

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

**January 21, 2025
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, December 17, 2024.
4. Election of Officers of Board of Commissioners
 - a. Chairman
 - b. Vice-Chairman
5. Consider motion affirming appointments
 - a. Secretary-Treasurer
 - b. Assistant Secretary-Treasurer
6. Communications
7. New Business
 - a. Consider a resolution authorizing the Housing Choice Voucher Payment Standards - Admin Plan Amendment
 - b. Consider a resolution authorizing the Mainstream Voucher - Admin Plan Amendment
8. Report to the Board
9. Closed session in accordance with the Virginia Freedom of Information Act, Code of Virginia, Section 2.2-3711
10. Consider adoption of a resolution certifying a Closed Meeting in conformity with Virginia law.
11. Any other business to come before the Board.
 - Comments from the Public: (*Time limit 5 Minutes*)
12. Adjournment

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 17, 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, December 17, 2024.

Pledge of Allegiance

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

Roll Call

The meeting was called to order by the 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

Valarie Ellis, Director
Administrative Services

Lisa Dessoify, Director
Finance

Tera Lockley, Director
Housing

Kayonia Betts
Executive Assistant

David Staley, Director
Community Development

Justin Orié
NNRHA IT Department

Drew Orsinger
Military Housing Authority

Brenner Campbell
Military Housing Authority

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 17, 2024**

**Approval of
Minutes November
19, 2024**

Commissioner Penrose moved that the minutes of the regular meeting of the Board of Commissioners held on November 19, 2024 be approved. The motion was seconded by Commissioner Knight and passed with a unanimous vote.

Communications

Ms. Shaw communicated that NNRHA scored 76 out of 100 on the Public Housing Assessment System Score Report. This score designates the agency as a standard performer.

Closed Session

Commissioner Holloman moved to enter the Board into a closed session for the purpose of discussion concerning a prospective business matter consistent with Virginia Code 2.2-3711 (A) (5). 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.

Public Hearing

Dr. Davis announced a Public Hearing was 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 advertising the Public Hearing was posted in the lobby of the Authority at 227 27th Street, Newport News and appeared in the Daily Press on November 10, 2024 and December 8, 2024 and 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.

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.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 17, 2024**

New Business

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Authorizing
Amendment to the Five
Year/Agency Plan and
Establishing Flat Rents**

The Board was provided copies of a resolution authorizing an amendment to the Five Year Agency Plan and establishing flat rents. The Department of Housing and Urban Development (HUD) regulations require housing authorities to create a flat rent schedule for each public housing complex based on the market rent for comparable private unassisted rentals. Flat rents must be no lower than 80% of the fair market rent for the area, with families' rents adjusting at their next income re-examination. Families can choose an Income Based rent option if it is lower. Currently, only five (5) of the 799 families in public housing are paying the Flat Rent. To ease the impact of any rent increases, the flat rent will be increased by \$50 quarterly until the new amount is reached.

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.

**The Board of
Commissioners of the
Newport News
Redevelopment and
Housing Authority
Authorizing the
Housing Choice
Voucher Program
Payment Standards
and Amendment to the
Five Year Agency Plan**

The Board was provided copies of a resolution authorizing an amendment to the Five Year Agency Plan and approving the Housing Choice Voucher program payment standards. The Housing Choice Voucher Payment Standard determines the maximum monthly housing assistance payment for families in the Housing Choice Voucher program set by the Housing Authority (HA) between 90% and 110% of the HUD-published Fair Market Rent (FMR). These standards include both shelter rent and tenant-paid utilities. The HA reviews these standards annually in conjunction with the updated FMR.

Recent HUD guidelines require that payment standards align with small area FMRs based on zip codes, and the current proposal sets these standards at 110% of the small area FMR. Charts detailing the proposed payment standards are available. The recommended change includes updating the FMRs for 2025 to 105% in order to maintain current levels. If approved, the new payment standards will apply to existing Housing Choice Voucher clients at their next scheduled reexamination, effective January 1, 2025. The attached resolution is recommended for approval.

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
Authorizing Revised
Utility Allowances for
Public Housing and the
Section 8 HCV Program
and Amendment to the
Five Year Agency Plan**

The Board was provided copies of a resolution authorizing revised utility allowances for public housing and the Section 8 HCV program and amendment to the Five-Year Agency Plan. The Authority has contracted Management Resource Group, Inc. to evaluate and update the utility allowances for the Section 8 Housing Choice Voucher (HCV) Program and various public housing complexes. The study estimates reasonable utility consumption for energy-efficient households based on unit size and complex type. Due to a significant increase in electric rates (over 10%), revisions to the utility allowances are mandated by HUD regulations.

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 17, 2024**

The recommendation is to adopt new utility rate schedules that reflect actual costs for the Authority's public housing and HCV clients. Some complexes have tenants paying their own utility bills through individual metering, while others have Authority-paid utilities, particularly in mid-rise senior properties which are master metered.

Proposed utility allowance schedules were shared with all public housing residents on October 31, 2024 and made available for review at management offices and on the NNRHA website. These schedules cover various types of housing within the HCV Program, including single-family homes, mobile homes, duplexes, townhouse units, and garden/high-rise apartments.

Ms. Shaw recommended the approval of the attached resolution authorizing the new schedules be approved and become effective January 1, 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.

**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**

The Board was provided copies of a resolution authorizing approval of the Central Office Cost Center and Public Housing Operating budgets for calendar year 2025 and authorizing the Chairman to sign HUD form 52574. The attached document presents the proposed public housing budgets and Central Office Cost Center (COCC) budget. The budgets are predicated on receiving approximately 98.78% of the eligible subsidy from HUD for 2024. The resolution also authorizes NNRHA to address the remaining salary compression issues identified in its compensation study by distributing the remaining compression increases, effective January 2025. Additionally, all staff will be given a cost-of-living increase of 2%, effective July 2025.

Ms. Shaw recommended the approval of the attached resolution of the Public Housing and Central Operating Cost Center budgets.

Commissioner Hollomant 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.

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

The Board received copies of a resolution authorizing the write-off of tenant accounts receivables. The proposed write-offs for tenants' receivables encompass 44 accounts, totaling \$89,433.32, for the period from May 1, 2024, to September 30, 2024, averaging \$2,032.57 per vacated account. This year, recoveries from previous write-offs amount to \$17,219.40 which reduces the actual loss to \$72,213.92 or 3.65% of expected rental income. NNRHA typically budgets a 2% collection loss. A list of the previously written-off amounts was included in an attachment. Mr. Holloman inquired about any anticipated improvement in the reported write-off amount and whether this amount included impacts from COVID. Ms. Shaw explained that the excess is due to tenants recovering following the lift of the eviction moratorium and invited Ms. Dessoffy to provide further insight on the matter. Ms. Dessoffy noted that the Tax Debt Set Off Program would assist in

**Minutes of a Meeting of the
Newport News Redevelopment and Housing Authority
December 17, 2024**

addressing the accounts listed in the write-off report and help enhance collection efforts. Mr. Holloman also asked about the percentage allocated for collection loss in the budget and if this could be adjusted. Ms. Dessoffy replied that NNRHA would consider adjusting it in response to the loss, although the industry standard remains at 2%. Ms. Shaw concluded by suggesting that they first assess the effectiveness of the collection efforts before determining if any changes are necessary.

Ms. Shaw recommended the adoption of the attached resolution authorizing the charge off in the total amount of \$89,433.32 for the 5 month period ending September 30, 2024.

Commissioner Holloman 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
December 17, 2024**

**Report to the
Board**

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

Ms. Lockley reported the NNRHA Controlled Multi-Family Properties Waitlist data as follows: There are 978 Public Housing applications, 68 of which are approved leaving 910 pending applications. The Housing Choice Voucher program has 8584 applications, of which 37 were approved with 8547 pending. During November, the Public Housing program housed 27 new applicants. The Public Housing program is currently occupied at 94% and the Housing Choice Voucher program is currently at 90%. The MOD Rehab Program, which includes Warwick SRO, is 98% occupied. All of the apartment affordable housing communities are occupied at 92% on average.

Ms. Dessoify reported that NNRHA and all tax credit property's fiscal year end has been changed to a calendar year end. The external auditing firm, Clifton, Larson, and Allen, LLP will be on-site in May to conduct reviews for financial and problematic audits. Finance will be working to get files ready for review.

Ms. Ellis reported that the community partners have been very active in giving back to the communities during this holiday season. St Vincent De Paul Catholic Church donated 15 Thanksgiving baskets to Marshall Courts, Aqueduct, Lassiter and Oyster Point residents. Also one of our employees, Larry Calloway and his group The Feel Good Crew provided a Thanksgiving dinner to Spratley House and Ashe Manor residents. Lastly, the Hampton Chapter of Omega Psi Phi Fraternity delivered 25 Thanksgiving baskets to the residents of Aqueduct Apartments, Marshall Courts Apartments, Brighton Apartments, Cypress Apartments, and Oyster Point Apartments. Dominion Terminal donated \$2,500 to help cover the cost of a Holiday luncheon for the residents.

Mr. Staley reported the demolition project at Marshall Courts was awarded to commercial contractor C. M. Munden. A pre-construction meeting is scheduled for later in the week. All families have been relocated with the exception of 4 families that are being relocated soon. The anticipated project start is January 2025.

The Orcutt Townhomes I RAD conversion project reached substantial completion on November 30th There are nine (9) families returning to the community by December 23, 2025.

Marshall Courts exterior renovations are anticipated to begin in January 2025. Marshall Courts have undergone six (6) phases of renovations over the years. The contract for this project was awarded to Centennial Contractors and final review is currently underway. Construction is anticipated to start in January 2025.

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

Ms. Shaw commended the Community Development staff for their excellent work on the SPARC program, which assists first-time homebuyers in securing a 1% interest rate buy down. Virginia Housing has provided NNRHA with an additional \$1 million to support the program.

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Ms. Shaw reports that the Lift and Rise occupancy is currently at 96%.

CNI III-R phase construction is complete and NNRHA and Pennrose are currently awaiting approval for the issuance of Temporary Certificates of Occupancy (TCOs) from the City of Newport News. The anticipation is that the TCO's be received by the end of December or early January which will allow for HQS inspections to begin.

CNI IV-R construction is 97% complete. There have been 330 applications submitted for Legacy Landing which includes CNI III-R and CNI IV-R. A total of 45 applications have been submitted by former Ridley residents.

The CNI Downtown phase at 28th Street and Washington Ave is currently in the design and development phase. A 50% design review meeting is scheduled for December 17, 2025..

The City of Newport News, Newport News Public Schools, Urban Strategies, the Citizen Advisory Committee, and the Newport News Redevelopment and Housing Authority (NNRHA), collaborated on a Ridley Homecoming community engagement activity held December 7, 2024.

NNRHA was granted an additional day off for Christmas. The agency will be closed December 24th-26th.

Adjournment

There being no other business to come before the Board, the Chairman adjourned the meeting at 10:00am.

Secretary-Treasurer

ITEM NO. 4

Election of Officers of Board of Commissioners

- a. Chairman
- b. Vice-Chairman

ITEM NUMBER 5

New Business

Consider motion affirming appointments

- a. Secretary-Treasurer
- b. Assistant Secretary-Treasurer

ITEM NO. 6

COMMUNICATIONS

Robin Carter

Executive Director, Resident Advisory Board

Janet Abrahams

President and CEO, Housing Authority of Baltimore City



**HOUSING
AUTHORITY of
BALTIMORE CITY**

December 2, 2024

Dear Executive Director:

The Housing Authority of Baltimore City Resident Advisory Board (RAB) is pleased to present, with the support of the Housing Authority of Baltimore City (HABC), the Resident Regional Public Housing Conference scheduled for March 5-8, 2025, at the Lord Baltimore Hotel. This premier professional development event will bring together residents and various public housing leaders for a comprehensive, three-day conference aimed at fostering resident engagement, leadership, and knowledge-sharing. The conference will feature:

- **Expert presentations** on housing, workforce development, community revitalization, and social services
- **5** plenary sessions and **12** specialized workshops
- **Networking opportunities** with leaders from philanthropic organizations, universities, and service providers
- **Public housing tours**, a Parade of Fashion, and cultural visits to the National Great Blacks in Wax Museum, Thurgood Marshall Center for Service and Heritage, and the Reginald F. Lewis Museum
- **Town hall** discussions with experts, moderated by RAB officers
- **Welcoming reception**, awards luncheon, and closing gala
- **Daily** continental breakfasts and conference t-shirts and tote bags
- Additional **empowering activities** designed to foster collaboration and inspire action

This event is an essential initiative to address the evolving challenges of public housing, particularly in light of shifting economic conditions and changing policy landscapes. It offers an invaluable opportunity to elevate the voices of resident leaders and enhance their ability to drive positive change in their communities.

We are committed to making this a meaningful and impactful experience for all attendees. As we finalize the details, I encourage you to mark your calendar and join us in making this event a success.

While we are finalizing details, we have set up a registration platform on the www.habc.org website for easy access once the event is live. Please visit our website for updates and to register when available. For any questions, feel free to reach out to Ms. **Faith Young**, Constituent Services Manager, at faith.young@habc.org.

Thank you for your continued partnership and support. We look forward to your participation in this important event.

Sincerely,

Janet Abrahams
President and CEO

Housing Authority of Baltimore City | 417 East Fayette Street, Baltimore, MD 21202

410.396.3232 www.HABC.org aBmoreHabc

COMMUNITY | CUSTOMER SERVICE | COLLABORATION | COMMUNICATION

ITEM NO. 7

New Business


- a. Consider a resolution authorizing the Housing Choice Voucher Payment Standards – Agency Plan Amendment
- b. Consider a resolution authorizing the Mainstream Voucher – Admin Plan Amendment

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DEPARTMENT OF PUBLIC AND ASSISTED HOUSING
MEMORANDUM

DATE: January 10, 2025

TO: Board of Commissioners

FROM: Lysandra M. Shaw 
Executive Director

SUBJECT: Housing Choice Voucher (HCV) Payment Standards -
Administrative Plan Amendment

Section 16-6 of the Housing Choice Voucher Administrative Plan, addresses Payment Standards. The Administrative Plan has been amended to reflect HUD's mandate of the use of the Small Area Fair Market Rents to determine the annual Payment Standards. A summary of the amendment is the following:

Updating Payment Standards

HUD required in 24 CFR parts 888, 982, 983 and 985 the establishment of a more effective Fair Market Rent System Using Small Area Fair Market Rents instead of Fair Market Rents for the Newport News area.

NNRHA Policy

The Housing Authority will establish Payment Standards based on the zip codes in Newport News area or an annual basis when the new FMRs are published. In addition to ensuring the payment standards are always within the "basic range" the Housing Authority will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:

Funding Availability: The HA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served. The HA will compare the number of families who could be served under revised payment standard amounts with the number assisted under current payment standard amounts.

Rent Burden of Participating Families: Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share. When 40 percent or more of families, for any given unit size, are paying more than 30 percent of adjusted monthly income as the family share, the HA will consider

increasing the payment standard. In evaluating rent burdens, the HA will not include families renting a larger unit than their family unit size.

Quality of Units Selected: The HA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.

Changes in Rent to Owner: The HA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.

Unit Availability: The HA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.

Lease-up Time and Success Rate: The HA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.

This amendment is effective January 21, 2025.

The attached resolution will approve this amendment and is recommended for approval.

Updating Payment Standards

HUD required in 24 CFR parts 888, 982, 983 and 985 the establishment of a more effective Fair Market Rent System Using Small Area Fair Market Rents instead of Fair Market Rents for the Newport News area.

NNRHA Policy

The Housing Authority will establish Payment Standards based on the zip codes in Newport News area on an annual basis when the new FMRs are published. In addition to ensuring the payment standards are always within the "basic range" the Housing Authority will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:

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Unit Availability: The HA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.

Lease-up Time and Success Rate: The HA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.


**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY BOARD OF COMMISSIONERS APPROVING
THE AMENDMENT TO THE ADMINISTRATIVE PLAN FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, the Board of Commissioners of the Newport News Redevelopment and Housing Authority reviewed the staff recommendations for amending the Payment Standards section of the Administrative Plan that governs the Housing Choice Voucher program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the attached amendment to the Administrative Plan is hereby approved to be effective immediately.

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DEPARTMENT OF PUBLIC AND ASSISTED HOUSING
MEMORANDUM

DATE: January 10, 2025
TO: Board of Commissioners
FROM: Lysandra M. Shaw 
Executive Director
SUBJECT: Mainstream Vouchers Update – Housing Choice Voucher
Administrative Plan

The Consolidated Appropriations Act, 2024, authorized HUD to establish waivers and alternative requirements for Mainstream Vouchers that are necessary for the effective delivery and administration of funds. The waivers and alternative requirements are intended to help PHAs improve Mainstream utilization and more successfully target Mainstream-eligible populations, including persons exiting institutions or at serious risk of institutionalization. A summary of the amendment is the following:

Mainstream Vouchers

The NNRHA Policy is being updated to reflect the following changes regarding mainstream voucher issuances.

NNRHA Policy

Initial search term: HUD waives the regulation that requires an initial search term of at least 60 days and establishes an alternative requirement that the initial search term for a Mainstream Voucher must be at least 120 days.

Extensions of term: HUD waives the ability for PHAs to grant first extensions at its discretion and establishes an alternative requirement for the process of requesting search extensions. Each extension must be for a minimum of 90 days.

- The PHA must approve the first extension request, regardless of how the request is made (written or verbal) or when it is made, as long as the request is made on or before the term expiration date and is consistent with applicable requirements. Subsequent requests should be processed in accordance with the PHA's administrative plan.
- The PHA must, on at least one occasion after voucher issuance, notify the family prior to the initial term expiration to remind them of the term expiration date, the process

for requesting an extension, and to inquire if the family is in need of assistance with their housing search.

This amendment is effective January 21, 2025.

The attached resolution will approve this amendment and is recommended for approval.

**A RESOLUTION OF THE NEWPORT NEWS REDEVELOPMENT AND
HOUSING AUTHORITY BOARD OF COMMISSIONERS APPROVING THE
UPDATE TO THE MAINSTREAM VOUCHERS IN THE HOUSING CHOICE
VOUCHER ADMINISTRATIVE PLAN**

WHEREAS, the Board of Commissioners of the Newport News Redevelopment and Housing Authority reviewed the staff recommendations for updating Mainstream Vouchers in the Administrative Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Newport News Redevelopment and Housing Authority that the updates are hereby approved to be to be effective immediately.



REPORT TO THE BOARD

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

January 2025

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

Lisa Wallace-Davis – Chairperson
Thaddeus Holloman – Vice Chairman

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

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Kayonia M. Betts, Assistant Secretary-Treasurer

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

PUBLIC AND ASSISTED HOUSING

PUBLIC AND ASSISTED HOUSING OCCUPANCY REPORT

Total Waiting List Applications	
Public Housing	854
Approved/Eligible	74
Pending	780
Housing Choice Voucher	8582
Approved/Eligible	39
Pending	8543

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	4
Housing Choice Voucher	10
Mod-Rehab (SRO)	1
Total	15
Occupancy Statistics:	
Public Housing Program	93%
Housing Choice Voucher Program	90%
Mod-Rehab Program (Warwick SRO)	98%
Mod-Rehab (Warwick SRO)	86
Avg. # Leasing Days (PH)	17
Avg. Rent for Move-Ins (PH)	\$157
New Mod-Rehab (SRO) participants	\$50
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	\$157
Housing Choice Voucher	\$277
Warwick SRO	\$50
Cumulative Percentage of Section 8 Budget Authority Utilized December 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 December 2024**

Property	Occupancy Rate	Approved/Eligible	Pending	Total
Orcutt Townhomes III	93%	0	0	0
Orcutt Townhomes I	22%	0	70	70
Cypress Terrace	90%	0	0	0
Oyster Point/Brighton	93%	0	0	0
Great Oak	95%	208	232	440
Lofts on Jefferson	78%	0	2	0
Jefferson Brookville	96%	0	22	22
Lassiter Courts	91%	3	102	105
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 December 2024.

Participants	Public Housing	Housing Choice Voucher	TOTAL
Total number in FSS Program	41	98	140
Employed	15	72	87
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

COMMUNITY RESOURCES

COMMUNITY RESOURCES

Shop Til You Drop Event

The Community Resources team hosted the 19th Annual Shop Til You Drop event on December 6, 2024, at the Marshall Courts Recreational Center. Residents from all Public Housing and RAD properties were invited to shop and enjoy the festivities. Over 70 residents attended, and everyone left with bags of items that they hand-selected. We received donations from NNRHA staff, Omega Psi Phi Fraternity, and The Knights of Columbus.



Senior Luncheon

The Dominion Coal Terminal generously provided holiday lunches to the senior residents of the Newport News Redevelopment and Housing Authority's east-end communities. The NNRHA Community Resource Team organized four events for seniors at Marshall Courts, Spratley House, Ashe Manor, and Pincroft Apartments. These events included hot meals, games, music, and prizes, creating a festive and enjoyable atmosphere for the attendees. Approximately 100 seniors participated in the events and expressed their gratitude for the thoughtful holiday celebrations. This initiative fostered a sense of community and joy among the seniors, making this holiday season especially meaningful.



Annual Christmas Bicycle Giveaway

On December 14, 2024, the Rotary Club donated 40 bicycles to children of Newport News Redevelopment and Housing Authority's Public Housing and RAD (Rental Assistance Demonstration) communities as part of their annual Christmas gift-giving initiative. The bicycles were given to children aged 5 to 12, bringing immense joy to the recipients and their families. The children were excited to receive their new bikes. Parents expressed their gratitude, highlighting how the bicycles brought holiday cheer.

This generous act reflects the Rotary Club's ongoing commitment to supporting local communities and fostering a spirit of giving during the holiday season. The event was a heartwarming reminder of the positive impact that charitable efforts can have on families in need.



Christmas with the Omega Psi Phi Fraternity

On December 14, 2024, the Omega Psi Phi fraternity generously donated Christmas baskets to residents of the NNRHA Public Housing and RAD properties. A total of 20 baskets were given to local families, bringing holiday cheer to the community. The thoughtful donations made a positive impact, helping to brighten the season for the recipients and their families. The gesture of kindness and support was greatly appreciated by those who received the baskets, spreading joy and goodwill during the holiday season.



St. Vincent De Paul Catholic Church Cares at Christmas

Parishioners and their community partners provided a beautiful Christmas to 18 families in Newport News Redevelopment and Housing Authority communities this holiday season. Community Resources staff contacted the families to get their children's wish lists, sizes, etc., and then St. Vincent's went shopping! All gifts were brand new and selected with care. Community Resources staff then delivered all of the gifts on December 17th. Families were even provided with wrapping supplies. Each head of household expressed their appreciation to the staff and St. Vincent De Paul Catholic Church.



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	NRRHA Held Reserve Balance	HUD Held Reserve Balance
CY Housing Choice 2024 Annual Budget Authority \$ 28,885,626 Housing Choice Voucher Funding \$ 28,885,626												
Mainstream Voucher Program Funding \$ 1,202,431 Emergency Housing Voucher Program Funding \$ 369,505												
HCV Units 2507 VASH units 94 CNL tenant protection 247 Marshall tenant protection 88 Warwick SRO - RAD2 88 Baseline HCV count 2984 Mainstream Vouchers 141 Emergency Housing Vouchers 32 Total Vouchers 3157												
January	HCV 2624	90.0%	\$ 2,213,885.00	\$ 843.71	\$ (84,986.00)	96.3%	\$ 2,298,871.00	\$ 195.50	\$ 195.50	\$	\$ 58,016.00	\$ 1,151,471.00
	MS 132	93.6%	\$ 1,011,611.00	\$ 769.78	\$ (1,683.00)	98.4%	\$ 103,294.00	\$	\$	\$	\$ 143,197.50	\$ 1,122,761.00
	EHV 31	95.9%	\$ 30,733.00	\$ 991.39	\$ (1,289.00)	96.0%	\$ 32,022.00	\$	\$	\$	\$ 6,812.00	\$ 27,824.50
February	HCV 2610	88.9%	\$ 2,286,446.00	\$ 876.03	\$ (28,127.00)	98.8%	\$ 2,314,573.00	\$ 195.00	\$ 195.00	\$	\$ 171,519.50	\$ 1,084,045.00
	MS 133	94.3%	\$ 1,062,411.00	\$ 798.80	\$ 2,947.00	102.9%	\$ 103,294.00	\$	\$	\$	\$ (115,229.00)	\$ 20,103.50
	EHV 31	95.9%	\$ 30,847.00	\$ 995.06	\$ (1,174.00)	96.3%	\$ 32,021.00	\$	\$	\$	\$ 7,986.00	\$ 87,257.67
March	HCV 2608	88.2%	\$ 2,213,132.00	\$ 848.59	\$ (13,571.00)	99.4%	\$ 2,226,703.00	\$	\$	\$	\$ 185,090.50	\$ 1,241,013.00
	MS 133	94.3%	\$ 95,766.00	\$ 750.12	\$ (4,136.00)	96.0%	\$ 103,902.00	\$	\$	\$	\$ (111,093.00)	\$ 11,774.50
	EHV 31	95.9%	\$ 30,914.00	\$ 997.23	\$ 5,820.00	123.2%	\$ 103.8%	\$ 25,094.00	\$	\$	\$ 2,166.00	\$ 92,955.75
April	HCV 2609	87.7%	\$ 2,264,158.00	\$ 867.83	\$ 21,753.00	101.0%	\$ 2,242,405.00	\$ 431.50	\$ 431.50	\$	\$ 163,769.00	\$ 1,463,625.00
	MS 135	95.7%	\$ 1,003,326.00	\$ 743.16	\$ (3,576.00)	96.6%	\$ 103,902.00	\$	\$	\$	\$ (107,517.00)	\$ 3,445.50
	EHV 31	95.9%	\$ 33,156.00	\$ 1,069.55	\$ 8,062.00	132.1%	\$ 25,094.00	\$	\$	\$	\$ (5,896.00)	\$ 96,653.83
May	HCV 2601	87.2%	\$ 2,257,022.00	\$ 867.75	\$ (60,637.00)	97.4%	\$ 2,317,659.00	\$ 195.50	\$ 195.50	\$	\$ 224,601.50	\$ 1,515,461.00
	MS 132	93.6%	\$ 1,082,007.00	\$ 819.75	\$ 4,305.00	104.1%	\$ 103,902.00	\$	\$	\$	\$ (111,822.00)	\$ (2,221.50)
	EHV 31	96.9%	\$ 31,366.00	\$ 1,011.81	\$ 2,458.00	108.5%	\$ 28,908.00	\$	\$	\$	\$ (8,354.00)	\$ 100,537.92
June	HCV 2607	87.4%	\$ 2,164,819.00	\$ 830.39	\$ 244,954.00	112.8%	\$ 1,919,865.00	\$ 231.00	\$ 231.00	\$	\$ (20,121.50)	\$ 2,099,190.67
	MS 133	94.3%	\$ 1,014,480.00	\$ 762.77	\$ 1,289.00	101.3%	\$ 100,159.00	\$	\$	\$	\$ (113,111.00)	\$ 748.50
	EHV 31	96.9%	\$ 31,152.00	\$ 1,004.90	\$ 2,244.00	107.8%	\$ 28,908.00	\$	\$	\$	\$ (10,598.00)	\$ 102,422.00
July	HCV 2624	87.9%	\$ 2,127,222.00	\$ 810.68	\$ (177,523.00)	92.3%	\$ 2,304,745.00	\$ 137.00	\$ 137.00	\$	\$ 157,536.50	\$ 2,288,040.33
	MS 134	95.0%	\$ 1,008,007.00	\$ 752.29	\$ (3,222.00)	96.9%	\$ 104,029.00	\$	\$	\$	\$ (109,865.00)	\$ (151.50)
	EHV 31	96.9%	\$ 31,152.00	\$ 1,004.90	\$ 2,176.00	107.5%	\$ 28,976.00	\$	\$	\$	\$ (12,774.00)	\$ 104,238.08
August	HCV 2630	88.1%	\$ 2,184,738.00	\$ 830.70	\$ (121,033.00)	94.8%	\$ 2,305,771.00	\$	\$	\$	\$ 278,571.50	\$ 2,501,122.00
	MS 134	95.0%	\$ 98,074.00	\$ 731.90	\$ (5,955.00)	94.3%	\$ 104,029.00	\$	\$	\$	\$ (103,934.00)	\$ 2,501,122.00
	EHV 31	96.9%	\$ 28,330.00	\$ 913.87	\$ (646.00)	97.8%	\$ 28,976.00	\$	\$	\$	\$ (12,128.00)	\$ 106,054.17
September	HCV 2618	87.7%	\$ 2,148,272.00	\$ 820.58	\$ (157,499.00)	93.2%	\$ 2,305,771.00	\$ 145.00	\$ 145.00	\$	\$ 436,215.50	\$ 2,605,711.00
	MS 135	95.7%	\$ 99,489.00	\$ 736.96	\$ (8,738.00)	91.9%	\$ 108,227.00	\$	\$	\$	\$ (95,196.00)	\$ (6,149.50)
	EHV 31	96.9%	\$ 28,232.00	\$ 910.71	\$ 1,836.00	107.0%	\$ 26,396.00	\$	\$	\$	\$ (13,964.00)	\$ 110,450.25
October	HCV 2624	87.9%	\$ 2,051,970.00	\$ 781.96	\$ (253,901.00)	89.0%	\$ 2,305,771.00	\$	\$	\$	\$ 690,116.50	\$ 2,710,302.00
	MS 133	94.3%	\$ 98,108.00	\$ 737.65	\$ (10,119.00)	90.7%	\$ 108,227.00	\$	\$	\$	\$ (85,077.00)	\$ (11,247.50)
	EHV 31	96.9%	\$ 26,911.00	\$ 868.10	\$ 515.00	102.0%	\$ 26,396.00	\$	\$	\$	\$ (14,475.00)	\$ 114,846.33
November	HCV 2597	87.0%	\$ 2,122,868.00	\$ 817.44	\$ 708,694.00	150.1%	\$ 1,414,204.00	\$ 648.50	\$ 648.50	\$	\$ (17,925.00)	\$ 3,706,459.00
	MS 132	93.6%	\$ 99,899.00	\$ 756.81	\$ 304.00	100.3%	\$ 99,595.00	\$	\$	\$	\$ (85,381.00)	\$ (7,712.50)
	EHV 30	93.8%	\$ 23,931.00	\$ 797.70	\$ (24,228.00)	49.7%	\$ 48,159.00	\$	\$	\$	\$ 9,749.00	\$ 97,479.42
December	HCV 2599	87.1%	\$ 2,180,071.00	\$ 838.81	\$ 6,137.00	100.3%	\$ 2,173,954.00	\$	\$	\$	\$ (24,066.00)	\$ 3,846,645.00
	MS 134	95.0%	\$ 1,000,015.00	\$ 746.38	\$ 420.00	100.4%	\$ 99,595.00	\$	\$	\$	\$ (85,801.00)	\$ (4,177.50)
	EHV 29	90.6%	\$ 25,855.00	\$ 880.86	\$ (22,323.00)	53.6%	\$ 48,158.00	\$	\$	\$	\$ 32,072.00	\$ 80,113.50
							\$ 27,751,535.00		\$ 2,179.00			

ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES

On December 13th, we gathered to celebrate our annual holiday and service award luncheon at the welcoming venue of the Holiday Inn. This event is a cherished tradition within our organization, as it allows us to express our heartfelt gratitude to our employees whose hard work, dedication, and loyalty have significantly contributed to our success over the years.

One of the highlights of the luncheon is the recognition of employees who have reached noteworthy service milestones, celebrated in increments of five years. This practice not only honors individual commitment but also emphasizes the collective strength and stability that a loyal workforce provides to our organization.

This year, we proudly recognized nine exceptional employees for their significant milestones in service:

- **5 Years of Service:** Three employees marked this important milestone, demonstrating their growing expertise and commitment within our team. Their contributions have undoubtedly enhanced our operations and workplace culture.
- **10 Years of Service:** Two dedicated employees were honored for a decade of service. Their insight and experience have become invaluable assets, as they have witnessed and contributed to the evolution of our organization over the years.
- **20 Years of Service:** We celebrated two remarkable employees who have been with us for twenty years, showcasing their unwavering dedication and resilience. Their deep understanding of our mission and values serves as an inspiration

to newer team members and reinforces the importance of loyalty.

- **25 Years of Service:** One employee reached an impressive 25-year milestone, a testament to their steadfast commitment and invaluable contributions. This level of service reflects not only personal achievement but also a deep-rooted connection to our organization's journey.
- **40 Years of Service:** Perhaps the most noteworthy recognition of the day was bestowed upon an employee who has dedicated an incredible 40 years to our organization. This remarkable commitment highlights a lifetime of hard work and the embodiment of our values. Their legacy of excellence sets a benchmark for all current and future employees.

As we celebrated these milestones, it became clear that our loyal and dedicated employees are the true foundation of our success. Their hard work and commitment to our mission have propelled us forward, enabling us to meet challenges head-on and achieve our goals. We are immensely proud of each honoree and grateful for their contributions. In honoring their service, we reaffirm our commitment to fostering a supportive and rewarding environment where all employees can flourish.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT

Community Development Block Grant (CDBG)

As prescribed by NNRHA’s Citizen Participation Plan, notices were published regarding the public comment period and public hearings for the 2025-2026 Annual Action Plan process and the 2025-2029 Five-year Consolidated Plan. The hearings were held in person and virtually. The in-person meeting was held on December 10th at the Main Street Library and the virtual meeting was held online on December 12th, respectively. The application for CDBG assistance for public service organizations was updated and made available on the NNRHA and City of Newport News websites. Completed applications were due back no later than 5:00 p.m. on Friday, January 10, 2025.

Sponsoring Partnerships & Revitalizing Communities (SPARC)

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 \$2,486,439 of the initial \$3M awarded. Virginia Housing awarded NNRHA an additional \$1 million in December 2024 to serve the citizens of Newport News.

REDEVELOPMENT & HOMEOWNERSHIP

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
3	4	5	1	3	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	12
Projects Ineligible	8
Total	29

Total Housing Rehabilitation Activity for December 2024	
	Residential Repair Program
Projects Completed	4
Projects in Underwriting	11
Projects Pending Approval	0
Projects Ongoing	2
Projects Ineligible	0
Total	17

New Housing Rehabilitation Applications for October 1, 2024-November 30, 2024	Total New Housing Rehabilitation Applications Received for July 1, 2024 - June 30, 2025
4	20

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

CAPITAL ACTIVITY

Marshall Courts – Phase VII Demolition of 88 Units

C. M. Munden has been awarded the demolition project for 88 units of Marshall Courts. Demolition is anticipated to begin in the first week of February 2025 with a timeframe of 250 calendar days for completion.

Orcutt Townhomes I

Residents began moving back into Orcutt Townhomes I on December 19th, 2024. The complex is expected to be fully reoccupied by the end of January 2025 with the exception of the units awaiting the installation of new accessible lifts.

Southeastern Family Project (2351 Terminal Ave.)

Demolition is nearing completion at 98%. The plumbing inspection has passed which has allowed for all of the flooring to be poured. Two ADA bathrooms have been framed. Electrical work is ongoing with an upcoming inspection within a week. A privacy fence has been installed around the perimeter of the building.

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.

**CHOICE
NEIGHBORHOOD
INITIATIVE
(CNI)**

**CHOICE NEIGHBORHOOD INITIATIVE
(CNI)**

Lift and Rise on Jefferson

Lift and Rise on Jefferson, which includes the 2700 and 2800 buildings, currently maintains an occupancy rate of 95%.

A new Maintenance Supervisor started on January 6, 2025. The Pennrose Property Management Team is actively recruiting for the Property Manager role. In the interim, a temporary Property Manager is managing operations until the position is filled.

Legacy Landing

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

CNI III-R - Construction is complete

Construction of Phase III-R is complete, and Temporary Certificates of Occupancy (TCOs) have been secured. The property management team has actively been approving applications, and HQS inspections will be completed before move-ins can begin later this month.

The lease-up process for Legacy Landing is progressing. A total of 350 applications have been received from the general public, with 39 applications from former Ridley residents. There are 51 applications in process, with 17 applications approved for move-in by returning Ridley residents. No residents have moved in yet, and 17 applications are still in process for returning Ridley residents. Additionally, 2 applications are awaiting processing, and 3 applications have been cancelled or denied. The property management team is working diligently to complete the lease-up process and prepare for move-ins by the end of the month.

Legacy Landing Lease Up Report	Updated as of January 2025		
	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	350		350
Applications from Former Ridley Residents	39		39
Total Applications in Process:	51		51
Returning Ridley Residents			
Applications Approved for Move-in:	17		17
Moved- in	0		0
Applications In-process	17		17
Awaiting processing	2		2
Application Cancelled or Denied	3		3

CNI IV-R - Construction is approximately 99% completed

The projected finish date is January 2025.

- Infrastructure is approximately 95% construction complete.
- Wellness Trail 66% construction complete.
- Seafood Market construction documents are 95% complete with construction anticipated to start in the summer of 2025.

Phase V -Downtown Phase 28th Street and Washington Avenue

On December 11, 2024, the project management team convened in person for a comprehensive review of the 50% Construction Documents (CD) and civil design sets. The session provided an opportunity for the WRT Design Group, Pennrose Development Team, Harkins Construction Group, Innova Services and NNRHA to collaborate and address critical discussion points, ensuring alignment and progress on the Downtown Phase development.

Urban Strategies, Inc.

As of December 2024, the USI Newport News team is steadily progressing, completing assessments for a total of 208 families. This accomplishment reflects the team's continued dedication to engaging with and supporting the Marshall Ridley community.

Looking ahead, USI will host a Partner Meeting on January 28, 2025, from 11:15 AM to 12:45 PM at Downing-Gross Cultural Arts Center.

This meeting will bring together key partners, stakeholders, and community members to discuss the next steps in the Marshall-Ridley Choice Neighborhood Initiative project. Updates on current and future initiatives will be shared, and the gathering will serve as an important platform for collaboration. The meeting aims to ensure that all parties are aligned in their ongoing efforts to support residents and advance the revitalization of the Marshall-Ridley community.

ITEM NO. 9

Closed Session

ITEM NO. 10

**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. 11
Other Business