



AGENDA
NRHA Commissioners' Meeting
February 8, 2012 – 8:00 a.m.
201 Granby Street, 12th floor

I. APPROVAL OF MINUTES OF COMMISSIONERS' MEETINGS
January 11, 2012 Board of Commissioners' Meeting Minutes

II. REMARKS

Chief Executive Officer Update
Chairman of the Board Comments
Commissioners' Comments

III. DEVELOPMENT OPERATIONS

1) No Report

IV. FINANCE AND ADMINISTRATIVE OPERATIONS

- 1) FY2012 Mid Year Budget Update
Presented by Brenda Benn
Budget and Compliance Director
- 2) Previous Month's Activities
 - a) Development Activities Report
 - b) Contract Activities
 - c) Anticipated Requests for Proposals, Qualifications, or Quotations and
Invitations for Bids
 - d) Cash Advance Report
 - e) Tenant A/R Charge-offs

V. HOUSING OPERATIONS

- 1) Housing Operation's Quarterly Report
Presented by Donnell Brown
Chief Housing Officer
- 2) Development of New Rental Housing Units in the Grandy Village Community
Presented by Steve Morales
Housing Reinvention Project Director

V. HOUSING OPERATIONS (continued)

- 3) Housing Choice Voucher Video Presentation
Presented by Ed Ware
Director of Communication and Marketing
- 4) Resolution Authorizing a Change Order to an Existing Contract with
Contaminant Control, Inc. for Moton Circle Demolition
Presented by David Heim
Capital Fund Program Manager

VI. NEW BUSINESS

VII. COMMITTEE MEETING NOTES

None

VIII. CLOSED MEETING

“Discussion and consideration of the disposition of publicly held real property in the South Brambleton Redevelopment Project as authorized by Section 2.2-3711.A.3 of the Act.”

OTHER NOTICES

The next BOC meeting is Wednesday, March 14, 2012
at Ruffner Middle School
610 May Avenue
Norfolk, VA 23504

The BOC Meeting beginning at 4:00 p.m.
followed by Public Hearing/Annual Plan at 6:30 p.m.



BOARD OF COMMISSIONERS' UPDATES

Meeting Date: Wednesday, February 8, 2012

1. 2012 General Assembly Update
2. Energy Performance Contract
3. Scattered Site Homeownership Program
4. 2012 Annual Plan (*located in rear of book*)
5. RFP – Available Lots

6. RECENT ARTICLES & CORRESPONDENCE/UPCOMING EVENTS

- a. A table for ten has been purchased by NRHA to attend the 2012 Norfolk State of the City Event on Friday, February 17.

11:30 a.m. registration, 12:00 p.m. program

Norfolk Waterside Marriott

235 E. Main Street

Norfolk, VA 23510

If you are interested in attending, please notify Phyllis or Wanda.

- b. Letter from Senator Mark Warner recognizing NRHA's Grandy Village as a River Star by the Elizabeth River Project.



Commissioners' Update NRHA Board of Commissioners

Subject: 2012 General Assembly

Executive Contact: Ed Ware

Date: 02/08/12

BACKGROUND

The General Assembly convened January 11 and at the conclusion of bill introduction in January over 2,400 measures had been introduced. This represents 500 fewer bills than were introduced in the last long session in 2010. This update provides a brief summary of major bills of interest to NRHA.

STATUS

Eminent Domain: Resolutions have been introduced in both the House and Senate that provide for second required passage of the constitutional amendment (HJR 3, SJR 3, and SJ 67). SJR 3 was reported out of Senate Elections Committee and scheduled for a floor vote by February 6. Strongly oppose the amendment.

Historic Rehab Tax Credit: HB 531 provides that any gain or income under federal tax law relating to allocation or application of historic rehab tax credit would not be gain or income for Virginia tax purposes. Strongly support.

Mortgage Loan Originator Licensing: SB 75 exempts NRHA and other not-for-profit housing organizations from this requirement. The bill passed Senate and similar result expected in House. Strongly support

Blighted/Derelict Structures: HB 491 allows localities to act as court appointed "receivers" to make improvements to derelict/dilapidated structures. The bill passed the House and similar treatment is expected in the Senate. Strongly support.

Building Revitalization Grant Fund: SB 130 establishes fund for grants of up to \$100,000 to businesses that make capital investment of \$1 million or more in revitalizing/retrofitting structures to serve as new places of business. Passed Senate General Laws & Technology Committee and re-referred to Senate Finance Committee. Strongly support.

FUTURE ACTION

Adjournment is set for March 11. There is much speculation that the Governor will declare a special session to deal with tax code reform.



Commissioners' Update NRHA Board of Commissioners

Subject: Energy Performance Contract

Executive Contact: Donnell Brown

Date: February 8, 2012

BACKGROUND

The HUD Energy Performance Contract (EPC) program allows a public housing authority to take out a loan to finance energy improvements. HUD provides funding to pay off the loan by freezing energy consumption subsidies at current consumption levels while the energy improvements lower consumption levels and therefore reduce energy costs. The difference in cost between the frozen consumption levels and the new, lower consumption levels provides the cost savings that are used to pay off the loan. The lower consumption level is guaranteed by the Energy Services Company (ESCO) hired to design and install the energy conservation measures (ECM).

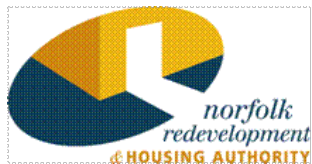
STATUS

NRHA staff has worked with Ameresco, the ESCO procured to design and install the ECMs, to draft the Energy Services Agreement (ESA), which defines the structure and scope of work, and finance terms, of the project. The ESA is under review by NRHA staff and legal counsel, as well as by Enlightened Energy, NRHA's energy consultant. All internal reviews were to be complete by January 31, 2012. NRHA revisions will be sent to Ameresco for incorporation into the final ESA. The ESA will then be sent to HUD for review. Concurrently, a Request for Proposals for financing will be advertised. Once a financing institution is procured and lending terms are confirmed, they will be incorporated into the ESA upon approval by HUD.

FUTURE ACTION

The proposed schedule to complete this project is noted below:

- February Advertise RFP for financial services
- February Send ESA to HUD for approval
- March Procure financial services provider
- April Receive HUD approval
- April Finalize terms with lender
- May Resolution to Board authorizing CEO to close on loan and execute ESA
- June Begin construction phase



Commissioners' Update NRHA Board of Commissioners

Subject: Family Self Sufficiency (FSS) Scattered Site Homeownership Program

Executive Contact: Donnell Brown

Date: February 8, 2012

BACKGROUND

Housing Operations Staff is in the process of preparing an application for approval by the Board of Commissioners and submission to the U.S. Department of Housing and Urban Development (HUD) to amend the FSS Scattered Site Homeownership program. Originated in 1992, NRHA currently maintains 15 single-family public housing units under the program throughout the City with the intention of supporting the tenants in the pursuit of purchasing the units. Under the current program, NRHA is required to purchase new units with the proceeds from the sale of the units and continue to maintain all the units until subsequent sales occur. The amendment being developed would allow NRHA to terminate the program following the sale of the remaining 15 units.

STATUS

Staff will draft an amendment application for submittal to HUD. Staff has also been working to evaluate the capacity of the current tenants to identify tools available to assist them in achieving homeownership of the scattered units.

FUTURE ACTION

The proposed application to amend the FSS Scattered Site Homeownership program will be presented for consideration by the Board of Commissioners on March 14, 2012.



Commissioners' Update NRHA Board of Commissioners

Subject: Annual Plan 2012 Update

Executive Contact: John C. Kownack

Date: February 8, 2012

BACKGROUND

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 require housing authorities to complete a five-year plan and an annual plan. We are now updating our thirteenth annual plan (five-year plan due to be updated 2013). The plan includes information on NRHA's major goals, objectives, and strategies for public housing and Section 8, such as demolition/disposition, site based waiting lists, requirements/mandates by HUD and our objectives and strategies for achieving our mission.

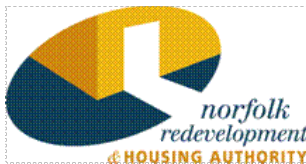
STATUS

The draft plan is currently available for a 45-day public review and comment period at various locations throughout the City of Norfolk. All Tenant Management Corporations and Public Housing Management offices have a copy of the draft plan for review. Other display sites include agencies that serve the low income population, such as the City of Norfolk Human Services Department, Senior Services of Southeastern Virginia, Union Mission, The Dwelling Place, etc. The plan is also available on our website with the added feature of being able to post comments directly online. The plan is available in Spanish and other languages upon request.

The Commissioners' public hearing is scheduled March 14th, 6:30 pm – 7:30 pm at Ruffner Middle School. The public hearing will provide the Commissioners the opportunity to hear comments from housing participants as well as the general public on the draft plan. Those comments will be recorded and included in the submittal plan.

The Resident Advisory Board (RAB) continues to meet. The next meeting is scheduled for February 14, 2012 to continue review of the draft plan. The RAB will provide final comments on the plan prior to approval by the Board and transmitted to HUD by the required submission date of April 16, 2012.

The draft plan in rear of notebook for review.



Commissioners' Update NRHA Board of Commissioners

Subject: RFP – Available Lots

Executive Contact: James N. Hollomon

Date: February 8, 2012

BACKGROUND

Real Estate Services issued a RFP for the purchase and development of 13 single-family detached homes on lots within the Ballentine Place Conservation Project, Central Brambleton Conservation Project, East Ocean View Conservation Project, Lamberts Point Conservation Project, Park Place Conservation Project, Villa Heights and the Willoughby Project neighborhoods. Seven lots were to be developed as market-rate and six specified lots for the low-to-moderate income family households. Developers were encouraged to bid on any and all parcels at their discretion, with the selected preferred house plans in keeping with each neighborhood. The selected Developer may also propose alternative plans and approaches that equal or exceed Authority standards. The RFP was advertised in the Va. Pilot as well as on the NRHA web-site under Opportunities / Solicitations / Open.

STATUS

A mandatory meeting was conducted to discuss the RFP expectations in detail, the bidding process, and to ensure that all the appropriate guidelines and regulations were met. We had a total of seven Developers to meet with staff. The proposals were due back January 9, 2012, and submittals were received from five Developers in the NRHA Builders Guild. They were evaluated by a selection Committee based on the following criteria: the professional qualifications and experience of the Developer, the purchase price offer, the overall development approach, green build measures and Section 3 outreach efforts.

FUTURE ACTION

Selected Builders were notified by award letters on January 31, 2012. Staff will proceed with steps for contract execution. The following lots have been awarded to the following NRHA Builders Guild members:

- ACS Willoughby- Lot #2301 (mkt. rate)
- Home Builders I Central Brambleton- Lot #1281 (mkt. rate)
Park Place- Lot #102 (low-mod)
- Howerin Const. Ballentine Place- Lot #1114 (low-mod)
Central Brambleton - Lot #1253 (low-mod)
Central Brambleton - Lot #1286 (mkt. rate)
- Richardson Homes Park Place/Villa Heights -Lot #278 (mkt. rate)
West Ocean View- Lot #650 (low-mod)
- No bids were submitted for Lambert's Point, Lot #1511 or Park Place, Lot #181
- No acceptable bid received on the three lots in East Ocean View, Lot #1420 (15th Bay St)

2012 Norfolk City Address

Friday, February 17, 2012



UNITED STATES SENATOR
WASHINGTON, D.C.

January 26, 2012

Mr. Russell H. Carlock
NRHA's Grandy Village
201 Granby Street
Norfolk, VA 23510-1820

Dear Mr. Carlock,

I am pleased to extend my warmest congratulations to NRHA's Grandy Village upon being recognized as a River Star by the Elizabeth River Project.

The River Stars program is one of the most successful local pollution prevention and habitat restoration programs in Virginia. This recognition serves as a tribute to your organization's exemplary leadership and community involvement as an environmental steward on the Elizabeth River. We cherish our natural resources and must protect them so future generations can enjoy them as we have. Your commitment to the broader good is commendable.

On this important occasion, I am very pleased to join with your colleagues, friends and community in saluting NRHA's Grandy Village's accomplishments and wishing you the very best in your future endeavors.

Sincerely,

A handwritten signature in blue ink that reads "Mark R. Warner".

MARK R. WARNER
United States Senator

MINUTES OF MEETING

The Commissioners of the Norfolk Redevelopment and Housing Authority (the "Authority") met in a regular monthly meeting at 201 Granby Street, Norfolk, VA at 8:03 a.m. on Wednesday, January 11, 2012.

The meeting was called to order by Chairman W. Sheppard Miller, III. Upon roll call those present and those absent were as follows:

Present:	Mr. F. Nash Bilisoly Mr. L. Robert Layton Mr. W. Sheppard Miller, III Mr. Robert J. Soble
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Absent:	Ms. Hattie Anderson Ms. Barbara Hamm Lee Mr. Trevor Robinson
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Also present were Shurl R. Montgomery, Secretary, Timothy A. Coyle, Attorney, and various staff members.

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I. Approval of Minutes of Commissioners' Meeting

The Chairman presented the previously circulated minutes of the December 14, 2011 Board meeting. Upon motion of Mr. Layton, seconded by Mr. Soble, the minutes were unanimously approved.

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II. Remarks

A. Chief Executive Officer Update

Chief Executive Officer Montgomery's list of activities accomplished since the last Board meeting was previously circulated to the Board. Several items were summarized and briefly discussed by Mr. Montgomery:

1. The City of Norfolk has engaged the services of NRHA to assist with cost estimates for the renovation of the Monroe Building on Granby Street for the Governor's School for the Arts. The current Capital Improvement Program contract

will be increased by \$250,000.00 to accomplish this work.

2. Discussions are ongoing concerning the development of a second Single Room Occupancy project in Norfolk and a further report will be provided at next month's meeting.
3. The annual meeting for NRHA employees will be held on January 27, 2012 from 8:00 a.m. until 10:00 a.m. at the Attucks Theatre.
4. The three companies which have submitted proposals to redevelop the Moton Circle site will be interviewed in early February.
5. Mr. Montgomery attended the Basketball Classic on December 17, 2011. There were over ninety (90) players and a few hundred residents in attendance. The event was a great success.

B. Chairman of the Board Comments

1. The City's request for NRHA to assist with the Monroe Building project is good news. The Commissioners want a capable and vibrant Development Division and getting work assignments from the City will help provide necessary funding to keep the Development Division busy.

2. The annual Martin Luther King Prayer Breakfast will take place on January 16, 2012 and all Commissioners were invited to attend.

3. Please let Mr. Montgomery know if any Commissioner plans to attend the annual meeting of NRHA employees on January 27, 2012.

4. The Broad Creek Steering Committee will meet next Thursday.

5. The Commissioners were copied on a recent complaint letter. Staff will respond. The Chairman reminded staff that lack of communication is a common theme when

complaints are received and he urged staff to be vigilant in communicating well with constituents.

6. A new urban affairs reporter is being hired by The Virginian-Pilot. This reporter will cover NRHA beginning in March.

7. The Virginia General Assembly is considering a Constitutional amendment dealing with eminent domain. The proposed language is not good and the Chairman is working actively to have some of the language changed.

C. Commissioners' Comments

In response to a question from Mr. Bilisoly, the Chairman stated that he does not plan to testify concerning the eminent domain Constitutional amendment.

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III. Development Operations

1) Resolution Authorizing the Execution of Amendment No. 1 to the Fiscal Year 2012 (FY2012) City-NRHA Capital Improvement Program (CIP) Contract.

Ms. Brenda Benn introduced the topic, and upon motion of Mr. Layton, seconded by Mr. Soble, the following Resolution was unanimously approved:

RESOLUTION NO. 9071

RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE FISCAL YEAR 2012 (FY2012) CITY-NRHA CAPITAL IMPROVEMENT PROGRAM (CIP) CONTRACT

WHEREAS, the City of Norfolk entered into a contractual agreement with this Authority dated July 1, 2011, to undertake certain improvements within the City of Norfolk (the "CIP Contract"); and

WHEREAS, it is now desirous to amend said contract to increase funding for a project entitled "Support Governor's School for the Arts"; and

WHEREAS, the amendment to the CIP contract between this Authority and the City of Norfolk has been prepared and the terms of which are satisfactory to this Authority; and

WHEREAS, in addition to the acceptance of this amendment in the amount of \$250,000.00, the anticipated expenditure of additional funding during FY2012 requires an amendment to increase the FY2012 Consolidated Annual Operating and Capital Budget by \$250,000.00, increasing the approved total from \$95,573,006.00 to \$95,823,006.00;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Norfolk Redevelopment and Housing Authority as follows:

1. The NRHA Board of Commissioners hereby approves that the Executive Director or his designee is hereby authorized to execute that certain Amendment No. 1 to the CIP Contract between this Authority and the City, under which, the Authority agrees to perform the services set forth in the amended contract; and the compensation be amended by \$250,000.00 for a total contract amount of \$6,218,486.00;
2. The Executive Director or his designee is hereby authorized to take or cause to be taken, on the behalf of the Authority, such actions as might be necessary in the implementation of Amendment No. 1 to the CIP Contract and increase the FY2012 Consolidated Annual Operating and Capital Budget by \$250,000.00, increasing the approved total from \$95,573,006.00 to \$95,823,006.00;
3. This Resolution shall be in effect from and after the date of adoption.

. . .

IV. Finance and Administrative Operations

1) Presentation on Organizational Repositioning

Mr. John Kownack gave a PowerPoint presentation, a copy of which has been filed with these minutes. Mr. Kownack responded to general questions from the Commissioners. Mr. Montgomery indicated that a goal is to create a flexible structure and then address budgetary and staffing issues. Mr. Bilisoly indicated

that much of this is budget driven and the Chairman stated that NRHA cannot sustain the current structure with its own resources. The Chairman noted that the City Council will need to be briefed on the new structure for the Development Division. If Council wants NRHA to maintain development capacity, then the City will need to fund the programs. Mr. Layton stated that the Commissioners should have a workshop on NRHA's reserves and the Chairman indicated that a meeting to discuss reserves will be separately scheduled.

2) Previous Month's Activities

No Comments

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V. HOUSING OPERATIONS

No Report

. . .

VI. NEW BUSINESS

None

. . .

VII. COMMITTEE MEETING NOTES

None

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VIII. CLOSED MEETING

1) Resolution Convening a Closed Meeting on January 11, 2012.

Upon motion of Mr. Soble, seconded by Mr. Layton, the following Resolution was unanimously approved:

RESOLUTION NO.: 9072

Resolution Convening a Closed Meeting on January 11, 2012

BE IT RESOLVED, that the Authority will convene in a closed meeting pursuant to the Virginia Freedom of

Information Act, as amended (the "Act"), to discuss the following matter(s) which is specifically exempted from public disclosure by the code section referred to below:

Discussion and consideration of the disposition of publicly held real property in the East Ocean View Redevelopment Project as authorized by Section 2.2-3711.A.3 of the Act.

2) Resolution Certifying a Closed Meeting.

Upon motion of Mr. Soble, seconded by Mr. Layton, the following Resolution was unanimously approved:

RESOLUTION NO.: 9073

Resolution Certifying a Closed Meeting on January 11, 2012

WHEREAS, the Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the 1950 Code of Virginia, as amended, requires a certification by this Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, upon motion duly made and seconded, **BE IT RESOLVED**, that the Authority hereby certifies that, to the best of each Commissioner's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were heard, discussed or considered in the closed meeting, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Authority.

. . .

There being no further business, the meeting was adjourned at 10:30 a.m.

Secretary

Chairman



January 6 - February 1

Activities accomplished since last Board of Commissioners' Meeting:

Meetings

- Meeting with staff and Rock Bell regarding East Beach
- Several meetings with Annual Meeting Committee
- Met with the Design and Construction staff
- Attended Finance and Economic Committee Meeting at City Hall
- Attended the Transportation Committee Meeting at City Hall
- Attended the City Council Meeting
- Attended the Board of Commissioner's Meeting
- Met with Communications and Marketing staff and William and Mary representative
- Met with the Chief's weekly
- Met with the Executive Leadership Team bi-weekly
- Attended the weekly scheduled Development Staff Meetings
- Attended the Court House ground breaking
- Meet with staff regarding Sykes contract
- Attended ODU/CDC Housing Committee Meeting
- Met with city staff regarding NSU and Bramble Ave.
- Attended the Martin Luther King Breakfast
- Met with Chairman regarding Board agenda
- Met with Norfolk citizen regarding Saint Paul's Quad questions

- Attended meeting at City Hall with staff to present CDBG presentation
- Met with staff to review PowerPoint presentation for Annual Meeting
- Attended the Broad Creek Steering Committee Meeting
- Attended the Executive Director's Regional Meeting held at Portsmouth Redevelopment and Housing Authority
- Met with staff on several occasions regarding this year's Annual Meeting
- Attended the dedication of the TCC Regional Health Professions Center
- Attended the Strategic Capital Plan Wrap-up held at Ballentine
- Met with HR Director regarding personnel matters
- Attended the walk-through with staff of the Attucks Theater for the Annual Meeting
- Met with Chief of Housing regarding various operational matters
- Met with Charles Buki regarding Park Place study
- Attended a meeting at City Hall for the Steering Committee for Healthy Norfolk
- Met with Ken Ampy and Sam Young of Astyra Corp.
- Attended a meeting with staff to review draft report on foreclosure statistics
- Met with Chiefs to discuss increase in General Fund request



Agenda Item NRHA Board of Commissioners

Subject: FY2012 Mid-Year Budget Update

Executive Contact: Clara Graves, Chief Financial Officer

Date: February 8, 2012

BACKGROUND

The Board of Commissioners approved the Authority's FY2012 \$95.3M Budget on June 8, 2011, and amended said budget on July 13, 2011 for \$290,000; January 11, 2012 for \$250,000 for a revised total of \$95.8M. In the approved budget, \$4.6M was appropriated from reserves and earnings to address funding gaps as identified in the table below which depicts the projected use of these funds as of June 30, 2012.

Summary of Appropriated Reserves and Earnings			
Programs	Approved for Funding Gap	Projected use of Funds as of June 30, 2012	Variance
BroadCreek Village Center	\$50,000	\$21,422	\$28,578
CEO Contingency	320,078	289,499	30,579
CEO Special Project	127,863	96,117	31,746
Debt Service Payment	346,372	346,372	-
Development Admin	922,302	638,673	283,629
Federally Aided	2,157,026	1,540,484	616,542
Housing Choice Voucher-Admin	608,457	612,472	(4,015)
NRHA Facilites	140,000	-	140,000
Grand Total	\$4,672,098	\$3,545,039	\$1,127,059

The program gaps were funded from:

Merrimack Earnings	Oakmont Earnings
Merrimack Reserves	Capital Fund Program
Federally Aided Program Reserves	CIP Revolving Loan Fund

A power point presentation will be made available and presented during the board meeting. The discussion will be centered on the Authority's revenue and expenditures through June 30, 2012 with projected outcomes.

Areas of Interest will be identified and discussed in detail.



P.O.Box 968 • Norfolk, Virginia • 23501-0958 • www.nrha.us

Development Integrated Reporting System

SALES (DISPOSITIONS)

Date Range: 07/01/2011 - 01/31/2012

Disposition #	Suffix	Address	Developer	Usage	Development Value	Settlement Date	Land Price
Berkley IV							
1602	12	Liberty Street	Howerin Construction Corp	3 bedroom SF detached	195,000.00	12/08/2011	\$10,000.00
1602	16	E. Liberty Street	Howerin Construction Corp	3 bedroom SF detached	175,000.00	12/08/2011	\$10,000.00
1602	14	115 E. Liberty Street	Howerin Construction Corp	3 bedroom SF detached	180,000.00	07/15/2011	\$10,000.00
Berkley IV Total [3] =							\$30,000.00
Campostella Heights							
2202		1709 Princeton Avenue - PRIDE	Marquee Homes	Residential/SF det 4 bdrm	180,000.00	10/28/2011	\$15,000.00
2200	A	Arlington Avenue	Richardson Homes/Viridian Homes	Residential/SF det 4 bdrm	194,900.00	07/29/2011	\$5,000.00
Campostella Heights Total [2] =							\$20,000.00
East Ocean View Redevelopment/East Beach							
							IS NET 20%
6-75	6-L	9517 24th Bay Street	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	295,000.00	01/17/2012	\$15,000.00
6-50	6-I	9547 24th Bay Street	Charles A. Schmitt Builders	3 bedroom SF detached	549,000.00	10/24/2011	\$29,000.00
4-101	4-K	4811 Pleasant Avenue	ABT Custom Homes, LLC	Residential/SF det 3 bdrm	450,000.00	09/20/2011	\$23,000.00
4-74	4-H	4756 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	499,900.00	09/06/2011	\$14,540.00
4-75	4-H	4758 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	479,900.00	09/06/2011	\$14,540.00
4-76	4-H	4760 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	451,900.00	09/06/2011	\$14,540.00
4-77	4-H	4762 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	449,900.00	09/06/2011	\$14,540.00
4-78	4-H	4764 Pleasant Avenue	L. R. Hill Custom Builders, Inc.	3 bdrm Mkt-rate Townhouse	518,400.00	09/06/2011	\$14,540.00

SALES (DISPOSITIONS)

Date Range: 07/01/2011 - 01/31/2012

Disposition #	Suffix	Address	Developer	Usage	Development Value	Settlement Date	Land Price
East Ocean View Redevelopment/East Beach							IS NET 20%
6-70	6-I	9529 24th Bay Street	Seaside Homes, LLC	Residential/SF det 3 bdrm	420,000.00	07/11/2011	\$15,000.00
5-34	5-K	9488 29th Bay Street	Charles U. and Deborah K. Tretler	Residential/SF det 3 bdrm	600,000.00	07/06/2011	\$28,000.00
6-60	6-K	9542 24th Bay Street	Simpson Builders, Inc.	Residential/SF det 3 bdrm	760,000.00	07/01/2011	\$27,900.00
5-10	5-D	4839 Coventry Lane	L. R. Hill Custom Builders, Inc.	Residential/SF det 3 bdrm	599,000.00	07/01/2011	\$28,000.00
East Ocean View Redevelopment/East Beach Total [12] =							\$238,600.00
Huntersville Redevelopment							
237	C3	1520 Church Street	1500 Church, LLC/ACS	3 bdrm Mkt-rate Townhouse	219,000.00	11/10/2011	\$9,629.63
237	A10	756 Washington Avenue	1500 Church, LLC/ACS	4 bdrm Low-Mod Townhouse	217,000.00	07/21/2011	\$9,629.63
237	C2	1524 Church Street	1500 Church, LLC/ACS	3 bdrm Mkt-rate Townhouse	171,300.00	07/15/2011	\$9,629.63
Huntersville Redevelopment Total [3] =							\$28,888.89
Lambert's Pt.							
1508		1422 38th Street	Hatcher and Associates, LLC	Side Lot	TBD	09/10/2011	\$6,000.00
Lambert's Pt. Total [1] =							\$6,000.00
Willoughby							
2300	B	1205 W. Ocean View Avenue	Habitat for Humanity of South Hampton Roads, Inc.	Duplex	120,000.00	07/27/2011	\$1.00
2300	A	1201 W. Ocean View Avenue	Habitat for Humanity of South Hampton Roads, Inc.	Duplex	120,000.00	07/27/2011	\$1.00
Willoughby Total [2] =							\$2.00
Grand Total [23] =							\$323,490.89

Block	Parcel Tag	Address	BNO	Owner	Date	Amount
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**Development Integrated
Reporting System**

ACQUISITIONS

520 Berkley III

7	10	427 Pendleton St	N/A	Scriven, Alphonso	09/23/2011	\$86,500.00
Berkley III Total [1] =						\$86,500.00

522 Central Brambleton

27	14	1514 Corprew Avenue	N/A	Gomes, Louis A. and Sharon R.	01/19/2012	\$20,000.00
Central Brambleton Total [1] =						\$20,000.00

539 Fairmont Park

B						
2	24	2012 Lafayette Blvd	N/A	Mo Investment Properties, LLC	01/25/2012	\$200,000.00
19	2	2509 Lafayette	N/A	Gilpin, Ashley K	01/24/2012	\$145,000.00
20	3	2611 Lafayette Blvd.	N/A	Mirabile, Anthony J.	12/09/2011	\$220,000.00
20	1	2601 Lafayette Blvd	N/A	Arney, Tommy and Krista	08/15/2011	\$145,000.00
16	4	2215 Lafayette	N/A	Ark, Wong Tor	08/08/2011	\$95,000.00
Fairmont Park Total [5] =						\$805,000.00

535 Willoughby

B						
17	7	1119 W. Ocean View Ave.	N/A	Hope, Christopher and David	11/22/2011	\$275,000.00
B						
17	6	1131 W. Ocean View Avenue	N/A	Worley, Gary Worley, Gary	11/09/2011	\$275,000.00
Willoughby Total [2] =						\$550,000.00

Grand Total [9] = \$1,461,500.00



COMMISSIONERS' MONTHLY CONTRACT REPORT –
Meeting Date: 02/08/2012

As set forth in Resolution No. 8053 adopted January 23, 1995, the below listed contracts, change orders, and bid activities are for the Commissioners' information only, and no vote is required.

January 31, 2012

New contracts issued between \$30,000 and \$99,999:	<i>Contract Ceiling</i>	A	B	C
1. None				

New contracts issued for \$100,000 and over:	<i>Contract Ceiling</i>	A	B	C
1. None				

New task orders issued for \$30,000 and over:	<i>Contract Ceiling</i>	A	B	C
1. None				

New Interagency Agreements for \$30,000 and over:	<i>Contract Ceiling</i>	A	B	C
1. None				

Change orders issued for \$30,000 and over:	<i>Contract Ceiling</i>	A	B	C
1. Young Terrace Handicapped Accessibility - T.A. Sheets Mechanical	37,507.00	C		FF

Options exercised for \$30,000 and over:	<i>Contract Ceiling</i>	A	B	C
1. Janitorial Service Royster Building - Tidewater Maintenance Solutions, Inc.	\$100,000.00	O	M	FF
2. Real Estate Appraisal Services - Virginia Commercial Appraisals, Inc.	\$30,000.00	O		IF
3. Real Estate Appraisal Services - Smith and Realty Company & Associates, Inc	\$30,000.00	O		IF
4. Real Estate Appraisal Services - Thomas Tye & Associates, Inc.	\$30,000.00	O		IF
5. Real Estate Appraisal Services - Sosica and Company	\$30,000.00	O		IF
6. Real Estate Appraisal Services - A. Fair Appraisals	\$30,000.00	O		IF

A. KEY to contract type:

C – Construction O – Other than Professional Services
P – Professional Services G – Goods, Equipment, Materials, etc.

B. KEY to ownership type, new contracts only:

M – Minority owned 3 – Section 3 W – Woman Owned

C. KEY to Funding:

FF – Fully Funded IF – Incrementally Funded by Task Orders

**BID ACTIVITY FOR CONTRACTS \$100,000 AND ABOVE
FOR THE MONTH ENDING January 31, 2012**

NONE REPORTED



**Anticipated Requests for Proposals,
Quotations and Invitations for Bids**

February 2012

Type of Solicitations	Projected Solicitation Date	Initiating Department
RFP, Elevator Maintenance Mid-Rise	Apr-12	Asset Management
RFP, Market Analysis and Urban Design Support Svcs	Apr-12	Development, D&C
IFB, NRHA Stockless Inventory	Apr-12	Purchasing for Hsg Ops
RFP, Structural Engineering Services	Apr-12	Design & Construction
RFP, Environmental Engineering A&E Services	Apr-12	Design & Construction
RFP, Background Checks	Feb-12	Asset Management
RFP, Janitorial Services Mid-Rises	Apr-12	Asset Management
IFB, Diggs Town Security Cameras	Mar-12	Security
RFP, Service for Sewer and Storm Drain Lines	Mar-12	Specialized Maintenance
RFP, Window Replacements NRHA Communities	Mar-12	Property Management
IFB, Emergency Electrical Services	Feb-12	Specialized Maintenance



COMMISSIONERS' CASH ADVANCES STATUS REPORT

As set forth in Resolution No. 9043 adopted November 15, 2010, listed below are
 disbursed balances advanced for approved budgeted activities
Commissioner's information only, and no vote is required.

January 31, 2012

Outstanding Uses	Amount		Projected Repayment Date	Repayment Source
<i>Development Division Disbursements</i>				
1 Home	\$ 617,098.00	c	Mar-12	Other Programs' Earnings
2 City Capital Improvement	955,523.00	a	Feb-12	Reimbursement Request - City Contract
3 City Capital Improvement -Admin	547,856.00	a	Feb-12	Reimbursement Request - City Contract
4 Community Development	1,690,087.00	a	Feb-12	Reimbursement Request - City Contract
5 Neighborhood Stabilization Program	95,801.00	b	Feb-12	Reimbursement Request - City Contract
<i>Housing Division Initiatives</i>				
6 Fire and Safety Grant	1,138.00		Feb-12	Grant Reimbursement Request
7 Public Housing FSS Coordinator	3,413.00		Feb-12	HUD Drawdown
8 Ross Res Srvc Grant	8,949.00		Feb-12	HUD Drawdown
9 Housing Choice Voucher Admin	311,495.00	c	Jun-12	HUD Funding/Other Programs' Earnings
<i>Reinvention Initiatives</i>				
10 HRV Mgt Fee	243,683.00		Feb-12	HRV needs to reimburse
11 Moton Circle Development	32,926.00		Jun-12	Line of Credit budgeted; no balance available
12 Partrea Senior Project	219,582.00		Jun-12	Line of Credit budgeted; no balance available
13 Oakmont Development	13,520.00		Jun-12	Line of Credit budgeted; no balance available
14 Hope 6 CSS + Homeownership Asst.	19,795.00		Feb-12	HUD Drawdown
15 Park Terrace	71,034.00	b	Jun-12	Reimbursement Request- HCV
<i>Other</i>				
16 Local Development Fund	235,604.00	c	Jun-12	Current Year Earnings - Merrimac Project
17 CEO Contingency Fund	99,274.00	c	Jun-12	Current Year Earnings - Merrimac Project
18 Earnings from other programs	-958,625.00	c1	Jun-12	Transfer of Other Programs' Earnings
Total Outstanding Advances	<u>\$ 4,519,648.00</u>	d		

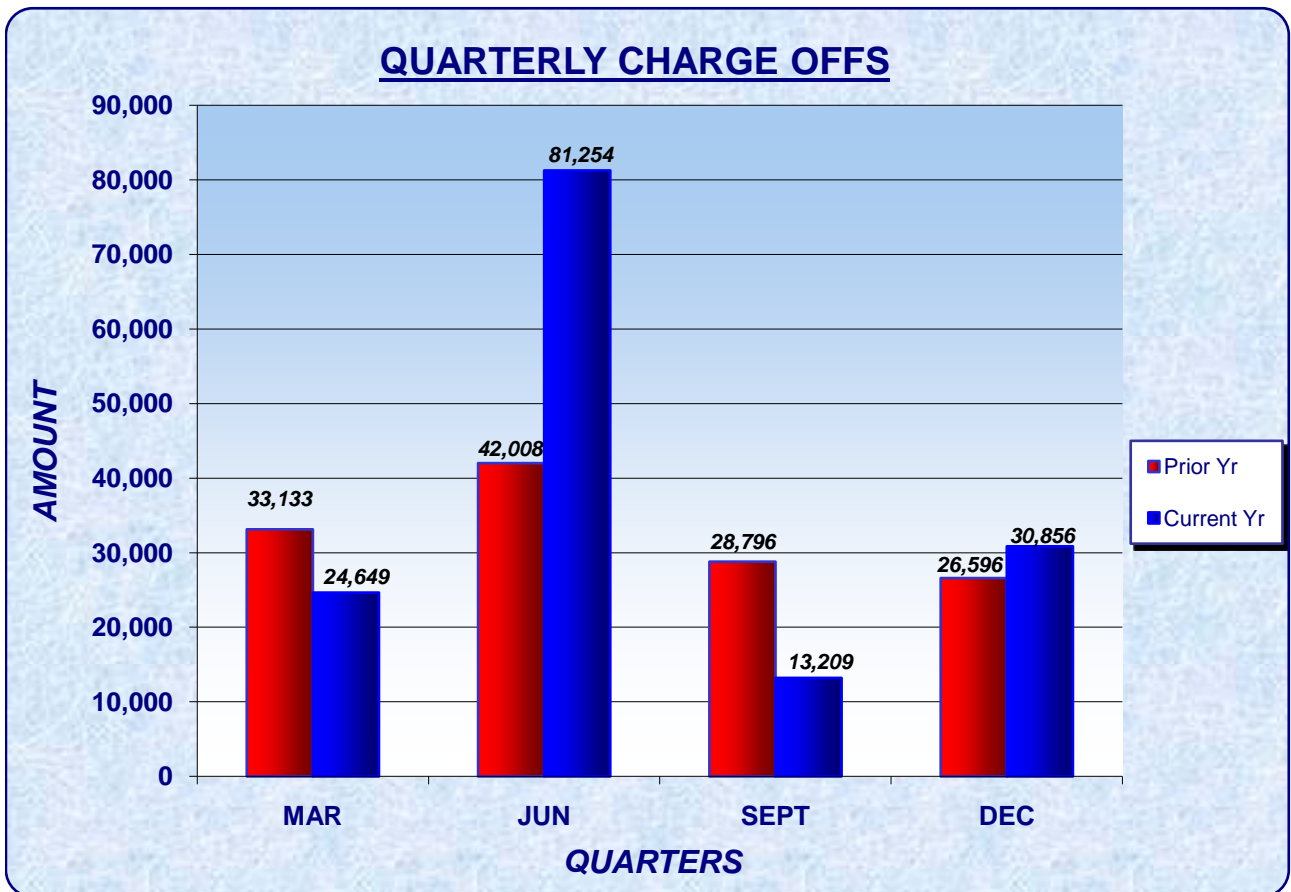
Outstanding Commitments

- a Prior year expenditures are included in this balance; Total for all \$762,817 (CIP \$412,472); (CD 08 & 09 adm (\$220,616, \$129,729)
- b Reimbursement request submitted; transaction in transit.
- c Deficits up to approved budget limit anticipated for this program. Development-\$871,614; HCV - \$608,456; CEO Contingency Fund \$447,941.
- c1 Current earnings of other programs are approved to fund this portion of the listed deficit balance.
- d Other advances previously approved also exists, ie. BCR revolving fund, New Ballentine Facility Project.

Quarter updates of these balances will also be provided.

NRHA Tenant Accounts Receivable Charge Offs For The Quarter Ending December 31, 2011

TOTAL OF INDIVIDUAL BALANCES :	AMOUNT	NUMBER OF..
\$00.00 to \$499.99	\$ 3,256.58	25
\$500.00 to \$1,999.99	\$ 24,742.92	21
\$2,000.00 and Above	<u>\$ 2,856.92</u>	<u>1</u>
TOTAL CHARGE OFFS FOR THE QUARTER	<u>\$ 30,856.42</u>	<u>47</u>



Comments :

- 1) Gross write-offs for FY2011 were 1.77% of total tenant revenue.
Gross write-offs for FY2012 are 2.01% of total tenant revenue.
- 2) FY2011 recoveries amounted to \$70,982 or 44% of total write-offs of \$161,295.
FY2012 year-to-date recoveries amount to \$12,292 or 28% of total write-offs of \$44,065.
- 3) The quarter ending June 30, 2011, includes write-offs for the quarters ending December 31, 2010, and March 31, 2011.



Narrative of Significant Accounts Charge Offs for the Quarter Ending December 31, 2011

Young Terrace had the largest write-off for \$2,856.92 - \$2,703.41 rent, and \$153.51 other charges. The tenant's monthly rent was \$410.00. Tenant was evicted due to fraud and failure to report income. Young Terrace had the fifth largest write-off for \$1,592.44 - \$618.87 rent, \$575.00 maintenance, and \$398.57 other charges. The tenant's monthly rent was \$540.00. The tenant was evicted due to non-payment of rent. Young Terrace had the sixth largest write-off for \$1,507.68 - \$1,296.46 rent, \$100.00 maintenance, and \$111.22 other charges. The tenant's monthly rent was \$50.00. The tenant was evicted for fraud and failure to report income. Young Terrace also had the fifteenth largest write off for \$1,004.89 - \$387.36 maintenance and \$617.53 other charges. The tenant's monthly rent was \$50.00. The tenant was evicted for non-payment of rent.

Tidewater Gardens had the second largest write-off for \$1,930.80 - \$610.38 rent, \$1,017.00 maintenance, and \$303.42 other charges. The tenant's monthly rent was \$198.00. The tenant was evicted due to non-payment of rent. Tidewater Gardens had the fourth largest write-off for \$1,594.36 - \$1,334.47 rent, and \$259.89 other charges. The tenant's monthly rent was \$652.00. The tenant was evicted due to non-payment of rent. Tidewater Gardens had the eighth largest write-off for \$1,459.25 - \$949.98 rent, \$250.00 maintenance, and \$ 259.27 other charges. The tenant's monthly rent was \$581.00. The tenant moved prior to eviction for non-payment of rent. Tidewater Gardens also had the eleventh largest write-off for \$1,279.90 - \$891.93 rent, \$200.00 maintenance, and \$187.97 other charges. The tenant's monthly rent was \$396.00. The tenant was evicted for non-payment of rent.

Oakleaf Forest had the third largest write-off for \$1,841.62 - \$1,342.24 rent, \$171.38 maintenance, and \$328.00 other charges. The tenant's monthly rent was \$511.00. The tenant was evicted for non-payment of rent. Oakleaf Forest also had the tenth largest write-off for \$1,341.58 - \$1,079.68 rent, and \$40.90 maintenance, and \$221.00 other charges. The tenant's monthly rent was \$403.00. The tenant was evicted for non-payment of rent.

Calvert Square had the seventh largest write-off for \$1,488.47 - \$1,281.73 rent, and \$206.74 other charges. The tenant's monthly rent was \$455.00. The tenant was evicted for non-payment for rent.

Grandy Village had the ninth largest write-off for \$1,348.48 - \$1,094.00 rent, \$ 2.00 maintenance, and \$ 252.48 other charges. The tenant's monthly rent was \$383.00. The tenant was evicted for non-payment of rent. Grandy Village had the twelfth largest write-off for \$1,262.24 - \$1,051.17 rent, \$92.32 maintenance, and \$118.75 other charges. The tenant's monthly rent was \$741.00. The tenant was evicted for non-payment of rent. Grandy Village had the thirteenth largest write-off for \$1,163.31 - \$346.21 maintenance and \$817.10 other charges. The tenant's monthly rent was \$64.00. The tenant was evicted for non-payment of rent. Grandy Village also had the fourteenth largest write-off for \$1,069.48 - \$667.72 rent, \$96.07 maintenance, and \$305.69 other charges. The tenant's monthly rent was \$277.00. The tenant was evicted for non-payment of rent.

All other accounts were written-off for the following reasons: 10 write-offs for tenants evicted due to non-payment of rent, 2 write-offs for tenants evicted for criminal drug related activity, 2 write-offs for tenants with a lease cancellation, 5 write-offs were for tenants who are deceased, 13 write-offs were for tenants that moved out to private rental or into Section 8.

Write-off Analysis per Community

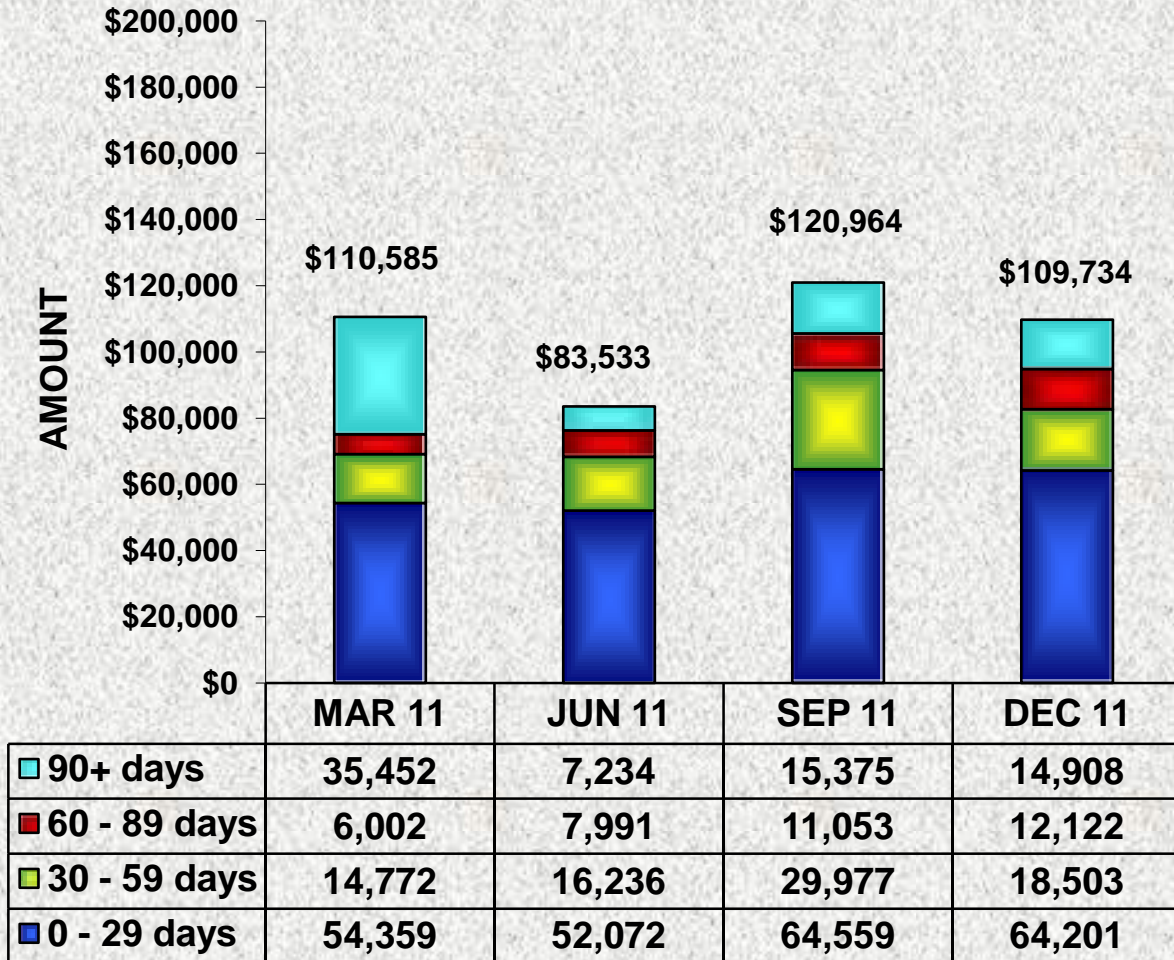
Community	#Of Units	# Of Write-Offs	Amount	Avg. Write-off
Franklin	100	1	\$170.63	\$170.63
Tidewater	618	10	\$7,827.42	\$782.74
Diggs	422	4	\$1,288.53	\$322.13
Grandy	363	11	\$7,489.09	\$680.82
Young	744	12	\$8,460.02	\$705.00
Calvert	310	4	\$2,059.29	\$514.82
Oakleaf	257	3	\$3,243.46	\$1081.15
FSS	17	1	\$274.98	\$274.98
Sykes	84	1	\$43.00	\$43.00
Total		47 Write-offs	\$30,856.42	

The write-off breakdown is as follows:

Over \$1,000	\$22,741.40	15
\$901-1,000	\$947.81	1
\$801-900	\$851.07	1
\$701-800	\$703.29	1
\$601-700	\$1,283.46	2
\$501-600	\$1,072.81	2
\$401-500	\$0.00	0
\$301-400	\$682.08	2
\$201-300	\$973.66	4
\$101-200	\$1,104.27	8
Under \$100	\$496.57	11
Total	\$30,856.42	47

**PUBLIC HOUSING ACCOUNTS RECEIVABLE
AT DECEMBER 22, 2011**

AGED ACCOUNTS RECEIVABLES



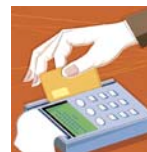
Comments :

- 0-29 days consists of excess utilities, maintenance charges, late fees, warrants and any outstanding rent for the previous month. The resident is responsible for paying the late fees, warrant and maintenance charges on the first of the following month.
- 30-59 days consist of late fees, warrant fees, maintenance charges and rent past due that has not been collected for the past 2 months.
- 60-89 days consist of late fees, warrant fees, and rent past due for the past 3 months. At this point we are able to move on possession of the unit if awarded by the Court.
- 90+ days consists of some residents who have been evicted and some that are still in occupancy for debts not collected for the past 4 months or longer. The amount of Aged Accounts Receivables in the "90+ days" category will normally be written off in the following quarter. However, the actual amount written off will be lower.



HOUSING OPERATIONS

SECOND QUARTER REPORTS
OCTOBER - DECEMBER FY 2012





**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY REPORT
OCTOBER 2011- DECEMBER 2011**

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 2011 – DECEMBER 2011**

Activities

- NRHA renewed the option year contract with US Inspection Group to perform Uniform Physical Conditions System (UPCS) inspections on all units. The contract began September 2011 and inspections will be performed on a monthly basis through June 2012.
- Relocation efforts have been completed for the residents of Young Terrace displaced in order to complete construction for the conversion of handicapped units. Sixty-three (63) residents were relocated as of March 2011. Forty-seven units have been were returned and housed through December 31, 2011.
- Fire Training conducted for the residents of North Wellington and Scattered Sites on October 3, 2011.
- Participated in the Annual Plan Resident Forum on October 15, 2011.
- Ongoing weekly assistance being provided to PRHA with Tax Credit compliance at two communities.
- In partnership with the Norfolk Police Department sponsored a Basketball Classic Competition involving young men from all NRHA housing communities on December 17, 2011.
- NRHA partnered with Senior Services and Amerigroup to host their Family Volunteer Day to paint 11 apartments for senior residents' at Franklin Arms and Hunter Square.

Activities

- VHDA conducted an audit at Grandy Village Revitalization reviewing files and inspecting units for 55 residents. Report pending.

Occupancy

- Number of applicants on Public Housing Wait List – 1,423
- Public Housing Wait List opened for accessible units – one, two, and three bedrooms size beginning September 15, 2011.
- New Resident Orientation conducted weekly.

Training

- Policy training conducted to review Procurement process– Asset Managers, Property Managers, and Maintenance staff.
- Meeting with Elderly Services Case Manager to review budget documents and year to date expenses.
- Virginia Residential Landlord and Tenant Act training – Asset Managers, Property Managers.

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 2011 – DECEMBER 2011
Security Program Activities**

HCV Referrals / police inquiry investigations	5
HCV mmanagement services appeal hearings	1
Programs / presentations	23
Surveys / surveillance	16
Field interviews	13
Meetings	42
Trespass warnings	16
Court appearances / case research	15
Incident reports	18
School visits	19
Fraud hot line calls	39
Request for transfer investigations	4
Tenant folder assessment / review	32
VAWA certification investigations	22
Employee related investigations	2
Informal settlement of grievance hearings / review (trespass / ban policy)	22
Hot spot cards	2
GTAS/Notice of lease review	170
Significant Event Notifications	14
Sex Offender Investigations	6
Neighborhood/Block Security Implementations	0
Tenant Patrols Recruitment Efforts	15
Community Partners	10
Citizen Academy Recruitment	0
Youth Leadership Academy Recruitment	0

- Law Enforcement / Security Contract - ongoing monitoring of contract and crime report analysis
- Sex Offender Registration Monitoring ongoing
- NPD Criminal Investigative Unit – Joint investigations in partnership with ATF/State Police
- Vice & Narcotic / Gang Suppression Unit Joint Investigations – Unit has been working closely with CROs targeting drug houses with positive results. Investigations ongoing.
- Norfolk Public Schools Security Coordinator ongoing
- Norfolk Juvenile Probation & Parole - ongoing collaboration of resources
- Office of the Commonwealth Attorney - ongoing prosecution initiatives
- PACE Support Services - ongoing contact for collaboration of resources.
- Midrise/Community Security/Safety Checks ongoing.
- Ongoing projects – Volunteer Resident Patrol Recruitment, Safety Site Assessments, Girls 2 Women Mentoring Program, Parenting Connection, VAWA Domestic Violence Certification Investigations, Video Surveillance Camera Systems, Emergency Preparedness Trainings, and Trespass/Ban Policy review.

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY REPORT
July 2011 – December 2011**

Management Assessment Certification Fiscal Year FY12 – 2nd Quarter

Executive Summary				
SUB-INDICATOR NO.	SUB-INDICATOR TITLE	POINTS AVAILABLE	POINTS RECEIVED	
1	Occupancy	16	15.33	
2	Tenant Accounts Receivables	5	4	
3	Accounts Payable	4	4	
TOTAL MASS SCORE		25	23.33	

MASS SUB-INDICATOR 1: OCCUPANCY - Total of 16 Points Possible						NRHA GOALS		NRHA RESULTS
COMMUNITY	TOTAL UNITS	NON DWELLING UNITS	TOTAL DWELLING UNITS	QUARTERLY DWELLING UNITS	QUARTERLY OCCUPIED UNITS	GROSS OCCUPANCY	POINTS	POINTS
Tidewater Gardens, 6-2	618	2	616	3,696	3,664	99.13%	16	16
Diggs Town, 6-6	422	2	420	2,520	2,513	99.72%	16	16
Grandy Village, 6-8	88	2	86	516	513	99.42%	16	16
Young Terrace, 6-10	746	2	744	4,317	4,297	99.54%	16	16
Calvert Square, 6-11	310	2	308	1,848	1,838	99.46%	16	16
Oakleaf Forest, 6-12	257	1	256	1,536	1,525	99.28%	16	16
Partrea Apartments, 6-18	114	0	114	684	679	99.27%	16	16
Hunter Square, 6-19	91	0	91	546	544	99.63%	16	16
Bobbitt Apartments, 6-20	84	0	84	504	502	99.60%	16	16
Sykes, Apartments, 6-21	84	0	84	504	503	99.80%	16	16
North Wellington, 6-22	25	0	25	150	145	96.67%	16	12
Scattered Sites, 6-24	15	0	15	94	92	97.87%	16	12
TOTAL	2,854	11	2,843	16,915	16,815	99.41%	16	15.33
Franklin Arms, 6-25 *	100	0	100	600	599	99.83%	*	*
Grandy Village, 6-32 *	275	0	275	1,650	1,623	98.36%	*	*
TOTAL	3,229	11	3,218	19,165	19,037	99.33%		

MASS MEASURE	NRHA RESULTS
Total number of units.	2,854
Total number non-dwelling units.	11
Total number of dwelling units.	2,843
Total number of dwelling units from 7/1/11 through 12/31/11.	16,915
Total number of occupied units from 7/1/11 through 12/31/11.	16,815
Gross Occupancy Rate.	99.41%
Points	15.33

* Mixed-finance communities are not scored under the PHAS Interim Rule for Management Operations, therefore Grandy Village (6-32) and Franklin Arms (6-25) are not included in the calculation for the MASS score.

MASS SUB-INDICATOR 2: TENANT ACCOUNTS RECEIVABLE - Total of 5 Points Possible				NRHA GOALS	NRHA RESULTS
COMMUNITY	TENANT ACCOUNTS RECEIVABLE *	TENANT CHARGES	ACCOUNTS RECEIVABLE	POINTS	POINTS
Tidewater Gardens, 6-2	\$42,480	\$1,824,867	2.33	5	2
Diggs Town, 6-6	\$15,824	\$1,194,968	1.32	5	5
Grandy Village, 6-8	\$6,481	\$327,208	1.98	5	2
Young Terrace, 6-10	\$14,836	\$2,020,125	.73	5	5
Calvert Square, 6-11	\$15,980	\$913,246	1.75	5	2
Oakleaf Forest, 6-12	\$7,778	\$539,829	1.44	5	5
Partrea Apartments, 6-18	\$6,993	\$355,236	1.97	5	2
Hunter Square, 6-19	\$1,102	\$253,169	.44	5	5
Bobbitt Apartments, 6-20	\$0	\$296,549	.00	5	5
Sykes, Apartments, 6-21	\$12	\$241,902	.00	5	5
North Wellington, 6-22	\$0	\$96,710	.00	5	5
Scattered Sites, 6-24	\$0	\$44,511	.00	5	5
TOTAL	\$111,486	\$8,108,320	1.38	5	4
Franklin Arms, 6-25 *	\$243	\$230,425	.11	*	*
Grandy Village, 6-32 *	\$4,379	\$929,887	.47	*	*
TOTAL	\$116,108	\$9,268,632	1.25		

MASS MEASURE	NRHA RESULTS
Total tenant accounts receivables.	\$111,486
Total tenant charges.	\$8,108,320
Accounts Receivable Percentage.	1.38
Points	4.00

* Tenant Accounts Receivable total includes current maintenance and utility charges that have been posted however the residents have not been billed for. In addition the Tenant Accounts Receivable includes balances from vacated tenants with charges due. At NRHA's year-end vacated balances are written off prior to calculation of this indicator.

MASS SUB-INDICATOR 3: ACCOUNTS PAYABLE - Total of 4 Points Possible					NRHA GOALS	NRHA RESULTS
COMMUNITY	CURRENT ACCOUNTS PAYABLE	TOTAL OPERATING EXPENSE (7/11-12/11)	MONTHLY OPERATING EXPENSES	ACCOUNTS PAYABLE	POINTS	POINTS
Tidewater Gardens, 6-2	\$0	\$2,058,303	\$343,051	.00	4	4
Diggs Town, 6-6	\$14	\$1,528,943	\$254,824	.00	4	4
Grandy Village, 6-8	\$0	\$337,394	\$56,232	.00	4	4
Young Terrace, 6-10	\$24	\$2,197,334	\$366,222	.00	4	4
Calvert Square, 6-11	\$12	\$1,184,693	\$197,449	.00	4	4
Oakleaf Forest, 6-12	\$157	\$898,253	\$149,709	.00	4	4
Partrea Apartments, 6-18	\$0	\$349,995	\$58,332	.00	4	4
Hunter Square, 6-19	\$0	\$267,633	\$44,606	.00	4	4
Bobbitt Apartments, 6-20	\$0	\$241,423	\$40,237	.00	4	4
Sykes, Apartments, 6-21	\$0	\$244,699	\$40,783	.00	4	4
North Wellington, 6-22	\$0	\$100,637	\$16,773	.00	4	4
Scattered Sites, 6-24	\$0	\$167,918	\$27,986	.00	4	4
TOTAL	\$207	\$9,577,225	\$1,596,204	.00		
Franklin Arms, 6-25 *	\$0	\$351,801	\$58,633	.00	*	*
Grandy Village, 6-32 *	\$0	\$1,085,847	\$180,974	.00	*	*
TOTAL	\$207	\$11,014,873	\$1,835,811	.00		

MASS MEASURE	NRHA RESULTS
Total current accounts payable.	\$207
Total operating expenses. (July – December 2011)	\$9,577,225
Total monthly operating expenses.	\$1,596,204
Accounts Payable	.00
Points	4

Prior MASS Indictors

PRIOR MASS INDICATOR	MASS MEASURE – VACANT UNIT TURN TIME	NRHA GOALS	NRHA RESULTS
V12400	Total number of turnaround days.		4,450
V12700	Total number of vacant units turned around and lease in effect.		276
V12800	Average number of calendar day's units in down time.	0	.05
V12900	Average numbers of calendar day's units in make ready time.	13	11.71
V13000	Average number of calendar day's units in lease up time.	2	4.36
V13100	Average unit turnaround days.	15	16.12

- Currently not a component measured under MASS. Data obtained from ECS Flex software and weekly vacant reports for units that have been re-housed.

MOVE-OUT SUMMARY REPORT - JULY 1, 2011 to DECEMBER 31, 2011			
MOVE-OUT REASON	NUMBER OF MOVE-OUTS	PERCENTAGE	AVERAGE TENURE (YEARS)
Unit Transfer	35	1.09%	10
Deceased	18	.56%	9
Evictions *	54	1.68%	4
Moved Prior Eviction *	13	.40%	5
Other	13	.40%	6
Rented Locally	95	2.95%	6
Purchased Locally	5	.16%	6
Skipped Out	1	.03%	3
Termination *	0	.00%	0
Nursing Home	0	.00%	0
Unknown	2	.06%	6
Medical	6	.19%	11
Total Move-outs	242	7.52%	6
* Total Terminations	67	2.08%	4

- Currently not a component measured under MASS. Data obtained from vacancy reports, based on a total of 3,218 units.

* Total Termination move-outs include tenants that were evicted, moved prior to eviction, or received a termination notice.

CURRENT TENANT AVERAGE TENURE REPORT		
LENGTH OF TIME	TOTAL FAMILIES	PERCENTAGE OF FAMILIES
Past Year	458	13%
1+ to 2 Years	271	8%
2+ to 5 Years	850	25%
5+ to 10 Years	569	17%
10+ to 20 Years	652	19%
Over 20 Years	606	18%
Total Families	3,406	100%

- Data obtained from HUD PIC Resident Characteristic Report through November 30, 2011, based on a total of 3,406 units (which includes Broad Creek).

PRIOR MASS INDICATOR	MASS MEASURE – WORK ORDERS	NRHA GOALS	NRHA RESULTS
W10000	Total number of emergency work orders.		776
W10100	Total number of emergency work orders completed/abated w/in 24 hours.		776
W10200	Percentage of emergency work orders completed/abated w/in 24 hours.	100%	100%
W10500	Total number of non-emergency work orders.		17,487
W10600	Total number of days to complete non-emergency work orders.		88,838
W10800	Average completion days.	10	5.08
Proposed rating	Total number of tenant generated non-emergency work orders.		6,328
Proposed rating	Total number of days to complete tenant generate work orders.		10,484
Proposed rating	Average completion days.	3	1.66

- Currently not a component measured under MASS. Data obtained from ECS Flex software and Crystal report server.

PRIOR MASS INDICATOR	MASS MEASURE – UNIT INSPECTIONS	NRHA GOALS	NRHA RESULTS
A10000	Total number ACC units.		3,229
A10300	Total number units exempted for other reasons.		0
A10400	Total number units inspected using Uniform Physical Condition Standards.		846
A10550	Total number units inspected that did not require repairs.		121
A10600	Total number units where necessary repairs completed or work order issued		725
A10800	Percentage units inspected.	100%	26.20%

PRIOR MASS INDICATOR	MASS MEASURE – BUILDING INSPECTIONS	NRHA GOALS	NRHA RESULTS
A11100	Total number projects.		14
A11200	Total number projects exempted from inspection.		0
A11300	Total number projects where all systems inspected in accordance with UPCS.		1
A11400	Total number buildings.		417
A11500	Total number buildings exempted from inspection.		0
A11600	Total number buildings where all systems inspected in accordance with UPCS.		99
A11700	Number buildings where necessary repairs completed or work order issued.		55
A11800	Percentage projects completed.	100%	7.15% **
A11900	Percentage buildings inspected.	100%	23.74% **

- Currently not a component measured under MASS. Data obtained from contractor provided reports.

** Unit inspections for FY12 are being contracted out to U.S. Inspection Group (USIG). The contract began in September 2011 and USIG will perform UPCS inspections on a monthly basis. The contractor is currently on scheduled with required number of inspections completed to date.



**CLIENT SERVICES DEPARTMENT QUARTERLY REPORT
OCTOBER 2011 -DECEMBER 2011**

CLIENT SERVICES QUARTERLY REPORT
October 2011 – December 2011

Workforce Development Accomplishments:

- Employment locations: **Beacon Nursery Home, Wee Care, Rehodeth Residence, Ryla, Salvation Army, Norvew Community Center, Kings Daughter Hospital** Clearview Services, Comfort Systems, Chesapeake Place Assisted Living, Holiday Inn Express, Rila, St. Mary's, Chesapeake Rehab. Center, Chesapeake Crossing Senior Center, Savannah Suite Hotel, Identify, Luna Moon, Paramount Builders, Bed Bath & Beyond, Bayport Medical Center, Library Tax, Grand Ocean Hotel, Tidewater Solutions, Eastern Virginia Medical School, Ocean Marine Yacht Club, Hair Salon, Chick-Fil-A, Navy Exchange, Barnes and Nobles, Commonwealth Moving & Storage, Labels Unlimited, Personal Touch Home Care, Autumn Home Care, One Home Health Care, Consulate Health Care, NRHA, Hardee's, and National Right to Work. FedEx, Coleman's Associate, Exxon, Sam's Club, Captain D's, Portfolio, IHOP, McDonald's, JC Penny, Oakleaf Rental Office, Norfolk General, Givens Trucking Company, Portsmouth Tidewater Community College, K.F.C/Taco Bell, Beth Shalom Nursing Home, Lindenwood Elementary School, EGGLESTON Center, Be-Lo, One Stop Shop Food Store, IMA marketing, Hunton YMCA, Wal-Mart, NSU, Metro Machine Shipyard, Lanier Parking Systems, Farm Fresh, Richway Beauty Supply, Public Partnership, Sentara Hospital, Norfolk Public Schools and Old Dominion Peanut Factory, MacArthur Mall, MacArthur Mall Parking, Local Sports Bar and Genesis Services
 - Workforce Development Program received 37 referrals: 4 Calvert, 7 Grandy Village, 2 Diggs, 6 Tidewater, 12 Young Terrace communities and 3 FSS, 3 Self-Referrals
 - **Stop Gap Child Care services update:** New Hope Church serves as the childcare provider (infant through 6). Number of residents served during this quarter: 0
- Note:** Bold locations indicate new employment sites.

Transportation Services Provided:

Workforce Development Transportation Services are provided to: **Beacon Nursery Home, Wee Care, Rehodeth Residence, Ryla, Salvation Army, Norvew Community Center, Kings Daughter Hospital** Clearview Services, Comfort Systems, Chesapeake Place Assisted Living, Holiday Inn Express, Rila, St. Mary's, Chesapeake Rehab. Center, Chesapeake Crossing Senior Center, Savannah Suite Hotel, Identify, Luna Moon, Paramount Builders, Bed Bath & Beyond, Bayport Medical Center, Library Tax, Grand Ocean Hotel, Tidewater Eastern Virginia Medical School, Ocean Marine Yacht Club, Hair Salon, Chick-Fil-A, Navy Exchange, Barnes and Nobles, Commonwealth Moving & Storage, Labels Unlimited, Personal Touch Home Care, Autumn Home Care, One Home Health Care, Consulate Health Care, National Right to Work, Portfolio; Herbal Pharmacy; McDonalds; Berkley Shipyard; Wal-Mart, Peanut Factory, JC Penny, Norfolk General, Oakleaf Rental Office, Pembroke Towne Center, Ports-mouth Tidewater Community College; Givens Trucking-Chesapeake; Southside Center; Beth Shalom Nursing Home; Wellness Center; Early Childhood Center; Norfolk Collegiate; Grandy Elementary; Scope; Eggleston Center; Lindenwood Elementary; Cedar Lane and BAE System; Senior Center and Workforce Development Academy.

Section 3

- There were 3 new Section 3 Certifications: Sampson and Son Concrete and Masonry, Kimora Consulting Contractors ABC, and Homebuilders I, Inc.
- 3 Employment Opportunities
- 1 Section 3 Residents hired- Full-time with benefits at Cafee Steele

CLIENT SERVICES QUARTERLY REPORT
October 2011 – December 2011

Workforce Development Data

Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Employment Locations	76	83		
Public Housing Community Referrals	33	37		
Stop Gap Childcare Services	0	0		
Transportation Runs	6330	6232		
Transportation Riders	371	395		
Participants Employed	19	22		
WFD Academy Track 1 & II	5	5		
Community Health Initiative	5	13		
Dress for Success	0	16		
AAMUSS Participants	36	10		
Jr. AAMUSS Participants	63	40		
Summer Youth Conservation Extended/* HOPE VI Summer Employment	1	N/A		
WFD Caseload	393	395		

Section 3 Program Data

Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Outreach to Section 3 Residents	32	6		
Section 3 Hires	26	1		
S3 Contract Opportunities	8	3		
Business Certifications -Sec 3	2	3		
Sec 3 Compliance Updates	3	11		
Tech. Asst. for Bus. Dev.	4	3		
HUD Reporting	N/A	1		
CNI Activities	2	2		

CLIENT SERVICES QUARTERLY REPORT
October 2011 – December 2011

Homeownership Counseling Data

Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Homeownership Trainings	2	1		
Training Participants	18	25		
Number of Home Visits	5	7		
WFD Academy Presentations	3	3		
PH New Orientation	24	3		
Current Caseload	73	80		
VHDA/Special WFD Financial Fitness Class	3	3		
Private Rental Referrals	1	1		
HomeNet Referrals	0	1		
Homeownership Purchase	1	1		
Number of Scattered Site Sold	N/A	1		

Annual avg. cost per client \$568.10 (cost varies)

PH FSS Program Data

Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
PH FSS Enrollment	120	127		
Participants w/Escrow Balances	48	48		
Number of Home Visits	16	10		
Employed Program Participants	73	77		
# w/Increased Earned Income	4	4		
Escrow Disbursements	4	4		
Financial Counseling Sessions	32	38		
PH FSS Graduates	4	5		
Qtr Joint (PH/HCV) Workshop	1	2		
Additional Recruitment Workshops	5	5		

Annual avg. cost per client \$917.00 (cost varies)

CLIENT SERVICES QUARTERLY REPORT
October 2011 – December 2011

Community Relations Program Data				
Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Number of TMCs w/ MOUs/Training	7	1		
TMC Elections Held	2	2		
TMC Board Meetings/Budget Development Participants	18	22		
TMC By-Laws Sessions	23	29		
TMC Computer System Assessments	6	8		
TMC Social Network Seminar Participants	17	27		
Get Motivated Business Seminar Participants	17	N/A		
Computer Training I & II Participants	18	9		

Resource Development Program Data				
Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
HRT Grant	Active	Active		
EVMS Grant	Awarded	Active		
NED Voucher Grant	Active	Closed		
ROSS SC Grant	Active	Active		
HRCHC Grant	Pending	Not Funded		
HOPE VI (EF)	Active	Active		
2011 HRT Grant	Awarded	Active		
PH FSS Grant (2010)	Active	Active		
HCV FSS Grant (2010)	Active	Active		
Promise Neighborhood Grant	Pending	Not Funded		
PH FSS Grant (2011)	Awarded	Active		
HCV FSS Grant (2011)	Awarded	Active		
<i>Section 3 Coordinator Grant</i>	Awarded	Active		
CF Emergency Safety and Security Grant	N/A	Pending		
Sorenson Legacy Foundation Grant	N/A	Pending		
NHLBI Strategic Champions Project Grant	N/A	Pending		

Notes: *Bold indicates new grant*

CLIENT SERVICES QUARTERLY REPORT
October 2011 – December 2011

Youth Services Program Data				
Program Activity	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Truancy Referrals	0	6		
College Here We Come (Eligible/Enrolled)	15	25		
Scholarship Awards Released	5	0		
Report Card Contest Participants	0	34		
GED Program Prep (Enrolled/Test Ready)	120	156		
Computer Lab Users	733	817		
Residents receiving Computer Training	36	48		
Camp Calvert	39	N/A		
Earning By Learning	48	N/A		
Joy Ministries	110	47		
True Journey	34	20		
Young Gardeners	6	35		
Youth Advisory	37	39		

Client Services Grant Funding

(updated 12/15/2011)

INTERNAL GRANTS—HUD FUNDED

Grant Award	Amount Requested	Disposition	Grant Amount	Grant Balance	Date of Award	Close Date
NED (2010)	1,192,986	funded	\$1,192,986	497,077.00	08/14/2010	8/13/2011
HOPE VI (EF-2010)	800,000	funded	\$800,000	577,351.49		
PH FSS (2010)	138,000	funded	\$138,000	84,008.33	05/31/2011	
HCV FSS (2010)	194,175	funded	\$194,175	194,175.00	04/06/2011	
FUP (2010)		not funded				
ROSS (2010)	720,000	funded	\$720,000	683,522.75	06/15/2011	
CFCF (2010)	4,045,608	not funded				
Capital Fund Emergency Safety & Security	293,750	not Funded				
CFCF (2011)	4,045,608	not Funded				
CF Emergency Safety and Security	293,750	pending				
PH FSS (2011)	138,000	funded	\$138,000	138,000	09/19/2011	
HCV FSS (2011)	194,175	funded	\$194,175	194,175	10/13/2011	
Section 3 (2011)	\$50,000	funded	\$50,000	\$50,000	09/29/2011	
Totals	12,106,052		3,427,336	2,043,772.29		

Note: Pending includes awaiting award announcement and currently in the process of applying.

INTERNAL GRANTS—NON-HUD FUNDED

Grant Award	Existing	New Funding	Grant Amount	Grant Balance	Date of Award	Close Date
HRT (2008)	548,000	funded	548,000	38,396	07/04/2008	Not specified
HRT (2011) JARC & New Freedom	943,000	funded	943,000	942,826		
CHIPRA (Dept. of H&HS)	718,157	not funded				
NIH (2010)		not funded				
Opplnc	5,000	funded	5,000	0	3/31/2011	6/30/2011
Opplnc	199,994	not funded				
Hampton Roads Community Foundation	66,690	not funded				
National Institute of Food & Agriculture	150,000	not funded				
Promise Neighborhood	495,914	not funded				
Sorenson Legacy Foundation	2,601,613	pending				
NHLBI Strategic Champions Project	100,000	pending				
Totals	5,761,678		1,496,000	981,222		

Note: Pending includes awaiting award announcement and currently in the process of applying.

EXTERNAL GRANTS—PARTNERSHIPS

Grant Award	Status	Project	Grant Amount / In-Kind		Date of Award / MOU	Close Date
EVMS	Funded	Health Advocate	875,000		09/11/2009	(36 months)
EVMS	Funded	Health Advocates	600,000			
HRCHC	not funded	Young Terrace Clinic	450,000			
IRS	Active MOU	VITA	15,000		2/1/2011	
Norfolk Public Schools	Active MOU	Data/Reports	132,474		6/23/2010	
VHDA	Active MOU	Fin. Fitness	25,200		2/1/2011	
Norfolk State University	funded	Education Ambassadors	800,000			
Totals			2,897,674			

Note: Project includes in-kind services provided through external partnerships.



**HOUSING CHOICE VOUCHER DEPARTMENT
QUARTERLY REPORT
OCTOBER 2011 - DECEMBER 2011**

**Housing Choice Voucher Program Quarterly Report
October 2011 – December 2011**

DIRECT DEPOSIT

Norfolk Redevelopment and Housing Authority Housing Choice Voucher Program is pleased to announce that January 1, 2012 all landlord's Housing Assistance Payments monthly checks will be directly deposited into the banking account at the financial institution of the landlord's choice. Having the checks directly deposited instead of mailing the checks out as in the past will benefit the landlords and NRHA.

Benefits for NRHA:

- Less postage for mailing checks
- NRHA will not have to print the approximate 900+ checks per month
- NRHA staff will not have to consume time in stuffing checks and stamping postage

Landlord Benefits:

- HAP check will be deposited on the first of the month into account.
- Checks will not be misdirected or delayed by the postal service
- Landlords will not have to make the monthly trip to the bank to deposit check.

PARTNER PORTAL

The Housing Choice Voucher Program implemented in November a Landlord Partner Portal engineered via our computer software Emphasys. The portal is a computer based window which landlords will have access to 24 hours a day which will give landlords the opportunity to view information regarding their property such as:

- Housing Assistance Payments (HAP) History
- Inspection results
- HAP abatement history and reasons for abatement
- Family Information
- And much more.

All landlords have the opportunity to create their account with an individual user name and pass word. NRHA will approve all owners once they have created their account.

NRHA will also have the ability to post newsletters and announcements on the portal.

**Housing Choice Voucher Program Quarterly Report
October 2011 – December 2011**

HCV Case Management																									
<ul style="list-style-type: none"> • Annual Reexams Completed: 647 • Interim Changes Completed: 404 • Port In Packages Received: 24 • Port Out Packages Processed: 40 • End Participations Processed 34 • HCV Hearings for Participants Conducted 8 • Fraud Investigations 15 	<ul style="list-style-type: none"> • Transfer Moves Processed: (Existing Participants) 59 • Rent Increases Processed: 209 • HCV Vouchers Issued to Applicants (Wait List) 66 • New Admission Processed: 123 • 36.58% (48) of the 123 new admission lease-ups located housing in low impacted areas for the 2nd quarter of FY2012; Census tracts impacted were: • Leased New Admissions Per Low Poverty Census Tract: <table style="margin-left: 20px; border: none;"> <tr> <td>2.01=2</td> <td>04.00=2</td> <td>31.00=1</td> </tr> <tr> <td>06.00=1</td> <td>11.00=1</td> <td>55.00=1</td> </tr> <tr> <td>12.00=1</td> <td>13.00=6</td> <td>56.02=1</td> </tr> <tr> <td>14.00=7</td> <td>15.00=1</td> <td>59.02=4</td> </tr> <tr> <td>15.00=1</td> <td>21.00=1</td> <td>61.00=6</td> </tr> <tr> <td>21.00=1</td> <td>22.00=1</td> <td>62.00=1</td> </tr> <tr> <td>28.00=6</td> <td>30.00=1</td> <td>64.00=1</td> </tr> <tr> <td>70.02=3</td> <td></td> <td></td> </tr> </table> 	2.01=2	04.00=2	31.00=1	06.00=1	11.00=1	55.00=1	12.00=1	13.00=6	56.02=1	14.00=7	15.00=1	59.02=4	15.00=1	21.00=1	61.00=6	21.00=1	22.00=1	62.00=1	28.00=6	30.00=1	64.00=1	70.02=3		
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28.00=6	30.00=1	64.00=1																							
70.02=3																									

**Housing Choice Voucher Program Quarterly Report
October 2011 – December 2011**

Special Purpose Vouchers	Zero Income Program Data (HCV)
<ul style="list-style-type: none"> • Total VASH Vouchers Leased = 54 • Total Mainstream Leased = 57 • Total FUP Leased = 83 	Program Activity
HCV FSS Program Data	<ul style="list-style-type: none"> Number of clients w/ zero income (83) actual Number of clients in attendance (30) actual Number of clients employed through Workforce (0) Number of clients referred to FSS (0) Number of clients referred to Virginia Employment Commission (6) Number of clients receiving transportation assist. (5) Request of clients for WFD/Job Placement (8) Receiving Job (3) Resident Intake Assessments (9) Pending Disabilities (10) Deemed Disabled (2) Psychosocial Assessments (10) Resume Building (3) Referrals for Childcare Social Services (3) In Office Counseling (15) Mail outs (3)
Program Activity	
<ul style="list-style-type: none"> Number of FSS enrollment (162) Number with escrow balances (80) Number of Home visits conducted (20) FSS employed (81) Number of newly employed (4) Number w/ increased earned income (4) Escrow disbursement (7) Financial Counseling Sessions (14) Pending enrollments (4) FSS Graduates (3) Quarterly PH/HCV Workshops (1) attendees (4) Annual average cost per client \$807.00 (cost will increase or decrease as enrollment fluctuates) RAB Meeting/Fire Safety/CNI Meeting/ Ice Skating Number of FEMA Trainings (1) PCC Meetings (1) November Partner Fair 	

**HOUSING CHOICE VOUCHER QUARTERLY REPORT
July 2011-Sept. 2011**

Inspections

NRHA

	Fail	No Entry	Pass	Total	Pass after 30	After 60	Never
Annuals	445	126	783	1,441	50	13	21
Initial	118	26	220	364			
Complaints	10	1	11	21	1		

Total 1,833

PRHA

	Fail	No Entry	Pass	Total	Pass after 30
Annuals	39	8	86	145	12
Initials	0	0	12	12	
Complaints	0	0	0	0	

Total 157

Grand Total 1990

Landlord Liaison

Owners Workshops conducted – 4

Number of attendees – 35

Current landlords in attendance – 0

Prospective landlords – 35

Apartment Listing

One Bedroom (s) – 27

Two Bedroom (s) – 180

Three Bedroom (s) – 65

Four Bedroom (s) – 20

Five and six Bedrooms (s) – 1

TOTAL=293

Partners List that has made their apartment complexes available to HCV participants – 34

SEMAP Indicator 5: Quality Control Inspections

Number of units inspected – 20

Compliance Manager

New Admission Files QC=17

Annual Recertifications QC =15



**CAPITAL FUND DEPARTMENT QUARTERLY REPORT
OCTOBER 2011 - DECEMBER 2011**

CAPITAL FUND DEPARTMENT UPDATE OCTOBER 2011 – DECEMBER 2011

<p align="center">Architectural Services</p> <ul style="list-style-type: none"> • Grandy Village <ul style="list-style-type: none"> ○ Master planning ○ Wetlands mitigation ○ Phase V development ○ Outdoor basketball court repairs/upgrades • ARRA A/E Contracts <ul style="list-style-type: none"> ○ Midrise common area upgrades ○ Young Terrace accessibility requirements • Environmental Reviews • Sykes building façade upgrades • Sykes interior upgrades • Bobbitt site improvements • Diggs & Calvert site improvements • Young site accessibility design • Tidewater site accessibility and erosion control • Calvert handicap unit conversions 	<p align="center">Project Management</p> <ul style="list-style-type: none"> • Diggs lock replacement • Young site accessibility improvements • ARRA <ul style="list-style-type: none"> ○ Midrise interior and systems improvements ○ Young Terrace 504 compliance upgrades • Tidewater Gardens <ul style="list-style-type: none"> ○ Window replacement—Phase III • Sykes <ul style="list-style-type: none"> ○ HVAC and alarms system (includes Franklin Arms) ○ Exterior upgrades • Moton <ul style="list-style-type: none"> ○ Demolition • Diggs/Calvert <ul style="list-style-type: none"> ○ Site improvements
<p align="center">Engineering Systems</p> <ul style="list-style-type: none"> • Energy performance contract—energy service phase • Gas line operations and maintenance program • Grandy Village Phase V utilities • Midrise interior systems improvements • Moton demolition • Security camera system design • Physical needs assessment • Preventive maintenance • Evaluate elec./gas distributions systems 	<p align="center">Contract Administration</p> <ul style="list-style-type: none"> • Administer all contracts issued under the Capital Fund Program <ul style="list-style-type: none"> ○ Bid advertisements ○ Plans and specifications ○ Contracts ○ Pay applications ○ Davis-Bacon certified payrolls ○ Correspondence ○ Daily reports ○ Change orders ○ Check requests ○ Contract close-out • CFP grant year accounting

CAPITAL FUND QUARTERLY REPORT

SECOND QUARTER FY 2012

Property	2008				2009				2010				2011			
	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance
Tidewater	67,781	67,781	42,859	24,922	1,073,754	1,068,754	671,384	402,370	381,466	196,395	86,080	295,386	711,052	29,552	9,430	701,622
Moton	5,582	5,582	5,582	-	416,360	416,360	373,032	43,328	1,172,855	697,278	170,010	1,002,845	35,000	10,000	7,922	27,078
Diggs	459,015	459,015	416,010	43,005	458,037	376,050	291,461	166,576	663,186	81,199	21,800	641,386	1,287,300	30,300	22,147	1,265,153
Grandy 6-8	2,820,974	2,820,974	2,820,974	-	357,873	326,264	310,092	47,781	80,069	72,569	62,367	17,702	98,533	19,533	14,999	83,534
Grandy 6-32	-	-	-	-	166,996	158,929	157,764	9,232	55,051	35,051	29,210	25,841	71,767	18,267	1,028	70,739
Young	113,244	113,244	92,265	20,979	226,926	218,410	208,675	18,251	558,849	172,127	66,648	492,201	565,300	209,415	6,793	558,507
Calvert	70,333	70,333	53,867	16,466	549,213	534,082	191,631	357,582	142,161	90,136	36,190	105,971	453,300	11,300	4,261	449,039
Oakleaf	645,250	645,250	645,250	-	245,674	243,829	243,395	2,279	85,827	20,827	17,642	68,185	200,300	9,300	2,589	197,711
Partrea	33,523	33,523	33,523	-	66,185	55,263	54,637	11,548	231,888	21,405	12,182	219,706	187,800	6,800	4,762	183,038
Hunter Square	270,204	270,204	270,204	-	107,136	102,136	101,053	6,083	61,073	45,287	36,351	24,722	116,800	7,300	4,521	112,279
Bobbitt	89,259	89,259	89,259	-	87,594	87,594	47,052	40,542	217,744	17,388	8,540	209,204	279,800	6,300	4,651	275,149
Sykes	925,642	925,642	876,672	48,970	812,031	807,031	321,922	490,109	331,472	156,116	120,130	211,342	200,800	66,800	63,455	137,345
N. Wellington	8,626	8,626	8,626	-	-	-	-	-	88,037	2,367	2,058	85,979	120,137	2,137	1,443	118,694
Scattered Sites	2,463	2,463	2,463	-	-	-	-	-	259,615	1,115	906	258,709	35,139	939	755	34,384
Franklin Arms	238,392	238,392	224,066	14,326	1,669	1,669	1,500	169	81,013	15,589	7,173	73,840	401,800	14,800	12,822	388,978
Broad Creek	24,973	24,973	19,248	5,725	-	-	-	-	-	-	-	-	-	-	-	-
Authority Wide	681,277	681,277	681,277	-	1,917,311	1,897,024	1,896,815	20,496	2,066,661	714,466	706,841	1,359,820	767,651	248,363	196,941	570,710
TOTAL	6,456,538	6,456,538	6,282,144	174,393	6,486,759	6,293,395	4,870,413	1,616,346	6,476,967	2,339,315	1,384,126	5,092,841	5,532,479	691,106	358,519	5,173,960

ACTIVE CONTRACTS

Property	Description of Work	Contract Amount	Contractor	Completion Date	Percent Complete	ARRA GRANT				
						Property	Budget	Obligated	Expended	Balance
Bobbitt/Partrea/Hunter	Interior upgrades	2,343,441	Spain Commercial	02/15/12	95%	Young Terrace	1,954,511	1,954,511	1,860,151	94,360
Young	504 compliance upgrades	1,887,202	T. A. Sheets	02/15/12	95%	Calvert	721,560	721,560	721,560	-
Sykes	Residential HVAC & alarm systems	931,018	Comfort Systems	Substantially Complete	99%	Oakleaf Forest	2,712,855	2,712,855	2,712,855	-
All	Energy audit	72,500	Ameresco	Substantially Complete	99%	Partrea	871,008	871,008	828,601	42,407
Sykes	Exterior Renovations	687,858	Contracting Solutions	02/16/12	34%	Hunter Sq	1,502,438	1,502,438	1,460,856	41,582
Moton	Demolition	718,000	Contaminant Control, Inc.	TBD	28%	Bobbitt	648,006	648,006	617,062	30,944
Diggs/Calvert	Site Improvements	830,560	Spacemakers, Inc.	01/01/12	50%	Administration	783,266	783,266	778,266	5,000
Tidewater	Window Replacement Phase III	463,282	Caffes-Steele, Inc.	03/09/12	25%	TOTAL	9,193,644	9,193,644	8,979,350	214,294
Young	H/C Ramp and Accessibility Improvement	195,929	T. A. Sheets	05/21/12	0%					98%
Diggs	Replace Locks	53,884	Independent Hardware	TBD	0%					
			Architect/Engineer							
Grandy	Design & field insp. site improvements	867,793	RRMM							
Young	Design handicap accessible units	182,676	"							
All communities	Physical needs & strategic plan	698,133	"							
Young	Site Accessibility Improvements	50,386	"							
Grandy	Wetlands & Site Maintenance	25,367	"							
Grandy	Basketball Court Rehab	12,379	"							
Tidewater	Site Accessibility Improvements	46,010	"							
Calvert	Four Unit Accessibility Improvements	50,100	"							
Diggs/Calvert	Erosion control and site improvements	56,844	VIA							
Moton	Bid Documents for Demolition	99,935	"							
Tidewater	Window Replacement Phase III	4,860	"							
All communities	Energy Performance Consultants	43,820	Enlightened Energy							
Hunter/Bobbitt/Partrea	Design for interior upgrades	244,540	RFS							
Sykes	Design for new windows	28,308	"							
Sykes	Design for fan coil unit replacement	86,255	"							
Sykes	Design fire alarm & nurse's call system	38,975	"							
Sykes/Franklin Arms	Design security and access system	33,660	"							
Sykes	Design interior improvements-Phase II	141,740	"							
Oakleaf	LIHTC Scope & Cost Estimate	26,958	"							
All communities	Environmental Review Records	41,040	"							
Tide/YT/Diggs/Calvert	Evaluate Elec./Gas Distribution System	69,890	"							
Partrea	LIHTC Conceptual Design	44,812	"							

Projects that are reported as 100% complete on the current report will be removed from next Quarter's report



**FACILITIES DEPARTMENT QUARTERLY REPORT
OCTOBER 2011 - DECEMBER 2011**

**FACILITIES MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 2011 – DECEMBER 2011**

Major Accomplishments	Other Income Sources
<ul style="list-style-type: none">• Replaced bath ceiling at 6621-A Pilot Ave. due to condensation problems.• There was a fire at 291 Nicholson; we are currently working in the unit.• Replaced ceiling in downstairs due to plumbing leak at 219 Filbert St.• Completed repairs to fire unit at 6608-A Pilot Avenue as a result of the tenant cooking on the stove and leaving the unit.• An electrical transformer was replaced at Calvert Square that was leaking.• A broken cross arm on utility pole was replaced , in Tidewater Gardens	<ul style="list-style-type: none">• Fleet Service to the Chesapeake Redevelopment and Housing Authority is \$8459.73 Y.T.D FY 2012.• Richmond Redevelopment & Housing Authority cabinet manufacturing is \$23270 Y.T.D FY2012.
<p style="text-align: center;">On Going Activities</p> <ul style="list-style-type: none">• T he driveways and sidewalks at Scattered Sites, 2218 Harrell Ave. and 601 Majestic Ave were replaced.• We have been working with Property Management to assist with the eradication of bed bugs.	

**FACILITIES MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 2011 – DECEMBER 2011**

FY 2012

Profit or Loss Statement YTD Second Quarter Trial Balance as of December 2011

G.L. Report current through December 2011.

	Profit YTD	Estimated % to Cost	Cost YTD	Income	Budget Cost Projected Income	Depreciation will post 6/30/12	50% of Depreciation	Depreciation Budgeted	
Auto	\$30,646	8%	\$372,037	\$519,647	\$1,065,727	\$133,928	\$116,964	\$233,928	
Carpentry	-\$52,526	-9%	\$559,289	\$507,777	\$1,201,744	\$2,027	\$1,014	\$2,027	
Grounds	\$168,413	25%	\$671,520	\$839,933	\$1,979,261	\$0	\$0	\$0	
Electrical	\$2,407	2%	\$136,244	\$139,665	\$513,822	\$2,028	\$1,014	\$2,028	
Electronics	\$3,726	8%	\$47,776	\$51,502	\$97,000	\$0	\$0	\$0	
Extermination	-\$419	0%	\$91,943	\$91,524	\$254,404	\$0	\$0	\$0	
Paint	\$7,092	5%	\$152,360	\$159,976	\$291,215	\$1,048	\$524	\$1,048	
HVAC	-\$26,908	-5%	\$512,989	\$488,145	\$1,392,427	\$4,127	\$2,064	\$4,127	
Tile	-\$7,153	-6%	\$122,434	\$115,761	\$286,041	\$960	\$480	\$960	
Tool	\$3,151	6%	\$49,955	\$54,591	\$105,451	\$2,971	\$1,486	\$2,971	
Sanitation	-\$19,769	-27%	\$73,420	\$53,651	\$173,684	\$0	\$0	\$0	
222	\$0	0%	\$281,671	\$281,671	\$691,520	\$0	\$0	\$0	
910 Building	\$54,719	48%	\$112,938	\$186,448	\$314,420	\$37,582	\$18,791	\$37,582	

All Shops Total \$163,379.50



Agenda Item NRHA Board of Commissioners

Subject: Development of New Rental Housing Units in the Grandy Village Community

Executive Contact: John C. Kownack

Date: February 8, 2011

BACKGROUND

There is a strong need for additional public housing units to serve eligible families in need of subsidized housing. Furthermore, the Authority is demolishing the 138 units at Moton Circle and has plans to demolish another 88 public housing units at Grandy Village in the near future. The cumulative impact will be the reduction of 226 obsolete public housing units and an increasing need for additional quality public housing units. There are few areas where NRHA can expand the public housing inventory. Grandy Village provides the best area for developing new public housing units. The master plan for Grandy village calls for a new public housing senior midrise, additional family public housing units, and for-sale housing units as well as additional market and LIHTC apartment units.

In September 2011, staff presented a proposal to develop 16 new public housing units on site "A" at the entrance of Grandy Village. In response to the proposal, the Board of Commissioners expressed its preference to hold that site for market rate homeownership units at a time when market conditions may support such a development.

Staff has identified another site for new public housing units that presents an opportunity to provide needed new public housing, requires limited demolition, can be accomplished with the available replacement housing factor (RHF) funds, and is in accordance with the Grandy Village master plan. The site is adjacent to the Grandy Village management office. The master plan identifies townhouse style units to be built on the site along with new road system to support future senior building. The new proposal would require the demolition of one building with eight public housing units, comprising eight of the aforementioned 88 units that are planned to be demolished in the Grandy Village master plan.

Staff is proposing to develop 16 to 18 additional public housing family units on an almost two-acre site. The proposal respects the form of the master plan and continues efforts to improve the overall housing quality at Grandy Village. The units would be townhouses with rear parking. There would be limited infrastructure work required in support of the new units.

There is approximately \$2.7 million in 1st increment RHF funds available for new public housing unit construction. These funds are provided by HUD as replacement funding for construction of new public housing units as a result of previous demolition activity at Bowling Green, Roberts Village and Grandy Village. The RHF funding must be obligated by October 23 of this year, or they will be recaptured by HUD. The new units proposed would be energy efficient and provide apartment units designed and developed in a style similar to for-sale townhouses.

Pending Board support, staff will undertake efforts to meet with residents, begin formal design and engineering work, and proceed with implementation. In the coming months, staff will return to the Board for authorization to pursue demolition approval from HUD and present conceptual plans.

PRESENTATION

Housing Choice Voucher

by

Ed Ware

Director of Communications and
Marketing



**Resolution
NRHA Board of Commissioners**

Subject: Resolution Authorizing Execution of a Change Order to an Existing Contract with Contaminant Control, Inc. for the Moton Circle Demolition

Executive Contact: Donnell Brown

Date: February 8, 2012

BACKGROUND

This resolution authorizes the Executive Director or his designee to execute a change order or change orders not to exceed \$450,000 for removal and disposal of additional asbestos containing material (ACM) at Moton Circle (VA 6-5).

A contract was signed between NRHA and Contaminant Control, Inc. (CCI) on January 26, 2011, for the Moton Circle Demolition in the amount of \$718,000.

Asbestos removal and disposal was a part of the original contract scope of work. Quantities were estimated based on on-site investigation and original construction plans for the buildings. The amount of asbestos found during the demolition of Bowling Green and Roberts Village, buildings similar to Moton in age and construction, was also considered.

Upon demolition of the first building in Moton, additional asbestos was discovered in the form of mastic or waterproofing material coating the exterior block walls and the concrete heat trenches. This unforeseen condition was not depicted on the original construction documents nor was it encountered during the demolition of Bowling and Roberts.

The existence of this additional ACM reduces the amount of material that can be recycled and increase the amount of material that has to go to a dump site that will accept ACMs. The result is an increase in dump fees and an increase in labor charges associated with the loading of the material into trucks as the job site.

The NRHA Procurement Policy Section III.K., Change Orders, states, "No fixed price contract may be increased by one or more change orders without the approval of the Commissioners where the change order(s) in the aggregate exceeds \$10,000.00 or 25% of the amount of the contract, whichever is greater."

Based on the increased dump fees and labor charges, it is estimated that the 25% limit will be exceeded prior to completion of the contract and an amount not to exceed \$450,000.00 will be required. Sufficient funds are available to complete the project.

RECOMMENDATION: Approve resolution.

RESOLUTION AUTHORIZING A CHANGE ORDER TO AN EXISTING CONTRACT WITH
CONTAMINANT CONTROL, INC. FOR MOTON CIRCLE DEMOLITION

WHEREAS, a contract in the amount of \$718,000.00 dated January 26, 2011 was entered into by Norfolk Redevelopment and Housing Authority (the "Authority") and Contaminant Control, Inc. (the "Contractor") for demolition of Moton Circle (VA 6-5); and

WHEREAS, additional asbestos containing material beyond the amount estimated to be in the original scope of work was discovered; and

WHEREAS, it is projected that the total cost of the work will not exceed \$1,168,000.00 when 100% complete; and

WHEREAS, the Authority's procurement policy states that a contract cannot be increased more than 25% of the original contract amount without approval of the Commissioners; and

WHEREAS, sufficient funds are available to complete the project;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Norfolk Redevelopment and Housing Authority as follows:

1. The Executive Director or his designee is hereby authorized to issue change orders to Contaminant Control, Inc. for removal and disposal of additional asbestos containing material and additional labor charges in an amount not to exceed \$450,000.00 and that the total of the contract and all change orders amending the original contract price will not exceed \$1,168,000.00.

2. This Resolution shall be in effect from and after the date of its adoption.

The undersigned hereby certifies that this is a true and correct copy of a resolution duly adopted at a meeting of the Board of Commissioners of the Norfolk Redevelopment and Housing Authority held on February 8, 2012.



Commissioners' Resolution

Commissioners' Meeting Date: February 8, 2012

Title: Resolution Convening a Closed Meeting

Resolution:

BE IT RESOLVED, that the Authority will convene in a closed meeting pursuant to the Virginia Freedom of Information Act, as amended (the "Act"), to discuss the following matter(s) which is specifically exempted from public disclosure by the code section referred to below:

1. Resolution Convening a Closed Meeting on February 8, 2012 for
 - a) "Discussion and consideration of the disposition of publicly held real property in the South Brambleton Redevelopment Project as authorized by Section 2.2-3711.A.3 of the Act."

Commissioners' Action:

Moved by:

Seconded by:

Approved
 Disapproved

Certified by:



Commissioners' Resolution

Commissioners' Meeting Date: February 8, 2012

Title: Resolution Certifying a Closed Meeting

Resolution:

WHEREAS, the Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the 1950 Code of Virginia, as amended, requires a certification by this Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, upon motion duly made and seconded, BE IT RESOLVED, that the Authority hereby certifies that, to the best of each Commissioner's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were heard, discussed or considered in the closed meeting, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Authority.

Commissioners' Action:

Moved by:

Seconded by:

Approved
 Disapproved

Certified by:
