

Norfolk Redevelopment and Housing Authority Board of  
Commissioners' Meeting  
9:00 am Thursday, February 7, 2024  
555 E. Main Street, Norfolk, VA 23501





**AGENDA**  
**NRHA Commissioners' Meeting**  
Wednesday, February 7, 2024  
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. 3**  
January 11, 2024 Board of Commissioners' Minutes

**II. RESOLUTIONS      Pg. 15**

- Resolution of Gratitude for Don Musacchio  
Presented by Alphonso Albert, Chairman of the Board
- Resolution of Gratitude for Michael Clark  
Presented by Alphonso Albert, Chairman of the Board
- Resolution Authorizing and Approving the Issuance of up to \$56,800,00 Multifamily Revenue Bonds for Lexington Parks  
Introduced by Scott Pontz  
Presented by Michael Graff and Anne Curtis Saunders of McGuireWoods, LLP

**III. PUBLIC COMMENTS**

**IV. EXECUTIVE DIRECTOR COMMENTS**

**V. DEPARTMENTAL UPDATES      Pg. 23**

**VI. BOARD COMMITTEE UPDATES**

**VI. COMMISSIONER COMMENTS**

**FUTURE MEETINGS**

Board of Commissioners' Meeting  
Thursday, March 14, 2024 at 9:00 a.m.  
555 East 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, January 11, 2024.

The meeting was called to order at 9:00 a.m. by Chairman Alphonso Albert. Those Commissioners present were as follows:

Present:           Mr. Alphonso Albert  
                      Ms. Rose Arrington  
                      Mr. Terreon Conyers  
                      Ms. Amy Chudzinski (*arrived at 9:04 a.m.*)  
                      Mr. Earl Fraley, Jr.  
                      Mr. Elbert Louis  
                      Ms. Suzanne Puryear  
                      Dr. Philip Smith

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

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### **Welcome and Remarks by the Chairman of the Board**

Chairman Albert welcomed the Commissioners. He thanked them for their participation and for sharing their comments and advice. Chairman Albert noted that during the public comment portion of the agenda, each speaker is allowed only three minutes and that limitation will be strictly enforced.

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

Chairman Albert presented for approval the minutes of the December 14, 2023 Board of Commissioners’ meeting. Upon motion of Mr. Louis, seconded by Dr. Smith, the minutes of the December 14, 2023 Board meeting were unanimously approved by all of the Commissioners present.

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## **II. Public Comments**

Chairman Albert once again mentioned the three-minute time restriction for public comments. No members of the public were present in person at the meeting to speak, nor were there any online questions or online comments in the NRHA chat box. Makiesa Cruse checked the lobby and hallway to confirm that no individuals were waiting to address the Commissioners. There being no speakers, Chairman Albert closed the public comment portion of the agenda. *[Ms. Chudzinski arrived at 9:04 a.m.]*

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## **III. Executive Director Comments**

Mr. Simms wished all of the Commissioners a Happy New Year. He began his remarks by recognizing Pamela Jones-Watford, Housing Choice Voucher (“HCV”) Program Director. Mr. Simms noted that Ms. Jones-Watford’s husband passed away over the holidays. Mr. Simms stated that Ms. Jones-Watford has returned to work and, on behalf of the staff, he extended sympathy and support to her and her family at this difficult time.

Mr. Simms reported that there was a fire in the Oakleaf Forest community, which resulted in damage to several of the neighborhood’s housing units. He indicated that NRHA is working with the Red Cross to assist the displaced and affected families.

Mr. Simms told the Commissioners that he continues to meet with stakeholders in order to expand his knowledge of every aspect of NRHA’s operations, including familiarizing himself with all of the financing sources that support NRHA initiatives and ensuring that NRHA’s residents have access to comprehensive mental health services. He noted that the Finance Department is currently working on the budget, and soliciting input from staff to make certain that the budget accurately reflects NRHA’s values and its mission to the residents it serves.

Mr. Simms emphasized the importance of providing superior client services, which are critical to every facet of NRHA’s activities. He assured the Commissioners that the agency is fully supporting Julius Norman, NRHA’s Client Services Director, and his staff. With respect to Property Management, Mr. Simms observed that the agency is tackling maintenance issues more efficiently than in the past and now has one central department that is able to more effectively coordinate, and respond to, maintenance concerns as they arise. He noted that he believes this departmental reorganization has been a very positive change. Mr. Simms reported that NRHA is investing in its staff and has improved the technology utilized in administering the HCV Program. He indicated that staff is trained to avoid any issues that might result in audit findings. Mr. Simms mentioned that the Authority is also working to bring on additional landlords by providing incentives to encourage them to participate in the voucher program. He added that NRHA is

focusing on providing services and counseling for residents to help them as they search for housing.

With regard to real estate development, Mr. Simms announced that NRHA is making strides towards upgrading its residents' experience and quality of life. He stated that, in the nine weeks since he assumed leadership of the agency, he has made a concerted effort to become very familiar with the City of Norfolk, as well as the operations of NRHA, since he believes that NRHA serves all of Norfolk's constituents, not just residents of Low Income Public Housing ("LIPH"). Mr. Simms cited the Broad Creek development as an example of the range of housing initiatives undertaken by the Authority. He mentioned that the agency plans to be very intentional not only about its development initiatives, but also its commitment to solicit, and listen to, input from its stakeholders and residents.

Mr. Simms stated that NRHA is working to engage with other agencies on best practices. He indicated that he and other staff members plan to visit Tampa's housing authority next month because it is recognized as one of the most innovative public housing authorities in the country. Mr. Simms observed that this visit will give NRHA a chance to learn from Tampa's approach and incorporate aspects of the agency's best practices that could benefit the Authority's operations. He added that he is also planning to visit other housing authorities that have been acknowledged for their initiatives. Dr. Smith applauded Mr. Simms's efforts to look at other communities because NRHA cannot grow if it operates in a confined silo. Dr. Smith emphasized that collaborative learning is very beneficial and gives NRHA the opportunity to see first-hand what innovations have been successfully adopted in other communities.

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#### **IV. Departmental Updates**

Scott Pontz, CFO, addressed the Commissioners and wished everyone a Happy New Year. He explained that he has already reviewed his full report with the Finance Committee and will just be presenting a few highlights at today's meeting. Mr. Pontz mentioned that the U.S. Department of Housing and Urban Development ("HUD") is conducting a routine review of NRHA's finances. He explained that this is not an audit, but rather part of the normal process. Mr. Pontz added that the Authority sees this review as an opportunity to discuss its operations with the HUD Field Office, as well as to seek technical advice and affirmation that NRHA is on the right track. He indicated that HUD requested a lot of information. Mr. Pontz explained that gathering the requested data was very time-consuming for the staff; this additional work delayed preparation of the November reports, which were not ready in time to be included in the Board Packet. He confirmed that, despite this delay, NRHA is still running in the black according to the budget and successfully maintaining all of its programs.

Mr. Pontz reported that the first draft of the budget will be ready on January 17, 2024. He added that there will be a new budgetary process this year, as suggested by Mr. Simms, that will incorporate more input from staff. Mr. Pontz explained that his department will create a budgetary document that will not only support NRHA's property managers, but also enhance their job performance. He noted that his team is very excited about this new inclusive procedure and confirmed that the Board's Finance Committee will be involved throughout the process. Mr. Pontz announced that there will be a public hearing on the proposed budget in May of this year.

Mr. Pontz spoke about the audit, which is currently underway. He stated that NRHA submits financial statements to HUD twice a year. He reported that two days ago HUD approved the statements that were submitted in August. Mr. Pontz observed that the Finance Department is setting up a fund specifically designated to provide advances, including salaries, for NRHA initiatives; this will ensure that there is a ready source of funds to support these programs and projects. Mr. Conyers asked if the concept is, in essence, to create a small "bank" to fund the Authority's programs. Mr. Pontz responded in the affirmative and stated that NRHA would expect to be reimbursed for any advances. Ms. Chudzinski asked whether it is reasonable to anticipate that these advances will be paid back. Mr. Pontz stated that the advances will be made with that expectation but acknowledged that some advances made in the past were not reimbursed. Dr. Smith asked if oversight of this fund falls within the purview of the Finance Committee, the Development Committee or both. Mr. Pontz and Mr. Simms responded that both committees are involved. Mr. Simms noted that various projects and multiple committees will ultimately be involved as we look at financing certain initiatives. Ms. Puryear commented that this new approach is very exciting and noted that the Board will look for guidance from the staff regarding the details of each project. Mr. Simms observed that more details will be shared with the Board by Mr. Morales as he discusses specific projects and their needs in the future.

Yvette Thompson, Chief Housing Officer, addressed the Commissioners. She mentioned that she has been at the agency for five months now and is happy to be a part of the NRHA team. Ms. Thompson observed that there is a lot of work to be done, but strides are being made to improve the occupancy process. She explained that the Property Managers are more involved than previously, and each Property Manager is responsible for leasing his or her vacant units. Ms. Thompson indicated that this change has helped bring down the number of vacancies in NRHA's communities. She reported that Mr. Simms restructured the maintenance department such that there is now one single maintenance director and the staff is located in the communities. She added that NRHA plans to set up call centers to accept maintenance work orders; a pilot call center has been set up in Oakleaf Forest so that NRHA can analyze how the system functions and can best be implemented.

Ms. Thompson reported that she has put together a "turnover" crew that assists in getting units ready for new households. She commented that her team is also working through the various challenges posed by evictions. Ms. Thompson stated that the agency is looking into the underlying

reasons for evictions and hopes that this analysis will help decrease the number of evictions in NRHA's communities in the future. She told the Commissioners that the Authority has recently retained a consulting firm that will look at all of the files for regulatory compliance. Ms. Thompson explained that this will help improve the agency's scores related to reviews by HUD and the Internal Revenue Service ("IRS"). Mr. Conyers asked about the average time that it takes to turn over a unit. Ms. Thompson replied that it used to take more than 30 days, but with the new "turnover" crew, NRHA is looking to cut that time in half.

Mr. Fraley inquired how long the pilot call center at Oakleaf Forest will be maintained. Ms. Thompson responded that the pilot program will be in place for 90 days and then NRHA plans to set up call centers that will cover all of its communities. She added that the process for submitting work orders will not change for residents, but the call centers will help the Authority process those orders more efficiently. Dr. Smith asked how the success/efficiency of the pilot call center will be evaluated. Ms. Thompson explained that NRHA will look at the work orders submitted and how they have been handled. She added that the agency is confident that this new system will be effective. Ms. Puryear inquired about the time frame for processing work orders. She stated that she would like some more information, including how requests that come in after hours are handled. Ms. Thompson explained that there is an answering service that is available for residents who call outside of business hours; a rotating schedule of staff is always on call to handle emergencies and respond to work orders placed through the answering service.

Mr. Conyers asked if someone is available to respond 24/7. Ms. Thompson confirmed that this is the case. Mr. Conyers observed that the Board has heard residents complain about the time that it takes to complete the requested maintenance work. He stated that he would like more information regarding how long it takes to resolve requests for work orders, including emergency requests. Ms. Thompson responded that she would gather that information and report back to the Board. She reiterated that emergencies are always handled promptly. Mr. Simms agreed and stated that data can be provided to the Board outlining specific work order submissions, assessment by NRHA of the requests, length of time for each request to be assigned to a member of the maintenance staff, response time for the assigned staff member to process the request and resolve the problem, and date/time the work order is closed. Ms. Thompson mentioned that a Facilities Manager is in charge of following up to make sure requests are promptly handled after they are submitted to the call center. Mr. Conyers thanked Ms. Thompson and Mr. Simms for their explanations and noted that he just wanted to feel comfortable that NRHA is responding quickly and adequately to residents' concerns.

Ms. Puryear commented that it is critical to set expectations and clear benchmarks because "what gets measured gets done." She acknowledged that it may take some time to formulate and achieve those goals, but she is pleased with the agency's approach and likes the idea of a "turnover" crew to help expedite the move-in process for new households. Mr. Louis agreed that it is important to make sure residents' needs are taken care of and suggested that it may be necessary to get input

directly from those affected residents through a comprehensive survey designed to determine how the reorganized maintenance process is working. He noted that he mentioned this previously during a committee meeting and would like to see a survey initiated and the results shared with the Board. Ms. Thompson confirmed that she would undertake this as well as provide the call center data requested earlier at today's meeting. Mr. Fraley asked if NRHA receives many emergency maintenance calls. Ms. Thompson reported that calls come in every night. Dr. Smith asked about the general nature of those calls and was informed by Ms. Thompson that they usually relate to plumbing and heating issues.

Chairman Albert asked for all participants in today's meeting to be sure to speak up so they can be heard not only by others in the room, but also by those online who are participating virtually. He added that he used to serve as a Property Manager and knows quite a bit about work orders, how long it takes to turn over a unit, and how to handle unit repairs. Chairman Albert mentioned that circumstances vary and sometimes it takes longer to turn over a unit if significant work needs to be done before a new household can move in.

Mr. Morales then spoke to the Commissioners. He observed that he was happy to hear Mr. Pontz report that provisions have been made to ensure that NRHA's projects will have a funding source. Mr. Morales commented that predevelopment costs typically run around \$1 million per project. He noted that the Development Committee and the Finance Committee will be involved in every individual transaction. Mr. Morales informed the Commissioners that the Board Packet includes reports covering Capital Funds, the Choice Neighborhoods Initiative ("CNI"), HOME and HomeNet, Development (Reposition/Transformation) and Real Estate. For Capital Funds, Mr. Morales emphasized the fact that planning has already started for 2025 as part of the Annual Plan process. With respect to development/transformation, he reported that NRHA is bringing in consultants to work with the Authority on Rental Assistance Demonstration ("RAD") initiatives for the Midrise facilities, as well as analyzing the needs of all of NRHA's other communities so plans can get underway to address those needs.

Mr. Morales reviewed the CNI information, which provides an overview of where NRHA is with respect to budget and delivery of housing units, as well as a general status update of the project. He reported that one building has opened as part of the first phase and a certificate of occupancy is expected to be issued for the second portion of the first phase in the next couple of weeks. Mr. Morales commented that the Authority is currently working on the next phase and anticipates the financial closing to occur in July of 2024. He indicated that, for the final phase, NRHA is trying to address any remaining financial gaps and will most likely close on this phase early in 2025. Chairman Albert indicated that the CNI project and transformation of the St. Paul's Area is very important to him because it is the embodiment of an earlier commitment made by NRHA to its residents. Mr. Morales acknowledged that the agency has encountered some financial obstacles with this project but is working to resolve them.



Mr. Morales reported that plans are underway to host a Developers Forum to be held at the end of March 2024. He explained that this is an initiative that Mr. Simms put in place with the goal of assembling a team of developers who can assist the Authority in moving forward and producing more affordable housing. Dr. Smith asked if this forum is intended to foster public/private partnerships. Mr. Morales answered that this is one of the goals of this initiative, adding that NRHA needs to establish effective collaborations with other entities to accomplish its mission and complete its development projects. He cited as examples the involvement of The Community Builders (“TCB”) with the Broad Creek HOPE VI development and NRHA’s collaboration with Brinshore for the CNI project. Mr. Conyers noted that the importance of these cooperative efforts was discussed in the Development Committee meeting. He indicated that it is NRHA’s goal to keep an equity stake in the projects by retaining ownership of the land and thus creating a long-term opportunity for the agency to receive ongoing income. He mentioned that NRHA should commit to this approach. Mr. Morales agreed and commented that one of the Authority’s consultants is looking at prior deals to see what NRHA could have done better in the past.

Mr. Morales stated that he would like feedback from the Commissioners on the reports that he includes in the Board Packet, specifically whether the Board members are satisfied with the information presented or see a need for additional data. He added that he will continue to provide details to the Board committees. Chairman Albert noted that he has been thinking about the Committee on Economic Inclusion. He reported that this committee met yesterday. Although he was unable to attend that meeting, Chairman Albert indicated that he is working on several relevant initiatives and will be providing feedback to Mr. Morales.

Chairman Albert commented that the Board is attempting “to set the sails on this massive ship.” He noted that no one can do it alone. Chairman Albert mentioned that NRHA has a very diverse Board and Mr. Morales has pointed out the significant value of the Board’s involvement and input. Chairman Albert stated that he sees the need for all Board members to work collectively. He expressed his appreciation to the Commissioners for their participation and encouraged them to continue to provide feedback. He observed that NRHA faces a number of challenges, but the agency is well positioned to move forward, and he feels very encouraged by recent progress made by the Authority. Chairman Albert added that there is a lot of potential that can be realized. He also recognized that HUD funds will not be available forever. Chairman Albert concluded by expressing his gratitude for the leadership and support of the Board and NRHA’s staff.

Mr. Louis asked Mr. Morales about the process for relocating residents. Mr. Morales responded that it is too early to begin comprehensive relocation efforts, but the formulation of a good relocation plan is critical to any initiative NRHA undertakes. He explained that renovations can be very disruptive for residents; therefore, the Authority is involving its consultants to help with the process, as well as restructuring NRHA’s internal relocation team. Mr. Louis asked Mr. Morales if he could prepare a written summary of relocation procedures for the Board’s review.

Mr. Morales responded that a formal relocation plan will be drafted as each project moves forward and he will share it with the Board.

Dr. Smith asked if special needs of the seniors living in the Midrise facilities will be considered. Mr. Morales replied in the affirmative, adding that these residents are older, and in some cases disabled, which impacts how any relocations and/or renovations involving the Midrise units are handled. Ms. Puryear added that there are also “soft” needs, such as mitigating the trauma of moving for these older residents. Mr. Morales agreed and commented that these needs are a big part of the relocation plan and a focus for the staff members involved in this effort. Ms. Arrington agreed as well, noting that it can be very difficult for older residents who are easily upset by a change in their routine and are nervous about dealing with new people in the process of relocating.

Ms. Puryear asked if the Board could have regular CNI updates, similar to the ones that used to be provided by Urban Strategies Inc. (“USI”). Mr. Morales stated that this can be done; he will have USI report to the Board at an upcoming meeting on the progress of the CNI project. Mr. Morales again asked the Commissioners to provide comments on the format of the reports included in the Board Packet so that he can make any recommended changes.

Mr. Norman then addressed the Board. He quoted a recently retired coach from the University of Alabama who asked his team members the following question each day: “There are things that I must do each day. Did I do them? There are things that I want to do each day. Did I do them?” Mr. Norman commented that the activities that NRHA puts in place contribute to the development and wellbeing of its residents. He added that inclusivity is key to ensure that residents are involved in shaping the future of their communities. Mr. Norman emphasized that it is critical to engage community members, with dignity, and to encourage them to be more involved. He noted that the Authority does a number of things very well, but those achievements are often overshadowed by what residents see as NRHA’s shortcomings.

Mr. Norman directed the Commissioners to his report included in the Board Packet, which highlights some of the activities and efforts that encourage community engagement and provide an opportunity for residents to offer their input and ideas. He announced that NRHA held a Job Fair that involved more than 200 participants, as well as a Vendor Fair that took place in the Calvert Square community; NRHA’s workforce staff participated in both events. Mr. Norman reported that the Authority now has a team of mental health providers who can be on call whenever the need arises. He mentioned that Dr. Dungee-Anderson will be speaking with the Tenant Management Councils (“TMCs”) on January 17, which will provide an important opportunity to discuss what residents want and how NRHA can better serve their needs. Mr. Norman indicated that NRHA is also partnering with the Norfolk Police Department to help youth in NRHA’s communities access various services. Ms. Arrington asked Mr. Norman how he disseminates information to residents. He responded that his staff spend a great deal of time in the communities and local schools talking to residents in person; in addition, NRHA distributes flyers, partners with

a number of organizations that participate in NRHA's programs and uses the Calvert Square Family Investment Center as a hub for a variety of activities.

Ms. Chudzinski applauded Mr. Norman for his efforts. She mentioned that she remembers touring the Authority's properties and noticing the community gardens that had been established. She asked if NRHA could bring back this initiative that teaches young people to grow their own food as well as be entrepreneurs. Mr. Norman responded that the community garden program is still in place but commented that it could be expanded. He explained that, in addition to the traditional gardens, NRHA sponsors a pollinating garden in which the bees are equipped with transmitters to follow their flight habits and NRHA also provides engineering opportunities related to the irrigation systems that are used in the garden plots. Ms. Chudzinski stated that she was very impressed with these programs and hoped that they could be better publicized.

Chairman Albert reported that he and Mr. Fraley have discussed what needs to be done, and what strategic partnerships need to be established, to provide trauma counseling when certain situations arise. Chairman Albert noted that the NRHA team needs to do some strategic planning regarding this issue, and he would like to set up a planning session to brainstorm ideas. Mr. Norman mentioned that there are currently a number of organizations that handle trauma and provide counseling for the residents of Young Terrace. He explained that these organizations are in addition to NRHA staff and allow residents to choose with whom they wish to work; residents are not forced to deal with NRHA for their counseling needs.

Mr. Norman stated that NRHA has developed several inter-generational programs. He gave the example of one program in which young people help older residents learn how to use the features on their cell phones. Mr. Norman observed that this is a wonderful program that engages a broad range of residents and helps develop strong community relationships.

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## **V. Committee Updates**

Development Committee: Mr. Conyers reported that an update on this committee's activities was included in the presentation made earlier in the meeting by Mr. Morales.

Finance Committee: Mr. Fraley stated that the Finance Committee met and reviewed a presentation given by Mr. Pontz. Dr. Smith mentioned that he was unable to attend the meeting but will be interested in getting more information as the Development Advance Fund gets fleshed out.

Public Housing Committee: Mr. Louis noted that the Public Housing Committee met on January 8 and added that Ms. Chudzinski participated virtually. He commented that it was a wonderful meeting during which a great deal of information was covered. Mr. Louis mentioned

that Ms. Thompson addressed the committee members, and both Karen Rose, Security Programs Manager, and Steve Morales were in attendance. Mr. Louis indicated that Ms. Rose reported on significant events in NRHA's neighborhoods. He stated that he has asked Ms. Rose to compile a matrix of criminal activities that includes the services NRHA provides to address this issue and the process for resolving and closing each reported event. Chairman Albert noted that he is aware of one case that has been especially challenging for both NRHA and the residents. Mr. Louis commented that the matrix prepared by Ms. Rose will be especially helpful as it will provide an overview of criminal activities in all the communities on an ongoing basis that will help NRHA determine whether things are trending in the right direction.

*Economic Inclusion Committee:* Mr. Louis indicated that the Economic Inclusion Committee met on January 10, 2024; Chairman Albert couldn't attend but provided input before the meeting. Mr. Louis reported that both Mr. Norman and Mr. Simms shared some very good information, including information about some wonderful events that are being scheduled in the communities. Mr. Louis observed that the committee members will attend the St. Paul's Advisory Committee meeting on January 16, 2024, which will be hosted at the Foodbank by Marcia McGill of the City's Department of Housing and Community Development. He announced that the next Economic Inclusion Committee meeting will be held on February 13, 2024 at 1:30 p.m. Chairman Albert clarified that the St. Paul's Advisory Committee, although spearheaded by the City, is actually an NRHA initiative related to the CNI grant that directly impacts NRHA residents.

Mr. Louis stated that for both the LIPH Committee and the Economic Inclusion Committee he has asked the participants to review the Board's strategic planning document. He noted that the Board did a wonderful job on that document, and it is important to review it on a regular basis to ensure that NRHA is doing what is necessary to achieve its goals. Ms. Chudzinski mentioned that the committee members also discussed challenges with occupancy that include a safety component. Mr. Louis agreed and added that, in addition, the members addressed the fact that there are 100 vacancies in Young Terrace alone.

*Housing Choice Voucher Committee:* Ms. Puryear reported that this committee has not met. She commented that Ms. Jones-Watford usually participates in these meetings, but the committee members wanted to give her a little time following her recent loss.

*Safety Committee:* Ms. Puryear stated that this committee also has not met, but the members have been reviewing some relevant data. She explained that crime has actually been decreasing in the communities, but public perception is not in line with this trend.

Mr. Simms commented that he was going to try to schedule committee meetings as early as possible after each Board meeting so that there will be sufficient time to generate reports as needed. Mr. Simms noted that the committees that need to review reconciled financials may need to postpone their meetings for a few days until these materials become available.

Mr. Louis suggested that the committee meetings should be scheduled to last at least one hour so the staff will know to reserve that much time in their respective schedules. Both Mr. Simms and Chairman Albert agreed. Chairman Albert commented that the Board members need sufficient time to fully discuss the issues to be considered. Mr. Simms noted that these meetings may be shorter and more efficient once NRHA has standardized the format through which staff members present the relevant data but added that an hour still needs to be set aside for each meeting. Mr. Elbert agreed with Mr. Simms's comment and observed that once the information is presented more clearly, any additional time can be used for discussion rather than questions related to the data shared by staff. Mr. Elbert also stressed the need for the committees to meet with community representatives. He added that he would like the residents survey that Ms. Thompson is crafting to include a question asking residents if they have a bank account.

Chairman Albert emphasized that the efficiency of the meeting is not as important as the quality and relevance of the discussion that takes place. Both Mr. Simms and Mr. Louis agreed with that comment. Mr. Fraley agreed as well and noted that the Finance Committee met for over an hour.

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## **VI. Commissioner Comments**

Dr. Smith asked for an update on the IT breach that occurred some time ago. Mr. Simms responded that the initial threat is over, but efforts on the part of NRHA to prevent this from happening in the future are ongoing. Dr. Smith noted that Mr. Simms has been with NRHA for 50 days now and asked him how he feels about what he has accomplished to date. Mr. Simms replied that there is a lot going on, but he feels great and has been happy to have an opportunity to connect with all the Board members. Dr. Smith noted that it is apparent that Mr. Simms has a great team in the NRHA staff.

Dr. Smith asked Chairman Albert about the new Commissioner, Adam Casagrande, who is joining the Board. Chairman Albert stated that he is an attorney and was expected to be attending today's meeting. Dr. Smith asked if the new Commissioner is completing Mr. Musacchio's term. Chairman Albert responded in the affirmative. Chairman Albert noted that, when he joined the Board, he was initially appointed to fill Trevor Robinson's term and added that Ms. Puryear completed Robert Soble's term. Chairman Albert indicated that he plans to meet with Mr. Casagrande before next month's meeting.

Mr. Louis inquired whether the Board and staff should review and revise the By-Laws that were last amended in 2001. He added that there had been a suggestion that a review of the By-Laws be conducted once the committees were established and commented that he thinks this is a good idea. Dr. Smith agreed with Mr. Louis's recommendation.

Ms. Puryear observed that information in the Board Packet includes a lot of acronyms and many of them are not defined. Mr. Simms stated that he will make sure that any acronyms or abbreviations are fully defined in future reports.

Mr. Simms noted that no closed session is scheduled for today's meeting.

Mr. Louis mentioned that this is the first meeting he has attended where there were no public comments. Chairman Albert acknowledged that this is somewhat unusual but added that members of the public had notice and an opportunity to speak although no one took advantage of that opportunity today.

There being no further business, upon motion of Mr. Fraley, seconded by Dr. Smith, the Commissioners unanimously voted to adjourn the meeting at 10:54 a.m.

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Secretary

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Chair

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*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 of Gratitude to* **Michael G. Clark**

## *for Services Rendered as Interim Executive Director of Norfolk Redevelopment & Housing Authority*

WHEREAS, Michael G. Clark has served as Interim Executive Director of Norfolk Redevelopment and Housing Authority (the "Authority") since March 2023 and has been an employee of the Authority since 1985;

WHEREAS, throughout his career and his service as Interim Executive Director, Mike 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, Mike has been a strong advocate of empowerment opportunities for the citizens of Norfolk through his understanding, empathy and untiring dedication to the needs of NRHA's residents;

WHEREAS, Mike has provided exceptional leadership by creating solutions to improve the Authority's processes, and has worked tirelessly to resolve routine as well as unexpected challenges;

WHEREAS, Mike's calm demeanor, quiet strength, thoughtful and careful consideration, sincerity, inherent fairness and reasonable voice prevailed in times of strife and served as a model of appropriate professional conduct; and

WHEREAS, Mike has consistently carried out his responsibilities as an employee of the Authority and as Interim Executive Director with integrity, dedication 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 Mike'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 Michael G. Clark, and cause a copy of said Resolution to be placed on record in the office of the Authority.

ADOPTED this 12th day of October 2023.

A handwritten signature in black ink, reading "Donald Musacchio". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

*Donald Musacchio, Chairman*





## Resolution Item

### NRHA Board of Commissioners

**Subject:** RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE OF UP TO \$56,800,000 MULTIFAMILY REVENUE BONDS FOR LEXINGTON PARK APARTMENTS

**Executive Contact:** Scott Pontz

**Date:** February 7, 2024

#### BACKGROUND

On December 9, 2021, The Board of Commissioners ("Board") of Norfolk Redevelopment and Housing Authority ("NRHA") approved an inducement Resolution for a scattered sites revenue bond transaction for Lexington Park Apartments (the "Project"). The Project consists of 60 one-bedroom units, 92 two-bedroom units, 82 three-bedroom units and 26 four-bedroom units, to be located on approximately 9.8 acres of land located at (i) 1225 Tidewater Drive in Norfolk, Virginia 23504, (ii) 1412 Berkley Avenue in Norfolk, Virginia 23523, and (iii) 3412 Colonial Avenue in Norfolk, Virginia 23508. The Norfolk City Council subsequently approved the bond transaction as well. The developer of this project (Standard Communities) ended up switching gears for a time last year and pursuing a Virginia Housing revenue bond financing instead, but Virginia Housing has now directed them back to the local housing authority route. Standard Communities reports that Virginia Housing supports the project and is ready to release a 42m letter (confirming the availability of 4% Low Income Housing Tax Credits) in the next week or so.

The previously obtained NRHA and City Council approvals have expired. Standard Communities believes they have a window to receive volume cap allocation and close the deal in the next few months if both NRHA and the City Council can renew their approvals this month.

Standard Communities has requested a new inducement Resolution from NRHA and, if approved, they plan to seek approval from City Council later this month. The project will come back to the Board for one more Resolution approving the transaction once the bond documents have been prepared and the transaction is ready to close.

NRHA's role in this transaction is as a conduit issuer of the bonds. The bonds are not general obligations of the Authority and impose no liability or risk on the Authority, which serves solely as an intermediary.

The developer will pay an annual administrative fee to NRHA in an amount equal to  $\frac{1}{8}$ th of 1% of the outstanding principal amount of the bonds. In addition, the developer is responsible for all payments and costs related to the bonds, including NRHA's legal fees. There is no adverse effect to NRHA as a result of the proposed inducement Resolution.

**Recommendation:** Adopt resolution.

RESOLUTION OF THE NORFOLK REDEVELOPMENT AND HOUSING  
AUTHORITY AUTHORIZING AND APPROVING THE ISSUANCE OF UP TO  
\$56,800,000 MULTIFAMILY REVENUE BONDS FOR  
LEXINGTON PARK APARTMENTS

RECITALS

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”).

To further the Act’s purposes, at the request of Standard Lexington Park Venture LP, a Virginia limited partnership (the “Applicant”), the Authority has determined to issue and sell its Multifamily Revenue Bonds in a principal amount not in excess of \$56,800,000 (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 portion of the costs of acquiring, constructing, renovating, rehabilitating and equipping a multifamily residential rental housing project to be known as Lexington Park Apartments, to consist of a scattered site multifamily residential rental housing project consisting of 60 one-bedroom units, 92 two-bedroom units, 82 three-bedroom units and 26 four-bedroom units, to be located on approximately 9.8 acres of land located at (i) 1225 Tidewater Drive in Norfolk, Virginia 23504, (ii) 1412 Berkley Avenue in Norfolk, Virginia 23523, and (iii) 3412 Colonial Avenue in Norfolk, Virginia 23508 (the “Project”), including the financing of reserve funds as permitted by applicable law and the costs of issuance incurred in connection with the issuance of the Bonds. 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 Applicant has represented that the Project will be owned by the Borrower.

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 Norfolk, Virginia and the Commonwealth by promoting their health, welfare, convenience and prosperity.

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

1. The foregoing recitals are approved by the Authority and are incorporated in, and deemed a part of, this resolution.

2. Based on the representations of the Applicant and the information submitted concerning the Project, it is hereby found and determined that the Project will further the public purposes of the Act by promoting the health and welfare of the Commonwealth, the City of Norfolk, Virginia and their citizens.

3. Based on the representations of the Applicant and the information concerning the Project, it is hereby found and determined that the facilities which are the subject of the Project will constitute facilities for use primarily as safe and affordable single or multifamily residences, as described in the Act.

4. To induce the Borrower to acquire, construct, renovate, rehabilitate and equip the facilities which are the subject of the Project as safe and affordable single or multifamily residences within the meaning of the Act, the Authority hereby agrees, subject to approvals required by applicable law, to assist the Borrower in financing the Project by undertaking the issuance of (and hereby declares its official intent to issue) the Bonds in an aggregate principal amount not to exceed \$56,800,000 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, with the first series to be issued in no event later than February 13, 2025, pursuant to the terms of a subsequent resolution or resolutions adopted by the Authority.

5. It having been represented by the Applicant to the Authority that it is necessary to proceed with the financing of the Project, the Authority hereby agrees that the Borrower may proceed with the plans for the Project, enter into contracts related to the financing 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 or any portion thereof. The Authority agrees that the Borrower may be reimbursed from the proceeds of the Bonds for all expenditures and costs so incurred by it, provided such expenditures and costs are properly reimbursable under the Act and applicable federal laws.

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 in the Bond Documents 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 Project, including the fees and expenses of the Authority (including, without limitation, any application fee and 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. In adopting this resolution the Authority intends to evidence its “official intent” to reimburse Project expenditures with proceeds from the issuance of the Bonds within the meaning of Treasury Regulations Section 1.150-2.

10. The Chair, the Vice Chair, the Secretary/Treasurer of the Authority, 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 proceeding shall be paid for by the Borrower.

11. 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 Norfolk, Virginia 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.

12. 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 and 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 or any political subdivision thereof, including the Authority or the Council of the City (the “City Council”) (and the Bonds shall so state on their face), and neither the Commonwealth 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, or any political subdivision thereof, shall be pledged to the payment of the principal of the Bonds or the interest thereon or other costs incident thereto. The Bonds shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

13. 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 Borrower 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 Project for any reason, including but not limited to, the failure of the City Council to approve the issuance of the Bonds.

14. The Applicant, by receiving the benefit of this resolution, has agreed that the Borrower will cause the documents executed in connection with the issuance of the bonds to contain a covenant, in form and substance satisfactory to the Authority and its counsel, substantially to the effect that the Borrower will agree to pay to the Authority an annual administrative fee which shall be due and payable on the date of issuance of the Bonds and on each annual anniversary date thereof until payment in full of the Bonds, which shall be 1/8 of 1% of the outstanding principal amount of the Bonds.

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

16. No Bonds may be issued pursuant to this resolution until such time as the issuance of the Bonds has been approved by the City Council.

17. 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.

18. This resolution shall take effect immediately upon its adoption.

Adopted: February 7, 2024

## **CERTIFICATE**

The undersigned Secretary of the Norfolk Redevelopment and Housing Authority, Virginia (the "Authority"), hereby certifies that the foregoing is a true, correct and complete copy of a resolution adopted by a majority of the commissioners of the Authority at a meeting duly called and held on February 7, 2024, in accordance with law, and that such resolution has not been repealed, revoked, rescinded or amended but is in full force and effect on the date hereof.

WITNESS the following signature of the Authority as of February 7, 2024.

---

Secretary, Norfolk Redevelopment and Housing  
Authority

# Monthly Performance Reports

## for month ending January 31, 2024

### Contents

- Performance of Operations
  - Public Housing
  - HCV
  - Community Engagement
  - Other Housing
- Development
- Finance Activities
- Other

## Housing Operations Public Housing Programs

20

New Admissions

90.23%\*

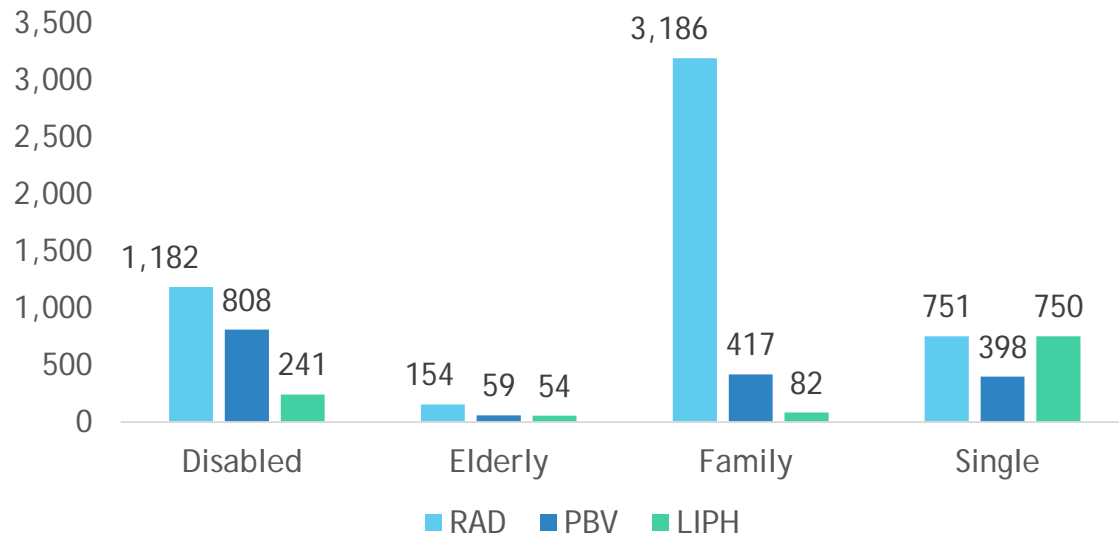
Occupancy

\* HUD requires at least 96% occupancy for Public Housing Units

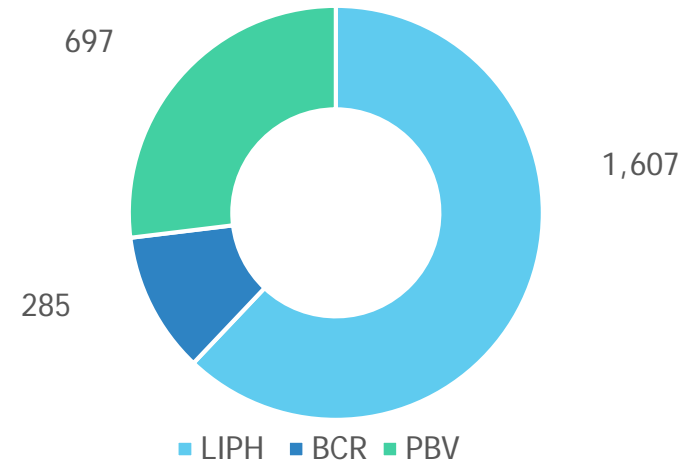
## Occupied Units by Community

Community	Total Units	Units Occupied	Percentage
Diggs Town	103	97	95.6%
Young Terrace	746	626	85.1%
Calvert Square	310	293	92.5%
Oakleaf Forest	257	247	95.6%
Partre Midrise	114	105	87.6%
Huntersquare	91	89	95.9%
Bobbitt Midrise	84	80	85.4%
Sykes Midrise	84	70	84.1%

## Applicants on the Waitlist



## Occupied Units by Program





## Housing Operations Public Housing Programs

### Emergency Work Orders by Zones

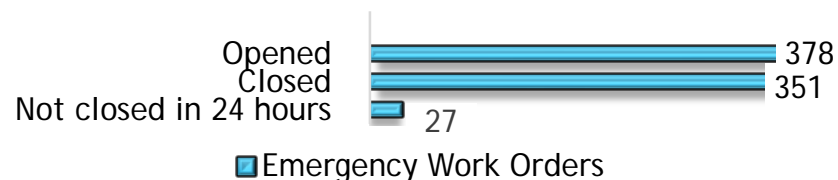
Zone 1	Opened	Closed	Not Closed in 24 hrs.	% Completed
Oakleaf Forest	88	80	8	90.91
Partrea Apartments	16	15	1	93.75
Bobbitt Apartments	15	14	1	93.33
Sykes Apartments	7	7	0	100
Grandy Village	60	56	4	92.10
Total Per Zone:	182	168	14	92.31

Zone 2	Opened	Closed	Not Closed in 24 hrs.	% Completed
Diggs Town	96	88	8	91.67
Young Terrace	39	37	2	94.87
Calvert Square	45	43	2	95.58
Hunter Square	10	10	0	100
Franklin Arms	1	1	0	100
Cottage Bridge	1	1	0	100
Diggs Town Phase 1 and Hotel Units	6	5	1	83.33
Total Per Zone:	196	183	13	93.37

### Move Out Report

Reason for Vacating Unit	Count
Unit Transfer	2
Moved to HCV	1
Moved to PBV	1
Rented Elsewhere	4
Home Ownership	0
Medical	1
Deceased	2
Skipped Out	3
Eviction	0
Criminal Activity	0
Moved Prior to Eviction	0

### Total Emergency Work Orders

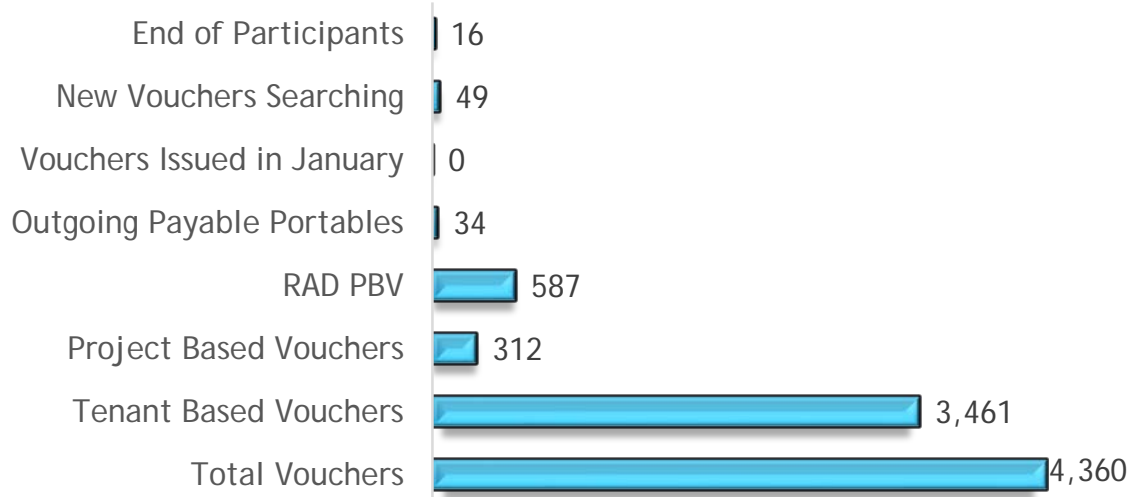


## Housing Operations Housing Choice Voucher

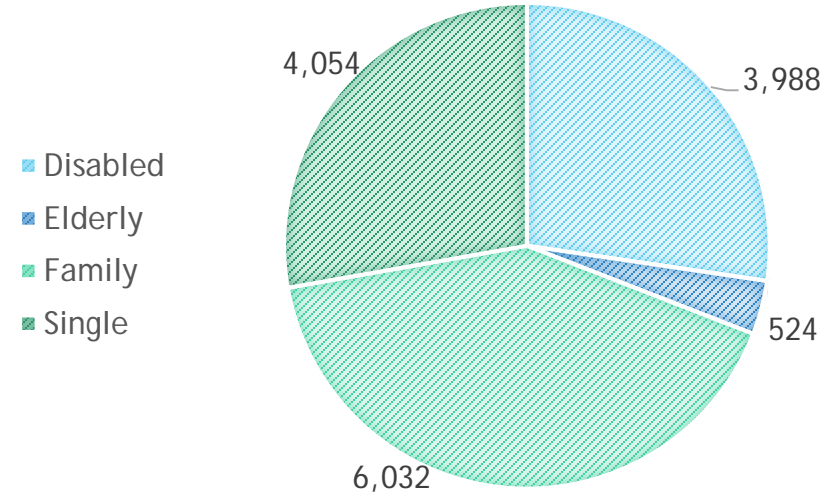
33

New Admissions

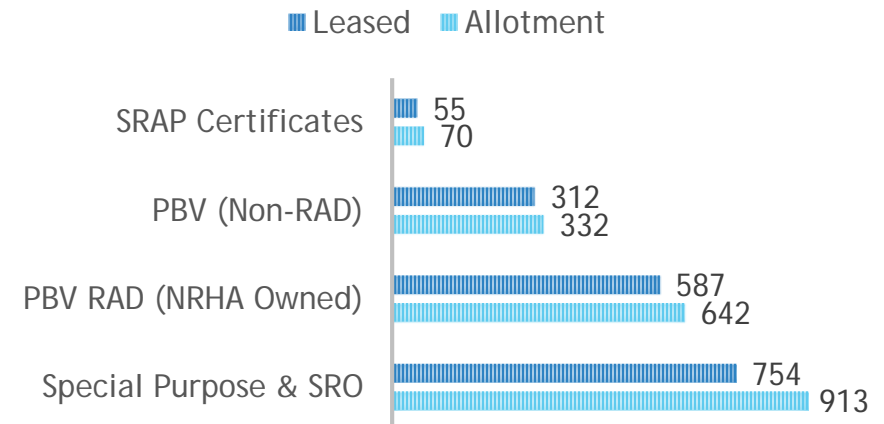
### Current Statistics



## WAITLIST SUMMARY

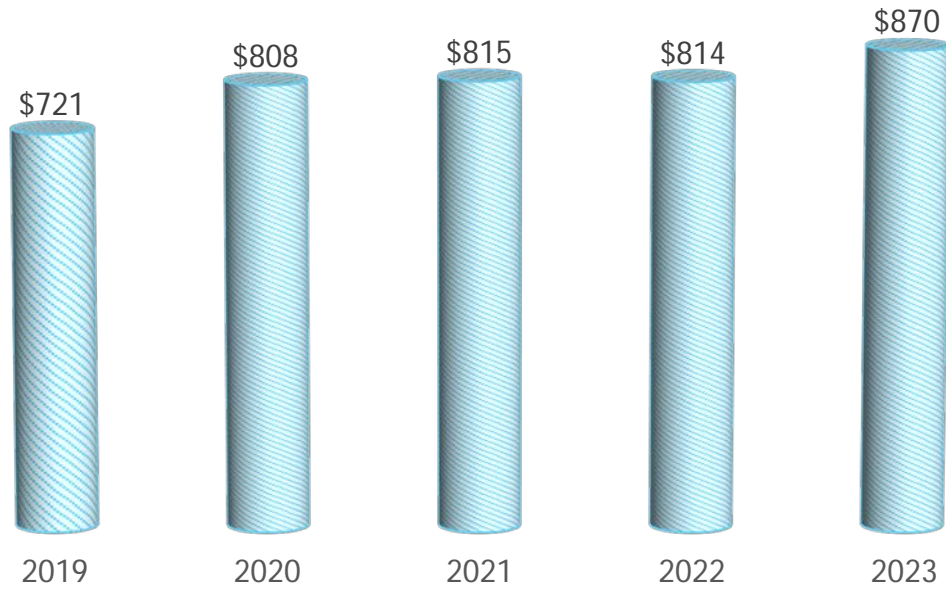


## PEOPLE SERVED BY PROGRAM

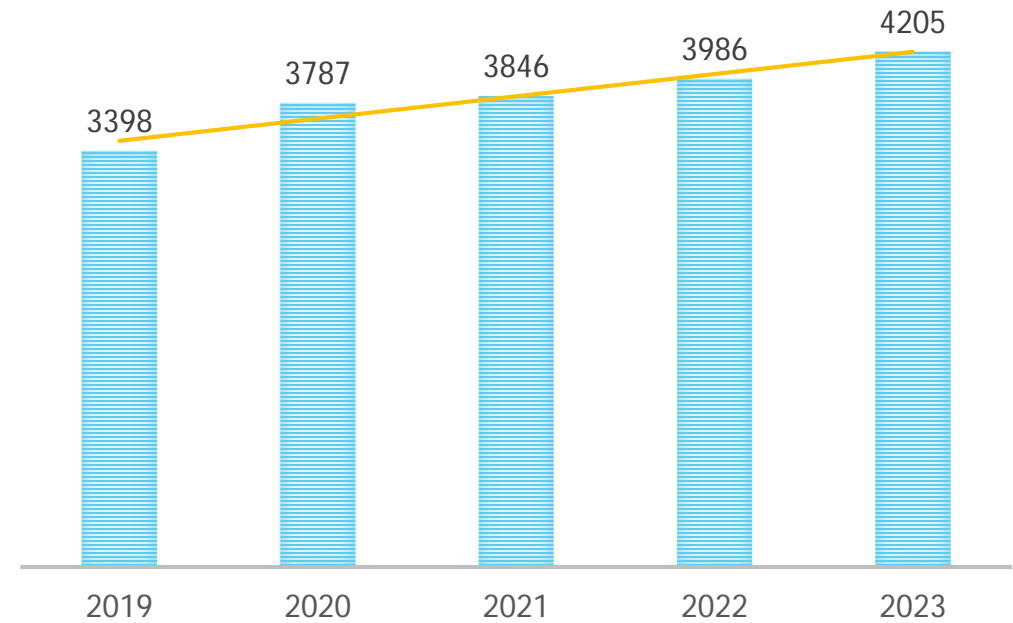


## Housing Operations Housing Choice Voucher

### AVERAGE MONTHLY HAP PER UNIT, YTD



### AVERAGE HCV UNITS LEASED PER MONTH



## Housing Operations Landlord Recruitment Efforts

	Previous Month	Current Month
HCV Packets to Property Owners	6	21
Phone Calls to Property Owners	14	27
Referral Listing Add-ons	36	33
Standing Partner Listing Add-ons	3	0
New Admission Surveys Mailed	6	6

8  
New  
landlords

5  
Landlord  
Orientation  
Attendees



## Commissioners' Update NRHA Board of Commissioners

**Subject:** Client Services/Community Engagement

**Executive Contact:** Julius Norman

**Date:** February 7, 2024

### BACKGROUND

Client Services continues to create a strong foundation for growth and collaboration. Healthy communities thrive on collaboration and support. Whether its through mentorship programs, volunteer initiatives, or simply lending a hand, these, communities create a culture of support that uplifts and empowers each member.

### STATUS

- Submitted YouthBuild Application
- HRT Surveys
- Staff Completed Mental Health First Aid Instructor Training in conjunction with the Norfolk Community Services Board. This will assist NRHA with being able to train our employees and residents on how to address individuals that may be experiencing a mental health crisis.
- Legal Aid provides legal advice for NRHA residents at the Calvert Envision Center. These sessions are facilitated by Sarah Black; Deputy Director of the Legal Aid Society of Eastern Virginia. These Sessions take place every third Tuesday of the month.
- Hampton Roads Community Empowerment Alliance presented to our RAB, AC, and TMC members and officers regarding an initiative that they have to address the needs, concerns, and barriers that the NRHA communities are currently confronting.
- FSS Success Stories
- NEL Workshop

### Attachments and Handouts

# Development Report: Capital Fund

HUD provides Capital Funds annually, to Public Housing Agencies (PHAs) for the development, financing, and modernization of public housing developments and for management improvements. The funds may not be used for luxury improvements, direct social services, cost funded by other HUD programs, and ineligible activities as determined by HUD on a case-by-case basis.

NRHA COMMUNITY SITES CAPITAL FUNDS AND EXPENDITURES BUDGET SUMMARY									
2022		2023				2023 ESSG			
DEVELOPMENT NAME	ESTIMATED BUDGET	DEVELOPMENT NAME	ESTIMATED BUDGET	DEVELOPMENT NAME	ESTIMATED BUDGET	DEVELOPMENT NAME	ESTIMATED BUDGET	DEVELOPMENT NAME	ESTIMATED BUDGET
TIDEWATER GARDENS	\$ 428,000.00	TIDEWATER GARDENS	\$ 50,000.00	HUNTER SQUARE	\$ 76,125.00				
DIGGSTOWN	\$ 969,640.00	DIGGSTOWN	\$ 377,249.10	PARTREA	\$ 97,750.00				
YOUNGS TERRACE	\$ 960,000.00	YOUNGS TERRACE	\$ 1,038,888.22	SYKES	\$ 76,125.00				
CALVERT SQUARE	\$ 907,505.00	CALVERT SQUARE	\$ 1,029,284.20						
OAKLEAF FOREST	\$ 3,539,900.50	OAKLEAF FOREST	\$ 1,725,911.13						
PARTREA	\$ 579,100.00	PARTREA	\$ 3,384,929.07						
HUNTER SQUARE	\$ 635,249.00	HUNTER SQUARE	\$ 436,251.33						
BOBBITT	\$ 616,000.00	BOBBITT	\$ 416,639.10						
SYKES	\$ 1,260,900.00	SYKES	\$ 372,816.45						
AUTHORITY WIDE	\$ 323,948.50	AUTHORITY WIDE	\$ 1,536,885.40						
BROAD CREEK PHASE BG III	\$ 92,180.00								
BROAD CREEK PHASE MM III	\$ 92,180.00								
TOTAL BUDGET	\$ 10,404,603.00	TOTAL BUDGET	\$ 10,368,854.00	TOTAL BUDGET	\$ 250,000.00				
TOTAL OBLIGATED	\$ 7,255,529.99	TOTAL OBLIGATED	\$ -	TOTAL OBLIGATED	\$ -				
TOTAL EXPENDED	\$ 1,618,750.33	TOTAL EXPENDED	\$ -	TOTAL EXPENDED	\$ -				

Correction from last month – Obligation amount corrected to \$7,255,529

# Development Report: DCM Projects

## DESIGN AND CONSTRUCTION MANAGEMENT DEPARTMENT PROJECT STATUS

PROJECT LOCATION	SCOPE OF WORK	CONTRACTOR	COST	COMPLETION DATE	% Complete
1072 Hugo Street	New Home Construction	Richardson Homes Inc.	N/A	N/A	20%
1300 Little Bay Ave	New Home Construction	Asfari Homes Inc.	N/A	N/A	0%
Bobbit & Hunter Sq.	RE-Bid Elevator Upgrades ( G1067 )	Contracting Solutions	\$ 1,241,041.92	4/21/2024	10%
Bobbitt/Sykes	Mid-Rise Common Area Flooring Replacement (H1048)	Continental Flooring Company	\$ 274,630.00	5/21/2024	0%
Calvert Square	Envision Center Exterior Improvements(H1046)	Divergent Construction Mgmt. Group	\$ 238,465.00	5/7/2024	0%
Calvert Square	Calvert Envision Center Interior Ligting Upgrades (H1065)	Quoting Januaryt 2024	TBD	TBD	0%
Calvert Square	Calvert Envision Center Walkway Cover Replacement (H1064)	Quoting January 2024	TBD	TBD	0%
Calvert/Youngs/Diggs	Complete Boiler Retube Domestic Hot Water Heat Repl. ( H1020 )	Power Mechanical Inc.	\$ 1,047,950.00	2/17/2024	COMPLETE
Diggs Town	Recreation Center Repairs (G1049)	Allcon Construction	\$ 971,419.00	12/18/2023	COMPLETE
Diggs Town	PHC Roof Replacements (H1047)	Integral Contracting LLC	\$ 425,640.00	3/5/2024	95%
Diggs Town	Handi-cap Ramp Replacement (G1038)	P&M Construction	\$ 153,552.00	8/21/2023	COMPLETE
Diggs Town	UFAS Handrail Installation (H1057)	Mid- Atlantic Metals	\$ 40,035.00	TBD	0%
Hunter Square	Common Area Lighting Replacement and Exterior Lighting Upgrades	TBD	TBD	TBD	0%
Hunters/Partrea	Mid-Rise Common Area Flooring Replacement (H1066)	NRBC Enterprises	\$415,996	5/29/2024	0%
Mid-Rise Locations	Rebid NRHA Call To Aid Systems Replacement (G1043)	Lundquist Associates Integrated Systems	\$ 402,715.81	2/28/2024	90%
Oakleaf	Door and Porch Light Installations (G1042)	Dominion Builders Inc.	\$ 1,123,877.75	2/28/2024	70%
Oakleaf	Building 23 HVAC Replacement(H1060)	Bid Date 02/15/2024	TBD	TBD	0%
Oakleaf	Window and Roof Replacements Phase I (H1062)	Bid Date 2/21/2024	TBD	TBD	0%
Oakleaf Forest Bungalows	Bungalow Repair and ADA Conversion (H1061)	Bid date 1/31/2024	TBD	TBD	0%
Partrea	Elevator Upgrades and Additions (H1044)	VIRTEXCO	\$4,642,000.00	7/18/2025	0%
Partrea Mid-Rise	Window Installation (G1046)	GCCM	\$316,000.00	10/17/2023	COMPLETE
Sykes	Eleveator Upgrades and Additions ( H1049 )	VIRTEXCO	\$1,986,000.00	10/9/2024	0%
Tidewater Gardens	Private Loop Road Demolition(H1052)	Tolson & Tolson	\$23,750	12/1/2023	COMPLETE
Young Terrace	Recreation Center/Rental Office Roof Replacement (H1023)	Roof Systems of Virginia Inc.	\$ 605,121.05	1/19/2024	90%
Young Terrace	Re-Bid Young Terrace Unit Renovation Completion	Under Bonding Company Review	TBD	TBD	0%

## A&E CONTRACTS

Oakleaf	Mini Split Design (H1060)	Vansant-Gustlar		95%
Young Terrace	Laundry Facility Design	RFS		95%
Mission College	Entrance Stairway Condition Report	Saunders & Crouse		75%
Oakleaf	Fire Damage Apartment Building Renovation Design	RFS		



## UPCOMING DCM CONSTRUCTION PROJECTS

Calvert Square	Install Building Exterior Water Service Cut-Off Valves	TBD	TBD	TBD	0%
Bobbitt Mid-Rise	Exterior Metal Door Replacements	TBD	TBD	TBD	0%
Bobbitt Mid Rise	Replace Building Water Fountains	TBD	TBD	TBD	0%
Partrea Mid Rise	PTAC Unit Replacements	TBD	TBD	TBD	0%
Bobbitt Mid Rise	Replace Laundry Room Drain Lines	TBD	TBD	TBD	0%
Sykes Mid Rise	Replace Unit Door Bells	TBD	TBD	TBD	0%
Diggs Town	Install New Playground Equipment	TBD	TBD	TBD	0%
Diggs Town	Paint Exterior of PHC Buildings	TBD	TBD	TBD	0%



# Development Report: Tidewater Gardens Choice Neighborhoods Initiative

## Tidewater Gardens Choice Neighborhoods Initiative

The *St. Paul's Area/Tidewater Gardens Choice Neighborhoods Plan* will transform the Tidewater Gardens area. A summary of physical plan is provided below:

Relocate 616 Residents and demolish 618 public housing units, heat plan, gas house and property management office	Complete
Dispose of all Tidewater acreage for new infrastructure (R-O-W), new housing and open spaces	On-going
Provide 714 mixed-income apartments in 8 LIHTC phases on-site and 70 replacement units off-site	On-going
Provide 288 new Housing Choice Vouchers for residents that wish private rentals	On-going
Address flooding with a system of parks, open space and streets that both manage stormwater and provide the neighborhood with recreational, cultural and educational amenities	in design
Construct new streets, with direct connections to downtown with new Freemason street crossing into Downtown and re-aligned Church Street	in construction
People First-provided by USI-Case Management Services for all eligible former Tidewater Gardens families	On-going

Summary of CNI HUD Funding Budget				Jan-24
BLI #	BLI Description	CNI Grant Budget	CNI Grant Expended	CNI Grant Balance
1405	Supportive Service	4,232,920.00	(3,618,633.85)	614,286.15
1408	Management Improvements	636,270.00	(617,706.21)	18,563.79
1410	Administration	1,500,000.00	(838,150.38)	661,849.62
1430	Fees and Costs	6,457,157.00	(5,586,700.72)	870,456.28
1450	Site Improvement	1,084,412.00	(600,000.00)	484,412.00
1460	Dwelling Structures	21,709,729.00	(3,872,529.56)	17,837,199.44
1480	Critical Community Improvements	2,250,000.00	-	2,250,000.00
1485	Demolition	1,229,229.00	(1,229,229.00)	-
1495	Relocation Costs	900,283.00	(518,712.64)	381,570.36
1496	Relocation - Non Residents	-	-	-
	<b>Total</b>	<b>40,000,000.00</b>	<b>(16,881,662.36)</b>	<b>23,118,337.64</b>

## CNI Housing

CNI Construction Status Update	Status	Total Units	Replacement Units	Affordable Units	Market Units	Completion Schedule
Phase I (Blocks 19/20) Reunion and Unity	Complete	192	61	90	41	in Lease up Jan 2024
Phase II (Blks 17/18)-Unity	Under Construction	140	48	49	43	Summer 2025
Phase III (TWG A)	Planned Finance Close summer 2024	191	73	96	22	Summer 2026
Phase IV-TWG B1 & B2	Finalizing Design	191	78	43	70	Fall 2026
Off-Site-Riverside Station	Complete	120	23	97	0	March 2023
Off-Site-Aspire	Under Construction	85	21	64	0	Summer 2024
78 at St. Paul's	In Design	259	8	44	207	TBD
Remaining Off-site		18	18			TBD
<b>Totals</b>		<b>1196</b>	<b>330</b>	<b>483</b>	<b>383</b>	

## Upcoming Events

Bid Closing Phase II Infrastructure	2/13/24
Award-Project Based Vouchers	2/20/24
Lease Up Origin and Reunion	Jan/Feb 2024
Aspire Completion	Summer 2024
TWG A (Phase III) Construction Start	Summer 2024



February 2024

# Development Report: HOME Program

The HOME Investment Partnership Program, known as HOME, was implemented by the City of Norfolk and NRHA to expand the supply of decent affordable housing to low-to-moderate income households who choose to purchase a home in Norfolk. This program provides up to \$60,000 in down payment and closing cost assistance to first-time homebuyers with household incomes at or below 80 percent area medium income who are purchasing a home in Norfolk.

Home FY 24 YTD Stats	Qrt 1	Qrt 2	Qrt 3 (Jan)	FY Totals to-date
New Applications	7	20	4	31
In-process	25	19	4	48
6-month Eligibility Period	4	3	3	10
Under Contract	1	3	2	6
Closings	1	4	3	8
Cancellations	1	1	0	2

## HOME Budget Balances

HOME Fiscal Year	Balance 11/8/23*	Balance 12/31/23*	Balance 1/31/24	Closings	Cancellations
FY2020	\$0	\$ -	\$ -	20	4
FY2020	\$0	\$ -	\$ -	13	3
FY2021	\$90,353	\$ 25,949.55	\$ -	17	3
FY2022	\$730,375	\$ 730,375.00	\$ 600,188.39	15	4
FY2023*	\$733,718	\$ 820,333.55	\$ 783,367.00	11	2
FY2024*	\$619,362	\$ 1,014,729.00	\$ 1,014,729.00	8	2
	\$2,173,808	\$ 2,591,387.10	\$ 2,398,284.39	84	14

\* January Report did not include all funding- corrected



# Development Report: HomeNet

**The HomeNet Homeownership Center** assists prospective clients in overcoming barriers and obstacles on their journey to achieving and maintaining homeownership. We offer a comprehensive range of services, including one-on-one pre- and post-purchase housing counseling, financial coaching, foreclosure prevention and various workshops. Our services include:

**HomeWard Norfolk \$40,000 Grant (HWN):** HomeNet administers and underwrites the HWN down payment and closing cost grant for households with incomes between 80-120% (AMI).

**Workshops:** HomeNet offers these classes: 16-Month Homebuyers Club; Monthly First-Time Homebuyer Training Classes 'Lunch and Learn' sessions tailored for City Employees; 12-Month NetWorth Club, which focuses on passing down generational wealth and estate planning

**Homeownership Housing Choice Voucher Program (HCV):** This program enables HCV participants to transition from renting to homeownership.

**Technical Assistance:** Provide technical assistance to help individuals with various aspects of the home buying process, including obtaining a mortgage, navigating the purchase agreement, handling the inspection process, securing insurance, preparing for the \$60,000 grant, and the closing process.

## Up to \$40,000 for First-Time Homebuyers in Norfolk

**Norfolk, VA (Jan. 10, 2024)** – The Norfolk Redevelopment and Housing Authority (NRHA), in partnership with the City of Norfolk, is offering first-time homebuyers up to \$40,000 to facilitate access to homeownership through down payment and closing cost assistance. This marks a significant increase of \$20,000 from the 2023 funding levels that reflects the rising demand for this kind of assistance.

The Homeward Norfolk Program is opening doors for first-time homebuyers whose household incomes range between 80 and 120 percent of the Average Median Income. This opportunity targets those purchasing homes in the Ingleside, Monticello Village, and Oakdale Farms neighborhoods.

LaShawn Fortes, community economic development director overseeing NRHA’s HomeNet Homeownership Center, states, "This is a much-needed increase to help families gain access to homeownership in a real estate market where low inventory and high interest rates are pricing out middle-income families. While there is a widespread housing need, funding to support essential workers like school teachers, police officers and city employees is often limited. This initiative is a crucial resource for our community."

## HomeWard Norfolk Down Payment Grant In the News!

- ▶ [Virginia Pilot](#)
- ▶ [Wavy TV 10](#)
- ▶ [13 News](#)

HomeNet's FY 24 YTD Stats	Qrt 1	Qrt2	Qrt 3 (to date)	Totals To-date
<b>Number of Clients Purchased</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>12</b>
Utilized HOME	1	5	1	7
HCV and HOME	1	0	0	1
Public Housing Resident	0	0	1	1
HomeWard Norfolk			1	1
<b>Under Contract</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>10</b>
Under Contract w/HOME	1	3	3	7
HomeWard Norfolk		1	1	2
<b>Referred to HOME</b>	<b>10</b>	<b>25</b>	<b>0</b>	<b>35</b>
<b>Number of New Clients Enrolled</b>	<b>261</b>	<b>44</b>	<b>9</b>	<b>314</b>
HCV Participants	48	10	1	59
Public Housing	10	0	0	10
Tidewater Residents	2	0	0	2
Other HomeNet Clients	201	34	8	243
<b>Total Applications Processed</b>	<b>182</b>	<b>237</b>	<b>68</b>	<b>487</b>
<b>HomeWard Norfolk Balance</b>			\$391,700.00	



## Development Report: Repositioning/Transformation

NRHA will plan and implement mixed-finance transactions to achieve the transformation of its assisted housing communities. The range of strategies aimed at transforming the physical environment will include but not be limited to: modernization of housing units; enhancements to open space and infrastructure; improvements to accessibility; demolition of selected units and construction of new units; introduction of market rate and for-sale units; acquisition and development of new units within or outside NRHA properties; and complete redevelopment. Financing strategies will include: the pursuit of federal, state and local grants; utilization of tax credit equity for low income housing, historic properties and new markets; public and private debt; and exploration of conversions between traditional public housing funding, Project-Based voucher (PBV), and the Housing Choice Voucher (HCV) program.

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New Consultants Under Contract	Tasks
National Affordable Housing Trust (NAHT)	Assist NRHA in prioritizing opportunities, support development efforts for preservation, repositioning or expansion of affordable housing
Nicole Wickliffe	RAD conversions, review of NRHA portfolio for Repositioning,
CSG Advisors	Review of Development Deals, Support Bond offerings
Dominion Due Diligence Group (D3G)	Physical Needs Assessments (PNA) /RAD Tool PNAs

### Section 8 Conversions

Meeting with Sykes Residents	Kick-off community engagement for RAD Conversion/LIHTC renovation	12/20/2023
Meeting with Partrea Residents	Kick-off community engagement for RAD Conversion/LIHTC renovation	1/24/2024
Broad Creek	Regular community update meeting/Planning July 2024 Renovation Project Start	12/14/2023

Assembling and Review NRHA Land Inventory	to be reviewed at February Development Board sub-committee	2/12/2024
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Planning a Developers Forum for Late March	To be Scheduled Late March 2024
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Real Estate Report  
07/01/2023 – 12/31/2023

ACQUISITIONS

No Acquisitions to report from July to December

SALES (DISPOSITIONS)

Community	Address	Developer	Usage	Development Value	Settlement Date	Sales Price
Scattered Site property	1074 Johnstons Road	NRHA	LM single family home		8/16/2023	\$190,000.00
East Ocean View Redevelopment/ East Beach <i>(per the East beach LLDC, sales price reflects 5% of sales price)</i>	Lots 7-07 -4180 East Beach Drive	Mr. Tushaw Shah	Single family home	\$720,000.00	7/01/2023	\$20,250.00
TOTAL DISPOSTIONS						\$210,250.00

Pending Sales:

- 1300 Little Bay Avenue, Willoughby to developer Asfari Homes for \$100,000 (single family home)
- 1068-72 Hugo Street, Norview to developer Richardson/Viridian Homes for \$85,000 (single family home)
- 108 W. 29<sup>th</sup> Street, Park Place to developer Monticello 2907, LLC for \$8,500 (non-conforming lot for adjacent development)



Monthly Reporting for Privately Managed Properties					
					Jan-24
Property	Merrimack Landing	Mission College	Oakmont North	Park Terrace	Totals
Total Units	492	260	407	81	1240
Occupancy	98%	98%	97%	96%	98%
Vacant Units	8 (2 fire damaged)	5	13 (3 fire damaged)	3	29
Pre leased	16	13	21	3	53
Last Rehab	2017	2009	N/A	early 2000's	
Current rents					
1 bedroom	\$815	\$856-934			
2 bedroom	\$910-935	\$1026-1091	\$900-\$1050	\$874-\$1109	
3 bedroom	\$1,020	\$1108-\$1203	\$1015-\$1165		
4 bedroom	\$1300-\$1400	\$1309-\$1357			
Needs	BMP repair/Sewer pipes/Roof repairs	Metal Stairs in Breezeways, Community issues-lighting-Security cameras	Renovation, Too many vehicles	Unit Renovation, Roofs, Lighting Security cameras	



**To:** Board of Commissioners

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

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

**Subject:** Administrative Highlights for Month ended December 31, 2023

**Date:** February 2, 2024

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## **Financial Highlights**

### **December Financial Results**

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 December were:

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



## **Central Office Cost Center Overhead**

- The net (loss) for this program area is (\$969,564) through December.
- Analysis of the December results shows the expenses for these projects are \$1265,290 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 half of the year due to the computer issues and associated costs which will be reflected fully in the December statements.

## **Business Activities**

- Oakmont and Merrimack are once again performing better than the budgeted expectations. Net income of \$1,892,394 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 not performing to budget for the year. The net loss for the first quarter is (\$244,287). This is attributable to lower rent charges and increased maintenance costs on the building

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

- The HCVP administrative project is showing a net income of 456,871.
- This performance is due to increased administrative fee revenue earned as a result of growth in the program.



## **Low Income Housing Program**

- The net income for the program is 854,811 through December.
- The largest contributing factor is HUD operating subsidy being secured at a higher level than forecast.
- The LIPH operating sites have seen benefits from the direct charge of maintenance. Estimates did not forecast the eventual savings from 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. This increased staffing is being secured and financial results in the second half of the year will reflect the changes.

## **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 projections.
- 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 continues to focus on this issue.

## **Overall Agency Outlook**

We note that as a whole the agency is currently operating ahead of projections. While these results cannot be guaranteed going forward it is 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 exceed the \$196,501 in reserve contribution shown on the Fiscal 2024 approved budget.

## **Other Administrative Updates**

### **2023 Financial Audit**

The firm of Jump Perry and Co. CPA's has begun its work for the 2023 financial audit.

Field work on file compliance was completed on site in October. The audit of the agency's financial records takes place electronically from their Toms River NJ office. The audit is due to HUD no later than March 31, 2024 and we have no concerns about meeting that

deadline.

## **2025 Operating Budget Preparation**

Staff has begun work on the fiscal 2025 operating budget. A skeleton of the budget has been made available from the budget staff. Work at the Executive level has commenced to refine the budget before it is brought to departmental levels.

HUD has been very timely this year and we are in possession of the presumptive calendar 2024 public housing operating subsidy figures. This is key information in preparing a working draft of the budget.

We anticipate briefing the committee in detail in the March and April Committee meetings and then presenting to the full Board at a public hearing in May. Our plan is to bring a resolution for passage of the budget to the regular June meeting avoiding the need for a special called meeting as has been past practice.

## **Establishment of Project Development Advance Fund**

We are again reporting on the creation of the development advance fund. We anticipate with the refinement of the 2025 operating budget we can quantity this fund further and bring to the Board for approval. The narrative below is copied from the previous month.

Beginning in the early 2000's NRHA used what was termed a "Working Fund" to advance funds where needed for directed initiatives. This ended up being used for City funded projects and was reconciled and discontinued during the Pandemic.

Staff wishes to segregate up front costs for new development initiatives and establish a dedicated funding source within NRHA. We would be using these funds solely for advances needed on NRHA initiatives and would expect complete reimbursement from individual initiatives.

Funds earned through developer and bond fees would augment this fund helping it grow in size over time to become an income source for the agency.

Staff would recommend the source of these funds be discretionary reserves previously earned by the agency.

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	2,143,515	2,197,773	54,258
Operating Subsidy	-	-	-
Other Revenue	700,000	665,998	(34,002)
Tenant Rent	-	-	-
Tenant Revenue	11,750	-	(11,750)
<b>Revenue Total</b>	<b>2,855,265</b>	<b>2,863,770</b>	<b>8,506</b>
<b>Expenses</b>			
Admin Salary	1,959,657	1,705,870	253,787
Capital Improvement	-	-	-
Employee Benefits	621,931	634,063	(12,132)
Fee Expense	-	-	-
General Expense	52,825	13,500	39,325
Housing Assistance Payments	-	-	-
Maintenance Expense	35,925	22,554	13,371
Maintenance Salary	16,225	18,064	(1,840)
Other Administrative Expense	1,303,141	1,436,545	(133,405)
Protective Services	-	-	-
Tenant Services Expense	417	2,739	(2,323)
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>3,990,119</b>	<b>3,833,335</b>	<b>156,784</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>(1,134,855)</b>	<b>(969,564)</b>	<b>165,290</b>



Project	(Multiple Items)	Merrimack and Oakmont
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	-	537,747	537,747
Tenant Rent	4,995,000	4,696,629	(298,371)
Tenant Revenue	-	137,160	137,160
<b>Revenue Total</b>	<b>4,995,000</b>	<b>5,371,536</b>	<b>376,536</b>
<b>Expenses</b>			
Admin Salary	269,000	204,915	64,085
Capital Improvement	-	-	-
Employee Benefits	183,040	112,941	70,099
Fee Expense	188,750	171,491	17,260
General Expense	741,632	737,921	3,711
Housing Assistance Payments	-	-	-
Maintenance Expense	1,051,105	884,388	166,717
Maintenance Salary	376,000	403,869	(27,869)
Other Administrative Expense	139,158	236,912	(97,754)
Protective Services	67,261	37,344	29,917
Tenant Services Expense	3,500	-	3,500
Utility Expense	604,295	689,362	(85,067)
<b>Expenses Total</b>	<b>3,623,741</b>	<b>3,479,142</b>	<b>144,598</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>1,371,260</b>	<b>1,892,394</b>	<b>521,134</b>

Project	(Multiple Items)	City View Tower
Program	Blended Component Unit	

Row Labels	Sum of Year to Date Budget	Sum of Year to Date Actual	Sum of Variance
<b>Revenue</b>			
Other Revenue	20,500	44,788	24,288
Tenant Revenue	819,500	824,671	5,171
<b>Revenue Total</b>	<b>840,000</b>	<b>869,459</b>	<b>29,459</b>
<b>Expenses</b>			
Admin Salary	-	-	-
Capital Improvement	-	-	-
Debt Principle	130,000	130,000	-
Employee Benefits	-	-	-
Fee Expense	-	7,262	(7,262)
General Expense	383,494	365,933	17,561
Maintenance Expense	278,639	253,283	25,356
Maintenance Salary	-	-	-
Other Administrative Expense	7,715	4,659	3,056
Protective Services	131,250	148,901	(17,651)
Tenant Services Expense	250	-	250
Utility Expense	77,000	203,709	(126,709)
<b>Expenses Total</b>	<b>1,008,348</b>	<b>1,113,746</b>	<b>(105,399)</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>

Gain or Loss	(168,348)	(244,287)	(75,940)
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Project	(Multiple Items)	HCVP Administration
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	1,929,566	2,171,645	242,079
Other Revenue	-	36,940	36,940
Tenant Rent	-	-	-
Tenant Revenue	-	6,154	6,154
<b>Revenue Total</b>	<b>1,929,566</b>	<b>2,214,739</b>	<b>285,173</b>
<b>Expenses</b>			
Admin Salary	700,000	592,893	107,107
Capital Improvement	-	-	-
Employee Benefits	291,200	244,679	46,521
Fee Expense	507,030	503,147	3,883
General Expense	23,450	18,903	4,547
Housing Assistance Payments	-	65,419	(65,419)
Maintenance Expense	-	-	-
Maintenance Salary	210,000	213,291	(3,291)
Other Administrative Expense	199,919	119,537	80,382
Protective Services	-	-	-
Tenant Services Expense	1,450	-	1,450
Utility Expense	-	-	-
<b>Expenses Total</b>	<b>1,933,048</b>	<b>1,757,868</b>	<b>175,180</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>(3,482)</b>	<b>456,871</b>	<b>460,353</b>

Project	(Multiple Items)
Program	LIPH

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	6,456,996	6,504,725	47,729
Other Revenue	35,435	40,245	4,810
Tenant Rent	2,656,750	2,737,645	80,895
Tenant Revenue	187,050	110,304	(76,746)
<b>Revenue Total</b>	<b>9,336,231</b>	<b>9,392,918</b>	<b>56,687</b>
<b>Expenses</b>			
Admin Salary	609,695	514,662	95,032
Capital Improvement	-	-	-
Employee Benefits	692,138	644,624	47,514
Fee Expense	979,239	882,849	96,390
General Expense	211,181	408,379	(197,198)
Housing Assistance Payments	-	-	-
Maintenance Expense	1,355,448	960,764	394,683
Maintenance Salary	1,312,415	1,147,056	165,359
Other Administrative Expense	303,902	350,565	(46,663)
Protective Services	597,934	383,384	214,550
Tenant Services Expense	220,097	202,758	17,339
Utility Expense	3,348,706	3,343,067	5,639
<b>Expenses Total</b>	<b>9,630,753</b>	<b>8,838,107</b>	<b>792,645</b>
<b>Other OutFlows</b>			
Operating Transfer in	300,000	300,000	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	-	-
<b>Other OutFlows Total</b>	<b>300,000</b>	<b>300,000</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>5,479</b>	<b>854,811</b>	<b>849,333</b>



Project	(Multiple Items)
Program	RAD - PBV

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	1,227,858	1,078,341	(149,517)
Other Revenue	54,000	41,497	(12,503)
Tenant Rent	783,654	878,709	95,055
Tenant Revenue	23,625	21,891	(1,733)
<b>Revenue Total</b>	<b>2,089,137</b>	<b>2,020,438</b>	<b>(68,698)</b>
<b>Expenses</b>			
Admin Salary	89,218	149,409	(60,191)
Capital Improvement	-	-	-
Employee Benefits	108,028	118,175	(10,147)
Fee Expense	223,713	223,535	178
General Expense	223,200	112,998	110,202
Housing Assistance Payments	-	-	-
Maintenance Expense	570,044	456,575	113,469
Maintenance Salary	217,886	244,100	(26,215)
Other Administrative Expense	97,733	95,411	2,322
Protective Services	41,922	93,430	(51,508)
Tenant Services Expense	42,726	32,337	10,389
Utility Expense	554,456	507,650	46,806
<b>Expenses Total</b>	<b>2,168,923</b>	<b>2,033,619</b>	<b>135,304</b>
<b>Other OutFlows</b>			
Operating Transfer in	-	-	-
Operating Transfer Out	-	-	-
Replacement Reserve	-	11,537	11,537
<b>Other OutFlows Total</b>	<b>-</b>	<b>11,537</b>	<b>11,537</b>
<b>Extra Expenses</b>			
Depreciation	-	-	-
<b>Extra Expenses Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain or Loss</b>	<b>(79,787)</b>	<b>(1,644)</b>	<b>78,143</b>



## Social Media Updates



Facebook reach



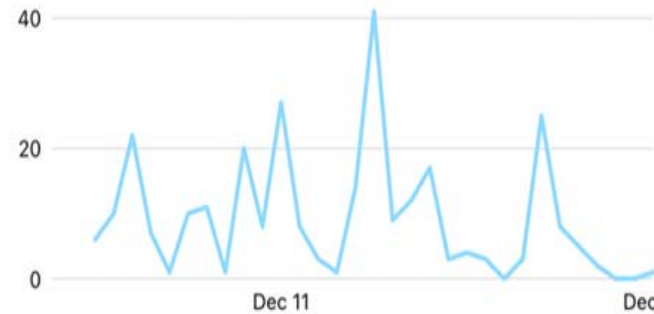
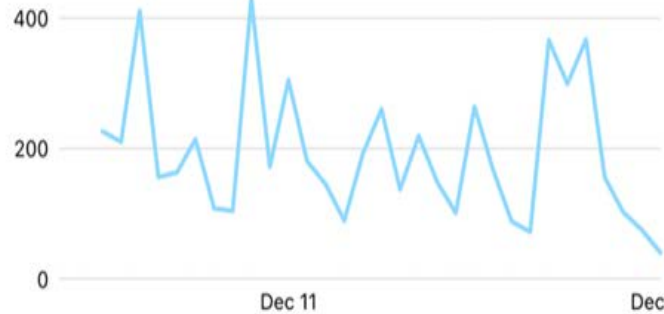
Instagram reach

Facebook Reach Jan. 2024

6,026  
↑ 92.9%

Instagram Reach Jan. 2024

185  
↑ 35%



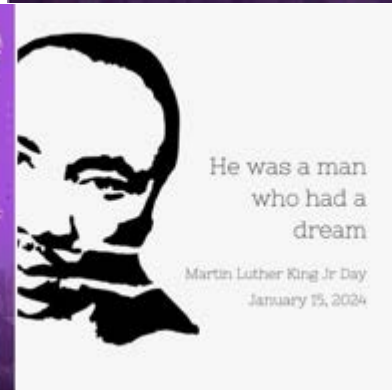
Facebook Reach Dec. 2023

3,182  
↓ 92.9%

Facebook Reach Dec. 2023

92  
↓ 62.8%

# Social Media January 2024 Posts



## Social Media Information



14

Posts for the month

10,403

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