



August 21, 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 August 26, 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/91765579638>

To participate in audio-only mode, dial: 646-558-8656 | Meeting ID: 917 6557 9638

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

August 26, 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 Regular Meeting held on July 22, 2020 **Exhibit 1**
2. Mr. Chuck Rigney, Executive Director of Economic Development, City of Hampton, will update the Board on the WVS Development **Exhibit 2**
3. Presentation by Yvonne Hodges, Community Development Manager, on a Deed of Easement for the construction, maintenance and operation of a signal bungalow for the railroad warning system at LaSalle Avenue as part of Lincoln Park **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 signal bungalow for the railroad warning system at LaSalle Avenue as part of Lincoln Park **Exhibit 4**
5. Tammy Emerson, Chief Housing Officer, will present three additional waivers authorized by the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-05 and PIH Notice 2020-13 (HA) Rev.1. **Exhibit 5**
6. 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 and PIH Notice 2020-13 (HA) Rev.1. **Exhibit 6**
7. Anne Branche, Chief Administrative Officer, will present revisions to several HRHA Personnel policies to comply with state law effective July 1, 2020 **Exhibit 7**
8. Consideration to Approve HRHA's Personnel Policies as written, effective August 26, 2020 **Exhibit 8**

9. Updates **Exhibit 9**
10. Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.3. to discuss the acquisition of property for a public purpose or the disposition of property that is publicly held in the Phoebus area of the City where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body **Exhibit 10**
11. Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting **Exhibit 11**
12. Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.1. to discuss or interview candidates for the Executive Director position **Exhibit 12**
13. Consideration of Resolution of the Hampton Redevelopment and Housing Authority Certification of Closed Meeting **Exhibit 13**
14. 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 Regular Meeting held on July 22, 2020.

Motion Requested: Motion to Approve Minutes from the Regular Meeting held on July 22, 2020.

Staff Recommendation: Approval of Motion

List of Attachments: Minutes of the Meetings

Regular Meeting
Board of Commissioners
Hampton Redevelopment and Housing Authority
1 Franklin Street
July 22, 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, Ms. Yvonne Hodges

Exhibit 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

Motion to Approve: W. Moffett

Second: B. Heath

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

“Nays”: None

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

Motion to Approve: W. Moffett

Second: J. Eason

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

“Nays”: None

Exhibit 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

Ms. Yvonne Hodges, Community Development Manager, discussed the newly erected bus shelter near Langley Village. Hampton Roads Transit donated the shelter and the bench, and the City installed it. The City of Hampton did not have enough easement, so they are asking for an easement to accommodate what they have already installed.

Exhibit 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

Resolution No. 1540

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 22nd day of July, 2020.

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

Exhibit 5 - Update on the Freeman Drive development

Mr. Aaru Ma’at, Interim Executive Director, updated the Board on the Freeman Drive construction and development. Freeman Drive has been realigned and has a trail to the left that

runs behind the Hampton Coliseum. There will be 53 townhomes for sale, at least two bedrooms and two bathrooms in the units. Some of the units will have brick facades and all will have rear loading garages. The due diligence period ends around September 12th. Once the site plan is approved by the City, Sandler and Sons will have 18 months to complete the development.

Exhibit 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

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

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

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

Exhibit 8 – Other Business

Vice Chair Will Moffett asked about the Moving to Work Program (MTW) and asked if there was an ongoing plan to address COVID testing and making sure our residents are receiving PPE (Personal Protection Equipment). Mr. Ma’at has talked to the Richmond HUD office regarding Moving to Work. The COVID outbreak has slowed progress on MTW quite a bit, but Richmond HUD did let HRHA know that the next steps in the process may occur in late August or September. Regarding COVID testing and PPE, Mr. Ma’at shared with the Board that with the help of the Urban League and the NAACP that HRHA was able to conduct COVID testing at North Phoebus and Langley Village. The Food Bank is continuing to deliver food, and the Hampton Baptist Church is also delivering food to the residents in need. HRHA Independent Living Services Coordinator, Alicia Patterson has teamed up with several organizations to provide face masks and hand sanitizer to the residents.

Commissioner Edith White asked about the Governor’s Rental Relief Program and inquired if HRHA residents are eligible for the program. Ms. White stated that the program would be a great resource for residents who are struggling to make rent. Ms. Tammy Emerson, Chief Housing Officer, stated that there is outreach to HRHA market rate units and Mr. Ma’at will schedule a meeting with HRCAP, Inc. to discuss additional outreach opportunities.

EXHIBIT NO. 2

**AGENDA SHEET FOR BOARD
OF COMMISSIONERS**

Prepared By: Aaru Ma'at, Interim Executive Director Date: August 21, 2020

Phone: 727-6337 E-mail: amaat@hamptonrha.com

Brief Description of Item and Prior Actions:

Mr. Chuck Rigney, Executive Director of Economic Development, City of Hampton will provide an update on the progress of the WVS Downtown Development project.

Motion Requested: N/A

Staff Recommendation: N/A

List of Attachments: N/A

EXHIBIT NO. 3&4

AGENDA SHEET FOR BOARD OF COMMISSIONERS

| | |
|---|---|
| Prepared By: <u>Yvonne Hodges</u> | Date: <u>8-14-20</u> |
| Phone: <u>727-1518</u> | E-mail: <u>yhodges@hamptonrha.com</u> |
| Reviewed By: <u>Joyce Melvin-Jones</u> | Date: <u>8-18-20</u> |
| Phone: <u>727-6517</u> | E-mail: <u>jmelvinj@hamptonrha.com</u> |

Brief Description of Item and Prior Actions:

The City of Hampton is working with CSX Transportation to upgrade the existing warning system along the railroad tracks at the corner of LaSalle Avenue and Pembroke Avenue adjacent to Lincoln Park. CSX is requesting a Deed of Easement for the construction, maintenance and installation of a cantilever warning device and signal bungalow which will have flashing lights and a bell that will ring when the gate arms descend at the horizontal position. After the train passes the defined area, the warning system will recover. A 9x9 area is needed for the signal bungalow improvements. The proposed easement totals 81 square feet as indicated on the attached Exhibit 2 - Aerial Site: VA 650-1094646, located at the northwest corner of LaSalle Avenue, Hampton, VA.

A proposed Resolution is attached, along with the Deed of Easement and Aerial Site Map. Exhibit "A" referred to in the Deed of Easement is the legal description and survey and will be forthcoming when completed. A GIS drawing depicting the property is also attached. Staff recommends approval of the Resolution.

Motion Requested:

Approval of the Resolution authorizing the Hampton Redevelopment and Housing Authority to enter into and execute a Deed of Easement with CSX Transportation for the construction, maintenance and operation of signal bungalow for the railroad warning system at LaSalle Avenue as part of Lincoln Park.

Staff Recommendation:

Approval of the Motion

List of Attachments:

Resolution
Deed of Easement (Exhibit 1)
Aerial Site Map (Exhibit 2)
GIS Drawing (Exhibit 3)

Resolution No. _____

**RESOLUTION AUTHORIZING THE HAMPTON REDEVELOPMENT
AND HOUSING AUTHORITY TO ENTER INTO AND EXECUTE A DEED OF
EASEMENT WITH CSX TRANSPORTATION, INC. FOR THE
CONSTRUCTION, MAINTENANCE AND OPERATION OF A RAILROAD WARNING
SYSTEM AT LASALLE AVENUE CROSSING**

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 property located on the railroad track near the intersection of LaSalle Avenue and Pembroke Avenue commonly known as LaSalle Avenue Crossing (LRSN 2000368) located in Hampton, Virginia (“Property”); and

WHEREAS, CSX Transportation, Inc. (“CSX”) is working with the City of Hampton to upgrade the existing crossing warning system at that intersection; and

WHEREAS, CSX is requesting an easement for the construction, maintenance and operation of a signal bungalow for the railroad warning system on the Property; and

WHEREAS, the Authority desires to grant an easement to CSX for the construction, maintenance and operation of a signal bungalow for the railroad warning system on the Property as shown on the attached aerial site map (“Exhibit 2”).

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 1”) between the Hampton Redevelopment and Housing Authority and CSX Transportation, Inc. for the construction, maintenance and operation of a signal bungalow for the railroad warning system at Lasalle Avenue as shown on the attached aerial site map (“Exhibit 2”);

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

This instrument prepared by
or under the direction of:
Kim Bongiovanni, Assistant General Counsel
CSX Transportation, Inc., Law Department
500 Water Street, Jacksonville, FL 32202

Return initially to:
Walker Title
118 A West Main St.
Mountain City, TN 37683
(423) 727-0207

PIN/LRSN/RPC : 2000368
Old Map No: 02C025 00 06014

The Grantor is exempt for recordation and grantor's tax pursuant to Sections 58.1-811(A)(3) and 58.1-811(c) of the Code of Virginia, as amended

EXCLUSIVE PERMANENT EASEMENT

That in consideration of _____ **Dollars and No Cents (\$_____.00)**, and other good and valuable consideration to the undersigned Grantors, in hand paid by the Grantees herein, the receipt of which is hereby acknowledged, **Hampton Redevelopment and Housing Authority**, a political subdivision of the Commonwealth of Virginia, whose mailing address is 1 Franklin St. , Suite 603, Hampton, Virginia 23669 (herein referred to as the "Grantor"), does hereby grant, bargain, sell and convey to **CSX Transportation, Inc.**, a Virginia Corporation, whose mailing address is 500 Water Street, Jacksonville, FL 32202, an exclusive permanent easement on, over or across Grantor's property for Railroad and ancillary purposes, hereinafter designated "the Easement," which Easement is more particularly shown on Exhibit "A" attached hereto and incorporated herein along with access thereto. The property described on Exhibit "A" is a portion of the property conveyed to Grantor in deed recorded September 1, 1966 at Doc# or Deed Book/Page: 0384 0239.

TO HAVE AND TO HOLD to the said Grantee, the exclusive permanent easement and right of way, its successors and assigns forever, for the purposes above mentioned and for no other purpose.

And Grantor for itself and for its heirs, successors, and assigns covenant with the said Grantee, its successors and assigns, that it is lawfully seized in fee simple of said premises; that they are free from all encumbrances, unless otherwise noted above; that it has a good right to sell and convey the same as aforesaid; that it will and its successors and assigns shall warrant and defend the same to the said Grantee, its successors and assigns forever, against the lawful claims of all persons.

SIGNATURE ON THE FOLLOWING PAGE

9' X 9' Signal Bungalow



167

State Hwy 167

351

State Hwy 351

-  Premises - 81 ± Sq.Ft.
-  CSX Real Estate
-  County Parcels

Map Created By CSX
Monday, August 10, 2020
Aerial - VA-650-1094646.mxd - V5180



HAMPTON, VA PUBLIC PROJECT
9 FT X 9 FT SIGNAL BUNGALOW
SITE: VA-650-1094646
HAMPTON CITY COUNTY - HAMPTON, VA
S - SOUTHERN - PENINSULA
MILEPOST: CAE 4.07 - CAE 4.08

Parcel Boundaries are
Approximated and
May Require Survey

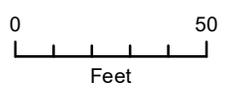
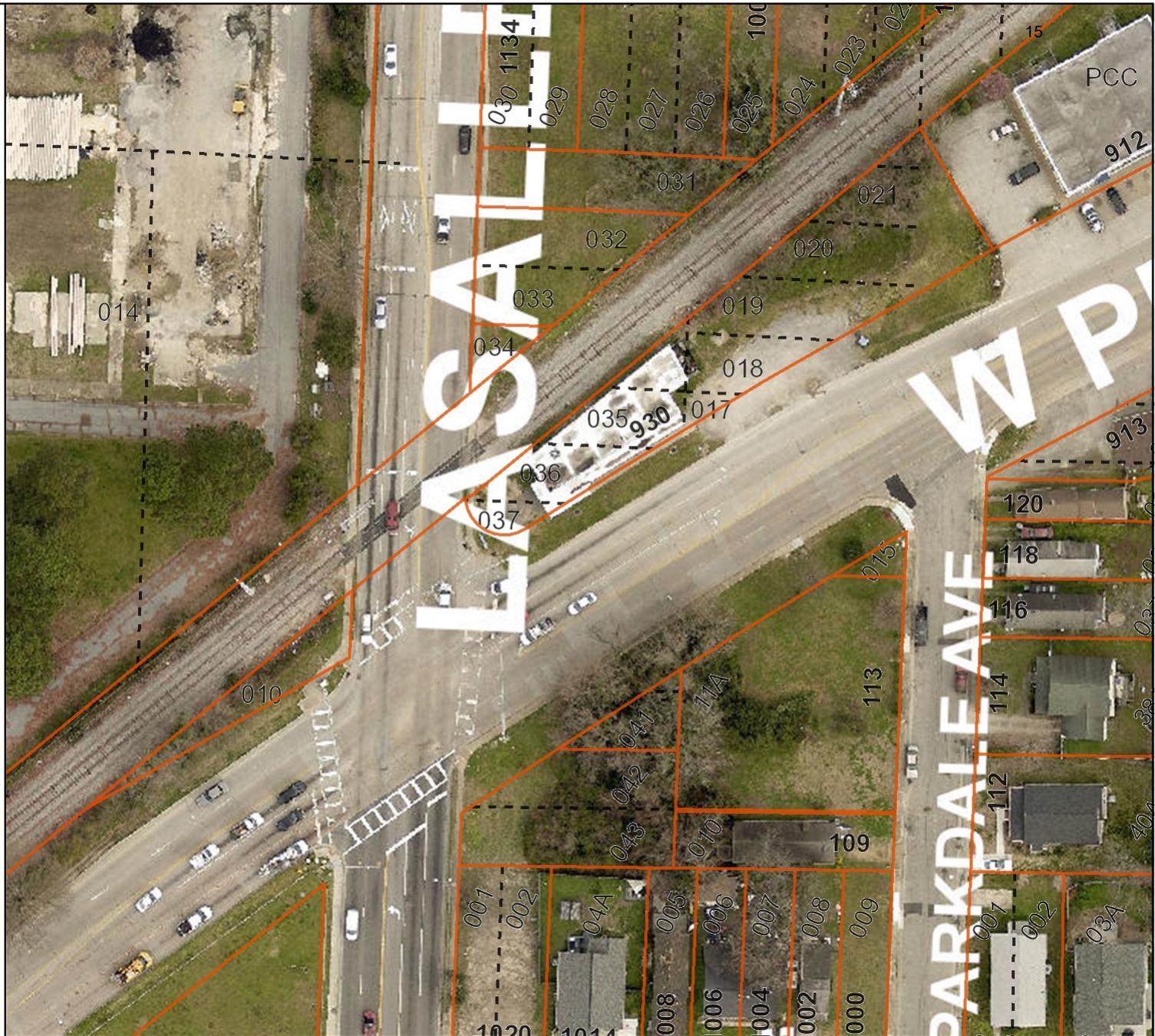


EXHIBIT 3

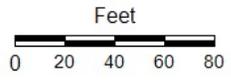
Legend

- Parcels
- Lot Lines
- Boundary



Title: LaSalle at Pembroke rr

Date: 7/23/2020



DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Hampton is not responsible for its accuracy or how current it may be.

Current Warning System



New Warning System



EXHIBIT NO. 5&6

AGENDA SHEET FOR BOARD OF COMMISSIONERS

Prepared By: Tammy Emerson Date: August 13, 2020

Phone: 757-727-2695 E-mail: temerson@hamptonrha.com

Reviewed By: Joyce Melvin-Jones Date: August 14, 2020

Phone: 757- 759-5482 E-mail: jmelvinj@hamptonrha.com

Brief Description of Item and Prior Actions:

“In Notice PIH 2020–05, published on April 10, 2020, HUD exercised its authority under the CARES Act to establish waivers and administrative flexibilities to provide relief to Public Housing Agencies (PHAs), Indian tribes, and tribally designated housing entities (TDHEs) in response to the COVID-19 pandemic.

PIH Notice 2020-13(HA) Rev.1 states “The Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) provides the U.S. Department of Housing and Urban Development (HUD) with broad authority to waive or establish alternative requirements for numerous statutory and regulatory requirements for the Public Housing program, Housing Choice Voucher (HCV) program, Indian Housing Block grant (IHBG) program, and Indian Community Development Block Grant (ICDBG) program.” In this revision to Notice PIH 2020-05, HUD restates the waivers and alternative requirements established previously in Notice PIH 2020–05, provides additional waivers and alternative requirements, extends the periods of availability for previously established waivers and alternative requirements, and issues technical amendments to several of the previously established waivers and alternative requirements.”

On July 1, 2020, the Board approved various waivers and administrative flexibilities permitted under PIH notice 2020-05. Staff proposes three additional waivers for Board approval, which are set forth in Exhibit A to the attached Resolution. One waiver is new and permitted under PIH Notice 2020-13(HA) Rev. 1, and two waivers were available under the prior PIH Notice 2020-05.

Attached is a proposed Resolution approving the implementation of these various waivers. Staff requests that the Board approve the attached Resolution.

Motion Requested: Motion to Approve the Resolution approving the implementation of three waivers authorized by the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-05 and PIH Notice 2020-13(HA) Rev. 1.

Staff Recommendation: Approval of the Motion

List of Attachments:

1. Exhibit A List of Waivers
2. Resolution

COVID-19 Additional Waivers

HUD added additional waivers as of July 2020. Below are 2 waivers that were missed and 1 new waiver, effective July 2020.

| Item | Statutory and regulatory waivers | Summer of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|--|---|--|---|---|----------------------|
| HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units | Statutory Authority: Section 8(o)(8)(A) Regulatory Authority: §§ 983.103(b), 983.156(a)(1) | <ul style="list-style-type: none"> • Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies • Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. | <ul style="list-style-type: none"> • 12/31/20 • 1-year anniversary of date of owner's certification | Yes | 4/10/2020 |
| HCV-6 Automatic Termination of HAP Contract | Regulatory Authority § 982.455 | <ul style="list-style-type: none"> • Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. | <ul style="list-style-type: none"> • 12/31/20 | Yes | 4/10/2020 |
| PH-12: Public Housing Agency Annual Self Inspections | Statutory Authority: Section 6(f)(3) Regulatory Authority: § 902.20(d) | <ul style="list-style-type: none"> • Waives the requirement that the PHA must inspect each project | <ul style="list-style-type: none"> • 12/31/20 | Yes | 7/2/2020 |

Resolution No. _____

Resolution of the Board of Commissioners of the
Hampton Redevelopment and Housing Authority Approving the Implementation of Various
Waivers Authorized by the U.S. Department of Housing and Urban Development (HUD) under
PIH Notice 2020-05 and 2020-13 (HA) Rev 1.

WHEREAS, the Hampton Redevelopment and Housing Authority (HRHA) administers
Public Housing and Section 8 Tenant Based and Project Based Programs; and

WHEREAS, the Department of Housing and Urban Development (HUD) and the Congress
issue regulatory and statutory waivers to housing policies; and

WHEREAS, the Department of Housing and Urban Development issued PIH
Administrative Notice 2020-13 (HA) Rev. 1 on July 2, 2020, which notice covered previously
implemented waivers and implemented additional waivers and alternative requirements, and
extends the periods of availability for previously established waivers: and

WHEREAS, the Department of Housing and Urban Development strongly encourages
PHAs to utilize any and all such waivers and alternative requirements as necessary to keep
public housing and HCV programs operational to the extent practicable; and

WHEREAS, the waivers implemented through this notice provide administrative relief
and allow for alternative approaches to various aspects of PHA operations and HRHA desires to
implement these waivers.

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

1. The Executive Director or Interim Executive Director is authorized to implement all
applicable waivers or exceptions identified in HUD Notice PIH 2020-05 and 2020-
13(HA) Rev.1 that in his or her discretion are appropriate and necessary for the
operations of the Housing Authority and in the best interests of the clients and residents
served by the Housing Authority.
2. The Board approves the additional waivers listed on the attached Exhibit A to this
Resolution. Such waivers shall be for the maximum time allowed by HUD Notice PIH
2020-13(HA) Rev. 1 and any revisions.

ADOPTED this 26th Day of August 2020.

Stephen Adams
Chairman of the Board of Commissioners
Hampton Redevelopment and Housing Authority

Aaru Ma'at
Interim Secretary
Hampton Redevelopment and Housing Authority

EXHIBIT NO. 7&8

**AGENDA SHEET FOR BOARD
OF COMMISSIONERS**

Prepared By: Anne Branche, Chief Housing Officer Date: August 21, 2020

Phone: 727-6498 E-mail: abranche@hamptonrha.com

Brief Description of Item and Prior Actions:

The Authority's Personnel policies have been revised to comply with the changes in state law effective July 1, 2020. All employees were notified of the changes prior to the effective date. The revisions below will ensure our policies are also in compliance.

Chapter 2, Employee Relations, Section III, Equal Employment Opportunity and Harassment Policies; Complaint and Investigation Procedure, has added the following protected characteristics to Subsections A. Equal Employment Opportunity Policy and B. Harassment Policy: traits historically associated with race, sexual orientation, gender identity, childbirth or related medical conditions.

Chapter 2, Employee Relations, Section III, Equal Employment Opportunity and Harassment Policies; Complaint and Investigation Procedure, Subsection C. Disabled Applicants and/or Employees has added language that allows those with pregnancy, childbirth or related medical conditions to have the right for reasonable accommodations.

Chapter 2, Employee Relations, Section III, Equal Employment Opportunity and Harassment Policies; Complaint and Investigation Procedure, Subsection D. Retaliation Policy has added language stating the Authority prohibits retaliation against anyone who reports, in good faith, in violation of any federal or state law or regulation.

Chapter 3, Grievance Procedures, Section III, Definition of a Grievance and Section VI, Allegations of Discrimination and/or Harassment, has added the following protected characteristics: traits historically associated with race, sexual orientation, gender identity, childbirth or related medical conditions.

Motion Requested:

Consideration to approve the Authority's Personnel Policies as written, effective August 26, 2020.

Staff Recommendation:

Approval of resolution.

List of Attachments:

Summary of Changes

Resolution

Revised Policies (provided under separate cover)

Chapter Two
Summary of Changes
June, 2015 July, 2020

- ~~New Classifications Added.~~
- ~~Updated Harassment Policy.~~
- ~~New Disabled Applicants and/or Employees Section.~~
- ~~Changed Language for Clarity and Readability.~~
- Added to the list of protected classes in EEO and Harassment Policy.
- Added language to the Retaliation Policy.
- Added language to the Disabled Applicants and/or Employees Policy.

Chapter Three
Summary of Changes
June, 2015 July, 2020

- ~~Changed language throughout the chapter for clarity and readability.~~
- Added to the list of protected classes.

RESOLUTION NO.

Resolution Revising the Personnel Policy, Chapters 2. Employee Relations and Chapter 3. Grievance Procedures.

WHEREAS, the Board of Commissioners of the Hampton Redevelopment and Housing Authority adopted a revised Personnel Policy dated March 24, 2010; and

WHEREAS, effective July 1, 2020, the Equal Opportunity and Harassment Policies; Complaint and Investigation Procedures Policy, Definition of a Grievance Policy, and Allegations of Discrimination and/or Harassment Policy has been revised to be in compliance with the laws of the State of Virginia; and,

WHEREAS, the Hampton Redevelopment and Housing Authority now deems it necessary to revise the Authority's Personnel Policy, Chapters 2. Employee Relations and Chapter 3. Grievance Procedures, effective July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Hampton Redevelopment and Housing Authority that the Personnel Policy of the Hampton Redevelopment and Housing Authority is hereby revised effective July 1, 2020.

ADOPTED this 26th day of August, 2020.

Chairman

Secretary

EXHIBIT NO. 9**AGENDA SHEET FOR BOARD
OF COMMISSIONERS**

Prepared By: Aaru Ma'at, Interim Executive Director **Date:** August 21, 2020

Phone: 727-6337 **E-mail:** amaat@hamptonrha.com

At this time staff will give the Board updates on things that are happening at the Hampton Redevelopment and Housing Authority.

Motion Requested: N/A

Staff Recommendation: N/A

List of Attachments: N/A

EXHIBIT NO. 10&11**AGENDA SHEET FOR BOARD
OF COMMISSIONERS****Prepared By:** Meredith Clark, Executive Analyst **Date:** August 21, 2020**Phone:** 727-6493 **E-mail:** mclark@hamptonrha.com**Brief Description of Item and Prior Actions:**

Consideration to go into Closed session pursuant to Virginia Code § 2.2-3711 A.3. to discuss the acquisition of property for a public purpose or the disposition of property that is publicly held in the Phoebus area of the City where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion Requested: Motion to go into Closed Session in Accordance with Virginia Code § 2.2-3711 A.3.

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 26th day of August 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

EXHIBIT NO. 12&13**AGENDA SHEET FOR BOARD
OF COMMISSIONERS**

Prepared By: Meredith Clark, Executive Analyst Date: August 21, 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 or interview candidates for the Executive Director position.

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 26th day of August 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. Final Punch work is in progress on all homes.
- 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. Due diligence period ends September 12, 2020. 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 and signed. 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.
- The property located at 217 Atlantic Avenue is under contract scheduled to close in September 2020.

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
- One (1) Underway

Homeowner Deferred Rehabilitation Grant Programs (CDBG Program):

- Two (2) projects are underway
- Three (3) Completed

\$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. Fifty-one (51) houses have been constructed and sold; and three (3) 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 \$225,250.

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 is substantially complete with all punch list items completed. The project will be closed out per HUD guidelines.

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 for solicitation in September.

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 is proceeding within the Governors COVID 19 restrictions with a scheduled completion in September 2020.

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. Policies are being updated and training will be conducted to ensure HRHA and staff are compliant.

Executive Director search update: Second interviews are being scheduled and will be conducted by Mr. Adams, Mrs. Melvin-Jones, and myself.

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. Also working with Emphasys to add a self-service module to payroll so that timesheets can be completed online.

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

Laptops have been ordered to ensure customers needs are being met whether staff are working in the office or remotely.

FINANCIAL SERVICES AND REPORTING

Asbury Place Update:

Attached is an unaudited financial report, as of July 31, 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. Most 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 lawsuit 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

July Activities:

Due to the pandemic, no recreational activities, or Resident Council Meetings were held for the month of July. Eligibility was assessed at the request of S.A.M.E. (So All May Eat) to determine if residents still met the requirements to receive food donations. Resident information in the Foodbank's Pantry Trak system was updated. Provided support to S.A.M.E. by scheduling the delivery of food boxes to the resident's apartments. Phone contacts were made to conduct needs assessments, focusing 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 their situations, i.e. setting DMV appointments on-line and checking on the status of stimulus checks. Grocery shopped for residents who were fearful or unable to access the supermarket due to COVID-19. Assisted the residents with picking vegetables from the garden and distributed vegetables to residents. Created and distributed flyers to residents on several occasions. Handed out literature on how to beat the extreme heat provided by the Peninsula Agency on Aging's Cool Care Program. Provided those in need with fabric masks and hand sanitizer donated to the center.

Resident Council:

The Resident Council held their annual election for Officers on July 15, 2020. All newly elected officers were sworn in on July 28, 2020.

North Phoebus Townhouses

Resident Council

No activities were held during the month of July.

Asbury

No updates

Queens Court

No updates

Income Statement - Summary
Asbury Place
Reporting for Periods within 01/01/2020 and 07/31/2020

| | Year-To-Date Prior Year | Year-To-Date Actual | Prorated Budget | Variance |
|---|----------------------------|------------------------|--------------------|------------------|
| Operating Revenue | | | | |
| Gross Potential Rental Income | 1,437,465 | 1,511,396 | 1,465,501 | 45,895 |
| Other Tenant Income | 54,539 | 18,423 | 49,441 | (31,018) |
| Vacancy Loss | (459,873) | (528,890) | (381,030) | (147,860) |
| Other Income | 8,946 | 10,584 | 7,914 | 2,670 |
| Total Operating Revenue | 1,041,077 | 1,011,513 | 1,141,825 | (130,312) |
| Operating Expense | | | | |
| Administrative Expense | 83,822 | 76,311 | 113,286 | 36,975 |
| Tenant Services Expense | 5,422 | 6,167 | 8,808 | 2,641 |
| Utilities Expense | 90,948 | 86,891 | 97,221 | 10,330 |
| Maintenance Salaries | 59,836 | 65,826 | 58,899 | (6,927) |
| Maintenance Supplies | 64,647 | 40,308 | 78,458 | 38,150 |
| Maintenance Contracts | 173,351 | 104,899 | 229,641 | 124,742 |
| Maintenance Service Contracts | 47,243 | 42,241 | 57,458 | 15,217 |
| Protective Services | 2,810 | 1,495 | 18,142 | 16,647 |
| General Expenses | 41,216 | 40,721 | 141,981 | 101,260 |
| Collection Losses Expense | 0 | 0 | 43,084 | 43,084 |
| Total Operating Expenses | 569,295 | 464,859 | 846,979 | 382,120 |
| Total Operating Net Income/(Loss) | 471,782 | 546,654 | 294,846 | 251,808 |
| Loan Payments | | | | |
| Principal | 123,485 | 127,047 | | |
| Interest | 166,330 | 162,767 | | |
| Total Principal/Interest Paid | 289,815 | 289,814 | 289,814 | 0 |
| Total Net Income/(Loss) | 181,967 | 256,840 | 5,032 | 251,808 |
| December 2019 Reserve Balance | | (1,654,170) | | |
| 2020 Capital Improvements | | (40,488) | | |
| Unrestricted Reserves - Remaining Balance | | <u>(1,437,818)</u> | | |

Asbury Place Occupancy Rate
As of July 31, 2020

| | | |
|---------------------------------|------------|------------|
| 5/1/2020 - Occupancy | 170 | 64.89% |
| 6/1/2020 - Occupancy | 173 | 66.03% |
| 7/1/2020 - Occupancy | 178 | 67.94% |
| 8/1/2020 - Occupancy | 184 | 70.23% |
| Scheduled: | 187 | 71.37% |
| Move-Ins - 5 | | |
| Move-Outs - 2 | | |
| Breakeven Occupancy Rate | 218 | 83% |

Asbury Place Unit Renovations
As of July 31, 2020

| | |
|---------------------------------|-------|
| Units Renovated | 218 * |
| Units Currently Being Renovated | 0 |

* 19 units need to be renovated.

HRHA Status Report July 2020 - Section 8

| SEMAP Indicators - PHA Scored | | | | | | | |
|--|----------------------------|-------------------------------------|-----------------------------------|-------------------------------|--------------------------------|---------------------------------|--------------------------------------|
| I. | | | | | | | |
| Indicator 1 | Indicator 2 | Indicator 3 | Indicator 4 | Indicator 5 | Indicator 6 | Indicator 7 | Indicator 8 |
| <u>Selection From the Waiting List</u> | <u>Reasonable Rent</u> | <u>Determination Of Adj Income</u> | <u>Utility Allowance Schedule</u> | <u>HQS QC Inspections</u> | <u>HQS Enforcement</u> | <u>Expanding Housing Opp.</u> | <u>Percent of Payment Std to FMR</u> |
| 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 | Indicator 15 |
| <u>Annual Reexams</u> | <u>Correct Rent Calcs.</u> | <u>Pre-Contract HQS Inspections</u> | <u>Annual HQS Insp</u> | <u>Lease Up</u> | <u>FSS Enroll & Escrow</u> | <u>PIC Submission Rate</u> | <u>PIC Submission Rate</u> |
| X | X | X | X | Not Currently | 23 | 96.61% | 96.61% |
| Compliant | Compliant | Compliant | Compliant | Available | Compliant | 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 | Incoming Portables Completed |
| HCV | 2518 | 100% | 2518 | 2447 | 36 | 8 | 0 |
| VASH | 370 | 100% | 370 | 347 | 10 | 0 | 0 |
| PB VASH | 7 | 100% | 7 | 7 | 0 | 0 | 0 |
| Mainstream | 75 | 100% | 75 | 72 | 1 | 0 | 0 |
| Mainstream NED | 50 | 100% | 50 | 0 | 0 | 0 | 0 |
| Preservation | 168 | 100% | 173 | 167 | 1 | 1 | 0 |
| Project -Based | 56 | 100% | 43 | 39 | 0 | 0 | 0 |
| Total | 3244 | 100% | 3244 | 3079 | 48 | 9 | 0 |
| IV. | | | | | | | |
| Hearings Conducted | Deceased | Program Violations | Absorbed By Other PHA | Voluntary Withdrawal | TTP Exceeds Gross Rent | Voucher Expired | Cannot Live Alone |
| 0 | 1 | 4 | 5 | 3 | 4 | 0 | 0 |
| V. | | | | | | | |
| Annuals Completed | Interims Completed | Vouchers Issued to Movers | Counseling Sessions Conducted | | FSS Addendums Completed | Other Change Of Units Completed | Outgoing Portable Updates |
| 365 | 110 | 38 | 0 | | 3 | 16 | 11 |
| VI. | | | | | | | |
| Inspections Conducted | Inspections Failed | Units in HAP Abatement | Annual Inspections Performed | Special & Emergency Performed | Initial Inspections Performed | Rent Reasonable Certifications | Landlords Attended Briefing |
| 496 | 170 | 21 | 420 | 17 | 73 | 174 | 5 |
| VIII. | | | | | | | |
| Family Self-Sufficiency | | | | | | | |
| Number of Participants | Mandatory Slots | Completions | Terminations | With Escrow Balances | Monthly Escrow Credits | Enrolled in a GED Program | Enrolled in Secondary Education |
| 41 | 0 | 3 | 0 | 23 | \$4,433 | 0 | 8 |

HRHA Monthly Status Report - Managed Properties - July 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 | 184 | 75 | 71% | 6 | 0 | 0 | 0 | | | |
| Grant Circle | 6 | 0 | 0 | 6 | 0 | 100% | 0 | 0 | 0 | 0 | | | |
| Kings Arms | 48 | 0 | 0 | 45 | 3 | 94% | 2 | 0 | 0 | 0 | | | |
| Langley Village II | 10 | 0 | 0 | 10 | 0 | 100% | 0 | 0 | 0 | 0 | | | |
| Langley Village | 146 | 0 | 0 | 146 | | 100% | 0 | 0 | 0 | 0 | | | |
| Monterey | 40 | 0 | 0 | 33 | 7 | 83% | 1 | 1 | 0 | 0 | | | |
| North Phoebus | 100 | 1 | 0 | 99 | 0 | 100% | 1 | 0 | 0 | 0 | | | |
| Old Point LIPH | 8 | 0 | 0 | 7 | 1 | 88% | 0 | 0 | 0 | 0 | | | |
| Old Point T/C | 19 | 0 | 0 | 19 | 0 | 100% | 1 | 0 | 0 | 0 | | | |
| Patterson LIPH | 7 | 0 | 0 | 7 | 0 | 100% | 0 | 0 | 0 | 0 | | | |
| Patterson T/C | 12 | 0 | 0 | 11 | 0 | 92% | 0 | 0 | 0 | 0 | | | |
| Queens Court | 12 | 0 | 0 | 12 | 0 | 100% | 0 | 0 | 0 | 0 | | | |
| Shell Gardens | 48 | 0 | 1 | 47 | 0 | 100% | 2 | 0 | 0 | 0 | | | |
| Section 2 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 | \$42,936.00 | \$0.00 | \$44,207.77 | \$0.00 | \$ (1,217.77) | 103% | | 10 | 10 | 0 | | | |
| Asbury | \$ 149,933.77 | \$ - | \$ 140,906.10 | | \$ 9,027.67 | 94% | | 0 | 0 | 0 | | | |
| Grant Circle | \$ 4,800.00 | 0.00 | \$ 4,800.00 | 0.00 | \$ - | 100% | | 0 | 0 | 0 | | | |
| Kings Arms | \$ 34,020.00 | 0.00 | \$ 45,552.31 | 0.00 | \$ (11,532.31) | 134% | | 0 | 0 | 0 | | | |
| Langley Village II | \$ 6,700.00 | 0.00 | \$ 6,700.00 | 0.00 | \$ - | 100% | | 0 | 0 | 0 | | | |
| Monterey | \$ 26,172.00 | 0.00 | \$ 24,476.09 | 0.00 | \$ 1,695.91 | 94% | | 0 | 0 | 0 | | | |
| North Phoebus | \$31,383.00 | \$63.00 | \$34,052.17 | \$0.00 | \$ (2,606.17) | 108% | | 5 | 5 | 0 | | | |
| Old Point LIPH | \$ 2,112.00 | 0.00 | \$ 3,988.81 | 0.00 | \$ (1,876.81) | 189% | | 0 | 0 | 0 | | | |
| Old Point T/C | \$ 14,486.00 | 0.00 | \$ 14,463.00 | 0.00 | \$ 23.00 | 100% | | 1 | 1 | 0 | | | |
| Patterson LIPH | \$ 2,734.00 | 0.00 | \$ 2,928.04 | 0.00 | \$ (194.04) | 107% | | 0 | 0 | 0 | | | |
| Patterson T/C | \$ 9,843.00 | 0.00 | \$ 9,780.75 | 0.00 | \$ 62.25 | 99% | | 0 | 0 | 0 | | | |
| Queens Court | \$ 10,700.00 | | \$ 10,705.00 | | | 100% | | 0 | 0 | 0 | | | |
| Shell Gardens | \$ 33,250.00 | 0.00 | \$ 32,473.03 | 0.00 | \$ 776.97 | 98% | | 3 | 3 | 0 | | | |
| Section 3 | | | | | | | | | | | | | |
| Managed Properties | Emerg Work Orders | Completed in 24 Hours | Percent Completed in 24 hrs | Non-Emerg Work | Total Days to | Average Days to Complete | | | | | | | |
| Langley Village | 4 | 4 | 100.00 | 121 | 121 | 1.00 | | | | | | | |
| Asbury | 71 | 68 | 97.14 | 54 | 45 | 1.41 | | | | | | | |
| Grant Circle | 0 | 0 | 0.00 | 1 | 9 | 9.00 | | | | | | | |
| Kings Arms | 0 | 0 | 0.00 | 10 | 18 | 1.80 | | | | | | | |
| Langley Village II | 0 | 0 | 0.00 | 1 | 8 | 8.00 | | | | | | | |
| Monterey | 0 | 0 | 0.00 | 19 | 125 | 6.58 | | | | | | | |
| North Phoebus | 10 | 10 | 100.00 | 84 | 149 | 1.77 | | | | | | | |
| Old Point LIPH | 0 | 0 | 0.00 | 2 | 16 | 8.00 | | | | | | | |
| Old Point T/C | 0 | 0 | 0.00 | 2 | 4 | 2.00 | | | | | | | |
| Patterson LIPH | 0 | 0 | 0.00 | 2 | 11 | 5.50 | | | | | | | |
| Patterson T/C | 0 | 0 | 0.00 | 4 | 18 | 4.50 | | | | | | | |
| Queens Court | 0 | 0 | 0.00 | 5 | 5 | 1.00 | | | | | | | |
| Shell Gardens | 0 | 0 | 0.00 | 16 | 63 | 3.94 | | | | | | | |
| 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 | 18 | 18 | 36 | August | | | | | | | | |
| Asbury | 262 | 0 | 0 | 22 | Pending due to COV-19 | | | | | | | | |
| Grant Circle | 6 | 0 | 0 | 6 | Complete | | | | | | | | |
| Kings Arms | 48 | 0 | 0 | 0 | November | | | | | | | | |
| Langley Village II | 10 | 0 | 10 | 10 | Complete | | | | | | | | |
| Monterey | 40 | 0 | 0 | 40 | Complete | | | | | | | | |
| North Phoebus | 99 | 14 | 11 | 14 | August | | | | | | | | |
| 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 | | 12 | 12 | Complete | | | | | | | | |
| Shell Gardens | 48 | 0 | 0 | 48 | Complete | | | | | | | | |

Board Report- HRHA Fraud Department- July - 2020

| | Current Month Activity | Y-T-D | 2019 Activity |
|---|---------------------------|-------|------------------|
| Total Fraud Reports Rcvd | 27 | 96 | 107 |
| Pending/Open Cases | 19 | 19 | 13 |
| Closed Cases** | 2 | 43 | 111 |
| Repayment Agreements | 21 | 62 | 66 |
| Terminations | 0 | 9 | 12 |
| Terminations Overturned* | 0 | 5 | 5 |
| Terminations Pending | 0 | 1 | 1 |
| <u>Infractions</u> | | | |
| Unauthorized HH members | 2 | 24 | 30 |
| Unreported Income | 22 | 49 | 76 |
| Criminal Activity | 1 | 2 | 2 |
| Drug Activity | 0 | 0 | 2 |
| Disorderly Conduct | 1 | 1 | 1 |
| No Utilities | 0 | 0 | 0 |
| Sex Offender | 1 | 1 | 0 |
| Dual Subsidy- Fraud Dept. | 0 | 0 | 1 |
| HCV participants own/receive assistance | 0 | 0 | 0 |
| Reported but not on S8 or PH | 1 | 2 | 8 |