



Charlotte Housing Authority

BOARD OF COMMISSIONERS

REGULAR
BOARD MEETING

OCTOBER 16, 2012

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:

Commissioner Joel Ford - Chairman
Commissioner David Jones - Vice-Chairman
Commissioner Pamela Gordon
Commissioner Nancy Crown
Commissioner Marcia Simpson
Commissioner Geraldine Sumter
Commissioner Will Miller



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

PUBLIC NOTICE

***Regular Board Meeting
BOARD OF COMMISSIONERS***

October 16, 2012

NOTICE is hereby given that a Regular Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***October 16, 2012*** as follows:

TIME/DATE: ***5:00 p.m.
October 16, 2012***

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

A handwritten signature in blue ink, appearing to read 'A. Meachem, Jr.', is written over a horizontal line.

***A. Fulton Meachem, Jr.
President/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**

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

October 16, 2012

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. **Public Hearing:**
 - Designated Housing Plan (DHP)
3. Public Forum
4. Review and Approval of the Agenda
5. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *September 18, 2012* (p. 4)
6. Resident Advisory Council (RAC) Report (p. 13)
7. Monthly Reports:
 - CEO Report
 - Operations Dashboard (p. 15)
8. **Consent Agenda Action Items:** (p. 19 - 27)
 - A. McMullen Wood – Award Procurement Contract to Black Contracting, Inc.
 - B. Budget Amendment – Field Operation Program Budget
9. **Business Agenda Action Items:** (p. 28 – 51)
 - A. Authorize Revision of the Designated Housing Plan (DHP)
- 10.. **New Business:**

None

***MINUTES FOR
REGULAR
BOARD
MEETING***

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, SEPTEMBER 18, 2012**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina Held a regular meeting at: *McAlpine/Glen Cove, 6130 Pineburr Road, Charlotte, NC 28211* at 5:00 p.m. Tuesday, September 18, 2012.

Present: ***Chairman Joel Ford***
 Vice-Chairman David Jones
 Commissioner Geraldine Sumter
 Commissioner Pam Gordon
 Commissioner Marcia Simpson
 Commissioner Ben Hill
 Commissioner Will Miller

Also Present: Sherrod Banks, Banks Law Firm, General Counsel

Additional Attendees:

Shauntè Evans, Interim COO	Heather Franklin, Interim CFO
Shannon Bodnar, Dir. of Housing	Deb Clark, Dir. of Comm. & Research
Shawn William, Director of HCV/Sec 8	Monica Flemming, Property Mgr.
Michelle Allen, Interim RED	George Connor, Regional Property Mgr. (Region II)
Susan Herman, Accounting Manager	Alesia Price, Regional Property Mgr. (Region I)
Carl Harris, Director of Construction	John Burns, Client Services Director
Jeff Meadows, Sr. Development Officer	Allison Preston, Resident Safety Manager
Ken Widis, Contract Administrator	Cheryl Campbell, Operations Project Manager
Janelle Brown, Sr. Development Officer	Gavin Off, Charlotte Observer
Donna Green, RAC Secretary	Veronica Hawkins, Asst. Property Mgr.
Maureen Bates, Sr. Asset Manager	Jose Cerron, Property Mgr. (Dillehay)
McAlpine/Glen Cove Maintenance Staff	Rosa Estrada, Community Builders
Barbara Porter, Executive Assistant (scribe)	

Pledge of Allegiance:

Vice-Chairman Jones opened the regular meeting with the pledge of allegiance.

Public Forum:

Vice-Chairman Jones opened the public forum and requested speakers to come forward. Hearing none, a motion was requested to close the public forum.

ACTION:

Motion was made to close the public forum by:	Commissioner Hill
Motion was seconded by:	Commissioner Simpson
Outcome:	Passed unanimously

Review and Approval of the Agenda:

Vice-Chairman Jones made the following adjustment to the agenda. *Item 8.C*, Approve a Procurement Contract for Section 42 Low Income Housing Tax Credit Oversight, was moved to the Business Agenda Action Items. Commissioner Miller requested to place *Item 7.A*, Approve Procurement Contract to ROI Impact Consulting, from the Consent Agenda Action Items, on the Business Agenda Action Items as *Item 8.D*.

Hearing no further changes a motion was asked to approve the agenda as modified.

ACTION:

Motion to approve the modified agenda by:	Commissioner Miller
Motion was seconded by:	Commissioner Simpson
Outcome:	Passed unanimously

Consideration to Approve the following Minutes for:

- Real Estate Committee meeting held *August 9, 2012*

ACTION:

Motion was made to approve as submitted by:	Commissioner Hill
Motion was seconded by:	Commissioner Simpson
Outcome:	Passed unanimously

- Regular Board meeting held *August 21, 2012*

ACTION:

Motion was made to approve as submitted by:	Commissioner Hill
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

- Special Board meeting held *September 13, 2012*

ACTION:

Motion was made to approve as submitted by: Commissioner Miller
Motion was seconded by: Commissioner Hill
Outcome: Passed unanimously

Resident Advisory Council (RAC) Report:

Ms. Donna Green, RAC Secretary came forward with the following update:

- The Resident Advisory Council donated 15 backpacks to the Back to School Resource sponsored by CHA Scholarship and Client Services at Mallard Ridge, Wallace Woods, Meadow Oaks, and Savannah Woods.
- The RAC members attended the Resident Summit in Washington, D.C. from August 8-10.
- The RAC was given a copy of the draft CHA Policy Handbook to provide feedback and submit feedback.
- CHA provided the RAC members with the final copy of the Housing Occupancy Plan (HOP).
- The CHA provided RAC members with identification cards to assist when traveling to conferences and various sites within CHA.
- RAC hopes to start going into communities to get them organized in October 2012.

MONTHLY REPORTS

Operations Dashboard:

Ms. Shawn Williams, HCV Director, reported:

- Current overall program utilization is at 93.43%.
- Tenant based voucher program is at 95.64%.
- Several months ago CHA received 26 vouchers from Strawn for replacement relocation for the demo/disposition. Currently we have utilized one for a participant at the Strawn Towers. However we are contacting the tenants again to let them know they have access to the vouchers. If not used within a few months, the vouchers will be used to increase our utilization.
- Our current waiting list number is at 1,648 applicants.
- Current port-ins are at 1,130 participants.
- There were 52 terminations for the month of August.

Commissioner Hill questioned how the terminated vouchers are issued. Ms. Williams responded these are slated for project based Section 8. Several projects are scheduled to come online

around December 2012. **Action:** Commissioner Hill asked which properties. Ms. Williams responded she did not have that information but would forward the information.

Commissioner Hill questioned the return rate of 10 or 15 returns a month. Ms. Williams responded the terminations were actually 52 for the month of August. **Action:** The report will be forwarded to the commissioners.

Ms. Shannon Bodnar, Director of Housing reported:

- Conventional/public housing sites occupancy rate is above 98%. The Tenants Accounts Receivable is over 99%. Vacancy turn days are below our factor of 20.
- Affordable communities Tenant Account Receivable is well above the target. Our vacancy turn days were below the target.
- Privately managed companies Tenants Accounts Receivable came up to 97.28% which is an improvement from the 96% goal. The vacancy turn days crept up due to three properties (McAden Park, McCreesh Place and Springfield Gardens) which had maintenance /leasing issues.

Consent Agenda Action Items:

Vice-Chairman Jones stated that Item 7.A, Approve Procurement Contract to ROI Impact Consulting, was pulled and moved to the Business Agenda Action Items, which will be Item 8.D. Therefore the remaining items are listed below:

7.B Montgomery Gardens, LLC: Land Conveyance, Permanent Utility Easement and Temporary Construction Easement

- A. Authorize CHA to convey certain land
- B. Authorize CHA to grant a permanent utility easement
- C. Authorize CHA to grant a temporary construction easement to the City of Charlotte for the widening of Beatties Ford Road at Montgomery Gardens Apartments

7.C Award Procurement Contract to Radco Construction

Authorize the authorized CHA signatory to award a procurement contract to Radco Construction for the re-roofing project at McMullen Woods Apartments not to exceed \$95,178 (including contingency).

7.D Award Procurement Contract to ToddCo Builders

Authorize the authorized CHA signatory to award a procurement contract to ToddCo Builders for the deck replacement project at Seneca Woods Apartments not to exceed \$17,402 (including contingency).

7.E Award Procurement Contract to Chois Construction

Authorize the authorized CHA signatory to award a Procurement Contract for the siding replacement projects at Cedar Knoll and Meadow Oaks Apartments from Chois Construction not to exceed \$421,616 (including contingency).

ACTION:

Motion was made to approve Items 7.B, 7.C, 7.D & 7.E by: Commissioner Miller
Motion was seconded by: Commissioner Hill
Outcome: Passed unanimously

Business Agenda Action Items:

8.A Award Procurement Contract to Quadel Consulting Corp.

To authorize CHA signatory to contract with Quadel Consulting Corporation, Inc. to conduct an independent compliance review of the Housing Choice Voucher and Public Housing programs in an amount not to exceed \$67,332.

Ms. Heather Franklin explained this is a contract requested by the Board.

Hearing no questions/comments, the following action took place.

ACTION:

Motion was made for approval by: Commissioner Hill
Motion was seconded by: Commissioner Miller
Outcome: Passed unanimously

8.B Mecklenburg Mill Apartments Bond Inducement

Provide a resolution giving preliminary approval to issuance of revenue bonds to finance the acquisition, construction and rehabilitation of an affordable housing development (Mecklenburg Mill Apartments).

NOTE: Vice-Chairman Jones recused himself from this discussion.

Mr. Jeff Meadows, Sr. Development Officer, explained this item was presented at the committee meeting held on September 13 and deferred to the Board meeting held on September 18 meeting. Mr. Meadows asked for any further questions.

Commissioner Hill questioned if the article relating to Mecklenburg Mill Apartments would affect the project. Mr. Meadows explained the actions being taken by the city are independent of the actions that will be taken under the bond inducement. Commissioner Miller asked if anything changed. Mr. Meadows stated nothing had changed. A

representative for the developer, Ms. Rosa Estrada came forward to answer questions relating to the project. The following motion and action took place.

ACTION:

Motion was made for approval by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
<i>Recusal:</i>	<i>Commissioner Jones</i>
Outcome:	Passed unanimously

8.C Approve a Procurement Contract for Section 42 Low Income Housing Tax Credit Compliance Oversight

Approve a resolution to authorize CHA to negotiate and award a procurement contract to Spectrum Enterprises, Inc. for Section 42 Low Income Housing Tax Credit Compliance Oversight for up to two (2) years in an amount not to exceed \$55,000.

Ms. Shauntè Evans, Interim COO, explained this walk on is a procurement contract for a two year contract for a Low Income Tax Credit Compliance Oversight provider. Strawn and Parktowne and CHA will be the managing agent. As a requirement we must hire a tax credit compliance oversight provider to review the files.

Vice-Chairman Jones questioned do we have a private partner on these deals. Ms. Maureen Bates, Asset Manager, responded this is typically handled by the management company and CHA is the management company. Hearing no further questions, the following motion and action took place.

ACTION:

Motion was made for approval by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

8.D Approve Procurement Contract to ROI Impact Consulting

Authorize the CHA signatory to award a procurement contract to ROI Impact Consulting to continue its work in creating the various components needed to successfully implement the education village at Renaissance.

This item was pulled from the Consent Agenda Action Items and added to the Business Agenda Action Items by Commissioner Miller for further discussion. Commissioner Miller asked for clarification in regards to discussion taking place with CMS.

Ms. Janelle Brown, Sr. Development Officer agreed there has been discussion with CMS after the CHA Board approval on the project. The plan is to still move forward with a Charter School. However we are exploring how CMS can be involved in that process or provide some type of support for the education village on site.

Commissioner Hill questioned if CMS indicated if they will build a school? Ms. Brown answered, no.

Commissioner Miller questioned who have you been meeting with? Ms. Brown answered a meeting took place between Dr. Heath Morrison, Superintendent of Schools and Ms. Rosalyn Jacobs, ROI Impact Consulting. Chairman Ford added that he also was a part of one of the meetings with Dr. Heath Morrison.

Ms. Brown stated the funding source is the main issue with CMS and there is no commitment from CMS to provide the funding for the Charter School. Also, curriculum development and success rate with CMS on educating students within that corridor were the reasons a Charter School was chosen.

Discussion ensued in regards to the whole Board being included in future conversations with CMS about this project.

Commissioner Miller stated that he will be voting against this for the following reasons:

- 1) I don't think we have the right consultant
- 2) I don't like the 25% increase

Once the discussion was concluded the following action took place.

ACTION:

Motion was made for approval by:

Vice-Chairman Jones

Motion was seconded by:

Commissioner Sumter

Opposed:

Commissioner Miller

Outcome:

Passed

Vice-Chairman Jones motioned to adjourn the meeting of the Charlotte Housing Authority and convene the meeting of Horizon Development. Motion was seconded: Commissioner Simpson, Outcome: passed unanimously.

Minutes respectfully prepared by:

Barbara G. Porter

Executive Assistant to the CEO

*Regular Board Meeting
September 18, 2012*

The next meeting of the CHA Board of Commissioners will be held on October 16, 2012 at the Charlotte Housing Authority, Central Office, 1301 South Boulevard, Charlotte, NC 28203. The meeting will start promptly at 5:00 p.m. If any questions, comments or concerns please contact the Executive Office at 704.336.5221.

**RESIDENT
ADVISORY
COUNCIL
(RAC)
REPORT**

Resident Advisory Council Report (RAC)

Tuesday, October 16, 2012

The Resident Advisory Council has partnered with Organizing for America. While working with them we are hoping to work with as many CHA communities as possible to ensure that each resident's voice is heard on Election Day. I have contacted property managers asking to come out to each property with a representative from Organizing to America to register voters or to reregister any voter whose address has changed, to educate them on the voting process and they are also offering them a ride to the polls.

RAC and CHA have completed the Election procedures and the Tenant Patrol Coordinator Procedures. We have contacted property managers asking to come to come out to the communities to start getting them organized. The first community we will be attending to try to get them organize is Dillehay Courts.

The RAC members attended the Nar-Saah Conference in New Orleans, Louisiana. The workshops emphasized on leadership development, technology empowerment, compliance, health, ethics, management, leveraging partnerships and programs for adolescents, applying and partnering for grants, and many more.

OPERATIONS DASHBOARD

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	Monthly # of Vouchers
	Utilized	Utilized
Target	98.0%	4,918
April '12	94.07%	4,619
May '12	93.69%	4,600
June '12	93.87%	4,609
July '12	93.41%	4,594
August '12	93.43%	4,595
September '12	93.86%	4,616

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	STRAWN	TOTAL	NOTES
Voucher Units	4332	0	185	200	175	26	4918	
Vouchers Utilized	(4149)	0	(120)	(171)	(175)	-1	(4616)	
Vouchers Issued	(66)	0	(43)	-29	0	0	(138)	In lease-up
Balance by Program	117	0	22	0	0	25	164	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	164
Special Use on Hold	(47)
In base	117
Strawn Relocation/Tenant Protection	25
To be issued	0
Balance of Vouchers being held for PBS8 commitment	100

Current Utilization	95.78%	0.00%	64.86%	85.50%	100.00%	93.86%
Utilization - if all issued vouchers were to be leased up	97.30%	0.00%	88.11%	100.00%	100.00%	96.67%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Portable Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
April '12	13	84	1,944	64	1,050
May '12	8	79	1,828	47	1,073
June '12	44	95	1,828	58	1,101
July '12	48	106	1,648	34	1,113
August '12	67	103	1,648	76	1,130
September '12	66	103	1,646	57	1,142

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>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns <u>Make Ready/Lease/Total</u>
Target	96%	2.00%	96%	96%	20 days
April '12 - 21 units turned	98.88%	-	86.83%	98.76%	13+20 = 33 days
May '12 - 31 units turned	99.07%	-	88.08%	99.00%	12+19 = 31 days
June '12 - 21 units turned	98.79%	2.37%	85.18%	99.27%	13+10 = 23 days
July '12 - 20 units turned	99.02%	-	86.43%	99.35%	9+7 = 16 days
August '12 - 20 units turned	98.51%	-	88.06%	99.22%	8+10 = 18 days
September '12 - 29 units turned	99.54%	-	84.69%	99.40%	9+10 = 19 days

(Exclude 13 units turned under renovation project)

**** The average collection loss for the entire CHA portfolio is 2.81%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns <u>Make Ready/Lease/Total</u>
Target	96%	2.00%	96%	96%	20 days
April '12 - 2 units turned	95.78%	-	78.18%	98.68%	6+32 = 38 days
May '12 - 2 units turned	95.78%	-	77.95%	98.80%	3+4 = 7 days
June '12 - 1 unit turned	96.00%	1.02%	61.79%	98.78%	7+3 = 10 days
July '12 - 7 units turned	96.89%	-	66.79%	99.19%	13+7 = 20 days
August '12 - 7 units turned	96.89%	-	55.73%	99.15%	14+1 = 15 days
September '12 - 10 units turned	97.53%	-	58.78%	98.84%	11+10 = 21 days

**** The average collection loss for the entire CHA portfolio is 2.81%

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	Assisted 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
Target	96%	2.00%	96%	96%	20 days
April '12 - 25 units turned	98.46%	-	93.29%	97.38%	13+5 = 18 days
May '12 - 12 units turned	97.44%	-	92.32%	96.84%	15+8 = 23 days
June '12 - 8 units turned	98.88%	1.02%	93.92%	96.76%	15+7 = 22 days
July '12 - 14 units turned	98.40%	-	94.48%	96.16%	16+5 = 21 days
August '12 - 15 units turned	98.20%	-	92.08%	97.28%	13+17 = 30 days
September '12 - 16 units turned	99.15%	-	92.96%	96.20%	12+12 = 24 days

**** The average collection loss for the entire CHA portfolio is 2.81%

Month: March '12 - 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%	94%	100%	0	0	0	0
Arbor Glen I (60 Section 9 units)	99%	100%	96%	100%	8	5	13	2
Arbor Glen II (40 Section 9 units)	100%	100%	100%	100%	8	9	17	1
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units)	100%	100%	99%	99%	0	0	0	0
*Fairmarket Square (16 Section 9 units); 15 of existing units are currently available for PH occupancy	100%	100%	98%	98%	16	3	19	1
First Ward (132 Section 9 units)	97%	99%	81%	94%	15	6	21	4
Hampton Crete (60 section 9 units)	95%	100%	67%	67%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	97%	97%	100%	100%	0	0	0	0
McCreesh Place (63 Section 9 & 27 PBS8 units)	99%	99%	96%	100%	9	25	34	2
**McMullen Woods - (No Assisted Units)	100%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	92%	100%	81%	98%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	97%	100%	77%	91%	0	0	0	0
Moore Place (34 section 9 and 51 PBS8 units)	100%	100%	96%	96%	0	0	0	0
Nia Point (29 Section 9 units)	99%	97%	100%	100%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	97%	94%	99%	99%	23	1	24	2
Prosperity Creek (72 Section 9 & 84 PBS8 units)	99%	100%	81%	81%	0	0	0	0
Rivermere (20 Section 9 units)	100%	100%	84%	84%	3	8	11	1
Seigle Point (102 Section 9 & 18 PBS8 units)	96%	98%	83%	100%	7	29	36	1
South Oak (20 Section 9 units)	100%	100%	100%	100%	0	0	0	0
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	98%	96%	94%	100%	8	58	66	1
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	98%	98%	0	0	0	0
Stonehaven East (24 Section 9 units)	97%	100%	100%	100%	12	4	16	1
Grand Average	98.39%	99.15%	92.96%	96.20%	12	12	24	16

* 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

CONSENT
AGENDA
ACTION
ITEMS

8.A McMullen Wood – Award Procurement Contract to Black Contracting, Inc.

Action: Authorize the CHA Signatory to Award a Procurement Contract to Black Contracting, Inc. for the Renovations at the McMullen Wood Apartments, Not to Exceed \$964,480 (Which Includes Contingency).

Staff Resource: Heather Franklin/Steve Lamphere/Carl Harris

Strategic Business: Finance and Administration/Capital Assets

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

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy requiring 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.

Explanation:

The contract with Black Contracting, Inc. for the Renovations Project requires Board approval in order to proceed. The project includes replacement of flooring, kitchen and bathroom casework, interior painting, plumbing, electrical fixtures, installation of new energy efficient HVAC split systems, and appliances. This project exceeds the total dollar threshold. CHA Staff followed procurement regulations in soliciting bids. Four companies responded. Black Contracting, Inc., an MWBE, is the low bidder.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$964,480	Black Contracting	\$0

Bid Tab:

	Black Contracting	Goodwill Industries	The Home Depot	Gibraltar Construction
Low Bidder	\$876,800	\$993,920	\$1,245,513	\$1,750,999

Committee Discussion:

This item was discussed at the October 4, 2012 Real Estate Committee Meeting and approved for the October 16, 2012 Regular Board as a consent agenda action item.

Section 3/MWBE Consideration:

Section 3: New Hire Rate 100%

MWBE: 100%

Funding:

Hope VI

Attachment:

Resolution

RESOLUTION

AUTHORIZE THE CHA TO AWARD A PROCUREMENT CONTRACT TO BLACK CONTRACTING, INC. FOR THE RENOVATIONS AT THE MCMULLEN WOOD APARTMENTS, NOT TO EXCEED \$964,480 (WHICH INCLUDES CONTINGENCY).

WHEREAS, Horizon Development has requirements for replacement of flooring, kitchen and bathroom casework, interior painting, plumbing, electrical fixtures, installation of new energy efficient HVAC split system, and appliances;

WHEREAS, Horizon Development has conducted the solicitation process in accordance with our Procurement Policy;

WHEREAS, Horizon Development now desires to move forward with the award of a contract and purchase order to Black Contracting, Inc. for the McMullen Wood Apartment Renovations Project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution to authorize the Horizon Development authorized signatory to award Black Contracting, Inc. a Contract and a Purchase Order for the McMullen Wood Apartment Renovations Project.

RECORDING OFFICER'S CERTIFICATION

I, Shaunté Evans, the duly appointed Interim 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 October 16, 2012.

BY: _____

Shaunté Evans,
Interim Secretary

(SEAL)

8.B Budget Amendment – Field Operation Program Budget

<p>Action: Approve a Resolution which Amends the Field Operation Program Budget for a compliance review for the fiscal year ending March 31, 2013. (Last amended by Resolution No. 2076)</p>

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

On June 20, 2012, at the direction of the CHA Board, the Procurement office solicited proposals from two firms to conduct an independent compliance review of CHA’s Housing Choice Voucher (Section 8) and Public Housing (Section 9) programs

On July 3, 2012, CHA received and forwarded to the Board two proposals, CVR Associates, Inc and Quadel Consulting Corporation. On July 6, 2012, the Chairman of the Board requested additional information concerning scheduling, pricing, other terms, etc. The final information was re-submitted back to the Chairman on July 10, 2012. Based on a review of the proposals submitted by both firms, the CHA Board selected the firm of CVR Associates, Inc for a total amount of \$65,000.

However, due to an “apparent conflict of interest” that was discovered on August 17, 2012 the contract with CVR Associates was terminated and a settlement payment of \$10,800 was made for work performed and expenses incurred to complete the contract closeout.

Explanation:

On September 7, 2012 CHA contacted Quadel Consulting Corporation and reopened the Public Housing compliance review. On September 12, 2012, CHA received an updated proposal and forwarded all information to the CHA Board. On September 13, 2012, the Quadel proposal was discussed with CHA Board members present. A consensus was reached to recommend the proposal be forwarded to the next scheduled CHA Board meeting for approval by the full Board on the business agenda. The CHA Board approved Quadel Corp. to complete the compliance review at the board meeting on September 18, 2012.

The CVR Associates contract price was \$65,000. The Quadel Corp. contract price is \$67,332. The difference in the contract price is \$2,332. As stated before Quadel Corp will receive a settlement payment of \$10,800. This budget

amendment is to increase the approved amount for the overall budget for this project by \$13,122 (\$10,800+\$2,332).

In Exhibit A, Fund Balance Appropriated – Section 8 and AMP has been increased by \$6,561 each and Operating Costs are increased by \$13,122.

Committee Discussion:

This item was discussed at the October 4, 2012 Finance and Audit Committee Meeting and approved unanimously for the October 16, 2012 regular Board of Commissioners meeting consent agenda.

Funding:

Fund Balance Appropriated – Section 8

Fund Balance Appropriated – AMP

Attachments:

Resolution

Exhibit A

**RESOLUTION
TO AMEND THE FIELD OPERATION PROGRAM BUDGET
FOR A COMPLIANCE REVIEW FOR THE
FISCAL YEAR ENDING MARCH 31, 2013. (LAST AMENDED BY
RESOLUTION NO. 2076)**

WHEREAS, in Exhibit A, Fund Balance Appropriated – Section 8 and AMP has been increased by \$6,561 each and Operating Costs are increased by \$13,122 for the compliance review to be performed by Quadel Corp;

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, 2013; attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that a CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, Shaunté Evans, the duly appointed Interim 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 October 16, 2012.

BY: _____

Shaunté Evans
Interim Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	54,952,759		54,952,759
Tenant Rents	8,284,777		8,284,777
Other Income	3,738,113		3,738,113
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	367,382		367,382
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
Total Revenue	71,905,459	-	71,905,459
Other Sources			
Fund Balance Appropriated-Horizon Development	797,490		797,490
Fund Balance Appropriated-Section 8	32,500	6,561	39,061
Fund Balance Appropriated-AMP	1,841,649	6,561	1,848,210
Fund Balance Appropriated-Hoefener	47,000		47,000
Operating Transfer In -MTW	3,232,583		3,232,583
Total Other Sources	5,951,222	13,122	5,964,344
TOTAL REVENUE AND OTHER SOURCES:	77,856,681	13,122	77,869,803
EXPENDITURES:			
Salaries/Benefits	8,579,825		8,579,825
Operating Costs	64,830,811	13,122	64,843,933
Utilities	3,973,545		3,973,545
Capitalized Items	472,500		472,500
TOTAL EXPENDITURES:	77,856,681	13,122	77,869,803

***BUSINESS
AGENDA
ACTION
ITEMS***

9.A Authorize Revision of the Designated Housing Plan (DHP)

<p>Action: Approve a Resolution to Approve CHA’s New 5-Year Designated Housing Plan and Rescind Resolution 1914.</p>

Staff Resource: Shannon Bodnar, Shaunté Evans

Strategic Business: Operations

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

Background/Policy Framework:

- A Public Housing Agency (PHA) may choose to complete a Designated Housing Plan (the “Plan”) in order to gain the flexibility of setting aside housing units for elderly families only, disabled families only, or elderly and disabled families. All Plans require final approval by HUD.
- This flexibility allows Authorities to:
 1. Achieve housing goals, such as providing housing options for the above-mentioned population in a manner that is conducive to their current lifestyle and needs;
 2. Designate communities that were designed to accommodate the above population; and
 3. Re-establish the preference for the above population to be applied to future admissions Admissions into the designated communities.

Explanation:

The Authority has proposed modifications to its Designated Housing Plan to reflect recent changes in the portfolio due to construction and development activities.

- The Plan designates communities, pursuant to Section 10(a) of the Housing Opportunity Program Extension Act of 1996 (the “Act”) and HUD Notice PIH 2009-23 (HA) (July 21, 2009). The designations in the plan, if approved, will be effective for a period of five years.
- On February 15, 2011, the Board approved Resolution 1914, approving the submission of CHA’s New 5-Year Designated Housing Plan to HUD Washington.
- In May 2012, CHA staff contacted HUD Washington to discuss the changes that recent development activities would have on the DHP. HUD recommended that since construction activities would change the number of designated units by more than 10%, a new plan should be submitted.

Subsequently, an updated plan was drafted and submitted to HUD for preliminary review. HUD provided some constructive feedback but, based on preliminary review, supports the plan.

- On August 31, 2012, the Designated Housing Plan was placed at the following locations: the main branch of the Public Library; City Hall; 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; and 135 Scaleybark Road, Charlotte, NC 28209. A public hearing will be held on October 16, 2012 to conclude the 45-day public review/comment period.
- CHA proposes to designate twelve (12) of its existing communities for exclusive occupancy by the elderly and near-elderly in the following communities: 940 Brevard, Arbor Glen, Autumn Place, Boulevard Seniors (aka, the Retreat at Renaissance), Edwin Towers, McAlpine Terrace, Parktowne Terrace, Prosperity Creek, SpringCroft at Ashley Park, Steele Creek, Strawn Apartments (high-rise) and Woodlawn House Apartments.
- CHA proposes to designate two (2) communities for exclusive occupancy by the disabled in the Charlottetown Terrace and Strawn Apartments (cottages); and designate one (1) community, Hall House Apartments, for occupancy by the elderly or disabled.
- All of the above communities are comprised almost exclusively of zero and one-bedroom units, which will serve to accommodate our local preference for the elderly.

Committee Discussion:

A preliminary discussion of this item was held on September 13, 2012 at the Client Relations Committee meeting. The Designated Housing Plan was submitted to the Board to authorize revisions that reflect recent changes in the portfolio due to construction and development activities. The Plan will be put on the Board's October 16, 2012 Business Agenda.

Community Input:

The Plan was submitted for Public Review at five public locations; and a public hearing will be held on October 16, 2012 to conclude the 45-day public review/comment period.

Section 3/MWBE Consideration:

None

Funding:

None

Attachment:

Resolution

RESOLUTION

Approve a Resolution to Authorize Revision of the Designated Housing Plan and Rescind Resolution 1914.

WHEREAS, a Public Housing Agency (PHA) may choose to complete a Designated Housing Plan (the “Plan”) in order to gain the flexibility of setting aside housing units for elderly families (age 62+)only, disabled families only, or elderly and near-elderly (age 50 to 61) families. This flexibility allows Authorities to assist in achieving housing goals, such as provide housing options for the above mentioned population that we serve in a manner that is conducive to their current lifestyle and needs;

WHEREAS, the communities to be designated were all constructed as facilities for the designated populations that currently reside there. The current make up of the community can also be attributed to previous Designated Housing Plans that governed eligibility in the past. The Plan would do nothing more than re-classify populations which already live in these communities and add some additional units through proposed developments. If approved, the Plan will maintain the proposed designation through future admissions into these communities as vacancies occur. All proposed Designated Housing Plans require final HUD approval;

WHEREAS, CHA hereby presents a New 5-Year Plan for designation of fifteen (15) communities as Designated Housing (the “Plan”) pursuant to Section 10(a) of the Housing Opportunity Program Extension Act of 1996 and HUD Notice PIH 2009-23 (HA) (July 21, 2009);

WHEREAS, separate and apart from the Plan, CHA will continue to adopt a local preference for the elderly, near-elderly, and disabled for all efficiency and one-bedroom units at CHA’s senior and disabled communities; and

WHEREAS, CHA requests approval to submit the new 5-year Plan according to the following:

- (a) CHA proposes to designate twelve (12) of its existing communities for exclusive occupancy by the elderly and near-elderly in the following communities: 940 Brevard, Arbor Glen, Autumn Place, Boulevard Seniors (aka, the Retreat at Renaissance), Edwin Towers, McAlpine Terrace, Parktowne Terrace, Prosperity Creek, SpringCroft at Ashley Park, Steele Creek, Strawn Apartments (high-rise) and Woodlawn House Apartments;
- (b) CHA proposes to designate two (2) communities for exclusive occupancy by the disabled in the Charlottetown Terrace and Strawn Apartments (cottages); and
- (c) CHA proposes to designate one community for occupancy by elderly, near elderly or disabled in Hall House Apartments.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina on the 16th day of October 2012, does hereby approve this Resolution for the New 5-Year Designated Housing Plan submission.

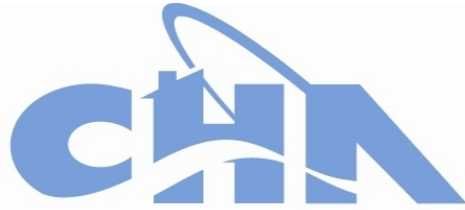
RECORDING OFFICER'S CERTIFICATION

I, Shaunté Evans, the duly appointed and qualified Interim 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 October 16, 2012.

(SEAL)

BY:

Shaunté Evans
Interim Secretary



Charlotte Housing Authority

Building Community, People & Partnerships

NEW 5-YEAR DESIGNATED HOUSING PLAN SUBMISSION

EXECUTIVE SUMMARY:

PLAN FOR THE DESIGNATION OF CERTAIN COMMUNITIES AS DESIGNATED HOUSING

The Housing Authority of the City of Charlotte (“CHA”) hereby presents a Five-Year Designated Housing Plan (the “Plan”). CHA requests approval to designate a total of fifteen (15) communities with twelve (12) communities for specific occupancy for the elderly, two (2) communities for specific occupancy for the disabled, and one (1) community for elderly or disabled residents. The designations are pursuant to Section 10(a) of the Housing Opportunity Program Extension Act of 1996 (the “Act”) and HUD Notice PIH 2009-23 (HA) (July 21, 2009).

Separate and apart from the Plan, CHA will adopt a local preference for the disabled. CHA will begin the presentation of the Plan by providing 1) an overview of its request, 2) an analysis of relevant demographics, and 3) specific points of the Plan as required by statute and HUD’s notice and guidance.

Figure 1: Breakdown of the Communities and the Respective Designations

Development Name	Address	Development Number	Designation	0BR	1BR	2BR	Total Units Proposed for Designation	Percent of PH Units Designated
940 Brevard	940 Brevard Street	NC19P003044	Elderly	0	40	0	40	100%
Arbor Glen-Phase I	2305 Farmer Street	NC19P003009	Elderly	0	42	0	42	100%
Autumn Place	321 N. Davidson Street	NC19P003032	Elderly	0	65	3	68	100%
Boulevard Senior	3240 Renaissance Way	NC19003060	Elderly	0	70	0	70	100%
Charlottetown	1000 Baxter Street	NC19P003018	Disabled	125	36	0	161	100%
Edwin Towers	201 W. 10th Street	NC19P003006	Elderly	64	94	16	174	100%
Hall House	426 N Tyron Street	NC19P003022	Elderly/Disabled	60	130	1	191	100%
McAlpine Terrace	6130 Pineburr Road	NC19P003048	Elderly	0	26	0	26	100%
Parktowne Terrace	5800 Fairview Road	NC19P003019	Elderly	131	32	0	163	100%
Prosperity Creek	3617 Prosperity Church Rd.	NC19P003040	Elderly	0	72	0	72	100%
SpringCroft at Ashley Park	6722 Oakgate Lane	NC19P003046	Elderly	0	18	0	18	100%
Strawn Apartments - High Rise	1225 S. Caldwell	NC19P003007	Elderly	127	42	1	170	100%
Strawn Apartments - Cottages**	1225 S. Caldwell	NC19P003007	Disabled	92	29	0	121	100%
Steele Creek Seniors	10000 Steel Creek Road	NC19P0030056	Elderly	0	60	0	60	100%
Woodlawn House Apartments	1315 E. Woodlawn Road	NC19P003057	Elderly	0	52	0	52	100%
Totals				599	808	18	1425	

** Community will maintain current designation until planned demolition

This Plan will illustrate that the communities listed above were designed and/or are occupied almost exclusively by the designated population. Moreover, with respect to preferences for the elderly and disabled for the efficiency and one-bedroom units at family and scattered-site communities, those units as well are typically occupied by members of these groups, since families usually occupy two or more bedroom units. Thus, implementation of the Plan and the preference for family and scattered-site communities will not, in general, affect CHA's current population as a whole, will not burden any non-designated group, and will not adversely affect persons on CHA’s public housing waiting list.

STATUTORY REQUIREMENTS FOR THE PLAN:

I. JUSTIFICATION FOR DESIGNATION

Section 7(d) of the of the U.S. Housing Act of 1937 (Section 7) Act and HUD Notice PIH 2009-23 (HA) (July 21, 2009) notice require that CHA establish that the Plan is necessary to achieve the housing goals of the City of Charlotte, as set forth in the Consolidated Action Plan. In addition, CHA has included information obtained from the North Carolina Housing Market Analysis and Needs Assessment along with the Mecklenburg County Status of Seniors Report to assist in illustrating that the designation of our communities is necessary.

Pursuant to the above requirements, CHA submits the following:

City of Charlotte and Charlotte-Mecklenburg Consortium Five Year Consolidated Plan FY 2011-2015

The Charlotte-Mecklenburg Five-Year Consolidated Plan identifies the community’s affordable housing and community development needs and outlines a comprehensive and coordinated strategy for addressing them. *The established priority needs households are defined as the following household types:*

- **Elderly renter households (described as households with one or two persons in which the head of household or spouse is at least 62 years of age);**
- **Special needs households (described as households with one or more persons, that includes persons having mobility impairments, disabilities, or require supportive services);**
- Small-related renter households;
- Large-related renter households;
- All other renter households; and
- Owner households.

In 2008, nearly 83,000 priority needs renter households existed in Mecklenburg County. By 2012, this number is

Figure 1: Priority Needs Rental Households

Priority Needs Renter Household Type	% AMI	Total Number of Households		
		2008	2010	2012
Small Related	0-30%	8,531	9,020	9,662
	31-50%	9,261	9,835	10,561
	51-80%	12,808	13,329	13,956
Large Related	0-30%	2,652	2,919	3,210
	31-50%	2,737	2,907	3,110
	51-80%	2,536	2,629	2,687
Elderly	0-30%	2,126	2,376	2,618
	31-50%	2,024	2,297	2,566
	51-80%	3,135	3,489	3,802
All Other	0-30%	6,737	7,059	7,797
	31-50%	6,766	7,048	7,765
	51-80%	8,146	8,445	9,096
Non-Homeless Special Needs	0-80%	15,501	16,504	17,572
Total Priority Needs		84,970	87,857	94,402
Total Mecklenburg County Households		351,004	366,798	381,485
Priority Housing Renter Households Share of County		23.6%	24%	24.7%

Source: RC Lesser & Co: US Census, Claritas, Inc.

projected to grow to more than 94,000, representing nearly 25% of all households in the county. Figure 1 provides a breakdown of estimated priority needs renter households by income and year. It shows that in 2012, an estimated 44% of all non-special needs priority needs households will be extremely low-income, 12% will be very low-income, and 12% will be low-income. These growth estimates may be conservative due to tightening lending practices and foreclosures that will likely limit homeownership and result in higher than normal levels of renters in the market.

Elderly Housing

The elderly population in Mecklenburg County is growing and will rapidly increase over the next decade, due to the rising tide of aging Baby Boomers and longer life expectancy. In addition, the elderly population will become more racially/ethnically diverse. According to the NC Office of State Budget and Management estimates, 80,691 adults age 65 and over were living in Mecklenburg County in 2008. Figure 2 (Figure 19 of the Consolidated Action Plan) indicated that by July 2010, the number of residents in this age cohort was expected to grow to a little over 88,000. The State projects that Mecklenburg County’s 65 and over population will grow to approximately 120,260 persons by 2016, comprising nearly 12% of the projected county population. This growth represents a 27% increase over 2010 estimates. By 2020, the 65+ population is expected to increase to nearly 145,000, representing 13.4% of the entire county population.

Figure 2:

	Total County Population-	Total County Population 65+	65+ as % of Total Population	White 65+ Population	%	Minority 65+ Population	%
2010	910,755	88,077	9.7%	66,064	75%	22,003	25%
2016	1,011,956	120,260	11.9%	88,024	73%	32,236	27%
2020	1,079,423	144,826	13.4%	104,297	72%	40,529	28%

Source: NC Office of Budget and Management

Nearly 29,000 elderly priority needs households (62+) existed in Mecklenburg County in 2007. Of this total, 57% were 62-75 years old, with the remaining 43% older than 75. The majority (73%) of elderly households are owner households. Figure 3 (Figure 20 of the Consolidated Action Plan) provides data on the housing needs of elderly priority needs households. As expected, households with members 75+ have greater housing needs than households with members ages 62-75.

Figure 3:

	Priority Needs Elderly Renter Households						All Priority Needs Elderly Renter Households
	Extremely Low-income		Very Low-income		Low-income		
	62-75	75+	62-75	75+	62-75	75+	
Have Housing Needs	1,450	1,015	1,270	1,085	830	280	5,930
Don't Have Housing Needs	600	245	150	95	595	237	1,972
TOTAL	2,050	1,260	1,420	1,180	1,425	517	7,902

Non-Elderly Special Needs Housing

For the purpose of the Consolidated Plan, the special needs population includes individuals having mobility impairments, disabilities or that require supportive services.

According to the RC Lesser Study, 21,489 non-elderly special needs households existed in Mecklenburg County in 2006. Of this total, 13,989 (65%) were considered priority needs households. By 2012, the number of non-elderly special needs residents is projected to increase to 25,345, with 17,869 (70%) priority needs households. Figure 4 (Figure 22 of the Consolidated Action Plan) provides a breakdown of the priority needs households by income. The majority of priority needs residents are in the extremely low income category. Approximately 23% of all priority needs households earned less than \$10,000 in 2006.

Figure 4:

	Priority Needs Income Range	2006	2012
Extremely Low Income	0-30% of AMI	6,075	6,733
Very Low Income	31-50% of AMI	2,806	4,449
Low Income	51-80% of AMI	5,108	6,687
TOTAL		13,989	17,869

Source: RC Lesser & Co., Census and Claritas, Inc.

In conclusion, it is evident by the above that the proposed designations are necessary to achieve the housing goals for Charlotte and Mecklenburg County.

II. PROJECT DESCRIPTIONS

Section 7(d) of the Act also requires that a plan include information regarding the various projects to be designated in the Plan. That information is as follows:

1. Project Name: 940 Brevard

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
940 Brevard	940 Brevard Street	NC19P003044	Elderly	100	0	40	0	40	100%

Supportive Services:

- Supportive Services are coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
940 Brevard	Elderly	10	0	0	0	10	

Project Design:

- Four story mid-rise with an elevator.

Amenities:

- Walkways;
- Library;
- Exercise area;
- Resident gardens;
- Dining facility;
- Trash chutes; and
- Laundry facilities.

2. Project Name: Arbor Glen – Phase I

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Arbor Glen-Phase I	2305 Farmer Street	NC19P003009	Elderly	144	0	42	0	42	70%

Supportive Services:

- Supportive Services are coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Arbor Glen-Elderly	Elderly	13	9	0	0	22	

Project Design:

- Ground floor cottages; and
- Alarm System.

Amenities:

- Washer/dryer connections;
- Clubhouse;
- Swimming pool;
- Easy access to public transportation;
- Planned community social activities; and
- Courtesy Officer.

3. Project Name: Autumn Place

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Autumn Place	321 N. Davidson Street	NC19P003032	Elderly	68	0	65	3	68	100%

Supportive Services:

- Mecklenburg County Nutrition Program sponsors meals and activities; and
- Resident Organization that provides local transportation services.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Autumn Place	Elderly	6	3	0	0	9	

Project Design:

- Three story mid-rise with an elevator; and
- Courtesy Officer.

Amenities:

- Laundry facility;
- Easy access to public transportation;
- Sitting areas on each floor; and
- Adjacent from the Carole A. Hoefener Center, a CHA community center.

4. Project Name: The Retreat at Renaissance (aka Boulevard Seniors) – Projected Lease-Up May 2013

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Boulevard Seniors	3240 New Renaissance Way	NC19P003060	Elderly	110	0	70	0	70	64%

Supportive Services:

- Supportive Services will be coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Boulevard Seniors	Elderly	53	0	0	0	53	

Project Design:

- Seventy-three percent (51) of the units will be accessible for the mobility impaired; and
- Two percent (2) of the units will accommodate the vision/hearing impaired.

Amenities:

- Laundry facility;
- Exercise Room;
- Walking trails; and
- Resident gardens.

5. Project Name: Charlottetown

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Charlottetown	1000 Baxter Street	NC19P003018	Disabled	161	125	36	0	161	100%

Supportive Services:

- Service Coordinator on site.

Accessibility:

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	
Charlottetown	Disabled	20	0	0	0	20

Project Design:

- Medical alert pull stations in every unit;
- Elevator;
- Automatic entry doors;
- Individually controlled heating and cooling;
- Security guard at front desk;
- Roll in showers; and
- Trash chutes.

Amenities:

- Laundry facility;
- Community kitchen;
- Library; and
- Community center with television.

Note: CHA requested that Charlottetown be designated for the disabled, as a direct result of the current demographics, and those that desire to live at this community are already members of this specific designated group. Charlottetown is located minutes away from the downtown area and, because of this, it is an attractive community for the non-elderly disabled.

6. Project Name: Edwin Towers

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Edwin Towers	201 W. 10th Street	NC19P003006	Elderly	174	64	94	16	174	100%

Supportive Services:

- Service Coordinator on site; and
- Mecklenburg County Nutrition Program sponsors meals and activities.

Accessibility:

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	
Edwin Towers	Elderly	0	0	0	0	0

Project Design:

- Elevator;

- Courtesy Officer;
- Grab bars in showers; and
- Wheel chair ramp.

Amenities:

- Community/Game room; and
- Cafeteria.

7. Project Name: Hall House

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Hall House	426 N Tryon Street	NC19P003022	Elderly/Disabled	191	60	130	1	191	100%

Supportive Services:

- Service Coordinator on site;

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Hall House	Elderly/Disabled	20	0	0	0	0	

Project Design:

- Elevator;
- Courtesy Officer; and
- Card access entry.

Amenities:

- Community/Game room;
- Sitting areas on each floor; and
- Large patio areas.

8. Project Name: McAlpine Terrace

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
McAlpine Terrace	6130 Pineburr Road	NC19P003048	Elderly	113	0	26	0	26	100%

Supportive Services:

- Supportive Services are coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
McAlpine Terrace	Elderly	23	0	0	0	23	

Project Design:

- Four story mid-rise with an elevator;
- Call for help buttons in bedroom and bathrooms;

- Handrails throughout the building;
- Card access entry; and
- Roll in showers.

Amenities:

- Community room with large TV screen;
- Library;
- Piano and organ;
- Card tables;
- Sitting areas on each floor;
- Large patio areas with outdoor grills;
- Walking trails; and
- Laundry facility.

9. Project Name: Parktowne Terrace

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Parktowne Terrace	5800 Fairview Road	NC19P003019	Elderly	163	131	32	0	163	100%

Supportive Services:

- Service Coordinator on site; and
- Resident Organization that provides local transportation services.

Accessibility:

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	
Parktowne Terrace	Elderly	32	0	0	0	32

Project Design:

- Six story high-rise with an elevator.

Amenities:

- Easy access to public transportation.

10. Project Name: Prosperity Creek

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Prosperity Creek	3617 Prosperity Church Rd.	NC19P003040	Elderly	168	0	72	0	72	100%

Supportive Services:

- Seminars provided by LiveWell Carolinas;
- Free blood pressure testing and heart rate monitoring;
- Food Bank donations by local grocery stores; and
- Supportive Services are coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	

Prosperity Creek	Elderly	9	8	0	0	17
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Project Design:

- Four story mid-rise with an elevator; and
- Emergency pull cords in each unit.

Amenities:

- Library;
- Computer room;
- Exercise facility;
- Easy access to public transportation;
- Resident gardens;
- Walking trails; and
- Horseshoe pit.

11. Project Name: SpringCroft at Ashley Park

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
SpringCroft at Ashley Park	6722 Oakgate Lane	NC19P003046	Elderly	50	0	18	0	18	100%

Supportive Services:

- Supportive Services are coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	
SpringCroft	Elderly	6	0	0	0	6

Project Design:

- Three story mid-rise with an elevator.

Amenities:

- Laundry facility;
- Computer room;
- Walking trails; and
- Resident gardens.

12. Project Name: Strawn Apartments – High Rise

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Strawn Apartments - High Rise	1225 S. Caldwell	NC19P003007	Elderly	170	127	42	1	170	100%

Supportive Services:

- Senior Nutrition Program sponsored by Department of Social Services;

- Service Coordinator on site; and
- Resident Organization that provides local transportation services.

Accessibility:

Development Name	Designation	Accessible Units				
		1BR	2BR	3BR	4BR	Total
Strawn Apartments - High Rise	Elderly	0	0	0	0	0

Project Design:

- Twelve story high-rise with an elevator;
- Police unit;
- Medical alert pull stations;
- Trash chutes;
- Individual hot water heaters;
- Automatic entry doors;
- Individually controlled heating and cooling;
- Fire alarm system; and
- Security monitoring system.

Amenities:

- Easy access to public transportation;
- Community room;
- Picnic areas; and
- Community kitchen.

13. Project Name: Strawn Apartments – Cottages

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Strawn Apartments - Cottages	1225 S. Caldwell	NC19P003007	Disabled	121	92	29	0	121	100%

Supportive Services:

- Senior Nutrition Program sponsored by Department of Social Services;
- Service Coordinator on site; and
- Resident Organization that provides local transportation services.

Accessibility:

Development Name	Designation	Accessible Units				
		1BR	2BR	3BR	4BR	Total
Strawn Apartments - Cottages	Disabled	0	0	0	0	0

Project Design:

- Ground floor cottages; and
- Police unit.

Amenities:

- Easy access to public transportation;
- Community room;
- Medical alert pull stations;
- Individual hot water heaters;
- Individually controlled heating and cooling;

- Fire alarm system;
- Security lighting; and
- Security monitoring system.

14. Project Name: Steele Creek Apartments

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Steele Creek	10000 Steel Creek Road	UNDER CONSTRUCTION	Elderly	120	0	60	0	60	100%

Supportive Services:

- Supportive Services will be coordinated through a third party supportive service provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Steele Creek	Elderly	8	4	0	0	12	

Project Design:

- Five percent of the units will be accessible for the mobility impaired; and
- Five percent of the units will accommodate the vision/hearing impaired.

Amenities:

- Laundry facility;
- Computer room;
- Walking trails; and
- Resident gardens.

15. Project Name: Woodlawn House

Project Statistics:

Development Name	Address	Development Number	Designation	Total Number of Units	0BR	1BR	2BR	Total Units Proposed for Designation	Percent Designated
Woodlawn House Apartments	1315 E. Woodlawn Road	NC19P003057	Elderly	104	0	52	0	52	100%

Supportive Services:

- Supportive Services will be provided by a third party provider.

Accessibility:

Development Name	Designation	Accessible Units					Total
		1BR	2BR	3BR	4BR		
Woodlawn House	Elderly	3	0	0	0	6	

Project Design:

- Accessible units will also accommodate the vision/hearing impaired; and
- High-rise building with elevator.

Amenities:

- Laundry facilities on each floor;
- Community room;

- Walking trails; and
- Resident gardens.

A. Uniform Federal Accessibility Standards (UFAS)

A complete breakdown of all the accessible units in CHA’s conventional communities is depicted in Figure 5 below. The data shows that CHA does have accessible units in non-designated communities for those members of the designated groups who would prefer to live in those communities. As a result, CHA does not anticipate that any resident requiring one of these units will be deprived. Also, it is important to note that the Plan will not decrease the number of accessible units available to non-elderly disabled persons. The Plan is not changing previous designations that would result in a decrease in units to this particular group; instead the Plan is simply designating the populations that currently house these communities.

Figure 5: Breakdown of Accessible Units in All PHA Projects

Development Name	Designation	Accessible Units				Total
		1BR	2BR	3BR	4BR	
940 Brevard	Elderly	10	0	0	0	10
Arbor Glen-Elderly	Elderly	13	9	0	0	22
Autumn Place	Elderly	6	3	0	0	9
Boulevard Seniors	Elderly	53	0	0	0	53
Cedar Knoll	Family	1	0	2	0	3
Charlottetown	Disabled	20	0	0	0	20
Hall House	Elderly/Disabled	20	0	0	0	20
Gladedale	Family	2	0	0	0	2
Leafcrest	Family	1	0	2	0	3
McAlpine Terrace	Elderly	23	0	0	0	23
Meadow Oaks	Family	0	0	2	0	2
Parktowne Terrace	Elderly	32	0	0	0	32
Prosperity Creek	Elderly	9	8	0	0	17
Robinsdale	Family	0	0	2	0	2
Savanna	Family	1	0	0	1	2
Southside	Family	2	12	2	0	16
SpringCroft	Elderly	6	0	0	0	6
Steele Creek	Elderly	8	4	0	0	12
Strawn Tower	Elderly					
Sunridge	Family	0	0	2	0	2
Tall Oaks	Family	0	0	0	1	1
Tarnton Hills	Family	3	0	0	0	3
Wallace Woods	Family	0	0	3	0	3
Woodlawn House	Elderly	3	3	0	0	6
Total		140	40	28	3	211

III. Need/Demand for Housing – Waitlist Data

Figure 6: Number of Households on Conventional Public Housing Waitlist Broken Down by Bedroom Size (CHA and Third Party Managed Sites Combined)

Bedroom Size	Elderly Households	Non-Elderly Disabled	*Other Non-Elderly	Total
Zero Bedroom	124	22	322	468
One Bedroom	154	215	741	1110
Two Bedroom	49	20	2749	2818
Three Bedroom	24	5	1724	1753
Four Bedroom	13	0	487	500
Five Bedroom	0	0	3	3
Total	676	464	2274	3414

***Notes:**

1. “Other Non-Elderly” include single households, which are considered a lower local preference.
2. Waitlist statistics from third party managed sites are included in the numbers listed above. Third party managed sites do not distinguish between “Elderly Households” and “Non-Elderly Disabled” and, as a result, a reporting variance between the two populations exist.
3. Data regarding the specific accessible features required/desired by the households is not tracked during the application process.
4. Since 2011, 52 units have been filled by reasonable accommodation transfer requests from existing public housing residents. There is currently a waiting list for additional reasonable accommodation transfers as units become available.

Figure 7: Percent of Households on Conventional Public Housing Waitlist Broken Down by Bedroom Size (CHA and Third Party Managed Sites Combined)

Bedroom Size	Elderly Households	Non-Elderly Disabled	*Other Non-Elderly	Total
Zero Bedroom	27%	5%	68%	100%
One Bedroom	13%	20%	67%	100%
Two Bedroom	2%	1%	97%	100%
Three Bedroom	2%	1%	97%	100%
Four Bedroom	3%	0%	97%	100%
Five Bedroom	0%	0	100%	100%

***Notes:**

1. “Other Non-Elderly” include single households, which are considered a lower local preference.
2. Waitlist statistics from third party managed sites are included in the numbers listed above. Third party managed sites do not distinguish between “Elderly Households” and “Non-Elderly Disabled”, as a result a reporting variance between the two populations exist.
3. Data regarding the specific accessible features required/desired by the households is not tracked during the application process.

Figure 8: Number of Households on Housing Choice Voucher Waitlist

Program	Elderly Households	Non-Elderly Disabled	*Other Non-Elderly	Total
Housing Choice Voucher	3	27	1798	1828

Figure 9: Percent of Households on Housing Choice Voucher Waitlist

Program	Elderly Households	Non-Elderly Disabled	*Other Non-Elderly	Total
Housing Choice Voucher	0.2%	1.5%	98.3%	100%

IV. Occupancy Data

Figure 10: Demographics of Head of Households in Communities to be Designated

Development Name	Elderly Households	Non-Elderly Disabled	Other Non-Elderly	Total
940 Brevard	34	0	6	40
Arbor Glen Apartments	39	0	97	136
Autumn Place	57	5	2	64
Charlottetown	36	105	20	161
Edwin Towers	91	38	42	171
McAlpine Terrace	17	1	8	26
Parktowne Terrace	79	41	43	163
Prosperity Creek	51	8	13	72
SpringCroft at Ashley Park	13	2	3	18
Strawn Apartments	149	108	35	292
Total	566	308	269	1143

Figure 11: Demographics of Head of Households in Non-Designated Communities

Development Name	Elderly Households	Non-Elderly Disabled	Other Non-Elderly	Total
Cedar Knoll / Leaf Crest / Mallard	10	19	98	127
Dillehay Courts	6	11	104	121
Meadow Oaks / Gladedale / Wallace	8	20	99	127
Sunridge / Claremont / Victoria Sq/ Robinsdale	5	10	128	143
Southside Homes	62	55	261	378
Tall Oaks / Tarlton Hills / Savanna	27	20	99	146
Total	147	157	915	1219

Figure 12: Demographics of Head of Households in Section 8 Voucher Program

Development Name	Elderly Households	Non-Elderly Disabled	Other Non-Elderly	Total
Section 8 Voucher Program	551	978	2975	4504

Figure 13: CHA Occupancy/Vacancy Status in Communities to be Designated

Development Name	# of Vacancy Units as of 7/2012	Occupancy % as of 7/2012
940 Brevard	0	100%
Arbor Glen-Phase I	0	100%
Autumn Place	0	100%
Charlottetown	2	99%
Edwin Towers	1	99%
McAlpine Terrace	0	100%
Parktowne Terrace	n/a*	n/a*
Prosperity Creek	1	99%
SpringCroft at Ashley Park	0	100%
Strawn Apartments - High Rise	n/a*	n/a*
Strawn Apartments - Cottages	0	100%
Steele Creek	0	100%
Woodlawn House Apartments	1	98%
Totals	5	

*These communities are currently undergoing substantial renovations and are vacant. Re-occupancy is expected in early 2013.

Figure 14: CHA Occupancy/Vacancy Status in Non-Designated Communities

Development Name	# of Vacancy Units as of 7/2012	Occupancy % as of 7/2012
Claremont	1	98%
Dillehay Courts	0	100%
Gladedale	2	96%
Leafcrest	1	98%
Meadow Oaks	0	100%
Mallard Ridge	0	100%
Robinsdale	5	83%
Savannah Woods	0	100%
Sunridge	1	98%
Southside Homes	0	100%
Tarlton Hills 1	0	100%
Tarlton Hills 2	0	100%
Tall Oaks	0	100%
Victoria Square	0	100%
Wallace Woods	0	100%
Totals	10	

V. Waitlist Management

All of CHA's conventional public housing communities maintain a site based waitlist. Conventional public housing communities currently accepting applications (as of 8/31/2012) include: Autumn Place, Cedar Knoll, Charlottetown Terrace, Claremont, Dillehay Courts, Edwin Tower, Gladedale, Leafcrest, Mallard Ridge, Meadow Oaks, Robinsdale, Savanna Woods, Southside Homes, Sunridge, Tall Oaks, Tarlton Hills, Victoria Square, and Wallace Woods.

VI. PHA Waitlist Preferences

CHA uses the following local preference system for Conventional Public Housing and Section 8 Voucher Program:

1. Families or individuals currently participating in a self-reliance, supportive service program that assists in serving those that are disabled, homeless or in short term transitional housing programs (maximum of two years);

2. Disabled;
3. Elderly;
4. Near-Elderly;
5. Domestic Violence Victims;
6. Family; and
7. Singles.

VII. Alternative Resources

CHA anticipates no loss of available housing units for non-designated groups resulting from the Plan because (1) the communities being designated pursuant to the Plan are already “designated” in the sense that they are already occupied exclusively by members of the designated groups; (2) CHA will not take any units from those currently utilized by members of the non-designated groups for members of the designated groups; and (3) CHA has also acquired and partnered with private developers to provide additional housing options to members of the non-designated population, which is illustrated in Figure 15 below.

Figure 15: Breakdown of Additional Housing Options for Non-Designated Group

Property	Development Type	Public Housing						Project Based Section 8					
		1BR	2BR	3BR	4BR	5BR	Total	1BR	2BR	3BR	4BR	5BR	Total
Arbor Glen 50	CHA Owned	4	6	13	2		25						0
Arbor Glen I	Mixed Income		10	6			16						0
Arbor Glen II	Mixed Income		27	13			40						0
Arbor Glen III	Mixed Income		8	4			12						0
Ashley Square	Mixed Income		22				22	4	10				14
Fair Market Square	CHA Owned		8	8			16						0
First Ward	Mixed Income	8	68	43	12	1	132						0
Glen Cove	CHA Owned		5	5			10						0
McAden Park	Mixed Income	3	18	9			30	3	18	9			30
McCreesh Place	Under Mixed Finance Review	64					64	27					27
Mill Pond	CHA Owned			0			0		23	28			51
Montgomery	Mixed Income		14	6			20						0
Nia Point	Mixed Income		16	13			29						0
Park at Oaklawn	Mixed Income		46	39	4		89						0
Rivermere	Mixed Income		12	8			20						0
Seigle Point	Mixed Income	6	42	54			102	3	13	2			18
Seneca Woods	CHA Owned		8	9			17						0
South Oak Crossing	Mixed Income		10	10			20						0
Springfield Gardens	Mixed Income		11	11			22						0
Stonehaven East	Mixed Income	6	16	2			24						0
Totals:		91	347	253	18	1	710	37	64	39	0	0	140

Figure 16: Total Public Housing Units

SITE #	DEVELOPMENT	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	Total	DESIGNATION
18	CHARLOTTETOWN	125	36					161	DISABLED
40	PROSPERITY CREEK		72					72	ELDERLY
5	AUTUMN PLACE		65	3				68	ELDERLY
5	HALL HOUSE	60	130	1				191	ELDERLY / DISABLED
44	940 BREVARD		40					40	ELDERLY
9	ARBOR GLEN - PHASE I		42	12	6			60	ELDERLY
6	EDWIN TOWERS	64	94	16				174	ELDERLY
48	McALPINE TERRACE		26					26	ELDERLY
19	PARKTOWNE	131	32					163	ELDERLY
57	WOODLAWN HOUSE		52	0				52	ELDERLY
56	STEELE CREEK		60					60	ELDERLY
46	SPRINGCROFT AT ASHLEY PARK		18					18	ELDERLY
7	STRAWN APIS. - HIGHRISE	127	42	1				170	ELDERLY
7	STRAWN APIS. - COTTAGES	92	29					121	DISABLED
60	BOULEVARD SENIORS	0	70					70	ELDERLY
9	ARBOR GLEN - FSS		6	43	37	17		103	FAMILY SITE
16N	CEDAR KNOLL		5	16	23	5		49	FAMILY SITE
93	CLAREMONT		10	20	15	4		49	FAMILY SITE
12	DILLEHAY			12	67	48	8	135	FAMILY SITE
50	FAIRMARKET SQUARE			8	8			16	FAMILY SITE
5	FIRST WARD		7	68	44	12	1	132	FAMILY SITE
25	GLADEDALE		9	18	16	6		49	FAMILY SITE
49	GLEN COVE			5	5			10	FAMILY SITE
16A	LEAFCREST		4	16	24	4		48	FAMILY SITE
21P	MALLARD RIDGE		6	12	12	5		35	FAMILY SITE
37	McADEN PARK		3	18	9			30	FAMILY SITE
17F	MEADOW OAKS		2	12	16	2		32	FAMILY SITE
39	MONTGOMERY GARDENS			14	6			20	FAMILY SITE
33	NIA POINT			16	13			29	FAMILY SITE
2	PARK AT OAKLAWN			46	39	4		89	FAMILY SITE
31	RIVERMERE			12	8			20	FAMILY SITE
24	ROBINSDALE			8	21			29	FAMILY SITE
21M	SAVANNA WOODS		9	17	18	5		49	FAMILY SITE
45	SEIGLE POINT		6	42	54			102	FAMILY SITE
41	SOUTH OAK CROSSING			10	10			20	FAMILY SITE
3	SOUTHSIDE		62	227	82	10		381	FAMILY SITE
42	SPRINGFIELD GARDENS			12	10			22	FAMILY SITE
38	STONEHAVEN EAST		6	16	2			24	FAMILY SITE
17M	SUNRIDGE		4	14	22	4		44	FAMILY SITE
20	TALL OAKS		14	26	25	13		78	FAMILY SITE
23	TARLTON HILLS		2	8	8	3		21	FAMILY SITE
95	VICTORIA SQUARE		4	14	9	4		31	FAMILY SITE
26	WALLACE WOODS			12	35			47	FAMILY SITE
Total Units		599	967	775	644	146	9	3140	

Total Designated	599	808	18	0	0	0	1425	
Total Non-Designated	0	159	757	644	146	9	1715	

Figure 17: Breakdown of Units to be Designated by Bedroom Size

	0BR	1BR	2BR	Total Units Proposed for Designation
Number of Units	599	808	18	1425
% of Total Units	100%	84%	2%	

Figure 18: Breakdown of Non-Designated Units by Bedroom Size

	0BR	1BR	2BR	3BR	4BR	5BR	Total Non-Designated Units
Number of Units	0	159	757	644	146	9	1929
% of Total Units	0%	16%	98%	100%	100%	100%	

CHA will continue to make reasonable efforts to provide housing for all in need, including those who are not a part of the designated groups. Consistent with that, CHA projects the Plan will have minimal or no effect on the availability of its Public Housing units for non-designated groups. CHA further projects that it will be able to furnish housing to non-designated groups at a level comparable to what those groups would have received if there were no designation plan. There are several reasons for CHA's projections.

First, the communities to be designated were all constructed as facilities for the elderly, and have been occupied by the elderly population due to previous designated housing plans. This proposed Plan would do nothing more than re-classify populations which already or intend to live in these communities. If the Plan is approved, the communities will then maintain the designations through future admissions into these communities as vacancies occur.

Second, CHA will continue to provide reasonable housing resources for the non-designated groups under the Plan since the designated and non-designated groups do not typically compete for the same units. Households in the designated groups almost always qualify for efficiency or one-bedroom units; households in the non-designated groups generally have families and, thus, require units with two or more bedrooms. Since the communities to be designated by this Plan will be occupied by the elderly, they are constructed primarily with efficiency and one-bedroom units.

Thus, the units to be designated (or set aside by preference), almost all of which are efficiencies or one-bedroom units, are designed for a different population than the larger units. Indeed, CHA's data suggest that, even at the family and scattered-site communities, the efficiency and one-bedroom units are occupied by the elderly and/or the disabled.

Finally, to the extent that there is any backlog of non-designated groups for admission to non-designated units, CHA anticipates that its Family Self-Sufficiency (FSS) and Welfare to Work (WTW) programs will relieve that backlog and will provide housing for households in the non-designated groups. As the FSS program expands and involves more residents (who are typically from the non-designated group), CHA will decrease the number of non-elderly and non-disabled residents who live in its communities for more than five years, thus turning over its housing stock more frequently and opening units up for non-designated new residents. Despite the WTW program not having an established timeframe, this program still aids in providing affordable housing vouchers to families attempting to transition from welfare to self-sufficiency. The turnover rate for the designated communities, on the other hand, will not be affected by these programs since for the most part members of designated populations do not elect to participate in them.

A. Section 8 Data

The CHA Section 8 waiting list has been closed since August 2000. It was re-opened during April 2007 for two weeks. A third week (extension) was granted for disabled applicants. The CHA used a lottery system to populate the waiting list. Interested families were required to complete and return the lottery entry forms. Approximately 10,000 entry forms were returned. The CHA limited its selection to 4,500 applicant families. The local Legal Aid Society was enlisted by CHA to select families for our waiting list. All families selected to populate the CHA's waiting list were selected by the Legal Aid of North Carolina.

CHA suspects that those in need of more immediate housing opportunities (such as the elderly in particular) have selected the conventional public housing program or private assistance programs rather than wait on the Section 8 waiting list and, in the case of those who have sought housing since the Section 8 waiting list was closed, have out of necessity by-passed CHA's Section 8 program altogether (since the waiting list has been closed during the entire period). Accordingly, CHA's Section 8 waiting list data will have little relevance in predicting any demographic trend which might be relevant to this analysis.

VIII. Designated versus Non-Designated Communities

CHA is a Moving to Work organization; as a result all communities receive Social Services.

IX. No Eviction or Lease Termination Due to Designation

As required by Section 7(h) of the statute, CHA will not evict a resident or terminate a resident's lease because he or she was not be eligible to occupy the unit because of the community's designation. For those residents who do desire to relocate to another community, CHA will, as soon as practical, provide a notice of designation and available relocation benefits, access to comparable housing, and payment of reasonable actual moving expenses. CHA recognizes that the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policy Act are inapplicable to moves occasioned by the Plan.

X. Voluntary Relocation Because of the Designation

The CHA will provide the following persons and families who agree to be relocated in connection with a designation:

1. A notice of the designation and an explanation of available relocation benefits, as soon as is practicable for the agency and the person or family;
2. Access to comparable housing (including appropriate services and design features), which may include tenant-based rental assistance under the Housing Choice Voucher Program, at a rental rate paid by the tenant comparable to that applicable to the unit from which the person or family has vacated; and
3. Payment of actual, reasonable moving expenses.

XI. Inapplicability of Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970

CHA is aware that tenants may not be considered to be displaced for purposes of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, because of the designation of any existing project or building, or portion thereof, of public housing.

XII. Eligibility of Near-Elderly Families

Pursuant to Section 7(a)(3) of the statute, CHA has determined that near-elderly persons should be eligible to occupy communities designated as elderly, if there are insufficient numbers of elderly to fill all the units designated as Elderly-Only.

Accordingly, if CHA determines there are insufficient numbers of elderly to fill all the units designated as Elderly-Only, in which case, it will admit near-elderly persons (defined as age 50-61) to communities designated for elderly occupancy as long as doing so does not violate any other funding source obligations.

REVIEW BY UNIT OF GOVERNMENT ADMINISTERING CAP

Concurrently, with its submission to HUD, CHA has also submitted the foregoing Plan to the City of Charlotte, Neighborhood Development Key Business Executive. (A copy of the cover letter accompanying the Plan as submitted is enclosed.)

CONCLUSION

For all the reasons set forth above, the Housing Authority of the City of Charlotte, NC requests that the United States Department of Housing and Urban Development approve the foregoing Designation Housing Plan.

***HORIZON
DEVELOPMENT
PROPERTIES,
INC.***

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

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

October 16, 2012

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the Minutes for:
 - Regular Board meeting held on ***September 18, 2012 (p. 54)***
3. **Consent Agenda Action Items: (p. 56 – 60)**
 - A. Hampton Crest – Approve Change Order – Radco Construction
 - B. Budget Amendment-Horizon Development Properties, Inc. Field Operation Program Budget

**MINUTES OF THE HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD OF DIRECTORS MEETING HELD ON
TUESDAY, SEPTEMBER 18, 2012**

Regular Meeting:

Additions to the Agenda:

Chairman Ford asked for any additions to the agenda. Hearing none, a motion was made to approve as submitted.

ACTION:

Motion was made to approve by:	Commissioner Hill
Motion was seconded by:	Commissioner Miller
Outcome:	Passed unanimously

Consideration to approve the minutes for:

- Regular HDP, Inc. Board of Directors meeting held on *August 21, 2012*

ACTION:

Motion was made for approval by:	Commissioner Hill
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

- Special Board meeting held on *September 13, 2012*

ACTION:

Motion was made to approve by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed unanimously

Consent Agenda Action Item:

**3.A Budget Amendment: Horizon Development Properties, Inc. – Mill Pond
Charlotte, LLC**

Approve the amendment of the Mill Pond Charlotte, LLC Operating Budget for the Calendar Year ending December 31, 2012.

ACTION:

Motion was made for approval by:

Commissioner Hill

Motion was seconded by:

Commissioner Sumter

Outcome:

Passed unanimously

Vice-Chairman Jones motioned to adjourn the HDP, Inc. meeting. Motion was seconded by: Commissioner Hill; Outcome: passed unanimously.

Minutes respectfully prepared by:

Barbara G. Porter

Executive Assistant to the CEO

**3.A Horizon Development Properties
Hampton Creste – Approve Change Order - Radco Construction**

Action: Authorize the Horizon Authorized Signatory to Approve A Change Order to Radco Construction for Hampton Creste Apartments Not to Exceed \$15,000.

Staff Resource: Heather Franklin/Steve Lamphere/Carl Harris

Strategic Business: Finance and Administration/Capital Assets

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

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions exceeding 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.

Explanation:

The Board previously approved Radco Construction as the General Contractor on the Hampton Creste Re-Roofing Project at the July 17, 2012 meeting for \$216,478 which included contingency of \$14,213. As work progressed, it appears the last time the roofs were replaced the original ridge vent was reused. We discovered that the plywood under the ridge vents is rotten. This was an unforeseen condition and was not included in the original scope.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PCO Pending	\$15,000	Radco Construction	\$312,075

Committee Discussion:

This item was discussed at the October 4, 2012 Real Estate Committee Meeting and approved for the October 16, 2012 Regular Board as a consent agenda action item.

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Community Input:

Not Applicable

Section 3/MWBE Consideration:

Section 3: 100%

MWBE: 100%

Funding:

MTW

Attachment:

None

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held October 16, 2012.

BY: _____
Barbara Porter, Secretary

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3.B Budget Amendment – Horizon Development Properties, Inc. Field Operation Program Budget

Action: Approve an amendment to the Field Operation Program Budget for a compliance review for the fiscal year ending March 31, 2013. (Last amended by Resolution No. 2076)

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

On June 20, 2012, at the direction of the CHA Board, the Procurement office solicited proposals from two firms to conduct an independent compliance review of CHA’s Housing Choice Voucher (Section 8) and Public Housing (Section 9) programs

On July 3, 2012, CHA received and forwarded to the Board two proposals, CVR Associates, Inc and Quadel Consulting Corporation. On July 6, 2012, the Chairman of the Board requested additional information concerning scheduling, pricing, other terms, etc. The final information was re-submitted back to the Chairman on July 10, 2012. Based on a review of the proposals submitted by both firms, the CHA Board selected the firm of CVR Associates, Inc for a total amount of \$65,000.

However, due to an “apparent conflict of interest” that was discovered on August 17, 2012 the contract with CVR Associates was terminated and a settlement payment of \$10,800 was made for work performed and expenses incurred to complete the contract closeout.

Explanation:

On September 7, 2012 CHA contacted Quadel Consulting Corporation and reopened the Public Housing compliance review. On September 12, 2012, CHA received an updated proposal and forwarded all information to the CHA Board. On September 13, 2012, the Quadel proposal was discussed with CHA Board members present. A consensus was reached to recommend the proposal be forwarded to the next scheduled CHA Board meeting for approval by the full Board on the business agenda. The CHA Board approved Quadel Corp. to complete the compliance review at the board meeting on September 18, 2012.

The CVR Associates contract price was \$65,000. The Quadel Corp. contract price is \$67,332. The difference in the contract price is \$2,332. As stated before Quadel Corp will receive a settlement payment of \$10,800. This budget

amendment is to increase the approved amount for the overall budget for this project by \$13,122 (\$10,800+\$2,332).

In Exhibit A, Fund Balance Appropriated – Section 8 and AMP has been increased by \$6,561 each and Operating Costs are increased by \$13,122.

Also, as a part of this amendment, the CHA authorized signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized signer must report any such transfers at the regular 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 CHA authorized signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA authorized signer may transfer amounts not to exceed \$50,000 between functions.
3. The CHA authorized signer may not transfer amounts between programs or increase the total amount of a program.

Committee Discussion:

This item was discussed at the October 4, 2012 Finance and Audit Committee Meeting and approved unanimously for the October 16, 2012 regular Board of Commissioners meeting consent agenda.

Funding:

Fund Balance Appropriated – Section 8
Fund Balance Appropriated – AMP

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 October 16, 2012.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	54,952,759		54,952,759
Tenant Rents	8,284,777		8,284,777
Other Income	3,738,113		3,738,113
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	367,382		367,382
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
Total Revenue	71,905,459	-	71,905,459
Other Sources			
Fund Balance Appropriated-Horizon Development	797,490		797,490
Fund Balance Appropriated-Section 8	32,500	6,561	39,061
Fund Balance Appropriated-AMP	1,841,649	6,561	1,848,210
Fund Balance Appropriated-Hoefener	47,000		47,000
Operating Transfer In -MTW	3,232,583		3,232,583
Total Other Sources	5,951,222	13,122	5,964,344
TOTAL REVENUE AND OTHER SOURCES:	77,856,681	13,122	77,869,803
EXPENDITURES:			
Salaries/Benefits	8,579,825		8,579,825
Operating Costs	64,830,811	13,122	64,843,933
Utilities	3,973,545		3,973,545
Capitalized Items	472,500		472,500
TOTAL EXPENDITURES:	77,856,681	13,122	77,869,803