Credits for returns, etc. must be credited to the Cardholder’s credit card account. The Cardholder should provide documentation to the Department Coordinator for any credits applied to the credit card account. Cash credits shall not be accepted by the Cardholder.

8. Monitoring the Cardholder’s transaction account for each of his/her purchases.
9. Sending his/her billing statement, and all original detailed (itemized) receipts to the Department Coordinator within seven (7) working days of receiving the monthly billing statement. All receipts must indicate the item(s) purchased and explanation by the Cardholder must be provided if clarification of business purpose is needed. If the receipt is for a meal or the purchase of food for a meeting or event, the business purpose of the meal/food and the individuals in attendance must be indicated.
10. Immediately (within 24 hours) reporting lost or stolen cards to the Card Issuer and his/her Department Head, Department Coordinator and the Credit Card Program Administrator.
11. Resolving disputes or billing errors directly with the vendor and notifying the Department Coordinator and Credit Card Program Administrator if the dispute or billing error is not satisfactorily resolved.
12. Notifying the Credit Card Program Administrator immediately for assistance when a merchant declines to accept a credit card. If the purchase is being made outside of normal NNRHA business hours, the Cardholder must find an alternative payment method or cancel the purchase and contact the Credit Card Program Administrator during normal business hours.
13. Not accepting cash in lieu of credit to the credit card account.
14. Immediately reporting to the Department Coordinator any incorrect and/or unauthorized purchases.
15. Completing an Asset Addition Form upon the purchase of computer equipment in excess

of \$1,000 in cost.

16. Returning the credit card to the Department Coordinator upon terminating employment with the NNRHA or transferring departments.

C. The Department Coordinator Responsibilities

An NNRHA employee designated by each Department Head to act as Department Coordinator for his/her department. The Administrative Assistant of each Department Head will fill this role.

Responsibilities shall include:

1. Completing mandatory Cardholder training.
2. Preparing applications for credit cards within their department, obtaining signatures from the applicant and Department Head, before forwarding completed application to the Credit Card Program Administrator.
3. Reviewing transactions and supporting documentation received from the Cardholders within their department for propriety and approving the transactions for payment.
4. Notifying the Credit Card Program Administrator of any disallowed or unsupported expenses.
5. Assisting with the resolution of disputed, disallowed and/or unsupported expenses and collecting payment from the Cardholder for any disallowed and/or unsupported expenses and remitting same to the Credit Card Program Administrator for deposit.
6. Ensuring that lost or stolen cards are immediately (within 24 hours) reported to the Card Issuer and Credit Card Program Administrator.
7. On direction from the Executive Director, notifying the Credit Card Program Administrator immediately when employees transfer to another department, terminate employment or move to another position within the department that does not require credit card use.
8. Requesting the Credit Card Program Administrator to cancel/deactivate Cardholder's card for loss of credit card privileges as approved by the Executive Director. Collecting canceled cards from Cardholders and shredding the cards.
9. Participate in card usage research by reviewing transaction reports annually to identify purchasing patterns that may benefit the department.
10. Ensuring the Cardholder recovers sales taxes paid on exempt purchases.
11. Adhering to the policies of the Library of Virginia for document retention and destruction.

D. The Credit Card Program Administrator Responsibilities

An NNRHA employee designated by the Finance Director to be responsible for the overall administration of the Credit Card Program.

Responsibilities shall include

1. Completing mandatory Cardholder training.

2. Acting as a liaison with Card Issuer for contractual terms, card holder set-up, administration and program oversight
3. Reviewing departmental approved applications for completeness of required information.
4. Submitting completed application to Card Issuer and receiving the issued credit card from the Card Issuer.
5. Securing the credit cards received from the Card Issuer until they are distributed to the approved Cardholder.
6. Training new Cardholders before releasing the credit card to them.
7. Having the Cardholder sign the Cardholder Agreement, signifying agreement with the terms of the Credit Card Program before releasing the credit card to them.
8. Assisting Cardholders and Department Coordinators with disputed charges and any other discrepancies.
9. Assisting the Cardholder with erroneous declines.
10. Verifying credit card applications setting delegated procurement/travel limits, transaction amount authorizations, allowed products and merchant restrictions prior to issuance of the card.
11. Maintaining a current and comprehensive list of all employees who have been issued credit cards and their credit card limits.
12. Processing changes or modifications to establish restrictions on cards already issued as requested by the Executive Director or designee.
13. Identifying purchase patterns that can be used to negotiate price concessions with vendors.
14. Ensuring that lost or stolen cards have been blocked by Card Issuer.
15. Conducting on-site random audits of department's credit card usage.
16. Serving as a Cardholder resource and responding to questions.
17. Receiving, reviewing and paying Card Issuer's monthly bill.
18. Monitoring procurement transactions and reviewing usage of credit cards for appropriateness.
19. Maintaining documentation concerning the Credit Card Program, which includes but is not limited to: applications, Cardholder Agreements and billing statements.
20. Ensure that if a credit card is ordered and not received in seven (7) business days, it is cancelled for security reasons; and request a new one to protect against possible mail theft.
21. Ensure that the Backup Credit Card Program Administrator is properly trained and

familiar with the credit card program.

22. Ensure that all industry restrictions are applied to credit cards based on merchant category codes.

XV. AUDITS

Random audits may be conducted for both credit card activity and receipt retention as well as statement reviews by appropriate NNRHA staff.

XVI. EMERGENCY PROCEDURE

In case of an emergency, the Executive Director may waive any portion of this policy with the exception of proper documentation.

PROCEDURES MANUAL

The following pages contain the Procedures Manual for Newport News Redevelopment & Housing Authority cardholders.

Basic Guidelines

1. **Eligible Employees:**
Credit Cards may be issued to responsible full-time Directors of NNRHA as determined by the Executive Director.
2. **Policy Adherence:**
By accepting an NNRHA issued credit card the cardholder agrees to abide by the NNRHA's Credit Card and Procurement Policies and Procedures, and to use the card for legitimate NNRHA business purposes only.
3. **Competitive Bidding Requirements:**
The NNRHA's Procurement Policy requires for all procurements (including credit card transactions) to solicit price quotes. Quotes may be obtained in writing.
4. **Non-Transferable:**
Cards are issued in employees' names only and are non-transferable between departments.
5. **Levels of Authorization:**
There is one (1) level of card authorization:
 - **Corporate Card** - Allows for the purchase of goods and services by the cardholder for the NNRHA use. Allows for the cardholder's NNRHA travel-related expenses, restaurant use and catering expenses. Allows the cardholder to pay for pre-travel expenses for departmental staff members and tenants. These pre-travel expenses include registrations, airfare, holding hotel rooms without charging the card, paying for the first night stay only if mandated by hotel policy
6. **Monthly Limits:**
The monthly limit for each card is set at the Executive Director's discretion.
7. **Transaction Limits:**
The dollar limit per transaction is \$1,000 for purchases of goods and services and \$2,000 for travel-related expenses, unless preauthorized by the Executive Director. A cardholder may not split one purchase into two transactions to circumvent the purchasing limits, as this is a procurement violation. The dollar limit per transaction for Group Travel may on occasion exceed \$2,000; those instances will be approved on a case-by-case basis.

8. **Tax-Exempt:**

The NNRHA is a political subdivision of the Commonwealth of Virginia and therefore is exempt from sales and use tax on the purchase of goods and services. However, sales and other special taxes imposed by taxing authorities on hotel, restaurant and airline bills are acceptable charges to Corporate cards.

9. **Receipts:**

Detailed receipts must be obtained and submitted for every charge made by the cardholder.

Application Process

1. The Department Head will delegate a Department Coordinator to oversee the review and approval of credit card transactions and reconciliations within the Department. The Department Coordinator must sign the **Department Coordinator Responsibility Agreement Form** (page 35).
2. The Executive Director will decide who will receive a credit card
3. The Department Head requested to receive a credit card will complete the **Credit Card Application** (page 30) with the required signatures. The Executive Director's signature alone authorizes the issuance of a Corporate Card.
4. The completed application is then sent to the Credit Card Program Administrator in the Finance Department.
5. The Credit Card Program Administrator will schedule training with the applicant to review NNRHA policies and procedures that pertain to credit card usage.
6. After completion of the training each applicant will sign the **NNRHA Credit Card Agreement Form** (page 31) and they will be given their credit card. The original NNRHA Credit Card Agreement Form will be retained by the Credit Card Program Administrator in the Finance Department.

Appropriate Credit Card Usage

Corporate Card:

The Corporate Card allows for the purchase of goods and services by the cardholder for the NNRHA use. Allows for the cardholder's NNRHA travel-related expenses, restaurant use and catering expenses. Allows the cardholder to pay for pre-travel expenses for departmental staff members and tenants. These pre-travel expenses include registrations, airfare, holding hotel rooms without charging the card, paying for the first night stay only if mandated by hotel policy.

Samples of appropriate usage include office supplies, equipment, software, maintenance and repair services, stationery, printing services, books, courier services, shipping costs, registrations for training and conferences, etc.

Samples of appropriate NNRHA travel usage include airfare, hotel expenses, taxi fare, baggage fees, shuttle fees, meals, car rental, gasoline, etc.

Samples of appropriate catering usage include meals or refreshments provided at NNRHA meetings or training events. Cardholders submitting expenses for catering must include a description of the business event for which the food was provided and a list of the attendees present.

Each purchase of equipment over the amount of \$1,000 requires the cardholder to complete an **Asset Addition Form** (page 34). The original form should be submitted to the Credit Card Program Administrator in the Finance Department, a copy should be provided to their Department Coordinator and a copy should be provided to the Information Technology Department.

Gift cards and/or gift certificates for employee recognition are not permitted to be purchased by credit card.

Misuse of Credit Card

The following are samples of misuse of an NNRHA issued credit card:

1. Personal purchases or other unauthorized purposes.
2. Cash advances or the purchase of convenience checks (money orders).
3. Purchasing alcoholic beverages or any substance, material or service that violates NNRHA policy, law or regulation.
4. Splitting a purchase to circumvent the limitations of the credit card.
5. Making purchases over the transaction limits (\$1,000 for goods and services and \$2,000 for travel) without prior approval.
6. Using the credit card to pay “after the fact” invoices. The NNRHA’s Procurement Policy requires goods and services be purchased through either encumbrance of funds (Purchase Order) or at point-of-sale (paid at the same time as purchase using an NNRHA credit card). If goods and services are received prior to either a Purchase Order being issued or a credit card transaction taking place, then it is a violation of the NNRHA’s Procurement Policy.

Example: John Doe orders copy paper from Office Depot. He does not set-up a Purchase Order and he does not put the charge on his NNRHA Credit Card. He receives the copy paper and an invoice from Office Depot. He may NOT call and tell Office Depot to put the charge on his credit card. The credit card may be used at the point-of-sale but not “after the fact”.

7. Obtaining store credit instead of a refund to the credit card.
8. Allowing the card or card number to be maintained in an unlocked desk or other non-secure area.
9. Providing anyone an image or photocopy of the front and/or back of the card, other than the Administrator
10. Failing to provide required receipts
11. Failing to provide, when requested, information about any specific purchase
12. Cardholder not adhering to all the credit card policies and procedures

Misuse of an NNRHA issued credit card may subject the cardholder to disciplinary action in accordance with NNRHA policies and regulations including, but not limited to:

- An infraction memo from the Credit Card Program Administrator that will include notification to the cardholder’s Department Head and the Director of Finance

- Cancellation of the credit card
- Removal of the cardholder's purchasing authority
- Deduction from one's paycheck if reimbursable funds remain unpaid past 14 days of being notified of the need to reimburse.
- Termination of employment
- Prosecution in the event of fraud

Monthly Statement Reconciliation

The cardholder will receive an email from the credit card Program Administrator containing the credit card statement each month they have activity on their credit card. If a cardholder knows they will be out of the office during the time period that includes credit card statements, they must arrange with the Department Coordinator to complete their reconciliation. If the Department Coordinator completes a reconciliation for another Cardholder, they must sign the reconciliation and have the Cardholder sign the reconciliation upon their return to work.

The steps below outline the process of reconciling the monthly statement:

1. The cardholder should thoroughly review the statement and match their corresponding receipts to each transaction on their statement. Once the accuracy of the statement is verified, the cardholder should sign and date the statement in the area provided.
2. The credit card statement and the original receipts should be combined together and submitted to the Department Coordinator by the 5th working day of receiving the monthly statement as the credit card payment is due by the 12th of each month.
3. The Department Coordinator should review all transactions for appropriateness, receipts, account coding and adherence to policy. After all transactions are reviewed, the Department Coordinator must:
 - sign-off on each cardholder's credit card statement
 - hand deliver to the Administrator each cardholder's report package to include the credit card statement and all receipts

Returns, Credits, Disputes and Declines

Returns:

If merchandise is returned to a vendor the cardholder should request a credit memo. The original invoice should reflect the "charge", and the credit memo will reflect the "refund". Both transactions will appear on the monthly credit card statement; therefore the cardholder must have receipts for both the charge and the credit.

Credits:

Vendors will issue all credits to the individual credit card account for any item they have agreed to accept for return. This credit may appear on a subsequent billing statement. Under no circumstances should a cardholder accept cash or store credit in lieu of a credit to the credit card account.

Disputes:

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder should contact their Department Coordinator for assistance. If further assistance is required, they should contact the Credit Card Program Administrator in the NNRHA Finance Department.

Declines:

Should the NNRHA credit card be erroneously declined by a vendor, the cardholder should immediately contact the Credit Card Program Administrator for assistance. If the purchase is being made outside of normal NNRHA business hours, the employee must find an alternate method or terminate the purchase and contact the Credit Card Program Administrator in the NNRHA Finance Department during normal business hours.

Credit Card Security and Loss or Theft

Card Security:

Cardholders should always treat the credit card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded.

When making a purchase with an NNRHA credit card cardholders should be diligent to use the most secure transaction method possible to prevent their card number from becoming compromised. Preferred methods are transactions completed in person, via the telephone by a cardholder initiated call, via the internet on a secure payment site. Less secure methods include U.S. mail, email or fax. Less secure methods should be avoided, if at all possible.

Cardholders should never post their card number anywhere, including:

- their office or workstation, in a rolodex or any other written reference
- in an electronic file for reference

The NNRHA will not accept liability for the following:

- Unauthorized use of the credit card
- Any form of fraudulent use of the credit card

Tips for Online Purchasing:

- Ensure antivirus software and Microsoft Windows updates are current
- Use strong passwords
- Look for the security lock icon in lower right corner  and https:// in the address bar
- Beware of phishing
- Watch credit card statements carefully
- Understand privacy policies for online merchants
- Understand return policies for online merchants

Cardholders should never make a photocopy of their card or allow a vendor to keep the credit card number on file.

Loss or Theft:

LOST OR STOLEN CARDS

Upon loss or theft of an NNRHA issued credit card, immediately notify: The Credit Card Program Administrator in the Finance Department – 757-928-2633
Credit Card Customer Service - 1-800-528-2122
Your Department Head & Department Coordinator

Failure to make timely notifications of card loss or theft within 24 hours of loss may result in the employee being held responsible for any expenses incurred after the loss of the card.

Credit Card Maintenance

The Credit Card Maintenance Form (page 33) should be completed by the cardholder and turned into their Department Coordinator for the following changes:

- Cardholder's name change (change should be submitted to Human Resources as well)
- Card replacement is required due to loss, embossing error, mutilation, etc.
- Business mailing address change
- Cancellation or reinstatement
- Department transfer of employee

This form must be signed by the cardholder and the Credit Card Administrator in Finance.

Using the Credit Card for Travel Related Expenses

The following levels of card authorization can be used for employee business travel related expenses:

- Corporate Card

Please see the earlier section of this manual entitled [Basic Guidelines](#) for a more detailed description of card usage allowances.

Employee business travel related expenses are those such as registrations, airfare, gasoline, car rental, hotel, meals, shuttles, taxis, etc.

All travel-related expenses charged to the credit card should comply with the **NNRHA Travel Policy** (page 39).

Special Note on Airline Travel:

Some new airline travel regulations require that passengers who purchase electronic tickets with a credit card must produce the card at check-in. It is recommended that verification be performed with the airline of choice to determine the airline's practice.

Special Notes on Hotel Accommodations:

- Hotel costs should not be paid in advance of the trip.
- Some hotels will not accept a check as payment at check-out, and instead require a credit card or cash. Verification of the hotel's payment policy should be made prior to the trip. Verification will allow the traveler to arrange to pay with credit card, NNRHA check or a travel advance.
- When utilizing the Group Travel Card for travelers other than the cardholder, the card should be used to hold the hotel rooms but the actual room charges should not be placed on the Group Travel Card. The first night stay can be placed on the Group Travel Card but only if mandated by the Hotel at the time of reservation. If the traveler does not have an NNRHA issued Travel Card, an alternate payment method should be planned for the hotel expenses. Alternate payment methods could be in the form of a cash advance issued prior to the trip or the traveler could use a personal credit card and request reimbursement on their Travel Expense Statement reconciliation.

In addition, the cardholder must complete a **Travel Expense Statement** (page 37) to reconcile and close out all business travel. Submit the Travel Expense Statement, along with copies of receipts to the Finance Department within seven (7) working days of the completion of the trip. Do not wait for the credit card statement before preparing the Travel Expense Statement. The Travel Expense Statement reconciles your business travel not your credit card charges.

***** The monthly Credit Card reconciliation and the Travel Expense Statement are two separate reconciliations. *****

Appendix A

Definitions

(Reprint from the NNRHA Credit Card Policy)

- A. Credit Card Program Administrator – An NNRHA employee in the Finance department, assigned by the Finance Director to oversee administration of the NNRHA’s credit card program.
- B. Department Head - A Department Director responsible for an NNRHA Department
- C. Department Coordinator – An NNRHA employee in each department, designated by the Department Head who is responsible for fiscal oversight of the department’s credit card program.
- D. Cardholder – An NNRHA employee that has been issued an NNRHA credit card.
- E. Card Issuer - The financial institution issuing the credit card.
- F. Credit Card Statement - The monthly billing statement sent via U.S. mail to each cardholder.
- G. Disallowed Expenses - Any purchase that is not in conformance with the NNRHA Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act, and the NNRHA Human Resources Policies and Programs Manual. Disallowed expenses include personal purchases, cash advances, alcoholic beverages, and transactions over purchasing limits as set forth in this policy. Splitting an order into two transactions to circumvent purchasing limits is disallowed. Paying an invoice with an NNRHA credit card after goods or services have already been received is termed “after the fact” and is disallowed.
- H. Unsupported Expenses - Credit card purchases with no receipt or detailed supporting documentation. The Cardholder may be required to pay for any unsupported purchase.
- I. Small Dollar Purchases - Purchase of goods and services no greater than \$1,000.00. Purchases for travel-related expenses no greater than \$2,000.00. Exceptions to these thresholds will be made with prior approval from the Executive Director.

Appendix B

Roles and Responsibilities

(Reprint from the NNRHA Credit Card Policy)

- A. The Executive Director or their designee should determine if the credit card program will benefit in the procurement efforts of the departments, and if the resources exist to separate the procurement/approval/reconciliation functions.

The Executive Director or their designee will decide who will receive a credit card and assign the monthly spending limit for each card.

Responsibilities shall include:

1. Ensuring that all purchases are in accordance with the Credit Card Policy, Agreement and Procedures Manual, the Virginia Public Procurement Act and the NNRHA Human Resources Policies and Programs Manual.
2. Ensuring funds are available before allowing transactions to be initiated by Cardholders within his/her department.
3. Completing mandatory Cardholder training and ensuring the same of all Cardholders in their department.
4. Appointing a Department Coordinator and back-up Department Coordinator to oversee the credit card program for the department and notifying the Credit Card Program Administrator of the appointment.
5. Ensuring that the Department Coordinator and Cardholders comply with the approval and documentation process.
6. Resolving any disallowed or unsupported expenses.
7. Initiating appropriate disciplinary actions when violations of policy occur within their department.
8. Notifying the Credit Card Program Administrator of removal of Cardholder privileges.

B. Cardholder Responsibilities

The Cardholder must use the credit card for legitimate business purposes of the Newport News Redevelopment & Housing Authority only. The credit card may not be used for cash or other Disallowed Expenses. Misuse of the card will subject to the Cardholder to the NNRHA's Disciplinary Policy.

Responsibilities shall include:

1. Completing mandatory Cardholder training prior to receipt of card.
2. All employees issued a credit card must sign the NNRHA Credit Card Agreement Form.
3. Activating the credit card before first use
4. Maintaining the security of the credit card at all times. The credit card should be maintained in a secure location and the credit card account number carefully guarded.
5. Ensuring the credit card is used for legitimate business purposes only.
6. Complying with the approved procurement authority and authorized usage, purchasing limits and restrictions established by the NNRHA. Ensuring that card purchases are in compliance with the Virginia Public Procurement Act, and the NNRHA Human Resources Policies and Programs Manual. Attempts to circumvent the approved authority and/or authorized usage shall be considered misuse and the violating Cardholder shall be subject to the NNRHA's Disciplinary Policy.
7. Obtaining and reconciling supporting documentation to verify purchases that will be listed on Cardholder's statement and reviewing usage of credit card data for accuracy.
 - a. When a Cardholder makes a purchase over the counter, the Cardholder shall obtain the customer's copy of the charge receipt and/or invoice. The Cardholder is responsible for ensuring that the merchant correctly lists the quantity, describes the item(s), does not make math errors and does not charge sales tax before the Cardholder signs the slip. The NNRHA is a political subdivision of the Commonwealth of Virginia and therefore is exempt from sales and use tax on the purchase of goods and services. However, sales and other special taxes imposed by taxing authorities on hotel, restaurant and airline bills are acceptable charges. When making purchases by telephone or internet, the Cardholder must retain a copy of the order confirmation. If a purchase is made via mail or telephone, a request should be made of the vendor to include the receipt when shipping the product. When the Cardholder receives the goods after placing the order, he/she must retain all shipping documentation and the invoice for later submission to the Department Administrator.
 - b. Security for Internet Purchases:

The internet address for purchases should begin with https://. The Cardholder should also look for a "lock" icon on the browser's tool bar or status bar. The "lock" icon looks like a

closed padlock and is located in varying places depending on which browser release level being used.

The Cardholder should not accept access to a vendor's secure website if the browser issues a warning about problems with the website's Certificate. In this case, the Cardholder should cancel the purchase and contact the NNRHA's Information Technology Department for further instructions.

- c. Credits for returns, etc. must be credited to the Cardholder's credit card account. The Cardholder should provide documentation to the Department Coordinator for any credits applied to the credit card account. Cash credits shall not be accepted by the Cardholder.
- 8. Monitoring the Cardholder's transaction account for each of his/her purchases.
- 9. Sending his/her billing statement, and all original detailed (itemized) receipts to the Department Coordinator within seven (7) working days of receiving the monthly billing statement. All receipts must indicate the item(s) purchased and explanation by the Cardholder must be provided if clarification of business purpose is needed. If the receipt is for a meal or the purchase of food for a meeting or event, the business purpose of the meal/food and the individuals in attendance must be indicated.
- 10. Immediately (within 24 hours) reporting lost or stolen cards to the Card Issuer and his/her Department Head, Department Coordinator and the Credit Card Program Administrator.
- 11. Resolving disputes or billing errors directly with the vendor and notifying the Department Coordinator and Credit Card Program Administrator if the dispute or billing error is not satisfactorily resolved.
- 12. Notifying the Credit Card Program Administrator immediately for assistance when a merchant declines to accept a credit card. If the purchase is being made outside of normal NNRHA business hours, the Cardholder must find an alternative payment method or cancel the purchase and contact the Credit Card Program Administrator during normal business hours.
- 13. Not accepting cash in lieu of credit to the credit card account.
- 14. Immediately reporting to the Department Coordinator any incorrect and/or unauthorized purchases.
- 15. Completing an Asset Addition Form upon the purchase of computer equipment in excess of \$1,000 in cost.
- 16. Returning the credit card to the Department Coordinator upon terminating employment with the NNRHA or transferring departments.

C. The Department Coordinator Responsibilities

An NNRHA employee designated by each Department Head to act as Department Coordinator for his/her department.

Responsibilities shall include:

1. Completing mandatory Cardholder training.
2. Preparing applications for credit cards within their department, obtaining signatures from the applicant and Department Head, before forwarding completed application to the Credit Card Program Administrator.
3. Reviewing transactions, vouchers and supporting documentation received from the Cardholders within their department for propriety and approving the transactions for payment.
4. Notifying the Credit Card Program Administrator of any disallowed or unsupported expenses.
5. Assisting with the resolution of disputed, disallowed and/or unsupported expenses and collecting payment from the Cardholder for any disallowed and/or unsupported expenses and remitting same to the Credit Card Program Administrator for deposit.
6. Ensuring that lost or stolen cards are immediately (within 24 hours) reported to the Card Issuer and Credit Card Program Administrator.
7. On direction from Department Head, notifying the Credit Card Program Administrator immediately when employees transfer to another department, terminate employment or move to another position within the department that does not require credit card use.
8. Requesting the Credit Card Program Administrator to cancel/deactivate Cardholder's card for loss of credit card privileges as approved by the Executive Director. Collecting canceled cards from Cardholders and shredding the cards.
9. Participate in card usage research by reviewing transaction reports annually to identify purchasing patterns that may benefit the department.
10. Ensuring the Cardholder recovers sales taxes paid on exempt purchases.
11. Adhering to the policies of the Library of Virginia for document retention and destruction.

D. The Credit Card Program Administrator Responsibilities

An NNRHA employee designated by the Finance Director to be responsible for the overall administration of the Credit Card Program.

Responsibilities shall include

1. Completing mandatory Cardholder training.
2. Acting as a liaison with Card Issuer for contractual terms, card holder set-up, administration and program oversight
3. Reviewing departmental approved applications for completeness of required information.
4. Submitting completed application to Card Issuer and receiving the issued credit card from the Card Issuer.
5. Securing the credit cards received from the Card Issuer until they are distributed to the approved Cardholder.
6. Training new Cardholders before releasing the credit card to them.
7. Having the Cardholder sign the Cardholder Agreement, signifying agreement with the terms of the Credit Card Program before releasing the credit card to them.
8. Assisting Cardholders and Department Coordinators with disputed charges and any other discrepancies.
9. Assisting the Cardholder with erroneous declines.
10. Verifying credit card applications setting delegated procurement/travel limits, transaction amount authorizations, allowed products and merchant restrictions prior to issuance of the card.
11. Maintaining a current and comprehensive list of all employees who have been issued credit cards and their credit card limits.
12. Processing changes or modifications to established restrictions on cards already issued as requested by the Executive Director or designee.
13. Identifying purchase patterns that can be used to negotiate price concessions with vendors.
14. Ensuring that lost or stolen cards have been blocked by Card Issuer.
15. Conducting on-site random audits of department's credit card usage.
16. Serving as a Cardholder resource and responding to questions.
17. Receiving, reviewing and paying Card Issuer's monthly bill.
18. Monitoring procurement transactions and reviewing usage of credit cards for appropriateness.
19. Maintaining documentation concerning the Credit Card Program, which includes but is not limited to: applications, Cardholder Agreements and billing statements.
20. Ensure that if a credit card is ordered and not received in seven (7) business days, it is cancelled for security reasons; and request a new one to protect against possible mail theft.

21. Ensure that the Backup Credit Card Program Administrator is properly trained and familiar with the credit card program.
22. Ensure that all industry restrictions are applied to credit cards based on merchant category codes.

Appendix C

Forms

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NNRHA CREDIT CARD REQUEST FORM

1. Card authorization requested (select only one option):

A) ☐ Corporate Card ★

2. Employee Name: _____ Budget Fund: _____

Email Address: _____

Telephone Number: _____

3. Department Name and Location: _____

4. NNRHA Billing/Mailing Address: _____

☐ Same as Above

5. ★ Provide explanation of business need: _____

6. Transaction limit for **Corporate Card** Requested Monthly Limit \$ _____

(transaction travel limit is \$2,000; however, when using the card
for non-travel related purchases, the transaction limit is \$1,000.00)

As the Department Head, I acknowledge that it is my responsibility to ensure that:

a) the employee abides by the conditions of the program; b) I take appropriate action in situations involving misuse of the card; c) I notify the Program Administrator if the cardholder is terminated for any reason, or if the cardholder transfers to another department within NNRHA; d) reports and transactions are checked for accuracy and supporting documentation is maintained for each transaction.

Department Head: _____

Date: _____

★ Approved by Executive Director: _____

Date: _____



NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY (NNRHA) CREDIT CARD AGREEMENT FORM

Your use of the American Express credit card issued to you is subject to the following terms and conditions. You must comply with the terms and conditions set forth in the training manual, your employee handbook, and any internal guidelines developed by your department.

1. You are being entrusted with a valuable tool. A credit card allows you to make financial commitments on behalf of the NNRHA. You must strive to obtain the best value for the NNRHA by using your card with the businesses which give you the best price.
2. You understand the NNRHA is liable to the bank for all charges made on the credit card.
3. You must use this card for approved purchases only and must not charge personal purchases. The NNRHA will audit the use of this card and will report and take appropriate action on any discrepancies.
4. You must follow the purchasing policy and procedures established by the NNRHA for the use of the card. Failure to do so may result in either revocation of your privileges or other disciplinary actions as set forth in the NNRHA Human Resources Policies Manual.
5. If you use the card to make unauthorized purchases you must reimburse the NNRHA for the full amount of the purchases, any finance charges associated with the purchases, and 10% interest on the amount of the purchases and finance charges. If you fail to fully reimburse the NNRHA after having been given notice to do so, this agreement authorizes the NNRHA to withhold any unpaid monies, finance charges, and interest from your paycheck(s). In the event it is necessary for the NNRHA to initiate legal proceedings to collect any of these sums, you agree to pay the expenses incurred by the NNRHA in such legal proceedings, including reasonable attorney's fees.
6. You will be given a copy of the NNRHA American Express Credit Card Policy and Procedures Manual. You are required to read and understand the requirements for the card's use.
7. You must return the card immediately upon request or upon termination of employment (including retirement).
8. The NNRHA may change the terms and conditions or its policy and procedures concerning the use of the card and you must agree to comply with those changes upon notification.

As the employee being issued the card, I have read, understand and agree to the terms and conditions stated above.

Employee Name: _____

Business Address: _____

Telephone: _____

Employee Signature: _____

Date: _____



NNRHA CREDIT CARD SPENDING LIMIT ADJUSTMENT REQUEST

FOR INTERNAL USE ONLY

DATE: _____

CARD HOLDER'S NAME: _____

LAST 5 OF CREDIT ACCOUNT #: _____

DEPARTMENT NAME: _____

CURRENT SPENDING LIMIT

PER TRANSACTION: \$

PER MONTH: \$

REQUESTED SPENDING LIMIT

PER TRANSACTION: \$

PER MONTH: \$

REASON FOR SPENDING LIMIT ADJUSTMENT: (Explain Business Need) _____

CARDHOLDER'S NAME: _____

PROGRAM ADMINISTRATOR: _____

PRINT/SIGNATURE

EXECUTIVE DIRECTOR: _____

PRINT/SIGNATURE



CREDIT CARD MAINTENANCE FORM

FOR INTERNAL USE ONLY

PREPARED BY:
SIGNATURE:

DATE:

PART 1: CARDHOLDER'S INFORMATION

DATE:
LAST 5 DIGITS OF CARD #:
CARDHOLDER'S NAME:

DEPT. NAME:
BUSINESS MAILING ADDRESS:
CITY/STATE/ZIP

PART 2: ACCOUNT MAINTENANCE

NAME CHANGE
CARDHOLDER NAME AS IT CURRENTLY APPEARS:
CARDHOLDER NAME AS IT SHOULD APPEAR NOW:
The undersigned hereby requests a name change be effected and an NNRHA credit card be issued as indicated herein and renewed and replaced until the undersigned gives notice to cease. By requesting the name change, the undersigned understands that the credit card issuer will cancel any outstanding credit cards issued under the former name. Undersigned further agrees to destroy such Cards issued under former name:
SIGNATURE:

ADDRESS CHANGE
CURRENT BUSINESS MAILING ADDRESS:
NEW BUSINESS MAILING ADDRESS:

CARD REPLACEMENT
LOST ☐ STOLEN ☐ NOT RECEIVED ☐
EMBOSSING ERROR ☐ MUTILATED ☐
OTHER:
COMMENTS:

CANCELLATION/REINSTATEMENT
CANCELLATION ☐ REINSTATEMENT ☐
REASON:

DEPARTMENT TRANSFER	
FROM:	TO:

DEPARTMENT HEAD'S SIGNATURE/DATE

NNRHA PROGRAM ADMINISTRATOR'S SIGNATURE/DATE



NNRHA
ASSET ADDITION FORM

Department/Location of Asset _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

Description _____ Date Received _____

Vendor _____ Serial Number _____

Budget Code _____ Cost _____

AUTHORIZATION FOR ASSET ADDITION:

Cardmember's Name _____ Date _____
(If paid by credit card)

Purchaser's Signature _____ Date _____

Instructions: Complete form for equipment with an individual cost of more than \$1,000, attach copy of invoice to form; and forward to Finance Department.



DEPARTMENT COORDINATOR RESPONSIBILITY AGREEMENT FORM

Department Heads will appoint a Department Coordinator to ensure effective administration and accurate record keeping. The appointed Department Coordinator must read the NNRHA Credit Card Policy and Procedures Manual and be familiar with all aspects of credit card policies and procedures.

The Department Coordinator has the following responsibilities:

1. Completing mandatory Cardholder training and training on the Virginia Public Procurement Act.
2. Preparing applications for credit cards within their department, obtaining signatures from the applicant and Department Head before forwarding completed application to the Credit Card Program Administrator.
3. Reviewing Spend Report transactions, vouchers and supporting documentation received from the Cardholders within their department for propriety and approving the transactions for payment.
4. Notifying the Department Head and Credit Card Program Administrator of any disallowed or unsupported expenses.
5. Assisting with the resolution of disputed, disallowed and/or unsupported expenses and collecting payment from the Cardholder for any disallowed and/or unsupported expenses.
6. Ensuring that lost or stolen cards are reported immediately (within 24 hours) to the Card Issuer, Department Head and Credit Card Program Administrator.
7. Notifying the Credit Card Program Administrator immediately when employees transfer to another department, terminate employment or move to another position within the department that does not require credit card use.
8. Requesting the Credit Card Program Administrator to cancel/deactivate Cardholder's card for loss of credit card privileges as approved by the Executive Director or designee. Collecting canceled cards from Cardholders and shredding the cards.
9. Maintaining a list of all employees within their department who have been issued credit cards.
10. Participate in card usage research by reviewing Spend Reports annually to identify purchasing patterns that may benefit the department.
11. Ensuring the Cardholder recovers sales taxes paid on exempt purchases.

12. Adhering to the policies of the Library of Virginia for document retention and destruction.

As the appointed Department Coordinator, I agree to abide by and honor all of the rules and regulations shown above. I also understand that my authority as Department Coordinator may be terminated and/or subject to appropriate disciplinary action if I violate any rules and regulations of the credit card program.

DEPARTMENT: _____

PRINT NAME OF DEPARTMENT COORDINATOR: _____

DEPARTMENT COORDINATOR'S SIGNATURE: _____

DATE: _____

PRINT NAME OF DEPARTMENT HEAD: _____

DEPARTMENT HEAD'S SIGNATURE: _____

DATE: _____

TRAVEL EXPENSE STATEMENT

PART I.

BUDGET CODE/FUND: _____		DEPT: _____
NAME: _____		
TRAVELING TO: _____		DATE(S): _____
RECEIVED BY: _____	"FINAL SETTLEMENT DATE" (7 days after travel)	
Amount of Advance: _____		
Date Received: _____		

PART ACTUAL EXPENSES INCURRED

TUITION AND REGISTRATION FEES*	\$ _____
LODGING-(room and tax only)*	_____
COMMERCIAL TRANSPORTATION COSTS-AIR, RAIL, ETC.*	_____
TRANSPORTATION COSTS - TAXI, SHUTTLE, ETC.	_____
MILEAGE - PERSONAL AUTOMOBILE: _____ @ _____ .mile	_____
MEALS, TIPS & OTHER INCIDENTAL EXPENSES (Per Diem Rate)	_____
PROMOTIONAL AND ENTERTAINMENT COST: * (Attach a brief description of event)	_____
OTHER-TOLLS, PARKING, LUGGAGE, ETC.: _____	_____
_____	_____
_____	_____
TOTAL EXPENSES:	_____
SUBTRACT: AMOUNT OF ADVANCE	_____
PREPAIDS	_____
BALANCE - check one	_____
DUE NNRHA [] DUE EMPLOYEE []	_____

I hereby certify that the above amounts are true and correct.

_____ Traveler	_____ Date	_____ Department Director	_____ Date
_____ Executive Director	_____ Date	_____ Director of Finance	_____ Date



Credit Card Business Meals

Cardmember Name:

Date	Location of Meeting	Meeting/Lunch Purpose	Number of Attendees	Bill Total

Names of Attendees:

Date	Location of Meeting	Meeting/Lunch Purpose	Number of Attendees	Bill Total

Names of Attendees:

Signature:

Date:

Attach detailed receipts to log
***** Remember when tipping be reasonable*****

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
REQUEST FOR TRAINING (Seminars, Workshops & Conferences)

Date Requested:	Requested By:	Department:
Title of Program:		
Sponsored By:		
Location:	Type of Transportation:	
Program Dates: Travel Dates:		

- ☐ Please check here if expenses will be filed when the employee(s) returns.
☐ Please check here if an advance request is notated on the Travel Expense Statement.

PARTICIPANT(S)	ESTIMATED COST FOR ATTENDANCE	
	Transportation	\$
	Hotel	\$
	Meals	\$
	Registration	\$
	Other	\$
	TOTAL	\$

☐ Please send check for accommodations to:

Confirmation # _____

☐ Please send check for registration to:

Payable to: _____

I understand that if my Training and/or Travel Expense Statement is not completed according to policy, all Expenses may be deducted from my paperwork.

(Signature) (Date)

Departmental Approval:

☐ Approved ☐ Disapproved

Department Director Date

If request is for computer training:

☐ Approved ☐ Disapproved

Human Resources Officer Date

If cost exceeds \$150.00:

☐ Approved ☐ Disapproved

Executive Director Date

Budget Approval:

☐ Approved ☐ Disapproved

Director of Finance Date

Original to Finance – Before 10:00 a.m. on Wednesday for same week Friday check-run

Appendix D

Questions and Answers

1. **Who should I contact to resolve an error or dispute concerning my account?**
You should first contact the supplier. Most exceptions or issues can be resolved between the cardmember and supplier. Document all contacts with the supplier. If there is no resolution within 2 weeks, contact Credit Card Holder Customer Service at 1-800-528-2122. Seek assistance from your Department Coordinator if necessary. Document disputes in writing and send a copy to the Program Administrator. If there is no resolution within 4 weeks, contact the Program Administrator.
2. **Can a co-worker use my NNRHA issued credit card?**
Yes. Employees are permitted to use the card with permission from their respective Department Head. Your card should not be used at any time during your absence.
3. **Can I enroll the NNRHA issued Credit Card in the Membership Miles Program?**
No. You may not take advantage of any hotel or airline reward programs.
4. **What do I do with my monthly Cardmember Statement?**
Upon receipt, use your statement to verify and reconcile your charges. You must turn in your Cardmember Statement with your original supporting receipts to your Department Coordinator.
5. **Who reconciles the monthly Cardmember Statement?**
The cardmember is responsible for reconciling his/her own statement each month. The package along with supporting receipts and documentation is forwarded to your Department Coordinator upon completion.
6. **What records should I retain concerning my charges?**
Keep packing slips, credit slips, registration forms, invoices, receipts, etc., that are associated with your purchases or travel. These items will be used to validate your monthly statement.
7. **What if a purchase is denied?**
Your purchase may have exceeded the spending limit on your card. Contact the Program Administrator to review charges and limits.
8. **What if I need to change my per month or transaction limit?**
The maximum limit is \$1,000 per transaction for purchases of goods and services and \$2,000 per transaction for travel-related purchases unless prior authorization is received from the Executive Director. Speak to your Department Coordinator and have him/her complete a Spending Limit Adjustment Request Form to change a monthly limit, secure the approval and signature of the Executive Director, and forward the form to the Program Administrator.
9. **What do I do if my card is lost or stolen?**
Call 1-800-528-2122 - Immediately (Follow directions on page 20)

Failure to make timely notifications of card loss or theft within 24 hours of loss may result in the employee being held responsible for any expenses incurred after the loss of the card.

10. **What if I need to make a return?**

You will need to contact the supplier directly. Be sure to confirm that the credit for the return will be posted back to your credit card. Cash refunds should not be accepted.

11. **Do all travel related expenses require a Travel Expense Statement form?**

No. The credit card reconciliation and the travel reconciliation are two separate processes.

The credit card reconciliation must provide for receipt substantiation of every purchase made with your credit card. This is then forwarded to your Department Coordinator. If a catering purchase is made then the form for Business Meals must be attached providing details on the event and the names of those in attendance.

The travel reconciliation is the completion of a Travel Expense Statement for each trip for which you had expenses. The receipt substantiation of every purchase made while on that trip must be attached. This is forwarded to the administrative support staff in your department responsible for Travel and other payables.

If you require the same receipt to accompany both the credit card reconciliation and the travel reconciliation, then attach the original receipt to the credit card reconciliation and a copy to the Travel Expense Statement. Always note on the Travel Expense Statement if the expense was paid with an NNRHA issued credit card.

5F

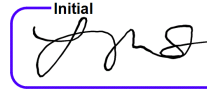
NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY

MEMORANDUM

DATE: September 15, 2026

TO: All Members, Board of Commissioner

FROM: Lysandra M. Shaw, Executive Director

Initial


SUBJECT: Resolution-Approving the Adoption and Implementation of the Newport News Redevelopment & Housing Authority Disposition of Assets Policy

The purpose of this memorandum is to provide background and context regarding the proposed resolution adopting the Newport News Redevelopment & Housing Authority's Disposition of Assets Policy.

As part of the Authority's commitment to sound financial management, accountability, and strong internal controls, staff has developed a comprehensive Disposition of Assets Policy to establish standardized procedures for the disposal of Authority-owned personal property that is no longer needed due to age, wear, damage, obsolescence, or replacement. The policy provides clear guidance for identifying surplus assets, determining fair market value, and documenting the disposition of Authority property.

The adoption of this policy will strengthen the Authority's asset management practices by promoting consistency, transparency, and compliance with applicable federal, state, and local requirements. Additionally, the policy establishes safeguards to ensure that surplus property is disposed of in a manner that protects the Authority's interests, maintains accurate fixed asset records, prevents conflicts of interest, and maximizes the value of public assets whenever practical.

The proposed policy also defines the responsibilities of management and staff throughout the disposition process and establishes documentation requirements to support audits and financial reporting. By formalizing these procedures, the Authority will improve accountability and ensure that all asset dispositions are conducted in a fair, consistent, and well-documented manner.

Approval of the resolution is recommended.

Attachments:

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT & HOUSING
AUTHORITY EVIDENCING THE AUTHORITY'S INTENT TO ESTABLISH AND
IMPLEMENT A DISPOSITION OF ASSETS POLICY**

WHEREAS, the Newport News Redevelopment and Housing Authority ("Authority") is committed to maintaining effective internal controls and ensuring the responsible stewardship of Authority assets; and

WHEREAS, the Authority recognizes the need to establish formal policies and procedures governing the disposition of surplus, obsolete, damaged, and no longer useful personal property in accordance with applicable federal, state, and local laws and regulations; and

WHEREAS, the proposed Disposition of Assets Policy establishes uniform procedures for identifying, valuing, approving, selling, trading, donating, or otherwise disposing of Authority-owned personal property while promoting accountability, transparency, sound financial management, and proper recordkeeping; and

WHEREAS, the policy provides safeguards to ensure that assets are disposed of in a manner that protects the Authority's interests, maximizes value when appropriate, prevents conflicts of interest, and maintains accurate inventory and fixed asset records; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Authority hereby evidences its intent to establish and implement a Disposition of Assets Policy; The Executive Director, or the Executive Director's designee, is authorized to administer and enforce the policy and to establish administrative procedures necessary for its implementation, provided such procedures are consistent with the policy and applicable laws and regulations; All Authority employees involved in asset management, procurement, finance, inventory control, and property management shall comply with the provisions of the Disposition of Assets Policy; and that this resolution shall take effect immediately upon its adoption.



DISPOSITION OF NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY PROPERTY POLICY

Effective Date: Immediately

Approved By: _____ Date _____

Applies To: All Employees, Board Members, Temp Agency Employees, Interns, & Volunteers

I. Purpose

The purpose of this policy is to establish uniform procedures for the disposition of Newport News Redevelopment & Housing Authority (NNRHA)-owned personal property that is no longer needed for operations due to age, wear, damage, obsolescence, or replacement. This policy promotes accountability, transparency, compliance with applicable federal, state, and local requirements, and ensures the NNRHA receives the maximum practical value from surplus assets.

This policy applies to all NNRHA-owned personal property purchased with Authority funds or grant funds, excluding real property (land and buildings).

II. Scope

NNRHA property includes, but is not limited to:

- Vehicles
- Maintenance equipment and tools
- Office furniture and equipment
- Computers, laptops, tablets, printers, and related technology equipment
- Appliances
- Supplies with resale value
- Machinery
- Other tangible assets purchased to support the Authority's goals, operations and programs

III. Policy

The NNRHA shall dispose of property that has become worn, damaged beyond economical repair, obsolete, or no longer required for operational purposes in a manner that is fair, transparent, and in the best interest of the Authority.

The NNRHA shall:

- Maximize the value received from the disposition of surplus property.
- Comply with all applicable federal, state, and local regulations.
- Maintain adequate documentation supporting all dispositions.
- Remove disposed assets from the NNRHA's fixed asset records.

No NNRHA property may be sold, traded, donated, or otherwise disposed of without prior approval from the Executive Director or designee.

Property shall not be sold for less than its documented fair market value unless specifically approved by the Executive Director or designee for a public purpose authorized under this policy.

IV. Conflict of Interest

To avoid actual or perceived conflicts of interest:

- NNRHA employees;
- Members of the Board of Commissioners;
- Immediate family members of employees or Commissioners; and
- Individuals acting on behalf of employees or Commissioners

are prohibited from purchasing, receiving, or otherwise acquiring surplus NNRHA property.

No NNRHA property may be donated or transferred to any employee, Board Commissioner, or their immediate family members.

Any violation of this policy may result in disciplinary action, up to and including termination of employment, and may subject Board Commissioners to appropriate Board action.

V. Acceptable Methods of Payment

Payments for the purchase of Authority property shall be made by:

- Cashier's check
- Certified check
- Money order
- Business or personal check payable to the Authority

Cash payments shall not be accepted.

VI. Annual Review of Assets

The Director of Administrative Services, the Procurement Manager or designee shall conduct, at a minimum, an annual review of Authority property, either prior to or in conjunction with the annual physical inventory, to identify assets that should be declared surplus.

Each item identified shall be evaluated and classified as one of the following:

1. **No Value** – Property with no remaining useful or salvage value that should be discarded.
2. **Salvage Value** – Property that should be stripped of usable parts before disposal.
3. **Market Value** – Property with remaining value that may be sold or traded.

Items classified as having no value or salvage value shall be disposed of in accordance with all applicable environmental, safety, and regulatory requirements.

VII. Disposition Procedures

A. Determination of Fair Market Value

The Director of Administrative Services, the Procurement Manager or designee shall determine the estimated fair market value of each asset using one or more of the following:

- Comparable market pricing
- Vendor quotations
- Online resale marketplaces
- Professional appraisal, when appropriate
- Trade-in value

Documentation supporting the valuation shall be retained with the disposition records.

B. Sale Procedures

Disposition methods shall be based upon the estimated fair market value of the asset.

Assets Valued at Less Than \$100

The Director of Administrative Services, the Procurement Manager or designee may obtain informal quotations or otherwise sell the property using commercially reasonable methods designed to obtain the best available price.

Assets Valued Between \$100 and \$1,000

The Director of Administrative Services, the Procurement Manager or designee shall solicit informal bids, either verbally, electronically, or in writing, from prospective purchasers. A summary of all bids received shall accompany the approval request submitted to the Executive Director.

Assets Valued Over \$1,000

The Director of Administrative Services, the Procurement Manager or designee shall advertise the sale through appropriate public notice through a formal bid.

Public notice shall:

- Be posted for a minimum of fifteen (15) calendar days;
- Be advertised through appropriate public media, newspaper or electronic platforms;
- Be made available to interested purchasers.

Bids shall be publicly opened at the advertised date and time. A bid tabulation shall be prepared and maintained as part of the permanent disposition file.

VIII. Approval

Prior to disposition, the Executive Director shall review, approve/disapprove the disposition documentation that includes:

- Description of each asset;
- Asset identification number or serial number, if applicable;
- Original department, project, or program;
- Recommended method of disposition (i.e. donated to non-profit, discarded without value, salvage value, or with fair market value);
- Estimated fair market value;
- Documentation supporting the valuation;
- Total estimated value of all assets included in the request.

IX. Disposal Documentation

Prior to disposal, the Executive Director or designee shall verify:

- Fair market value has been documented;
- All required records have been completed.

Following disposition:

- A receipt, bill of sale, transfer document, or disposal certification shall be prepared.
- Sale proceeds shall be immediately forwarded to the Finance Department.
- Finance shall verify the transaction against the approved request
- Revenue shall be credited to the appropriate fund, grant, project, or department, as applicable.
- Fixed asset records shall be updated to remove disposed property.
- Supporting documentation shall be retained in accordance with the NNRHA's records retention policy.

X. Trade-In of Property

When determined to be in the NNRHA's best interest, property may be traded in toward the purchase of replacement equipment.

Trade-in values shall be documented and approved by the Executive Director as part of the procurement process.

XI. Donation or Transfer

The Authority may donate or transfer surplus property to:

- Government agencies;
- Public bodies; or
- Qualified nonprofit organizations whose mission supports affordable housing, community development, or other public purposes consistent with the NNRHA's mission.

Such transfers shall:

- Be approved by the Executive Director;
- Be supported by documentation establishing the public benefit;
- Be documented through a bill of sale, transfer agreement, or similar instrument.

XII. Record Retention

All documentation relating to the disposition of NNRHA property, including inventories, valuations, approvals, advertisements, bid tabulations, receipts, bills of sale, and fixed asset adjustments, shall be maintained in accordance with the NNRHA's Records Retention Policy and all applicable federal and state recordkeeping requirements.

XIII. Effective Date

This policy shall become effective upon approval by the Board of Commissioners and shall remain in effect until amended or rescinded by Board action.



REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

September 2026

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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Felicia Simmons, Director of Administrative Services

COMMUNITY DEVELOPMENT

The 2026–2027 Annual Action Plan (AAP) was approved by Newport News City Council on August 11, 2026. Following City Council approval, the final Annual Action Plan was successfully submitted through HUD’s Integrated Disbursement and Information System (IDIS) for federal review and acceptance. The plan is currently awaiting HUD approval.

The Annual Action Plan outlines the proposed use of the City’s Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds for the 2026–2027 program year and reflects the priorities established through the City’s Consolidated Plan and the public participation process. Upon HUD approval, the City of Newport News will be authorized to begin expending the allocated CDBG and HOME funds for eligible activities. NNRHA will continue to work closely with the City to administer the programs and facilitate the implementation of approved activities throughout the 2026–2027 program year.

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

The SPARC Program provides eligible homebuyers using Virginia Housing loan products with a 1% mortgage interest rate reduction to promote affordable homeownership. NNRHA successfully met its FY2026 SPARC grant objectives, fully expended the funding, and completed the grant closeout. Virginia Housing plans to release the FY2027 SPARC application this fall, and NNRHA looks forward to continuing its partnership and expanding homeownership opportunities.

Redevelopment & Homeownership

The Newport News Redevelopment and Housing Authority (NNRHA) administers the Citywide Down Payment Assistance (DPA) Program for first-time homebuyers through the HOME Investment Partnerships Program (HOME), providing financial support for home purchases within Newport News. For calendar year 2026, 27 applications were received, including 2 new applications in August. Of these, 3 projects have been completed, 7 were determined ineligible, 9 have been approved, 7 are in underwriting, and 1 has withdrawn. These efforts resulted in financial assistance being provided to support multiple first-time homebuyers in achieving homeownership within the city.

Down Payment Assistance (DPA)				
Calendar Year: January 1, 2026 – December 31, 2026				
Completed	Denied	Approved	Underwriting	Withdrew
3	7	9	7	1

New DPA Applications August 2026	Total DPA Applications Received for January 1, 2026 – December 31, 2026
2	27

Residential Rehabilitation Program

August 2026 Housing Rehabilitation Activity:

Total Housing Rehabilitation Activity for August 2026	
Residential Repair Program	Cases
Projects Completed	10
Projects in Underwriting (includes pending approval)	12
Projects Ongoing	28
Projects Ineligible	19
Total	69

New Housing Rehabilitation Applications for August 2026	9
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Calendar Year 2026 (January 1, 2026 – December 31, 2026):

Total New Housing Rehabilitation Applications Received	Total New Housing Rehabilitation Applications Received for January 1, 2026 – January 31, 2026
56	15

Community Outreach and Resident Engagement

NNRHA Community Development staff participated in the First Baptist Church Denbigh Back-to-School Cookout on August 15, 2026, engaging with more than 1,000 community members and families. Staff shared information about NNRHA programs and resources, including the Down Payment Assistance (DPA) and Residential Rehabilitation Programs, highlighting opportunities that support homeownership and housing improvements. The event provided a valuable opportunity to connect directly with residents, answer questions, distribute program information, and build awareness of available services. Staff also strengthened relationships with community partners and local organizations, further supporting NNRHA's commitment to community outreach, housing stability, and neighborhood revitalization.

Marshall-Ridley Residential Facade Program

The Marshall-Ridley Residential Facade Program received 113 applications in Round One, resulting in 76 completed projects and 37 deemed ineligible. In Round Two (launched July 21, 2025), 50 applications were submitted, with 29 completed for finance review, 36 inspections, 30 undergoing codes review, 0 pending contracts, and 0 contracts. So far, 29 projects have been completed, and 11 applications were found ineligible.

To date, the program has expended \$2,032,991.70 of the \$2.1M granted by the City of Newport News, with \$60,253.30 remaining to support continued façade improvements within the Marshall-Ridley community.

Marshall-Ridley Residential Facade Program Activity Tracker

	First Round Completed	Second Round	Total
Total Applicants	113	50	163
Administrative Review	0	0	0
Finance Review	0	43	43
Inspected	0	36	36
Codes Review	0	30	30
Contract Pending	0	0	0
Contracts	0	0	0
Completed	76	29	105
Ineligible	37	11	48

CAPITAL ACTIVITY

Asset Repositioning Strategic Plan for Public Housing Portfolio

AH Forward has submitted a draft Repositioning Plan and a draft Capital Needs Assessment RFP for the public housing portfolio for staff review. Staff have completed an initial review of both documents, and a meeting with AH Forward will be scheduled before the end of September to discuss the drafts and establish next steps.

RAD Properties Management, Operations, and Fiscal Pre-MOR Review

As of September 2, 2026, Du & Associates remain actively engaged in the compliance remediation effort for Cypress Terrace resulting from the HUD MOR review. The consultants are focusing on completion of sample file reviews, verification of tenant termination procedures, utility allowance analysis, occupancy management practices, and monitoring completion of annual recertifications. All identified recertifications have been completed by NNRHA, and after a review by the consultants, will be submitted to TRACS.

Marshall Courts – Phase VII Demolition (88 Units)

The demo contractor is awaiting directions on roadway improvements that are currently pending final review and approval from the City's Engineering Department. Once approved and completed, the Phase VII demolition project will be considered complete. The land disturbance final inspection has been approved and closed out. An active land disturbance permit is not needed for the remainder of the work onsite. Until future redevelopment plans are identified, the site will continue to be maintained as green space to ensure it remains safe and visually appealing.

Two capital improvement projects for Marshall Courts have been put out for bid. On Thursday, August 20, 2026, a pre-bid meeting was held for the Marshall Courts Phase III project which will continue with the façade improvements that can be seen throughout phase I and II. The public bid opening will be held on Tuesday, September 8, 2026, at 4pm in the 1st floor boardroom. On Friday, August 28, 2026, a pre-bid meeting was held for the roof overlay, fascia, and gutter repair project. The public bid opening will be held on Monday, September 14, 2026, at 4pm in the 1st floor boardroom. These improvements will ensure that the community continues to stay maintained by addressing exterior building conditions, reducing future maintenance needs, and extending the useful life of the property.

Aqueduct Apartments

The health and safety improvement project at Aqueduct Apartments is approximately 80% complete. There are about 6 staircase corridors remaining. The project addresses common area improvements, including replacement of floor tile and stair treads, building washing, painting, and other necessary repairs. These upgrades are designed to improve the overall condition and appearance of the property while enhancing safety and comfort for residents.

Upon completion, the improvements will provide a more welcoming and well-maintained environment while supporting NNRHA's continued commitment to preserving and improving its affordable housing communities.

Ashe Manor Apartments

The preparation work has been completed for the renovations of the trash room at Ashe Manor Apartments. The new trash compactor has been ordered and is about 3-4 weeks out.

The dumpster pusher has also been ordered is about 1-2 weeks out. Additionally, each floor has received locking door handles to the trash shoot to assist maintenance with servicing anything in the trash room. The sanitation and functionality that this project is providing will greatly benefit the overall building conditions of the facility.

The main chiller for the building is not scheduled to ship until early November 2026. Once installed, there will be an increase in building climate control capabilities and system reliability. This will greatly improve the optimization of the building and provide a more comfortable environment for residents, staff, and visitors.

Pinecroft Apartments

Two capital improvement projects for Pinecroft Apartments have been put out for bid. On Wednesday, August 26, 2026, a pre-bid meeting was held for the exterior washing and painting project. The planned exterior improvements will include chemical washing, painting, and repairs as needed. The public bid opening will be held on Tuesday, September 15, 2026, at 4pm in the 1st floor boardroom. On Thursday, August 27, 2026, a pre-bid meeting was held for interior improvements to focus on painting the common areas, stairways, hallways, and to include repairs as needed. The public bid opening will be held on Wednesday, September 9, 2026, at 4pm in the 1st floor boardroom.

These improvements will support the continued effort of maintaining the property and to ensure that Pinecroft remains a safe and well-maintained housing community.

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	2118
Approved/Eligible	43
Pending	2075
Housing Choice Voucher	3902
Approved/Eligible	92
Pending	3789

The pending application numbers for the Public Housing Program (2173) and the Housing Choice Voucher Program (3810) represent the total number of applications being processed for eligibility for housing assistance. Some of these families will be determined ineligible based on income, landlord references or criminal activity. Therefore, these numbers will fluctuate each month.

New Applicants Housed	
Public Housing Program	7
Housing Choice Voucher	17
Mod-Rehab (SRO)	5
Total	29
Occupancy Statistics:	
Public Housing Program	96%
Housing Choice Voucher Program	85%
Mod-Rehab Program (Warwick SRO)	95%
Mod-Rehab (Warwick SRO)	86
Avg. # Leasing Days (PH)	50
Avg. Rent for Move-Ins (PH)	\$390
New Mod-Rehab (SRO) participants	\$257
Total Public Housing	799
Housing Choice Vouchers	2,984
Lease Rate – July 2026	85%

Average Family Rent Contribution for Move-ins Last Month:	
Public Housing	\$390
Housing Choice Voucher	\$437
Warwick SRO	\$257
Cumulative Percentage of HCV Budget Authority Utilized August 2026	92.6%

HOMEOWNERSHIP PROGRAM

Since the Inception of the Program
204 Housing Choice Voucher and Public
Housing clients have completed their goal of
homeownership as follows:

FSS		
Program	Number of Families	Total Cost of Homes Purchased
HCV Families	70	\$6,946,738
PH Families	56	\$5,852,540
HCV-V Home- ownership	75	\$13,550,102

In this chart the number of HCV and PH families represent past participants.

HCV-V numbers reflect current program participants.

**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of August 2026**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes I (Lease Up)	97%	0	357	357
Orcutt Townhomes III	100%	0	0	0
Cypress Terrace	85%	211	0	211
Oyster Point/Brighton	79%	97	159	256
Great Oak	92%	102	234	336
Lofts on Jefferson	100%	0	11	11
Jefferson Brookville	100%	1	23	24
Lassiter Courts	94%	4	280	284
Spratley	90%	0	0	0

FAMILY SELF-SUFFICIENCY (FSS)

The following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of August 2026.

Participants	Public Housing	Housing Choice Voucher	TOTAL
Total number in FSS Program	42	82	124
Employed	24	62	86
Currently not working	15	16	31
Attending Virginia Peninsula Comm. College	0	0	0
Attending Christopher Newport Univ.	0	0	0
Enrolled in NNRHA Computer Training/GED	1	0	1
Enrolled in other Training Programs	1	2	3
Employed and going to school	1	2	3
Total Number of participants with escrow accounts	21	52	73

COMMUNITY RESOURCES

COMMUNITY RESOURCES

Community Resources • Resident Relations • Senior Residents

Serve the City ~ BIG SERVE WEEK

NNRHA's Community Resources Department extends its appreciation to Serve the City (STC) for their wonderful projects during their Big Serve Week which was held the week of July 13th. STC volunteers have been volunteering and engaging with the residents of Spratley House and Ashe Manor for over seven years.

This year for Big Serve Week, residents had a wonderful opportunity to volunteer. They sat alongside STC volunteers making cards and packing goodie bags for hospitalized children at the Children's Hospital of the King's Daughters (CHKD). STC also brought some of their youngest volunteers to assist with planting flowers in the raised flower beds at Spratley House.



Free Credit Repair Workshop

The Free Credit Repair Workshop was held on August 1, 2026, at Marshall Courts Recreation Center. This event was aimed at educating residents on credit management and financial responsibility. Residents received personalized guidance from Pastor Trice Robinson. The session enhanced participant's understanding of credit scores, report reading, debt reduction, and healthy financial habits. The event demonstrated ongoing interest in financial literacy.



Field Trip to Blue Bird Gap Farm

On August 10, 2026, seven participants from the Summer Youth Program attended a field trip to Blue Bird Gap Farm. During the visit, they explored the farm, identified various animals, and learned about the important role each animal plays in farm operations. The group also shared lunch and reflected on their experiences. One participant expressed sincere appreciation for the trip, noting that he seldom has opportunities to play outside and was grateful for the chance to enjoy the outdoors and spend time with his peers. The field trip served as a meaningful and successful conclusion to the Side-by-Side Summer Youth Program.



SNAP Employment & Training Services

On August 13, 2026, SNAP E&T Services were provided to two residents. Participants received individualized employment support, including job search assistance, employment resources, job leads, and information on training and career advancement opportunities. These services are designed to enhance employment readiness and support participants in achieving their career goals.



NNRHA Annual Back to School Event

On August 19, 2026, NNRHA hosted successful Back-to-School events at Marshall Courts and Aqueduct Apartments. Over 200 backpacks and school supplies were distributed to residents.

A special thank you goes to the United Steelworkers for donating backpacks and school supplies, Mac's Barber Academy for providing free haircuts, and Amirah, Founder of the Found Her Project, for donating inspirational affirmation note cards through her nonprofit organization. Their generosity and support helped make the events a great success.



Community Resources • Senior Residents

Medicaid and Medicare Updates Information Session

On August 19, 2026, Community Resources hosted a Medicaid and Medicare Information Update Session to educate residents on upcoming changes that may affect healthcare coverage, benefits, and enrollment options. Participants received timely information, asked questions, and gained a better understanding of available resources to help them prepare for future changes.

NNRHA extends its appreciation to DHS and AO & Associates, LLC for providing information and helping make the event a success. The session supported the Authority's commitment to keeping residents informed and connected to essential services.

This educational session reflects NNRHA's ongoing commitment to connecting residents with critical information and resources that promote informed decision-making, self-sufficiency, and overall well-being.



Painting with a Purpose

Community Resources hosted *Painting with a Purpose* on August 27, 2026, providing residents with an opportunity to express their creativity in a fun and engaging environment. Participants enjoyed guided painting activities while connecting with fellow residents and exploring the positive benefits of art for relaxation, self-expression, and overall well-being.

The event encouraged creativity, social interaction, and community engagement, leaving attendees with both a completed artwork and a sense of accomplishment.

FINANCE

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2026 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2026

CY Housing Choice 2026 Annual Budget Authority												\$ 28,432,110	Final 99.5% provision		
Housing Choice Voucher Funding												\$ 28,432,110			
Mainstream Voucher Program Funding												\$ 1,288,558	Final - 100%		
Emergency Housing Voucher Program Funding												\$ 347,689	Final - 100%		
HCV Units												2507			
VASH units												54			
CNI tenant protection												247			
Marshall tenant protection												88			
Warwick SRO - RAD2												88			
Baseline HCV count												2984			
Mainstream Vouchers												141			
Emergency Housing Vouchers												29			
Total Vouchers												3154			
Month	# of Vouchers Utilized	Lease Rate	HAP Payments to Landlords	Avg HAP	Monthly +/- Dollar Utilization	Monthly Amount of Funding Utilized	Year to Date Amount of Funding Utilized	Funding From HUD	Fraud Recovery	Other Sources Of Funds	NNRHA Held Reserve Balance	HUD Held Reserve Balance			
January	HCV 2457	82.3%	\$ 2,385,632.00	\$ 970.95	\$ (150,731.00)	94.1%	94.1%	\$ 2,536,363.00			804,474.00	2,038,907.00			
	MS 113	80.1%	\$ 103,417.00	\$ 915.19	\$ (4,952.00)	95.4%	95.4%	\$ 108,369.00			(9,963.00)	35,218.50			
	EHV 22	75.9%	\$ 21,666.00	\$ 984.82	\$ (12,610.00)	63.2%	63.2%	\$ 34,276.00			77,189.00	96,293.75			
February	HCV 2480	83.1%	\$ 2,443,772.00	\$ 985.39	\$ (58,044.00)	97.7%	95.9%	\$ 2,501,816.00			862,518.00	1,909,646.00			
	MS 113	80.1%	\$ 103,218.00	\$ 913.43	\$ (5,151.00)	95.2%	95.3%	\$ 108,369.00			(4,812.00)	29,818.50			
	EHV 22	75.9%	\$ 21,939.00	\$ 997.23	\$ (12,337.00)	64.0%	63.6%	\$ 34,276.00			89,526.00	90,308.33			
March	HCV 2502	83.8%	\$ 2,476,521.00	\$ 989.82	\$ (47,014.00)	98.1%	96.6%	\$ 2,523,535.00			909,532.00	1,758,668.00			
	MS 113	80.1%	\$ 99,919.00	\$ 884.24	\$ (9,435.00)	91.4%	94.0%	\$ 109,354.00			4,623.00	23,433.50			
	EHV 22	75.9%	\$ 21,936.00	\$ 997.09	\$ 21,936.00		95.6%	\$ -			67,590.00	118,598.92			
April	HCV 2529	84.8%	\$ 2,510,641.00	\$ 992.74	\$ (184,464.00)	97.7%	96.9%	\$ 2,695,105.00	\$ 232.50		1,044,544.00	2,123,169.42			
	MS 112	79.4%	\$ 99,709.00	\$ 890.26	\$ 99,709.00										
	EHV 22	75.9%	\$ 21,956.00	\$ 998.00	\$ 21,956.00										
May	HCV 2525	84.6%	\$ 2,544,228.00	\$ 1,007.62	\$ (80,504.00)	101.5%	97.8%	\$ 2,624,732.00			1,005,018.00	1,975,758.42			
	MS 110	78.0%	\$ 97,800.00	\$ 889.09	\$ 97,800.00										
	EHV 22	75.9%	\$ 22,230.00	\$ 1,010.45	\$ 22,230.00										
June	HCV 2530	84.8%	\$ 2,571,986.00	\$ 1,016.60	\$ 529,197.00	131.8%	102.5%	\$ 2,042,789.00			356,222.00	2,107,039.17			
	MS 109	77.3%	\$ 95,870.00	\$ 879.54	\$ 95,870.00										
	EHV 23	79.3%	\$ 23,729.00	\$ 1,031.70	\$ 23,729.00										
July	HCV 2541	85.2%	\$ 2,581,439.00	\$ 1,015.91	\$ (193,129.00)	132.3%	101.7%	\$ 2,774,568.00			428,169.00	1,705,026.00			
	MS 110	78.0%	\$ 97,453.00	\$ 885.94	\$ 97,453.00										
	EHV 23	79.3%	\$ 23,729.00	\$ 1,031.70	\$ 23,729.00										
August	HCV 2553	85.6%	\$ 2,582,515.00	\$ 1,011.56	\$ (206,830.00)	92.6%	98.1%	\$ 2,789,345.00			507,679.00	1,829,541.75			
	MS 104	73.8%	\$ 104,142.00	\$ 1,001.37	\$ 104,142.00										
	EHV 22	75.9%	\$ 23,178.00	\$ 1,053.55	\$ 23,178.00										
												\$ 21,078,625.00	\$20,882,897.00	\$ -	\$ -

CHART INTERPRETATION

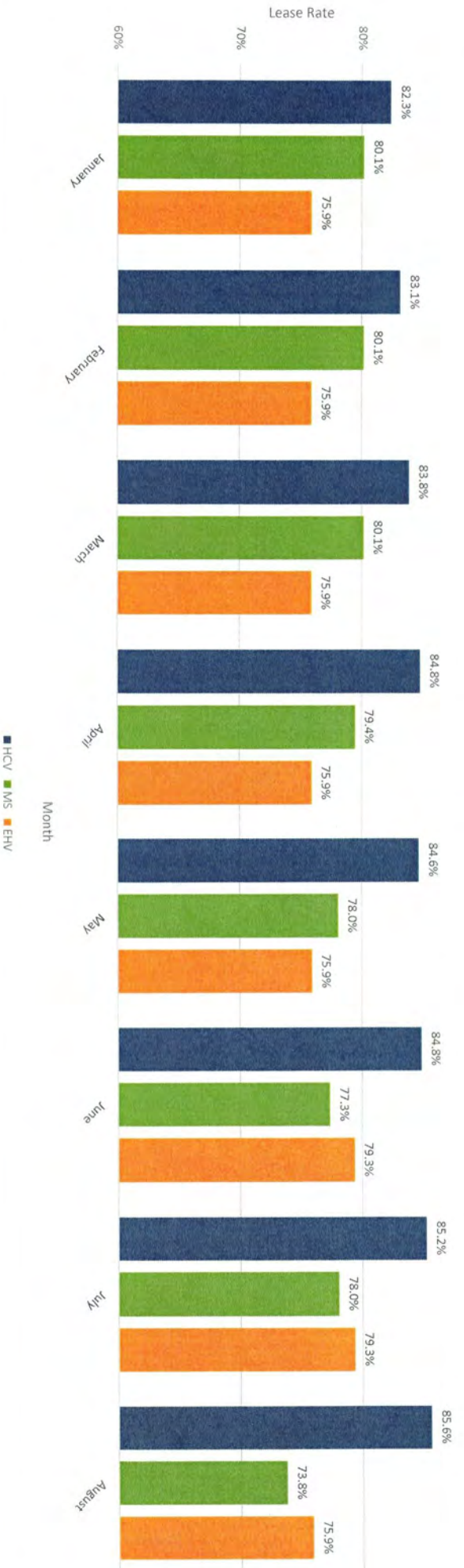
Chart	What it shows	Takeaway
Voucher Lease Rate by Month and Program	Monthly share of authorized vouchers leased for HCV, Mainstream, and EHV.	HCV improved from 82.3% to 85.6% (+3.2 percentage points). Mainstream declined to 73.8% (-6.4 points), while EHV ended unchanged at 75.9%.
Average HAP by Month and Program	Average monthly Housing Assistance Payment per utilized voucher for each program.	August Average HAP was \$1,011.56 for HCV, \$1,001.37 for Mainstream, and \$1,053.55 for EHV. Since January, the increases were \$40.61, \$86.17, and \$68.73, respectively.
Vouchers Utilized by Month and Program	Monthly utilized voucher counts. HCV uses the primary axis; Mainstream and EHV use the secondary axis because of their smaller scale.	HCV utilization increased by 96 vouchers to 2,553. Mainstream declined by 9 to 104, while EHV was unchanged at 22 after briefly reaching 23.
August Voucher Capacity Utilization	August utilized and unleased capacity as a percentage of authorized vouchers for each program.	Overall utilization was 84.9%: 2,679 vouchers utilized and 475 unleased. HCV represented 431 of the unleased vouchers; Mainstream had the lowest utilization rate at 73.8%.

BUDGET CONTEXT: Jan–Aug HAP annualized at the current run rate: HCV \$30,145,101 vs \$28,432,110 authority (106.0%); Mainstream \$1,202,292 vs \$1,288,558 (93.3%); EHV \$270,545 vs \$347,689 (77.8%).

FOCUS: Prioritize leasing within available funding—not capacity alone. HCV's 431 unleased vouchers should not all be leased without added funding or cost offsets because its current HAP run rate exceeds authority. Mainstream and EHV have more budget room, but leasing pace and per-voucher cost should be monitored.

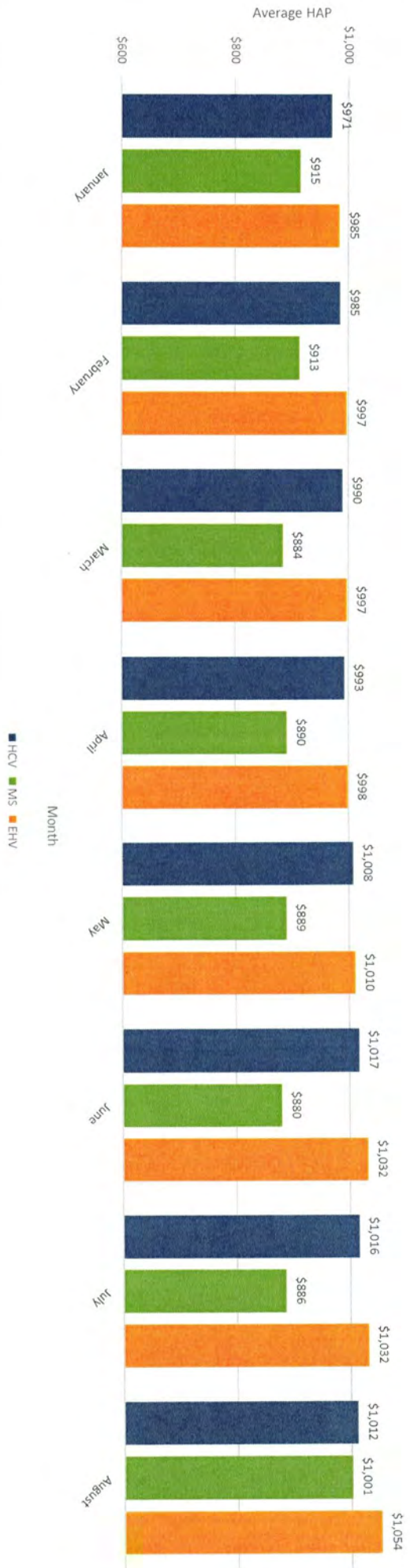
Data limitation: September–December activity is not populated. Annualized figures extend the January–August average HAP expense for four months and are directional run rates, not forecasts; they exclude future funding adjustments and other funding sources.

2026 Voucher Lease Rate by Month and Program

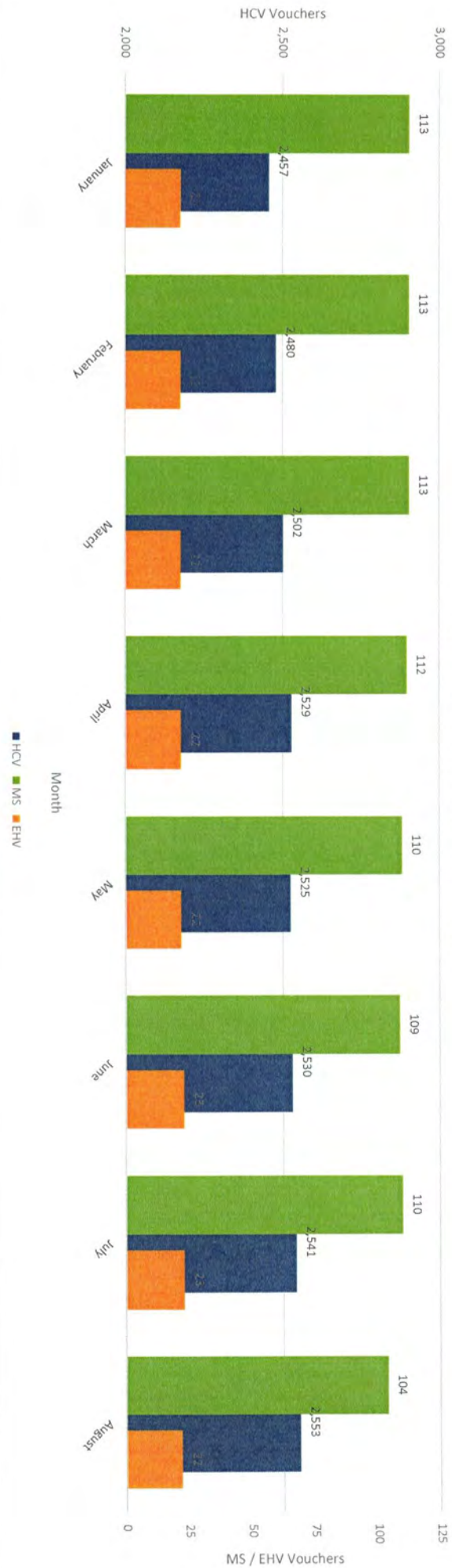


\$1,200

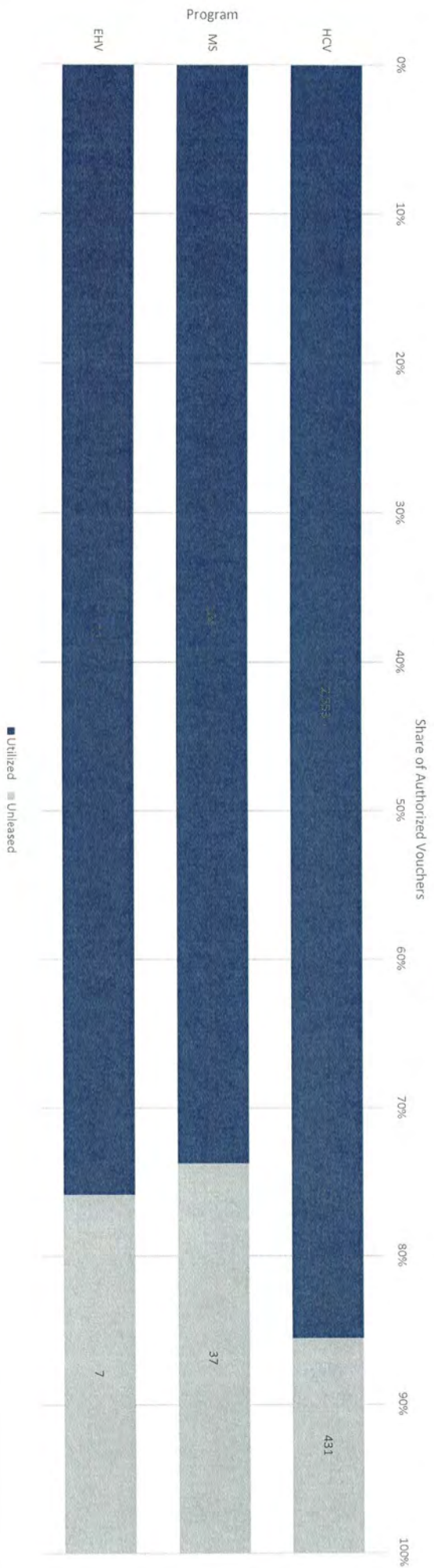
2026 Average HAP per Month by Program



2026 Vouchers Utilized by Month and Program



August 2026 Voucher Capacity: Utilized vs Unleased



ADMINISTRATIVE SERVICES

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Pinecroft Elevator Services

NNRHA has selected Elevated Technologies, Inc. dba Metro Elevators to complete the Pinecroft elevator modernization project. The project is currently on schedule with an estimated completion date of December 2026. Metro Elevators has begun procuring the necessary materials, while other project components are progressing through the engineering and design phases. The Authority will continue to monitor the project's progress and provide updates as key milestones are achieved.

Credit Card Usage Policy

The Administrative Services and Finance Departments continue to strengthen the Authority's procurement and financial management practices by reducing reliance on corporate credit cards and increasing the use of purchase orders through the Yardi Marketplace and Procure-to-Pay system. This initiative enhances financial accountability by ensuring purchases are properly authorized, electronically documented, and tracked from requisition through payment, resulting in greater transparency, improved vendor purchase history, and stronger internal controls. While corporate credit cards remain available for limited operational needs, the Authority has created a Credit Card Policy to establish clear guidelines for their appropriate use. The policy promotes responsible stewardship of public funds, ensures compliance with organizational and regulatory requirements, and reinforces accountability for all credit card transactions.

Disposition of NNRHA Property Policy

The Administrative Services Department developed a Disposition of Property Policy to establish a standardized process for the disposal of Authority-owned assets that are obsolete, damaged beyond economical repair, or no longer needed for operational purposes. The policy was created to strengthen internal controls, ensure accountability for Authority assets, promote transparency in the disposition process, and maintain compliance with applicable federal, state, and local regulations. By formalizing these procedures, the Authority reduces the risk of asset mismanagement, ensures consistent documentation and Board oversight when required, and safeguards public resources through responsible stewardship.

PCs for People

The Administrative Services Department is pursuing a Memorandum of Understanding (MOU) with PCs for People to facilitate the responsible recycling and refurbishment of the Authority's obsolete and surplus electronic equipment. This partnership will assist the Authority in clearing and organizing storage areas, creating additional usable space, and improving the overall appearance and visual work environment throughout the Authority's facilities. In addition to supporting the Authority's sustainability and responsible asset-management efforts, PCs for People will refurbish and update the software on eligible equipment for reuse and make it available to members of the community at discounted rates. Documentation will be provided to NNRHA for the transfer of ownership, data sanitization and certificate of destruction of equipment. The partnership provides an opportunity to responsibly manage outdated technology while potentially extending the useful life of equipment and increasing access to affordable technology within the community.

Invitation To Bid (ITB)/Request for Proposal (RFP)

The Request for Proposal for Consulting Services for the Community Development Block Grant and HOME Investment Partnerships Program Administration was posted on August 7, 2026, and has been extended to close on September 21, 2026.

The Request for Proposal for Financial Operations, Internal Controls & Risk Assessment Review was posted on August 26, 2026, and is due to close on September 28, 2026

The Invitation to Bid for Marshall Courts Phase 3 Façade Repairs & Painting was posted on August 7, 2026, and closed on September 8, 2026.

The Invitation to Bid for Pinecroft Hallways & Stairways Painting was posted on August 7, 2026, and closed on September 8, 2026.

The Invitation to Bid for Pinecroft Apartment Exterior Wash & Painting was posted on August 14, 2026, and closed on September 14, 2026.

The Invitation to Bid for Marshall Courts TP Roof Overlay, Fascia & Gutter Repair was posted on August 14, 2026, and closed on September 14, 2026.

The Invitation to Bid for Pest Control Services was posted on September 8, 2026, and is due to close on October 9, 2026.

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Lift and Rise on Jefferson

Leasing Activity:

Leasing activity at Lift and Rise on Jefferson continues to show strong progress. Lift and Rise I is 100% occupied, while Lift and Rise II have reached 90% occupancy. Currently, four LIHTC/PBV units remain available for lease, with continued leasing efforts underway to achieve full occupancy.

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

Leasing Activity:

As of September 2026, Legacy Landing continues to demonstrate strong leasing performance and is nearing full occupancy. Under the property management oversight of Pennrose, Phase III-R, consisting of 71 units, currently has three vacant units, two market-rate units and one project-based voucher (PBV) unit. Phase IV-R has six vacant units, including three PBV units and three market-rate units. Overall, both phases remain highly occupied, reflecting continued demand and successful lease-up efforts.

Construction activity:

Stormwater CCTV work is nearing completion. Breeden, the General Contractor (GC), is addressing City comments on the sanitary sewer as-builts. The contractor has reviewed the mulch playground, with corrective work scheduled to begin the week of September 8, 2026. Irrigation punch-list work is complete.

Construction Updates:

- **CNI IV-R:** 100% complete and currently in the final punch list phase.
- **Infrastructure:** 96% complete, with remaining work nearing completion.
- **Wellness Trail:** 96% complete and progressing through final finishing activities.
- **Retail:** 100% complete with construction fully finalized.

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

CNI Phase V has experienced a slight delay, with vertical construction anticipated to commence this month. On-site, pre-drilling for the foundation ground improvements is expected to be completed during the first week of September, with Geopier installation scheduled to begin thereafter. The Geopier system will strengthen and stabilize the soil to provide the necessary support for the building foundations as construction progresses.



CNI Grant Closeout and Sustainability Update

The CNI Endowment Plan has been approved by HUD, followed by approval of the budget revision. Congress recently approved a one-year extension of the FY2018 Choice Neighborhoods grant funding through 2027, providing additional time to expend remaining funds and complete grant activities. Staff will continue working to complete the remaining Budget Line Items (BLIs), final draws, and other closeout requirements. USI will continue serving as the People Lead and coordinating supportive services and partner engagement as the sustainability plan moves forward.

Homeownership Lots – Single Family:

While there are no significant construction updates at this time, NNRHA's focus has been on overall project closeout. As Breeden completes its onsite work, NNRHA and its project partners are beginning to develop preliminary design concepts for the remaining homeowner lots. These concepts will be presented to stakeholders, partners, and the City for input and coordination. Final concepts will be subject to review and approval by the City's Planning Department before moving forward.

USI – Urban Strategies

For September 2026, the Marshall-Ridley Family Supportive Services Program continues to maintain strong and consistent resident engagement. The Urban Strategies, Inc. (USI) Newport News reports that 209 families are actively participating in intensive case management and supportive services. During the two-year post-grant sustainability period, USI will continue serving as the lead People component partner, supporting implementation of the CNI Endowment Plan and helping ensure residents maintain access to essential supportive services beyond the grant period.

ITEM NO. 7

No Closed Session

ITEM NO. 8

Other Business