

DURHAM HOUSING AUTHORITY



AGENDA AND RESOLUTIONS

FOR

MEETING OF THE BOARD OF COMMISSIONERS

June 23, 2021

Daniel C. Hudgins
Chair

Anthony Scott
Chief Executive Officer



Agenda

Regular Meeting
June 23, 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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I. CALL TO ORDER	
◆ Establish Quorum	
II. PUBLIC COMMENTS	
III. CHANGES TO THE AGENDA	
IV. APPROVAL OF MINUTES BOARD OF COMMISSIONERS	3 -44
◆ Board Meeting of May 26, 2021	
V. CHIEF EXECUTIVE OFFICER’S BUSINESS REPORT	45 - 47
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XI. CLOSED SESSION	
XII. ADJOURNMENT	



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
May 26, 2021**

AGENDA ITEM I - CALL TO ORDER

Present:

Daniel C. Hudgins, Chair
Mayme Webb-Bledsoe, Vice Chair
Torrell Armstrong
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
Tawan Fields
Emanuel Foster
Melvin Green
Sherry Harris
Keishma James
Denita Johnson
Charles Lyon
Barbara Newman
Cheryle Roberts
Sabrina Sinegal
Sandra Small
Anthony Snell
Suzette Spence
Brenda Tillman
Samuel Thomas

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:

Ajax Wooley: Following an anonymous letter that was read to the Board in the March meeting, Tawan Fields reached out in April to follow up on the issue. A couple of good conversations and a conference call with the resident was held. Ms. Fields efforts in this regard is appreciated. Unfortunately, the resident's issues are ongoing and quite acute. An appeal is being made to the board to consider whether sensitive attention is taken place with the resident. Ms. Fields response is acknowledged but the resident's concerns may be more than what one person can accomplish.

Chairman Hudgins thanked Mr. Wooley for his comments and stated that there would be further follow-up. There were no other Public Comments.

AGENDA ITEM IV -- CHANGES TO THE AGENDA

- Chairman Hudgins stated that an additional Resolution regarding the 2021 Budget was being added to the Agenda.

AGENDA ITEM V – BOARD ACTION

Approval of the Minutes of the Board of Commissioners' Regular Meeting held on April 28, 2021.
Motion to approve the minutes.

**Motion: Commissioner Webb-Bledsoe; Seconded: Commissioner Westfall
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 March. 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:

Internet Services: The partnership with DHA, the city, and Duke for Wi-Fi for our family properties is moving forward. The installation work at McDougald Terrace is completed. The next area will be T.A. Grady which is key for our Jobs Plus Program and other programs that are located there. The next property will be Oxford Manor followed by the other family sites. We have asked the city to look at providing this service to all of DHA's sites, but currently there isn't any funding available. With the newest proposed funding from the federal government, there may be funding that will allow expansion to all sites including our senior sites. DHA is very excited and grateful for the partnership with the city and Duke to be able to do this.

Emergency Rental Assistance Program – This program was opened by the county two weeks ago. DHA is completing the assembly of the rental assistance team. Three Housing Stability Specialists have been hired. There will be additional staff added that will be available to help with all the processing that is necessary. Information has been posted on the DHA website and notices will be sent out in rent statements encouraging residents to apply to the program.

Work Orders – Procurement process for additional contractors has been completed. There was only one licensed general contractor. Determination is being made as to how the other contractors may be used in some sort of limited capacity to assist in addressing the work order backlog. This will allow for work to begin with at least the one licensed general contractor. Efforts will continue to get other licensed contractors to qualify as well.

COVID-19 – Work is continuing with health partners, particularly the health department to get as many vaccinations at our sites as possible to make sure that all residents who are interested in being vaccinated can do so. Testing is still happening at three sites. Therefore, with these two initiatives going on at the sites, it will encourage residents to get vaccinated and to get tested if they feel the need to do so.

Emergency Vouchers – DHA applied for and awarded 68 Emergency Vouchers for those that are experiencing homelessness. It has been officially accepted and was acknowledged so by HUD.

Meeting with Congressman Price – Meeting was held with Congressman Price to discuss the status of programs and activities that are happening at DHA and providing him with a similar update as this verbal report. These conversations will continue going forward.

Forever Home, Durham – There is a new website being launched by the city called “Forever Home Durham”. This website will be the source of all information related to the City’s \$160 million-dollar Affordable Housing Plan. The plan includes the \$95 million for the Housing Bond that was passed in 2019. This site will be a “one stop shop” for all information related to what the city is doing around affordable housing, including DHA sites that will receive funding from the bond. The website will cover a variety of things from home ownership, to other rental housing, to homelessness services that are being covered under the city’s five-year Plan. Notification of the launch of the website will be sent to the Board once it occurs.

Affordable Housing Implementation Committee - There is an established Affordable Housing Implementation Committee, which is a citizen-based committee that was appointed by the mayor. It is the oversight arm of the Housing Bond. DHA has had several presentations at these meetings informing them as to what is being done with respect to affordable housing repositioning that is associated with the bond financing. Updates are being given at their monthly meeting. These meetings are publicly held.

As part of the President’s report, Ashanti Brown, Director of Strategic Management, gave a report on the Agency’s Rent Collection Policies and Procedures. The presentation reviewed:

- Policies vs. Procedures

- HUD’S Stance on Rent (The Housing Act of 1937 as Amended and Other HUD Guidance)
- DHA Rent Collection Related Policies
 - Payments Under the Lease (ACOP Chapter 8)
 - Lease Termination Notices (ACOP Chapter 14)
 - Alternatives to Lease Termination/Repayment Agreements (ACOP Chapter 14)
- DHA Rent Collection Related Procedure
- DHA COVID-19 Rent Collection Protocols
 - Room for Improvement

A copy of the Presentation including DHA’s Rent Collection Policy is attached.

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 April 21, 2021 meeting.

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

There were no additional comments.

Finance Committee Report (Chaired by Commissioner Torrell Armstrong)

The Chair of the Finance Committee, Commissioner Torrell Armstrong recommended acceptance of the minutes of the April 21, 2021 meeting.

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

There were no additional comments.

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

The Chair of the Resident Services Committee, Commissioner Webb-Bledsoe recommended acceptance of the minutes of the April 20, 2021 meeting.

**Motion: Commissioner Webb-Bledsoe; Seconded: Commissioner Armstrong
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 April 20, 2021 meetings.

**Motion: Commissioner Glenn; Seconded: Commissioner Lucas
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. 3678

HOUSING AUTHORITY OF THE CITY OF DURHAM

**RESOLUTION AUTHORIZING THE CEO TO ISSUE A CAPITAL FUND BRIDGE
LOAN COMMITMENT TO ELIZABETH STREET APARTMENTS LLC FOR AN
AMOUNT NOT TO EXCEED \$1,400,000.**

WHEREAS, the Authority is the owner of the Liberty Street Apartments and Oldham Towers, which together consist of 214 public housing units situated on approximately 10.91 acres bounded by East Main Street, Commerce Street, North Elizabeth Street, Liberty Street and Dillard Street in Durham, North Carolina (the “Site”); and

WHEREAS, the Authority desires to redevelop the Site by demolishing the existing buildings and other improvements, and developing a mixed-use and mixed-income residential community consisting of multifamily units, senior units, community spaces open spaces, commercial spaces and other amenities; and

WHEREAS, on June 21, 2017, Development Ventures, Incorporated (“DVI”), a nonprofit subsidiary and development arm of the Authority, published a Request for Qualifications – Development Partners (RFQ #17-013) seeking to establish a pool of developers qualified to partner with the Authority and/or DVI to reposition several public housing communities owned and operated by the Authority;

WHEREAS, Laurel Street Residential, LLC (the “Developer”) submitted its Response to the RFQ on July 26, 2017 and was selected by the Board of Directors of DVI as one of two qualified developers on May 30, 2018 pursuant to the competitive procurement process described in 2 CFR § 200.319 and DVI’s and the Authority’s procurement procedures;

WHEREAS, DVI issued a task order to the Developer in the form of a Joint Venture Agreement dated May 15, 2020 (the “Joint Venture Agreement”) for the redevelopment of a portion of the Site as an affordable housing community to be known as Elizabeth Street Apartments which will consist of the acquisition, construction and equipping of 72 affordable units for families earning up to 80% of the AMI. Pursuant to the Master Planning Agreement described below, Elizabeth Street Apartments will be Phase 1 of the redeveloped site;

WHEREAS, the Developer had initially projected the development cost of \$19,054,733, including a \$1.1 million loan commitment of bond funds from the City; and

WHEREAS, the Developer has updated its development cost reflective of the recent increases in construction costs and interest rates to \$ 20,169,733 requiring a revised City bond fund loan commitment of \$2,500,000; and

WHEREAS, the City of Durham Community Development Department has agreed to request the City of Durham City Council to consider approval of City bond fund loan in the amount of \$2,500,000; and

WHEREAS, the HUD Office of Capitalization will require proof of funding of the full \$2,500,000 loan to issue the RAD Commitment to Conversion (RCC), and

WHEREAS, the Durham Housing Authority desired to issue a bridge loan commitment of \$1,400,000 in conjunction with the City's current commitment of \$1,100,000 to total \$2,500,000 to secure the RCC, 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 Chief Executive Officer is authorized to issue a loan commitment of \$1,400,000 in Capital Funds for the Elizabeth Street Apartments Rental Assistance Demonstration development;
2. That all actions taken to effectuate the foregoing resolutions by the Chief Executive Officer, including his authorized designees, shall be valid and binding obligations of the Authority; and
3. That this Resolution shall take effect immediately.

Done this 26th day of May 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 Board of Commissioners meeting of the Housing Authority of the City of Durham held on May 26, 2021.

(SEAL)

BY: _____
Anthony Scott, Secretary

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

RESOLUTION NO. 3679

RESOLUTION TO CONSIDER AND APPROVE ENTERING INTO CONTRACT WITH MERIDIAN WASTE NORTH CAROLINA, LLC FOR SOLID WASTE COLLECTION & DISPOSAL 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 bids from qualified and interested firms using the invitation for bids (IFB) process; and

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

WHEREAS, Meridian Waste was determined to be the lowest bidder of the responsive and responsible bidders; and

WHEREAS, The Durham Housing Authority, seeks to enter into contract with Meridian Waste to provide solid waste collection and disposal services; and

WHEREAS, the term of the contract will be for three (3) years with two (2) one (1) year extension options; and

WHEREAS, the total not to exceed amount would be \$458,460 for the first three years;

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 Meridian Waste North Carolina, LLC for solid waste collection & disposal 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 \$458,460; 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 26th day of May, 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 May 26, 2021.

(SEAL)

BY: _____
Anthony Scott, Secretary

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

RESOLUTION NO. 3680

RESOLUTION TO APPROVE THE 2021 ANNUAL OPERATING BUDGET

WHEREAS, the Chief Executive Officer has submitted a comprehensive Operating Budget for the Housing Authority of the City of Durham and its Instrumentalities for the year beginning January 1, 2021 and ending December 31, 2021; and

WHEREAS, the proposed annual budget reflects operating revenues and operating expenses as presented in the Operating Budget document for the year ending December 31, 2021; and

WHEREAS, the proposed revenues are estimated to be available during the fiscal year to fund the proposed expenditures.

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

1. The budgets as presented in the Operating Budget document are approved for the fiscal year ending December 31, 2021;
2. The Chief Executive Officer or his designee may authorize the transfer of line-item appropriations between activities, objects, and line items within each fund budget;
3. The Board of Commissioners may authorize the transfer of funds between individual funds;
4. Any changes in the budgeted revenues or expenditures which serves to change the overall budget amount in any specific fund budget may be made only by the Board of Commissioners;
5. Any operating funds encumbered as of the end of the previous year, or otherwise designated, are hereby re-appropriated for the fiscal year ending December 31, 2021;
6. The Chairman if authorized to execute Form HUD-52574 (PHA Board Resolution – Approving Operating Budget);

7. This resolution shall take effect on January 1, 2021.

Done this 26th day of May 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 a regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham held on May 26, 2021.

(SEAL)

BY: _____
Anthony Scott, Secretary

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

MOTION TO SUSPEND DHA MEETING

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

MOTION TO REOPEN DHA MEETING

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

AGENDA ITEM I X-- ADJOURNMENT

The meeting was adjourned at 7:03 p.m.

**Motion: Commissioner Webb-Bledsoe; Seconded: Commissioner Lucas
Approved: Unanimously**

(SEAL)

Chair

Secretary

Rent Collection Policies and Procedures

This is a brief overview of DHA's Public Housing Rent Collection Policies and Procedures for DHA's Board of Commissioners.

Presented By: Ashanti Brown, Director of Strategic Management

May 26, 2021

What we will cover:

- Policies vs. Procedures
 - HUD's Stance on Rent (*The Housing Act of 1937 as Amended & Other HUD Guidance*)
- DHA Rent Collection related Policies
 - Payments Under the Lease (*ACOP Chapter 8*)
 - Lease Termination Notices (*ACOP Chapter 14*)
 - Alternatives to Lease Termination/Repayment Agreements (*ACOP Chapters 14*)
- DHA Rent Collection related Procedure
- DHA COVID-19 Rent Collection Protocols
 - Room for Improvement

Policies vs. Procedure

Policies:

- Expand upon and explain rules
- State **what** will be done – whether it is a HUD requirement or a matter of DHA’s discretion
- Include the performance standards necessary to meet requirements
- Must be incorporated into the ACOP
- Must be formally (i.e. officially) approved by a PHA’s Board
- Must be readily available to the public as well as to PHA staff

Policies vs. Procedure

Procedures:

- Explain **how** HUD regulations or PHA policies will be carried out (*i.e. the steps or tasks required for implementation*).
- Include the instructions needed to evaluate whether performance standards have been met
- May be recorded where and how a PHA chooses
- Do not required Board approval
- Are easier to change than policies

HUD's Position on Rent

The 1937 Housing Act as Amended (U.S. Code Title 42 § 1437a(1)-(3),
PIH Notice 2021-14

Per Housing Act and recent HUD Guidance

- It says a family shall pay their rent portion (based on the calculation, and their selection of flat or income-based rent), and that the public housing agency shall require the payment.
- “....tenants have a statutory obligation to pay their share of the rent under the Act’s assisted programs.”
- And for COVID-19: *“It is important to note that, for the Public Housing and HCV programs, HUD has not provided waiver authority that would allow tenants to stop paying their portion of the rent”*

DHA's Rent Collection Related Policies

Public Housing ACOP Chapters 8, 14, and 16

These are policies that apply outside of COVID-19 timeframes

Payments Under the Lease

ACOP Chapter 8 Section 8-1.F

- The tenant rent is due and payable on the first of every month, or on the first business day thereafter.
- When payment in full is not received, a fourteen-day Notice of Termination shall be mailed to the Tenant on the sixth day of the month, or such later date as may be applicable because of holidays or weekends. Notices will be by first class mail, or by hand delivery to the tenant's address who is delinquent with their payment.

Late Fees and Nonpayment

ACOP Chapter 8 Section 8-1.F Cont'd.

- If the family fails to pay their rent by the fifth (5th) day of the month, and DHA has not agreed to accept payment at a later date, a 14 day Notice to Vacate will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.
- DHA will not accept personal checks after a 14-day late notice is issued.
- Residents who pay rent late, after the fifth (5th) of the month, four times within a twelve (12) month period shall be considered habitually late and shall be subject to termination of the lease.

Late Fees and Nonpayment

ACOP Chapter 8 Section 8-I.F Cont'd.

- In addition, if the resident fails to make payment by the end of office hours on the fifth (5th) day of the month, a late fee of \$15.00 will be charged.
- Notices of late fees will be in accordance with requirements regarding notices of adverse action.
 - Charges are due and payable 14 calendar days after billing.
 - The family can request a grievance hearing within the required timeframe, DHA will not take action for nonpayment until the conclusion of the grievance process.
 - If the resident can document financial hardship, the late fee may be waived on a case-by-case basis.

Lease Termination-Other Serious or Repeated Violations of Material Terms of the Lease

ACOP Chapter 14 (Pg. 14-9)

- HUD regulations require certain tenant obligations be incorporated into the lease. Violations of such regulatory obligations are considered to be serious or repeated violations, and grounds for termination.
 - DHA will terminate the lease for the following violations of tenant obligations under the lease:
 - Failure to make payments due under the lease,
 - two (2) occurrences of failure by the Resident to pay rent when due within a 12 month period, which results in DHA filing court papers, is a material violation of the Lease. DHA shall have the right to terminate the Lease for nonpayment and take possession of the unit; the Resident shall have forfeited the opportunity to tender the rent and maintain possession of the unit pursuant to state law.

Alternatives to Termination of Tenancy

Repayment of Family Debts

ACOP Chapter 14 Section 14-III.D.

Repayment of Family Debts

- If a family owes amounts to DHA, as a condition of continued occupancy, DHA will require the family to repay the full amount or to enter into a repayment agreement.

Additional Policies related to Repayment Agreements to can be found in Chapter 16 of the ACOP.

Eviction

ACOP Chapter 14 Section 14-IV.E.

Eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. DHA may only evict the tenant from the unit by instituting a court action.

- When a family does not vacate the unit after receipt of a termination notice, by the deadline given in the notice, DHA will follow state and local landlord-tenant law in filing an eviction action with the local court that has jurisdiction in such cases.
- If the eviction action is finalized in court and the family remains in occupancy beyond the deadline to vacate given by the court, DHA will seek the assistance of the court to remove the family from the premises as per state and local law.

DHA may not proceed with an eviction action if DHA has not made available the documents to be used in the case against the family, and has not afforded the family the opportunity to examine and copy such documents in accordance with the provisions of 24 CFR 966.4(l)(3) and (m).

Rent Collection Procedure

Public Housing Standard Operating Procedure

This is a procedure that applies outside of COVID-19. As stated, some PH SOPs require updates.

Rent Collection Procedure (Outside of COVID-19)

1. By the 21st of each month the Finance Department sends auto-generated rent statements to every DHA resident with a balance due via first-class mail. The rent statement also includes a postage paid return envelope addressed to DHA's Lockbox Account.
2. Tenant rent is due and payable on or before the first day of each month. Rent can be paid via ACH, mail to DHA's Lockbox Account, at 8 designated stores throughout Durham, or online.
3. After the fifth day of the month rent is past due and a late fee will be assessed.
4. The next business day after the 5th day of the month the Finance Department auto-generates fees for delinquent accounts and provides the listing to Property Management.
5. Property Management sends a listing to the Finance Department indicating whose late fees to remove.

Rent Statement



THE HOUSING AUTHORITY OF THE CITY OF DURHAM
 PO Box 1726
 DURHAM NC 27702
 (919)883-1551

FIRST CLASS PRE-SORT
 U.S. POSTAGE PAID, DURHAM, NC
 PERMIT 654

TO: Unit #: 0000

JANE DOE
 0000 GLENBROOK DRIVE
 DURHAM NC 27704

Billing Date: 05/01/2021
 Unit Number: 0000
 Account Number: 00000000
 Operator: XXXX

Due Date: 06/01/2021
 Customer #: 00000
 Balance Due: \$0.00

1494 - Tenant Accounts Receivable A000001132

Previous Balance \$0.00
 Ending Balance \$0.00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT

THE HOUSING AUTHORITY OF THE CITY OF DURHAM
 PO Box 1726
 DURHAM NC 27702
 (919)883-1551

FIRST CLASS PRE-SORT
 U.S. POSTAGE PAID, DURHAM, NC
 PERMIT 654

TO: Unit #: 0000

JANE DOE
 0000 GLENBROOK DRIVE
 DURHAM NC 27704

Billing Date: 05/01/2021
 Unit Number: 0000
 Account Number: 00000000
 Operator: XXXX

Due Date: 06/01/2021
 Customer #: 00000
 Balance Due: \$0.00

1494 - Tenant Accounts Receivable A000001132

Previous Balance \$0.00
 Ending Balance \$0.00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT

Tenant
 JANE DOE
 0000 GLENBROOK DRIVE
 DURHAM NC 27704
 Account Number: 00001289

Remit To Must Appear in Window

Previous Balance: \$0.00
 Current Charges: \$0.00
 Balance Due: \$0.00

THE HOUSING AUTHORITY OF THE CITY OF DURHAM
 PO Box 1726
 DURHAM NC 27702

000012890531202100000000001

Tenant
 JANE DOE
 0000 GLENBROOK DRIVE
 DURHAM NC 27704
 Account Number: 00001289

Previous Balance: \$0.00
 Current Charges: \$0.00
 Balance Due: \$0.00

Remit To Must Appear in Window

Rent Collection Procedure Cont'd.

(Outside of COVID-19)

6. After late fees have been posted after the 5th day of the month, Late Notices (i.e. the 14 Day Late Notice Terminating Tenancy) are auto-generated for all delinquent accounts. Property Management reviews the 14-Day notices, removing notices of residents that have paid, who have documented arrangements, etc. prior to mailing. In addition to the notices required language the notice tells the resident:
 - a) to contact the property manager for further assistance.
 - b) that they have the right to request a grievance hearing within ten days of the notice.
 - c) informs them if the notice is filed it will appear on their credit report.
 - d) Gives the number to Resident Services for possible rent assistance resources
 - e) Provides the number to the Department of Social Services-Crisis Services

14 Day Late Notice Terminating Tenancy

Date of Notice:

Jane Dow
1212 ABC Lane
Durham, NC 27701

TENANT IN POSSESSION

YOU ARE HEREBY NOTIFIED that the Durham Housing Authority (DHA) finds you have violated the terms of your lease and seeks to terminate your lease of the above described premises due to failure to pay rent. This notice is given pursuant to Section 3 of the lease, because you have violated the terms set forth in the lease, in that:

SECTION 3: You have failed to pay your total rent balance of **\$188.00**, which was not received by **August 5, 2019**, and is now past due.

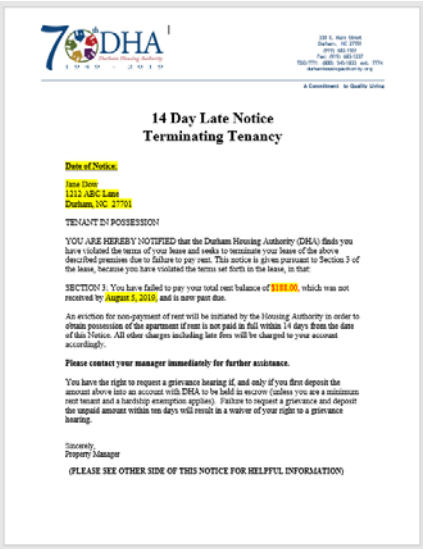
An eviction for non-payment of rent will be initiated by the Housing Authority in order to obtain possession of the apartment if rent is not paid in full within 14 days from the date of this Notice. All other charges including late fees will be charged to your account accordingly.

Please contact your manager immediately for further assistance.

You have the right to request a grievance hearing if, and only if you first deposit the amount above into an account with DHA to be held in escrow (unless you are a minimum rent tenant and a hardship exemption applies). Failure to request a grievance and deposit the unpaid amount within ten days will result in a waiver of your right to a grievance hearing.

Sincerely,
Property Manager

(PLEASE SEE OTHER SIDE OF THIS NOTICE FOR HELPFUL INFORMATION)



What to do once I have received a late notice

This notice is to provide helpful information on what to do if you have received a 14 Day Late Notice. Our goal is to provide as much information to our residents to assist you in making your rental payment prior to the end of the 14-day period stated on the Late Notice. If payment is not received in time our property management staff will file an eviction for nonpayment of rent. Currently, the court filing fee is \$126.00. You will owe this in addition to your unpaid rent. This filing will impact your credit score and show as an eviction whether or not you are evicted, which may make it harder for you to rent in the future.

Please see below for helpful advice to assist you during this time:

1. Contact your Property Manager

- ✓ As soon as you receive a late notice you should contact your property manager.
- ✓ If you believe there is an error in the amount owed on your Late Notice
- ✓ If you have already paid your rent

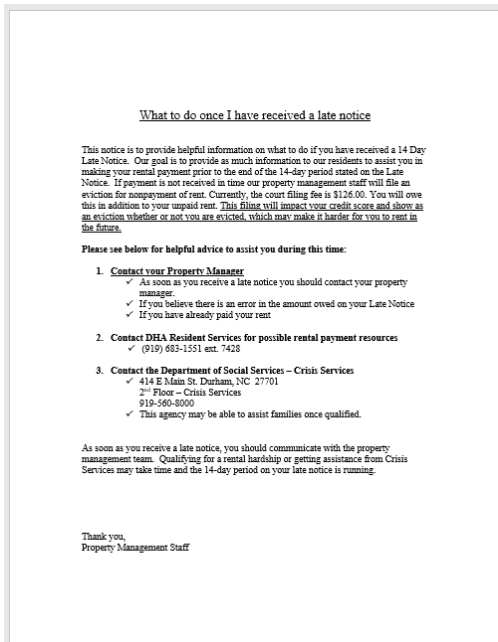
2. Contact DHA Resident Services for possible rental payment resources

- ✓ (919) 683-1551 ext. 7428

3. Contact the Department of Social Services – Crisis Services

- ✓ 414 E Main St. Durham, NC 27701
2nd Floor – Crisis Services
919-560-8000
- ✓ This agency may be able to assist families once qualified.

As soon as you receive a late notice, you should communicate with the property management team. Qualifying for a rental hardship or getting assistance from Crisis Services may take time and the 14-day period on your late notice is running.



Rent Collection Procedure Cont'd.

(Outside of COVID-19)

7. Prior to the expiration of the 14-Day Notice, if rent has not been paid in full, Property Management sends a follow-up letter with:
 - a) An update on the current balance and requests they come into the management office.
 - b) A warning that rent is not paid by the expiration of the notice court papers will be issued and the date they will be issued, as well as a warning about the additional court filing fee.
 - c) An invitation to come discuss a repayment agreement.

8. By the 28th day of the month accounts that have not been paid in full, not under a repayment agreement, or known to have appropriate documentation of impending rental assistance from a 3rd party for the account are filed in court. Property Management prepares the Complaint in Summary Ejectment and Magistrate Summons and files them in court.
 - a) The resident receives a copy in the mail.
 - b) The sheriff also delivers one.

Summary Ejectment court dates for DHA are generally scheduled for the middle of the next month.

Past Due Letter sent Prior to Filing



Dear Sir or Madam,

According to our records, you have a remaining balance of **\$151.00** due on your account.

Eviction proceedings will commence on June 24, 2019 to terminate your lease and your account will be charged an additional \$126.00.

To avoid lease termination and additional charges, please submit the total amount due by Friday, June 21, 2019.

Please remember that Section 3 of your lease states: MONTHLY RENT. The monthly rent shall be due and payable on or before the first day of each month at the central office or a financial institution identified by DHA, and is past due after the fifth (5th) day of the month. A late fee will be assessed to the Resident if rent has not been paid by the fifth (5th) day of the month. Residents who pay rent late, after the 5th of the month, four times within a twelve (12) month period shall be considered habitually late and shall be subject to termination of the lease. The amount of monthly rent is subject to change in accordance with HUD Regulations.

Section 11A.24 of your lease states that receiving court papers twice within a twelve month period is a violation of the lease and DHA shall have the right to terminate the lease for nonpayment and take possession of the unit; the Resident shall have forfeited the opportunity to tender the rent and maintain possession of the unit pursuant to state law.

If you are experiencing an extenuating circumstance/s, you may be eligible for a repayment agreement.

It is mandatory that you come into the office by Friday, June 21, 2019 to discuss your account.

Regards,

Felecia Markham

Felecia Markham
Housing Manager
919-220-7637

****Persons paying minimum rent (\$50.00) per month may qualify for a hardship exemption. Please contact the management office for more information regarding this request.**

****Only households paying the \$50 minimum rent can request a hardship exception (households paying more than minimum rent may be entitled to an interim redetermination in appropriate circumstances.**



September 14, 2019

TENANT NAME
ADDRESS
CITY, STATE, ZIP

Dear Sir or Madam,

According to our records, you have a remaining balance of **\$151.00** due on your account.

Eviction proceedings will commence on June 24, 2019 to terminate your lease and your account will be charged an additional \$126.00.

To avoid lease termination and additional charges, please submit the total amount due by Friday, June 21, 2019.

Please remember that Section 3 of your lease states: MONTHLY RENT. The monthly rent shall be due and payable on or before the first day of each month at the central office or a financial institution identified by DHA, and is past due after the fifth (5th) day of the month. A late fee will be assessed to the Resident if rent has not been paid by the fifth (5th) day of the month. Residents who pay rent late, after the 5th of the month, four times within a twelve (12) month period shall be considered habitually late and shall be subject to termination of the lease. The amount of monthly rent is subject to change in accordance with HUD Regulations.

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Winston-Salem Housing Authority Article

Article in the News & Observer

April 21, 2021

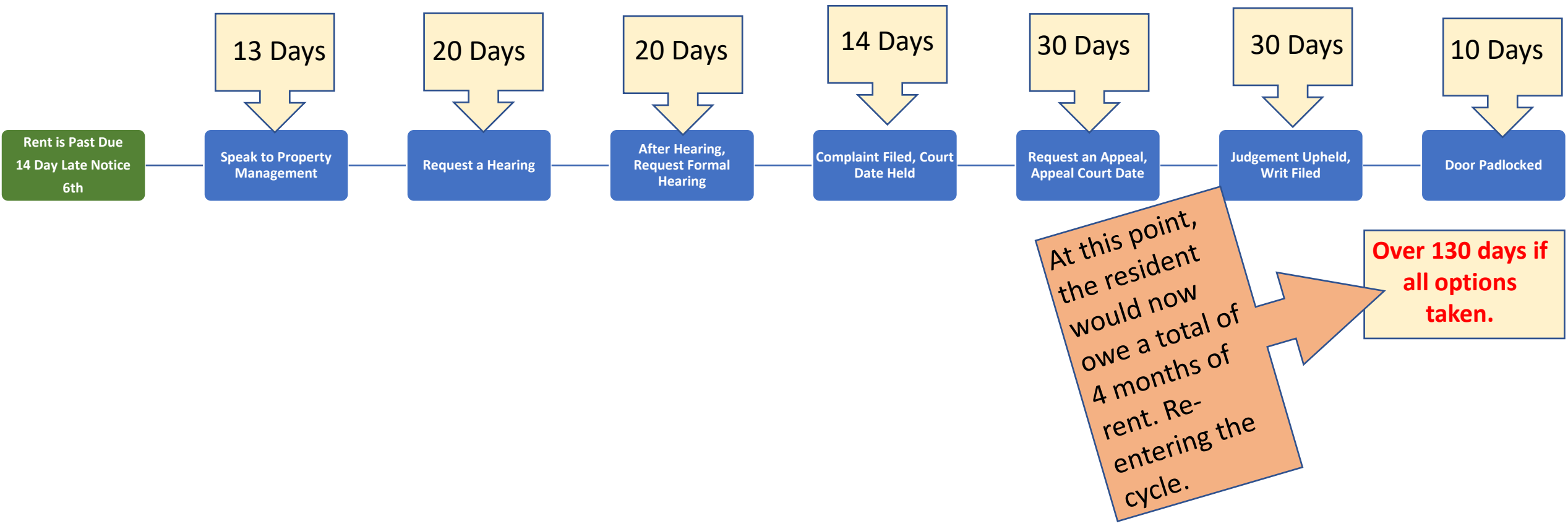
Newspaper article quotes

- *A hearing is then scheduled 10 days later where the tenant explains their situation to housing authority staff. The agency makes a decision 10 days. If the agency still decides to evict, the process can repeat itself before a case is filed. Essentially, the tenant can appeal again, with different staff hearing the appeal, potentially postponing a possible eviction filing to 25 days later.*
- *Depending on the circumstance, Cheshire said, it is possible that the whole process can last up to 90 days before an eviction is filed after nonpayment.*
- *“It’s imperative that you have some sort of informal procedure in place to allow the residents to raise questions or concerns before you just blindly file an eviction action,” Cheshire said.*
- *“days after that, an overall period of about 45 days after rent is due”.*

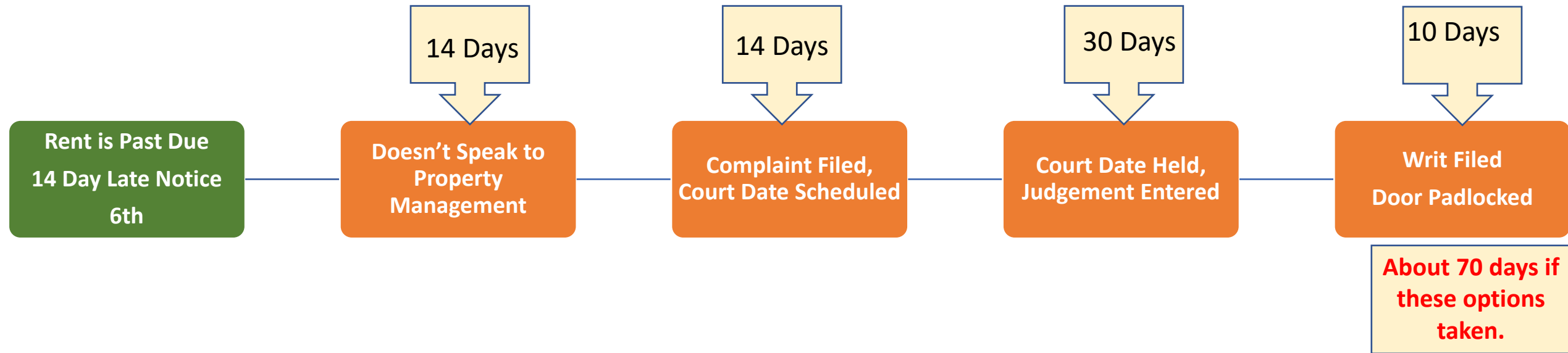
Housing Authority of Winston-Salem (HAWS) Discussion

- HAWS does not have a policy stating they:
 - will not file any court action until after 90 days
 - At 30 days of non-payment they will meet with the resident
 - At 60 days they will schedule a rent conference to develop a promissory agreement
 - Requiring communication, other than letters from the property manager, regarding nonpayment of rent.
- HAWS does have:
 - the regulatory required minimum rent hardship exemption policy allowing 90 days before an eviction filing
 - Record of a media interview that may have caused confusion.
 - During that interview it was explained that if a person availed themselves of all the opportunities afforded to them (days in the process, grievances, appeals, and etc.) they could delay eviction for an estimated 90 days.

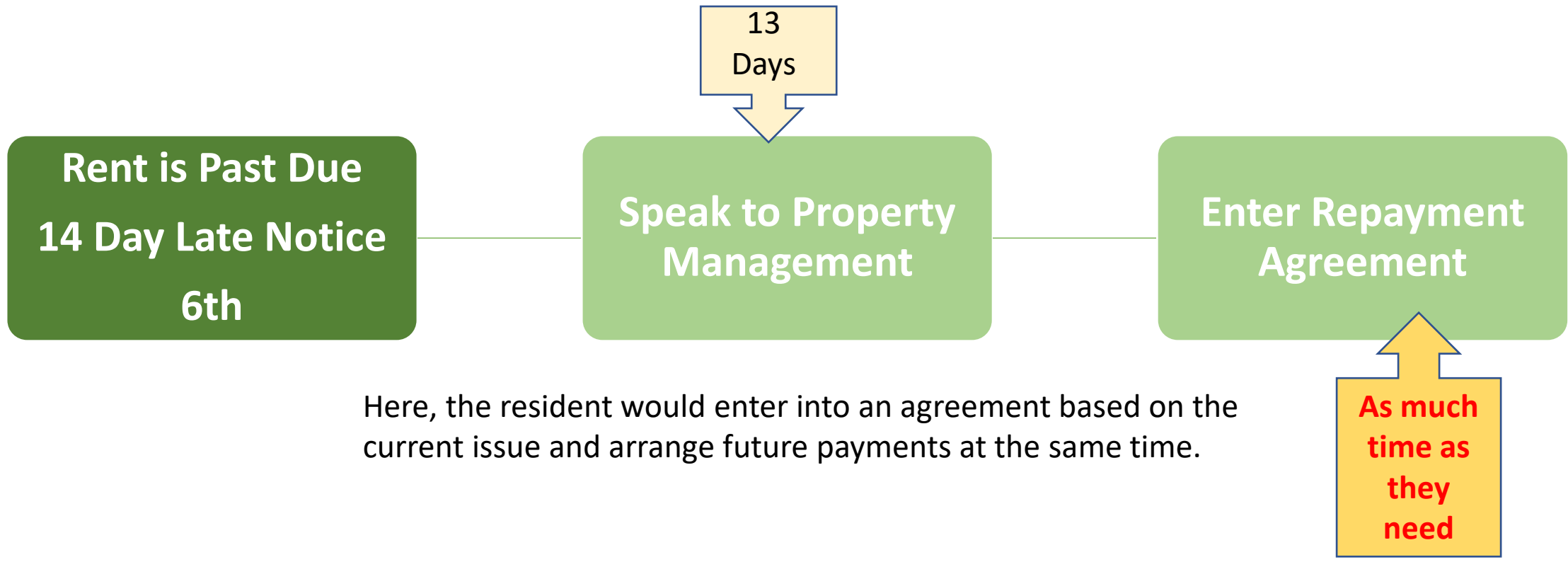
If a resident availed themselves of all options at DHA related to Rent Collection



If nothing from resident



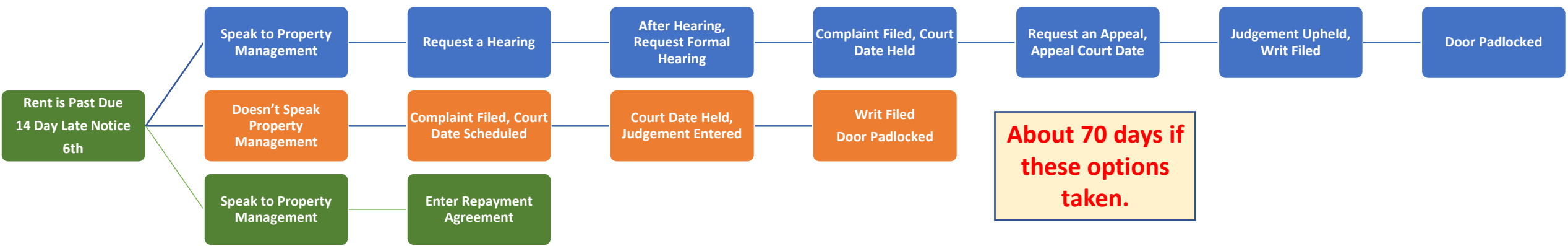
If a resident speaks to Property Management



Here, the resident would enter into an agreement based on the current issue and arrange future payments at the same time.

If a resident availed themselves of all options at DHA related to Rent Collection

Over 130 days if all options taken.



About 70 days if these options taken.

As much time as they need

If they talk to us and work with us it's the better option, and less stress for our families.

Housing Stability Specialists and Repayment Agreements

- With the addition of the Housing Stability Specialist Team, DHA will incorporate more direct outreach to families with arrears prior to filing.
- Repayment Agreements will provide a family with as long as they need to pay and help arrange payments to help the family get back on track as opposed to having large rent balances at the end of a waiting period.

COVID-19 Rent Collection Procedure

- As a result of COVID-19, DHA has not filed any families for non-payment. DHA is preventing the *eviction tsunami* and committed to working with as many families who will work with us before June 30, 2021.
 - DHA has always said it is committed to working with families impacted by COVID-19 that have balances. These are the commitments in place since the Fall of 2020:
 - Conducting direct outreach first using property staff until the hiring of Housing Stability Specialist team;
 - Determining families who require rent decreases that may not have notified property management;
 - Offering long-term minimum rent hardship exemptions;
 - Entering into repayment agreements without the requirement for down payments or time limits; and,
 - Now, helping to apply for Emergency Rental Assistance and waiving some charges other than rent.

Room for Improvement

- Communications and Outreach (for during and after COVID-19)
 - More clarity on our website, and in the hands of our residents
 - Better use of social media
 - DHA's Alert System
 - Housing Stability Specialist Direct Outreach
- Tenancy Supports
 - Housing Stability Specialists can provide connections to supportive services, and additional resources available at DHA, or through partners.
 - Resident training on creating a workable budget, prioritizing housing needs, understanding their lease, and communicating effectively with property management.
- Potential changes to policies and/or procedures informed by residents and community partners to come before the Board by September, 2021.

Overview of DHA's Rent Collection Process

1. By the 21st of each month the Finance Department sends auto-generated rent statements to every DHA resident with a balance due via first-class mail. The rent statement also includes a postage paid return envelope addressed to DHA's Lockbox Account.
2. Tenant rent is due and payable on or before the 1st day of each month. Rent can be paid via ACH, mail to DHA's Lockbox Account, at 8 designated stores throughout Durham, or online.
3. After the 5th day of the month rent is past due and a late fee will be assessed.
4. The next business day after the 5th day of the month the Finance Department auto-generates fees for delinquent accounts and provides the listing to Property Management.
5. Property Management sends a listing back to the Finance Department indicating whose late fees to remove.
6. After late fees have been posted, Late Notices (i.e. the 14 Day Late Notice Terminating Tenancy) are auto-generated for all delinquent accounts. Property Management reviews the 14-Day notices, removing notices of residents that have paid, who have documented arrangements/agreements, etc. prior to mailing. In addition to the notices required language the notice tells the resident:
 - a. to contact the property manager for further assistance.
 - b. that they have the right to request a grievance hearing within ten days of the notice.
 - c. informs them if the notice is filed it will appear on their credit report.
 - d. Gives the number to Resident Services for possible rent assistance resources
 - e. Provides the number to the Department of Social Services-Crisis Services
7. Prior to the expiration of the 14-Day Notice, if rent has not been paid in full, Property Management sends a follow-up letter with:
 - a. An update on the current balance and requests they come into the management office.
 - b. A warning that rent is not paid by the expiration of the notice court papers will be issued and the date they will be issued, as well as a warning about the additional court filing fee.
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 - a. The resident receives a copy in the mail.
 - b. The sheriff also delivers one.

Summary Ejectment court dates for DHA are generally scheduled the middle of the next month.



V. CEO's Business Reports



CEO Business Report

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

Event	
HUD Info	<ol style="list-style-type: none"> 1. Continued conference calls and correspondence with HUD regarding: 2. Recovery Agreement 3. Various DHA activities
CEO Major Meetings and Participation	<ul style="list-style-type: none"> ➤ CEO participated in the virtual “Housing Is” Summit sponsored by CLPHA ➤ CEO attended and presented at the Durham Human Relations Committee meeting ➤ CEO attended various meetings regarding Emergency Rental Assistance Program with other City and County officials ➤ CEO conducted monthly meeting with Residents at Hoover Road ➤ CEO attended and presented at the City’s Affordable Housing Implementation Committee meeting ➤ CEO met with Congressman David Price ➤ CEO attended and presented at the monthly virtual meeting of the Coalition for Affordable Housing and Transit (CAHT) in conjunction with the Town Hall meeting sponsored by Representative Zack Hawkins ➤ CEO participated in meetings with the Housing Investment Communications Planning team regarding the Forever Home, Durham website ➤ CEO attended City Council Work Session ➤ CEO attended meeting sponsored by Durham County regarding impending fuel shortage. ➤ CEO participated in meeting regarding updates on Duke Fiber Project ➤ CEO participated as Co-Chair of the Early Childhood Action Plan (ECAP) Workgroup for Durham County ➤ CEO participated in Durham Directors meeting ➤ CEO participated in the Affordable Housing Strategy Group meetings ➤ CEO participated in the Downtown Durham, Inc (DDI) Executive Committee meeting ➤ CEO and staff continued to conduct business via conference calls with our DDNP developers and consultants ➤ CEO participated in various conference calls with Directors from various organizations throughout the city and Durham County ➤ CEO participated in various calls with Banks Law Firm

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



VI. General Business Action Items



Development Committee

DEVELOPMENT COMMITTEE

AGENDA

Wednesday, June 16, 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 May 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
8. Informational
9. Adjourn

Durham Housing Authority
Durham, NC
MINUTES OF THE DEVELOPMENT COMMITTEE
May 19, 2021

Attendees:

Anthony Scott, CEO
Christine Westfall (Chair)
Dan Hudgins, Commissioner
Bo Glenn, Commissioner
Jillian Johnson, Commissioner
Torrell Armstrong, Commissioner
Mayme Webb-Bledsoe, Commissioner
Pebbles Lucas, Commissioner
Angela Holmes, Commissioner
Eric Pristell, The Banks Law Firm
Carla Walton, Consultant
Noel Henderson, Laurel Street Residential
Jon Thompson, Laurel Street Residential
Ronn Stewart, Laurel Street Residential
Dionne Nelson, Laurel Street Residential
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
Barbara Newman, Chief Financial Officer
Marcus Clark, Director of Resident Services
Melvin Green, Resident Services
Ashanti Brown, Director of Strategic Management
Sherry Harris, Strategic Management

The meeting was called to order by Christine Westfall at 2:02 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF APRIL COMMITTEE MEETING MINUTES

The meeting minutes were approved.

PRESENTATIONS:

Laurel Street Quarterly Update

There was a discussion regarding the increased cost of building materials during the pandemic which has led to increased construction cost. This has also created a challenge in getting contractors to hold their pricing. Additionally, there has been an increase in interest rates as well. The increased construction costs and increased interest rates have created a financing gap. The developer is currently working on strategies to address these challenges.

RAD UPDATES

JJ Henderson Rehab

The asbestos remediation work has been completed in the auditorium. All residents in the first phase have been relocated. The MBWE goal of 30% was almost achieved on the work that has been completed.

JJ Henderson Seniors New Construction

The closing package has been submitted to RAD for approval with a targeted closing date in July. Additionally, a groundbreaking ceremony is being planned.

Elizabeth Street

All residents residing in the eight buildings have been relocated. Asbestos remediation will begin within a couple of weeks followed by demolition. This project has a funding gap due to increased interest and construction costs. The developer is working with DHA and the City to obtain additional financing to close the gap which is anticipated to be on the City Council agenda for the June meeting. A July closing date is targeted.

Commerce Street Family and Seniors

The 9% preliminary tax credit application submitted in January was pulled due to the increased construction costs. A larger 4% preliminary tax credit application will be submitted instead for each site during the summer; and a full application will be submitted in January 2022. While two applications will be submitted for each project, they will be combined as one transaction. The targeted closing and construction start date is October 2022. While the financing structure is changing, the number and types of units will remain the same. Additionally, this will allow for more units at 30% of the Area Median Income (AMI) and fewer units at 80% AMI and market rate. Additionally, the pros and cons of changing the deal were discussed. The developer will develop and provide written information to DHA regarding the advantages and rationale regarding the change.

300 East Main Street

This project is being completed in conjunction with Durham County. Construction has started on the parking deck. The developer is waiting for the 42M letter from the North Carolina Housing Finance Agency and anticipates receiving it in June with a tentative closing during the fourth quarter of this year.

500 East Main Street

This project is in conjunction with the county as well. The Master Development Agreement (MDA) is being finalized. If the MDA is approved, a preliminary tax credit application will be submitted in August with the full application being submitted in November with a possible closing in March 2023.

Laurel Oaks

Renovations have been completed; and the agency is moving forward with closing out the project. Some of the Liberty Street residents were moved to the site. Additionally, lease up for the remaining apartments is ongoing.

Willard Street

All Liberty Street residents who were following their Transfer of Assistance have been moved to Willard Street. A survey is being developed to obtain feedback from residents regarding their relocation experience and to assist with transitioning to their new home. The survey will be administered by a third party. There was a suggestion to make the surveys available at resident meetings as well. Mr. Snell will arrange for the Board to tour Willard Street.

HOPE VI

Eight houses have been completed and sixteen are currently under construction.

RESOLUTIONS

Resolution Approving Contract Award to PlumbV Inc. for the Sanitary Line Replacement at Morreene Road Apartments (DVI)

This resolution involves the replacement of sanitary lines at Morreene Road at a cost of \$1,900,000. The work will be completed in three phases and should take about a year to complete. Phase I will include repair of the vacant units which must be occupied by December 31, 2021. Residents in Phases two and three will be relocated to vacant onsite units. The remaining units will be occupied by new residents. The Development Committee approved for the resolution to be presented at the Board meeting for final approval.

Resolution Authorizing Morreene Road LLC to Enter into a Loan with the City of Durham for \$2,300,000 for the Sanitary Line Replacement at Morreene Road (DVI)

There was a brief discussion regarding where funds would come from to repay the loan and what would happen if the agency cannot make the payments. Mr. Snell stated that funds to repay the loan will come from property tax funds which the agency is not required to pay. If the agency is unable to make payments, they will accrue and be added to the end of the project. The Development Committee approved for the resolution to be presented at the Board meeting for final approval.

Resolution Authorizing the CEO to Issue a Capital Fund Bridge Loan Commitment to Elizabeth Street Apartments, LLC for an amount not to exceed \$1,400,000

There was a discussion of why the funds were required and the negative impact that it would have on the project if these funds are not available. The Development Committee approved for the resolution to be presented at the Board meeting for final approval.

ADJOURN

There being no further business, the meeting was adjourned at approximately 3:30. The next committee meeting is scheduled for Wednesday, June 16, 2021 at 2:00 p.m.

RFP Timeline	
Activity	Date
Request for Proposals Released	6/11/2021
Pre-Proposal Meeting (Virtual, Non-mandatory)	7/12/2021
Pre-Award DDNP Community Briefings	
Fayette Place	7/15/2021
Forest Hills Heights	7/29/2021
DHA Office/CJRC	7/29/2021
Deadline for Pre-submission Questions	8/12/2021
Answers to Pre-submission Questions Posted Online	8/19/2021
Developer Partner Proposals Due	9/23/2021
Interviews	TBD
Designation	TBD

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		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	(6/30/2021)			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		(6/30/2021)			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, June 15, 2021
Virtual Boardroom
2:00 pm

1. Call to Order
2. Public Comments
3. Review/Approval of May 18, 2021 Minutes
4. Resident Services Program Updates
5. Adjourn

Resident Services Board Committee Report Minutes

May 18, 2021
Virtual Boardroom
2:00 pm

Attendees:

Mayme Webb-Bledsoe, Chair
Torrell Armstrong, Commissioner
Robert Glenn, Commissioner
Angela Holmes, Commissioner
Daniel Hudgins, Commissioner
Pebbles Lucas, Commissioner
Mayme Webb-Bledsoe, Commissioner
Christine Westfall, Commissioner
Jillian Johnson, City Liaison
Anthony Scott, CEO
Eric Pristell, Attorney
Marcus Clark, Director of Resident Services
Melvin Green, Resident Services Program Manager
Tawan Fields, Deputy to the CEO
Sabrina Sinegal, Director of Administration
Charles Lyon, Resident Safety Manager
Edward Bigelow, Fraud/Security Manager
Sandra Small, Executive Office Assistant
Ashanti Brown, Director of Strategic Management
Sherry Harris, Strategic Analyst Manager
Samuel Thomas, Strategic Analyst
Denita Johnson, Director of HCVP
Emanuel Foster, Director of Housing Operations
Cheryle Roberts, Property Manager
Brenda Tillman, Development/Real Estate Strategies Program Specialist
Anthony Snell, Director of Development

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 April 20, 2021 Minutes

The April 20, 2021, Resident Services Committee meeting minutes were approved with motion by Commissioner Glenn and seconded by Commissioner Hudgins.

Resident Services Updates

Marcus K Clark Resident Service Director 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, Health 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.

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

Computer Literacy: Kramden Institute provided laptops to fifteen (15) seniors who enrolled in the basic computer literacy class. The on-line class will begin the week of May 17th, 2021. Kramden Institute provides technology tools and training to bridge the digital divide across the state of North Carolina.

Additionally, fourteen (14) Jobs Plus participants are currently enrolled and taking the Digital Literacy Course offered by Kramden Institute.

Health and Wellness: Seven (7) of our senior ROSS DHA residents will go strawberry picking at the end of the month. Duke Memorial United Methodist church is providing transportation along with volunteers. This is the seventh year that senior residents have participated in this activity. Participation numbers were very limited this year due to the COVID -19 pandemic.

The Durham Community Engagement Division applied for and was awarded a grant for PPE supplies for seniors in underserved communities. The grant included two of our DHA properties 519 East Main and Forrest Hill Heights. The PPE distribution is scheduled for 519 East Main on Thursday, May 20, 2021, from 2-3 pm. Forest Hills give away will be held on May 27, 2021, from 2-3 pm.

Twenty-nine residents received their second dose of the COVID-19 vaccination on May 8th, 2021. The vaccination was administered by Communities Vaccination Outreach.

Community Engagement and Enrichment: 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 held a Community Garden Installation Day on May 8th, 2021. The event was a success with more than 20 residents and community partners in attendance. The Hoover Road Community Garden will be open and inclusive for every resident of Hoover Road. The Garden Club leadership will be led by resident Sherry Lawrence with support from members from Durham CAN, with ongoing technical support from the NC Cooperative Agriculture Extensions Office and Duke University Department of Sustainability. *(Pictures found at the end of report)*

Employment and Education: A Health Care Career Forum was held on May 5th, 2021 at the TA Grady Community Center for the Jobs Plus participants. The forum covered trending positions, training and education and a question-and-answer session. Thirteen (13) JP participants attended.

Media: The garden at Preiss Steele Place made the local news. The story featured a resident of Preiss Steele, Deborah Richardson on WRAL news. *Article and video link found below.*

https://www.wral.com/community-gardens-provide-fresh-food-to-durham-neighborhoods-that-sometimes-lack-it/19658758/?ref_id=19658555

New community gardens in Durham aimed to improve accessibility to healthy food options.

Posted May 3, 2021 5:42 p.m. EDT.

Updated May 4, 2021 5:50 p.m. EDT.

By Lora Lavigne, WRAL Durham reporter

DURHAM, N.C. — A community effort in Durham is planting seeds of opportunity by working to improve the availability of fresh food and physical skills for seniors.

“It’s wonderful. I love coming out here,” Deborah Richardson said Monday as she picked plants in the new community garden at Preiss Steele Place, a Durham Housing Authority apartment complex for senior citizens and disabled residents. Richardson, who has lived at Preiss Steele Place for almost 10 years, said access to healthy food is limited in the neighborhood. A conversation with a community organizer dropping off food for residents during the pandemic helped change that.

“I think gardens offer a lot of opportunity for people to understand that they can be producers rather than dependent consumers of food,” said Rebecca Hoeffler, a sustainability coordinator at Duke University who took food and supplies to several DHA properties during the pandemic.

“Being able to grow your own food is something that feeds you so much more than just eating food,” Hoeffler said.

She worked for months to get a \$6,000 grant from the Southwest Durham Rotary Club to install gardens across four sites. Including DHA's Hoover Road complex and at locations run by nonprofits Volunteers of America and Slice 325. Slice 325 is an education, nutrition and learning center, while Volunteers of America transitional housing for veterans.

There’s something that is so magical about seeing a child get excited about dirt and soil and worms,” Hoeffler said. “Knowing that they can eat food that they grow really is really the best thing.”

“Fresh food better than canned goods sometimes,” Richardson agreed.

Mr. Clark reported the following program numbers for the month of April.

Program Numbers (as of 5/7/2021):

Resident Opportunity Self Sufficiency Seniors and Disabled Individuals (ROSS): 81

Increase of 17 participants since last committee report.

Resident Opportunity Self Sufficiency Individuals and Family (ROSS): 52

Increase of 11 participants since last committee report.

Family Self Sufficiency (FSS): 126 total participants 86 HCV/ 40 PH

Jobs Plus: 61 participants

Increase of 34 participants since last committee report.

Commissioner Webb-Bledsoe commended Mr. Clark and his staff on an excellent report and a job well done. Mr. Clark attributed the increase of participants in the various programs to the team of the Resident Services Department who are very knowledgeable and are committed to getting the job done.

Based on the new guidance on child tax credits this year, Commissioner Glenn asked if it was possible to have some sort of engagement with residents to assist them in filing their returns. His concern was fraudulent tax filers who are taking advantage of people. Mr. Clark responded that their department is willing to educate and empower residents to make smart decisions that benefit their families in the best way possible.

Mr. Clark also reported on the status of the Resident Councils. He stated that Melvin Green, Program Manager has held three zoom calls since January for all properties. Resident engagement has been low. The meetings have had an average of four people attending them. Due to the covid numbers decreasing, the department is planning to go out to the communities sometime in June and have face to face discussions with the residents regarding this. Mr. Clark thanked Commissioners Webb-Bledsoe, Lucas, and Holmes for being a part of these meetings.

Commissioner Lucas thanked Mr. Clark and staff for an awesome report this month.

Adjourn

There being no further business, the meeting was adjourned at approximately 2:25 p.m. The next Committee meeting is scheduled for June 15, 2021.





Resident Services Committee Report

Tuesday, June 15^h, 2021
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 work directly with residents in these areas to reach personal goals or meet specific challenges.

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 seniors' 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 a 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 8th, 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 12th, 2021. The event was a success with more than 10 residents and community partners in attendance. 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 4th, 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 Theys construction with a starting pay of \$16.25. Clancy and Theys 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.



Operations Committee



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A Commitment to Quality Living

Operations Committee Agenda Tuesday, June 15, 2021

1. Call to Order Chairman Robert Glenn
2. Public Comment(s)
3. Approval of the May 18th Minutes
4. Strategic Management.....Ashanti Brown
5. Administration.....Sabrina Sinegal and Charles Lyon
 - a. Resolution to Consider and Approve the Award of the 24/7 Call Center Services Contract to Cerida Investment Corp dba AnswerNet
 - b. Resolution to Consider and Approve the Award of the Property Management Services Contract to Royal American Management
 - c. Resolution to Consider and Approve the Award of the Relocation Coordination Services Contract to HousingToHome
6. Public HousingDominique Dunn
7. Voucher Program.....Keishma James
8. Action Items
9. Adjournment

Durham Housing Authority
Durham, NC

MINUTES OF THE OPERATIONS COMMITTEE

May 18, 2021

Attendees:

Robert Glenn, Chairman
Torrell Armstrong, Commissioner
Angela Holmes, Commissioner
Daniel Hudgins, Commissioner
Pebbles Lucas, Commissioner
Mayme Webb-Bledsoe, Commissioner
Christine Westfall, 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
Barbara Newman, CFO
Samuel Thomas, Strategic Analyst
Sherry Harris, Strategic Analyst Manager
Denita Johnson, COO/Director of HCVP
Keishma James, HCVP Program Manager
Emanuel Foster, 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
Suzette Spence, Jobs Plus Manager
Shronda Taylor, Jobs Plus Job Developer
Jessica Reid, Jobs Plus Case Manager
Carla Walton, HR Consultant

Call to Order

The meeting was called to order by Mr. Robert Glenn at 2:30 pm

Public Comments

None

Review and Approval of the Meeting Minutes

The April 20, 2021, minutes were approved.

STRATEGIC MANAGEMENT

Mr. Scott reported that Ashanti Brown, Director of Strategic Management had a family emergency and would not be in attendance at the meeting. She had intended to provide a presentation on DHA's rent collection policy and procedures and will do so at the Board meeting on Wednesday instead. Ms. Brown has had a series of meeting around our rental collection policy that included community stakeholders and advocates, as well as residents to gain their input. Ms. Brown will bring those recommendations for CEO review and then it will be presented to the Board. Ms. Brown's planned presentation was to give the board an overview of the current policy and procedures around rent collection so that the Board would be clear and on the same page as to the current policy and procedures. This report will also make the important distinction between policy versus procedure. It will be a good overview and will give the board excellent good, solid foundation will allow for subsequent feedback and/or comments will be incorporated.

Mr. Scott also stated that HUD announced that they are going to restart the REAC inspections or the INSPIRE inspections. These are two different types of inspections that HUD does and DHA will be under the INSPIRE protocols. HUD would provide a 28-day notice which is two weeks more than they normally do. They have identified or lowest scoring properties for inspection. Staff is in the process of preparing those properties for inspection.

Mr. Scott report that the Agency was unsuccessful in the Moving to Work (MTW) application. DHA has another opportunity which is considered Cohort #4. Cohort #4 focuses on landlord incentives through the housing voucher program. There is a probably a stronger chance in obtaining this because there has been a lot of work done with respect to the landlord and DHA relationship.

ADMINISTRATION

During the month of April there were 31 vacant positions and 25 were occupied by temporary workers. There was one (1) separation and no new hires. There were no separations and three (3) new hires. Activities around filling the vacant positions are as follows:

Finance

Continue to screen and conduct testing for the Rent Collections Accounting Technician candidates.

Housing Operations

Offers were made and accepted for two (2) Housing Stability Specialist and one (1) Housing Stability Administrative Assistant. Going through the pre-hire process. Two (2) Temps have begun, and two (2) additional Temps will be hired to assist with this initiative.

The vacancies for the Maintenance Supervisor, Technicians, Site Laborers, and the Property Manager positions are occupied by Temporary Staff while we continue to access and train the staff.

Development

Advertised for the Capital Fund Program Manager

Administration

An offer has been made to a Resident Safety Specialist candidate.

Emergency Safety & Security

Ms. Sinegal reported that we would be applying for the FY2021 Emergency Safety & Security Grant for the Cornwallis community. DHA also applied in FY2020, but we have not heard back.

Each year, Congress sets aside funds within the Capital Fund appropriation to fund emergencies and natural disasters. Within the set aside, Congress may direct specific funding to aid PHA's for emergency capital needs for safety and security to address crime and drug-related activities. Examples of eligible uses include security cameras, fencing, lighting, emergency alarm systems, window bars, deadbolts, and doors.

DHA is applying for the grant this year just as it has in previous years. If awarded DHA will use the \$250,000 for additional cameras and lighting at the Cornwallis community. Applications are selected through a lottery system. Deadline to apply is June 2, 2021.

Commissioner Glenn asked that the Banks Law Firm to review the application prior to submission.

SAFETY

Mr. Lyon reported the following:

Mr. Lyon attended community events, meetings and has maintained constant communications with DHA property managers and the Durham Police Department's Community Engagement Units. Mr. Lyon mentioned some of the exchange of information shared on items affecting our communities. He also mentioned incident reports received from DPD and how a backlog had occurred, causing a delay in receiving reports this month.

Mr. Lyon went over the process of the Lease Enforcement Tracking Form. He noted how he receives, reviews, and makes recommendations on incident reports received from DPD and passed them on to management for their actions and the results. Mr. Lyon mentioned that there has been an uptick in simple assault and intimidation cases.

Durham Gun Safety Committee

Discussions were centered around the number of children being shot by guns in the home, and how this could be prevented. Possible preventive measures are gun storage and gun locks. Mr. Lyon told the Operations committee about the number of people being shot by stolen guns in Durham, as reported by DPD. Discussion was had concerning mounting a campaign to address this issue.

Durham County Local Emergency Management

Mr. Lyons discussed HAZMET chemical spills and the upcoming hurricane preparedness season. Mr. Lyon mention there was a prediction of seventeen named storms this season.

The Salvation Army Boys & Girls Club

Mr. Lyon stated that the Salvation Army Boys & Girls Club has been very supportive to the DHA organization. He talked about summer programs and other programs they offer for our youth and families.

Durham County's Bull City United

There is a desire to expand their efforts in Liberty Street, Oxford Manor and Cornwallis Road communities. Mr. Lyon stated that he spoke with the Property Managers about the possibility. Bull City United would like to have units with multiple rooms, to provide better services. Mr. Lyon made the committee aware of BC United plans to host a Safe Summer Tour, which will take place in some of our communities, beginning June 18, 2021.

HOUSING OPERATIONS

Emanuel Foster, Director of Housing Operations reported the following:

Public & Affordable Housing Collection Loss Summary

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

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

Public and Affordable Housing Tenant Accounts Receivable Summary

At the end of April 2021, DHA Public Housing properties had an overall collection rate of 69%.

At the end of April 2021, DHA PRBA had an overall collection of 76%.

At the end of April 2021, DHA Affordable Housing properties had an overall collection of 65%.

At the end of April 2021, DHA Properties had an Overall Collection rate of 70%, which is a decrease from March 2021 collection rate of 73%.

The reason for this decrease is that there are several thousands of unapplied credits that were received from N.C Hope. Once applied to these accounts, the overall collection rate will increase.

Public Housing Unit Lease-Up Summary

At the end of April 2021, DHA's Public Housing program had 21 vacant units available for lease-up, which results in an adjusted vacancy rate of 2%.

Vacant Units Excluded:

- Off-line Units - 22 vacant units.
- HUD Approved - 50 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 - 53 vacant units.

Total Vacant Units Excluded: 125

During the month of April 2021, 7 apartments were leased at the Public Housing communities.

PBRA Housing Lease-Up Summary

At the end of April 2021, DHA's PBRA program had 13 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

During the month of April 2021, 0 apartments were leased at the PBRA communities.

Affordable Housing Lease-Up Summary

At the end of April 2021, DHA's Affordable Housing program had 8 vacant units, which results in a vacancy rate of 4%.

During the month of April 2021, 1 apartment were leased at the Affordable Housing communities.

At the end of April 2021, DHA's Properties had a total of 42 vacant units available for leasing, which resulted in an adjusted vacancy percentage of 3%.

A total of 8 apartment were leased at all DHA properties during the month of April 2021.

Public Housing Occupancy Summary

At the end of April 2021, Public Housing has a total of 1043 occupied units out of 1064 units available for leasing. The adjusted Occupancy Rate for the Month of April 2021 is 98%.

Total Vacant Units Excluded: 125

PBRA Housing Occupancy Summary

At the end of April 2021, PBRA has a total of 277 occupied units out of 290 units available for leasing. The adjusted Occupancy Rate for the Month of April 2021 is 96%.

Vacant Units Excluded:

- Vacant for Capital Improvements – 82 Vacant Units

Affordable Housing Occupancy Summary

At the end of April 2021, Affordable Housing has a total of 122 occupied units out of 130 units available for leasing. The Occupancy Rate for the Month of April 2021 is 94%.

At the end of April 2021, DHA's Properties had a total of 1442 occupied units out of 1484 units available for leasing, which results in an adjusted occupancy rate of 97%.

Waiting List Summary

For the month of April 2021, DHA properties have 3252 applicants on the Public Housing waiting list.

- Studio - 464 Applicants
- One-bedroom - 1565 Applicants
- Two-bedroom - 831 Applicants
- Three-bedroom - 335 Applicants
- Four-bedroom – 54 Applicants
- Five-bedroom – 2 Applicants
- Six-bedroom – 1 Applicants

For the month of April 2021, DHA properties have 1781 applicants on the PBRA waiting list.

- Studio - 91 Applicants
- One-bedroom - 441 Applicants
- Two-bedroom - 1203 Applicants
- Three-bedroom - 46 Applicants

For the month of April 2021, DHA properties have 58 applicants on the Public Housing, PBRA, and Affordable Housing waiting list.

- Two-bedroom - 44 Applicants
- Three-bedroom - 14 Applicants

For the month of April 2021, DHA properties have 5068 applicants on the Public Housing, PBRA, and Affordable Housing waiting list.

- 11% Studio – 555 Applicants
- 39.5% one-bedroom – 2006 Applicants
- 40.7% two-bedroom – 2061 Applicants
- 7.7% three-bedroom – 389 Applicants
- 1.1% four-bedroom, five-bedroom, six-bedroom – 57 Applicants

Public Housing Work Order Summary

At the beginning of April 2021, DHA Public Housing Communities had a balance of 1122 open work orders. DHA received 1047 non-emergency work orders and 56 emergency work orders. During the month, 1355 work orders were closed leaving a remaining balance of 890 work orders at the end of the month.

PBRA Housing Work Order Summary

At the beginning of April 2021, DHA PBRA Communities had a balance of 3 open work orders. DHA received 170 non-emergency work orders and 15 Emergency work orders. During the month, 162 work orders were closed leaving a remaining balance of 26 work orders at the end of the month.

Affordable Housing Work Order Summary

At the beginning of April 2021, DHA had a balance of 3 open work orders. DHA received 123 non-emergency work orders and 2 Emergency work orders. During the month, 124 work orders were closed leaving a remaining balance of 4 work orders at the end of the month.

At the beginning of April 2021, DHA properties had a total had a balance of 1128 open work orders. DHA received 1340 non-emergency work orders and 73 Emergency work orders. During the month, 1621 work orders were closed leaving a remaining balance of 920 work orders at the end of the month.

In March 2021, 1325 work orders were open compared to 1413 work orders opened in April 2021. The reason for this increase is due to the unit inspections as the properties prepare for upcoming REAC inspections in June 2021. During the month of April 2021, the backlog of work orders greater than 30 days were reduced from 755 to 725.

Public Housing/Affordable Housing Reason For Move-Out Summary

For the month of April 2021, there were a total of 12 move-outs from public housing properties.

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

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

For the month of April 2021, there were a total of 14 move-outs from all DHA properties.

HOUSING CHOICE VOUCHER PROGRAM

Ms. Keishma James reported the following:

VOUCHER UTILIZATION

During the month of April, the HCVP utilization decreased by 10 contracts. And as a result, the voucher utilization rate remained at 89%.

A total of 32 vouchers were issued during this timeframe, resulting in 187 families with an active voucher searching for a home.

HOUSING ASSISTANCE PAYMENT

The HCV Program paid **\$1,887,786**, in HAP funds for the month of April. The following is the breakdown:

- \$1,878,058 - HAP Obligated

- \$1,911,328 – Total HAP Disbursed
(*\$33,270 was deducted from our HUD-held reserves*)

- \$1,887,786 – Total HAP Paid
(*\$23,542 was added to our DHA-held reserves*)

HUD obligated \$1,878,058 and disbursed \$1,911,328, the difference of \$33,270, was deducted from our HUD-held reserves. The total HAP paid for the month of April was \$1,887,786, the difference of \$23,542, was added to our DHA-held reserves. (See Board Report, Part B)

Remaining reserves as of April 30, 2021:

- *\$731,003 HUD-held*
 - *\$269,893 DHA-held*
- \$1,000,896 Total Reserves**

LIFE HOUSE OF DURHAM HAP CONTRACT EXPIRATION

Ms. James reported that in April 2009, DHA initially began administering PBV vouchers in partnership with Volunteers of America for the Life House of Durham development, located at 251 Commons Boulevard; Durham, NC 27704. There was a 10-year term for the Housing Assistance Payments (HAP) contract for this development, which has since expired effective April 2019.

The HCVP department conducted two Informational Sessions with Life House residents on April 22nd via Zoom and Conference Call. The upcoming transition from project-based voucher to tenant-based voucher housing assistance was explained, all tenant options were presented, and questions answered.

The department is currently in the process of collecting all required documentation from all 21 residents in order to move forward with voucher issuance. The Life House of Durham waiting list was closed on 12/31/2020 (no new applicants since this time). In addition, all applicants on the

Life House of Durham waiting list will be notified that this waiting list is due to be eliminated in the second quarter of FY 2021. Applicants will be notified of additional options to apply for all current site-based waiting lists administered by DHA.

HOME AGAIN – PRE-APPLICATION PROCESS

Ms. James reported that the City of Durham’s Continuum of Care (CoC) recently initiated its 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 is in the processing of completing the pre-application for Home Again via the Zoom Grants website. This pre-application is due to the City on 5/24/2021.

WHITTED SCHOOL WAITING LIST PURGE

Ms. James reported that the HCVP department is currently in the process of purging the Whitted School Project-Based Voucher waiting list, which opened in FY 2017. Current trends noticed while processing the current waiting list, included outdated mailing addresses, or applicants who are no longer interested in this form of housing assistance. Purging the waiting list will ensure that a fresh pool of qualified applicants is referred to the development and make the referral process more efficient.

A waiting list Update Notice was mailed to each of the 597 applicants on file. Each applicant was given a deadline of 4/30/2021 to return the updated documentation to DHA. This waiting list will soon be purged and refreshed to account for all applicants who have responded to the Update Notice. An In-Person orientation session will be held on site at Whitted School on May 19th at 11 am, in order to facilitate a shorter turnaround time for new lease-up activity.

Adjourn

There being no further business, the meeting was adjourned at approximately 4:30 p.m. The next Committee meeting is scheduled for June 15, 2021.



Administration Department

Monthly Report May 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	# 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
FINANCE									
Accounting Technician (Rent Collection)	1	1	10/18/2020	11/30/2020		3/25 & 3/26			
Financial Services Coordinator	1	1	Has not been posted						
General Ledger Accountant (PH)	1	1	3/10/2021	Until Filled					
General Ledger Accountant (Budgeting & Development)	1	1	3/10/2021	Until Filled					
General Ledger Accountant (HVCP)	1	0	3/10/2021	Until Filled					

Departments/Positions	# 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
HOUSING OPERATIONS									
Housing Stability Specialist	2	3	9/23/2020	Until Filled	4/6/2021	Week of 4/12/21	5/6/2021		6/9/2021
Housing Stability AA	1	0	9/23/2020	Until Filled	4/6/2021	Week of 4/12/22	5/6/2021		6/9/2021
Maintenance Supervisor (Cornwallis)	3	1	5/1/2021	On Hold					
Maintenance Technician (3 McDougald, 519 E. Main, Morreene Rd., Preiss Steele, Cornwallis)	7	12	5/1/2021	On Hold					
Site Laborer (McDougald, Cornwallis)	2	6	5/1/2021	On Hold					
Tax Credit Property Mgr (Morreene Rd.)	1	2	10/5/2020	On Hold					
Electrician	1	1	3/1/2021	Until Filled	3/10/2021 3/29/2021				
Plumber	1	0	3/1/2021	Until Filled	3/29/2021				
Locksmith	1	0	5/1/2021	On Hold					
HVAC Specialist	1	0	5/1/2021	On Hold					
HCVF									
Quality Control Compliance Officer	1	0	4/27/2021	Open Until Filled					

Departments/Positions	# 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
EXECUTIVE									
General Counsel	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				
DEVELOPMENT									
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					
STRATEGIC MANAGEMENT									
Strategic Analyst	1	0	12/10/2020	Open Until Filled	1/13/2021 1/20/2021 2/1/2021 3/29/21	week of 2/1/2021			
RESIDENT SERVICES									
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			
ADMINISTRATION									
Resident Safety Specialist	1	0	1/6/2021	Open Until Filled	4/13/2021	4/19/2021	5/17/2021	yes	
Total Vacant	33						Separations (May)		2
# of Positions	113						New Hires (May)		3
Vacancy Rate	29%						Separations Y-T-D		6
							New Hires Y-T-D		9
Temporary Workers		30							

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.

Charles Lyon received and distributed weekly crime stats on Calls for Services and Incidents occurring on Durham Housing Authority properties to our DHA management team and had communications with our property managers. DPD also provided police reports, crime alerts and breaking news.

Crime Prevention Through Environmental Design (CPTED) assessments were addressed.

Mr. Lyon along with Ed Bigelow, DHA Fraud Manager, and Sabrina Sinegal, Director of Administration collaborated on a grant for \$250,000 for additional cameras at the Cornwallis Road community. The grant will be submitted in June. Management is looking at some other issues related to that area.

Mr. Lyon attended the Durham County Local Emergency Planning Committee, Durham County Gun Safety Committee and The Salvation Army Boys & Girls Club meetings. Mr. Lyon also attended the Durham County Local Emergency Planning Committee via ZOOM. At this meeting, discussion was held regarding the spilling and disposal of HAZMET material and preparation for the upcoming hurricane season. Information was distributed to staff.

DPD's Community Engagement Units also continued in their efforts and direct support to DHA by confronting issues in DHA communities. They worked directly with our residents and property management. This month, they were instrumental in identifying and shutting down, what could have been a possible major situation in one of our neighborhoods. Mr. Lyon also continued to patrol DHA communities.

Durham County Gun Safety Committee meeting's main discussions centered around the number of children being shot in their homes and how this could be prevented. The talks also mentioned gun storage in the home and the accessibility of guns. There was follow up conversation about new information brochure before public release. It was noted that several cities around the state wanted information on the DCGSC committee and its evolution. The purpose is to establish their own. Gun lock distributions in the Durham community was also discussed.

Durham County Bull City United has a desire to expand programs and units/apartments for their operations in our DHA communities. Cornwallis Road, Liberty Street and Oxford Manor are our target communities. There were conversations about a Safe Summer Tour kicking off in June which would include some of our communities.

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 \$3,171.28 in Fraud Recovery/Collection Loss monies. He received 6 collection loss inquiries.

Investigations/Access Controls

Mr. Bigelow is investigating 7 fraud referrals. Assisted DPD Investigator with vandalism investigation. Issued 6 new access cards 6 parking decals. Assisted Property Manager with implementation of video camera systems at two sites.

Number of Compliant Calls

Mr. Bigelow logged three (3) new complaints (closed 2) in May 2021.

DURHAM HOUSING AUTHORITY: RESIDENT SAFETY OPERATIONS											
LEASE ENFORCEMENT TRACKING FORM											
Date	Case # / Police Report #	RSO Received Date	RSO Reviewed Date	Crime	Community	Address	RSO Recommendations	Date Sent to Property Ma	Follow up with PM date	Final Results / Notes	
2/3/2021	21003373	2/1/2021	2/2/2021	Robbery	Oxford Manor	3725 Wiggins Apt.13	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	10 Dubonnet Pl.	Conf. HOH	2/3/2021	2/19/2021	HOH Conf.	
2/3/2021	21002255	2/1/2021	2/2/2021	Agg. Assault	Cornwallis Road	3030 Weaver St. Apt 15	None	2/3/2021	2/19/2021	None	
2/3/2021	21002888	2/1/2021	2/2/2021	Kidnapping	Cornwallis Road	2507 So. Roxboro 34	Need Additional Info.	2/3/2021	2/19/2021	Continuation	
2/3/2021	21002010	2/1/2021	2/2/2021	Simple Assault	Hoover Road	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	1229 Dayton Apt. 47	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	54 B Dayton St.	None	2/3/2021	2/19/2021	Conf. HOH,UnAuth.Guest	
2/3/2021	21002516	2/1/2021	2/2/2021	Intimidation	McDougald Terrace	51 Ridgeway Ave.	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	38 Ridgeway Apt. A	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	3606 Danube	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	3605 Wiggins	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	3725 Wiggins	Conf. HOH	2/3/2021	2/19/2021	Case Dismissed	
2/16/2021	21003352	2/11/2021	2/15/2021	Simple Assault	Cornwallis Road	3020 E.Weaver St.	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	1190 Ridgeway 38-B	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	3007 E. Weaver St.	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	1247 Wabash Apt. B	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	1241 Ridgeway Apt.30F	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	1265 Wabash Unit 34D	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	3614 Keystone Unit 2	Conf. HOH	3/3/2021	3/17/2021	Family Disp.Conf.	
3/3/2021	21005387	3/1/2021	3/3/2021	Trespassing	Oxford Manor	3817 Dearborn	Conf. HOH	3/3/2021	3/3/2021	Uncontested/	
3/3/2021	21005933	3/1/2021	3/3/2021	Vandalism	Oxford Manor	3817 Dearborn	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	1024 Sherwood	Conf. HOH	3/3/2021	3/3/2021	No Specific address	
April rept 1st request 4/16/2021	21011884	5/12/2021	5/12/2021	Agg. Assault	Edgemont Elms	301 S Elm1B	Conf. HOH	5/12/2021	5/27/2021	Conf.HOH, Tresp. Individ	
April rept 2nd request 4/29/2021	21011436	5/12/2021	5/12/2021	Simple Assault	McDougald Terrace	1247 Wabash Apt 36B	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	1220 Morreene Rd Apt A	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	912 Angier Ave Apt E2	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	2432 Glenbrook	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	1430 Sima	Trespass individual	5/12/2021	5/27/2021	Individual trespassed	
5/12/2021	21013002	5/12/2021	5/12/2021	Simple Assault	McDougald Terrace	1209 Truman, 53-C	Conf. HOH	5/12/2021	5/27/2021	Lease Termination	
5/12/2021	21013450	5/12/2021	5/12/2021	Simple Assault	Cornwallis Road	3019 E Weaver Apt 18	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	2507 S.Roxboro Apt.39	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	3434 Glasson	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	2427 Mozelle	Conf. HOH	5/28/2021	6/17/2021	Case Documented/Family	
5/26/2021	21015818	5/26/2021	5/27/2021	Intimidation	McDougald Terrace	1165 Ridgeway Apt.25-C	Conf. HOH	5/28/2021	6/17/2021	Case Pending/Transfer	

Resident Safety Operations

June 2021

Safety Theme: Water Safety

Mon	Tue	Wed	Thu	Fri	Sat & Sun
	1	2 Meeting/Call with DPD Community Engagement Team	3	4 Resident Services Community Event 12noon- 3:00pm	5 Clean Our Street project McDougald Terrace 8:45 am
					6
7	8	9 Meeting/Call with DPD Community Engagement Team Solutions on Safety Meeting 11:30am- 12:30pm	10 Prop. Mgt. meeting J. Morris 11:00am	11	12
					13
14	15 DHA Operations' Meeting 2:00pm	16 Meeting/Call with DPD Community Engagement Team Prop.Mgt.meeting T.Farrar 10:00:am Prop. Mgt.F. Markham meeting 11:00am Prop. Mgt. meeting P.Davis 2:30pm	17 CEO meeting 10:00am Prop. Mgt meeting 11:00am J. Folloso Prop. Mgt. meeting C.Roberts 1:00pm Prop. Mgt. meeting L. Smith 2:00pm	18 Bull City United Safe Summer Tour	19
					20
21	22	23 Durham Co. Gun Safety Meeting 9:00am DHA Board Meeting 5:30pm	24 Bull City United Meeting 10:00am	25 DHA General Staff Meeting Bull City United Safe Summer Tour	26
					27
28	29	30			Resident Safety Manager Charles F. Lyons 919-201-7034



Public 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 HOUSING COLLECTION LOSSES

May 2021

PUBLIC HOUSING	ACCT.#	MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	UTILITIES	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING
MCDUGALD TERRACE	365	12/14/2020	\$145.00	\$0.00	\$263.00						\$263.00	Abandonment
Property Manager:	461	1/28/2021	\$436.00	\$0.00	\$2,739.00						\$2,739.00	Voluntarily Vacated
Lisa Smith	474	1/8/2021	\$50.00	\$0.00	\$655.00						\$655.00	Deceased
TOTAL			\$631.00	\$0.00	\$3,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,657.00	
SCATTERED SITES	NONE											
Property Manager:												
Cheryle Roberts												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
519 MAIN STREET	NONE											
Property Manager:												
Cheryle Roberts												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
LIBERTY STREET	NONE											
Property Manager:												
Cheryle Roberts												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
HOOVER ROAD	NONE											
Property Manager:												
Cheryle Roberts												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CORNWALLIS RD	755	1/4/2021	\$415.00	-\$300.00	\$3,648.00	\$0.00	\$0.00	\$39.94	\$252.00	\$45.00	\$3,684.94	MOVED W/O NOTICE
Property Manager:												
Pam Davis												
TOTAL			\$415.00	-\$300.00	\$3,648.00	\$0.00	\$0.00	\$39.94	\$252.00	\$45.00	\$3,684.94	
CLUB BLVD.												
Property Manager:												
Felecia Markham												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OXFORD MANOR	1647	12/11/2020	\$468.00	-\$106.00	\$634.00						\$528.00	RELOCATED
Property Manager:	2675	12/10/2020	\$289.00	-\$300.00	\$2,404.00						\$2,104.00	CRIMINAL
Felecia Markham	1638	1/20/2021	\$324.00	-\$106.00	\$370.33						\$264.33	RELOCATED
TOTAL			\$1,081.00	-\$512.00	\$3,408.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,896.33	
FOREST HILLS												
Property Manager:												
Cheryle Roberts												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
1010 WORTH STREET	NONE											
Property Manager:												
Tewonda Farrar												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GOLEY POINTE-PH	NONE											
Property Manager:												
Tewonda Farrar												
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Conventional Totals			\$2,127.00	-\$812.00	\$10,713.33	\$0.00	\$0.00	\$39.94	\$252.00	\$45.00	\$10,238.27	
									TOTAL CHARGES:		\$10,238.27	

AFFORDABLE HOUSING COLLECTION LOSSES

May 2021

Affordable Housing- PBRA	ACCT.#	MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	UTILITIES	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING	
Edgemont Elms-Affordable	NONE												
Property Manager:													
Tewonda Farrar													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Goley Pointe-MR	NONE												
Property Manager:													
Tewonda Farrar													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Preiss-Steele Place	NONE												
Property Manager:													
Tewonda Farrar													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
EDGEMONT ELMS-PBRA	NONE												
Property Manager:													
Tewonda Farrar													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
DAMAR COURT - PBRA	NONE												
Property Manager:													
Janelle Morris													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MORREENE ROAD - PBRA	NONE												
Property Manager:													
Janelle Morris													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
LAUREL OAKS - PBRA	NONE												
Property Manager:													
Pam Davis													
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
AffordableTotals			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL CHARGES:												\$0.00	

YTD COLLECTION LOSS TOTALS

5/1/2021

COMMUNITY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	Budgeted	Variance	YTD AVG
PUBLIC HOUSING																
MCDUGALD	\$0.00	\$3,657.00	\$0.00	\$0.00									\$3,657.00	\$21,678.00	-\$18,021.00	\$914.25
SCATTERED SITES	\$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	\$6,218.00	-\$6,218.00	\$0.00
CORNWALLIS RD	\$0.00	\$3,684.94	\$0.00	\$0.00									\$3,684.94	\$12,487.00	-\$8,802.06	\$921.24
LIBERTY ST	\$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	\$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
MORREENE RD	\$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	\$17,453.00	-\$17,453.00	\$0.00
OXFORD MANOR	\$2,632.00	\$264.33	\$0.00	\$0.00									\$2,896.33	\$12,066.00	-\$9,169.67	\$724.08
FOREST HILLS	\$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	\$13,713.00	-\$13,713.00	\$0.00
1010 WORTH STREET	\$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	\$1,634.00	-\$1,634.00	\$0.00
PH TOTALS	\$2,632.00	\$7,606.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,238.27	\$133,925.00	-\$123,686.73	\$853.19
AFFORDABLE HOUSING																
LAUREL OAKS	\$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
PREISS-STEELE PLACE	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$6,552.00	-\$6,552.00	\$0.00
GOLEY POINTE-AH	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$0.00	\$0.00	\$0.00
AH TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,552.00	-\$6,552.00	\$0.00
AGENCY TOTAL	\$2,632.00	\$7,606.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,238.27	\$140,477.00	-\$130,238.73	\$853.19

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%.

RECEIVABLE

May-21

PROPERTY NAME	TOTAL OCCUPIED UNITS	COLLECTED BETWEEN 5/01/21 - 5/5/21	COLLECTED AFTER 5/05/21	% COLLECTED By EOM	April % Collected timely	March % Collected timely	October % EOM
PUBLIC HOUSING				PUBLIC HOUSING			
McDougald Terrace	327	42	110	46%	58%	61%	
Scattered Sites	50	27	12	78%	92%	94%	
519 E. Main Street	84	48	24	86%	92%	90%	
Cornwallis Road	172	43	41	49%	63%	75%	
Liberty Street	47	21	14	74%	94%	81%	
Club Blvd	76	24	26	66%	91%	70%	
Hoover Road	42	7	5	29%	36%	50%	
Oxford Manor	161	36	50	53%	58%	62%	
Forest Hill Heights	52	43	5	92%	94%	89%	
1010 Worth Street	1	0	0	0%	100%	100%	
Goley Point - PH	14	5	5	71%	71%	69%	
PUBLIC HOUSING TOTALS	1026	296	292	57%	69%	70%	90%
PROJECT-BASED RENTAL ASSISTANCE			PROJECT-BASED RENTAL ASSISTANCE				
Laurel Oaks	24	1	4	21%	19%	69%	
Edgemont Elms-PBRA	16	10	3	81%	75%	69%	
Morreene Road PBRA	142	49	74	87%	87%	87%	
Damar Court -PBRA	96	24	36	63%	76%	85%	
PBRA TOTALS	278	84	117	72%	78%	84%	100%
			AFFORDABLE HOUSING				
Edgemont Elms	40	19	5	60%	61%	71%	
Goley Pointe	6	4	1	83%	83%	83%	
Preiss-Steele Place	76	39	10	64%	64%	73%	
AFFORDABLE HOUSING TOTALS	122	62	16	64%	64%	73%	94%
ALL PROPERTIES	1426	442	425	61%	70%	73%	

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%.

UNIT LEASE-UP May-21

UNIT LEASE-UP				MOVE OUTS			
PROPERTY	UNITS LEASED AS OF 5/1/2021	UNITS LEASED AS OF 4/1/2021	UNITS LEASED AS OF 3/1/2020	AS OF 5/1/2021	Units Not Available for Leasing	May 2021 Adjusted Vacancy Rate	COMMENTS
PUBLIC HOUSING							
McDougald Terrace	327	329	330	33	23	3%	
Scattered Sites	50	49	50	0	0	0%	
519 E. Main Street	84	86	86	22	22	0%	Pending RAD Renovation
Cornwallis Road	172	172	171	28	20	4%	ROOF REPLACEMENT ON-GOING
Liberty Street	47	44	74	61	61	0%	Pending RAD Renovation
Club Blvd	76	75	74	1	0	1%	
Hoover Road	42	42	42	12	12	0%	ROOF REPLACEMENT ON-GOING
Oxford Manor	161	162	162	11	4	4%	
Birchwood	0	0	0	4	4	0%	Sale Pending
Forest Hill Heights	52	53	53	3	0	5%	
Goley Pointe-PH	14	14	14	0	0	0%	
1010 Worth Street	1	1	1	0	0	0%	
TOTAL	1026	1027	1057	175	146	4%	
PROJECT-BASED RENTAL ASSISTANCE							
Laurel Oaks	24	16	16	6	0	20%	Relocation Resource Liberty Street
Edgemont Elms-PBRA	16	16	16	0	0	0%	
Morreene Road - PBRA	142	142	142	82	82	0%	Suspended Leasing activities
Damar Court - PBRA	98	96	98	4	0	6%	
TOTALS	280	270	272	92	82	4%	
UNIT LEASE-UP				MOVE OUTS			
AFFORDABLE HOUSING							
Edgemont Elms	40	41	40	2	0	5%	
Goley Pointe	6	6	6	0	0	0%	
Preiss-Steele Place	76	76	75	54	6	7%	
TOTALS	122	123	121	56	6	6%	
GRAND TOTAL	1428	1420	1450	323	234	4%	

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%.

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	May 2021 OCCUPANCY %	April 2021 OCCUPANCY %	March 2021 OCCUPIED %
PUBLIC HOUSING										
McDougal Terrace	360	0	23	0	337	327	10	97%	98%	99%
Scattered Sites	50	0	0	0	50	50	0	100%	98%	100%
519 E. Main Street	106	0	0	22	84	84	0	100%	100%	100%
Cornwallis Road	200	10	10	0	180	172	8	96%	100%	100%
Liberty Street	108	0	0	61	47	47	0	100%	86%	100%
Club Blvd	77	0	0	0	77	76	1	99%	97%	97%
Hoover Road	54	0	12	0	42	42	0	100%	100%	100%
Oxford Manor	172	0	4	0	168	161	7	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%	96%	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%
PUBLIC HOUSING TOTALS	1201	10	53	83	1055	1026	29	96%	97%	99%
PROJECT-BASED RENTAL ASSISTANCE			Vacant For Capital Improvement							
Laurel Oaks	30	0	0	0	30	24	6	80%	53%	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%
PROJECT-BASED RENTAL TOTALS	372	0	82	0	290	278	12	96%	93%	94%
AFFORDABLE HOUSING										
Edgemont Elms	42	0	0	0	42	40	2	95%	98%	95%
Preiss-Steele Place	82	0	0	0	82	76	6	93%	93%	93%
Goley Pointe	6	0	0	0	6	6	0	100%	100%	100%
AFFORDABLE HOUSING TOTALS	130	0	0	0	130	122	8	94%	95%	94%
AGENCY GRAND TOTALS	1703	10	135	83	1475	1426	49	96%	96%	97%

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

WAITING LIST SUMMARY
NUMBER OF APPLICANTS PER BEDROOM SIZE

PUBLIC HOUSING	TOTAL UNITS	VACANT UNITS	EFFICIENCY	ONE	TWO	THREE	FOUR	FIVE	SIX	Wait List Totals
McDougald Terrace	343	33	n/a	100	97	20	1	0	n/a	218
Scattered Sites	50	0	198	109	n/a	n/a	n/a	n/a	n/a	307
519 E. Main Street	105	22	2	122	7	n/a	n/a	n/a	n/a	131
Cornwallis Road	198	28	2	389	211	108	16	2	1	729
Liberty Street	108	61	n/a	359	178	63	11	n/a	n/a	611
Club Blvd	77	1	n/a	n/a	n/a	110	8	n/a	n/a	118
Hoover Road	54	12	n/a	n/a	37	n/a	13	n/a	n/a	50
Oxford Manor	172	11	n/a	n/a	218	30	0	0	n/a	248
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
PUBLIC HOUSING TOTALS	1179	171	464	1565	833	332	49	2	1	3246
PROJECT-BASED RENTAL ASSISTANCE										
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	4	0	0	480	0	0	0	0	480
PBRA TOTALS	342	86	91	458	1203	46	0	0	0	1798
AFFORDABLE HOUSING										
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
AFFORDABLE HOUSING TOTALS	48	2	n/a	0	27	8	0	n/a	n/a	35
TOTALS	1569	259	555	2023	2063	386	49	2	1	5079
			11%	40%	41%	8%	1%	0%	0%	100.00%

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.

**WORK ORDER SUMMARY
May-21**

PROPERTY	TOTAL OCCUPIED UNITS	BEGINNING BALANCE	EMERGENCY RECEIVED	NON-EMERGENCY RECEIVED	CLOSED OUT	REMAINIG BALANCE AS OF 5/31	REMAINIG BALANCE AS OF 4/30	REMAINIG BALANCE AS OF 3/31	<30 DAYS OLD	30 - 59 DAYS OLD	60 - 89 DAYS OLD	90 DAYS OLD
PUBLIC HOUSING												
McDougald Terrace	327	656	23	95	107	667	656	656	0	0	0	656
Scattered Sites	50	22	3	33	36	22	22	43	6	2	0	0
519 E. Main Street	84	27	0	53	45	35	27	0	20	8	0	0
Cornwallis Road	172	129	13	285	236	191	129	112	10	65	31	0
Liberty Street	47	28	0	46	39	35	28	0	17	11	5	0
Club Blvd	76	26	10	76	68	44	26	14	26	7	3	0
Hoover Road	42	193	0	168	141	220	193	56	97	0	0	0
Oxford Manor	161	87	22	139	53	195	87	217	103	59	33	0
Forest Hill Heights	52	25	3	59	73	14	25	24	25	4	2	0
1010 Worth Street	1	0	0	0	0	0	0	0	0	0	0	0
Goley Point -PH	14	0	0	30	30	0	0	0	0	0	0	0
TOTALS	1026	1193	74	984	828	1423	1193	1122	304	156	74	656
PROJECT BASED RENTAL ASSISTANCE												
Laurel Oaks	24	12	4	16	23	9	12	3	3	4	1	1
Edgemont Elms	16	0	0	8	8	0	0	0	0	0	0	0
Morreene Road	142	1	29	65	90	5	1	0	0	0	0	0
Damar Court	97	5	12	48	60	5	5	0	0	0	0	0
TOTALS	279	18	45	137	181	19	18	3	3	4	1	1
AFFORDABLE HOUSING												
Edgemont Elms	40	2	1	24	27	0	2	2	0	0	0	0
Preiss-Steele Place	76	3	3	65	71	0	3	0	0	0	0	0
Goley Pointe	6	1	1	11	12	1	1	1	0	0	0	1
TOTALS	122	6	5	100	110	1	6	3	0	0	0	1
GRAND TOTALS	1427	1217	124	1221	1119	1443	1217	1128	307	160	75	658

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.

REASONS FOR MOVE-OUT

5/1/2021

REASON	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	
PUBLIC HOUSING														
Death	1	0		3	3								7	
Environment	0	0											0	
Health	0	0											0	
Awarded HCV	0	0	1										1	
Abandonment	0	0			1								1	
Relocated/Moved	10	0	3	2	6								21	
Transfer	6	3		7	23								39	
LEASE VIOLATIONS														
Failure to Recertify	0	0											0	
Non-Payment	0	0											0	
Criminal Activity	0	1											1	
Housekeeping		0											0	
Other	0	0											0	
TOTALS	17	4	4	12	0	0	0	0	0	0	0	0	70	
AFFORDABLE HOUSING														
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								4	
Transfer	0	0											0	
LEASE VIOLATIONS														
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	
TOTALS	0	2	2	2	2	0	0	0	0	0	0	0	8	
													Grand total:	78



Housing Choice Voucher Report

HCVP BOARD REPORT
JUNE 2021
PART A

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

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)

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. 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 is the Statement of Issue and Board Resolution, for approval of this MOU.

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

I. Voucher Utilization	Baseline	Mar-21	Apr-21	May-21	Variance	Utilization
Vouchers Under Lease	2916	2595	2585	2590	326	89%
Vouchers Available to be Issued		321	331	326		
Vouchers Issued		47	32	37		
# Families Searching for Housing		184	187	153		
II. Total Inventory (HCV)	Baseline	Mar-21	Apr-21	May-21	Variance	Utilization
Tenant-Based Vouchers	2361	2074	2065	2074	287	88%
Project Based Vouchers - VOA Life House of Durham	24	21	21	21	3	88%
Project Based Voucher - Preisse Steele Place	82	73	74	73	9	89%
Project Based Voucher - Whitted School	79	72	70	71	8	90%
VASH	122	118	118	115	7	94%
Near Elderly and Disabled (NED)	200	200	200	198	2	99%
Mainstream Vouchers	33	24	24	25	8	76%
Family Unification Program (FUP)	15	13	13	13	2	87%
III. RAD PBV	Baseline	Mar-21	Apr-21	May-21	Variance	Utilization
JJ Henderson (PBV- Sect. 18)	31	31	31	31	0	100%
Laurel Oaks	30	12	21	24	6	80%
IV. Total Inventory (Grant Funded Programs)	Baseline	Mar-21	Apr-21	May-21	Variance	Utilization
HOPWA	23	14	14	15	8	65%
Shelter Plus Care	10	15	15	15	-5	150%
V. Housing Assistance Payment		Mar-21	Apr-21	May-21	Reserves Ending Balances	YTD
HAP Funds Utilized		\$1,854,539	\$1,887,786	\$1,882,661		\$9,311,417
HUD Funds Authorized:		\$1,888,160	\$1,878,058	\$1,878,058		\$9,326,228
HUD-Held Reserves: To/(From)		\$302,199	(\$33,270)	\$43,913	\$795,581	
DHA-Held Reserves : To/(From)		\$56,793	\$23,542	(\$48,516)	\$232,153	
Total HAP Funds Received		\$1,911,332	\$1,911,328	\$1,834,145		\$9,478,643
Budget Utilization		98%	101%	100%		100%
VI. Waiting List	2 Port-In Vouchers Searching		10 Vash Port In Vouchers Searching			
2018 Tenant Based - 1051						
Preiss Steele Place(PBV) - 229						
Laurel Oaks (RAD/PBV) - 1256						
Whitted School (PBV) - 92						
JJ Henderson (RAD/PBV) - 440						
Willard Street (RAD/PBV) - 819						
Life House of Durham (PBV) - 1194						
VII. SEMAP Indicators		Mar-21	Apr-21	Current**	HUD FYE Requirement	
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		99%	100%	99%	96% or more	
Indicator 14 Family Self Sufficiency						
FSS Enrollment: 65 (current month)		63%	60%	60%	80% or more	
FSS Escrow Accounts: 40 (current month)		66%	67%	67%	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 enables 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 are 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: June 23, 2021

SUBJECT: Resolution to Consider and Approve the 2021 Emergency Housing Vouchers Memorandum of Understanding

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (“DHA”) is requesting consideration and approval of the Memorandum of Understanding with the Durham Continuum of Care (CoC), for the Emergency Housing Vouchers (“EHV”).

II. BACKGROUND

Durham Housing Authority will be awarded a total of 68 Emergency Housing Vouchers from HUD, effective July 1, 2021. DHA and the Durham CoC have agreed to establish and execute a Memorandum of Understanding, by which both agencies would partner to serve families and individuals that meet the EHV criterion.

DHA and the Durham CoC have agreed to work in conjunction to provide rental assistance to EHV families who are homeless, at risk of homelessness, fleeing domestic violence, or recently homeless and in need of EHV services in order to maintain housing stability.

The Authority agrees to update its Administrative Plan to include the administration of these Emergency Housing Vouchers.

III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the attached Memorandum of Understanding and that it becomes effective July 1, 2021.

RESOLUTION NO. _____

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 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

EXHIBIT A

MEMORANDUM OF UNDERSTANDING
EMERGENCY HOUSING VOUCHERS

This Memorandum of Understanding (MOU) has been created and entered into on July 1, 2021, and is between the following parties:

Durham Housing Authority

330 East Main Street
Durham, NC 27701

Durham Continuum of Care

516 Rigsbee Avenue
Durham, NC 27701

Introduction and Goals

The Durham Housing Authority (DHA) and the Durham Continuum of Care (CoC) are committed to this partnership, for the administration of Emergency Housing Vouchers, in accordance with all program requirements.

DHA's goals and standards for success in administering the Emergency Housing Vouchers (EHV) is to maximize program utilization, as measured by the housing stability and sustainability of each program participant. The program's success will be specifically measured by the number of participating individuals/families (voucher utilization), and the number of these participants who are able to successfully maintain their housing.

DHA's Lead HCV Liaison for the Emergency Housing Vouchers will be Ms. Keren Nazario, HCV Eligibility Supervisor.

The Durham CoC's Lead Liaison for the Emergency Housing Vouchers will be Ms. Hanaleah Hoberman, **[input title here]**.

Definition of Eligible Population

The Durham CoC will refer eligible families EHV families to DHA. Applicants must meet one of the following criteria in order to be eligible for an EHV:

- Family must be homeless; or
- At risk of homelessness; or
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or

- Recently homeless and the benefit of rental assistance will prevent them family from becoming homeless or having high risk of housing instability.

Services to be Provided to Eligible EHV Families

1. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
2. Partnering service providers will support DHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with DHA.
3. DHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
4. Partnering service providers will provide housing search assistance for eligible individuals and families.
5. Partnering service providers will provide counseling on compliance with rental lease requirements.
6. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
7. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.
8. Partnering service providers will assess individuals and families who may require housing search assistance (e.g. transportation assistance; application assistance, etc.).
9. Partnering service providers will assess individuals and families who may need assistance with moving expenses.

DHA Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.

4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

CoC Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with DHA.
2. Refer eligible individuals and families to DHA using the community's coordinated entry system.
3. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to DHA (e.g. self-certifications, birth certificates, social security cards, etc.).
4. Attend EHV participant briefings when needed.
5. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
6. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
7. Comply with the provisions of this MOU.

Third Party Entity Roles and Responsibilities

1. Any community organization contracted by the CoC to assist with the implementation of EHV to provide the supplemental services covered by the EHV service fees, will also comply with the provisions of this MOU.

Program Evaluation

DHA and the CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

This MOU may be amended with the written agreement by both agencies.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed this twenty third day of June, 2021.

BY

Chief Executive Officer, Durham Housing Authority

Date

BY

Community Development Agency Director

Date

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: June 23, 2021

SUBJECT: Resolution to Consider and Approve the award of the 24/7 Call Center Services Contract to Cerida Investment Corp dba AnswerNet

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (“DHA”) is interested in contracting with a call center firm for 24/7 call center services.

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 professional services for 24/7 call center services.

AnswerNet 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 \$230,000 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 AnswerNet.

RESOLUTION NO. _____

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

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: June 23, 2021

SUBJECT: Resolution to Consider and Approve the award of the Property Management Services Contract to Royal American Management

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (“DHA”) is interested in contracting with a property management firm for property management services at its affordable housing 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 professional services for property management services.

Royal American Management was found to be the highest rated proposer of all responsive proposers. The contract term will be for five (5) years with zero (0) one (1) year extension options. The not-to-exceed amount is \$260,784 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 Royal American Management.

RESOLUTION NO. _____

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

HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: June 23, 2021

SUBJECT: Resolution to Consider and Approve the award of the Relocation Coordination Services Contract to HousingToHome

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (“DHA”) is interested in contracting with a resident relocation firm for relocation coordination services.

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 professional services for resident relocation coordination services.

HousingToHome was found to be the highest rated proposer of all responsive proposers. The contract term will be for five (5) years with zero (0) one (1) year extension options. The not-to-exceed amount is \$245,000 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 HousingToHome.

RESOLUTION NO. _____

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

DURHAM HOUSING AUTHORITY

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: June 23, 2021

SUBJECT: Resolution to Extend and Amend the Adopted COVID-19
Statutory & Regulatory Waivers Provided by HUD

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (“DHA”) has elected to take certain Statutory and Regulatory waivers offered by the United States Department of Housing and Urban Development (“HUD”) to provide administrative flexibilities and relief to Public Housing and HCV programs in light of restrictions that may exist due to the novel coronavirus, and the disease it causes, COVID-19. These previously adopted waivers are being amended to extend the availability periods authorized by HUD, and to additional waivers based on PIH Notice 2020-33.

II. BACKGROUND

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) was declared a global pandemic on March 11, 2020 by the World Health Organization, and declared a national emergency by the President on March 13, 2020.

On March 25, 2020 the Mayor of the City of Durham issued a Stay At Home order to suppress the spread of the virus. On March 27, 2020 the Governor of North Carolina announced a Stay At Home order for the State of North Carolina.

Prior to the enactment of these Stay at Home orders, and following the declaration of the national emergency, DHA began taking steps to modify its operations, and limit public contact to slow the spread of the virus.

On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the

President. It gave HUD the authority to waive some of its statutory and regulatory requirements.

On April 10, 2020, HUD issued [PIH Notice 2020-05](#), indicating which statutory and regulatory requirements it would waive for Public Housing Authorities (PHAs). These waivers provide administrative flexibilities to PHAs in response to the COVID-19 national emergency. Use of these waivers are at the discretion of the PHA.

On July 2, 2020, HUD issued [PIH Notice 2020-13](#) extending the availability period for the waivers, and authorizing additional waivers.

On November 30, 2020, HUD issued [PIH Notice 2020-33](#) extending the availability period for the waivers, and authorizing additional waivers.

On May 4, 2021, HUD issued [PIH Notice 2021-14](#), which superseded PIH Notices 2020-05, 2020-13, and 2020-33 and provides extended availability periods and additional waivers.

With these waivers DHA endeavors 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.

Exhibit A is a document listing the HUD waivers DHA previously adopted with modified availability periods, and additional waivers the PHA would like to adopt.

III. RECOMMENDATION

It is recommended that the Board of Commissioners approve the Resolution to Extend and Amend the COVID-19 Statutory & Regulatory Waivers Provided by HUD.

RESOLUTION NO. _____

**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 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.

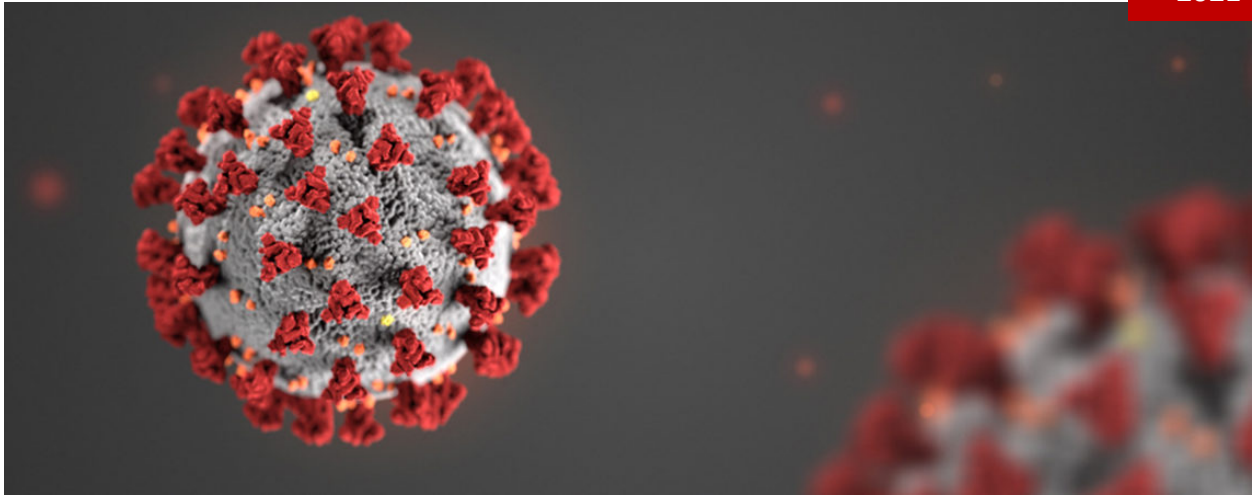
(SEAL)

BY: _____
Anthony Scott, Secretary

COVID-19 Program Waivers

REV-2 (5/2021)

2020 &
2021



This is a guide to the Program Waivers authorized by the United States Department of Housing and Urban Development (HUD) that DHA has elected to take.



Formally Adopted by DHA's Board of Commissioners on December 21, 2020.

New waivers and **extended** periods of availability to be adopted by DHA's Board of Commissioners on June 23, 2021.

DHA will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, and practices. Please contact DHA if you require a reasonable accommodation, auxiliary aides, effective communication services. Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-(919) 683-1551.





HUD COVID-19 Program Waivers

Purpose

When the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by the President on March 27, 2020, it gave The United States Department of Housing and Urban Development (HUD) the authority to waive some statutory and regulatory requirements.

On April 10, 2020, HUD issued [PIH Notice 2020-05](#), indicating which statutory and regulatory requirements it would waive for Public Housing Authorities (PHAs). These waivers provide administrative flexibilities to PHAs in response to the COVID-19 national emergency. Use of these waivers are at the discretion of the PHA.

This is notification of what waivers the Durham Housing Authority (DHA) is using or plans to use under the authority it was given in [PIH Notice 2020-05](#). DHA intends to use flexibilities at its discretion in order to limit in-person contact, and to continue essential processes to provide housing assistance that support the health and safety of DHA residents, program participants, staff, and others during the coronavirus pandemic.

In [PIH Notice 2020-13](#) published on July 2, 2020, and in [PIH Notice 2020-33](#) published on November 30, 2020, HUD provided additional waivers, and extended the periods of availability for the initial waivers which DHA's Board of Commissioners adopted and approved on December 21, 2020. On May 4, 2021 HUD provided additional waivers and extensions for some waivers in in [PIH Notice 2021-14](#). These updates are captured in this revision. The information contained in this document may change without notice as HUD provides additional guidance and as the local conditions change.

Background

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) was declared a global pandemic on March 11, 2020 by the World Health Organization, and declared a national emergency by the President on March 13, 2020.

On March 25, 2020 the Mayor of the City of Durham issued a *Stay At Home* order to suppress the spread of the virus. On March 27, 2020 the Governor of North Carolina announced a *Stay At Home* order for the State of North Carolina.

Prior to the enactment of these Stay at Home orders, and following the declaration of the national emergency, DHA began taking steps to modify its operations, and limit public contact to slow the spread of the virus. DHA endeavors 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.

On the following pages you will find tables indicating what waivers DHA adopted with the issuance of [PIH Notice 2020-05](#). Some liberties were taken in the interest of public health, and in an effort to comply with local and state orders prior to the issuance of this notice.

Guidance on how these waivers will be put into effect will be issued by the relevant program and/or department.



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h) <u>Regulatory Authority</u> § 903.5(a)(3), 903.5(b)(3), 903.21	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 12/31/20 	YES	4/10/2020
PH and HCV-2 Family income and composition – delayed annual reexaminations Extended	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a)	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	<ul style="list-style-type: none"> 6/30/21 All reexams due in CY20 must be completed by 12/31/20. Reexams due between 1/1/21 and 12/31/21 would need to be completed by 12/31/21.	YES	4/10/2020

DHA will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, and practices. Please contact DHA if you require a reasonable accommodation, auxiliary aides, effective communication services. Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-(919) 683-1551.



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-3 Annual reexamination Income Verification Extended	<u>Regulatory Authority</u> § 5.233(a)(2) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-4 Interim reexaminations Extended	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020
PH and HCV-5 EIV System Monitoring Extended	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020
PH and HCV-6 FSS Contract of Participation Extended	<u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> • Provides for extensions to FSS contract of participation 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-7 Waiting List Extended	<u>Regulatory Authority</u> § 982.206(a)(2) PIH Notice 2012-34	<ul style="list-style-type: none"> • Waives public notice requirements for opening and closing waiting list • Requires alternative process 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020
PH and HCV-8 Eligibility Determination: Income Verification *NEW*	Regulatory Authority §§ 960.259(c), 982.201(e) Sub-regulatory Guidance Notice PIH 2018-18	<ul style="list-style-type: none"> • Waives the third-party income verification requirements for applicants, and will allow PHAs to consider self-certification as the highest form of income verification at admission • PHAs must review the EIV Income and IVT Reports to confirm/validate family-reported income within 90 days 	<ul style="list-style-type: none"> • 12/31/21 	YES	5/4/2021



HUD COVID-19 Program Waivers

<p>PH and HCV-9 Eligibility Determination: Social Security Number and Citizenship Verification *NEW*</p>	<p>Statutory Authority 42 USC 1436a(d)(2) Regulatory Authority §§ 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g) Sub-regulatory Guidance Notice PIH 2012-10</p>	<ul style="list-style-type: none"> • Waives the requirements to obtain and verify social security number documentation and documentation evidencing eligible noncitizen status before admitting applicants to the HCV and Public Housing programs • PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. • Individuals admitted under this waiver must provide the required documentation within 90 days of admission to be eligible for continued assistance 	<ul style="list-style-type: none"> • 12/31/21 	<p>YES</p>	<p>5/4/2021</p>
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HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-3 Non-Life Threatening HQS - Initial Unit Approval Extended	<u>Statutory Authority</u> Section 8(o)(8)(A)(ii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life threatening conditions 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
HQS-5 Biennial Inspections Extended	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> Allows for delay in biennial inspections PHAs must require owner certification there are no life-threatening deficiencies PHAs must conduct all delayed biennial inspections from CY 2020 as soon as reasonably possible but no later than 6/20/22, and must conduct all delayed biennial inspections from CY 2021 as soon 	<ul style="list-style-type: none"> 12/31/21 6/30/22 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-9 HQS QC Inspections Extended	<u>Regulatory Authority</u> § 982.405(b)	<ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
HCV-1 Administrative Plan Extended	<u>Regulatory Authority</u> § 982.54 (a)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval until 3/31/21 Any provisions adopted informally must be adopted formally by 6/30/21 	<ul style="list-style-type: none"> 9/30/21 12/31/21 	YES	4/10/2020
HCV-2 PHA Oral Briefing Extended	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-3 Term of Voucher - Extensions of Term Extended	<u>Regulatory Authority § 982.303(b)(1)</u>	<ul style="list-style-type: none"> Allows PHAs to provide voucher extensions regardless of current PHA policy 	<ul style="list-style-type: none"> 12/31/21 	This is already a DHA Policy.	
HCV-4 PHA Approval of Assisted Tenancy Extended	<u>Regulatory Authority § 982.305(c)</u>	<ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-5 Absence from unit Extended	<u>Regulatory Authority</u> § 982.312	<ul style="list-style-type: none"> • Allows for PHA discretion on absences from units longer than 180 days • PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020
HCV-6 Automatic Termination of the HAP Contract Extended	<u>Regulatory Authority</u> § 982.455	<ul style="list-style-type: none"> • Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-7 Increase in Payment Standard Extended	<u>Regulatory Authority</u> § 982.505(c)(4)	<ul style="list-style-type: none"> Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination. 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
HCV-8 Utility Allowance Schedule Extended	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-14 Mandatory Removal of Unit from PBV HAP Contract Extended	Regulatory Authority §§ 983.211(a); 983.258	<ul style="list-style-type: none"> Allows a PHA to keep a PBV unit under contract for a period of time that extends beyond 180 from the last HAP but does not extend beyond December 31, 2020 	<ul style="list-style-type: none"> 12/31/21 	YES	7/22/2020
PH-1 Fiscal closeout of Capital Grant Funds Extended	<u>Regulatory Authority</u> § 905.322(b)	<ul style="list-style-type: none"> Extension of deadlines for ADCC and AMCC 	Varies by PHA; For grants that were open on March 19, 2020, the deadline for submission of grant closeout documents (ADCCs and AMCCs) is extended from 120 days to one year.	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-2 Total Development Costs	<u>Regulatory Authority § 905.314(c)</u>	<ul style="list-style-type: none"> • Waives the TDC and HCC limits permitting approval of amounts in excess of published TDC by 25% to 50% on a case by case basis 	Applies to development proposals submitted to HUD no later than December 31, 2021	YES	4/10/2020
PH-3 Cost limitations: Types of Labor Extended	<u>Regulatory Authority § 905.314(j)</u>	<ul style="list-style-type: none"> • Allows for the use of force account labor for modernization without HUD approval regardless of whether the PHA is a high 	<ul style="list-style-type: none"> • 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-4 ACOP Extended	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21 Any provisions adopted informally must be adopted formally by 12/31/21 	<ul style="list-style-type: none"> 9/30/21 12/31/21 	YES	4/10/2020
PH-5 CSSR Extended/Modified – superseded by 12.e.	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> § 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> Temporarily suspends CSSR 	<ul style="list-style-type: none"> 6/30/21 N/A – this waiver is superseded by 12.e. 	YES	4/10/2020
PH-6 Energy Audits Extended	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> Allows for delay in due dates of energy audits 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-7 Over-income families Extended	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490 Notice: Notice PIH 2019-11	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
PH-8 Resident Council Elections Extended	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
PH-9 Utility Allowance Extended	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020
PH-10 Tenant notifications Extended	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 12/31/21 	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-12: Public Housing Agency Annual Self-Inspections Extended	Statutory Authority: Section 6(f)(3) Regulatory Authority: § 902.20(d)	<ul style="list-style-type: none"> • Waives the requirement that the PHA must inspect each project 	<ul style="list-style-type: none"> • 12/31/20 	YES	7/22/2020
PH-13 Over-Income Limit: Termination Requirement Extended	Statutory Authority Section 16(a) as amended by section 103 of HOTMA Implementation Notice: Housing Opportunity Through Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Reg. 35,490 (July 26, 2018)	<ul style="list-style-type: none"> • Waives the requirement that a family whose income has exceeded the over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination. • As an alternative requirement, over-income families will remain public housing households instead of being terminated and will be charged the applicable FMR as the family's monthly rental amount. 	<ul style="list-style-type: none"> • 12/31/21 	YES	11/30/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-14 Annual Choice of Rent Extended	Statutory Authority: 42 USC 1437a(a)(2)(A) Regulatory Authority § 960.253	<ul style="list-style-type: none"> Allows families an additional opportunity to select an income-based or flat rent 	<ul style="list-style-type: none"> 12/31/21 		
11a PHAS Extended	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 12/31/21	N/A	N/A
11b-1 SEMAP Extended	<u>Regulatory Authority</u> 24 CFR Part 985.105	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 12/31/21	N/A	N/A



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11b-2 SEMAP Extended	<u>Regulatory Authority</u> § 985.101(a)	<ul style="list-style-type: none"> • Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD 	<ul style="list-style-type: none"> • 1/1/2022 		
11c Financial reporting	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> • Allows for extensions of financial reporting deadlines 	Varies by PHA FYE	YES	4/10/2020
12a Form HUD 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	<ul style="list-style-type: none"> • Waives the requirement to submit 50058 within 60 days • Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> • 12/31/20 	YES	4/10/2020
12b Designated housing plan	<u>Statutory Authority</u> Section 7(e)(1)	<ul style="list-style-type: none"> • Allows for HUD to delay notification about designated housing plan 	<ul style="list-style-type: none"> • 7/31/20 	N/A	N/A



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12c Deadline for reporting Operating and Capital Fund expenditures Extended	<u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5)	<ul style="list-style-type: none"> Provides a 24-month extension 	For all Capital Fund grants that were on open on April 10, 2020, a 24-month extension from the obligation and expenditure end dates in LOCCS as of April 10, 2020; For new Capital Fund grants opened between April 11, 2020 and December 31, 2020, a 24-month extension from the obligation and expenditure end dates in LOCCS as	YES	4/10/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12d Section 6(j) 1- and 2-Year Substantial Improvement Requirements Modified	<u>Statutory Authority</u> Section 6(j)(3)(B)(ii) <u>Regulatory Authority</u> 24 CFR § 902.75(d)	<ul style="list-style-type: none"> For PHAs designated as troubled prior to the date of this Notice that have not received a PHAS assessment for the first full fiscal year after the initial notice of the troubled designation, HUD will: (1) evaluate the 1-year substantial improvement benchmark based on the first released score for fiscal years ending on or after March 31, 2022; and, (2) toll the evaluation of the 2-year recovery benchmark to the next sequential fiscal year 	The period of availability for this waiver and alternative requirement: (1) is effective on the date of this Notice; and, (2) will continue through March 31, 2023, at which time HUD will reevaluate any additional impacts of this waiver on any PHA in the process of being evaluated.	YES	11/30/2020



HUD COVID-19 Program Waivers

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12e Community Service and Self-Sufficiency Requirement (CSSR) suspension <i>*New*</i>	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> 24 CFR §§ 960.603(a), 960.603(b), 960.607, 966.4(l)(2)(iii)(D)	<ul style="list-style-type: none"> • Waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public housing program 	Effective for all annual reexaminations completed between the publication date of this notice through April 30, 2022.	N/A	5/4/2021

Development Ventures
Board of Directors' Report



AGENDA

FOR

**REGULAR MEETING FOR
THE BOARD OF DIRECTORS**

June 23, 2021

Christine Westfall, *Chair*

Anthony Scott, *President*



Agenda

Regular Meeting

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

June 23, 2021

ORDER OF BUSINESS

- 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
May 26, 2021**

AGENDA ITEM I - CALL TO ORDER

Present:

Christine Westfall, Chair
Torrell Armstrong
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
Tawan Fields
Emanuel Foster
Melvin Green
Sherry Harris
Keishma James
Denita Johnson
Charles Lyon
Barbara Newman
Cheryle Roberts
Sabrina Sinegal
Sandra Small
Anthony Snell
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 6:58 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 April 28, 2021. Motion to approve the minutes.

**Motion: Commissioner Lucas; Seconded: Commissioner Webb-Bledsoe
Approved: Unanimously**

AGENDA ITEM V – RESOLUTIONS

(DVI) RESOLUTION NO. 236

RESOLUTION APPROVING CONTRACT AWARD TO PLUMBV INC FOR THE SANITARY LINE REPLACEMENT AT MORRENE ROAD APARTMENTS

WHEREAS, it has been determined from publicly opened and read bids for the sanitary line replacement at Morreene Road apartments that PlumbV Inc was the sole, responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Development Ventures, Inc. acting as the Managing Member of Morreene Road, LLC finds as follows:

1. That the base bid of PlumbV Inc be accepted and a contract entered into with PlumbV Inc in the total amount of \$1,937,501.00 (the base bid) by the Development Ventures Inc;
2. That, consistent with 24 CFR 85.36(b)(9) Procurement Standards, that Procurement division 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;
3. That the President or Secretary/Treasurer is hereby directed to execute all contracts or other documents necessary to effectively award this contract;
4. This Resolution shall take effect immediately.

Done this 26th day of May 2021.

RECORDING OFFICER’S CERTIFICATION

I, Barbara Newman, the duly appointed Secretary/Treasurer of the Development Ventures Inc, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Directors of Development Ventures Inc held on May 26, 2021.

(SEAL)

BY: _____
Barbara Newman, Secretary/Treasurer

**Motion: Commissioner Webb-Bledsoe; Seconded: Commissioner Lucas
Approved: Unanimously**

(DVI) RESOLUTION NO. 237

RESOLUTION AUTHORIZING MORREENE ROAD LLC TO ENTER INTO A LOAN WITH THE CITY OF DURHAM FOR \$2,300,000 FOR THE SANITARY LINE REPLACEMENT AT MORREENE ROAD APARTMENTS

WHEREAS, Morreene Road LLC undertook the renovation of the 142-unit complex of Morreene Road Apartments starting in December _ 2017 with a substantial completion date of May, 21, 2020; and

WHEREAS, it has been determined under the guidance and assessment of Pinnacle Architecture, PA serving in the role of project design and project manager that the sanitary lines at Morreene Road Apartments require complete replacements; and

WHEREAS, it has been determined from publicly opened and read bids for the sanitary line replacement at Morreene Road Apartments that PlumbV Inc was the only, responsive and responsible bidder at \$1,937,501; and

WHEREAS, DHA staff has estimated the cost of the planned improvements including the sanitary line replacement, relocation, certain insurance claims' repairs, drainage enhancements, contingencies, and transaction costs to be \$2,597,000; and

WHEREAS, DHA has consulted with the tax credit equity investor and first mortgage lender regarding the necessity of the capital investments; and

WHEREAS, the City of Durham Community Development Department has agreed to request the City of Durham City Council to consider approval of a \$2,300,000 loan to Morreene Road LLC for the sanitary line replacement at the June 25, 2021 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Development Ventures, Incorporated finds as follows:

1. That the President on behalf of Development Ventures Incorporate acting as the Managing Member of Morreene Road, LLC is authorized to enter into a loan agreement in the amount of \$2,300,000 with the City of Durham for the sanitary line replacement;
3. That the President and Secretary Treasurer of Development Ventures Incorporated are authorized, empowered and directed, on behalf of Development Ventures Incorporated, to take such actions and to execute such documents and instruments as required by federal, state and local laws and regulations and the U. S. Department of Housing and Urban Development, and take any and all reasonable steps as they deem necessary or appropriate in connection with the matters described in this Resolution,

and the signature of such President and Secretary/Treasurer on any documents or instrument or the performance of any such actions shall be conclusive evidence of such President's, Secretary/Treasurer's authority to take such actions or execute such documents or instrument on behalf of Morreene Road, LLC.

4. That any and all acts heretofore taken by the President and Secretary Treasurer of Development Ventures Incorporated in connection with the matters authorized by this Resolution are hereby ratified, confirmed, adopted and approved by Development Ventures Incorporated, including any and all acts taken prior to the passage of this Resolution.

4. This Resolution shall take effect immediately.

Done this 26th day of May 2021.

RECORDING OFFICER'S CERTIFICATION

I, Barbara Newman, the duly appointed Secretary/Treasurer of the Development Ventures Inc, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Directors of Development Ventures Inc held on May 26, 2021.

(SEAL)

BY: _____
Barbara Newman, Secretary/Treasurer

**Motion: Commissioner Holmes; Seconded: Commissioner Webb-Bledsoe
Approved: Unanimously**

AGENDA ITEM VI – INFORMATION ITEMS

➤ None

AGENDA ITEM VII – CLOSED SESSION

➤ None

AGENDA ITEM VIII- ADJOURNMENT

The meeting was adjourned at 7:02 p.m.

**Motion: Commissioner Webb-Bledsoe; Seconded: Commissioner Lucas
Approved: Unanimously**

Chair

(SEAL)

Secretary