

# **DURHAM HOUSING AUTHORITY**



## **AGENDA AND RESOLUTIONS**

**FOR**

## **MEETING OF THE BOARD OF COMMISSIONERS**

**July 28, 2021**

**Daniel C. Hudgins**  
**Chair**

**Anthony Scott**  
**Chief Executive Officer**



# Agenda

**Regular Meeting**  
**July 28, 2021 – 5:30 p.m.**

**Board of Commissioners**

*Daniel C. Hudgins,  
Chairman*

*Mayme Webb-Bledsoe  
Vice Chair*

*Torrell Armstrong*

*Robert Glenn*

*Angela Holmes*

*Pebbles Lucas*

*Christine Westfall*

**City Council Liaison**

*Jillian Johnson*

**Chief Executive Officer**

*Anthony Scott*

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<b>I. CALL TO ORDER</b>	
♦ Establish Quorum	
<b>II. PUBLIC COMMENTS</b>	
<b>III. PUBLIC HEARING</b>	
♦ TEFRA Hearing – Crescent Drive Apartments Multifamily Housing Revenue Bonds	
♦ TEFRA Hearing – 300 East Main Street Multifamily Housing Revenue Bonds	
♦ TEFRA Hearing – JFK Towers Multifamily Housing Revenue Bonds	
<b>IV. CHANGES TO THE AGENDA</b>	
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♦ Board Meeting of June 23, 2021	
<b>VI. CHIEF EXECUTIVE OFFICER’S BUSINESS REPORT</b>	<b>17-19</b>
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♦ Operations Committee	<b>37-78</b>
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2. Resolution Approving the Renewal of the Health Insurance Contract with Blue Cross and Blue Shield of North Carolina	<b>83-85</b>
3. Resolution to Consider and Approve the Award of the Landscaping Maintenance Services Contract to Green Harbor Land Management	<b>86-88</b>
4. Resolution Approving the Revision to the Housing Choice Voucher Program Utility Allowances	<b>89-90</b>
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6. Resolution Approving the Appointments for Vacant Seats on the Resident Advisory Board 2021	<b>94 - 95</b>
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DEVELOPMENT VENTURES INC.	



## **IV. Approval of the Minutes**

**MINUTES OF THE BOARD MEETING  
HOUSING AUTHORITY OF THE CITY OF DURHAM  
Durham Housing Authority  
330 E. Main Street Durham, North Carolina 27701  
June 23, 2021**

**AGENDA ITEM I - CALL TO ORDER**

Present:

Daniel C. Hudgins, Chair  
Mayme Webb-Bledsoe, Vice Chair  
Robert “Bo” Glenn  
Angela Holmes  
Pebbles Lucas  
Christine Westfall  
Jillian Johnson, City Liaison  
Anthony Scott, CEO

Staff Present:

Edward Bigelow  
Ashanti Brown  
Alisha Curry  
Marcus Clark  
Dominique Dunn  
Tawan Fields  
Melvin Green  
Sherry Harris  
Keishma James  
Denita Johnson  
Charles Lyon  
Sabrina Sinegal  
Sandra Small  
Anthony Snell  
Suzette Spence  
Brenda Tillman  
Samuel Thomas  
Carla Walton

Also Present:

Eric Pristell, Attorney, The Banks Law Firm

**AGENDA ITEM I – CALL TO ORDER**

The meeting was called to order by the Chairman, Daniel Hudgins at 5:35 p.m. A quorum was present, and the regular meeting was called into session.

## **AGENDA ITEM II – PUBLIC COMMENTS**

Chairman Hudgins stated that the Public Comments session is open. Any person who wishes to speak, may now speak as directed by Ms. Tawan Fields. The following persons made comments during the Public Comments:

Connie Beaks – Hoover Rd. Resident: Ms. Beeks stated that she stands with Durham CAN in their concern around DHA's eviction policy. Ms. Beeks shared her thoughts on impending homelessness that could occur if the policy is not revised.

Reverend Tanya Johnson – Associate Pastor of Abundant Hope Church and Member of Durham CAN Clergy Caucus: Reverend Johnson stated that she stands with Durham CAN in their concern around DHA's eviction policy. Rev. Johnson discussed the need of communication between Property Management and the resident before any eviction procedures take place.

Deidre Gordon – Member of Trinity Ave. Presbyterian Church: Ms. Gordon stated that she stands with Durham CAN in their concern regarding DHA's eviction policy. She also discussed the need for an internal review of all cases of non-payment of rent prior to eviction filing.

Ajax Wooley – Durham CAN: Mr. Wooley recognized and appreciated the efforts of the staff and Board members' willingness to meet regarding the eviction policy. He also discussed DHA's grievance procedure. The grievance procedure is designed to improve management/tenant in public housing and promote and improve housing environment and to avoid costly and divisive litigation by channeling disputes into an informal and relatively non-adversarial administrative process. Conversations with resident leaders suggest that awareness of this required PHA element is lacking or absent. Notice and availability of this procedure and a shared understanding among residents, property managers, Board of Commissioners, staff, and organizers and activists in the community is an important missing piece in which we can work together to address to get a better outcome around all of this.

In addition to numerous comments in the Question and Answer forum of the webinar, the following persons also voiced their support of Durham CAN's call for changes in DHA's eviction policy: Laverne Madewah, TJ Bryant, Jane Harper, Jane Williams, Ketty Thelemague, Roderick Marshall, Nidhi Dhupati, Dr. Howard Eisenson, Rev. Susan Dunlap, Edna Vann, Gretchen (resident of Preiss-Steele), Regina Mays, Carolyn Davenport, Ava Thompson, Kathy Krahenbuhl, Tony Williams, Rev. Marc Johnson, Heather Ladd, Erin Light, Jenise Washington, Rev. Mindy Douglas, Rev. Tommy Grimes. Letter was read by Jenny Looome from Bobbi Gallagher expressing her support of Durham CAN's concern about DHA's eviction policy and procedures.

Comments received from Commissioner Glenn and Commissioner Westfall responding to the concerns of those who spoke during the Public Comment period. Anthony Scott discussed the Fresh Start Program. There are currently 700 residents who are behind in their rent and that spans both before and after the pandemic officially took place in March of 2020. The Fresh Start Program focuses on making sure that every eligible household accesses the Emergency Rental Assistance Program which is being administered by the county. DHA's newly formed Housing Stability Specialist team, in addition to temporary staff that has been brought in are working now to do outreach to all of those households via phone, email, text and other creative ways. Approximately 206 cases have been assigned so far, meaning that there is some form of direct connection that has been made with those families. Notices have been sent in the rent statements

specifically informing residents that this program is available. This month's rent statement will have a "Fresh Start" flyer detailing how residents can reach the Housing Stability Specialist Team and the assistance that will be provided. As stated before this pandemic, DHA is not interested in having anyone evicted from their home. The goal is to have families connect with the Authority to determine their situation in the inability to pay rent and to work with those families. DHA has asked every advocate, especially Durham CAN to assist in getting this information to the residents in order to help the residents with the issues they are facing now. Mr. Scott acknowledged that this may not be addressing Durham CAN's concern around giving 90 days before filing an eviction notice and some of the other suggested changes. These concerns will be addressed in our upcoming Annual Plan review. As part of the Agency's normal process, Durham CAN has been invited to be a part of that discussion along with other advocates. The immediate resources and focus are on making sure that the needs are being met of the 700 plus families who are behind in rental payments. For those families who have arrears prior to March 2020 or if a portion of their arrears cannot be addressed by the emergency rental assisting funding, DHA has applied for a grant that will be available to help those families. In all of the efforts, there needs to be communication between the Agency and the residents. Please assist DHA in having families contact the Housing Stability Specialist Team.

Commissioner Lucas and Commissioner Holmes also shared their experience with being faced with eviction and homelessness. Chairman Hudgins, along with Commissioner Lucas and Commissioner Holmes expressed their sentiments in assuring the Agency's commitment to assisting residents who are in arrears. They also called upon the advocates to assist DHA in encouraging residents' participation in the programs being provided.

Chairman Hudgins thanked everyone for their comments. There were no other Public Comments.

#### **AGENDA ITEM IV -- CHANGES TO THE AGENDA**

There were no changes to the agenda.

#### **AGENDA ITEM V – BOARD ACTION**

Approval of the Minutes of the Board of Commissioners' Regular Meeting held on May 26, 2021.  
Motion to approve the minutes.

**Motion: Commissioner Lucas; Seconded: Commissioner Holmes**  
**Approved: Unanimously**

#### **AGENDA ITEM VI – CEO BUSINESS REPORT**

Mr. Scott presented his Business Report to the Board for review. His report gave a synopsis of meetings and activities that he had participated in during the month of May. He attended numerous virtual meetings and conference calls with the residents, city, county, HUD, DDNP developers and consultants and other housing authority organizations on various issues throughout the month.

In addition to the printed report, Mr. Scott also gave the following updates:

Mr. Scott stated that it was five years ago, this month, that he began his role as CEO of DHA and he expected a challenge. Many of those challenges are rooted in the issues of funding, inadequate systems, processes, etc. Decisions are made daily based on the availability of resources; however, those resources are not wholly financial in nature. The Agency has struggled in finding human capital with the skills ability and sometimes the will that is required to meet minimum standards. Over the past year, a considerable amount of time has been spent on connecting the goals and aspirations with the reality of collective ability or inability to achieve those goals. The frustrations felt include the difficulty in addressing the larger issues because of what's broken, especially systems and processes; along with broken promises, despite best efforts because of the inability to deliver.

Mr. Scott stated that four years ago, he posted on DHA's website his four key areas of focus. These areas were:

- **Engagement with the Durham Community:** To ensure that there was greater transparency in the day-to-day operations in DHA's approach to building better communities. Numerous organizations were visited where discussions were held about DHA and the struggles that all public housing authorities have with funding hoping to give a better understanding of the up and down nature of founding that is had on the operation side and the continuous slide on the capital side.
- **Communication:** This tie back to the idea of engagement. It has been the goal to provide as much information as possible and have adjusted based on recommendations made by community advocates and others. DHA's website is being enhanced this Fall and hopefully through this updated site, it will be easier to engage and communicate information much easier, as well as easier access to navigate in the current system.
- **Improvement and Efficiencies:** This is an area that was much more of a challenge than originally anticipated. The goal was to take on the advantages of new technology to make it easier to transact business and easier to communicate. To get out of the "paper shuffle". In order to achieve a portion of this goal, DHA is proud that in partnership with the City and Duke, free high speed internet access is being offered to all of the family sites and should be in place by the end of summer. But there is so much more that can be done.
- **Accountability to the Taxpayers:** DHA continues to utilize resources in the best way possible, including leveraging those resources to stretch them even further. This includes being able to apply for grants that are not related to the day-to-day operations but have more to do with helping our families. Taxpayer accountability has taken on a new meaning because of the Housing Bond that was passed in 2019, which provides a new level of accountability directly for Durham citizens.

This statement on the website will be updated shortly to include two other areas that are very important to discuss:

- **Improvement of Physical Conditions of Communities:** There have been numerous discussions about how the properties are not up to standards as we would all like to see. There will be an ongoing task to make sure that this area is addressed.
- **Focus on Our Families:** There is limited funding to engage in programmatic activities that could help improve the lives of families in a way would have DHA taking on more of a social services role. But there isn't any funding to do that. The hope is that with new opportunities that may be coming, it will be easier for the Agency to seek additional funding that will allow our Resident Services team to really grow and blossom. DHA has

had some good fortune in that we have the Jobs Plus grant and is able to continue to receive Family Self Sufficiency and ROSS funding, but the hope is that we can do more for the families we serve.

Over the past year, although many layers of dysfunction and antiquated process have been peeled back, there is still a long way to go and not at all satisfied with what we found or what we've accomplished so far. As previously reported, many steps of improvement included assessments of staff. Training and testing of staff will continue as new job descriptions and new accountability standards are rolled out through out the Agency. But our priorities over the remaining of this year will be focused primarily on the Fresh Start Program and making sure that all of DHA's families avoid eviction for lack of payment.

There is much excitement in the Public Housing arena because of what the Biden administration is trying to do. It is the first time in many years that any serious movement has been seen towards a change and funding for housing authorities. The American Jobs Act has \$213 billion that either directly or indirectly can be assistance to housing authorities and it includes funding for RAD developments and funding for the low-income housing tax credit. The most critical piece of this for a housing authority is that there is \$40 billion dedicated specifically for housing authorities to improve existing conditions and redevelopment efforts. The passing of this bill will hopefully enable DHA in getting the type of capital improvements necessary to raise the quality and level of the communities in which the families currently live.

Special thanks to all who have contributed their time and talents the last five years, starting with:

- DHA employees. Despite some of the challenges had, DHA employees are a phenomenal group of people that are dedicated to families and work really hard through thick and then.
- The community advocates who continue to hold the Agency accountable and provide excellent suggestions and ideas and become that voice for residents sometimes don't feel as though they have one.
- The City of Durham which has been phenomenal in support of public housing families and has a shared commitment in seeing the residents thrive. This relationship is the envy of many public housing authorities and cities across the country
- The Board of Directors who have been supportive in the various divisions that have come about and continue to hold staff accountable and push in all kinds of ways for the team to be better at what is done every day. The Board stands strongly and firmly in the goals of this organization. This is one of the most dynamic, committed, and egoless Boards to be able to serve under.
- Lastly and most importantly, the residents of DHA. A better job needs to be done by the media, who is very quick to point out the negative. A more positive light should be shone on our residents for the things they are doing well, and the successes they are having. The Jobs Plus program for example, and the fact that there are approximately 86 residents signed up in that program. There are various programs that Resident Services do and get very little support from media to lift up the residents. With media attention, the residents can be an inspiration to one another and will make sure that people have a different understanding as to who they are.

Chairman Hudgins thanked Mr. Scott for such a detailed report.

**AGENDA ITEM VII - GENERAL BUSINESS ACTION ITEMS**

*Chairman Hudgins stated that this is for the purpose of accepting reports from the four (4) standing committees. The information from these committees were also included in the previously distributed board package.*

**Development Committee Report (Chaired by Commissioner Christine Westfall)**

The Chair of the Development Committee, Commissioner Christine Westfall, recommended acceptance of the minutes of the May 26, 2021 meeting.

**Motion: Commissioner Westfall; Seconded: Commissioner Glenn  
Approved: Unanimously**

There were no additional comments.

**Finance Committee Report (Chaired by Commissioner Torrell Armstrong)**

In the absence of the Finance Committee Chair, Commissioner Hudgins stated that there was not a Finance Committee report to be submitted to the Board at this time.

There were no additional comments.

**Resident Services Committee Report (Chaired by Commissioner Webb-Bledsoe)**

In the absence of the Chair of the Resident Services, Commissioner Hudgins recommended acceptance of the minutes of the May 26, 2021 meeting.

**Motion: Commissioner Hudgins; Seconded: Commissioner Glenn  
Approved: Unanimously**

There were no additional comments.

**Operations Committee Report (Chaired by Commissioner Bo Glenn)**

The Chair of the Operations Committee, Commissioner Robert Glenn recommended acceptance of the minutes of the May 26, 2021 meetings.

**Motion: Commissioner Glenn; Seconded: Commissioner Holmes  
Approved: Unanimously**

There were no additional comments.

**AGENDA ITEM III -- RESOLUTIONS FOR APPROVAL**

*The Chair, Daniel Hudgins, introduced the following resolutions. After discussion, the following resolutions were approved.*

**RESOLUTION NO. 3681**

**RESOLUTION TO CONSIDER AND APPROVE THE 2021 EMERGENCY HOUSING VOUCHERS MEMORANDUM OF UNDERSTANDING**

**WHEREAS**, The Housing Authority of the City of Durham, herein called the Durham Housing Authority, and the Durham Continuum of Care have agreed to partner in order to implement and administer the Emergency Housing Vouchers (EHV) awarded from the Department of Housing and Urban Development (HUD); and

**WHEREAS**, the purpose of the EHV is to provide rental assistance and other supportive services to eligible individuals/families who are homeless, at risk of homelessness, fleeing domestic violence, or recently homeless and in need of an EHV to assist with housing stability; and

**WHEREAS**, the Durham Housing Authority has accepted and will be awarded a total of 68 Emergency Housing Vouchers, to be added to the Annual Contributions Contract (ACC) effective July 1, 2021; and

**WHEREAS**, the Durham Continuum of Care has agreed to establish and implement a system to identify eligible families who meet the criterion for the program through its Coordinated Entry System, and refer those individuals to the Durham Housing Authority; and

**WHEREAS**, the Durham Housing Authority will ensure the agency's Administrative Plan is updated in accordance with applicable regulations and requirements when necessary, and will administer and manage the EHV waiting list to ensure that families and individuals meeting the criterion for the EHV are processed timely, in accordance with policies set forth in its Administrative Plan; and

**WHEREAS**, the Durham Housing Authority will manage all housing related issues, including eligibility for housing assistance, housing inspections, determination of rent reasonableness, and disbursement of housing assistance payments to participating landlords; and

**WHEREAS**, the Durham Continuum of Care will facilitate all supportive services, including but not limited to housing search assistance, utility/security deposit assistance and arrears, moving expenses, and assistance with housing applications; and

**WHEREAS**, the Durham Housing Authority has executed a Memorandum of Understanding, attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the Memorandum of Understanding for the 2012 fiscal year, as outlined in Exhibit A, is in all respects approved; and
2. This resolution shall take effect immediately.

Done this 23<sup>rd</sup> day of June 2021.

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on June 23, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

**Motion: Commissioner Lucas; Seconded: Commissioner Holmes  
Approved: Unanimously**

**RESOLUTION NO. 3682**

**RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH ANSWERNET FOR 24/7 CALL CENTER SERVICES**

**WHEREAS**, the Durham Housing Authority herein called the Durham Housing Authority, has a need to procure the necessary services from a reputable and reliable source in order to maintain a productive operation.

**WHEREAS**, the Durham Housing Authority requested proposals from qualified and interested firms using the request for proposals (RFP) process; and

**WHEREAS**, the proposals received were reviewed and evaluated using established criteria in order to determine the most qualified firm; and

**WHEREAS**, AnswerNet was determined to be the highest rated proposer of the responsive and responsible proposers; and

**WHEREAS**, The Durham Housing Authority, seeks to enter into contract with AnswerNet to provide 24/7 call center services; and

**WHEREAS**, the term of the contract will be for one (1) year with four (4) one (1) year extension options; and

**WHEREAS**, the total not to exceed amount would be \$230,000 for the first year;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the request to enter into a contract with Cerida Investment Corp dba AnswerNet for 24/7 call center services, is in all respects approved; and

2. That consistent with 24 CFR 85.36 and 2 CFR 200 Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract price of \$230,000; and
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate this contract.
4. This resolution shall take effect immediately.

Done this 23rd day of June 2021

**RECORDING OFFICER'S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on June 23, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

**Motion: Commissioner Holmes; Seconded: Commissioner Lucas  
Approved: Unanimously**

**RESOLUTION NO. 3683**

**RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH ROYAL AMERICAN MANAGEMENT FOR PROPERTY MANAGEMENT SERVICES**

**WHEREAS**, the Durham Housing Authority herein called the Durham Housing Authority, has a need to procure the necessary services from a reputable and reliable source in order to maintain a productive operation.

**WHEREAS**, the Durham Housing Authority requested proposals from qualified and interested firms using the request for proposals (RFP) process; and

**WHEREAS**, the proposals received were reviewed and evaluated using established criteria in order to determine the most qualified firm; and

**WHEREAS**, Royal American Management was determined to be the highest rated proposer of the responsive and responsible proposers; and

**WHEREAS**, The Durham Housing Authority, seeks to enter into contract with Royal American Management to provide property management services; and

**WHEREAS**, the term of the contract will be for five (5) years with zero (0) one (1) year extension options; and

**WHEREAS**, the total not to exceed amount would be \$260,784 for the first year;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the request to enter into a contract with Royal American Management for property management services, is in all respects approved; and
2. That consistent with 24 CFR 85.36 and 2 CFR 200 Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract price of \$260,784; and
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate this contract.
4. This resolution shall take effect immediately.

Done this 23rd day of June 2021

**RECORDING OFFICER'S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on June 23, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

**Motion: Commissioner Glenn; Seconded: Commissioner Lucas  
Approved: Unanimously**

**RESOLUTION NO. 3684**

**RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH HOUSINGTOHOME FOR RESIDENT RELOCATION COORDINATION SERVICES**

**WHEREAS**, the Durham Housing Authority herein called the Durham Housing Authority, has a need to procure the necessary services from a reputable and reliable source in order to maintain a productive operation.

**WHEREAS**, the Durham Housing Authority requested proposals from qualified and interested firms using the request for proposals (RFP) process; and

**WHEREAS**, the proposals received were reviewed and evaluated using established criteria in order to determine the most qualified firm; and

**WHEREAS**, HousingToHome was determined to be the highest rated proposer of the responsive and responsible proposers; and

**WHEREAS**, The Durham Housing Authority, seeks to enter into contract with HousingToHome to provide resident relocation coordination services; and

**WHEREAS**, the term of the contract will be for five (5) years with zero (0) one (1) year extension options; and

**WHEREAS**, the total not to exceed amount would be \$245,000 for the first year;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the request to enter into a contract with HousingToHome for resident relocation coordination services, is in all respects approved; and
2. That consistent with 24 CFR 85.36 and 2 CFR 200 Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract price of \$245,000; and
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate this contract.
4. This resolution shall take effect immediately.

Done this 23rd day of June 2021

**RECORDING OFFICER'S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on June 23, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

**Motion: Commissioner Holmes; Seconded: Commissioner Glenn  
Approved: Unanimously**

## **RESOLUTION NO. 3685**

### **RESOLUTION TO EXTEND AND AMEND THE ADOPTED COVID-19 STATUTORY & REGULATORY WAIVERS PROVIDED BY HUD**

**WHEREAS**, An outbreak of a respiratory disease caused by a novel (new) coronavirus has been detected in over 200 countries and territories worldwide, including the United States. The virus has been named “severe acute respiratory syndrome coronavirus” (SARS-CoV-2), and the disease it causes, Coronavirus Disease 2019 (COVID-19);

**WHEREAS**, COVID-19 was declared a global pandemic on March 11, 2020 by the World Health Organization;

**WHEREAS**, COVID-19 was declared a national emergency by the President on March 13, 2020;

**WHEREAS**, On March 25, 2020 the Mayor of the City of Durham issued a Stay at Home order to suppress the spread of the virus by limiting person-to-person contact, and on March 27, 2020 the Governor of North Carolina announced a Stay at Home order for the State of North Carolina for the same purpose;

**WHEREAS**, On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the President, giving HUD the authority to waive some of its statutory and regulatory requirements;

**WHEREAS**, On April 10, 2020, HUD issued PIH Notice 2020-05, indicating which statutory and regulatory requirements it would waive for Public Housing Authorities (PHAs);

**WHEREAS**, HUD issued PIH Notices 2020-13 and 2020-33, extending the availability period for the waivers, and provided additional waivers;

**WHEREAS**, On May 4, 2021, HUD issued PIH Notice 2021-14 superseding PIH Notices 2020-05, 2020-13 and 2020-33, extending some waivers, and providing additional waivers;

**WHEREAS**, the waivers in PIH Notice 2021-14, provide administrative flexibilities to PHAs in response to the COVID-19 national emergency, and use of these waivers are at the discretion of the PHA; and

**WHEREAS**, use of these will enable the Housing Authority of the City of Durham to ensure that families can remain in their homes, to continue to provide assistance to additional families in need of housing assistance, and to conduct critical operations safely;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approves the adoption of the Amended COVID-19 Waivers listed in Exhibit A.

Done this 23<sup>rd</sup> day of June, 2021.

**RECORDING OFFICER’S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on June 23, 2021.

(SEAL)

**BY:** \_\_\_\_\_  
Anthony Scott, Secretary

**Motion: Commissioner Lucas; Seconded: Commissioner Holmes  
Approved: Unanimously**

**AGENDA ITEM IX-- ADJOURNMENT**

The meeting was adjourned at 6:57 p.m.

**Motion: Commissioner Holmes; Seconded: Commissioner Lucas  
Approved: Unanimously**

\_\_\_\_\_  
Chair

(SEAL)

\_\_\_\_\_  
Secretary



## **VI. CEO's Business Reports**



# CEO Business Report

(June 23, 2021, Board Meeting)  
 CEO Activities for the Month of May 2021

Event	
<b>HUD Info</b>	<ol style="list-style-type: none"> <li>1. Continued conference calls and correspondence with HUD regarding:</li> <li>2. Recovery Agreement</li> <li>3. Various DHA activities</li> </ol>
<b>CEO Major Meetings and Participation</b>	<ul style="list-style-type: none"> <li>➤ CEO attended CLPHA Summer Membership Meeting</li> <li>➤ CEO attended Willard Street Apartment tour</li> <li>➤ CEO conducted monthly meeting with Residents at Hoover Road</li> <li>➤ CEO attended and presented at the City’s Affordable Housing Implementation Committee meeting</li> <li>➤ CEO attended and presented the monthly DHA Town Hall meeting sponsored by Representative Zack Hawkins</li> <li>➤ CEO participated in meeting with representatives from the Durham Lead Team</li> <li>➤ CEO participated in meetings with the Housing Investment Communications Planning team regarding the Forever Home, Durham website</li> <li>➤ CEO conducted meeting with Anthony Jackson, CEO of Solutions on Safety</li> <li>➤ CEO attended various meetings regarding Emergency Rental Assistance Program</li> <li>➤ CEO attended meeting with representatives from Habitat</li> <li>➤ CEO participated in meeting regarding updates on Duke Fiber Project</li> <li>➤ CEO participated as Co-Chair of the Early Childhood Action Plan (ECAP) Workgroup for Durham County</li> <li>➤ CEO participated in Durham Directors meeting</li> <li>➤ CEO participated in the Affordable Housing Strategy Group meetings</li> <li>➤ CEO participated in the Downtown Durham, Inc (DDI) Executive Committee meeting</li> <li>➤ CEO and staff continued to conduct business via conference calls with our DDNP developers and consultants</li> <li>➤ CEO participated in various conference calls with Directors from various organizations throughout the city and Durham County</li> <li>➤ CEO participated in various calls with Banks Law Firm</li> </ul>

<b>City Communications</b>	<ul style="list-style-type: none"> <li>➤ Continued conference calls and correspondence with City officials regarding:             <ol style="list-style-type: none"> <li>1. DDNP</li> <li>2. Housing Investment Program</li> <li>3. Emergency Rental Assistance Program</li> <li>4. Partnerships with various City agencies to assist residents during COVID-19 crisis.</li> </ol> </li> </ul>
<b>Staff Updates</b>	<ul style="list-style-type: none"> <li>➤ Senior Staff has weekly scheduled zoom meetings in addition to one-on-one meetings via conference call</li> <li>➤ All Agency Staff Meeting held monthly</li> </ul>



## **VII. General Business Action Items**



## **Development Committee**

## **DEVELOPMENT COMMITTEE**

### **AGENDA**

Wednesday, July 21, 2021

2 p.m.

DHA Main Office (Virtual Zoom meeting)

330 E. Main St.

Durham, NC

1. Call to Order
2. Public Comment (2 minutes)
3. Review and approval of draft June 2021 meeting minutes
4. Presentations
5. Rental Assistance Demonstration (RAD) Update – RAD Project Summary Chart
  - A. Willard Street Transfer of Assistance
  - B. JJ Henderson Rehab
  - C. JJ Henderson Seniors New Construction Transfer of Assistance
  - D. Goley Pointe
  - E. Elizabeth Street Apartments
  - F. 300 E Main Street Transfer of Assistance
6. HOPE VI Close-Out – 37 Single Family Homes
7. Resolutions
  - A. RESOLUTION APPROVING THE RENTAL ASSISTANCE DEMONSTRATION (RAD) / SECTION 18 CONSTRUCTION BLEND FOR THE 300 EAST MAIN STREET TRANSFER OF ASSISTANCE PROJECT
8. Informational
  - A. Public Meeting for Bond Deals at Board Meeting
    - i. PROPOSED MULTIFAMILY HOUSING REVENUE BONDS FINANCING BY THE HOUSING AUTHORITY OF THE CITY OF DURHAM (300 EAST MAIN STREET)
    - ii. PROPOSED MULTIFAMILY HOUSING REVENUE BONDS FINANCING BY THE HOUSING AUTHORITY OF THE CITY OF DURHAM (CRESCENT DRIVE)
    - iii. PROPOSED MULTIFAMILY HOUSING REVENUE BONDS FINANCING BY THE HOUSING AUTHORITY OF THE CITY OF DURHAM (JFK TOWERS)
9. Adjourn

**Durham Housing Authority**  
Durham, NC  
**MINUTES OF THE DEVELOPMENT COMMITTEE**  
June 16, 2021

Attendees:

Anthony Scott, CEO  
Christine Westfall (Chair)  
Dan Hudgins, Commissioner  
Bo Glenn, Commissioner  
Jillian Johnson, Commissioner  
Mayme Webb-Bledsoe, Commissioner  
Pebbles Lucas, Commissioner  
Angela Holmes, Commissioner  
David Boyd, City of Durham  
Eric Pristell, The Banks Law Firm  
Danielle Wilson, The Banks Law Firm  
Carla Walton, Consultant  
Anthony Snell, Director of Development  
Brenda Tillman, Development Specialist  
Alisha Curry, Project Manager  
Tawan Fields, Deputy to the CEO  
Sandra Small, Executive Assistant to the CEO  
Ashanti Brown, Director of Strategic Management  
Denita Johnson, Chief Operations Officer  
Marcus Clark, Director of Resident Services  
Dominique Dunn, Director of Operations  
William Gill, Information Technology Manager

The meeting was called to order by Christine Westfall at 2:00 p.m.

**Public Comments:**

None

**Approval of May Committee Meeting Minutes**

The meeting minutes were approved.

**DHA Downtown and Neighborhood Plan (DDNP)**

Mr. Scott provided a presentation of the DDNP Plan which includes three clusters, DHA, City of Durham, and Durham County sites. DHA sites consist of JJ Henderson, 519 East Main Street, Forest Hill Heights, Liberty Street, Fayette Place, and DHA Central Office. The City of Durham (Community Development) sites include the third phase of Southside and the old police department. While Durham County sites include 300 and 500 East Main Street and the Criminal Justice Resource Center. DHA received \$59 million in Bond Financing Funding. Per Mr. Scott, several charettes were held, at various locations within the community, as well as resident meetings to obtain feedback, from residents as well as the community in developing the plan. Developers have already been identified for JJ Henderson, 519 East Main Street, and the Liberty Street sites.

Developers for the remaining sites (DHA Central Office, Forest Hill Heights, Fayette Place, and the Criminal Justice site are currently being solicited via a Request for Proposal (RFP).

In response to Mrs. Westfall's question regarding the division of labor as it relates to project development, Mr. Scott spoke briefly about the roles of Property Management, Housing Choice Voucher Program, Development Department, development consultants, and developers.

There was a discussion regarding if the agency should be soliciting for development of new projects when the agency has problems with deferred maintenance on the existing sites. Mr. Scott discussed the amount of funding received to address capital issues and the amount required. He stated that the amount received is not enough to address all the capital needs at the sites. The lack of adequate funding has led to a lack of maintenance which ultimately leads to bigger problems. He stated that the RAD Program provides an opportunity to develop new sites that will be built to last longer and will be financially more viable. Additionally, he stated that developing the new sites will provide additional housing for residents.

Mrs. Westfall inquired about concerns from citizens about utilizing all the bond funds for redevelopment and not utilizing a portion of the funds to ensure that urgent deferred maintenance issues related to health and safety of residents are being addressed. Commissioner Johnson spoke briefly about the financial support that the City has already provided to address some of the health and safety issues at Morreene Road and McDougald Terrace. Additionally, she also stated that it is unlikely that the city will be able to continue funding DHA at the current level indefinitely. She stated that the funding should come from the federal government to address these items.

Mr. Scott also noted that a Physical Needs Assessment will be completed for McDougald, Cornwallis, and Oxford Manor. Although these assessments will be completed initially, assessments will also be completed for the remaining sites as well. Information from the assessment will be used to develop a Capital Needs Plan for each site which identifies what items need to be addressed by priority. The RFP for these services is tentatively scheduled to be advertised within the next thirty days.

### **Williard Street**

Twenty-one residents from Liberty Street moved to Willard Street via the Transfer of Assistance. The RAD financial closing should occur within the next couple of weeks.

### **JJ Henderson Rehab**

The current work on Stack A is ongoing and should be completed in July. Additionally, work on Stack B should start after completion of Stack A. Asbestos remediation work on the auditorium has been completed and demolition will follow.

### **JJ Henderson Seniors**

The financial closing is tentatively scheduled for July 15<sup>th</sup> with construction starting shortly after the closing.

### **Goley Pointe**

The Financing Plan is currently being finalized and will be submitted to HUD for approval.

### **Elizabeth Street Apartments**

Due to the increased construction cost, an additional \$1.4M has been requested for development of this site. The request will be discussed at the June 21<sup>st</sup> City Council meeting.

### **300 & 500 East Main Street**

This project is currently in the early development phase.

### **Commerce Street Family & Seniors**

These sites will be developed simultaneously. A request for gap financing funds, in the amount of \$8M has been submitted to the City Council for approval.

### **Hope VI**

Ten houses have been finalized. A certificate of occupancy has been issued for one of the houses and nine are currently under construction.

### **Adjourn**

There being no further business, the meeting was adjourned at approximately 3:00. The next committee meeting is scheduled for Wednesday, July 21, 2021, at 2:00 p.m.

## RAD Project Summary Chart

### Projects that converted under RAD (under construction / rehabilitation)

Project Name	Total Units	RAD PBV Units	PBV units	RAD Closing	# of units completed	% of units completed	RAD Closing Certification Due
JJ Henderson Rehab (DVI and CCI & the Florian Group)	177	133	44	12/23/2020	0	0%	11/1/2022

### Projects with Commitment to enter HAP contracts (CHAPs) / approved RAD applications

Project Details					Major RAD Milestones						Other Information	
Project Name (Developers)	Total Units	RAD PBV units	PBV units	LIHTC	CHAP	Concept Call	Financing Plan submitted (due)	RCC	RAD Closing	Construction Schedule	Projected Demolition	Projected Lease-up Start
Willard Street TOA* (DHIC and Self-Help)	82	21	0	2018 9% tax credits	12/6/2018	9/18/2020	3/5/2021	4/15/2021	6/22/2021	N/A	N/A	Mar-21
JJ Henderson Seniors New Construction TOA* (DVI and LSR)	80	20	0	2020 4% tax credits	12/7/2018	11/24/2020	1/8/2021	3/8/2021		18 months	N/A	Oct-23
Goley Pointe (N/A)	20	14	0	N/A straight conversion	2/8/2019	8/3/2020	(7/31/2021)			N/A	N/A	N/A
Elizabeth Street Apartments (DVI and LSR)	72	24	0	2020 9% tax credits	11/8/2018	4/1/2021	4/28/2021			18 months	May-21	Nov-22
300 E Main Street TOA* (LSR)	110	9	13	4% full app Jan 2021	11/8/2018		(7/31/2021)			15 months	N/A	Mar-23

### Planned RAD Projects (RAD applications have not been submitted)

Project Details				
Project Name	Total Units	RAD PBV units	PBV units	LIHTC
Commerce Street Apartments	84	19	0	4% full app Dec 2021
500 E Main Street TOA*	200	36	0	4% full app Dec. 2021
Commerce Street Seniors	88	22	0	4% full app Dec 2021
Dillard Street Apartments	146	28	0	4% full app Q1 2023
519 E Main Street	165	15	0	N/A

\*TOA = Transfer of Assistance off-site



## **Resident Services**



## **Resident Services Committee**

### **Agenda**

Tuesday, July 20, 2021

Virtual Boardroom

2:00 pm

1. Call to Order
2. Public Comments
3. Review/Approval of June 15, 2021 Minutes
4. Resident Services Program Updates

Adjourn

**Resident Services**  
**Committee Report Minutes**

Tuesday, June 15<sup>h</sup>, 2021  
Virtual Boardroom  
DHA Main Office  
2:00 pm

**Committee Members in Attendance**

Mayme Webb-Bledsoe, Chair  
Daniel Hudgins, Commissioner  
Robert Glenn, Commissioner  
Angela Holmes, Commissioner  
Torrell Armstrong, Commissioner  
Jillian Johnson, City Liaison  
Anthony Scott, CEO  
Eric Pristell, Attorney  
Tawan Fields, Deputy to the CEO  
Sabrina Sinegal, Director of Administration  
Sandra Smalls, Executive Office Assistant  
Charles Lyon, Resident Safety Manager  
Ashanti Brown, Director of Strategic Management  
Samuel Thomas, Strategic Analyst  
Keishma James, HCVP Program Manager  
Denita Johnson, COO/Director of HCVP  
Dominique Dunn, Director of Housing Operations  
Brenda Tillman, Development/Real Estate Strategies Program Specialist  
Anthony Snell, Director of Development  
Marcus Clark, Director of Resident Services  
Melvin Green, Resident Services Program Manager  
Carla Walton, HR Consultant

**Call to Order**

The Resident Services Meeting was called to order by Commissioner Webb-Bledsoe at 2:04 PM.

**Public Comments**

There were no Public Comments.

**Review and Approval of Minutes**

Commissioner Webb-Bledsoe called for the approval of the May 18, 2021 Resident Services Committee meeting minutes. Commissioner Holmes noted that she attended the Hoover Road Garden event as a representative of the Board. Noting that change, the minutes were approved with motion by Commissioner Hudgins and seconded by Commissioner Glenn.

Mr. Marcus Clark reported that the Durham Housing Authority Resident Services Department focuses on six key areas of service programming. Service areas include Food and Nutrition,

Employment and Education, Healthy Living and Wellness, Aging in Place, Computer Literacy and Community Engagement and enrichment. Resident Services staff work directly with residents in these areas to reach personal goals or meet specific challenges.

Mr. Clark reported the following to the board during the Resident Services Committee report.

**Computer Literacy (Youth and Adult):** basic computer skills courses that cover the most common usages of a computer, including managing computer files, word processing, using spreadsheets and databases; creating presentations; finding information and communicating using computers; and being aware of social and ethical implications of Internet use. Resident Services Goal for the year is to have at least 100 youth and adult participate in some sort of computer literacy programming in 2021.

- **Kramden Institute** (Adult Computer Lit): Five DHA resident Adults completed the basic computer literacy course instructed by Kramden Institute. The course covers the basic functions to operate a computer. To date we have had 61 residents participate in some sort of computer literacy course this year.

**Healthy Living and Wellness:** *healthy living refers to the practices of a groups that are consistent with supporting, improving, maintaining and/or enhancing health. Healthy living is the practice of health enhancing behaviors, or put simply, living in healthy ways.*

- **COVID-19 Outreach:** The COVID19 give-away at JJ Henderson was a complete success. We prepared more than 75 bags for the senior residents. All the bags were given to the residents of JJ Henderson. Vendors that attended were Caption Call, Alliance Behavior Health, the City of Durham, NC Extension Services and Oak Street Health Clinic. We have planned for an event at Scattered Sites scheduled for June 24 from 11:30-1:00 with lunch and resources.
- **Wellness Screenings:** On Tuesday June 8<sup>th</sup>, 2021, the Duke School of Nursing Students and Instructors from the school conducted blood pressure checks, handed out information on health education and played a couple rounds of Wellness bingo for our residents of JJ Henderson.

**Community Engagement and Enrichment:** *standard way for groups such as social service agencies, nonprofit groups, and church or other religious groups to identify a certain specific need in its community and provide services to the people who need it.*

- **Community Garden:** The residents of Club Blvd in a partnership with: The Durham Rotary Club, the NC Cooperative Agriculture Extensions, the Durham Housing Authority, and the Durham Congregations, Associations, and Neighborhoods held a Community Garden Installation Day on June 12, 2021. The event was a success with more than 10 residents and community partners in attendance, including our Board member, Commissioner Angela Holmes. The Club Blvd. Community Garden will be open and inclusive for every resident of the community. The Garden Club will be led by resident Loran Leaks with support from members from Durham CAN, with ongoing technical support from the NC Cooperative Agriculture Extensions Office and Duke University Department of Sustainability.
- **Engagement:** In partnership with Neighborhood Improvement Services, a Community Resource Fair was held in the Resident Services parking lot on June 4<sup>th</sup>, 2021. More than

30 residents from 519 and Liberty Street Apartments attended this event. Giveaways were done each hour, free food and lots of great information was shared. **Community Partners involved in the event:** Dress for Success, The Exchange, OEWD, NC Works, Durham Tech, Central Piedmont, W.A.R. 4 Life Vaccine Van, COVID-19 Testing, Durham County Public Health, Pre-K, Reinvestment Partners, Durham Police Department PALS program. Fire Department.

**Employment Training and Education:** *employment training is designed to increase the technical skills, knowledge, efficiency, and value creation to do any specific job in a better way. Education is the process of gaining knowledge.*

- **Section 3 training/employment:** Danequa Wiggins is the first DHA resident to enroll and complete the Construction Education program in partnership with the Workforce Board of Durham. Ms. Wiggins began the program in January of 2021. The program consisted of classroom training and site training as well. Ms. Wiggins completed The Construction Fundamental class at Durham Tech with the assistance of Candace Rashada Director, HRD/Workforce Development & Career Readiness Certificate Programs at Durham Technical Community College. Upon completion of her training Ms. Wiggins was hired by Clancy and They's construction with a starting pay of \$16.25. Clancy and They's construction company is leading the work at the JJ Henderson site.
- **Youth Employment and Training:** 58 DHA youth applied for the Youth Work Summer job program. All 58 were offered summer training and employment experience.

**PROGRAM NUMBERS** *(as of 6/8/2021): number of individuals/people*

**Resident Opportunity Self Sufficiency Seniors and Disabled Individuals (ROSS):** 83 (at maximum enrollment)

*Increase of 2 participants since last committee report.*

**Resident Opportunity Self Sufficiency Individuals and Family (ROSS):** 52 (at maximum enrollment)

*No Increase participants since last committee report.*

**Family Self Sufficiency (FSS):** 126 total participants- 88 Housing Choice Voucher/ 40 Public Housing

*Increase of 2 HCV participants since last committee report. The goal number of participants in the FSS program in HCV is 108.*

**Jobs Plus:** 86 participants

*Increase of 24 participants since last committee report. The 2021 goal for Jobs Plus enrollment is 120 individuals by the end of the calendar year. Thus far the program is exceeding enrollment expectations.*

### **GRANT FUNDED PROGRAMS:**

#### **JOBS PLUS**

The Jobs Plus program develops locally based, job-driven approaches that increase earnings and advance employment outcomes through work readiness, employer linkages,

job placement, educational advancement, technology skills, and financial literacy for residents of public housing.

- Durham Housing Authority was awarded \$2,300,000 in funding by HUD in February of this 2020. (grantee)
- Secured the highest funding amount that we were eligible for based off our partners' commitments to over \$3,000,000 in in-kind contributions. (27 partners)
- Grant period ends January 2025.

#### RESIDENT OPPORTUNITY SELF-SUFFICIENCY (ROSS)

The ROSS program links residents with training opportunities, job placement organizations, and local employers. Residents enter a contract of participation which outlines their responsibilities towards completion of training and employment objectives over a five-year period or less.

#### FAMILY SELF-SUFFICIENCY (FSS)

The FSS program enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Durham Housing Authority (DHA) works in collaboration with our Program Coordinating Committee (PCC) to secure commitments of public and private resources for the operation of the FSS program, to develop the DHA's FSS Action Plan (the FSS policy framework), and to implement the program.

**Additional comments and questions from the Board:** Commissioner Lucas asked Mr. Clark to explain what was PPE and Scattered Sites? Mr. Clark responded to the question by providing information on the DHA community, Scattered Sites and clarified that PPE meant Personal Protection Equipment. In addition, Commissioner Lucas inquired about identifying public housing residents who have graduated from high school. Mr. Clark stated that RSD staff and interns have identified at least 250 students who fall in the age range for seniors in high school. She also stated that she was able to identify three students in the community with her work at some of the community events. Mr. Clark asked that she forward their information to him. Commissioner Holmes asked what is the status of the garden spigot at Club Blvd? Mr. Clark advised her that the spigot access is still in the process of repair. Commissioner Bledsoe thanked Mr. Clark, his staff, and the Board members for the collaboration of work being done for our residents.

**With there being no further business to discuss, the meeting was adjourned at 2:21 p.m.**



## **Resident Services Committee Report**

Tuesday, July 20<sup>th</sup>, 2021

Virtual Boardroom

2:00 pm

The Durham Housing Authority Resident Services Department focuses on six key areas of service programming. Service areas include Food and Nutrition, Employment and Education, Healthy Living and Wellness, Aging in Place, Computer Literacy and Community Engagement and Enrichment. Resident Services staff works directly with residents in these areas to reach personal goals or meet specific challenges.

**Computer Literacy (Youth and Adult):** basic computer skill courses that cover the most common usages of a computer, including managing computer files, word processing, using spreadsheets and databases; creating presentations; finding information and communicating using computers; and being aware of social and ethical implications of Internet use. Residents Services Goal for the year is to have at least 100 youth and adult participate in some sort of computer literacy programming in 2021.

- **Kramden Institute** (Adult/Youth Computer Lit): Kramden is moving to a new location, the ribbon cutting will be held on August 2, at noon. The Resident Services department attended the virtual tour of the new space that will offer onsite classes, computer repair, summer camps for children and more.

**Healthy Living and Wellness:** *healthy living refers to the practices of a groups that are consistent with supporting, improving, maintaining and/or enhancing health. Healthy living is the practice of health enhancing behaviors, or put simply, living in healthy ways.*

- **Senior Transportation:** GoTriangle Transit Service of Durham began their yearlong pilot project that will provide bus service to the Glenn School Road center for five of our DHA communities. The “free ride “program began on July the 5<sup>th</sup>, 2021 and continue until July 2022. The five DHA communities that will participate in the pilot are JJ Henderson located at 807 South Duke Street, Forest Hills located at 700 South Mangum Street, Preiss Steele located at 500 Pickwick Trail, Morning Glory located 1107 Morning Glory and Hosiers Mill located at 804 Angier Avenue.

- **Wellness:** The NCCU nursing students will begin providing on site clinicals in 4 of our DHA communities Goley Point, Preiss Steele, Forrest Hill, and McDougald Terrace. This class for the Nurses will begin first week of August will run for 6 weeks. Classes are from 9-3 every Thursday.

**Community Engagement and Enrichment:** *standard way for groups such as social service agencies, nonprofit groups, and church or other religious groups to identify a certain specific need in its community and provide services to the people who need it.*

- **Youth Engagement Community Garden:** The residents of Hoover Road in a partnership with: The Durham Rotary Club, the NC Cooperative Agriculture Extensions, the Durham Housing Authority, and the Durham Congregations, Associations, and Neighborhoods on Tuesday's hold Youth Garden Club activities from 3:00 pm – 4:30 pm. The activities for the students include outdoor games, painting, board games, nutritional classes and mentoring from local Durham Police Community Engagement Division. The program will conclude on July 28<sup>th</sup>, 2021. The average attendance for this activity has been 12-15 students per session.
- **Senior Engagement:** In partnership with Neighborhood Improvement Services, a Fathers/Men's Day luncheon was held on June 17<sup>th</sup> for the men of Forest Hills Heights. The resident men were offered a spaghetti lunch, free haircuts, and information on a variety of health screenings. The meal was prepared by our own Chef Melvin Green.

Jan Hulin of Oak Street health sponsored a "Grab and Go" at Scattered sites at 300 Gary street's community parking lot bringing food, fun, and free haircuts from Mr. Thomas Boyd. Thirty residents attended this event.

The ROSS Senior program hosted a front door and porch decorating contest for residents of 519, Scattered Sites and Forrest Hills. The purpose of this contest was designed in a twofold approach to encourage cleanliness and community pride. The winners from the contest are listed below:

First Place in Doors	Tonya Pickney	East Main Street Towers
First Place in Porches	Diane Worthy	Scattered Sites
2 <sup>nd</sup> Place in Porches	Frances Banks	Scattered Sites
2 <sup>nd</sup> Place in Doors	Virginia Byrd	Forest Hills
3 <sup>rd</sup> Place in Doors	Diane Conner	East Main Street Towers
3 <sup>rd</sup> Place in Porches	Cecilia Carrington	Forest Hills

**Employment Training and Education:** *employment training is designed to increase the technical skills, knowledge, efficiency, and value creation to do any specific job in a better way. Education is the process of gaining knowledge.*

- **Youth Employment and Training:** Forty-two DHA youth have started their summer positions for the Youth Work Summer job program. The paid program runs for six weeks and provides Durham area youth with work experience and on the job training.
- **Section 3:** Thirteen DHA residents have applied for construction positions with Prescott Construction who are one of the lead contractors in the construction rehab and new development at JJ Henderson. Interviews for the prospective candidates will begin next week.

**PROGRAM NUMBERS** (*as of 7/9/2021*): number of individuals/people

**Resident Opportunity Self Sufficiency Seniors and Disabled Individuals (ROSS):** 83 (at maximum enrollment)

*Increase of 2 participants since last committee report.*

**Resident Opportunity Self Sufficiency Individuals and Family (ROSS):** 52 (at maximum enrollment)

*No Increase participants since last committee report.*

**Family Self Sufficiency (FSS):** 126 total participants- 88 Housing Choice Voucher/ 40 Public Housing

*. The goal number of participants in the FSS program in HCV is 108.*

**Jobs Plus:** 96 participants

*Increase of 10 participants since last committee report. The 2021 goal for Jobs Plus enrollment is 120 individuals by the end of the calendar year. Thus far the program is exceeding enrollment expectations.*

**GRANT FUNDED PROGRAMS:**

**JOBS PLUS**

The Jobs Plus program develops locally based, job-driven approaches that increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, technology skills, and financial literacy for residents of public housing.

- Durham Housing Authority was awarded \$2,300,000 in funding by HUD in February of this 2020. (grantee)
- Secured the highest funding amount that we were eligible for based off our partners' commitments to over \$3,000,000 in in-kind contributions. (27 partners)
- Grant period ends January 2025.

**RESIDENT OPPORTUNITY SELF-SUFFICIENCY (ROSS)**

The ROSS program links residents with training opportunities, job placement organizations, and local employers. Residents enter a contract of participation which outlines their responsibilities towards completion of training and employment objectives over a five-year period or less.

**FAMILY SELF-SUFFICIENCY (FSS)**

The FSS program enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Durham Housing Authority (DHA) works in collaboration with our Program Coordinating Committee (PCC) to secure commitments of public and private resources for the operation of the FSS program, to develop the DHA's FSS Action Plan (the FSS policy framework), and to implement the program.



# **Operations Committee**



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[durhamhousingauthority.org](http://durhamhousingauthority.org)

A Commitment to Quality Living

## **Operations Committee Agenda Tuesday, July 20, 2021**

1. Call to Order ..... Chairman Robert Glenn
2. Public Comment(s)
3. Approval of the June 15<sup>th</sup> Minutes
4. Strategic Management.....Ashanti Brown
5. Administration.....Sabrina Sinegal and Charles Lyon
6. Public Housing ..... Dominique Dunn
7. Voucher Program.....Keishma James
8. Action Items
9. Adjournment

Durham Housing Authority  
Durham, NC

**MINUTES OF THE OPERATIONS COMMITTEE**

June 15, 2021

**Attendees:**

Daniel Hudgins, Commissioner  
Robert Glenn, Commissioner  
Mayme Webb-Bledsoe, Commissioner  
Torrell Armstrong, Commissioner  
Pebbles Lucas, Commissioner  
Angela Holmes, Commissioner  
Jillian Johnson, City Liaison  
Anthony Scott, CEO  
Eric Pristell, Attorney  
Tawan Fields, Deputy to the CEO  
Sandra Small, Executive Office Assistant  
Sabrina Sinegal, Director of Administration  
Lorraine Erhunmwunsee, HR Manager  
Charles Lyon, Resident Safety Manager  
Edward Bigelow, Fraud/Security Manager  
Ashanti Brown, Director of Strategic Management  
Samuel Thomas, Strategic Analyst  
Denita Johnson, COO/Director of HCVP  
Keishma James, HCVP Program Manager  
Dominique Dunn, Director of Housing Operations  
Alisha Curry, Project Manager  
Anthony Snell, Director of Development  
Brenda Tillman, Real Estate Strategies Specialist  
Marcus Clark, Director of Resident Services  
Melvin Green, Resident Services Program Manager  
Carla Walton, HR Consultant  
Dan Hartzog, Attorney

**Call to Order**

The meeting was called to order by Mr. Robert Glenn at 2:21 pm

**Public Comments**

None

**Review and approval of the Meeting Minutes**

The May 18, 2021 minutes were approved.

## **STRATEGIC MANAGEMENT**

### **Fresh Start Program**

Ms. Brown reported that the Housing Stability Specialists were hired on June 9<sup>th</sup>. The Specialists had three and half days of orientation before conducting direct outreach to tenants. The primary goal of the Housing Stability Team is to contact every family that owes a balance, while prioritizing families with the highest balances first. Currently, the focus of the Specialist is reviewing accounts for accuracy, while also calling tenants directly to answer any questions the tenants may have regarding their balance.

Durham County's Emergency Rental Assistance Program allows for Residents to apply on their own or have a proxy apply on their behalf. The Housing Stability Team is serving as proxies for residents who are 1) unable to pay their balance and 2) eligible for Durham's Emergency Rental Assistance Program, by applying on behalf of the residents who require additional assistance. Specialists are also completing the landlord verification portion of the application to reduce delays in processing.

For residents who may have a balance due to not being eligible for assistance, the Specialists will assist in negotiating repayment agreements in conjunction with property management. The team has a dedicated 1-800 number and email address (dharent@dha-nc.org) for families that have questions about their rent, seeking assistance and/or put in inquiries. A form has also been created and placed on the Agency's website where a resident can request that a team member contact them.

Ms. Brown shared that a focus at this time is to get the word out via social media, websites, mailings, flyers, and volunteers. The Agency is also seeking more ways to conduct door to door outreach while keeping the Specialist available in the office.

Commissioner Glenn asked about the qualifications of the Housing Stability Team. Ms. Brown responded by sharing that there are six members that consist of three permanent staff members that include a Lead Housing Stability Specialist, a General Housing Stability Specialist, and a Housing Stability Assistant. These three positions were screened to make sure that they have both practicum through lived experienced and/or some social work background. Ms. Brown continued sharing that in addition to three permanent staff members, there are also three additional temporary staff members who have either a customer service background or some social work background. Ms. Brown also noted that the team does include a current DHA resident as well as a former DHA resident.

Commissioner Glenn asked if the Agency is capturing any information from families that could lead the Agency to direct the family to supportive services in the future. Ms. Brown answered that the Agency is capturing that data using a database as well as having incorporated a part of the process where the Agency will complete referrals to Alliance Behavioral Health.

Commissioner Lucas asked if the Board would be able to meet the Housing Stability Team. Mr. Scott stated that the staff will make sure that happens within the next 30 days or less.

## **HUD COVID-19 Waivers**

HUD had several waivers set to expire on June 30<sup>th</sup>. HUD released a notice last month extending many of their waivers to December 31<sup>st</sup>. HUD also introduced three (3) new waivers that the Agency is looking to adopt:

- 1) Waiver states that the eight (8) hours community service requirement for Public Housing families who are minimum renters or zero income households, has been waived during the COVID-19 Pandemic. This waiver cannot be voluntarily adopted as it is a rule.
- 2) Waiver states that the Agency can now use self-certification as the highest form of certification for applicants, and not just for program participants.
- 3) Waiver states that if someone does not have their SS number available, the Agency can verify it within 90 days of their admission.

Ms. Brown presented a Resolution asking the Operations Committee to authorize to go before the Full Board to adopt the new waivers and the extensions which go through December 31, 2021.

The Resolution was approved by the committee for submission to the full Board at its next meeting.

## **CLOSED SESSION**

The Board went into a Closed Session to discuss a legal matter. Motion made to go into Closed Session made by Commissioner Holmes and seconded by Commissioner Lucas.

Board returned from Closed Session where no action was taken during Closed Session.

## **ADMINISTRATION**

Sabrina Sinegal, Director of Administration reported that during the month of May, there were 33 vacancies, 2 separations, and 3 new hires. There were 30 Temporary employees occupying many of the vacant positions. Activities around filling the vacant positions are as follows:

### **Housing Operations**

Brought on 6 staff members to assist with the Emergency Rental Assistance Program.

Property managers did some training and testing in property management. The Affordable Housing Property Managers will undergo Tax credit training in September.

### **HCVP**

Advertised the Quality Control Compliance Officer position.

### **Development**

Advertised the Capital Fund Program Manager and Project Manager positions.

Commissioner Armstrong inquired about the status of the General Counsel position and if there were any additional hires other than the Housing Stability Specialists. Ms. Sinegal replied that the General Counsel position remains open until filled and there were no additional hires. The plan is to interview candidates as time permits. Mr. Scott stated that DHA has continued to use the services of the Banks Law Firm due to other priorities.

Commissioner Armstrong asked if there were other vacant positions that have been deprioritized. Mr. Scott replied no and that the bulk of the vacant positions are in Property Management. Job descriptions for the Property Management positions have been revised and staff have been evaluated to determine where there may be gaps. The changes will be discussed with staff by the end of the month.

## **SAFETY**

Charles Lyon, Resident Safety Specialist, reported the following:

### **National Night Out**

Mr. Lyon gave an update of the possible changes and format of the upcoming National Night Out scheduled for Tuesday, August 3, 2021. He mentioned the purpose of the occasion, past involvements, and successes, including festivities, participants, and events.

### **Lease Enforcement**

Mr. Lyon highlighted cases requiring action for the month of May. There were six simple assaults, two aggravated assaults, two cases of intimidation, one case of domestic violence, and one case of resisting arrest.

### **Durham County Local Emergency Management**

The department is preparing for hurricane season. Mr. Lyon mentioned that he shared the County's guidelines on actions to take with DHA staff.

### **Durham Gun Safety Committee**

Discussions were centered around the number of kids being shot by guns in the home, and how this could be prevented.

### **Durham County's Bull City United**

BC United plans to host a Safe Summer Tour which will take place in some of our communities, beginning June 18, 2021.

### **The Salvation Army Boys & Girls Club**

Mr. Lyon mentioned how the Salvation Army continues to support DHA's youth in the communities. There are summer programs available to the youth and families as an alternative to gangs. He mentioned several past field trips DHA put together over the years, which have helped change the course of children's lives and made them more productive citizens.

Commissioner Lucas thanked Mr. Lyon for his services and dedication to the youth. She also asked if the officers were hired or volunteered to work in the DHA communities. Mr. Lyon stated that Chief Davis assigned the community service units to the public housing sites. The teams are made up of nine officers that rotate between two of the DHA communities.

## **RESOLUTIONS**

Mr. Scott presented the following Resolutions for the Committee's review and authorization to be presented to the full Board at the Board meeting:

1. Resolution to Consider and Approve the Award of the 24/7 Call Center Services Contract to Cerida Investment Corp dba AnswerNet
2. Resolution to Consider and Approve the Award of the Property Management Services Contract to Royal American Management
3. Resolution to Consider and Approve the Award of the Relocation Coordination Services Contract to HousingToHome

After a brief discussion, the Resolutions were approved by the committee for submission to the full Board at its next meeting.

## **HOUSING OPERATIONS**

Denita Johnson, COO, introduced Dominique Dunn, the Director of Housing Operations. Ms. Dunn started with the Agency on June 7<sup>th</sup>. She comes from Monroe Housing Authority where she served as the Deputy Director. Prior to that, Ms. Dunn was the Senior Property Manager at the Charlotte Housing Authority, therefore she has experience with converting Public Housing into RAD units. Ms. Dunn reported the following for Housing Operations:

### **PUBLIC & AFFORDABLE HOUSING COLLECTION LOSS SUMMARY**

The write- offs for Public Housing for May 2021 total \$0.

The write- offs for Affordable Housing for May 2021 total \$0.

### **PUBLIC and AFFORDABLE HOUSING TENANT ACCOUNTS RECEIVABLE SUMMARY**

At the end of May 2021, DHA Public Housing properties had an overall collection rate of 57%.

At the end of May 2021, DHA PRBA had an overall collection of 72%.

At the end of May 2021, DHA Affordable Housing properties had an overall collection of 64%.

At the end of May 2021, DHA Properties had an Overall Collection rate of 61%

### **PUBLIC HOUSING UNIT LEASE-UP SUMMARY**

At the end of May 2021, DHA's Public Housing program had 29 vacant units available for lease-up, which results in an adjusted vacancy rate of 3%.

#### **Vacant Units Excluded:**

- Off-line Units - 10 vacant units.
- HUD Approved - 43 vacant units
- RAD Conversion (519 E. Main Street, and Liberty Street). Due to pending RAD conversion, DHA is currently not leasing at these 2 properties. These (2) properties have a combined total - 83 vacant units.

**Total Vacant Units Excluded: 136**

### **PBRA HOUSING LEASE-UP SUMMARY**

At the end of May 2021, DHA's PBRA program had 12 vacant units available for lease-up, which results in an adjusted vacancy rate of 4%.

**Vacant Units Excluded:**

- Vacant for Capital Improvements – 82 Vacant Units

**AFFORDABLE HOUSING LEASE-UP SUMMARY**

At the end of May 2021, DHA’s Affordable Housing program had 8 vacant units, which results in a vacancy rate of 6%.

**At the end of May 2021, DHA’s Properties had a total of 49 vacant units available for leasing, which resulted in an adjusted vacancy percentage of 3%.**

**PUBLIC HOUSING OCCUPANCY SUMMARY**

At the end of May 2021, Public Housing has a total of 1026 occupied units out of 1065 units available for leasing. The adjusted Occupancy Rate for the Month of May 2021 is 96%.

**Vacant Units Excluded:**

- Off-line Units - 10 vacant units.
- HUD Approved - 43 vacant units
- RAD Conversion (519 E. Main Street, and Liberty Street). Due to pending RAD conversion, DHA is currently not leasing at these 2 properties. These (2) properties have a combined total - 83 vacant units.

**Total Vacant Units Excluded: 136**

During the month of May 2021, DHA Management teams leased 5 apartments.

**PBRA HOUSING OCCUPANCY SUMMARY**

At the end of May 2021, PBRA has a total of 280 occupied units out of 290 units available for leasing. The adjusted Occupancy Rate for the Month of May 2021 is 96%.

**Vacant Units Excluded:**

- Vacant for Capital Improvements – 82 Vacant Units

During the month of May 2021, DHA Management teams leased 0 apartments.

**AFFORDABLE HOUSING OCCUPANCY SUMMARY**

At the end of May 2021, Affordable Housing has a total of 122 occupied units out of 130 units available for leasing.

The Occupancy Rate for the Month of May 2021 is 94%.

During the month of May 2021, DHA Management teams leased 2 apartments.

**At the end of May 2021, DHA’s Properties had a total of 1426 occupied units out of 1475 units available for leasing, which results in an adjusted occupancy rate of 96%.**

## **WAITING LIST SUMMARY**

For the month of May 2021, DHA properties have 5079 applicants on the Public Housing, PBRA, and Affordable Housing waiting list.

- 11% Studio – 555 Applicants
- 40% one-bedroom – 2023 Applicants
- 41% two-bedroom – 2063 Applicants
- 8% three-bedroom – 386 Applicants
- 1% four-bedroom, five-bedroom, six-bedroom – 52 Applicants

## **PUBLIC HOUSING WORK ORDER SUMMARY**

At the beginning of May 2021, DHA Public Housing Communities had a balance of 1193 open work orders. DHA received 984 non-emergency work orders and 74 emergency work orders. During the month, 828 work orders were closed leaving a remaining balance of 1423 work orders at the end of the month.

## **PBRA HOUSING WORK ORDER SUMMARY**

At the beginning of May 2021, DHA PBRA Communities had a balance of 18 open work orders. DHA received 137 non-emergency work orders and 45 Emergency work orders. During the month, 181 work orders were closed leaving a remaining balance of 19 work orders at the end of the month.

## **AFFORDABLE HOUSING WORK ORDER SUMMARY**

At the beginning of May 2021, DHA had a balance of 6 open work orders. DHA received 100 non-emergency work orders and 5 Emergency work orders. During the month, 110 work orders were closed leaving a remaining balance of 1 work order at the end of the month.

**At the beginning of May 2021, DHA properties had a total had a balance of 1217 open work orders. DHA received 1221 non-emergency work orders and 124 Emergency work orders. During the month, 1119 work orders were closed leaving a remaining balance of 1443 work orders at the end of the month.**

## **PUBLIC HOUSING/AFFORDABLE HOUSING REASON FOR MOVE-OUT SUMMARY**

For the month of May 2021, there were a total of 33 move-outs from public housing properties.

For the month of May 2021, there were a total of 2 move-outs from PBRA properties.

For the month of May 2021, there were a total of 0 move-outs from Affordable housing properties.

**For the month of May 2021, there were a total of 35 move-outs from all DHA properties.**

## **HOUSING CHOICE VOUCHER PROGRAM**

Ms. Keishma James, HCVP Program Manager, reported the following:

### **VOUCHER UTILIZATION**

During the month of May, the HCVP utilization increased by 5 contracts. And as a result, the voucher utilization rate remained at 89%.

A total of 37 vouchers were issued during this timeframe, resulting in 153 families with an active voucher searching for a home.

### **HOUSING ASSISTANCE PAYMENT**

The HCV Program paid **\$1,882,661**, in HAP funds for the month of May. The following is the breakdown:

- \$1,878,058 - HAP Obligated
- \$1,834,145 – Total HAP Disbursed  
*(\$43,913 was added to our HUD-held reserves)*
- \$1,882,661 – Total HAP Paid  
*(\$48,516 was deducted from our DHA-held reserves)*

*HUD obligated \$1,878,058 and disbursed \$1,834,145, the difference of \$43,913, was added to our HUD-held reserves. The total HAP paid for the month of May was \$1,882,661, the difference of \$48,516, was deducted from our DHA-held reserves. (See Board Report, Part B)*

#### ***Remaining reserves as of May 31, 2021:***

- *\$795,581 HUD-held*
  - *\$232,153 DHA-held*
- \$1,027,734 Total Reserves**

### **HOME AGAIN – PRE-APPLICATION PROCESS**

Ms. James reported that the City of Durham’s Continuum of Care (CoC) recently initiated it’s pre-application process for all CoC-funded grant programs. DHA’s Permanent Supportive Housing Home Again Program is up for annual grant renewal for the upcoming 10/1/2021 – 9/30/2022 grant year. The HCVP department submitted this pre-application for Home Again via the Zoom Grants website on May 24, 2021. The department is awaiting further approval of this pre-application, before moving forward in preparation to submit the actual application for funding for the upcoming grant year. The Home Again program currently serves a total of 15 households, while the grant application projects serving 10 households. DHA continues to partner with Alliance Health to maximize utilization of this HUD-funded program.

### **EMERGENCY HOUSING VOUCHERS (MOU RESOLUTION)**

Ms. James reported that the HCVP department recently accepted a total of 68 Emergency Housing Vouchers awarded by HUD. Funding for these vouchers will be implemented into the Annual

Contributions Contract (ACC) effective July 1, 2021. DHA is currently in partnership with the Durham Continuum of Care (CoC) for administer these EHV's. Eligible families include those who are homeless, at risk of homelessness, fleeing domestic violence, or recently homeless and in need of an EHV to assist with housing stability. DHA will provide rental assistance to these eligible families, while the Durham CoC will oversee the administration of additional supportive services including but not limited to housing search assistance, assistance with security/utility deposits and arrears, moving expenses, housing application costs, and compliance with lease requirements.

DHA is committed to establishing and sustaining community partnerships that will enable the agency to continue to service additional families in need. The Memorandum of Understanding (MOU) between DHA and the Durham CoC has been outlined to include the goal(s) of the EHV program, in addition to the roles and responsibilities of each participating agency. Attached as Exhibit A is the EHV MOU for approval by the Board of Commissioners. Also attached was the Statement of Issue and Board Resolution, for approval of this MOU.

The Resolution was approved by the committee for submission to the full Board at its next meeting.

#### **ADJOURNMENT**

With there being no further business to discuss, the meeting was adjourned at 4:46 pm.



# **Administration Department**

# Monthly Report June 2021

## Human Resources

*Human Resources primary functions include recruitment of new qualified employees for vacant positions, labor relations, personnel policy management, administration of employee benefits, employee training, facilitation of annual performance reviews, workers compensation management, personnel file management, management of employee risk and safety initiatives, and many other services within the organization.*

Staff Vacancy Report									
Departments/Positions	Vacant # of Positions	Temporary Staff in position	Position Advertised Date	Position Close Date	Date Resumes Sent to Hiring Mgr.	Interview Date	Offer Made/ Accepted	Pre-Hire Process	Hire Date
<b>FINANCE</b>									
Procurement Temporary Help		1							
Accounting Technician (Rent Collection)	1	1	10/18/2020	11/30/2020		3/25 & 3/26			
General Ledger Accountant (PH)	1	1	3/10/2021	Until Filled					7/6/2021
General Ledger Accountant (Budgeting & Development)	1	1	3/10/2021	Until Filled					
General Ledger Accountant (HVCP)	1	0	3/10/2021	Until Filled					
<b>HOUSING OPERATIONS</b>									
Housing Clerk (519 E. Main)	1	2							
Assistant Property Manager (519 E. Main, Morreene)	2	1							

Maintenance Supervisor (Morreene, 519 E. Main)	2	1	6/28/2021	7/1/2021					
Maintenance Technician (3-McDougald, 3- 519 E. Main, 2-Morreene Rd., Preiss Steele, Cornwallis)	10	11	6/28/2021	7/1/2021					
Site Laborer (Preiss-Steele, Morreene, 519 E. Main, McDougald, Cornwallis, Oxford)	6	3	6/28/2021	7/1/2021					
Tax Credit Property Mgr. (Morreene Rd.)	1	2	10/5/2020	On Hold					
Electrician	1	1	6/28/2021	7/1/2021					
Plumber	1	0	6/28/2021	7/1/2021					
Locksmith	1	0	5/1/2021	On Hold					
HVAC Specialist	1	0	6/28/2021	7/1/2021					
<b>HCVP</b>									
HCVP Temporary Help		1							
HQS Inspection Supervisor	1	0	6/23/2021		7/7/2021				
Quality Control Compliance Officer	1	0	6/4/2021	Open Until Filled	6/16/2021 7/7/21				
<b>EXECUTIVE</b>									
Communications Manager	1	0	6/9/2021	Open Until Filled	6/22/2021	6/30/21 7/1/21			

Staff Attorney	1	0	6/5/2020	Open Until Filled Reviewing candidates	6/2/2020 6/18/2020 10/18/2020 12/22/2020 1/12/2021 3/10/21					
<b>DEVELOPMENT</b>										
Capital Fund Program Mgr.	1	0	4/28/2021 5/26/21	Open Until Filled	5/4/2021					
Project Manager	1	0	2/12/2020 1/12/21 5/26/21	Open Until Filled	5/26/21 6/16/21 6/30/21					
<b>STRATEGIC MANAGEMENT</b>										
ERAP Temporary Help		3								
Strategic Analyst	1	0	12/10/2020	Open Until Filled	1/13/2021 1/20/2021 2/1/2021 3/1/21 3/29/21 6/9/21	week of 2/1/2021				
<b>RESIDENT SERVICES</b>										
Educational Program Mgr.	1	0	Currently reviewing job description							
Case Manager	1	0	11/5/2020 3/31/2021	11/20/2020 4/14/2021	12/9/2020 4/21/2021	2/4/2021 6/4/2021				
<b>ADMINISTRATION</b>										
Resident Safety Specialist	1	0	1/6/2021	Open Until Filled	4/13/2021	4/19/2021	5/17/2021	yes	7/6/2021	
<b>Total Vacant</b>	<b>40</b>							<b>Separations (June)</b>	<b>3</b>	
<b># of Positions</b>	<b>114</b>							<b>New Hires (June)</b>	<b>4</b>	
<b>Vacancy Rate</b>	<b>35%</b>							<b>Separations Y-T-D</b>	<b>9</b>	
								<b>New Hires Y-T-D</b>	<b>13</b>	
<b>Temporary Workers</b>		<b>29</b>								

## **Resident Safety Operations**

*Resident Safety Operations primary functions include providing residents with crime prevention measures to improve community safety. The Resident Safety team educates residents on safety topics during the Resident Council meetings, performs training to the Resident Patrol and Floor Captain leaders at the high-rise communities, maintain the Trespass List and issue Trespass Notices to persons that are banned from the property for violent and disruptive behavior. They also investigate and record criminal activities happening at the sites and attend monthly pertinent meetings as it relates to the agency's overall goals and objectives.*

## **Durham Police Department Community Engagement Units**

Received crime/safety issues and statistics for each of the properties. Distributed crime information to management on Calls for Services and Incidents in DHA neighborhoods. DPD provided police reports, crime alerts and current press release. Addressed CPTED matters and several abandoned cars were towed.

## **Emergency Safety and Security Grant**

Assisted with preparing the grant application for additional cameras at the Cornwallis Road community.

## **Community Resource Fair**

Passed out Crime Stopper Cards and gun locks from the Durham County Safety Committee. Resident Services staff was in attendance.

## **Cleveland Housing Authority**

Attended a ZOOM meeting with former Chief of Safety/Security of the Cleveland Housing Authority to discuss strategies and exchange ideas about community engagement and Crime Prevention Through Environmental Design (CPTED).

## **Salvation Army Boys & Girls Club**

Meeting topics covered the summer camp and reading programs.

## **Bull City United**

Meeting topics included expansion and the need for off-line apartment units and shared needs, communication, and their summer safety tour.

## **National Night Out**

August 3, 2021

## **Fraud/Security**

*Fraud/Security primary functions include: advising and facilitating installation, control and monitoring of surveillance, burglar alarm, and access control systems; conducting internal/external investigations using data information and field surveillance (referrals and calls from the Fraud Tipline based on unauthorized tenants, unreported income, criminal activity, and landlord violations; collecting fraud recovery for HCVP and collection losses for PH; assists and*

*verifies interpretation of criminal offenses when using eligibility standards; monitor DHA central office parking lot for violators; and assist with applicant/tenant hearings, as needed.*

**Fraud Recovery/Collection Loss**

Mr. Bigelow collected \$3,202.73 in Fraud Recovery/Collection Loss monies. He received 10 collection loss inquiries.

**Investigations/Access Controls**

Mr. Bigelow is investigating 9 fraud referrals. Assisted DPD Investigator with vandalism investigation. Issued 10 new access cards 9 parking decals.

**Number of Compliant Calls**

Mr. Bigelow logged two (2) new complaints in June 2021.

**DURHAM HOUSING AUTHORITY: RESIDENT SAFETY OPERATIONS  
LEASE ENFORCEMENT TRACKING FORM**

Date	Case # / Police Report #	RSO Received Date	RSO Reviewed Date	Crime	Community	RSO Recommendations	Date Sent to Property M:	Follow up with PM date	Action Taken	Final Results / Notes
2/3/2021	21003373	2/1/2021	2/2/2021	Robbery	Oxford Manor	None, Under Investig.	2/3/2021	2/19/2021		None, Curr.Under Invest.
2/3/2021	21002360	2/1/2021	2/2/2021	Intimidation	Club Boulevard	Conf. HOH	2/3/2021	2/19/2021		HOH Conf.
2/3/2021	21002255	2/1/2021	2/2/2021	Agg. Assault	Cornwallis Road	None	2/3/2021	2/19/2021		None
2/3/2021	21002888	2/1/2021	2/2/2021	Kidnapping	Cornwallis Road	Need Additional Info.	2/3/2021	2/19/2021		Continuation
2/3/2021	21002010	2/1/2021	2/2/2021	Simple Assault	Hoover Road	May need conf.HOH	2/3/2021	2/19/2021		Dom.Vio.Await. Relocat.
2/3/2021	21002384	2/1/2021	2/2/2021	Arson	McDougald Terrace	Conf.HOH, Info. Insure.	2/3/2021	2/19/2021		Tranf. Resid.Hoover Rd.
2/3/2021	21002564	2/1/2021	2/2/2021	Suicide	McDougald Terrace	None	2/3/2021	2/19/2021		Conf. HOH,UnAuth.Guest
2/3/2021	21002516	2/1/2021	2/2/2021	Intimidation	McDougald Terrace	Action Taken, Pending	2/3/2021	2/19/2021		No Police Report
2/3/2021	21002429	2/1/2021	2/2/2021	Agg. Assault	McDougald Terrace	Case pending	2/3/2021	2/19/2021		No Susp. Arrested Dri.by
2/3/2021	21002636	2/1/2021	2/2/2021	Agg. Assault	Oxford Manor	Need Report for Insure.	2/3/2021	2/19/2021		Ongoing
2/3/2021	21002151	2/1/2021	2/2/2021	Weapon Violation	Oxford Manor	Open case	2/3/2021	2/19/2021		Case still open
2/3/2021	21001994	2/1/2021	2/2/2021	Juvenile Involved	Oxford Manor	Conf. HOH	2/3/2021	2/19/2021		Case Dismissed
2/16/2021	21003352	2/11/2021	2/15/2021	Simple Assault	Cornwallis Road	Alston may nd Trespass	2/16/2021	3/3/2021		No Specific address
2/16/2021	21003986	2/11/2021	2/15/2021	Agg. Assault	McDougald Terrace	Evans nds to beTrespass	2/16/2021	3/3/2021		Conf. HOH destru.p
2/16/2021	21004037	2/11/2021	2/15/2021	Simple Assault	Cornwallis Road	HOH may nd Conf.	2/16/2021	3/3/2021		HOH Conf.
2/16/2021	21004170	2/11/2021	2/15/2021	Simple Assault	McDougald Terrace	Need more info.HOH	2/16/2021	3/3/2021		Conf. All Parties. Alterca.
2/16/2021	21003946	2/11/2021	2/15/2021	Simple Assault	McDougald Terrace	HOH needs Conf.	2/16/2021	3/3/2021		Conf. Pend.With Resid.
3/3/2021	21005581	3/1/2021	3/3/2021	Agg. Assault	McDougald Terrace	Conf. HOH	3-Mar	3/17/2021		No infor. Prov. By Resid.
3/3/2021	21006093	3/1/2021	3/3/2021	Simple Assault	Oxford Manor	Conf. HOH	3/3/2021	3/17/2021		Family Disp.Conf.
3/3/2021	21005387	3/1/2021	3/3/2021	Trespassing	Oxford Manor	Conf. HOH	3/3/2021	3/3/2021		Uncontested/
3/3/2021	21005933	3/1/2021	3/3/2021	Vandalism	Oxford Manor	Conf. HOH	3/3/2021	3/3/2021		No Report/Uncontested
3/3/2021	21005897	3/1/2021	3/3/2021	Simple Assault	Damar Court	Conf. HOH	3/3/2021	3/3/2021		No Specific address
April reprt 1st request 4/16/2021	21011884	5/12/2021	5/12/2021	Agg. Assault	Edgemont Elms	Conf. HOH	5/12/2021	5/27/2021		Conf.HOH, Tresp. Individ
April reprt 2nd request 4/29/2021	21011436	5/12/2021	5/12/2021	Simple Assault	McDougald Terrace	Trespass individual	5/12/2021	5/27/2021		Conf. .HOH, Tresp. Individ
5/12/2021	21011544	5/12/2021	5/12/2021	Simple Assault	Morreene Road	Conf. HOH	5/12/2021	5/27/2021		Conf. HOH, Termination warning
5/12/2021	21011898	5/12/2021	5/12/2021	Simple Assault	Edgemont Elms	Conf. HOH	5/12/2021	5/27/2021		Conf. HOH, Family Fued
5/12/2021	21012060	5/12/2021	5/12/2021	Resisting arrest	Club Blvd	Conf. HOH gun related	5/12/2021	5/27/2021		Conf. HOH, Warning Issued
5/12/2021	21012553	5/12/2021	5/12/2021	Trespass, domestic viol	McDougald Terrace	Trespass individual	5/12/2021	5/27/2021		Individual trespassed
5/12/2021	21013002	5/12/2021	5/12/2021	Simple Assault	McDougald Terrace	Conf. HOH	5/12/2021	5/27/2021		Lease Termination
5/12/2021	21013450	5/12/2021	5/12/2021	Simple Assault	Cornwallis Road	Conf. HOH	5/12/2021	5/27/2021		Conf. HOH, Tresp. Individ
5/26/2021	21016263	5/26/2021	5/27/2021	Agg. Assault	Cornwallis Road	Conf. HOH	5/28/2021	6/17/2021		Conf.HOH, Tranfer in process
5/26/2021	21015819	5/26/2021	5/27/2021	Intimidation	Morreene Road	Conf. HOH	5/28/2021	6/17/2021		Conf. HOH, Family Fumo
5/26/2021	21016385	5/26/2021	5/27/2021	Simple Assault	Scattered Sites	Conf. HOH	5/28/2021	6/17/2021		Case Documented/Family
5/26/2021	21015818	5/26/2021	5/27/2021	Intimidation	McDougald Terrace		5/28/2021	6/17/2021		Case Pending/Transfer
6/24/2021	21017493	6/24/2021	6/24/2021	Intimidation	Club Boulevard	Conf. HOH	6/24/2021	7/15/2021		
6/24/2021	21017408	6/24/2021	6/24/2021	Aggravated Assault	J.J. Henderson	Termination	6/24/2021	7/15/2021		
6/24/2021	21017352	6/24/2021	6/24/2021	Aggravated Assault	Hoover Road	Conf. HOH	6/24/2021	7/15/2021		
6/24/2021	21018965	6/24/2021	6/24/2021	Aggravated Assault	519 East Main	Trespass Individual	6/24/2021	7/15/2021		
6/24/2021	21018941	6/24/2021	6/24/2021	Aggravated Assault	Cornwallis Road	Conf. HOH	6/24/2021	7/15/2021		

Summary Report - May  
**Simple Assaults - 5**  
 McDougald - 2  
 Edgemont Elms - 1  
 Cornwallis Road - 1  
 Morreene Road - 1

Summary Report - June  
**Aggravated Assaults - 4**  
 JJ Henderson - 1  
 Hoover Road - 1  
 519 E. Main Street - 1  
 Cornwallis Road - 1

**Aggravated Assaults - 2**  
 Edgemont Elms - 1  
 Cornwallis - 1

**Intimidation - 2**  
 McDougald Terrace - 1  
 Club Boulevard - 1

**Resisting Arrest - 1**  
 Club Boulevard - 1

**Trespassing/Domestic Violence - 1**  
 McDougald Terrace - 1

**Intimidation - 2**  
 McDougald - 1  
 Morreene - 1

# July 2021 Resident Safety Operations

Theme: Be careful, Be safe

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Other events TBA				1	2	3
4 	5 Closed 4 <sup>th</sup> of July Celebration, Enjoy your day!!!	6	7 DPD Community Engagement Team Conference 10:00am  Hoover Road Community meeting 5:00pm	8	9	10
11	12 519 East Main Street Resident Patrol training 10 am	13 <b>Pro. Mgt. meeting J. Folloso</b> 11:00am  <b>Pro. Mgt. meeting C. Roberts</b> 2:30pm	14 Durham County Local Emergency Management Planning Committee meeting 10:00am	15 <b>CEO meeting</b> 10:00am <b>Pro. Mgt. meeting J. Morris</b> 11:00am <b>Pro. Mgt. meeting L. Smith</b> 2:30pm	16	17
18	19	20 DHA Operation's meeting 2:00pm	21 Pro. Mgt. meeting P. Davis 2:30pm	22 <b>Bull City United meeting</b> 10:00am	23	24
25	26	27	28 Durham County Gun Safety Committee meeting 9:00am  <b>DHA Board of Commissioner's meeting</b> 5:30pm	29	30 <b>DHA General All Staff meeting 9:00am</b>	31 <b>Charles F. Lyons,</b> Resident Safety Manager 919-201-7034  <b>Domonique Gatling,</b> Resident Safety Specialist



# Public Housing Operations

## **PUBLIC & AFFORDABLE HOUSING COLLECTION LOSS SUMMARY**

The write- offs for Public Housing for June 2021 total \$0.

.

The write- offs for Affordable Housing for June 2021 total \$95.80.

## **PUBLIC and AFFORDABLE HOUSING TENANT ACCOUNTS RECEIVABLE SUMMARY**

At the end of June 2021, DHA Public Housing properties had an overall collection rate of 66%.

At the end of June 2021, DHA PRBA had an overall collection of 74%.

At the end of June 2021, DHA Affordable Housing properties had an overall collection of 64%.

At the end of June 2021, DHA Properties had an Overall Collection rate of 68%.

## **PUBLIC HOUSING OCCUPANCY SUMMARY**

At the end of June 2021, Public Housing has a total of 1014 occupied units out of 1069 units available for leasing. The adjusted Occupancy Rate for the Month of June 2021 is 95%.

### **Vacant Units Excluded:**

- Off-line Units - 3 vacant units.
- HUD Approved - 45 vacant units
- RAD Conversion (519 E. Main Street, and Liberty Street). Due to pending RAD conversion, DHA is currently not leasing at these 2 properties. These (2) properties have a combined total - 84 vacant units.

**Total Vacant Units Excluded: 132**

During the month of June 2021, DHA Management teams leased 2 apartments.

## **PBRA HOUSING OCCUPANCY SUMMARY**

At the end of June 2021, PBRA has a total of 278 occupied units out of 290 units available for leasing. The adjusted Occupancy Rate for the Month of June 2021 is 96%.

### **Vacant Units Excluded:**

- Vacant for Capital Improvements – 82 Vacant Units

During the month of June 2021, DHA Management teams leased 0 apartments.

## **AFFORDABLE HOUSING OCCUPANCY SUMMARY**

At the end of June 2021, Affordable Housing has a total of 122 occupied units out of 130 units available for leasing.

The Occupancy Rate for the Month of June 2021 is 94%.

During the month of June 2021, DHA Management teams leased 0 apartments.

**At the end of June 2021, DHA's Properties had a total of 1414 occupied units out of 1489 units available for leasing, which results in an adjusted occupancy rate of 95%.**

## **PUBLIC HOUSING UNIT LEASE-UP SUMMARY**

At the end of June 2021, DHA's Public Housing program had 55 vacant units available for lease-up, which results in an adjusted vacancy rate of 5%.

### **Vacant Units Excluded:**

- Off-line Units - 3 vacant units.
- HUD Approved - 45 vacant units
- RAD Conversion (519 E. Main Street, and Liberty Street). Due to pending RAD conversion, DHA is currently not leasing at these 2 properties. These (2) properties have a combined total - 84 vacant units.

**Total Vacant Units Excluded: 132**

## **PBRA HOUSING LEASE-UP SUMMARY**

At the end of June 2021, DHA's PBRA program had 12 vacant units available for lease-up, which results in an adjusted vacancy rate of 4%.

### **Vacant Units Excluded:**

- Vacant for Capital Improvements – 82 Vacant Units

## **AFFORDABLE HOUSING LEASE-UP SUMMARY**

At the end of June 2021, DHA's Affordable Housing program had 8 vacant units, which results in a vacancy rate of 6%.

**At the end of June 2021, DHA's Properties had a total of 75 vacant units available for leasing, which resulted in an adjusted vacancy percentage of 5%.**

## **WAITING LIST SUMMARY**

For the month of June 2021, DHA properties have 5668 applicants on the Public Housing, PBRA, and Affordable Housing waiting list.

- 10% Studio – 555 Applicants
- 37% one-bedroom – 2124 Applicants
- 40% two-bedroom – 2250 Applicants
- 11% three-bedroom – 596 Applicants
- 2% four-bedroom, five-bedroom, six-bedroom – 129 Applicants

## **PUBLIC HOUSING WORK ORDER SUMMARY**

At the beginning of June 2021, DHA Public Housing Communities had a balance of 1423 open work orders. DHA received 957 non-emergency work orders and 70 emergency work orders. During the month, 1195 work orders were closed leaving a remaining balance of 1255 work orders at the end of the month.

## **PBRA HOUSING WORK ORDER SUMMARY**

At the beginning of June 2021, DHA PBRA Communities had a balance of 19 open work orders. DHA received 123 non-emergency work orders and 55 Emergency work orders. During the month, 175 work orders were closed leaving a remaining balance of 22 work orders at the end of the month.

## **AFFORDABLE HOUSING WORK ORDER SUMMARY**

At the beginning of June 2021, DHA had a balance of 1 open work orders. DHA received 134 non-emergency work orders and 1 Emergency work orders. During the month, 127 work orders were closed leaving a remaining balance of 9 work order at the end of the month.

**At the beginning of June 2021, DHA properties had a total had a balance of 1443 open work orders. DHA received 1214 non-emergency work orders and 126 Emergency work orders. During the month, 1497 work orders were closed leaving a remaining balance of 1286 work orders at the end of the month.**

## **PUBLIC HOUSING/AFFORDABLE HOUSING REASON FOR MOVE-OUT SUMMARY**

For the month of June 2021, there were a total of 9 move-outs from public housing properties.

For the month of June 2021, there were a total of 0 move-outs from PBRA properties.

For the month of June 2021, there were a total of 1 move-outs from Affordable housing properties.

**For the month of June 2021, there were a total of 10 move-outs from all DHA properties.**

## YTD COLLECTION LOSS TOTALS

6/1/2021

COMMUNITY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	Budgeted	Variance	YTD AVG
<b>PUBLIC HOUSING</b>																
MCDUGALD	\$0.00	\$3,657.00	\$0.00	\$0.00	\$0.00	\$0.00							\$3,657.00	\$21,678.00	-\$18,021.00	\$609.50
SCATTERED SITES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$4,911.00	-\$4,911.00	\$0.00
519 E. Main Street	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$6,218.00	-\$6,218.00	\$0.00
CORNWALLIS RD	\$0.00	\$3,684.94	\$0.00	\$0.00	\$0.00	\$0.00							\$3,684.94	\$12,487.00	-\$8,802.06	\$614.16
LIBERTY ST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$7,934.00	-\$7,934.00	\$0.00
CLUB BLVD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$8,721.00	-\$8,721.00	\$0.00
HOOVER RD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$0.00	\$0.00	\$0.00
MORREENE RD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$21,045.00	-\$21,045.00	\$0.00
DAMAR COURT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$17,453.00	-\$17,453.00	\$0.00
OXFORD MANOR	\$2,632.00	\$264.33	\$0.00	\$0.00	\$0.00	\$0.00							\$2,896.33	\$12,066.00	-\$9,169.67	\$482.72
FOREST HILLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$5,781.00	-\$5,781.00	\$0.00
EDGEMONT ELMS-PH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$13,713.00	-\$13,713.00	\$0.00
1010 WORTH STREET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$284.00	-\$284.00	\$0.00
GOLEY POINTE- PH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$1,634.00	-\$1,634.00	\$0.00
<b>PH TOTALS</b>	<b>\$2,632.00</b>	<b>\$7,606.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,238.27</b>	<b>\$133,925.00</b>	<b>-\$123,686.73</b>	<b>\$853.19</b>
<b>AFFORDABLE HOUSING</b>																
LAUREL OAKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$2,609.00	-\$2,609.00	\$0.00
EDGEMONT ELMS-AH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$0.00	\$0.00	\$0.00
PREISS-STEELE PLACE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.80							\$95.80	\$6,552.00	-\$6,456.20	\$15.97
GOLEY POINTE-AH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							\$0.00	\$0.00	\$0.00	\$0.00
<b>AH TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95.80</b>	<b>\$6,552.00</b>	<b>-\$6,456.20</b>	<b>\$7.98</b>
<b>AGENCY TOTAL</b>	<b>\$2,632.00</b>	<b>\$7,606.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,334.07</b>	<b>\$140,477.00</b>	<b>-\$130,142.93</b>	<b>\$861.17</b>

RECEIVABLE

#REF!

PROPERTY NAME	TOTAL OCCUPIED UNITS	COLLECTED BETWEEN 6/01/21 - 6/7/21	COLLECTED AFTER 6/07/21	% COLLECTED By EOM	May % Collected timely	April % Collected timely	COMMENTS
<b>PUBLIC HOUSING</b>				<b>PUBLIC HOUSING</b>			
McDougald Terrace	325	51	113	50%	46%	58%	
Scattered Sites	47	22	19	87%	78%	92%	
519 E. Main Street	83	35	32	81%	86%	92%	
Cornwallis Road	169	53	64	69%	49%	63%	
Liberty Street	46	15	24	85%	74%	94%	
Club Blvd	75	23	36	79%	66%	91%	
Hoover Road	40	6	12	45%	29%	36%	
Oxford Manor	162	48	65	70%	53%	58%	
Forest Hill Heights	52	30	16	88%	92%	94%	
1010 Worth Street	1	1	0	0%	0%	100%	
Goley Point - PH	14	4	5	64%	71%	71%	
<b>PUBLIC HOUSING TOTALS</b>	<b>1014</b>	<b>288</b>	<b>386</b>	<b>66%</b>	<b>57%</b>	<b>69%</b>	
<b>PROJECT-BASED RENTAL ASSISTANCE</b>			<b>PROJECT-BASED RENTAL ASSISTANCE</b>				
Laurel Oaks	24	2	14	67%	21%	13%	
Edgemont Elms-PBRA	16	7	3	63%	81%	75%	
Morreene Road PBRA	142	31	80	78%	87%	76%	
Damar Court -PBRA	96	18	52	73%	63%	76%	
<b>PBRA TOTALS</b>	<b>278</b>	<b>58</b>	<b>149</b>	<b>74%</b>	<b>72%</b>	<b>76%</b>	
			<b>AFFORDABLE HOUSING</b>				
Edgemont Elms	40	17	7	60%	60%	71%	
Goley Pointe	6	3	1	67%	83%	83%	
Preiss-Steele Place	76	39	11	66%	64%	65%	
<b>AFFORDABLE HOUSING TOTALS</b>	<b>122</b>	<b>59</b>	<b>19</b>	<b>64%</b>	<b>64%</b>	<b>73%</b>	
<b>ALL PROPERTIES</b>	<b>1414</b>	<b>405</b>	<b>554</b>	<b>68%</b>	<b>61%</b>	<b>73%</b>	

Strategic Goal ( 97% or Greater)										
PROPERTY	TOTAL UNITS	Off-line Units	HUD Approved Vacant Units	RAD Conversion Property	Units Available for Leasing	Occupied Units	Vacant Units	June 2021 OCCUPANCY %	May 2021 OCCUPANCY %	April 2021 OCCUPIED %
<b>PUBLIC HOUSING</b>										
McDougald Terrace	360	0	23	0	337	325	12	96%	97%	97%
Scattered Sites	50	0	0	0	50	47	3	94%	100%	98%
519 E. Main Street	106	1	0	22	83	83	0	100%	100%	100%
Cornwallis Road	200	2	0	0	198	169	29	85%	96%	100%
Liberty Street	108	0	0	62	46	46	0	100%	100%	100%
Club Blvd	77	0	0	0	77	75	2	97%	99%	97%
Hoover Road	54	0	14	0	40	40	0	100%	100%	100%
Oxford Manor	172	0	4	0	168	162	6	96%	96%	96%
Birchwood	4	0	4	0	0	0	0	0%	0%	0%
Forest Hill Heights	55	0	0	0	55	52	3	95%	95%	98%
1010 Worth Street	1	0	0	0	1	1	0	100%	100%	100%
Goley Pointe- PH	14	0	0	0	14	14	0	100%	100%	100%
<b>PUBLIC HOUSING TOTALS</b>	<b>1201</b>	<b>3</b>	<b>45</b>	<b>84</b>	<b>1069</b>	<b>1014</b>	<b>55</b>	<b>95%</b>	<b>97%</b>	<b>99%</b>
<b>PROJECT-BASED RENTAL ASSISTANCE</b>			<b>Vacant For Capital Improvement</b>							
Laurel Oaks	30	0	0	0	30	24	6	80%	80%	53%
Edgemont Elms-PBRA	16	0	0	0	16	16	0	100%	100%	100%
Morreene Road (RAD)	224	0	82	0	142	142	0	100%	100%	100%
Damar Court (RAD)	102	0	0	0	102	96	6	94%	94%	96%
<b>PROJECT-BASED RENTAL TOTALS</b>	<b>372</b>	<b>0</b>	<b>82</b>	<b>0</b>	<b>290</b>	<b>278</b>	<b>12</b>	<b>96%</b>	<b>96%</b>	<b>94%</b>
<b>AFFORDABLE HOUSING</b>										
Edgemont Elms	42	0	0	0	42	40	2	95%	95%	98%
Preiss-Steele Place	82	0	0	0	82	76	6	93%	93%	91%
Goley Pointe	6	0	0	0	6	6	0	100%	100%	100%
<b>AFFORDABLE HOUSING TOTALS</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>122</b>	<b>8</b>	<b>94%</b>	<b>94%</b>	<b>94%</b>
<b>AGENCY GRAND TOTALS</b>	<b>1703</b>	<b>3</b>	<b>127</b>	<b>84</b>	<b>1489</b>	<b>1414</b>	<b>75</b>	<b>95%</b>	<b>97%</b>	<b>97%</b>

## UNIT LEASE-UP June-21

UNIT LEASE-UP				MOVE OUTS	Units Not Available for Leasing	June 2021 Adjusted Vacancy Rate	COMMENTS
PROPERTY	UNITS LEASED AS OF 6/1/2021	UNITS LEASED AS OF 5/1/2021	UNITS LEASED AS OF 4/1/2020	AS OF 6/1/2021			
<b>PUBLIC HOUSING</b>							
McDougald Terrace	325	327	329	22	23	4%	
Scattered Sites	47	50	49	3	0	6%	
519 E. Main Street	83	84	86	23	23	0%	Pending RAD Renovation
Cornwallis Road	169	172	172	22	2	15%	
Liberty Street	46	47	44	35	62	0%	Pending RAD Renovation
Club Blvd	75	76	75	4	0	3%	
Hoover Road	40	42	42	14	14	0%	ROOF REPLACEMENT ON-GOING
Oxford Manor	162	161	162	10	4	4%	
<b>Birchwood</b>	0	0	0	4	4	0%	Sale Pending
Forest Hill Heights	52	52	53	3	0	5%	
Goley Pointe-PH	14	14	14	0	0	0%	
1010 Worth Street	1	1	1	0	0	0%	
<b>TOTAL</b>	<b>1014</b>	<b>1026</b>	<b>1027</b>	<b>140</b>	<b>132</b>	<b>5%</b>	
<b>PROJECT-BASED RENTAL ASSISTANCE</b>							
Laurel Oaks	24	24	16	0	0	20%	
Edgemont Elms-PBRA	16	16	16	0	0	0%	
Morreene Road - PBRA	142	142	142	82	82	0%	Suspended Leasing activities
Damar Court - PBRA	96	98	96	2	6	6%	
<b>TOTALS</b>	<b>278</b>	<b>280</b>	<b>270</b>	<b>84</b>	<b>88</b>	<b>4%</b>	
<b>UNIT LEASE-UP</b>				<b>MOVE OUTS</b>			
<b>AFFORDABLE HOUSING</b>							
Edgemont Elms	40	40	41	2	0	5%	
Goley Pointe	6	6	6	0	0	0%	
Preiss-Steele Place	76	76	76	0	6	7%	
<b>TOTALS</b>	<b>122</b>	<b>122</b>	<b>123</b>	<b>2</b>	<b>6</b>	<b>6%</b>	
<b>GRAND TOTAL</b>	<b>1414</b>	<b>1428</b>	<b>1420</b>	<b>226</b>	<b>226</b>	<b>5%</b>	

**WAITING LIST SUMMARY**  
**NUMBER OF APPLICANTS PER BEDROOM SIZE**

<b>PUBLIC HOUSING</b>	TOTAL UNITS	VACANT UNITS	EFFICIENCY	ONE	TWO	THREE	FOUR	FIVE	SIX	Wait List Totals
McDougald Terrace	360	12	n/a	100	97	20	1	0	n/a	218
Scattered Sites	50	3	198	109	n/a	n/a	n/a	n/a	n/a	307
519 E. Main Street	106	24	2	122	7	n/a	n/a	n/a	n/a	131
Cornwallis Road	200	29	2	490	397	309	92	16	1	1307
Liberty Street	108	35	n/a	359	178	63	11	n/a	n/a	611
Club Blvd	77	4	n/a	n/a	n/a	114	9	n/a	n/a	123
Hoover Road	54	14	n/a	n/a	37	n/a	13	n/a	n/a	50
Oxford Manor	172	10	n/a	n/a	221	35	0	0	n/a	256
Forest Hill Heights	55	3	262	161	n/a	n/a	n/a	n/a	n/a	423
1010 Worth Street	1	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Goley Pointe- PH	16	0	n/a	325	85	1	n/a	n/a	n/a	411
<b>PUBLIC HOUSING TOTALS</b>	<b>1199</b>	<b>134</b>	<b>464</b>	<b>1666</b>	<b>1022</b>	<b>542</b>	<b>126</b>	<b>16</b>	<b>1</b>	<b>3837</b>
<b>PROJECT-BASED RENTAL ASSISTANCE</b>										
Edgemont Elms-PBRA	16	0	n/a	n/a	349	46	0	n/a	n/a	395
Morreene Road (RAD)	224	82	91	458	374	n/a	n/a	n/a	n/a	923
Damar Court (RAD)	102	2	0	0	478	0	0	0	0	478
<b>PBRA TOTALS</b>	<b>342</b>	<b>84</b>	<b>91</b>	<b>458</b>	<b>1201</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1796</b>
<b>AFFORDABLE HOUSING</b>										
Edgemont Elms	42	2	n/a	n/a	10	2	n/a	n/a	n/a	12
Goley Pointe	6	0	n/a	n/a	17	6	n/a	n/a	n/a	23
<b>AFFORDABLE HOUSING TOTALS</b>	<b>48</b>	<b>2</b>	<b>n/a</b>	<b>0</b>	<b>27</b>	<b>8</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>35</b>
<b>TOTALS</b>	<b>1589</b>	<b>220</b>	<b>555</b>	<b>2124</b>	<b>2250</b>	<b>596</b>	<b>126</b>	<b>2</b>	<b>1</b>	<b>5668</b>
			10%	37%	40%	11%	2%	0%	0%	100.00%

**WORK ORDER SUMMARY**  
**Jun-21**

PROPERTY	TOTAL OCCUPIED UNITS	BEGINNING BALANCE	EMERGENCY RECEIVED	NON-EMERGENCY RECEIVED	CLOSED OUT	REMAINIG BALANCE AS OF 6/30	REMAINIG BALANCE AS OF 5/31	REMAINIG BALANCE AS OF 4/30	<30 DAYS OLD	30 - 59 DAYS OLD	60 - 89 DAYS OLD	90 DAYS OLD
<b>PUBLIC HOUSING</b>												
McDougald Terrace	325	667	21	103	124	667	667	656	0	0	0	673
Scattered Sites	47	22	4	65	84	7	22	22	7	0	0	0
519 E. Main Street	83	35	0	187	177	45	35	27	31	8	6	0
Cornwallis Road	169	191	14	197	313	89	191	129	20	17	35	17
Liberty Street	46	35	0	32	51	16	35	28	6	7	3	0
Club Blvd	75	44	7	70	75	46	44	26	44	2	0	0
Hoover Road	40	220	5	104	144	185	220	193	30	56	1	98
Oxford Manor	162	195	15	121	151	180	195	87	68	33	48	31
Forest Hill Heights	52	14	2	64	61	19	14	25	13	4	2	0
1010 Worth Street	1	0	0	0	0	0	0	0	0	0	0	0
Goley Point -PH	14	0	2	14	15	1	0	0	0	0	0	0
<b>TOTALS</b>	<b>1014</b>	<b>1423</b>	<b>70</b>	<b>957</b>	<b>1195</b>	<b>1255</b>	<b>1423</b>	<b>1193</b>	<b>219</b>	<b>127</b>	<b>95</b>	<b>819</b>
<b>PROJECT BASED RENTAL ASSISTANCE</b>												
Laurel Oaks	24	9	0	16	20	5	9	12	3	2	0	0
Edgemont Elms	16	0	0	11	11	0	0	0	0	0	0	0
Morreene Road	142	5	36	65	92	14	5	1	14	0	0	0
Damar Court	96	5	19	31	52	3	5	5	1	0	0	0
<b>TOTALS</b>	<b>278</b>	<b>19</b>	<b>55</b>	<b>123</b>	<b>175</b>	<b>22</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>AFFORDABLE HOUSING</b>												
Edgemont Elms	40	0	1	49	41	9	0	2	9	0	0	0
Preiss-Steele Place	76	0	0	80	80	0	0	3	0	0	0	0
Goley Pointe	6	1	0	5	6	0	1	1	0	0	0	1
<b>TOTALS</b>	<b>122</b>	<b>1</b>	<b>1</b>	<b>134</b>	<b>127</b>	<b>9</b>	<b>1</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>GRAND TOTALS</b>	<b>1414</b>	<b>1443</b>	<b>126</b>	<b>1214</b>	<b>1497</b>	<b>1286</b>	<b>1443</b>	<b>1217</b>	<b>246</b>	<b>129</b>	<b>95</b>	<b>820</b>

## REASONS FOR MOVE-OUT

6/1/2021

REASON	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	
<b>PUBLIC HOUSING</b>														
Death	1	0		3	3								7	
Environment	0	0											0	
Health	0	0											0	
Awarded HCV	0	0	1			3							4	
Abandonment	0	0			1	2							3	
Relocated/Moved	10	0	3	2	6	1							22	
Transfer	6	3		7	23	3							42	
<b>LEASE VIOLATIONS</b>														
Failure to Recertify	0	0											0	
Non-Payment	0	0											0	
Criminal Activity	0	1											1	
Housekeeping		0											0	
Other	0	0											0	
<b>TOTALS</b>	<b>17</b>	<b>4</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	
<b>AFFORDABLE HOUSING</b>														
Death	0	2	1										3	
Environment	0	0											0	
Health	0	0											0	
Awarded HCV	0	0											0	
Abandonment	0	0											0	
Relocated/Moved	0	0		2	2	1							5	
Transfer	0	0											0	
<b>LEASE VIOLATIONS</b>														
Failure to Recertify	0	0											0	
Non-Payment	0	0											0	
Criminal Activity	0	0											0	
Housekeeping	0	0											0	
Other	0	0	1										1	
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	
													<b>Grand total:</b>	<b>88</b>



# **Housing Choice Voucher Report**

HCVP BOARD REPORT  
JULY 2021  
PART A

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**VOUCHER UTILIZATION**

During the month of June, the HCVP utilization increased by 11 contracts. And as a result, the voucher utilization rate remained at 89%.

A total of 60 vouchers were issued during this timeframe, resulting in 189 families with an active voucher searching for a home.

**HOUSING ASSISTANCE PAYMENT**

The HCV Program paid **\$1,911,019**, in HAP funds for the month of June. The following is the breakdown:

- \$1,917,621 - HAP Obligated
- \$1,920,161 – Total HAP Disbursed  
*(\$2540 was deducted from our HUD-held reserves)*
- \$1,911,019 – Total HAP Paid  
*(\$9142 was added to our DHA-held reserves)*

*HUD obligated \$1,917,621 and disbursed \$1,920,161 the difference of \$2540, was deducted from our HUD-held reserves. The total HAP paid for the month of June was \$1,911,019, the difference of \$9142, was added to our DHA-held reserves. (See Board Report, Part B)*

**Remaining reserves as of June 30, 2021:**

- \$793,041 HUD-held
- \$241,295 DHA-held
- \$1,034,336 Total Reserves**

**LIFE HOUSE OF DURHAM – CONVERSIONS TO TENANT-BASED RENTAL ASSISTANCE**

As previously reported, the HCVP department is currently in the process of converting the housing assistance for the 21 remaining residents at Life House of Durham from Project-Based Voucher assistance to Tenant-Based Voucher assistance. As a result of the expiration of the Life House of Durham HAP contract, residents may choose to utilize their tenant-based vouchers to remain at Life House or to search for alternative housing within the community. A total of 15 residents have either already been issued vouchers or will be invited to attend the HCV briefing on 7/13/2021. Required documentation has been re-sent to the remaining 6 tenants for completion, prior to voucher issuance.

## EMERGENCY HOUSING VOUCHERS

The MOU between DHA and the Durham CoC to administer Emergency Housing Vouchers has been partially executed by DHA and is currently pending signature from the Durham CoC. DHA has been awarded a total of 68 EHV's and will adopt the following HUD waivers that govern this program:

- **Criminal Background** – The look-back period for criminal background checks for the EHV applicant population will be reduced from three years to one year.
- **Self Certification of SSN & Citizenship** – DHA will accept self-certification of citizenship and SSN during the new admission process for applicants facing barriers with obtaining this documentation. All required documentation must be submitted to DHA no later than 180 days post new admission.
- **Self Certification of Income** – DHA will accept self-certification of applicant income during the eligibility process and will move forward with voucher issuance during this phase. However, all required income verifications must be submitted to DHA prior to the applicant submitting a Request for Tenancy Approval packet.
- **Initial Search Term** – The initial voucher search time for EHV applicants will be 120 days as opposed to 90 days.
- **Initial Lease Term** – DHA will accept a shorter lease term than the standard one year lease term for EHV families on a case by case basis. This waiver will only go into practice for special cases in which the family has faced several barriers to securing a one year lease agreement.
- **Payment Standards** – DHA will adopt and implement increased payment standards for the EHV population, going up to 120% of the HUD-published Fair Market Rents.
- **Increased Payment Standard during HAP Contract Term** - The increased payment standard can be implemented at any time during the contract term, and is not limited to implementation solely at the family's first annual re-examination.
- **Portability** – EHV families will not be required to reside within Durham County for at least one year before porting outside of DHA's jurisdiction. Portability will be an immediate option for applicable families.
- **Income Targeting Requirement** – DHA will adopt this waiver, which states that DHA does not have to adhere to normal income targeting requirements for the EHV population.

## WHITTED SCHOOL

The HCVP department previously conducted 3 in person orientation sessions onsite at the Whitted School in April and May of this year, as a means to assist the development with reaching its lease-up goals and decreasing vacancies. As of 6/30/2021, the Whitted School had 71 out of the 79 families housed. As a result of these in person orientation sessions, the department is currently awaiting executed lease agreements for 8 applicant referrals. The development should reach 100% lease up over the next few months.

**DURHAM HOUSING AUTHORITY  
HOUSING CHOICE VOUCHER PROGRAM  
PART B  
July-21**

<b>I. Voucher Utilization</b>	<b>Baseline</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Variance</b>	<b>Utilization</b>
Vouchers Under Lease	2916	2585	2590	2601	315	89%
Vouchers Available to be Issued		331	326	315		
Vouchers Issued		32	37	60		
# Families Searching for Housing		187	153	189		
<b>II. Total Inventory (HCV)</b>	<b>Baseline</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Variance</b>	<b>Utilization</b>
Tenant-Based Vouchers	2361	2065	2074	2089	272	88%
Project Based Vouchers - VOA Life House of Durham	24	21	21	21	3	88%
Project Based Voucher - Preisse Steele Place	82	74	73	73	9	89%
Project Based Voucher - Whitted School	79	70	71	71	8	90%
VASH	122	118	115	116	6	95%
Near Elderly and Disabled (NED)	200	200	198	193	7	97%
Mainstream Vouchers	33	24	25	25	8	76%
Family Unification Program (FUP)	15	13	13	13	2	87%
<b>III. RAD PBV</b>	<b>Baseline</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Variance</b>	<b>Utilization</b>
JJ Henderson (PBV- Sect. 18)	31	31	31	30	1	97%
Laurel Oaks	30	21	24	24	6	80%
<b>IV. Total Inventory (Grant Funded Programs)</b>	<b>Baseline</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Variance</b>	<b>Utilization</b>
HOPWA	23	14	15	16	7	70%
Shelter Plus Care	10	15	15	15	-5	150%
<b>V. Housing Assistance Payment</b>		<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Reserves Ending Balances</b>	<b>YTD</b>
HAP Funds Utilized		\$1,887,786	\$1,882,661	\$1,911,019		\$11,222,436
HUD Funds Authorized:		\$1,878,058	\$1,878,058	\$1,917,621		\$11,243,849
HUD-Held Reserves: To/(From)		(\$33,270)	\$43,913	(\$2,540)	\$793,041	
DHA-Held Reserves : To/(From)		\$23,542	(\$48,516)	\$9,142	\$241,295	
Total HAP Funds Received		\$1,911,328	\$1,834,145	\$1,920,161		\$11,398,804
Budget Utilization		101%	100%	100%		100%
<b>VI. Waiting List</b>	2 Port-In Vouchers Searching		14 Vash Port In Vouchers Searching			
2018 Tenant Based - 1020						
Preiss Steele Place(PBV) - 250						
Laurel Oaks (RAD/PBV) - 1326						
Whitted School (PBV) - 112						
JJ Henderson (RAD/PBV) - 457						
Willard Street (RAD/PBV) - 946						
Life House of Durham (PBV) - 1194						
<b>VII. SEMAP Indicators</b>		<b>Apr-21</b>	<b>May-21</b>	<b>Current**</b>	<b>HUD FYE Requirement</b>	
MTCS Reporting Rate		100%	100%	100%	95% or more	
Indicator 5 HQS Quality Control		5%	5%	5%	5% or more	
Indicator 9 Timely Reexaminations		98%	98%	98%	96% or more	
Indicator 10 Correct Rent Calculations		100%	100%	100%	98% or more	
Indicator 11 Pre-Contract HQS Inspections		100%	100%	100%	98% or more	
Indicator 12 Annual HQS Inspections		100%	99%	99%	96% or more	
Indicator 14 Family Self Sufficiency						
FSS Enrollment: 64 (current month)		60%	60%	59%	80% or more	
FSS Escrow Accounts: 40 (current month)		67%	67%	66%	30% or more	
(mandatory slots - 109)						

## HCVP BOARD REPORT PART C

**UPDATED**

### Tenant-Based Vouchers

Under the tenant-based housing choice voucher program, DHA issues an eligible family a voucher and the family selects a unit of its choice. The subsidy is attached to the tenant (participant).

### Project-Based Vouchers (PBV)

DHA entered into an assistance contracts with the properties listed below for a specified number of units, for a specified term. The subsidy is attached to the unit (project), not the tenant.

#### VOA Life House of Durham

Serving the elderly and disabled population.

- When there is a vacancy, the HCVP send referrals to VOA Life House

#### Preiss Steele Place

Serving the low income elderly population.

- Site-based waiting list maintained by the HCVP department

#### Whitted School

Serving the low income elderly population.

- When there is a vacancy, the HCVP send referrals to Whitted School

### TARGETED FUNDING PROGRAMS:

Funding targeted for specified category programs. DHA must use this funding only to assist the families within the specified category.

#### VASH

The HUD Veterans Affairs Supportive Housing (VASH) program combines HCV rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA).

- Referring Agency: Veterans Affairs

#### NEAR ELDERLY AND DISABLED (NED)

NED HCVs enable non-elderly disabled families to lease affordable private housing of their choice. NED vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

- Applicants who meet the above criteria are identified and coded as NED when they're admitted to the program.

#### MAINSTREAM VOUCHERS

Mainstream Vouchers are for nonelderly people with a disability who are transitioning out of institutional or other segregated settings, at risk of institutionalization, homeless or at risk of being homeless.

- Referring Agency: Alliance Behavioral Healthcare

#### SPECIAL PROGRAM:

Vouchers are provided from our baseline to assist the families within the specified category.

#### FAMILY UNIFICATION PROGRAM (FUP)

FUP is a program under which Housing Choice Vouchers (HCVs) are provided to two different populations:

- Families for whom the lack of adequate housing is a primary factor in:
  - The imminent placement of the family's child or children in out-of-home care, or
  - The delay in the discharge of the child or children to the family from out-of-home care.
- Youth aging out of the foster care system who left foster care at age 16 or older and lack adequate housing.

- Referring Agency: Durham County Social Services Department

#### GRANT FUNDED PROGRAMS:

##### HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

HOPWA program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. HUD makes grants to local communities, States, and nonprofit organization for projects that benefits low-income persons living with HIV/AIDS and their families.

- Collaboration with the City of Durham, (grantee).
- Referring Agency: Durham County Social Services Department
  - *Grant year ends on June 30, 2021*

HOME AGAIN- SHELTER PLUS CARE

Grant for rental assistance, in combination with supportive services from other sources, to assist hard-to-serve homeless persons with disabilities.

- Collaboration with Alliance Behavior Healthcare, who refers applicants directly to DHA.
  - *Grant year ends on September 30, 2021*



## **VIII. Resolutions for Approval**

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: July 28, 2021

SUBJECT: RESOLUTION AUTHORIZING THE RENTAL ASSISTANCE  
DEMONSTRATION (RAD) / SECTION 18 CONSTRUCTION BLEND  
FOR THE 300 EAST MAIN STREET TRANSFER OF ASSISTANCE  
PROJECT

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (DHA) is requesting authorization to submit the 300 East Main Street Transfer of Assistance (TOA) Project as a RAD / Section 18 Construction blend project to HUD in order to receive higher rents on up to 60% of the 22 converting units identified in the project.

II. BACKGROUND

Public housing funding continues to decline with insufficient capital funds to adequately meet the needs of Durham's public housing stock. DHA's Housing Authority's Downtown and Neighborhood Planning Plan (DDNP) calls for DHA will renovate the two contiguous public housing developments – 519 East Main Street and Liberty Street – by converting the 214 public units to project based voucher units on multiple on-site and off-site projects. DHA will accomplish this renovation through the RAD program.

On January 19, 2021, HUD issued PIH Notice 2021-07 on the Demolition and Disposition of Public Housing under Section 18 of the U.S. Housing Act of 1937. This Notice replaces the 75%/25% blend under PIH Notice 2018-04 to allow units in a project to qualify for Section 18 on a graduated scale based on the percentage of Housing Construction Costs ("HCC") that is met as part of the RAD conversion.

The 300 East Main Street TOA project meets the HCC eligibility test and is not a 9% Low Income Housing Tax Credit project, which would preclude it from the RAD / Section 18 construction blend program.

III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and authorizes the RAD / Section 18 blend for the 300 East Main Street TOA project.

RESOLUTION NO. (DHA)

**RESOLUTION AUTHORIZING THE RENTAL ASSISTANCE DEMONSTRATION (RAD) / SECTION 18 CONSTRUCTION BLEND FOR THE 300 EAST MAIN STREET TRANSFER OF ASSISTANCE PROJECT**

**WHEREAS**, the Rental Assistance Demonstration (RAD) Program/Section 18 blend provisions allow Public Housing Authorities the ability to convert funding into a financial platform that will provide for redevelopment of the building and predictable annual subsidies; and

**WHEREAS**, the Housing Authority of the City of Durham's ("DHA") plans to renovate the Liberty Street and 519 East Main Street public housing developments ("Public Housing Developments") in multiple on-site and off-site phases; and

**WHEREAS**, 300 East Main Street ("project") is an off-site project to receive housing subsidy for twenty-two (22) unit from the Public Housing Development through the Rental Assistance Demonstration ("RAD") Transfer of Assistance process; and

**WHEREAS**, the project has a Commitment to Enter into a Housing Assistance Payments (CHAP); and

**WHEREAS**, Laurel Street Residential was awarded 4% low-income housing tax credits from the North Carolina Housing Finance Agency for the new construction of 300 East Main Street Project, which included a support letter for twenty-two (22) subsidized units from Liberty Street and 519 East Main Street developments from DHA; and

**WHEREAS**, Sixty percent (60%) or 13 of the Project units are proposed to be disposed of through HUD's Section 18 disposition process, as part of HUD's RAD / Section 18 program; and

**WHEREAS**, upon receiving RAD and Special Applications Center ("SAC") disposition approvals from HUD, 100% of the Project units will be removed from DHA's public housing inventory and be converted to the Section 8 Project Based Voucher Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. DHA is authorized to submit a financing plan to HUD for the RAD conversion of the Project that includes the disposition of up to 60% of the Project units through the Section 18 program; and
2. DHA is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be

necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions.

3. The Chief Executive Officer of DHA is hereby authorized to execute and deliver all documents as are required to submit the Demolition/Disposition Application to SAC.
4. All actions taken to effectuate the foregoing resolutions by DHA, the Chief Executive Officer and the previous Director of Development of DHA that are consistent with this Resolution are hereby ratified and confirmed.
5. This Resolution shall take effect immediately.

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

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the Board of Commissioners meeting of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

# HOUSING AUTHORITY OF THE CITY OF DURHAM

## MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: July 28, 2021

SUBJECT: Resolution Approving the Renewal of the Health Insurance Contract with Blue Cross and Blue Shield of North Carolina

### I. STATEMENT OF ISSUE

DHA provides comprehensive health, dental, vision, life and LTD insurance benefits for its eligible employees. These benefits are generally contracted on an annual basis and awarded based on the best overall value to the agency.

### II. BACKGROUND

Healthcare is an important component of the DHA total rewards strategy. We target health benefits to be competitive with other housing authorities, local government, and property management firms. From a cost sharing perspective, we share premium costs with employees using an 80/20 approach where DHA pays 80% of premiums and employees pay the remaining 20%. This is an intentional strategy to control costs and remain competitive. Over the past several years we have made incremental changes in coverage and employee payroll deductions to achieve this objective.

Health insurance premiums are driven by our collective claims experience which has improved compared to the prior year. We believe at least part of this improvement in risk can be attributed to our wellness efforts which include an annual biometric screening event and other activities.

For the 2021-2022 plan year, premiums will increase by 4% based on current contract terms. This increase is below healthcare trend and the national average based the 2021 National Business Group on Health healthcare cost survey. The increase will cost DHA \$23,996 annually based on current enrollment.

### III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the contract renewal with BCBSNC for the 2021-2022 plan year with no changes.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING THE RENEWAL OF THE HEALTH INSURANCE CONTRACT WITH BLUE CROSS AND BLUE SHIELD OF NORTH CAROLINA**

**WHEREAS**, the Housing Authority of the City of Durham offers employees a variety of benefits, including health, dental, vision, disability, and life insurance; and

**WHEREAS**, the current contract with Blue Cross and Blue Shield of North Carolina, is scheduled to expire on August 31, 2021; and

**WHEREAS**, the Housing Authority of the City of Durham intends to continue offering dental, vision, disability, and life benefits as currently designed for an additional year; and

**WHEREAS**, the Housing Authority of the City of Durham received an 8.2% increase in premiums with Blue Cross Blue Shield of North Carolina that was negotiated to a 4% increase no changes.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham finds as follows:

1. That the Blue Cross Blue Shield of North Carolina, the Guardian Life Insurance Company of America, Superior Vision Services, and the US Able Life contracts be renewed for an additional year;
2. That the Chief Executive Officer is hereby directed to execute all contracts or other documents necessary to effectively award these contracts;
3. That the existing dental, vision, life and disability benefit plans remain at the current levels and employee payroll deductions for health coverage be increased as indicated;
4. That this Resolution shall take effect immediately.

Done this 28<sup>th</sup> day of July 2021.

**RECORDING OFFICER'S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the special meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

**BY:** \_\_\_\_\_  
Anthony Scott, Secretary

## 2021-2022 Plan Year

<b>BCBSNC - PPO Health Plan</b>					
Coverage Type/# of Plan	Current Rates		Renewal Rates		Monthly Increase
	DHA Cost Monthly	Employee Cost Monthly	DHA Cost Monthly	Employee Cost Monthly	
Employee 33	\$713.55	\$90.38	\$742.15	\$94.00	<b>\$3.62</b>
Employee/Child(ren) 16	\$983.92	\$362.80	\$1,023.35	\$377.34	<b>\$14.54</b>
Employee/Spouse 1	\$1,089.63	\$738.94	\$1,133.29	\$768.55	<b>\$29.61</b>
Employee/Family 0	\$1,711.61	\$1,235.19	\$1,780.21	\$1,284.67	<b>\$49.49</b>
<b>BCBSNC - HSA Health Plan</b>					
Coverage Type/# on Plan	Current Rates		Renewal Rates		Monthly Increase
	DHA Cost Monthly	Employee Cost Monthly	DHA Cost Monthly	Employee Cost Monthly	
Employee 7	\$646.74	\$36.04	\$672.66	\$37.48	<b>\$1.44</b>
Employee/Child(ren) 2	\$865.41	\$229.96	\$900.09	\$239.17	<b>\$9.21</b>
Employee/Spouse 0	\$1,026.04	\$397.88	\$1,067.15	\$413.83	<b>\$15.94</b>
Employee/Family 3	\$1,086.41	\$588.96	\$1,129.95	\$612.56	<b>\$23.60</b>

**HOUSING AUTHORITY OF THE CITY OF DURHAM**

**MEMORANDUM**

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: July 28, 2021

SUBJECT: Resolution to Consider and Approve the award of the Landscaping Maintenance Services Contract to Green Harbor Land Management

**I. STATEMENT OF ISSUE**

The Housing Authority of the City of Durham (“DHA”) is interested in contracting with a landscaping firm for landscaping maintenance services at its properties.

**II. BACKGROUND**

The Housing Authority of the City of Durham (DHA), pursuant to the procurement regulations of 24 CFR 85.36, and 2 CFR 200 requested proposals from interested service providers (the “Firm”) for the provision of maintenance services for landscaping maintenance services.

Green Harbor Land Management was found to be the highest rated proposer of all responsive proposers. The contract term will be for one (1) year with four (4) one (1) year extension options. The not-to-exceed amount is \$266,345 for the initial term.

**III. RECOMMENDATION**

It is recommended that the Board of Commissioners considers and approves the request to enter into a contract with Green Harbor Land Management.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH GREEN HARBOR LAND MANAGEMENT FOR LANDSCAPING MAINTENANCE SERVICES**

**WHEREAS**, the Durham Housing Authority herein called the Durham Housing Authority, has a need to procure the necessary services from a reputable and reliable source in order to maintain a productive operation.

**WHEREAS**, the Durham Housing Authority requested proposals from qualified and interested firms using the request for proposals (RFP) process; and

**WHEREAS**, the proposals received were reviewed and evaluated using established criteria in order to determine the most qualified firm; and

**WHEREAS**, Green Harbor Land Management was determined to be the highest rated proposer of the responsive and responsible proposers; and

**WHEREAS**, The Durham Housing Authority, seeks to enter into contract with Green Harbor Land Management to provide property management services; and

**WHEREAS**, the term of the contract will be for one (1) year with four (4) one (1) year extension options; and

**WHEREAS**, the total not to exceed amount would be \$266,345 for the first year;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the request to enter into a contract with Green Harbor Land Management for landscaping maintenance services, is in all respects approved; and
2. That consistent with 24 CFR 85.36 and 2 CFR 200 Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract price of \$266,345; and
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate this contract.
4. This resolution shall take effect immediately.

Done this 28th day of July 2021

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

**HOUSING AUTHORITY OF THE CITY OF DURHAM**

**MEMORANDUM**

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: July 28, 2021

SUBJECT: Resolution Approving the Revision to the Housing Choice Voucher Program Utility Allowances

**IV. STATEMENT OF ISSUE**

The Housing Authority of the City of Durham (DHA) is requesting approval of a change in the utility allowances used for the Housing Choice Voucher Program.

**V. BACKGROUND**

Federal regulations require a PHA to review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised.

Section 242 of the 2014 Appropriations Act limits the utility allowance payment for tenant-based vouchers to the family unit size for which voucher is issued, irrespective of the size of the unit rented by the family, with an exemption for families with a person with disabilities.

The proposed utility allowance, shown in the attached documents, were established based on typical costs of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA is required to use normal patterns of consumption for the community as a whole and at current utility rates.

In the utility allowance schedule, the PHA is required to classify utilities and other housing services according to the following general categories: space heating, air conditioning, cooking, water heating, water, sewer, trash collection, other electric, refrigerator, range, and other specified housing services.

**VI. RECOMMENDATION**

It is recommended that the Board of Commissioners considers and approves the proposed utility allowances and that they become effective January 1, 2022.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING THE REVISION TO THE HOUSING CHOICE VOUCHER PROGRAM UTILITY ALLOWANCES**

**WHEREAS**, the Housing Authority of the City of Durham is required to maintain a utility allowance schedule for all tenant-paid utilities, for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services; and

**WHEREAS**, in accordance with the U. S. Department of Housing and Urban Development regulations governing the Housing Choice Voucher Program (Section 8) which state “a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rates since the last time the utility allowance schedule was revised.”

**WHEREAS**, the Housing Authority of the City of Durham procured the services of 2RW Consultants, Inc. to perform a utility allowance analysis comparing the utility rates that were used in the 2020 allowance study, with the rates used in the 2021 allowance study and determined that a revision is necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Durham, as follows:

1. That the proposed utility allowances, as attached, be approved; and
2. That the proposed utility allowances become effective January 1, 2022.

Done this 28th day of July 2021.

**RECORDING OFFICER’S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

**BY:** \_\_\_\_\_  
Anthony Scott, Secretary

## **HOUSING AUTHORITY OF THE CITY OF DURHAM**

### **MEMORANDUM**

**TO:** Board of Commissioners

**FROM:** Anthony Scott, Chief Executive Officer

**DATE:** July 28, 2021

**SUBJECT:** Resolution to Consider and Approve the award of a Construction & Maintenance Services Contract to Leonine Building Solutions

#### **I. STATEMENT OF ISSUE**

The Housing Authority of the City of Durham (“DHA”) is interested in contracting with a general contracting firm for construction and maintenance services at its properties.

#### **II. BACKGROUND**

The Housing Authority of the City of Durham (DHA), pursuant to the procurement regulations of 24 CFR 85.36, and 2 CFR 200 requested proposals from interested service providers (the “Firm”) for the provision of construction and maintenance services.

Leonine was found to be a qualified proposer. The contract term will be for one (1) year with four (4) one (1) year extension options. The not-to-exceed amount is \$2,500,000 for the initial term.

#### **III. RECOMMENDATION**

It is recommended that the Board of Commissioners considers and approves the request to enter into a contract with Leonine Building Solutions.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH LEONINE BUILDING SOLUTIONS FOR CONSTRUCTION AND MAINTENANCE SERVICES**

**WHEREAS**, the Durham Housing Authority herein called the Durham Housing Authority, has a need to procure the necessary services from a reputable and reliable source in order to maintain a productive operation.

**WHEREAS**, the Durham Housing Authority requested proposals from qualified and interested firms using the Request For Qualifications (RFQ) process; and

**WHEREAS**, the proposals received were reviewed and evaluated using established criteria in order to determine qualified firms; and

**WHEREAS**, Leonine Building Solutions was determined to be an acceptable rated proposer of the responsive and responsible proposers; and

**WHEREAS**, The Durham Housing Authority, seeks to enter into contract with Leonine Building Solutions to provide construction and maintenance services; and

**WHEREAS**, the term of the contract will be for one (1) year with four (4) one (1) year extension options; and

**WHEREAS**, the total not to exceed amount would be \$2,500,000 for the first year;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of The Housing Authority of the City of Durham, as follows:

1. That the request to enter into a contract with Leonine Building Solutions for construction and maintenance services, is in all respects approved; and
2. That consistent with 24 CFR 85.36 and 2 CFR 200 Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract price of \$2,500,000; and
3. That the Chief Executive Officer is hereby directed to execute all contract documents or other documents necessary to effectively negotiate this contract.
4. This resolution shall take effect immediately.

Done this 28th day of July 2021

RECORDING OFFICER'S CERTIFICATION

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

BY: \_\_\_\_\_  
Anthony Scott, Secretary

# HOUSING AUTHORITY OF THE CITY OF DURHAM

## MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: July 28, 2021

SUBJECT: Board Resolution Approving the Appointments for Vacant Seats on the Resident Advisory Board 2021

### I. STATEMENT OF ISSUE

A Resident Advisory Board (RAB) refers to a board whose membership consists of individuals who adequately reflect and represent the residents assisted by the housing authority. The purposes of the Resident Advisory Board are to assist and make recommendations to Durham Housing Authority regarding the development of its public housing agency plan, and any significant amendments or modifications thereto, and serve as an advisory body to DHA in all areas of its operations, including but not limited to occupancy, maintenance, security, resident training, resident employment, and modernization priorities. Pursuant to the By-laws of DHA's RAB, when vacancies exist on the RAB, DHA's Board of Commissioners can appoint representatives to fill the vacancies. These are recommendations for appointments to temporarily fill the vacant seats on the RAB, until resident council elections are approved.

### II. BACKGROUND

DHA's Resident Advisory Board shall consist of no more than twenty-one (21) Members. The Board shall consist of There shall be two classes of members of the RAB. There shall be the Public Housing Members and the Housing Choice Voucher Members. The term of office shall begin upon appointment by the Durham Housing Authority Board of Commissioners, or at such other time designated by the Durham Housing Authority Board. Any vacancy on the Board shall be filled by the Durham Housing Authority Board via appointment.

**Exhibit A** is a list of community leaders identified by Durham Housing Authority Staff and community residents as candidates to fill vacant seats on the Resident Advisory Board.

### III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the Board Resolution Approving the Appointments for Vacant Seats on the Resident Advisory Board 2021.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING THE APPOINTMENTS FOR VACANT SEATS ON THE  
RESIDENT ADVISORY BOARD 2021**

**WHEREAS**, the purpose of the Resident Advisory Board is to (A) assist and make recommendations to the Housing Authority of the city of Durham regarding the development of its public housing agency plan, and any significant amendments or modifications thereto, and (B) serve as an advisory body to DHA in all areas of its operations, including but not limited to occupancy, maintenance, security, resident training, resident employment, and modernization priorities.

**WHEREAS**, according to the By-Laws of the DHA Resident Advisory Board, the Board shall be comprised of members which shall adequately reflect and represent both Public Housing and Housing Choice Voucher participants assisted by the Housing Authority of the City of Durham (DHA).

**WHEREAS**, the Resident Advisory Board shall consist of no more than twenty-one (21) Members, and there are currently vacant seats.

**WHEREAS**, any vacancy on the Resident Advisory Board shall be filled the Durham Housing Authority Board of Commissioners by appointment.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham finds as follows:

1. That the Board of Commissioners approve the appointments for seats on the Resident Advisory Board.

Done this 28<sup>th</sup> day of July 2021.

**RECORDING OFFICER'S CERTIFICATION**

I, Anthony Scott, the duly appointed Secretary of the Housing Authority of the City of Durham, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on July 28, 2021.

(SEAL)

**BY:** \_\_\_\_\_  
Anthony Scott, Secretary

**Recommended Resident Advisory Board (RAB) Appointees<sup>1</sup>**

<b>Name</b>	<b>Community/Program</b>	<b>Reason for the Appointment</b>
Tara Parrish	Cornwallis Road	Inactive or Unformed Resident Council
Debra Dowdy	Damar Court	Inactive or Unformed Resident Council
Nell Gilreath	Forest Hills	President's seat vacant, this is the elected Resident Council Treasurer
John Hicks	Goley Pointe	Inactive or Unformed Resident Council
Delisia Tatum	Hoover Road	President's seat vacant, this is the elected Resident Council Vice President
Gerald Melvin	Housing Choice Voucher	Inactive or Unformed Resident Council
Earl Bradley	Housing Choice Voucher	Inactive or Unformed Resident Council
Charlitta Burruss	Housing Choice Voucher	Voucher Program Representation
Rebecca Opico	Housing Choice Voucher	Voucher Program Representation
Robert Gotlund	Housing Choice Voucher	Voucher Program Representation
Keller Tart	Housing Choice Voucher	Voucher Program Representation
Bianca Rivera	Liberty Street	Inactive or Unformed Resident Council
Kawanda McNeil	Scattered Sites	President's seat vacant, this is the elected Resident Council Vice President

**Updated RAB Roster including recommended appointees**

<b>Name</b>	<b>Community/Program</b>
1. Beverly Leslie	519 East Main Street
2. Liron Leak	Club Boulevard
3. Tara Parrish	Cornwallis Road
4. Tara Parrish	Cornwallis Road
5. Debra Dowdy	Damar Court
6. Derrick Poole	Edgemont Elms
7. Nell Gilreath	Forest Hills
8. Charlestine Royster	Franklin Village
9. John Hicks	Goley Pointe
10. Delisia Tatum	Hoover Road
11. Charlitta Burruss	Housing Choice Voucher
12. Keller Tart	Housing Choice Voucher
13. Rebecca Opico	Housing Choice Voucher
14. Robert Gotlund	Housing Choice Voucher
15. Earl Bradley	Housing Choice Voucher
16. Gerald Melvin	Housing Choice Voucher
17. Bianca Rivera	Liberty Street
18. Ashley Cannady	McDougald Terrace
19. Steve Davis	Morreene Road
20. Tammy Ferrell	Oxford Manor
21. Kawanda McNeil	Scattered Sites

<sup>1</sup> Agreeing to serve on the Resident Advisory Board (RAB) until Resident council elections are approved.

**Development Ventures**  
*Board of Directors' Report*



**AGENDA**

**FOR**

**REGULAR MEETING FOR  
THE BOARD OF DIRECTORS**

**July 28, 2021**

Christine Westfall, *Chair*

Anthony Scott, *President*



# Agenda

## Regular Meeting

*July 28, 2021*

### **ORDER OF BUSINESS**

#### **Board of Directors**

*Christine Westfall, Chair*

*Torrell Armstrong*

*Robert Glenn*

*Angela Holmes*

*Daniel C. Hudgins*

*Pebbles Lucas*

*Mayme Webb-Bledsoe*

#### **City Council Liaison**

*Jillian Johnson*

**President**  
*Anthony Scott*

- I. CALL TO ORDER**
  - ◆ Establish Quorum
- II. PUBLIC COMMENT PERIOD**
- III. CHANGES TO THE AGENDA**
- IV. APPROVAL OF MINUTES**
- V. RESOLUTIONS FOR APPROVAL**
- VI. INFORMATION ITEMS**
- VII. CLOSED SESSION**
- VIII. ADJOURNMENT**

**MINUTES OF THE BOARD MEETING  
DEVELOPMENT VENTURES INCORPORATED  
Durham Housing Authority  
330 E. Main Street Durham  
June 23, 2021**

**AGENDA ITEM I - CALL TO ORDER**

Present:

Christine Westfall, Chair  
Robert “Bo” Glenn  
Angela Holmes  
Daniel Hudgins  
Pebbles Lucas  
Mayme Webb-Bledsoe  
Jillian Johnson, City Liaison  
Anthony Scott, CEO

Staff Present:

Edward Bigelow  
Ashanti Brown  
Alisha Curry  
Marcus Clark  
Dominique Dunn  
Lorraine Erhunmwunsee  
Tawan Fields  
Melvin Green  
Sherry Harris  
Keishma James  
Denita Johnson  
Charles Lyon  
Sabrina Sinegal  
Sandra Small  
Anthony Snell  
Suzette Spence  
Brenda Tillman  
Samuel Thomas

Also Present:

Eric Pristell, Attorney, The Banks Law Firm

The meeting was called to order by Chair, Commissioner Christine Westfall at 6:57 p.m. A quorum was present and the Meeting was called into session.

**AGENDA ITEM II – GENERAL COMMENTS FROM THE PUBLIC**

➤ None

**AGENDA ITEM III -- CHANGES TO THE AGENDA**

➤ None

**AGENDA ITEM IV – APPROVAL OF THE MINUTES**

Approval of the Minutes of DVI's Regular Meeting held on May 26, 2021. Motion to approve the minutes.

**Motion: Commissioner Lucas; Seconded: Commissioner Holmes  
Approved: Unanimously**

**AGENDA ITEM V – RESOLUTIONS**

➤ None

**AGENDA ITEM VI – INFORMATION ITEMS**

➤ None

**AGENDA ITEM VII – CLOSED SESSION**

➤ None

**AGENDA ITEM VIII- ADJOURNMENT**

The meeting was adjourned at 6:59 p.m.

**Motion: Commissioner Lucas; Seconded: Commissioner Hudgins  
Approved: Unanimously**

\_\_\_\_\_  
Chair

(SEAL)

\_\_\_\_\_  
Secretary