



**AGENDA**  
**NRHA Commissioners' Meeting**  
**Fiscal Year 2025 City Funding Application Public Hearing**  
**Fiscal Year 2024 Capital Fund Budget Public Hearing**  
Thursday, December 14, 2023  
555 East Main Street  
Norfolk, VA 23501  
9:00 a.m.

**WELCOME AND REMARKS BY THE CHAIR OF THE BOARD**

I. **APPROVAL OF MINUTES OF COMMISSIONERS' MEETING**      **Pg. 2**

November 16, 2023 Board of Commissioners' Minutes

II. **RESOLUTION**      **Pg. 18**

- Resolution of Gratitude for Don Musacchio  
Presented by Alphonso Albert  
Interim Chairman of the Board

III. **PUBLIC COMMENTS**

IV. **PRESENTATIONS**      **Pg. 19**

- Overview of FY2025 Development Division City Funding Application  
Presented by Cashawn Easter, Neighborhood Programs Director
- Overview of FY 2024 Capital Fund Budget  
Presented by Clayton Odom, Design and Construction Management Director

Public Hearings for the above items will begin at 11 a.m.

Resolutions Approving FY2025 Development Division City Funding Application and  
FY 2024 Capital Fund Budget will follow Public Hearings

V. **EXECUTIVE DIRECTOR COMMENTS**

VI. **COMMISSIONER COMMENTS**

VI. **COMMITTEE REPORTS**      **Pg. 84**

**FUTURE MEETINGS**

Board of Commissioners' Meeting  
Thursday, January 11, 2024 at 9:00 a.m.  
555 E. Main Street

### **MINUTES OF MEETING**

The Commissioners (the “Commissioners” or the “Board”) of the Norfolk Redevelopment and Housing Authority (the “Authority” or “NRHA”) met in a regular monthly meeting at 555 East Main Street in Norfolk, Virginia (the “City”) on Thursday, November 16, 2023.

The meeting was called to order at 9:07 a.m. by Interim Chairman Alphonso Albert. Those Commissioners present and absent were as follows:

Present:           Mr. Alphonso Albert  
                      Ms. Rose Arrington  
                      Mr. Terreon Conyers  
                      Ms. Amy Chudzinski (*arrived at 9:20 a.m.*)  
                      Mr. Earl Fraley, Jr.  
                      Mr. Elbert Louis  
                      Ms. Suzanne Puryear

Absent:           Dr. Philip Smith

Also present were Nathan Simms, Executive Director and Secretary, Delphine Carnes, Attorney, and various other NRHA staff members.

. . .

### **Welcome by the Interim Chairman of the Board**

Chairman Albert welcomed the Commissioners and thanked them for their participation. He introduced NRHA’s new Executive Director, Nathan Simms. Mr. Simms greeted the Commissioners and thanked them for welcoming him to the agency. Chairman Albert announced that Donald Musacchio has decided to step down from the Board, after serving as a Commissioner for 11 years and as Chairman of the Board for the past 6 years. Chairman Albert commented that, although Mr. Musacchio is not in attendance at today’s meeting, the Board wants to formally acknowledge, on the record, his many years of service to NRHA. Chairman Albert stated that Mr. Musacchio will be recognized further at a future Board meeting. Chairman Albert reported that he has been serving as the Vice-Chairman of the Board and now will serve as Interim Chairman until a new Chairman is chosen.

Chairman Albert mentioned that today’s agenda includes one presentation, two resolutions and a closed session. He added that the Property Management staff at the “Reunion” Senior Building (formerly known as Block 19) will offer a short tour of the new units and amenity space today from 11:00 a.m. to 12:30 p.m. Chairman Albert encouraged Commissioners to stop by the Reunion facility, located at 501 Wood Street, to see the new building. He noted that this project is

the first phase of the on-site development for the Tidewater Choice Neighborhoods Initiative (“CNI”) project and includes 72 units, of which 24 are replacement units and another 44 are affordable units. Chairman Albert reported that Reunion is anticipated to be move-in ready by the end of the month. He advised Commissioners planning to attend the tour to observe the restriction of no more than two Commissioners attending simultaneously as the tour is not an advertised public meeting. Chairman Albert mentioned that the tour is also open to members of the public.

. . .

## **I. Approval of Minutes of Commissioners’ Meetings**

Chairman Albert presented for approval the minutes of the October 12, 2023 Board of Commissioners’ meeting. At Ms. Arrington’s request, Ms. Carnes noted that there is one correction that will be made to the minutes: page 1 of the minutes should indicate that Ms. Arrington was present. Upon motion of Mr. Louis, seconded by Ms. Arrington, the minutes of the October 12, 2023 Board meeting were unanimously approved, as corrected, by all of the Commissioners present.

. . .

## **II. Public Comments**

Chairman Albert then opened the floor for public comments. He indicated that all speakers must adhere to the three-minute limit. Chairman Albert noted that this rule will be strictly enforced moving forward; Ms. Puryear will serve as the timekeeper.

The first speaker introduced himself as Carl Poole, a resident of 1049 E. 49<sup>th</sup> Street, who is appearing on behalf of New Virginia Majority. Mr. Poole stated that he wants to address the Commissioners on the relationship between schools and neighborhoods. He commented that schools in struggling neighborhoods generally struggle as well. Mr. Poole reported that New Virginia Majority has created a coalition of organizations to work together in order to bring additional resources to schools and students in underserved communities. He explained that this initiative was implemented in the 1990s at Bowling Park Elementary School, where it worked well for a few years. Mr. Poole indicated that the coalition has analyzed the lessons learned from that effort and is now proposing a pilot program involving three local schools. He explained that the hope is to have this pilot funded by the City and ultimately expanded to other schools if it is successful. Mr. Poole concluded by stating that a letter of support will be presented at the December 13 Norfolk School Board meeting.

Mark Dorney then addressed the Commissioners about Phase 7 of the East Beach development. He stated that he has been involved in East Beach since 2005, noting that he and his wife were attracted to East Beach because of the location and the original Master Plan conceived

by DPZ. Mr. Dorney commented that he specifically moved to the area because of the Master Plan, especially because he and his wife own a home in Maryland in another DPZ-designed community. He indicated that he believed in the initial plan, which was intended to create a walkable, mixed-use neighborhood surrounded by green space. Mr. Dorney observed that the outcome is far from what it was advertised to be. He emphasized that the contract based on the Master Plan should have been sacrosanct; the first four contracts followed the DPZ plan for the most part, with an exception for Pretty Lake and the elimination of a civic facility. He commented that the trend since that time has been very disappointing. He encouraged the Board to delay approval of Phase 7 of the development and conveyance of the property in order to allow the original vision to be revisited.

The next speaker, Mary Wade, a resident of 9554 23<sup>rd</sup> Bay Street, also addressed the Commissioners regarding the East Beach neighborhood. She requested that NRHA postpone transfer by Deed of the “triangle” parcel in East Beach until the City plan approval process has been completed. Ms. Wade noted that she was attracted to East Beach, and purchased a home there, because it reminded her of the Annapolis and St. Michael’s communities in Maryland. She stated that she was looking for a neighborhood with restaurants, shops and businesses within a short walking distance of the residential area. Ms. Wade complained that the Master Plan was only followed for the first 6 phases. She observed that the developer seems to have abandoned the Master Plan; the new homes do not conform to the design of earlier phases and the triangle parcel includes 26 homes but no retail. Ms. Wade indicated that the new vision seems to be based on the Charleston Catfiddle initiative, which she considers to have too much density. In closing, she stated that she will leave copies of a petition with the Board members for their review.

Eric Hart then addressed the Board and thanked them for their service to the City. He reported that he built a home in East Beach in 2013. Mr. Hart also asked that NRHA set aside the proposed transfer of the East Beach property until the City’s permitting process is complete. He explained that he bought into the East Beach concept because of the presence of green space and the ability to walk to shops and restaurants, a concept that did not materialize. Mr. Hart added that parking is an issue in East Beach and the triangle parcel is often used for additional parking. He noted that Contract 5 clearly stipulates what Phase 7 should include, namely 85 homes, a hotel or motel and retail space. Mr. Hart stated that the result could not be any further from that scenario. He indicated that Phase 7 contemplates 126 single family homes in addition to 56 apartments, owned by the developer, and insufficient green space. He once again requested that the Board delay action to avoid creating a dense community that does not reflect the original plan that attracted him and others to the neighborhood.

The next speaker, Howard Gordon, introduced himself as an attorney practicing at the law firm of Williams Mullen. Mr. Gordon stated that he has served as counsel to the East Beach Company, and worked on the East Beach development, since 1999. He commented that the DPZ plan mentioned earlier included big box stores for Phase 7. Mr. Gordon explained that the



economic climate has changed since that time and that concept is no longer feasible. He also clarified that the only permitting still needed from the City is approval of the site plan, which is in conformity with the contract. Mr. Gordon added that the Resolution to be considered today clearly states the history of the project; the developer spent millions on infrastructure and created the largest taxpayer entity in the City. He mentioned that developer Rock Bell is at the meeting today and can address these issues later.

Zenobia Wilson introduced herself and stated that she wishes to raise an issue related to Housing Choice Vouchers (“HCVs”). She explained that she currently holds a voucher and is once again being displaced. Ms. Wilson indicated that it took her 90 days to rent a home near a good school, and now the home is being sold and she will have to move. She would like to see NRHA provide more options for voucher holders. Ms. Wilson expressed concern that she has only 90 days to find housing and that is insufficient time to find a unit in a good school district. She asked the Board to help individuals find housing in good neighborhoods. Ms. Wilson commented that she does not want to move every year, nor does she want to go back to Low Income Public Housing (“LIPH”), which she says is unsafe and poorly maintained. She cited the example of Tidewater Gardens, where she used to live and had to deal with mold issues in her home.

The next speaker, Tiara Lassiter, addressed the Commissioners on the issue of community resources. She indicated that the children in the St. Paul’s neighborhood need a grocery store and emphasized the connection between food insecurity and poor school performance. Ms. Lassiter noted that all three schools located in the St. Paul’s area are struggling with accreditation. She added that the community also needs youth facilities and programming such as basketball, football, cheerleading, and other sports-oriented activities. Ms. Lassiter asked NRHA to assist New Virginia Majority to seek funding from the City for these types of resources. She acknowledged that Julius Norman and Raytron White do a lot for the community, but they cannot accomplish all that is needed without help from others. She encouraged NRHA and the Board members to advocate for more funding for the City to ensure that the children in NRHA’s neighborhoods stay active and safe.

Jeffrey Wells spoke next, introducing himself as the President of the Rotary Club and a resident of East Beach. He mentioned that the need for youth programs is a wonderful topic and he would gladly give his 3 minutes of public comment to the previous speaker. He indicated that his purpose in addressing the Commissioners is to request a delay in approval of the transfer of property for Phase 7 of the East Beach development. Mr. Wells stated that he loves the City of Norfolk but is disappointed to hear of the conveyance of property before Work Program Architects (“WPA”) has had a chance to review the proposed plan. He explained that the initial housing density standards and setbacks were created some time ago and are no longer workable. He emphasized that the Norfolk Fire Department and WPA need to analyze the plan and help the developer make appropriate modifications so the last phase of East Beach will “finish strong.”

Wayne Jakubowski, the next speaker, stated that he lives on 23<sup>rd</sup> East Bay Street and is speaking in support of approval of the East Bay Resolution. He noted that he is somewhat embarrassed to come to speak about a neighborhood full of \$1 million homes that sell in just one day when he hears LIPH residents expressing concerns over basic safety and health issues. Mr. Jakubowski reported that the majority of East Beach residents support what the East Beach Company is doing. He noted that there is a lot of misunderstanding; when Rock Bell presented the Phase 7 plan at the Homeowners' Association meeting, only four residents dissented, and the rest were in favor of the proposed plan. He noted that plans need to be flexible and acknowledged how difficult it is to fill retail spaces, adding that he himself has "skin in the game". Mr. Jakubowski concluded by urging the Commissioners to approve the proposed East Beach Resolution.

Annemarie Randazzo-Matsel introduced herself as a resident of East Beach and stated that she lives at 4847 Coventry Lane. She indicated that she would like to know what has actually already been approved for the triangle parcel. Ms. Randazzo-Matsel commented that the community doesn't need a parking lot, apartments or unprotected green space that ends up being used as a public bathroom. She observed that the proposed plan is not perfect, but it is an improvement over the previous iteration. Ms. Randazzo-Matsel agreed that there may be a little too much density in terms of housing but noted that renting commercial space is difficult as evidenced by empty retail space all over town. She also stated that the community does have walking access to some shops and restaurants. Ms. Randazzo-Matsel thanked the Board for the opportunity to speak and added that she would like specific answers to her questions.

The next speaker, Anne Boone, stated that she is a resident of the Berkley section of Norfolk. She indicated that she wants to advocate for the residents of Sykes Midrise ("Sykes"), which is within walking distance of her home. Ms. Boone explained that she is at the meeting on behalf of the residents as many of them are too frightened to complain about their living conditions; their homes have ongoing problems with mold and mildew and many residents have been intimidated and threatened with eviction if they speak up. Ms. Boone reported that Sykes is often characterized as a "detention site." She commented that she had to go through a great deal of red tape to have a photograph of Mr. Sykes hung in the building and was only able to do so with the help of Raytron White. Ms. Boone encouraged NRHA to develop a better relationship with its residents and to view them as human beings who deserve to live in better conditions.

Vincent Hodges, another resident of Berkley, also stated that he has come to the meeting to advocate on behalf of the Sykes residents. He agreed with Ms. Boone's statement that many residents live in fear of eviction. Mr. Hodges complained that the living conditions are bad throughout the facility and there are insufficient resources to help the residents advocate for themselves. He stressed that NRHA needs to look at the current situation and take steps to address concerns related to the facility's proximity to unsafe activities and undesirable businesses. Mr. Hodges commented that there is a lack of action and advocacy from both NRHA and the City. He asked NRHA and the Board to come to Sykes, assess the conditions, and take the necessary actions

to improve the quality of life for its residents.

The following speaker, Graciela Freeman, stated that she has been a resident of Sykes for the past 12 years. She reported that recently there was flooding in her unit that caused her to be relocated to the third floor. Ms. Freeman observed that it was very difficult to move after living in one unit for 12 years. She explained that she reported the leak and then went on vacation; when she returned, the unit had flooded and she had to move using just a grocery cart and little other assistance, despite the fact that she is a heart patient. Ms. Freeman commented that she was only able to do so because of the help provided by Vincent Hodges and Tony Houston. She indicated that she is proud to be an NRHA resident, but the move that she had to make is something no one should have to go through. Ms. Freeman also asked the Commissioners to come to Sykes to see the conditions for themselves so that they will better understand residents' concerns.

Barrett Hicks introduced himself as the Vice-President of the Concerned Citizens Association and noted that he participates in a number of community programs. Mr. Hicks welcomed Mr. Simms and stated that he looks forward to working with him. Mr. Hicks indicated that he is attending today in order to speak about several issues of concern in the Diggs Town and Oakleaf Forest neighborhoods. He mentioned that two young men, each 15-years old, were shot and killed in the community (on two separate occasions two years apart). Mr. Hicks reported that children witnessed their friends bleeding and dying, but no one from either the City or NRHA offered to provide mental health support. He commented that he is anxious to address this crisis and work with anyone associated with the Authority or the City who is willing to help. Mr. Hicks indicated that most of the neighborhood children attend Southside STEM Academy and need assistance to be able to succeed. He asked the Commissioners to provide more resources and programming, including mental health support.

The next speaker, Tony Houston, stated that he is a resident of Sykes. He suggested that NRHA needs to reexamine its mission statement now that it has a new Executive Director. Mr. Houston commented that the mission statement is a commitment to residents and to the U.S Department of Housing and Urban Development ("HUD"), but NRHA does not adhere to it. He told the Commissioners that the senior residents at Sykes are not being treated properly. Mr. Houston reported that residents met with the Mayor and with Senator Lionel Spruill, who tried to make changes; despite these efforts, ongoing issues at Sykes have been ignored. Mr. Houston indicated that the property manager is constantly threatening residents with evictions, and her actions really need to be overseen and moderated by an administrator at NRHA. He characterized Sykes as a powder keg of critical issues that are on the brink of getting out of control. Mr. Houston stressed that someone at NRHA needs to pay attention.

Raytron White, the final speaker and a former Commissioner, noted that he lives in Grandy Village and is concerned about the current lease with the Boys & Girls Club and the use of funds to support this facility. He believes that the community should be involved but stated that he was

not consulted about the issue even when he was serving on the Board. Mr. White commented that the Boys & Girls Club limits participation for some programs and it was reported that a child was lost for a period of time while taking part in a Boys & Girls Club activity. He advised that the residents and community leaders are going to “come back and hold people accountable.” Mr. White also spoke about the NRHA budget that includes funds to renovate Sykes and the Young Terrace neighborhood. He indicated that Sykes, as well as the Young Terrace and Grandy Village communities, look terrible, and he questioned how, and if, those budgeted funds had been spent. Mr. White addressed Mr. Simms directly and asked him to get the ball rolling to make needed investments in NRHA’s neighborhoods.

Chairman Albert thanked all those who spoke for their comments, which the Board takes very seriously, and noted that someone’s quality of life should not be tied to his or her income.

### **III. Presentations**

#### **1) Presentation of September Financials**

Scott Pontz, Chief Financial Officer, circulated a Financial Highlights summary for the quarter ending September 30, 2023 and also displayed the information on an overhead screen. He apologized for providing his summary so late but explained that the Finance Department’s work had been delayed due to computer/server issues. Mr. Pontz noted that he initially provided this information to the Finance Committee and the consensus was to put together a dashboard of information, which can be found at the end of the materials he provided. He assured the Commissioners that the Authority is doing well financially. Mr. Pontz mentioned that NRHA intentionally wants to overspend with respect to the HCV program and HUD will catch the agency up later. He commented that this is one line item where it is good to be in the red because it illustrates NRHA’s commitment to providing more quality housing.

Mr. Pontz reiterated that this is the first year in a long time that NRHA has budgeted within its means, without having to use any of its reserves. He told the Commissioners that the agency is ahead of projections and anticipates that it will be able to contribute more money to reserves than originally thought. Mr. Pontz then turned the floor over to Mr. Fraley, who serves on the Finance Committee. Mr. Fraley said that he did not have anything to add to Scott’s presentation. In closing, Mr. Pontz said that he will continue to provide financial information each month using the same format but hopes to provide it in a more timely manner in the future.

. . .

### **IV. Resolutions**

#### **1) Resolution Authorizing and Approving the Issuance of up to \$27,954,000 Multifamily Housing Revenue Bonds for the Talbot Park Apartments Bond Issuance**

Ms. Carnes introduced Anne Curtis Saunders, bond counsel, who was participating by video and then turned the floor over to Mr. Pontz to present the Resolution related to the Talbot Park bond issuance. Mr. Pontz explained that the bond issuance is a financial vehicle that will generate funds that can assist NRHA in financing affordable housing. He mentioned that Ms. Carnes had sent a comprehensive memorandum on this topic to the Board yesterday. Mr. Pontz stated that the bonds will generate approximately \$34,000 in discretionary funds for NRHA each year and emphasized that the agency, as conduit issuer, will not be exposed to any liability. He informed the Commissioners that the Talbot Park bonds will be the ninth bond issuance currently outstanding for the Authority, as fully disclosed on the Authority's balance sheet. Chairman Albert asked Mr. Pontz to identify the total amount of bonds outstanding. He responded that the total value is \$271 million, not counting the proposed Talbot Park bonds. Mr. Pontz added that this is the initial Inducement Resolution to approve the bonds; the proposal will next go to the City for approval, after which it will come back to the Board for final approval. The Chairman opened the public hearing on the proposed bond inducement Resolution. There were no questions from the Commissioners or comments from the public. The online platform and the hallway were checked as well, and Ms. Carnes asked once more whether anyone had any comments with regard to the proposed bond inducement. After confirming that there were no comments from the public, the public hearing was closed.

On motion of Mr. Louis, seconded by Mr. Fraley, the following resolution was unanimously approved by all of the Commissioners present.

#### **RESOLUTION 9557**

WHEREAS, the Norfolk Redevelopment and Housing Authority (the "Authority") is empowered, pursuant to the Virginia Housing Authorities Law, Chapter 1, Title 36 (the "Act") of the Code of Virginia of 1950, as amended (the "Virginia Code"), to issue its bonds for the purpose, among others, of financing the Plan of Finance (as hereinafter defined), located within the territorial boundaries of the City of Norfolk, Virginia (the "City");

WHEREAS, to further the Act's purposes, at the request of 118 Warren Street LLC, a Virginia limited liability company (the "Applicant"), the Authority has determined to issue and sell its Multifamily Housing Revenue Bonds in a principal amount not in excess of \$27,954,000 (the "Bonds"), pursuant to the Act, for the purpose of assisting the Applicant or an entity affiliated with and controlled by, or under common ownership with, the Applicant (the Applicant or such resulting ownership entity hereinafter referred to as the "Borrower") in financing or refinancing (a) a portion of the costs of acquiring, constructing, renovating, rehabilitating and equipping an affordable multifamily residential rental community known as Talbot Park Apartments, consisting of 271 one-bedroom units and 24 two-bedroom units in 33 two-story buildings, and other site work and community-related improvements, such as a leasing office, all to be located on approximately 11.037 acres of land located at or around 118 Warren Street, Norfolk, Virginia 23505 (the

"Project"), and (b) if and as needed, issuance costs for the Bonds and other eligible expenditures, including any required reserves (collectively, the "Plan of Finance"). Based on representations of the Applicant, the Project is structured to meet the requirements of a qualified residential rental project within the meaning of Section 142(d) of the Internal Revenue Code of 1986, as amended (the "Code"). The Applicant has represented that the Project will be owned by the Borrower;

WHEREAS, based on the representations of the Applicant and the information submitted concerning the Project, the Authority has determined that the issuance and sale of the Bonds will benefit the inhabitants of the City and the Commonwealth of Virginia by promoting their health, welfare, convenience and prosperity; and

WHEREAS, a public hearing has been held on November 16, 2023, with respect to the Plan of Finance and the Bonds in accordance with Section 147(f) of the Code and applicable Virginia law.

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

1. The foregoing recitals are approved by the Authority and are incorporated in, and deemed a part of, this resolution.
2. It is hereby found and determined that the acquisition, construction, renovation, rehabilitation and equipping of the Project will further the public purposes of the Act by assisting in providing housing to low and moderate income persons in the City.
3. To induce the Borrower to acquire, construct, renovate, rehabilitate and equip the Project as a "qualified residential rental project" within the meaning of Section 142(d) of the Code, the Authority hereby agrees, subject to approvals required by applicable law, to assist the Borrower in financing the Plan of Finance by undertaking the issuance of the Bonds in an aggregate principal amount not to exceed \$27,954,000 upon terms and conditions as shall be mutually agreeable to the Authority and the Borrower. The Bonds will be issued pursuant to documents as shall be satisfactory to the Authority and its counsel. The Bonds may be issued in one or more series at one time or from time to time, and the Bonds of any such series may be either taxable or tax-exempt for purposes of federal income taxation.
4. It having been represented to the Authority that it is necessary to proceed with the acquisition, construction, renovation, rehabilitation and equipping of the Project, the Authority hereby agrees that the Borrower may proceed with the plans for the Project, enter into contracts related to the acquisition, construction, renovation, rehabilitation and equipping of the Project and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Borrower to obligate the Authority without its consent in

each instance to the payment of any moneys or the performance of any acts in connection with the Project.

5. In adopting this Resolution, the Authority intends to evidence its "official intent" to reimburse the Project expenditures with proceeds from the issuance of the Bonds within the meaning of Treasury Regulations Section 1.150-2.

6. The Authority hereby designates McGuireWoods LLP, Tysons, Virginia, to serve as bond counsel and hereby appoints such firm to supervise the proceedings and approve the issuance of the Bonds.

7. As a condition of the issuance of the Bonds by the Authority, the Borrower shall agree to indemnify and save harmless the Authority, its commissioners, officers, directors, employees and agents from and against all liabilities, obligations, claims, damages, penalties, losses, costs and expenses in any way connected with the issuance and sale of the Bonds.

8. All costs and expenses in connection with the financing of the Plan of Finance, including the fees and expenses of the Authority (including, without limitation, any application fee, origination fee or annual fee, as applicable), bond counsel, and counsel for the Authority shall be paid from the proceeds of the Bonds (but only to the extent permitted by applicable law) or from moneys provided by the Borrower. If for any reason the Bonds are not issued, it is understood that all such fees and expenses shall be paid by the Borrower and that the Authority shall have no responsibility therefor.

9. The Chairman, Vice Chairman, Secretary or any Assistant Secretary of the Authority, or the designee of any of them, any of whom may act alone, are hereby authorized to request an allocation or allocations of the State Ceiling (as defined in Section 15.2-5000 of the Virginia Code) in accordance with the applicable provisions of the Virginia Code and any regulations or executive orders issued thereunder. All costs incurred by the Authority, if any, in connection with such proceedings shall be paid for by the Borrower.

10. No Bonds may be issued pursuant to this resolution until such time as (a) the issuance of the Bonds has been approved by the City Council of the City (the "City Council") and (b) the Bonds have received an allocation or allocations of the State Ceiling in accordance with the applicable provisions of the Virginia Code and any regulations or executive orders issued thereunder.

11. The Bonds shall be limited obligations of the Authority and shall be payable solely out of revenues, receipts and payments specifically pledged therefor. Neither the commissioners, directors, officers, agents or employees of the Authority, past, present or future, nor any person executing the Bonds, shall be liable personally on the Bonds by reason of the issuance thereof.

The Bonds shall not be deemed to constitute a general obligation debt or a pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof, including the Authority and the City (and the Bonds shall so state on their face), and neither the Commonwealth of Virginia nor any such political subdivision thereof shall be generally liable thereon, nor in any event shall the Bonds be payable out of any funds or properties other than the special funds and sources provided therefor. Neither the faith and credit nor the taxing power of the Commonwealth of Virginia, or any political subdivision thereof, including the Authority and the City, shall be pledged to the payment of the principal of the Bonds or the interest thereon or other costs incident thereto. The Authority has no taxing power. The Bonds shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

12. The Authority (including its commissioners, officers, directors, employees and agents) shall not be liable and hereby disclaims all liability to the Borrower and all other persons or entities for any damages, direct or consequential, resulting from the issuance of the Bonds or failure of the Authority to issue the Bonds for any reason. The Authority's agreement to exercise its powers to issue the Bonds as requested by the Applicant is contingent upon the satisfaction of all legal requirements and the Authority shall not be liable and hereby disclaims all liability to the Borrower for any damages, direct or consequential, resulting from the Authority's failure to issue Bonds for the Plan of Finance for any reason, including but not limited to, the failure of the City Council to approve the issuance of the Bonds.

13. The Chairman, Vice Chairman, Secretary or any Assistant Secretary of the Authority, or the designee of any of them, any of whom may act alone, is hereby authorized to execute and deliver any and all contracts, agreements, assignments, draws, instruments and other documents as may be necessary or desirable to consummate the transactions contemplated by the foregoing resolution and to take such other action and to execute and deliver such other documents as she may deem necessary or desirable to carry out the intent of this resolution.

14. All actions heretofore taken by the Chairman, Vice Chairman, Secretary or any Assistant Secretary of the Authority, or the designee of any of them, or other officers of the Authority in connection with the transactions contemplated by this resolution are hereby approved, adopted, ratified and confirmed in all respects.

15. The Authority recommends that the City Council approve the issuance of the Bonds.

16. The approval of the issuance of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Project or the Borrower.

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



2) Resolution Granting Approval to an Amendment to the Master Plan for the East Beach Project in the East Ocean View Redevelopment Project in Norfolk, Virginia, and Authorizing East Beach Company, LLC to Proceed with the Development of Phase 7 of the East Beach Project

Mike Clark, Deputy Executive Director, introduced a resolution seeking approval of an amendment to the East Beach Master Plan and authorizing the East Beach Company, LLC to convey property in conjunction with the development of Phase 7 of the East Beach project. He stated that this Resolution has been reviewed by the Board's Development Committee and assured the Commissioners that this approval does not take the project out of NRHA's oversight; there will be an ongoing review process, including assessment of any proposed changes. Mr. Clark then turned the floor over to Rock Bell, General Manager of East Beach Company.

Mr. Bell explained that the East Beach Company is a public/private partnership that began in 2001. He noted that he has been with the company and working on this project since 2003. Mr. Bell stated that the Master Plan is reviewed on a regular basis and either re-confirmed or modified due to changing market conditions. He indicated that the property is already under contract to be sold to the developer and he added that NRHA will receive a portion of the proceeds from the sale of the individual lots. Mr. Bell stated that the current approved use for the site is the construction of either a large apartment building with 50 units or a hotel. He explained that the proposal now under consideration is to build 26 single family homes; in 2020 it was determined that apartments were not financially viable, but it took some time to revise the Master Plan to include single family residences. Mr. Bell added that the existing phases include several commercial spaces that have not been leased. He observed that, because of the difficulty of leasing retail space in today's economic climate, it was decided that dedicating the parcel for construction of single-family homes would be a better approach.

Mr. Bell told the Commissioners that Bart Frye, who was the President of East Beach Company and worked on this initiative for many years, wanted something truly special for this last phase. Mr. Bell noted that the developer looked at a project in Charleston, South Carolina with similar density as East Beach that had homes with raised porches rather than ground floor entrances. He indicated that Mr. Frye wanted to include additional amenities despite the fact that they were not required under the contract. Mr. Bell mentioned that today would be Mr. Frye's birthday. Mr. Bell explained that this last phase will be unique but will still respect the original vision. He anticipates that this phase will be an award-winning development. Mr. Bell added that East Beach will have twice the amount of parking as required by local codes. He also observed that NRHA has received higher proceeds than anticipated from the sale of lots in the community; when the developer does better, so does NRHA.

Mr. Bell reported that open space has been increased by 30% over the previous draft of the plan for this phase, and 100% more than the initial approved Master Plan. He stated that East

Beach Company has been criticized for increased density and less open space, but actually the developer is delivering less density and much more open space than the DPZ plan. Mr. Bell indicated that there have been many meetings over the years to discuss the plans, including two recent community meetings that focused on Phase 7 and one again yesterday where no major concerns were raised. He added that two surveys were sent to residents in 2023. Mr. Bell said that he met with Councilman Tommy Smigiel and offered to convene yet another community meeting, but Councilman Smigiel told him that it was not necessary to do so. Mr. Bell told the Commissioners that the developer has been working on Phase 7 for three years and does not need WPA to review its work. He asked the Commissioners to approve the Resolution to avoid further delay. Mr. Bell then offered to answer any questions; there were none.

Chairman Albert asked for input from the Development Committee. Mr. Conyers stated that the Development Committee reviewed the original Master Plan and the new proposal for Phase 7 that includes the new housing units and green space. He commented that East Beach Company has turned a blighted area into an award-winning community. Mr. Conyers added that the company already has a right to the parcel and has invested significant funds in the project. He added that the developer has been more than patient, has held numerous public meetings, and done its best to address everyone's concerns. Mr. Conyers advised that it is time to "do right by them." He also noted that the developer cannot be blamed for the lack of interest in the retail space. Mr. Conyers concluded by stating that the Development Committee supports the East Beach Company's vision and plan for Phase 7. Mr. Fraley agreed and thanked Mr. Bell for the outreach to stakeholders, including efforts made in the last 90 days to gather additional input. Mr. Louis asked about Mr. Frye. Mr. Bell responded that Mr. Frye was the head of the development company and passed away several months ago.

Upon motion of Mr. Conyers, seconded by Mr. Fraley, the following Resolution was unanimously approved by all of the Commissioners present.

### **RESOLUTION 9558**

WHEREAS, the Norfolk Redevelopment and Housing Authority (the "Authority") has entered into an Option Agreement dated July 9, 2002 (the "Option") with East Beach Company, LLC, providing for the development, purchase and sale of approximately ninety-nine (94) acres of land located immediately northeast of Shore Drive and Pretty Lake Avenue in the City of Norfolk (the "Project") as more particularly described in the Option; and

WHEREAS, the Authority has, pursuant to the terms of the Option, entered into a series of Land Disposition and Development Contracts (the "Contracts") with East Beach Company, LLC, relating specifically to the development of various Phases of the Project; and

WHEREAS, pursuant to the Option and the Contracts, the Authority and East Beach Company, LLC, have adopted and approved the Master Plan for the development of the Project; and

WHEREAS, the Authority and East Beach Company, LLC, have determined that changes to the Master Plan for the Project relating to the development of the last portion of Phase 7 are now appropriate, due to the types of development that the parties deem likely of success considering the current local, regional, and national economic conditions; and

WHEREAS, East Beach Company, LLC, has previously prepared and submitted to the Authority, and the Authority has approved, a number of exhibits documenting proposed changes to the Master Plan relating to the development of Phase 7 under Contract No. 5 to allow for the modification of the Master Plan approved under that contract; and

WHEREAS, East Beach Company, LLC, has prepared and submitted to the Authority exhibits documenting the proposed changes to the Master Plan relating to the development of Phase 7 of the Project to allow for the development of approximately 26 single-family homes and associated parking, landscaping and amenities; and

WHEREAS, all of the proposed changes to the Master Plan relating to the development of Phase 7 for the Project have been presented to the Authority's staff and to the Development Committee of the Board of Commissioners and are fully acceptable to the Authority; and

WHEREAS, East Beach Company, LLC is ready to proceed with the remainder of Phase 7 of the development of the East Beach Project and is prepared to have the remaining sites fully developed by December 31, 2025.

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

1. It is hereby declared that the proposed changes to the Master Plan relating to the development of Phase 7 of the Project, previously presented to the Development Committee of the Board of Commissioners and presented this date to the Board of Commissioners, are consistent with the principles necessary to achieve a high quality mixed-use residential community, pursuant to the terms of the Option and the Contracts, and are hereby approved.
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 Land Disposition and Development Contract, including the execution of any such other documents expressly contemplated in the said Contract,

including any Deeds, Deeds of Trust or other instruments necessary to carry out the terms of the Contract.

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

. . .

## **V. Executive Director Comments**

Mr. Simms addressed the Commissioners, stating that he comes from Washington, D.C. He commented that his parents served this country very honorably and he feels that he has a real opportunity to serve this community as Executive Director of NRHA. Mr. Simms thanked the Commissioners for selecting him. He noted that this is his fourth day on the job and it has been very busy this week. Mr. Simms reported that he met with all of the Commissioners and senior staff, as well as the Tenant Management Councils, in the past month prior to his start date. He indicated that he has also convened an all-staff meeting and met with residents and other stakeholders. Mr. Simms said that he will be meeting on a regular basis with City leaders and community partners. Mr. Simms assured the Commissioners that they could expect a trusted and dependable partner in this agency with him at the helm. He promised to provide better communication, an elevated delivery of the services NRHA provides, and increased efforts to create additional affordable housing. He announced that he is promoting Mr. Pontz as Deputy Executive Director for Administration and Mike Clark will serve as Deputy Executive Director focusing on programs. He emphasized that he plans to improve all aspects of the agency, but asked for grace and patience as he attempts to realize this goal. Mr. Simms stated that he is getting up to speed pretty quickly and recognizes that the issues are pressing. Therefore, rather than seeking patience, he is asking everyone to keep an open mind as the agency moves forward. Mr. Simms commented that he is very fair and is familiar with the rules under which NRHA operates. He stressed that he wants the Authority to reclaim its position as a leader in affordable housing on the national level.

Ms. Chudzinski commented that she visited the Grandy Village community in June and it looked wonderful. She stated that she also plans to go and observe conditions at the Sykes facility. Mr. Louis stated that he and Ms. Chudzinski met with Karen Rose, Security Programs Manager, to discuss the actions of the property manager at Sykes and hopes to schedule another committee meeting in the near future. Mr. Louis said that both he and Ms. Chudzinski stand ready to hear residents' concerns and bring these issues back to the Board.

Mr. Simms commented that NRHA can't focus on development plans if residents do not feel safe and there are ongoing maintenance issues in NRHA's communities. He noted that, although the agency looks to future development, it is critical to make current investments to maintain and safeguard NRHA's existing neighborhoods and to fund programming and services

for residents, including mental health services, financial literacy, youth activities, and educational programming. With respect to local food deserts, Mr. Simms observed that a long-term plan and collaboration with other partners is needed to address this issue. He added that it may take some time to locate a full-service grocery in the community, but in the meantime, the Authority can provide transportation for residents and partner with the Food Bank.

. . .

## **VI. Commissioner Comments**

Mr. Conyers requested that the Commissioners be emailed on a regular basis a list of upcoming events, including, for example, the date and time for the Sykes visit, so that they will have accurate information upon which to determine whether they are available to attend these events.

Mr. Fraley observed that some of the comments he heard today related to conditions at Sykes, including maintenance problems and an intimidating environment, are very unsettling. He advised that the Authority needs to eliminate or mitigate these issues immediately as ensuring the welfare and safety of NRHA's residents is the role and mission of NRHA.

Mr. Louis asked that the appropriate committee create a matrix showing areas of concern, and a graph illustrating current trends, such as trends in criminal activity, so that all of the Commissioners are aware of existing issues that need attention. It was mentioned that Ms. Rose is working on a compilation of security data.

Mr. Conyers noted that Mr. White brought up the issue of how NRHA funds are being spent. He observed that NRHA can't tackle everything simultaneously, but the key is communication. Mr. Conyers suggested that the Authority do a better job of letting residents and the public know how it is prioritizing and investing its funds. Mr. Simms agreed and stated that such communications will not only help publicize how NRHA is spending its funds but will also facilitate a better understanding of the financial reality in which the Authority must operate.

Chairman Albert noted that Councilman Paige is attending today's meeting and thanked him for his participation. Ms. Puryear told Councilman Paige that he is always welcome to attend the Board meetings.

. . .

## **VII. Closed Session**

At 10:49 a.m. upon motion of Ms. Puryear, seconded by Mr. Louis, the following resolution was approved by all of the Commissioners present.

### **RESOLUTION 9559**

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

Resolution Convening a Closed Meeting on November 16, 2023 for:

1) "Consultation with the Authority's legal counsel regarding actual or probable litigation and legal matter(s) requiring the provision of legal advice by counsel as authorized by Section 2.2-3711(A)(7) of the Act."

Discussion of pending litigation.

At 11:35 a.m. upon motion of Ms. Puryear, seconded by Mr. Fraley, the following resolution was unanimously approved by all of the Commissioners present.

### **RESOLUTION 9560**

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

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

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

. . .

There being no further business, the meeting was adjourned at 11:37 a.m.

---

Secretary

---

Chair



# *Resolution of Gratitude to Donald J. Musacchio for Services Rendered as Commissioner and Chairman of Norfolk Redevelopment & Housing Authority*

WHEREAS, Donald J. Musacchio has served as Commissioner of Norfolk Redevelopment and Housing Authority (the “Authority”) since July 31, 2012, and as Chairman of the Board of the Authority since December 14, 2017;

WHEREAS, throughout his service as Commissioner and as Chairman of the Board, Don has demonstrated an unwavering support for the Authority’s mission of providing decent, safe, affordable housing, as well as related essential services, for the citizens of Norfolk;

WHEREAS, Don has been a strong advocate of opportunities for the residents of the Authority’s communities and a consistent voice for the equitable treatment of all such residents, regardless of race, age or economic circumstance;

WHEREAS, Don has provided exceptional leadership by listening to the concerns of residents, guiding the Board through many challenges facing the Authority and the community throughout his tenure, and working with staff to create innovative solutions to improve the Authority’s structure and processes;

WHEREAS, Don’s career with the federal government, including as the Assistant Deputy Administrator for Management of the USDA’s Food Safety and Inspection Service, and his extensive experience with mediation as well as policy formulation and implementation in the areas of human resources, civil rights, emergency planning, and administrative services, made him uniquely qualified to lead the Board;

WHEREAS, Don’s patience, thoughtful decision-making, respect for all employees and residents, reasonable voice, and unparalleled sense of humor have served as a model of compassionate service, pragmatic leadership and professional conduct; and

WHEREAS, Don has consistently carried out his responsibilities as Commissioner and as Chairman of the Board with integrity, pragmatism and perseverance.

NOW, THEREFORE, BE IT RESOLVED, that we, the Commissioners of the Authority, do hereby take this opportunity to express our sincere appreciation for Don’s service and many contributions to the Authority;

BE IT FURTHER RESOLVED, that the Chairman of the Board of Commissioners of the Authority is hereby directed to provide a copy of this Resolution to Donald J. Musacchio, and cause a copy of said Resolution to be placed on record in the office of the Authority.

ADOPTED this 14th day of December 2023.

*Alphonso Albert, Vice-Chairman*



## Resolution

### NRHA Board of Commissioners

**Subject: Resolution Authorizing the Submission of FY2025 City Funding Grant Applications**

**Executive Contact: Steve Morales**

**Date: December 14, 2023**

#### BACKGROUND

Before the Board is a public hearing on the application for City funding and a resolution to authorize the submission of the FY2025 City funding applications in the amount of \$6,955,569.00.

Each year, NRHA requests funding from the City of Norfolk to support its neighborhood development activities. Funding is provided by the City through the Capital Improvement Program for Neighborhoods and the General Fund. Funding is also received from the U.S. Department of Housing and Urban Development which funds the Community Development Block Grant and the HOME Investment Partnership Program. The purpose of the public hearing is to hear the views of the citizens prior to the Authority's application submission.

The attached applications for funding are for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Staff recommends approval of the resolution

#### Attachments:

- FY2025 Proposed City Funding Application
- City Funding Trends
- Application Timeline



## FY2025 City Funding Application Summary

Proposed Funding Request	Fiscal Year 2025	%
Capital Improvement Neighborhood Program	3,425,000	49%
City of Norfolk General Fund	2,087,387	30%
HOME Program	1,368,182	20%
Community Development Block Grant	75,000	1%
<b>Total Proposed Requests</b>	<b>\$ 6,955,569</b>	<b><u>100.00%</u></b>

FY2025 City Funding Application  
Capital Improvement Neighborhood Program

Proposed Requests	\$ 3,425,000
-------------------	--------------

Proposed Uses	Fiscal Year 2025	%
Transforming Public Housing Communities	3,000,000	88%
Acquisition and Demolition of Blighted Property- Willoughby	425,000	12%
<b>Total Proposed Uses</b>	<b><u>\$ 3,425,000</u></b>	<b><u>100.00%</u></b>

FY2025 City Funding Application
General Fund

Proposed Requests	\$	2,087,387
-------------------	----	-----------

Proposed Uses	Fiscal Year 2025	%

Program Management	1,000,000	48%
Disposition	300,000	14%
Monroe Building Rent	126,906	6%
Residential Options Inc. Collaborative Support	660,481	32%
<b>Total Proposed Uses</b>	<b>\$</b> <u><u>2,087,387</u></u>	<u><u>100.00%</u></u>

FY2025 City Funding Application

HOME Investment Partnership Program

Proposed Requests	\$ 1,368,182
-------------------	--------------

Proposed Uses	Fiscal Year 2025	%
---------------	------------------	---

Homebuyer Assistance	1,014,729	74%
CHDO Set-Aside	212,073	16%
Program Management	141,380	10%
<b>Total Proposed Uses</b>	<b><u>\$ 1,368,182</u></b>	<b><u>100.00%</u></b>

FY2025 City Funding Application

Community Development Block Grant

Proposed Requests	\$	75,000
-------------------	----	--------

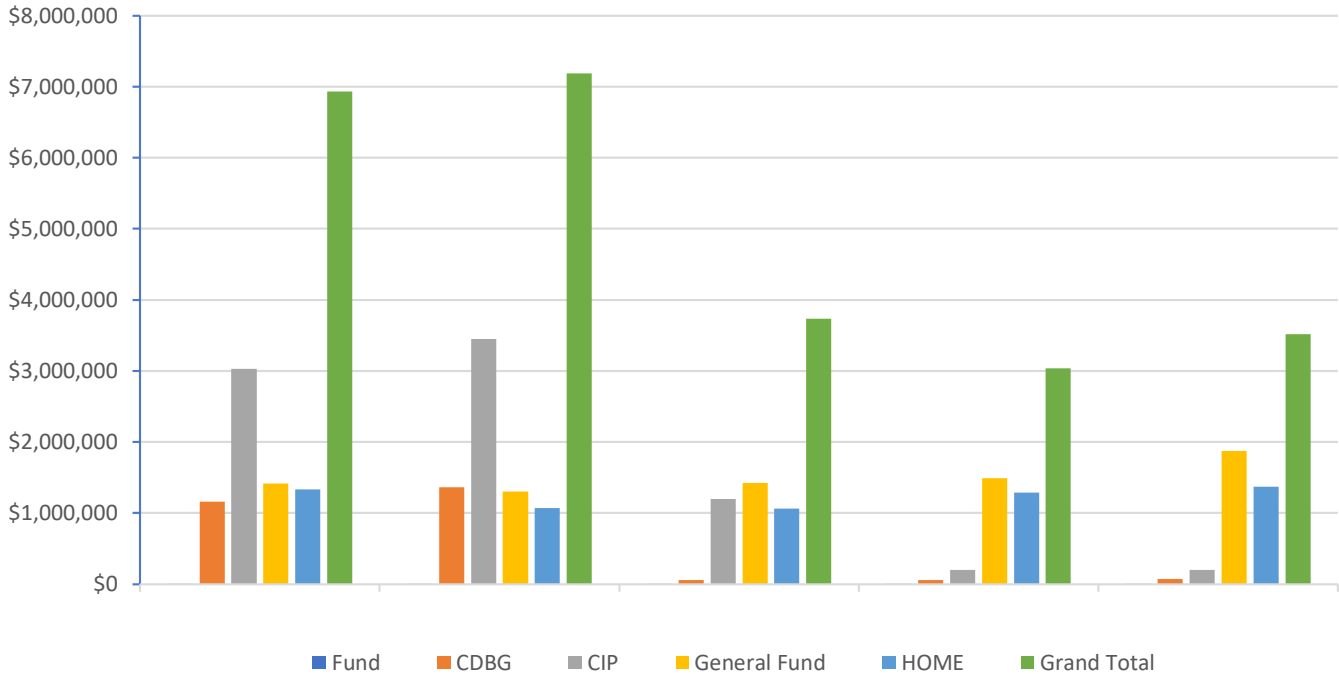
Proposed Uses	Fiscal Year 2025	%
---------------	------------------	---

HomeNet	75,000	100%
<b>Total Proposed Uses</b>	<b><u>\$ 75,000</u></b>	<b><u>100.00%</u></b>

# City Funding Trends

Fund	2020	2021	2022	2023	2024
CDBG	\$1,156,894	\$1,366,279	\$56,894	\$60,000	\$75,000
CIP	3,031,000	3,450,000	1,200,000	200,000	200,000
General Fund	1,412,167	1,300,000	1,419,400	1,490,042	1,423,811
HOME	1,334,606	1,066,704	1,061,649	1,289,368	1,368,182
Grand Total	\$6,934,667	\$7,182,983	\$3,737,943	\$3,039,410	\$3,066,993

\*Figures above reflect contracted amounts with City and do not include Economic Incentive Grants. FY2020 & 2021 include COVID relief funds



# Application Timeline

Description	Dates
Needs Assessment & Identification of Required Funding	August - September, 2023
<b>Stakeholder Input</b>	August – November, 2023
<b>Advertise for Public Hearing</b>	December 5, 2023
<b>Public Hearing</b>	<b>December 14, 2023</b>
<b>Submit to City</b>	January 5, 2024
<b>Proposed City Budget</b>	April, 2024
<b>Update Stakeholders/Community Advocacy</b>	Jan-April, 2024
<b>Proposed City Budget Public Hearing</b>	April-May, 2024
<b>Council Budget Approval</b>	May, 2024
<b>NRHA Budget Approval</b>	June, 2024
<b>Contract with City</b>	September, 2024



## Resolution NRHA Board of Commissioners

**Subject: Resolution Accepting the 2023 Capital Fund Program Grant and approving the 2023 Capital Fund Annual Statement and Five-Year Plan**

**Executive Contact: Nathan Simms Jr.**

**Date: December 14, 2023**

### BACKGROUND

The Capital Fund Program (CFP) provides funds for the development, financing, and modernization of public housing as authorized under Section 9 of the United States Housing Act of 1937 (42 U.S.C. 1437g) as amended.

This resolution formally accepts the 2022 CFP grant in the amount of **\$10,368,854.00** and approves the 2022 Capital Fund Annual Statement and Five-Year Action Plan.

The amendment to the Annual Contributions Contract (ACC) that authorizes the funds will be implemented through HUD's electronic Line of Credit Control System. When NRHA draws down funds from the 2023 grant, it will automatically become bound to the requirements of the ACC and the 2023 amendment.

Public Housing Authorities must obligate at least 90 percent of the CFP grant within two years (2025) and must expend 100 percent within four years (2027). The effective date for 2023 is March 16, 2023.

**RECOMMENDATION:** Approve resolution.



## **NRHA Holds Capital Fund Plan Public Hearing**

The Norfolk Redevelopment and Housing Authority (NRHA) Board of Commissioners will hold an in-person public hearing on December 14 in conjunction with the NRHA Board of Commissioners meeting. The purpose of this hearing is to hear comments on NRHA's plan for its 2023 Capital Fund Program Grant. NRHA's fiscal year 2024 Annual Plan, which includes the Capital Fund Plan, covers the period from July 1, 2023 - June 30, 2024.

The meeting will be held at 555 E. Main Street in the 16<sup>th</sup> floor board room.

### **Public Hearing Schedule for December 14**

9 a.m. Board of Commissioners Meeting

11 a.m. Capital Fund Plan Public Hearing

Each year, HUD's Office of Capital Improvements provides funding through its Capital Fund program to public housing agencies for the development, financing and modernization of public housing developments and for management improvements.

The Capital Fund Program Annual Formula Grant process requires housing authorities to post planned Capital Fund submissions for review. The plan includes NRHA's strategies and objectives for achieving its mission of "providing quality housing opportunities that foster sustainable mixed-income communities."

The draft plan is available for a 45-day public review and comment period from October 23 – December 7. [It can be viewed at by clicking here.](#) Copies of the annual plan are available at NRHA's main office at 555 E. Main Street, 16<sup>th</sup> Floor, and at its offices at 910 Ballentine Blvd. in Norfolk. Comments can be submitted by calling the Capital Fund Plan Public Comment Hotline at 757-314-1320.

Upon request, this notice and other materials may be made available in alternative formats (i.e., large print, braille, assisted listening devices or audio tape) from the ADA/504 Program Coordinator Corey Brooks at [cbrooks@nrha.us](mailto:cbrooks@nrha.us) or [757-623-1111](tel:757-623-1111).

*NRHA provides equal housing and employment opportunities for all persons. NRHA does not discriminate against any applicant, resident or employee on the basis race, color, religion, national origin, sex, elderliness, familial status, disability, source of funds, sexual orientation, gender identity, veteran status, personal appearance, marital status, political affiliation, matriculation, place of residence or business in the admission or access to or operations of programs, services or activities.*

*NRHA complies with Title VI of the Civil Rights Act and the Americans with Disabilities Act. An internal grievance procedure is available to resolve complaints. If you feel you have been discriminated against, you have the right to file a complaint of discrimination with the Office of Fair Housing and Equal Opportunity by calling toll free 800-669-9777.*

*Qualified individuals who need communication aids, services or other accommodations to participate in programs and activities are invited to make your needs known to 504/ADA Coordinator Corey Brooks at 757-623-1111, TDD: 800-545-1833. Please give NRHA seven business days advance notice to meet your needs.*

RESOLUTION ACCEPTING THE 2023 CAPITAL FUND PROGRAM GRANT AND  
APPROVING THE 2023 CAPITAL FUND ANNUAL STATEMENT AND FIVE-YEAR  
ACTION PLAN

WHEREAS, Norfolk Redevelopment and Housing Authority (the “Authority”) and the United States of America, Secretary of Housing and Urban Development (“HUD”) entered into a Consolidated Annual Contributions Contract (“ACC”) Number P-5540 dated August 30, 1996 as amended by the 2023 Capital Fund Program (“CFP”) Amendment; and

WHEREAS, HUD has agreed to provide CFP assistance to the Authority in the amount of \$10,368,854.00 for the purpose of assisting in carrying out development, capital, and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families; and

WHEREAS, the Authority has prioritized capital projects that are already underway, included in the 2023 Annual Statement, or included in the 5-Year Action Plan;

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

1. The 2023 CFP Grant in the amount of \$10,368,854.00 is accepted.
2. The 2023 Capital Fund Annual Statement and Five-Year Action Plan (the “Plan”) are hereby approved to provide CFP assistance for the Authority’s public housing.
3. By approving the Plan, the Authority is agreeing that capital and management activities will be carried out in accordance with the United States Housing Act of 1937, 24 CFR Part 905 (the Capital Fund Final Rule) as well as other applicable HUD requirements and the Amendment itself.
4. This Resolution shall be in effect from and after the date of its adoption.

The undersigned hereby certifies that this is a true and correct copy of a resolution duly adopted at a meeting of the Board of Commissioners of the Norfolk Redevelopment and Housing Authority held on **December 14, 2023**.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Norfolk Redevelopment and  
Housing Authority

**Norfolk Redevelopment and Housing Authority**

**Design and Construction Management  
Department (DCM)**

**FY-2024 CAPITAL FUND PROGRAM**



**PRESENTED BY: CLAYTON ODOM -DIRECTOR OF DESIGN AND CONSTRUCTION**

# NRHA – Capital Funded Communities

- ▶ Youngs Terrace
- ▶ Calvert Square
- ▶ Hunters Square Mid-Rise
- ▶ Partrea Mid-Rise
- ▶ Bobbitt Mid-Rise
- ▶ Sykes Mid-Rise
- ▶ Oakleaf Forest
- ▶ Diggs Town
- ▶ Authority Wide Projects
- ▶ Tidewater Gardens



# Overview of Projects Funded in 2022 and 2023 Calendar Year

The Capital Fund provides funds, annually, to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and for management improvements.

## Activities Capital Funds Can Be Used to Fund:

1. Building Renovations
2. Building Equipment - HVAC, Electrical and Plumbing Equipment
3. Demolition
4. Site Acquisition
5. Site Improvements
6. Management Improvements
7. Safety and Security
8. Windows and Roof Replacements

Note: Project must be included in PHA 5-Year Plan, a Recent Physical Needs Assessment or Revision is required to adjust 5-Year Plan Project Listing



# Bobbitt Mid-Rise Roof Replacement Project /\$103,419.00



## Mid-Rise Call to Aide Replacements Project / (Bobbitt, Hunter Square and Partrea) / \$364,564.00



Existing



New Installation

## Mid-Rise Call to Aide Replacements Project / (Bobbitt, Hunter Square and Partrea)



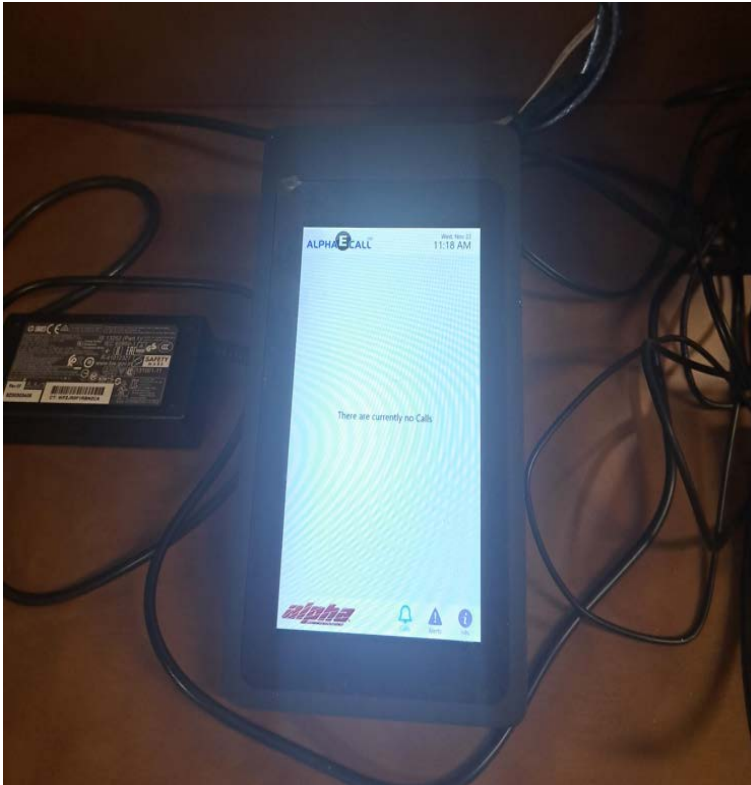
New Alert Light Off



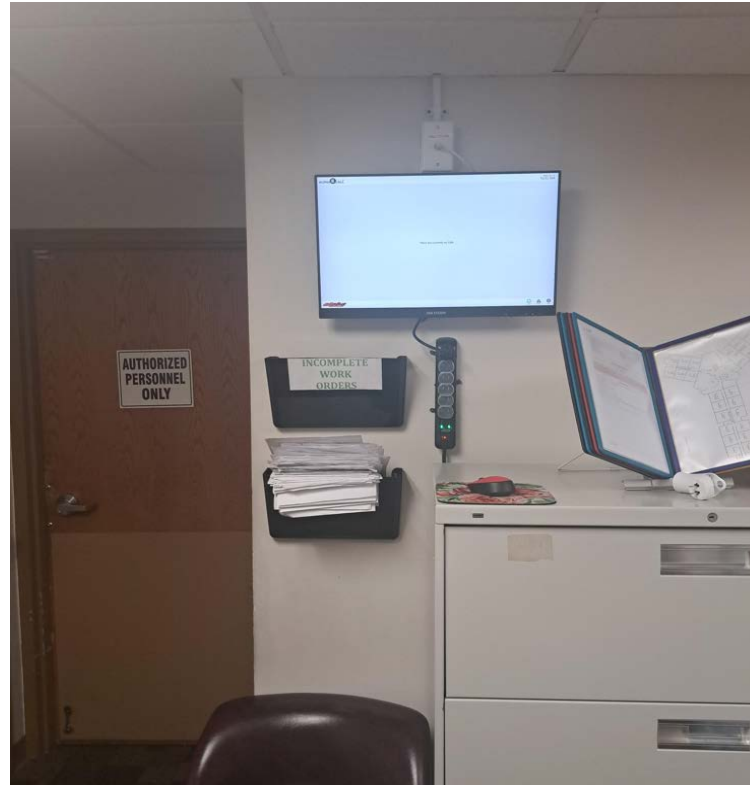
New Alert Light On



# Mid-Rise Call to Aide Replacements Project / (Bobbitt, Hunter Square and Partrea)



New Security Area Display



New Manager's Area Display

# Partrea Mid-Rise Window Replacement Project / \$316,000.00



Existing



114 Units



# Partrea Mid-Rise Window Replacement Project



Window Installations Completed



# Tidewater Garden Demolition Project



78 Buildings 618 Units



# Tidewater Garden Demolition Project





# Tidewater Garden Demolition Project





# Tidewater Garden Demolition Project



**Tidewater Garden Demolition Completed**

# Tidewater Garden Demolition Minority Contractor Participation

Tidewater Gardens Demolition					
Firms	Demo Work	Contract Value	M/WBE	Minority owned	Woman Owned
VHB (overall Contract)	A&E Services	\$1,321,820		No	No
<i>Livas</i>	Sub-contract-VHB		M/WBE	Yes	No
<i>Roach Engineering</i>	Sub-contract-VHB			No	No
<i>GET</i>	Sub-contract-VHB			No	No
<i>Applied Labs</i>	Sub-contract-VHB			No	No
DRS Contracting	Building 61 demolition	\$73,855		No	No
Anike	Phase 1 Demo (16 Buildings)	\$1,282,950	M/WBE	Yes	No
P&M Construction	Pile Removal	\$150,062	M/WBE	Yes	No
J.C Driskill	Electrical Line Pole Removal	\$4,830		No	No
E.G. Middleton	Disconnection of Overhead Lines	\$2,161		No	No
D & S Electric	Abatement	\$150,000	M/WBE	Yes	No
K-Kontractors	Abatement	\$150,000	M/WBE	Yes	Yes
P & M Construction Services	Abatement	\$150,000	M/WBE	Yes	No
East Coast Abatement	Abatement	\$345,700		No	No
K-Kontractors	Phase 2 Demolition	\$150,000	M/WBE	Yes	Yes
P & M Construction Services	Phase 2 Demolition	\$150,000	M/WBE	Yes	No
Powermovement	Phase 2 Demolition	\$150,000	M/WBE	Yes	No
Anike	Phase 2 Demo -27 Builings	\$1,663,236	M/WBE	Yes	No
J.C Driskill	Electrical Line Pole Removal	\$2,290		No	No
MACSONS	Pile Removal	\$77,450		No	No
J.C Driskill	Over Head Triplex Line Removal	\$3,577		No	No
C.M Munden	Phase 2 Demolition	\$549,333		No	No
Powermovement	Security Fencing	\$87,753	M/WBE	Yes	No
K-Kontractors	Pile Removal	\$88,282	M/WBE	Yes	Yes
C.M Munden	Abatement	\$353,263		No	No
Anike	Demolition	\$3,129,976	M/WBE	Yes	No
	<b>Total</b>	<b>\$10,036,538</b>			
	<b>Total M/WBE</b>	<b>\$7,302,259</b>	<b>73%</b>		



# Boiler Re-Tubing/Refurbish Project / (Diggs Town, Calvert Square and Young Terrace) / \$1,357,431.00



Existing



Completed Retubing/Refurbish

## Oakleaf Forest Boiler Replacement Project / \$1,223,140.00



**Existing Boiler - 32 Buildings**



# Oakleaf Forest Boiler Replacement Project



New Boilers Installed



New Boilers Installed

# Sykes Mid-Rise Elevator Upgrades and Addition

\$1,986,000.00



EXISTING EXTERIOR ELEVATION



PROPOSED EXTERIOR ELEVATION

SYKES APARTMENTS  
555 E LIBERTY ST  
NORFOLK, VA 23523  
JANUARY 12, 2023



# Oakleaf Forest Exterior Door, Storm Door and Porch Light Replacements / \$1,107,743.00



Existing



# Oakleaf Forest Exterior Door, Storm Door and Porch Light Replacements



**After Installation**



# Oakleaf Forest Exterior Building Lighting Project

\$41,500.00





# Young Terrace Recreation Center/Maintenance Shop/Rental Office Roof Replacement- In Progress

\$547,000.00





# Diggs Town Recreation Center Fire Damage Repairs

## Non Capital





# Diggs Town Recreation Center Fire Damage Repairs

## Non Capital / Notable



# Diggs Town Recreation Center Fire Damage Repairs Non Capital / Notable



## Additional Projects

- ❑ Calvert Envision Center Exterior Improvements - Bids Opened / \$238,465.00
- ❑ Mid-Rise Common Area Flooring/Bobbitt, Hunter Square, Sykes & Partrea - Bids Opening December 2023
- ❑ Bobbitt and Hunter Square Elevator Upgrades - Under Construction / \$1,241,041.00
- ❑ Diggs Town PHC Roof Replacements- 19 Buildings Under Construction / \$425,640.00
- ❑ Partrea Mid-Rise Domestic Hot Water Boilers - Installation Completed / \$125,080.00
- ❑ Oakleaf Duplex Roof Replacements - Completed / \$120,105.00
- ❑ Grandy Village Additional Geo-Thermo Wells - Completed / \$151,323.00
- ❑ Grandy Village Gym Roof Replacement - Completed / \$42,758.00
- ❑ Sykes Mid-Rise Balcony Resurface (3) - Completed / \$50,030.00
- ❑ Bobbitt Mid-Rise Window Replacements - 84 Units Completed / \$335,171.00
- ❑ Oakleaf Electric Hot Water Heater Replacements - 36 Units

# In-House Design Cost Savings

## PROJECTS DESIGNED IN-HOUSE

- ❑ Bobbitt Mid-Rise Roof Replacement Project
- ❑ Young Terrace Recreation Center/Maintenance Shop/Rental Office Roof Replacement
- ❑ Oakleaf Forest Exterior Building Lighting Project
- ❑ Diggs Town Phase I HVAC Electrical Box and Wiring Replacement Project
- ❑ Oakleaf Forest Exterior Door, Storm Door and Porch Light Replacements
- ❑ Diggs Town PHC Roof Replacements
- ❑ Boiler Re-Tubing/Refurbish Project / (Diggs Town, Calvert Square and Young Terrace)

**Value of Savings Based on Current Consultant Fees: \$412,000.00**



## **NRHA – Capital Funded Communities Additional Funds Added for Public Housing Use – Non Capital Expenses**

- ▶ Original HUD FY-2023 Capital Fund Budget - \$10,303,778.00
- ▶ \$32,538.00 was added after HUD Award
- ▶ Revised HUD FY-2023 Budget Amount - \$10,336,316.00
- ▶ \$500,000.00 will be used for Non-Capital Support/Maintenance and Training for Resident Organization from the FY-2023 CF Budget



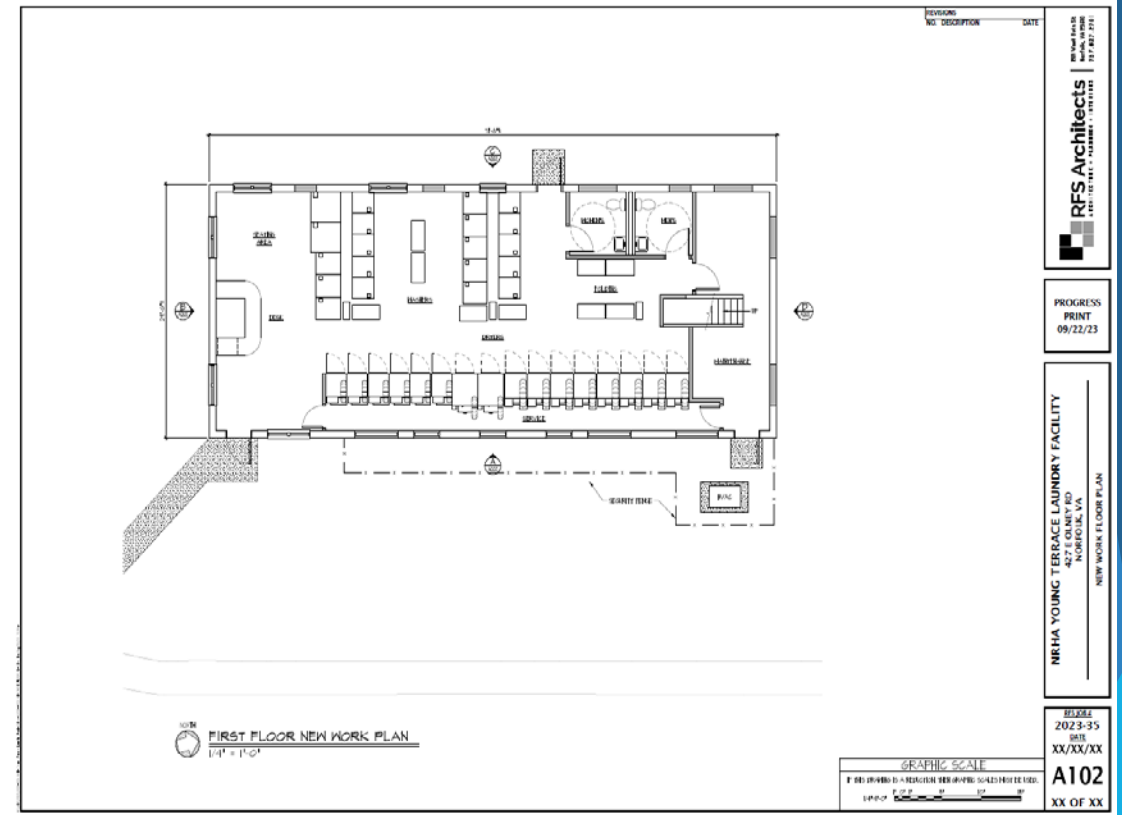
## Young Terrace - VA6-10



- ▶ Architectural & Engineering Services – Mechanical Upgrades and Site Utility Improvements
- ▶ Bathroom and Unit Mold Remediation
- ▶ Laundry Facility
- ▶ Site Improvements
- ▶ “AS NEEDED” Unit Upgrades
- ▶ FY-2023 Budget Amount - \$1,038,888.22



# Young Terrace Laundry Facility Project



Proposed Design



# Calvert Square – VA6-11



- ▶ Architectural & Engineering Services – Mechanical Upgrades and Site Utility Improvements
- ▶ Exterior Improvements
- ▶ Install new building exterior water service cut-off valve
- ▶ “AS NEEDED” Interior & Exterior Unit Upgrades
- ▶ Exterior Improvements (Calvert Envision Center)
- ▶ FY-2023 Budget Amount - \$1,000,000.00



# Hunters Square Mid-Rise – VA6-19



- ▶ Architectural & Engineering Services
- ▶ Unit Upgrades Interior & Exterior
- ▶ New Common Area Lighting
- ▶ New Common Area Flooring
- ▶ FY-2023 Budget Amount - \$436,251.33



## Partrea Mid-Rise – VA6-18



- ▶ Architectural & Engineering Services – “AS NEEDED” Unit Upgrades.
- ▶ “AS NEEDED” Interior Unit Upgrades
- ▶ Common Area Flooring Replacement
- ▶ Additional Elevator Construction and Upgrades to existing Elevator
- ▶ FY-2023 Budget Amount - \$3,384,929.07



# Partera Mid-Rise Elevator Upgrades and Additions

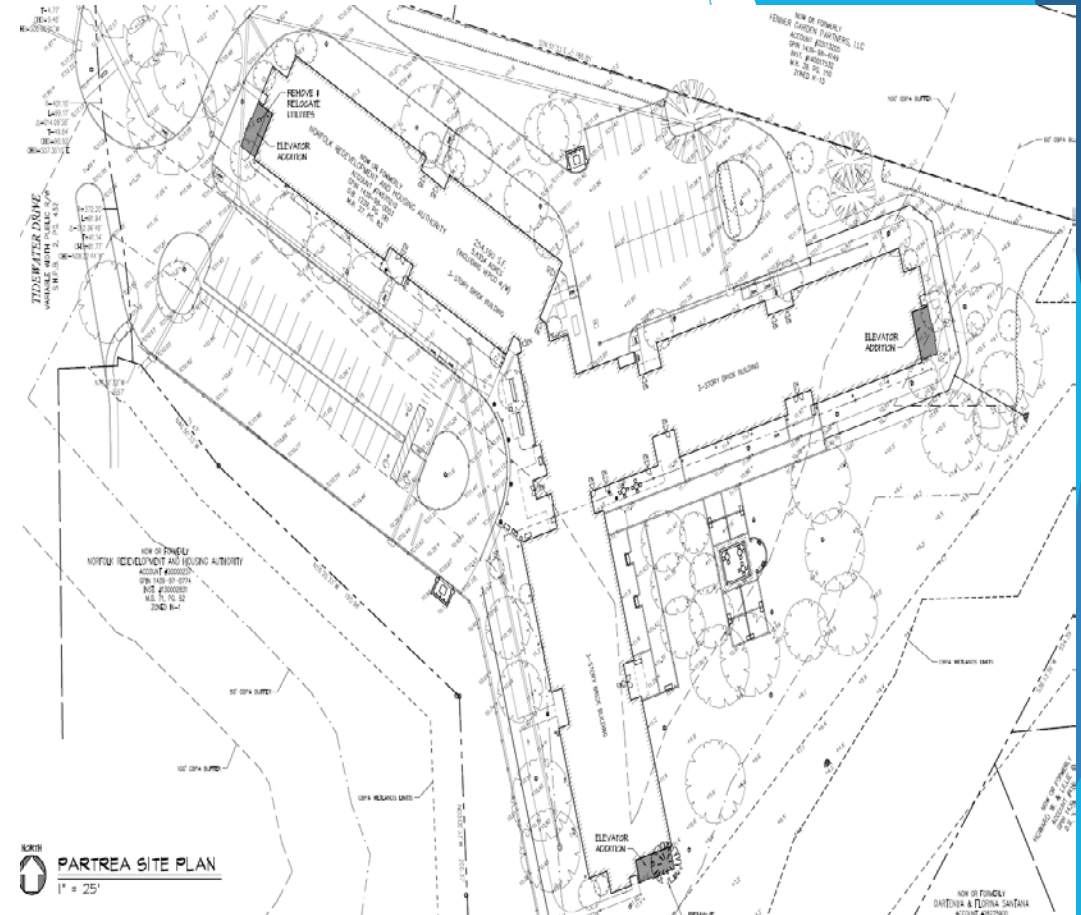


EXISTING EXTERIOR ELEVATION



PROPOSED EXTERIOR ELEVATION

PARTREA APARTMENTS  
701 EASY ST  
NORFOLK, VA  
JANUARY 13, 2023





## Bobbitt Mid-Rise – VA6-20



- ▶ Replace Metal Exterior Doors
- ▶ Replace Building Water Fountains
- ▶ Common Area Flooring Replacement
- ▶ “AS Needed Unit Upgrades”
- ▶ Replace Laundry Room Drain Lines
- ▶ FY-2023 Budget Amount - \$416,639.10



# SYKES Mid-Rise – VA6-21



- ▶ Architectural & Engineering Services – “AS NEEDED” Unit Upgrades.
- ▶ Window Replacement Design
- ▶ Common Area Flooring Replacement
- ▶ New Unit Door Bells
- ▶ “AS NEEDED” Unit Upgrades
- ▶ FY-2023 Budget Amount - \$372,816.45



# Oakleaf Forest – VA6-12



- ▶ Architectural & Engineering Services – Mechanical Upgrades, Window Replacement and ADA Improvements
- ▶ Site Improvements
- ▶ Building 23 Mini-Split HVAC Installation
- ▶ Bathroom Exhaust Fan Installation
- ▶ Window Replacement/Roof Modifications
- ▶ FY-2023 Budget Amount - \$1,725,911.13



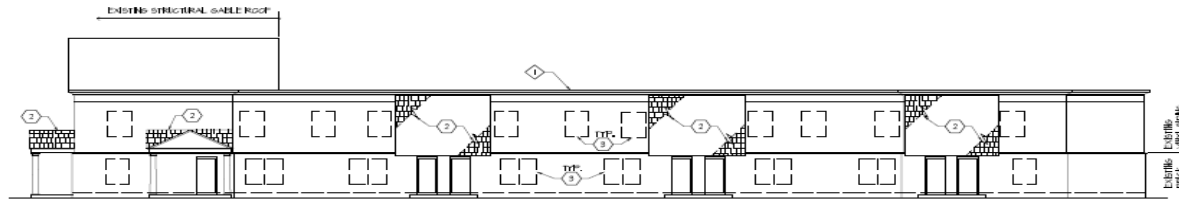
# Oakleaf Forest Roof Modifications and Window Installation



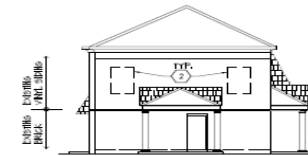
**Existing Conditions**



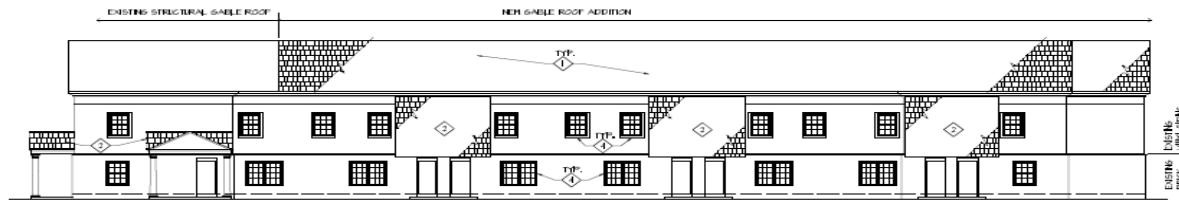
# Oakleaf Forest Roof Modifications and Window Installation



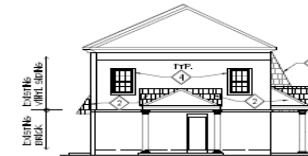
DEMOLITION ELEVATION - TYPE 2A, FRONT VIEW  
1/16"=1'-0"



DEMOLITION ELEVATION  
TYPE 2A, SIDE VIEW  
1/16"=1'-0"



NEW WORK - TYPE 2A FRONT VIEW  
1/16"=1'-0"



NEW WORK ELEVATION  
TYPE A2 SIDE VIEW  
1/16"=1'-0"

1. REMOVE EXISTING FLAT ROOF AND PROVIDE NEW GABLE ROOF FOR ENTIRE LENGTH OF BUILDING.
2. REMOVE EXISTING SHINGLES AND RE-SHINGLE ALL EXISTING MANSARDS, OVERHANGS AND PORCH ROOFS.
3. REMOVE ALL EXISTING WHITE METAL FRAME WINDOWS.
4. REPLACE ALL EXISTING WHITE METAL FRAME WINDOWS WITH WHITE VINYL ENERGY EFFICIENT WINDOWS.

Proposed Plan

1/16"=1'-0" 0' 5' 10' 20' 30' 40' 50' 60'

# Tidewater Garden – VA6-2



- ▶ Architectural & Engineering Services
- ▶ FY-2023 Budget Amount - \$50,000.00 / Final Project Closeout



## Diggs Town - VA6-6



- ▶ Site Improvements / In-House Design
- ▶ Install new playground equipment
- ▶ Painting Exterior of PHC Buildings
- ▶ FY-2023 Budget Amount - \$377,249.10



# Authority Wide – Operations (1460)

- ▶ Operations for All Sites
- ▶ FY-2023 Budget Amount - \$500,000.00 – Non Capital Support/Maintenance and Training for Resident Organizations



# Authority Wide – Administration(1410) / Salaries, Fringes and Misc. Administration

- ▶ Administrative Salaries
- ▶ Fringe Benefits
- ▶ Office Rent Ballentine
- ▶ Equipment
- ▶ Training
- ▶ Mileage Reimbursement
- ▶ Office Supplies
- ▶ PC Software
- ▶ CF Travel
- ▶ Management Fees
- ▶ Membership Renewal
- ▶ Advertising / Printing
- ▶ FY-2023 Budget Amount-\$1,033,631.60





# NRHA Non-Capital Funded Communities

## RAD/PBV/Private Rentals

1. Franklin Arms (100 Units)
2. Grandy Village (361 Units)
3. North Wellington (25 Units)
4. Diggs I (222 Units)
5. Cottage Bridge (47 Units)
6. Guy Avenue/ROI (31 Units)

## Private Management Firm - NRHA Owns

7. Merrimac Landing (492 units)
8. Oakmont North (408 units)
9. Mission College (260 units)
10. Park Terrace (81 units)

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 03/21/2023

Approved By: DAVENPORT, ROBERT

Part I: Summary						
PHA Name : Norfolk Redevelopment & Housing Authority		Locality (City/County & State)				
PHA Number: VA006		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No: )				
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	AUTHORITY-WIDE	\$1,533,631.60	\$945,219.43	\$945,219.43	\$1,476,820.43	\$1,476,825.00
	YOUNG PARK (VA006000010)	\$458,888.22	\$808,888.22	\$1,008,888.22	\$142,221.22	
	CALVERT (VA006000011)	\$1,000,000.00	\$1,004,650.71	\$1,019,650.71	\$2,089,767.71	\$94,460.00
	ROBERT PARTREA (VA006000018)	\$3,384,929.07	\$462,929.07	\$762,929.07	\$646,262.07	\$1,012,500.00
	HUNTERSVILLE (VA006000019)	\$436,251.33	\$322,251.33	\$632,251.33	\$1,577,416.33	\$1,577,665.00
	EULALIE BOBBITT (VA006000020)	\$416,639.10	\$326,634.10	\$981,634.10	\$772,234.10	\$747,500.00
	SYKES (VA006000021)	\$372,816.45	\$612,816.45	\$632,816.45	\$196,701.45	\$63,050.00
	OAKLEAF PARK (VA006000012)	\$1,725,911.13	\$1,513,711.59	\$1,013,711.59	\$812,344.59	\$2,012,500.00
	TIDEWATER PRK (VA006000002)	\$50,000.00	\$2,000,000.00	\$1,000,000.00	\$150,000.00	
	DIGGS PRK (VA006000006)	\$377,249.10	\$2,899.10	\$2,899.10	\$136,232.10	\$3,000.00

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: 03/21/2023 Approved By: DAVENPORT, ROBERT

<b>Part I: Summary</b>						
<b>PHA Name :</b> Norfolk Redevelopment & Housing Authority		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> VA006		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No: )				
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2023</b>	<b>Work Statement for Year 2 2024</b>	<b>Work Statement for Year 3 2025</b>	<b>Work Statement for Year 4 2026</b>	<b>Work Statement for Year 5 2027</b>
	YOUNG PARK (VA006009999)	\$580,000.00				\$1,012,500.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$1,533,631.60
ID0047	Administration(Administration (1410)-Salaries,Administration (1410)-Sundry,Administration (1410)-Other)	Program Administration		\$1,033,631.60
ID0121	Operations(Operations (1406))	Operations		\$500,000.00
	YOUNG PARK (VA006000010)			\$458,888.22
ID0048	Fees and Cost(Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Relocation,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Fees and Cost Contract Administration, Planning, A/E, Environmental and relocation		\$100,000.00
ID0155	Interior Upgrades(Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Interior Upgrades exhaust fans		\$350,000.00
ID0200	Network Infrastructure(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	update network platform - hardware, software and connectivity		\$8,888.22



Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	CALVERT (VA006000011)			\$1,000,000.00
ID0049	Fees and Cost(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Fees and Cost Contract Administration, Planning, A/E, and Environmental		\$627,500.00
ID0109	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances)	Interior Upgrades Stoves Refrigerators		\$60,000.00
ID0110	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Exterior (1480)-Other)	Exterior Upgrades Windows access panel - water valves		\$300,000.00
ID0194	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$12,500.00
	ROBERT PARTREA (VA006000018)			\$3,384,929.07
ID0050	Renovation(Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Other,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Renovation Midrise Redevelopment Activities Planning, Contract Administration, A/E, Environmental and Elevator upgrades		\$250,000.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0117	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances /Elevator )	Interior Upgrades Stoves and Refrigerators/Elevator Upgrades		\$3,122,000.00
ID0198	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$12,929.07
	HUNTERSVILLE (VA006000019)			\$436,251.33
ID0071	Renovation(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Renovation Midrise Redevelopment Activities Planning, Contract Administration, A/E, Environmental and Elevator upgrades		\$105,000.00
ID0118	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Interior Upgrades elevators, stoves, and refrigerators		\$319,000.00
ID0196	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$12,251.33
	EULALIE BOBBITT (VA006000020)			\$416,639.10

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0072	Renovation(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Renovation Midrise Redevelopment Activities Planning, Contract Administration, A/E, Environmental and Elevator upgrades		\$105,005.00
ID0119	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Tubs and Showers)	Interior Upgrades Refrigerators reglaze tubs		\$300,000.00
ID0193	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$11,634.10
	SYKES (VA006000021)			\$372,816.45
ID0073	Renovation(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Interior (1480)-Mechanical)	Renovation Midrise Redevelopment Activities Planning, Contract Administration, A/E, Environmental and Elevator upgrades  Contract Administration and A/E		\$250,000.00
ID0120	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances)	Interior Upgrades Stoves/ Refrigerators		\$110,000.00
ID0199	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$12,816.45

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	OAKLEAF PARK (VA006000012)			\$1,725,911.13
ID0074	Fees and Cost(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Fees and Cost Contract Administration, Planning and A/E		\$208,200.00
ID0111	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Interior Upgrades Stoves/HVAC ADA Upgrades (bathrooms and kitchens)		\$639,000.00
ID0112	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Windows)	Exterior Upgrades Windows Roof		\$865,000.00
ID0197	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$13,711.13
	TIDEWATER PRK (VA006000002)			\$50,000.00
ID0075	Fees and Cost(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Fees and Cost Disposition Planning, Contract Administration, A/E and legal		25,000.00



Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0113	(1480),Contract Administration (1480)-Other Fees and Costs,Contract Administration (1480)-Relocation)	A&E Fees		\$25,000.00
	DIGGS PRK (VA006000006)			\$377,249.10
ID0076	Fees and Cost(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	Fees and Cost Contract Administration and A/E		\$100,000.00
ID0114	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances)	Interior Upgrades refrigerators and stoves		\$26,000.00
ID0115	Exterior Upgrades(Dwelling Unit-Exterior (1480)-Roofs)	Exterior Upgrades roofs		\$100,000.00
ID0116	Hazard Controls(Housing Related Hazards (1480)-Hazard Controls-Mold)	Housing Related Hazards Bathroom Mold Remediation		\$148,350.00
ID0195	Network Infrastructure(Management Improvement (1408)-Other,Management Improvement (1408)-System Improvements)	update network platform - hardware, software and connectivity		\$2,899.10

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
2577-0274  
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	YOUNG PARK (VA006009999)			\$580,000.00
ID0107	Interior Upgrades(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other)	Interior Upgrades Stoves Boiler upgrades		\$500,000.00
ID0108	Hazard Controls(Housing Related Hazards (1480)-Hazard Controls-Mold)	Housing Related Hazards Bathroom Mold Remediation		\$80,000.00
	Subtotal of Estimated Cost			\$10,336,316.00



Ad Number:  
Insertion Number:  
Size:  
Color Type:

7517740-1  
3 x 10.5000  
4 Colors

Client Name:  
Advertiser:  
Section/Page/Zone:  
Description:

/ PO# attn: KKnutson  
NORFOLK REDEVELOPMENT & HOUSING AUTHORITY  
Main News\_VM/A007/Pilot  
NRHA 1/4 page ad 10/23/2023 attn: K

VP

Monday, October 23, 2023 | 7



## NRHA Capital Fund Plan Public Hearing

The Norfolk Redevelopment and Housing Authority (NRHA) Board of Commissioners will hold an in-person public hearing on December 14 in conjunction with the NRHA Board of Commissioners meeting. The purpose of this hearing is to hear comments on NRHA's plan for its 2023 Capital Fund Program Grant. NRHA's fiscal year 2024 Annual Plan, which includes the Capital Fund Plan, covers the period from July 1, 2023 - June 30, 2024.

The meeting will be held at 555 E. Main Street in the 16<sup>th</sup> Floor board room.

**Public Hearing Schedule for December 14**  
9 a.m. Board of Commissioners Meeting  
11 a.m. Capital Fund Plan Public Hearing


Each year, HUD's Office of Capital Improvements provides funding through its Capital Fund program to public housing agencies for the development, financing and modernization of public housing developments and for management improvements.

The Capital Fund Program Annual Formula Grant process requires housing authorities to post planned Capital Fund submissions for review. The plan includes NRHA's strategies and objectives for achieving its mission of "providing quality housing opportunities that foster sustainable mixed-income communities."


The draft plan is available for a 45-day public review and comment period from October 23 – December 7. It can be viewed at [www.nrha.us](http://www.nrha.us). Copies of the plan are available at NRHA's main office at 555 E. Main Street, 16<sup>th</sup> Floor, and at its offices at 910 Ballentine Blvd. in Norfolk. Comments can be submitted by calling the Capital Fund Plan Public Comment Hotline at 757-314-1320.

NRHA provides equal housing and employment opportunities for all persons. NRHA does not discriminate against any applicant, resident or employee on the basis race, color, religion, national origin, sex, elderliness, familial status, disability, source of funds, sexual orientation, gender identity, veteran status, personal appearance, marital status, political affiliation, matriculation, place of residence or business in the admission or access to or operations of programs, services or activities.

NRHA complies with Title VI of the Civil Rights Act and the Americans with Disabilities Act. An internal grievance procedure is available to resolve complaints. If you feel you have been discriminated against, you have the right to file a complaint of discrimination with the Office of Fair Housing and Equal Opportunity by calling toll free 800-669-9777.



Qualified individuals who need communication aids, services or other accommodations to participate in programs and activities are invited to make your needs known to 504/ADA Coordinator Corey Brooks at 757-623-1111, TDD: 800-545-1833. Please give NRHA seven business days advance notice to meet your needs.







## the joy of a gift

is what every child deserves  
this Christmas!

Thousands of children may not have a gift to open this Christmas. **BUT YOU CAN CHANGE THAT!** Your donation to the Joy Fund will provide gifts for underprivileged children in our area. And, again this year, your giving will make a difference and bring joy to children whose families continue to be impacted by the pandemic.

*Presented by*  


**TheJoyFund.org**  
Mail a check payable to The Joy Fund Foundation:  
Southside: PO Box 2136, Norfolk, VA 23501  
Peninsula: PO Box 7063, Hampton, VA 23666  
By credit card online: [TheJoyFund.org](http://TheJoyFund.org)



Keep up with The Joy Fund all year by signing up for our **e-newsletter** at [TheJoyFund.org](http://TheJoyFund.org)





## 2024 Daily Jumble Calendar

Play America's favorite word game every day of the year with our new 2024 desktop calendar.



STORE

Shop now at  
[pilotonline.com/calendar](http://pilotonline.com/calendar)  
or call (866) 545-3534





**To:** Board of Commissioners

**From:** D. Scott Pontz, Deputy Executive Director for Administration

**CC:** Nathan F. Simms Jr., Executive Director,

**Subject:** Financial Reporting for the Quarter Ended October 31, 2023

**Date:** December 5, 2023

---

### **Financial Highlights**

**October 31, 2023**

Attached please find income and expense results detailing project performance as well as comparisons to the approved operating budget. These statements are provided for use of the Board of Commissioners and are not independently audited.

We have the ability to provide these statements for any and all operating instruments of the authority.

Detailed operating statements provided in full to the Finance Committee for October were:

Central Office Cost Center Administrative Overhead,  
COCC - Specialized Maintenance  
Business Activity (Merrimack Landing, Oakmont North)  
City View Tower  
Housing Choice Voucher Program (Section 8) administration  
Public Housing communities in summary  
RAD-PBV sites

A dashboard of results is attached for the entire Board.



### **Central Office Cost Center Overhead**

- The net (loss) for this program area is (\$434,239) through October.
- Analysis of the October results shows the expenses for these projects are \$105,664 better than budget.
- Salary expense and associated benefits are below budget when looked at in aggregate.
- Staff does not expect these results to continue in the second quarter due to the computer issues and associated costs which will be reflected fully in the December statements.

### **Central Office Cost Center Maintenance**

- Expenses for this area are currently \$15,673 above budget.
- This cost center pertains solely to the operation of the central maintenance function. No actual site maintenance is reflected in this area.

### **Business Activities**

- Oakmont and Merrimack are once again performing better than the budgeted expectations. Net income of \$1,228,079 has been realized year to date.
- These funds are currently budgeted to support the administrative and central maintenance shortfalls.
- We are still projecting a significant contribution to discretionary reserves for fiscal year 2024.

### **City View Tower**

- The 555 East Main building is performing over budget for the year. The net loss for the first quarter is (\$154,518) against a budgeted loss of (\$112,232). Several large maintenance expenses were realized in October

### **Housing Choice Voucher Program Administration (HCVP)**

- The HCVP administrative project is showing a net income of 721,380 due to extra administrative subsidy earned through expanded leasing over the past 15 months.

### **Housing Choice Voucher Program Administration (HCVP)**

- The expenditures of the Housing Assistance area are in excess of budget and in excess of revenue for the first quarter.
- This represents growth in the program beyond expected results.
- HUD's funding methodology for this program will bring us back to a new zero position during the fiscal year.

### **Low Income Housing Program**

- The net income for the program is 1,120,143 through October.
- The largest contributing factor is HUD operating subsidy being secured at a higher level than forecast and Utility costs remaining low due to seasonal fluxuations.
- The LIPH operating sites have seen benefits from the direct charge of maintenance. Estimates did not forecast the eventual savings form the ceasing of central maintenance billings.
- Staff will be using a great deal of these funds to augment site staffing to better serve our clients.

### **Rental Assistance Demonstration (RAD) Projects**

- The RAD sites are enjoying the same savings noted in the LIPH sites regarding the ceasing of maintenance billings. As a group they are performing very close to budget.
- Individually three of the four properties are performing ahead of budget. The outlier is the Grandy 275 property which is dealing with vacancies that are affecting its results. Staff is focused on this issue.

## **Overall Agency Outlook**

We note the agency as a whole is operating well ahead of projections. While these results cannot be guaranteed going forward they are encouraging to the eventual goal of financial sustainability for the end of Fiscal Year 2027. While several areas remain challenges staff projects at this point to far exceed the \$196,501 in reserve contribution shown on the Fiscal 2024 approved budget.

## NRHA Financial Results Dashboard for the four months ended October 31, 2023

Program Area	Year to date Budgeted Gain (Loss)	Year to Date Actual Gain (Loss)	Year to Date Variance
Central Office Cost Center Administration	(539,903)	(434,239)	105,664
Central Office Cost Center Maintenance	(191,642)	(207,315)	(15,673)
Business Activites: Oakmont - Merrimack	914,173	1,228,079	313,906
City View Tower	(112,232)	(154,518)	(42,287)
Housing Choice Voucher Program Administration	(2,321)	719,059	721,380
Housing Choice Voucher Program Housing Assistance	(155)	(497,149)	(496,995)
Low Income Public Housing	32,824	1,120,143	1,087,319
RAD-PBV (Project based Voucher) Sites	(53,191)	(52,919)	272



Project	(Multiple Items)
Program	COCC

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	1,429,010	1,348,697	(80,312)
Operating Subsidy	-	-	-
Other Revenue	683,333	496,313	(187,020)
Tenant Rent	-	-	-
Tenant Revenue	7,833	-	(7,833)
<b>Revenue Total</b>	<b>2,120,176</b>	<b>1,845,010</b>	<b>(275,166)</b>
<b>Expenses</b>			
Admin Salary	1,306,438	1,131,580	174,858
Capital Improvement	-	4,448	4,448
Employee Benefits	414,621	537,325	(122,704)
Fee Expense	-	-	-
General Expense	35,217	8,950	26,266
Housing Assistance Payments	-	-	-
Maintenance Expense	23,950	5,395	18,555
Maintenance Salary	10,816	12,304	(1,488)
Other Administrative Expense	868,760	858,342	10,418
Protective Services	-	-	-
Tenant Services Expense	278	1,781	(1,504)
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>2,660,079</b>	<b>2,560,125</b>	<b>108,851</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	280,876	280,876
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>280,876</b>	<b>280,876</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>(539,903)</b>	<b>(434,239)</b>	<b>105,664</b>

Project	(Multiple Items)
Program	COCC - Maint

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	16,000	16,000
Management Fee Revenue	7,800	884	(6,916)
Operating Subsidy	-	-	-
Other Revenue	-	1,685	1,685
Tenant Rent	-	-	-
Tenant Revenue	-	-	-
<b>Revenue Total</b>	<b>7,800</b>	<b>18,569</b>	<b>10,769</b>
<b>Expenses</b>			
Admin Salary	-	-	-
Capital Improvement	-	(48,296)	(48,296)
Employee Benefits	39,220	50,626	(11,405)
Fee Expense	-	-	-
General Expense	27,667	-	27,667
Housing Assistance Payments	-	-	-
Maintenance Expense	7,833	93,431	(85,598)
Maintenance Salary	122,564	118,740	3,824
Other Administrative Expense	2,158	11,384	(9,225)
Protective Services	-	-	-
Tenant Services Expense	-	-	-
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>199,442</b>	<b>225,884</b>	<b>(123,034)</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Extra Expenses</b>			
Depreciation	-	48,296	(48,296)
<b>Extra Expenses Total</b>	<b>-</b>	<b>48,296</b>	<b>(48,296)</b>
<b>Gain or Loss</b>	<b>(191,642)</b>	<b>(207,315)</b>	<b>(15,673)</b>

Project	(Multiple Items)	Merrimack Landing - Oakmont North	
Program	Business Activity		
Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	-	-	-
Other Revenue	-	368,089	368,089
Tenant Rent	3,330,000	3,107,985	(222,015)
Tenant Revenue	-	95,221	95,221
<b>Revenue Total</b>	<b>3,330,000</b>	<b>3,571,295</b>	<b>241,295</b>
<b>Expenses</b>			
Admin Salary	179,333	116,700	62,634
Capital Improvement	-	-	-
Employee Benefits	122,027	69,570	52,456
Fee Expense	125,833	114,355	11,479
General Expense	494,421	492,129	2,292
Housing Assistance Payments	-	-	-
Maintenance Expense	700,737	680,066	20,671
Maintenance Salary	250,667	234,255	16,412
Other Administrative Expense	92,772	160,681	(67,909)
Protective Services	44,840	23,750	21,090
Tenant Services Expense	2,333	-	2,333
Utility Expense	402,863	451,711	(48,847)
<b>Expenses Total</b>	<b>2,415,827</b>	<b>2,343,216</b>	<b>72,611</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>914,173</b>	<b>1,228,079</b>	<b>313,906</b>



Project	City View Tower
Program	(Multiple Items)

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	-	-	-
Other Revenue	13,667	23,330	9,663
Tenant Rent	-	-	-
Tenant Revenue	546,333	548,285	1,951
<b>Revenue Total</b>	<b>560,000</b>	<b>571,615</b>	<b>11,615</b>
<b>Expenses</b>			
Admin Salary	-	-	-
Capital Improvement	-	-	-
Debt Principle	86,667	86,667	0
Employee Benefits	-	-	-
Fee Expense	-	7,314	(7,314)
General Expense	255,663	233,590	22,072
Housing Assistance Payments	-	-	-
Maintenance Expense	185,759	176,171	9,588
Maintenance Salary	-	-	-
Other Administrative Expense	5,143	3,121	2,022
Protective Services	87,500	93,520	(6,020)
Tenant Services Expense	167	-	167
Utility Expense	51,333	125,750	(74,416)
<b>Expenses Total</b>	<b>672,232</b>	<b>726,133</b>	<b>(53,901)</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>(112,232)</b>	<b>(154,518)</b>	<b>(42,287)</b>



Project	HCV Administration
Program	HCV

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	1,286,377	1,755,901	469,524
Other Revenue	-	28,764	28,764
Tenant Rent	-	-	-
Tenant Revenue	-	6,702	6,702
<b>Revenue Total</b>	<b>1,286,377</b>	<b>1,791,367</b>	<b>504,989</b>
<b>Expenses</b>			
Admin Salary	466,667	406,351	60,316
Capital Improvement	-	-	-
Employee Benefits	194,133	165,948	28,185
Fee Expense	338,020	250,244	87,776
General Expense	15,633	10,593	5,040
Housing Assistance Payments	-	43,739	(43,739)
Maintenance Expense	-	-	-
Maintenance Salary	140,000	98,290	41,710
Other Administrative Expense	133,279	97,144	36,135
Protective Services	-	-	-
Tenant Services Expense	967	-	967
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>1,288,699</b>	<b>1,072,308</b>	<b>216,390</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>(2,321)</b>	<b>719,059</b>	<b>721,380</b>

Project	Housing Assistance
Program	HCVF

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	13,820,333	14,440,142	619,809
Other Revenue	-	-	-
Tenant Rent	-	-	-
Tenant Revenue	-	703	703
<b>Revenue Total</b>	<b>13,820,333</b>	<b>14,440,845</b>	<b>620,512</b>
<b>Expenses</b>			
Admin Salary	-	-	-
Capital Improvement	-	-	-
Employee Benefits	-	-	-
Fee Expense	-	-	-
General Expense	-	-	-
Housing Assistance Payments	13,820,488	14,937,995	(1,117,507)
Maintenance Expense	-	-	-
Maintenance Salary	-	-	-
Other Administrative Expense	-	-	-
Protective Services	-	-	-
Tenant Services Expense	-	-	-
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>13,820,488</b>	<b>14,937,995</b>	<b>(1,117,507)</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

Gain or Loss	(155)	(497,149)	(496,995)
--------------	-------	-----------	-----------

Project	(Multiple Items)	
Program	LIPH	All Sites Including Tidewater

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	4,550,064	4,841,938	291,874
Other Revenue	24,317	37,782	13,466
Tenant Rent	1,881,833	1,942,084	60,251
Tenant Revenue	127,367	90,672	(36,695)
<b>Revenue Total</b>	<b>6,583,581</b>	<b>6,912,475</b>	<b>328,895</b>
<b>Expenses</b>			
Admin Salary	447,809	359,476	88,333
Capital Improvement	-	-	-
Employee Benefits	502,818	461,162	41,656
Fee Expense	757,338	613,400	143,938
General Expense	162,850	297,764	(134,914)
Housing Assistance Payments	-	-	-
Maintenance Expense	969,923	610,398	359,525
Maintenance Salary	957,728	1,187,780	(230,051)
Other Administrative Expense	219,393	170,356	49,037
Protective Services	403,260	279,542	123,719
Tenant Services Expense	156,518	148,592	7,926
Utility Expense	2,389,786	2,080,529	309,257
<b>Expenses Total</b>	<b>6,967,423</b>	<b>6,208,998</b>	<b>758,426</b>
<b>Other OutFlows</b>			
Operating Transfer in	416,667	416,665	(2)
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>416,667</b>	<b>416,665</b>	<b>(2)</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>32,824</b>	<b>1,120,143</b>	<b>1,087,319</b>



Project	(Multiple Items)	
Program	RAD - PBV	ALL RAD sites

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Capital Subsidy	-	-	-
Loss on Sale	-	-	-
Management Fee Revenue	-	-	-
Operating Subsidy	818,572	729,573	(88,999)
Other Revenue	36,000	26,356	(9,644)
Tenant Rent	522,436	588,482	66,046
Tenant Revenue	15,750	12,460	(3,289)
<b>Revenue Total</b>	<b>1,392,758</b>	<b>1,356,871</b>	<b>(35,887)</b>
<b>Expenses</b>			
Admin Salary	59,478	100,331	(40,853)
Capital Improvement	-	-	-
Employee Benefits	72,019	77,572	(5,553)
Fee Expense	149,142	151,180	(2,038)
General Expense	148,800	109,334	39,465
Housing Assistance Payments	-	-	-
Maintenance Expense	380,029	298,143	81,887
Maintenance Salary	145,257	162,708	(17,451)
Other Administrative Expense	65,155	60,916	4,240
Protective Services	27,948	70,303	(42,355)
Tenant Services Expense	28,484	23,031	5,453
Utility Expense	369,637	363,952	5,685
<b>Expenses Total</b>	<b>1,445,949</b>	<b>1,417,469</b>	<b>28,480</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	7,679	7,679
<b>Other OutFlows Total</b>	<b>-</b>	<b>7,679</b>	<b>7,679</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>(53,191)</b>	<b>(52,919)</b>	<b>272</b>





## Commissioners' Update NRHA Board of Commissioners

**Subject:** Housing Choice Voucher Update

**Executive Contact:** Pamela Jones-Watford

**Date:** December 14, 2023

### BACKGROUND

The Housing Choice Voucher (HCV) program provides affordable, decent, and sanitary housing for low and low to moderate income families, the elderly and the disabled to afford decent, safe housing in the private market.

### STATUS

The HCV program is in an aggressive lease-up currently for HCV Tenant Based Vouchers, Mainstream Vouchers, SRAP Certificates, VASH Vouchers, Tidewater Gardens Residents, RAD Communities, PBV's, and Emergency Housing Vouchers. Additionally, we are absorbing all port-ins.

A large number of Port-Ins and VASH voucher holders from other HA localities continue to port into Norfolk.

New Voucher Payments Standards have been established December 1, 2023 based on the October 2023 HUD Published Fair Market Rates with NRHA's VPS set at 110% of the FMR. We continue to use the SAFMRs for zip codes 23507 and 23510.

The Finance Department and HCV Department continue to meet monthly to review the HUD Two-year tool and other fiscal matters for the HCV Program.

NRHA was designated by HUD as an area that meet the requirements of utilizing the SAFMRs which will be implemented October 1, 2024.

The HCV Inspectors continue to complete biennial, initial, complaint inspections for NRHA's voucher holders, and also for HA owned properties for Suffolk Redevelopment and Housing Authority

The HCV Inspectors have inspected units for upcoming CNI Project Based Property Reunion Senior Living at Kindred.

There have been weekly meetings with representatives from the City of Norfolk, Urban Strategies, and NRHA to facilitate the smooth moves for former Tidewater Gardens Residents.

The HCV Tenant Based Wait list is being updated and purged at this time as all applicants were sent a letter to update and return to ensure that the most current information is in NRHA's waitlist.

Wait list totals for other voucher wait lists:

Banks of Berkley- 342  
Church Street Station (Homeless)- 293  
Church Street Station (Not Homeless)- 134  
Cottage Bridge- 1,141  
Crescent Square- 291  
Diggs Phase 1 RAD- 535  
Franklin Arms- 554  
Gosnold-637  
Grandy Phase V092 RAD-256  
Grandy Phase VI- 365  
Grandy Village Revit RAD- 1,819  
Herons Landing- 261  
Holley Point Apartments- 528  
Market Heights Apartments- 1,148  
Market Heights Apartments- Tidewater - 16  
North Wellington – 191  
Origin Circle at Kindred- 1152  
Origin Circle at Kindred- Tidewater- 1  
Reunion Senior Living at Kindred- 178  
Riverside Station – 1,344  
South Bay PBV- 309  
St. Paul's Apartments- 1,429  
The Ashton – 1, 464  
The Retreat at Harbor Point (2& 3 Bedroom Only) – 1,849

### **Landlord Outreach**

We continue to market for new landlords and additional properties for the program to lease to voucher holders. There were 14 new landlords in October and six (6) in November.

Landlord Orientation was held in person and virtually on October 24<sup>th</sup>.

### **FUTURE ACTION**

HOTMA training and implementation inclusive of updates needed for the Administrative Plan effective 07/01/2024.

NSPIRE training and implementation inclusive of updates needed for the Administrative Plan effective 07/01/2024.

### **Project Based Voucher Future Obligations (Non-RAD)**

468 allocated units with 203 of the units CNI. The AHAP agreement has been executed for 80 allocated units.