



**Charlotte Housing Authority**

**BOARD OF  
COMMISSIONERS  
REGULAR  
MEETING  
APRIL 16, 2013**

**400 EAST BLVD.  
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 Geraldine Sumter - Chair
- Commissioner Pamela Gordon - Vice Chair
- Commissioner Joel D. Ford
- Commissioner Nancy Crown
- Commissioner William Scurry
- Commissioner Marcia Simpson

**GROUNDBREAKING FOR LOFTS AT SEIGLE POINT**

On March 21st CHA along with Cline Design, held a groundbreaking ceremony to celebrate the official start of the Lofts at Siegle Point. The property is located adjacent to Uptown at the intersection of Seigle Avenue and 10th Street. This community will consist of 190 units serving residents at or below 80% of AMI. 38 units will be made available to Housing Choice Voucher Participants.

Upon completion, The Lofts will consist of:

- 23 Studio units
- 115 One bedroom snits
- 44 Two Bedroom units
- 8 Three-bedroom units



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***PUBLIC NOTICE***

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

***April 16, 2013***

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*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 *April 16, 2013* as follows:

**TIME/DATE:**     ***5:00 p.m.  
April 16, 2013***

**LOCATION:**       ***Charlotte Housing Authority  
400 East Boulevard  
Charlotte, NC 28203***

A handwritten signature in blue ink, appearing to read 'A. Meachem', 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  
400 East Boulevard  
Charlotte, NC 28203*

*April 16, 2013*

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

**Regular Meeting Agenda:**

1. Pledge of Allegiance
2. **Public Hearing – First Amendment to FY 2014 Moving Forward annual Plan (Biennial Recertification)**
3. Public Forum
4. Review and Approval of the Agenda
5. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *March 16, 2013 (p.5)*
6. Resident Advisory Council (RAC) Report (*p.10*)
7. Monthly Reports:
  - CEO Report
  - Operations Dashboard (*p.12*)
8. **Consent Agenda Action Items: (*p. 17 – 31*)**
  - A. Authorize CHA to submit a 2013 HUD Choice Neighborhoods Planning Grant Application
  - B. Administration Program Budget for the re-appropriation of funds FY ending March 31, 2014
  - C. Field Operations Program Budget for FY ending March 31, 2014
  - D. Authorize CEO or designee to negotiate and execute a contract for banking services
9. **Business Agenda Action Items: (*p.33 – 39*)**
  - A. First Amendment to the FY2013-2014 Moving Forward Annual Plan
10. **New Business:**  
*None*
11. **Executive Session**

***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, MARCH 19, 2013**

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The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at: **Charlotte Housing Authority's Edwin Tower, 210 West 10<sup>th</sup> St, Charlotte, NC 28202** at 5:00 p.m. Tuesday, March 19, 2013.

**Present:**

<b><i>Chairperson Geraldine Sumter</i></b>	Commissioner Nancy Crown (via phone)
<b><i>Vice-Chair Pamela Gordon</i></b>	Commissioner Joel Ford (via phone)
Commissioner William Scurry	Commissioner Marcia Simpson

**Also Present:** A. Fulton Meachem, Jr., CEO/President  
Mr. Sherrod Banks, Banks Law Firm, General Counsel

**Additional Attendees:**

Vanessa Jones, Financial Asst (scribe)	Steve Lamphere, Director of Procurement
Heather Franklin, Interim CFO	Susan Herman, Director of Accounting
Shaunté Evans, Interim COO	Shannon Bodnar, Director of Housing
Shawn Williams, HCV Director	Alesia Price, Regional Property Manager
Rhonda Jackson, Resident Safety	Cheryl Campbell, Special Projects
Deborah Clark, Director of Comm. & Research	George Connor, Regional Property Manager
Allison Preston, Resident Safety Manager	Robin Woods, Assistant Property Manager
Michelle Allen, Interim RED	Mary Milliner, Edwin Towers
Cynthia Williamson, Budget Director	Elma Redfern, Cedar Knoll
Delores Quick, Property Manager	Danita Pharr, Budget Analyst

**Pledge of Allegiance**

Chairperson Geraldine Sumter called the meeting to order and led the Pledge of Allegiance.

**Public Forum**

Chairperson Sumter opened the public forum, indicating each individual should state their name and address and would have 3 minutes to speak. The following comments were made:

Elma Redfern, resident at 306 Green Needles Ct., Cedar Knoll Apts. stated that she was present out of concern for her and her family. She felt that they were being harassed and intimidated by Safety Patrol Officer Mr. Roger Cistruck. She recited that after a hearing for her was overturned on March 7<sup>th</sup> that she received a citation in her mailbox from Mr. Roger regarding an incident from June 2012 and she spoke with her Property Manager, Ms. Josephine Santiago, who informed her that she should not worry about

Regular Board Meeting  
March 19, 2013

it because the incident did not occur on CHA property. She stated that an individual that spoke on her behalf at her hearing is no longer allowed on CHA property because of that. She also noted Mr. Roger Cistruck acted unprofessional in the meeting and this was the 2<sup>nd</sup> time she witnessed him acting out of character. She asked that the Charlotte Housing Authority look into Mr. Roger Cistruck's actions.

Chairperson Sumter responded that Mr. Meachem is the new CEO of the Charlotte Housing Authority and he would look into her comments.

Mary Milner, Resident, 210 W. 10<sup>th</sup> St, Edwin Towers, stated that she was present to give accolades. She commended Robin Woods, Assistant Property Manager for Edwin Towers, for her time and effort in volunteering with the community in many functions.

Chairperson Sumter responded that Mr. Meachem would share her comments with Ms. Woods. There were no other persons present; therefore a motion was made to close the public forum.

**Action:**

Motion was made by:	Vice-Chair Pamela Gordon
Motion was seconded by:	Commissioner William Scurry
Outcome:	Passed unanimously

**Review and Approval of the Agenda:**

Hearing no changes or additions to the agenda the agenda was accepted as presented.

**Action:**

Motion was made by:	Vice-Chair Pamela Gordon
Motion was seconded by:	Commissioner Marcia Simpson
Outcome:	Passed unanimously

**Consideration to Approve the Minutes for:**

- Regular Board Meeting held ***February 19, 2013***

NOTE: Commissioner Simpson asked to make a change to the RAC report in the minutes. She noted that all officers were named in the RAC report with the exception of Ann Elam, Parliamentarian. She is from Savannah Woods.

**Action:**

Motion was made to approve the amended minutes by:	Vice-Chair Pamela Gordon
Motion was seconded by:	Commissioner William Scurry
Outcome:	Passed unanimously

### **Resident Advisory Council (RAC) Report**

Ms. Donna Green reported the following:

- Three upcoming elections: Parktowne, Strawn and possibly Edwin Towers in April and May.
- RAC received training in Getting Ahead in a Get By World and RAC received customer service training from Grace-Mar and would like to offer it to the residents. RAC has also spoken with a representative from Titan Tex regarding programs with the youth. They will be submitting these proposals to Client Services in order to assist them with the pricing. They are partnering with the Center for Employment Services and Grace-Mar to assist residents in getting training for residents to help them get employment.

### **Monthly Reports**

#### **CEO Report**

Mr. Meachem noted his honor in participating in The Big Payback with Grammy award winning artist, Anthony Hamilton, at the Men's Shelter. They served food for 1 hour to 125 men. He was surprised at the young age of the men in attendance and the impact Anthony Hamilton's group had on speaking to the men. He stated that though CHA provides housing it is important to give back to the community, as well. He stated he would be speaking to the staff regarding this subject and noted Ms. Woods's community participation.

Chairperson Sumter then asked if Ms. Woods was present (in reference to Ms. Milner's accolade) and asked Ms. Woods to stand for recognition.

#### **Operations Dashboard**

Ms. Shaunté Evans, Interim COO, gave the following highlights:

- Utilizing 93.49% of vouchers for a total of 4,598
- 78% improvement on VASH – up from the 74% last month. Last week there was a call with HUD to discuss working through the program challenges.
- As of Feb 28, there were 972 applicants on the waiting list and 1,245 portables in Charlotte (increasing every month). Chairperson Sumter asked if the waitlist reduction was due to purging. Ms. Evans responded that the purging had been completed; however, this was due to pulling to see if persons still need housing.
- There was a discussion regarding the desired wait time on the HCV wait list and the reason for the delay in opening that wait list at this time.

#### **Conventional Public Housing**

- Occupancy rate dropped to 93% due to Strawn and Parktowne. Leasing will begin next month so that number should increase.
- The Tenant Accounts Receivable (TAR) is at 99.53%.
- Vacancy turns improved over last month. They are at 21 days. Residents are having a hard time with their deposits causing delays.

Affordable Properties

- Occupancy rate is at 98.21%, which is above target.
- Tenant Accounts Receivable is at 98.40%. Vacancy turns exceeded the target 20 days at 27 days and mainly due to applicant accepting unit and then declining and the offer process had to start again.

Private

- Occupancy rate at 99.06%.
- Tenant Accounts Receivables at 98.12% and the vacancy turn days is 22 days which is slightly higher than the 20 day target, but overall going well. She referenced the chart that detailed this data by individual property.

**Consent Agenda Action Items:**

**A. Boulevard Homes HOPE VI – Renaissance Community Ctr.: Project Approval and Investment:**

- a. Approve a resolution to authorize an investment of up to \$2,500,000 in Boulevard Homes HOPE VI funds for the Renaissance Community Center project.
- b. Approve a resolution to authorize staff to negotiate and execute documents necessary for the financing, development, operation, and leasing for the Renaissance Community Center.

**B. Budget Amendment: Field Operations Program Budget:**

Approve a resolution to amend the Field Operations Program Budget for portable revenue/expenditures for the FY ending March 31, 2013. (last amended by Resolution No. 2089)

**C. Budget Adoption: 2013-2014 Annual Program Budgets:**

Approve a resolution which adopts the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the Fiscal Year Ending March 31, 2014.

**D. Approve Procurement Contract – Pest Control Services:**

Authorize CEO to negotiate and award multiple pest control service contracts for an amount not to exceed \$680,000 for up to five (5) years, includes 10% increase for option year 4 and 5.

**E. Approve Procurement Contract – TAG Associates, Inc. :**

Authorize CHA signatory to negotiate and award a contract to TAG Associates to conduct an Organizational Review and Compensation Study for the CHA in an amount not to exceed \$140,000 (including contingency).

**Action:**

Motion was made for approval by:	Vice-Chair Pamela Gordon
Motion was seconded by:	Commissioner William Scurry
Outcome:	Passed unanimously

There were no Business Agenda Action items and no new business.

Motion for adjournment of the meeting by: Vice-Chair Pamela Gordon; seconded by: Commissioner William Scurry; passed unanimously.

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Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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**RESIDENT  
ADVISORY  
COUNCIL  
(RAC)  
REPORT**

## Resident Advisory Council Report

Tuesday, April 16, 2013

The Resident Advisory Council has partnered with the Participant Advisory Council (PAC), Center for Employment Services, CHA Client Services Department and Grace Mar Services to form an Employment Training Committee. The committee will meet monthly to discuss opportunities to provide residents with the necessities for obtaining employment. The residents will have the potential to receive a professional certification in customer service. Our first meeting is set up for Friday, April 19, 2013 which is an interest meeting to find out what the interest of the prospective residents are and to get them geared in the right direction. The initial target date for the first training is Monday, April 29, 2013. We anticipate the trainings to be on-going, and we will report the success of the trainings.

We have two elections schedules for the month of May for Strawn Towers (Tuesday, May 14, 2013) and Parktowne Terrace (Tuesday, May 28, 2013).

Also, the RAC provided a letter of support to the CHA Real Estate Department for the disposition of the Youngblood property.

# ***OPERATIONS DASHBOARD***

# The Charlotte Housing Authority 2012-2013 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	Overall Program Voucher Total
	Utilized	Vouchers Utilized	
<b>Target</b>	<b>98.0%</b>	<b>4,918</b>	
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	
October '12	93.57%	4,602	
November '12	93.80%	4,613	
December '12	93.86%	4,616	
January '13	93.55%	4,601	
February '13	93.49%	4,598	
March '13	93.01%	4,574	

Program	Base	VONED	VASH	FUP	BLVD	STRAWN	TOTAL	NOTES
Voucher Units	4061	275	185	200	171	26	4918	
Vouchers Utilized	(3801)	-266	(145)	(190)	(171)	(1)	(4574)	
Vouchers Issued	(61)	-4	(33)	0	0	0	(98)	Searching
Balance by Program	199	5	7	10	0	25	246	Bal. - All Programs

### VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	246
Special Programs	(47)
In base	199
Strawn Relocation/Tenant Protection	25
To be issued	0
Balance of Vouchers being held for PBS8 commitment	158

Current Utilization	93.60%	96.73%	78.38%	95.00%	100.00%	3.85%	93.01%
Utilization - if all issued vouchers were to be leased up	95.10%	98.18%	96.22%	95.00%	100.00%	3.85%	95.00%

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	Cumulative Number Portables to Charlotte
	April '12	13	84	1,944	64
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
October '12	58	102	1,647	38	1,162
November '12	51	123	1,547	34	1,184
December '12	25	119	1,547	41	1,205
January '13	38	88	1,096	44	1,226
February '13	60	79	972	38	1,245
March '13	61	98	978	47	1,250

**All Conventional Public Housing Sites - CHA Managed**

<b>Maximize Benefit/Cost:</b> Maximize the long-term financial viability of CHA-owned communities.	<b>Occupancy Rate</b>	<b>Collection Loss (QTR)</b>	<b>Total Tenants Accounts Receivable (all outstanding charges)</b>	<b>Tenant Accounts Receivable</b>	<b>Vacancy Turns Make Ready/Lease/Total</b>
				<b>(uncollected rent without pending action)</b>	
<b>Target</b>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
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%	2.47%	84.69%	99.40%	9+10 = 19 days
October '12 - 21 units turned	99.25%	-	85.57%	99.56%	7+13 = 20 days
November '12 - 19 units turned	99.42%	-	83.74%	98.78%	9+8 = 17 days
December '12 - 16 units turned	99.59%	2.45%	81.48%	98.36%	9+8 = 17 days
January '13 - 17 units turned	98.71%	-	81.06%	99.62%	11+19 = 30 days
February '13 - 37 units turned	93.34%	-	83.14%	99.53%	11+10 = 21 days
March '13 - 24 units turned	99.00%	-	90.37%	99.38%	15+7 = 22 days

(Exclude 13 units turned under renovation project)  
  
(Exclude 52 units turned under renovation project)  
(Exclude 77 units turned under renovation project)  
(Exclude 38 units turned under renovation project)  
(Exclude 105 units turned under renovation project)

\*\*\*\* The average collection loss for the entire CHA portfolio is 2.72%

^ total does not include private management data

### Affordable Properties

<b>Sites include:</b> Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	<b>Occupancy Rate</b>	<b>Collection Loss (QTR)</b>	<b>Total Tenants Accounts Receivable (all outstanding charges)</b>	<b>Tenant Accounts Receivable</b>	<b>Vacancy Turns Make Ready/Lease/Total</b>
				<b>(uncollected rent without pending action)</b>	
<b>Target</b>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
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%	2.35%	58.78%	98.84%	11+10 = 21 days
October '12 - 6 units turned	98.41%	-	87.49%	98.61%	5+16 = 21 days
November '12 - 8 units turned	99.55%	-	87.14%	99.52%	12+2 = 14 days
December '12 - 8 units turned	99.31%	2.74%	92.68%	98.84%	8+19 = 27 days
January '13 - 7 units turned	98.56%	-	88.73%	98.70%	26+0 = 26 days
February '13 - 4 units turned	98.21%	-	89.85%	98.40%	5+22 = 27 days
March '13 - 8 units turned	99.49%	-	87.57%	99.33%	7+6 = 13 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 2.72%

**Private Management Companies**

<b>Sites include:</b> First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	<b>Assisted Occupancy Rate</b>	<b>Collection Loss (QTR)</b>	<b>Total Tenant Accounts Receivables (all outstanding charges)</b>	<b>Tenant Accounts Receivable (uncollected rent without pending action)</b>	<b>Vacancy Turns Make Ready/Lease/Total</b>
	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
<b>Target</b>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
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%	2.35%	92.96%	96.20%	12+12 = 24 days
October '12 - 17 units turned	98.46%	-	93.16%	96.12%	15+14 = 29 days
November '12 - 22 units turned	97.86%	-	92.84%	96.08%	9+8 = 17 days
December '12 - 6 units turned	98.26%	2.74%	87.72%	93.28%	12+20 = 32 days
January '13 - 13 units turned	99.17%	-	91.68%	97.40%	12+14 = 26 days
February '13 - 10 units turned	99.06%	-	95.92%	98.12%	7+15 = 22 days
March '13 - 9 units turned	98.86%	-	94.40%	97.96%	8+12 = 20 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 2.72%

<b>FY 2012-2013 Private Management Companies</b>								
<b>Property</b>	<b>Overall Community Occupancy Rate</b>	<b>Section 8 &amp; 9 Occupancy Rate</b>	<b>Total Tenant Accounts Receivables (all outstanding charges)</b>	<b>Tenant Accounts Receivable (uncollected rent without pending action)</b>	<b>Vacancy Turn Averages</b>			<b># of Units</b>
					<b>Make Ready</b>	<b>Lease Up</b>	<b>Vacancy Turn Totals</b>	
940 Brevard (40 Section 9 & 60 PBS8 units)	99%	99%	96%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	98%	96%	96%	100%	0	0	0	0
Arbor Glen I (60 Section 9 units)	99%	100%	100%	100%	0	0	0	0
Arbor Glen II (40 Section 9 units)	99%	100%	94%	94%	11	6	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)	96%	100%	99%	99%	0	0	0	0
Fairmarket Square (16 Section 9 units)	97%	100%	100%	100%	0	0	0	0
First Ward (132 Section 9 units)	96%	100%	82%	82%	9	4	13	3
Hampton Creste (60 section 9 units)	93%	97%	87%	100%	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)	98%	97%	94%	100%	3	6	9	1
**McMullen Woods - (No Assisted Units)	98%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	89%	100%	94%	99%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	99%	95%	75%	99%	0	0	0	0
Moore Place (34 section 9 and 51 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Nia Point (29 Section 9 units)	100%	100%	96%	100%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	100%	100%	98%	100%	9	1	10	1
Prosperity Creek (72 Section 9 & 84 PBS8 units)	100%	100%	90%	90%	0	0	0	0
Rivermere (20 Section 9 units)	99%	100%	90%	90%	6	35	41	2

Seigle Point (102 Section 9 & 18 PBS8 units)	95%	95%	82%	96%	9	9	18	1
South Oak (20 Section 9 units)	99%	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%	100%	97%	100%	0	0	0	0
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Stonehaven East (24 Section 9 units)	96%	96%	90%	100%	0	0	0	0
	<b>97.74%</b>	<b>98.86%</b>	<b>94.40%</b>	<b>97.96%</b>	<b>8</b>	<b>12</b>	<b>20</b>	<b>9</b>

\* 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 2013 Choice Neighborhoods Planning Grant Application**

**Action A: Authorize CHA to Submit a 2013 HUD Choice Neighborhoods Planning Grant Application**

**Action B: Authorize the CEO to Negotiate and Award a Contract for Planning Grant Preparation Services to the Boulevard Group**

**Staff Resource:** Twyla Taylor/Gainor Eisenlohr

**Strategic Business:** Real Estate Development

**Strategic Goal:** Maximize economic, physical, and social value of CHA real estate portfolio.

### **Background/Policy Framework:**

In 2011, The Charlotte Housing Authority (CHA) procured the services of The Boulevard Group to determine the planning and feasibility of pursuing a Choice Neighborhood Implementation (CNI) Grant. Their charge was to assess the CHA's level of readiness for pursuing a FY2013 CNI Grant application. The Boulevard Group provided options to CHA which included programming and partnerships to assure the development of a competitive application. In addition, CHA was instructed to begin making determinations that will support the development of a comprehensive neighborhood revitalization strategy centered on the Tarlton Hills/Biddleville community. To date, The Boulevard Group has received a fee of \$11,500 for completing this analysis which included recommendations on how to score competitively.

One of the recommendations provided by The Boulevard Group in its assessment entailed procuring the services of an Architect/Engineer to demonstrate the level of physical and functional obsolescence of Tarlton Hills and determine whether the property could meet HUD's severe distress definition and thus become eligible for demolition. Shook Kelley, Inc. along with Stewart Engineering performed the physical assessment and determined that Tarlton Hills did meet the HUD definition of severe distress based on the functional obsolescence of the units. The units will require extensive modifications to bring the community into compliance with current standards.

### **Explanation:**

In September 2012 staff presented an update to the Board which recommended entering into a contract with The Boulevard Group to develop the requisite Neighborhood Transformation Plan while simultaneously beginning the process necessary to receive demolition approval from HUD. The Neighborhood Transformation Plan is a comprehensive neighborhood revitalization strategy that when implemented will achieve the three core goals of Choice Neighborhoods comprised of Housing, People and Neighborhoods.

On March 25, 2013 HUD posted the Notice of Funding Availability (NOFA) for the FY2013 Choice Neighborhoods Planning Grants which provides up to \$500,000 to PHA's to support the development of a comprehensive neighborhood revitalization plan. Applications for the Planning Grant are due May 28, 2013. CHA is requesting authorization to award a contract for planning grant preparation services to The Boulevard Group in the amount of \$60,650 and to submit a 2013 HUD Choice Neighborhood Planning Grant Application to HUD.

Choice Neighborhoods has now replaced HOPE VI as HUD's primary revitalization grant program. The purpose of a Choice Neighborhoods grant is threefold:

1. Transform distressed public and assisted housing into energy efficient, mixed-income housing that is physically and financially viable over the long-term;
2. Support positive outcomes for families who live in the target development(s) and the surrounding neighborhood, particularly outcomes related to residents health, safety, employment, mobility, and education; and
3. Transform neighborhoods of poverty into viable, mixed-income neighborhoods with access to well-functioning services, high quality public schools and education programs, high quality early learning programs and services, public assets, public transportation, and improved access to jobs.

While HUD has now posted the NOFA for the Planning Grant, the specific dollar amount available for this grant has not been posted because FY13 full-year funding has not been appropriated for this program. The NOFA also states that the May 28, 2013 application deadline could be extended, contingent upon future congressional action.

**Committee Discussion:**

This item was discussed at the Real Estate Committee meeting on April 4, 2013. The discussion included the suitability of the Tarlton site versus other sites in the CHA portfolio and the collaborative efforts with community stakeholders. The committee unanimously recommended moving forward with the requested action on the April 16, 2013 Board of Commissioners meeting.

**MWBE/Section 3:**

The Boulevard Group is an M/WBE firm. Qualified M/WBE and Section 3 firms will be notified of subcontracting opportunities and invited to submit proposals. At this time, the Boulevard Group does not anticipate any new hires for the project but if employment and training opportunities occur, they are committed to making every effort to comply with the Section 3.

**Funding:**

CHA has placed funding in the FY13 budget for this and, with Board approval, will approach other stakeholders for commitments toward both the mandated-leveraging as well as for assistance paying the consultant.

**Attachment:**

Resolution

**RESOLUTION**

**AUTHORIZE CHA TO SUBMIT A FY2013 CHOICE NEIGHBORHOODS PLANNING GRANT APPLICATION AND AUTHORIZE THE CEO TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE BOULEVARD GROUP TO PROVIDE PLANNING GRANT APPLICATION PREPARATION SERVICES**

**WHEREAS**, the Housing Authority of the City of Charlotte, N.C. (the “Authority”) seeks to encourage the provision of mixed income housing for low income persons; and in connection therewith intends to pursue planning the possible redevelopment of Tarlton Hills in the Biddleville neighborhood;

**WHEREAS**, a Choice Neighborhoods Implementation Grant requires that the applicant has prepared a comprehensive Neighborhood Transformation Plan for both the assisted housing site and the surrounding neighborhood;

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) posted a Notice of Funding Availability (NOFA) on March 25, 2013 for Choice Neighborhoods Planning Grants, providing successful applicants with up to \$500,000 for preparation of the Neighborhood Transformation Plan;

**WHEREAS**, the CHA has conducted a procurement process and selected The Boulevard Group as the consultant to work with CHA staff to prepare the Choice Neighborhoods Planning Grant application; and

**WHEREAS**, the Authority will use MTW funds and solicit financial assistance from other key stakeholders to assist with the costs incurred in preparing the Choice Neighborhoods Planning Grant application;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

The Authority is hereby authorized, empowered, and directed to submit a Choice Neighborhoods Planning Grant application to HUD, and

The Chief Executive Officer of the Authority is authorized to negotiate a contract with The Boulevard Group to work with CHA staff on the preparation of the Choice Neighborhoods Planning Grant application;

**RECORDING OFFICER’S CERTIFICATION**

I, A. Fulton Meachem, Jr. the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held April 16, 2013.

(SEAL)

BY: \_\_\_\_\_  
A. Fulton Meachem, Jr., Secretary

## **8.B Budget Amendment: Administration Program Budget**

**Action: Approve a Resolution to amend the Administration Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2014. (Adopted by Resolution No. 2106)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

**Explanation:**

In the Administration Program budget it is necessary to re-appropriate \$373,030 for the bath and kitchen renovation project at Meadow Oaks and the siding project at Cedar Knoll. This funding represents \$181,030 for the Meadow Oaks project and \$192,000 for the Cedar Knoll project.

Exhibit A shows an appropriation of Fund Balance MTW of \$373,030 and the corresponding expenditure is in Operating Transfers Out -MTW.

**Committee Discussion:**

This item was discussed at the April 4, 2013 Finance and Audit Committee Meeting and approved unanimously for the April 16, 2013 Board of Commissioners meeting consent agenda.

**Funding:**

Fund Balance Appropriated-MTW

**Attachments:**

Resolution  
Exhibit A for Resolution

**RESOLUTION  
TO AMEND THE ADMINISTRATION PROGRAM BUDGET  
FOR THE REAPPROPRIATION OF FUNDS FOR THE FISCAL YEAR ENDING  
MARCH 31, 2014. (ADOPTED BY RESOLUTION NO. 2106)**

**WHEREAS**, Exhibit A shows appropriation of Fund Balance MTW of \$373,030 and the corresponding expenditure is in Operating Transfers Out –MTW for the renovation and siding projects at Meadow Oaks and Cedar Knoll;

**WHEREAS**, all regulatory and statutory requirements have been met;

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

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this Resolution to amend the Administration Program Budget for the fiscal year ending March 31, 2014; attached hereto as Exhibit A.

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

1. The CEO or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer any amounts between programs or increase the total amount of a program.

#### **RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held April 16, 2013

BY: \_\_\_\_\_  
A. Fulton Meachem, Jr.  
Secretary

**Exhibit A**

<b>REVENUE:</b>	<b>April 2013 - March 2014 ADMINISTRATION</b>	<b>REVISION</b>	<b>April 2013 - March 2014 ADMINISTRATION</b>
Section 8 Fees	1,309,110		1,309,110
Public Housing Fees	495,595		495,595
MTW Funds	1,441,547		1,441,547
Other Revenue	1,179,792		1,179,792
Capital Fund Fees	330,644		330,644
Maintenance Operations	382,498		382,498
Horizon Fees	916,575		916,575
<b>Total Revenue</b>	<b>6,055,761</b>		<b>6,055,761</b>
Other Sources			
Fund Balance Appropriated-COCC	400,000		400,000
Fund Balance Appropriated-LSP	537,655		537,655
Fund Balance Appropriated-MTW		373,030	373,030
<b>Total Other Sources</b>	<b>937,655</b>	<b>373,030</b>	<b>1,310,685</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>6,993,416</b>	<b>373,030</b>	<b>7,366,446</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	3,998,941		3,998,941
Operating Costs	2,662,994		2,662,994
Utilities	131,481		131,481
Capital Outlay	200,000		200,000
<b>Total Expenditures</b>	<b>6,993,416</b>		<b>6,993,416</b>
Other Uses			
Operating Transfer Out-MTW		373,030	373,030
<b>Total Other Uses</b>		<b>373,030</b>	<b>373,030</b>
<b>TOTAL EXPENDITURES AND OTHER USES:</b>	<b>6,993,416</b>	<b>373,030</b>	<b>7,366,446</b>



## **8.C Budget Amendment: Field Operation Program Budget**

**Action: Approve a Resolution to Amend the Field Operation Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2014.  
(Adopted by Resolution 2106 )**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

### **Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

### **Explanation:**

In this amendment staff requests permission to re-appropriate funding for the bath and kitchen renovation project at Meadow Oaks and the siding project at Cedar Knoll. Funding to be re-appropriated is \$373,030 which represents \$181,030 for the Meadow Oaks project and \$192,000 for the Cedar Knoll project.

Also in this amendment, it is necessary to re-appropriate \$31,136 for the upgrades at the Carole Hoefener Center due to ongoing roofing issues and the long lead time for the casework.

Exhibit A shows Operating Transfer In – MTW in the amount of \$373,030 and Fund Balance Appropriated – Hoefener in the amount of \$31,136 with the corresponding expenditure of \$404,166 (\$373,030+\$31,136) in Operating Costs.

### **Committee Discussion:**

This item was discussed at the April 4, 2013 Finance and Audit Committee Meeting and approved unanimously for the April 16, 2013 Board of Commissioners meeting consent agenda.

### **Funding:**

MTW Funds

### **Attachments:**

Resolution  
Exhibit A for Resolution

**RESOLUTION**  
**TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE RE-APPROPRIATION OF FUNDS FOR THE FISCAL YEAR ENDING MARCH 31, 2014. (ADOPTED BY RESOLUTION NO. 2106)**

**WHEREAS**, Exhibit A shows Operating Transfer In – MTW in the amount of \$373,030 with the corresponding expenditure in Operating Costs for renovation and siding projects at Meadow Oaks and Cedar Knoll. Also Fund Balance is being appropriated in the amount of \$31,136 with the corresponding expenditure in Operating Costs for the upgrades at the Carole Hoefener Center;

**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, 2014; attached hereto as Exhibit A.

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

1. The CEO or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer any amounts between programs or increase the total amount of a program.

#### **RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held April 16, 2013.

BY: \_\_\_\_\_  
A. Fulton Meachem, Jr.  
Secretary

Exhibit A

REVENUE:	April 2013 - March 2014 FIELD OPERATION	REVISION	April 2013 - March 2014 FIELD OPERATION
MTW Funds	67,181,995		67,181,995
Tenant Rents	3,225,395		3,225,395
Other Income	2,335,755		2,335,755
Public Housing Fees	792,683		792,683
Section 8 Income	1,855,666		1,855,666
Capital Fund Fees	330,644		330,644
Non Dwelling Rents and Other Revenue (Carol Hoefener)	432,275		432,275
<b>Total Revenue</b>	<b>76,154,413</b>	<b>-</b>	<b>76,154,413</b>
Other Sources			
Operating Transfer In- MTW		373,030	373,030
Fund Balance Appropriated - Hoefener		31,136	31,136
<b>Total Other Sources</b>	<b>-</b>	<b>404,166</b>	<b>404,166</b>
<b>TOTAL REVENUE:</b>	<b>76,154,413</b>	<b>404,166</b>	<b>76,558,579</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,154,746		8,154,746
Operating Costs	64,800,979	404,166	65,205,145
Utilities	3,073,688		3,073,688
Capitalized Items	125,000		125,000
<b>TOTAL EXPENDITURES:</b>	<b>76,154,413</b>	<b>404,166</b>	<b>76,558,579</b>

## **8.D Authorize the negotiation and execution of a Banking Services Contract**

**Action: To Authorize the CEO, or his designee, to negotiate and execute a contract for banking services for up to five (5) years.**

**Staff Resource:** Charlene Wall/Steve Lamphere

**Strategic Business:** Finance and Administration

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

### **Background/Policy Framework**

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

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$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:**

In April 2008 the Authority entered into a contract with Fifth Third Bank for banking services. The contract was for five years and expired on March 31, 2013.

On February 10, 2013 the Authority advertised in the Charlotte Observer the Request for Proposals for Banking Services. Twelve (12) CHA bank contacts were notified directly of the RFP, and 118 banks and other financial institutions were notified automatically through Demandstar. A total of eight (8) banking institutions downloaded the solicitation package and two (2) institutions submitted proposals, which were due March 5, 2013. One institution called explaining that they were not going to submit a proposal because the collateralization required is cost prohibitive at this time. The two (2) institutions that responded to the solicitation were as follows:

- 1) Fifth Third Bank
- 2) Wells Fargo Bank

A panel of three (3) Authority employees evaluated the responses.

The proposals were evaluated based on seven (7) criteria:

- 1) Ability to provide the current and projected services
- 2) Lowest Projected aggregate cost of required Services
- 3) Highest interest rate to be paid on the projected collected balances
- 4) Location of main office and geographic dispersion of branch locations
- 5) Community service in the area of Community Reinvestment Act
- 6) M/WBE Compliance
- 7) Section 3 Compliance

After all proposals were evaluated, the top ranked institution was Fifth Third Bank.

The Board is asked to authorize the CEO, or his designee, to negotiate and execute up to a five (5) year contract with Fifth Third Bank. If an agreement cannot be reached with Fifth Third Bank, the Board is asked to authorize the CEO, or his designee, to negotiate up to a five (5) year contract with the next highest ranked institution until a contract is executed.

**Committee Discussion:**

This item will be discussed at the April 4, 2013 Finance and Audit Committee Meeting and approved for the April 16, 2013 Board of Commissioner meeting.

**Section 3 and M/WBE Consideration:**

Within Fifth Third Bank North Carolina, 49% of employees are at 80% or below AMI. Fifth Third is committed to provide direct employment for qualified Section 3 candidates.

Fifth Third has strategic alliances with minority, women and service disabled veteran owned business enterprises for promoting supplier diversity.

**Funding:**

Annual Program Budgets

**Attachment:**

Resolution

**RESOLUTION  
TO AUTHORIZE THE CEO, OR HIS DESIGNEE, TO NEGOTIATE AND  
EXECUTE A CONTRACT FOR BANKING SERVICES FOR UP TO FIVE (5)  
YEARS**

WHEREAS, the current banking services contract with Fifth Third Bank expired on March 31, 2031, and

WHEREAS, the Authority advertised a Request for Proposals for Banking Services and received two (2) proposals, and

WHEREAS, a panel thoroughly reviewed the proposals submitted, and

WHEREAS, the Board of Commissioners is required to approve the Banking Services Contract for the Housing Authority of the City of Charlotte, NC.

Now, therefore, be it resolved that the Board of Commissioners does hereby approve this Resolution, which authorizes the CEO, or his designee, to negotiate and execute a contract for Banking Services for up to Five (5) years with Fifth Third Bank. If an agreement cannot be reached with Fifth Third Bank, the Board does hereby authorize the CEO, or his designee, to negotiate up to a five (5) year contract with the next highest ranked institution until a contract is executed.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held April 16, 2013.

BY: \_\_\_\_\_  
A. Fulton Meachem, Jr.,  
CEO

***BUSINESS  
AGENDA  
ACTION  
ITEMS***



## **9.A First Amendment to the FY2013-2014 Moving Forward Annual Plan**

**Action: Approve a Resolution to Authorize CHA to Make the First Amendment to the FY 2013-2014 Moving Forward Annual Plan.**

**Staff Resource:** Shaunté Evans

**Strategic Business:** Operations

**Strategic Goal:** Ensure the Authority's Long-Term Financial Viability. Create an environment that encourages client families to reach their highest potential.

### **Background/Policy Framework:**

CHA is provided a number of flexibilities through the MTW Demonstration program. HUD encourages agencies to implement activities that are designed specifically for the communities the agency serves and meets at least one of the three statutory objectives. CHA would like to streamline the recertification process for both the Public Housing and Housing Choice Voucher Programs.

### **Explanation:**

CHA proposes to reduce costs and achieve greater cost-effectiveness in federal housing expenditures by:

Conducting biennial recertifications for households receiving a subsidy at a CHA managed community or through the Housing Choice Voucher Program. Presently, all disabled and elderly households in the CHA managed communities and Housing Choice Voucher Program are recertified biennially. The Public Housing Program averages 40 minutes per recertification. The Housing Choice Voucher Program recertification averages 35 minutes.

Biennial recertifications will allow CHA staff to reduce the time spent on annual recertifications between 82-138 work days depending on program. Those work days would be used to:

- conduct quality assurance on files;
- decrease the demand for time for housing specialist, enabling less errors;
- allow property managers more time for customer service activities; and
- permit property management staff to walk their communities more frequently.

### **Committee Discussion:**

The item was discussed at the March 7, 2013 Client Relations Committee Meeting. The item was approved to be placed on the Board's Business Agenda for April 16, 2013.

### **Community Input:**

The Public Review period began March 15, 2013 and will conclude April 16, 2013.

**Summary of Bids:**

N/A

**MWBD Consideration:**

N/A

**Funding:**

N/A

**Attachments:**

Resolution

Biennial Recertifications Rent Reform Initiative

FAQs

**RESOLUTION**

**AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE (CHA) TO MAKE A FIRST AMENDMENT THE 2013-2014 MOVING FORWARD ANNUAL PLAN**

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

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

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

**WHEREAS**, a Fiscal Year 2013-2014 Moving Forward Annual Plan First Amendment was put out for Public Review/Comment on March 15, 2013 that is in line with the MTW Agreement for the Charlotte Housing Authority to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income families;

**WHEREAS**, on April 16, 2013, the CHA Board of Commissioners conducted a Public Hearing on the Housing Authority of the City of Charlotte’s First Amendment to the Fiscal Year 2013-2014 Moving Forward Annual Plan; and

The following amendment was made in the Fiscal Year 2013-2014 Moving Forward Annual Plan:

1. Conducting biennial recertifications for households receiving a subsidy at a CHA managed community or through the Housing Choice Voucher Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA) to authorize the CHA Signatory to amend the Fiscal Year 2013-2014 Moving Forward Annual Plan.

**RECORDING OFFICER’S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held April 16, 2013.

(SEAL)

BY: \_\_\_\_\_

A. Fulton Meachem, Jr.  
Secretary

## ***CHA FY2014 Moving Forward Amendment 1***

### **1. BIENNIAL RECERTIFICATION RENT REFORM INITIATIVE**

#### **A. Description of MTW Activity**

CHA was approved in FY2009 to conduct biennial recertifications (no less than once every 24 months) for elderly and disabled households instead of the current annual regulation. CHA will expand this modification to include all CHA managed communities and the HCV households, regardless of sources of income or type of family.

Changes in income, expenses, family composition, etc. must still be reported in the administrative policy timeframes, and standard allowances and deductions continue to apply. CHA has no limits on the number of interim recertifications processed annually at the family's request. Any changes that result in an increase in rent will be documented, but not processed until recertification.

Criminal background checks will continue to be conducted annually for all household members ages 16 and older. Additionally, Enterprise Income Verification (EIV) will still be used during recertification.

CHA will not begin the biennial recertification of all households before October 1, 2013. Households with an anniversary in odd months will be recertified in odd years (i.e. November - 2013) and households with an even month anniversary will be recertified in even years (October - 2014). There will be no change in the biennial recertification process for elderly and disabled.

Minimum renters will not be required to complete 90-day minimum rent reviews; however, a property manager may provide resource guidance for the household.

#### **B. How the Proposed Activity Relates to at Least One of the Three Statutory Objectives and the Anticipated Impact on Those Objectives**

This modification reduces administrative burdens on the Authority, thereby reducing costs and increasing efficiency. Recertifications are completed by the property management staff and Housing Choice Voucher specialists. The staff time saved will allow CHA to offset focus on other aspects of the program such as integrity, quality, and providing resources for families moving towards self-sufficiency.

**CHA FY2014 Moving Forward Amendment 1**

**C. Baselines and Proposed Benchmarks Used to Measure the Performance and Progress of the Proposed Activity Data Collection and Proposed Metrics**

CHA has estimated 40 minutes per household for public housing recertifications and 35 minutes per household for the Housing Choice Voucher program.

ANTICIPATED IMPACT	METRIC	BASELINE		BENCHMARK	
Reduction in staff time spent on recertifications	Amount of staff time needed to complete recertifications	PH	158.5 work days	PH	82 work days
		HCV	272 work days	HCV	138 work days
Reduction in the number of annual recertifications	Actual number of families that were eligible for biennial recertification	PH	1,902*	PH	951
		HCV	3,735*	HCV	1,889

\*CHA has also factored in delays or suspension of leasing due to renovations and utilization rate of the voucher.

**D. Data Collection**

CHA’s software system, YARDI, will be utilized to determine the number of public housing and HCV recertifications skipped and the number that was due, if not for the alternate system. CHA will analyze the data quarterly to ensure the intended benchmarks are being met.

**E. Authorization for Proposed Activity**

Attachment C: C.4. The waiver allows the agency to reduce the time spent on recertifications.

## Frequently Asked Questions

March 28, 2013

### **Charlotte Housing Authority's (CHA) Proposal for Biennial Recertifications for all Public Housing and Housing Choice Voucher Households**

1. What is Biennial Recertification?  
**Households will be recertified every other year on their anniversary date.**
2. Who will participate in Biennial Recertification?  
**Presently, all elderly and disabled households receiving a housing subsidy from CHA participate in Biennial Recertification (formerly called Alternate Review). CHA will incorporate all households receiving a CHA subsidy into the Biennial Recertification process. There will be no change in the process for elderly or disabled households.**
3. When will Biennial Recertification begin?  
**Due to the recertification process beginning one hundred-twenty (120) days prior to a households' anniversary, CHA does not plan to begin the Biennial Recertification before October 2013. Families that will have their recertification skipped in 2013 will be notified in writing.**
4. Will background checks still be conducted at recertification?  
**Background checks will continue to be conducted annually on the participant's anniversary date.**
5. What information is required to be reported when CHA begins Biennial Recertification?  
**Changes in income, family composition, etc., must still be reported in the administrative policy timeframes, and standard allowances and deductions continue to apply.**
6. When are changes expected to be reported?  
**Changes must be reported within ten (10) calendar days of the change occurring.**
7. What will happen when a change is reported?  
**If the change results in a decrease in rent, an interim will be conducted. Any changes that result in an increase in rent will be documented, but not processed until the household reports for recertification. An exception to this is if a participant has zero income and becomes employed, the participant will get a sixty (60) day notice, and then they will be responsible for their portion of the rent.**

8. What will happen if a participant fails to report a change?  
**Failure to report changes within ten (10) days will result in a recalculation at the time the change occurred instead of at re-certification. Additionally, failure to report could result in:**
- **termination of subsidy/eviction from the housing unit;**
  - **scheduled for repayment of the amount overpaid by CHA; and**
  - **civil or criminal charges.**
9. How will Biennial Recertification impact minimum renters?  
**Minimum renters will not be required to complete ninety (90) day minimum rent reviews; however, a property manager may provide resource guidance for the household.**
10. If a participant with zero income becomes employed and reports it within ten (10) days of employment, will that income be counted then or at recertification?  
**If a participant has zero income and becomes employed, the participant will get a sixty (60) day notice, and then be responsible for their portion of the rent.**
11. If I have a change in employment that was not reported before my recertification, how will CHA calculate my rent?  
**CHA will calculate your income at recertification as if you are still employed if there is a:**
- **voluntary reduction in work hours within a sixty (60) day period prior to recertification;**
  - **voluntary leave of employment within a sixty (60) day period prior to recertification;**
  - **voluntary start and stop of employment two or more times within any twenty-four (24) month period; and**
  - **voluntarily leaving employment sixty (60) days prior to recertification and returning to work within thirty (30) days after recertification.**
- The above patterns will not be processed as stated, if there is a good cause reasons for any of the above. Examples of good cause include, but may not be limited to:*
- *illness*
  - *FLMA*
  - *child care issues*
  - *transportation*

#### **Questions on Biennial Recertification?**

Gwenarda Isley, Moving To Work Coordinator, 704.432.5557, [gisley@cha-nc.org](mailto:gisley@cha-nc.org)

Anton Shaw, Moving To Work Project Manager, 704.353.1694, [ashaw@cha-nc.org](mailto:ashaw@cha-nc.org)

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



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

*Charlotte Housing Authority  
400 East Boulevard  
Charlotte, NC 28203*

*April 16, 2013*

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***Directly After CHA Board Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Review and Approval of the Agenda (*p.41*)
2. Consideration to Approve the Minutes for:
  - Regular HDP, Inc. Board meeting held on *March 19, 2013 (p. 42)*
3. **Consent Agenda Action Item:** (*p.43 – 48*)
  - A. Budget Amendment: Horizon Development Properties, Inc. Administration Program Budget
  - B. Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget

**MINUTES OF THE HORIZON DEVELOPMENT PROPERTIES, INC  
BOARD OF DIRECTORS MEETING HELD ON  
MARCH 19, 2013**

Regular Meeting:

Chairperson Sumter called the meeting to order.

**Review and Approval of the Agenda:**

**Action:**

Motion was made by: Commissioner William Scurry  
Motion was seconded by: Vice-Chair Pamela Gordon  
Outcome: Passed unanimously

**Consideration to Approve the Minutes for:**

- Regular Board Meeting held February 19, 2013

**Action:**

Motion was made to approve by: Commissioner Marcia Simpson  
Motion was seconded by: Commissioner William Scurry  
Outcome: Passed unanimously

**Consent Agenda Action Item:**

- A. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget
- B. Budget Adoption: Horizon Development Properties, Inc.

**Action:**

Motion was made to approve by: Vice-Chair Pamela Gordon  
Motion was seconded by: Commissioner Marcia Simpson  
Outcome: Passed unanimously

Motion was made by Vice-Chairperson Gordon for adjournment of the HDP, Inc. meeting and enter in the C.O.R.E. Programs, Inc.

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Minutes prepared by: Barbara G. Porter  
Executive Assistant to the CEO

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

**Action: Approve an amendment to the Administration Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2014. (Adopted by Resolution No. 2106)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

**Explanation:**

In the Administration Program budget it is necessary to re-appropriate \$373,030 for the bath and kitchen renovation project at Meadow Oaks and the siding project at Cedar Knoll. This funding represents \$181,030 for the Meadow Oaks project and \$192,000 for the Cedar Knoll project.

Exhibit A shows an appropriation of Fund Balance MTW of \$373,030 and the corresponding expenditure is in Operating Transfers Out -MTW.

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

**Committee Discussion:**

This item was discussed at the April 4, 2013 Finance and Audit Committee Meeting and approved unanimously for the April 16, 2013 Horizon Development Properties, Inc. Board of Commissioners meeting consent agenda.

**Funding:**

Fund Balance Appropriated-MTW

**Attachment:**

Exhibit A

**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 April 16, 2013.

BY: \_\_\_\_\_  
Barbara Porter, Secretary

**Exhibit A**

<b>REVENUE:</b>	<b>April 2013 - March 2014 ADMINISTRATION</b>	<b>REVISION</b>	<b>April 2013 - March 2014 ADMINISTRATION</b>
Section 8 Fees	1,309,110		1,309,110
Public Housing Fees	495,595		495,595
MTW Funds	1,441,547		1,441,547
Other Revenue	1,179,792		1,179,792
Capital Fund Fees	330,644		330,644
Maintenance Operations	382,498		382,498
Horizon Fees	916,575		916,575
<b>Total Revenue</b>	<b>6,055,761</b>		<b>6,055,761</b>
Other Sources			
Fund Balance Appropriated-COCC	400,000		400,000
Fund Balance Appropriated-LSP	537,655		537,655
Fund Balance Appropriated-MTW		373,030	373,030
<b>Total Other Sources</b>	<b>937,655</b>	<b>373,030</b>	<b>1,310,685</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>6,993,416</b>	<b>373,030</b>	<b>7,366,446</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	3,998,941		3,998,941
Operating Costs	2,662,994		2,662,994
Utilities	131,481		131,481
Capital Outlay	200,000		200,000
<b>Total Expenditures</b>	<b>6,993,416</b>		<b>6,993,416</b>
Other Uses			
Operating Transfer Out-MTW		373,030	373,030
<b>Total Other Uses</b>		<b>373,030</b>	<b>373,030</b>
<b>TOTAL EXPENDITURES AND OTHER USES:</b>	<b>6,993,416</b>	<b>373,030</b>	<b>7,366,446</b>

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

**Action: Approve an amendment to the Field Operation Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2014. (Adopted by Resolution 2106)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

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

**Explanation:**

In this amendment staff requests permission to re-appropriate funding for the bath and kitchen renovation project at Meadow Oaks and the siding project at Cedar Knoll. Funding to be re-appropriated is \$373,030 which represents \$181,030 for the Meadow Oaks project and \$192,000 for the Cedar Knoll project.

Also in this amendment, it is necessary to re-appropriate \$31,136 for the upgrades at the Carole Hoefener Center due to ongoing roofing issues and the long lead time for the casework.

Exhibit A shows Operating Transfer In – MTW in the amount of \$373,030 and Fund Balance Appropriated – Hoefener in the amount of \$31,136 with the corresponding expenditure of \$404,166 (\$373,030+\$31,136) in Operating Costs.

**Committee Discussion:**

This item was discussed at the April 4, 2013 Finance and Audit Committee Meeting and approved unanimously for the April 16, 2013 Horizon Development Properties, Inc. Board of Commissioners meeting consent agenda.

**Funding:**

MTW Funds

**Attachment:**

Exhibit A

**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 April 16, 2013.

BY: \_\_\_\_\_  
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2013 - March 2014 FIELD OPERATION	REVISION	April 2013 - March 2014 FIELD OPERATION
MTW Funds	67,181,995		67,181,995
Tenant Rents	3,225,395		3,225,395
Other Income	2,335,755		2,335,755
Public Housing Fees	792,683		792,683
Section 8 Income	1,855,666		1,855,666
Capital Fund Fees	330,644		330,644
Non Dwelling Rents and Other Revenue (Carol Hoefener)	432,275		432,275
<b>Total Revenue</b>	<b>76,154,413</b>	<b>-</b>	<b>76,154,413</b>
Other Sources			
Operating Transfer In- MTW		373,030	373,030
Fund Balance Appropriated - Hoefener		31,136	31,136
<b>Total Other Sources</b>	<b>-</b>	<b>404,166</b>	<b>404,166</b>
<b>TOTAL REVENUE:</b>	<b>76,154,413</b>	<b>404,166</b>	<b>76,558,579</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,154,746		8,154,746
Operating Costs	64,800,979	404,166	65,205,145
Utilities	3,073,688		3,073,688
Capitalized Items	125,000		125,000
<b>TOTAL EXPENDITURES:</b>	<b>76,154,413</b>	<b>404,166</b>	<b>76,558,579</b>