



AGENDA
NRHA Commissioners' Meeting
January 11, 2010 – 8:00 a.m.
201 Granby Street, 12th floor

I. **APPROVAL OF MINUTES OF COMMISSIONERS' MEETINGS**

November 25, 2009 Special Called Meeting
December 11, 2009 Board of Commissioners' Meeting

II. **REMARKS**

Executive Director Update
Chairman of the Board Comments
Commissioners' Comments

III. **DEVELOPMENT OPERATIONS**

- 1) Ballentine Facility Presentation
Presented by James Gehman
Chief Development Officer

- 2) Resolution Authorizing the Issuance of Refunding Bonds for the Benefit of Fort Norfolk Retirement Community, Inc. in an Aggregate Principal Amount Not to Exceed \$22,500,000 and the Execution of Related Documents.
Presented by James Gehman
Chief Development Officer

- 3) Resolution Authorizing the Execution of Amendment No. 3 to Master Development Agreement Between the Authority, the City of Norfolk, SLNWC Investment Company, L.L. C. and SLNWC Holding Company for the Construction of a Mixed Use Development in the Downtown North Redevelopment Project, and Related Action.
Presented by James Gehman
Chief Development Officer

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III. DEVELOPMENT OPERATIONS (continued)

- 4) Resolution Authorizing Renewal of Financing in an Amount up to \$7.2 Million from Wachovia Bank to Support Advance Funding Requirements for NRHA Redevelopment, Conservation and Revitalization Efforts
Presented by John Kownack
Chief Housing Reinvention Officer

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

V. HOUSING OPERATIONS

- 1) Housing Operations Quarterly Report
Presented by Donnell Brown
Chief Housing Officer

VI. NEW BUSINESS

VII. COMMITTEE MEETING NOTES

None

January 11, 2010 – 8:00 a.m.
201 Granby Street, 12th floor

VIII. CLOSED MEETING

1. “ Discussion and consideration of the disposition of publicly held real property in the East Ocean View Conservation and Redevelopment, Cottage Line Conservation, and Berkley IV Redevelopment areas as authorized by Section 2.2-3711.A.3 of the Act.”

WHEREAS, pursuant to Section 13.1-1024 of the 1950 Code of Virginia, as amended, the Authority and CDC, as the only members of the Company, have the authority to appoint the persons who serve as managers on the Board of Managers of the Company; and

WHEREAS, the Authority and CDC have determined that it is appropriate to execute that certain Unanimous Consent of the Members of Hampton Roads Ventures, L.L.C. In Lieu of Meeting attached hereto and dated the date hereof ("the Unanimous Consent") to appoint the persons who serve as managers on the Board of Managers of the Company; and

WHEREAS, the Authority desires to authorize and direct the Executive Director of the Authority to execute the Unanimous Consent on its behalf.

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 and directed to execute and deliver the Unanimous Consent and to take such other action and to sign such other documents as he may deem necessary or desirable to carry out the intent of this Resolution.

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

. . .

There being no further business, the meeting was adjourned at 8:07 A.M.

Secretary

Chairman

MINUTES OF MEETING

The Commissioners of the Norfolk Redevelopment and Housing Authority (the "Authority") met in a regular monthly meeting at the Half Moone Cruise and Celebration Center, Norfolk, VA at 11:45 A.M. on Monday, December 11, 2009.

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. F. Nash Bilisoly Dr. Linda Horsey Mr. L. Robert Layton Mr. W. Sheppard Miller, III Mr. Robert J. Soble
Absent:	None

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 November 9, 2009 Board meeting. Upon motion of Mr. Soble, seconded by Mr. Anderson, the minutes were unanimously approved.

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II. Remarks

A. Executive Director Update

Executive Director 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.

B. Chairman of the Board and Commissioner Comments

The Chairman thanked the Commissioners, the Chief Executive Officer and NRHA staff for their work during a challenging year and offered his best wishes to all for the coming holiday season and New Year.

Dr. Horsey stated she had several questions regarding the updates that had been provided in the Commissioners' packets. The Chairman asked if, considering the annual meeting schedule, Dr. Horsey could identify the questions briefly and allow staff to provide follow-up information as needed. Dr. Horsey agreed to be brief but reserved the right to pursue her questions more fully in a subsequent venue.

With respect to the update on a recent Request for Proposals for development of a property in the Berkley IV Redevelopment project, Dr. Horsey stated that she thought more detail should have been provided. Staff responded that the update was intended to inform the Board that the process is proceeding and that more complete information would be provided when a recommendation is provided in the next month.

Referring to the updates relating to St. Paul's Quadrant and NRHA Facilities, Dr. Horsey stated that both initiatives appeared to be moving forward quickly and that she wanted to be sure that the Board of Commissioners was kept fully informed on these matters. The Chairman noted that the updates are intended to provide information on the progress of various activities and that with respect to both St. Paul's Quadrant and NRHA Facilities, the Commissioners will be fully briefed before any decisions are made. The Chairman also noted that the St. Paul's Quadrant Advisory Committee, referred to in the update, is being coordinated by the City Administration, and while NRHA is participating on the committee, the City Administration is in the lead on this effort.

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III. Development Operations

No briefing for this meeting.

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IV. Finance and Administrative Operations

A. Previous Month's Activities

1. Disposition Activities

Chairman Miller asked Mr. Montgomery to brief the Commissioners on plans of Habitat for Humanity to build houses on NRHA land in 2010. Mr. Montgomery indicated that staff meets with them each year and their current plans are to build duplexes on corner lots in Norfolk neighborhoods provided they receive civic league and neighborhood support.

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V. Housing Operations

No briefing for this meeting.

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VI. New Business

A. Resolution

Consideration of a Resolution approving Amendment No. 3 to the Master Development Agreement for the Wachovia/Wells Fargo building was deferred.

B. Board Schedule for 2010

The calendar of meetings for 2010 is in today's packet.

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VII. Committee Meeting Notes

None.

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VIII. Closed Meeting

No closed meeting.

There being no further business, the meeting was adjourned at 12:12 p.m.

Secretary

Chairman

HAMPTON ROADS VENTURES, L.L.C.
UNANIMOUS CONSENT OF THE MEMBERS
OF HAMPTON ROADS VENTURES, L.L.C.
IN LIEU OF MEETING

November 25, 2009

The undersigned, being all of the Members of Hampton Roads Ventures, L.L.C., a Virginia Limited Liability Company (the "Company"), do hereby consent to the adoption of the following actions and resolutions without a formal meeting, hereby waiving notice of meeting and all requirements therefor:

WHEREAS, the Members are parties to an Operating Agreement of the Company dated as of May 23, 2003 (the "Initial Operating Agreement"), as amended by an Amendment to the Operating Agreement of Hampton Roads Ventures, L.L.C. dated December 13, 2004 (the "2004 Amendment"); and

WHEREAS, pursuant to Section 13.1-1024 of the 1950 Code of Virginia, as amended, the Members have the authority to appoint the persons who serve as managers on the Board of Managers of the Company; and

WHEREAS, the Members desire to appoint the persons who serve as managers on the Board of Managers of the Company.

NOW, THEREFORE, BE IT RESOLVED, that:

1. Unless and until the Members decide otherwise, the Board of Managers of the Company shall include all members of the Board of Commissioners of Norfolk Redevelopment and Housing Authority.
2. The following persons constitute the acting Commissioners of Norfolk Redevelopment and Housing Authority and the current Managers serving on the Board of Managers of the Company as of the date of this Unanimous Consent:

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

3. The composition of the Board of Managers may change from time to time at the same time as the composition of the Board of Commissioners of Norfolk Redevelopment and Housing Authority changes.

IN WITNESS WHEREOF, the undersigned Members have hereunto set their hands as of this 25th day of November, 2009.

NORFOLK REDEVELOPMENT AND
HOUSING AUTHORITY

By: _____ (SEAL)
Name: Shurl R. Montgomery
Title: Executive Director

CITY DEVELOPMENT CORPORATION

By: _____ (SEAL)
Name: Shurl R. Montgomery
Title: President



Dates: December 8 – January 7

Activities accomplished since last Board of Commissioners' Meeting:

Meetings

- Met with the Employee of the Quarter staff
- Attended the Resident Advisory Board meeting at Ruffner Middle School
- Attended a Ballentine Facility meeting
- Met with Chairman on BOC agenda items
- Attended several meetings with Annual Meeting Planning staff
- Attended the Annual Meeting at the Half Moone Cruise Terminal
- Attended the Salvation Army Meeting on Kroc Center
- Attend the Hampton Roads Ventures Meeting
- Met with HR Director various times
- Attended the Chamber of Commerce Luncheon
- Met with Communications Director
- Met with Frank Azzalina /HRT – White Top Cab Company
- Attended the United Way meeting with staff
- Met with Chief Development Officer on Ballentine Facility
- Met with Rehab Services staff
- Met with real estate staff on project updates
- Consulted with legal counsel regarding Waterside
- Met with AED's on 2010 Work Program
- Attended taping for a NRHA show on Norfolk perspectives
- Attended a meeting with staff regarding Ocean View projects update
- Met with Chief of Housing regarding various operational subjects
- Attended the Mayor's Roundtable Meeting



Agenda Item
NRHA Board of Commissioners

Subject: Ballentine Facility Presentation

Executive Contact: James E. Gehman

Date: January 11, 2010

BACKGROUND

NRHA staff continues to work with consultant Clark Nexsen on the design of a new facility which will co-locate the office staff with the maintenance operations staff at 910 Ballentine. The project scope remains a 45,000 square foot building and the total development cost is still projected to be \$10.7M. This presentation will culminate the preliminary design phase and describe the facility being planned and demonstrate how the funding for the new facility can be accommodated. Next steps include technical review of submitted documents, initiating discussions with staff about specific departmental layouts, discussions with neighbors and then starting final design. In preparation for a major policy discussion in April, staff will also be acquiring marketing data for the Royster Building. Funds for this study will come from the Working Fund and will be the subject of a budget amendment in February.



Resolution NRHA Board of Commissioners

Subject: Resolution authorizing the issuance of additional bonds for the Harbor's Edge/Fort Norfolk retirement community project

Executive Contact: Shurl Montgomery

Date: January 11, 2010

BACKGROUND

The Authority issued \$20 million in Revenue Bonds in 2004 to help finance the construction of the Harbor's Edge retirement complex in the area of the City of Norfolk known as Atlantic City or Fort Norfolk.

The Resolution attached hereto authorizes the issuance of up to \$22,500,000 in additional bonds to refund the 2004 Bonds, fund reserves and pay issuance costs.

The 2010 Bonds will be additional bonds issued pursuant to the original 2004 Trust Indenture. The issuance of the 2010 Bonds is not subject to federal tax law TEFRA requirements and does not require a public hearing.

RECOMMENDED ACTION:

The bond issuance will generate revenue to the Authority in the form of an annual fee. It does not commit the Authority to any financial obligation and all of the Authority's costs will be reimbursed by the developer.

Recommend approval of the resolution.

RESOLUTION AUTHORIZING THE ISSUANCE OF REFUNDING BONDS
FOR THE BENEFIT OF FORT NORFOLK RETIREMENT COMMUNITY,
INC. IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED
\$22,500,000 AND THE EXECUTION OF RELATED DOCUMENTS

WHEREAS, under the Virginia Housing Authorities Law, Chapter 1, Title 36 of the Code of Virginia of 1950, as amended (the Act), the Norfolk Redevelopment and Housing Authority (the Authority) has been given the power to issue refunding bonds for purposes of paying bonds previously issued by it for any of its purposes, including, without limitation, bonds previously issued to finance projects located in areas designated by the Authority as redevelopment areas in which there is the need to eliminate blight;

WHEREAS, the Authority issued its \$20,000,000 Variable Rate Demand First Mortgage Revenue Bonds (Fort Norfolk Retirement Community Inc. – Harbor’s Edge Project) Series 2004B (the Series 2004B Bonds) to finance, for the benefit of Fort Norfolk Retirement Community, Inc. (the Company), the acquisition, construction and equipping of a senior living community known as Harbor’s Edge (the Project) located on an approximately 4.4 acre site in the area of the City of Norfolk, Virginia known as Atlantic City or Fort Norfolk, which has been designated by the Authority as a redevelopment area in which there is the need to eliminate blight;

WHEREAS, there has been described to the Authority the plan of refinancing of the Company whereby the Authority would issue additional bonds (the Series 2010 Bonds) under that certain Trust Indenture dated as of October 1, 2004 (the 2004 Indenture), by and between the Authority and Wells Fargo Bank, N.A., as trustee (the Trustee), and apply the proceeds of such Series 2010 Bonds to (a) currently refund the outstanding principal balance, the redemption premium, if any, and the accrued interest with respect to the Series 2004B Bonds, (b) fund any required reserve fund, and (c) pay costs of issuance of the Series 2010 Bonds;

WHEREAS, a public hearing with respect to the Project and the Series 2010 Bonds is not required either by Virginia law or Section 147(f) of the Internal Revenue Code of 1986, as amended;

WHEREAS, the Company has elected to proceed immediately with implementing its plan of refinancing described above, whereby the Authority would issue and sell the Series 2010 Bonds pursuant to one or more Purchase Contracts, each to be dated the date of its execution and delivery (collectively, the Purchase Contract), among the Authority, the Company and one or more financial institutions or investment banks to be selected by the Company; and

WHEREAS, the Company has requested that the Authority assist with the plan of refinancing by authorizing the Chairman or Vice Chairman of the Authority, upon the advice of counsel to the Authority and of Bond Counsel appointed hereunder, and subject to the limitations set forth herein, to review and approve (a) the Purchase Contract and (b) the other documents required to be executed and delivered by the Authority in connection with the issuance of the Series 2010 Bonds, including, without limitation, the following documents (collectively, the Bond Documents):



Resolution NRHA Board of Commissioners

Subject: Resolution Amendment No. 3 Master Development Agreement for the Wachovia/Wells Fargo Center

Executive Contact: Shurl Montgomery

Date: January 11, 2010

BACKGROUND

The City of Norfolk and the Authority entered into a Cooperation Agreement dated March 26, 2008 to arrange for the construction of a high quality complex known today as the Wells Fargo Center and formerly the Wachovia Center.

The Authority also entered into a Master Development Agreement ("MDA") as a part of the project. The Resolution attached hereto authorizes the execution of the third amendment to the MDA. The Resolution also authorizes the execution of a Repayable Performance Grant Agreement pursuant to which the Authority will provide grant payments to the developer. The grant payments will be funded by the City as more specifically described in an amendment to the Cooperation Agreement between the Authority and the City, the execution of which is also authorized by the attached Resolution.

RECOMMENDED ACTION:

This amendment does not commit the Authority to any financial obligation other than to administer funds provided by the City of Norfolk.

Recommend approval of the resolution.

(i) A Supplemental Trust Indenture (the 2010 Supplement) by and between the Authority and the Trustee, supplementing and amending the 2004 Indenture and authorizing the issuance of the Series 2010 Bonds, together with the form of the Series 2010 Bonds; and

(ii) A First Amendment to Loan and Security Agreement (the First Amendment) by and between the Authority and the Company, amending that certain Loan and Security Agreement dated as of October 1, 2004 (the Loan Agreement), together with the form of the First Amendment to Promissory Note, amending the promissory note executed and delivered by the Company pursuant to the Loan Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY:

1. The Authority determines that the issuance of the Series 2010 Bonds will be in accordance with the Act and in furtherance of the purposes for which the Authority was organized, and the Authority agrees to assist the Company in the plan of refinancing described above by the issuance of the Series 2010 Bonds pursuant to terms to be approved by the Authority as described herein.

2. The Chairman or Vice Chairman of the Authority, either of whom may act, is authorized to review and approve the Purchase Contract and the Bond Documents; provided, however, that (a) the interest rates for the Series 2010 Bonds shall not exceed eight percent (8%) per annum, (b) the aggregate principal amount of the Series 2010 Bonds shall not exceed \$22,500,000, and (c) the final maturity of the Series 2010 Bonds shall not exceed thirty (30) years from the date of issuance of the Series 2010 Bonds. It is understood and agreed that the Company will negotiate and determine (i) the financial institution or institutions or investment bank or banks that will be party to the Purchase Contract and that will purchase the Series 2010 Bonds, (ii) any replacement Trustee to be appointed in the 2010 Supplement, (iii) the aggregate principal amount, interest rates, maturities, redemption features and other terms of the Series 2010 Bonds, and (iv) the final terms of the Purchase Contract and Bond Documents. The Chairman or Vice Chairman is authorized and directed to approve the determinations made by the Company (as described in (i) through (iv) above) so long as such determinations are consistent with the limitations set forth in (a), (b) and (c) of this paragraph. The execution and delivery of the Purchase Contract and Bond Documents by the Chairman or Vice Chairman shall constitute conclusive evidence of the Authority's review and approval thereof, subject to the foregoing limitations.

3. The Chairman or Vice Chairman, either of whom may act, is authorized (a) to execute the Purchase Contract and the Bond Documents on behalf of the Authority, and to deliver such documents upon payment for the Series 2010 Bonds, (b) to deem any disclosure document with respect to the Series 2010 Bonds final to the extent required by Federal securities laws, and (c) to execute and deliver the Series 2010 Bonds. The Secretary or any Assistant Secretary of the Authority is authorized and directed to place the Authority's seal on the Series 2010 Bonds.

4. The Authority appoints Kaufman & Canoles, a Professional Corporation, as Bond Counsel to supervise the proceedings and approve the issuance of the Series 2010 Bonds.

5. Each officer of the Authority is authorized, upon the advice of counsel to the Authority, to execute and deliver on behalf of the Authority such instruments, documents or certificates and to do and perform such things and acts as they shall deem necessary or appropriate in carrying out the transactions authorized by this Resolution or contemplated by the Purchase Contract or the Bond Documents, and all of such actions previously done or performed by the officers or commissioners of the Authority are in all respects approved, ratified and confirmed.

6. All costs and expenses in connection with the issuance of the Series 2010 Bonds, including the fees and expenses of the Authority, shall be paid promptly from the proceeds of the Series 2010 Bonds, to the extent permitted by law, or from funds provided by the Company. If for any reason the Series 2010 Bonds are not issued, it is understood that all such fees and expenses shall be paid promptly by the Company upon presentation of an invoice and that the Authority shall have no responsibility therefor. The Company shall also pay the Authority's annual administrative fee as required by the Loan Agreement, as amended by the First Amendment.

7. This Resolution shall take effect immediately upon its adoption.

CERTIFICATE

The undersigned certifies that the above resolution was duly adopted by the commissioners of the Norfolk Redevelopment and Housing Authority at a regular meeting duly called and held on January 11, 2010, and that such resolution is in full force and effect on the date hereof.

Dated: _____, 2010

Executive Director, Norfolk Redevelopment and
Housing Authority

**RESOLUTION AUTHORIZING THE EXECUTION OF
AMENDMENT NO. 3 TO MASTER DEVELOPMENT AGREEMENT
BETWEEN THE AUTHORITY, THE CITY OF NORFOLK,
SLNWC INVESTMENT COMPANY, L.L.C. AND SLNWC HOLDING
COMPANY FOR THE CONSTRUCTION OF A MIXED USE DEVELOPMENT
IN THE DOWNTOWN NORTH REDEVELOPMENT PROJECT,
AND RELATED ACTION**

WHEREAS, the Norfolk Redevelopment and Housing Authority (the "Authority") entered into a Master Development Agreement dated March 25, 2008 with the City of Norfolk (the "City"), and SLNWC Investment Company, L.L.C. and SLNWC Holding Company (collectively, the "Company") for the construction of a mixed-use development (the "Project") on a parcel of land consisting of approximately 4.589 acres bounded by Monticello Avenue on the west, Charlotte Street on the north, Freemason Street on the south, and Bank street and the land of others on the east, in the City of Norfolk, Virginia (the "Property"); and

WHEREAS, the Authority and the City entered into a Cooperation Agreement dated March 26, 2008 to arrange for the construction of the project; and

WHEREAS, the Master Development Agreement was amended by Amendment No. 1 to Master Development Agreement dated November 1, 2008 and by Amendment No. 2 to Master Development Agreement dated May 21, 2009; and

WHEREAS, there has been prepared and reviewed by counsel for the Authority an Amendment No. 3 to Master Development Agreement to incorporate certain changes discussed by the parties and to provide for a performance grant; and

WHEREAS, there has been prepared and reviewed by counsel for the Authority a repayable performance grant agreement (the "Repayable Performance Grant Agreement") pursuant to which the Authority will award performance grants to the Company subject to annual appropriation and transfer of funds to the Authority by the City; and

WHEREAS, there has been prepared and reviewed by counsel for the Authority an Amendment to Cooperation Agreement pursuant to which, subject to appropriations made by City Council, the City agrees to (i) award grants to the Authority of funds sufficient to enable the Authority to fulfill its obligations under Amendment No. 3 to Master Development Agreement and under the Repayable Performance Grant Agreement and (ii) deliver such funds to the Authority; and

WHEREAS, the Board of Commissioners of the Authority (the "Board") has determined that Amendment No. 3 to Master Development Agreement, the Repayable Performance Grant Agreement and the Amendment to Cooperation Agreement, presented and reviewed this date, are acceptable and desirable agreements that will facilitate the development of the Project and the financing thereof.



Resolution NRHA Board of Commissioners

Subject: Resolution Authorizing Renewal of Financing in an Amount up to \$7.2 Million from Wachovia Bank to Support Advance Funding Requirements for NRHA Redevelopment, Conservation and Revitalization Efforts

Executive Contact: John C. Kownack

Date: January 11, 2010

BACKGROUND

This resolution authorizes the Executive Director, or his designee, to execute documents to renew financing from Wachovia Bank in an amount up to \$7.2 million to continue support of advanced funding requirements throughout NRHA project areas.

NRHA has an existing revolving loan of up to \$8.0 million with Wachovia Bank that originated in 1994 (then with Cenit Bank) as an approach to accelerate the acquisition of property in the East Ocean View Conservation and Redevelopment project. This revolving loan has been expanded in scope since 1994 to include redevelopment and conservation activities throughout NRHA project areas. This financing tool has been used to provide preliminary and advance funding for projects where repayments are anticipated from land sale proceeds, permanent project financing, or out-year programmed City funding. To date, use of this credit facility has supported acquisition and clearance activities throughout Ocean View, advance infrastructure funding in Broad Creek, construction financing for the renovation of Mission College Apartments and advance funding for the rehabilitation/sale of a single-family home in Park Place.

The current term of the revolving loan, which has a balance of \$7,175,825, is set to expire on January 26, 2010. Wachovia staff has reviewed their portfolio in light of recent economic conditions as well as their acquisition by Wells Fargo and have offered to renew the financing in an amount up to \$7.2 million, but is requesting that the new financing be broken down into three separate components:

- (1) a revolving loan, renewable annually, in an amount not to exceed \$3 million, with an interest rate pegged to 30-day LIBOR plus 190 basis points (currently approximately 2.15%);
- (2) a term loan in a principal amount not to exceed \$1,655,000, with interest at a rate not to exceed 5%, payable over a term of 52 months commencing February 15, 2010; and
- (3) a loan in a principal amount not to exceed \$2,525,000, with interest payable quarterly at the rate of 4% per annum, commencing April 15, 2010 and continuing through January 15, 2012, with a principal reduction of approximately \$500,000 on January 15, 2011 and the remaining principal due and payable on January 15, 2012.

Current funding is available to meet debt service requirements for the renewed financing through June 30, 2010. Approximately \$1 million will be required to be budgeted in fiscal year 2011 (FY-2011) to provide required principal and interest payments through June 30, 2011. It is anticipated that payments in FY-2011 will be derived from a combination of land sale proceeds and funding provided under the Neighborhood CIP program.

It is noted that Wachovia is requesting a confirmatory letter from the City of Norfolk indicating its support for the continued use of Neighborhood CIP funding to provide payments for the Wachovia financing. Staff is in contact with the City Administration to comply with this request. A deed of trust on the Lake Wright Golf Course would continue to serve as security for the proposed financing renewal.

Recommendation: Approve resolution.

**RESOLUTION AUTHORIZING RENEWAL OF FINANCING
IN AN AMOUNT UP TO \$7.2 MILLION FROM WACHOVIA BANK
TO SUPPORT ADVANCE FUNDING REQUIREMENTS FOR NRHA
REDEVELOPMENT, CONSERVATION AND REVITALIZATION EFFORTS**

WHEREAS, the Norfolk Redevelopment and Housing Authority (NRHA) has utilized a revolving loan amount of up to \$8.0 million from Wachovia Bank to accelerate redevelopment and conservation efforts in Norfolk; and

WHEREAS, there is currently an outstanding balance of approximately \$7.2 million on the revolving loan; and

WHEREAS, Wachovia Bank has offered to renew a revolving loan and credit facility in an amount not to exceed \$7.2 million (the "2010 Wachovia Bank Credit Facility") to enable NRHA to continue redevelopment, conservation and revitalization efforts throughout NRHA project areas; and

WHEREAS, components of the 2010 Wachovia Bank Credit Facility include: (1) a revolving loan in an amount not to exceed \$3 million, with an interest rate pegged to 30-day LIBOR plus 190 basis points (currently approximately 2.15%); (2) a term loan in a principal amount not to exceed \$1,655,000, with interest at a rate not to exceed 5%, payable over a term of 52 months commencing February 15, 2010; and (3) a loan in a principal amount not to exceed \$2,525,000, with interest payable quarterly at the rate of 4% per annum, commencing April 15, 2010 and continuing through January 15, 2012, with a principal reduction of approximately \$500,000 on January 15, 2011 and the remaining principal due and payable on January 15, 2012; and

WHEREAS, NRHA staff recommends entering into the 2010 Wachovia Bank Credit Facility on the aforesaid terms;

NOW THEREFORE, BE IT RESOLVED, that:

1. Shurl R. Montgomery, the Executive Director of NRHA, or his designee, is hereby authorized and empowered on behalf of the Authority to take any and all actions, and to execute, acknowledge, amend, modify, and to deliver, on behalf of the Authority, any and all instruments which the Executive Director, or his designee, deems to be necessary, desirable and/or appropriate to complete the 2010 Wachovia Bank Credit Facility to support redevelopment, conservation and revitalization efforts throughout NRHA project areas. Such instruments and documentation may include, but are not limited to, loan commitments, promissory notes, disbursement request authorizations,

agreements and certifications, affidavits, certificates, closing statements, escrow agreements, indemnity agreements, security agreements, financing statements, and any and all other documents required by Wachovia Bank with respect to such financing.

2. The Executive Director, or his designee, is also hereby authorized to take any and all actions that, in his discretion, may be deemed necessary, appropriate and/or desirable to carry out the intent of the foregoing Resolution.
3. This Resolution shall take effect immediately upon its adoption.

NOW, THEREFORE, BE IT RESOLVED that:

1. The terms of Amendment No.3 to Master Development Agreement, the Repayable Performance Grant Agreement and the Amendment to Cooperation Agreement (collectively, the "Project Documents") are deemed acceptable to the Board and the Authority, and the Executive Director of the Authority or his designee is authorized to execute and deliver the Project Documents on behalf of the Authority, and thereafter to carry out the terms and obligations set forth in the Project Documents.

2. The Executive Director and other officers of the Authority are hereby authorized to perform such other acts as may be required to implement the undertakings as set forth hereinabove and in the Project Documents, including the execution of any such other documents, deeds, agreements or other instruments as may be necessary to carry out the terms of the Project Documents.

3. This Resolution shall take effect immediately upon 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 January 11, 2010.

Dated: _____, 2010

Secretary, Norfolk Redevelopment and
Housing Authority



Disposition Report Land Sales Month Ending December 31, 2009 - NO SALES

PROJECT	PROPERTY ADDRESS	LAND AREA (SF)	CONTRACT SALES PRICE	EAST BEACH Land Proceeds (20%)*	FUND SOURCE	DEVELOPER	REUSE	FLOOR AREA IMPROVEMENTS (SF)	S/F ROOM DISTRIBUTION	VALUE OF IMPROV.	COMMENTS

(*) East Beach - NRHA 20% land sale

(**) Pending Plan Submission/Sale

Summary of Sales					
Fiscal Year 2010	Number of Parcels Disposed	Contract Sales Amount	Value of Improvements***	Cumulative Totals By Funding Source	
July	1	\$ 27,500	\$ -		
August	4	\$ 282,800	\$ 739,600	CD	\$ 33,583.00
September	1	\$ 31,800		CIP	\$ 303,605.00
1st Qtr. Totals	6	\$ 342,100	\$ 739,600	LOCAL	
October	2	\$ 72,500	\$ 327,000	CITY DONATION	
November	2	\$ 30,000	\$ 120,000	SOUTH TRUST (Bank)	\$ 83,636.00
December	0	\$ -	\$ -	NDP	
2nd Qtr. Totals	4	\$ 102,500	\$ 447,000	BOND	\$ 23,776.00
January			\$ -	CUR	
February			\$ -	EMPOWERMENT ZONE	
March				"TBD" (BANK, BOND, CIP)	
3rd Qtr. Totals	0	\$ -	\$ -	WORKING FUND	
April					\$ 444,600.00
May					
June					
4th Qtr. Totals	0	\$ -	\$ -		
Fiscal YTD Totals (***)	10	\$ 444,600	\$ 1,186,600		

(***) SPECIAL NOTE: Value of Improvements total does not reflect ALL of East Beach - "TBD" values

Summary of Acquisition Activity		
Description	Number of Parcels	Cost
1st Quarter FY10	7	\$ 3,074,900
2nd Quarter FY10	17	\$ 1,364,500
3rd Quarter FY10		
4th Quarter FY10		
TOTAL	24	\$ 4,439,400



COMMISSIONERS' MONTHLY CONTRACT REPORT – Meeting Date: [01/11/09](#)

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.

December 31, 2009

New contracts issued between \$30,000 and \$99,999:				
1. James F. Windley, Real Estate Appraisal Services	\$30,000.00	P	N	-
2. Salzbert Appraisals, Inc., Real Estate Appraisal Services	\$30,000.00	P	N	-
3. Smith and Company, Real Estate Appraisal Services	\$30,000.00	P	N	-
4. Thomas Tye and Associates, Real Estate Appraisal Services	\$30,000.00	P	N	-
5. Socia and Company, Real Estate Appraisal Services	\$30,000.00	P	N	-
6. A. Fair Appraisal, Real Estate Appraisal Services	\$30,000.00	P	N	M
7. EMC Corporation, Surveillance Project (Property Mgmt.)	\$68,000.00	O	-	-
8. JC Driskill, Inc., Emergency Electrical Services (Spec. Maint.)	\$49,999.00	O	-	-

New contracts issued for \$100,000 & above:				
1. Controlled Conditions Corporation, HVAC Maintenance and Repair @ 201 Granby Street Building (Base + 2 years)	\$210,000.00	O	N	-

New Interagency Agreements \$30,000 and over:				
1. None				

Change orders issued \$30,000 and over:				
1. None				

Options exercised for \$30,000 & above:				
1. C. Allen Bamforth, Jr. Engineering Surveyor, LTD., Architecture and Engineering Services, Option Year 3 (Design and Construction)	\$98,425.28	P	N	-
2. Bay Area Economics, Annual Development Planning and Market Analysis, Option Year 2 (Design and Construction)	\$214,750.00	P	N	-

KEY to contract type:

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

KEY to ownership type, new contracts only:

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



**BID ACTIVITY FOR CONTRACTS \$100,000 AND ABOVE
FOR THE MONTH ENDING DECEMBER 31, 2010**

1. HVAC Maintenance @ 201 Granby Street. Administrative Services. Base + 2 option years of service, cumulative award of **\$210,000.00**.

❖ Siemons Industrial	\$9,783.00 / qtr
❖ Controlled Conditions Corp	\$2,460.16 / qtr
❖ Best Repair	\$2,962.50 / qtr

The award is made to Controlled Conditions Corporation for \$2,460.16 / Qtr or \$9,840.64 annual. If all three years are used, total estimated value of maintenance will be \$29,521.92. An additional \$40,000.00 per year of incrementally funded ceiling is applied for additional work outside the quarterly maintenance support. Therefore, the total ceiling amount each year will be \$70,000.00. If all three years are utilized, total ceiling (incrementally funded) is estimated at \$210,000.00. All additional work will be issued via Task Orders with a specific Statement of Work and cost estimate. All Task Orders will be issued as a fixed price effort.



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

January 2010

Type of Solicitations	Projected Solicitation Date	Initiating Department
RFQ's - Neighborhood Stabilization Program (Chimney Inspections)	1/8/2010	Design & Construction
RFP - Bathtub Reglazing	1/8/2009	Property Management
Sole Source - Renewal of various "Blanket" material agreements for Specialized Maintenance(All under the small acquisition threshold - \$5000)	1/1/2010	Specialized Maintenance
RFP - Mixed Finance Planning, Development and ACC Services	1/8/2010	Housing Reinvention
RFP - Energy Auditing	1/1/2010	Rehabilitation
RFP - Window Replacement @ Tidewater Gardens	1/1/2010	Capital Fund



HOUSING OPERATIONS

SECOND QUARTER REPORTS
ENDING DECEMBER 2009





**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY REPORT
OCTOBER 2009- DECEMBER 2009**

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 09 – DECEMBER 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.
- HUD REAC inspections conducted on eleven properties in October and November 2009. The remaining properties are scheduled to be inspected in January and February 2010. Scores are attached.
- Recruitment ongoing for several positions within the department - Grandy Village Property Manager and Bobbitt Midrise Property Manager. Oakleaf Forest Property Manager position filled on December 7th.
- Community Day held at Grandy Village.
- Staff continues to work with City of Norfolk to develop a parking permit and street sweeping program at Tidewater Gardens.
- Site visit and file audit conducted by SunAmerica at Grandy Village Revitalization.

Occupancy

- Number of applicants on Public Housing Wait List – 2,011
- New Resident Orientation held weekly
- Public Housing Wait List will open from January 22, 2010 through March 5, 2010 for all bedroom sizes.
- Wait List purge process ongoing– certified letters mailed to Public Housing applicants that failed to respond to initial letters sent to update application status.
- Contract awarded to RentGrow to provide criminal background checks and credit reports on applicants.

Training

- NRHA Courtesy Officers Security Training – Midrise Staff and Contractor
- Elite reports and monthly reporting requirements – Property Managers
- Crime Prevention Awards Program – Security Program Staff, Zone Managers, Director

**PROPERTY MANAGEMENT DEPARTMENT QUARTERLY UPDATE
OCTOBER 09 – DECEMBER 09**

Security Program Activities

Section 8 Referrals / police inquiry investigations	7
Section 8 / management services appeal hearings	2
Programs / presentations	29
Surveys / surveillance	14
Field interviews	10
Meetings	49
Trespass warnings	25
Court appearances / case research	54
Incident reports	11
School visits	45
Fraud hot line calls	25
Request for transfer investigations	13
Tenant folder assessment / review	17
VAWA certification investigations	3
Employee related investigations	1
Informal settlement of grievance hearings / review (trespass / ban policy)	48
Hot spot cards	13
GTAS/Notice of lease review	61

- Law Enforcement / Security Contract - ongoing monitoring of contract and crime report analysis
- 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.
- Midrise/Community Security/Safety Checks ongoing.

PROPERTY MANAGEMENT DEPARTMENT QUARTERLY REPORT
October 09 – December 09

Management Assessment Certification Fiscal Year FY10 – 2nd Quarter

MASS CODE	MASS MEASURE – VACANT UNIT TURN TIME	NRHA GOALS	NRHA RESULTS
V12400	Total number of turnaround days.		3,747
V12700	Total number of vacant units turned around and lease in effect.		211
V12800	Average number of calendar days units in down time.	0	.12
V12900	Average number of calendar days units in make ready time.	13	12.19
V13000	Average number of calendar days units in lease up time.	2	5.45
V13100	Average unit turnaround days.	15	17.76
Proposed rating	Adjusted vacancy rate.	98.00%	99.61%
Points		4	4
Grade		A	A

- Self-certified based on data from ECS Flex software and weekly vacant reports for units that have been re-housed.

MASS CODE	MASS MEASURE – WORK ORDERS	NRHA GOALS	NRHA RESULTS
W10000	Total number of emergency work orders.		799
W10100	Total number of emergency work orders completed/abated w/in 24 hours.		793
W10200	Percentage of emergency work orders completed/abated w/in 24 hours.	100%	99.25%
W10500	Total number of non-emergency work orders.		16,376
W10600	Total number of days to complete non-emergency work orders.		189,830
W10800	Average completion days.	10	11.60
Proposed rating	Total number of tenant generated non-emergency work orders.		4,531
Proposed rating	Total number of days to complete tenant generate work orders.		10,363
Proposed rating	Average completion days.	3	2.29
Points		4	4
Grade		A	A

- Self-certified based on data from ECS Flex software and Crystal report server.

MASS CODE	MASS MEASURE – UNIT INSPECTIONS	NRHA GOALS	NRHA RESULTS
A10000	Total number ACC units.		3375
A10300	Total number units exempted for other reasons.		0
A10400	Total number units inspected using Uniform Physical Condition Standards.		320
A10550	Total number units inspected that did not require repairs.		89
A10600	Total number units where necessary repairs completed or work order issued		231
A10800	Percentage units inspected.	100%	9.48%
Points		4	**
Grade		A	**

MASS CODE	MASS MEASURE – BUILDING INSPECTIONS	NRHA GOALS	NRHA RESULTS
A11100	Total number projects.		15
A11200	Total number projects exempted from inspection.		0
A11300	Total number projects where all systems inspected in accordance with UPCS.		3
A11400	Total number buildings.		445
A11500	Total number buildings exempted from inspection.		0
A11600	Total number buildings where all systems inspected in accordance with UPCS.		14
A11700	Number buildings where necessary repairs completed or work order issued.		14
A11800	Percentage projects completed.	100%	20%
A11900	Percentage buildings inspected.	100%	3.15%
Points		4	**
Grade		A	**

- Self-certified based on contractor provided reports.

** Unit inspections for FY09 were completed. Unit inspections for FY10 are being contracted out to U.S. Inspection Group. The contract began in September 2009 and U.S.I.G. will perform UPCS inspections on a monthly basis.

PERIOD	RENT COLLECTIONS	NRHA GOALS	NRHA RESULTS
10/31/09	Average rent collection percentage.		97.94%
11/30/09	Average rent collection percentage.		98.96%
12/31/09	Average rent collection percentage.		98.53%
Percentage		97%	98.48%

- Currently not a component measured under MASS. Data obtained from financial aged receivable reports.

MOVE-OUT SUMMARY REPORT - JULY 1, 2009 to DECEMBER 29, 2009		
MOVE-OUT REASON	NUMBER OF MOVE-OUTS	PERCENTAGE
Unit Transfer	28	.83%
Deceased	22	.65%
Evictions *	30	.89%
Moved Prior Eviction *	11	.33%
Non-payment of Rent *	2	.06%
Other	12	.36%
Rented Locally	59	1.75%
Purchased Locally	5	.15%
Skipped Out	2	.06%
Termination *	7	.21%
Nursing Home	1	.03%
Unknown	1	.03%
Medical	9	.27%
Total Move-outs	189	5.62%
* Total Terminations	50	1.49%

- Currently not a component measured under MASS. Data obtained from vacancy reports, based on a total of 3362 units.
- * Total Termination move-outs include tenants that were evicted, moved prior to eviction, or received a termination notice.



REAC Inspection Scores

Inspection Date	Community	FY07 Score	FY08 Score	FY09 Score
10/19/2009	Partrea Midrise	90 b	84 c	89 b
10/20/2009	Grandy Village - 22 units	n/a	89 b	92 b
10/21/2009	Huntersquare Midrise	93 b	82 b	79 c
10/22/2009	North Wellington	50 c	89 c	68 c
10/23/2009	Bobbitt Midrise	90 b	83 c	88 b
10/26/2009	Sykes Midrise	90 b	86 b	58 b
10/27/2009	Scattered Sites	57 c	71 c	71 c
10/28/2009	Broadcreek 30	87 c	90 b	97 b
10/29/2009	Broadcreek 31	92 b	98 c	99 a
10/30/2009	Franklin Arms	86 c	69 c	70 b
11/30/2009	Moton Circle	40 c	50 c	70 c
1/19/2010	Broadcreek 27	87 c	82 b	
1/20/2010	Broadcreek 26	89 b	96 b	
1/20/2010	Broadcreek 28	90 b	89 c	
1/21/2010	Broadcreek 29	85 b	80 b	
1/22/2010	Calvert Square	75 c	64 c	
1/25/2010	Diggs Town	73 b	49 c	
1/27/2010	Oakleaf Forest		51 c	
1/29/2010	Grandy Village	87 c	89 b	
2/1/2010	Young Terrace	66 c	55 c	
2/3/2010	Tidewater Gardens	45 c	54 c	



REAC Inspection Property Management

December 2009

REAC inspections were conducted on eleven NRHA properties from October 19, 2009 through November 30 18, 2009. The remaining properties are scheduled to be inspected in January and February 2010. The following communities received lower scores from the REAC inspection conducted during 2008:

- **Huntersquare Midrise - 79**
 - Blocked egress - 8.1 points.
 - Tripping between sidewalk and swale - 4.5 points.
 - Infestation - 2.4 points.
 - Hole in fencing - 2.3 points
 - Kitchen sink leaking - .6 points.
 - Closet wall damaged - .6 points.
 - Emergency generator documents not available - .6 points

 - Maintenance area was reconfigured to correct blocked egress situation.
 - Tripping and fencing issues were forwarded to Specialized Maintenance for correction.
 - Quarterly extermination services provided to all units. Infestation handled on a case by case basis, housekeeping issues addressed along with treatment of unit and possible surrounding units.
 - On-site maintenance staff issued work orders to correct items cited during inspection.
 - Huntersquare Management/Maintenance staff are performing inspections and making repairs on a monthly schedule.
 - Contract with U.S. Inspection Group to perform 100% of NRHA's unit inspections.

- **North Wellington - 68**
 - Erosion, cracked walkway issues, tripping hazards - 12.5 points.
 - Windows thermo pane seal broken - 3.3 points.
 - Walls damaged - 3.0 points.

- Blocked egress – 2.7 points.
 - Doors damaged – 2.6 points.
 - Fire extinguisher expired and flammable material – 2.1 points.
 - Toilet leaking – 1.7 points.
 - Refrigerator and stove repairs – 1.5 points.
 - Infestation – 1.2 points.
 - Outlet covers cracked – .6 points.
- Erosion and sidewalk issues were forwarded to Specialized Maintenance for correction.
 - On-site maintenance staff issued work orders to correct items cited during inspection.
 - Residents were notified that items blocking window access must be removed to be in compliant with lease agreement.
 - Residents were notified that expired fire extinguisher and improperly stored flammable material must be removed to be in compliant with lease agreement.
 - Quarterly extermination services provided to all units. Infestation handled on a case by case basis, housekeeping issues addressed along with treatment of unit and possible surrounding units.
 - North Wellington Management/Maintenance staff are performing inspections and making repairs on a monthly schedule.
 - Contract with U.S. Inspection Group to perform 100% of NRHA's unit inspections.

- **Sykes Midrise – 58**

- Paint on sprinkler head – 16.7 points.
 - Water leak and mold in Library – 13.6 points.
 - Windows thermo pane seal broken – 9 points.
 - Cracks in parking lots and retaining wall leaning – 3.9 points.
- Sprinkler head, water leak and mold were repaired within 24 hours of the inspection by Specialized Maintenance.
 - Parking lot, retaining wall, and window repairs will be completed as part of building improvement contract.
 - Sykes Midrise Management/Maintenance staff are performing inspections and making repairs on a monthly schedule.
 - Contract with U.S. Inspection Group to perform 100% of NRHA's unit inspections.



CLIENT SERVICES DEPARTMENT QUARTERLY REPORT
OCTOBER 2009 - DECEMBER 2009

CLIENT SERVICES QUARTERLY REPORT
October 2009-December 2009

Workforce Development Accomplishments:

- **Employment locations: Burger King, Early Childhood Center, Park Place Community (Wellness Center), 300 Main Street facility, Norfolk Colligate**, 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 17 referrals from Grandy Village, Diggs, Calvert Square and Young Terrace communities; 19 residents
- **Stop Gap Child Care services update:** New Hope Church serves as the childcare provider (infant through 6). Number of residents served during this quarter: 3

Note: Bold locations indicates new employment sites

Housing Choice Voucher

- 3.8% (23) lease-ups located housing in low impacted areas for the 2nd quarter of FY 2010; 59 vouchers were leased (includes new move-ins, transfers, etc.). Census tracts impacted were: 2.01,14.00,17.00,22.00,28.00,31.00, 40.02,61.00,66.07, and 69.02
- 4 Landlord briefing sessions were held; new and current landlords in attendance for year to date: 129. Landlord briefing sessions were suspended for the month of December.
- Landlord property listings for the 2nd quarter; available apartment listings as follows: 1brs (32), 2brs (150), 3brs (110), 4brs (25), 5brs (8) for a total of 350 affordable housing units.
- Veterans Administration Supportive Housing Voucher Program (VASH): Lease-up of the 35 vouchers on 10/2009. Eight vouchers were issued with the following update: 1 voucher leased, 2 are searching for a unit, and 5 have ported to either Hampton or Virginia Beach. The HCV staff will coordinate this initiative with the VA hospital in Hampton.

CLIENT SERVICES QUARTERLY REPORT October 2009-December 2009

Community Relations

Tenant Management T/A provided to all Family developments; Prepared and distributed Community funds to Diggs TMC; Calvert TMC President Melzina Boone expired in November, TMC elections for Calvert will occur in December; Completed swearing in process for new officers at Grandy Village.

Scheduled Workshops: TMC/RMC Computer Training- January 2010 and Financial Reporting on January 11, 2010

Section 3

Certified 12 Section 3 Contractors year to date: Bridgestone Studios, Raymond Keyes, Commercial Contractor, Brave Electrical, Carter Lawn Service, Dominion Medical, Investment Plus Dev. Inc., Java Construction, Applied Pressure, LLC, Cleaning by Mona', New Phases GC Services, and E. A. McLaurin ; Four residents were referred to various contractors-which resulted in one resident obtaining full-time employment, with a starting rate of \$12.00/ hr with a full benefits package. Submitted annual CDBG Minority Report to the City of Norfolk and HUD.

Presented draft Section 3 Plan to the Executive Leadership Team in October; HUD issued preliminary revisions to the Section 3 program regulations, once approved the new requirements will be incorporated in the plan.

Transportation Services provided

Workforce Development employment sites (for additional locations of employment sites see Workforce Development section): MacArthur Mall, Main Street & Red Coat Cleaning Twin Oaks, Workforce Development Academy 25; Tidewater Community College Suffolk and Norfolk campuses 4; 145 WFD clients were assisted through this service; Provides an average of 1,500 rides monthly

Average cost per passenger \$5.29 per month

FSS Housing Choice Voucher Program

Number of FSS enrollment (156)

Number with escrow balances (67)

Number of Home visits conducted (5)

FSS employed (87)

Number of newly employed (2)

Number w/ increased earned income (2)

Escrow disbursement (1)

Graduates (3) average disbursement: **\$7,091.66**

Financial Counseling Sessions (18)

Pending enrollments (1)

Annual average cost per client \$807.00 (cost will increase or decrease as enrollment fluctuates)

FSS for Public Housing

Number of FSS enrollment (146)

Number with escrow balances (85)

Number of Home visits conducted (5)

FSS employed (72)

Number of newly employed (2)

Number w/ increased earned income (1)

CLIENT SERVICES QUARTERLY REPORT
October 2009-December 2009

Escrow disbursement (5) average disbursement:

\$2,284.12

Graduates: (4)

Financial Counseling sessions (13)

Quarterly joint (PH/HCV) Holiday workshop for December-28 attended. Cheryl Moore, Human Services Director for Habitat for Humanity was the guest speaker

Annual average cost per client \$917.00 (cost will increase or decrease as enrollment fluctuates)

Homeownership Counseling

Homeownership Training (8)

Number of Scattered Sites sold (0)

Number of Home Visits (9)

Classes / Presentations (11)

(Financial Fitness classes w/ VHDA)

Workforce Development Academy presentation on (12)

Public Housing new resident orientation (83)

Current caseload (80)

Annual average cost per client \$568.10

Moton Circle Case Management

Number of Families assessed (131)

New move in assessments (3)

Number of clients receiving services (21)

Number of clients receiving transportation svcs. (6)

Number of FSS enrollments (15)

Number of financial counseling completions (11)

Number of new FSS enrollees (4)

Number of FSS graduates (2)

Financial counseling enrollment (1)

Number of clients enrolled in GED (4)

Number of childcare request and summer camp (3)

Number of clients referred to WFD (3)

Number of newly employed (1)

Training (2) graduates from Community Personal Care (PCA training) and Tidewater Builders Association

Current caseload (131)

Annual average cost per household \$435.40

Zero Income Meetings w/ HCV participants

Number of clients w/ zero income (94) actual

Number of clients in attendance (24) actual

Number of clients employed through Workforce (0)

Number of clients referred to FSS (1)

Number of clients referred to Virginia Employment Commission (12)

Number of clients requesting transportation assist. (0)

PH Orientation (83)

Number of clients referred to WFD (28)

Annual average cost per household \$585.35

Workforce Development

Number of clients referred to WFD (40)

Number of clients in WFD Academy track 1(25) track 2 (0) classes will begin January 13, 2010; Graduates (25)

Number of clients employed: (25)

Current caseload is (228)

Annual average cost per client \$859.18

CLIENT SERVICES QUARTERLY REPORT October 2009-December 2009

Resource Development

Submitted grant applications for the following: **PH FSS Grant** for \$134,000; **ROSS Service Coordinator Grant** for \$720,000; **BTOP** (Technology/ Computer Networking Initiatives) for \$1.5 million and the Healthy Homes Grant Application with EVMS. Status: applications pending

Future Grant Applications: Family Unification Program for the Housing Choice Voucher program was submitted on December 3, 2009.

HOPE VI CSS Evaluation: Coordinating and reviewing final draft HOPE 6 evaluation with NSU. Anticipate final report January 31, 2010.

CSS Endowment Application: Draft documents are under review prior to submission to HUD by January 31, 2010; Completed Articles of Incorporation for the African American Focus; received approval on 11/23/09
Submitted required reports to HRT and HUD.

Youth Services

Activities for youth: Summer Camp (25), Recreational Outings to: Chuck E. Cheese, Jumpin Jelly Bean, JW Tumbles, Nauticus, Virginia Zoo, Blyden Library, and Chrysler Museum (216); Calvert Computer Lab Education (47); Lab usage (339); Calvert Square GED enrollment (19); Realty Store Workshop (125); Life Skills/Street Law Workshop (20); Setting and Attaining Goals Workshop (12); Annual Christmas Skating Party at MacArthur Mall (165); Annual Report Card Contest (32) includes both public housing and housing choice voucher students: Fire Prevention workshop (21); College Here We Come (47 identified, 27 are participating)
Truancy caseload (12), Community service: (13)
Annual average cost per youth is \$254.19

Department Initiatives Update

The HUD sponsored ***With Every Heart beat is Life (WEHL)*** pilot program and Client Services sponsored a 2 ½ day workshop on December 1-3, 2009.

Representatives from the Charlotte Housing Authority, Portsmouth Redevelopment and Housing Authority, and Columbia South Carolina Housing Authority attended the session. Julius Norman and the Workforce Development staff gave an overview of the NRHA's *WEHL* program. According to Mr. Len Clay, HUD CSS Program Manager, the progress that NRHA has made exceeded his expectations. The *WEHL* initiative hired 4 residents from Grandy, Housing Choice Voucher, and Diggs to serve as Community Health Workers for the program. The role of the CHW's is to provide 10 weeks of instructional/ educational sessions with residents using the National Institute of Health's *WEHL* curriculum. Fifteen residents graduated on December 4, 2009. As an incentive, each graduate received a slice of sugar free cake, a Red Dress pin (national symbol for women and heart disease awareness) and a \$100 stipend. The graduates will assist us in surveying each community to provide us with the status of health for our families are. This information will be used to determine what the health needs of our families are. The next class is scheduled to begin in January.

February 18-19, 2010: 2nd Annual African American Male Focus and Teen Summit Conference at Mt. Carmel Baptist Church and the Attucks Theatre

June 3, 2010: 5th Annual Recognition of Achievement Banquet at the Murray Center.



**CAPITAL FUND DEPARTMENT QUARTERLY REPORT
OCTOBER 2009 – DECEMBER 2009**

CAPITAL FUND DEPARTMENT UPDATE OCTOBER 2009 – DECEMBER 2009

<p align="center">Architectural Services</p> <ul style="list-style-type: none"> • Grandy Village <ul style="list-style-type: none"> ○ Community center field inspections ○ Pier construction ○ Master planning ○ Phase IV site work ○ Phase IV development • Oakleaf Forest <ul style="list-style-type: none"> ○ Street and parking design ○ Site improvements • ARRA A/E Contracts <ul style="list-style-type: none"> ○ Calvert window replacement ○ Midrise common area upgrades ○ Young Terrace accessibility requirements • Environmental Reviews • New Headquarters building planning • Sykes site improvements • Hunter Square site improvements 	<p align="center">Project Management</p> <ul style="list-style-type: none"> • Grandy Village <ul style="list-style-type: none"> ○ A/C installation—punchlist items ○ Community Center construction • Mission College (not funded by CFP) <ul style="list-style-type: none"> ○ Apartment renovations-Complete ○ Clubhouse and pool—punchlist items ○ New fence along property line ○ Landscaping • Oakleaf <ul style="list-style-type: none"> ○ Road and site improvements • Calvert Square <ul style="list-style-type: none"> ○ Window replacement • Tidewater Gardens <ul style="list-style-type: none"> ○ Cathodic protection • Sykes <ul style="list-style-type: none"> ○ Site improvements
<p align="center">Engineering Systems</p> <ul style="list-style-type: none"> • Preventive maintenance system revisions • Tidewater Gardens cathodic protection • Energy performance contract—evaluations complete • Gas line operations and maintenance program • Grandy Village Phase IV utilities • Oakleaf Forest utility upgrades • Sykes mechanical upgrades • Midrise interior systems improvements • State gas contract* <p>*Paul Cramer was requested by the Commonwealth of VA to assist them in procuring a new statewide gas contract*</p>	<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 ○ Contract close-out • CFP grant year accounting

CAPITAL FUND QUARTERLY REPORT

SECOND QUARTER FY 2010

Property	2006				2007				2008				2009			
	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance	Budget	Obligated	Expended	Balance
Tidewater	460,841	460,841	389,016	71,825	511,143	511,143	83,963	427,180	221,206	6,206	6,206	215,000	895,000	71,031	28,821	866,179
Moton	10,948	10,948	10,948	-	16,962	16,962	11,948	5,014	22,815	5,054	5,054	17,761	600,000	101,644	43,564	556,436
Diggs	334,343	334,343	334,343	-	280,292	279,642	258,021	22,271	392,930	7,930	7,930	385,000	452,000	620	620	451,380
Grandy	2,092,028	2,092,028	1,606,123	485,906	1,970,658	1,970,658	483,347	1,487,311	1,252,418	1,227,966	434,440	817,978	1,130,000	25,156	25,156	1,104,844
Young	691,108	691,108	690,433	675	299,870	299,870	184,486	115,384	1,059,852	58,988	58,988	1,000,864	100,000	712	712	99,288
Calvert	105,641	105,641	99,911	5,730	250,661	224,311	80,800	169,861	198,921	5,921	5,921	193,000	135,000	1,020	1,020	133,980
Oakleaf	94,141	94,141	39,186	54,955	578,002	565,503	351,637	226,365	1,138,205	107,062	107,062	1,031,143	300,000	5,819	5,819	294,181
Partrea	166,335	166,335	166,335	-	64,298	64,298	61,917	2,381	166,258	10,513	10,448	155,810	47,500	1,062	1,062	46,438
Hunter Square	1,227,462	1,227,463	1,147,699	79,763	525,145	521,754	430,420	94,725	411,524	223,369	223,368	188,156	296,000	10,402	10,401	285,599
Bobbitt	66,181	66,181	66,181	-	100,077	35,237	33,481	66,596	152,186	66,186	66,186	86,000	76,000	1,289	1,289	74,711
Sykes	47,920	47,920	47,920	-	647,563	557,179	76,274	571,289	282,005	111,005	106,259	175,746	358,584	8,002	8,003	350,581
N. Wellington	74,572	74,572	74,572	-	21,806	21,806	5,062	16,744	47,626	8,626	8,627	38,999	-	-	-	-
Scattered Sites	-	-	-	-	480	480	259	221	228,515	2,015	2,015	226,500	-	-	-	-
Franklin Arms	6,473	6,473	6,473	-	6,227	6,227	4,139	2,088	37,838	6,196	6,132	31,706	-	-	-	-
Broad Creek	-	-	-	-	-	-	-	-	77,239	16,199	12,891	64,348	-	-	-	-
Authority Wide	730,125	730,125	728,849	1,276	870,849	782,709	723,546	147,302	767,000	643,774	606,987	160,013	2,096,675	1,434,878	217,878	1,878,797
TOTAL	6,108,119	6,108,119	5,407,990	700,129	6,144,033	5,857,779	2,789,302	3,354,731	6,456,538	2,507,010	1,668,514	4,788,024	6,486,759	1,661,635	344,344	6,142,415

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	99%	Young Terrace 504	1,682,676	183,241	565	1,682,111
Grandy	Community Center	3,930,921	Henderson	05/30/10	40%	Calvert Windows	950,000	561,481	29,581	920,419
Hunter Square	New roof	177,889	Puff, Inc.	09/12/09	100%	Oakleaf Forest Roads	3,535,000	2,581,875	5,696	3,529,304
Mission College	Renovate apartments/new clubhouse	7,552,569	T. A. Sheets	12/01/09	99%	Partrea Upgrades	887,354	87,364	5,226	882,128
Tidewater	Catholic protection	257,850	Mesa Products, Inc.	02/09/10	30%	Hunter Sq Upgrades	727,353	87,353	5,216	722,137
Sykes	Site improvements	334,489	T. A. Sheets	04/12/10	1%	Bobbitt Upgrades	688,677	87,353	5,216	683,461
Calvert	Window replacement	513,000	Air Tech Solutions	05/12/10	1%	Administration	722,584	96,647	95,261	627,323
Oakleaf	New street and parking improvements	2,576,179	Precon Construction	04/07/11	1%	TOTAL	9,193,644	3,685,314	146,760	9,046,884
			Architect/Engineer							
All communities	Engineering Services Contract		CEGG							
	Environmental review	nte 30,000	"							
All communities	Preventive maintenance program	nte 30,000	"							
Oakleaf	New street and parking design	498,759	Bamforth							
Grandy	Design & field insp. community center	620,000	RRMM							
Grandy	Design & field insp. New A/C	505,320	HDM							
Grandy	Design & field insp. Site improvements	867,793	RRMM							
Tidewater	Design cathodic protection system	100,000	SPS							
Tidewater	Design window replacement	68,670	VIA							
Calvert	Design window replacement	47,250	"							
Calvert	Design storm door replacement	5,730	"							
Sykes	Design landscape and site upgrades	62,297	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	RFS							
Moton	Design/Bid Documents for Demolition	99,935	VIA							
Hunter Square	Design landscape and site upgrades	104,840	NRHA / VIA							
Calvert	Design replacement of hot water tank	11,980	RFS							
Sykes	Needs assessment	30,440	"							
Hunter/Bobbitt/Partrea	Design for interior upgrades	244,540	"							
Sykes	Design for new windows	25,930	"							
Sykes	Design for fan coil unit replacement	86,255	"							
Young	Design handicap accessible units	182,676	RRMM							

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



FACILITIES DEPARTMENT QUARTERLY REPORT
OCTOBER 2009 – DECEMBER 2009

NRHA Specialized Maintenance " Contracting Shops"

2nd. Quarterly Report FY 2010

Major Accomplishments

Completed debris removal from Nor'easter storm on November 13, 2009 Total of 14 trees uprooted in our Public Housing Communities. No major damage.

Completed a small boiler change out in Moton Circle to continue supplying heat and hot water.

Completed review for physical needs assessment study being conducted by HUD.

On Going Activities

Elite software is implemented. Currently working on preventive maintenance programs data input.

Working with Development and consultants on 910 and 201 building consolidation. We are currently relocating Shops.

Submitted order for a new bucket truck to be used by the Grounds Unit for tree maintenance.

Preparing response to Environmental Protection Agency in reference to letter received on November 3, 2009

Other Income Sources

Cell Tower Lease for Oakmont North Property. Completed by Crenshaw, Ware, and Martin's. Submitted to T-Mobile for final review.	1st. Offer \$ 3,600.00 Counter offered \$ 6,600.00 accepted.
Negotiations with Crown Castle for Cell Tower Lease at 910 Ballentine Blvd. Tower will remain in place. New lease to be negotiated by June 30, 2010.	Negotiations in progress for new lease .
Servicing Chesapeake Redevelopment and Housing Authority's vehicle fleet.	\$10,041.00 Y.T.D. FY 2010
Preparing cabinet bids for 500 apartments for the Charlottesville Redevelopment & Housing Authority.	
Under contract to continue making cabinets for the Richmond Redevelopment and Housing Authority.	

Profit or loss statement YTD November 2009

	Profit YTD	Estimated % to Cost	Cost YTD	Income	Budget Cost Projected
Auto	\$145,561.00	88.27%	\$164,900.00	\$310,461.00	\$1,042,551.00
Carpentry	\$97,341.00	40.28%	\$241,655.00	\$338,996.00	\$1,211,695.00
Grounds	\$187,572.00	47.20%	\$397,413.00	\$584,985.00	\$1,954,108.00
Electrical	-\$18,383.00	-19.98%	\$91,998.00	\$73,615.00	\$330,115.00
Electronics	\$9,139.00	37.41%	\$24,430.00	\$33,569.00	\$89,610.00
Extermination	\$16,643.00	30.66%	\$54,282.00	\$70,925.00	\$276,060.00
Paint	\$28,885.00	43.85%	\$65,879.00	\$94,764.00	\$307,733.00
HVAC	\$75,309.00	25.69%	\$293,181.00	\$368,490.00	\$1,146,699.00
Tile	\$12,694.00	21.18%	\$59,936.00	\$72,630.00	\$125,663.00
Tool	\$15,574.00	60.94%	\$25,557.00	\$41,131.00	\$95,172.00
Sanitation	\$15,865.00	42.37%	\$37,444.00	\$53,309.00	\$167,068.00
910	\$45,068.00	70.59%	\$63,841.00	\$108,909.00	\$306,321.00
222			\$173,275.00	\$1,279.00	

Productivity report comparing FY 2007 actual to FY 2008 actual for FY 200 YTD FY 2010
Also show the relationship to the planned ratio for the billable Hr. Rate.
Shows non-productive % of total working costs.

	922 FY 2007	922 FY 2008	922 FY 2009	YTD FY 2010
Auto	19.55%	24.87%	24.30%	38.53%
Carpentry	23.62%	20.13%	24.00%	28.96%
Grounds	20.61%	23.94%	25.45%	23.67%
Electrician	25.50%	26.82%	26.66%	36.22%
Electronics	27.43%	33.34%	32.92%	24.14%
Extermination	29.75%	27.80%	24.96%	32.98%
Paint	18.33%	17.08%	23.96%	21.94%
HVAC	26.24%	19.58%	20.14%	23.67%
Tile	9.02%	8.56%	11.79%	14.80%
Tool Room	28.29%	15.78%	17.41%	18.51%
Sanitation	11.05%	12.66%	14.48%	25.23%



8998

Commissioners' Resolution

Commissioners' Meeting Date: January 11, 2010

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 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 East Ocean View Conservation and Redevelopment, Cottage Line Conservation, and Berkley IV Redevelopment areas as authorized by Section 2.2-3711.A.3 of the Act."

Commissioners' Action:

Moved by:	Seconded by:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Certified by:
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Commissioners' Resolution

Commissioners' Meeting Date: January 11, 2010

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:
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BOARD OF COMMISSIONERS' UPDATES

Meeting Date: Monday, January 11, 2010

- 1) Security Camera Surveillance System
- 2) 2010 General Assembly Preview
- 3) Waiting List (Lower Income Public Housing)
- 4) American Recovery and Reinvestment Act
- 5) St. Pauls Quadrant
- 6) 2010 Annual Plan
- 7) Broad Creek Update

- 8) **RECENT ARTICLES & CORRESPONDENCE/UPCOMING EVENTS**
 - 1) Board Meeting Schedule for 2010
 - 2) 2010 Federal Housing Funding Bill
 - 3) Haig Term Life Insurance offer



Commissioners' Update NRHA Board of Commissioners

Subject: Security Camera Surveillance System

Executive Contact: Donnell Brown

Date: 01/11/2010

BACKGROUND

- On September 22, 2008 the NRHA Board of Commissioners were presented with information on NRHA staff's research and findings regarding a security camera surveillance system and possible uses at NRHA. Evidence was presented to suggest that a proactively monitored camera system could have great potential to enhance security, add to livability of our communities, and increase the values of our properties. The Board asked that a pilot project be developed.
- On January 12, 2009 the NRHA Board of Commissioners were presented with an update of the security camera surveillance system project. Diggs Town and Oakleaf Forrest had been selected as pilot communities. Feedback from the communities has been positive and supportive for the use of security camera surveillance systems in their communities. A preliminary timeline was introduced.

STATUS

We are essentially on schedule as planned. Research is continuing and demonstration cameras have been installed at Tidewater Gardens and Oakleaf Forrest. The following will outline the steps that have been taken since the last update to the Board of Commissioner on January 12, 2009:

- April 2009 – Hiller Systems provided a hi-definition demonstration camera to NRHA on a trial basis. Approval given for Hiller Systems to have remote access to the camera for technology demonstrations. Placement in Tidewater Gardens (outdoor camera).
- April 2009 – Internal meeting to discuss Oakleaf Forest Renovation / Surveillance Camera Project- Camera surveillance project implementation team formed.
- May 2009 – Axis (manufacturer) provided a demonstration multi-megapixel pan-tilt-zoom (PTZ) camera to NRHA (indoor). Placement in Oakleaf Forest rental office.
- June 2009 – City of Norfolk Camera & Wireless Update w/ Hap Cluff; Director of Information Services for the City of Norfolk. Update provided on the City's vision and strategy planning for wireless communications and camera surveillance projects.
- July 2009 –Request for proposals (RFP) created to solicit camera system design services. Purchase Requisition PR062-097-10 Statement of work (SOW) for architectural drawings, implementation design documentation, IFB creation, project coordination, and oversight.
- July 2009 – Interviews of 2 vendors selected to obtain professional design services to analyze our requirements for a video surveillance system at Diggstown & Oakleaf Forest.

The vendors chosen to present were tasked with making recommendations based on our discussions during interviews for architecture to support a comprehensive video surveillance solution to include a fully functional monitoring room, surveillance devices at Diggs and Oakleaf, and the ability to integrate existing legacy systems (Ballentine and Midrises). There are pre-competes contracts available for NRHA's use by way of the recent Hampton Roads Regional IT Services Effort. The vendors were asked to respond to NRHA with a statement of work and an estimate of costs. Note that these vendors are all pre-competes. The interviews were not a competition or invitation to bid. We will use the vendor that best meets our needs. The 2 vendors presenting were PlanIT & EMC.

- August 2009 – RFP responses received. Evaluations conducted and contract negotiations pending.
- September 2009 – Midrise Camera Surveillance Assessments (integrate existing legacy systems & proposed renovations)
- September-18,2009 - Deadline for Submission. Both vendors provided proposals by this date.
- October 07,2009 - Camera SOW evaluation.
- October 12, 2009 – Follow-up meeting with EMC ref: proposal submission for clarification. Staff requested re-submittal of SOW
- October 23,2009 – Updated SOW received from EMC
- November 02, 2009 - Summary of meeting notes w/ EMC on 10/12/09 forwarded to Stephanie Harmon (EMC).
- November 03,2009 – Agreement with all correspondence / clarification points to SOW
- December 03,2009 – Final vendor selection correspondence (EMC)
- December 10,2009 – Approval for purchase requisition by Donna Mills & Donnell Brown
- December 23,2009 – Pending execution of Funding Document by Property Management Director & Security Programs Manager

FUTURE ACTION

Tentative Timeline Schedule

- | | |
|------------------------|--|
| • Oct. 2009 -Jan. 2010 | Community meetings / forums |
| • Nov.2009 – Jan. 2010 | Evaluate findings of design services. |
| • Nov. 2009 | Prepare RFP for camera surveillance system |
| • Feb. 2010 | Advertise RFP for camera surveillance system |
| • March 2010 | Evaluate vendor proposals for camera surveillance system and select vendor |
| • Aug. 2010 | Project complete |



Commissioners' Update NRHA Board of Commissioners

Subject: 2010 General Assembly Update

Executive Contact: Ed Ware

Date: January 11, 2010

BACKGROUND

Sixty-day session will kick off January 13. Dealing with the biennial budget for 2011 to 2013 will be the primary focus. An estimated \$4 billion budget gap will have to be closed. Issues of interest to NRHA are outlined below. City Council legislative agenda is attached.

STATUS

- 1) State Housing Trust Fund would provide a reliable source of grants and low interest loans funds that could be used in a variety of way to increase affordable housing supply. Twenty-five percent of State Trust Fund would be used to match communities that established local funds such as Norfolk. Guidelines for Fund would be established by Department of Housing and Community Development and administered by VHDA. Trust Fund bills have passed both the House and Senate in different years. Key is finding a substantial, dedicated source of revenue that House, Senate and Governor can agree on. New options being explored include tax revenues from sale of building materials. The Commonwealth's daunting fiscal challenges make it likely that 2010 will be an uphill fight. Keeping the issue visible during the session and advancing discussion of agreeable revenue sources will be primary goals of 2010. (Thirty-nine states have Housing Trust Funds.)
- 2) Enabling legislation for local Housing Trust Funds would clearly establish that any Virginia locality may create and administer a local Fund. Currently this must be done on a jurisdiction-by-jurisdiction basis. Presently Norfolk, Charlottesville, Arlington and Fairfax have funds each having a different mechanism for replenishment. Delegate James Ingram is expected to offer the legislation.
- 3) Existing special real estate assessment procedures for affordable housing with long-term use restrictions are not handled uniformly by local assessors. Local tax assessors are required to establish market values for affordable housing that reflect rent and income restrictions placed on these properties through a variety of programs. Since there are no uniformly used procedures to determine these values, assessments vary widely from locality to locality. In addition the law does not apply to housing projects with five units or less. This results in higher tax levies and limits ability of properties to remain affordable. The Virginia Department of Taxation has indicated that General Assembly is responsible for further refining law and providing clearer guidance.
- 4) Virginia Housing Coalition will promote legislation that requires development of a state housing policy with substantial updates every four years. Three options are under consideration of where to place this responsibility: Governor's Office, Virginia Housing

Commission or Board of Department of Housing and Community Development. Policy would address the following:

- What principles should guide state housing decisions.
- Relationship between housing and transportation.
- How does housing relate to job growth and workforce development?
- What can state do to promote healthy open communities that provide a range of housing products?

5) New stormwater regulations adopted in December by the Virginia Board of Soil and Water Conservation call for not more than .45 pounds of phosphorus per acre, per year run off at newly developed properties. The regulations, effective July 1, 2010, require significant enhancement of stormwater design practices to reduce pollution and will certainly impact future NRHA projects. Close scrutiny of these regulations is expected by the 2010 General Assembly.

FUTURE ACTION

2010 General Assembly Legislative Priorities

1) Increased civil penalty for failing to respond to Rental Inspection District (RID) Notification Letters

The City requests an increase in civil penalty from \$50 to \$250 for residential property owners within a RID who fail to respond to the City's RID Notification Letters within 60 days to schedule a RID Inspection. Currently, the City is averaging only a 32.9% response rate in its three RIDs (Denby Park, Pleasant Avenue, and Huntersville).

2) Extension of the sunset provision governing eminent domain condemnation for the location of a recreational facility open to the public

The City requests a one-year extension on the July 1, 2010 sunset provision authorizing the Norfolk Housing and Redevelopment Authority or the City of Norfolk to acquire property through the use of eminent domain for the location of a recreational facility open to the public.

3) Authority to subsidize the Public Health Director's salary

The City requests a City Charter amendment to authorize the supplementation of the salary paid by the Commonwealth to the Director of Public Health.

2010 General Assembly Funding Priorities / Goals

1) State Support of Localities

The City of Norfolk is one of the most fiscally stressed cities in the commonwealth and depends on the state for 40% of its operating revenue. With the slowing economy, demands for services and assistance at the local level continue to increase, while costs of providing these services are also increasing. Given these factors, the City opposes any additional cuts that would disproportionately affect Norfolk.

2) Transportation Funding

A significant increase in transportation funding is needed to address the transportation maintenance shortfall, to support federally approved projects, to increase mass transit, and to support current and ongoing economic development initiatives. The General Assembly should take actions to provide a dedicated and sufficient funding source, to include taxes, fees, and/or tolls, either statewide or regionally, the City can depend upon.



Commissioners' Update NRHA Board of Commissioners

Subject: NRHA Public Housing Wait List

Executive Contact: Donnell Brown

Date: January 11, 2010

BACKGROUND

The Department of Housing and Urban Development (HUD) requires Public Housing Authorities (PHA's) to establish an application and selection process that treats applicants fairly and consistently and provides an effective method for determining eligibility as stated in Section 24 of the Code of Federal Register § 960 - Admissions to and Occupancy of Public Housing.

Norfolk Redevelopment and Housing Authority (NRHA) maintains a public housing wait list as part of its application process in order to ensure sufficient number of eligible applicants are available to fill vacant turnover units as quickly as possible. The average time of wait for applicants can vary anywhere between six months to two years depending on a number of factors – i.e. the bedroom size needed, the number of applicants accepted/denied. NRHA houses approximately one in every five applicants due to qualifying standards. Many applicants are denied housing due to unacceptable criminal history records and/or rental history records.

STATUS

Norfolk Redevelopment and Housing Authority will open its wait list and accept public housing applications for all bedroom sizes on select dates beginning Friday, January 22, 2010 and ending Friday, March 5, 2010.

Applications will be distributed on a walk-in basis at the Main Office, 201 Granby Street; Housing Operations Facility, 910 Ballentine Blvd.; and all of the Public Housing Property Management Offices on select dates beginning Thursday, January 21, 2010 and ending Thursday, March 4, 2010 between 9:00 a.m. and 12:00 noon.

Completed applications may be delivered in person to NRHA's Main Office, 201 Granby Street on Fridays only between 9:00 a.m. and 12:00 noon from January 22, 2010 until March 5, 2010. Applications can also be mailed to NRHA's Main Office, 201 Granby Street and must be post-marked no later than Friday, March 5, 2010.

Applications will also be available on our website at www.nrha.va.us and available as a reasonable accommodation at the Community Services Board, Endependence Center, Hope House Foundation, and Norfolk Division of Social Services.

FUTURE ACTION

Prior to the opening of the waiting list an advertisement will be placed in the Virginia Pilot on January 14, 2010; The New Journal and Guide on January 14, 2010; and the Compass on January 17, 2010. In addition, NRHA staff will be meeting with various Social Services Agencies on January 8, 2010 to review and explain the public housing application process.



Commissioners' Update NRHA Board of Commissioners

Subject: American Recovery and Reinvestment Act Formula Grant

Executive Contact: Donnell Brown

Date: January 11, 2010

BACKGROUND

By amendment to the Consolidated Annual Contributions Contract (ACC) Number P-5540 dated August 30, 1996 between Norfolk Redevelopment and Housing Authority (NRHA) and the United States of America, Secretary of Housing and Urban Development (HUD), a Capital Fund formula grant in the amount of **\$9,193,644.00** was accepted from HUD under authority of the American Recovery and Reinvestment Act of 2009 (ARRA). The effective date of funding availability was March 18, 2009. 100 percent of the funds must be obligated within one year of the effective date. 60 percent of the funds must be expended within two years and 100 percent of the funds must be expended within three years of the effective date or March 17, 2012.

NRHA approved an ARRA plan that included the following:

- | | |
|--|-------------|
| 1. Oakleaf Road and Site Improvement | \$3,535,000 |
| 2. Calvert Square Window Replacement | \$ 980,000 |
| 3. Young Terrace Accessibility Improvements | \$1,600,000 |
| 4. Midrise Apartments (Partrea, Hunter Square, Bobbitt) Improvements | \$2,208,000 |
| 5. Administration (over 3 years) | \$ 870,644 |

STATUS

The Oakleaf Road and Site Improvement and Calvert Square Window Replacement projects are designed and under contract. The Young Terrace Accessibility Improvements and Midrise Apartments Improvements projects are designed and were publicly advertised for bids January 10, 2010. Bids will be opened in early February and the projects will be under contract by March 12, 2010, in full compliance with the ARRA grant.

The HUD region engineer will conduct an on-site review of NRHA's ARRA grant management beginning January 11, 2010 through January 14, 2010.

FUTURE ACTION

NRHA's Capital Fund Department will aggressively manage all ARRA projects to ensure they are completed on time and within budget and comply with all HUD contracting and program regulations.



Commissioners' Update NRHA Board of Commissioners

Subject: St Paul's Quadrant

Executive Contact: Donnell Brown

Date: January 11, 2010

BACKGROUND

At the monthly St. Paul's Area Advisory Committee (SPAAC) 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.

Thursday December 3, 2009 the SPAAC held a meeting on the 10th floor at City Hall.

Meeting Topic-**Create a neighborhood** (Part1)

- a. Overview of theme- Create a neighborhood
- b. Replace public housing units on a one –for-one basis
- c. Address economic segregation

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

The majority of the meeting was spent on discussing the steps of the demolition process for public housing units and the relocation of the residents. Part of the agenda, Address economic segregation was not discussed and will be reviewed at the January 7th meeting. The meeting notes for the December 3rd meeting are attached (1)

STATUS

The agenda for the January 7th meeting is attached (2). A full report will be provided in the February Board report.

FUTURE ACTION

The NRHA Board of Commissioners' will continue to receive monthly update on each advisory committee meeting. The next monthly meeting is scheduled for Thursday, February 4,, 2010 at City Hall.

**St. Paul's Area Advisory Committee
December 3, 2009
Meeting Notes**

The following members attended:

Michelle Cook	John Mayer
Emma Morgan	Wayne Orton
John Mayer	Donnell Brown
Wayne Orton	John Hazelette
Dr. Robert Murray	Jeryl Phillips (staff)
Earl Fraley	Jeremy Sharp (staff)
Jason Cook	Paula Shea (staff)
Dr. James Watson	Ben Carlson (consultant by phone)

General Announcements

Planning staff distributed a revised meeting schedule. The dates stayed the same, but the order of some of the topics was switched.

Meeting Theme—Create a Neighborhood

The presentation began by revisiting all the themes and the overall vision for the Saint Paul's Area in order to place today's topic in context. The meeting topic was "Create a Neighborhood" that included three guiding principles—"Replace public housing on a one-for-one basis," "Address economic segregation," and "Invest in resources for safe, healthy, rewarding living." This meeting was planned to cover only the first two guiding principles.

"Replace public housing on a one-for-one basis"

Donnell Brown, Chief Housing Officer with the Norfolk Redevelopment and Housing Authority (NRHA), gave an overview of the process that is required to demolish a public housing community and bring it back. Steve Morales from NRHA was also present to answer questions and provide information. The first topic was the *demolition process*. A Planning Committee at NRHA reviews each public housing community of a certain age to determine whether the community is viable (whether or not it is cost-effective to rehabilitate a community versus demolishing it and rebuilding), based on Department of Housing and Urban Development (HUD) standards. If demolition is recommended, an application with that recommendation must be filed with HUD. Included in the application are approvals by the NRHA Board as well as the City. A series of meetings, charrettes, surveys, etc., are required as a part of the application process and funding sources need to be identified. Relocation and return criteria are also defined as a part of the demolition application—discussed below.

Resident relocation was the second topic covered. There must be a relocation plan submitted in the demolition application that details how relocation will occur. The plan includes the preferences of the residents—do they want to relocate to

another public housing community and then return to the new community? Or do they want to stay in the other public housing community? Do they want a Section 8 Housing Choice voucher? Are they ready for homeownership? NRHA will request housing vouchers from HUD, as appropriate, that will be earmarked for the residents (they do not go onto the Section 8 voucher waiting list). NRHA will help find available Section 8 units as a part of the relocation process. Those preferring to relocate to another public housing community will be given first priority as units become available. Services to residents include moving (including packing) out of the unit to be demolished (and return to the new community), packets of information on their new community, utility deposits, transportation to visit potential new homes, and other assistance as necessary. Everyone receives these services, even if they do not return to the community. As a part of this entire process, NRHA continues to monitor the relocated residents for as long as required by federal regulation and as needed—monitoring for some former Broad Creek residents has occurred for ten years.

The *return criteria* are established by the residents and are a part of the demolition plan application to HUD. Each community is different: for example, Moton Circle residents wanted working families, acceptable behavior, no criminal record, etc.; Broad Creek residents set up tiers based on work status. In Broad Creek, there were 767 units removed, 553 households relocated of which 30% returned to Broad Creek (national average is 17 to 20%). Of the 533 households that were relocated, approximately 300 went to other public housing communities, a few qualified for homeownership, and the rest went to Section 8.

Lessons learned

- NRHA learned through the Broad Creek experience that they need to do more work than expected to prepare families to return. They need to better train residents to return. In Moton Circle, 81 households want to return—61 of these households are qualified now and NRHA is working with the other 20.
- Current public housing residents need from 2 to 4 years to prepare for homeownership, working with NRHA (HomeNet).
- Before the process began, NRHA set goals with some of the families. For example, in Broad Creek 10 residents expressed a desire to get an Associates Degree (or some other type of certification)—21 actually accomplished this. 50 people wanted to become homeowners—to date 45 have accomplished this.

Specific questions regarding NRHA's discussion included:

- Is Broad Creek a good model to use when seeking to redevelop a public housing community? Could the group get more information on Broad Creek? Staff will follow up on this item.
- Could Tidewater Gardens residents choose to relocate to Broad Creek? Broad Creek has a waiting list and they would have to apply (they would not be given preference).

- When is the return criteria established? It is a part of the demolition application to HUD and will be determined for each household before move out.
- There was discussion of the need for a "good neighbor" policy for all of St. Paul's future residents, not just public housing residents.
- Is the demolition and relocation done in stages? Most likely. A flexible development plan and phasing, if needed, will be a part of the draft plan for St. Paul's.
- When will the "smooth move" classes begin for Tidewater Gardens residents? About one year prior to the submittal of a demolition application to HUD.
- What funding will be used to redevelop Tidewater Gardens and how much will it cost? Redevelopment costs and funding sources are not known at this time—it will depend on the type(s) of funding source available at the time of demolition as well as the mix of unit types, etc. proposed in the plan.
- How does NRHA determine the mix of public housing that will be built in a community? They look at who is in the community now as well as who is on the waiting list to determine need.
- Are Section 8 Housing Choice vouchers limited to Norfolk? No they can be used anywhere in the United States as long as there is a housing authority to administer the voucher.
- Are there enough Section 8 units out there? NRHA has dedicated staff that continuously works with landlords to identify units and match with resident needs. NRHA has an ongoing training program to identify and train new providers.

Facilitated Discussion

Should public housing be replaced one-for-one?

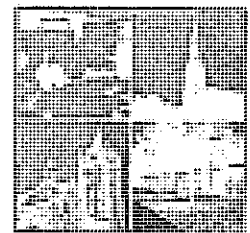
- What would happen if we didn't? There is certainly a need for those units, if not more. One-for-one replacement is desirable—any less would remove needed units. The public housing and Section 8 waiting lists will be open in a few months and NRHA will have a better idea of the need right now.
- The committee was asked to validate one-for-one replacement. In general, the group agreed to one-for-one replacement at a minimum.
- Should there be more than 618 units? How many more? The answer is tied to keeping a necessary balance of the various types of housing proposed within the total number of units proposed (e.g., public housing, workforce housing and market rate housing), as per the findings and recommendations of the residential market study for the planning area. That study recommends a ratio of 1/3 public housing and 2/3 workforce and market rate. The consultant will look at the ratio recommended with the number of public housing units currently proposed (618) and determine if it is feasible to add more public housing units and the pros and cons of that.

Conclusion and Next Meeting

The Committee will continue to discuss the final theme, "Create a neighborhood," and the guiding principles of "Address Economic Segregation" and "Invest in Resources for Safe, Healthy, Rewarding Living" at the next meeting. The next meeting will be held on **January 7, 2010 at 4 p.m.** on the 10th floor of the City Hall Building.

Saint Paul's Area Advisory Committee
January 10, 2010—Meeting Six
7 Agenda

1. General Announcements
2. Meeting Topic—**Create a neighborhood (Part 2)**
 - a. Address economic segregation
 - i. Mixed income communities
 - ii. Facilitated discussion
 - b. Invest in resources for safe, healthy, rewarding living (human services)
 - i. Program/Service needs
 - ii. Program/Service examples
 - iii. Facilitated discussion
3. Next Meeting: February 4, 2010, 4 p.m.
Location: Norfolk City Hall





Commissioners' Update NRHA Board of Commissioners

Subject: 2010 Annual Plan

Executive Contact: John C. Kownack

Date: January 11, 2010

BACKGROUND

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires housing authorities to complete a five-year plan and an annual plan. We are beginning development of our eleventh annual plan (2010) and we are preparing to enter the second year of our 3rd five year plan (2009 through 2013), beginning July 1, 2010. The plans include 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 third annual Resident Forum was held December 8, 6:00 p.m. – 9:30 p.m. at Ruffner Middle School. Over 200 public housing and housing choice voucher participants were in attendance. A summary of the feedback and input provided during the event is attached.

The draft 2010 Annual Plan is being developed by staff and is scheduled to be made available for a 45-day public review and comment period beginning on February 5, 2010. Highlights of some of the issues and changes under consideration in the plan being drafted are provided below:

- Changes anticipated in the administrative policy for the housing choice voucher program include: mandatory usage of the Enterprise Income Verification System (EIVS); revised grievance procedures; and mandatory use of rent reasonableness for determining payment standards.
- Changes anticipated in the Admission and Continued Occupancy Policy (ACOP) for public housing includes mandatory usage of EIVS and revised grievance procedures. Also under consideration are revisions to applicant suitability criteria relating to home visits, landlord references, and criminal history records.
- It is anticipated that an increase in "Flat" or maximum public housing rents for non-revitalized family communities will be included in the draft plan as the Authority continues to move toward a Flat rent that is equal to that affordable to a household at 40% of Area Median Income (AMI). In 2010, Flat rents for most family communities are anticipated to increase to a level affordable to households at 38% of AMI as compared to the 37% guide used in 2009. It is emphasized that rents would only increase for families where 30% of their income is in excess of the current Flat rent amount. A comparison of the current Flat rent with the increase anticipated beginning July 1, 2010 is provided below:

BEDROOM SIZE	CURRENT FLAT RENT	ANTICIPATED FLAT RENT
One BR	\$ 452	\$ 484
Two BR	542	581
Three BR	626	671
Four BR	699	748
Five BR	771	826
Six BR	843	903
Seven BR	915	980

- Language is anticipated to be included in the draft Annual Plan relating to the distribution and acceptance of public housing applications at various locations and through various means as needed and advertised.
- Consideration is being given to the establishment of a revised waiting list preference ranking system that combines the current "Need and Earned" preferences list into one weighted preference list.
- In PIH Notice 2009-21, the U.S. Department of Housing and Urban Development (HUD) strongly encourages Public Housing Authorities (PHAs) to implement non-smoking policies in their public housing units in order to provide increased public health protection for residents of public housing. NRHA staff raised the non-smoking issue during the Resident Annual Forum on December 8, 2009. There were mixed reactions from the residents on whether NRHA should adopt a non-smoking policy. Some stated that it should be their right to smoke inside their home, while others believed that secondhand smoke negatively impacted other non-smoking residents. Further discussion and research is needed before a recommendation on this subject is reached.
- As in past years, the draft 2010 Annual Plan will continue to outline various Housing Reinvention goals and initiatives for the next several years and decades. Initiatives to be referenced in the draft plan include:
 - Continued revitalization efforts in Grandy Village, including site improvements that could create developable parcels for additional housing units;
 - Redevelopment of Moton Circle;
 - Participation in the City of Norfolk's St. Paul's Quadrant planning process (Tidewater Gardens);
 - Pursuit of a mixed-finance initiative to renovate Oakleaf Forest;
 - Planning for renovations to Diggs Town in 2013; and
 - Development of new affordable rental housing units for families, seniors and the disabled.

Remaining 2010 Annual Plan Calendar of Events

January 2010

4th – Continue development of draft 2010 Annual Plan

11th – Present an update to the Board of Commissioners

12th - Present issues anticipated to be included in draft Annual Plan to RAB

26th – Meet with RAB

Throughout - Communicate with residents via community newsletters, meetings, etc.

February 2010

4th - Distribute draft plan and post on NRHA's website

February 5 through March 22 – 45-day public review period

8th - Provide an update to the Board of Commissioners

9th - Meet with RAB

23rd – Meet with RAB

Throughout - Communicate with residents via community newsletters, meetings, etc.

Throughout - Meet with various agencies/organizations

March 2010

2nd – Meet with RAB

8th - Provide an update to the Board of Commissioners

16th – Meet with RAB

22nd - Public hearing at Ruffner Middle School

23rd - Meet with RAB

30th - RAB meet to develop final comments on plan

Throughout - Communicate with residents via community newsletters, meetings, etc.

Throughout - Meet with various agencies/organizations

Throughout - Revise draft as needed

April 2010

12th - Present final draft to Board of Commissioners for approval

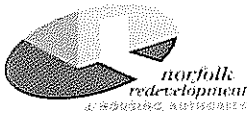
12th through 14th - Finalize draft as needed

15th - Submit approved Plan to HUD electronically

16th - Distribute approved plan and post on NRHA's website.

Throughout - Communicate with residents via community newsletters, meetings, etc.

Attachment: Summary of Comments from Resident Forum, December 8, 2009



Resident Questions/Comments/Concerns

Ruffner Academy M.S.
December 8, 2009

COMMUNITY SPECIFIC SESSIONS:

- 1. What would you like to see happen in the next year (July 2010-June 2011)?**
- 2. What would you like to see happen in the next five years (July 2009-June 2013)?**
- 3. What client services would you like to see offered in your community?**
- 4. Are there specific issues/concerns you would like to see addressed? If so, what do you propose as a solution?**
- 5. What physical improvements would you like to see in your community? (interior & exterior)**

BROAD CREEK:

- 1. One Year**
 - **Better community**
 - **Break when income goes up**
 - **Improvements in landscape**
- 2. Five Years**
 - **Affordable housing ownership for low income**
- 3. Client Services**
 - **Job and educational services**
- 4. Specific Issues**
 - **Crime prevention services in the community**
 - **Young guys sitting outside between units**
 - **Drugs & loitering**
 - **Recommend no smoking in public areas**
 - **New communities should be all electric, not 2 utilities**
 - **Does not understand why child support is included in income**
 - **Child care documentation not accepted**
- 5. Physical Improvements**
 - **Improvements in landscape**

- Pay electric bills
- More activities for the children
- Safer communities

5. Physical Improvements

- Keep the yards clean.
- More extermination dates
- Central air & heat

6. Concerns

- Call whenever apprenticeship programs become available within NRHA
- Bring more speakers to community meetings and try to recruit more kids to meetings with incentives such as door prizes
- Smoking within residents homes or porches

FRANKLIN ARMS:

1. One Year

- Better housing
- Better security
- Not putting the same people in community, robbers, etc.

2. Five Year

- None

3. Client Services

- Health services

4. Specific Issues

- Better safer community

5. Physical Improvements

- Making the community healthy to live in.
- Would like shopping center and a park for safe people

HCV:

1. One Year

- Inform General public with a notice on section 8
- Have the waiting list move faster
- More help in communities
- Learn more about my community
- Beef up security
- Help with buying affordable homes
- Need NRHA help us buy the houses we are renting if owner wants to sell
- To be able to relocate out of area anywhere
- I would like to have extra funds on utilities because the little that we get we need more if possible
- I would like to see more children programs

2. Five Year

- More section 8 housing
- More jobs

MIDRISES

1. One Year

- **Install cameras on each floor in Midrises**
- **Fix TV in laundry room at Hunter Square**
- **Improve analog system all Midrises**

2. Five Years

- **Incorporate recycle program**
- **Shredding program to destroy documents for residents use.**
- **Incorporate assistant living complex with independent living complex**

3. Client Services

- **Fitness & Well Centers**
- **Open up and change requirements for FSS**

4. Specific Issues

- **Storm drainages – put screen on storm drains**
- **Install camera in parking lots**
- **Embrace neighbor community with monthly meeting and joint neighborhood watch. (Hunter Square)**
- **Increase transfer days to 10 days**

5. Physical Improvements

- **Backup electricity on upper floor: such as outlets in common areas for plugging up wheelchair & oxygen tanks**
- **Better ventilation in building and apartments for smokers**

OAKLEAF:

1. One Year

- **Install dryer equipment in units**
- **In grievance with no smoking policy**

2. Five Years

- **None**

3. Client Services

- **Workforce Development/CSB (concerns about acquiring GED & hearing impaired)**

4. Specific Issues

- **Lighting**
- **Neighborhood Watch Issues**
- **Driving on the lawn**
- **More storage**
-

5. Physical Improvements

- **Renovations Barricades**

3. Client Services

- Educational, financial, youth, disable and senior programs
- Job assistance and summer programs for the young
- Mentor/mentorship for children and teens
- After school programs for the children or an outreach program
- Parenting classes (young mothers)
- Assistance for teenagers and adults who are suffering from any type of mental disorder
- Senior & disable programs
- Money for YMCA memberships

4. Specific Issues

- A new President
- Section 8 Vouchers
- Parking for Residents
- It floods on Ruffner St. Would like to know about sand bags.
- Roaches in residents' home
- Renovate the apartments
- More involvement with the community for the Youths
- Parking curfews
- Stop smoking in Public Housing
- If rental office don't address the repairs, who else can be contacted?
- Enforce the curfew for the youths
- Crime and drugs

5. Physical Improvements

- A new look for the outside of the buildings
- Better security and cameras in the playground areas
- New windows, sinks and cabinets
- Flooding and sewage problems
- More parking available
- Renovate the apartments (refrigerators/replace tile)
- More playgrounds for the children
- Sidewalk repairs
- Lights on porches & courts

6. Concerns

- No smoking cigarettes in your own house where you pay rent. I don't feel this is fair.
- I have a 3 bedroom, my lease states 2 female adults, 3 children, 1 girl, 2 boys. Why can't I be moved to a 4 bedroom?
- Residents being relocated. When will the move take place?
- Sewage system on Charlotte St. When it rains the streets flood.
- Lighting system that are used in the other sites such as Grandy should be used in Tidewater
- Community and parent helpers need walkie talkies that are connected to CRO or managers for emergency or crisis situations
- Renters and Flood Insurance for group discount. Can NRHA look into this for the residents
- Management need to come around and do ground checks more often and hold tenants accountable for their areas.

- **Some residents are heavy smokers and this causes problems for those who don't smoke because the smoke from their house is leaked over into my home where I have an asthmatic child.**
- **I would like to see security camera systems because of the problems I have had and currently have from other residents tampering with the cable box outside and I have to keep contacting Cox Cable to come out and sometimes they want to charge a fee. I have had my phone lines cut by children not supervised by their parents when outside playing.**

PARTREA:

1. One Year
 - Have Christmas party
2. Five Year
 - Go on outing and trips
3. Client Services
 - History trips/museums
4. Specific Issues
 - None
5. Physical Improvements
 - Can we vote on the no cigarettes? That's wrong because that's the pleasure of some people.

TIDEWATER:

1. One Year
 - Utility statements/rent statements (user friendly)
 - Excess utilities
 - Stove/appliances
 - Section 8 voucher or rebuild Tidewater Garden Community
 - Fix apartments
 - Demolition/remodel
 - Relocation of public housing residents
 - Credit give to single parents in school on rent
 - New cabinets and refrigerators
 - Replace tiles
 - Safety
 - More Youth programs
 - More lighting in each court
 - No smoking ban & no pets policy
 - Educational programs
2. Five Year
 - Demolition:
 - Criteria for return – committee formed to determine
 - Cap on relocation benefits
 - Are barriers to return being identified?
 - To see more community activities and community involvement
 - Parking stickers for residents that live in the community
 - Central air and heating.
 - Relocation of residents in an affordable community
 - Rebuild the apartments or give those who qualify Section 8
 - More assistance with the Police Department/Safety
 - Larger stoves
 - Streets and flooding corrected especially for the students
 - Bathroom light fixtures replace/repared
 - Water and sewage fixed
 - Security cameras
 - Upgrade the housing & condition of the community

- Better & more communications - no beating around the bush
- I would like more summer programs

3. Client Services

- Have transportation available for those who don't have vehicles and assist with their daily appointments
- Senior rides
- More community center
- More stores/play grounds
- Mr. Hammond's gang & drug related group program in all areas
- job placement

4. Specific Issues

- More senior household help
- Better parking
- Renter's receive flood insurance by the group
- Security- clean up vandalism/loitering
- When a landlord don't fix-up, I know we have to move, but I think the landlord should pay for you having to move in another place.
- More programs in area

5. Physical Improvements

- More police, senior care, dental for seniors
- Assist in repairs of lawn mowers, etc. for HCV folks to do their own lawn care
- Overhead light fixtures (Mission College)

HUNTERSQUARE:

1. One Year

- None

2. Five Year

- Better Security
- Affordable housing near bus, light rail access

3. Client Services

- Exercise, health, adult sports, computer training in specific programs such as windows, power point

4. Specific Issues

- Have access to all programs at Hunterville's Recreational Center including weight room. Why do you need to be certified to open weight or exercise rooms

5. Physical Improvements

- Clean the storm drains ASAP. Post signs for littering etc.

CALVERT:

1. One Year

- Family trying to buy their home or getting a job

2. Five Years

- Fixing the apartments interior
- Flooding issues

3. Client Services

- Classes for the teens and families

4. Specific Issues

- Drug dealers in the community
- People allowing animals/pets to roam freely
- People not cleaning up animals poop
- TMC advocating for a group rate on renters insurance
- Reducing curfew time to 9:00pm
- Guests leaving your apartment before curfew but continue to hang out after curfew, are you responsible?
- Opinions about non-smoking policy, ban in common areas but not privacy of your own apartment or on porch

5. Physical Improvements

- Painting the housing areas every 2 years
- Lighting in Calvert at the 900 block of Bagnall Rd
- Can we have more security fencing in Calvert and Young Terrace?
- Can we have individual fencing to grow grass through out Young Terrace

DIGGSTOWN:

1. One Year

- No community service
- Desperately need a Boys & Girls Club
- Expansion for Diggs
- A class to teach the tenants how to keep a clean house
- Need someone to follow-up with an inspection on regular basic
- Closer parking
- Bathroom Doors

2. Five Years

- Need to put blinds in every unit to make it uniform and charge to replace if broken

3. Client Services

- Transportation vouchers for job training
- Jobs for senior citizens
- Need the landscape done. Too many bald yards and if the landscape was done it would look better
- More education and financial aid assistance in the community service
- CSB/Case Manager

4. Specific Issues

- Everyone working that is suppose to work.
- Central heating & cooling



Commissioners' Update NRHA Board of Commissioners

Subject: Broad Creek Monthly Update

Executive Contact: John C. Kownack

Date: January 11, 2010

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-six homeownership units have been completed on site. The project also includes support for a planned total of 254 off-site homeownership replacement units, which will be accomplished through the provision of closing cost and down payment assistance to first-time low/moderate income homebuyers.

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, 63 homes are completed and sold or under contract. Three homes are completed and for sale, one home is ready to begin construction and one is under design review. We are awaiting completed plans on two remaining lots. In addition to the 70 homes in the Bowling Green homeownership plan, there are 21 units, "The Villas," currently under construction by Tivest on City property. The first Villas homes are now anticipated to be completed in mid to late February.

Village East:

Tivest is completing the 20 multi-family homeownership units in Village East. Twelve have sold and one is under contract. Eleven of the town homes 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 to support Village Center has been submitted to the City as part of the FY-2011 Capital Improvement Program application process.

REVITALIZATION PLAN:

HUD approved NRHA's Revitalization Plan Amendment request, formalizing the longstanding intention of reducing the number of assisted rental units on-site by 40, from 394 to 354. Proportionate with the reduction of assisted rental units, HUD has approved budget

amendments to the HOPE VI grant, which reduces the grant from \$35 million to \$33.2 million. HOPE VI funds disbursed to date total \$30.5 million. The revised budget will provide for additional disbursements of \$2.7 million through the project closeout date of June 30, 2010, including \$1.4 million in direct financial assistance for 85 first-time homebuyers, an \$800,000 endowment for Community Supportive Services for original project residents and \$500,000 for project delivery costs.

FUTURE ACTION

- Prepare necessary information and plans based on approved revitalization plan and revised budget.
- Pursue Additional funding from the City for FY2011 for infrastructure funding for Village Center.
- Continue to update the Board of Commissioners on Broad Creek activities. It should be noted that beginning in February 2010, the status of Broad Creek will be included in an overall update on Housing Reinvention activities.



PROJECT PRODUCTION REPORT

BROAD CREEK

12/31/2009

	LAND		PROJECTED HOUSING UNITS AT			STATUS OF HOUSING UNITS					
	Total Lots	Lots Awarded*	Single Family	Multi- Family	TOTAL	Under Design & Review	Approved Design	Under Construction	Complete For Sale	Sold / Under Contract	Total Units in Production
Broad Creek 1 "Bowling Green"	54	54	50	20	70	3	1	0	3	63	70
Broad Creek 2 "Village West"	12	12	12	0	12	0	12	0	0	0	12
Broad Creek 3 "Village East"	4	4	0	20	20	0	0	0	7	13	20
Broad Creek 4 "Village Center"	TBD	0	34	138	172	0	0	0	0	0	0
TOTALS	70	70	96	178	274	3	13	0	10	76	102

Note: One Village East unit reported as under contract in previous reports has been terminated and is no longer reflected as "Sold/Under Contract."



Interoffice Communication

To: Board of Commissioners

Date: 01/07/2010

From: R. Archer, Human Resources Director

Subject: **HAI Group Term Life Insurance Offer**

Housing Authority Insurance, Inc., a subsidiary of Housing Authority Insurance Group (HAIG), is offering a term life insurance plan at **no cost** to Commissioners, Executive Directors, and qualified housing authority employees. The plan provides a \$5,000 benefit to the beneficiary.

The insurance is offered as a promotion by HAI. The term life insurance program can be terminated at any time by HAI, and certain conditions and restrictions apply. Commissioners are covered only during their tenure as Board members. The coverage for an individual Commissioner ends when that Commissioner leaves the Board. The benefit is reduced to \$3,200 when the insured reaches age 65, and the benefit is reduced to \$2,500 when the insured reaches age 70.

If you wish to enroll for the insurance, please complete the information below and return this memorandum to Richard Archer, Human Resources Director, 7th floor, 201 Granby Street. If you wish, the completed form can be faxed to Human Resources at 314-2676, or scanned and sent to Richard Archer at rarcher@nrha.us.

This information should be submitted to Richard Archer by **Friday, January 22, 2010**.

I wish to enroll in the term life insurance plan described above and have completed the information requested below:

Name	
Gender (M/F)	
Date of Birth	
Date of Appointment to Board	
Beneficiary's Name	

I *do not* wish to participate in the term life insurance plan.

CBPP Update on 2010 Funding for Vouchers and other Housing Programs

On December 16, the President signed into law an omnibus funding bill for fiscal year 2010 that includes funding for affordable housing and community development programs administered by the Department of Housing and Urban Development (HUD). This law provides a total of \$46.1 billion for HUD for fiscal year 2010, an increase of \$4.5 billion (10.9 percent) above the 2009 level and \$578 million (1.3 percent) above the President's request.

The following are the highlights of the 2010 funding law for the three major federal rental assistance programs:

- **Housing Choice Vouchers:** the funding law provides \$18.18 billion for housing vouchers, including up to \$16.34 billion for voucher renewals, both considerable increases over 2009 funding levels. When combined with available funds carried over from the current year, this amount is probably sufficient to renew all vouchers used by families in 2009, according to the Center's analysis of program cost data. (See the link below for more details.)
- **Public Housing:** \$4.78 billion is included for the **Operating Fund**, an increase of 7 percent above the 2009 level. This amount likely will fund agencies at or close to 100 percent of their eligibility under HUD's operating formula, according to the Center's current estimates. Agencies have not received full operating funding since 2002. The bill also provides \$2.5 billion for the **Capital Fund**, \$50 million above the 2009 funding level. **HOPE VI** is funded at \$200 million, although \$65 million of this amount is set aside for the Administration's **Choice Neighborhoods Initiative**.
- **Section 8 Project-Based Rental Assistance:** \$8.55 billion is provided for 2010, including an advance appropriation of \$394 million for fiscal year 2011. The total includes \$8.33 billion for contract renewals, an increase of \$1.1 billion, or nearly 15 percent.

A more detailed review of the HUD funding law for 2010 is available for download at:
<http://www.cbpp.org/files/2010-housing-funding.pdf>.



Housing Authority
Insurance Group

189 Commerce Court
PO Box 189
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242
fax 203-271-2265
www.housingcenter.com

December 3, 2009

Mr. Shurl Montgomery
Norfolk Redevelopment and Housing
201 Granby Street, 7th Floor
Norfolk, VA 23501

Dear Mr. Montgomery:

Housing Authority Insurance, Inc. will be offering an open enrollment for Life Insurance the month of January 2010, for eligible member Housing Agencies full-time employees, Executive Directors and Commissioners entitled to receive up to \$5,000 Term Life Insurance Benefit **free** of charge for qualified members.

Since you are an eligible member and if you are interested in accepting this offer for your authority, please submit a census in Excel format that includes **Name, Gender, Date of Birth, Date of Hire, and Beneficiary**. To complete your agency's enrollment for this free term life insurance, you must send the requested census data (attached is a sample template for your convenience) for your authority to memberbenefit@knology.net or via fax to (706)855-0590. If you have any questions, please contact United Health Group brokers Gary P. Jones, CLU, Chartered Financial Consultant or Russell E. Blanchard III, CLU at (888)531-4303.

We are excited to offer this benefit opportunity to our members and hope you take advantage of this one month open enrollment period.

Sincerely,

Ed Malaspina,
V.P., Marketing and Agency Operations

THIS TERM LIFE INSURANCE BENEFIT PROGRAM MAY BE TERMINATED AT ANY TIME AND CERTAIN CONDITIONS AND RESTRICTIONS APPLY.

Board of Commissioners Meeting Dates

Year 2010

<u>Regular Meetings</u>		<u>Alternate Meetings</u>	<u>Policy Meetings</u>
January	11	25	--
February	8	22	--
March	8	22	--
April	12	--	26
May	10	24	--
June	14	28	--
July	12	--	26
August	9	23	--
September	13	--	27
October	11	25	--
November	8	22	--
December	13	--	27