

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING

December 17, 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, November 19, 2024.
4. Communications
5. New Business
 - a. **PUBLIC HEARING** – To receive comments on the Public Housing Flat Rents Agency Plan Amendment for Fiscal Years 2025-2029 which includes the Annual Plan for Fiscal Year 2024, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.
 - b. Consider a resolution authorizing the Public Housing Flat Rents – Agency Plan Amendment
 - c. Consider a resolution authorizing the Housing Choice Voucher Payment Standards – Agency Plan Amendment
 - d. Consider a resolution authorizing Revised Utility Allowances for Public Housing and the Section 8 HCV program and amendment to the 5-year plan
 - e. Consider a resolution approving the Central Office Cost Center and Public Housing Operating Budget for Calendar Year 2025 and authorizing the Chairman to sign HUD form 52574
 - f. Consider a resolution authorizing Charge off of Tenants' Accounts Receivable
6. Report to the Board
7. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711 (A) (5)
8. Consider adoption of a resolution certifying a Closed Meeting in conformity with Virginia law.
9. Any other business to come before the Board.
 - Comments from the Public: (*Time Limit 5 Minutes*)
10. . Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 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, November 19, 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 Chairperson, and those present were as follows:

Commissioners present: -

Dr. Lisa Wallace-Davis
Thaddeus Holloman
Barbara Holley
Lou Call
William Black
George Knight
Kenneth Penrose

Also present:

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

Lysandra M. Shaw
Executive Director

Valerie Ellis, Director
Administrative Services

Lisa Dessoffy, Director
Finance

Tera Lockley, Director
Housing

Kayonia Betts
Executive Assistant

Justin Orié
NNRHA IT Department

Tricia Wilson
City of Newport News, Department of Development

William Nusbaum
Williams Mullen

Art Robinson
TMAssociates Development, Inc

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

**Approval of
Minutes August
20, 2024**

Commissioner Knight moved that the minutes of the regular meeting of the Board of Commissioners held on August 20, 2024 be approved. The motion was seconded by Commissioner Holloman and passed with a unanimous vote.

Communications

There were no communications for the meeting.

Public Hearing

Dr. Davis announced a Public Hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for the Coile Phase I. A notice advertising the Public Hearing was posted in the lobby of the Authority at 227 27th Street, Newport News and appeared in Inside Business on November 11, 2024.

No public comments or emails were made or received.

Commissioner Knight made a motion to close the Public Hearing. Commissioner Penrose seconded the motion which passed with a unanimous vote.

Dr. Davis announced a Public Hearing was being held to receive comments on the proposed Multifamily Housing Revenue Bonds for the Coile Phase II. A notice advertising the Public Hearing was posted in the lobby of the Authority at 227 27th Street, Newport News and appeared in Inside Business on November 11, 2024.

No public comments or emails were made or received.

Commissioner Penrose made a motion to close the Public Hearing. Commissioner Knight seconded the motion which passed with The resolution is attached to and made a part of these minutes.

New Business

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving Multifamily
Revenue Bonds
Related to 100 29th
Street LLC**

The Board was provided copies of a resolution approving the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$8,000,000 for the construction of a multifamily residential rental housing project to consist of 31 units with a mix of 16, 2-bedroom, 2-bath units and 15, 3-bedroom, 2-bathroom units with a community space amenity. The bonds will be used for financing a portion of the costs of acquiring, constructing and equipping of an affordable housing development to be known as the Coile Phase I at 100 29th Street in Newport News, Virginia 23607.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

Subject to the Board's approval of this proposal, the City Council will be requested at their December 10, 2024 meeting to grant "public approval" of the issuance of the proposed bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code. It is important to note that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving Multifamily
Revenue Bonds
Related to 311 33rd
Street LLC**

The Board was provided copies of a resolution approving the issuance of the Authority's Multifamily Housing Revenue Bonds not to exceed \$8,000,000 for the construction of a multifamily residential rental housing project to consist of 31 units with a mix of 16, 2-bedroom, 2-bath units and 15, 3-bedroom, 2-bathroom units with a community room and leasing office. The bonds will be used for financing a portion of the costs of acquiring, constructing and equipping of an affordable housing development to be known as the Coile Phase II at 311 33rd Street in Newport News, Virginia 23607.

Subject to the Board's approval of this proposal, the City council will be requested at their December 10, 2024 meeting to grant "public approval" of the issuance of the proposed bonds and the plan of financing within the meaning of the applicable sections of the Virginia Code. It is important to note that all fees and costs related to the issuance will be the borrower's responsibility and that neither the Authority nor its Board will be liable in any way for this debt.

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

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Approving the
Operating Budget for
The Section 8 Housing
Choice Voucher,
Mainstream Voucher
and Emergency
Housing Voucher
Program**

The Board was provided copies of a resolution approving the proposed budget for Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher programs. Ms. Shaw reported that NNRHA has not yet been notified of its Budget Authority for the year 2025; we estimate we will receive funding at a 99.5 and 100 percent proration depending upon the program. This budget provides an annual Housing Assistance Payment (HAP) amount of \$31,739,973. These payments are made directly to Newport News landlords. Also, the Authority needed to access \$1,282,411 of its Housing Assistance Payment reserves to maintain the program at the same level of serving 3,157 families authorized by HUD. These funds are held by HUD. HUD encourages the use of program reserves. During this past year, HUD-held reserves have increased due to increased funding and a slight decrease in leasing. NNRHA has contracted with a third party to assist with the processing of recertifications. This third party continues to work with staff to bring those recertifications current. As previously mentioned, the program will assist an average of 3,157 families per month at an average HAP payment of \$838 per unit per month, an increase of \$23 from the average monthly payment budgeted in the current year. In the calendar year 2024, we were able to assist the same number of families.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

NNRHA 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 CNI Tenant Protection Vouchers, 88 Marshall Tenant Protection Vouchers and 88 vouchers for the Warwick Single Room Occupancy (SRO) program, which assists formerly homeless individuals.

In addition to the HAP, the Authority receives \$2,842,304 in administrative fees to operate and manage the voucher program. The anticipation is that Congress will fund at least 91% of the fee that Public Housing Authorities are eligible to receive for the 2025 year. Since our leasing is not at 100%, we have reduced our administrative fee revenue to 92% of the eligible fee to be more in line with actual leasing activity. In the past 100% of the available budget was used.

NNRHA estimates \$168,047 will be received to administer the Family Self Sufficiency Homeownership programs through December 31, 2025.

In addition to fees, NNRHA receives revenue from interest and rent which brings our total Administrative Revenue to \$3,040,751 for the 2025 calendar year.

Expenses to administer the program are projected to be \$2,580,328 providing for an operating cash flow of \$460,424.

The HCV budget allows for addressing the remaining salary adjustment increases due to compression issues based on years of service recommended by the Compensation Study. The budget also allows for a general two percent cost-of-living increase to all employees.

Ms. Shaw recommended the approval of the attached resolution the proposed budget for the Section 8 Housing Choice Voucher, Mainstream Voucher and Emergency Housing Voucher Program as well as the salary increases from the compensation study be effective January 1, 2025, and the cost-of-living increase be given at the start of the first pay period in July 2025.

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

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

**Report to the
Board**

A Report to the Board for November 19, 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 announced that Public Housing Occupancy stands at 94%, the Housing Choice Voucher program is at 91%, the MOD Rehab program has a 99% occupancy rate, and Multi-Family Properties have an average occupancy of 92%. Additionally, the Housing Choice Voucher program waitlist opened on October 15, 2024, receiving over 9,800 applications.

Ms. Dessoify reported that administrative fees to operate and manage the voucher program have been budgeted to be reduced to 92% since the leasing rate is not at 100%. For the month of October the Authority's leasing rate was at 88% and as Ms. Lockley mentioned the opening of the HCV waitlist should increase occupancy. Also, with more positions being funded by full-time employees the department is getting fully staffed. The HUD held reserve balance at the end of October was \$2.7 million. The Authority needs to spend the money or HUD will recapture the funds.

Ms. Ellis reported that Community Resources held a seminar on domestic violence and included the senior communities in the discussion. Community Resources also hosted a Flu and COVID vaccination clinic where 115 vaccinations were administered to 84 residents.

Mr. Staley reported that the Orcutt Townhomes I RAD renovation project is nearing completion with final preparations being made to move residents back into the community. All units have been inspected by Matt Burton who is the architect on the project and NNRHA staff. The Authority has received final inspection approvals from the City. Final inspection by Virginia Housing is pending which should be completed by the end of next week. Minor site work is nearing completion and moving companies have been contacted to assist in returning residents to the community.

The project was completed on time despite some challenges due to on-going supply chain issues and inflated materials costs. The original contract price for this project is \$5,246,000. The cost with change orders is currently \$5,641,390, which is an increase of the original contract price of \$395,000. A notable change order that effected the increase is that 3 handicapped lifts had to be replaced.

Ms. Shaw reports that the Lift and Rise occupancy is holding steady. There was an application event held for Legacy Landing in which 300 people signed up to attend, but only 60 applicants were in attendance.

CNI III-R phase construction is complete and we are currently awaiting approval for the issuance of Temporary Certificates of Occupancy (TCOs) from the City of Newport News. There have been some complications with stormwater management and with lighting. The Authority has been working with the City to get past those issues and they have been incredibly helpful throughout the process, providing guidance as we work together toward a successful outcome.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

CNI IV-R construction is 91% complete. Infrastructure is 95% completed, The Wellness Trail is 57% complete as well.

The downtown phase – 28th Street and Washington Ave is still in the design phase. Pennrose continues to seek financial resources for the project. Updates will be provided as the project moves forward. There will also be a bond application submitted to DHCD.

Community engagement activities were reported for October 26, 2024. The Newport News Redevelopment and Housing Authority (NNRHA) participated in the inaugural "Breakthroughs in Housing: Igniting Communities" housing conference, organized by the City of Newport News. The event focused on promoting innovative housing solutions and community development. NNRHA representatives were part of the planning team for several months and contributed significantly to the event's success.

Additionally, a Right to Return event was held on October 29th for former Ridley residents in hopes of assisting them in understanding the process of moving into Legacy Landing.

Based on the October 2024 USI monthly report for Marshall-Ridley, USI Inc. assessed 207 families and continues to offer supportive services.

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. Commissioner Penrose made a motion to approve the resolution. The motion was seconded by Mr. Knight, and passed with a unanimous vote.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 9:36am.

Secretary-Treasurer

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
November 19, 2024**

ITEM NO. 4

COMMUNICATIONS



U.S. Department of Housing and Urban Development

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim

Report Date: 12/04/2024

PHA Code:	VA003
PHA Name:	Newport News Redevelopment & Housng Authority
Fiscal Year End:	06/30/2023

PHAS Indicators	Score	Maximum Score
Physical	30	40
Financial	22	25
Management	19	25
Capital Fund	5	10
Late Penalty Points	0	
PHAS Total Score	76	100
Designation Status:	Standard Performer	

Published 12/04/2024

Initial published 12/04/2024

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	22.84	25
2. Audit Penalties	-0.50	
Total Financial Score Unrounded (FASS Score - Audit)	22.34	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	92.85	
4. Occupancy Rate Points	0	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	5	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

ITEM NUMBER 5

New Business

- a. **PUBLIC HEARING** – To receive comments on the Public Housing Flat Rents Agency Plan Amendment for Fiscal Years 2024-2028 which includes the Annual Plan for Fiscal Year 2023, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.
- b. Consider a resolution authorizing the Public Housing Flat Rents – Agency Plan Amendment
- c. Consider a resolution authorizing the Housing Choice Voucher Payment Standards – Agency Plan Amendment
- d. Consider a resolution authorizing Revised Utility Allowances for Public Housing and the Section 8 HCV program and amendment to the 5-year plan
- e. Consider a resolution approving the Central Office Cost Center and Public Housing Operating Budget for Calendar Year 2025 and authorizing the Chairman to sign HUD form 52574
- f. Consider a resolution authorizing Charge off of Tenants' Accounts Receivable

PUBLIC HEARING

**NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY**

This morning a public hearing is being held to receive comments on the Public Housing Flat Rents Agency Plan Amendment for Fiscal Years 2025-2029 which includes the Annual Plan for Fiscal Year 2024, Housing Choice Voucher Payment Standards Agency Plan Amendment, the Revised, Utility Allowances for Public Housing and the Section 8 HCV program and Amendments to the 5-year plan.

A notice appeared in the Daily Press on November 10, 2024 and December 8, 2024 and in the Tidewater Hispanic newspaper on November 7, 2024 stating the proposed amendments were available for public examination at the Authority's office at 227 27th Street, Newport News, VA, Public Housing Management Office.


I now open this public hearing and invite comments.

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 11, 2024

TO: Board of Commissioners

FROM: Lysandra M. Shaw 
Executive Director

SUBJECT: Public Housing Flat Rents -Agency Plan Amendment

The Department of Housing and Urban Development (HUD) regulations require Housing Authorities to develop a flat rent schedule for each public housing complex. The flat rent is based on the market rent charged for comparable units in the private, unassisted rental market. These schedules are a component of our Agency Plan.

An Authority may set their flat rents no lower than 80% of the fair market rent (FMR) in their metropolitan area. Families' rents will change at their next income re-examination. Families still have the option of selecting the Income Based rent, which may be lower. We currently have five of the 799 families in public housing paying the Flat Rent. The proposed Flat Rent Schedule is attached.

In order to address hardships by any increased rents, I have asked staff to continue to phase in the flat rent increase by \$50 quarterly until the new amount is achieved.

The attached resolution is recommended for approval.

Attachments

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING AMENDMENT TO THE FIVE
YEAR/ANNUAL PLAN AND ESTABLISHING FLAT RENTS**

WHEREAS, by federal regulation, flat rents must be no lower than 80% of the HUD Fair Market Rents (FMR) in our area; and

WHEREAS, this policy change is effective January 1, 2025 and rents will change at each family's next income reexamination; and

WHEREAS, the current flat rent requirements were included in the Agency Plan approved by the Board of Commissioners on December 21, 2022; and

WHEREAS, a notice of the amendment for Flat Rents requesting citizen comment was placed in the Daily Press on November 10, 2024 and December 8, 2024 and the Tidewater Hispanic News on November 7, 2024;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the attached updated Flat Rent Schedule based on 80% of HUD published Fair Market Rents, for the Hampton Roads region, is hereby approved. The NNRHA will phase in the increase for all current flat rent tenants.

PROPOSED

Newport News Redevelopment and Housing
 Authority Flat Rent Schedule for Public Housing
 January
 2025

	<u>Efficiency</u>	<u>1 BR</u>	<u>3BR</u>	<u>4 BR</u>
FMR FY 2025				
	\$1,475	\$1,483	\$2,361	\$2,809
New Flat Rent (80% of	\$1,180	\$1,186	\$1,888	\$2,247

	<u>Efficiency</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3BR</u>	<u>4 BR</u>
<u>MARSHALL COURTS</u> (Deduct Utility Allowance)	N/A	\$1,140	\$1,299	\$1,825	\$2,173
1 BR					
2 BR					
3 BR					
4 BR					

	<u>Efficiency</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3BR</u>	<u>4 BR</u>
<u>AQUEDUCT</u> (Deduct Utility Allowance)	N/A	\$1,132	\$1,289	\$1,811	\$2,158
1 BR					
2 BR					
3 BR					
4 BR					

	<u>Efficiency</u>	1 BR	2BR	3BR	<u>4 BR</u>
* <u>PINECROFT</u>	N/A	\$1,186	N/A	N/A	N/A
* <u>ASHE MANOR</u>	N/A	\$1,186	N/A	N/A	N/A

*Utilities are included in the rent.

5c

DEPARTMENT OF PUBLIC AND ASSISTED HOUSING AUTHORITY
MEMORANDUM

DATE: December 11, 2024

TO: Board of Commissioners

FROM: Lysandra M. Shaw *LMS*
Executive Director

SUBJECT: Housing Choice Voucher (HCV) Payment Standards — Agency Plan Amendment

The Housing Choice Voucher Payment Standard is used to calculate the housing assistance payment for families participating in the Housing Choice Voucher program and is the maximum monthly assistance payment allowable. In accordance with HUD regulations, and at the Housing Authority's (HA) discretion, the Voucher Payment Standard amount may be set by the HA between 90 percent and 110 percent of the HUD published Fair Market Rent (FMR). FMRs are gross housing cost estimates established by HUD for a metropolitan area that include both shelter rent paid by the tenant to the landlord and the cost of tenant paid utilities. The HA reviews the appropriateness of the Payment Standard annually when the new FMR is published and adopts a payment standard for our jurisdiction. This schedule is a component of our Agency Plan.

HUD has mandated that Housing Choice Voucher Payment Standards reflect the small area Fair Market rents (FMR) according to zip codes. This has been approved at 110 percent of the HUD small area Fair Market Rent (FMR). Other programs are allowed to use the payment standards established for Newport News.

Charts approving the current proposed Payment Standards are attached for your information. I am recommending the Board approve the Payment Standards which reflects HUD mandated payment standards and the other program payment standards. The recently published FMRs for 2025 were adjusted to 105% of FMRs in order to maintain the payment standards at current levels.

These changes will be effective for current HCV clients at each family's next regular reexamination. If approved, this change will become effective January 1, 2025.

The attached resolution is recommended for approval.

Attachment

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING
AUTHORITY BOARD OF COMMISSIONERS APPROVING THE HOUSING CHOICE
VOUCHER PROGRAM PAYMENT STANDARDS AND AMENDMENT TO THE
FIVE YEAR/ANNUAL
PLAN**

WHEREAS, the Board of Commissioners of the Newport News Redevelopment and Housing Authority reviewed the staff recommendations for establishing Housing Choice Voucher program rental payment standards; and

WHEREAS, a notice of the amendment for payment standards requesting citizens comments was placed in the Daily Press on November 10, 2024 and December 8, 2024 and the Tidewater Hispanic News on November 7, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the attached payment standard by bedroom size of Fair Market Rent and related amendment to the Agency Plan are hereby approved to be effective January 1, 2025.

HUD FMRs AND NNRHA PROPOSED PAYMENT STANDARDS

2025

Bedroom Size	NNRHA Payment Standards based on 105% of FMR	Effective 01/01/25	Effective 10/01/2024
0 Bedroom	\$1,548		\$1,475
1 Bedroom	\$1,557		\$1,483
2 Bedroom	\$1,780		\$1,696
3 Bedroom	\$2,479		\$2,361
4 Bedroom	\$2,949		\$2,809

HCV SAFMR PAYMENT STANDARDS 2025

ZIP CODES	BEDROOM SIZE	NNRHA CURRENT 2024 PAYMENT STANDARDS 104-108% of FMR	ACTUAL SAFMR	NNRHA 2025 PAYMENT STANDARDS SAFMR-110%
23601	0	\$1,339.00	\$1,230.00	\$1,353.00
	1	\$1,364.00	\$1,230.00	\$1,353.00
	2	\$1,594.00	\$1,410.00	\$1,551.00
	3	\$2,228.00	\$1,960.00	\$2,156.00
	4	\$2,716.00	\$2,340.00	\$2,574.00
23602	0	\$1,339.00	\$1,510.00	\$1,510.00
	1	\$1,364.00	\$1,520.00	\$1,520.00
	2	\$1,694.00	\$1,740.00	\$1,740.00
	3	\$2,228.00	\$2,420.00	\$2,420.00
	4	\$2,716.00	\$2,880.00	\$2,880.00
23603	0	\$1,339.00	\$1,450.00	\$1,450.00
	1	\$1,364.00	\$1,460.00	\$1,460.00
	2	\$1,594.00	\$1,670.00	\$1,670.00
	3	\$2,228.00	\$2,320.00	\$2,320.00
	4	\$2,716.00	\$2,770.00	\$2,770.00
23604	0	\$1,339.00	\$1,920.00	\$1,920.00
	1	\$1,364.00	\$1,930.00	\$1,930.00
	2	\$1,594.00	\$2,210.00	\$2,210.00
	3	\$2,228.00	\$3,080.00	\$3,080.00
	4	\$2,716.00	\$3,660.00	\$3,660.00
23605	0	\$1,339.00	\$1,240.00	\$1,364.00
	1	\$1,364.00	\$1,250.00	\$1,375.00
	2	\$1,594.00	\$1,430.00	\$1,573.00
	3	\$2,228.00	\$1,990.00	\$2,189.00
	4	\$2,716.00	\$2,370.00	\$2,607.00

HCV SAFMR PAYMENT STANDARDS 2025

23606	0	\$1,339.00	\$1,440.00	\$1,440.00
	1	\$1,364.00	\$1,450.00	\$1,450.00
	2	\$1,594.00	\$1,660.00	\$1,660.00
	3	\$2,228.00	\$2,310.00	\$2,310.00
	4	\$2,716.00	\$2,750.00	\$2,750.00
23607	0	\$1,339.00	\$1,170.00	\$1,287.00
	1	\$1,364.00	\$1,180.00	\$1,298.00
	2	\$1,594.00	\$1,350.00	\$1,485.00
	3	\$2,228.00	\$1,880.00	\$2,068.00
	4	\$2,716.00	\$2,280.00	\$2,508.00
23608	0	\$1,339.00	\$1,380.00	\$1,518.00
	1	\$1,364.00	\$1,390.00	\$1,529.00
	2	\$1,594.00	\$1,590.00	\$1,749.00
	3	\$2,228.00	\$2,210.00	\$2,431.00
	4	\$2,716.00	\$2,630.00	\$2,893.00

5d

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 11, 2024
TO: Board of Commissioners
FROM: Lysandra M. Shaw *JMS*
Executive Director
SUBJECT: Utility Allowances

The Authority contracted with Management Resource Group, Inc. to review and update utility allowances for the Section 8 Housing Choice Voucher (HGV) Program and for each NNRHA Public Housing complex. This study establishes, by complex and unit size, an estimate of reasonable utilities consumption levels by an energy conserving household of modest circumstances.

HUD regulations require a revision of allowances for a utility category rate change by 10% or more since the last review. The utility that changed by 10% or more was Electric.

I am recommending we adopt the attached rate schedules to better reflect actual utility costs to the Authority and to our public housing and Housing Choice Voucher clients.

Some public housing complexes have Authority paid utilities and others require tenant paid utilities. In complexes where we have individual meters, tenants pay their utility bill directly to the utility company. These complexes are Aqueduct, and Marshall Courts. We have moved toward tenant paid utilities whenever possible because it reduces tenant accounts receivables and better promotes energy conservation. The mid-rise senior properties are master metered and have Authority paid utilities. Brighton, Oyster Point, Cypress Terrace, Orcutt III, Orcutt I and Lassiter Courts have converted to RAD.

Copies of the proposed public housing utility allowance schedule by complex were delivered to all public housing residents and posted in management offices for the review of all effected residents on October 31, 2024. This information was also posted on the website.

Attached are the proposed utility allowance schedules for each public housing complex and for the Section 8 Housing Choice Voucher Program. Utility allowances for the Section 8 HCV Program include single family units, mobile homes, duplexes/townhouses and garden/high-rise apartments.

It is recommended the attached resolution authorizing the new schedules be approved and become effective on January 1, 2025.

Attachments

A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING REVISED UTILITY ALLOWANCES FOR PUBLIC HOUSING AND THE SECTION 8 HCV PROGRAM AND AMENDMENT TO THE 5 YEAR PLAN

WHEREAS, the Newport News Redevelopment and Housing Authority manages the following family public housing complexes: Aqueduct and Marshall Courts.

WHEREAS, the Newport News Redevelopment and Housing Authority administers a tenant-based Section 8 Housing Choice Voucher Program; and

WHEREAS, a notice of the amendment for utility allowances requesting citizen comment was placed in the Daily Press on November 10, 2024 and December 8, 2024 and the Tidewater Hispanic News on November 7, 2024;

WHEREAS, notices of the proposed change were posted in management offices and hand delivered to residents on October 31, 2024; and

WHEREAS, utility allowances were recently updated by complex and unit size based on current rates and a reasonable estimate of the consumption of utilities by an energy conserving household of modest circumstances. The allowances are consistent with the requirements of a safe, sanitary and healthful living environment; and

WHEREAS, tenant paid utilities encourages self-sufficiency, reduces tenant accounts receivables and promotes energy conversation; and

WHEREAS, all public housing residents were given notice of the proposed allowance schedule and an opportunity to comment;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that revised Utility Allowances for Public Housing and the Section 8 Housing Choice Voucher Program are hereby approved to be effective January 1, 2025.

Newport News Redevelopment and Housing Authority
Utility Allowance Estimates
FY 2025

AQUEDUCT

VA 3-11	Electricity
1 Bedroom	\$ 54.00
2 Bedroom	\$ 67.00
2 Bedroom H/C	\$ 67.00
3 Bedroom	\$ 77.00
4 Bedroom	\$ 89.00

Newport News Redevelopment and Housing Authority
Utility Allowance Estimates
FY 2025

MARSHALL

VA 3-2	Electricity	Natural Gas	Total
1 Bedroom	22.00	46.00	\$ 68.00
2 Bedroom	24.00	57.00	\$ 81.00
2 Bedroom H/C	32.00	55.00	\$ 87.00
3 Bedroom	26.00	63.00	\$ 89.00
3 Bedroom H/C	35.00	61.00	\$ 96.00
4 Bedroom	28.00	74.00	\$ 102.00

Utility Allowances Schedule
See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing
OMB Approval No. 2577-0169
(exp. 04/30/2029)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/FHA		Unit Type					Date (mm/dd/yyyy)	
Newport News Redevelopment and Housing Authority, VA		Garden/High Rise Apt					10/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	54	63	70	74	82	107	
	Bottled Gas	109	124	142	156	183	213	
	Electric	32	38	52	61	83	100	
	Electric - Heat Pump	28	32	44	52	71	89	
	Fuel Oil	57	69	121	146	177	213	
	Other							
Cooking	Natural Gas	7	8	10	11	12	12	
	Bottled Gas	10	11	12	13	14	15	
	Electric	4	5	6	7	7	8	
	Microwave	3	4	4	5	5	6	
	Fuel Oil							
Other Electric		17	22	25	31	36	40	
Air Conditioning		7	9	10	13	15	16	
Water Heating	Natural Gas	19	24	29	36	46	58	
	Bottled Gas	45	58	70	94	118	142	
	Electric	23	28	34	45	58	69	
	Electric - Heat Pump	17	22	26	35	43	52	
	Fuel Oil							
Water		19	20	25	34	46	45	
Sewer		21	21	35	51	63	74	
Trash Collection		29	29	29	29	29	29	
Other - specify Customer Charge	Electric	8	6	8	8	8	8	
	Electric Tax	3	3	3	3	3	3	
	Natural Gas	15	15	15	15	15	15	
	Natural Gas Tax	2	2	2	2	2	2	
Range		7	7	7	7	7	7	
Refrigerator		8	8	8	8	8	8	
Actual Family Allowances - May be used by the family to complete allowance while searching for a unit.							Utility/Service/Appliance	Allowance
Head of Household Name							Heating	
Unit Address							Cooking	
							Other Electric	
							Air Conditioning	
							Water Heating	
							Water	
							Sewer	
							Trash Collection	
Number of Bedrooms							Other	
							Range/Microwave	
							Refrigerator	
							Total	

Previous versions are obsolete.

Form HUD-52657 (04/2029)

Utility Allowances Schedule
See Public Reporting and Instructions on back

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Public and Indian Housing
OMB Approval No. 2577-0169
(exp. 04/30/2025)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances:

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
Newport News Redevelopment and Housing Authority, VA		ap/Row/Townhouse						10/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	57	67	75	79	97	113	
	Bottled Gas	115	132	151	165	194	226	
	Electric	34	40	55	65	85	106	
	Electric - Heat Pump	29	34	47	55	75	90	
	Fuel Oil	60	73	129	155	195	225	
	Other	-	-	-	-	-	-	
Cooking	Natural Gas	7	8	10	11	12	12	
	Bottled Gas	10	11	12	13	14	15	
	Electric	4	5	6	7	7	8	
	Microwave	3	4	4	5	5	6	
	Fuel Oil	-	-	-	-	-	-	
Other Electric		17	22	25	31	35	40	
Air Conditioning		7	9	10	13	15	16	
Water Heating	Natural Gas	19	24	29	38	48	58	
	Bottled Gas	46	58	70	94	118	142	
	Electric	23	29	34	46	58	69	
	Electric - Heat Pump	17	22	25	35	43	52	
	Fuel Oil	-	-	-	-	-	-	
Water		19	20	25	34	40	45	
Sewer		21	21	35	51	63	74	
Trash Collection		29	29	29	29	29	29	
Other - specify Customer Charge	Electric	8	8	8	8	8	8	
	Electric Tax	3	3	3	3	3	3	
	Natural Gas	15	15	15	15	15	15	
	Natural Gas Tax	2	2	2	2	2	2	
Range		7	7	7	7	7	7	
Refrigerator		8	8	8	8	8	8	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.							Utility/Service/Appliance	Allowance
Head of Household Name							Heating	
							Cooking	
Unit Address							Other Electric	
							Air Conditioning	
Number of Bedrooms							Water Heating	
							Water	
							Sewer	
							Trash Collection	
							Other	
							Range/Microwave	
							Refrigerator	
							Total	

Previous versions are obsolete.

Utility Allowances Schedule
See Public Reporting and Instructions on Back

U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 10/30/2025)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PIA		Unit Type						Date (mm/dd/yyyy)
Newport News Redevelopment and Housing Authority, VA		Single Family						10/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	88	79	68	93	115	134	
	Bottled Gas	137	155	173	195	229	256	
	Electric	41	48	56	77	105	125	
	Electric - Heat Pump	35	41	55	68	89	107	
	Fuel Oil	72	66	152	184	222	266	
	Other							
Cooking	Natural Gas	8	8	10	11	12	13	
	Bottled Gas	10	11	12	13	14	15	
	Electric	5	6	6	7	8	9	
	Microwave	5	4	4	6	5	6	
	Fuel Oil							
Other Electric		17	22	25	31	36	40	
Air Conditioning		7	9	19	13	15	18	
Water Heating	Natural Gas	19	24	29	38	48	58	
	Bottled Gas	46	58	70	94	116	142	
	Electric	23	29	34	46	58	69	
	Electric - Heat Pump	17	22	26	35	43	52	
	Fuel Oil							
Water		19	20	26	34	40	45	
Sewer		21	21	35	51	63	74	
Trash Collection		28	29	29	29	29	29	
Other - specify Customer Charge	Electric	8	8	8	8	8	8	
	Electric Tax	3	3	3	3	3	3	
	Natural Gas	15	15	15	15	15	15	
	Natural Gas Tax	2	2	2	2	2	2	
Range		7	7	7	7	7	7	
Refrigerator		8	8	8	8	8	8	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.		Utility/Service/Appliance						Allowance
Head of Household Name		Heating						\$
Unit Address		Cooking						
		Other Electric						
		Air Conditioning						
		Water Heating						
		Water						
		Sewer						
		Trash Collection						
Number of Bedrooms		Other						
		Range/Microwave						
		Refrigerator						
		Total						\$

Previous versions are obsolete.

Form HUD-52057 (04/2023)

Utility Allowances Schedule
See Public Reporting and Instructions to Back

U.S. DEPARTMENT OF HOUSING - OMB Approval No. 2577-0169
AND URBAN DEVELOPMENT
Office of Public and Indian Housing (exp. 04/30/2025)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
Newport News Redevelopment and Housing Authority, VA		Mobile Home						10/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	63	73	82	87	107	124	
	Bottled Gas	127	148	165	182	213	248	
	Electric	36	44	51	71	97	147	
	Electric - Heat Pump	35	41	56	65	89	107	
	Fuel Oil	67	80	141	171	207	248	
	Other	-	-	-	-	-	-	
Cooking	Natural Gas	5	8	10	11	12	13	
	Bottled Gas	10	11	12	13	14	15	
	Electric	5	8	6	7	8	8	
	Microwave	3	4	4	5	5	6	
	Fuel Oil	-	-	-	-	-	-	
Other Electric		17	22	25	31	35	40	
Air Conditioning		7	9	10	13	15	16	
Water Heating	Natural Gas	19	24	29	38	46	58	
	Bottled Gas	45	58	70	94	118	142	
	Electric	25	29	34	45	55	69	
	Electric - Heat Pump	17	22	26	35	43	52	
Fuel Oil	-	-	-	-	-	-		
Water		19	20	20	34	40	45	
Sewer		21	21	33	51	63	74	
Trash Collection		29	29	29	29	29	29	
Other - specify Customer Charge	Electric	8	8	8	8	8	8	
	Electric Tax	3	3	3	3	3	3	
	Natural Gas	15	15	15	15	15	15	
	Natural Gas Tax	2	2	2	2	2	2	
Range		7	7	7	7	7	7	
Refrigerator		8	8	8	8	8	8	
Actual Family Allowances - May be used by the family to compute allowance while searching for a unit.								Utility Service/Appliance
Head of Household Name:								Heating
Unit Address:								Cooking
								Other Electric
								Air Conditioning
								Water Heating
								Water
								Sewer
								Trash Collection
								Other
								Range/Microwave
								Refrigerator
Number of Bedrooms								Total
								\$

Previous versions are obsolete.


5e

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 11, 2024

TO: All Members, Board of Commissioners

FROM: Lysandra M. Shaw, Executive Director 

SUBJECT: Public Housing and Central Office Cost Center Budgets

Attached for your review and approval are the public housing budgets and Central Office Cost Center (COCC) budget. 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 \$7,438,879, an estimated overall decrease of \$217,609 from last year. The projected net operating subsidy of \$4,682,307 makes up the bulk of our total revenue and is down \$278,190 from last year, due to 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 \$2,044,564. This is overall, \$66,290 more than last year due to more accurate rent forecasting utilizing our current average rents rolls, which is based on current household income. All 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 4.76%.

The total revenue for all Asset Managed Projects (AMPs) is \$7,438,879. This is less than FY24 (\$217,609 or 4.5%) mainly because the Authority removed 88 public housing units from inventory.

OPERATING COSTS

The total estimated operating expense of our public housing properties is \$6,521,260 which is an increase of \$15,866 over last year's budget. We continue to experience increases in the purchase of all goods and services.

Expenses for utilities for public housing properties are projected to decrease overall by \$59,000 which is 3.11% less than last year. This decrease is due to a reduction in unit count. However, we continue to experience increases in electric, water, sanitation costs, and stormwater fees. HRSD costs have continued to increase annually.

This year, total maintenance expenditures are budgeted to increase by \$44,509 to \$1,673,624. We have experienced increased costs for our HVAC, electrical and plumbing/gas contractors while addressing property maintenance and repairs, even with the removal of Orcutt Townhomes and 88 Marshall Courts units from the public housing inventory, overall expenses have increased slightly.

The budgeted insurance line items have remained steady, mostly due to overall market conditions. We had previously 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 2025.

This budget projects the Authority's public housing operating reserve to increase by approximately \$917,619 in CY 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 \$2,950,105 which is approximately \$194,189 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 decreased this year. Since we conservatively budgeted our number of vouchers issued this year, the fee we receive from the Housing Choice Voucher program decreased 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 \$2,939,388 (6.05% less than last year) leaving a positive cash flow of \$10,717.

The Authority contracted with CBIZ Compensation Consulting to undertake a comprehensive compensation study. In the previous budget year, we were able bring all employees up the minimum salary range and addressed some compression issues based on years of service.

This year we would like to address employees that had not received their entire compression increase. Both budgets allow NNRHA to address the remaining salary compression increases. I recommend the salary increases to affected staff recommended by the Compensation Study to be given at the start of the first pay period in January 2025.

I also recommend that all staff be given a cost-of-living increase of 2% effective with the beginning of the first pay period in July 2025.

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

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CENTRAL OFFICE COST CENTER AND PUBLIC HOUSING OPERATING BUDGETS FOR CALENDAR YEAR 2025 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 calendar year through December 31, 2025; and

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

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER

January 1, 2025 - December 31, 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	679,639
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	17,976
RAD Orcutt Townhomes Bookkeeping Fee	3,600
Jefferson Brookville Management Fee	29,912
LOFTS	8,040
Tax Exempt Fee Program	20,649
Transition Center	8,886
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	34,980
CNI grant	25,000
Investment Income	2,000
Fee For Service-HVAC	35,600

Total Revenue \$ 2,950,105

NNRHA BUDGET FOR CENTRAL OFFICE COST CENTER

January 1, 2025 - December 31, 2025

EXPENSES

Administrative Salaries and Benefits	\$ 2,351,402
Specialized Maintenance Salaries and Benefits	43,504
Total Salaries and Benefits	<u>2,394,906</u>

Legal	10,000
Audit	8,600
Staff Training	20,000
Office Rent	33,789
Office Supplies	24,000
Repairs and Rentals	9,900
Printing	700
Telephone/Internet	42,000
Advertising	6,500
Sub/Periodicals	1,800
Membership Dues	9,000
Postage	5,000
Other	22,200
Furniture, Fixtures, Equipment	33,000
Contracts/Other (software/support, internal audit, insurance)	165,000
Total Administrative	<u>\$ 391,489</u>

Maintenance Contract Costs	29,500
Protective Service Contract	2,353
Maintenance Materials	14,000
Total Maintenance	<u>45,853</u>

Water	\$ 1,000
Electricity	29,000
Gas	6,000
Sanitation	3,000
Total Utilities	<u>\$ 39,000</u>

Workmen's Comp	19,119
Executive Protection Insurance	9,800
Fidelity Bond & Crime/Theft	2,500
Cyber Liability Insurance	7,500
Property Managers Error & Omissions Insurance	3,830
Umbrella Insurance	2,300
Auto Insurance	9,000
Terminal Leave	14,092
Total General Expenses	<u>\$ 68,141</u>

Total Expenses \$ 2,939,388

Net Cash Flow \$ 10,717

**Newport News Redevelopment and Housing Authority
Site Budgets (Annual)
January 1, 2025 - December 31, 2025**

Family/Elderly Scattered Site?	
Year Built	
Recently Renovated?	
Units	972
Average Bedroom Size	2
% Occupancy	98.0%

Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324
	Family	Family	Family	Mixed	Senior
	No	No	No	No	No
	1941	1953	1971	1986	2004
	No	No	No	No	No
	261	259	262	140	50
	2	2	2	1	1
	97.0%		98.0%	99.0%	98.0%

REVENUE

	PUM	235.51	182.66	341.52	337.18	
Gross Potential Rent	\$ 2,087,962	\$ 737,617	\$ -	\$ 574,283	\$ 573,754	\$ 202,308
Less: Vacancy Loss	\$ (43,398)	\$ (22,129)	\$ -	\$ (11,486)	\$ (5,738)	\$ (4,046)
Net Tenant Rental Revenue	\$ 2,044,564	\$ 715,489	\$ -	\$ 562,797	\$ 568,016	\$ 198,262
Total Subsidy Eligibility	\$ 4,740,137	\$ 2,322,370	\$ 196,004	\$ 1,504,730	\$ 520,904	\$ 196,129
Less: Est. Proration @ 98.78%	\$ (57,830)	\$ (28,333)	\$ (2,391)	\$ (18,358)	\$ (6,355)	\$ (2,393)
Net Operating Subsidy	\$ 4,682,307	\$ 2,294,037	\$ 193,613	\$ 1,486,372	\$ 514,549	\$ 193,736
Non-dwelling Rentals	\$ 35,887	\$ 35,887	\$ -	\$ -	\$ -	\$ -
Excess Utility Charges	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Capital Fund Operating (1406)	\$ 396,530	\$ -	\$ -	\$ 185,000	\$ 108,913	\$ 102,617
Capital Mgmt/Safety Improvements (1408)	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Donations from City	\$ 50,000	\$ 20,000	\$ -	\$ 30,000	\$ -	\$ -
Investment Income	\$ 45,590	\$ 40,000	\$ 5,000	\$ 100	\$ 90	\$ 400
Tenant Charges & Services	\$ 99,000	\$ 34,000	\$ -	\$ 49,000	\$ 11,800	\$ 4,200
Total Revenue	\$ 7,438,879	\$ 3,174,413	\$ 198,613	\$ 2,363,270	\$ 1,203,368	\$ 499,215

EXPENSES

Administrative Salaries + Benefits	\$ 775,463	318,243	-	269,493	129,377	58,349
Occupancy Salaries + Benefits	\$ 82,784	30,156	-	30,505	16,301	5,822
Rent Collection Salaries + Benefits	\$ 5,441	1,975	-	2,003	1,081	382
Work Order Salaries + Benefits	\$ 79,432	79,432	-	-	-	-
Audit	\$ 51,854	22,520	-	17,003	9,086	3,245
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	\$ 16,200	7,000	-	4,000	3,100	2,100
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	\$ 1,919,636	\$ 807,319	\$ -	\$ 639,120	\$ 338,352	\$ 134,844

Resident Services Salaries+Ben	\$ 276,942	\$ 100,883	-	\$ 102,052	\$ 54,531	\$ 19,476
Resident Services Activities	\$ 16,650	\$ 6,200	-	\$ 5,850	\$ 3,350	\$ 1,250
Neigh. Network Lab Sal. & Ben.	\$ 81,632	\$ 81,632	-	\$ -	\$ -	\$ -
Total Tenant Services	\$ 375,224	\$ 188,716	\$ -	\$ 107,902	\$ 57,881	\$ 20,726

Gas	\$ 78,000	\$ 30,000	-	\$ -	\$ 34,000	\$ 14,000
Electric	\$ 475,000	\$ 243,000	-	\$ 51,000	\$ 126,000	\$ 55,000
Water	\$ 363,000	\$ 140,000	-	\$ 165,000	\$ 46,000	\$ 12,000
Sanitation	\$ 919,000	\$ 386,000	-	\$ 485,000	\$ 14,000	\$ 34,000
Total Utilities	\$ 1,835,000	\$ 799,000	\$ -	\$ 701,000	\$ 220,000	\$ 115,000

Newport News Redevelopment and Housing Authority
Site Budgets (Annual)
January 1, 2025 - December 31, 2025

Totals, Low-Rent	Marshall Courts 302	Ridley Place 304	Aqueduct 311	Pinecroft 313	Ashe Manor 324	
Maintenance Salaries + Benefits	\$ 601,123	\$ 256,034	-	\$ 176,480	\$ 129,447	\$ 39,162
Overtime/Oncall (4% of salaries)	\$ 24,045	\$ 10,241	-	\$ 7,059	\$ 5,178	\$ 1,566
Specialized Maintenance Standard	\$ 26,600	\$ 4,800	-	\$ 1,200	\$ 15,600	\$ 5,000
FFS HVAC	\$ 30,600	\$ 3,625	-	\$ 975	\$ 14,000	\$ 12,000
Maintenance Materials	\$ 354,000	\$ 151,000	-	\$ 123,000	\$ 52,000	\$ 28,000
Contracts:						
Janitorial/Make Ready Cleaning	\$ 74,000	\$ 29,000	-	\$ 23,000	\$ 4,000	\$ 18,000
Grounds	\$ 92,500	\$ 44,000	-	\$ 36,000	\$ 5,000	\$ 7,500
Structure	\$ 72,500	\$ 45,000	-	\$ 12,000	\$ 11,000	\$ 4,500
Painting	\$ 51,000	\$ 19,000	-	\$ 26,000	\$ 4,500	\$ 1,500
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	\$ 1,673,624	\$ 747,832	\$ -	\$ 495,458	\$ 288,905	\$ 141,429
Security Salaries + Benefits	\$ 84,087	\$ 30,631	-	\$ 30,986	\$ 16,557	\$ 5,913
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	\$ 173,312	\$ 66,531	\$ -	\$ 60,186	\$ 29,882	\$ 16,713
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	\$ 33,065	\$ 14,772	-	\$ 10,500	\$ 5,624	\$ 2,169
Auto Insurance	\$ 12,100	\$ 5,520	-	\$ 3,500	\$ 1,400	\$ 1,680
Total Insurance	\$ 386,485	\$ 154,912	\$ -	\$ 121,900	\$ 88,924	\$ 20,749
PILOT	\$ 28,045	\$ (1,262)	-	\$ (13,820)	\$ 34,802	\$ 8,326
Terminal Leave Payments	\$ 15,199	\$ 6,523	-	\$ 4,876	\$ 2,770	\$ 1,030
Collection Loss (2% of rents)	\$ 40,891	\$ 8,996	-	\$ 6,952	\$ 3,680	\$ 1,227
Other: Sub/Mem Dues	\$ 4,120	\$ 2,300	-	\$ 1,500	\$ 200	\$ 120
Total General Expenses	\$ 68,218	\$ 16,557	\$ -	\$ (493)	\$ 41,452	\$ 10,703
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)	\$ 6,435,700	\$ 2,782,866	\$ -	\$ 2,127,073	\$ 1,065,597	\$ 460,164
Asset Management Fee	\$ 85,560	\$ 31,320	\$ -	\$ 31,440	\$ 16,800	\$ 6,000
Total Expenses	\$ 6,521,260	\$ 2,814,186	\$ -	\$ 2,158,513	\$ 1,082,397	\$ 466,164
Cash Flow From Operations	\$ 917,619	\$ 360,227	\$ 198,613	\$ 204,756	\$ 120,971	\$ 33,052

5F

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

MEMORANDUM

DATE: December 12, 2024

TO: Board of Commissioners

FROM: Lysandra M. Shaw *LMS*
Executive Director

SUBJECT: Tenants' Accounts Receivable Charge-off, Five Months,
Ending September 30, 2024 – All Public Housing Properties

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

There are 44 accounts recommended for charge-off action with a total dollar value \$89,433.32 for the period of May 1, 2024 – September 30, 2024. The average amount per vacated account is \$2,032.57.

Recoveries from previously charged-off accounts are \$17,219.40 for the current year. This reduces our actual loss to \$72,213.92 this year representing 3.65% of anticipated rents. We budget 2% of our net rental revenue as a collection loss.

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

		Monthly Average
Oct 2021 – Sept 2022	\$ 76,264.77	\$ 6,355.39
Oct 2022 – Sept 2023	\$216,329.88	\$ 18,027.49
Oct 2023 – April 2024	\$100,468.33	\$ 14,352.61

Proposed:

May 2024 – Sept 2024	\$89,433.32	\$17,866.66
----------------------	-------------	-------------

Adoption of the attached resolution authorizing the charge-off in the total amount of \$89,433.32 for the five-month period ending September 30, 2024 is recommended.

LMS/LKD

Attachments

CHARGE-OFF OF TENANTS' ACCOUNTS RECEIVABLE

May 2024 to September 2024

Name	Project	Accounts	TOTAL
Marshall Courts	VA 3-2	18	33,231.60
Aqueduct	VA 3-11	17	47,989.59
Pinecroft	VA 3-13	6	3,078.08
Ashe Manor	VA 3-24	3	5,134.05
GRAND TOTAL		44	\$ 89,433.32

Collection Losses Budgeted 2024 \$ 39,565.00

Estimated Rental Income 2024 1,978,274.00

Approval Granted for Charge-off Amount:

Total Charge-offs for May - September 2024 89,433.32

Total Charge-off Recoveries thru 09/30/24 17,219.40

Net Collections Losses \$ 72,213.92

Lysandra M. Shaw
Executive Director

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

WHEREAS, there has been presented to the Board of Commissioners of the Newport News Redevelopment and Housing Authority and attached hereto a listing of recommended Charge Offs of Tenants' Accounts Receivable for the five months ending September 30, 2024 for Project Nos. VA 3-2 through 3-24; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the Executive Director be authorized to grant approval for the total charge-offs of \$89,433.32 of tenant accounts receivable for the above stated properties.



REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

December 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.

CONTENTS

Public and Assisted Housing	Page 1
Waitlist Data	Page 2
Family Sufficiency	Page 3
Finance	Page 4
Community Resources	Page 5
Community Development	Page 8
CNI	Page 11



BOARD OF COMMISSIONERS

Lisa Wallace-Davis – Chairperson
Thaddeus Holloman – Vice Chairman

William Black
Kenneth Penrose, Jr.
George Knight
Lou Call
Barbara Holley
Raymond Suttle, Jr., Attorney

STAFF

Lysandra M. Shaw, Executive Director
Secretary-Treasurer
Kayonia M. Betts, Assistant Secretary-Treasurer

Valarie Ellis, Director of Administrative Services
Tera Lockley, Director of Housing Operations
Lisa Dessoify, Director of Finance
David Staley, Director of Community Development

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	978
Approved/Eligible	68
Pending	910
Housing Choice Voucher	8584
Approved/Eligible	37
Pending	8547

The pending application numbers for the Public Housing Program (989) and the Housing Choice Voucher Program (8562) 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	11
Housing Choice Voucher	15
Mod-Rehab (SRO)	1
Total	27
Occupancy Statistics:	
Public Housing Program	94%
Housing Choice Voucher Program	90%
Mod-Rehab Program (Warwick SRO)	98%
Mod-Rehab (Warwick SRO)	86
Avg. # Leasing Days (PH)	23
Avg. Rent for Move-Ins (PH)	\$393
New Mod-Rehab (SRO) participants	\$154
Total Public Housing	799
Housing Choice Vouchers	2,936
Lease Rate – October 2024	90%

Average Family Rent Contribution for Move-ins Last Month:	
Public Housing	\$393
Housing Choice Voucher	\$250
Warwick SRO	\$154
Cumulative Percentage of Section 8 Budget Authority Utilized November 2024	100.3%

HOMEOWNERSHIP PROGRAM

Since the Inception of Program

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

FSS		
Program	Number of Families	Total Cost of Homes Purchased
HCV Families	69	\$6,675,318
PH Families	56	\$5,852,540
HCV-V Home-ownership	73	\$12,377,488

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

HCV-V numbers reflect current program participants.

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

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	93%	0	0	0
Cypress Terrace	90%	0	0	0
Oyster Point/Brighton	93%	0	0	0
Great Oak	95%	208	232	440
Lofts on Jefferson	86%	0	0	0
Jefferson Brookville	96%	2	26	28
Lassiter Courts	92%	5	119	124
Spratley	94%	0	0	0

FAMILY SELF-SUFFICIENCY (FSS)

The following is a current breakdown of the status of FSS participants in the Public Housing and Housing Choice Voucher Programs for the month of November 2024.

Participants	Public Housing	Housing Choice Voucher	TOTAL
Total number in FSS Program	41	98	139
Employed	15	71	86
Currently not working	20	20	40
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	4	3	7
Employed and going to school	2	3	5
Total Number of participants with escrow accounts	10	50	60

FINANCE

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
2024 Housing Choice and Mainstream Voucher Program Utilization Report - Actual
For the Year Ending December 31, 2024

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	NIRHA Held Reserve Balance	HUD Held Reserve Balance
CY Housing Choice 2024 Annual Budget Authority \$ 28,865,626 Final 99.5% Housing Choice Voucher Funding \$ 23,655,828 Inflation Mainstream Voucher Program Funding \$ 1,202,431 Final - 100% Emergency Housing Voucher Program Funding \$ 369,505 Final - 100%												
HCV Units VASH Units 2507 CHL tenant protection 54 Marshall tenant protection 247 Warwick SRO - RAD2 88 Baseline HCV court 2884 Mainstream Vouchers 141 Emergency Housing Vouchers 141 Total Vouchers 3157												
January	HCV 2524 MS 132 EHV 31	90.0% 93.8% 95.9%	\$ 2,213,885.00 \$ 1,016,111.00 \$ 30,733.00	\$ 843.71 \$ 769.78 \$ 991.39	(\$4,986.00) (1,583.00) (1,289.00)	96.3% 98.4% 96.0%	\$ 2,298,871.00 \$ 103,294.00 \$ 32,022.00	\$ 2,298,871.00 \$ 103,294.00 \$ 32,022.00	\$ 195.50 -	\$ 195.50	143,197.50 (112,282.00) 6,812.00	1,122,781.00 27,824.50 88,486.58
February	HCV 2610 MS 133 EHV 31	88.8% 94.3% 99.9%	\$ 2,298,446.00 \$ 1,062,241.00 \$ 30,847.00	\$ 878.03 \$ 798.80 \$ 695.06	(28,127.00) 2,947.00 (1,174.00)	98.8% 102.9% 96.3%	\$ 2,314,573.00 \$ 100,679.00 \$ 32,021.00	\$ 2,314,573.00 \$ 100,679.00 \$ 32,021.00	\$ 195.00	\$ 195.00	171,519.50 (116,229.00) 7,986.00	1,094,045.00 20,103.50 87,267.67
March	HCV 2608 MS 133 EHV 31	88.2% 94.3% 96.9%	\$ 2,213,132.00 \$ 99,786.00 \$ 30,914.00	\$ 648.59 \$ 750.12 \$ 597.23	(13,571.00) (4,136.00) 5,820.00	98.4% 96.0% 123.2%	\$ 2,226,733.00 \$ 103,902.00 \$ 25,094.00	\$ 2,226,733.00 \$ 103,902.00 \$ 25,094.00	\$ -	\$ -	185,080.50 (111,093.00) 2,166.00	1,241,013.00 11,774.50 92,965.76
April	HCV 2608 MS 135 EHV 31	87.7% 95.7% 96.6%	\$ 2,264,158.00 \$ 1,001,326.00 \$ 31,956.00	\$ 867.83 \$ 743.16 \$ 1,639.55	21,753.00 (3,578.00) 8,062.00	101.0% 96.6% 132.1%	\$ 2,242,405.00 \$ 103,902.00 \$ 25,094.00	\$ 2,242,405.00 \$ 103,902.00 \$ 25,094.00	\$ 431.50	\$ 431.50	163,769.00 (107,817.00) (5,896.00)	1,463,626.00 3,446.50 98,653.83
May	HCV 2601 MS 132 EHV 31	87.2% 83.8% 96.9%	\$ 2,267,022.00 \$ 1,082,207.00 \$ 31,366.00	\$ 867.75 \$ 819.75 \$ 1,011.81	(60,637.00) 4,305.00 2,458.00	97.4% 104.1% 108.5%	\$ 2,317,659.00 \$ 103,902.00 \$ 28,508.00	\$ 2,317,659.00 \$ 103,902.00 \$ 28,508.00	\$ 195.50	\$ 195.50	224,801.50 (113,822.00) (8,354.00)	1,515,481.00 (2,221.50) 100,637.92
June	HCV 2607 MS 133 EHV 31	87.4% 94.3% 98.9%	\$ 2,164,819.00 \$ 1,014,448.00 \$ 31,152.00	\$ 830.39 \$ 762.77 \$ 1,004.90	244,954.00 1,269.00 2,244.00	112.8% 101.3% 107.8%	\$ 1,916,865.00 \$ 101,158.00 \$ 28,508.00	\$ 1,916,865.00 \$ 101,158.00 \$ 28,508.00	\$ 231.00	\$ 231.00	(20,121.50) (113,114.00) (10,598.00)	2,099,190.57 748.50 102,422.00
July	HCV 2624 MS 134 EHV 31	87.9% 95.0% 98.9%	\$ 2,127,222.00 \$ 1,000,807.00 \$ 31,152.00	\$ 810.98 \$ 752.28 \$ 1,004.90	(177,623.00) (3,222.00) 2,178.00	92.3% 96.9% 107.5%	\$ 2,304,745.00 \$ 104,629.00 \$ 28,676.00	\$ 2,304,745.00 \$ 104,629.00 \$ 28,676.00	\$ 137.00	\$ 137.00	167,638.50 (108,888.00) (12,774.00)	2,288,040.33 (161.50) 104,238.08
August	HCV 2630 MS 134 EHV 31	88.1% 95.0% 98.9%	\$ 2,184,738.00 \$ 98,074.00 \$ 28,330.00	\$ 830.70 \$ 731.80 \$ 813.87	(121,033.00) (5,965.00) (646.00)	94.8% 98.8% 97.8%	\$ 2,305,771.00 \$ 107,776.00 \$ 28,676.00	\$ 2,305,771.00 \$ 107,776.00 \$ 28,676.00	\$ -	\$ -	228,571.50 (103,934.00) (12,128.00)	2,501,122.00 (1,051.50) 106,064.17
September	HCV 2618 MS 135 EHV 31	87.7% 96.7% 96.9%	\$ 2,146,272.00 \$ 99,488.00 \$ 28,232.00	\$ 820.58 \$ 738.98 \$ 910.71	(157,489.00) (6,738.00) 1,836.00	93.2% 97.9% 107.5%	\$ 2,305,771.00 \$ 108,227.00 \$ 28,386.00	\$ 2,305,771.00 \$ 108,227.00 \$ 28,386.00	\$ 145.00	\$ 145.00	436,215.50 (95,196.00) (13,984.00)	2,505,711.00 (5,149.50) 110,450.25
October	HCV 2624 MS 133 EHV 31	87.9% 94.3% 96.9%	\$ 2,051,870.00 \$ 96,108.00 \$ 26,911.00	\$ 781.98 \$ 737.65 \$ 808.10	(253,801.00) (10,119.00) 515.00	89.0% 80.7% 102.0%	\$ 2,305,771.00 \$ 108,227.00 \$ 26,386.00	\$ 2,305,771.00 \$ 108,227.00 \$ 26,386.00	\$ -	\$ -	696,116.50 (86,077.00) (14,479.00)	2,716,302.00 (11,247.50) 114,846.33
November	HCV 2597 MS 132 EHV 30	87.0% 93.6% 93.8%	\$ 2,122,896.00 \$ 99,899.00 \$ 23,931.00	\$ 817.44 \$ 756.81 \$ 797.70	706,694.00 304.00 (24,228.00)	150.1% 100.3% 48.7%	\$ 1,414,204.00 \$ 98,695.00 \$ 48,159.00	\$ 1,414,204.00 \$ 98,695.00 \$ 48,159.00	\$ 648.50	\$ 648.50	(17,929.00) (66,381.00) 9,749.00	3,706,489.00 (77,712.50) 97,479.42
			\$ 25,475,162.00				\$ 25,429,848.00			\$ 2,179.00		

COMMUNITY RESOURCES

COMMUNITY RESOURCES

Resident Council Elections

The Resident Council Elections were held on November 19, 2024, from 9:00 AM to 6:00 PM. Elections were held in the communities of Aqueduct, Ashe Manor, Brighton, Cypress Terrace, Great Oak, Jefferson Brookville, Lassiter Courts, Lofts on Jefferson, Marshall Courts, Oyster Point, Orcutt Townhomes I & III, Pinecroft, and Spratley House. The Secretary position at Ashe Manor resulted in a tie and is pending a special vote to determine the winner. A special “thank you” to our third-party volunteers from the American Legion Department of Virginia Third District, Parents in Action, Inc., The Victor Program, and other individuals. Results of the election were distributed to each property on December 2, 2024.



Community Resources - Senior Residents

St. Vincent De Paul Catholic Church Blessed NNRHA Families with Thanksgiving Baskets. St. Vincent's provided 15 Thanksgiving baskets for NNRHA families in Marshall Courts, Aqueduct, Lassiter, and Oyster Point Apartments. Community Resources staff arrived early at St. Vincent's on November 25th to pick up these baskets with everything needed to fix a beautiful Thanksgiving dinner, including a turkey. Baskets were then delivered to happy families who expressed gratitude for the blessing. A very special thank you to Valerie Hill, coordinator, and the generous congregation of St. Vincent De Paul Catholic Church!



The Feel-Good Crew Spreads Thanksgiving Cheer

On Saturday, November 23rd, our very own Larry Calloway and other members of the Feel-Good Crew provided a Thanksgiving feast for seniors at Spratley House and Ashe Manor. They are a men's group comprised mostly of current and retired police officers and military personnel. The Crew showed up to cook and spend some quality time with senior residents. Some special guests included NNPD police officers and Chief Drew. Nicole Whitaker, property manager, was present to help and spend time with residents as well. Meals were delivered to those residents who were unable to come downstairs. Residents thoroughly enjoyed this home cooked meal, but especially appreciated the time spent with the "Feel Good Crew."



Thanksgiving with the Omega Psi Phi Fraternity

On Saturday, November 23rd, the Hampton Chapter of Omega Psi Phi Fraternity demonstrated exceptional generosity and community spirit by delivering 25 Thanksgiving baskets to residents of Aqueduct Apartments, Marshall Courts, Brighton Apartments, Cypress Apartments, and Oyster Point Apartments.

The effort was met with great appreciation and gratitude from the residents, who were both pleased and delighted by the fraternity's thoughtful act of kindness. This initiative by Omega Psi Phi exemplifies the values of goodwill and community service, bringing joy and support to families in need during the Thanksgiving season.

COMMUNITY DEVELOPMENT

Community Development Block Grant (CDBG)

Public notices for the upcoming 2025 Annual Action Plan and the 2025-2029 Five Year Consolidated Plan public hearings have been prepared. Preparations for our first in-person public hearing since 2020 have been made

Sponsoring Partnerships & Revitalizing Communities (SPARC)

Virginia Housing awarded NNRHA with \$3 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. SPARC allocations are approved on an annual basis. This current program year for SPARC funding began July 1, 2024 and will conclude June 30, 2025. NNRHA has expended 44% of its funding.

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, 2024 – June 30, 2025					
(Completed)	Denied	Pending Additional Documentation	Current Month (Completed)	Underwriting in Process	Withdrew
2	4	5	0	4	0

New DPA Applications November 2024	Total New DPA Applications Received for July 1, 2024 - June 30, 2025
1	13

Total Housing Rehabilitation Activity for Fiscal Year July 1, 2024 – June 30, 2025	
	Residential Repair Program
Projects carried over from Previous Fiscal Year	9
Projects Completed	7
Projects Ineligible	8
Total	24

Total Housing Rehabilitation Activity for November 2024	
	Residential Repair Program
Projects Completed	1
Projects in Underwriting	7
Projects Pending Approval	2
Projects Ongoing	4
Projects Ineligible	0
Total	14

New Housing Rehabilitation Applications for October 1, 2024-November 30, 2024	Total New Housing Rehabilitation Applications Received for July 1, 2024 - June 30, 2025
2	16

CAPITAL ACTIVITY

Marshall Courts – Phase VII Demolition of 88 Units

The demolition project for 88 units of Marshall Courts has been awarded to C. M. Munden. The project is anticipated to start January 2025.

Orcutt Townhomes I

Substantial completion of the Orcutt Townhomes I RAD project was reached on November 30, 2024. Housing is preparing to initiate the relocation of residents returning to the property during the month of December.

Southeastern Family Project (2351 Terminal Ave.)

The demolition portion of the renovation project for the Southeastern Family Project building is nearing completion. City inspections for plumbing rough-ins are pending which will complete the first phase of the project. Long lead materials including a generator, windows, doors, light fixtures, and flooring have all been ordered.

Future Capital Projects

Marshall Courts exterior renovations are anticipated to begin in January 2025. Final contract documents are currently under review.

A pre-bid meeting was held on December 4, 2024, for the Ashe Manor Apartments kitchen renovations project. The bid closing date is December 23, 2024.

Final cost estimates for paving the Aqueduct Apartments parking lots are being reviewed and the project is anticipated to begin in the Spring of 2025.

A capital improvement plan is being developed for Pinecroft Apartments.

MARSHALL-RIDLEY RESIDENTIAL FACADE PROGRAM

The Marshall-Ridley Residential Facade Program is a \$2.1 million 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 87 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	87
Inspected	72
Codes Review	67
Contract Pending	1
Contracted	2
Completed	57
Ineligible	29

CHOICE NEIGHBORHOOD INITIATIVE (CNI)

Lift and Rise on Jefferson

Lift and Rise on Jefferson, which includes 2700 and 2800 buildings, maintains an occupancy rate of 96%. Currently available for rent are one affordable unit, one market-rate unit, and two project-based voucher (PBV) replacement units.

The Pennrose Property Management team has appointed two new staff members to support the operations and community engagement at the new Legacy Landing property. Ms. Jasmine Scott has joined as Property Manager, overseeing property management, leasing, and maintenance. Mr. Clarence Lott has been hired as Community Impact Coordinator to develop programs, address resident concerns, and strengthen community relations.

Legacy Landing

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

CNI III-R - Construction is complete

The development team is awaiting approval for the Temporary Certificates of Occupancy (TCOs) from the City of Newport News. The temporary stormwater plan has been submitted and approved and the next step is obtaining approval for temporary lighting and access plans, located north of 16th Street, across from the school adjacent to the property.

CNI IV-R - Construction is approximately 97% completed

The projected finish date is January 2025.

Site work and construction updates include:

- Final inspections are underway for Townhouse Buildings D-P.
- Punchlist items have been identified and are currently being addressed.

Legacy Landing Lease Up Report	Updated as of October 2024		
	Phase III- R 71 units	Phase IV- R 84 units	Total 155 units
Total Units Occupied	0		0
Total Applications Approved for Move in:	0		0
Applications from General Public	330		330
Applications from Former Ridley Residents	45		45
Total Applications in Process:	47		47
Returning Ridley Residents			
Applications Approved for Move-in:	17		17
Moved- in	0		0
Applications In-process	30		30
Awaiting processing	6		6
Application Cancelled or Denied	3		3

Infrastructure is approximately 95% construction completed.

Wellness Trail 57% construction completed.

As of December 2024, no units have been occupied in Phase III (71 units) or Phase IV (84 units) of Legacy Landing. A total of 330 applications were received from the general public, with 45 from former Ridley residents. For applications in process, 47 are underway in each phase, with 30 applications from returning Ridley residents. Of the approved applications, 17 are from returning residents. Additionally, 6 applications are awaiting processing, and 3 have been cancelled or denied. in yet. Additionally, 6 applications are awaiting processing, and 3 have been cancelled or denied.

Phase V -Downtown Phase 28th Street and Washington Avenue

Phase V is currently in the design and development phase with the Project Management Team actively reviewing and refining the overall project schedule. The development submission is being prepared for submission to the City of Newport News for approval within the next few weeks.

Community Engagement:

On December 7, 2024, in collaboration with the City of Newport News, Newport News Public Schools, Urban Strategies, the Citizen Advisory Committee, and the Newport News Redevelopment and Housing Authority (NNRHA), an event titled "Ridley Homecoming" was hosted. This exciting event was designed to welcome the Marshall Ridley families, offering them a chance to reconnect with their community and focus on the importance of education. The event honored graduating seniors and students with perfect attendance, celebrating their hard work and achievements. It featured a variety of activities and resources aimed at supporting families, including opportunities to connect with CNI partners and learn more about available services. Additionally, the event provided a festive atmosphere with delicious food, entertainment, and a chance for everyone to fellowship and celebrate together.

Urban Strategies, Inc.

Based on the 2024 USI November monthly report for Marshall-Ridley, USI Inc. assessed 208 families and continues to offer supportive services.

One notable success story for November is a senior at Heritage High School who also

manages the Varsity Basketball team. Despite facing significant challenges, including caring for a sister with severe medical conditions and dealing with family struggles, she has remained resilient. Her family has received over \$10,000 in services through Urban Strategies, Inc.

She has perfect attendance for the first marking period and has been accepted into Norfolk State and Virginia State University, where she plans to major in Nursing to become a Pediatric Nurse. In addition to her academic achievements, she holds the rank of Ensign in Navy ROTC. She also works part-time at Wal-Mart and serves as an inspiration to those around her through her resilience and determination. Her advice to her peers and sibling is to set goals with intention and never give up.

ITEM NO. 7

Closed Session

MR. HOLLOMAN READ:

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

Discussion of personnel matters consistent with Virginia Code 2.2-3711 (A)
(5)

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. 8

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

WHEREAS, the Newport News Redevelopment and Housing Authority Board of Commissioners convened a closed meeting on November 15, 2022 pursuant to an affirmative recorded vote in accordance with the provisions of The Virginia Freedom of Information Act; and

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

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

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

AYES

VOTE

NAYS

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

* * * *

ITEM NO. 9
Other Business