

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

**June 18, 2024
8:30 a.m.
227-27th Street, Newport News**

1. Pledge of Allegiance to the Flag of the United States of America
2. Roll Call
3. Consider approval of minutes of regular meeting, May 21, 2024.
4. Communications
5. **Closed Session** in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711
6. Consider adoption of a resolution certifying a Closed Meeting in conformity with Virginia law.
7. New Business
 - a. **Public Hearing** - Budgets for Public Housing and Central Office Cost Center
 - b. Consider a resolution approving the Public Housing and Central Office Cost Center budgets for the Fiscal Year 2024-2025
 - c. Consider a resolution approving Section - 8 Housing Choice Voucher Program
 - d. Consider a resolution approving the Contract for services between the NNRHA and City of Newport News for the administration of the HOME Investment Partnerships Program for PY 2024-2025
 - e. Consider a resolution approving the Contract for services between the NNRHA and City of Newport News for the administration of the Community Development Block Grant Program for PY 2024-2025
 - f. Consider a resolution approving Contract for Services between NNRHA and the following eight (8) non-profit agencies: Black BRAND, Hampton Roads Community Action Program, Inc., Boys and Girls Clubs of the Virginia Peninsula, Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., and Menchville House Ministries, Inc.

- g. Consider a resolution authorizing the award of Project Based Vouchers
 - h. Resolution of Recognition
8. Report to the Board
 9. Any other business to come before the Board.
 - Comments from the Public: (*Time Limit 3 Minutes*)
 10. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
May 21, 2024**

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 8:30 a.m. on Tuesday, May 21, 2024.

**Pledge of
Allegiance**

Mr. Holloman led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

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

- Commissioners present: -
- William Black
 - George Knight
 - Lou Call - arrived at 8:35am
 - Barbara Holley
 - Kenneth Penrose - arrived at 9:01am
 - Thaddeus Holloman
 - Dr. Lisa Wallace-Davis

- Also present:
- Raymond H. Suttle, Jr.
Kaufman & Canoles, P.C.
 - Karen R. Wilds
Executive Director
 - Lysandra Shaw,
Deputy Executive Director
 - Valerie Ellis, Director
Administrative Services
 - Lisa Dessoify, Director - via ZOOM
Finance
 - Tera Lockley, Director
Housing
 - Kayonia Betts
Executive Assistant
 - Torkeesha Brooks
Deputy Executive Assistant
 - Justin Orie
NNRHA IT Department
 - Tricia Wilson - via ZOOM
City of Newport News, Department of Development

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**Approval of
Minutes April 16,
2024**

Commissioner Holloman moved that the minutes of the regular meeting of the Board of Commissioners held on April 16, 2024 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. The Executive Director communicated that one of our new employees Michael Taylor was awarded the 2024 Newport News Human Rights Commission Making a Difference Award which he accepted on April 23, 2024 at the Pathways to Progress Breakfast. This award recognizes a person, organization or business that supports NNHRC's mission.

NNRHA received notification from the Community Development Block Grant Application Committee Chair, Tina Vick, about the funding that the Authority will receive under the CDBG Program. The Newport News City Council meeting will be held on Tuesday, June 11, 2024 where the Annual Action Plan for 2024-2025 will be considered for approval. Combined funding to NNRHA for the administration, rehabilitation/preservation and strategic acquisitions is \$948,525.00

HUD has approved the request to change the Housing Authority Fiscal year end from 6/30 to 12/31. There will be a 18-month transition period beginning July 1, 2023 through December 31, 2024. Beginning Jan 1, 2025 and thereafter the PHA's fiscal year will be from January 1 to December 31.

New Business

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority to
consider a resolution
authorizing the
Executive Director to
enter into a contract
with Habitat for
Humanity Peninsula
and Greater
Williamsburg**

The Authority administers the HOME Investment Partnerships Program on behalf of the City of Newport News. The purpose of this program is to expand the supply of affordable housing and to strengthen the ability of the locality and nonprofit organizations to design and implement strategies for providing decent, safe, and affordable housing. In addition to two (2) existing HOME initiatives (HOMECare and HOMEvestor), a minimum of 15% of HOME program funding is designated for new residential development and rehabilitation initiatives by Community Housing Development Organizations (CHDOs).

A request for CHDO funding has been received from Habitat for Humanity Peninsula and Greater Williamsburg (Habitat) which meets the prerequisites for CHDO funding.

Habitat has requested a total of \$150,000 in CHDO grant funds. Funding will be used towards the construction of three (3) single family homes located at 2404 Marshall, 2800 Marshall and at 1047 36th Street. In addition to CHDO funds, Habitat for Humanity housing is made possible by financial sponsorships, in-kind contributions and the support of municipalities, businesses, local faith groups and volunteer labor, including 400 hours of sweat equity from buyers. It is proposed that the \$150,000 requested by Habitat will be in the form of a grant with a fifteen (15) year affordability period. The grant would be forgiven at the end of the fifteen (15) years. Once the homes are completed, they will be sold to families who are at or

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
May 21, 2024**

below 80% of the area median income (AMI). The Authority and Habitat will execute a Development Agreement for each property detailing the required provisions to be followed.

Commissioner Black made a motion to approve the resolution. Commissioner Holloman 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
consider a resolution
approving the
operating agreement
for G.O. Senior Living,
LLC**

In February the NNRHA Board of Directors took the necessary action to form the GO Senior Living, LLC. This successor limited partner needed to be created to replace the current investor partners in the Great Oaks Apartments LLC.

As required by Title 36 of the Commonwealth of Virginia, the Newport News City Council was requested to consent to the formation of the GO Senior Living, LLC. That action was taken by the City Council at their April 23, 2024 meeting. Mr. Suttle has prepared the attached Operating Agreement for GO Senior Living LLC. It addresses organizational matters to include membership, meetings, management, liability and accounting and tax matters.

NNRHA will be the member of the GO Senior Living, LLC. Which will own 99.99% of the Great Oaks Apartments, LLC

Commissioner Black made a motion to approve the resolution. Commissioner Holloman 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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**Report to the
Board**

A Report to the Board for May, 2024 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Ms. Lockley reported the NNRHA Controlled Multi-Family Properties Waitlist data as follows; There are 1485 Public Housing applications, 19 of which are approved and 1466 are pending. There are 318 Housing Choice Voucher applications, of which 87 are approved and 231 are pending. The Housing Choice Voucher waiting list will be opening up within the next 60 days.

The Public and Assisted Housing Occupancy statistics data was reported by Ms. Lockley as follows;

The Public Housing Program is currently at 96% occupancy, the Housing Choice Voucher Program is at 95%, the Mod-Rehab Program which includes Warwick SRO is at 98% and we currently have 196 Housing Choice Voucher and Public Housing families that have completed their goal of homeownership.

Ms. Shaw on Community Development in David Staly's absence. The City and NNRHA successfully collaborated to ensure that CDBG expenditures met the HUD Timeliness standard by April 29, 2024. HUD has announced PY 2024/2025 CDBG and HOME Program allocations. The City of Newport News will receive \$1,345,362 in CDBG funding and \$940,547 for the HOME Program. NNRHA continues to administer programs for the City utilizing these funds. The draft copy of the 2024/2025 Annual Action Plan is available for public review. The public review and comment period runs from April 30th to May 30th.

Virginia Housing awarded NNRHA \$2 million in SPARC funding. The SPARC program allows those buyers utilizing a Virginia Housing loan product to buy down their interest rate by 1%. With the addition of SPARC funding, we are able to expand our reach and offer Down Payment Assistance to qualified buyers. The program year for SPARC funding began July 1, 2023 and ends June 30, 2024. SPARC allocations are approved on an annual basis. NNRHA was able to assist nine (9) households with Virginia Housing's allocation and has depleted the funds awarded for this program year. In the Residential Repair Program there were 20 projects completed, 14 projects in underwriting, 1 ongoing, 17 denied and 1 pending approval. We received 2 new rehabilitation applications in April 2024 and have received 31 applications in total from July 1, 2023 to present.

For Capital Activity, Marshall Courts - Phase VII, VIA Architects is assembling the information for the Request for Proposals (RFP) for the demolition of the 88 apartment units. We anticipate advertising the project for bids from qualified contractors in late May or early June. The Orcutt Townhomes I RAD project is nearing 70% completion. We anticipate that construction on several townhomes will be completed later this month. The site plan has been approved by the City and an amendment for site grading is pending approval. We anticipate having unit inspections for the first completed units in early June barring any unforeseen contractor delays.

Regarding the Southeastern Family Project the Hampton-Newport News Community Services Board has finalized their resident relocation plan. Matt Burton, the project architect is reviewing final budgeting details in preparation for NNRHA entering into a contract with Centennial Contractors Inc. to perform the work. Renovation activity will begin in late June. For future capital projects, contract documents are being prepared for the first phase of Marshall Courts Apartments

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exterior renovations. It is anticipated that work will begin in June.

Several parking lot paving projects at NNRHA properties will be initiated soon. Projects include repaving parking lots at Ashe Manor Apartments, Pinecroft Apartments, Marshall Courts Apartments, Aqueduct Apartments, and the Wilbern Building.

The Marshall-Ridley Residential Facade Program is a \$2.1 million dollar grant program to assist owner occupied homeowners in the Choice Neighborhood Initiative area with exterior home improvements. The grant allows for exterior improvements up to \$20,000 for each property. A total of 113 applications were received and 82 have been processed and are currently at varying stages as indicated in the Board report.

Ms Shaw also reports that CNI III-R phase construction is 89% complete and CNI IV-R is 62% complete. Although phase III-R construction is nearing completion and is anticipated to be finished by late June 2024, A stormwater management issue has arisen. During the initial investigation there was a miscalculation of a piping size. The engineer has had to redesign a correction and resubmit to the City for review. We expect comments and approval soon and will keep the board posted on its progress. . For the downtown phase – 28th Street and Washington Ave we are still working on financing sources for the project and we are also planning to have a design charrette to include stakeholders from that community to get input for the project.

Ms. Ellis reported that Community Resources staff have been very active in the community with resident events which are all outlined in the written report to the Board. She reported that two NNRHA student residents received two of the five statewide VAHCDO scholarships. Ms. Ellis also announced that the NNRHA scholarship banquet will be held on May 22, 2024 at 5:30pm.

Ms. Dessoify reported that HUD approved the change in our fiscal year end. The first transition period is an 18 month period. The next audit will cover July 2023 through December 2024. We will be adopting a budget at May's board meeting that will cover July 2024-December 2024, we will adopt the calendar year budget for calendar year 2025..

Ms. Wilds reported inspection violations at Brighton which scored 31% of infractions on the interior of the units. NNRHA plans to appeal inspection findings based on the new protocol. Marshall Courts apartments were notified to be inspected even though demolition was slated to begin. HUD's new inspection protocol, NSPIRE, has created a lot of challenges as has our staffing shortages in our maintenance division. Ms. Lockley will be working to get our staff trained on the new protocol. Mr Holloman asked about the status of demolition at Marshall Courts, Ms. Wilds indicated there were 25 families remaining that have been issued relocation vouchers which includes NNRHA paying for security deposits and moving expenses. Demolition will not start until all families have vacated the premises. All families should be moved out by the end of the summer.

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Closed Session

Commissioner Holloman moved to enter the board into a closed session for the purpose of discussion of a personnel matter consistent with Virginia Code 2.2-3711 (A) (1). Commissioner Knight seconded the motion which passed with a unanimous vote.

Coming out of closed session Mr. Holloman made a motion to certify that only public business matters lawfully exempted from open meeting requirements by Virginia Law and only those matters as identified in the motion were discussed in the closed meeting today. Commissioner Holloman requested approval of the resolution certifying adherence to the Virginia Freedom of Information Act. The motion was seconded by Mr. Black and passed with a unanimous vote.

It was moved by Commissioner Black that the Board appoint Lysandra Shaw as the new Executive Director effective July 1, 2024.

Commissioner Black made a motion to approve the appointment. Commissioner Holloman seconded the motion which passed with a unanimous vote.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:19am.

Secretary-Treasurer

ITEM NO. 4

COMMUNICATIONS

ITEM NUMBER 5

Closed Session

MR. HOLLOMAN READ:

I move the Board enter into a Closed Session for the purposes of:

Discussion of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, consistent with Virginia Code 2.2-3711 (A) (3)

MR HOLLOMAN READ

I make a motion to certify that:

- 1. Only public business matters lawfully exempted from open meeting requirements by Virginia Law and only those matters as identified in the motion were discussed in the closed meeting, today.**
- 2. I request approval of the resolution certifying adherence to the Virginia Freedom of Information Act.**

ITEM NO. 6

**RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY CERTIFYING TO A CLOSED MEETING IN CONFORMITY WITH
VIRGINIA LAW**

WHEREAS, the Newport News Redevelopment and Housing Authority Board of Commissioners convened a closed meeting on March 19, 2024 pursuant to an affirmative recorded vote in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 Code of Virginia requires a certification by this Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Newport News Redevelopment and Housing Authority Board of Commissioners certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners of the Newport News Redevelopment and Housing Authority.

AYES

VOTE

NAYS

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

* * * *

ITEM NO. 7

New Business

- a. **Public Hearing** - Budgets for Public Housing and Central Office Cost Center
- b. Consider a resolution approving the Public Housing and Central Office Cost Center budgets for the Fiscal Year 2024-2025
- c. Consider a resolution approving Section - 8 Housing Choice Voucher Program
- d. Consider a resolution approving the Contract for services between the NNRHA and City of Newport News for the administration of the HOME Investment Partnerships Program for PY 2024-2025
- e. Consider a resolution approving the Contract for services between the NNRHA and City of Newport News for the administration of the Community Development Block Grant Program for PY 2024-2025
- f. Consider a resolution approving Contract for Services between NNRHA and the following eight (8) non-profit agencies: Black BRAND, Hampton Roads Community Action Program, Inc., Boys and Girls Clubs of the Virginia Peninsula, Freedom Outreach Center, Inc., LINK of Hampton Roads, Inc., Transitions Family Violence Services, Inc., Peninsula Agency on Aging, Inc., and Menchville House Ministries, Inc.
- g. Consider a resolution authorizing the award of Project Based Vouchers
- h. Resolution of Recognition

DR. DAVIS READ:

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

**CENTRAL OFFICE COST CENTER PUBLIC
HOUSING OPERATING BUDGETS
AND SECTION 8**

A public hearing is being held June 18, 2024 to receive comments on the proposed Central Office Cost Center, Public Housing Operating and Section 8 Budgets for FY 2024-2025

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

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**MEMORANDUM**

DATE: June 13, 2024
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds, Executive Director *KRW*
SUBJECT: Public Housing and Central Office Cost Center Budgets

Attached for your review and approval are the public housing budgets and Central Office Cost Center (COCC) budget. The budgets are based on an estimated 98.78% of our eligible subsidy from HUD, consistent with the proration available to the Authority for 2024.

REVENUE

The projected total housing revenue for the year is \$7,656,488, an estimated overall decrease of \$362,447 from last year. The projected net operating subsidy of \$4,960,497 makes up the bulk of our total revenue and is down \$290,662 from last year, due to the conversion of Orcutt Townhomes to the Rental Assistance Demonstration (RAD) program and the demolition of 88 housing units at Marshall Courts. We continue to receive the Asset Reposition Fee for Ridley Place and will begin to receive the fee for the Marshall units that are to be demolished. The net rental revenue collected from tenants projected for this fiscal year is \$1,978,274. This is overall, \$161,021 less than last year due to the decrease in units from the Marshall demolition and Orcutt Townhomes RAD conversion, and more accurate rent forecasting utilizing our current average rents rolls, which is based on current household income. All other properties are projected to have occupancy rates of 97-99%.

Projected investment income is up significantly due to increased earnings on the VML/VACO Net Asset Value Stable Fund Investments. The current dividend rate averages around 5.4%.

The total revenue for all Asset Managed Projects (AMPs) is \$7,656,488. This is less than FY24 (\$362,447 or 4.5%) mainly because the Authority removed 128 public housing units from inventory.

OPERATING COSTS

The total estimated operating expense of our public housing properties is \$6,505,394 which is a decrease of \$23,494 over last year's budget due to the removal of public

units from the public housing inventory. However, we continue to experience increases in the purchase of all goods and services.

Expenses for utilities for public housing properties are projected to increase overall by \$74,438 which is 4.09% more than last year. We continue to experience large increases in electric, water, sanitation costs, and stormwater fees. HRSD costs have continued to increase annually.

This year, total maintenance expenditures are budgeted to decrease by \$16,149 to \$1,629,115. We have experienced increased costs for our HVAC, electrical and plumbing/gas contractors while addressing property maintenance and repairs, but with the removal of Orcutt Townhomes and 88 Marshall Courts units from the public housing inventory, overall expenses have decreased slightly.

The budgeted insurance line items have decreased by \$30,326 or 7.2%, mostly due to overall market conditions. We increased property and auto insurance costs, acquiring additional coverage for Property Manager Error and Omissions and Umbrella Insurance policies. We contract with an insurance broker to review all of policies to secure better pricing, ensure accurate information and that the Authority and employees are adequately insured.

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

The Asset Management fees the AMPs pay to the COCC is projected to be \$85,560. The fees are based on total housing units and are paid only when the AMPs have a positive cash flow. All AMPs are projected to pay the fee in 2024.

This budget projects the Authority's public housing operating reserve to increase by approximately \$1,151,095 in FY 2025, primarily because we will continue to receive the Ridley Asset Repositioning Fee.

CENTRAL OFFICE COST CENTER

Also attached, is the budget for the Central Office Cost Center (COCC). The revenue for the COCC is made up of fees allowed to be assessed to all programs administered by the Authority. The total projected revenue is \$3,156,778 which is approximately \$87,660 less than in FY24. HUD allows us to charge a management fee to the public housing properties based on occupied units and HUD approved vacant units. The fee is \$76.89 per unit, consistent with last year. Overall, grants and Housing Choice Voucher fees increased this year. Since the grant funding awarded this year increased, our fees do as well.

The expenses to the COCC are all typical administrative functions of the Authority including program management functions of the Executive Office, and the Finance,

Administrative Services, and Community Development Departments, specialized maintenance services and housing program oversight.

Overall COCC expenses total \$3,144,294 (2.05% less than last year) leaving a positive cash flow of \$12,484. We do not plan to fill the Deputy Executive Director position, which resulted in some cost savings.

The Authority contracted with CBIZ Compensation Consulting to undertake a comprehensive compensation study. The consultant reviewed all of our job descriptions and analyzed current salary data from state and regional municipal organizations to include housing authorities. They found that our salary structure was somewhat low for many positions. I recommend that all positions not currently at the minimum for the new range be brought up to that minimum.

The study also recommended addressing compression issues based on years of service. Due to budget constraints, I recommend we address compression in phases. This year we are addressing all employees with calculated increases up to \$3000. For longer term employees, this budget includes 50% of any increase over \$3000

All budgets allow for salary increases to affected staff recommended by the Compensation Study to be given at the start of the first pay period in July 2024.

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

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

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

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

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

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

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

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

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

WHEREAS, the operating budget for this resolution covers an entire fiscal year through June 30, 2025; and

WHEREAS, the Newport News Redevelopment and Housing Authority recently received approval to change its reporting period to a calendar year; and

- (a) The transition period is July 2023 through December 2024, an eighteen-month period; and

- (b) The operating budget and Central Office Cost Center budget are necessary to fund the last six months of the 2024 calendar year, and to accept the proposed salary adjustments recommended by the Compensation Study.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners hereby approves the Central Office Cost Center and Public Housing operating budgets for FY2024-2025 and authorized the Chairman to sign form HUD 52574.

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

Newport News Redevelopment and Housing Authority Public Housing Site Budgets (Annual) July 1, 2024-June 30, 2025					
Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324
	Family No	Family No	Family No	Mixed No	Senior No
	1941	1953	1971	1986	2004
	No	No	Yes	No	No
972	261	259	262	140	50
2	2	2	2	1	1
98.0%	97.0%		98.0%	99.0%	98.0%

REVENUE

	PUM	228.28	175.75	321.54	\$ 355	
Gross Potential Rent	\$ 2,020,430	\$ 714,973	\$ -	\$ 552,558	\$ 540,187	\$ 212,712
Less: Vacancy Loss	\$ (42,156)	\$ (21,449)	\$ -	\$ (11,051)	\$ (5,402)	\$ (4,254)
Net Tenant Rental Revenue	\$ 1,978,274	\$ 693,524	\$ -	\$ 541,507	\$ 534,785	\$ 208,458
Total Subsidy Eligibility	\$ 5,021,763	\$ 2,366,024	\$ 575,414	\$ 1,424,192	\$ 471,394	\$ 184,739
Less: Est.Proration @ 98.78%	\$ (61,266)	\$ (28,865)	\$ (7,020)	\$ (17,375)	\$ (5,751)	\$ (2,254)
Net Operating Subsidy	\$ 4,960,497	\$ 2,337,159	\$ 568,394	\$ 1,406,817	\$ 465,643	\$ 182,485
Non-dwelling Rentals	\$ 35,887	\$ 35,887	\$ -	\$ -	\$ -	\$ -
Excess Utility Charges	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Capital Fund (522) Operating (1406)	\$ 396,530	\$ 60,000	\$ -	\$ 100,000	\$ 174,167	\$ 62,363
Capital Mgmt/Safety Improvements (1408)	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Donations from City	\$ 50,000	\$ 20,000	\$ -	\$ 30,000	\$ -	\$ -
Investment Income	\$ 41,300	\$ 40,000	\$ 100	\$ 500	\$ 400	\$ 300
Tenant Charges & Services	\$ 99,000	\$ 34,000	\$ -	\$ 49,000	\$ 11,800	\$ 4,200
Total Revenue	\$ 7,656,488	\$ 3,265,569	\$ 568,494	\$ 2,177,824	\$ 1,186,795	\$ 457,806

EXPENSES

Administrative Salaries + Benefits	\$ 787,326	317,111	-	270,981	143,044	56,190
Occupancy Salaries + Benefits	\$ 79,509	28,963	-	29,298	15,656	5,591
Rent Collection Salaries + Benefits	\$ 5,441	1,975	-	2,003	1,081	382
Work Order Salaries + Benefits	\$ 75,911	75,911	-	-	-	-
Audit	\$ 34,800	15,000	-	11,500	6,100	2,200
Property Mgmt Fee \$ 76.89	\$ 644,492	234,490	-	236,907	127,883	45,211
Bookkeeping Fee \$ 7.50	\$ 70,460	30,468	-	23,108	12,474	4,410
Training	\$ 16,100	7,000	-	4,000	3,000	2,100
VHDA Monitoring Fee	\$ 1,750	-	-	-	-	1,750
Travel/Local	\$ 210	35	-	100	50	25
Legal	\$ 14,300	8,000	-	5,000	1,000	300
Administrative/Operating	\$ 179,000	75,000	-	51,000	38,000	15,000
Total Administrative	\$ 1,909,298	\$ 793,952	\$ -	\$ 633,898	\$ 348,288	\$ 133,160

Resident Services Salaries+Ben	\$ 249,057	\$ 90,725	-	\$ 91,776	\$ 49,041	\$ 17,515
Resident Services Activities	\$ 18,825	\$ 8,175	-	\$ 6,025	\$ 3,400	\$ 1,225
Neigh. Network Lab Sal. & Ben.	\$ 87,672	\$ 87,672	-	\$ -	\$ -	\$ -
Total Tenant Services	\$ 355,554	\$ 186,572	\$ -	\$ 97,801	\$ 52,441	\$ 18,740

Gas	\$ 79,000	\$ 36,000	-	\$ -	\$ 31,000	\$ 12,000
Electric	\$ 477,000	\$ 253,000	-	\$ 48,000	\$ 118,000	\$ 58,000
Water	\$ 355,000	\$ 145,000	-	\$ 152,000	\$ 45,000	\$ 13,000
Sanitation	\$ 983,000	\$ 371,000	-	\$ 441,000	\$ 135,000	\$ 36,000
Total Utilities	\$ 1,894,000	\$ 805,000	\$ -	\$ 641,000	\$ 329,000	\$ 119,000

Newport News Redevelopment and Housing Authority
Public Housing Site Budgets (Annual)
July 1, 2024-June 30, 2025

	Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324
Maintenance Salaries + Benefits	\$ 623,710	\$ 254,521	-	\$ 217,513	\$ 112,639	\$ 39,037
Overtime/Oncall (4% of salaries)	\$ 24,948	\$ 10,181	-	\$ 8,701	\$ 4,506	\$ 1,561
Specialized Maintenance Standard	\$ 11,600	\$ 700	-	\$ 100	\$ 8,900	\$ 1,900
FFS HVAC	\$ 38,900	\$ 4,875	-	\$ 975	\$ 20,000	\$ 13,050
Maintenance Materials	\$ 304,300	\$ 113,000	-	\$ 122,300	\$ 52,000	\$ 17,000
Contracts:						
Janitorial/Make Ready Cleaning	\$ 66,000	\$ 29,000	-	\$ 23,000	\$ 4,000	\$ 10,000
Grounds	\$ 89,000	\$ 44,000	-	\$ 34,000	\$ 6,000	\$ 5,000
Structure	\$ 72,500	\$ 45,000	-	\$ 14,000	\$ 11,000	\$ 2,500
Painting	\$ 50,900	\$ 19,000	-	\$ 26,000	\$ 4,500	\$ 1,400
Plumbing/Gas	\$ 153,000	\$ 85,000	-	\$ 45,000	\$ 18,000	\$ 5,000
Electric	\$ 39,600	\$ 24,000	-	\$ 2,600	\$ 8,000	\$ 5,000
HVAC	\$ 83,000	\$ 35,000	-	\$ 24,000	\$ 15,000	\$ 9,000
HQS \$12/unit	\$ 8,556	\$ 3,132	-	\$ 3,144	\$ 1,680	\$ 600
Auto Repair	\$ 13,000	\$ 7,000	-	\$ 3,000	\$ 2,100	\$ 900
Pest Control	\$ 36,500	\$ 22,000	-	\$ 9,500	\$ 2,000	\$ 3,000
Trash Removal	\$ 3,400	\$ 1,000	-	\$ 1,000	\$ 900	\$ 500
Other	\$ 10,200	\$ 8,000	-	\$ 1,500	\$ 500	\$ 200
Total Maintenance	\$ 1,629,115	\$ 705,408	\$ -	\$ 536,333	\$ 271,725	\$ 115,648
Security Salaries + Benefits	\$ 81,186	\$ 29,574	-	\$ 29,917	\$ 15,986	\$ 5,709
Materials	\$ 1,525	\$ 1,000	-	\$ 100	\$ 325	\$ 100
Contracts/Alarm Systems	\$ 37,700	\$ 9,900	-	\$ 4,100	\$ 13,000	\$ 10,700
Police Services	\$ 50,000	\$ 25,000	-	\$ 25,000	-	-
Total Protective Services	\$ 170,411	\$ 65,474	\$ -	\$ 59,117	\$ 29,311	\$ 16,509
General Liability	\$ 24,320	\$ 10,620	-	\$ 5,900	\$ 6,900	\$ 900
Property	\$ 317,000	\$ 124,000	-	\$ 102,000	\$ 75,000	\$ 16,000
Workmen's Compensation	\$ 33,064	\$ 14,772	-	\$ 10,500	\$ 5,624	\$ 2,169
Auto Insurance	\$ 12,100	\$ 5,520	-	\$ 3,500	\$ 1,400	\$ 1,680
Total Insurance	\$ 386,484	\$ 154,912	\$ -	\$ 121,900	\$ 88,924	\$ 20,749
PILOT	\$ 16,516	\$ (3,059)	-	\$ (9,949)	\$ 20,579	\$ 8,946
Terminal Leave Payments	\$ 10,570	\$ 4,727	-	\$ 3,350	\$ 1,800	\$ 694
Collection Loss (2% of rents)	\$ 39,565	\$ 13,870	-	\$ 10,830	\$ 10,696	\$ 4,169
Other: Sub/Mem Dues	\$ 4,120	\$ 2,300	-	\$ 1,500	\$ 200	\$ 120
Total General Expenses	\$ 70,772	\$ 17,838	\$ -	\$ 5,730	\$ 33,274	\$ 13,929
N/R Extra Ordinary Maint.	\$ 2,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -
N/R Nonexpendable Equip.	\$ 2,200	\$ 1,000	\$ -	\$ 1,000	\$ 200	\$ -
Total Non Routine Expenses	\$ 4,200	\$ 2,000	\$ -	\$ 2,000	\$ 200	\$ -
Total Expenses (excluding Asset Management Fee)	\$ 6,419,834	\$ 2,731,157	\$ -	\$ 2,097,779	\$ 1,153,162	\$ 437,735
Asset Management Fee	\$ 85,560	\$ 31,320	\$ -	\$ 31,440	\$ 16,800	\$ 6,000
Total Expenses	\$ 6,505,394	\$ 2,762,477	\$ -	\$ 2,129,219	\$ 1,169,962	\$ 443,735
Cash Flow From Operations	\$ 1,151,095	\$ 503,092	\$ 568,494	\$ 48,605	\$ 16,833	\$ 14,071

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
July 1, 2024 - June 30, 2025

REVENUE

Public Housing Management Fees	\$ 644,492
Public Housing Bookkeeping Fees	70,460
Public Housing Asset Management Fee	85,560
Capital Fund Administrative Fee	365,819
Section 8 Management Fee/Overhead Reimbursement	738,738
CDBG	247,362
CDBG - CARES	142,200
Great Oak	125,140
RAD Oyster Point-Brighton Management Fee	94,179
RAD Oyster Point-Brighton Bookkeeping Fee	17,640
RAD Cypress Terrace Management Fee	39,687
RAD Cypress Terrace Bookkeeping Fee	7,380
RAD Orcutt Townhomes III Management Fee	21,015
RAD Orcutt Townhomes III Bookkeeping Fee	2,700
RAD Lassiter Courts Management Fee	46,374
RAD Lassiter Courts Bookkeeping Fee	6,000
RAD Spratley House Management Fee	29,258
RAD Spratley House Bookkeeping Fee	4,500
RAD Orcutt Townhomes Management Fee	27,495
RAD Orcutt Townhomes Bookkeeping Fee	3,600
Jefferson Brookville Management Fee	29,912
LOFTS	8,040
Tax Exempt Fee Program	20,649
Transition Center	38,704
City Redevelopment Services	71,000
HOME grant	32,000
HOME - American Rescue Plan (ARP) grant	31,057
Contract Mgmt fee earned/projected Infrastructure & Wellness Trail	139,917
CNI grant	25,000
Investment Income	2,000
Fee For Service-HVAC	38,900

***Total Revenue* \$ 3,156,778**

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER
July 1, 2024 - June 30, 2025

EXPENSES

Administrative Salaries and Benefits	\$ 2,504,572
Specialized Maintenance Salaries and Benefits	56,623
Total Salaries and Benefits	<u>2,561,195</u>
Legal	10,000
Audit	7,000
Staff Training	20,000
Office Rent	33,789
Office Supplies	24,000
Repairs and Rentals	3,000
Printing	700
Telephone/Internet	45,000
Advertising	7,500
Sub/Periodicals	1,800
Membership Dues	9,000
Postage	7,100
Other	26,700
Furniture, Fixtures, Equipment	32,000
Contracts/Other (software/support, internal audit, insurance)	173,000
Total Administrative	<u>\$ 400,589</u>
Maintenance Contract Costs	29,500
Protective Service Contract	2,353
Maintenance Materials	33,000
Total Maintenance	<u>64,853</u>
Water	\$ 8,400
Electricity	22,000
Gas	9,500
Sanitation	10,000
Total Utilities	<u>\$ 49,900</u>
Workmen's Comp	12,596
Executive Protection Insurance	9,500
Fidelity Bond & Crime/Theft	4,500
Cyber Liability Insurance	11,000
Property Managers Error & Omissions Insurance	3,830
Umbrella Insurance	2,300
Auto Insurance	9,250
Terminal Leave	14,782
Total General Expenses	<u>\$ 67,758</u>
Total Expenses	\$ 3,144,294
Net Cash Flow	<u>\$ 12,484</u>


7C

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 13, 2024

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds 
Executive Director

SUBJECT: Proposed Section 8 Housing Choice Voucher, Mainstream Voucher, and
Emergency Housing Voucher Budget

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

This budget provides an annual Housing Assistance Payment (HAP) amount of \$30,893,644. These payments are made directly to Newport News landlords who lease to eligible voucher holders. Our program will assist an average of 3,157 families per month at an average HAP payment of \$815 per unit per month, an increase of \$50 from the average monthly payment budgeted in the current year. In calendar year 2023, we were able to assist 3,054 families.

We have been notified of our Budget Authority for the year 2024; NNRHA will receive funding at a 99.5 & 100 percent proration depending upon the program.

Our budget includes 54 vouchers to Veterans under the Veterans Affairs Supportive Housing (VASH) program, 141 Mainstream Vouchers, and 32 Emergency Housing Vouchers to assist low-income households that include persons with disabilities. The budget also includes funding for the 247 CNJ Tenant Protection Vouchers, 88 Marshall Tenant Protection Vouchers and 88 vouchers for the Warwick Single Room Occupancy (SRO) program, which assists formerly homeless individuals.

As you will note, while maintaining our program to serve the 3,157 families authorized by HUD, we will need to access \$436,082 of our Housing Assistance Payment reserves which are currently being held by HUD. During this past year, HUD-held reserves have increased due to increased funding and a slight decrease in leasing. Our leasing rate has not been optimal primarily due to problems with fully staffing our agency. We are encouraged by HUD to use these reserves to maximize leasing to families. HUD provides an online forecasting tool that we use to assist us with planning and managing our program under various funding models. We run scenarios monthly, based on current

leasing levels and project funding to determine voucher issuance levels. When HUD sees that our expenses to serve all families authorized is exceeding HUD funding, an increase may be authorized.

In addition to the HAP, the Authority receives \$3,089,461 in administrative fees to operate and manage the voucher program. We anticipate Congress will fund at least 91% of the fee that Public Housing Authorities are eligible to receive for the 2024 year. This is 2% more than the current year.

We will receive \$168,047 to administer the Family Self Sufficiency Homeownership programs through December 31, 2024. This program is funded on a calendar year basis and we will be advised in the Fall regarding 2025 funding.

In addition to fees, we receive revenue from interest and rent which brings our total Administrative Revenue to \$3,294,408 for the year 2024/25. We are able to avoid the use of administrative reserves this year to balance the administrative budget even with the 91% proration of fees.

Expenses to administer the program are projected to be \$2,562,127 providing for an operating cash flow of \$732,281.

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

The attached resolution is recommended for your approval.

Operating Budget for Housing Choice Voucher Program

July 1, 2024 - June 30, 2025

HOUSING ASSISTANCE PAYMENTS

Housing Assistance Payment Subsidy (Revenue)		
Housing Choice Voucher	\$ 28,885,626	99.5% proration factor
Mainstream Voucher	1,202,431	100% proration factor
Emergency Housing Voucher	369,505	100% proration factor
Total Revenue	<u>\$ 30,457,562</u>	
Housing Assistance Payments to Landlords (Expense)	<u>30,893,644</u>	(37884 units * \$815.48 PUM)
Budgeted Use of HUD Held Reserves	<u>\$ (436,082)</u>	

OPERATING

Section 8 Administrative Fees (91.1% of Eligibility Fee of \$3.382,948)	\$ 3,089,461	
HCV FSS Program	168,047	
Port-In Administrative Fee	15,000	
Parking Lot Revenue	8,400	
Interest Income	13,500	
Total Revenue	<u>\$ 3,294,408</u>	
Administrative Salaries	\$ 864,306	
Administrative Benefits	339,436	
FSS Program Salaries & Benefits	203,833	
Management Fee (COCC)	738,738	
Advertising	6,500	
Legal	10,000	
Staff Training	19,000	
Terminal Leave	6,914	
Port-Out Administrative Fee	5,000	
Audit Costs	43,000	
Office Expense (Rent, Supplies, Contracts, etc)	<u>230,000</u>	
Total Administrative	<u>\$ 2,466,727</u>	
Utilities	19,000	
Maintenance	29,000	
Insurance	46,000	
Other	1,400	
Total General Expenses	<u>\$ 95,400</u>	
Total Operating Expenses	<u>\$ 2,562,127</u>	
Net Cash Flow	<u>\$ 732,281</u>	

**RESOLUTION OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY
APPROVING THE OPERATING BUDGET
FOR THE SECTION 8 HOUSING CHOICE VOUCHER,
MAINSTREAM VOUCHER AND EMERGENCY HOUSING VOUCHER PROGRAM**

WHEREAS, the Operating Budget for the Year July 1, 2024 through June 30, 2025 for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program has been reviewed by the Commissioners of the Newport News Redevelopment and Housing Authority; and

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

WHEREAS, the operating budget for this resolution covers an entire fiscal year through June 30, 2025; and

WHEREAS, the Newport News Redevelopment and Housing Authority recently received approval to change its reporting period to a calendar year; and

- (a) The transition period is July 2023 through December 2024, an eighteen-month period; and

- (b) This operating budget is necessary to fund the last six months of the 2024 calendar year, and to accept the proposed salary adjustments recommended by the Compensation Study.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the Operating Budget for the Year July 1, 2024 through June 30, 2025 for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Programs.


TD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 18, 2024

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Contract for Services between the NNRHA and City of Newport News for the administration of the HOME Investment Partnerships Program for PY 2024-2025

Attached is a resolution authorizing the Executive Director to execute a contract for services between the City of Newport News and the Newport News Redevelopment and Housing Authority (NNRHA) for the administration of the HOME Investment Partnerships (HOME) program for the 2024-2025 program year. The City Council approved the Consolidated Plan for Housing and Community Development and the Annual Action Plan on June 11, 2024 and authorized the City Manager to execute a contract with NNRHA.

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

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

The 2024-2025 HOME budget consists of \$800,547 in entitlement funding from the Department of Housing and Urban Development (HUD) and \$140,000 in estimated program income for a total of \$940,547. Administrative costs are set at 10% of the total HOME budget and at least 15% of funds must be set aside for specific activities to be undertaken by approved CHDOs.

In preparation for the 2024-2025 Annual Action Plan update, two public meetings were held by NNRHA's Community Development and City staff: December 14, 2023 and

May 15, 2024. The Annual Action Plan will be submitted to HUD by a City representative no later than June 30, 2024.

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

The Contract outlines specific programs for which the Authority has administrative and program responsibilities. Attorney Suttle has reviewed and approved the Contract.

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

Attachment

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT FOR SERVICES BETWEEN THE CITY OF NEWPORT
NEWS AND THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY TO ADMINISTER PROGRAM YEAR 2024-2025
HOME INVESTMENT PARTNERSHIPS PROGRAM**

WHEREAS, it is anticipated that the Department of Housing and Urban Development (HUD) will provide the City of Newport News HOME Investment Partnerships (HOME) entitlement funds in the amount of \$800,547 for the program year ending June 30, 2025 to carry out eligible HOME activities; and

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

WHEREAS, the City Manager is authorized to execute a contract with the Newport News Redevelopment and Housing Authority to administer the HOME program as approved for PY 2024-2025 subject to funding approval by HUD, contract review and approval by both attorneys for the City and NNRHA, and subject to funding approval by HUD; and

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

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Newport News Redevelopment and Housing Authority that the Chairman or Secretary-Treasurer is authorized to execute a Contract for Services between the City of Newport News and the Newport News Redevelopment and Housing Authority for the HOME Investment Partnerships program subject to the City Manager's signature; Authority and City attorneys' review; and funding availability.

**FISCAL YEAR 2024-2025 HOME Investment Partnerships Program (HOME)
Activities**

City of Newport News/NNRHA HOME Initiatives				
HOME PROGRAM DESCRIPTIONS	HOME Entitlement 2024-2025	PROGRAM INCOME (Anticipated)	Total Funds	Units
HOME DPA -Provide down payment and closing cost assistance to first-time homebuyers citywide	\$100,000		\$100,000	7
HOME Care -Low-interest loan program for owner occupied rehabilitation	\$25,000		\$25,000	1
HOME Vestor II - Acquisition, Development rehabilitation and preservation of multi-family rental housing.	\$475,411	\$126,000	\$601,411	32
Community Housing Development Organizations (CHDOs) – Assists qualified CHDOs with the acquisition, development or sponsorship of affordable housing	\$120,082		\$120,082	2
HOME Administration - Provides for HOME program's planning, marketing and monitoring costs	\$80,054	\$14,000	\$94,054	N/A
Total Funds Available	\$800,547	\$140,000	\$940,547	
Total Number of Units				42


7E

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 18, 2024

TO: All Members, Board of Commissioners

FROM: Karen R. Wilds, Executive Director 

SUBJECT: Contracts for Services between the NNRHA and City of Newport News for the administration of the Community Development Block Grant Program for 2024-2025

Attached is a resolution authorizing the Executive Director to execute contracts for services between the City of Newport News and the Newport News Redevelopment and Housing Authority for the administration of the Community Development Block Grant (CDBG) for the 2024-2025 fiscal year.

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

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

Two public meetings were held during the process of developing the Annual Action Plan. One was held on December 14, 2023 and the other was held on May 15, 2024. Both public meetings were advertised in *the Daily Press* newspaper in accordance with the Citizens Participation Plan. The 2024-2025 Annual Action Plan for CDBG activities consists of \$1,345,362 of entitlement funding and \$140,000 in projected program income for a total of \$1,485,362.

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

Attachment

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
CONTRACTS FOR SERVICES BETWEEN THE CITY OF NEWPORT
NEWS AND THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY TO ADMINISTER THE FISCAL YEAR 2024-
2025 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, it is anticipated that the Department of Housing and Urban Development (HUD) will provide the City of Newport News Community Development Block Grant (CDBG) entitlement funds in the amount of \$1,345,362 for the program year ending June 30, 2025 to carry out eligible CDBG activities; and

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

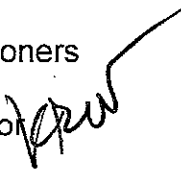
WHEREAS, the City Manager is authorized to execute contracts with the Newport News Redevelopment and Housing Authority to administer the CDBG program as approved for FY 2024-2025 and carry out sub-recipient program activities subject to funding approval by HUD and contract review and approval by the City Attorney; and

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

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

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: June 18, 2024
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds, Executive Director 

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

Attached is a resolution authorizing the Executive Director to enter into contractual agreements with the above eight (8) non-profit organizations for fiscal year 2024-2025, contingent upon the City Manager's signature of the 2024-2025 Consolidated Housing and Community Development Agreement between the City and the Authority.

Also attached is a summary of the scope of services and funding amount for each recommended organization. Copies of the contracts were submitted to Ray Suttle for his review and approval.

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

Attachments

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO
CONTRACTS FOR SERVICES WITH Black BRAND, HAMPTON ROADS
COMMUNITY ACTION PROGRAM, INC., BOYS AND GIRLS' CLUBS OF THE
VIRGINIA PENINSULA, INC., FREEDOM OUTREACH CENTER, INC., LINK OF
HAMPTON ROADS, INC., TRANSITIONS FAMILY VIOLENCE SERVICES, INC.,
PENINSULA AGENCY ON AGING, INC., AND MENCHVILLE HOUSE MINISTRIES,
INC. FOR PROGRAM YEAR 2024-2025**

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

WHEREAS, on June 11, 2024 the Council of the City of Newport News approved Community Development Block Grant funding to the above non-profit organizations to assist with projects as identified on the Non-Profit Contract Summary.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Chairman or Executive Director is hereby authorized to execute contractual agreements between the Authority and (1) Black Brand, (2) Hampton Roads Community Action Program, Inc., (3) Boys and Girls Clubs of the Virginia Peninsula, Inc., (4) Freedom Outreach Center, Inc., (5) LINK of Hampton Roads, Inc., (6) Transitions Family Violence Services, Inc., (7) Peninsula Agency on Aging, Inc., and (8) Menchville House Ministries, Inc. This action is subject to the City Manager's approval of the contract for services between the City of Newport News and Newport News Redevelopment and Housing Authority for the administration of the Community Development Block Grant program for 2024-2025, funding availability, and review by the NNRHA attorney.

RECIPIENT, FUNDING, AMOUNT	MAJOR SCOPE OF SERVICES
<p>Black Brand</p> <p>Funding: CDBG</p> <p>Amount: \$11,000</p>	<p>Black Brand shall provide the following three programs for professional development:</p> <ul style="list-style-type: none"> a) <i>Surge Community Business Academy</i> for low- or moderate-income residents with a business idea and related experience and those who have already started a business but need more education to keep operating. b) <i>B-Force Accelerator</i> is for those who have been in business for at least two years who need additional financial organization, and strategic planning to scale their company through accessing capitol. c) <i>Women Who Lead</i> is for low- and Moderate-income women who need mentoring and exposure in order to access more meaningful employment, assistance to grow their businesses and personal growth to build their confidence and the skillset to attain leadership roles.


RECIPIENT FUNDING AMOUNT	MAJOR SCOPE OF SERVICES
<p>Boys and Girls Club of the Virginia Peninsula, Inc.</p> <p>Funding: CDBG</p> <p>Amount: \$52,000</p>	<p>The Boys and Girls Club of the Virginia Peninsula shall provide the following services:</p> <ul style="list-style-type: none"> a) Safe Children Program – to include organized group activities lead by adult leaders. During the power hour segment of this program, all children are required to study and complete homework assignments. The Technology Center provides computers to assist the children with the completion of their homework. b) Life-Enhancement and Teen Center Programs – to include personal and educational development, citizenship and leadership development, cultural enrichment, health and physical education, social recreation and outdoor and environment education for approximately 2,500 youth. c) Literacy learning to include school subject tutoring and homework assistance, standards of learning, mentoring and arts and crafts. d) Community wellness to include physical fitness, organized team sports, football, basketball, cheerleading, swimming, game room activities, health education and hygiene, SMART Moves, a Prevention Program, and SMART Smiles a conflict resolution Gang Prevention. e) Teen Center Program – meets the needs of the teenagers by providing them a place of their own Mondays thru Fridays from 6:00 pm to 9:00 pm. The age range is from 13 to 18 years of age. f) These services will be provided at the Boys and Girls Clubs of the Virginia Peninsula to meet the broad national objective benefiting low and moderate-income persons as a limited clientele activity on a city-wide basis.
<p>Freedom Outreach Center, Inc.</p> <p>Funding: CDBG</p> <p>Amount: \$21,000</p>	<p>The Center shall provide the following services to former inmates and young adults exhibiting the potential for entry and/or re-entry into the criminal justice system, youth, adults and families:</p> <ul style="list-style-type: none"> a) Fatherhood Program b) Former Inmate Assistance c) Families-at-Risk Counseling d) Job Counseling e) Vocational Training f) Drug Intervention and Prevention g) Crime Intervention and Prevention h) Food Assistance Program i) Clothes Giveaways j) Referral Services

RECIPIENT, FUNDING, AMOUNT	MAJOR SCOPE OF SERVICES
	k) In-Office Volunteer Program l) Drop-In Activities m) Networking with Other Agencies n) Emergency/Temporary Shelter Referral o) This program will be administered to meet the broad national objective benefiting low- and moderate-income persons as a limited clientele activity.
LINK of Hampton Roads, Inc. Funding: CDBG Amount: \$26,804	LINK shall provide the following services: a) Coordinate with churches participating in the Congregation Program located in the East End, Denbigh area and the downtown areas of Newport News to open their facilities for person who need shelter and food. b) Ensure the provision of safe and accessible shelter, toiletries, dinner and breakfast for approximately five hundred fifteen (515) persons during the winter months from November 2021 to March 2022. c) Coordinate participating congregations' provision of shelter for seven nights, from Wednesday to Wednesday on a rotating weekly basis for twenty (20) weeks. d) This activity meets the broad national objective of benefiting low- and moderate-income persons as a limited clientele activity on a city-wide basis.
Hampton Roads Community Action Program, Inc. Funding: CDBG Fair Housing Amount: \$5,000 Housing Counseling Amount: \$20,000 Clean Comfort Amount: \$27,000 Total Amount: \$52,000	The Hampton Roads Community Action Program, Inc. shall provide the following services: a) Clean Comfort - Provides supportive services for the homeless population (showering facilities, clean clothing and referral services). The broad national objective for this activity is a benefit to low- and moderate-income persons as a limited clientele on a city-wide basis. b) Fair Housing/Housing Counseling – Offers clients a full range of counseling services in the areas of pre-occupancy, pre-purchase, pre-rental, mortgage default, rental delinquency and home equity conversion; includes Fair Housing Counseling and education, complaint hot-line and resolution.

RECIPIENT, FUNDING, AMOUNT	MAJOR SCOPE OF SERVICES
Peninsula Agency on Aging, Inc. Funding: CDBG Amount: \$15,000	<p>Peninsula Agency on Aging Inc. shall provide the following services:</p> <ul style="list-style-type: none"> a) Funds will be provided to this non-profit agency to assist with operating expenses to provide Meals on Wheels for approximately 15 to 20 frail at-risk seniors living in five (5) Newport News income-based complexes. b) This program will meet the broad national objective benefiting low and moderate persons as a limited clientele activity on a city-wide basis.
Transitions Family Violence Services Funding: CDBG Amount: \$40,000	<p>Transitions Family Violence Services shall provide the following services:</p> <ul style="list-style-type: none"> a) Transitions shall provide the services necessary to benefit approximately 400 victims of domestic violence, who reside in a 29-bed Emergency Shelter facility. b) Transitions shall provide counseling and/or referral services to clients residing in emergency housing to include: <ul style="list-style-type: none"> 1. Employment 2. Education 3. Housing 4. Survival Skills 5. Any other services as may be appropriate. c) The nature of this activity requires the locations remain confidential. The broad national objective for this activity is benefits to low and moderate-income persons as a limited clientele on a city-wide basis.
Menchville House Ministries, Inc. Funding: CDBG Amount: \$10,000	<p>Menchville House Ministries, Inc. shall provide the following services:</p> <ul style="list-style-type: none"> a) Funds will be used to assist this non-profit organization with operating costs at the Menchville House Group Home. b) This facility is to be utilized as a shelter providing housing to approximately 300 adults and children in crisis situations. In addition, a life assistance program will be provided which will enable families and single women to become independent, capable of caring and providing for themselves without public assistance and becoming contributing members of the community. <p>These services will be provided at the Menchville House Group Home facility, formerly known as Fairfield Apartments, located at 13658 Boulevard. The services will be provided to meet the broad national objective benefiting low-moderate income persons as a limited clientele on a city-wide basis.</p>

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**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
MEMORANDUM**

DATE: June 12, 2024
TO: All Members, Board of Commissioners
FROM: Karen R. Wilds 
Executive Director
SUBJECT: Award of Project Based Vouchers

The Authority issued a Request for Proposals for up to 20 units of project-based vouchers on May 24, 2024 with responses due June 11, 2024.

Two applications were received from 311 - 33rd Street LLC (Coile I) and 100 - 29th Street LLC (Coile II) which are also requesting 4% Low Income Housing Tax Credits (LIHTC) from Virginia Housing (formerly VHDA) later this summer. It is proposed that units will be made available to households in the 30%, 50%, 60% and 80% of the area's median income.

Each project consists of new construction of 31 units in two locations in the downtown area.
(see attached map).

The proposals were evaluated and scored by the Executive Director and the Director of Housing Operations. The score sheet is attached.

You may recall that these projects have been in a development stage since 2019 when the NNRHA was asked to approve 7 (seven) project based vouchers. The Board approved the award in February 2019. Unfortunately, the developer encountered financing issues related to increased costs due to the impacts of the pandemic and site issues.

Since that time, the developer has been able to acquire additional adjacent land to accommodate required parking and has restructured the financing stack. The developer has created 2 ownership entities for the 2 sites and has converted to a 4% LIHTC financing scenario. They have also secured Federal Home Loan Bank support for the project.

The developer requested that we "refresh" the 7 previously awarded PBV's as part of this new request for 16 PBV's which - results in 11 new PBV's if approved. Our scoring sheet includes a provision for possible Ridley replacement units. This can be

considered only if the property is in a HUD approved published census tract. This property is not on the list. In the future we will make that scoring category a bonus score so as not to downgrade the scores for projects that cannot address that provision

Based on proposal scoring and the quality of the proposed developments, I am recommending award of 8 Project Based Vouchers (PBV's) to these two projects for a total of 16 PBV's and Board approval of the attached resolution.

Project Based Voucher Request
Summary Score of Proposal

<u>Committee Members</u>	311 - 33rd Street LLC <u>Coile I</u>	100 - 29th Street LLC <u>Coile II</u>
Karen Wilds	62	62
Tera Lockley	65	65
Average Score	63.5	63.5
Number of Vouchers Requested:	8 (1 New)	8
Number of Vouchers Recommended	8	8

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS
REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PROJECT BASED
VOUCHERS FOR 311-33RD STREET LLC (COILE I) and
100-29TH STREET LLC (COILE II)**

WHEREAS, 311-33rd Street LLC and 100-29th Street LLC plans to construct a two 31-unit complexes in downtown Newport News; and

WHEREAS, 311-33rd Street LLC and 100-29th Street LLC have responded to a Request for Proposals issued by the Newport News Redevelopment and Housing Authority (NNRHA) in a timely manner that meets the Authority's review criteria; and

WHEREAS, the LLC's will have an on-site manager who will schedule educational and counseling programs and establish partnerships with local service providers; and

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

WHEREAS, the project is applying for 4% Low Income Housing Tax Credits from (LIHTC's) Virginia Housing (formerly VHDA) in 2024.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the NNRHA does hereby award 8 project-based vouchers to 311-33rd Street LLC to be used at 311-33rd Street (Coile I) and 8 project - based vouchers to 100-29th Street LLC to be used at 100-29th Street (Coile II) contingent upon their compliance with all requirements set forth in its application to the Authority for project-based vouchers. This commitment is for a 15-year period, subject to continued funding of NNRHA by HUD for housing choice voucher assistance. Such assistance may be extended for an additional period deemed mutually acceptable to NNRHA and the LLC's at any time deemed appropriate by both parties. This approval is subject to and contingent upon the award of 4% LIHTC's in 2024 and the successful review by HUD of the subsidy layering analysis and environmental review documents.



RFP #PBVP-05-24 – 311 33rd Street LLC
Due Date: June 11, 2024 by 2:00PM
TM Associates Development, Inc.

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240.683.0300 | 1375 Piccard Drive, Suite 375 | Rockville, MD 20850 |
www.tmamgroup.com



**RESOLUTION OF THE
NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY RECOGNIZING
KAREN R. WILDS, EXECUTIVE DIRECTOR**

WHEREAS, Karen R. Wilds, Executive Director, retires on June 30, 2024, after completing outstanding service to the Newport News Redevelopment and Housing Authority (the "Authority") since 1985; and

WHEREAS, Ms. Wilds received the Bachelor of Science degree from Christopher Newport University in 1976, the Master of Urban Studies degree from Old Dominion University in 1983; and

WHEREAS, Ms. Wilds began her career in 1976, at the Institute for Criminal Justice of the College of William and Mary, and went on to serve in increasingly responsible positions as a Grants Coordinator and the Director of Program Development at the Chesapeake Redevelopment and Housing Authority prior to joining the Authority as the Community Development Director.

WHEREAS, Ms. Wilds served as the Authority's Director of Community Development from 1985-1999 and Executive Director from 1999-2024; and

WHEREAS, Ms. Wilds provided excellent leadership and service to the Authority while making a number of significant contributions which furthered the Authority's mission of maintaining and creating affordable housing, viable neighborhoods, and opportunities for self-sufficiency that enhance the quality of life of all citizens of Newport News; and

WHEREAS, Ms. Wilds' provided oversight in the successful conversion of seven (7) public housing communities under HUD's Rental Assistance Demonstration Program (RAD); and

WHEREAS, Ms. Wilds was instrumental in the City of Newport News' achievement of receiving the Choice Neighborhood Initiative (CNI) planning and implementation grants which supports the transformation of the Marshall-Ridley area in the Southeast Community; and

WHEREAS, Ms. Wilds has been elected to numerous Boards and received honorable recognition from organizations such as the Virginia Association of Housing and Community Development Officials (VAHCDO), the Hampton Roads Housing Consortium (HRHC), the Hampton Roads Chapter of the American Society for Public Administration, Viridian, the Virginia Community Development Corporation (VCDC); and

WHEREAS, Ms. Wilds has earned the admiration and respect of City officials, Authority and City staff and the citizens of Newport News for her dedication, enthusiasm, professionalism and hard work;

NOW, THEREFORE, BE RESOLVED by The Board of Commissioners of the Newport News Redevelopment and Housing Authority takes great pleasure in recognizing the significant professional achievements of Karen R. Wilds and herewith expresses its sincere gratitude for the invaluable contributions she has made to the Newport News Redevelopment and Housing Authority and the City of Newport News.

Adopted this 18th day of June, 2024.

Chair

Vice-Chair



REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

June 2024

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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COMMUNITY DEVELOPMENT

Community Development Block Grant (CDBG)

The public review and comment period for the Consolidated Housing Annual Action Plan ended on May 30, 2024.

HUD has announced the allocation of CDBG funds for PY 2024-2025 to the City of Newport News. The City of Newport News was awarded \$1,345,362 in CDBG entitlement funds and \$800,547 in HOME entitlement funds.

Sponsoring Partnerships & Revitalizing Communities (SPARC)

Virginia Housing awarded NNRHA with \$2 million in SPARC funding for PY July 1, 2023 – June 30, 2024. The SPARC program allows those buyers utilizing a Virginia Housing loan product to buy down their interest rate by 1%. With the addition of SPARC funding, we are able to expand our reach and offer Down Payment Assistance to qualified buyers. NNRHA has depleted SPARC funds for the current program year. A total of 9 home buyers received funding totaling \$2,062,853. SPARC allocations are approved on an annual basis. NNRHA has applied for SPARC funds in the amount of \$3M for the program year beginning July 1, 2024.

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2023 – June 30, 2024	
	Residential Repair Program
Projects Completed	22
Projects in Underwriting	9
Projects Pending Approval	1
Projects Ongoing	1
Projects Denied	27
Total	60

New Housing Rehabilitation Applications for April 1, 2024 - March 31, 2024	Total New Housing Rehabilitation Applications Received for July 1, 2023 - June 30, 2024
2	33

REDEVELOPMENT

NNRHA administers the Citywide, Down Payment Assistance Program for first-time homebuyers through the HOME Investment Partnerships Program (HOME). This program assists eligible first-time homebuyers in purchasing a home in the City.

Down Payment Assistance (DPA) Fiscal Year: July 1, 2023 – June 30, 2024					
(Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process	Withdrew
3	8	5	0	4	1

New DPA Applications May 2024	Total New DPA Applications Received for July 1, 2023 - June 30, 2024
3	21

CAPITAL ACTIVITY

Marshall Courts – Phase VII Demolition of 88 Units

The City is in the final stages of reviewing the plans and specifications for the demolition of 88 apartment units at Marshall Courts. Project bid packages are being prepared for contractor solicitation. It is anticipated that the procurement process for selection of a general contractor will begin by the end of June.

Orcutt Townhomes I

The Orcutt Townhomes I RAD project is progressing ahead of schedule and is currently over 80% complete. It is anticipated that unit inspections will begin on June 18th for the first completed townhouse units on 35th Street.

Southeastern Family Project (2351 Terminal Ave.)

In an effort to reduce the overall cost of the renovation project, NNRHA staff, Matt Burton-Architect, and Centennial Contractors Inc. have developed a list of "value engineering" items to realize savings. The budget for the project is being fine-tuned and we anticipate construction beginning in July.

Future Capital Projects

Ashe Manor Apartments kitchen renovations will be completed this summer.

Marshall Courts exterior renovations will be completed in phases.

Aqueduct Apartments parking lot repaving is anticipated to begin later this summer.

MARSHALL-RIDLEY RESIDENTIAL FACADE PROGRAM

The Marshall-Ridley Residential Facade Program is a \$2.1 million dollar grant program to assist owner occupied homeowners in the Choice Neighborhood Initiative area with exterior home improvements. The grant allows for exterior improvements up to \$20,000 for each property. A total of 113 applications were received and 82 have been processed and are currently at varying stages as indicated in the chart below.

Marshall-Ridley Residential Facade Program Activity Tracker

Total Applicants	113
Finance Review	82
Inspected	53
Codes Review	53
Contract Pending	0
Contracted	0
Completed	41
Not Eligible	16

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Lift and Rise on Jefferson

The Lift and Rise community, including the 2700 and 2800 buildings, continues to maintain a high occupancy rate of 96%, with two affordable and one market-rate unit currently available for rent. Recent facility updates include the installation of a new fence around the play area, enhancing safety and aesthetics. Despite regular trash collections, improper furniture disposal in the dumpster area remains an issue. To address this, Property Management is hiring a private contractor for furniture removal and future illegal dumping incidents, and plans to reposition cameras to capture license plates of offenders. The repair of the rear door of the 2800 building remains unresolved due to material lead times.

Legacy Landing

Former Ridley Place Site-(12th-18th Street between Jefferson and Ivy Ave)

There are two phases of work, III-R and IV-R. Construction activities have proceeded smoothly for both phases, III-R and IV-R, of the project throughout the reporting period.

CNI III-R phase

Construction is approximately 94% completed. The construction phase of the project is currently at approximately 94% completion. The next steps involve collaborating with Dominion Power and the City Utilities department to ensure power is provided to all buildings in the III-R phase. Additionally, the Project Management team is working on obtaining the certificate of occupancy so leasing can begin at the end of July 2024.

CNI IV-R

Construction is approximately 70% completed. The construction project has reached approximately 70% completion. Currently, cabinets, drywall, drop ceilings, and door installations are in progress for Buildings E, F,

G, and H. Framing inspections are ongoing in Building J, while framing work continues in Buildings K, L, M, and P. In Building D, footings have been installed, and inspections for underground plumbing are underway.

Infrastructure is approximately 84% construction completed.

Wellness Trail 14% construction completed.

Downtown Phase 28th and Washington

At the upcoming CAC meeting, the architect firm WRT would like to deliver a presentation. Their primary agenda is to reintroduce the Downtown phase of the project and offer an overview of the schematic design, with a specific focus on discussing the exterior aspects of the mixed-use building. WRT is deeply committed to fostering collaboration with the community. As part of this commitment, they eagerly anticipate attending future CAC meetings to provide regular updates on the design and gather valuable feedback.

Urban Strategies, Inc.

Based on USI monthly report for Marshall Ridley, April 29th –May 30th, 2024, the USI Newport News team ended May with 201 families assessed.

This month, USI's Newport News team utilized their Outreach Specialist to refine supportive services. This addition has proved vital to the continued success of attaining assessment data for families unable to be reached. This month, the Newport News team accessed 2 new families.

On June 4, 2024, USI organized a meeting at Downing Gross, bringing together approximately 35 former Marshall Ridley families for a "Right to Return" session and dinner. The purpose of the gathering was to discuss the leasing process for the first phase of completion III-R that comprises buildings A, B, C, and an apartment building, totaling 71 units. Representatives from NNRHA, the City, Pennrose, and USI all delivered presentations during the event signifying a significant step

forward in the redevelopment plans for Marshall Ridley.

NNRHA Community Engagement

A letter was mailed to all former Ridley residents to inform them about the latest developments in housing opportunities. The letter introduced the new name for the CNI onsite housing, Legacy Landing, to the residents. Additionally, it provided updates on the construction timeline for both phases, ensuring that residents are well-informed about the progress and expected completion dates for their future housing options.

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	1460
Approved/Eligible	33
Pending	1427
Housing Choice Voucher	302
Approved/Eligible	75
Pending	227

The pending application numbers for the Public Housing Program (1427) and the Housing Choice Voucher Program (227) 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	8
Housing Choice Voucher	12
Mod-Rehab (SRO)	0
Total	20
Occupancy Statistics:	
Public Housing Program	96%
Housing Choice Voucher Program	95%
Mod-Rehab Program (Warwick SRO)	96%
Mod-Rehab (Warwick SRO)	84

Avg. # Leasing Days (PH)	28
Avg. Rent for Move-Ins (PH)	\$352
New Mod-Rehab (SRO) participants	\$226
Total Public Housing	799
Housing Choice Vouchers	2,936
Lease Rate – May 2024	95%

Average Family Rent Contribution for Move-ins Last Month:	
Public Housing	\$352
Housing Choice Voucher	\$226
Warwick SRO	\$0
Cumulative Percentage of Section 8 Budget Authority Utilized April 2024	94.6%

HOMEOWNERSHIP PROGRAM

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

FSS		
Housing Choice Voucher Families-FSS	69	\$6,675,318
Public Housing Families/FSS	56	\$5,852,540
HCV-V Homeownership	71	\$11,909,922
Total	196	\$24,437,780

COMMUNITY RESOURCES

Family Investment Center Workforce Development Initiatives



On May 14, 2024, the Asher Institute of Hampton organized an enlightening session aimed at familiarizing locals with the diverse range of educational programs provided by the institution. These offerings encompass barbering, cosmetology, instructor training, esthetician studies, massage therapy, and beyond. Financial assistance is accessible for those who qualify. The session drew the attendance of eight residents, who were treated to complimentary haircuts. Furthermore, one attendee displayed a strong eagerness towards the enrollment procedures.

First Time Home Buyer Seminar



On May 30, 2024, Community Resources collaborated with Keller Williams Realty to host a First-Time Homebuyer Seminar at Marshall Courts from 1:00 to 4:00 pm. This seminar offered essential insights and support to ten

participants, empowering them with the necessary understanding and assurance to embark on their journey of buying their first home. It served as a guide through the intricacies of the real estate market, providing attendees with snacks, gift cards, and tokens of appreciation.

Newport News Redevelopment and Housing Authority 2024 Scholarship Banquet



The Newport News Redevelopment and Housing Authority (NNRHA) has been awarding scholarships to Public Housing and Housing Choice Voucher residents since 1980. Kinder Morgan has been a dedicated sponsor for 36 years, while Dominion Terminal (DTA) has shown commitment since 1990. The Board of Commissioners also extends generous support. This year, seventeen sponsors are contributing to twelve scholarship recipients. Notable returning sponsors include Old Point National Bank, Matthew G. Burton, and Kaufman & Canoles, Attorneys at Law..



Community Resources

Meet & Greet

The recent Meet & Greet event, a shining example of community spirit, was hosted by Community Resources. It provided a platform for our tenants to engage with our staff, ask questions, and share their concerns. We were thrilled to partner with the Newport News Police Department, the C. Waldo Scott Center, and The Victor Program. Our tenants were inspired by the positive contributions of each organization to our community, and the event highlighted the hope and optimism that collaboration between Community Resources and its tenants can foster. Eleven residents attended the event..



Serve the City (STC)

STC volunteers visited Ashe Manor and Spratley House in May. They provided games, snacks, and fellowship. Residents look forward to their visit every month.

NNRHA Community Resources Resident Relations • Senior Resident

A Wonderful "My Plate" Series Concludes at Spratley



The 6-part "My Plate" series, led by Sherry Bazemore of the Virginia Cooperative Extension, concluded this month at Spratley. Beginning in March, the series ended with lessons on "Healthy Fats" and "Staying Active as We Age." Participants learned about healthy fat choices and incorporating various exercises into their routines. At the final session, they received completion certificates, an insulated grocery bag, and a cookbook, and expressed their gratitude to Ms. Bazemore for her valuable instruction and regular presence.

Resident Council Meetings Held at Each of the Senior Communities in May

In May, the Resident Council Meetings at Spratley House and Ashe Manor were well attended. At these meetings, the residents were formally introduced to their property manager, Delilah Hillery-Roberts. They were given important building information and had the chance to ask questions. Pinecroft residents have been meeting on the first Monday of each month for over a year. They use these meetings to plan activities, fundraise for the scholarship fund, and discuss building concerns.

Great Oak residents have been gathering regularly since February. This month, they welcomed a special guest, Ken Hodge, who engaged them in several lively games of BINGO. The residents enjoyed winning household goods and cheered for the winners. Mr. Hodge, an independent insurance agent representing five different companies, also briefly mentioned that he could meet with them individually to discuss their best options.

The outreach staff visited Pinecroft Apartments, Ashe Manor, and Spratley in May. During the visit, residents enjoyed a spring-themed Bingo game with prizes. They had to identify pictures of the called words. The staff also informed them about the NNPL activities sponsored at the different branches



**Other NNRHA Controlled Multi-Family Properties
Waiting Lists as of May 2024**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes I	93%	0	440	440
Cypress Terrace	95%	10	19	29
Oyster Point/Brighton	97%	10	43	53
Great Oak	95%	206	236	442
Lofts on Jefferson	86%	0	1	1
Jefferson Brookville	96%	2	26	28
Lassiter Courts	99%	8	137	145
Spratley	96%	0	9	9

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 May 2024.

Participants	Public Housing	Housing Choice Voucher	TOTAL
Total number in FSS Program	30	103	133
Employed	15	83	98
Currently not working	12	15	27
Attending Thomas Nelson Comm. College	0	1	1
Attending Christopher Newport Univ.	0	0	0
Enrolled in NNRHA Computer Training/GED	0	0	0
Enrolled in other Training Programs	1	2	3
Employed and going to school	2	2	4
Total Number of participants with escrow accounts	9	58	67

ITEM NO. 9
Other Business