



AGENDA
NRHA Commissioners' Meeting
Ruffner Middle School
610 May Avenue
October 12, 2009
4:00 p.m.

I. APPROVAL OF MINUTES OF COMMISSIONERS' MEETINGS

September 14, 2009 Board of Commissioners' Meeting
September 28, 2009 Board of Commissioners' Advance Meeting

II. REMARKS

Executive Director Update
Chairman of the Board Comments
Commissioners' Comments

III. DEVELOPMENT OPERATIONS

1. Funding Applications to the City of Norfolk
Presented by James Gehman
Chief Development Officer

2. Integrated Reporting and Tracking System Development
Presented by Stephen Barney, Neighborhood Operations Director and
Steve Cunningham, Senior Database Administrator

IV. FINANCE AND ADMINISTRATIVE OPERATIONS

1. Previous Month's Activities
 - a) Disposition Activities
 - b) Contract Activities
 - c) Anticipated Requests for Proposals, Qualifications, or Quotations and
Invitations for Bids

AGENDA
NRHA Commissioners' Meeting
Ruffner Middle School
610 May Avenue
October 12, 2009
4:00 p.m.

V. HOUSING OPERATIONS

- I. Housing Operations Quarterly Report
Presented by Donnell Brown
Chief Housing Officer

VI. NEW BUSINESS

VII. COMMITTEE MEETING NOTES

None

VIII. CLOSED MEETING

- I) Resolution Convening a Closed Meeting on October 12, 2009, for
 - a) "Consultation with the Authority's legal counsel regarding probable litigation following legal matter(s) requiring the provision of legal advice by counsel as authorized by Section 2.2-3711.A.7 of the Act." Litigation against parties improperly holding certain NRHA funds transferred for payment for improvements at 201 Granby Street.
 - b) Resolution Certifying a Closed Meeting on October 12, 2009.

II. Remarks

A. Executive Director Update

Executive Director Montgomery's list of activities since the previous Board meeting was distributed. He also updated the Commissioners on the following:

1. The attention of the Commissioners was drawn to the section of their packets listing all Commissioner meeting dates for the remainder of 2009. The annual Advance will be held on September 28, 2009 in the Housing Operations Division Conference Room at 910 Ballentine Boulevard, beginning at 8:00 a.m.
2. The federal government has not yet responded to the Authority's application for an additional \$17 million in stimulus funds.
3. The Governor's Housing Conference will be held in Norfolk on November 18-20, 2009. All Commissioners are invited to attend.
4. Mr. Montgomery also welcomed the new Board members and stated that an orientation session would be held for them prior to the annual Advance on September 28, 2009.

B. Chairman of the Board Comments

1. Photos of the new Commissioners need to be taken and they will be provided with identification cards.
2. The Chairman, Vice Chairman and Mr. Montgomery met with the Mayor, Vice Mayor and City Manager on September 1, 2009 and will meet again on November 3, 2009.
3. The Chairman introduced Donna Mills, who advised the Commissioners that eleven youth from public housing recently entered a poster contest entitled "What Home Means to Me" and five of them were selected for awards.

C. Commissioners' Comments

None.

. . .

III. Development Operations

A) Fiscal Year 2009 Production Goals Report, Fiscal Year 2010 Work Plan and Fiscal Year 2011 Neighborhood Needs Assessment

Mr. Jim Gehman gave a general overview and he introduced Mr. Steve Morales, Mr. Michael Clark and Mr. Steve Barney, who gave PowerPoint presentations, copies of which have been filed with these minutes. In response to Mr. Bilisoly's question, the Commissioners were advised that HUD approval for the demolition of Moton Circle is being pursued, even if a HOPE VI grant is not awarded to the Authority. At the conclusion of the presentations, staff responded to questions from the Commissioners.

. . .

IV. Finance and Administrative Operations

A) Previous Month's Activities

The Chairman summarized the reports for the new Commissioners.

B) Resolution Adopting Amendment 2 to the Consolidated Annual Operating and Capital Budget for the Fiscal Year Beginning July 1, 2008 and Ending June 30, 2009

Ms. Brenda Wilson identified the reasons why Amendment Number 2 to the Consolidated Annual Operating and Capital Budget was needed. Upon motion of Mr. Soble, seconded by Mr. Layton, the following Resolution was unanimously approved with all seven Commissioners voting in favor:

RESOLUTION NO. 8990

**RESOLUTION ADOPTING AMENDMENT NUMBER 2
TO THE CONSOLIDATED ANNUAL OPERATING AND
CAPITAL BUDGET FOR THE FISCAL YEAR BEGINNING
JULY 1, 2008 AND ENDING JUNE 30, 2009**

WHEREAS, the operating income and capital funding and related expenditures for the various projects and activities of this Authority totaling \$96,921,125 for FY2009 which was approved on June 30, 2008 and amended on November 10, 2008; and

WHEREAS, now, it is desirous to further amend the FY2009 Budget to transfer a total of \$262,000 from Merrimack reserves; and

WHEREAS, earned income from Merrimack for FY2009 is \$611,118 above projected revenues and expenditures and are adequate to accommodate the transfer of \$262,000 for Housing Choice Voucher administration (\$111,535), Mission College development (\$143,647), and Offsite Homeownership program for the HOPE VI initiative (\$7,418); and

NOW, THEREFORE, BE IT RESOLVED, that this Amendment Number 2 to the Consolidated Annual Operating and Capital Budget dated September 14, 2009, for FY2009, as presented at this meeting, is hereby approved.

V. Housing Operations

A) Resolution Authorizing Execution of Change Order Number One to an Existing Contract with Puff, Incorporated for Replacement of Sheathing, Repair Boiler Room Roof, and Repair of Parapet on Main Roof at Hunter Square Midrise

Ms. Donnell Brown described the reasons for the change order and, upon motion of Mr. Soble, seconded by Ms. Anderson, the following Resolution was unanimously approved by the six Commissioners present at the time of the vote (Mr. Layton was not present for the vote):

RESOLUTION NO. 8991

**RESOLUTION AUTHORIZING EXECUTION OF CHANGE ORDER
NUMBER ONE TO AN EXISTING CONTRACT WITH
PUFF, INC., FOR REPLACEMENT OF SHEATHING, REPAIR OF
BOILER ROOM ROOF, AND REPAIR OF PARAPET
ON MAIN ROOF AT HUNTER SQUARE MIDRISE**

WHEREAS, a contract in the amount of \$177,889.00 dated May 15, 2009, was entered into by Norfolk Redevelopment and Housing Authority (the "Authority") and PUFF, INC., (the "Contractor") for the removal of the old roofing material and placement of a new roof coating using the polyurethane foam system at Hunter Square (VA 6-19); and

WHEREAS, it is in the best interest of the Authority to make repairs to damaged areas revealed upon removal of the old roofing material, including replacement of sheathing,

repair of the boiler room roof, and repair of the parapet wall;

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 Order Number One to PUFF, Inc., in the amount of \$69,702.00 and that the total of the contract and all change orders amending the original contract will not exceed \$247,591.00.

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

B) Community Resource Officer (CRO) Program 2008 Annual Report

Ms. Karen Hughes gave an overview of the Community Resource Officer Program at the request of the Chairman. She then summarized her written report. Ms. Anderson stated that the program is working very well in Diggs Town. Ms. Hughes then introduced Mr. J.R. Hammond who completed

the presentation, focusing upon the prevention and intervention initiatives. The Chairman thanked Ms. Hughes and Mr. Hammond for an excellent presentation and for all their hard work.

. . .

VI. New Business

None.

. . .

VII. Committee Meeting Notes

None.

. . .

VIII. Closed Meeting

Upon motion of Mr. Layton and seconded by Mr. Soble, the following Resolution was unanimously approved with all seven Commissioners voting in favor:

RESOLUTION NO. 8992

RESOLUTION CONVENING A CLOSED MEETING

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 matters which is specifically exempted from public disclosure by the code section referred to below:

a. Discussion and consideration of the disposition of publicly held real property in the Cottage Line and West Ocean View Conservation Areas as authorized by Section 2.2-3711.A.3 of the Act.

. . .

IX. Certifying a Closed Session

Upon motion of Mr. Layton and seconded by Ms. Anderson, the following Resolution was unanimously approved with all seven Commissioners voting in favor:

RESOLUTION NO. 8993

**RESOLUTION CERTIFYING A CLOSED MEETING
SEPTEMBER 14, 2009**

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
11:10 a.m.

Secretary

Chairman

MINUTES OF ANNUAL ADVANCE

The Commissioners of the Norfolk Redevelopment and Housing Authority held their annual Advance at 8:00 a.m. on Monday, September 28, 2009, in the Housing Operations conference room, 910 Ballentine Boulevard, Norfolk, Virginia.

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

Present:	Ms. Hattie Anderson
	Mr. Curtis Anderson
	Mr. L. Robert Layton
	Mr. F. Nash Bilisoly
	Mr. W. Sheppard Miller, III
	Dr. Linda Horsey

Absent:	Mr. Robert J. Soble
---------	---------------------

Also present were Shurl R. Montgomery, Secretary; Timothy A. Coyle, Attorney; various staff members; one citizen?; and one member of the media.

The Chairman welcomed the Commissioners and gave introductory comments. Mr. Montgomery reviewed the agenda for the day.

I. Proposed Budget for Fiscal Year 2011

Ms. Brenda Wilson gave a PowerPoint presentation, a copy of which has been filed with these minutes. Ms. Wilson focused on the budgeting process and calendar and responded to several questions from the Commissioners.

. . .

II. NRHA Funding Overview

Mr. John Kownack gave a PowerPoint presentation, a copy of which has been filed with these minutes. Mr. Kownack focused on sources and uses of funds for the Housing and Development Divisions and the Central Office Cost Center.

. . .

III. Budget and Finance

Ms. Clara Graves gave a PowerPoint presentation, a copy of which has been filed with these minutes. Ms. Graves

summarized the financial structure of NRHA, grouping the more than 60 funding sources into eight categories with similar characteristics. She also reported that the Authority undergoes more than 30 separate audits each year. Mr. Layton remarked that the presentation was the most comprehensive and informative concerning the complex financial structure of the Authority that he has heard during his tenure as a Commissioner.

. . .

The Commissioners broke for lunch at 11:50 a.m. and were given a tour of the Housing Operations facility. The Advance reconvened at 12:30 p.m.

. . .

IV. City Funding Applications (Fiscal Year 2011)

Mr. Jim Gehman gave a PowerPoint presentation, a copy of the presentation has been filed with these minutes.

. . .

V. Other Program Reviews

1. HOPE VI Grant

Mr. John Kownack gave a PowerPoint presentation updating the Commissioners on the status of the 2000 HOPE VI grant. A copy of the presentation has been filed with these minutes.

2. Family Self-Sufficiency Program

Ms. Arlene Hinson gave a PowerPoint presentation, a copy of which has been filed with these minutes.

. . .

The Chairman thanked the Commissioners for their attendance and the staff for all their hard work in preparing for the Advance. There being no further business, the meeting was adjourned at 2:25 p.m.

Secretary

FY2011 City Funding Application

norfolk redevelopment and housing authority



Norfolk, Virginia
September 2009



Each year NRHA receives various sources of funding from the City of Norfolk to implement its programs. Funding is provided by the City of Norfolk through: the Capital Improvement Program (CIP) for Neighborhoods; the Capital Improvement Program (CIP) for Independent Projects; and the General Fund. Funding is also received from the U. S. Department of Housing and Urban Development which funds the: Community Development Block Grant (CDBG) and the HOME Partnership Investment Program. All of these programs award funding based on an application process.

The purpose of this document is to present the activities that NRHA proposes to undertake in Fiscal Year 2011 and for which NRHA will be applying for funding under the guidelines requested by each funding program. In accordance with Title 36 of the Code of Virginia, a public hearing will be held on Monday, October 12, 2009 at William H. Ruffner Academy, 610 May Avenue, at 6:30 p.m. to hear comments from the general public on the proposed funding.

The FY2011 City Application Process is a continuous process that formally began in August 2009 and will be completed upon contract approval in October 2010. Listed below are important events and corresponding deadlines that relate to the city application process.

Funding Application Process Calendar

- Funding Application Calendar August 18, 2009
- Overview of Application Process September 14, 2009
- Update Stakeholders August - October 2009
- Board Briefing September 28, 2009
- Public Hearing October 12, 2009
- Submit to City October 2009, January 2010
- Proposed City Budget April 2010
- Update Stakeholders January - April 2010
- Proposed City Budget / Public Hearings April - May 2010
- Council Budget Approval May 2010
- NRHA Budget Approval May 2010
- Contract With City October 2010

In total, NRHA will submit applications for \$24,731,960 which will allow NRHA to address a number of needs throughout the city. The following is a description of each program to which NRHA is applying for funding along with the activities included in the request. Following these descriptions is a list of the proposed funding request for each program application.

Capital Improvement Program for Neighborhoods

Local capital improvement funding is provided to supplement redevelopment and conservation activities funded under the CDBG program. This funding allows for a mixed-income, market rate approach that is considered essential in building sustainable healthy neighborhoods. Conservation neighborhoods utilizing CIP funds include Berkley, Park Place, Ocean View, Central Brambleton, Lamberts Point, Willoughby and Campostella Heights.

Capital Improvement Program for Independent Projects

This category relates to special initiatives provided for outside the ongoing neighborhood conservation funding. Initiatives this year include additional support for neighborhood development initiatives in Central and south Brambleton, Fairmount Park, Ocean View, Berkley, Wards Corner, Moton Circle and Broad Creek.

Community Development Block Grant (CDBG) Program

This program provides federal entitlement dollars received under Title I of the Housing and Community Development Act of 1974. CDBG funds support public improvements and redevelopment and conservation activities within targeted neighborhoods and are included as part of the City's Annual Consolidated Plan. Programs in the City of Norfolk include rehabilitation, acquisition, relocation, demolition, and disposition for the benefit of low- to moderate-income families.

Home Program

The HOME Program includes entitlement dollars received under Title II of the National Affordable Housing Act of 1990. These funds support eligible first time homebuyers with down payment and closing cost assistance in the purchase of both new construction and resale homes that meet the program's housing quality standards. This program also provides rehabilitation assistance for current homeowners.

City of Norfolk General Fund

The City's General Fund is derived from taxes, fees and other revenue sources. Funding this fiscal year to NRHA would consist of the following: Economic Incentive Fund; Waterside Operations; rental space for city offices in 201 Granby Building and NRHA program administrative support.

At this point these are proposed budget requests which must be reviewed and evaluated. These applications identify where NRHA believes it can most effectively utilize its funds, however, the final decision will be made by City Council.

FY2011 City Funding Application Summary

Proposed Funding Request	Fiscal Year 2011	%
Capital Improvement Independent Projects	9,133,400	36.93%
Capital Improvement Neighborhood Program	4,500,000	18.20%
Community Development Block Grant	5,300,000	21.43%
City of Norfolk General Fund	4,060,307	16.42%
HOME Program	1,738,253	7.03%
Total Proposed Requests	\$ 24,731,960	100.00%



FY2011 City Funding Application
Capital Improvement Independent Submissions

Proposed Requests **\$ 9,133,400**

Proposed Uses	Fiscal Year 2011	%
Land Acquisition - South Brambleton	2,170,800	23.77%
Infrastructure - Village Center BroadCreek	2,520,000	27.59%
Site Improvement & Acquisition -Moton Circle Wards Corner	1,000,000	10.95%
	2,017,000	22.08%
Infrastructure - AAA Site Central Brambleton	540,000	5.91%
5th to 7th Bay - EOV	324,000	3.55%
Land Acquisition - Fairmont Park	237,600	2.60%
Housing Study	324,000	3.55%
Total Proposed Uses	<u>\$ 9,133,400</u>	<u>100.00%</u>



FY2011 City Funding Application

Capital Improvement Neighborhood Program Submission

Proposed Requests **\$ 4,500,000**

Proposed Uses	Fiscal Year 2011	%
Acquisition - Blight Removal/Purchase Rehab	2,342,000	52.04%
Relocation - Blight Removal/Purchase Rehab	165,000	3.67%
Demolition - Blight Removal/Purchase Rehab	115,000	2.56%
Development Incentive Grant & Commercial Façade Improvements	225,000	5.00%
Disposition	400,000	8.89%
Local Bank Initiatives	400,000	8.89%
HomeNet	130,000	2.89%
Program Management	723,000	16.07%
Total Proposed Uses	\$ 4,500,000	100.00%



FY2011 City Funding Application
Community Development Block Grant

Proposed Requests **\$ 5,300,000**

Proposed Uses	Fiscal Year 2011	%
Homeowner Rehab	2,254,607	42.54%
Acquisition - Blight Removal/Purchase Rehab	140,000	2.64%
Relocation - Blight Removal/Purchase Rehab	50,000	0.94%
Demolition - Blight Removal/Purchase Rehab	100,000	1.89%
Disposition	200,000	3.77%
Site Improvements-Park Avenue Alley	440,000	8.30%
Emergency Repair Grant	415,393	7.84%
Program Management	1,500,000	28.30%
HomeNet	200,000	3.77%
Total Proposed Uses	<u>\$ 5,300,000</u>	<u>100.00%</u>



FY2011 City Funding Application
HOME Partnership Investment Program

Proposed Requests \$ 1,738,253

Proposed Uses	Fiscal Year 2011	%
Homebuyer Assistance	1,388,165	79.86%
Homeowner Rehab	140,000	8.05%
Program Management	210,088	12.09%
Total Proposed Uses	\$ 1,738,253	100.00%





Agenda Item NRHA Board of Commissioners

Subject: Development Integrated Reporting and Tracking System

Executive Contact: James E. Gehman

Date: October 12, 2009

BACKGROUND

The NRHA Information Services Department has developed a Structured Query Language (SQL) database to track and report the activities of the Development Division. It is a network based program that captures information as the work is being performed and provides real-time reports at any time. The system is intended to provide management and the Board of Commissioners with up-to-date status of all activities including acquisitions, relocations, demolitions, site improvements and dispositions. It will automatically notify the finance department of transactions and it will constantly update the land inventory system as new properties are acquired and other sold. Sample of the types of reports the program will produce are attached. Staff will demonstrate the program at the Board meeting.

Attachment

Development Integrated Reporting Tool

Sample Reports



These charts are only samples. Actual data is in the process of being entered and validated.

1. This chart displays yearly acquisitions. Chart does NOT include any historical property purchases that were subsequently sold.



Development Integrated Reporting Tool

Sample Reports

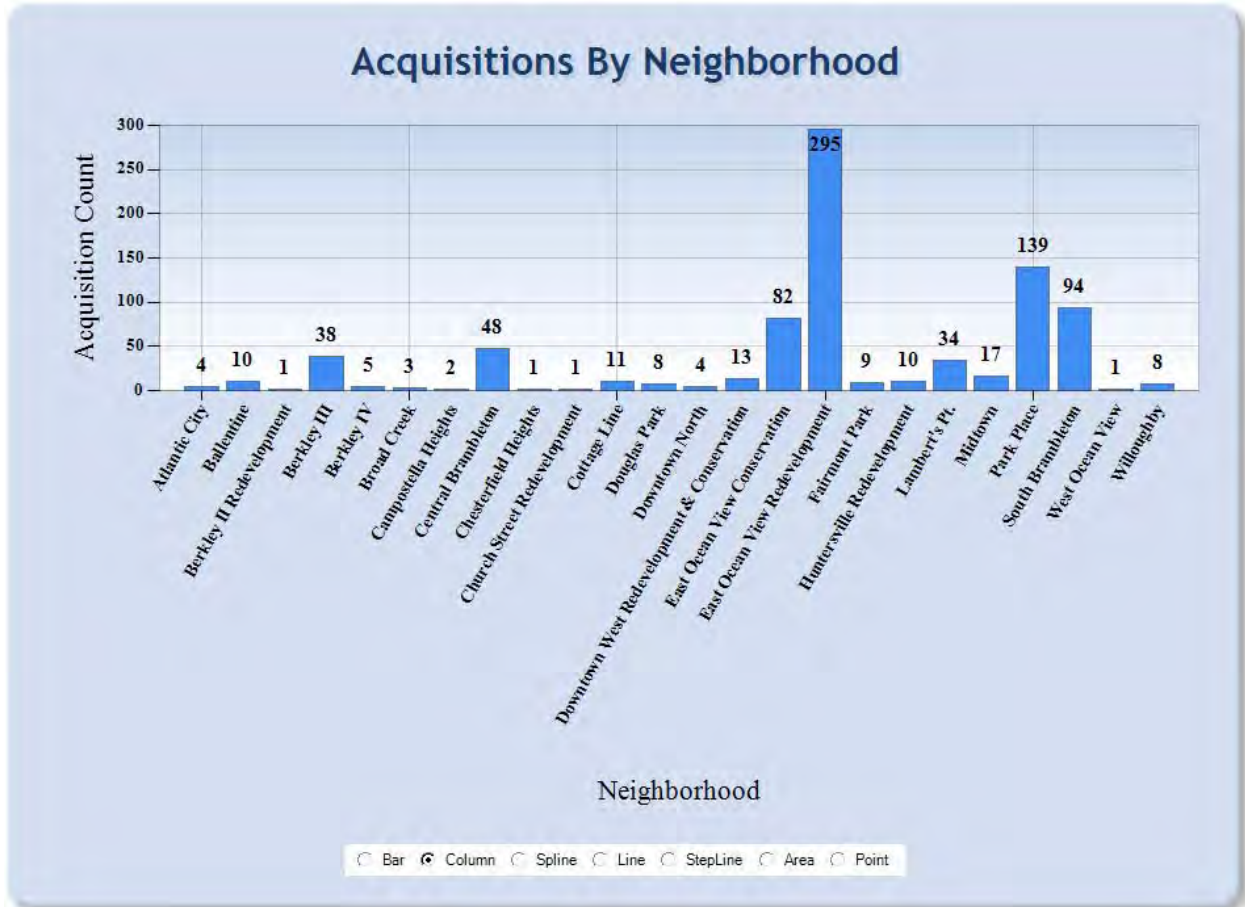
- This chart displays monthly acquisitions within the year selected in above chart. Chart does NOT include any historical property purchases that were subsequently sold.



Development Integrated Reporting Tool

Sample Reports

3. This chart displays acquisitions in the system by neighborhood. Chart does NOT include any historical property purchases that were subsequently sold.



Development Integrated Reporting Tool

Sample Reports

4. This chart displays sales in the system by neighborhood for the “SettlementDate” range 06/12/2007 to 09/01/2009.



Development Integrated Reporting Tool

Sample Reports

This report lists all the acquisitions for the 1st quarter (07/01/2009 – 09/30/2009) of the Fiscal Year 2010.

ACQUISITION REPORT

	<u>Block</u>	<u>Parcel</u>	<u>Tag</u>	<u>Address/Description</u>	<u>Acquisition Date</u>	<u>Acquisition Price</u>
Berkley III						
	48	6		618 E. Liberty Street	08/21/2009	75,000
						75,000
Park Place						
	79	8		419 W 28th Street	08/05/2009	425,000
						425,000
South Brambleton						
	5	1		1601 Brambleton Avenue	09/08/2009	350,000
	5	2		1625 E. Brambleton Avenue	09/09/2009	1,220,000
	13	2		1512 Brown Ave	07/15/2009	650,000
	14	12		N/S Clay Avenue Vacant Lot	08/03/2009	4,900
						2,224,900
Willoughby						
	32	6		621-623 West Ocean View Avenue	07/28/2009	350,000
						350,000
Grand Total =					7	3,074,900.00

Development Integrated Reporting Tool

Sample Reports

1. This report lists all the Price Offer for the 1st quarter (07/01/2009 – 09/30/2009) of the Fiscal Year 2010.

PRICE OFFER REPORT						
	<u>Block</u>	<u>Parcel</u>	<u>Tag</u>	<u>Address/Description</u>	<u>Price Offer Date</u>	<u>Price Offer</u>
Berkley III						
	48	6		618 E. Liberty Street	12/18/2008	75,000
						75,000
Park Place						
	79	8		419 W 28th Street	06/10/2009	425,000
						425,000
South Brambleton						
	5	1		1601 Brambleton Avenue	09/03/2009	350,000
	5	2		1625 E. Brambleton Avenue	09/23/2009	1,220,000
	13	2		1512 Brown Ave	11/19/2008	650,000
	14	12		N/S Clay Avenue Vacant Lot	10/01/2008	49,000
						2,224,900
Willoughby						
	32	6		621-623 West Ocean View Avenue	06/09/2009	352,500
						350,000
Grand Total =					7	3,121,500

Development Integrated Reporting Tool

Sample Reports

This report lists all the acquisitions for the 1st quarter (07/01/2009 – 09/30/2009) of the Fiscal Year 2010.

SALES (DISPOSITIONS) REPORT

<u>Disposition Number</u>	<u>Description</u>	<u>Sales Date</u>	<u>Settlement Date</u>	<u>Disposition Price</u>
Central Brambleton				
1272	812 Marshall Avenue	06/25/2009	09/01/2009	20,000.00
Lambert's Pt.				
1519-D- 1544	s/s 39th Street @ Bowdens Ferry Road	06/28/2009	08/19/2009	231,000.00
1561	4014 Powhatan Ave & 1553 W. 41st St		09/01/2009	0.00
Grand Total =				3 251,000.00

Note: Above list excludes 3 sales/dispositions in the East Beach neighborhood, since we are working on inputting all relevant properties in the new system.



PROJECT PRODUCTION REPORT
EAST BEACH
 9/30/2009

	LAND		PROJECTED HOUSING UNITS AT BUILDOUT			STATUS OF ACTUAL HOUSING UNITS						
	Total Lots	Lots Awarded*	Single Family	Multi- Family	TOTAL	Not Completed Design & Review	Design Approval const not started	Under Construction	Complete For Sale	Sold	Complete, Rented	Total Units in Production
East Beach 1	71	71	65	34	99	10	2	0	13	67	7	99
East Beach 2	56	55	49	39	88	0	15	1	9	51	11	87
East Beach 3	73	59	71	16	87	7	3	3	2	41	2	58
East Beach 4	78	68	76	6	82	12	13	6	9	25	1	66
East Beach 5	67	49	66	4	70	11	5	2	1	13	0	32
East Beach 6	43	0	35	70	105	0	0	0	0	0	0	0
East Beach 7	41	0	17	141	158	0	0	0	0	0	0	0
TOTALS	429	302	379	310	689	40	38	12	34	197	21	342

*Awarded means either under contract or closed

18 condos
 16 single family

PROJECTED HOUSING UNITS

Total potential units based on current master plan

STATUS OF ACTUAL HOUSING UNITS

Not Completed Design Review - Lot has closed, but not obtained design review approval

Design Approval - Lot has closed, units have been approved to start, but have not yet started constructed

Under Construction - includes both unsold spec houses, as well as custom homes not yet completed

Complete For Sale - Units which have obtained an occupancy permit, but have not closed. Includes units complete and under contract ale

Sold

Complete, Rented - new category included to account for "For Sale" housing that has been rented out instead

Notes on EAST BEACH Production Report for
period ending September 30, 2009

- These numbers have been revised by Rock Bell at the East Beach Company. The NRHA report is an *ad hoc* report prepared linking four separate East Beach spreadsheets.
- LAND- Phase 5, one lot was split into two. East Beach has executed nine lot contracts since July 30th
- PROJECTED HOUSING UNITS –There were a few errors in links previously. The actual number of units has not changed other than the addition of one lot in Phase 5.
- STATUS OF ACTUAL HOUSING UNITS –The *Design Review and Approved*, but not started construction have in the past been counted manually. Additionally, in some case lots were being counted as opposed to units. The new numbers reflect units and are linked to the actual design review spreadsheet. In actuality, East Beach as had a number of plans achieve final approval in the last two months. *Under construction*- East Beach has had one housing start in the last two months which is reflected in the two reports.
- *Complete for Sale/Sold* –a Column has been added to indicate homes/units that are rented. Previously, these were listed as completed/ for sale which painted an inaccurate picture of the number of completed inventory. Please note that of the 34 completed units for sale, 18 of them are condominium units and 16 are single family.



COMMISSIONERS' MONTHLY CONTRACT REPORT – Meeting Date: [10/12/09](#)

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.

September 30, 2009

New contracts issued between \$30,000 and \$99,999:

1. Germano & Company, Inc. – Real Estate Appraisals (Base + 2 option years)	\$40,000.00	O	-	-
2. Appraisers of Real Estate, Inc. - Real Estate Appraisals (Base + 2 option years)	\$40,000.00	O	-	-
3. Cooke's Cleaning dbaTidewater Maintenance Solutions) – Carpet Cleaning for the Midrises (Base + 2 option years)	\$50,000.00	O	M	
4. WP Large, Inc. – Physical Surveys for Rehabilitation Department (Base + 2 option years)	\$30,000.00	O	M	N
5. DKT Associates Land Surveyors - Physical Surveys for Rehabilitation Department (Base + 2 option years)	\$30,000.00	O	-	N
6. Home Surveying – Physical Surveys for Rehabilitation Department (Base + 2 option years)	\$30,000.00	O	-	N
7. MSA – Physical Surveys for Rehabilitation Department (Base + 2 option years)	\$30,000.00	O	-	N

New contracts issued for \$100,000 & above:

1. Professional Service Systems, Inc. – Janitorial Services for the Midrises (Base + 2 option years)	\$286,884.00	O	W	-
2. TA Sheets Mechanical Contractor, Inc. – Landscape Improvements for Sykes Midrise (180 days)	\$334,489.00	C	F	-

New Interagency Agreements \$30,000 and over:

1. Southside Boys & Girls Club / City of Norfolk (Base + 1 option year)	\$75,000.00	S	-	-
---	-------------	---	---	---

Change orders issued \$30,000 and over:

1. None.	\$0	-	-	-
----------	-----	---	---	---

Options exercised for \$30,000 & above:

1. None.	\$0	-	-	-
----------	-----	---	---	---

KEY to contract type:

C – Construction O – Other than Professional Services N – Not to exceed
P – Professional Services G – Goods, Equipment, Materials, etc. F – Fixed amount

KEY to ownership type, new contracts only:

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



**BID ACTIVITY FOR CONTRACTS \$100,000 AND ABOVE
FOR THE MONTH ENDING SEPTEMBER 30, 2009**

1. Janitorial Services for the Community Midrises. Property Management.
Base + 2 option years = contract for **\$286,884.00**. Award based on price and technical criteria outlined in bid specifications.

• Robinson's Lawn Service, Inc. (not compliant)	\$91,520.00
• Ms Clean Services, Inc.	\$153,400.00
• Hughes Janitorial Services, Inc. (not compliant)	\$90,999.72
• MC Contracting	\$95,577.96
• Professional HIR	\$117,784.06
• Rainebow Dusters	\$503,750.00
• Professional Service Systems	\$95,628.00
• Tidewater Maintenance Solutions (Cooke's Cleaning)	\$107,405.80
• C&L Service Corporation	\$94,949.40
• AMMG Services, Inc.	\$98,044.00
• Powell Industries, Inc.	\$110,704.00
• AMPS Professional Group, LLC (Jani-King)	\$97,578.00
• Brooks & Brooks Services, Inc. (not compliant)	\$89,521.62

2. Site and Landscape Improvements at Sykes Midrise. Capital Fund. Fixed Price Contract. Period is 180 days.

• Hoy Construction	\$399,935.00
• Techcon, Inc.	\$380,000.00
• RD Lambert Construction	\$409,000.00
• Spacemakers	\$412,000.00
• Conrad Brothers	\$392,999.00
• TA Sheets	\$334,489.00
• DK Nunnally	\$475,000.00



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

October 2009

Type of Solicitations	Projected Solicitation Date	Initiating Department
IFB, Road & Site Work, Oakleaf Forest	1-Oct-09	Capital Fund
IFB, Replace Windows, Calvert Square	1-Oct-09	Capital Fund
RFP, Strategic Financial Planning Services	1-Oct-09	Housing Reinvention
RFP, Disp. of 2 houses for renovation, PRIDE Prgm	16-Oct-09	RE/D&C
RFQ, Print Shop Assessment (Awarded)	5-Oct-09	Communications



HOUSING OPERATIONS

FIRST QUARTER REPORTS
ENDING SEPTEMBER 2009





PROPERTY MANAGEMENT DEPARTMENT QUARTERLY REPORT
JULY 2009- SEPTEMBER 2009

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
JULY 09 – SEPTEMBER 09**

Activities

- NRHA contracted with US Inspection Group to perform Uniform Physical Conditions System (UPCS) inspections on all units. Inspections were conducted the week of September 28, 2009. Remaining inspections will be conducted in January, February, March, April, May and June 2010.
- Asset Zone Manager and Resident Services Case Manager staff assisted 13 residents of Diggs Town place Fraud Alerts with the credit bureaus in follow up to security breach incident.
- Community Days held at Franklin Arms, Calvert Square, Tidewater Gardens, and Moton Circle.
- Recruitment for several positions within the department. New positions filled: Asset Zone Manager – August 10th, Administrative Support Specialist – August 17th, Diggs Town Resident Services Case Manager – August 24th, and Reporting and Analysis Specialist – September 28th.
- Contracts processed – Uniforms, Midrise Laundry Services, Process Server, Midrise Janitorial Cleaning, Midrise Carpet Cleaning, and Applicant Screening.
- Staff is working with City of Norfolk to develop a parking permit and street sweeping program at Tidewater Gardens.

Occupancy

- Number of applicants on Public Housing Wait List – 2,449
- New Resident Orientation held weekly
- Public Housing Wait List open for 4+ bedrooms
- Wait List purge process - letters mailed to all Public Housing Applicants to update application status.

Training

- NRHA Security Training – All Staff
- ENUG Conference – Senior Analysis and Reporting Specialist
- Monthly Reporting Requirements – Property Managers
- 8th Annual NOBLE Leadership Training and Conference – Security Program Staff

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
JULY 09 – SEPTEMBER 09**

Security Program Activities

Section 8 Referrals / police inquiry investigations	3
Section 8 / management services appeal hearings	1
Programs / presentations	12
Surveys / surveillance	5 / 5
Field interviews	4
Meetings	36
Trespass warnings	17
Court appearances / case research	26
Incident reports	8
School visits	11
Fraud hot line calls	17
Request for transfer investigations	8
Tenant folder assessment / review	9
VAWA certification investigations	3
Employee related investigations	2
Informal settlement of grievance hearings / review (trespass / ban policy)	25
Hot spot cards	21
GTAS/Notice of lease review	39

- Law Enforcement / Security Contract - ongoing monitoring of contract and crime report analysis
- Surveillance Camera Midrise Assessments completed
- Tenant Patrols training in Diggs Town
- Sex Offender Registration Monitoring ongoing
- 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.



CLIENT SERVICES DEPARTMENT QUARTERLY REPORT
JULY 2009 - SEPTEMBER 2009



FACILITIES DEPARTMENT QUARTERLY REPORT
JULY 2009 - SEPTEMBER 2009

Quarterly Report YTD 9/30/ 2009 for FY 2010

	Combined cost	Cost YTD	Depreciation	Income	Budget Cost Projected
Auto	\$70,417.00	\$70,417.00		\$10,587.00	\$1,042,551.00
Carpentry	\$114,653.00	\$114,653.00		\$224,399.00	\$1,211,695.00
Grounds	\$165,702.00	\$165,702.00		\$296,114.00	\$1,954,108.00
Electrical	\$48,582.00	\$48,582.00		\$44,911.00	\$330,115.00
Electronics	\$11,812.00	\$11,812.00		\$18,734.00	\$89,610.00
Extermination	\$18,848.00	\$18,848.00		\$28,986.00	\$276,060.00
Paint	\$26,618.00	\$26,618.00		\$51,962.00	\$307,733.00
HVAC	\$114,776.00	\$114,776.00		\$190,452.00	\$1,146,699.00
Tile	\$27,737.00	\$27,737.00		\$38,507.00	\$125,663.00
Tool	\$9,801.00	\$9,801.00		\$21,252.00	\$95,172.00
Sanitation	\$10,916.00	\$10,916.00		\$25,951.00	\$167,068.00
910	\$30,926.00	\$30,926.00		\$14,105.00	\$335,192.00
222	\$61,623.00	\$61,623.00		\$1,051.00	\$638,269.00
Appliance	\$712,411.00			\$967,011.00	\$7,719,935.00

Year to date costs are based on most current data available from Finance Dept.

Productivity report comparing FY 2007 , FY 2008 , FY 2009.
 Also show the relationship to the planned ratio for the billable Hr. Rate.
 Shows non-productive % of total working costs.

	922 FY 2007 Actual	922 FY 2008 Actual	922 FY 2009 Actual	FY 2010 Projection
Auto	19.55%	24.87%	24.30%	26.40%
Carpentry	23.62%	20.13%	24.00%	23.00%
Grounds	20.61%	23.94%	25.45%	26.00%
Electrician	25.50%	26.82%	26.66%	27.00%
Electronics	27.43%	33.34%	32.92%	27.57%
Extermination	29.75%	27.80%	24.96%	28.98%
Paint	18.33%	17.08%	23.96%	16.50%
HVAC	26.24%	19.58%	20.14%	21.80%
Tile	9.02%	8.56%	11.79%	9.00%
Tool Room	28.29%	15.78%	17.41%	18.00%
Sanitation	11.05%	12.66%	14.48%	14.00%



CAPITAL FUND DEPARTMENT QUARTERLY REPORT
JULY 2009 – SEPTEMBER 2009

**CAPITAL FUND DEPARTMENT QUARTERLY REPORT
JULY 08- SEPTEMBER 08**

<p align="center">Architectural Services</p> <ul style="list-style-type: none"> • Grandy Village <ul style="list-style-type: none"> ○ Community center design ○ Wetlands mitigation ○ Master planning ○ Senior midrise building ○ Multi-Family apartment building • Oakleaf Forest <ul style="list-style-type: none"> ○ Street and parking design ○ Interior and exterior improvements • Midrise door and hardware upgrades 	<p align="center">Project Management</p> <ul style="list-style-type: none"> • Grandy property management renovation • Grandy A/C installation • Mission College renovations • Hunterssquare A/C installation and mechanical room upgrades • N. Wellington roof replacement • Diggstown painting • Concrete repairs in all communities
<p align="center">Engineering Systems</p> <ul style="list-style-type: none"> • Environmental reviews • Preventive maintenance system • Cathodic protection in Young and Tidewater • New HVAC system for Hunterssquare • Energy performance contract • Gas line operations and maintenance program • Midrise fire pump inspection • Grandy community center • Hunterssquare roof • Young power distribution 	<p align="center">Contract Administration</p> <ul style="list-style-type: none"> • Administers 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

CAPITAL FUND QUARTERLY REPORT

FIRST QUARTER FY 2010

Property	2005				2006				2007				2008			
	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance
Tidewater	360,327	360,327	360,327	-	458,213	458,213	357,480	100,734	511,143	511,143	49,175	461,968	224,353	5,332	5,332	219,021
Moton	-	-	-	-	10,948	10,948	10,948	-	17,662	17,662	10,326	7,336	22,761	4,122	4,122	18,639
Diggs	469,647	469,647	469,647	-	334,343	334,343	334,343	-	282,712	282,062	238,039	44,673	394,000	7,139	7,139	386,861
Grandy	4,272,222	4,272,222	4,272,222	-	2,092,028	2,092,028	1,606,123	485,906	1,970,658	1,970,658	274,352	1,696,306	1,250,500	1,188,271	394,744	855,756
Young	294,792	294,792	294,792	-	691,108	691,108	685,117	5,991	301,368	301,368	162,085	139,283	1,063,347	57,377	54,868	1,008,479
Calvert	535,092	535,092	535,092	-	99,911	99,911	99,911	-	225,463	207,713	63,434	162,029	202,000	5,058	5,059	196,941
Oakleaf	215,229	215,229	215,229	-	94,141	94,141	99,186	54,955	579,982	565,503	245,810	334,172	1,135,338	101,530	36,135	1,099,203
Partrea	37,318	37,318	37,318	-	166,556	166,556	160,348	6,208	64,298	64,298	58,722	5,576	172,440	9,591	9,526	162,914
Hunter Square	62,680	62,680	62,680	-	1,235,599	1,235,600	1,043,467	192,132	525,145	525,145	400,682	124,463	400,500	210,420	210,421	190,079
Bobbitt	-	-	-	-	66,181	66,181	66,181	-	100,077	35,237	28,387	71,690	151,344	64,772	53,534	97,810
Sykes	51,043	51,043	51,043	-	47,920	47,920	47,920	-	666,163	414,554	74,648	591,515	281,016	107,410	92,183	188,833
N. Wellington	-	-	-	-	74,572	74,572	74,572	-	21,806	21,806	4,978	16,828	48,255	8,360	8,360	39,895
Scattered Sites	16,851	16,851	16,851	-	-	-	-	-	480	480	202	278	228,845	1,870	1,870	226,975
Franklin Arms	-	-	-	-	6,473	6,473	6,473	-	6,227	6,227	3,529	2,698	37,600	5,583	5,519	32,081
Broad Creek	-	-	-	-	-	-	-	-	-	-	-	-	77,239	3,239	530	76,709
Authority Wide	921,962	921,962	921,963	-	730,125	730,125	722,721	7,404	870,849	759,662	717,606	153,243	767,000	551,792	496,374	270,626
TOTAL	7,237,164	7,237,164	7,237,163	-	6,108,119	6,108,119	5,254,790	853,329	6,144,033	5,683,518	2,331,976	3,812,057	6,456,538	2,331,866	1,385,715	5,070,823
		LAST	REPORT													

ACTIVE CONTRACTS

Property	Description of Work	Contract Amount	Contractor	Completion Date	Percent Complete	ARRA GRANT				
						Property	Budget	Obligated	Expended	Balance
Grandy	Installation of A/C in residential units	3,576,000	Gibraltar	03/17/10	90%	Young Terrace 504	1,600,000	565	565	1,599,435
Grandy	Community Center	3,930,921	Henderson	05/30/10	20%	Calvert Windows	980,000	47,250	23,115	956,885
Midrise Buildings	Upgrade doors and hardware	614,432	McKenzie	03/13/09	100%	Oakleaf Forest Roads	3,535,000	-	-	3,535,000
Huntersquare	Install new A/C units in apartments	450,885	Comfort Systems	09/02/09	100%	Partrea Upgrades	863,000	5,840	-	863,000
Huntersquare	Renovate mechanical room	417,575	Virtexco	02/20/09	100%	Hunter Sq Upgrades	698,000	5,840	-	698,000
Huntersquare	New roof	177,889	Puff, Inc.	09/12/09	99%	Bobbitt Upgrades	647,000	5,840	-	647,000
Mission College	Renovate apartments/new clubhouse	7,552,569	T. A. Sheets	12/01/09	90%	Authority Wide	870,644	55,283	42,903	827,741
Tidewater	Catholic protection	257,850	Mesa Products, Inc.	02/09/10	1%	TOTAL	9,193,644	120,618	66,583	9,127,061
			Architect/Engineer							
All communities	Engineering Services Contracts	nte 30,000	CEGG							
All communities	Environmental review	nte 30,000	"							
All communities	Preventive maintenance program	nte 30,000	"							
Young	Electric load balance study	nte 30,000	"							
Huntersquare	Roof design	nte 30,000	"							
Sykes	Facility needs assessment	nte 30,000	"							
Oakleaf	New street and parking design	500,000	Bamforth							
Midrise Buildings	Door and hardware upgrades	28,205	"							
Grandy	Design & field insp. community center	620,000	RRMM							
Grandy	Design & field insp. New A/C	505,320	HDM							
Grandy	Design & field insp. midrise apt. bldg.	988,460	RRMM							
Grandy	Design & field insp. Site improvements	867,793	RRMM							
Tidewater	Design catholic protection system	100,000	SPS							
Tidewater	Design window replacement	45,000	VIA							
Calvert	Design window replacement	65,400	"							
Sykes	Design landscape and site upgrades	60,000	NRHA / VIA							
Various-gas service	Develop operations and maint. plan	50,000	SPS							
All communities	Energy Consultants	43,820	Enlightened Energy							
Broad Creek	Field Assessment	12,960								

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



Acronyms

ACC – Annual Contribution Contract
ASA – American Society on Aging
AMP - Asset Management Project
CRO - Community Resource Officer
ECS – Emphases Computer Software
DHS- Department of Human Services
EIV – Enterprise Income Verification
EVMS- Eastern Virginia Medical System
FASS –Financial Assessment Subsystem
FDIC – Federal Deposit Insurance Corporation
FIC- Family Investment Center
FMR – Fair Market Rent
FSS – Family Self Sufficiency Program
GED– General Educational Development
HAP- Housing Assistance Payment
HCV – Housing Choice Vouchers
HQS – Housing Quality Standards
IBWC- International Black Women Conference
MASS- Management Assessment Subsystem
MWBE- Minority Women Business Enterprises
NCOA – National Council on Aging
NRO- Neighborhood Resources Officer
PACE- Police Assisted Community Enforcement

PASS –Physical Assessment Subsystem
PHAS –Public Housing Assessment System
RASS –Resident Assessment Subsystem
REAC – Real Estate Assessment Center
ROSS – Resident Opportunity Supportive Service
SEMAP– Sect. 8 Management Assessment Prog
SPM- Security Program Manager
UIV – Upfront Income Verification
UPCS – Uniform Physical Condition Standards
VAWA –Violence Against Women Act
VHDA – Virginia Housing Development Authority
VML- Virginia Municipal League



Commissioners' Resolution

Commissioners' Meeting Date: October 12, 2009

Title: RESOLUTION CONVENING A CLOSED MEETING

Resolution:

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 which is specifically exempted from public disclosure by the code section referred to below:

- a. "Consultation with the Authority's legal counsel regarding probable litigation following legal matter(s) requiring the provision of legal advice by counsel as authorized by Section 2.2-3711.A.7 of the Act." Litigation against parties improperly holding certain NRHA funds transferred for payment for improvements at 201 Granby Street.

Commissioners' Action:

Moved by:

Seconded by:

Approved
 Disapproved

Certified by:



Commissioners' Resolution

Commissioners' Meeting Date: October 12, 2009

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:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Certified by:
-----------	--------------	---	---------------



BOARD OF COMMISSIONERS' UPDATES

Meeting Date: Monday, October 12, 2009

- 1) Ballentine Facility
- 2) Broad Creek
- 3) St. Paul's Quadrant
- 4) FY10 Work Plan – Math Correction
- 5) HUD with Every Heartbeat is Life Training

- 6) **RECENT ARTICLES & CORRESPONDENCE/UPCOMING EVENTS**
 - a. Correspondence from Housing Authority Insurance Group
 - b. Letter from the City of Norfolk regarding CDBG Applying for FY 2011 Funding
 - c. VAHCDO “What Home Means to Me” Poster Contest Correspondence
(We will have contest winners present at the meeting)
 - d. Board of Commissioners' Meeting Dates (Remainder of Year)

- Other Information - STAFF APPOINTMENTS

1. Kelly Williams, NRHA's Communications and Marketing Specialist, has been accepted to become a member of LEAD Hampton Roads Class of 2010.
2. Michael Clark, NRHA's Neighborhood Development Director, has been appointed to the Virginia Beach Economic Development Retail Strategy Development Committee

e. ARRA Capital Fund Recovery Grants Information

To date NRHA has obligated \$122,582 or 1.3% of the ARRA formula grant of \$9,193,644. The obligated funds so far are for A/E fees and NRHA administrative costs. We currently have two projects out to bid—Calvert Window Replacement, budgeted at \$900,000, and Oakleaf Road & Site Improvements, budgeted at \$3,535,000. Bids will be opened for these two projects the week of October 19. We expect to have that work under contract and thus obligated by November 20. At that point we will have 50% of the ARRA funds obligated. The other two ARRA projects will be Young Terrace 504 Compliance and Midrise (Bobbitt, Hunter Square, and Partrea) Common Area Upgrades. These projects are budgeted at \$1,500,000 and \$2,020,000 respectively. Both projects are under design and will be bid out no later than December. They will both be under contract prior to March 17, 2010. Including A/E fees and administrative costs, all funds will be obligated by the deadline.



Commissioners' Update NRHA Board of Commissioners

Subject: Ballentine Facility

Executive Contact: James E. Gehman

Date: October 12, 2009

BACKGROUND

In May of this 2009 NRHA acquired the services of Clark Nexsen, Architects and Engineers to design a consolidated office/shops facility at 910 Ballentine Boulevard. Clark Nexsen interviewed staff and developed a space needs analysis indicating an office requirement of about 40,000 square feet plus 10,000 square feet in support space and about 40,000 square feet of shops space. Based on these needs, they are developing a schematic design which graphically demonstrates the potential building organization reflecting the relationships and adjacencies described by staff.

STATUS

The schematic design process is underway and several design iterations have been presented, reviewed and discussed with a design team of NRHA staff led by Nat McCormick and a design approach is emerging.

FUTURE ACTION

The staff and consultants anticipate making a presentation of the preferred approach at a Commissioners workshop on October 26, 2009. That presentation is expected to include:

1. Review of project goals and alternatives
2. Space Needs Analysis (Program)
3. Schematic plans and massing
4. Cost Estimate
5. Financing
6. Development and Operations financial pro forma



Commissioners' Update NRHA Board of Commissioners

Subject: Broad Creek Monthly Update

Executive Contact: John C. Kownack

Date: October 12, 2009

BACKGROUND

Broad Creek is a HUD HOPE VI project originally approved in a 2000 grant. NRHA demolished 767 public housing units to create a mixed income community. Broad Creek is built on land formerly occupied by the Bowling Green, Roberts Village East and Roberts Village public housing communities, as well as the Marshall Manor apartments. To date 400 apartments have been constructed of which 354 are assisted, 27 are low income affordable and 19 are market rate. Eighty-five homeownership units have been completed on site. The project also includes support for 185 off-site homeownership replacement units through homebuyer assistance programs.

STATUS

FAMILY RENTAL:

NRHA continues to coordinate with TCB property management to address operational and physical conditions.

HOMEOWNERSHIP:

Former Bowling Green:

A total of 70 homes are included in the Bowling Green homeownership plan. Currently, 61 homes are completed and sold or under contract. Four homes are completed and for sale, one house is under construction and scheduled to be completed in October, one lot is ready to begin construction and three lots do not have finalized plans. In addition to the 70 Bowling Green homes, there are 21 units, "The Villas" (14 condos and 7 townhouses), currently under construction by Tivest on City property. The first Villa Units are anticipated to be completed before the end of the year.

Village East:

Tivest is completing the 20 multi-family homeownership units in Village East. Thirteen have closed or are under contract, eleven of which involve low/moderate income first-time homebuyers. All remaining homes are ready for sale awaiting final work, which would occur just prior to closing.

Village Center:

Village Center is proposed to be developed with townhouses, single family detached dwellings, and condominiums. An infrastructure funding request for Village Center is being included in the proposed City funding application for the FY-2011 Capital Improvement Program, subject of a public hearing on this date.

REVITALIZATION PLAN:

NRHA has submitted a revised Revitalization Plan amendment request (letter attached) for the Broad Creek HOPE VI project. The amendment would reduce the grant amount by \$1.3 million and lead to the close-out of the HOPE VI grant by June 30, 2010.

CITY IMPROVEMENTS:

The City has selected an artist to design sculpture for the linear park and is negotiating the contract.

FUTURE ACTION

- Continue efforts to secure approval by HUD of amended HOPE VI revitalization plan.
- Continue to Update the Board on Broad Creek activities.
- Pursue Additional funding from the City for FY2011 for infrastructure funding for Village East.

Attachments:

A - Broad Creek Project Production Report

B - Letter to HUD, Dated October 7, 2009



	LAND		PROJECTED HOUSING UNITS AT BUILDOUT		
	Total Lots	Lots Awarded*	Single Family	Multi- Family	TOTAL
Broad Creek 1 "Bowling Green"	54	54	50	20	70
Broad Creek 2 "Village West"	12	12	12	0	12
Broad Creek 3 "Village East"	4	4	0	20	20
Broad Creek 4 "Village Center"	TBD	0	34	138	172
TOTALS	70	70	96	178	274

(*) Executed reservation agreement

PROJECT PRODUCTION REPORT
BROAD CREEK
9/30/2009

STATUS OF HOUSING UNITS					
Under Design & Review	Approved Design	Under Construction	Complete For Sale	Sold / Under Contract	Total Units in Production
3	1	1	4	61	70
0	12	0	0	0	12
0	0	0	7	13	20
0	0	0	0	0	0
3	13	1	11	74	102



Commissioners' Update NRHA Board of Commissioners

Subject: St Paul's Quadrant

Executive Contact: Donnell Brown

Date: October 12, 2009

BACKGROUND

At the monthly St. Paul's Advisory Committee (SPAC) meetings one or more of the guiding principles are discussed with the committee.

Guiding principles are:

- Replacement of public housing units on one-for-one basis.
- Invest in resources for safe, healthy, rewarding living.
- Reconnect missing links (end isolation created by existing roadwork by reconnecting some roads to downtown such as Church Street).
- Remove barriers to pedestrian mobility.
- Enhance historic properties such as churches by improving the physical setting.
- Address storm water (flooding) issues.
- Provide recreation and open space opportunities.
- Address economic segregation by providing quality housing for all income levels.
- Build a community by involving residents and churches and enhancing cultural and economic diversity.

On Thursday September 3, 2009 the SPAC held a meeting at NRHA offices 910 Ballentine Boulevard.

Meeting Topic –Establish a strong sense of place
Provide recreation and open space resource.
Address storm water (flooding) issues.
Improve community form (enhance public realm).

The majority of the discussion was about storm water management, protecting the church during construction, and the role the Hunton YMCA in the new community.

See agenda, SPAC meeting notes and power point presentation (Att. A)

STATUS

Thursday October 1, 2009 the SPAC held a meeting at City Hall. The SPAC requested additional information from the City at the September meeting concerning:

Storm water Management (Att.1)
Protecting a Historic Structure (Att.2)
Historic Structures: New Construction Experience in Norfolk (Att.3).

There was also a request that the City talk to Hunton YMCA about their part in the Vision. (Att. 4).

Agenda and Power Point Presentation : Themes and Guiding Principles (Att. 5)

The meeting was spent reviewing and discussing the additional information supplied. The major concern was about having adequate parking for the residents and the churches. The City was asked to provide additional information on parking with maps for the next meeting.

FUTURE ACTION

The NRHA Board of Commissioners' will continue to get monthly update on each advisory committee meeting. The next meeting is scheduled for Thursday, November 5, 2009 at City Hall.



Commissioners' Update NRHA Board of Commissioners

Subject: FY10 Work Plan

Executive Contact: James E. Gehman

Date: October 12, 2009

BACKGROUND

The FY10 Work Plan was distributed and discussed at the previous Board of Commissioners Meeting. On page 1 of the Plan the total Operating Funding at the bottom of the page included funds other than the Neighborhood Revitalization funding described above. Consequently the total for Operating was not the sum of the Operating line items above.

STATUS

The revised FY10 Work Plan is attached.

FUTURE ACTION

No action required

FY10 WORK PLAN:

NEIGHBORHOOD REVITALIZATION

FY10 Funding

Capital	CDBG	CIP	CIP-I	TOTAL
Acquisition and Independents	\$ -	\$ 2,155,500	\$ 2,538,000	\$ 4,693,500
All Purpose (Debt Service & Grants)	\$ -	\$ 315,000	\$ -	\$ 315,000
Relocation	\$ -	\$ 148,500	\$ 328,651	\$ 477,151
Demolition	\$ -	\$ 128,000	\$ 299,349	\$ 427,349
Rehabilitation	\$ 2,510,199	\$ -	\$ 1,039,000	\$ 3,549,199
Disposition	\$ 300,000	\$ 530,000	\$ -	\$ 830,000
Site Improvements	\$ 660,000	\$ -	\$ -	\$ 660,000
Sub Total	\$ 3,470,199	\$ 3,277,000	\$ 4,205,000	\$ 10,952,199
Operating	\$ 1,500,000	\$ 723,000	\$ 355,000	\$ 2,578,000
Total	\$ 4,970,199	\$ 4,000,000	\$ 4,560,000	\$ 13,530,199

Prior Years Funding (Available)

Capital	CDBG	CIP	CIP-I	TOTAL
Acquisition and Independents	\$ 99,676	\$ 2,400,478	\$ 269,871	\$ 2,770,025
All Purpose (Debt Service & Grants)	\$ -	\$ -	\$ -	\$ -
Relocation	\$ 259,631	\$ 100,000	\$ 100,000	\$ 459,631
Demolition	\$ 191,019	\$ 426,422	\$ 27,654	\$ 645,095
Rehabilitation	\$ -	\$ -	\$ -	\$ -
Disposition	\$ 135,436	\$ 126,544	\$ 94,921	\$ 356,901
Site Improvements	\$ 1,673,000	\$ 1,031,354	\$ 3,157,739	\$ 5,862,093
Sub Total	\$ 2,358,762	\$ 4,084,798	\$ 3,650,185	\$ 10,093,745
Operating	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,358,762	\$ 4,084,798	\$ 3,650,185	\$ 10,093,745

Available Funding (Current + Prior Years)

Capital	CDBG	CIP	CIP-I	TOTAL
Acquisition and Independents	\$ 99,676	\$ 4,555,978	\$ 2,807,871	\$ 7,463,525
All Purpose (Debt Service & Grants)	\$ -	\$ 315,000	\$ -	\$ 315,000
Relocation	\$ 259,631	\$ 248,500	\$ 428,651	\$ 936,782
Demolition	\$ 191,019	\$ 554,422	\$ 327,003	\$ 1,072,444
Rehabilitation	\$ 2,510,199	\$ -	\$ 1,039,000	\$ 3,549,199
Disposition	\$ 435,436	\$ 656,544	\$ 94,921	\$ 1,186,901
Site Improvements	\$ 2,333,000	\$ 1,031,354	\$ 3,157,739	\$ 6,522,093
Sub Total	\$ 5,828,961	\$ 7,361,798	\$ 7,855,185	\$ 21,045,944
Operating	\$ 1,500,000	\$ 723,000	\$ 355,000	\$ 2,578,000
Total	\$ 7,328,961	\$ 8,084,798	\$ 8,210,185	\$ 23,623,944

FY10 WORK PLAN:

NEIGHBORHOOD REVITALIZATION

Spending Plan By Neighborhood

	CDBG	CIP	CIP-I	TOTAL	UNITS
Acquisitions & Independent Projects					
1 Area					
Willoughby	\$ 500,000	\$ -	\$ -	\$ 500,000	1
2 Area					
Hampton Boulevard	\$ -	\$ -	\$ -	\$ -	
Lamberts Point	\$ 1,500,000	\$ 500,000	\$ -	\$ 2,000,000	3
Midtown	\$ -	\$ -	\$ -	\$ -	
Park Place	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	5
Wards Corner	\$ -	\$ -	\$ 900,000	\$ 900,000	Rehab
3 Area					
Ballentine	\$ -	\$ 100,000	\$ -	\$ 100,000	2
Broad Creek	\$ -	\$ -	\$ -	\$ -	
Fairmount Park	\$ -	\$ -	\$ 200,000	\$ 200,000	1
4 Area					
Berkley	\$ 550,000	\$ 250,000	\$ 500,000	\$ 1,300,000	9
Central Brambleton	\$ -	\$ 380,000	\$ -	\$ 380,000	3
South Brambleton	\$ 250,000	\$ 300,000	\$ 2,400,000	\$ 2,950,000	6
Campostella Hgts	\$ -	\$ 150,000	\$ -	\$ 150,000	1
Church Street	\$ -	\$ -	\$ -	\$ -	
Huntersville	\$ -	\$ -	\$ 1,600,000	\$ 1,600,000	
5 Area					
Bayview	\$ -	\$ -	\$ -	\$ -	
Cottage Line	\$ -	\$ -	\$ -	\$ -	
East Ocean View	\$ -	\$ 500,000	\$ -	\$ 500,000	1
West Ocean View	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 2,300,000	\$ 3,680,000	\$ 5,600,000	\$ 11,580,000	32
6 City Wide					
All Purpose (Debt Service & Grants)	\$ -	\$ 315,000	\$ -	\$ 315,000	
Relocation	\$ 200,000	\$ 200,000	\$ 300,000	\$ 700,000	
Demolition	\$ 150,000	\$ 250,000	\$ 300,000	\$ 700,000	
Rehabilitation	\$ 2,500,000	\$ -	\$ -	\$ 2,500,000	
Disposition	\$ 400,000	\$ 500,000	\$ -	\$ 900,000	
Subtotal	\$ 3,250,000	\$ 1,265,000	\$ 600,000	\$ 5,115,000	
Total Work Plan Available	\$ 5,550,000	\$ 4,945,000	\$ 6,200,000	\$ 16,695,000	
Available	\$ 5,828,961	\$ 7,361,798	\$ 7,855,185	\$ 21,045,944	

FY10 WORK PLAN: NEIGHBORHOOD REVITALIZATION

By Activity

Acquisitions

Relocations

Demolitions

Rehabs

Dispositions

Site Improvements

Lamberts Point - 26th St

Berkley - Liberty St

Huntersville - Maplewoods

Home Ownership

Renovations (NSP)

UNITS NEIGHBORHOODS

32 See neighborhood distribution above

50 Various

20 Various

160 Various

40 Various

3

50 Various

12 Ballentine and Fairmount Park



Commissioners' Update NRHA Board of Commissioners

Subject: HUD with Every Heartbeat is Life Training HUD-NHLBI Partnership- Community Health Worker Initiative

Executive Contact: Donnell Brown

Date: October 12, 2009

BACKGROUND

The Department of Housing and Urban Development Office of Community and Supportive Services and the National Institute of Health are co-sponsors of the Health in Public Housing Initiatives ***Every Heartbeat Is Life*** pilot program. NRHA was selected along with housing authorities from Greensboro North Carolina, Charlotte North Carolina, Columbia, South Carolina, Durham North Carolina, and Portsmouth Virginia to participate in this pilot program. Several studies conducted by the National Institute of Health show that the status of health among social and economically disadvantaged African Americans is increasing. Paramount among the diseases that plague this group is diabetes, cardiovascular, hypertension, pulmonary artery disease and obesity. This initiative is focused on developing and training resident community health workers to teach and promote healthy lifestyles. Three residents were hired as Community Health Workers (Grandy Village, Young Terrace and Housing Choice Voucher participants). Each worker receives a monthly stipend and training offered by partner agencies. Two have enrolled in the next Certified Nurses Assistant training sponsored by International Black Women's Congress (IBWC).

STATUS

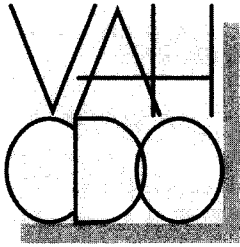
Phase II of the Community Health Worker- ***With Every Heartbeat Is Life*** training program required each housing authority to develop a plan of action plan using the template developed by the National Institute of Health. Some of the initiatives include: (1) increase assisted housing resident's knowledge of preventable diseases and risk factors, (2) conduct periodic health screenings with referrals to appropriate health care providers and (3) establish a 10-week ***With Every Heartbeat Is Life*** training workshop for 100 residents. The National Institute of Health will monitor and evaluate the progress of residents that agreed to participate in the 10-week program. This initiative has generated excitement and enthusiasm among the Community Health Workers and our partner agencies. The Norfolk Department of Health, Park Place Community Health Center, International Black Women's Conference (IBWC), Farmers Market, and Life Enrichment Center serves as partners and members of the advisory council.

FUTURE ACTION

The first ***With Every Heartbeat Is Life***, training session was held on September 30, 2009 and will be held every 3 months until the goal of reaching 100 residents is achieved. Mr. Len Clay from the HUD D.C. Office of Community Initiatives will conduct a site visit on October 14-16, 2009.

RECENT ARTICLES &

CORRESPONDENCE/UPCOMING EVENTS



www.vahcdo.org

SRM DL
JK AW
CG EW
JG
DB
DM
BT

VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS

October 2, 2009

Norfolk Redevelopment & Housing Authority
Attn: Mr. Shurl R. Montgomery, Executive Director
210 Granby Street
P.O. Box 968
Norfolk, VA 23501-0968

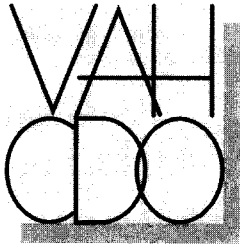
Dear Shurl:

Congratulations! The Virginia Association of Housing and Community Development Officials (VAHCDO) is pleased to announce that the Norfolk Redevelopment and Housing Authority (NRHA) has five students that won awards in VAHCDO's First Annual "What Home Means to Me" Poster Contest. The "What Home Means to Me" Poster Contest is part of the 2009 Housing America Campaign. The poster contest is for children associated with affordable housing and community development programs owned or administered by national NAHRO member agencies. This year's poster contest was held July 29-August 24, 2009. This year's winners are:

ELEMENTARY SCHOOL		
Place	Student Name	Public Housing Authority
1 st	Cornelius Scott	Norfolk
2 nd	Jaylynn Frazier	Norfolk
3 rd	Kayla Peterson	Norfolk

MIDDLE SCHOOL		
Place	Student Name	Public Housing Authority
1 st	Shanice Mock	Chesapeake
2 nd	Malik Brown	Norfolk
3 rd	Sharae Mock	Chesapeake

HIGH SCHOOL		
Place	Student Name	Public Housing Authority
1 st	Latesha Lawrence	Norfolk
2 nd	Damisha Sherod	Chesapeake
3 rd	Roxie Daniels	Chesapeake



www.vahcdo.org

VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS

VAHCDO is pleased to provide a \$100 Savings Bond to each first place winner and a \$50 Savings Bond to each second and third place winner. Winners will be featured in an upcoming edition of the VAHCDO newsletter. VAHCDO will also forward the first place poster in each category to the National Association of Housing and Redevelopment Officials (NAHRO) to compete in a national competition. NAHRO will assemble a Blue Ribbon panel of judges. These judges will select four honorees in each of the three categories, plus an overall Grand Prize honoree. National honorees will receive a \$100 savings bond and the Grand Prize honoree will receive a \$500 savings bond. The Grand Prize honoree and his or her family will also be provided with transportation to the event and lodging for NAHRO's March 2010 National Legislative Conference in Washington, DC. National honorees will receive a framed certificate. National NAHRO will develop a 2010 calendar based on the 13 nationally-selected posters and will seek permission to display the selected entries in the U.S. Capitol.

Again, VAHCDO would like to congratulate each of the winners and all that participated in this year's contest.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dewayne Alford'. The signature is written over a horizontal line that extends across the width of the signature.

Dewayne Alford
President
VAHCDO

Enclosure

Board of Commissioners' Meetings (Remainder of Calendar Year)

2009

October 12, 2009

- 1) **October 12**
Board of Commissioners Monthly Meeting
Ruffner Middle School at 4:00 p.m.
610 May Avenue
Norfolk, VA 23504

- 2) **October 26**
Board of Commissioners Policy Meeting
TOPIC: New Facility Overview
Housing Operations
910 Ballentine Blvd. at 8:00 a.m. – 10:30 p.m.

- 3) **November 9**
Board of Commissioners Monthly Meeting
NRHA
201 Granby Street
12th. Floor at 8:00 a.m.

- 4) **December 11, 2009**
Board of Commissioners' Monthly Meeting
Half Moone Cruise Terminal
11:30 a.m. – 12:00 (noon)

- 5) **December 11, 2009**
Annual Meeting for Commissioners and Employees
Luncheon Meeting
Half Moone Cruise Terminal
12:00 – 2:30 p.m.