



Charlotte Housing Authority

BOARD OF COMMISSIONERS

BOARD MEETING

JULY 19, 2011

***Charlotte Housing Authority/Central Office
1301 South Boulevard
Charlotte, NC 28203***

Mission Statement

“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”

Commissioners:

Chairman – Joel Ford

Vice-Chairman – Will Miller

Commissioner Lucille Puckett

Commissioner Benjamin Hill

Commissioner Geraldine Sumter

Commissioner David Jones

Commissioner Pamela Gordon



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

NOTICE

BOARD MEETING

BOARD OF COMMISSIONERS MEETING

July 19, 2011

NOTICE is hereby given that a Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on *July 19, 2011* as follows:

TIME/Date: *5:00 P.M.*
 July 19, 2011

LOCATION: *Charlotte Housing Authority/Central Office*
 1301 South Boulevard
 Charlotte, NC 28203


Charles Woodyard/CEO

Mission Statement

“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”

Housing Authority of the City of Charlotte Regular Meeting of the Board of Commissioners

Central Office
1301 South Boulevard
Charlotte, NC 28203

July 19, 2011

5:00 p.m. - Regular Board Meeting Convenes:

Regular Meeting Agenda:

1. Pledge of Allegiance
2. **Public Hearing:** FY 2011-2012 Moving Forward Annual Plan Amendment
3. Public Forum
4. Review and Approval of the Agenda
5. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *June 21, 2011* (p.5)
6. Resident Advisory Council (RAC) Report
7. Monthly Report from the CEO
 - Business Plan Update/Corporate Scorecard
 - Operations Dashboard (p.25)
8. **Consent Agenda Action Items:**
 - A. Sandlewood Apartments Bond Findings and Final Resolutions (p.29)
 - B. Approve Procurement Contract-CM at Risk for 400 East Boulevard (p.37)
 - C. Approve Resolutions to Grant Easement to the City of Charlotte (p.40)
 - D. Budget Amendment: Administration Program Budget (Section 8 funding) (p.50)
 - E. Budget Amendment: Field Operations Program Budget (Section 8 funding) (p.54)
 - F. Audit Report Acceptance and Approval for 2010-2011 (p.58)
9. **Business Agenda Action Item:**
 - A. First Amendment to the FY 2011-2012 Moving Forward Annual Plan (p.61)
 - B. Approve Procurement Contract-Tax Credit Investor Member for CFFP Transaction (p.67)

MINUTES

REGULAR BOARD MEETING

07/19/2011

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, JUNE 21, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at *Mallard Ridge, 1428 Axminister Court, Charlotte, NC 28210* at 5:00 p.m. on Tuesday, June 21, 2011.

Present: ***Chairman Joel Ford***
 Vice-Chairman Will Miller (via conference call)
 Commissioner Geraldine Sumter
 Commissioner David Jones
 Commissioner Lucille Puckett
 Commissioner Ben Hill
 Commissioner Pam Gordon

Also Present: Charles Woodyard, CEO
 Sherrod Banks, General Counsel (via conference call)

Pledge of Allegiance:

Chairman Ford officially opened the meeting and welcomed everyone to the Mallard Ridge community. He then asked everyone to stand to recite the pledge of allegiance. Once completed, we moved forward to the first agenda item.

TEFRA Hearing:

Chairman Ford continued, that according to the agenda we have a Tax Equity Fiscal Responsibility Act (TEFRA) public hearing regarding the Authority's plan to issue multi-family housing revenue bonds in the amount \$5,100,000 to finance a portion of the cost of the acquisition, construction and equipping of a low and moderate income multi-family residential rental facility for seniors to be known as Barringer Gardens, consisting of approximately 85 units. Barringer Gardens Apartments will be located at 1842 West Boulevard.

The proceeds of the bonds will be loaned to Charlotte RHF Housing Partners, LP, a North Carolina limited partnership (or a related entity), and used by the company, together with equity from related 4% low income housing tax credits, to acquire and construct the apartments, which will be operated as affordable housing.

Under the federal tax code, the issuance of the bonds must be approved by the City Council of the City of Charlotte following a public hearing. Notice of the public hearing was published in *The Charlotte Observer* on May 23, 2011.

The public hearing with respect to the issuance by the Authority of its bonds to finance the acquisition and renovation of Barringer Gardens is hereby opened.

Chairman Ford asked were there any public comments concerning Barringer Gardens? Hearing none, the public hearing with the respect to the issuance of the authority of bonds to finance Barringer Gardens is hereby closed.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Jones
Outcome:	Passed unanimously

Public Forum:

Chairman Ford announced that this is an opportunity for the community at-large to speak to the Board of CHA Commissioners as well as staff. Typically what we do is allow up to three minutes for you to speak and we have someone at this time who would like to speak.

Ms. Joyce Horn, resident of Mallard Ridge:

Ms. Horn thanked everyone for allowing her to come forward to speak. She stated that Mallard Ridge is a nice community. It consists of 35 apartments and everybody seems to get along. However lately it has come to her attention that we have an issue with drugs. We have people that are bringing drugs into our community to drop them off. Neighbors, residents as well as I have witnessed this. It is not like somebody told her; this is what she has seen. With school being out we have little children that don't have a park, don't have access to day camps because people cannot afford that and they do not need to see people rolling up in here dropping off stuff like that thinking that it is ok. She would like to bring it to someone's attention which is why she is here today. It is unacceptable. This concluded her comments.

Chairman Ford thanked her for her comments. He added that on behalf of the housing authority we appreciate you being concerned about your community, because you do live here. We want to make sure we assist you in any way that we can to possibly affect the safety of this community. Chairman Ford questioned have you contacted in any way CMPD? Ms. Horn responded yes, they gave her a card and told her the district office that she needs to talk with. She had done that, and has also written down tag numbers. She explained that she does not want to falsely accuse anyone of doing anything that is not right. However to not open your mouth is being a partaker of what is going on because it won't be long until it will be back to overtake us if we don't stop it now. Commissioner Jones questioned if there are camera's at this site? Ms. Alice Long, Property Manager, responded that they have just been installed approximately one week ago. Additionally, Ms. Campbell stated that this is one of the properties that is being voted on tonight for some off duty security officers for the summer season. Ms. Horn thanked everyone for their comments/concerns.

Chairman Ford asking if there was anyone else present that would like to speak. The following person came forward.

Ms. Annie Elam, resident of Savanna Woods:

Ms. Elam explained that she recently lived in Strawn Towers. However because her daughter could not continue to care for her children, almost two years ago her daughter gave her the children. She went down to Ms. Cureton, Property Manager at Strawn Apartments, to explain

her situation. She continued that Ms. Cureton did not say a word but she immediately got on the phone to call the main office. Within thirty minutes she had an apartment. Once Ms. Stephenie Brown, Property Manager at Savanna Woods, confirmed she had a unit coming available and approved her, she was able to move with her grandchildren to that community. Now that she has moved in and gotten settled, her grandchildren are doing excellent in their new environment. She wants to say thank you to Ms. Cureton for giving her grandchildren the opportunity to grow up to be the kind of young man and young woman society can be proud of. Ms. Elam continued to explain the awards that they have recently received from CMS. She stated that if Ms. Cureton had not done what she did she would not be able to stand here before you today. She appreciates her giving her grandchildren the opportunity to grow up. That concluded her comments.

Chairman Ford then asked if there was anyone else present to speak. Seeing that there are none he requested a motion for the public forum to be closed.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Review and Approval of the Agenda:

Chairman Ford stated the following changes:

- Add an Executive Session for the purpose to discuss personnel.

Mr. Woodyard, CEO, mentioned we also have a real estate agenda item concerning vacant land, outparcel at Arbor Glen Apts. That property needs to be discussed in Executive Session, as well. We also have a sort of a housekeeping item. Mr. Woodyard explained that he will be out of the office on vacation for several days and will need to appoint a Vice-President for Horizon Development Properties, Inc. so that person would have signature authority in his absence. He is going to suggest that Mr. Ralph Staley, CFO, take on that responsibility.

Chairman Ford questioned if we would do that now or in Executive Session. Mr. Sherrod Banks, General Counsel, spoke up to inform him that could be done in the Horizon Development Properties, Inc. Board Meeting agenda. Chairman Ford agreed that we would modify Horizon to include that request.

Commissioner Puckett stated she would like to request that *Item 8.B*, Approve Renewal of the Communities in Schools Contract and *Item 8.C*, Approve Change Order for Summer Security Coverage at Family Sites, be pulled from the Consent Agenda.

Chairman Ford requested any further changes/additions to the agenda. Seeing or hearing that there are none, he requested a motion for the approval of the modified agenda which is to pull consent agenda items 8.B and 8.C and to add an executive session for the purpose to discuss real estate and personnel. Motion carried unanimously.

Mr. Woodyard asked that Mr. Chris Squier, Chief Development Officer, would need to go back into open session to vote on the real estate issue, therefore once discussion is completed in closed

session it would be reopened to the regular session to take the vote. Chairman Ford agreed with that request.

Consideration to Approve the Minutes for:

- Regular Board Meeting held *May 17, 2011*

ACTION:

Motion was made by:	Commissioner Hill
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Vice-Chairman Miller spoke up to remind the Board that he thought we were also going to approve the minutes from the *April 13, 2011 Special Board meeting*. Chairman Ford agreed that we are and we should. Vice-Chairman Miller continued do we have copies of those, has anybody seen those? Commissioner Puckett responded that we don't have copies but we have seen them before this meeting. They were provided by Sherrod Banks, General Counsel. Commissioner Sumter agreed. Chairman Ford advised that we do not have copies of those minutes before us although it was his understanding that we would. However he had every intent to get those approved. We can do that at the next committee meeting. Vice-Chairman Miller continued that we put it off last month so that everybody could be there we need to approve them in a Board Meeting. Commissioner Sumter injected, with the permission from the Chairman, that she is sure that all the Board members have received and reviewed those minutes. She would like to make a motion to approve the minutes from the April 13, 2011 Special Board Meeting. Commissioner Hill agreed and Commissioner Puckett seconded the motion. Outcome: Passed unanimously.

Resident Advisory Council (RAC) Report:

Ms. Donna Green, RAC Secretary, came forward to give the following report:

- ✓ Ms. Green announced that RAC would like to thank everyone for their time and input. At the past meeting with RAC Board, Linda Johnson, RAC Attorney, other presidents of RAC and Ms. Shannon Bodnar, Regional Property Manager, it was reported that in reference to the BAN policy they have come to a significant compromise and we all feel that the residents have been heard.
- ✓ Ms. Shannon Bodnar, Regional Property Manager, Mr. Allison Preston, Safety Director, Mr. Sebronzik Wright, COO and Ms. Lekeista Freeman met with the RAC Board to discuss the changes in the BAN policy. RAC was very satisfied with the discussion.
- ✓ Ms. Sharbara Ellis, Section 3 Coordinator, will be working with RAC going to the various communities to elaborate on Section 3 for the residents.
- ✓ Elections are being prepared for Leafcrest, to be held on July 2, 2011 and an election at Savanna Woods to be held on August 2, 2011.

Ms. Green concluded her report. Chairman Ford thanked her for her diligence to the RAC organization as well as her commitment to organizing the various communities.

Monthly Report from the CEO:

Mr. Woodyard, CEO was introduced. He referred to the bound books that were placed at the commissioner's desk. This is UNC-Chapel Hill's first evaluation of the Moving Forward program. He would like for you to think about this as the first step in many. What it is going to tell you is that it establishes a baseline and talks about some early implementations and lessons learned as the authority moves forward in the Moving Forward initiatives. This will be eventually supplied to Congress. This serves as evaluation data for Congress to see how well affordable housing/public housing is working in its experimental form. Please read this at your leisure, if you have any comments/questions or concerns please let him know or Gwen Isley or Shaunté Evans. However if you have any questions at this time he will be glad to hear them. Hearing none he moved to his next topic.

Mr. Woodyard then called on two staff members. First Ms. Deborah Clark, Communications & Research Director, to give a customer service update; then Ms. Gainor Eisenlohr, Grant Administrator, on our recent grant activities.

Ms. Clark came forward to advise that we have recently conducted a customer service survey of both internal and external customers. Section 8 mailed out surveys as well as survey's filled out at the office. There were a total of 656 responses, of these we had 632 that agreed/strongly agreed with their customer service. There were only 9 disagreed/strongly disagreed for an overall satisfied/strongly satisfied percentage of 96. The senior high rises had 64 responses. They had no disagree/strongly disagree with customer service. The overall percentage was 99 satisfied/strongly satisfied. Property Management had 58 responses with no disagree/strongly disagree. They did have some neutral responses which brought it to 90% satisfied/strongly satisfied. The administrative staff at 1301 South Boulevard had approximately 70 surveys with 91% overall satisfied/strongly satisfied. They had 4 disagree/strongly disagree. This was a five question survey, which was developed by a committee which consisted of staff which crossed many areas of the organization. Ms. Clark continued that this is Phase I of the customer service initiative. We are preparing to go into Phase II in the near future. The team has developed customer service standards, what to do and how to do it, such as responding to email, telephone inquiries, etc. That will go into effect beginning in July and ending in September 2011. The main component of this will be a performance metric or a performance evaluation component so as we move forward we will measure the performance of the employees in their customer service. There will be a pilot group which will consist of 50% of the work force, which will be in our operations department, consisting of the front line employees of Property Management, Section 8 and Resident Safety. Ms. Clark asked for questions. Commissioner Gordon asked how was the survey conducted?. Mr. Clark responded that the survey was conducted in several methods. A survey was made available at all of the locations. Section 8 had a drop box. They were available at 1301 S. Blvd. It was also added as a tag line on each of the employee's email that they dealt with people electronically. It was a survey monkey survey. Also Section 8 mailed it to their residents with a self-addressed return envelope.

Chairman Ford thanked Ms. Clark for her presentation. The only question he had was when our previous Section 8 Director, Ms. Felicia Ramos, was here about a month or maybe two or so ago, she gave out some similar statistics, he questioned are they the same or is this different data. Ms. Clark responded that this is different data because this data picks up where that data ended. This

included her initial survey as well as the ones that came into Section 8. We received about 1,000 survey's total including the ones from the survey monkey. An individual from the audience stood to speak, however Chairman Ford asked that in an effort to keep the meeting moving if you have a question concerning customer service, to get with Ms. Clark directly. Ms. Clark took the client aside to hear his concern.

Mr. Woodyard called Ms. Gainor Eisenlohr to the podium. She reported that we received 3 grants so far this year. Two she thinks you know about, one which is \$25,000 from Bank of America and another which is \$65,000 from HUD which will fund one of our self-sufficiency staff. However we have just received notice that we have gotten 100 Family Unification Program (FUP) vouchers. This was done in partnership with Department of Social Services (DSS). If the lack of affordable housing is the main reason which is keeping the children in foster care or parents are at the risk of losing their children DSS can certify a family as FUP-eligible and refer them to us and we can issue them a Section 8 voucher. The vouchers can also be used for children who are aging out of foster care. The foster care children can only keep the voucher for 18 months then it goes back into the pool to be reissued. This was a highly competitive solicitation and we were thrilled to be selected. She also advised that we have received an invitation from HUD to apply for 50 more Veterans Affairs Supportive Housing (VASH) vouchers, which we have enthusiastically responded to with yes. The other grant is a unique solicitation from HUD called Capital Fund Education and Training Community Facilities Grant. The bottom line is that we have a chance to apply for up to \$1.9 million to build a community facility at Hampton Creste. Ms. Janelle Brown, Development Officer, who is on vacation, is heading the development aspects of this. You must have a partnership with at least one job training or development education partner. We have approached both the Goodwill and Central Piedmont Community College (CPCC) and we believe we will get a positive yes from both of those. The grant is due by July 21st and it is referred to as a mini HOPE VI. There is a fairly high bar to get the money but we have got all hands on deck and CHA plus community partners lining up to help us get the funding. Therefore we are pretty optimistic that we will score high enough to get funding for Hampton Creste.

She continued that we must put up the 5% in a non federal cash leverage, which will come from the Central Office Cost Center (COCC) which she thinks is about \$75,000. However that gets us zero points however we meet the threshold so we are eligible to apply.

Commissioner Puckett questioned how was Hampton Creste chosen out of all of the other communities. Ms. Eisenlohr explained that there was a lot of discussion about this, the issue with Hampton Creste is there is no community facility there and with the Supportive Housing Innovative Partnership (SHIP) program underway we needed a place where the Salvation Army can meet with those 60 public housing residents. However the data we are gathering to support justification will focus on all 213 Hampton Creste units and the Grier Heights Community.

Mr. Chris Squier, Chief Development Officer, added the following comments. The biggest dilemma we had was the same problem when this first came out in December 2010. It comes out and you get less than 8 weeks to apply, therefore if you don't currently have the partnerships in place to gather the data and put a good application together you won't be able to make it. In that case we already had the people at the site working. It really comes down that we could get it in.

We looked very closely at Charlottetown but the issue there is that they don't come with the funding for that particular program and we would be signing ourselves up for operational cost. The beauty of the Hampton Creste model is we basically use a little bit of our money, then get the rest from the grant and those partners fund their own program. Commissioner Sumter asked so you are building a new facility? She further inquired Hampton Creste is on Wendover Road, so we have enough property to build a new space without demolishing anything? Ms. Eisenlohr responded that Ms. Brown has actually had an architect to look at the site to see if there is enough space and yes they found space as well as believe a design for a new building. Chairman Ford added that he had mixed giving's with the grant and how staff had to really choose between two worthy programs. Clearly Charlottetown being renovated which presents a unique and great opportunity for our seniors as well as Hampton Creste with the mother's with children who we are taking from the Center of Hope over to Hampton Creste and putting them through these wrap-around services. They are currently crammed in one apartment. I have been there and visited the facility and they have a small group of contributors as well as we are supposed to house up to 60 , with children then provide daycare. It is a unique opportunity to do good, but without the proper facilities to be able to accomplish that mission it makes it that much more difficult. He continued that he would like to applaud you for really, strongly thinking through this. It really is what we are trying to accomplish at the Hampton Creste model, in terms of being a model for our community/region. Chairman Ford thanked everyone for their effort.

Ms. Eisenlohr gave the following explanation on the FUP (Family Unification Program) grant. It is a Section 8 program called Family Unification Program which is commonly referred to as FUP. To get this grant we had to submit a 13 page MOU with the Department of Social Services executed by Charles Woodyard and Mary Wilson, Director of Department of Social Services that lays out a very detailed partnership. DSS has to go through its case load and determine what families that either have kids in foster care and can't bring them home because they don't have affordable housing or what family is facing a petition because they don't have affordable housing. DSS provides us written certification that this family is FUP eligible and then Section 8 issues them a voucher. This is designed to either keep families together or reunite families with their children. Secondly it is for kids who have aged out of foster care and no place else to live. They can get a FUP voucher for 18 months. It is only good for 18 months if you are a foster child and that is by status. If you are a family that needs the voucher to keep your family together you can keep that indefinitely. Chairman Ford asked who was funding that? Ms. Eisenlohr responded HUD. Commissioner Hill stated that an individual aging out of foster care can apply. Do they apply through DSS or through CHA? Ms. Eisenlohr responded that they apply through DSS. Ms. Eisenlohr continued that the Phoenix Project which helped her write the grant and DSS determine if a child is aging out of foster care is deemed FUP eligible then they would make that referral. Mr. Wright, COO, has one staff person who is designed to specialty programs. We have 100 of the FUP vouchers which we received a few years ago and we are now on our second. Commissioner Puckett questioned what services are we providing to those, like the one that are aging out of foster care, since their voucher is only good for 18 months. Therefore when their voucher is expired do we offer any services which may keep them from being homeless? Ms. Eisenlohr explained that we, CHA, do not provide services to this population. DSS has to make certification in this situation. We have a very comprehensive MOU and it is designated that DSS will provide a very long list of self-sufficiency services to

those teenagers. She continued that those teenagers will get intensive self-sufficiency support from the Phoenix Project which is the DSS program for teens that age out of foster care.

Ms. Cheryl Campbell, Deputy COO, came forward to add that out of the 100 vouchers we received a few years ago, DSS referred maybe 5 children that were aging out of foster care to this program because they can provide very extensive services to those young people and they decided those young people were not ready to live on their own. Therefore they did not refer those young people to us as part of this program. Mr. Sebronzik Wright added as far as the vouchers go, once the 18 months is over, those vouchers were then returned to the pool to be used for mainly another child aging out of foster care.

Chairman Ford asked for further questions, hearing none he thanked everyone for their information. Mr. Woodyard added that he would like to recognize the Property Manager, Ms. Alice Long, and the Assistant Property Manager, Ms. Josephine Santiago, as well as the Maintenance Supervisor, Mr. George Carver. He thanked them for their hospitality.

Operations Dashboard:

Mr. Sebronzik Wright came forward with the following update.

He started with the **Section 8 program**. As you can see our base voucher utilization is at 96.74% which is slightly below our target. Also we have 98.71% of those that have been issued or leased-up. Please note that from this month to last month there were 57 Boulevard Homes vouchers that rolled back into our base. We are trying to lease those up.

The Veterans Affairs Supportive Housing (**VASH**) **vouchers** are part of our special programs. As you see we have improved our ability to lease up those. We have actually issued quite a few, which was mentioned earlier. We are utilizing well ahead of the national norm, which is why we were asked to take on additional vouchers. However we do have 6 that are presently unissued in that program which represents a 92.94% utilization. Chairman Ford asked for clarification that those vouchers can only be used if they are referred from the VA. Mr. Wright confirmed that is correct. Chairman Ford then stated stating we have some limitations in our ability to use those vouchers on our own.

He moved on to the **Family Unification Vouchers**. We presently have 100 vouchers and we have just received another 100 vouchers however those are not included today. Of those 100 vouchers, 99 have been utilized and we do have the one which has been unissued and of course we will continue to work to get that one issued, which brings us to 99% utilization.

Boulevard Homes we have completed a demo on that. Our families, all but one, have been relocated. Currently we are still trying to get one family to utilize their voucher which has been issued to them. Again we are at 99% utilization. Mr. Wright asked for questions. One of the commissioners asked where is that one family. Mr. Squier responded that they are at Hampton Creste in a 5 bedroom. Because they have such a large family we are having difficulty finding them a permanent home. He asked for further questions. Commissioner Puckett responded that she was looking over the report this month and the one from last month. She noticed that some of the figures were not coming together for her. She continued that the vouchers on the street now is at 178 vs. the 137 for April 2011. That is 41 more on the street. Where is that reflected

in the chart? Mr. Wright explained that it is based on the Boulevard vouchers that went unused that rolled back into the base voucher allocation, therefore the 41 that you are seeing are part of the 57. Mr. Wright continued they have been issued but not utilized. Some of the 57 have been issued and utilized, and 41 have been issued but yet to be utilized. Commissioner Puckett continued were they issued to Boulevard people. Mr. Wright responded that they were issued to people on the waiting list. So that brings her back to her question, if you look at the waiting list for April and then May it actually increased by one. Mr. Wright continued that we essentially have an offering pool of applicants who have actually been deemed eligible and that offering pool receives that information. He will look into that one unless someone present knows something. Hearing no additional information Mr. Wright assured Commissioner Puckett that he would look into that one and get back to her. Commissioner Puckett continued questioning the balance of the vouchers in the program, which you stated 56 which is an increase by 20. Mr. Wright responded that is a reflection of the Boulevard vouchers as well. Because we had those vouchers come back into our base we were not able to lease all those up in the 30 day timeframe. That is why you see the increase listed for this month.

Mr. Woodyard requested to make a quick announcement that we did make an offer to a Section 8 candidate for the position of Section 8 Director and she has accepted. Her first day will be Monday, June 27th. She is a former Section 8 Director for the Housing Authority of the City of Richmond.

Mr. Wright moved to the *Conventional Public Housing* sites. He pointed out that the occupancy rate target is 96% however we are at 99% this month. Our TAR (Tenant Accounts Receivables) target is 96%, we are at 91%. The management indicator reflects that we are at 99% which is above the 96% target for our management indicator. Our vacancy turns; we did have some issues. We went from 13 days last month up to 20 days this month. Please note that the lease up dates is where we seem to have some issues. Last month we were dealing with some medical transfer request and unfortunately we had to make several offers on properties that were turned down, each time they were turned down that increased the amount of time. Because of that our average days of lease-up increased substantially.

Next item is the *Affordable Properties*. The occupancy rate is at 100% which is above our target. The Tenants Accounts Receivables is at 93% but the management indicator is at 99%. Our vacancy turns had one unit that turned and it had some damage to it which required some additional make ready days to lease. He asked for questions under the affordable properties. Commissioner Puckett asked to make a point of clarification referring to the last report where he stated there were some errors. However in April it was reflected on the sheet that it was 99 instead of 97, therefore, CHA has given the report with the same numbers. Mr. Wright briefly reviewed and then agreed with Commissioner Puckett that the numbers were not correct. He thanked her for the observation and assured her it would be corrected going forward.

For *Mixed Management* the occupancy rate for the month of May 2011 was at 99%. Tenants Accounts Receivable is at 92%; slightly below our target but management indicator is at 98%. As far as the vacancy turns you will notice that we did not hit our target. It took an average 10 days to get a unit ready; it also took an additional 20 days to lease up the properties on average which brought us from our expected target of 20 days to 30 days. There were a number of issues

related to that, we have addressed those issues with respect to the management companies, some which are providing marketing plans as well as other information. Chairman Ford questioned in regard to utilizing technology, we do a decent job of listing those properties on our website but it would be nice if we could have some more real time data about what is available at these sites and even our sites. Currently we have people running around because we have individual site waiting list and those individuals who have the ability to get on the computer it would be nice if they could search our computer for real time data so they could be a little bit more strategic on where they go. He thinks we are making it a little unnecessarily hard on them to do so, than if we utilize technology. It may take some doing however he would like for staff to be thinking about it. Mr. Wright responded that he assumes that applies to all of our sites not just the privately managed. Chairman Ford answered yes.

Commissioner Puckett questioned when are the renovations due to be completed at Hampton Creste? Mr. Wright referred that question to Mr. Squier. Mr. Squier responded that we have already turned in the paper work to HUD stating that the units in terms of the ability to be occupied is only about 5%. This information was sent in about a month ago and at this point we are almost done. Mr. Carl Harris, Construction Manager, stated that the project is at substantial completion. Chairman Ford stated that he thinks he has noted some information in the CEO memo report at 95% plus complete on Hampton Creste. Commissioner Puckett added that she was asking because the overall occupancy rate is listed at 56% and it is two starred by an explanation stating the units are down due to construction/rehab. She was curious as to how that will play into that 56% being down. Mr. Wright responded that there are some units that have recently been turned over and over the last few weeks we have had more than 15 applications that have been approved and we are expecting to lease-up. We are trying to lease-up a good number of those units at a fairly rapid pace. Commissioner Puckett had one other question in reference to Stonehaven East. In the last report the Section 8/Section 9 occupancy rate was at 88% following our meeting I sent about 4 individuals to that particular site and they were turned away and told there was a 1 ½ year waiting list. I did speak to Mr. Wright regarding this and you stated that there were some other issues and they were not clear about the Section 8/Section 9 regulations. Could you shed some light on this? Mr. Wright stated that he can certainly shed some light on this. He explained that one particular Asst. Property Manager who is receiving calls and is getting the state funded Section 8 program mixed up with the Section 9 program. There is a waiting list for the Section 8 program which is fairly extensive but our Section 9 program is not. Unfortunately they are confusing the two. So when you sent the individuals over there, they are viewing public housing as just one big lump. As opposed to the two programs being totally separate. They have been educated as how they are supposed to operate and that there should be two separate and distinct waiting list because there are two separate and distinct eligibility criteria and prices. We have had continuing problems and he does have a meeting scheduled with the lender next week who is coming in from New York, as well as the property management team to discuss the ongoing issues we are having with some of the lease-up as well as vacancy turn concerns. Commissioner Puckett continued so now they are saying they are at 100%. Mr. Wright explained that the property management is taking corrective action trying to get in touch with some that were turned away because of their lack of knowledge. Mr. Sherrod Banks, General Counsel, asked who was the property management at that community? Mr. Wright responded it is Capreit. He explained that Capreit is the lender's arm of their management company. Essentially Capreit is someone the lender has used

extensively to bring the properties up to the stabilized point they are looking for and since they are experts at stabilizing troubled properties the lender brought in Capreit, unfortunately they do not have expertise in public housing which has made it a difficult process for CHA. Mr. Wright asked for further questions, hearing none, he concluded his report. Mr. Woodyard announced that his report was concluded unless there were any other questions. Hearing none, Chairman Ford moved on the *Consent Agenda Action Items 8.A & 8.D.*

8.A Approve Procurement Contract – 8 Star Construction, Inc.

Approve Resolution for a change order for the CHA Asphalt Repair-Sealcoat and Resurfacing project for additional parking lot construction by 8 Star Construction, Inc. for \$29,504.

8.D Budget Amendment: Field Operations Program Budget

Approve a Resolution to amend the Field Operations Program budget for Fairmarket Square Apartments for the fiscal year ended March 31, 2012. (Last amended by Resolution No. 1935).

ACTION:

Motion was made for approval:

Commissioner Jones

Motion was seconded by:

Commissioner Puckett

Outcome:

Passed unanimously

Chairman Ford announced that Item 8.B & 8.C have been pulled. They are:

8.B Approve Renewal of the Communities in Schools Contract

Approve Resolution to authorize CEO to negotiate the terms of the final renewable option of Procurement Contract 1692 to Communities in Schools for continued services during FY 2011 – 2012 for an amount not to exceed \$177,000.

Chairman Ford asked Commissioner Puckett what questions did she have on this item? Commissioner Puckett explained that she had a few questions. Following our last meeting she did some research to look into that actual program. She made a few phone calls to the people in the Communities in Schools program. She asked them how do they actually differentiate our students from other students throughout the county. She explained that their response was that they really don't have a particular way of doing that. She was also looking at our stats as to a percentage of students in school, out of school. She was trying to get an overall percentage and they said in their success rate that 97% of the students stay in school, 90% of CIS (Communities in Schools) students were promoted to the next grade and 95% of seniors graduated from high school. But that is their overall and she is asking did you all get to pull our students to get somewhat of a different percentage? They responded that it really was not a way, therefore she was wondering how did you all get our students. Commissioner Puckett continued explaining that they said it was an issue with the approval or something with the CHA getting permission to share information, or something is going on. So they really don't know our students from any other student.

Mr. Wright stated he would try to answer that. He was not sure who she spoke with but the information that she had as far as the percentages, those were the students they were able to confirm. He noted that there are 260 students that were listed in the percentages in the board package. Those students were identified by CIS as CHA students. CIS is adamant that they are serving significantly more than that but because of the information sharing that was available at the time we were unable to confirm anymore than the 260 we were able to pull. Based on the main social security numbers and other information they were able to pull those students information and attach them to CHA and run reports based specifically on that pool of students. Those numbers are accurate, however he is not sure who she spoke with that stated that they could not do that. They certainly can do that. Commissioner Puckett inquired so are we now into a confirmed contract with CMS schools and they are able to do the data sharing between. Mr. Wright answered that there are two issues here. The first is sharing of information between CIS and CHA. They need to receive information from us so they can ascertain who is a student that belongs in our portfolio and we need to be able to do the same. We have been able to reach general agreement to be able to help them identify who our students are however we are still working on an agreement to share information generally about the students. We also have an arrangement we are trying to work with CMS (*Charlotte Mecklenburg Schools*). CMS is not willing to share information with CHA. We would like for them to share information with us so that we can better track and follow our student population. We are presently working on the MOU (*Memorandum of Understanding*) in order to do so. There is a pretty substantial issue that is creating a problem for us and if we can get over that hurdle and we are getting there but unfortunately we have to get over that hurdle first. Commissioner Hill questioned is that privacy law? Mr. Wright responded there are some privacy issues. Mr. Woodyard added that the legal issue is that CMS does not want to be branded as the reason a family lost their assistance. Chairman Ford added because we have a policy associated with truancy and that is tied to the lease. Which is, if it is wrong then this board made a bad decision but we were really trying to, at the time we approved this, do the right thing in trying to motivate families to be responsible for keeping their kids in school. Mr. Woodyard added this is not an automatic policy. Having a family lose their assistance over a child's truancy is the last resort. Commissioner Puckett continued that was basically part of her concern because if they are in 42 schools and our students are also in those schools. She also asked the coordinator in reference to prior to us putting in this money, \$177,000 in this fiscal year, how many of our students could they say actually are being served prior to. They didn't or they couldn't give any answers in relationship to that either. She wants to know how exactly is our \$177,000 actually helping our residents or our students in those schools. She continued CIS is a good program because before we started giving money to their program, my daughter and my son was in the program without CHA's funding. She does support it but she just wants it to be more concrete when we get our reports back as to exactly how many of our students they are helping and the percentage of high school dropout, graduation rate, etc. of our students that are being affected by our dollars. Mr. Wright responded once we collect that data, we will share that data once it is available.

Chairman Ford asked for further questions, hearing none, he stated that we have a motion on the table which is to approve the resolution to authorize the CEO to negotiate the terms of the final renewable option of Procurement Contract 1692 to Communities in Schools for continued services during FY 2011-2012 for an amount not to exceed \$177,000. If there are no further question/debate all those in favor say I. All those opposed? Hearing none, then the I's have it.

Chairman Ford moved on to the next item that was pulled by Commissioner Puckett which was Item 8.C.

8.C Approve Change Order for Summer Security Coverage at Family Sites

Approve Resolution for a change order for \$61,788 to Professional Police and Security Services for additional summer security coverage at (2) Large Family and (6) Scattered Family Sites.

Commissioner Puckett explained that she pulled 8.C only for one reason. For clarification that we had said that where Mr. Preston had stated in his report to reduce Part 1 crimes in 50% of the family sites we had asked for some different data/information and that is still reflected here, so before we actually approve that we want to make sure this information is brought up. Mr. Wright explained that we originally talked about what that measurement is, in particular. There is a little of a debate about that and this is in respect to Part 1 crimes. What we would like to do is see a significant improvement in the Part 1 crimes at the locations in which we have the security. To try to make sure that we are vigilant and to also use that for the firms that are doing these services in helping them understand that we really need to patrol these areas, build a working relationship within the community and insure that we are reducing the crimes in those areas. We certainly believe that 10% is a goal that we can reach but we had 50% in there and we left it in there after some debate because that is what we want to accomplish as well as again, I'll repeat, reach out to the security firms to help them understand that those are our goals. Commissioner Puckett continued that she understands about the 50% but we just wanted clarification because he was saying on the one site. Mr. Wright corrected, "at each site". Commissioner Puckett continued at each site and that is not stated here, the report didn't change and she wanted for clarification that it is at each site. Mr. Wright thanked Commissioner Puckett.

Chairman Ford asked for further discussion. He stated action item 8.C is to approve resolution for a change order for \$61,788 to Professional Police and Security Services for additional summer security coverage at (2) Large Family and (6) Scattered Family Sites. He would like to entertain a motion for that.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

Business Agenda Action Items:

9.A Authorize Revision of the Housing Occupancy Plan:

Approve Resolution to authorize a revision of the "Housing Occupancy Plan" (HOP).

Chairman Ford asked do we need any further discussion/debate on this issue, if not he would like to entertain a motion. Commissioner Puckett stated she did want to say and she was hoping that Linda Johnson, Legal Aid Attorney, actually came out today, as the RAC secretary did stand up and say there was some significant compromise that was made in here. She wanted to read an

email from Linda which stated. "Last week I reviewed the revised copy of the HOP and spoke with Ms. Simpson on Friday. We went over the chapters in which significant change has been made and concerns raised. I also sent two sets of comments back to Shannon via email. One before the meeting with Ms. Simpson and another right after. I think all comments resulted in further change or correction as requested. I am not aware of any further issues that were raised in the meeting that I attended and that we have addressed. At this point I am satisfied with the process and reasonably satisfied with the results. Not completely satisfied with the document but I think we did manage to get some significant concessions and compromises. Much of the credit for this success is due to your hard work and persistence and I certainly appreciate your effort on behalf of the residents. I still have grave concern about the minimum rent and the hardship policy and I have expressed those concerns with Shannon at length. It is my opinion that we have gotten all that we are going to get at this moment on approving these policies and it will be very important to monitor and the application of the staff commitment to encourage the use of the hardship conception going forward. Commissioner Puckett continued that she just wanted to say in reference to this policy, as you heard Linda say, that there were some compromises but there is some things in here that is still of grave concern to myself as well as the legal team for RAC in reference to the hardship policy and in reference to the minimum rent policy. We asked for as a Board, Commissioner Sumter as well as Commissioner Hill, asked for more information to be brought and we still to this point have not received all that information, so if you are ready to take a vote on this then one other question in reference to this HOP, is it being approved with the Ban Policy?

Mr. Wright came forward to speak on that, he stated that at Client Relations Committee we explicitly excluded the Ban Policy because it required additional debate between Board and staff. We did have a follow-up meeting afterward. We did come to a consensus. Those changes were distributed to everyone along with all the other changes to the HOP earlier this week and requested that the Ban Policy be included for purposes of approval today, which staff recommends to the Board today. Commissioner Puckett continued that because when it went out for public review we was actually having it pulled; that it wasn't a part of the total discussion, or whatever, in reference to getting out to the public or getting out to RAC or whatever. We had did that somewhat separate and we was saying that was going back out for a separate 45 day review. Commissioner Jones injected that he did not recall that at all at the committee meeting. We took it out because of the reasons that Mr. Wright said. It went out for review with the HOP and he never said we were going to re-send it out. It was going to depend on changes. If there had been significant changes that staff and Commissioner Sumter agreed on we would have. Commissioner Puckett asked Commissioner Sumter if she agreed the changes were pretty significant. Commissioner Sumter answered that she thought the changes addressed the concerns to the favor of the tenant in terms of clarification or people who might have some issue with being banned. She thinks people who would have disputes about whether they were being banned. If they look at this policy would have a sense that they were getting more due process. Commissioner Puckett added that she understands that but she was saying that the changes or the suggestions that were made were pretty significant. Changes to the policy that wasn't actually put out for public review. Mr. Wright added that we went over all these changes with RAC extensively. We went through each and every one and we gave them the opportunity to ask questions about it. Those changes, as well as any other, are generally in the document. There weren't any comments back or concerns from RAC at that time. We had a few procedural and

minor changes after that meeting which was distributed to the Board. Chairman Ford commented that he hears Commissioner Puckett loud and clear. If he not mistaken the RAC president, when I heard the report, signed off on it and they left. Commissioner Puckett stated she was not talking about RAC she was talking about the public, those changes that were made were significant changes that did not go out for the public review for the public to be able to read. Commissioner Jones added were not the changes in response to the comments we got in the public review period. So it would seem unnecessary to re-circulate it because everything we did was moving in the direction of the comments. Commissioner Puckett again stated that she does hear what you are saying but she still wants to say that there was no public review on such as the Ban Policy part because that was actually somewhat pulled for Commissioner Sumter and I to review. Commissioner Jones added that he does not believe it was pulled. Commissioner Puckett continued that she is just putting it down for the record her observation and her comments she is trying to get some clarity. Chairman Ford added duly noted. Commissioner Jones wants to go on record stating he thinks that is inaccurate. Chairman Ford asked for further comments from Commissioner Sumter, she stated I'm done.

Chairman Ford continued that we have an action item on the table which is the authorization for revision of the Housing Occupancy Plan, if there is no further comment or debate he would like to have a motion for approval.

ACTION:

Motion was made by:

Commissioner Jones

Motion was seconded by:

Commissioner Hill

Opposed:

Commissioner Puckett

Outcome:

passed

9.B Budget Amendment: 2009 American Recovery and Reinvestment Act (ARRA) Capital Fund Formula Grant:

Approve a Resolution to amend the 2009 ARRA Capital Fund Formula to reallocate expenditures within the grant (last amended by Resolution No. 1885).

Chairman Ford stated that we have four budget amendments, Items 9B – 9E, if there is no debate on those items and/or no opposition he would like to move forward with all four budget amendments in one motion. Mr. Staley responded that he was in total agreement with that request.

9.C Budget Amendment: Administrative Program Budget:

Approve a Resolution to amend the Administrative Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012. (last amended by Resolution No. 1933).

9.D Budget Amendment: Field Operations Program Budget:

Approve a Resolution to amend the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012. (last amended by Resolution No. 1935).

9.E Budget Amendment: Real Estate Program Budget:

Approve a Resolution to amend the Real Estate Program Budget for the reallocation of expenditures for the fiscal year ending March 31, 2012. (adopted by Resolution No. 1919).

NOTE: This is the action received on the request to consolidate Items 9.B – 9.E and vote on them as one.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Chairman Ford then asked for final approval of each individual budget amendments 9.B – 9.E.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

9.F Renewal Authorization for Banking Depository Agreements:

Approve the renewal of Banking Depository Agreements and Designation as Official Depositories for Fifth Third Bank, Paragon Commercial Bank, First Trust Bank, Mechanics and Farmers Bank, Bank of America, Wells Fargo (formerly Wachovia), Self-Help Credit Union, Carolina Premiere Bank, Capital Bank, Sun Trust Bank, Branch Banking and Trust, and First Citizens Bank.

Chairman Ford asked for any further questions/debate on this issue, hearing none, he asked for a motion on this item.

ACTION:

Motion was made by:	Commissioner Hill
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

9.G Authorize a CHA MTW Loan for Strawn Tower and Parktowne Terrace Development Projects Budget Amendment: Real Estate Program Budget:

Approve a Resolution to amend the Real Estate Program Budget in the amount of \$2,250,000 for the fiscal year ending March 31, 2012. (last adopted by Resolution No. 1919).

Chairman Ford asked if there was any further question/debate of that item. Hearing none he asked for a motion on this item.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Jones
Outcome:	Passed unanimously

9.H Approve Procurement Contract: Fryday & Doyne (400 East Blvd.):

Approve a Resolution to authorize the CEO to negotiate and award a procurement contract for Phase II, Architectural Engineering and Design Services for 400 East Blvd with Fryday and Doyne.

Chairman Ford announced that Vice-Chairman Miller has had some concerns and referred to several emails that have gone back and forth. Chairman Ford asked Mr. Chris Squier, Chief Development Officer, to give a summary for the record of what you are looking to do and the approval that you are looking to ask for tonight.

Mr. Squier stated for the record that specifically for this item Fryday & Doyne, previously the Board approved Phase I of the architectural contract for 400 East with Fryday & Doyne which was space planning. At the time we indicated we would break it into two parts and upon satisfaction completion of Phase I we would then return to the Board and ask to approve Phase II where we could negotiate the actual architectural construction drawings. We are satisfied with the space planning that has occurred so far. We would like to move on to Phase II.

Commissioner Jones began to comment however he stopped and questioned if Vice-Chairman Miller was still on the phone, the response was no. Chairman Ford explained that Vice-Chairman Miller had expressed some reservations and he thinks he copied everyone on the email about those reservations as it relates to the floor plan. He was making the relationship to the culture of CHA. Chairman Ford continued stating that he thought some of the indications he heard back from staff sounded reasonable. One thing that he asked staff to do is provide some balance, and he thinks they have presented some need as well as a creditable argument in the direction that they are going in and he would like to encourage this Board to support staff in that regard. Also we continue to flesh out exactly what the in space design is going to be but they need to get approval with Fryday & Doyne to do that. With that being said he is still open for any questions, for further debate on this issue.

Commissioner Jones stated that he has one concern. It relates to the email trail between Vice-Chairman Miller and primarily Ms. Michelle Allen. The basic response to Vice-Chairman Miller's concern about the floor plan and openness Ms. Allen responded that it is primarily a cost restraint. Ms. Allen responded that was one of the primary responses. Commissioner Jones asked could you quantify for the record what is the difference. Commissioner Jones continued could you get some sense of what the additional cost would be to look for renovations the way Vice-Chairman Miller is suggesting. Ms. Allen stated if you are talking about construction cost only. If you will recall last year when we were looking at the three scenarios for office buildings Mr. Fryday sort of provided some of that cost. At the time he indicated that a gut rehab would be \$4.6 million dollars and keep in mind we are talking about the construction cost only that is not the official cost with furniture, equipment and some of the other cost. Currently we are thinking with a balanced approach that we are taking we are talking about \$3 million or \$3.5 million for

that cost. Commissioner Jones added in rough numbers \$1 million dollars that we can apply somewhere else. Commissioner Hill added that he thinks Vice-Chairman Miller is concerned about the design. Mr. Woodyard offered that we would be glad to, if you want to do it individually and I think we have done that in some cases or in a group look at these existing floor plans we can do that. When you look at it what you will see is the building. As you know, it is two buildings joined together by an atrium. On the outside a smaller building, the first floor there is an open floor plan, there is flex space. Anytime there is an opportunity where flex space existed we utilized the space. Anytime there were a lot of walls we did not make a lot of changes. Coincidentally the flat space in the east building coincided with the needs of Section 8 and provided a functional reason to do it the way that we are doing it. We would like to share that with you, if the opportunity arises either individually or in a group. We would like to move forward tonight because that does not preclude us from still going back and reviewing the floor plans if you would like to do that. Commissioner Sumter stated that you are saying if we tell you to go forward with Phase II now, under the schematics that we were sent we would have the opportunity to change later on as Phase II is being done. Mr. Woodyard responded yes, with a cost. Mr. Woodyard continued that we recognize in order for the Board to really make the decision it will need to it will have to consider fairly definite cost estimates to look at these alternatives. Commissioner Sumter continued, she has reviewed the memo but she could not recall is it 50% flex space? Ms. Allen answered that it is 41% flex space. Ms. Allen added she wanted to verify something, because sometimes staff gets caught up and we are throwing out these estimates and projected numbers and later it will come back to haunt us, we really will not know what those real cost are until we get the drawings and we do plan to come back hopefully around October 2011 when we get to that process for a project budget approval and we really basically should know what our project will cost at that time. Commissioner Puckett stated that after all the emails going back and forth, a meeting was set up with Ms. Allen and we went over floor by floor, area by area of the plan. We actually had scheduled for she and I to actually look at the floor plan again and some of the other commissioner's wanted to go, so we actually postponed it as a group. However, from what she can see and what she and Ms. Allen went over I feel that it is very, very, very workable for CHA as well as for the clients involved. The floor plan looked very good to me. They have made a combination as far as the open space goes as possible, they have really put a lot of due diligence into that and she really wanted to see it but she and Ms. Allen went over it. All her questions were answered, she thinks that we should tonight take a vote to move forward with this.

Chairman Ford asked for any further questions, further debate, hearing none he stated that we have an action item on the floor for the approval of the procurement contract: Fryday & Doyne 400 East Blvd. I would like to entertain a motion.

ACTION:

Motion was made by:

Commissioner Puckett

Motion was seconded by:

Commissioner Jones

Outcome:

Passed unanimously

Commissioner Sumter added that the record should actually reflect that we are authorizing the CEO to negotiate. Chairman Ford apologized and stated that it is and should say the approval of the resolution to authorize the CEO and award a procurement contract for Phase II.

9.I 400 East Boulevard

Budget Amendment: Administration Program Budget:

Approve a resolution to amend the administration program budget in the amount of \$675,015 for predevelopment costs for the fiscal year ending March 31, 2012. (last amended by Resolution No. 1933).

9.J 400 East Boulevard

Budget Amendment: Central Office Capital Project:

Approve a resolution to amend the Central Office Capital Project Budget in the amount of \$597,551 for predevelopment costs. (adopted by Resolution No. 1884).

Chairman Ford asked Mr. Staley if we could approve both items **9.I** and **9.J** with one motion. Mr. Staley responded that actually both were approved at the Development Committee however because the item before this impacted them, it was put on the regular agenda but they were approved. Therefore Chairman Ford stated he would like to move forward and call for a vote on **9.I** and **9.J**.

ACTION:

Motion was made by:

Commissioner Jones

Motion was seconded by:

Commissioner Puckett

Outcome:

Passed unanimously

Commissioner Jones asked that we suspend the housing authority regular meeting to go into the Horizon Development Properties, Inc. meeting. Motion was seconded by: Commissioner Sumter, Outcome: passed unanimously. Once the regular Board business meeting was reconvened Commissioner Jones stated a motion to adjourn the regular Board meeting to go into Executive Session to discuss personnel matters and real estate matters. Motion was seconded by: Commissioner Sumter; Outcome: Passed unanimously.

Minutes respectfully prepared by:

Barbara Porter

Executive Assistant

Next meeting to be held on August 16, 2011 at Central Office, 1301 South Boulevard, Charlotte, NC 28203 at 5:00 p.m. Dinner will be served for the commissioners at 4:30 p.m. If any questions/comments, please do not hesitate to contact Barbara Porter @704.336.5221

OPERATIONS DASHBOARD

REGULAR BOARD MEETING

07/19/2011

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

SECTION 8

SECTION 8 VOUCHER ANALYSIS

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
Target	98.0%	4,691
March '11	95.29%	4,470
April '11	95.99%	4,503
May '11	96.29%	4,517
June '11	96.59%	4,531

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4326	0	85	100	180	4691	
Vouchers Utilized	(4190)	0	(62)	(99)	(180)	(4531)	
Vouchers Issued	(118)	0	(22)	0	0	(140)	In lease-up
Balance by Program	18	0	1	1	0	20	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	20
Special Use on Hold	(2)
In base	18
CBRA vacancies	0
To be issued	0
Balance of Voucher Availability	18

Current Utilization	96.86%	0.00%	72.94%	99.00%	100.00%	96.59%
Utilization - if all issued vouchers were to be leased up	99.58%	0.00%	98.82%	99.00%	100.00%	99.57%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
March '11	136	2,117	66	790
April '11	137	1,919	41	802
May '11	178	1,920	44	815
June '11	245	1,922	48	846

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

All Conventional Public Housing Sites - CHA Managed

Maximize Benefit/Cost: Maximize the long-term financial viability of CHA-owned communities.	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	<u>Total Tenant Accounts Receivables</u> (all outstanding charges)	<u>Tenant Accounts Receivable</u> (uncollected rent without pending action)	<u>Vacancy Turns Make</u> <u>Ready/Lease/Total</u>
	99%	2.00%	96%	99%	10+5 = 15 days
March '11 - 24 units turned	99%	1.57%	95%	99%	11+2 = 13 days
April '11 - 24 units turned	99%	-	90%	99%	9+11 = 20 days
May '11 - 21 units turned	99%	-	91%	99%	11+3 = 14 days
June '11 - 15 units turned	100%	-	93%	99%	

**** The average collection loss for the entire CHA portfolio is 1.69%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, Villa Courts	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	<u>Total Tenant Accounts Receivables</u> (all outstanding charges)	<u>Tenant Accounts Receivable</u> (uncollected rent without pending action)	<u>Vacancy Turns Make</u> <u>Ready/Lease/Total</u>
	98%	2.00%	96%	99%	13+0 = 13 days
March '11 - 2 units turned	100%	5.19%	87%	99%	5+3 = 8 days
April '11 - 4 units turned	100%	-	94%	99%	17+2 = 19 days
May '11 - 1 unit turned	100%	-	93%	99%	15+1 = 16 days
June '11 - 4 units turned	100%	-	90%	98%	

**** The average collection loss for the entire CHA portfolio is 1.69%

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
	98%	2.00%	96%	96%	27/16/15
March '11 - 21 units turned	98%	5.19%	96%	99%	15+16 = 31 days
April '11 - 23 units turned	99%	-	92%	97%	9+5 = 14 days
May '11 - 15 units turned	99%	-	92%	98%	10+20 = 30 days
June '11 - 5 units turned	99%	-	90%	96%	11+15 = 26 days

**** The average collection loss for the entire CHA portfolio is 1.69%

Month: June '11 - Private Management Companies								
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turn Averages			# of Units
					Make Ready	Lease Up	Vacancy Turn Totals	
940 Brevard (40 Section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Arbor Glen I (60 Section 9 units)	98%	100%	100%	100%	0	0	0	0
Arbor Glen II (40 Section 9 units)	98%	100%	100%	100%	7	2	9	1
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 Section 8 units)	94%	95%	90%	90%	0	0	0	0
*Fairmarket Square (16 Section 9 units); 12 of existing units are currently available for PH occupancy	98%	100%	89%	100%	0	0	0	0
First Ward (132 Section 9 units)	96%	99%	96%	99%	0	0	0	0
Glen Cove (10 Section 9 units)	80%	100%	60%	100%	0	0	0	0
***Hampton Creste (60 section 9 units)	69%	100%	79%	91%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units)	98%	100%	100%	100%	15	1	16	1
McAlpine Terrace (26 Section 9 units)	84%	100%	94%	100%	0	0	0	0
*McCreesh Place (63 Section 9 & 27 PBS8 units); 61 of existing units are currently available for PH occupancy	100%	100%	100%	100%	0	0	0	0
**McMullen Woods	100%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	92%	95%	94%	99%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	100%	100%	82%	91%	0	0	0	0
Nia Point (29 Section 9 units)	100%	100%	68%	87%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	99%	97%	85%	90%	9	43	52	1
Prosperity Creek (72 Section 9 & 84 PBS8 units)	99%	99%	97%	100%	0	0	0	0
Rivermere (20 Section 9 units)	95%	95%	100%	100%	0	0	0	0
Seigle Point (102 Section 9 & 18 PBS8 units)	95%	99%	74%	85%	6	12	18	1
*Seneca Woods (17 Section 9 units); 9 of existing units are currently available for PH occupancy	97%	100%	85%	100%	0	0	0	0
South Oak (20 Section 9 units)	97%	100%	100%	100%	0	0	0	0
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	93%	93%	0	0	0	0
Springfield Gardens (22 Section 9 units)	97%	95%	76%	100%	18	18	36	1
Stonehaven East (24 Section 9 units)	90%	100%	68%	80%	0	0	0	0
Grand Average	95%	99%	90%	96%	11	15	26	5

* Represents occupancy percentage based on ACC units available for subsidy. Units will occupy upon turnover

** Property is 100% Tax Credit; no section 8/9 units

*** New Management transition. Property is in lease-up; units are down due to construction/rehab

**** 31 units are rented which have been deemed to be within capacity for SHIP as of June 30, 2011

***** Additional SHIP units will be rented as units come online and SHIP certify capacity to deliver services

CONSENT AGENDA

REGULAR BOARD MEETING

07/19/2011

8.A Sandlewood Apartments Bond Findings and Final Resolutions

Action: Approve the Final and Findings Resolutions for Issuance of Revenue Bonds to Finance the Acquisition and Renovation of an Affordable Housing Development known as Sandlewood Apartments

Staff Resource: Jeff Meadows

Strategic Business: Real Estate Development

Strategic Goal: Ensure the Authority’s long-term financial viability.

Background/Policy Framework:

One of the CHA’s historical lines of business is to serve as a conduit issuer of tax-exempt bonds for applicants that wish to build or acquire and rehabilitate affordable residential units. The CHA, along with the City of Charlotte and Mecklenburg County, are the only organizations that can serve as conduit issuers for these bonds in Mecklenburg County. As the bond issuer, the CHA will earn fees at the time of application, at bond issuance, and annually until the bonds are retired.

Explanation:

Project Status: Findings and Final Resolutions

In December of 2010, Staff received an application from The Benoit Group, LLC to be the conduit issuer of bonds. The final amount of the bonds is to be no greater than \$8,000,000 for the acquisition and rehabilitation of Sandlewood Apartments. The property is located in east Charlotte near the intersection of W.T. Harris Boulevard and Albemarle Road and consists of 151 garden-style units. The Benoit Group will serve as the developer and the project will be owned by a non-profit corporation called The Banyan Foundation. A HUD Greensboro administered HAP contract will continue to serve 50 units at the property.

Standard and Poors will serve as the underwriter and financier of the project. The CHA will have no ownership interest or management contract for this project, and will not lend any funds for the project, either. The Board approved the Inducement Resolution in May 2011 and conducted a TEFRA Hearing in June 2011. City Council also approved the project in June 2011. The adoption of the Findings and Final Resolutions completes the CHA portion of the bond issuance process for this project. The NC State Local Government Commission (LGC) is the final governmental approval needed to allow the project to close. The LGC is scheduled for August 2011 and the closing is anticipated to occur in late August or early September 2011.

Committee Discussion:

On July 13, 2011, the Development Committee unanimously recommended approval of the finding and final resolutions without discussion concerning the project.

Community Input:

TEFRA Hearing May 2011

City Council Approval June 2011

Summary of Bids:

Not applicable

Section 3/MWBE Consideration:

Not applicable

Funding:

Not applicable

Attachments:

Findings Resolution

Final Resolution

RESOLUTION

A RESOLUTION APPROVING FINANCING TEAM AND MAKING CERTAIN FINDINGS WITH RESPECT TO THE ISSUANCE OF MULTIFAMILY HOUSING REVENUE BONDS (SANDLEWOOD APARTMENTS) SERIES 2011

WHEREAS, Sandlewood Affordable Housing, LLC, a North Carolina limited liability company (whose sole member is The Banyan Foundation, a nonprofit corporation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”)), or an affiliated or related entity (the “Borrower”), has requested that the Authority assist in financing a portion of the cost of the acquisition, renovation and equipping of a multifamily residential rental project known as Sandlewood Apartments, consisting of 151 units and located on an approximately 14.062 acre site at 7100 Snow Lane in the City of Charlotte, Mecklenburg County, North Carolina (the “Development”) and the Authority has agreed to do so;

WHEREAS, the Authority finds that the financing of the Development through tax-exempt bonds will ensure that the Development will be operated as low and moderate income housing, thereby fulfilling the Authority’s purpose under the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”) to provide for the construction, reconstruction, improvement, alteration or repair of any housing project, which is defined in the statute to include “property, buildings and improvements . . . acquired or constructed . . . pursuant to a . . . plan or undertaking . . . ;[t]o provide grants, loans, interest supplements and other programs of financial assistance to public or private developers of housing for persons of low income, or moderate income, or low and moderate income;”

WHEREAS, the Borrower has requested the Authority to issue bonds, a portion of which may be issued as taxable bonds, that will be sold to the public with a rating of A- or better by Standard & Poor’s (“S&P”);

WHEREAS, the Authority proposes to issue its Multifamily Housing Revenue Bonds (Sandlewood Apartments), Series 2011A (the “Series 2011A Bonds”), and its Multifamily Housing Revenue Bonds (Sandlewood Apartments), Taxable Series 2011A-T (the “Series 2011A-T Bonds”, and together with the Series 2011A Bonds, the “Bonds”) in the combined aggregate principal amount of not to exceed \$8,000,000.

WHEREAS, the North Carolina Local Government Commission has requested the Authority to make certain findings with respect to the Bonds consistent with Section 159-153 of the North Carolina General Statutes;

WHEREAS, the Borrower has requested that the Authority approve its selection of the following financing team members for the issuance and sale of the Bonds, on the terms and at the fees set forth in the documents and financial information relating to the financing and in the financial information provided to the Authority with respect to the Bonds:

Bond Counsel:	Hunton & Williams LLP
Authority’s Counsel:	The Banks Law Firm, P.A.
Underwriter:	Merchant Capital, L.L.C.
Underwriter’s Counsel:	Peck, Shaffer & Williams LLP
Borrower’s Counsel:	Peter Wright, Esquire

Trustee:

The Bank of New York Mellon
Trust Company, N.A.

WHEREAS, based upon information and evidence received by the Authority, it has determined to approve the Borrower's request;

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.:

1. The above financing team for the issuance of the Bonds by the Authority is hereby authorized and approved.

2. The Authority hereby finds that the financing is necessary and expedient to further the Authority's purpose of promoting low and moderate income housing in the City of Charlotte, North Carolina and that the acquisition and renovation of the Development proposed by the Borrower are necessary and sufficient to accomplish the Authority's purposes with respect to the property involved.

3. The Authority hereby finds that the Borrower has demonstrated that the amount of debt to be incurred in connection with the Development and the financing thereof and the fees to be paid in connection therewith are sufficient but not excessive for the purpose of acquiring, constructing and equipping the Development.

The Authority hereby finds that, based on the information provided by the Borrower and the rating expected to be assigned by S&P to the Bonds (which will be A- or better), the Borrower has demonstrated that (i) it is financially responsible and capable of fulfilling its obligations to make loan repayments and other payments under the Loan Agreement between the Authority and the Borrower (the "Loan Agreement"), which will provide the funds to pay principal and interest on the Bonds, and (ii) the Development will generate sufficient revenues to make loan repayments and other payments under the Loan Agreement, to operate, repair and maintain the Development at its own expense and to discharge such other responsibilities as may be imposed under the Loan Agreement. The Authority further finds that adequate provision has been made for the payment of the principal of, redemption premium, if any, and interest on the Bonds, and the operation, repair and maintenance of the Development at the expense of the Borrower. Neither the Bonds nor any such obligation or agreement of the Authority shall constitute an obligation, either general or special, of the State, any municipality or any other political subdivision of the State or constitute or give rise to any pecuniary liability of the Authority, the State, any municipality or any other political subdivision of the State.

4. The Authority hereby finds that the use of the proceeds of the Bonds for a loan to finance the costs of the Development and for the other purposes stated above will accomplish the public purposes set forth in the Act and hereby approves such use of proceeds.

5. This Resolution shall take effect immediately upon its passage.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

(SEAL)

By: _____
Charles Woodyard, Secretary

RESOLUTION

A RESOLUTION AUTHORIZING ISSUANCE AND SALE OF MULTIFAMILY HOUSING REVENUE BONDS (SANDLEWOOD APARTMENTS) SERIES 2011

WHEREAS, Sandlewood Affordable Housing, LLC, a North Carolina limited liability company (whose sole member is The Banyan Foundation, a nonprofit corporation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”)) or an affiliated or related entity (the “Borrower”), has requested that the Authority assist in financing a portion of the cost of the acquisition, renovation and equipping of a multifamily residential rental project known as Sandlewood Apartments, consisting of 151 units and located on an approximately 14.062 acre site at 7100 Snow Lane in the City of Charlotte, Mecklenburg County, North Carolina (the “Development”) and the Authority has agreed to do so;

WHEREAS, the Authority proposes to issue its multifamily housing revenue bonds, which may be issued as tax-exempt, and, to the extent determined to be appropriate, taxable bonds, to be designated Multifamily Housing Revenue Bonds (Sandlewood Apartments), Series 2011A (the “Series 2011A Bonds”) and, if necessary, its Multifamily Housing Revenue Bonds (Sandlewood Apartments), Taxable Series 2011A-T (the “Series 2011A-T Bonds”, and together with the Series 2011A Bonds, the “Bonds”), in the combined aggregate principal amount of not to exceed \$8,000,000 (collectively, the “Bonds”);

WHEREAS, there have been presented to this meeting the forms of the following instruments which the Authority proposes to execute to carry out the transactions described above, copies of which instruments shall be filed with the records of the Authority:

(a) Trust Indenture dated as of August 1, 2011 (the “Indenture”) between the Authority and The Bank of New York Mellon Trust Company, N.A., as trustee (the “Trustee”), authorizing the issuance of the Bonds and providing for the terms and details thereof and the security therefor;

(b) Loan Agreement dated as of August 1, 2011 (the “Loan Agreement”) between the Authority, the Trustee and the Borrower, providing for the terms and conditions pursuant to which the loan of the proceeds of the Bonds will be made by the Authority to the Borrower, together with a Promissory Note from the Borrower to the Authority, which the Authority will assign to the Trustee;

(c) Regulatory Agreement and Declaration of Restrictive Covenants (the “Regulatory Agreement”) dated as of August 1, 2011 between the Authority, the Trustee and the Borrower, pursuant to which the Borrower agrees to comply with the requirements of the Internal Revenue Code of 1986, as amended (the “Code”) relating to low and moderate income housing;

(d) Preliminary Official Statement (the “Preliminary Official Statement”) relating to the offering and sale of the Bonds; and

(e) Bond Purchase Agreement to be dated the date of the sale of the Bonds (the “Bond Purchase Agreement”) among the Borrower, the Authority and Merchant Capital, L.L.C.

(the "Underwriter"), providing for the issuance and sale by the Authority and the purchase by the Underwriter of the Bonds.

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, N.C.:

1. The Authority hereby determines to provide financing to the Borrower for the acquisition, renovation and equipping of the Development through the issuance of the Bonds pursuant to the North Carolina Housing Authorities Law, Article 1 of Chapter 157 of the General Statutes of North Carolina, as amended, the deposit of the proceeds thereof with the Trustee and the advance of such proceeds to the Borrower in accordance with the Loan Agreement.

2. The Authority hereby authorizes the issuance and sale of the Bonds pursuant to the Indenture and in accordance with the terms set forth in the Bond Purchase Agreement and the Indenture. The Bonds will bear interest at the rates and will mature and be redeemed in the years and amounts all as set forth in the Indenture; provided, however, that the aggregate principal amount of the Bonds shall not exceed \$8,000,000.

3. The Chairman, Vice Chairman or Chief Executive Officer of the Authority or his designee is hereby authorized and directed to execute and deliver the Indenture, the Loan Agreement, the Regulatory Agreement and the Bond Purchase Agreement to the other parties thereto.

4. The distribution of the Preliminary Official Statement by the Underwriter to prospective purchasers of the Bonds is hereby approved. The Authority is authorized to deem the Preliminary Official Statement to be "final" within the meaning of Rule 15c2-12 of Rules and Regulations promulgated under the Securities Exchange Act of 1934, as amended. The Chairman, Vice Chairman and Chief Executive Officer of the Authority or his designee is hereby authorized and directed to execute and deliver the final Official Statement (in substantially the form of the Preliminary Official Statement, but incorporating the final terms and details of the Bonds) to the Underwriter and the Underwriter is hereby authorized and directed to distribute the Official Statement to the purchasers of the Bonds.

5. The Chairman or Vice Chairman of the Authority is hereby authorized and directed to execute and deliver the Bonds in the manner and subject to the conditions provided in the Indenture to the Trustee for authentication and to cause the Bonds so executed and authenticated to be delivered to or for the account of the Underwriter upon payment of the purchase price therefor as provided in the Bond Purchase Agreement.

6. The Indenture, the Loan Agreement, the Regulatory Agreement, the Bond Purchase Agreement, the Preliminary Official Statement and the Bonds (in the form of Exhibit A to the Indenture) shall be in substantially the forms submitted to this meeting, which are hereby approved, with such completions, omissions, insertions and changes as may be necessary to reflect the final terms of the Bonds, including any changes that may be required by any rating agency that is rating the Bonds, any changes in dates as may be required to reflect the date of the actual closing, allocation of the total amount of bonds between taxable and tax-exempt bonds (including eliminating the taxable bonds) and as otherwise approved by the officers of the

Authority executing them after consultation with counsel to the Authority, their execution to constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes.

7. Any authorization made hereby to the officers of the Authority to execute a document shall include authorization to the Chairman, Vice Chairman or Chief Executive Officer of the Authority or their respective designees to execute the document, authorization to the Secretary or any Assistant Secretary to affix the seal of the Authority to such document and attest such seal if necessary, and, where appropriate, to deliver it to the other parties thereto, all in the manner provided in the Indenture.

8. Such officers are hereby authorized and directed to execute and deliver any and all other documents, agreements, instruments, and certificates in the name and on behalf of the Authority as may be necessary or desirable to the issuance of the Bonds, including but not limited to nonarbitrage certificate, tax forms and other certificates. All other acts of the officers of the Authority that are in conformity with the purposes and intent of this resolution and in furtherance of the undertaking of the Development and the issuance and sale of the Bonds are hereby ratified, confirmed and approved.

9. This resolution shall take effect immediately.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

(SEAL)

By: _____
Charles Woodyard, Secretary

8.B Approve Procurement Contract – CM at Risk for 400 East Boulevard

Action: Authorize the CEO to Negotiate and Award a Contract to JM Wilkerson Construction – Sovereign Construction as the Construction Manager at Risk for 400 East Boulevard.

Staff Resource: Ralph Staley/Steve Lamphere/Chris Squier

Strategic Business: Finance Administration, Real Estate Development

Strategic Goal: Ensure the Authority’s Long-Term Financial Viability

Explanation:

On June 15, 2010 the CHA Board of Commissioners approved a final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	New Construction and Substantial Rehabilitation Contracts
\$50,000	Professional Service Contracts, Consultants, Architects and Engineers

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

On March 27, 2011 the CHA developed and broadcast a Request for Proposals (RFP) for an experienced Construction Manager at Risk (CM at Risk) for 400 East Boulevard. The CM at Risk will be working as part of a team that also includes an architect along with mechanical, electrical, plumbing, and structural and civil engineering and a Project Management Firm. The CM at Risk will also be required to follow the Federal Procurement Regulations of 24 CFR 85.36.

The CM at Risk provides planning, estimating, scheduling and other consulting services to the CHA and Architect during the design phase. When the design is near completion, the CM at Risk and the CHA negotiate a Guaranteed Maximum Price ("GMP") and schedule. The CM at Risk then acts as the general contractor during the construction of the project and prequalifies and procures all of the construction trade contractors that will perform the work. The CM at Risk is required to share all cost information with the CHA so that it will only pay for the Cost of the Work plus an agreed fee for the CM at Risk up to the GMP. Once negotiation with the Vendor is completed it is anticipated that the final agreement will be approximately \$3,500,000.

On April 27, 2011 the CHA received nine (9) proposals for the Construction Manager at Risk. An evaluation Committee was selected from within the CHA. The following lists of respondents were evaluated in accordance with the provisions of the RFP and interviews were conducted with the top three (3) competitive firms. Evaluations and interviews were conducted and based upon the recommendation from the evaluation committee; it is recommended that the CEO be authorized to Negotiate and Award a contract to JM Wilkerson Construction – Sovereign Construction. In the event that negotiations with the top ranked firm are unsuccessful, the Board authorizes the CEO to enter into discussions and award a contract to the second ranked firm. Once again, if negotiations are unsuccessful the CEO may move on to the next ranked firm and so on until an agreement can be negotiated.

Committee Discussion:

This item was discussed at the Real Estate Development and Finance Administration Committee meetings on July 13, 2011. After a lengthy discussion regarding the design of the floor plans for 400 East Boulevard; specifically an open floor plan vs. a plan that incorporates private offices, the Committees voted to recommend approval of this item to the Board.

Community Input:

N/A

Summary of Bids:

EVALUATION SCORING SUMMARY	
Ranking	Respondents
1	JM Wilkerson – Sovereign Construction
2	Tyler 2 Construction Company
3	Shiel Sexton McFarland Corbitt

Section 3/MWBE Consideration:

M/WBE Participation: 55% (33% minority, 22% Women)

Section 3 Subcontracting: 20%

Section 3 New Hire Goal: 50%

Funding:

MTW

Attachment:

Resolution

RESOLUTION

AUTHORIZE THE CEO TO NEGOTIATE AND AWARD A PROCUREMENT CONTRACT TO JM WILKERSON CONSTRUCTION – SOVEREIGN CONSTRUCTION AS THE CONSTRUCTION MANAGER AT RISK FOR 400 EAST BOULEVARD.

WHEREAS, the CHA has a requirement for Construction Manager at Risk Services;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

WHEREAS, On July 19, 2011, the CHA Board approved the selection of JM Wilkerson-Sovereign Construction Company as the Construction Manager at Risk for the 400 East Boulevard rehabilitation project;

WHEREAS, the CHA now desires to move forward with the negotiation and award of contract to JM Wilkerson Construction – Sovereign Construction Company;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution to authorize the CEO or its designee to Negotiate and Award a Procurement Contract JM Wilkerson Construction – Sovereign Construction Company.

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

BY: _____

Charles Woodyard
Secretary

(SEAL)

8.C Approve Resolution to Grant Easement to the City of Charlotte

Action: Approve a Resolution to Grant a Temporary Construction and a Permanent Easement to the City of Charlotte for Sidewalk/Bike Lane Improvements at Cedar Knoll.

Staff Resource: Chris Squier

Strategic Business: Real Estate Development

Strategic Goal: Maximize Economic, Physical, and Social value of Real Estate Portfolio

Background/Policy Framework:

The City of Charlotte desires to improve a section of Nations Ford Road by performing a sidewalk/bike project. In order to complete the planned improvements the City of Charlotte has requested a temporary construction easement of 936 sq. ft. and a permanent sidewalk and utility easement of 19 sq. ft. for the purpose of improving/connecting sidewalks in front of the Cedar Knoll community. Compensation to be received is \$414.

Explanation:

Authorize the CEO to execute the Permanent Easement Agreement with the City of Charlotte, pending HUD approval, if required. These easements will allow the City of Charlotte to proceed with its planning.

Committee Discussion:

Discussed at the Real Estate Development Committee on July 13, 2011 and unanimously approved.

Community Input:

N/A

Section 3/MWBE Consideration:

N/A

Funding:

N/A

Attachments:

1. Resolution
2. Permanent Easement Agreement
3. Site Drawings (4)

RESOLUTION

TO AUTHORIZE TEMPORARY AND PERMANENT EASEMENTS TO THE CITY OF CHARLOTTE FOR A SIDEWALK/BIKE LANE IMPROVEMENTS AT CEDAR KNOLL

WHEREAS, the Housing Authority of the City of Charlotte (CHA) is the owner of that certain property known as Cedar Knoll;

WHEREAS, the City of Charlotte is planning a sidewalk/bike lane project that affects a portion of the grounds of Cedar Knoll;

WHEREAS, the sidewalk/bike lane project will be built along Nations Ford Road;

WHEREAS, in order to construct this sidewalk/bike lane project a temporary construction easement of 936 square feet and a permanent easement of 19 square feet are required;

WHEREAS, the City of Charlotte will compensation the Authority \$414.00 for the easements;

NOW, THEREFORE, BE IT RESOLVED that the CHA Board of Commissioners approves the temporary and permanent easements to the City of Charlotte to construct a sidewalk/bike lane project at Cedar Knoll, subject to HUD approval, if required.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

(SEAL)

BY: _____
Charles Woodyard, Secretary
CEO

PERMANENT EASEMENT AGREEMENT

STATE OF NORTH CAROLINA PROJECT NAME: **Nations Ford Rd. SW TR / Nations Ford Road Sidewalk/Bike Lane Project**

COUNTY OF MECKLENBURG PROJECT NO: **512-09-002**
PARCEL NO.: **9**

Excise Tax \$ _____

A Portion of Tax Lot Number: **167-034-09** Property Address: **Green Needles Court Charlotte, NC 28217**

Brief Description for the Index: **ESMT.**

THIS GRANT OF EASEMENT is made this _____ day of _____, **2011** by and between **Hoising Authority of the City of Charlotte** a North Carolina non-profit corporation, (hereinafter referred to as "GRANTOR") and the CITY OF CHARLOTTE, a municipal corporation, Mecklenburg County, North Carolina (hereinafter referred to as "GRANTEE").

The designation GRANTOR and GRANTEE, as used herein, shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

WITNESSETH:

WHEREAS, said Grantor owns a certain tract of land ("Tract") in the City of Charlotte, County of Mecklenburg, North Carolina, the same being the land conveyed to Grantor, by deed recorded in Book **3860**, Page **504** in the office of the Register of Deeds of Mecklenburg County;

NOW THEREFORE said GRANTOR for good and valuable consideration to be paid by the City of Charlotte, the GRANTOR, has bargained and sold, and by these presents does bargain, sell, and convey to said GRANTEE and its successors the non-exclusive, perpetual easement(s) (the "Permanent Easement(s)"), the nature and type of which are indicated below, in connection with the above-referenced public project, and described as follows:

THAT PORTION or PORTIONS of the Tract labeled as "Permanent" easement(/s) on the map attached hereto as Exhibit A, and incorporated herein by reference, said map having been prepared by or for the City of Charlotte.

The Permanent Easement(s) granted herein are as indicated and described below:

DRAWN BY AND RETURN TO: CITY OF CHARLOTTE BOX
REV. 3/10
CONTRACTOR _____

_____ = OWNERS INITIALS
ACKNOWLEDGING RIGHTS CONVEYED
N/A = RIGHT DOES NOT APPLY

SIDEWALK/ UTILITY/ PLANTING EASEMENT (SUE/PUE) Grantee shall have the right to enter upon said Tract for the purpose of laying, constructing, and maintaining a public sidewalk, which may include one or more of the following uses indicated below:

 A planting strip.

N/A A passenger bench and/or bus shelter waiting pad with or without a shelter.

 Regulated utilities, including but not limited to, poles with cross arms, wires, guys, anchors, cables and overhead and/or underground lines that may extend from either side of the centerline from said pole along the easement area. GRANTEE shall have the right to enter said premises to install new utility facilities, inspect existing utility facilities; to perform necessary maintenance and repairs; to make alterations and additions thereto; to remove from the easements, now or at any time in the future, trees, structures, or other obstructions that may endanger the proper maintenance and operation of said facilities, as well as trees of any species that GRANTEE determines will grow at maturity to a height that will endanger the proper maintenance and operation of said lines; to trim or remove dead, diseased, weak or leaning trees or limbs outside of the Permanent Easement which, in the opinion of GRANTEE, might interfere with or fall upon the electric or communication facilities within the Permanent Easement; to clear land outside the Permanent Easement within ten feet of the service door of any transformer or cabinet located within the Permanent Easement and to keep the area within ten feet of said door clear of trees, structures or other obstructions. This Permanent Easement is given to permit the construction of utility facilities in connection with the above-referenced project only. Facilities at other locations and future extensions of presently constructed facilities are not permitted by this agreement.

N/A **SANITARY SEWER/WATER EASEMENT (SSWE):** GRANTEE shall have the right to enter upon said Tract for the purpose of laying, constructing, operating and maintaining a sanitary sewer line(s), and/or water line(s)/meter(s) in connection with the above-referenced public project. In addition, Grantee shall have the right to remove from the Permanent Easement, now or at any time in the future, trees, structures, or other vegetation or obstructions that may endanger the proper operation and maintenance of the above described utilities or lines.

N/A **STORM DRAINAGE EASEMENT (SDE):** GRANTEE shall have the right to enter upon said Tract for the purpose of laying, constructing, operating and maintaining storm drainage facilities in connection with the above-referenced public project.

GRANTEE shall have the right to inspect, maintain, repair, and improve the storm drainage facilities, to obtain samples of storm water from time to time for testing purposes; to remove from the Permanent Easement, now or at any time in the future, trees, structures, or other obstructions that may endanger the proper maintenance and operation of said storm drainage facilities, except for the pre-existing items listed by addendum, if any.

GRANTOR may make alterations to the storm drainage facilities in the Permanent Easement only when such alterations have been approved by GRANTEE prior to their installation.

GRANTEE'S operation, maintenance, repair or improvement of storm drain facilities contemplated herein does not guarantee the GRANTOR complete protection from property damage for all storm events.

 In addition, if so indicated here, said GRANTOR, for good and valuable consideration, receipt of which is acknowledged, has granted, and by these presents does grant to said GRANTEE and its successors a Temporary Construction Easement ("TCE") for the purpose of laying and constructing the public project referenced above, which TCE is located in that certain

DRAWN BY AND RETURN TO: CITY OF CHARLOTTE BOX
REV. 3/10
CONTRACTOR _____

_____ = OWNERS INITIALS
 = ACKNOWLEDGING RIGHTS CONVEYED
N/A = RIGHT DOES NOT APPLY

portion of the Tract in or near the City of Charlotte, County of Mecklenburg and State of North Carolina, and described as follows:

THAT PORTION of the Tract labeled "Temporary Construction Easement" or "TCE" on the map attached hereto as Exhibit A and incorporated herein by reference, said map having been prepared by or for the City of Charlotte.

The TCE granted in the immediately preceding paragraph, if any, shall take effect upon the beginning of this project's construction on the above named parcel, and shall have a duration of 2 year(s); and the parties hereto further covenant and agree that upon the expiration of the TCE as herein provided, the GRANTEE or its Contractor shall have no further obligations to maintain or rights to enter upon the TCE described herein.

GRANTOR understands and agrees that the consideration amount covers and includes all improvements located within the easement area or areas unless stated otherwise.

GRANTOR understands that this property is being acquired for a construction project of the GRANTEE and agrees that construction may begin on said property upon execution of this Agreement. It is further agreed that commencement of construction on said property prior to receiving compensation shall not be deemed as trespass and GRANTOR shall waive claim of trespass on said property.

GRANTEE shall have such right of ingress, egress, and regress over and upon any lands of the GRANTOR adjacent to or in the vicinity of the Permanent Easement as may be necessary for the purposes of locating, laying, constructing, reconstructing, inspecting, operating, extending, maintaining, and otherwise keeping open and in good repair the installations for which the Permanent Easement is granted, and no entry for such purposes shall be deemed a trespass. If adequate access is not provided by established means of approach, the GRANTOR shall be compensated for any damage resulting at any time from the exercise of the right of ingress, egress, and regress hereby granted. In the event of disagreement at any time as to the amount of any such damage, one arbitrator shall be selected by the GRANTOR, one by the GRANTEE, and a third, if necessary, by the two so selected, and that the decision in writing of two of said arbitrators shall be final and binding upon the parties hereto.

It is further understood that the GRANTOR shall erect no permanent structure of any kind over or across this Permanent Easement or TCE (for so long as any such TCE remains in effect). For purposes of this document, permanent structure includes, but is not limited to: buildings, tennis courts, and swimming pools. Neither may water be ponded or impounded over or across said Permanent Easement or TCE (for so long as such TCE remains in effect). Neither shall GRANTOR attempt to block or otherwise impede the natural flow of water.

GRANTOR, his heirs and assigns, hereby covenants to and with the GRANTEE that GRANTOR is the owner of the hereinabove-described property, and that GRANTOR has the right to convey this Permanent Easement(s) and/or Temporary Easement(s).

TO HAVE AND TO HOLD the land hereinbefore described unto the GRANTEE, its successors and assigns, for the aforesaid uses and purposes and none other.

SIGNATURES AND ACKNOWLEDGEMENTS TO FOLLOW:

DRAWN BY AND RETURN TO: CITY OF CHARLOTTE BOX
REV. 3/10
CONTRACTOR _____

_____ = OWNERS INITIALS
ACKNOWLEDGING RIGHTS CONVEYED
N/A = RIGHT DOES NOT APPLY

IN WITNESS WHERE OF, the GRANTOR has hereunto set his hand and seal, the day and year first above written.

_____ (SEAL)

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public of _____ County, State of North Carolina, do hereby certify that _____ (the "Signatory") personally appeared before me this day and acknowledged the execution of the foregoing instrument.

I certify that the Signatory personally appeared before me this day, and

(check one of the following)

_____ (I have personal knowledge of the identity of the Signatory); or

_____ (I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of:

(check one of the following)

_____ a driver's license or

_____ in the form of _____); or

_____ (a credible witness has sworn to the identity of the Signatory).

The Signatory acknowledged to me that he/she voluntarily signed the foregoing instrument for the purpose stated and in the capacity indicated.

Witness my hand and official stamp or seal this _____ day of _____, 2011.

Notary Public

Print Name: _____

My Commission Expires: _____

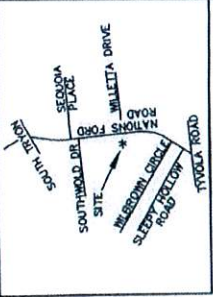
☛ [NOTARY SEAL] (MUST BE FULLY LEGIBLE)

DRAWN BY AND RETURN TO: CITY OF CHARLOTTE BOX
REV. 3/10
CONTRACTOR _____

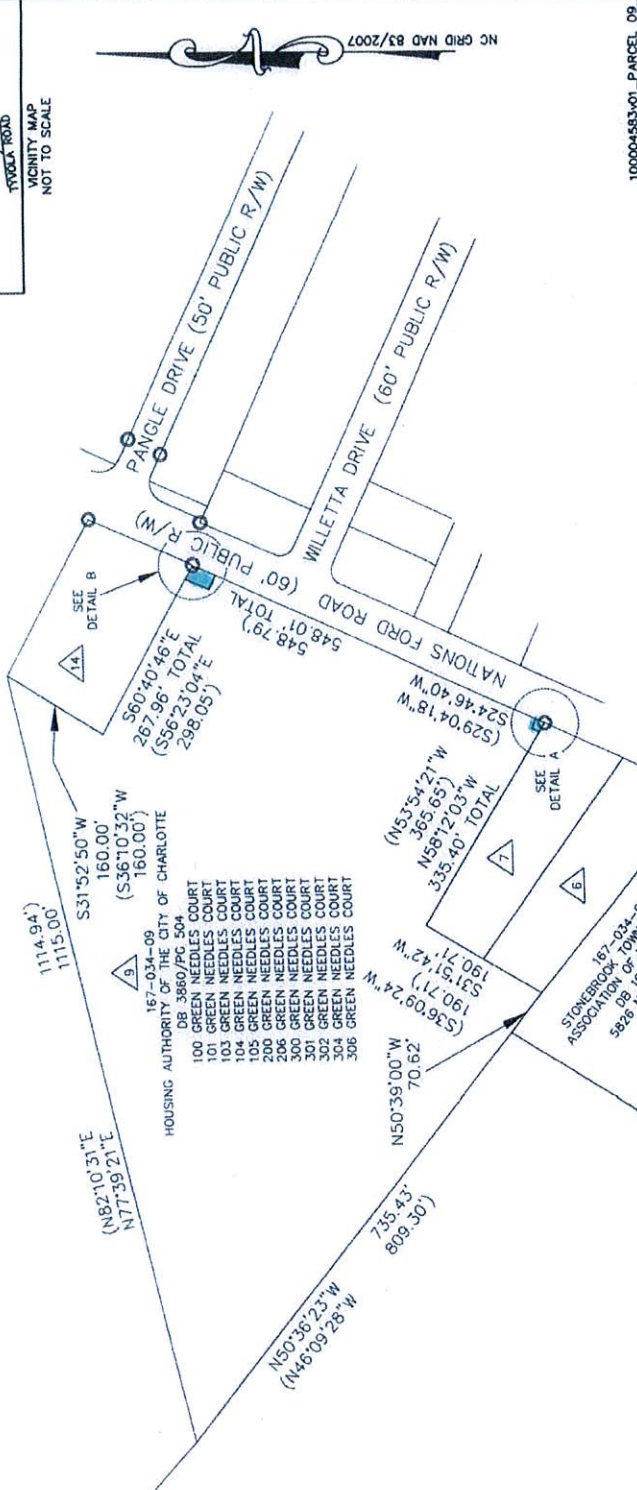
_____ = OWNERS INITIALS
ACKNOWLEDGING RIGHTS CONVEYED
N/A = RIGHT DOES NOT APPLY

REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS SURVEY IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS OF NORTH CAROLINA GENERAL STATUTES FOR RECORDING.

REVIEW OFFICER _____ DATE _____



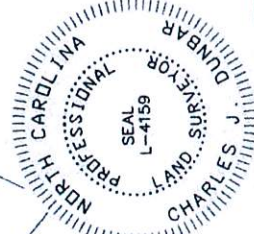
VICINITY MAP NOT TO SCALE



18
167-034-13
MARGO ZETINA
DB 23-460/PG-401

9
167-034-09
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
DB 3860/PG 504
100 GREEN NEEDLES COURT
101 GREEN NEEDLES COURT
103 GREEN NEEDLES COURT
104 GREEN NEEDLES COURT
105 GREEN NEEDLES COURT
200 GREEN NEEDLES COURT
206 GREEN NEEDLES COURT
300 GREEN NEEDLES COURT
302 GREEN NEEDLES COURT
304 GREEN NEEDLES COURT
306 GREEN NEEDLES COURT

6
167-034-06
STONEBROOK TOWNHOME OWNERS ASSOCIATION
DB 1852/PG 532
5928 NATIONS FORD ROAD



I, CHARLES J. DUNBAR, CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY SUPERVISION AND THAT THIS PLAT WAS PREPARED FOR THE PURPOSES OF RECORDING ONLY, AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF PROPERTY SHOWN.

CHARLES J. DUNBAR, NC PLS L-4159
DUNBAR GEOMATICS GROUP, PLLC
P.O. BOX 1005, NC 28070-3053
NC LIC. NO. P-0865

LINE	LENGTH	BEARING
L1	7.51	S24°46'40"W
L2	26.90	S74°46'40"W
L3	21.74	N65°28'25"W
L4	36.24	N24°31'35"E
L5	19.03	S60°40'46"E
L6	2.84	S60°40'46"E
L7	2.01	N65°28'25"W
L8	7.80	N18°00'04"E
L9	14.63	N84°12'03"W
L10	11.74	N94°31'35"E
L11	14.53	S65°28'25"E
L12	13.38	S24°46'40"W

- NOTE:
- 1) BEARINGS AND DISTANCES SHOWN IN PARENTHESES ARE BASED ON RECORDED MAP OR DEED INFORMATION.
 - 2) TOTAL AREA: 515,282 SF, 11.829 AC
 - 3) AREA IN TCE: 936 SF, 0.021 AC
 - 4) AREA IN SUE: 19 SF
 - 5) FEE AREA REMAINING: 515,282 SF, 11.829 AC

PBSI Plans Prepared By:
5200 77 CENTER DRIVE, SUITE 500
CHARLOTTE, NORTH CAROLINA 28217
(704) 522-7275 NCCOA: F-0326

100004583X01-PARCEL 09

CHARLOTTE
ENGINEERING DEPARTMENT

NATIONS FORD ROAD
SIDEWALK/BIKE LANE PROJECT

OWNER:
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
CHARLOTTE, MECKLENBURG CO., NC

PROPERTY ACQUISITION

SCALE 1" = 200'

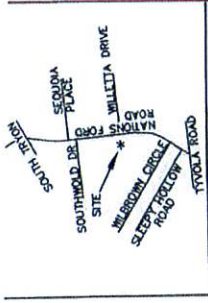
DRAWN BY: TTB/CJD
DATE: 03/01/11
CHECKED BY: CAD SURVEY SUPERV.: TTB

JOB NO. 512-09-002
FILE NO.
PARCEL 09
SHEET 1 OF 2

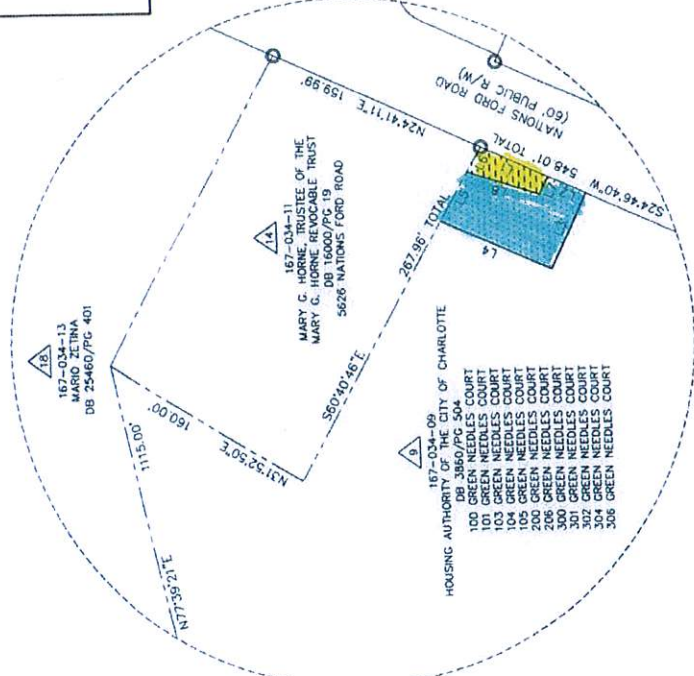
REVIEW OFFICER _____ DATE _____

REVIEW OFFICER _____ DATE _____

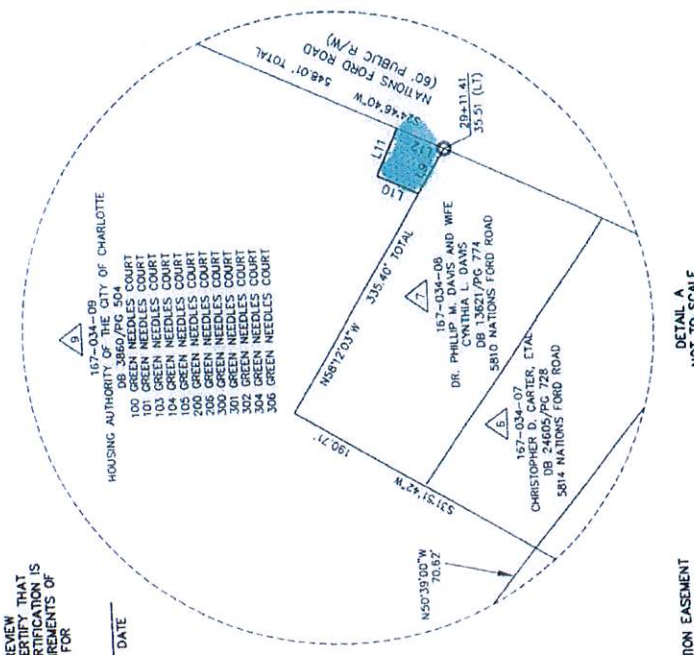
OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS OF NORTH CAROLINA GENERAL STATUTES FOR RECORDING.



VICINITY MAP
NOT TO SCALE



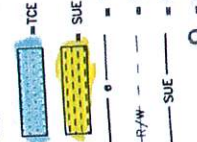
DETAIL A
NOT TO SCALE



DETAIL B
NOT TO SCALE

LEGEND

- TCE = TEMPORARY CONSTRUCTION EASEMENT
- SUE = SIDEWALK AND UTILITY EASEMENT
- SDE = STORM DRAINAGE EASEMENT
- R/W— = EXISTING R/W
- SUE— = SUE
- = IRON PIN FOUND

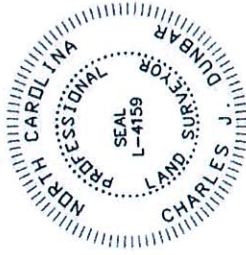


I, CHARLES J. DUNBAR, CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY SUPERVISION AND THAT THIS PLAT AND IS NOT INTENDED FOR THE PURPOSE OF EASEMENT AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF PROPERTY SHOWN.

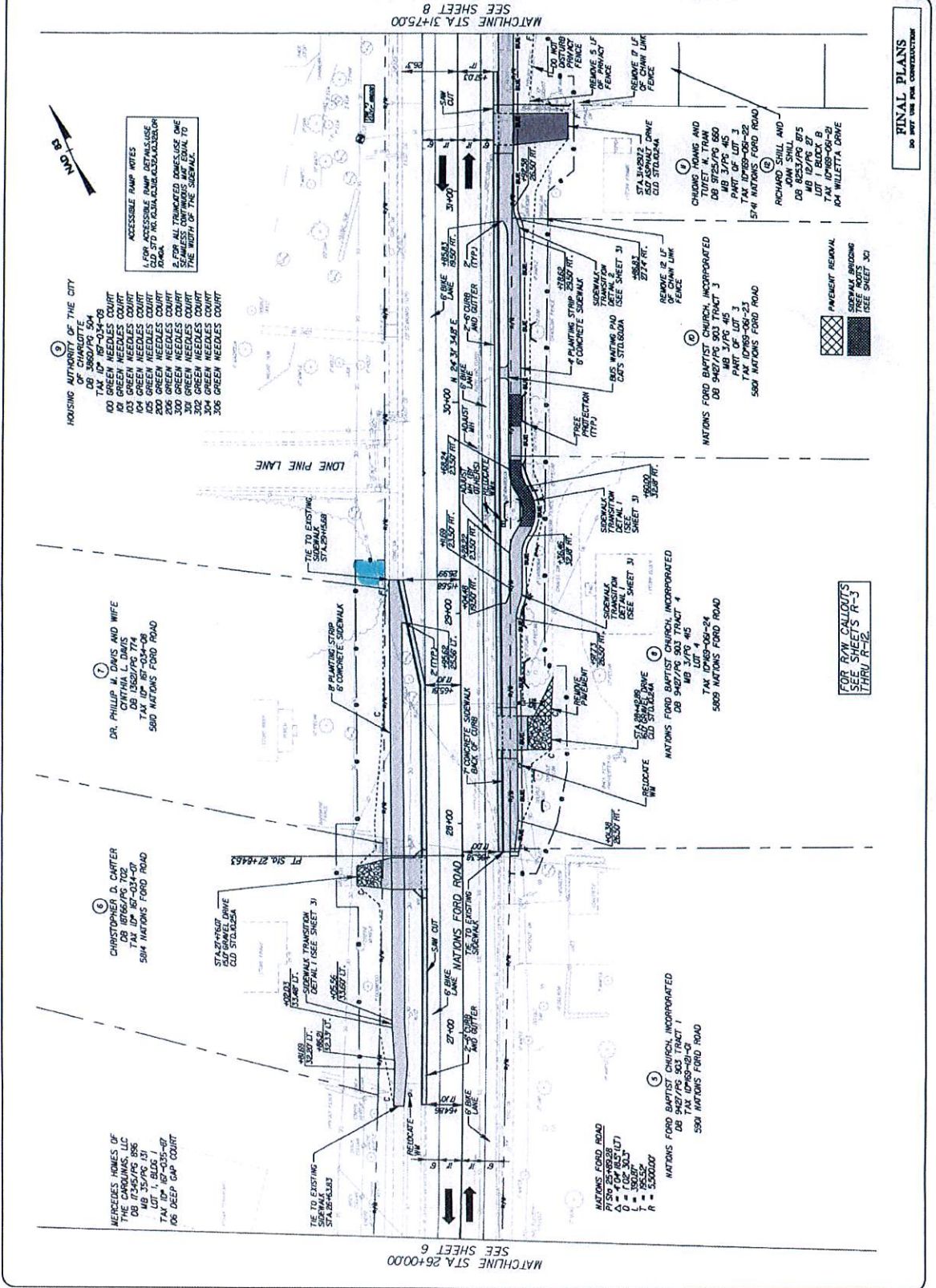
DATE: 3/1/11

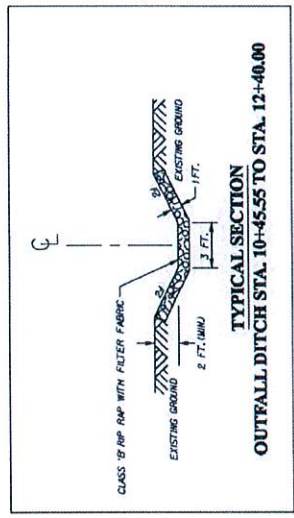
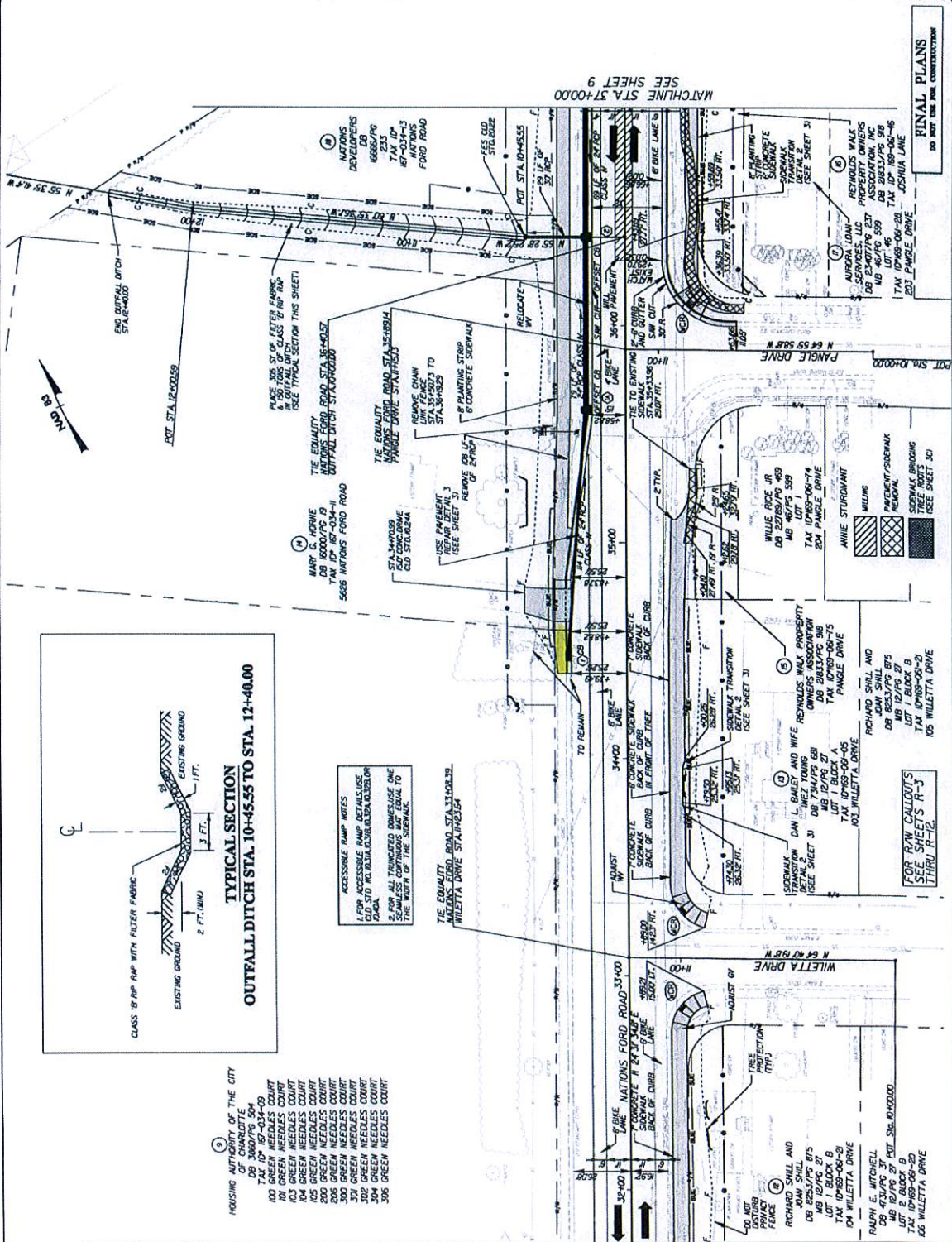
CHARLES J. DUNBAR, NC PLS L-4159
DUNBAR GEOMATICS GROUP, PLLC
P.O. BOX 3463
HUNTERSVILLE, NC 28070-3063
NC LIC. NO. P-0865

PBS&J Plans Prepared By:
5200 77 CENTER DRIVE, SUITE 500
CHARLOTTE, NORTH CAROLINA 28217
(704) 522-7275 NCCON: F-0326



CHARLOTTE ENGINEERING DEPARTMENT	
JOB NO. 512-09-002	FILE NO. PARCEL D9
SHEET 2	
OF 2	
NATIONS FORD ROAD SIDEWALK/BIKE LANE PROJECT	
PROPERTY ACQUISITION	
OWNER: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE CHARLOTTE, MECKLENBURG CO., NC	
DRAWN BY: TTB	CHECKED BY: CJD
DATE: 03/01/11	SURVEY SUPVR.: CJD





ACCESSIBLE RAMP NOTES
 1. FOR ACCESSIBLE RAMP DETAIL USE THIS RAMP DETAIL TO ALL ADA COMPLIANT RAMP DETAIL.
 2. FOR ALL TRUNCATED DOME USE ONE SEAMLESS COMPRESSIVE MAT EQUAL TO THE WIDTH OF THE SIDEWALK.

- HOUSING AUTHORITY OF THE CITY**
 DB 3060/PS 304
 DB 3060/PS 304
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RINAL PLANS
 DO NOT USE FOR CONSTRUCTION

8.D Budget Amendment: Administration Program Budget

Action: Approve a Resolution to amend the Administration Program Budget to adjust Section 8 funding for the fiscal year ending March 31, 2012. (Last amended by Resolution 1947)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. HUD recently notified CHA of funding for Section 8 vouchers for 2011.

Explanation:

CHA has 4,506 MTW Section 8 vouchers. On June 14, 2011, HUD notified CHA that funding for Section 8 vouchers for 2011 is \$42,619,163. Staff previously estimated voucher funding of \$43,896,747. The difference of \$1,277,584 was caused because staff used an annual adjustment factor of 1.028 and a proration factor of .99. These were the indicators used to calculate funding for 2010. Funding for 2011 was calculated using an annual adjustment factor of 1.000 and a proration factor of .9881.

Exhibit A shows Other Sources of \$1,277,584 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$1,277,584.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A for Resolution

RESOLUTION

TO AMEND THE ADMINISTRATION PROGRAM BUDGET TO ADJUST SECTION 8 FUNDING THE FOR THE FISCAL YEAR ENDING MARCH 31, 2012 (LAST AMENDED BY RESOLUTION 1947).

WHEREAS, Exhibit A shows Other Sources of \$1,277,584 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$1,277,584.

WHEREAS, all regulatory and statutory requirements have been met;

WHEREAS, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

WHEREAS, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend the Administration Program Budget for fiscal year ending March 31, 2012; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Charles Woodyard
Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
Other Revenue			-
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	9,559,955	1,277,584	10,837,539
TOTAL OTHER SOURCES	9,802,834	1,277,584	11,080,418
TOTAL REVENUE AND OTHER SOURCES	18,039,080	1,277,584	19,316,664
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,684,784		7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	-	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,741,745		1,741,745
Operating Transfers-Out Section 8		1,277,584	1,277,584
Operating Transfers-Capital Projects	3,586,191		3,586,191
Loans To Others	675,015		675,015
Total Other Uses	6,002,951	1,277,584	7,280,535
TOTAL EXPENDITURES AND OTHER USES	18,039,080	1,277,584	19,316,664

8. E Budget Amendment: Field Operations Program Budget

Action: Approve a Resolution to amend the Field Operations Program Budget to adjust Section 8 funding for fiscal year ending March 31, 2012. (Last amended by Resolution 1948)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

In the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. HUD recently notified CHA of funding for Section 8 vouchers for 2011.

Explanation:

CHA has 4,506 MTW Section 8 vouchers. On June 14, 2011, HUD notified CHA that funding for Section 8 vouchers for 2011 is \$42,619,163. Staff previously estimated voucher funding of \$43,896,747. The difference of \$1,277,584 was caused because staff used an annual adjustment factor of 1.028 and a proration factor of .99. These were the indicators used to calculate funding for 2010. Funding for 2011 was calculated using an annual adjustment factor of 1.000 and a proration factor of .9881.

Exhibit A shows a decrease in MTW Funds of \$1,277,584 (the Section 8 subsidy in shown in this line item) and the corresponding increase is shown in Operating Transfers In – MTW in the amount of \$1,277,584.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A to Resolution

RESOLUTION

TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET TO ADJUST SECTION 8 FUNDING FOR FISCAL YEAR ENDING MARCH 31, 2012. (LAST AMENDED BY RESOLUTION 1948).

WHEREAS, Exhibit A shows a decrease in MTW Funds of \$1,277,584 (the Section 8 subsidy is shown in this line item) and the corresponding increase is shown in Operating Transfers In – MTW in the amount of \$1,277,584.

WHEREAS, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget at the Project level but adopting the Asset Management Project Budget in total as the budgetary compliance level;

WHEREAS, all regulatory and statutory requirements have been met;

WHEREAS, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

WHEREAS, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

WHEREAS, the Budget indicates a source of funds adequate to cover all proposed expenditures;

WHEREAS, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law;

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation;

and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

WHEREAS, no person in the Authority holds more than one position, and no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend Field Operation Program budget for fiscal year ending March 31, 2012; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Charles Woodyard
Secretary

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826	(1,277,584)	66,020,242
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	(1,277,584)	88,600,868
Other Sources			
Fund Balance Appropriated	-		-
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	1,741,745	1,277,584	3,019,329
Total Other Sources	2,027,128	1,277,584	3,304,712
TOTAL REVENUE AND OTHER SOURCES	91,905,580	-	91,905,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118		72,178,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	88,159,697	-	88,159,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	-	3,745,883
TOTAL EXPENDITURES:	91,905,580	-	91,905,580

8.F Audit Report Acceptance and Approval for 2010-2011

Action: Approve a Resolution to accept and approve the Comprehensive Annual Financial Report for the fiscal year ending March 31, 2011, and to concur with budget amounts that were exceeded.
--

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's long-term financial viability.

Background/Policy Framework:

The Single Audit Act passed by Congress in 1984, and amended in 1996, requires all recipients of federal funds in excess of \$500,000 to have an annual audit conducted, as well as North Carolina General Statute 159-34. The Reznick Group, P.C., was selected through an RFP process and approved by the Board in December 2009 to conduct the audit.

Explanation:

The Reznick Group, P.C. has completed their audit of the Housing Authority of the City of Charlotte for the period ended March 31, 2011. With this resolution, the Board is asked to approve and accept the Audit Report as prepared by The Reznick Group, P.C., and the Financial Statements as prepared by CHA Staff.

Noted in the Comprehensive Annual Financial Report are two budget amounts that were exceeded. These will be explained in the review of the audit and the Board will be asked to concur with the amounts that exceeded the budget.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Summary of Bids:

None

Section 3/MWBE Consideration:

None

Funding:

None

Attachment:

Resolution

RESOLUTION

TO ACCEPT AND APPROVE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING MARCH 31, 2011 AND TO CONCUR WITH BUDGET AMOUNTS THAT WERE EXCEEDED

WHEREAS, the Comprehensive Annual Financial Report for the fiscal year ending March 31, 2011 has been submitted to the Board of Commissioners, and

WHEREAS, the Board of Commissioners is required to approve and accept the Comprehensive Annual Financial Report for the Housing Authority of the City of Charlotte, NC, and

WHEREAS, the Audit Report noted several items where the budgeted expenditure was exceeded;

WHEREAS, the Board of Commissioners is required to concur with expenditures exceeding the authorized budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte that:

1. The Comprehensive Annual Financial Report is accepted and approved as submitted by Reznick Group, P.C. and CHA staff for the period ended March 31, 2011, and;
2. The budget amounts that were exceeded are concurred with.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Charles Woodyard,
Secretary

BUSINESS AGENDA

REGULAR BOARD MEETING

07/19/2011

9.A First Amendment to the FY2011-2012 Moving Forward Annual Plan

Action: Approve a Resolution to Authorize CHA to Make the First Amendment to the FY 2011-2012 Moving Forward Annual Plan.

Staff Resource: Shaunté Evans, Gwenarda Isley-Boykin, Janelle Brown

Strategic Business: Executive/Real Estate Development

Strategic Goal: Provide high quality, cost effective real estate services that integrate client families into the community's mainstream.

Explanation:

1. In March 2010 CHA received approval from HUD for Broader Use of Funds Authority to use MTW funds outside of Section 8 and 9 to provide housing assistance for families whose income does not exceed 80% of the median income for the area and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary of HUD may approve.
2. MTW flexibility permits the agency to implement creative development strategies that address the growing affordable housing needs in our community. CHA has received authority to use funds in a like manner for The Lofts at Seigle Point and Woodlawn House, however, because they were project specific requests, CHA is now asking for general approval. The current requested amendment is:
 - To use MTW funds for new construction of affordable units and acquisition and rehabilitation of existing units.

Committee Discussion:

The Real Estate Committee discussed and approved this item at its meeting on July 13, 2011.

Community Input:

The public review period began June 2, 2011 and will conclude July 19, 2011.

Summary of Bids:

N/A

MWBD Consideration:

N/A

Funding:

None

Attachments:

Resolution

First Amendment to the 2011-2012 Moving Forward Annual Plan

RESOLUTION

AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE (CHA) TO AMEND THE 2011 – 2012 MOVING FORWARD ANNUAL PLAN

WHEREAS, Moving to Work is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development; and

WHEREAS, in establishing MTW, Congress granted broad authority to housing authorities to design programs that would achieve three primary goals:

- Reduce cost and achieve greater costs effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

WHEREAS, a Fiscal Year 2011 – 2012 Moving Forward Annual Plan amendment was put out for public review/comment on June 2, 2011 that is in line with the MTW agreement for the Charlotte Housing Authority to design and test innovative, locally-designed housing and self sufficiency strategies for low income families;

WHEREAS, on July 19, 2011 the CHA Board of Commissioners conducted a public hearing on the Housing Authority of the City of Charlotte's First Amendment to the Fiscal Year 2011 – 2012 Moving Forward Annual Plan ; and

The following addition was included in the amendment of the Fiscal Year 2011 – 2012 Moving Forward Annual Plan:

CHA plans to use the Broader Use of Funds authority granted by HUD to provide housing assistance for families whose income does not exceed 80% of the median income for the area and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary of HUD may approve. The current requested initiatives are:

1. Use MTW funds for new construction of affordable units
2. Use MTW funds to acquire and rehabilitate existing units

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA) to authorize the Chief Executive Officer to amend the 2011 – 2012 Moving Forward Annual Plan.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

(SEAL)

BY: _____
Charles Woodyard
Secretary

1. New Construction of Affordable Units

Description of Activity

The Charlotte Housing Authority proposes to develop properties into mixed-income communities. The projects will include units intended for a wide range of income levels, from market rate to units that are affordable to those earning less than 30% AMI. The units available to families at or below 30% AMI may be subsidized by CHA Project Based Section 8 or Section 9. Adding these units will increase housing choices for those needing affordable housing. The selected environment will be an ideal situation for residents to excel in CHA's Moving Forward program.

Statutory Objective

This activity will expand housing choices for low-income families and individuals. It is anticipated that not only will more units be available, but the location and type of unit will deconcentrate poverty and expand housing choices for low-income families and individuals.

Anticipated Impact

CHA anticipates the impact to be the addition of affordable housing opportunities in an overall mixed income environment with units serving 30%, 40%, 50%, 60%, 80% of AMI as well as unrestricted units.

Baselines and Benchmarks

The baseline is set at 0. The benchmark is to produce 110 affordable units in FY13.

Data Collection and Metrics

Leasing reports will be used for data collection and the metric will be increased units.

Authorization

Attachment D, Community Specific Authorizations, through which the Agency may use MTW Funds to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work, whether or not any such use is authorized by Sections 8 or 9 of the 1937 Act, provided such uses are consistent with other requirements of the MTW statute.

2. Acquisition and Rehabilitation of Existing Units

Description of Activity

The Charlotte Housing Authority proposes to acquire and rehabilitate existing multi-family properties into mixed-income communities. CHA is pursuing this activity because it is more cost effective and allows the agency to add more units to inventory in a shorter period of time than new construction. In recent years, the economic downturn allowed CHA to increase unit production in higher income areas of Charlotte. In contrast, if CHA had opted to only build new, it would have severely delayed the addition of units because of construction costs.

Statutory Objective

This program will expand housing choices for low income families and individuals by providing affordable units in a desirable part of the city's geography.

Anticipated Impact

By adding these units to the existing inventory CHA will provide units for families in an area that they would not normally be able to afford.

Baselines and Benchmarks

The baseline is 0. The benchmark is to establish 21 Section 9 units in mixed-income communities in FY12.

Data Collection and Metrics

Staff will maintain records of all properties acquired. The metric will be increased units for affordable households.

Authorization

Attachment D, Community Specific Authorizations, through which the Agency may use MTW Funds to provide housing assistance for low-income families, as defined in section 3(b)(2) of the 1937 Act, and services to facilitate the transition to work, whether or not any such use is authorized by Sections 8 or 9 of the 1937 Act, provided such uses are consistent with other requirements of the MTW statute.

9.B Approve Procurement Contract – Tax Credit Investor Member for CFFP Transaction

Action: Authorize the CEO to Negotiate and Award a Contract to The Richman Group Affordable Housing Corporation, as the Tax Credit Investor Member for the Capital Fund Financing Program (CFFP) Transaction.

Staff Resource: Chris Squier/Ralph Staley

Strategic Business: Real Estate Development/Finance Administration

Strategic Goal: Ensure the Authority’s Long-Term Financial Viability

Explanation:

On June 15, 2010 the CHA Board of Commissioners approved a final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

On May 26, 2011, The Charlotte Housing Authority requested the submission of written letters of intent from prospective tax credit investor partners to acquire 99.99% ownership interest in a limited liability company (“Owner”). The Owner plans to acquire, rehabilitate and operate two towers providing senior housing known as Strawn Tower (170 units) and Parktowne Terrace (163 units). Although the Authority plans to proceed with the development of both Parktowne Terrace and Strawn Tower, it reserves the right, in its sole discretion, whether to develop one or both projects depending on the availability of financing. The Authority will make the decision prior to the submission of the HUD Mixed-Finance Rental Term. Prospective investors submitted pricing proposals for each project separately and for the two projects combined. The Development will be rehabilitated using the federal public housing mixed-finance development process and the federal capital fund financing program. It is anticipated that Horizon Acquisition Corp. (“Horizon”), a for-profit instrumentality of the Authority, will be the managing member of the Owner.

CHA expects, as part of an overall plan of finance, for the selected investor to invest a total of approximately \$10,700,000 in tax credit equity in Strawn Tower and Parktowne

Terrace. The proceeds of the investment will be used by the Authority to finance the redevelopment.

On June 30, 2011 the CHA received six (6) letters of intent. An evaluation committee was selected from within the CHA. The respondents were evaluated in accordance with the provisions of the solicitation. Based upon the results from the evaluation, it is recommended that the CEO be authorized to negotiate and award a contract to The Richman Group Affordable Housing Corporation. In the event that negotiations with the top ranked firm are unsuccessful, the Board authorizes the CEO to enter into discussions and award a contract to the second ranked firm. Once again, if negotiations are unsuccessful the CEO may move on to the next ranked firm and so on until an agreement can be negotiated.

Committee Discussion:

None.

Community Input:

N/A

Summary of Bids:

Respondents
The Richman Group
Raymond James
Red Stone Equity Partners
RBC Capital Markets
Hudson Housing Capital
Boston Capital

Section 3/MWBE Consideration:

None

Funding:

MTW, Tax-Exempt Bonds, HTF, EECEBG and Tax Credit Equity

Attachment:

Resolution

RESOLUTION

AUTHORIZE THE CEO TO NEGOTIATE AND AWARD A CONTRACT TO THE RICHMAN GROUP AFFORDABLE HOUSING CORPORATION, AS THE TAX CREDIT INVESTOR MEMBER FOR THE CAPITAL FUND FINANCING PROGRAM (CFFP) TRANSACTION.

WHEREAS, the CHA has a necessity for a Tax Credit Investor Member;

WHEREAS, the CHA has elected to conduct the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations notwithstanding this matter's designation as a financial transaction and therefore, not subject to 24CFR Part 85;

WHEREAS, On July 19, 2011, the CHA Board approved the selection of The Richman Group Affordable Housing Corporation as the tax credit investor member for the Capital Fund Financing Program (CFFP) transaction;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby Approve this Resolution to authorize the CEO or its designee to Negotiate and Award a Procurement Contract to The Richman Group Affordable Housing Corporation as the Tax Credit Investor Member.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Charles Woodyard
Secretary

(SEAL)

**HORIZON
DEVELOPMENT
PROPERTIES,
INC.**

07/19/2011

**Horizon Development Properties, Inc.
Board of Directors
AGENDA**

*Central Office
1301 South Boulevard
Charlotte, NC 28203*

July 19, 2011

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to approve the Minutes for:
 - Regular Meeting held on *June 21, 2011 (p.72)*
3. **Consent Agenda Items:**
 - A. Budget Amendment: Horizon Development Properties, Inc. **(p.77)**
Administrative Program Budget
 - B. Budget Amendment: Horizon Development Properties, Inc. **(p.80)**
Field Operations Program Budget

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, JUNE 21, 2011**

Regular Meeting:

Additions to the Agenda:

Commissioner Jones announced that this is where the agenda reflects the selection of Vice-Chairman of Horizon during the CEO's absence. Chairman Ford agreed and a recommendation has come from staff to appoint Mr. Ralph Staley, CFO, as Vice-Chairman of Horizon Development Properties, Inc. If there are no questions/comments then he would like to entertain a motion. Commissioner Sumter questioned, she understands that you wanted somebody to be in position to sign checks in the CEO's absence, is that the primary purpose. For clarification Mr. Woodyard stated that not necessarily checks but more contract documents. Commissioner Sumter explained that in accounting if you are writing checks then you are not suppose to be signing checks. This is to promote a checks and balance system. If the CFO is writing checks he should not be signing checks. Mr. Staley explained that actually all of our checks are signed with electronic signatures. This would be only on the contracts that come through on our procurement process and it just a signature binding the authority after the due process occurs. Commissioner Sumter was satisfied with that answer. Commissioner Jones suggested that we amend the business agenda to add Item 4.G. Chairman Ford stated that the motion is to amend as well as add it to the business agenda as item 4.G. A motion was requested.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Consideration to Approve the Minutes as presented for:

- Regular Meeting held on *May 17, 2011*

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Consent Agenda Item:

3.A Budget Amendment: Field Operations Program Budget (Fairmarket Square)

Approve a resolution to amend the Field Operations Program Budget for Fairmarket Square Apartments for the fiscal year ended March 31, 2012.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Business Agenda Action Items:

Chairman Ford moved forward to the Business Agenda however he asked Mr. Staley if **Items 4.A & 4.D,** if there are no objections he would like to give one vote. Commissioner Jones questioned if all these items approved by committee? Mr. Staley responded no, actually with what you have remaining the counter-part on the CHA Board for **Items 4.B, 4.C, 4.D & 4.F** were approved previously by the CHA Board today. A counter-part to Item 4.A was approved for funding but not actually a discussion of the Strawn & Parktowne Development projects. That was discussed in the Development Committee and we were requested to move to the Board as a business agenda item for Horizon. On the CHA side we have approve money to fund this but we will send it unless you approve the business portion. Commissioner Jones commented that with the Chairman and the commissioners suffrage he suggest we move forward and approve **Items 4.B, 4.C, 4.D & 4.F.** Chairman Ford requested a motion for approval.

4.B Horizon Development Properties, Inc.

Budget Amendment: Administration Program Budget

Approve a resolution to amend the Administrative Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

4.C Horizon Development Properties, Inc.

Budget Amendment: Field Operations Program Budget

Approve a resolution to amend the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2012.

4.D Horizon Development Properties, Inc.

Budget Amendment: Real Estate Program Budget

Approve a resolution to amend the Real Estate Program Budget for the reallocation of expenditures for the fiscal year ending March 31, 2012.

4.F Horizon Development Properties, Inc. – 400 East Boulevard

Budget Amendment: Administration Program Budget

Approve a resolution to amend the Administration Program Budget in the amount of \$675,015 for predevelopment costs for the fiscal year ending March 31, 2012.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

4.A Horizon Development Properties, Inc. – Loan Acceptance

Budget Amendment: Real Estate Program Budget

Budget Amendment: Strawn Tower and Parktowne Terrace Development Projects

1. Approve an authorization for Horizon Development Properties, Inc. to accept the \$2,250,000 MTW loan for pre-construction and pre-development activity.
2. Approve an amendment the Real Estate Program budget in the amount of \$2,250,000 for the fiscal year ending March 31, 2012.

3. Approve an amendment to the Strawn Tower and Parktowne Terrace Development projects for the fiscal year ending March 31, 2012.

ACTION:

Motion was made by: Commissioner Hill
Motion was seconded by: Commissioner Puckett
Outcome: Passed unanimously

**4.E Mill Pond Apartments – Horizon Development Properties, Inc.
Loan Use and Budget Amendment: Mill Pond Apartments**

- A. Authorize Horizon Development Properties, Inc. (Horizon) to Incur Expenses Associated with Mill Pond Apartments.
- B. Authorize Horizon to accept the 5th/3rd Bank Loan up to \$8,760,000.
- C. Authorize Horizon to Use the 5th/3rd Bank Loan to Fund the Pay Off of the Mill Pond Apartments Wells Fargo Loan and Other Expenses Related to the Transaction.
- D. Approve the Amendment of the Mill Pond Apartments Development Project Budget in Horizon Development Properties, Inc.

Mr. Staley, CFO, gave the following review. There are a few things that have changed. When we talked at the Development Committee meeting we were looking at expanding our line of credit from \$5,000,000 to \$10,500,000 but due to the banking regulations 5th /3rd wanted to do this at a separate credit facility. They want to leave the \$8,000,000 line of credit in place, as is, then create a separate credit facility for \$8,742,000 for this asset specifically. What we are asking in this item is to allow the CEO to move forward with refinancing Mill Pond by utilizing this credit facility with 5th /3rd Bank to pay off the existing construction loan with Wells Fargo and probably about 30% of the fees and about a 50% decrease in interest rates. Chairman Ford questioned how did do the terms and condition compare to the line of credit that we went over in committee. Mr. Staley continued the terms are we will have this credit facility until December 31, 2011, if we have not closed on the HUD 223 loan by then they will extend it. We will have a 10 bases point fee for doing the transaction. Commissioner Gordon asked to be recused from this vote. Commissioner Hill questioned if this financing fell through what would be our next step. Mr. Staley explained that in discussion with 5th/3rd we think we can fairly reasonably do a commercial loan. Chairman Ford asked for any further questions. It was noted for the record that Commissioner Gordon recused herself from this particular vote.

ACTION:

Motion was made by: Commissioner Hill
Motion was seconded by: Commissioner Sumter
Chairman Ford stated that it has been properly moved and seconded. Horizon Development Properties Line of Credit. Mr. Staley interrupted to correct the motion and suggest that we not say line of credit because of the fact that this is a separate credit facility. It is not a line of credit. Chairman Ford commented that he is reading from the document submitted. Mr. Staley explained that it changed today and he gave his apology

and thanked him for the correction. Chairman Ford restated the motion Mill Pond Apartments Horizon Development Properties credit budget amendment for Mill Pond apartments.

Abstained: Commissioner Puckett
Outcome: Passed

4.G Appointment of Mr. Ralph Staley, CFO, as the Vice President for Horizon Development Properties, Inc.

ACTION:

Motion was made by: Commissioner Hill
Motion was seconded by: Commissioner Sumter
Chairman Ford stated that it has been properly moved and seconded for the appointment of Mr. Staley as Vice-President of Horizon Development Properties, Inc.
Outcome: Passed unanimously

Commissioner Jones made a motion that we adjourn the Horizon Development Properties, Inc. meeting and reconvene the Charlotte Housing Authority regular business meeting. Motion was seconded by: Commissioner Sumter; Passed unanimously.
Chairman Ford announced that we are now officially back into the regular Board meeting.

Commissioner Jones again motioned that we go into Executive Session to discuss personnel matters and real estate matters. Motion was seconded by: Commissioner Sumter, Motion passed unanimously.

Minutes respectfully prepared by: Barbara G. Porter
Executive Assistant

**CONSENT
AGENDA**

**HORIZON
DEVELOPMENT
PROPERTIES,
INC.**

07/19/2011

**3.A Budget Amendment: Horizon Development Properties, Inc.
Administration Program Budget**

Action: Approve an amendment to the Administration Program Budget to adjust Section 8 funding for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long-Term Financial Viability

Background/Policy Framework:

In the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. HUD recently notified CHA of funding for Section 8 vouchers for 2011.

Explanation:

CHA has 4,506 MTW Section 8 vouchers. On June 14, 2011, HUD notified CHA that funding for Section 8 vouchers for 2011 is \$42,619,163. Staff previously estimated voucher funding of \$43,896,747. The difference of \$1,277,584 was caused because staff used an annual adjustment factor of 1.028 and a proration factor of .99. These were the indicators used to calculate funding for 2010. Funding for 2011 was calculated using an annual adjustment factor of 1.000 and a proration factor of .9881.

Exhibit A shows Other Sources of \$1,277,584 in Fund Balance Appropriated – MTW Funds and the corresponding expenditure is shown in Operating Transfers Out – Section 8 in the amount of \$1,277,584.

Also, as a part of this amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Funding:

MTW funding

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Barbara Porter, Secretary

Resolution

EXHIBIT A

REVENUE:	April 2011 - March 2012 ADMINISTRATION	REVISION	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463		1,859,463
Section 8 Fees	1,218,282		1,218,282
MTW Funds	1,070,641		1,070,641
Other Revenue	845,679		845,679
Public Housing Fees	794,767		794,767
City Relocation Program Income	606,847		606,847
Maintenance Operations	537,418		537,418
Capital Fund Fees	518,502		518,502
Horizon Fees	342,117		342,117
CFRC Management Fee	200,304		200,304
ARRA Management Fee	160,000		160,000
Non-Dwelling Rents	82,226		82,226
Other Revenue			-
TOTAL REVENUE:	8,236,246	-	8,236,246
OTHER SOURCES			
Fund Balance Appropriated-COCC	242,879		242,879
Fund Balance Appropriated-MTW Funds	9,559,955	1,277,584	10,837,539
TOTAL OTHER SOURCES	9,802,834	1,277,584	11,080,418
TOTAL REVENUE AND OTHER SOURCES	18,039,080	1,277,584	19,316,664
EXPENDITURES:			
Salaries/Benefits	4,161,182		4,161,182
Operating Costs	7,684,784		7,684,784
Utilities	147,534		147,534
Capital Outlay	42,629		42,629
Total Expenditures	12,036,129	-	12,036,129
Other Uses			
Operating Transfers-Out Public Housing	1,741,745		1,741,745
Operating Transfers-Out Section 8		1,277,584	1,277,584
Operating Transfers-Capital Projects	3,586,191		3,586,191
Loans To Others	675,015		675,015
Total Other Uses	6,002,951	1,277,584	7,280,535
TOTAL EXPENDITURES AND OTHER USES	18,039,080	1,277,584	19,316,664

3.B Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget

Action: Approve an amendment to the Field Operations Program Budget to adjust Section 8 funding for fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long- Term Financial Viability

Background/Policy Framework:

In the previous fiscal year, staff estimated the funding for Section 8 vouchers as a part of the budget process. HUD recently notified CHA of funding for Section 8 vouchers for 2011.

Explanation:

CHA has 4,506 MTW Section 8 vouchers. On June 14, 2011, HUD notified CHA that funding for Section 8 vouchers for 2011 is \$42,619,163. Staff previously estimated voucher funding of \$43,896,747. The difference of \$1,277,584 was caused because staff used an annual adjustment factor of 1.028 and a proration factor of .99. These were the indicators used to calculate funding for 2010. Funding for 2011 was calculated using an annual adjustment factor of 1.000 and a proration factor of .9881.

Exhibit A shows a decrease in MTW Funds of \$1,277,584 (the Section 8 subsidy in shown in this line item) and the corresponding increase is shown in Operating Transfers In – MTW in the amount of \$1,277,584.

Also, as a part of this amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Funding:

MTW funding

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Barbara Porter, Secretary

RESOLUTION NO.

Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826	(1,277,584)	66,020,242
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	752,897		752,897
Capital/CFRC Fees	718,807		718,807
Social Services Fees	601,550		601,550
City Relocation Program Income	569,608		569,608
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
ROSS Grant Revenue	262,957		262,957
Restricted Donation	3,500,000		3,500,000
TOTAL REVENUE:	89,878,452	(1,277,584)	88,600,868
Other Sources			
Fund Balance Appropriated	-		-
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -MTW	1,741,745	1,277,584	3,019,329
Total Other Sources	2,027,128	1,277,584	3,304,712
TOTAL REVENUE AND OTHER SOURCES	91,905,580	-	91,905,580
EXPENDITURES:			
Salaries/Benefits	11,252,809		11,252,809
Operating Costs	72,178,118		72,178,118
Utilities	4,377,676		4,377,676
Capitalized Items	351,094		351,094
Total Operating Expenditures	88,159,697	-	88,159,697
Other Uses:			
Special Items:	3,500,000		3,500,000
Loans To Others	245,883		245,883
Total Other Uses	3,745,883	-	3,745,883
TOTAL EXPENDITURES:	91,905,580	-	91,905,580

**HORIZON
ACQUISITION
PROPERTIES,
INC.**

07/19/2011

**Horizon Acquisition Corporation
Board of Directors
AGENDA**

*Central Office
1301 South Boulevard
Charlotte, NC 28203*

July 19, 2011

Directly After Regular Board of Commissioners Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
- *Meeting held on March 15, 2011 (p.85)*
3. **Consent Agenda Item:**
 - A. Budget Amendment: Horizon Acquisition Corporation-Little Rock (p.86)

**MINUTES OF HORIZON ACQUISITION
BOARD OF DIRECTORS MEETING
HELD ON TUESDAY, MARCH 15, 2011**

Regular Meeting:

Additions to the Meeting:

Chairman Ford officially opened the meeting. A motion was made to approve the agenda as submitted.

ACTION:

Motion was made by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Consideration to Approve the Minutes for:

- Meeting held on *December 21, 2010*

ACTION:

Motion was made for approval by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Business Agenda Item:

3.A Budget Amendment: Horizon Acquisition Corporation for Calendar Year Ending December 31, 2011.

Approve an amendment to the Horizon Acquisition Corporation budget for the calendar year ending December 31, 2011.

ACTION:

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Minutes respectfully prepared by:	Barbara Porter Executive Assistant
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3.A Budget Amendment: Horizon Acquisition Corporation – Little Rock

Action: Approve an Amendment to the Horizon Acquisition Corporation Budget to Reallocate Expenditures as Shown in Exhibit A for the Calendar Year Ending December 31, 2011.

Staff Resource: Chris Squier, Ralph Staley

Strategic Business: Real Estate Development, Finance and Administration

Strategic Goal: Maximize Economic, Physical, and Social Value of our Real Estate; Ensure the Authority's Long Term Financial Viability

Background/Policy Framework:

In March 2011, the Board approved an amendment to the Horizon Acquisition Corp. budget which involved a re-budgeting of funding from the sale of shares of stock to acquire the General Partnership Interest in Little Rock Apartments before the December 31 year end.

Explanation:

As a result of the recent closing on the acquisition of the general partnership transaction, a budget amendment is required. This budget amendment involves the reallocation of funds because the current bond debt assumed at closing substantially decreased from what was previously projected due to the debt on the bond being paid down over the past year eighteen (18) months. While the purchase price and the amount of MTW money needed stayed the same, the reduced amount borrowed meant that the CSS reserve and landscaping improvements could not be funded. This request is not for additional funds, but involves the shifting of \$811,132 in line items within the approved budget. The attached Exhibit B compares the planned acquisition costs to the actual costs. The attached Exhibit A reflects \$811,132 being reallocated from Operating Costs and Loans to Others to Acquisition of the General Partnership Interest. It also shows revenues from Proceeds From the Sale of Stock in the amount of \$3,500,000 which are funds coming from MTW.

Also as a part of this budget amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between programs or increase the total amount of a program.

Committee Discussion:

This item was discussed at the Real Estate Development and Finance & Audit Committees on July 13, 2011. The Committees recommended approval of the requested budget amendment to the Board.

Attachments:

Exhibit A – Horizon Acquisition Corporation Budget
Exhibit B – Acquisition Costs Comparison Chart

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed secretary of the Horizon Acquisition Corporation, do hereby certify the above item was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Barbara Porter, Secretary

Horizon Acquisition Item			Exhibit A
REVENUE:	Horizon Acquisition Corporation	Revision	Horizon Acquisition Corporation
Developer Fees Earned	125,000		125,000
Other Revenue	175,000		175,000
Proceeds From Sale of Stock	3,500,000		3,500,000
TOTAL REVENUE:	3,800,000	-	3,800,000
EXPENDITURES:			
Operating Costs	1,050,000	(600,000)	450,000
Acquisition of General Partner Interest	2,538,868	811,132	3,350,000
Loans To Others	211,132	(211,132)	-
TOTAL EXPENDITURES:	3,800,000	-	3,800,000

EXHIBIT B
Little Rock Acquisition Cost Comparison

	Original	Actual	Line item Variances	Revision
Sources:				
Conventional Loan: Bond Assumption	\$9,140,000	\$8,315,186		
Sale of Stock	\$3,500,000	\$3,500,000		
<i>Total Sources</i>	<i>\$12,640,000</i>	<i>\$11,815,186</i>		
Uses:				
Residential Rehab (landscaping)	\$211,132	\$0		-\$211,132
Acquisition of GP Interest	\$11,078,868	\$11,134,206	\$55,338	
Appraisal & Other Studies	\$0	\$10,750	\$10,750	
Environmental	\$10,000	\$3,200	-\$6,800	
Financing & Application Expenses	\$91,400	\$86,152	-\$5,248	
Legal	\$60,000	\$76,718	\$16,718	
Survey	\$5,000	\$5,200	\$200	
Due Diligence/Contingency	\$38,468	\$9,166	-\$29,302	
Reserve, Operating (Rent Stabilization)	\$395,132	\$339,794	-\$55,338	
CSS Reserve	\$600,000	\$0		-\$600,000
Overhead/Central Office Admin Fee	\$150,000	\$150,000		
<i>Total Uses</i>	<i>\$12,640,000</i>	<i>\$11,815,186</i>	<i>-\$13,682</i>	<i>-\$811,132</i>
		<i>\$824,814</i>		<i>-\$824,814</i>

**C.O.R.E
PROGRAMS,
INC.**

07/19/2011

C.O.R.E Programs, Inc
Board of Directors
AGENDA

Central Office
1301 South Boulevard
Charlotte, NC 28203

July 19, 2011

Directly After Horizon Acquisition Corporation Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Regular Meeting held on *May 17, 2011* (p.92)
3. **Consent Agenda Item:**
 - A. Budget Amendment: C.O.R.E. Programs, Inc (Grant Acceptance) (p.94)

**MINUTES OF C.O.R.E PROGRAMS, INC.
BOARD OF DIRECTORS
MEETING HELD ON MAY 17, 2011**

Regular Meeting:

Additions to the Agenda:

Vice-Chairman Miller asked if there were any additions/changes, hearing none a motion was made to approve the agenda as submitted.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Consideration of the Minutes for:

- Meeting held on *March 15, 2011*

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Business Agenda Item:

3.A Budget Amendment: C.O.R.E. Programs, Inc.

Amend the C.O.R.E. Programs, Inc. budget to re-appropriate funds for the Fiscal Year Ending March 31, 2012.

Mr. Staley, CFO, came forward and explained that this item went through Finance & Audit Committee and it was unanimously approved. It is to re-appropriate funds in C.O.R. E for this fiscal year that weren't expended in last year.

ACTION:

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Vice-Chairman Miller reiterated that if an agenda item has gone through committee and was unanimously approved then list it as a Consent Agenda item and a person can pull it if they want to for further discussion. A motion was then requested to close the C.O.R.E Programs, Inc. Board of Directors Meeting and reopen the regular meeting.

ACTION:

Motion was made by:
Motion was seconded by:
Outcome:

Commissioner Puckett
Commissioner Sumter
Passed unanimously

Minutes respectfully prepared by:

Barbara G. Porter
Executive Assistant to the CEO

3.A Budget Amendment: C.O.R.E. Programs, Inc.

Action: Approve an amendment to the C.O.R.E. Programs, Inc. Budget to recognize a grant as shown in Exhibit A for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority's Long - Term Financial Viability

Background/Policy Framework:

On November 3, 2010, C.O.R.E. Programs, Inc., (C. O. R. E.) received a grant from the Bank of America Foundation in the amount of \$25,000. These funds were used for the operation of the Center of Employment Services as indicated in the grant agreement. C.O.R.E. had previously received a grant from 5th/3rd Bank for computer equipment for the computer lab at the Center for Employment Services. Funds from that grant were re-appropriated in 2010-2011 in the amount of \$10,530.

Explanation:

On June 8, 2011 C.O.R.E, an entity of the Charlotte Housing Authority, received its second grant of \$25,000 from the Bank of America Charitable Foundation. This budget amendment recognizes the receipt of the grant as a restricted donation and also provides budget authority to expend these funds for the purpose requested. That purpose is to provide our clientele the needed additional training to allow them to benefit from the pre-employment and employment-related services offered at the Center for Employment Services.

In Exhibit A, revenue is shown in the Restricted Donation line item for the amount of \$25,000 and the corresponding expenditure is in the Operating Costs category.

Committee Discussion:

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting on July 13, 2011.

Funding:

Bank of America Foundation

Attachment:

C.O.R.E. Programs, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the C.O.R.E. Programs, Inc., do hereby certify that the above item was properly adopted at a regular meeting held July 19, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 C.O.R.E. Programs, Inc.	REVISION	April 2011 - March 2012 C.O.R.E. Programs, Inc.
Restricted Donation		25,000	25,000
Other Income	226,342		226,342
Total Revenue	226,342	25,000	251,342
Other Sources:			
Fund Balance Appropriated	12,987		12,987
Total Other Sources	239,329	25,000	264,329
EXPENDITURES:			
Operating Costs	239,329	25,000	264,329
TOTAL EXPENDITURES:	239,329	25,000	264,329