



July 17, 2020

NOTICE OF REGULAR MEETING

Notice is hereby given that the Board of Commissioners of the Hampton Redevelopment and Housing Authority will hold its Regular Meeting on July 22, 2020 at 8:30 a.m. The Work Session has been cancelled.

IN ACCORDANCE WITH (1) EXECUTIVE ORDER NUMBER FIFTY-ONE (51) OF THE GOVERNOR OF THE COMMONWEALTH OF VIRGINIA DECLARING A STATE OF EMERGENCY, THE NATURE OF WHICH MAKES IT IMPRACTICABLE OR UNSAFE FOR THE AUTHORITY'S BOARD TO ASSEMBLE IN A SINGLE LOCATION AND (2) SECTION 4-0.01(g) OF CHAPTER 1283 OF THE 2020 ACTS OF THE GENERAL ASSEMBLY OF VIRGINIA, THE MEETING WILL BE CONDUCTED BY ELECTRONIC MEANS, BY THE ZOOM VIDEOCONFERENCING APPLICATION.

ANY PERSON INTERESTED IN ATTENDING THE MEETING MAY DO SO BY OPENING THIS LINK AT THE MEETING'S START: <https://zoom.us/j/97456801114>

To participate in audio-only mode, dial: 646-558-8656 | Meeting ID: 974 5680 1114

The board agenda packets and materials are attached.

**Aaru Ma'at
Interim Executive Director and
Secretary of the Board of
Commissioners**



Regular Meeting
Board of Commissioners
Hampton Redevelopment and Housing Authority

July 22, 2020
8:30 a.m.
Meeting held Electronically
by the Zoom
Videoconferencing Platform

Roll Call Eason_____Heath_____Moffett_____Purcell_____

 Schmidt_____White_____Adams_____

1. Consideration of Minutes of the Work Session and Regular Meeting held on February 26, 2020 and the Organizational Meeting and Special Meeting held on July 1, 2020 **Exhibit 1**

2. Consideration of the Write-Off of 41 Account Receivables Totaling \$46,548.30 **Exhibit 2**

3. Presentation by Yvonne Hodges, Community Development Manager, on a Deed of Easement for the construction, maintenance and operation of a public bus shelter/stop at 26 Langley Avenue, which is located along the King Street Corridor **Exhibit 3**

4. Approval of the Resolution authorizing the Hampton Redevelopment and Housing Authority to enter into and execute a Deed of Easement with the City of Hampton for the construction, maintenance and operation of a public bus shelter/stop pertaining to 26 Langley Avenue **Exhibit 4**

5. Update on the Freeman Drive development **Exhibit 5**

6. Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.1. to discuss a personnel matter regarding the status of the Executive Director Search **Exhibit 6**

7. Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting **Exhibit 7**

8. Other Business



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8. Other Business

EXHIBIT NO. 1

AGENDA SHEET FOR BOARD
OF COMMISSIONERS

Prepared By: Meredith Clark, Assistant to Exec. Director Date: July 22, 2020

Phone: 727-6493 E-mail: mclark@hamptonrha.com

Brief Description of Item and Prior Actions:

Attached for your consideration of Minutes of the Work Session and Regular Meeting held on February 26, 2020 and the Organizational and Special Meeting held on July 1, 2020.

Motion Requested: Motion to Approve Minutes from the Work Session and Regular Meeting held on February 26, 2020 and the Organizational and Special Meeting held on July 1, 2020

Staff Recommendation: Approval of Motion

List of Attachments: Minutes of the Meetings

Work Session
 Board of Commissioners
 Hampton Redevelopment and Housing Authority
 1 Franklin Street
 February 26, 2020 8:30 a.m.

Commissioners Present: Mr. James Eason, Mr. Butch Heath, Mr. Will Moffett, Ms. Valarie Purcell, Ms. Teresa Schmidt, Ms. Edith White and Mr. Steve Adams

Absent: None

Staff Present: Ms. Joyce Melvin-Jones, Ms. Meredith Clark, Mr. Aaru Ma'at, Ms. Nancy Bureson, Ms. Anne Branche, Ms. Tammy Emerson, Mr. Bill Lockard, Mr. George Perry, Ms. Yvonne Hodges

Exhibit 1- Presentation by Tammy Emerson, Chief Housing Officer, on SEMAP Certification

Ms. Tammy Emerson, Chief Housing Officer, gave a presentation on the 2019 SEMAP (Section 8 Management Assessment Program) certification. The SEMAP allots points based on Housing Quality Standards, affordable units, adhering to safe and sanitary conditions, etc. Ms. Emerson informed the Board that the Authority is expected to be a high performer as designated by HUD earning 145 points out of a total of 150. The Family Self Sufficiency indicator did increase from 2018 and that is a result of more families in the program growing their incomes and the families putting more money into an escrow account. Commissioner Edith White asked Ms. Emerson to provide the number of FSS participants.

Exhibit 2 - Updates

Mr. Ma'at thanked the Board members for talking with community about a number of programs that HRHA has available to help residents.

He also updated the Board on the S.L. Nusbaum housing complex being built in Gloucester. Out of 130 units, 13 units will be project-based and HRHA will control and administer the waiting list. This waiting list is for Gloucester residents.

Mr. Ma'at informed the Board that HRHA was awarded 50 mainstream vouchers.

Yvonne Hodges informed the Board that HRHA received an award for the ARS (Acquire, Renovate, Sell) Program. The award was the Exceptional Provider Award and was given by DHCD (Department of Housing and Community Development) in 2019.

Vice Chair Moffett asked for an update on the Moving to Work Program as well as the A Step-Up Foundation. He would also like an update on the "pay online" for rent payments. Mr. Moffett would like to see a few smaller signs leading potential residents into Asbury from LaSalle Drive. Mr. Moffett also thanked Mr. Ma'at and the leadership team during this transition phase for HRHA.

Regular Meeting
Board of Commissioners
Hampton Redevelopment and Housing Authority
1 Franklin Street
February 26, 2020 8:30 a.m.

Commissioners Present: Mr. James Eason, Mr. Butch Heath, Mr. Will Moffett, Ms. Valarie Purcell, Ms. Teresa Schmidt, Ms. Edith White and Mr. Steve Adams

Absent: None

Staff Present: Ms. Joyce Melvin-Jones, Ms. Meredith Clark, Mr. Aaru Ma’at, Ms. Nancy Burleson, Ms. Anne Branche, Ms. Liane Cramer, Mr. Bill Lockard, Mr. George Perry, Ms. Yvonne Hodges

Exhibit 1 – Consideration of Minutes of the Work Session and Regular Meeting held on December 11, 2019 and the Special Meeting held on January 8, 2020

Motion to Approve: W. Moffett

Second: E. White

“Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White

“Nays”: None

Exhibit 2 - Consideration of a Resolution Appointing Aaru Ma’at as Acting Secretary and Interim Executive Director of the Hampton Redevelopment and Housing Authority

Resolution No. 1535

**RESOLUTION APPOINTING AARU MA’AT AS
ACTING SECRETARY AND INTERIM EXECUTIVE DIRECTOR OF THE
HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY**

WHEREAS, Ronald Jackson resigned as Executive Director of the Hampton Redevelopment and Housing Authority (HRHA) effective February 13, 2020;

WHEREAS, the Authority required an Executive Director on an interim basis to perform the general supervision over the administration of its business affairs, subject to the direction of the Board;

WHEREAS, pursuant to Article II of the Bylaws of the Hampton Redevelopment and Housing Authority, the Secretary of the Board is the Executive Director and shall be appointed by the Board;

WHEREAS, Aaru Ma’at, Deputy Executive Director of HRHA, is well qualified for the position of Acting Secretary/Interim Executive Director, possessing training and experience that will allow him to immediately commence the duties of Interim Executive Director;

WHEREAS, during a Special Meeting of the Board of Commissioners of the HRHA (Board) held on January 8, 2020, the Board approved a motion appointing Aaru Ma’at as Interim Executive Director effective February 13, 2020;

WHEREAS, the Board desires to memorialize Aaru Ma’at’s appointment as Interim Executive Director/Acting Secretary in the form of a Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Hampton Redevelopment and Housing Authority as follows:

1. That the Board hereby approves and ratifies the appointment of Aaru Ma’at to serve as Interim Executive Director of the Hampton Redevelopment and Housing Authority effective February 13, 2020;
2. That Aaru Ma’at’s salary is adjusted temporarily according to the Personnel Policies during the interim period of service
3. That as Interim Executive Director Aaru Ma’at shall serve as Acting Secretary of the Hampton Redevelopment and Housing Authority and shall have the power and authority of the Secretary granted in the Bylaws of the Authority; and
4. That the Board ratifies and approves all actions taken by the Interim Executive Director since his appointment on February 13, 2020.

Adopted at the regular meeting of the Hampton Redevelopment and Housing Authority held February 26, 2020.

Motion to Approve: W. Moffett

Second: B. Heath

“Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White

“Nays”: None

Exhibit 3 - Consideration of a Resolution Approving the 2019 SEMAP

Resolution No. 1536

Resolution of the Board of Commissioners of the
Hampton Redevelopment and Housing Authority
Approving the Section 8 Management Assessment Program Certification

WHEREAS, The United States Department of Housing and Urban Development (HUD) has established a Section 8 Management Assessment Program Certification (SEMAP) for the purpose of evaluating the performance of the Hampton Redevelopment and Housing Authority Section 8 Program, and

WHEREAS, HUD requires the Chairman of the Board of Commissioners and the Executive Director of each public housing authority to certify, to the best of their present knowledge, the accuracy of the data pertaining to the fourteen indicators of the SEMAP Certification for submission to HUD.

NOW, THEREFORE, BE IT RESOLVED by The Board of Commissioners of the Hampton Redevelopment and Housing Authority that the Chairman of the Board of Commissioners and the Executive Director are hereby authorized to certify, to the best of their present knowledge, the accuracy of the data pertaining to SEMAP Certification represented on

Form HUD-52648 for submission to HUD for the Authority’s fiscal year ended December 31, 2019.

ADOPTED this 26th day of February 2020.

Motion to Approve: T. Schmidt
Second: W. Moffett
“Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White
“Nays”: None

Exhibit 4 - Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A. 3 to discuss the disposition of publicly held real property in the area of Downtown Hampton where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

Motion to Approve: B. Heath
Second: T. Schmidt
“Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White
“Nays”: None

Exhibit 5 - Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting

WHEREAS, the Board of Commissioners of the Hampton Redevelopment and Housing 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 Code of Virginia requires a certification by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Hampton Redevelopment and Housing Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners.

ADOPTED this 26th day of February 2020.

Motion to Approve: W. Moffett
Second: T. Schmidt
“Ayes”: Adams, Eason Heath, Moffett, Purcell, Schmidt, White
“Nays”: None

Organizational Meeting
Board of Commissioners
Hampton Redevelopment and Housing Authority
1 Franklin Street
July 1, 2020 8:30 a.m.

Commissioners Present: Mr. James Eason, Mr. Butch Heath, Mr. Will Moffett, Ms. Valarie Purcell, Ms. Teresa Schmidt, Ms. Edith White and Mr. Steve Adams

Absent: None

Staff Present: Ms. Joyce Melvin-Jones, Ms. Meredith Clark, Mr. Aaru Ma’at, Ms. Nancy Burleson, Ms. Tammy Emerson

Nomination(s) for Chairperson to Serve for Two Years

_____ Stephen Adams _____ by _____ Jimmy Eason _____
_____ by _____
_____ by _____

Vote on Nomination:

Adams __Y__ Eason __Y__ Heath __Y__ Moffett __Y__
Purcell __Y__ Schmidt __Y__ White __Y__

Nomination(s) for Vice Chairperson to Serve for Two Years

_____ Will Moffett _____ by _____ Butch Heath _____
_____ by _____
_____ by _____

Vote on Nomination:

Adams __Y__ Eason __Y__ Heath __Y__ Moffett __Y__
Purcell __Y__ Schmidt __Y__ White __Y__

Board of Commissioners
Hampton Redevelopment and Housing Authority
1 Franklin Street
July 1, 2020 8:35 a.m.

Commissioners Present: Mr. James Eason, Mr. Butch Heath, Mr. Will Moffett, Ms. Valarie Purcell, Ms. Teresa Schmidt, Ms. Edith White and Mr. Steve Adams

Absent: None

Staff Present: Ms. Joyce Melvin-Jones, Ms. Meredith Clark, Mr. Aaru Ma'at, Ms. Nancy Burleson, Ms. Tammy Emerson

Exhibit 1 - PUBLIC HEARING (8:30 a.m.) –The Hampton Redevelopment and Housing Authority’s Changes to the Section 8 Administrative Plan to be effective August 1, 2020 – No Action Necessary

The Chair opened the Public Hearing to receive comments from those in attendance. There being no comments, the Chair then closed the Public Hearing at 8:35 a.m.

Exhibit 2 - Tammy Emerson, Chief Housing Officer, will discuss the changes to the Section 8 Administrative Plan to take effect August 1, 2020

Tammy Emerson, Chief Housing Officer, discussed an update to the Administrative Plan. With the Board’s approval, the plan will be updated to include the required non-elderly/disabled preference as well as other preferences that were requested and approved in 2019. Those preferences are: Working Families, Domestic Violence and Homelessness.

Exhibit 3 - Consideration to Approve the Resolution Revising the Section 8 Administrative Plan Governing the Section 8 Housing Choice Voucher Program

Motion to Approve: J. Eason

Second: B. Heath

“Ayes”: Adams, Eason, Heath Moffett, Purcell, Schmidt, White

“Nays”: None

Exhibit 4 - Tammy Emerson, Chief Housing Officer, will present the various waivers authorized by the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-05

Tammy Emerson, Chief Housing Officer, presented the Coronavirus Aid, Relief and Economic Security (CARES) Act waivers for the Public Housing program, Housing Choice Voucher program, Indian Housing Block Grant and Indian Housing Community Development Block Grant. The waivers provide administrative flexibilities and relief to public housing agencies. HUD encourages Public Housing Authorities to utilize any and all waivers necessary to keep public housing and HCV programs operational.

Exhibit 5 - Consideration to Approve the Implementation of Various Waivers Authorized

**by the U.S. Department of Housing and Urban Development (HUD) under PIH
Notice 2020-05**

Motion to Approve: T. Schmidt

Second: B. Heath

“Ayes”: Adams, Eason, Heath Moffett, Purcell, Schmidt, White

“Nays”: None

Vice Chair Will Moffett requested updates on the SpringCM system, the Board Report, the Executive Director search and Langley Village. Since the requested items were beyond the scope of the Special Meeting, Interim Director Aaru Ma’at will include these updates in his upcoming memo to the Board.

There being no further business to come before the Board, the Chair adjourned the meeting.

EXHIBIT NO. 2

AGENDA SHEET FOR BOARD OF COMMISSIONERS

Prepared By: Nancy Burleson, Chief Financial Officer **Date:** July 17, 2020

Phone: 727-6382 **E-mail:** nburleson@hamptonrha.com

Brief Description of Item and Prior Actions:

The Authority is submitting fourteen (14) public housing vacate tenant account receivables totaling \$10,568.23 and twenty-seven (27) non-public housing vacate tenant account receivable totaling \$35,980.07 to be written off effective December 2019. A summary of the accounts to be written off by property is attached along with a detailed report by property. Also attached is a comparison of bad debt collections to write offs from 2012 – 2019.

It is the Authority's policy and practice to communicate the program rules to a void family debts. Before a debt is assessed against a family, the file is documented to support the Authority's claim that a debt is owed.

When a family vacates a unit, the Authority sends a letter within forty-five (45) days of the vacate date notifying the former resident of the disposition of the security deposit and any interest earned. The letter lists any charges owed and any credit applied from the security deposit and interest. If there is a balance, the former resident is requested to pay or contact the Authority to make payment arrangements. The letter is mailed to the forwarding address, if provided, or the last known address. Undelivered mail returned by the Post Office is maintained as a permanent part of the resident file.

Unpaid balances remain on the record until paid in full. Our policy is to deny housing to all applicants with an outstanding balance. In addition, local PHAs cooperate with each other by denying housing to applicants if they owe debts to other PHAs. The Authority makes every effort to collect outstanding debts. A variety of collection tools are used to recover debts. Accounts have been filed with the state set-off debt program in December 2019 to collect from tax returns. The Authority is also exercising the option offered by HUD through their Enterprise Income Verification (EIV) system to enter these debts into the system which will make the information available to all housing authorities in the country.

2019 Debt recovery is \$56,037.69 for both Public and Non-public Housing. The write offs above include accounts vacated in 2019.

Motion Requested: Motion to Approve the Write Off of 41 account receivables totaling \$46,548.30

Staff Recommendation: Approval of Motion

List of Attachments: Summary of Accounts to be Written Off by Property
Detail of Accounts to be Written Off by Property
Comparison of Bad Debt Collections to Write Offs

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
SUMMARY OF ACCOUNTS TO BE WRITTEN OFF
BALANCES AS OF 12/31/2019**

PUBLIC HOUSING WRITE OFFS

#	VACATE RENT	MONTHLY RENT	BALANCE DUE	TENANT REVENUE	% OF TENANT REVENUE
NORTH PHOEBUS TOWNHOUSES					
2	Eviction-Payment History	\$1,209.00	5,920.44		
2	Mover/Section 8	\$770.00	140.39		
1	Skipped/Abandoned Unit	\$435.00	90.82		
1	Vacated with Notice	\$362.00	52.42		
	6 ACCOUNTS		6,204.07		
LANGLEY VILLAGE					
5	Deceased	\$1,623.00	1,130.36		
2	Eviction-Payment History	\$555.00	3,072.30		
1	Cannot Live Alone	\$242.00	161.50		
	8 ACCOUNTS		4,364.16		
PUBLIC HOUSING GRAND TOTAL - 14 ACCOUNTS			10,568.23	985,050.76	1.07%

NON PUBLIC HOUSING WRITE OFFS

#	VACATE RENT	MONTHLY RENT	BALANCE DUE	TENANT REVENUE	% OF TENANT REVENUE
PATTERSON CROSSING LIPH					
1	Drug Termination	\$50.00	1,833.18		
	1 ACCOUNTS		1,833.18		
KINGS ARMS					
1	Evicted	\$577.00	301.75		
1	Cannot Live Alone	\$470.00	255.25		
	2 ACCOUNTS		557.00		
LANGLEY VILLAGE II					
1	Cannot Live Alone	\$650.00	335.23		
	1 ACCOUNTS		335.23		

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
SUMMARY OF ACCOUNTS TO BE WRITTEN OFF
BALANCES AS OF 12/31/2019**

NON PUBLIC HOUSING WRITE OFFS

#	VACATE RENT	MONTHLY RENT	BALANCE DUE	TENANT REVENUE	% OF TENANT REVENUE
SHELL GARDENS APARTMENTS					
2	Eviction-Payment History	\$1,300.00	3,080.19		
1	Skipped/Abandoned/Vacate	\$650.00	3,384.22		
	3 ACCOUNTS		6,464.41		
MONTEREY APARTMENTS					
3	Eviction-Payment History	\$2,025.00	6,451.36		
1	Skipped/Abandoned/Vacate	\$725.00	944.82		
	4 ACCOUNTS		7,396.18		
ASBURY APARTMENTS					
6	Vacated with Notice	\$4,585.00	2,694.49		
8	Evicted Non-Payment	\$6,200.00	13,600.54		
1	Criminal Activity, Evicted	\$800.00	2,169.04		
1	Deceased	\$900.00	930.00		
	16 ACCOUNTS		19,394.07		
NON PUBLIC HOUSING GRAND TOTAL - 27 ACCOUNTS			35,980.07	3,614,716.34	1.00%
			WRITE OFF TOTAL	BAD DEBT COLLECTIONS	COLLECTIONS % OF WRITE OFFS
2019 TOTALS			46,548.30	56,037.69	120.39%

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
 DETAIL OF ACCOUNTS TO BE WRITTEN OFF
 BALANCES AS OF 12/31/2019**

PUBLIC HOUSING WRITE OFFS

LEASE DATE	MOVEOUT DATE	MONTHLY RENT	RENT BALANCE	RETRO BALANCE	MAINT. BALANCE	UTILITY BALANCE	LEGAL BALANCE	LATE BALANCE	OTHER BALANCE	BALANCE DUE	VACATE REASON
NORTH PHOEBUS TOWNHOUSES											
01/05/15	10/23/19	\$388.00	1,472.00		876.50	648.15	49.00	495.31		3,540.96	Eviction-Payment History
07/15/02	01/07/19	\$81.00				72.72			11.89	84.61	Mover/Section 8
08/25/06	03/05/19	\$689.00				55.78				55.78	Mover/Section 8
08/09/19	11/08/19	\$435.00	16.00		49.82			25.00		90.82	Skipped/Abandoned Unit
11/06/17	02/05/19	\$362.00	11.00			41.42				52.42	Vacated with Notice
08/24/15	04/11/19	\$821.00	2,050.00		82.00	22.48	25.00	200.00		2,379.48	Eviction-Payment History
			3,549.00	0.00	1,008.32	840.55	74.00	720.31	11.89	6,204.07	
LANGLEY VILLAGE											
12/09/11	11/13/19	\$274.00	16.00					25.00		41.00	Deceased
06/12/19	10/16/19	\$287.00	46.00		75.00					121.00	Deceased
05/19/17	10/16/19	\$227.00	697.96		245.50	32.91	25.00	100.00		1,101.37	Eviction-Payment History
05/08/09	07/22/19	\$364.00	137.64		46.00	177.28		25.00		385.92	Deceased
12/15/13	01/28/19	\$349.00	132.61		328.00	21.85		75.00		557.46	Deceased
10/23/15	01/04/19	\$349.00			24.98					24.98	Deceased
01/11/19	10/16/19	\$328.00	1,262.00		199.82	359.11	25.00	125.00		1,970.93	Eviction-Payment History
07/23/13	08/01/19	\$242.00	136.50					25.00		161.50	Cannot Live Alone
			2,428.71	0.00	919.30	591.15	50.00	375.00	0.00	4,364.16	
PUBLIC HOUSING GRAND TOTAL - 14 ACCOUNTS			5,977.71	0.00	1,927.62	1,431.70	124.00	1,095.31	11.89	10,568.23	

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
DETAIL OF ACCOUNTS TO BE WRITTEN OFF
BALANCES AS OF 12/31/2019**

NON PUBLIC HOUSING WRITE OFFS

LEASE DATE	MOVEOUT DATE	MONTHLY RENT	RENT BALANCE	RETRO BALANCE	MAINT. BALANCE	UTILITY BALANCE	LEGAL BALANCE	LATE BALANCE	OTHER BALANCE	BALANCE DUE	VACATE REASON
PATTERSON CROSSING LIPH											
03/06/17	09/12/19	\$50.00			1,802.15	31.03				1,833.18	Drug Termination
			0.00	0.00	1,802.15	31.03	0.00	0.00	0.00	1,833.18	
KINGS ARMS											
03/13/18	12/26/18	\$577.00	301.75							301.75	Evicted
03/01/19	12/19/19	\$470.00			255.25					255.25	Cannot Live Alone
			301.75	0.00	255.25	0.00	0.00	0.00	0.00	557.00	
LANGLEY VILLAGE II											
03/16/18	01/13/19	\$650.00	73.00		227.23			35.00		335.23	Cannot Live Alone
			73.00	0.00	227.23	0.00	0.00	35.00	0.00	335.23	
SHELL GARDENS APARTMENTS											
10/04/18	03/20/19	\$650.00	1,518.00		131.81		37.00	175.00	50.00	1,911.81	Eviction-Payment History
02/04/19	07/17/19	\$650.00			1,168.38					1,168.38	Eviction-Payment History
08/30/18	07/17/19	\$650.00	2,076.00		1,143.22		25.00	140.00		3,384.22	Skipped/Abandoned/Vacate
			3,594.00	0.00	2,443.41	0.00	62.00	315.00	50.00	6,464.41	
MONTEREY APARTMENTS											
02/01/18	09/25/19	\$675.00	1,037.00		1,048.05		50.00	70.00		2,205.05	Eviction-Payment History
03/31/17	08/22/19	\$725.00			901.82		8.00	35.00		944.82	Skipped/Abandoned/Vacate
10/17/17	11/13/19	\$700.00	1,453.00		265.05		25.00	105.00		1,848.05	Eviction-Payment History
01/11/19	04/23/19	\$650.00	1,494.00		799.26			105.00		2,398.26	Eviction-Payment History
			3,984.00	0.00	3,014.18	0.00	83.00	315.00	0.00	7,396.18	

**HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
DETAIL OF ACCOUNTS TO BE WRITTEN OFF
BALANCES AS OF 12/31/2019**

NON PUBLIC HOUSING WRITE OFFS

LEASE DATE	MOVEOUT DATE	MONTHLY RENT	RENT BALANCE	RETRO BALANCE	MAINT. BALANCE	UTILITY BALANCE	LEGAL BALANCE	LATE BALANCE	OTHER BALANCE	BALANCE DUE	VACATE REASON
ASBURY APARTMENTS											
06/01/18	03/13/19	\$800.00	333.00		428.00			160.00		921.00	vacated with notice
06/06/19	12/04/19	\$900.00			169.00					169.00	vacated with notice
06/21/18	02/26/19	\$800.00	1,143.04		841.00		25.00	160.00		2,169.04	criminal activity , evicted
02/01/18	02/26/19	\$800.00	1,523.00		595.00		25.00	360.00		2,503.00	evicted non payment
12/02/16	03/31/19	\$700.00	200.00		552.33			70.00		822.33	vacated with notice
05/01/18	05/15/19	\$750.00	341.20		1,500.00			110.00		1,951.20	evicted non payment
09/18/14	08/16/19	\$725.00	324.00					140.00	141.00	605.00	vacated with notice
05/10/19	04/09/19	\$725.00	835.32		567.98		25.00	219.00	92.00	1,739.30	evicted non payment
09/23/16	04/08/19	\$750.00			123.16					123.16	vacated with notice
05/24/18	09/11/19	\$900.00	930.00							930.00	deceased
12/11/18	06/30/19	\$800.00	600.00		398.00			105.00		1,103.00	evicted non payment
10/19/17	04/09/19	\$800.00	937.00		673.00		50.00	663.00	200.00	2,523.00	evicted non payment
08/16/18	07/02/19	\$800.00	840.64		465.00		25.00	310.00		1,640.64	evicted non payment
12/15/17	01/31/19	\$800.00			439.00					439.00	evicted non payment
02/26/16	07/22/19	\$725.00	840.00		280.00			581.40		1,701.40	evicted non payment
01/17/14	01/08/19	\$710.00						54.00		54.00	vacated with notice
			8,847.20	0.00	7,031.47	0.00	150.00	2,932.40	433.00	19,394.07	
NON PUBLIC HOUSING GRAND TOTAL - 27 ACCOUNTS			16,799.95	0.00	14,773.69	31.03	295.00	3,597.40	483.00	35,980.07	

Hampton Redevelopment & Housing Authority
 Comparison of Bad Debt Collections to Write Offs
 As a Percentage of Tenant Revenue

	2012	2013	2014	2015	2016	2017	2018	2019
Bad Debt Collections								
Public Housing	20,216.63	24,008.37	25,585.05	21,623.72	20,849.95	13,035.80	7,279.35	19,131.00
Non-Public Housing	4,894.02	2,259.25	7,837.54	19,492.87	19,752.15	15,883.94	54,792.26	36,906.69
Total	25,110.65	26,267.62	33,422.59	41,116.59	40,602.10	28,919.74	62,071.61	56,037.69
Write Offs								
Public Housing	32,717.27	34,706.01	41,067.76	3,753.52	17,480.35	22,982.98	43,713.56	10,568.23
Non-Public Housing	36,766.98	206,917.13	291,455.45	80,279.16	83,985.96	80,659.30	89,585.99	35,980.07
Total	69,484.25	241,623.14	332,523.21	84,032.68	101,466.31	103,642.28	133,299.55	46,548.30
Net	(44,373.60)	(215,355.52)	(299,100.62)	(42,916.09)	(60,864.21)	(74,722.54)	(71,227.94)	9,489.39
Tenant Revenue								
Public Housing	1,605,825.00	1,611,148.00	1,324,953.00	916,516.00	878,465.00	879,557.00	903,463.66	985,050.76
Non-Public Housing	709,658.00	1,550,549.00	2,259,483.00	2,686,645.00	3,303,584.00	3,465,930.16	3,900,642.49	3,614,716.34
Total	2,315,483.00	3,161,697.00	3,584,436.00	3,603,161.00	4,182,049.00	4,345,487.16	4,804,106.15	4,599,767.10
Write Offs - % of Tenant Revenue								
Public Housing	2.04%	2.15%	3.10%	0.41%	1.99%	2.61%	4.84%	1.07%
Non-Public Housing	5.18%	13.34%	12.90%	2.99%	2.54%	2.33%	2.30%	1.00%
Total	3.00%	7.64%	9.28%	2.33%	2.43%	2.39%	2.77%	1.01%

EXHIBIT NO. 3&4

AGENDA SHEET FOR BOARD OF COMMISSIONERS

Prepared By: <u>Yvonne Hodges</u>	Date: <u>7-14-20</u>
Phone: <u>727-1518</u>	E-mail: <u>yhodges@hamptonrha.com</u>
Reviewed By: <u>Joyce Melvin-Jones</u>	Date: <u>7/16/2020</u>
Phone: <u>727-6517</u>	E-mail: <u>jmelvinj@hamptonrha.com</u>

Brief Description of Item and Prior Actions:

The City of Hampton Public Works Department is requesting a Deed of Easement for the construction, maintenance and operation of a public bus shelter/stop at 26 Langley Avenue, which is located along the King Street Corridor. The King Street Corridor is a Master Plan area that was adopted by City Council on June 20, 2007. HRT donated a shelter for the bus stop; however, there was insufficient right of way to accommodate the newly donated shelter and bench, and an easement for the bus stop improvements is needed. The proposed easement totals 230 square feet as indicated on the attached plat entitled “Plat Showing Bus Stop Easement”, located at 26 Langley Avenue, Hampton, VA, dated March 12, 2020.

Motion Requested:

Approval of the Resolution authorizing the Hampton Redevelopment and Housing Authority to enter into and execute a Deed of Easement with the City of Hampton for the construction, maintenance and operation of a public bus shelter/stop pertaining to 26 Langley Avenue.

Staff Recommendation:

Approval of the Motion

List of Attachments:

Deed of Easement
Plat
Resolution

Prepared by and Return to:
 Raymond H. Suttle, Jr.
 Jones, Blechman, Woltz & Kelly, P.C.
 701 Town Center Drive, Suite 800
 Newport News, VA 23606

RPC #: Portion of 8000659

DEED OF EASEMENT

THIS DEED OF EASEMENT made this ____ day of _____, 2020, by and between HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY, a political subdivision of the Commonwealth of Virginia, GRANTOR, and the CITY OF HAMPTON, VIRGINIA, a municipal corporation, GRANTEE, whose mailing address is _____

_____.

WHEREAS, Grantor is the owner of certain property located in Hampton, Virginia known as 26 Langley Avenue, as shown and designated on that certain plat entitled, "PLAT OF THE PROPERTY TO BE CONVEYED TO HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY CONTAINING 7.807 ACRES± KNOWN AS LANGLEY VILLAGE, HAMPTON, VIRGINIA", dated February 22, 1979, made by Becouvarakis & Johnson, Civil Engineering & Land Surveying, and attached to that certain deed recorded in the Clerk's Office of the Circuit Court for the City of Hampton, Virginia in Deed Book 539, page 816 (the "Plat"); and

WHEREAS, Grantor wishes to convey to Grantee, its successors and assigns, an easement for the construction, maintenance and operation of a public bus shelter/stop (the "Easement") as shown on the attached plat.

NOW, THEREFORE, in consideration of the premises and the sum of ONE DOLLAR (\$1.00), receipt of which is hereby acknowledged, Grantor hereby grants and conveys unto

Grantee, its successors and assigns, an easement for the construction, maintenance and operation of a public bus shelter/stop (the “Permitted Use”) as more particularly described as follows:

That certain portion or piece of property denoted as “BUS STOP EASEMENT” on that certain plat entitled, “Plat Showing Bus Stop Easement Located at 26 Langley Avenue, Hampton, VA Conveyed to the City of Hampton, VA From Hampton Redevelopment and Housing Authority”, prepared by Survey Technician – Randal J. Edwards, L.S., City of Hampton, Public Works Engineering, 22 Lincoln St., Hampton, VA 23669, dated March 12, 2020, a copy of which is attached hereto and made a part hereof and the easement being further described as follows:

Beginning at the southerly intersection of Langley Avenue and property owned by Hampton Redevelopment and Housing Authority and running S. $11^{\circ} 01' 00''$ W, a distance of 27.00' to the point or place of beginning established and from the point or place of beginning thus established, running S. $11^{\circ} 01' 00''$ W, a distance of 23.00' to a point; thence N. $78^{\circ} 59' 00''$ W, a distance of 10.00'; thence N. $11^{\circ} 01' 00''$ E, a distance of 23.00' to a point; thence S. $78^{\circ} 59' 00''$ E, a distance of 10.00' to the point or place of beginning thus established.

Grantor reserves the right to make any use of the easement area herein granted which may not be inconsistent with the Permitted Use.

Should Grantee abandon the Permitted Use or Easement, then this Deed of Easement shall terminate.

The provisions of this easement shall inure to the benefit of and be binding upon the parties hereto, their heirs, successors and/or assigns.

WITNESS the following signatures and seals:

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY

By _____

COMMONWEALTH OF VIRGINIA
CITY OF _____, to-wit:

Subscribed, sworn and acknowledged before me this ____ day of _____, 2020 by _____, the _____ of Hampton Redevelopment and Housing Authority.

My commission expires:
Registration Number:

Notary Public

CITY OF HAMPTON, VIRGINIA

By _____

COMMONWEALTH OF VIRGINIA
CITY OF _____, to-wit:

Subscribed, sworn and acknowledged before me this ____ day of _____, 2020 by _____, the _____ of the City of Hampton, Virginia.

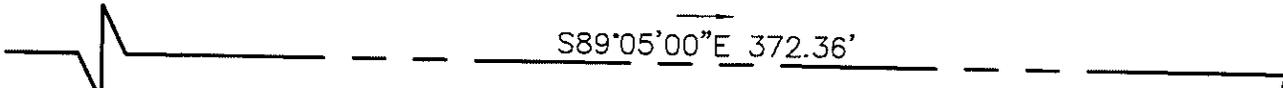
My commission expires:
Registration Number:

Notary Public



LANGLEY AVENUE
(50' RIGHT-OF-WAY)

S89°05'00"E 372.36'



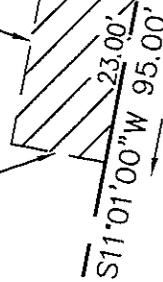
27.00'

S78°59'00"E 10.00'

BUS STOP EASEMENT

N11°01'00"E 23.00'

N78°59'00"W 10.00'

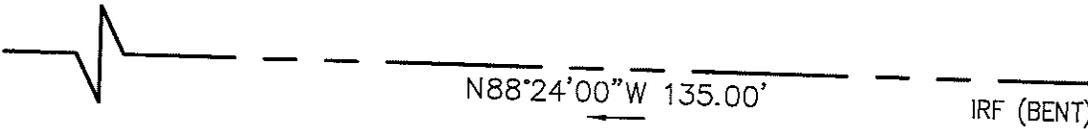


N. KING STREET
(90' RIGHT-OF-WAY)

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
DEED BOOK 539, PAGE 816
DEED BOOK 539, PAGE 820 (PLAT)
LRSN: 8000659
26 LANGLEY AVENUE

45.00'

N88°24'00"W 135.00'



IRF (BENT)

H.L. WALLS, LLC
D.B. 1320, PG. 1489
LRSN: 8000657
1007 N. KING STREET

LEGEND:

 DENOTES BUS STOP EASEMENT

AREA OF EASEMENT: 230 SQ. FT.;
0.0053 ACRES ±

DISCLAIMER FOR ELECTRONICALLY TRANSMITTED DOCUMENTS:

THE ORIGINAL SIGNED VERSION OF THIS PLAN OR PLAT IS ON FILE AT THE CITY OF HAMPTON PUBLIC WORKS ENGINEERING DEPARTMENT AT 22 LINCOLN STREET, HAMPTON, VIRGINIA. NEITHER THE CITY OF HAMPTON NOR THE LICENSED LAND SURVEYOR WHO PREPARED THIS PLAN OR PLAT ASSUMES ANY RESPONSIBILITY FOR ANY SUBSEQUENT CHANGES TO THE INFORMATION OR DATA SHOWN ON THE ORIGINAL SIGNED VERSION, WHICH ARE NOT MADE BY THE LICENSED LAND SURVEYOR OR THOSE WORKING UNDER HIS DIRECT CONTROL AND PERSONAL SUPERVISION.

NOTES:

1. THE LAND BOUNDARY SURVEY SHOWN HEREON IS BASED UPON A CURRENT FIELD SURVEY.
2. A CURRENT TITLE REPORT WAS NOT FURNISHED FOR THIS SURVEY.
3. ALL EXISTING EASEMENTS MAY NOT BE SHOWN ON THIS PLAT.
4. PROPERTY IS SUBJECT TO RIGHTS OF WAY, EASEMENTS, COVENANTS AND ALL MATTERS OF PUBLIC RECORD.



SCALE: 1"=20'



Plat Showing Bus Stop Easement
Located at 26 Langley Avenue, Hampton, VA
Conveyed to the City of Hampton, VA
From Hampton Redevelopment and Housing
Authority



SURVEY TECHNICIAN – RANDAL J. EDWARDS, L.S.
CITY OF HAMPTON
PUBLIC WORKS ENGINEERING
22 LINCOLN ST., HAMPTON VA 23669

SURVEY BY: R.J. Edwards, L.S. DATE: 12 March, 2020
CAL'C BY: R.J. Edwards, L.S. SCALE: 1" = 20'
DRAWN BY: R.J. Edwards, L.S.
CH'KD BY: R.J. Edwards, L.S. SHEET 1 OF 1

Resolution No. _____

**RESOLUTION AUTHORIZING THE HAMPTON REDEVELOPMENT
AND HOUSING AUTHORITY TO ENTER INTO AND EXECUTE A DEED OF
EASEMENT WITH THE CITY OF HAMPTON FOR THE CONSTRUCTION,
MAINTENANCE AND OPERATION OF A PUBLIC BUS SHELTER/STOP
PERTAINING TO 26 LANGLEY AVENUE**

Hampton Redevelopment and Housing Authority, (the “Authority”), a political subdivision of the Commonwealth of Virginia, acting pursuant to the Housing Authorities law of the Commonwealth of Virginia, does hereby consent to the following resolutions:

WHEREAS, the Hampton Redevelopment and Housing Authority (the “Authority”), a political subdivision of the Commonwealth of Virginia, owns the property commonly known as 26 Langley Avenue located in Hampton, Virginia (“Property”); and

WHEREAS, the City of Hampton is requesting an easement for the construction, maintenance and operation of a public bus shelter/stop on the Property; and

WHEREAS, the Authority desires to grant an easement to the City of Hampton for the construction, maintenance and operation of a public bus shelter/stop on the Property as shown on the attached plat (“Exhibit A”).

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Commissioners of the Hampton Redevelopment and Housing Authority authorizes the Interim Executive Director to enter into and execute the attached Deed of Easement (“Exhibit B”) between the Hampton Redevelopment and Housing Authority and the City of Hampton for the construction, maintenance and operation of a public bus shelter/stop pertaining to 26 Langley Avenue as shown on the attached plat (“Exhibit A”);

FURTHER RESOLVED, that the Interim Executive Director is authorized, empowered, and directed to execute and deliver all such other documents necessary, on the advice and approval of counsel, to effectuate this transaction.

ADOPTED this _____ day of _____, 2020.

/s/ _____
Stephen Adams, Chair
Board of Commissioners

/s/ _____
Aaru Ma’at
Interim Secretary

EXHIBIT NO. 5**AGENDA SHEET FOR BOARD
OF COMMISSIONERS****Prepared By:** Aaru Ma'at, Interim Executive Director **Date:** July 17, 2020**Phone:** 727-6337 **E-mail:** amaat@hamptonrha.com

Aaru Ma'at, Interim Executive Director, will provide an update on the Freeman Drive development.

Motion Requested: N/A

Staff Recommendation: N/A

List of Attachments: N/A

EXHIBIT NO. 6&7

AGENDA SHEET FOR BOARD OF COMMISSIONERS

Prepared By: Meredith Clark, Executive Analyst Date: July 17, 2020

Phone: 727-6493 E-mail: mclark@hamptonrha.com

Brief Description of Item and Prior Actions:

Consideration to go into closed meeting in accordance with Code of Virginia, § 2.2-3711.A.1 to discuss a personnel matter regarding the status of the Executive Director search.

Motion Requested: Motion to go into Closed Session in Accordance with Virginia Code § 2.2-3711 A.1.

Staff Recommendation: Approval

List of Attachments: N/A

Resolution of Hampton Redevelopment
and Housing Authority
Certification of Closed Meeting

WHEREAS, the Board of Commissioners of the Hampton Redevelopment and Housing 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 Code of Virginia requires a certification by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Hampton Redevelopment and Housing Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Commissioners.

ADOPTED this 22nd day of July 2020.

/s/ _____
Stephen Adams
Chair of the Board of Commissioners
Hampton Redevelopment and Housing Authority

/s/ _____
Aaru Ma'at
Acting Secretary and Interim Executive Director
Hampton Redevelopment and Housing Authority

EXECUTIVE DIRECTOR'S MONTHLY UPDATE

Board Report

STRATEGIC PRIORITY AREAS:

OLDE HAMPTON (including Lincoln Park, Asbury Place)



HRHA - Single Family Home Project

- HRHA has started the development of **Patterson Crossing II**, consisting of five (5) new single-family residential homes on Patterson Avenue. Plumbing and electrical trim-outs are in progress.
- Staff has reserved all five (5) homes for potential buyers.
- Staff is preparing to rezone additional parcels in the immediate area to accommodate three new construction for-sale homes.

Coliseum Central

Freeman Drive Development

- Galaxy NC, LLC was selected as the developer and a development agreement was executed on June 10, 2020. The developer has a 90 days due diligence period to inspect the property in order to examine the soils and subsurface conditions. Development will consist of 55+/- For-Sale 3-story townhomes with rear loading garages. Freeman Drive has been re-aligned to help facilitate better transit from Armistead Avenue to Coliseum Drive.

DOWNTOWN (including Harbor Square)



Downtown Revitalization

- The development agreement with WVS has been revised. The new acquisition deadline for all sites other than Macy Carmel, which is governed by a separate timeline, is 6/28/21.

KECOUGHTAN ROAD

HRHA – HOME Acquisition/Rehab Project - Sussex Neighborhood

- **133 Armstrong Drive**
Framing repairs and trade rough-ins are underway.

To date HRHA has completed 20 acquisitions and 18 rehabilitation projects in the Sussex neighborhood. To date 18 homes have been sold under this Program. Average sales price thus far \$145k

BUCKROE BAYFRONT



Buckroe Bayfront (City/HRHA Project)

- HRHA is meeting with potential developers interested in the Buckroe Bayfront project.

COLLEGE COURT/ FORDHAM



College Court (Acquisitions)

- Staff continues to work on acquiring remaining duplexes.

To date **36** properties have been acquired and **7** structures remain with **8** owners.

City-Wide Community Development Programs:

Acquire, Renovate, Sell (ARS) Program

This program will create new homeownership opportunities for low- to moderate-income, first-time homebuyers. ARS funds are used to renovate the homes.

- ✓ 1319 Saxton Drive
Buyer has contract on property. Closing scheduled for September 15, 2020
- ✓ 1305 Thomas Street
House is for sale.

To date HRHA has completed 4 renovations

Homeowner/Tenant Wheelchair Ramp Program (CDBG Program)

- Two (2) projects under view

Homeowner Deferred Rehabilitation Grant Programs (CDBG Program):

- Two (2) projects are underway

\$1 Lot Sales Program (CDBG Acquisition/Disposition Program)

Since the program began in 2014, Fifty-four (54) lots have been sold to builders that qualified under the HRHA preferred builder program. Forty-eight (48) houses have been constructed and sold; and five (5) houses are currently under construction. Currently the inventory list has one (1) lot that has not been committed to a preferred Builder. Staff continues to work with the City to identify additional developers and buildable lots for the program.

Average sales price for the new homes thus far \$224,000.

Homeownership Counseling and Education Program

One-on-One Housing Counseling:

Year to date for Program Year 2019 (July 1, 2019 – June 30, 2020), HRHA Housing Counseling staff helped seven (7) homebuyers realize their dream of homeownership by providing homebuyer education and/or pre-purchase counseling. Staff is preparing to provide on-line One-on-One counseling.

Homebuyer Club:

Cancelled until further notice. Staff is preparing to provide on-line classes.

Homebuyer Education:

Cancelled until further notice.

Other Construction Projects

Langley Village – HUD CFP – HVAC Replacement Project

A contract was awarded to Central Builders, Inc. to replace all HVAC systems with Energy Star approved self-contained units. Work has been substantially completed and will be closed out per HUD guidelines; after all punch list items are completed.

North Phoebus – HUD CFP – Window Replacement Project

The Authority developed a scope of work to solicit an IFB for the replacement of windows and security screens. A contract for \$760,013 has been awarded to PNC, Inc.; with a Notice to Proceed date of September 30, 2020.

North Phoebus – HUD CFP – Siding/Gutter Replacement Project

The Authority is in the process of establishing specifications and a scope of work in the development of an Invitation for Bid.

Melrose Building

An A&E contract has been awarded for the development of a roof replacement redesign and specifications for an Invitation for Bid. An IFB was solicited with a bid opening on February 6, 2020. A contract was awarded to Shaddeau Roofing & Construction. Work has begun and is proceeding within the Governors COVID 19 restrictions.

ADMINISTRATIVE SERVICES

Human Resources/Administration

Continually communicating with staff to ensure proper protocols are being met regarding COVID-19. All offices have the appropriate PPE and cleaning supplies to ensure infection control is a priority. Staff are also completing daily self assessments and have been provided information on travel restrictions.

Executive Director search update: We are starting to see an increase in applications as different localities are continuing to reopen from the Coronavirus. Phone interviews are being conducted with candidates who meet the minimum qualifications. Information from the successful interviews are being shared with the Board Chair. The next step will be for the Board Chair to select candidates for a second phone interview.

Information Technology

Continuing to work with Emphasys on moving internal HRHA functions to a cloud environment that will enable employees to access information from anywhere.

Beta testing the new Emphasys product called “MyTenantPayments” that will allow residents to pay rent online.

FINANCIAL SERVICES AND REPORTING

Asbury Place Update:

Attached is an unaudited financial report, as of June 30, 2020, for Asbury Place Apartments along with occupancy rate and unit renovation information.

Year End Update:

The 2019 UnAudited Financial Statements were submitted to HUD for approval by the due date of February 28, 2020. HUD has approved the UnAudited Financial Statements. We are now working with the auditors to begin the audit process. The majority of the audit is able to be performed remotely.

2012 Public Housing Operating Subsidy Offset:

HRHA joined in a lawsuit to recoup the 2012 Public Housing Operating Reserve Offset. The Authority experienced an offset of \$1.27 million. The estimated amount that could be recouped in the lawsuit is \$0.91 million. We received notice that the same judge that ruled on the first lawsuit is also the judge for this lawsuit. The first case awarded the money back to the Authorities involved. Our case is still ongoing.

HOUSING SERVICES

Property Management, and Section 8 Housing Choice Voucher (HCV) performance reports are attached.

Section 8 Family Self-Sufficiency (FSS) Program:

FSS Referring Partners

- Hampton City Healthy Families
- Salvation Army
- Hampton Newport News Community Service Board
- Goodwill Job and Training (Hampton City Workforce Development)
- Thomas Nelson Workforce Development
- Virginia Career Works (Hampton City Workforce Development)
- Hampton City School Adult Education
- Catholic Charities
- The Natasha House
- Transitions Family Violence Services
- United Way
- LINK Program
- Hampton Roads Community Action Plan (HRCAP)
- Hampton City Parks and Recreation
- Legal Aid
- USDA food Pantry... NPCC, First Baptist Church, Hampton Baptist Church
- Virginia Peninsula Foodbank
- Planned Parenthood

Public Housing Programs

Langley Village

June Activities:

As a result of the Pandemic there were no recreational activities or Resident Council Meetings for the month of June. Helped the Foodbank with identifying residents to participate in the C.S.F.P. (Commodity Supplemental Food Program) using the Foodbank's eligibility criteria. Also assisted the residents with completing the C.S.F.P. application. Provided support to the organization S.A.M.E. (So All May Eat) with scheduling the delivery of food boxes to the resident's apartments. Additionally, worked with the World Central Kitchen Organization to provide the residents with lunch three times per week. Delivered lunches to residents who are unable to pick up meals on their own. Coordinated with the Manager of Kings Arms to ensure their seniors also received lunches three times a week. Phone contacts were made to residents to conduct needs assessments. The focus was on residents who are sick, shut in and/or have mobility issues. Residents were assisted with completing the recertification paperwork for HRHA as well as other documents pertaining to situations in their daily lives i.e. setting DMV appointments on-line, checking on the status of stimulus checks and filed/researched unemployment claims. Grocery shopped for residents who were fearful or unable to access the supermarket due to COVID-19. Assisted the residents with weeding the vegetable garden and distributed vegetables to residents. Created and distributed flyers to residents on several occasions. Provided those in need with fabric masks that were donated to the center.

Resident Council:

The Resident Council monthly meeting was canceled.

North Phoebus Townhouses

Resident Council

The Resident Council monthly meeting was canceled.

Asbury

No updates.

Queens Court

No updates.

Income Statement - Summary
Asbury Place
Reporting for Periods within 01/01/2020 and 06/30/2020

	Year-To-Date Prior Year	Year-To-Date Actual	Prorated Budget	Variance
Operating Revenue				
Gross Potential Rental Income	1,219,768	1,293,973	1,256,144	37,830
Other Tenant Income	38,884	17,455	42,378	(24,923)
Vacancy Loss	(387,457)	(456,692)	(326,598)	(130,095)
Other Income	7,120	9,384	6,784	2,601
Total Operating Revenue	878,315	864,120	978,708	(114,588)
Operating Expense				
Administrative Expense	73,779	63,338	97,103	33,765
Tenant Services Expense	2,958	4,967	7,550	2,583
Utilities Expense	70,289	76,076	83,332	7,256
Maintenance Salaries	51,314	53,182	50,485	(2,698)
Maintenance Supplies	60,478	34,877	67,250	32,373
Maintenance Contracts	154,933	91,661	196,836	105,175
Maintenance Service Contracts	42,163	35,085	49,250	14,165
Protective Services	2,661	1,331	15,550	14,219
General Expenses	38,115	35,219	121,698	86,479
Collection Losses Expense	0	0	36,930	36,930
Total Operating Expenses	496,690	395,736	725,982	330,246
Total Operating Net Income/(Loss)	381,625	468,384	252,726	215,659
Loan Payments				
Principal	105,446	109,093		
Interest	142,967	139,320		
Total Principal/Interest Paid	248,413	248,413	248,412	(1)
Total Net Income/(Loss)	133,212	219,971	4,314	215,658
December 2019 Reserve Balance		(1,632,441)		
2020 Capital Improvements		(25,014)		
Unrestricted Reserves - Remaining Balance		<u>(1,437,484)</u>		

Asbury Place Occupancy Rate
As of June 30, 2020

4/1/2020 - Occupancy	167	63.74%
5/1/2020 - Occupancy	170	64.89%
6/1/2020 - Occupancy	173	66.03%
7/1/2020 - Occupancy	178	67.94%
Scheduled:	179	68.32%
Move-Ins - 1		
Move-Outs - 0		
Breakeven Occupancy Rate	218	83%

Asbury Place Unit Renovations
As of June 30, 2020

Units Renovated	218 *
Units Currently Being Renovated	0

* 19 units need to be renovated.

HRHA Status Report June 2020 - Section 8

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SEMAM Indicators - PHA Scored							
I.							
Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 5	Indicator 6	Indicator 7	Indicator 8
Selection From the Waiting List	Reasonable Rent	Determination Of Adj Income	Utility Allowance Schedule	HQS QC Inspections	HQS Enforce-ment	Expanding Housing Opp.	Percent of Payment Std to FMR
X	X	X	12/1/2019	X	X	X	90-110%
Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
II.							
	Indicator 9	Indicator 10	Indicator 11	Indicator 12	Indicator 13	Indicator 14	Indicator 15
	Annual Reexams	Correct Rent Calcs.	Pre-Contract HQS Inspections	Annual HQS Insp	Lease Up	FSS Enroll & Escrow	PIC Submission Rate
	X	X	X	X	Not Currently Available	41	97.28%
	Compliant	Compliant	Compliant	Compliant	Available	Compliant	Compliant
III.							
	Voucher Utilization						
	ACC Vouchers Authorized	Percent to Lease	Vouchers Available to Lease	ACC Vouchers Leased	Vo. Issued Families Searching	New Admissions Completed	Incoming Portables Completed
HCV	2518	100%	2518	2464	39	5	0
VASH	370	100%	370	349	12	1	0
PB VASH	7	100%	7	6	0	0	0
Mainstream	75	100%	75	74	1	0	0
Mainstream NED	50	100%	50	0	0	0	0
Preservation	168	100%	173	167	3	0	0
Project -Based	56	100%	43	39	4	0	0
Total	3244	100%	3244	3099	59	6	0
IV.	3244						
Hearings Conducted	Deceased	Program Violations	Absorbed By Other PHA	Voluntary Withdrawal	TTP Exceeds Gross Rent	Voucher Expired	Cannot Live Alone
0	0	1	0	3	6	2	0
V.							
Annals Completed	Interims Completed	Vouchers Issued to Movers	Counseling Sessions Conducted		FSS Addendums Completed	Other Change Of Units Completed	Outgoing Portable Updates
-	118	43	0		0	25	30
VI							
Inspections Conducted	Inspections Failed	Units in HAP Abatement	Annual Inspections Performed	Special & Emergency Performed	Initial Inspections Performed	Rent Reasonable Certifications	Landlords Attended Briefing
-	141	11	324	12	41	170	5
VIII.							
	Family Self-Sufficiency						
Number of Participants	Mandatory Slots	Com-pletions	Terminations	With Escrow Balances	Monthly Escrow Credits	Enrolled in a GED Program	Enrolled in Secondary Education
41	0	0	0	25	\$4,999	0	12

HRHA Monthly Status Report - Managed Properties - June 2020

Lease Up and Occupancy											
Section 1 Managed Properties	Total Units	Off-Line	Non-Dwelling	Units Occupied	Vacant Units	Percent Occp'd	No. of Move ins	No. of Move outs	Evictions	Transfers	
Asbury	262	2	1	178	81	69%	8	2	0	1	
Grant Circle	6	0	0	6	6	100%	0	0	0	0	
Kings Arms	48	0	0	43	5	90%	0	0	0	0	
Langley Village II	10	0	0	10	0	100%	0	0	0	0	
Langley Village	146	0	0	146	0	100%	2	2	0	0	
Monterey	40	0	0	33	7	83%	1	2	0	0	
North Phoebus	100	1	0	98	1	99%	1	2	0	0	
Old Point LIPH	8	0	0	7	1	88%	0	1	0	0	
Old Point T/C	19	0	0	18	1	95%	0	0	0	0	
Patterson LIPH	7	0	0	7	0	100%	0	0	0	0	
Patterson T/C	12	0	0	11	1	92%	0	0	0	0	
Queens Court	12	0	0	12	0	100%	0	0	0	0	
Shell Gardens	48	0	1	46	2	98%	0	0	0	0	
Rent Collection and Annual Recertifications											
Managed Properties	Rent Billed	Other Charges	Rent Collected	Prior Months Collected	Amt Outstanding	Collection Rate		Recerts Due this Month	Recerts Completed this Mo	Recerts Outstd this Mo	
Langley Village	\$42,705.00	\$254.00	\$44,892.73	\$0.00	\$ (1,933.73)	105%		7	7	0	
Asbury	\$ 148,601.94		\$ 144,976.57	\$ -	\$ -	98%		0	0	0	
Grant Circle	\$ 4,800.00	0.00	\$ 4,800.00	0.00	\$ -	100%		0	0	0	
Kings Arms	\$ 33,420.00	0.00	\$ 21,800.40	0.00	\$ 11,619.66	65%		3	3	0	
Langley Village II	\$ 6,700.00	0.00	\$ 6,700.00	0.00	\$ -	100%		2	2	0	
Monterey	\$ 22,663.00	0.00	\$ 21,765.25	0.00	\$ -	96%		1	1	0	
North Phoebus	\$29,661.00	\$380.41	\$27,293.07	\$0.00	\$ 2,752.55	91%		3	3	0	
Old Point LIPH	\$ 4,249.24	0.00	\$ 2,624.93	0.00	\$ 1,624.31	62%		1	1	0	
Old Point T/C	\$ 13,434.00	0.00	\$ 13,736.00	0.00	\$ (302.00)	102%		3	3	0	
Patterson LIPH	\$ 3,019.00	0.00	\$ 2,639.62	0.00	\$ 379.38	87%		0	0	0	
Patterson T/C	\$ 9,843.00	0.00	\$ 9,723.10	0.00	\$ 119.90	99%		0	0	0	
Queens Court	\$ 11,378.32		\$ 9,953.00	0	\$ -	87%		0	0	0	
Shell Gardens	\$ 32,307.00	0.00	\$ 31,766.00	0.00	\$ 541.00	98%		3	3	0	
Section 3											
Managed Properties	Emerg Work Orders	Completed in 24 Hours	Percent Completed in 24 hrs	Non-Emer Work	Total Days to	Average Days to Complete					
Langley Village	13	13	100.00	87	107	1.23					
Asbury	73	69	95.83	56	40	2.45					
Grant Circle	0	0	0.00	3	11	3.67					
Kings Arms	0	0	0.00	10	16	1.60					
Langley Village II	0	0	0.00	1	4	4.00					
Monterey	0	0	0.00	13	39	3.00					
North Phoebus	14	14	100.00	59	84	1.42					
Old Point LIPH	1	1	100.00	1	4	4.00					
Old Point T/C	1	1	100.00	8	17	2.13					
Patterson LIPH	0	0	0.00	1	1	1.00					
Patterson T/C	0	0	0.00	3	7	2.33					
Queens Court	4	4	100.00	7	9	1.29					
Shell Gardens	1	1	100.00	9	30	3.33					
Section 4											
Preventive Maintenance (PM) Inspections											
Managed Properties	PMs Needing Ins. For Yr.	Inspections Due Curr. Mo.	No. Inspected Curr. Mo.	PMs Completed For the Year	Next Inspection Month						
Langley Village	146	146	0	0	July						
Asbury	262	22	0	22	Pending						
Grant Circle	6	0	0	6	Complete						
Kings Arms	48	0	0	0	November						
Langley Village II	10	0	0	0	July						
Monterey	40	0	0	40	Complete						
North Phoebus	99	99	0	0	July						
Old Point LIPH	8	0	0	0	December						
Old Point T/C	19	0	0	0	December						
Patterson LIPH	7	0	0	0	Sept/Oct						
Patterson T/C	12	0	0	0	Sept/Oct						
Queens Court	12	0	0	12	Pending						
Shell Gardens	48	0	0	48	Complete						

Board Report- HRHA Fraud Department- June - 2020

	Current Month Activity	Y-T-D	2019 Activity
Total Fraud Reports Rcvd	12	69	107
Pending/Open Cases	14	40	13
Closed Cases**	5	41	111
Repayment Agreements	4	41	66
Terminations	0	9	12
Terminations Overturned*	0	5	5
Terminations Pending	0	1	1
<u>Infractions</u>			
Unauthorized HH members	7	22	30
Unreported Income	4	27	76
Criminal Activity	1	2	2
Drug Activity	0	0	2
Disorderly Conduct	0	0	1
No Utilities	0	0	0
Sex Offender	0	0	0
Dual Subsidy- Fraud Dept.	0	0	1
HCV participant own/receive assistance	0	0	0
Reported but not on S8 or PH	0	1	8