

AGENDA
NRHA Commissioners' Meeting
November 15, 2010 – 8:00 a.m.
201 Granby Street, 12th floor

I. APPROVAL OF MINUTES OF COMMISSIONERS' MEETINGS

October 11, 2010 Board of Commissioners' Meeting

II. REMARKS

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

III. DEVELOPMENT OPERATIONS

1) Planned New Home Development
Presented by James Gehman
Chief Development Officer

IV. FINANCE AND ADMINISTRATIVE OPERATIONS

- 1) Resolution Authorizing Cash Advances for Activities Included in the Approved Fiscal Year Budget
Presented by Clara Graves
Chief Financial Officer
- 2) FY2011 Budget Amendment Status
Presentation by Brenda Benn
Director of Budget and Compliance
- 3) Previous Month's Activities
 - a) Disposition Activities
East Beach
 - b) Contract Activities
 - c) Anticipated Requests for Proposals, Qualifications, or Quotations and Invitations for Bids
 - d) Tenant Accounts Receivable Charge-Offs

NRHA Commissioners' Meeting

November 15, 2010 – 8:00 a.m.

201 Granby Street, 12th floor

V. HOUSING OPERATIONS

- 1) Resolution Authorizing the Creation of Entities Relating to the Development of New Housing Units Within and Adjacent to the Partrea Senior Midrise Apartment Site

Presented by John Kownack
Chief Housing Reinvention Officer

- 2) Resolution Authorizing the Creation of Entities Relating to the Development of New Housing Units Within and Adjacent to the Oakmont North Apartments Site

Presented by John Kownack
Chief Housing Reinvention Officer

VI. NEW BUSINESS

VII. COMMITTEE MEETING NOTES

Energy Performance Contract Report

VIII. CLOSED MEETING

OTHER NOTICES

The next BOC meeting is Monday, December 13, 2010

201 Granby Street; 12th Floor

8:00 a.m.

1. Tickets to the Friday, October 15, 2010 preview party at the East Beach Homearama are available along with regular admission tickets.

2. Staff is currently reviewing proposals from brokers offering to assist in the sale of 201 Granby Street and from financial institutions offering to provide financing for construction of the new headquarters facility. Recommendations will be brought to the Commissioners next month.

3. A meeting has been scheduled with professors from the College of William & Mary to discuss their performing an economic impact study of the Authority's activities.

4. NRHA received good publicity at a recent Builders and Designers' Guild meeting. Mr. Layton remarked that the ideas expressed there were extremely progressive.

B. Chairman of the Board Comments

1. City Council has appointed Trevor Robinson, son of former State Delegate Billy Robinson, as a new Commissioner and the Chairman plans to contact him to welcome him aboard. He has also spoken to City Council Members about the need to appoint one more Commissioner.

2. Mr. Bilisoly is out of town today and also has a conflict on November 8, 2010. The Chairman will see about rescheduling the regular November meeting.

3. A meeting of the ECBD is scheduled for tomorrow.

C. Commissioners' Comments

Mr. Layton remarked that the field trip to visit various public housing communities was an effective use of the Commissioners' time and suggested that it be done more frequently. The Chairman has spoken to Mr. Montgomery, Ms. Brown and Ms. Mills about putting together a plan to improve the physical assessment scores.

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III. Development Operations

A. Resolution Authorizing the Submission of a Funding Application to the City of Norfolk 2011-2012 Fiscal Year (FY-2012)

Mr. Jim Gehman gave a PowerPoint presentation, a copy of which has been filed with these minutes. Mr. Layton suggested that the Authority increase its request for CDBG funding and the Chairman concurred, suggesting that the Authority should take every opportunity to ask for increased funding. The Chairman also suggested that it would be helpful to list the prior years' numbers to provide context for the current funding application. Upon motion of Mr. Layton, seconded by Mr. Soble, the following Resolution was unanimously approved:

RESOLUTION NO. 9041
RESOLUTION AUTHORIZING THE SUBMISSION OF A FUNDING
APPLICATION TO THE CITY OF NORFOLK 2011-2012 FISCAL YEAR
(FY-2012)

WHEREAS, the Norfolk Redevelopment and Housing Authority Development Division's FY-2012 application for City funding has been presented to the Board of Commissioners and a public hearing held on September 13, 2010; and

WHEREAS, the requested funding as detailed in the attached application has been proposed as necessary to accomplish the FY-2012 goals and objectives of the Authority's neighborhood redevelopment and conservation programs;

NOW, THEREFORE, BE IT RESOLVED, that the attached application for funding for the fiscal year beginning July 1, 2011 and ending June 30, 2012, is hereby determined to be a realistic estimate of funding requirements and the application is hereby approved;

BE IT FURTHER RESOLVED, that the Executive Director or his designee is authorized and directed to submit such application to the City of Norfolk for its consideration and such approvals as may be necessary.

B. Maplewoods Development and Sales Report

Mr. Michael Clark and Ms. LaShawn Fortes gave a PowerPoint presentation, a copy of which has been filed with these minutes. Eighteen of the 27 townhouse units have been sold and construction of the entire project should be completed by the spring of 2011. The "For Sale" section of the NRHA website has been revamped, making it easier to navigate. Mr. Layton offered two observations: (1) Maplewoods is an excellent project and (2) He is anxious to see the economic return on the PRIDE houses, that is, how much was invested and how much were the houses sold for.

C. CIP Fund Deactivation

Mr. Jim Gehman gave a PowerPoint presentation, a copy of which has been filed with these minutes. The Commissioners asked a number of questions about the proposed amounts to be deactivated and suggested that a request be made to the City to reprogram funds rather than deactivating them. Specifically, the Chairman suggested that if 1.8 million dollars is being returned to the City, the Authority ought to suggest what could be done with those funds so that the Commissioners can advocate for a reprogramming.

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IV. Finance and Administrative Operations

A. Presentation on Cash Advances for Activities Included in the FY2011 Budget

Prior to making the presentation, Ms. Clara Graves advised the Commissioners that the Authority has received an innovation award from the Housing Authority Risk Retention Group and has also received a certificate showing that NRHA's loss history is lower than that of other Housing Authorities.

Ms. Graves advised the Commissioners that at the regular November meeting a Resolution would be presented seeking approval of a practice already in place concerning cash flow advances. In response to a question from the Chairman, Ms. Graves advised that over the past five years no more than 3.8 million dollars had been advanced at any

given time and that the request for authority to advance up to 4 million dollars is reasonable. Mr. Layton indicated that he would like to see an updated report on the Authority's reserves before considering the cash advances Resolution.

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B. Previous Month's Activities

The Chairman commented that sales in East Beach appear to be picking up and that the "Contract Sales Price" section of the Disposition Report should contain prices for each lot and should not read "TBD."

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V. Housing Operations

A. Resolution Authorizing Submission of an Application to the U.S. Department of Housing and Urban Development for a Choice Neighborhoods Planning Grant

Mr. John Kownack explained that competitive \$250,000 planning grants are available from HUD and that the Authority, in cooperation with the City, plans to apply for funds to continue planning for Tidewater Gardens and surrounding neighborhoods. In response to a question from the Chairman, Mr. Kownack indicated that the City administration is supportive of the application and that the shelf life of the results of the planning grant is approximately five years. Upon motion of Mr. Layton, seconded by Mr. Soble, the following Resolution was unanimously approved:

RESOLUTION NO. 9042
RESOLUTION AUTHORIZATING THE SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR A CHOICE NEIGHBORHOODS PLANNING GRANT

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has released a Notice of Funding Availability (NOFA) to solicit applications for Choice Neighborhoods Planning Grants, in amounts up to \$250,000

each, to assist communities in developing transformation plans for targeted distressed areas; and,

WHEREAS, it has been determined that the goals of the Choice Neighborhoods program are consistent with the goals of the Norfolk Redevelopment and Housing Authority (the "Authority"), including the goal to transform NRHA residential properties into sustainable mixed-income communities, with improved physical and social environments; and,

WHEREAS, the Authority is participating in a City of Norfolk master planning effort to revitalize the area known as "St. Paul's Quadrant," which includes the Tidewater Gardens assisted housing community; and,

WHEREAS, the Authority, in collaboration with the City of Norfolk and a coalition of public and private human service partners, have identified a target distressed area, known as the "Greater St. Paul's Area," that could provide the basis for a competitive application for consideration under the Choice Neighborhoods Planning Grant program; and,

WHEREAS, the Authority is desirous of developing and submitting such an application to HUD;

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

1. The Chairman of the Board of Commissioners, the Executive Director or his designee is hereby authorized to prepare, execute and submit any and all applications, certifications, agreements and other documents to the U. S. Department of Housing and Urban Development (HUD) as required to obtain approval for a Choice Neighborhoods Planning Grant relating to the Greater St. Paul's Area, and to take such other actions 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.

B. Quarterly Report

Ms. Donnell Brown provided several highlights from the quarterly housing report:

1. The time to turn around vacant units for re-occupancy is now 14.55 days which is below the goal of 15 days.

2. In 2008, changes were made to the late payment policy and since July of 2009, 650 residents have been referred to financial counseling to help minimize late payments, 402 residents have been counseled and late payments and evictions for non-payment of rent have decreased by 21%.

3. The vacancy rate for NRHA public housing units is .5% which is substantially less than the national average of 7%.

4. NRHA has received 150 new housing choice vouchers (HCV) for non-elderly disabled, partnering with the Endependence Center and the Mayor's office to End Homelessness. Forty Seven percent of new HCV admissions are in non-impacted areas of the City. The Authority has recently received correspondence from HUD indicating a 100 percent score for the Authority earning "High Performer" status for the Housing Choice Voucher Program.

The Chairman congratulated staff for meeting the goal to reduce "turn time" to less than 15 days. In response to a question from Mr. Layton, the Commissioners were advised that the Authority tracks all residents who attend college and not simply those who receive scholarships.

C. Energy Performance Contract

Mr. David Heim gave a PowerPoint presentation, a copy of which has been filed with these minutes. After discussion, the Chairman appointed Mr. Layton to head a subcommittee to analyze the proposed energy performance contract to make sure that the Authority is protected and to report its findings and recommendations to the full Board.

VI. New Business

None.

VII. Committee Meeting Notes

None.

VIII. Closed Meeting

None.

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There being no further business, the meeting was adjourned at 10:05 a.m.

Secretary

Chairman

Dates: October 11 – November 15

Activities accomplished since last Board of Commissioners' Meeting:

Meetings

- Met with staff and city staff on CIP budget
- Attended meeting on KROC Center with Salvation Army
- Interviewed Realtors for the Royster Building with staff
- Met with City Finance Director on grant programs
- Attended the October ECBD Committee meeting
- Met with staff to discuss A & E fees for Ballentine
- Attended weekly meetings with Chiefs
- Met with Chairman on BOC agenda
- Attended the 30 Year Celebration Party at Bobbit Midrise
- Met with staff on the FY12 CIP request
- Attended the preview event at Each Beach
- Reviewed new projects with Reinvention Team
- Attend work session with staff on Grandy Village
- Met with staff and representatives from William & Mary on the economic study
- Attended three hours on procurement training
- Met with staff on Employee Recognition Program
- Met with Development staff on CDBG funding
- Attended GNC monthly meeting
- Chaired meeting of GNC on Young Professionals

- Met with school representative about Broad Creek
- Attended and accepted T.I.E. Award for Grandy Learning Center
- Attended Mayor's Downtown Task Force meeting
- Attended open house event at Wells Fargo Center
- Met with Vice Mayor on Broad Creek
- Met with staff on Royster / Ballentine projects
- Met with Commissioners on Energy Performance Contract
- Met with Housing Chief on projects
- Attended Strategic Capital Plan workshop at Housing
- Attended ground breaking program at 26th Street
- Attended Residents Forum for Housing
- Met with Dr. Bill Ward / NSU and staff on their Master Plan



Agenda Item NRHA Board of Commissioners

Subject: Planned New Home Development

Executive Contact: James E. Gehman

Date: November 15, 2010

BACKGROUND

A request for proposals (RFP) is scheduled to be issued this month offering parcels for development in the following neighborhoods:

Berkley
Campostella Heights
Central Brambleton
Ocean View

The RFP will be advertised in the local newspapers, on the NRHA website, the Tidewater Builders Association and sent to members of the Builders and Designers Guild. Offers will be evaluated for individual or groups of lots. Each lot is described in the RFP and a suggested house plan is identified with each.

This presentation will describe each of the lots being offered.



Agenda Item NRHA Board of Commissioners

Subject: FY2011 Budget Amendment Status- Update

Executive Contact: Clara Graves, Chief Financial Officer

Date: November 15, 2010

BACKGROUND

The Board of Commissioners was presented with the Authority's FY2011 Budget (\$102M) on May 10, 2010 for consideration; and on May 24, 2010 for resolution to adopt the same.

During the presentation on May 10th, staff highlighted areas of interest citing resources that may require budget amendments during the fall of 2010. Also, staff committed to updating the board throughout the amendment process.

On September 14, 2010 and October 5, 2010 an update was provided on the status of potential funding reductions/increases in the approved budget by divisions regarding uncertain revenues.

The November 15th meeting will provide an opportunity to discuss those resources that were identified as uncertain and could impact major programs administered by NHRA in FY2011.



70 Years — Renewing the Vision
FY2011 Budget
Amendment Update

Norfolk Redevelopment and Housing Authority

Presented Monday, November 15, 2010

NRHA's approved budget addresses significant financial challenges for FY2011.

Uncertain revenue projections

High levels of accountability

Protection of assets

Containing all costs

Protect fiscal integrity

Secure new grants

Focus on core services

Adjust traditional activities

Improvement to work products

Be strategic

Economic survival

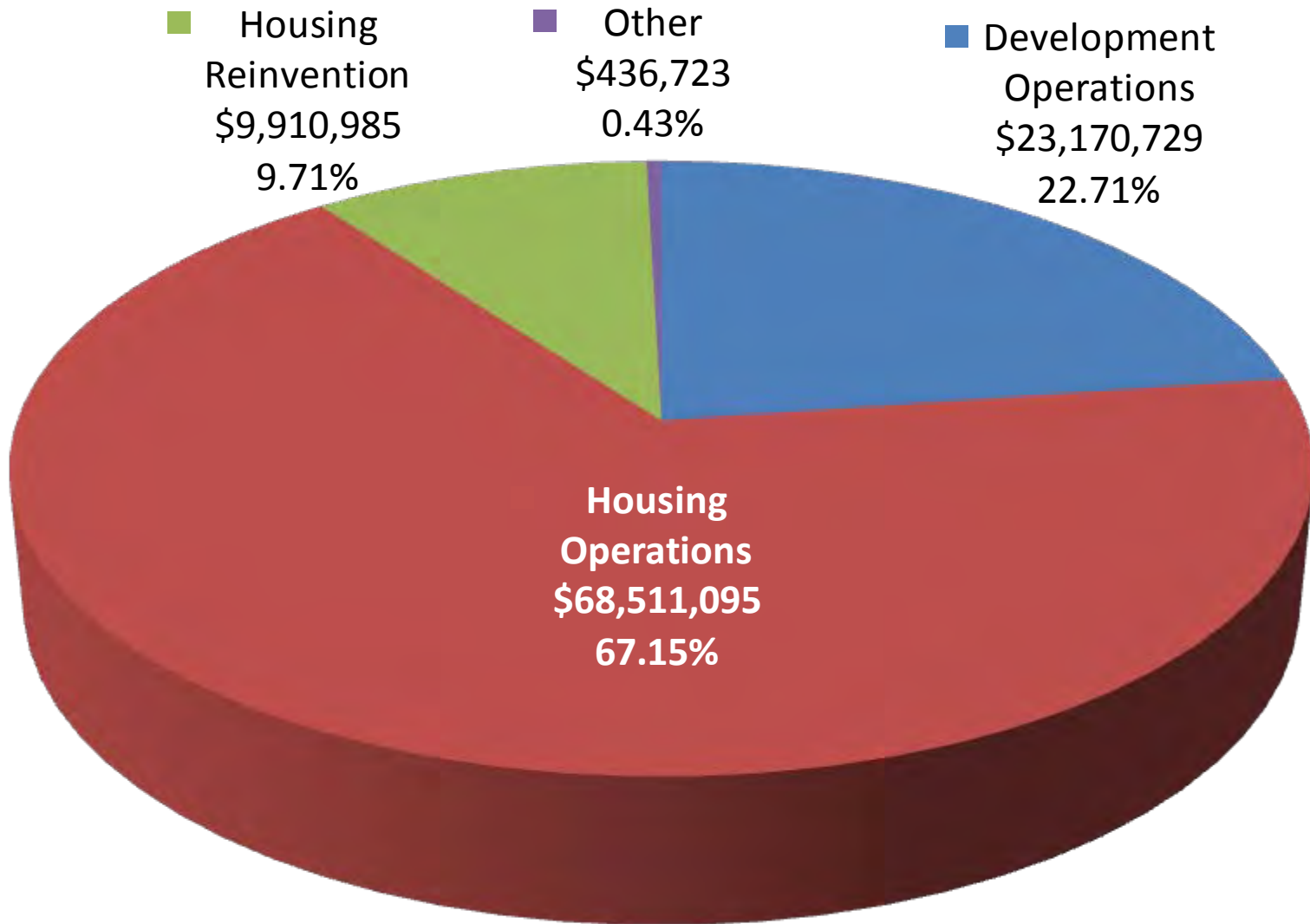
Budget Overview

Approved NRHA budget for FY2011

\$102,029,532

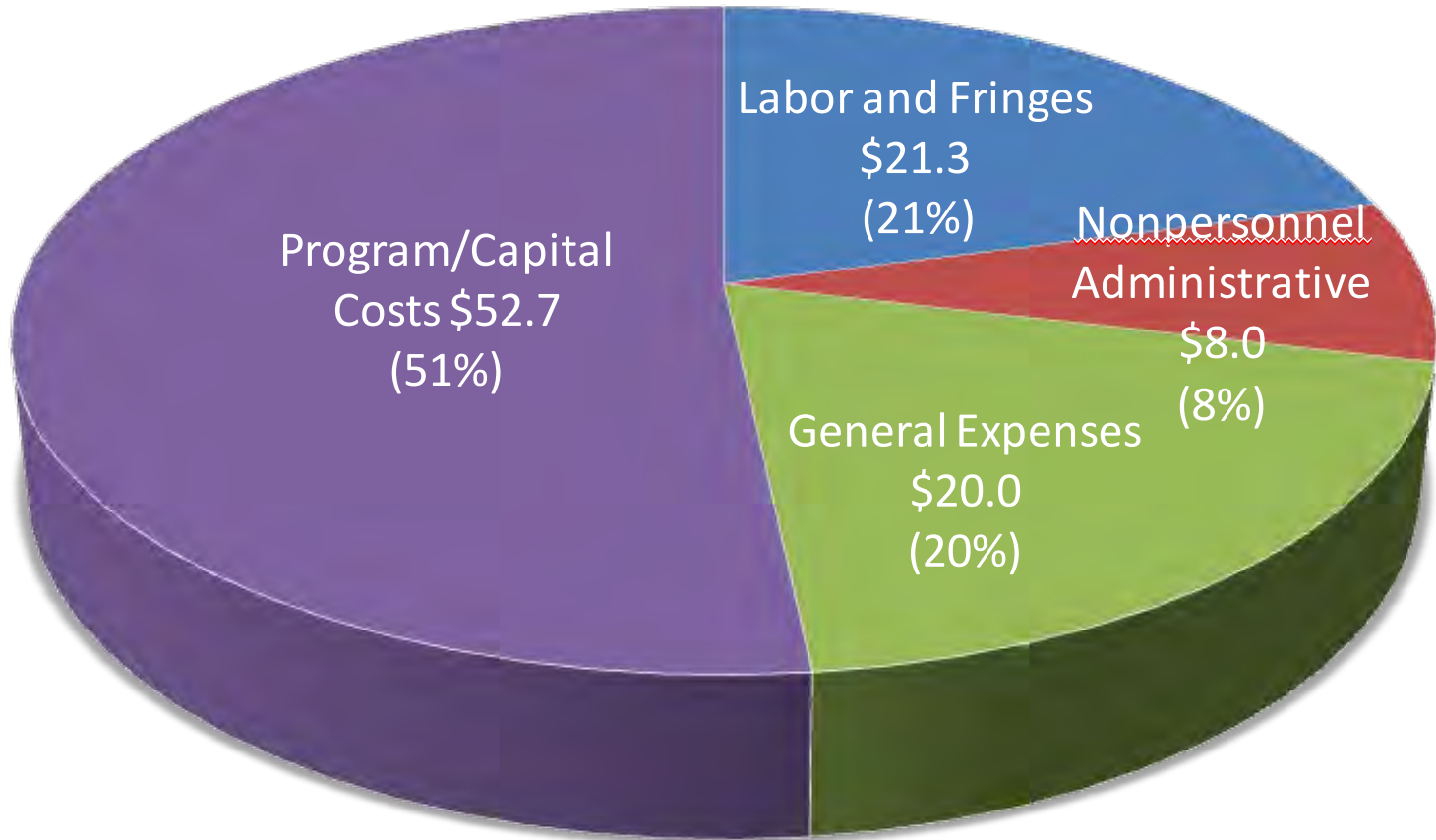
The approved budget is balanced, but NRHA is still challenged by increasing service demands and uncertain revenue sources.

Fiscal Year 2011 NRHA Approved Budget

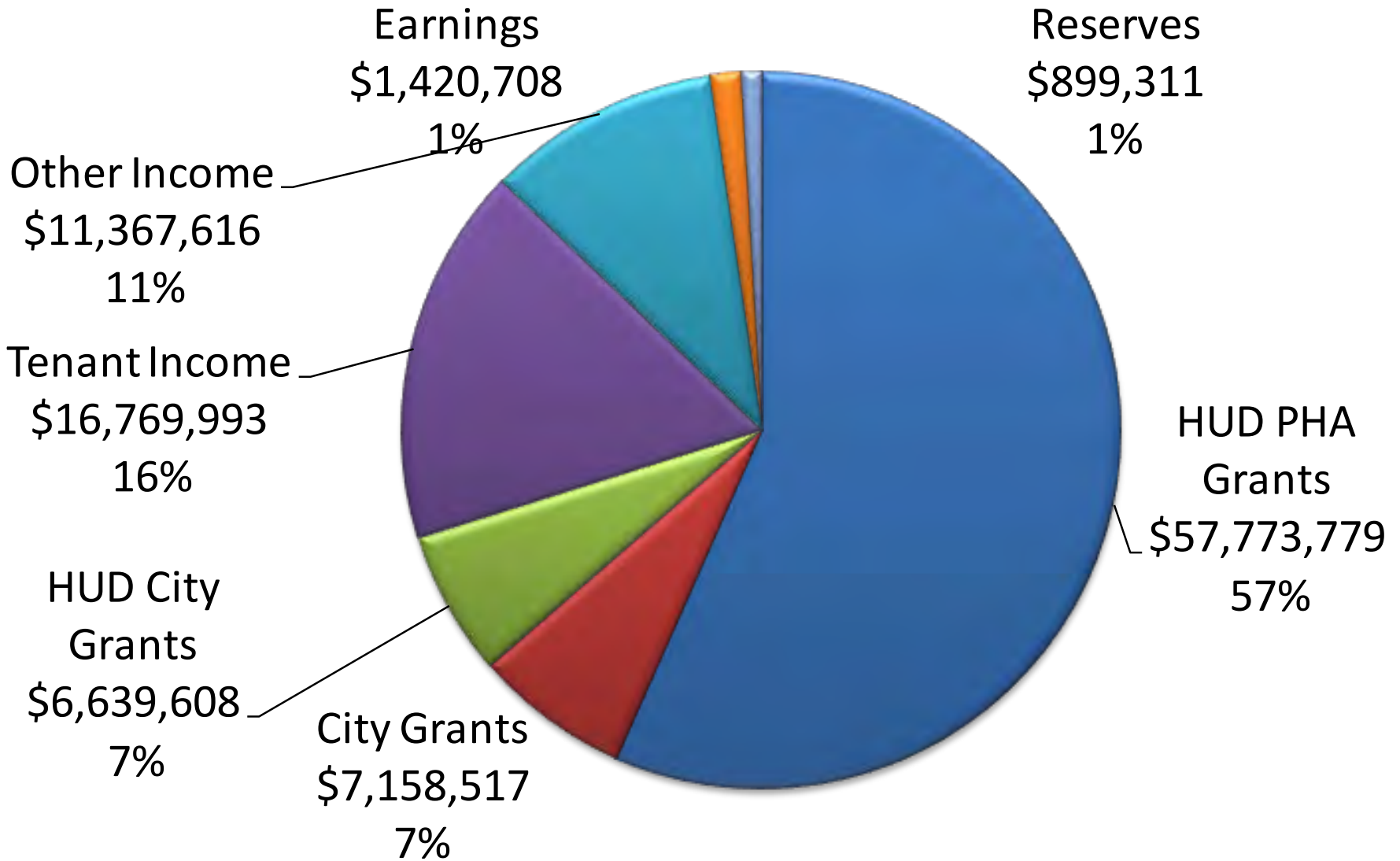


FY2011 Budget Uses: \$102 Million

(in millions)



FY2011 Revenue Sources: \$102 Million



Uncertain Resources

- Federally aided operating subsidy
- Housing Choice Voucher utilization
- CDBG administration and program delivery
- Neighborhood CIP
- CIP-Independent projects
- Neighborhood Stabilization Program
- Grant opportunities
- Housing Reinvention developer fees
- Ballentine building capital improvements
- Staff will update Board throughout the summer

May, 2010

Status of Uncertain Resources

Program	No Action required	Need Budget Amendment	Still Uncertain
Federally aided operating subsidy	✓		
HCV Utilization	✓		
CDBG Admin. & Program Delivery			✓
Neighborhood CIP		✓	
CIP-Independent		✓	
Neighborhood Stabilization Program		✓	
Grant Opportunities		✓	
Housing Reinvention Fees		✓	
Other Items*		✓	

No Action Required

Housing – Federally Aided Communities Operating Subsidy

	Approved Expenditures	Approved Resources	
	\$27,880,586	\$27,880,586	

Resources include use of

- \$1.2M Capital Fund
- \$16.1 M Operating Subsidy
- \$520,446 of Earnings from other programs
- \$447,000 of Federally Aided program Reserves

Concern

- Projected \$16.1 million of Operating Subsidy would be reduced

Current Status:

- HUD approved subsidy @ \$16.3 million annualized

Housing – Housing Choice Voucher Administration

	Approved Expenditures	Approved Resources	
	\$2,441,436	\$2,441,436	

Resources includes:

- Administrative Fee based on HCV Utilization - \$2,043,189
- Other Revenue - \$61,254
- Earning from other Programs - \$336,993

Concern:

- Would utilization increase enough to support budgeted admin fee level?

Current Status:

- Utilization moving towards 2,700 vouchers
- Current projections meet budget

Still Uncertain

Development – CDBG Administration/Program Delivery

	Revenues	Expenses	Net
Approved	\$1,582,958	\$1,582,958	\$0
Revised Projection	\$1,341,000	\$1,582,958*	(\$241,958)
Variance	(\$241,958)	\$0	(\$241,958)

- * CDBG funding is available; current expenditure trend indicates payroll cost is occurring but not earning CDBG funds
- Additional monitoring and management required to utilize all CDBG funding available.

Budget Amendment Needs

Budget Amendments

Nine Programs require budget amendments

- CIP Independent *
- CIP Neighborhood *
- Neighborhood Stabilization *
- NRHA Facilities Project
- East Beach Initiatives
- Housing Choice Voucher Program
- CSS Endowment Grant
- Broad Creek
- Housing Reinvention

*Uncertain revenues not realized

CIP Independent

	Revenue	Expenses	
Approved	\$1,500,000	\$1,500,000	\$0
Revised Projection	\$500,000	\$ 574,075	(\$74,075)
Variance	(\$1,000,000)	(\$ 925,925)	(\$74,075)

- City retained Ward's Corner Program which included an 8% management fee used as a revenue source for Development Admin
- Gap requires expenditure reduction or identification of other revenue source

CIP Neighborhood

	Revenue	Expenses	Net
Approved	\$723,000	\$723,000	\$0
Revised Projection	\$500,000	\$723,000	(\$223,000)
Variance	(\$223,000)	\$0	(\$223,000)

- City reduction of management fee
- Gap requires expenditure reduction or identification of other revenue source

Neighborhood Stabilization Program

	Revenues	Expenses	Net
Approved	\$695,468	\$695,468	0
Revised Projection	\$665,468	\$695,468	(\$30,000)
Variance	(\$30,000)	\$ 0	(\$30,000)

- State Agency reduced contract
- Pursuing utilization of program income to cover reduction

NRHA Facilities

	Revenues	Expenses	Net
Approved	\$100,000	\$ 100,000	\$0
Revised Projection	\$300,000	\$300,000	\$0
Variance	\$200,000	\$200,000	\$0

- Budget included \$100,000 for pre-development
- Additional pre-development activities considered:
 - Change Orders on A/E Contract
 - Project Delivery Cost
- Pre-development expenses to be recovered at project closing

East Beach

	Revenue	Expenses	Net
Approved	\$404,200	\$404,200	\$0
Revised Projection	\$432,200	\$432,200	\$0
Variance	\$28,000	\$28,000	\$0

- Sponsored Home-a-rama \$25,000
- Up to \$3,000 projected for marketing
- Sufficient land sale proceeds to support activities

Housing Choice Voucher Program

	Revenue	Expenses	Net
Approved	\$22,389,082	\$22,389,082	\$0
Revised Projection	\$23,582,068	\$23,582,068	\$0
Variance	\$1,192,986	\$1,192,986	\$0

- Additional housing choice vouchers identified for non-elderly disabled
- 150 Vouchers awarded
- Increased utilization also helps Admin fee target

Community and Supportive Services Endowment Grant

	Revenue	Expenses	Net
Approved	\$307,177	\$307,177	\$0
Revised Projection	\$237,177	\$237,177	\$0
Variance	(\$70,000)	(\$70,000)	\$0

- \$70,000 reduction resulting from CSS activities being funded directly from HOPE VI grant.

Broad Creek

	Revenue	Expenses	Net
Approved	\$30,000	\$ 30,000	\$0
Revised Projection	\$814,000	\$814,000	\$0
Variance	\$784,000	\$784,000	\$0

- \$70,000 - CSS activity funded directly from HOPE VI
- \$714,000 - Homebuyer Assistance Payments remaining to be paid after June 30, 2010

Housing Reinvention Program

	Revenues	Expenses	Net
Approved	\$1,517,606	\$1,517,606	0
Revised Projection	\$2,047,606	\$2,047,606	0
Variance	\$530,000	\$530,000	0

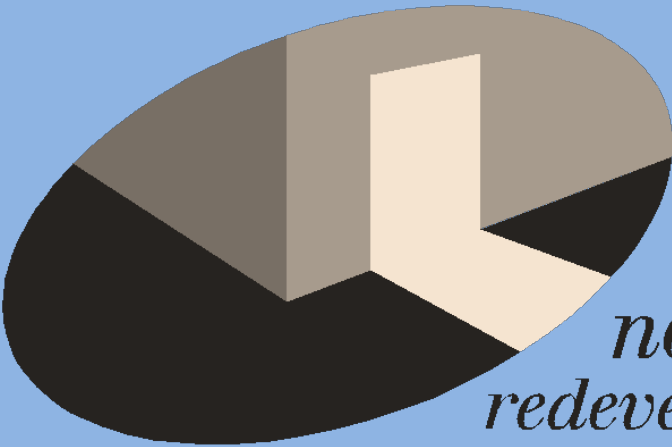
- Budget included \$600,000 for pre-development
- Additional pre-development activities considered:
 - Mission College Permanent Financing \$250,000
 - Legal Cost for pre-development activities \$130,000
 - New housing units at Oakmont North \$150,000
- Pre-development expenses to be recovered at project closings

Summary of Budget Amendments

Program	Change in Revenue	Change in Expenditures	Status	Options
CIP Independent	(\$1,000,000)	(\$925,925)	(\$74,075)	Reserves
CIP Neighborhood	(\$223,000)	\$0	(\$223,000)	Reserves
Neighborhood Stabilization	(\$30,000)	\$0	(\$30,000)	Program Income
NRHA Facilities	\$200,000	\$200,000	Advance Required	Subject to advance authorization
East Beach	\$28,000	\$28,000	Funded	N/A
Housing Choice Voucher	\$1,192,986	\$1,192,986	Funded	N/A
CSS Endowment	(\$70,000)	(\$70,000)	N/A	N/A
Broad Creek	\$784,000	\$784,000	Funded	N/A
Housing Reinvention	\$530,000	\$530,000	Advance Required	Subject to advance authorization
TOTAL	\$1,411,986	\$1,739,061	(\$327,075)	

Next Steps

- **Continue refinement of Budget Amendments**
- **Submit recommendations to Board on December 13, 2010 for consideration**
- **Continue to monitor Budget Performance**
- **Mid Year Budget Update in February, 2011**



norfolk
redevelopment
& HOUSING AUTHORITY



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Budget Amendments

- Will continue to monitor uncertain resources:
 - Federally aided operating subsidy
 - Housing Choice Voucher utilization
 - CDBG administration and program delivery
 - Neighborhood CIP
 - CIP-Independent projects
 - Neighborhood Stabilization Program
 - Grant opportunities
 - Housing Reinvention developer fees
- Ballentine building capital improvements
- Staff will update Board throughout the summer

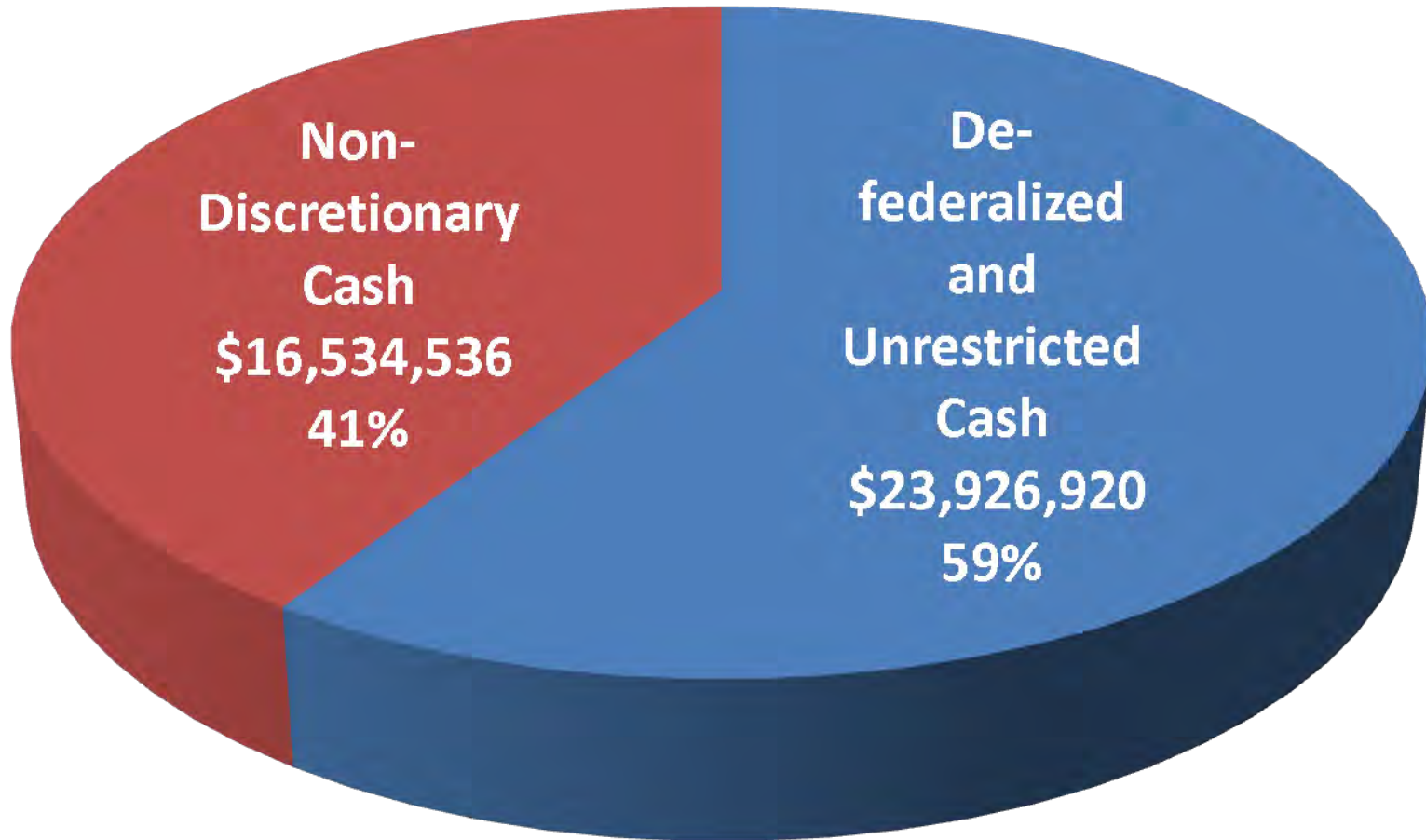
NRHA CASH STATUS REPORT



Presented Monday, November 15, 2010

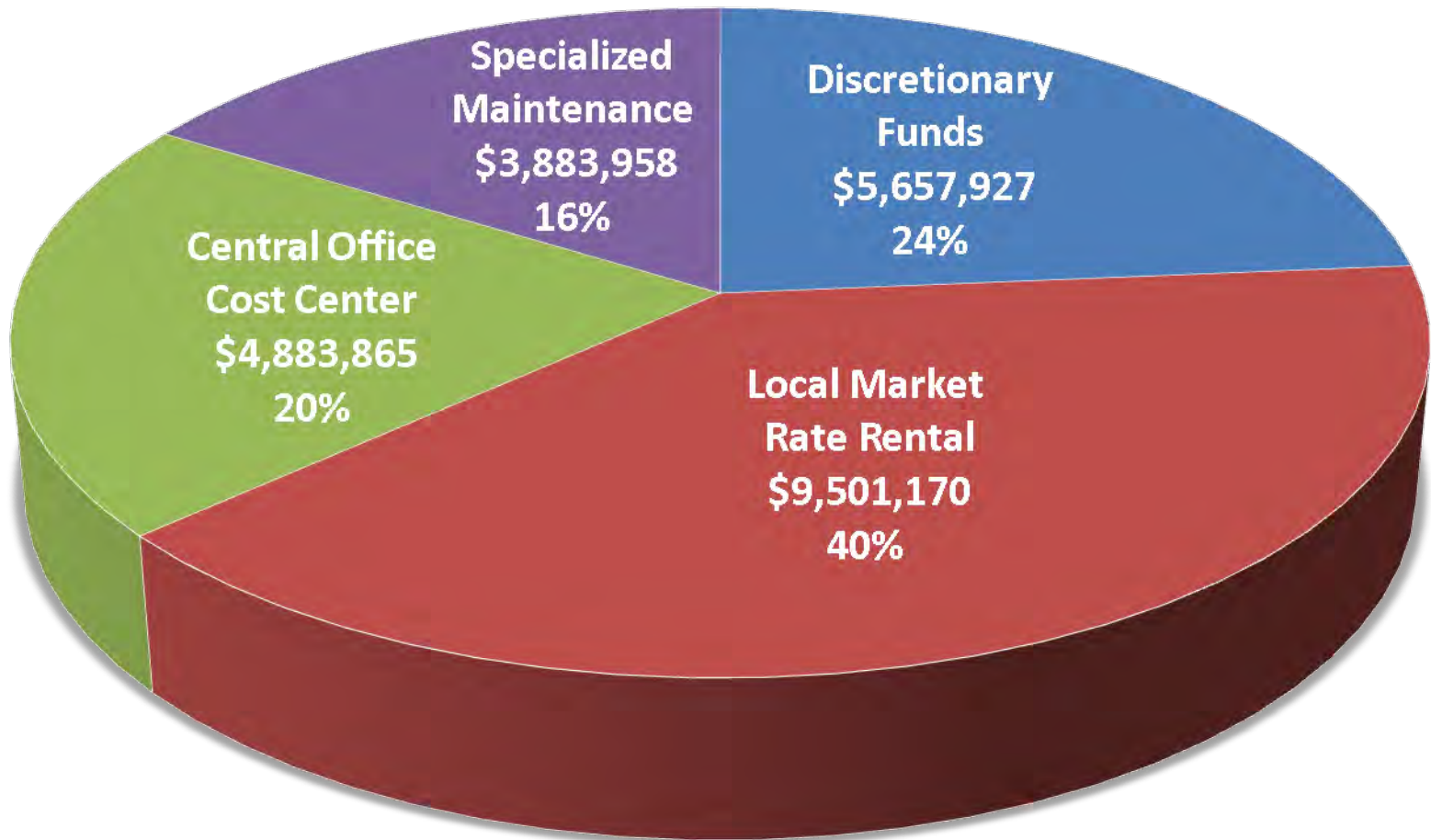
NRHA Cash as of June 30, 2010

\$40,461,456



De-federalized and Unrestricted Cash Balances as of June 30, 2010

\$23,926,920



However, we have obligations, target reserve levels, and potential liabilities that place demands on this cash.

2011 Budget Gaps

- 2011 Approved Budget:
\$189,075
- 2011 Projected Budget
Amendment: \$327,075

Advances for Budgeted Activity

- \$4.0 million to be authorized
- \$3.6 million currently advanced

Project Reserve Levels and Capital Expenditures

Project	Target Reserve Levels	Capital Expenditures
Merrimack Landing	\$611,339	\$2,500,000
Oakmont North	\$808,267	\$2,000,000
Granby Office Building	\$238,797	
Housing Operations Building	\$78,135	\$525,000
Automotive Shop	\$258,376	
Facilities Management Shops	\$2,040,575	\$195,000
Central Office	\$2,037,049	
Development Ops. and Housing Reinvention	No Provision	
TOTAL	\$6,072,538	\$5,220,000

Compensated Absence Liability

- NRHA: \$1,613,813
- LIPH: -\$488,675; can pay its own
- Net: \$1,125,138

Ballentine Office Building Investment

- Potential Supplement of Debt Financing: \$4,000,000
- Predevelopment Costs: \$145,489
- **TOTAL: \$4,145,489**

Debt Covenant Requirements

- Grandy Limited Partnership Bond (Pledge of Unrestricted Reserves): \$2,500,000
- 201 Granby Street Building Debt Covenant Requirement: \$231,887

Public Housing HUD Repayment, FY04/05

HUD Repayment Request: \$1,262,547

Received Notification on November 4, 2010;
Currently Under Review by NRHA

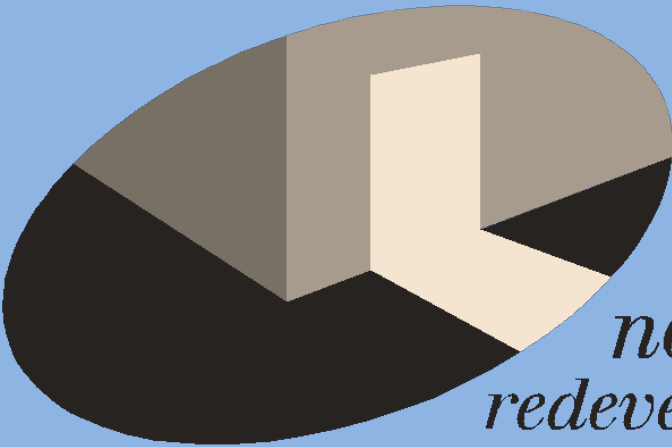
Outstanding Letters of Credit and Debt Balances

- Franklin Arms
- Broad Creek
- Grandy Village
- Mission College
- Waterside

Recap of Obligations, Target Reserve Levels, and Potential Liabilities

Description	Amount
OBLIGATIONS 2011 Budget Gaps	\$516,150
TARGET RESERVE LEVELS Advances for Budgeted Activity Project Reserves and Capital Expenditures	\$4,000,000 \$11,292,538
POTENTIAL LIABILITIES Compensated Absence Liability Ballentine Office Building Debt Covenant Requirements Public Housing HUD Repayment	\$1,125,138 \$4,145,489 \$2,731,887 \$1,262,547
TOTAL	\$25,073,749

Conclusion



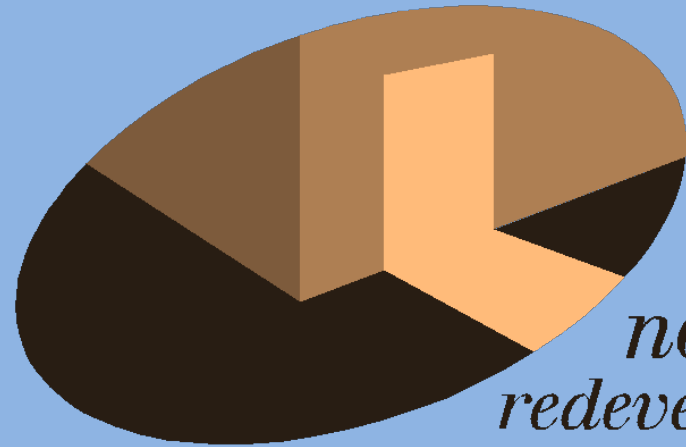
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Disposition Report Land Sales Month Ending October 31, 2010

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.
East Beach	Lot 5-12, Block 6-M 4847 Coventry Lane	5,640	\$ 165,000	\$ 31,000	Bank \$8,060 Bond \$4,960 CIP \$17,980	Beachtowne Realty Corporation	SF	TBD	TBD	TBD
East Beach	Lot 6-47, Block 6-I 9565 24th Bay Street	4,971	\$ 147,500	\$ 29,500	Bank \$9,735 Bond \$590 CIP \$18,290 TBD \$885	Bill Ore, LLC	SF	TBD	TBD	TBD
East Beach	Lot 6-57, Block 6-M 9524 24th Bay Street	3,806	\$ 85,000	\$ 15,000	Bank \$4,950 Bond \$300 CIP \$9,300 TBD \$450	L. R. Hill Custom Builders, Inc.	SF	TBD	TBD	TBD
Huntersville II	Parcel 237, Lot B1 721 Lexington Street	3,782	\$ 9,629.63	n/a	CIP	1500 Church, LLC	SF	1,723	4 bd rms	\$234,000

(* East Beach - NRHA 20% land sale)

Summary of Sales						
Fiscal Year 2011	Target/5 per month	Number of Parcels Disposed	Contract Sales Amount	Value of Improvements***	Cumulative Totals By Funding Source	
July	5	1	\$ 55,000	\$ 338,000		
August	5	4	\$ 74,429.63	\$ 401,000	CD	\$ 10,000
September	5	4	\$ 142,900	\$ 234,000	CIP	\$ 192,599.26
1st Qtr. Totals	15	9	\$ 272,329.63	\$ 973,000	LOCAL	
October	5	4	\$ 85,129.63	\$ 234,000	CITY DONATION	
November					SOUTH TRUST (Bank)	\$ 117,872
December			\$ -	\$ -	NDP	
2nd Qtr. Totals					BOND	\$ 32,320
January				\$ -	CUR	
February			\$ -	\$ -	EMPOWERMENT ZONE	
March					"TBD" (BANK, BOND, CIP)	\$ 4,668
3rd Qtr. Totals			\$ -	\$ -	WORKING FUND	
April						
May						
June						
4th Qtr. Totals			\$ -			
Fiscal YTD Totals (***)	20	13	\$ 357,459.26	\$ 1,207,000		

(***) 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 FY11	14	\$ 2,159,700
2nd Quarter FY11		
3rd Quarter FY11		
4th Quarter FY11		
TOTAL		\$ 2,159,700

COMMENTS

Market rate

Market rate

Market rate

The Maplewoods



COMMISSIONERS' MONTHLY CONTRACT REPORT –
Meeting Date: 11/15/2010

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.

October 31, 2010

New contracts issued between \$30,000 and \$99,999:	<i>Contract Ceiling</i>	A	B	C
1. Computer Lab Management Services – Calvert Square – Exceed Resources, Inc.	\$50,000.00	O	M	FF

New contracts issued for \$100,000 & above:	<i>Contract Ceiling</i>	A	B	C
1. Civil Engineering A&E Services – Woolpert, Inc. (Cooperative Procurement with City of Norfolk)	\$200,000.00	P		IF
2. Annual Survey Support – Rouse-Sirine Associates	\$300,000.00	P		IF
3. Grandy Village Air Conditions Window Unit – Spain Commercial	\$131,000.00	C		FF

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

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

Options exercised for \$30,000 & above:	<i>Contract Ceiling</i>	A	B	C
1. Asbestos Inspection Services for NRHA-owned property – Applied Laboratories	\$100,000.00	O		IF
2. Asbestos Inspection Services for non-NRHA-owned property – Applied Laboratories	\$100,000.00	O		IF

3. Demolition Services IDIQ Multiple Award Option 1 Renewal:				
a. Earth Savers, Inc.	\$100,000.00	O		IF
b. Goel Services, Inc.	\$100,000.00	O		IF
c. Robra Construction, Inc.	\$100,000.00	O		IF
d. Sunbay Contracting, Inc.	\$100,000.00	O	W	IF
e. Turnkey Contracting Services	\$100,000.00	O		IF
f. B&R Construction & Mgt., Inc.	\$100,000.00	O	M	IF
g. Dunn Construction and Demolition Company	\$100,000.00	O		IF
h. Eastcoast Abatement Company	\$100,000.00	O		IF
i. Solid Builders	\$100,000.00	O		IF
j. KF Wilson	\$100,000.00	O		IF
k. Nasmon River Contractor	\$100,000.00	O		IF
l. H&H Harrell, Inc.	\$100,000.00	O	M	IF

4. Physical Surveys IDIQ Multiple Award Option 1 Renewal:			
a. W.P. Large, Inc.	\$30,000.00	O	IF
b. DKT Associates Land Surveyors	\$30,000.00	O	IF
c. Home Surveying	\$30,000.00	O	IF
d. MSA	\$30,000.00	O	IF

A. KEY to contract type:

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

B. KEY to ownership type, new contracts only:

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

C. KEY to Funding

FF – Fully Funded IF – Incrementally Funded by Task Orders

NOTE: IDIQ – Indefinite Delivery Indefinite Quantity

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

Grandy Village Air Conditions Window Unit – Spain Commercial

Comfort Systems	\$254,000.00
Associated Contracting Services, Inc.	\$183,800.00
Spain	\$131,000.00
M.B. Mechanical Corporation	\$225,000.00

NOTE: Was awarded in August but not reported.



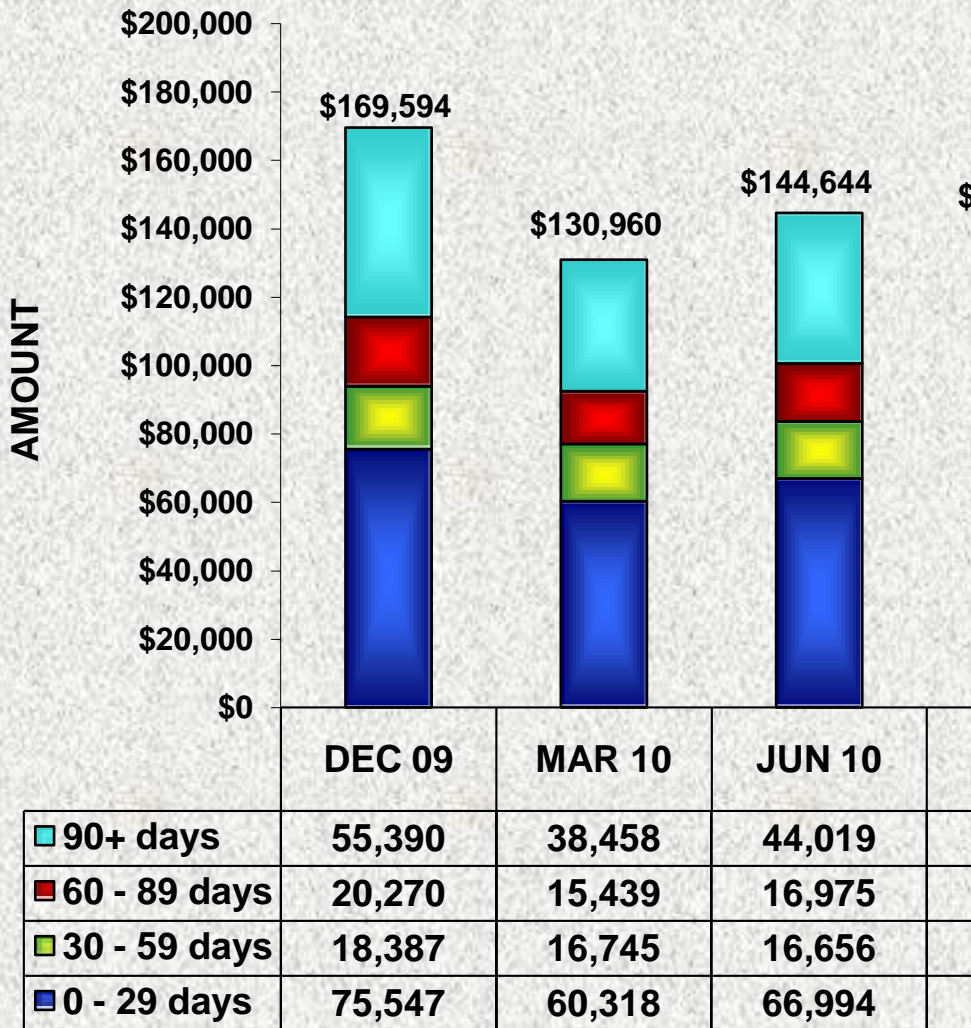
**Anticipated Requests for Proposals,
Quotations and Invitations for Bids**

November 2010

Type of Solicitations	Projected Solicitation Date	Initiating Department
IFB , Exterior Improvement, Sykes	Sep-10	Capital Fund
IFB , Demolition, Moton	Nov-10	Capital Fund
RFP , for available lots in Berkley, Central Brambleton and East Ocean View	Nov-10	Real Estate Services
IFB , Window Cleaning @ 201 Granby Street	Nov-10	Admin Services
RFP , Environmental Engineering Services	Nov-10	Design & Construction
RFP , Industrial Hygenist Services	Nov-10	Specialized Maint.
RFP , Structural Engineering Services	Nov-10	Design & Construction
RFP , Economic Study	Nov-10	Executive Office

**PUBLIC HOUSING ACCOUNTS RECEIVABLE
AT SEPTEMBER 24, 2010**

AGED ACCOUNTS RECEIVABLE



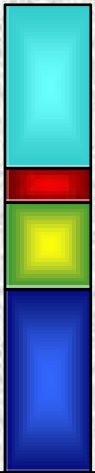
Comments :

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

written off in the following quarter. However, the actual amount written off will be

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Narrative of Significant Accounts Charge Offs for the Quarter Ending September 30, 2010

Young Terrace had the largest write-off for \$7,043.31 - \$7,043.31 rent. The tenant's monthly rent was \$63.00. The tenant's lease was terminated for fraud and failure to report income.

Scattered Sites had the second largest write-off for \$3,246.00 - \$3,246.00 rent. The tenant's monthly rent was \$403.00. The tenant was evicted for fraud and failure to report income. The third largest write-off for \$2,612.60 - \$2,612.60 rent. The tenant's monthly rent was \$317.00. The tenant was evicted for fraud and failure to report income.

Moton Circle had the fourth largest write-off for \$2,359.69 - \$1,831.00 rent, \$1.38 maintenance, and \$527.31 other charges. The tenant's monthly rent was \$375.00. The tenant was evicted for non-payment of rent. The seventh largest write-off for \$1,646.49 - \$889.78 rent, \$5.82 maintenance, and \$750.89 other charges. The tenant's monthly rent was \$362.00. The tenant was evicted for non-payment of rent.

Tidewater Gardens had the sixth largest write-off for \$1,869.56 - \$1,523.99 rent, \$200.00 maintenance, and \$145.57 other charges. The tenant's monthly rent was \$660.00. The tenant moved prior to eviction for non-payment of rent.

Grandy Village had the fifth largest write-off for \$2,236.00 - \$2,058.00 rent, \$178.00 other charges. The tenant's monthly rent was \$527.00. The tenant skipped pending eviction for non-payment of rent.

Calvert Square had the eighth largest write-off \$1,012.68 - \$867.68 rent and \$145.00 other charges. The tenant's monthly rent was \$542.00. The tenant was evicted for non-payment of rent.

All other accounts were written-off for the following reasons: 7 write-offs for tenants evicted due to non-payment of rent, 1 write-off for a tenant evicted for criminal activity/drugs, 2 tenants were evicted due to fraud, and 12 write-offs were for other reasons (move-outs, skips, deceased, etc.)

* Meetings ongoing with the Norfolk Police Department Economic Crimes Unit to discuss prosecution of fraud cases. If NRHA were to proceed with prosecutions it was recommended that NRHA should seek direct indictments to Circuit Court to reduce the number of court appearances by staff. Typically the courts order that all restitution be paid through the courts to eliminate NRHA having to go after defendants civilly. The Economic Crimes Unit is working with the Commonwealth Attorney to determine the specific information needed in order to proceed with prosecution of these cases.

Write-off Analysis per Community

Community	#Of Units	# Of Write-Offs	Amount	Avg. Write-off
Tidewater Gardens	618	9	\$4,004.78	\$444.98
Diggstown	422	1	\$71.85	\$71.85
Grandy Village	363	4	\$3,483.75	\$870.94
Young Terrace	752	10	\$10,169.82	\$1,016.98
Calvert Square	310	2	\$1,201.40	\$600.70
Moton Circle	138	2	\$4,006.18	\$2,003.09
Scattered Sites	22	2	\$5,858.69	\$2,929.35
Total		30 Write-offs	\$28,796.47	

The write-off breakdown is as follows:

Over \$1,000	\$22,026.42	8
\$901-1,000	\$0	0
\$801-900	\$0	0
\$701-800	\$0	0
\$601-700	\$1,980.78	3
\$501-600	\$1,086.69	2
\$401-500	\$1,248.44	3
\$301-400		0
\$201-300	\$1,005.39	4
\$101-200	\$1,331.90	8
Under \$100	\$116.85	2
Total	\$28,796.47	30 Accounts



Committee Notes

NRHA Board of Commissioners

Committee: Energy Performance Contract	Date: November 15, 2010
Subject: Report	Executive Contact: Shurl Montgomery

COMMITTEE AGENDA AND ATTENDEES

The Chairman appointed Vice Chairman Layton and Commissioner Soble to a sub-committee to discuss with staff the energy performance contract. Staff attendees to the committee are Shurl Montgomery, Donnell Brown, David Heim and Paul Cramer. Meeting of the sub-committee was held on October 22, 2010.

POLICY DISCUSSION

The meeting agenda was to discuss the proposed contract. Discussion was centered on the following:

- 1) Background review
- 2) Key questions of ESCO's consultants
- 3) Provisions of the contract such as programs, contract terms and risk involved in contract
- 4) Understandings related to costs and returns to CIP program

NEXT STEPS

The Vice Chairman requested that staff prepare information related to the contract and other contracts with other agencies be shared with the Board of Commissioners (BOC). Once more background material was assembled by staff it should be forwarded to the BOC for their information. An update by Vice Chairman Layton will be given at the November 15, 2010 meeting.



BOARD OF COMMISSIONERS' UPDATES

Meeting Date: Monday, November 15, 2010

- 1) NRHA Facilities
- 2) East Beach
- 3) Quarterly Status Report on Privately Managed Rental
- 4) Status of HUD Notice of Funding Availability (NOFA) for Revitalizing Housing Communities
- 5) FY2012 Budget Calendar for Commissioners
- 6) West Ocean View Conservation Plan Amendment
- 7) PHAS – Physical Assessment Inspections FY2010
- 8) **RECENT ARTICLES & CORRESPONDENCE/UPCOMING EVENTS**
 - a) NRHA 4th Annual Resident Forum
 - b) Letter to Deputy Assistant Secretary of HUD regarding REAC Appeal
 - c) Flyer announcing groundbreaking of Townhomes on Central Hampton Blvd.
 - d) NRHA was awarded the “Rookie Award” by the Norfolk Education Foundation
 - e) Board of Commissioners Meeting Dates: Remainder of 2010 and Calendar Year 2011






Come Out, Speak Out!

NRHA 4TH ANNUAL RESIDENT FORUM

Let's plan the future of assisted housing together.

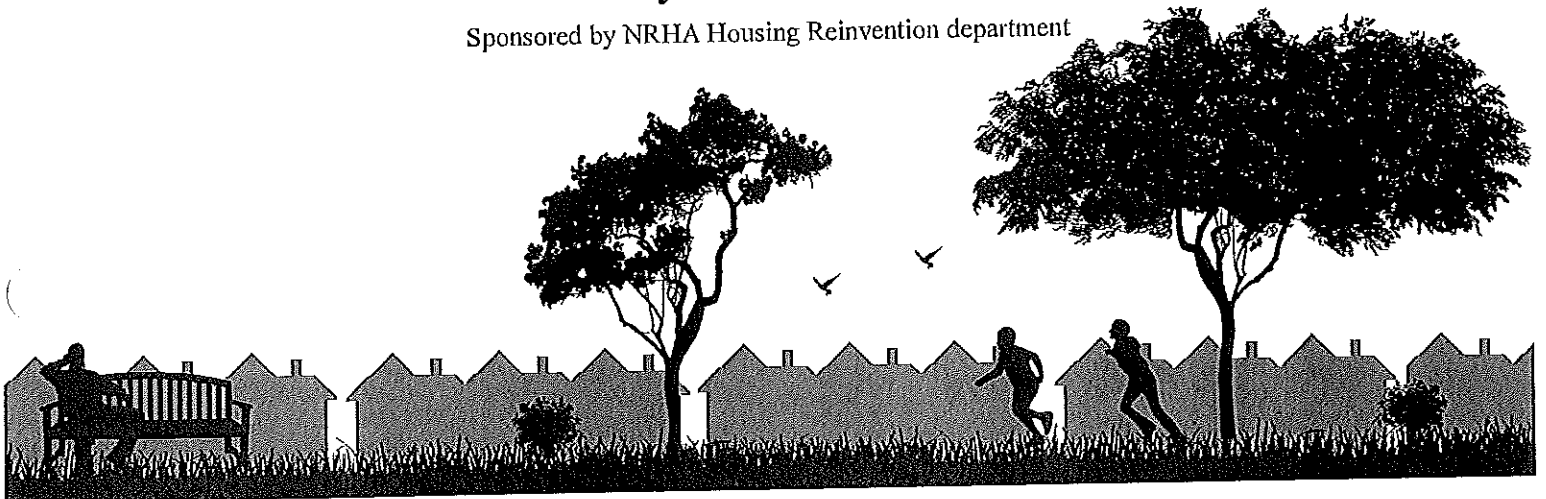
November 13, 2010
8:30 a.m. – 12 noon
Ruffner Middle School

-  All public housing residents and Housing Choice Voucher participants are urged to attend.
-  Information on housing programs and services will be available.
-  Continental breakfast provided.

For transportation reservations, please call Rhonda Rich at 314-2669.
For more information, contact Phyllis Armistead at 314-2001.

See you on the 13th!

Sponsored by NRHA Housing Reinvention department



**NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY
4th ANNUAL RESIDENT FORUM**

AGENDA

- | | |
|------------------|--|
| 8 - 8:30am | Arrival |
| 8:30 – 8:45am | Welcome and Introductions
Statement of Purpose Phyllis Armistead |
| 8:45 – 11:00am | HCV presentation on proposed Administrative plan and
Questions and Answers – Pamela Jones-Watford |
| 8:45 – 9:30am | Sessions:
-Property management overview on proposed ACOP
changes, smoking policy – Donna Mills

-Presentation on resident program initiatives by Client
Services – Sylvia Copeland-Murphy

-Safety security presentation by Karen Hughes

-Capital Fund overview by David Heim |
| 9:45 – 10:30am | Repeat Sessions:
-Property management overview on proposed ACOP
changes, smoking policy – Donna Mills

-Presentation on resident program initiatives by Client
Services – Sylvia Copeland-Murphy

-Safety security presentation by Karen Hughes

-Capital Fund overview by David Heim |
| 10:45 – 11:30 | Report back and discussion on breakout sessions |
| 11:30am – 12noon | Question and answer period
Next Steps – Phyllis Armistead
Closing Remarks – Donnell Brown |