

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

**October 17, 2023  
8:30 a.m.  
227 27<sup>th</sup> 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, September 19, 2023.
4. Communications
5. New Business
  - a. Consider a resolution authorizing the award of a contract for an Internal Audit Contract
  - b. Consider a resolution authorizing the award of a contract for an External Audit Contract
6. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia Section 2.2-3711
7. Consider adoption of resolution certifying a Closed Meeting in conformity with Virginia Law.
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  
September 19, 2023**

Having duly given public notice, the Board of Commissioners of the Newport News Redevelopment and Housing Authority met at 227 27<sup>th</sup> Street, in the City of Newport News, Virginia, at 8:30 a.m. on Tuesday, September 19, 2023.

**Pledge of  
Allegiance**

Dr. Wallace-Davis led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call**

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

Commissioners present: -

Kenneth Penrose  
Lisa Wallace-Davis  
William Black  
George Knight  
Barbara Holley  
Lou Call

Mr. Holloman's absence was excused.

Also present:

Raymond H. Suttle, Jr.  
Kaufman & Canoles, P.C.

Karen R. Wilds  
Executive Director

Lysandra Shaw  
Deputy Executive Director

Carl V. Williamson  
Director of Housing

Valarie Ellis, Director  
Administrative Services

Lisa Dessoffy, Director  
Finance

David Staley, Director  
Community Development

Teresa Bennett  
Executive Assistant

Torkeesha Brooks  
Deputy Executive Assistant

Justin Orie  
NNRHA IT Department

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

DeAnna Smith  
Legal Aid Society of Eastern Virginia

Jamesa Parker  
Legal Aid Society of Eastern Virginia

**Approval of  
Minutes, July 31,  
2023**

Commissioner Davis moved that the minutes of the meeting of the Board of Commissioners held on July 31, 2023 be approved. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

**Minutes of a Meeting of the  
Newport News Redevelopment and Housing Authority  
September 19, 2023**

**Communications**

The following communications were provided to the Board and reviewed by the Executive Director. 1) A letter addressed to Ms. Wilds from the U.S. Department of Housing and Urban Development awarding an additional 12 vouchers to the Newport News Redevelopment and Housing Authority. Ms. Wilds stated this will assist additional families throughout Newport News with their housing costs. We also plan to apply for 5 additional VASH vouchers which assist veterans. We already provide 54 VASH vouchers in conjunction with the Hampton Veterans Administration. 2) A letter from John Kim who used to run a business at 2115 Jefferson Avenue. He has sold the business but still owns real estate in the Southeast Community. He is getting a façade improvement grant from the commercial loan program through the City. The letter is praising the changes that are being made in the Southeast Community.

**New Business**

**Choice Neighborhood Initiative Progress Presentation**

A PowerPoint presentation was presented to the Board on the progress being made to the Southeast Community through the Choice Neighborhood Initiative Grant.

**Board of Commissioners Self-Assessment**

The Board was provided a four-page self-assessment to complete. Ms. Wilds stated the process and results of the survey will allow for us all to assess and think about how we can maximize the effectiveness of staff/board support and effectiveness. Ms. Wilds asked that each member complete the assessment by October 5, 2023 and plan to tabulate the results for the October meeting.

**Report to the Board**

A Report to the Board for September, 2023 had been provided to the Commissioners. A copy of the subject report is on file in the office of the Executive Director.

Mr. Williamson reported a single-family home was purchased by an HCV-V participant in Newport News. A back-to-school event was held for the residents of Aqueduct and Marshall Courts. There were an array of activities and engagements for adults and children.

Mr. Staley reported the Façade program is progressing well. It is a \$2.1M program to assist residents in the Choice Neighborhood with exterior improvements. We have received 113 applicants. 15 have been completed and 38 are in progress. We anticipate processing closing documents on the Rental Assistance Demonstration (RAD) program for Orcutt Townhomes I later this month. After the closing we will proceed with a notice to the OKJ construction. Most of the families have been relocated from Orcutt Townhomes I to other NNRHA properties. We anticipate a 10-month timeframe to complete the project.

Ms. Ellis reported we are soliciting proposals for both our internal and external auditing services. The internal proposal closes on September 21<sup>st</sup> and the external closes on October 6<sup>th</sup>. The recommendation will be coming before the Board next month for approval. On August 11<sup>th</sup>, the Agency held our 2023 Employees Summer Cookout at the Mariner's Museum. It was a fun event and a great opportunity for the employees to get to know each other.

Ms. Dessoffy reported we are working on closing the books and submitting our unaudited financial statements to HUD.

**Minutes of a Meeting of the  
Newport News Redevelopment and Housing Authority  
September 19, 2023**

**Closed Session**

**Other Business**

**Adjournment**

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:17 a.m.

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Secretary-Treasurer

**ITEM NUMBER 4**

**Communications**

**ITEM NUMBER 5**

**New Business**


- a. Consider a resolution authorizing the award of a contract for an Internal Audit Contract
- b. Consider a resolution authorizing the award of a contract for an External Audit Contract

## NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

## MEMORANDUM

**DATE:** October 12, 2023

**TO:** All Members, Board of Commissioners

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

**SUBJECT:** Fee Accountant/Internal Audit Contract

On August 21, 2023, the Newport News Redevelopment and Housing Authority (NNRHA) issued a Request for Proposal (RFP) seeking proposals for internal audit services to provide assistance with (1) closing of the general ledgers, preparation of the unaudited Financial Data Schedule (FDS), financial statements and all REAC submissions to be completed within HUD due dates including the submission of the audited FDS by March 31 of each year; (2) reviewing and evaluating existing operations and procedures and making recommendations to improve efficiency and effectiveness; (3) providing recommendations and reports to the appropriate level of management and (4) providing assistance with accounting for fixed assets and capital improvements.

The Authority undertakes this process at least every five years. We received one proposal from Barfield Kinhead, LLC. The firm has provided services for the NNRHA since 2008 on an hourly fee arrangement.

A staff review panel made up of myself, Valarie Ellis and Lisa Dessofoy, reviewed the proposal according to the published criteria (see attached).

I am recommending the award of a contract for services to Barfield Kinhead, LLC.

I suggest the contract be for a year period with the right to extend for up to four additional years.

The attached resolution is recommended for approval.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT FOR INTERNAL AUDIT SERVICES**

**WHEREAS**, the U.S. Department of Housing and Urban Development Regulation 24 CFR, Part 200 and the Virginia Public Procurement Act governs the procurement of professional services; and

**WHEREAS**, these regulations include audit services among the classification of professional services; and

**WHEREAS**, the Newport News Redevelopment and Housing Authority desires to comply with published regulations and obtain services of a qualified internal audit professional; and

**WHEREAS**, the Newport News Redevelopment and Housing Authority has properly advertised for proposals; and

**WHEREAS**, a proposal has been received and evaluated in keeping with published Regulations; and

**WHEREAS**, the Board of Commissioners has determined that it is in the best interest of the public and the Authority to award a contract for internal audit services.

**NOW THEREFORE BE IT RESOLVED BY THE** Board of Commissioners that the Chairman or Secretary-Treasurer is hereby authorized to execute a contract for Fee Accountant/Internal Auditor services with the firm of Barfield and Kinkead, LLC for the term of the contract for services required by the Authority. The expiration of the Contract shall be set at one (1) year from the effective date of execution, with an option to extend yearly. The Contract shall not exceed five (5) years.



## **Internal Audit Services** **Evaluation Criteria**

### **QUALIFICATIONS AND EXPERIENCE**

The service providers experience in providing the requested services as demonstrated in its written proposal, with emphasis on the principal individual staff and their experience with governmental agencies, housing agencies and redevelopment organizations.

The service providers understanding of the services sought as demonstrated in its written proposals and reflected in the summary of understanding of the work involved and the appropriateness of the technical approach described in the work plan (including the proposed labor categories and skill mix.)

The service providers time frame within which the project is to be completed and demonstrated prior success in meeting specified deadlines with governmental audit clients.

The service provider's management plan, including staffing of key positions, methods of task assignment, cost control methods and schedule level of effort maintenance.

Service providers most recent peer review.

### **APPROACH AND IMPLEMENTATION**

Briefly demonstrate your understanding of the work to be done and commitment to perform the work within the time period specified in the Request for Proposal.

Submit a work plan to accomplish the scope of work defined in this RFP. The work plan must include a description of each significant segment of the work by specific programs or special components and an estimate of the level of effort required for the engagement. Do not include cost estimates in your description. The planned use of specialists should be specified. Submit a proposed audit schedule with the proposed key dates for completion of various stages of the audit engagement. Provide pertinent information regarding how the firm intends to meet schedule requirements and assure report deliver within the specified parameters.

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## **STAFF QUALIFICATIONS AND EXPERIENCE**

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialist, who would be assigned to this contract. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five years and membership in professional organizations relevant to the performance of an audit. Provide a resume for each person to be assigned to this contract. The resume should include years of experience, educational and professional qualifications and training. The firm should also indicate how the quality of staff over the term of the contract will be maintained.

## **REFERENCES**

List the most significant engagements (minimum of 5) performed in the last five years that are most similar to our requirement in size and scope. Indicate the scope of work, date, engagement partners, total hours, and the contact information.

## **MANAGEMENT PLAN**

Provide management plan information regarding the firm's ability to provide timely audit reports in a cost-effective manner. How will the firm approach control of the work process to ensure that the proper level of attention and dedication effort is applied in order to prevent the need for extended services or hours required to complete the task in a cost-effective manner. What is the expected staffing for the audit including, labor categories and skill mix, methods of assignment and supervisory controls. Provide statements as to the firms plans and controls to effectively keep the Authority informed regarding the status of the audit and seek concurrence/ approval from NNRHA prior to incurring extended service needs or extended hours above the proposed cost. Do not include cost estimates in this response but rather the methods planned for controlling cost.

## NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

## MEMORANDUM

**DATE:** October 12, 2023

**TO:** All Members, Board of Commissioners

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

**SUBJECT:** External Audit Contract

On September 11, 2023, the Authority issued a Request for Proposals for external audit services. The Authority undertakes this process at least every five years. As a result of the solicitation, we received proposals from:

- Clifton, Larson, and Allen, LLP
- Rubino & Company

A staff review panel made up of myself, Valarie Ellis and Lisa Dessoify, interviewed the firms on October 11, 2023 and ranked each proposal according to the published criteria (see attached).

As a result, Ms. Ellis initiated negotiations with the highest ranked firm and I am recommending the award of a contract for services Clifton, Larson and Allen, LLP.

I suggest the contract be for a year period with the right to extend for up to four additional years.

The attached resolution is recommended for approval.

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT FOR EXTERNAL AUDIT SERVICES**

**WHEREAS**, the U.S. Department of Housing and Urban Development Regulation 24 CFR, Part 200 and the Virginia Public Procurement Act governs the procurement of professional services; and

**WHEREAS**, these regulations include audit services among the classification of professional services; and

**WHEREAS**, the Newport News Redevelopment and Housing Authority desires to comply with published regulations and obtain services of a qualified external audit professional; and

**WHEREAS**, the Newport News Redevelopment and Housing Authority has properly advertised for proposals; and

**WHEREAS**, proposals have been received, evaluated and ranked in keeping with published Regulations; and

**WHEREAS**, the Board of Commissioners has determined that it is in the best interest of the public and the Authority to award a contract for external audit services.

**NOW THEREFORE BE IT RESOLVED BY THE** Board of Commissioners that the Chairman or Secretary-Treasurer is hereby authorized to execute a contract for audit services with the firm of Clifton, Larson and Allen, LLP for term of the contract for services required by the Authority. The expiration of the Contract shall be set at one (1) year from the effective date of execution, with an option to extend yearly. The Contract shall not exceed five (5) years.

## **External Audit Services** **Evaluation Criteria**

### **QUALIFICATIONS AND EXPERIENCE**

The service providers experience in providing the requested services as demonstrated in its written proposal, with emphasis on the principal individual staff and their experience with governmental agencies, housing agencies and redevelopment organizations.

The service providers understanding of the services sought as demonstrated in its written proposals and reflected in the summary of understanding of the work involved and the appropriateness of the technical approach described in the work plan (including the proposed labor categories and skill mix.)

The service providers time frame within which the project is to be completed and demonstrated prior success in meeting specified deadlines with governmental audit clients.

The service provider's management plan, including staffing of key positions, methods of task assignment, cost control methods and schedule level of effort maintenance.

Service providers most recent peer review.

### **APPROACH AND IMPLEMENTATION**

Briefly demonstrate your understanding of the work to be done and commitment to perform the work within the time period specified in the Request for Proposal.

Submit a work plan to accomplish the scope of work defined in this RFP. The work plan must include a description of each significant segment of the work by specific programs or special components and an estimate of the level of effort required for the engagement. Do not include cost estimates in your description. The planned use of specialists should be specified. Submit a proposed audit schedule with the proposed key dates for completion of various stages of the audit engagement. Provide pertinent information regarding how the firm intends to meet schedule requirements and assure report deliver within the specified parameters.

## **STAFF QUALIFICATIONS AND EXPERIENCE**

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialist, who would be assigned to this contract. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five years and membership in professional organizations relevant to the performance of an audit. Provide a resume for each person to be assigned to this contract. The resume should include years of experience, educational and professional qualifications and training. The firm should also indicate how the quality of staff over the term of the contract will be maintained.

## **REFERENCES**

List the most significant engagements (minimum of 5) performed in the last five years that are most similar to our requirement in size and scope. Indicate the scope of work, date, engagement partners, total hours, and the contact information.

## **MANAGEMENT PLAN**

Provide management plan information regarding the firm's ability to provide timely audit reports in a cost-effective manner. How will the firm approach control of the work process to ensure that the proper level of attention and dedication effort is applied in order to prevent the need for extended services or hours required to complete the task in a cost-effective manner. What is the expected staffing for the audit including, labor categories and skill mix, methods of assignment and supervisory controls. Provide statements as to the firms plans and controls to effectively keep the Authority informed regarding the status of the audit and seek concurrence/ approval from NNRHA prior to incurring extended service needs or extended hours above the proposed cost. Do not include cost estimates in this response but rather the methods planned for controlling cost.

# 2023 EXTERNAL AUDITOR SCORING SHEET

| Company            | K. Wilds | L. Dessoify | V. Ellis | Average Score |
|--------------------|----------|-------------|----------|---------------|
| CliftonLarsonAllen | 99       | 99          | 100      | 99.3          |
| Rubino & Company   | 97       | 94          | 95       | 95.3          |
|                    |          |             |          |               |
|                    |          |             |          |               |

# REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

## OCTOBER 2023

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



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## **BOARD OF COMMISSIONERS**

**Kenneth Penrose, Jr. - Chairperson**

**Lisa Wallace-Davis - Vice Chairperson**

**William Black**

**George Knight**

**Lou Call**

**Barbara Holley**

**Thaddeus Holloman**

**Raymond Suttle, Jr., Attorney**

## **STAFF**

**Karen R. Wilds, Executive Director**

**Secretary-Treasurer**

**Teresa Bennett, Assistant Secretary-Treasurer**

**Lysandra Shaw, Deputy Executive Director**

**Carl Williamson, Director of Housing Operations**

**Valarie Ellis, Director of Administrative Services**

**Lisa Dessoffy, Director of Finance**

**David Staley, Director of Community Development**



## COMMUNITY DEVELOPMENT

### COMMUNITY DEVELOPMENT

#### Community Development Block Grant (CDBG)

The Consolidated Annual Performance and Evaluation Report (CAPER) for program year 2022-2023 has been submitted by the City to HUD for both review and approval. The Annual Action Plan for PY 2023-2024 has been approved per the City.

#### Sponsoring Partnerships & Revitalizing Communities (SPARC)

Virginia Housing awarded NNRHA with \$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. Thus far, 1 resident has been approved for SPARC funding. There are 4 additional applicants pending approval.

The program year for SPARC funding is July 1, 2023 through June 30, 2024. SPARC allocations are approved on an annual basis.

#### Total Housing Rehabilitation Activity for Fiscal Year July 1, 2023 – June 30, 2024

|                           | Emergency Repair | Open House | HOMEcare | All Programs |
|---------------------------|------------------|------------|----------|--------------|
| Projects Completed        | 9                | 2          | 1        | 12           |
| Projects in Underwriting  | 7                | 3          | 2        | 12           |
| Projects Pending Approval | 1                | 0          | 0        | 1            |
| Projects Ongoing          | 0                | 0          | 1        | 1            |
| Projects Denied           | 5                | 1          | 0        | 6            |
| <b>Total</b>              | <b>22</b>        | <b>6</b>   | <b>4</b> | <b>32</b>    |

| New Housing Rehabilitation Applications for<br>September 1, 2023 – September 30, 2023 | Total for July 1, 2023 – June 30, 2024 |
|---|--|
| 5   | 13                                     |

### 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)<br>Fiscal Year: July 1, 2023 – June 30, 2024 |        |  |                                 |                            |
|--|--------|--|---------------------------------|----------------------------|
| Program Year 23-24<br>(Completed)  | Denied | Pending<br>Additional<br>Documentation | Current<br>Month<br>(Completed) | Underwriting in<br>Process |
| 0  | 1      | 3                                      | 0                               | 3                          |

|   |   |
|---|---|
| <b>New DPA Applications as of September, 2023</b> | <b>Total New DPA Applications Received for July 1, 2023 – June 30, 2024</b> |
| 0   | 4   |

**CAPITAL ACTIVITY**

**Marshall Courts Phase VII Demolition**

The HUD approval process for the demolition of 88 apartment units at Marshall Courts Apartments is nearing completion. After HUD’s review and approval of the proposed demolition, NNRHA staff will be working with VIA Architects to develop the scope of work for the solicitation of contractors to perform the demolition.

**Marshall Courts - Administrative Office**

Demolition in preparation for the replacement of the HVAC system in the Marshall Courts administrative offices is scheduled to begin on November 1st. The scheduled delivery of the HVAC equipment to arrive onsite in mid-November. The project is anticipated to be completed within 60 days thereafter.

**Orcutt Townhomes I**

RAD closing documents are scheduled to be executed by mid to late October, 2023. We anticipate issuing a Notice to Proceed to OKJ Construction, the general contractor for the project, by the end of October, 2023.

**Aqueduct Apartments Sewer Improvement Project**

The Aqueduct sewer improvement project is 80% complete with no major construction issues encountered. Work began on July 6th and is on track to reach the targeted completion date of the end of October 2023. Coordination with effected residents has gone well.

**Southeastern Family Project 2351 Terminal Avenue**

The Hampton - Newport News Community Services Board is preparing to relocate their program residents in preparations for the renovation project. The plans and specifications have been completed by Matt Burton, architect for the project. Preparation for the bid solicitation for general contractors will begin later this month. We anticipate that the project will begin prior to the end of 2023.

**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 43 have been processed and are currently at varying stages as indicated in the chart below.

**Marshall-Ridley Residential Façade Program Activity**

|                  |     |
|------------------|-----|
| Total Applicants | 113 |
| Financial Review | 43  |
| Inspected        | 29  |
| Codes Review     | 25  |
| Contract Pending | 7   |
| Contracted       | 19  |
| Completed        | 16  |
| Not Eligible     | 13  |

**CHOICE NEIGHBORHOOD INITIATIVE  
(CNI)**

All units in the Lift & Rise have been leased. In total, 23 former Ridley Place residents moved into the community. Pennrose and Breeden have worked through the electrical issues on site by installing updates in the GE dryers. The team continues to monitor the updates to ensure all issues have been resolved.

CNI III-R and IV-R Onsite Housing - CNI III-R – Sanitary main and storm line on 16<sup>th</sup> Street pending power line work by Dominion. Mixed-use building: Roofing installation has begun. Brick and window installation ongoing. Sheathing installed at all three buildings. CNI IV-R – Three buildings have wall framing in progress. Slab pouring continues at all buildings. The construction completion for Ridley North (III-R) is planned for April 2024 and for Ridley South (IV-R) by November 2024. Breeden is to provide an updated schedule to track milestones and percentage complete.

The tax credit allocation application for CNI V-Downtown was submitted to Virginia Housing. This application allows the project to move from tax credit reservation status to an allocation of credits.

Urban Strategies, Inc. (USI) continues to conduct outreach to Ridley residents, as well as complete needs assessments for each household. Currently, 178 former Ridley families are enrolled in case management and family supportive services with USI.

**PUBLIC AND ASSISTED HOUSING  
OCCUPANCY REPORT**

**Total Waiting List Applications:**

|                   |     |
|-------------------|-----|
| Public Housing    | 236 |
| Approved/Eligible | 39  |
| Pending           | 197 |

|                   |     |
|-------------------|-----|
| Section 8         | 378 |
| Approved/Eligible | 85  |
| Pending           | 293 |

The pending numbers for the Public Housing Program (197) and the Housing Choice Voucher Program (293) represent the total number of applications being processed for eligibility for housing assistance. Some of these families will be determined to be ineligible based on income, landlord references or criminal activity. Therefore, these numbers may fluctuate each month.

**Applicants Housed in September**

|                        |           |
|------------------------|-----------|
| Public Housing Program | 4         |
| Housing Choice Voucher | 7         |
| Mod-Rehab (SRO)        | 3         |
| <b>Total</b>           | <b>14</b> |

**Occupancy Statistics:**

|                                       |     |
|---------------------------------------|-----|
| Public Housing Program (of 839 units) | 95% |
| Section 8 Program (2,895)             | 95% |
| Warwick SRO (of 88 units)             | 97% |

Avg. # of Leasing Days (Public Housing) 37

**Average Family Rent Contribution for Move-ins Last Month:**

1. Public Housing \$240.
2. Housing Choice Voucher \$176.
3. Warwick SRO \$165.

Cumulative Percentage of Section 8 Budget Authority Utilized Sept 2023 103.5%

**FAMILY INVESTMENT CENTER (FIC)  
ACTIVITIES**

| EMPLOYED F.I.C. PARTICIPANTS<br>September 2023<br>(since 1995) |     |
|--|-----|
| Aqueduct   | 124 |
| Ashe Manor   | 0   |
| Brighton   | 46  |
| Cypress  | 24  |
| Dickerson  | 185 |
| Harbor Homes   | 126 |
| Lassiter   | 95  |

| <b>EMPLOYED F.I.C. PARTICIPANTS<br/>September 2023<br/>(since 1995)</b> |              |
|---|--------------|
| <b>Marshall</b>   | <b>172</b>   |
| <b>Orcutt</b>   | <b>28</b>    |
| <b>Orcutt TH</b>  | <b>10</b>    |
| <b>Oyster Point</b>   | <b>23</b>    |
| <b>Pinecroft</b>  | <b>7</b>     |
| <b>Ridley</b>   | <b>383</b>   |
| <b>Section 8</b>  | <b>72</b>    |
| <b>Spratley</b>   | <b>2</b>     |
| <b>Total</b>  | <b>1,297</b> |



**COMMUNITY RESOURCES  
SENIOR ADULTS**

**Medicare Open Enrollment is Coming**

Ken Hodge, an independent insurance agent with Benefit Plan Services, met with residents at Ashe Manor, Spratley House, and Pinecroft Apartments. Mr. Hodge advised residents that the Medicare Open Enrollment will begin on October 15<sup>th</sup>. He also facilitated a few spirited games while hosting a brief question and answer session. He reminded residents that benefits often change from year to year and that it is important to discuss their needs with their agent each year.

**Serve the City at Ashe Manor &  
Spratley House**

Serve the City (STC) volunteers have been consistently holding monthly programs at Ashe Manor and Spratley House for over a year now. Often times, the same volunteers come to the respective communities, therefore developing friendly relationships with residents. They spend quality time with residents, serve snacks, and play games.

**FAMILY SELF-SUFFICIENCY (FSS)**

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

|                                     |            |
|-------------------------------------|------------|
| Housing Choice Voucher Families/FSS | 69         |
| \$6,675,318                         |            |
| Public Housing Families/FSS:        | 56         |
| \$5,852,540                         |            |
| HCV Homeownership:                  | <u>71</u>  |
| \$11,909,922                        |            |
| <b>Total</b>                        | <b>196</b> |
| <b>\$24,443,780</b>                 |            |

**Hiring Event at Marshall Court Recreation  
Center**

Ms. Denise Dickens, Director of Golden Years Living, hosted a hiring event at the Marshall Recreation Center on September 26, 2023. Residents completed applications and on-the-spot interviews. The residents also had an opportunity take a tour of the Golden Years facility. Ms. Dickens stated that all of the residents that completed their applications are potential candidates for hire. She is awaiting the TB test results which were done by Patient First Urgent Care and background

## PACE Paint Party at Pinecroft

Tiffany Andrews-Franklin from InnovAge PACE, partnered with the NNRHA's Community Resources Department to provide a Paint Party at Pinecroft on September 28th. This event is a "crowd favorite" and always well attended. Ms. Andrews-Franklin rotates this program often to allow each community the opportunity to enjoy it. She provides simple instruction, light music, and all of the art supplies. It truly is something most everyone can participate in and enjoy. At the end of the session they are able to display their work of art to the class. Ms. Andrews-Franklin briefly talked about the services that InnovAge PACE offers and answered questions. Paint parties will be scheduled for the other senior communities over the next several months.



## Peninsula Agency on Aging Discusses Life Planning Documents

Susie Castle and Jennifer McPherson, Care Coordinators with PAA, were at Pinecroft Apartments on September 13<sup>th</sup> to provide valuable information about senior care services and how residents can access them. Services discussed include: Meals on Wheels, dining sites, transportation to medical appointments, wellness, classes, in-home care options and more. Ms. Castle and Ms. McPherson focus was on life planning documents. They informed residents that the Legal Aid Society will provide this service to qualified individuals. They discussed the

importance of having a will, power of attorney, and the benefit of having an advanced medical directive. Seven residents were interested and signed up to meet with an attorney. PAA will be coming to Ashe Manor, Great Oak and Spratley House senior communities to present the same information.



**Other NNRHA Controlled Multi-Family Properties  
Waiting Lists as of September, 2023**

| <b>Property</b>       | <b>Occupancy Rate</b> | <b>Approved/Eligible</b> | <b>Pending</b> | <b>Total</b> |
|-----------------------|-----------------------|--------------------------|----------------|--------------|
| Orcutt Townhomes III  | 97%                   | 1                        | 2              | 3            |
| Cypress Terrace       | 98%                   | 5                        | 19             | 24           |
| Oyster Point/Brighton | 97%                   | 10                       | 44             | 54           |
| Great Oak             | 99%                   | 115                      | 240            | 355          |
| Lofts on Jefferson    | 93%                   | 3                        | 7              | 10           |
| Jefferson Brookville  | 98%                   | 2                        | 12             | 16           |
| Lassiter Courts       | 92%                   | 23                       | 193            | 216          |
| Spratley House        | 96%                   | 6                        | 19             | 25           |

**Family Self Sufficiency (FSS)**

Following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of September, 2023.

| <b>Participants:</b>                       | <b>Public Housing</b> | <b>Housing Choice Voucher</b> | <b>Total</b> |
|--|-----------------------|-------------------------------|--------------|
| <b>Total</b> number in FSS Program         | 21                    | 98                            | <b>119</b>   |
| Employed                                   | 10                    | 79                            | <b>89</b>    |
| Currently not working                      | 8                     | 14                            | <b>22</b>    |
| Attending Virginia Peninsula Comm. College | 0                     | 1                             | <b>1</b>     |
| Enrolled in other Training Program         | 1                     | 2                             | <b>3</b>     |
| Employed and going to school               | 2                     | 2                             | <b>4</b>     |
| Participants with escrow accounts          | 9                     | 58                            | <b>67</b>    |

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY**  
**2023 Housing Choice and Mainstream Voucher Program Utilization Report - Actual**  
**For the Year Ending December 31, 2023**

|   |                        | CY Housing Choice 2023 Annual Budget Authority |                           | Final - 100% proration |                                |                                    |   |                  |                |                        |                            |                          |
|---|------------------------|--|---------------------------|------------------------|--------------------------------|------------------------------------|---|------------------|----------------|------------------------|----------------------------|--------------------------|
|   |                        | \$ 26,052,256                                  | \$ 26,052,256             | \$ 1,015,975           | \$ 1,015,975                   |                                    |   |                  |                |                        |                            |                          |
| Housing Choice Voucher Funding            |                        |  |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Mainstream Voucher Program Funding        |                        |  |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Emergency Housing Voucher Program Funding |                        |  |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| HCV Units                                 |                        | 2518   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| VASH units                                |                        | 54   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| CNI tenant protection                     |                        | 247  |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Warwick SRO - RADZ                        |                        | 88   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Baseline HCV count                        |                        | 2907   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Mainstream Vouchers                       |                        | 141  |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Emergency Housing Vouchers                |                        | 32   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| Total Vouchers                            |                        | 3080   |                           |                        |                                |                                    |   |                  |                |                        |                            |                          |
| 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 2751               | 95.0%  | \$ 2,051,002.00           | \$ 745.55              | \$ (41,685.00)                 | 98.0%                              | \$ 2,092,687.00                         | \$ 1,000.00      | \$ 1,000.00    | \$ 1,000.00            | \$ 202,264.00              | \$ 1,691,973.47          |
|   | MS 113                 | 80.1%  | \$ 81,036.00              | \$ 717.13              | \$ 3,570.00                    | 104.6%                             | \$ 77,466.00                            | \$ -             | \$ -           | \$ -                   | \$ 35,304.00               | \$ 184,971               |
|   | EHV 27                 | 84.4%  | \$ 26,175.00              | \$ 969.44              | \$ 7,740.00                    | 142.0%                             | \$ 18,435.00                            | \$ -             | \$ -           | \$ -                   | \$ (21,786.00)             | \$ 173,955               |
| February                                  | HCV 2727               | 94.2%  | \$ 2,069,096.00           | \$ 758.74              | \$ (23,591.00)                 | 98.4%                              | \$ 2,092,687.00                         | \$ 140.00        | \$ 140.00      | \$ 140.00              | \$ 225,995.00              | \$ 1,800,787.22          |
|   | MS 115                 | 81.6%  | \$ 82,807.00              | \$ 720.06              | \$ 5,341.00                    | 106.9%                             | \$ 77,466.00                            | \$ -             | \$ -           | \$ -                   | \$ 29,963.00               | \$ 191,576               |
|   | EHV 27                 | 84.4%  | \$ 26,175.00              | \$ 969.44              | \$ 7,740.00                    | 142.0%                             | \$ 18,435.00                            | \$ -             | \$ -           | \$ -                   | \$ (29,526.00)             | \$ 169,993               |
| March                                     | HCV 2730               | 94.3%  | \$ 2,095,363.00           | \$ 767.53              | \$ 8,417.00                    | 100.4%                             | \$ 2,086,946.00                         | \$ 285.00        | \$ 285.00      | \$ 285.00              | \$ 217,863.00              | \$ 1,935,682.97          |
|   | MS 115                 | 81.6%  | \$ 86,256.00              | \$ 750.05              | \$ 7,533.00                    | 109.6%                             | \$ 78,723.00                            | \$ -             | \$ -           | \$ -                   | \$ 22,430.00               | \$ 198,036               |
|   | EHV 27                 | 84.4%  | \$ 24,540.00              | \$ 908.89              | \$ (23,510.00)                 | 51.1%                              | \$ 48,050.00                            | \$ -             | \$ -           | \$ -                   | \$ (6,016.00)              | \$ 136,416               |
| April                                     | HCV 2721               | 94.0%  | \$ 2,140,086.00           | \$ 786.51              | \$ 53,140.00                   | 102.5%                             | \$ 2,086,946.00                         | \$ 951.00        | \$ 951.00      | \$ 951.00              | \$ 165,674.00              | \$ 2,176,631.72          |
|   | MS 119                 | 84.4%  | \$ 88,565.00              | \$ 744.24              | \$ 8,884.00                    | 111.1%                             | \$ 79,681.00                            | \$ -             | \$ -           | \$ -                   | \$ 13,546.00               | \$ 203,538               |
|   | EHV 29                 | 90.6%  | \$ 26,489.00              | \$ 913.41              | \$ 3,931.00                    | 117.4%                             | \$ 22,558.00                            | \$ -             | \$ -           | \$ -                   | \$ (9,947.00)              | \$ 128,331               |
| May                                       | HCV 2726               | 94.2%  | \$ 2,183,916.00           | \$ 801.14              | \$ 318,598.00                  | 117.1%                             | \$ 1,865,318.00                         | \$ 190.00        | \$ 190.00      | \$ 190.00              | \$ (152,734.00)            | \$ 2,533,155.47          |
|   | MS 117                 | 83.0%  | \$ 85,166.00              | \$ 727.91              | \$ 2,509.00                    | 103.0%                             | \$ 82,657.00                            | \$ -             | \$ -           | \$ -                   | \$ 11,037.00               | \$ 212,596               |
|   | EHV 27                 | 84.4%  | \$ 27,188.00              | \$ 1,006.96            | \$ (15,258.00)                 | 64.1%                              | \$ 42,446.00                            | \$ -             | \$ -           | \$ -                   | \$ 5,311.00                | \$ 100,358               |
| June                                      | HCV 2716               | 93.8%  | \$ 2,192,779.00           | \$ 807.36              | \$ 132,221.00                  | 106.4%                             | \$ 2,060,568.00                         | \$ -             | \$ -           | \$ -                   | \$ (830,956.00)            | \$ 1,772,226.50          |
|   | MS 123                 | 87.2%  | \$ 88,945.00              | \$ 723.13              | \$ 40,008.00                   | 181.8%                             | \$ 48,937.00                            | \$ -             | \$ -           | \$ -                   | \$ (64,780.00)             | \$ 70,780.50             |
|   | EHV 27                 | 84.4%  | \$ 27,459.00              | \$ 1,017.00            | \$ 1,284.00                    | 104.9%                             | \$ 26,175.00                            | \$ -             | \$ -           | \$ -                   | \$ (2,127.00)              | \$ 193,628.00            |
| July                                      | HCV 2738               | 94.6%  | \$ 2,171,942.00           | \$ 793.26              | \$ 34,672.00                   | 101.6%                             | \$ 2,137,270.00                         | \$ -             | \$ -           | \$ -                   | \$ (865,628.00)            | \$ 1,728,775.25          |
|   | MS 122                 | 86.5%  | \$ 88,825.00              | \$ 728.07              | \$ (2,236.00)                  | 97.5%                              | \$ 891,061.00                           | \$ -             | \$ -           | \$ -                   | \$ (62,544.00)             | \$ 63,398.50             |
|   | EHV 31                 | 96.9%  | \$ 29,681.00              | \$ 957.45              | \$ 13,518.00                   | 183.6%                             | \$ 16,163.00                            | \$ -             | \$ -           | \$ -                   | \$ (15,645.00)             | \$ 191,938.08            |
| August                                    | HCV 2748               | 94.9%  | \$ 2,210,903.00           | \$ 804.55              | \$ 73,633.00                   | 103.4%                             | \$ 2,137,270.00                         | \$ 1,011.50      | \$ 1,011.50    | \$ 1,011.50            | \$ (938,249.50)            | \$ 1,685,324.00          |
|   | MS 123                 | 87.2%  | \$ 93,007.00              | \$ 756.15              | \$ 1,946.00                    | 110.8%                             | \$ 891,061.00                           | \$ -             | \$ -           | \$ -                   | \$ (64,490.00)             | \$ 56,016.50             |
|   | EHV 32                 | 100.0%   | \$ 29,099.00              | \$ 909.34              | \$ (3,220.00)                  | 90.0%                              | \$ 32,319.00                            | \$ -             | \$ -           | \$ -                   | \$ (12,425.00)             | \$ 174,092.17            |
| September                                 | HCV 2757               | 94.8%  | \$ 2,273,425.00           | \$ 824.60              | \$ 76,431.00                   | 103.5%                             | \$ 2,196,994.00                         | \$ 176.50        | \$ 176.50      | \$ 176.50              | \$ (1,014,504.00)          | \$ 1,591,569.75          |
|   | MS 123                 | 87.2%  | \$ 91,357.00              | \$ 742.74              | \$ 4,488.00                    | 110.1%                             | \$ 886,869.00                           | \$ -             | \$ -           | \$ -                   | \$ (68,978.00)             | \$ 52,826.50             |
|   | EHV 32                 | 100.0%   | \$ 30,775.00              | \$ 961.72              | \$ 766.00                      | 102.6%                             | \$ 30,009.00                            | \$ -             | \$ -           | \$ -                   | \$ (13,191.00)             | \$ 158,556.25            |
|   |                        |  |                           |                        |                                |                                    |   |                  |                |                        | \$ 19,725,187.00           | \$ 3,754.00              |

audit adjusted  
audit adjusted  
audit adjusted



**ITEM NUMBER 6**  
**Closed Session**

**ITEM NUMBER 7**

**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 21, 2023 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 NUMBER 8**  
**Other Business**