DURHAM HOUSING AUTHORITY

AGENDA, MINUTES, FINANCIALS, RESOLUTIONS, REPORTS

FOR

REGULAR & ANNUAL MEETINGS OF THE BOARD OF COMMISSIONERS

January 23, 2019

Daniel C. Hudgins
Chair

Anthony Scott
Chief Executive Officer
I. CALL TO ORDER
♦ Roll Call
♦ Establish Quorum

II. PUBLIC COMMENT

III. CHANGES TO THE AGENDA

IV. APPROVAL OF MINUTES BOARD OF COMMISSIONERS (5-18)
Minutes of the Regular Board Meeting of December 19, 2018

V. PRESENTATION
♦ None

VI. CHIEF EXECUTIVE OFFICER’S BUSINESS REPORT (19-21)

VII. GENERAL BUSINESS ACTION ITEMS (COMMITTEE REPORTS) (23-122)
♦ Development Committee (25-31)
♦ Finance Committee (32-41)
♦ Operations Committee (42-107)
♦ Resident Services (108-122)

VIII. RESOLUTIONS FOR APPROVAL (123-130)

1. RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING November 1, 2018 AND ENDING NOVEMBER 30, 2018 (124-126)

2. RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2019 PRELIMINARY 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR A NEW CONSTRUCTION AFFORDABLE HOUSING PROJECT TO BE CO-DEVELOPED BY LAUREL STREET RESIDENTIAL, LLC AND DEVELOPMENT VENTURES INCORPORATED ON A PORTION OF THE EXISTING JJ HENDERSON PUBLIC HOUSING SITE (JJ HENDERSON SENIOR TOWERS PROJECT) (127-130)
IX. ENTITIES BUSINESS REGULAR & ANNUAL MEETINGS (131-161)
(SUSPEND & REOPEN DHA MEETING – ONLY IF CLOSED SESSION)
♦ Development Ventures Incorporated (133-142)
♦ Edgemont Elms Housing, Inc. (143-148)
♦ Preiss-Steele Place, LLC (149-156)
♦ Learning Assistance, Inc. (157-161)

X. DHA ANNUAL MEETING
♦ Chair & Vice Chair Appointments

XI. CLOSED SESSION

XII. ADJOURNMENT
IV. Approval of the Minutes
AGENDA ITEM I
Call to Order
The regular meeting was called to order by the Chair, Daniel C. Hudgins

Present:
Daniel C. Hudgins
George K. Quick
Robert “Bo” Glenn
Gloria Nottingham
Larry Yon, II
Patrice Y. Nelson
Jillian Johnson, City Council Liaison

Absent:
None

Conference:
None

Staff Present:
Anthony Scott, CEO
Barbara Newman
Meredith Daye
Sabrina Sinegal
Matthew Scaparro
Olive Joyner
Ashanti Brown
Denita Johnson
Charles Lyon
Doris Jackson

Also Present:
Eric Pristell, Esq. (*arrived at 3:50 p.m.*)
George A. Long, Sr.

Thomas M. Niemann (*arrived 1:00 p.m.*)

The meeting was called to order by the Chair, Daniel C. Hudgins at 9:07 a.m.
9:07 a.m. -- BOARD STAFF RETREAT
A quorum was present, and the Board/Staff Retreat started.

CEO, Anthony Scott, led the discussion for the following topics:

♦ 2018 Review
  - State of the Agency (Opportunities and challenges)
  - Moving to Work (MTW)Designation
    Durham Housing Authority leaning towards rent reform. Application some time in 2019. Will require public input, board approval and an application.

♦ Overview of each Department -- each presenter provided the status of goals and objectives. Presenters were as follows:
  - Development – Meredith Daye, Director
  - Financial Services – Barbara Newman, Director
  - Public Safety Division of Administration – Charles Lyon, Manager
  - Administration – Sabrina Sinegal, Director
  - Operations – Matt Scaparro, Director
  - Housing Choice Voucher Program – Denita Johnson, Director
  - Resident Services – Oliver Joyner, Director
  - Strategic Management – Ashanti Brown, Director

Issues and Challenges

♦ Spirit of Excellence Team (S.O.E.) – is a volunteer employee team that was created as a result of the August Business Meeting where DHA staff identified the top five (5) areas needed to improve DHA operations. Those areas were:
  - Culture
  - Communication
  - Residents
  - Resources
  - Efficiencies

On behalf of the S.O.E. Team, Jealisia Beasley and Renate Bennett provided comments regarding the following most critical issues and challenges identified by the team.

- Low Morale
Communication (performance evaluations, customer service, legal issues)
HR Services
Improve Supervision
Maintenance Improvements
Resident Engagement

The S.O.E. identified areas to the keys to success as being Human Resources Consulting, training, equipment/supplies and technical assistance.

The objectives are to prioritize findings, present to all staff, develop a work plan with timelines, incorporate into Strategic Plan Goals and devote resources and funding.

Solutions to these issues and challenges are finding technology dollars, training dollars and consulting and assistance dollars.

♦ **2019 Goals** were provided by respective Department Directors (Development, Finance, Administration (and Resident Safety Manager), Operation, Housing Choice Voucher Program, Resident Services and Strategic Management.

♦ **Parking Lot Items:**
  - Ban the box on DHA applications *(remove the conviction question on the employment application)*
  - Fire drills at DHA properties
  - Tap into consulting services from Durham County and City of Durham
  - Strategize and track on how to include homeless and other preferences
  - Include resident hiring for REAC (Section 3).

3:37 p.m. – **REGULAR BOARD OF COMMISSIONERS MEETING (Eric Pristell, joined the meeting)**
A quorum was present, and the Regular Board of Commissioners meeting started.

♦ **GENERAL COMMENT FROM THE PUBLIC HEARING on proposed 2019 Annual Operations Budget**
Chairman Daniel Hudgins read the following regarding the proposed 2018 Annual Operating Budget.

“This is a public hearing regarding the Housing Authority of the City of Durham’s (“DHA”) Proposed 2019 Annual Operations Budget. DHA posted its Public Hearing Notice and placed copies of it on its website for the required number of days. Also, copies of the plan were made available for review at DHA’s Central and Property Management Offices during the regular business hours.

Written comments about the draft plans were requested to be sent to Barbara Newman. As a result, we did not receive any requests.

DHA will conduct its public hearing today and these plans are scheduled to be approved at the December 19, 2018 Board meeting.”

Chairman Hudgins asked if there was a motion and second to open the public hearing.

Motion: Commissioner Quick; Seconded: Commissioner Glenn; Approved: Unanimously

Chairman Hudgins stated that the public hearing is now open. “Any person who wishes to speak in favor, against or otherwise regarding the 2019 Annual Operating Budget may do so now.”

There were no additional discussions regarding this topic.

Chairman called for a motion and second to close the public hearing.

Motion: Commissioner Glenn; Seconded: Commissioner Quick; Approved: Unanimously

Chairman Hudgins stated that the public hearing is now closed.

AGENDA ITEM III -- CHANGES TO THE AGENDA

• There were none
AGENDA ITEM IV – BOARD ACTION

- Approval of the Minutes of the Board of Commissioners’ Regular Meeting held on November 28, 2018.  Note:  Add Meredith Daye’s name as an attendee at this meeting.

Motion: Commissioner Quick; Seconded: Commissioner Glenn; Approved: Unanimously

AGENDA ITEM V – PRESENTATIONS

- There were none

AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER’S BUSINESS REPORTS

- CEO, Anthony Scott, did not make any additional comments to his report nor were there any additional questions regarding the CEO’s Business Report.

VII. GENERAL BUSINESS ACTION ITEMS (COMMITTEE REPORTS)
Chairman Hudgins stated that since we did not have any committee meetings for Development, Finance, and Operations in December, minutes would be reviewed when the committee meets in January.

AGENDA ITEM VIII -- RESOLUTIONS FOR APPROVAL

The Chair, Daniel Hudgins, introduced the following resolutions:

RESOLUTION NO. 3558

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING October 1, 2018 AND ENDING October 31, 2018

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $8,897.13 for the period beginning October 1, 2018 and Ending October 31, 2018.

This resolution shall take effect immediately.

Motion: Commissioner Glenn; Seconded: Commissioner Quick;
Approved: Unanimously

RESOLUTION NO. 3559

RESOLUTION APPROVING THE PROPOSED UTILITY ALLOWANCES FOR THE CONVENTIONAL PUBLIC HOUSING PROGRAM

WHEREAS, the Housing Authority of the City of Durham reviewed its utility allowances to ensure that they are at the proper levels considering the utility usage by the affected conventional public housing residents; and

WHEREAS, in accordance with the U. S. Department of Housing and Urban Development regulations, the affected conventional public housing residents received written notice of the proposed utility allowances and had a sixty-day review period for written comments, prior to any approved changes; and

WHEREAS, the Housing Authority of the City of Durham did not receive any written comments regarding the proposed utility allowances.

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

1. That the proposed utility allowances be approved.

2. That the approved utility allowances become effective January 1, 2019.

Motion: Commissioner Quick; Seconded: Commissioner Glenn;
Approved: Unanimously
RESOLUTION NO. 3560

RESOLUTION APPROVING THE REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM PAYMENT STANDARD SCHEDULE FOR ZERO-BEDROOM UNITS

Brief Discussion: Chairman stated he had reviewed this and that we would be out of compliance because it dropped below the 90%. We have to do this anyway. He also wondered if a discussion had been held regarding moving to 100%. Ms. Denita Johnson, Director of the Housing Choice Voucher Program, responded to his inquiry. Also, we do not have the resources to do this.

WHEREAS, the Housing Authority of the City of Durham established its current Payment Standard schedule on January 1, 2018; and

WHEREAS, DHA has determined that a revision is necessary for the zero-bedroom payment standard. In order to remain compliant with HUD regulations of establishing Payment Standards no less than 90% of the published Fair Market Rents and no more than 110% of the published Fair Market Rents; and

WHEREAS, the current payment standard for zero-bedroom units falls at approximately 87% of the 2019 Fair Market Rent; the proposed change will bring the payment standard for zero bedroom units to 90% of the Fair Market Rents, which meet the required range of 90%-110%; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham adopt the Payment Standards schedule for the zero bedroom units on the Housing Choice Voucher Program as follows:

For 0-bedroom units, the rate will be $751.00;
For 1-bedroom units, the rate will be $847.00;
For 2-bedroom units, the rate will be $990.00;
For 3-bedroom units, the rate will be $1,356.00;
For 4-bedroom units, the rate will be $1,512.00;
For 5-bedroom units, the rate will be $1,739.00;
For 6-bedroom units, the rate will be $1,966.00.

The new payment standard for zero-bedroom units will become effective January 1, 2019. There will not be a change to the payment standard for any of the other bedroom sizes.

Motion: Commissioner Glenn; Seconded: Commissioner Quick;
Approved: Unanimously
RESOLUTION NO. 3561

RESOLUTION TO APPROVE THE 2019 ANNUAL OPERATING BUDGET

Presentation on the Finance Committee was conducted by Barbara Newman, Director of Finance.

Ms. Newman distributed copies of the 2019 Annual Operating Budget Summary which she used as a guide to discuss the budget.

The major discussions was as follows:

- **Revenue and Expenses**: For the 2019 Budget, projected revenues and expenses are $41,225,248 and $39,905,314 respectively. These amounts include Housing Choice Voucher revenues and expenses for Housing Assistance Payments and Fees Earned by the Central Office Cost Center.

Ms. Newman reviewed he major changes in the 2019 budget as follows:

- **2019 Operating Income (Loss)** – For the 2019 Budget, operating income and losses were:
  - Low Income Public Housing -- $321,530
  - Central Office Cost Center -- $74,980
  - HCVP Administration -- ($188,709)
  - Development Ventures, Inc. -- $774,270
  - Edgemont Elms Housing, Inc. -- $114,223
  - Learning Assistance, Inc. -- $3,029
  - Preiss Steele Place, LOLC -- $136,510
  - Damar Court, LLC -- $60,170
  - Morreene Road, LLC -- $18,562
  - Goley Pointe, LLC -- ($21,582) – **Chairman Hudgins asked** why Goley Pointe has a deficit.

  *Ms. Newman responded, “We have 20 units of which 14 are public housing. They are under contingent of care rent. This means there is no minimum rent charge. The rent (revenue) is extremely low for the expenses. We are supposed to receive subsidy of some sort; however, this is not the case.”*
Ms. Newman stated that DHA has not received a 100% in subsidy for 3-4 years for operating subsidy. She said last year DHA received 92% and budgeted for 86%. This year we increased our budget amount from 86% to 93%. Ms. Newman said we really don’t know how much the allocation will be until we receive it.

**Housing Choice Voucher Management Fee** – For years we have not charged the HCV Program maximum allowable fee that has come to the Central Office Cost Center (COCC) unlike in previous years. Previously, the Administrative Fee was adjusted to support the budget of the HCVP program, which meant that the COCC was collecting a lesser amount. In 2019 DHA will begin charging the maximum allowable fee of 20% of the annual administrative fee earned by the program. The COCC can then allocate any difference in the HCVP budget to support the program.

Commissioner Bo Glenn inquired if this was all permitted by HUD regulations. Ms. Newman responded, “Yes. The Operating Fund Rule stipulates how to charge each program that you administer and the fees that you are allowed to charge.”

**Supportive Services (Resident Services, Safety & Security, Compliance)**

Ms. Newman stated, “Before we had a rate that we charged every year. That rate was not based on any regulations. It was just a plug in to fill the budget. The regulations states that supportive services are for the residents. These are front line and directly to the properties. Resident Services, Safety & Security and Compliance staff are all front line directly to the properties. The only exception, if you have a Director in the Central Office and Safety and Security, the Directors of both of these departments are charged to Central Office. The staff is front lined to the properties.

**Increase of Staff:** Ms. Newman stated that the new positions are an IT Manager, Development Manager, two (2) one for training and one for RAD.

**Training Budget:** Increased 20% over the 2018 budget.
**Tenant Services:** Allows DHA to charge $25 per unit leased. $15 of this will go towards the tenant council if they are organized and the $10 will be used for resident services programs for the tenants.

Commissioner George Quick asked, “*In terms of investing in training for our people. What was the budget last year?*”

Ms. Newman responded that the budget last year was $88,000 for training. This year it has been moved up to $110,000.

Commissioner Quick also inquired about the raises. Ms. Newman responded that employees would receive a 1.5% COLA increase on the 19th and did not receive any increase in 2018.

Also, included in the summary distributed was the following:

**FY 2018/2018 SUMMARY BUDGET COMPARISON**

Ms. Newman included a chart that compares the 2019 budget to the approved 2018 budget. Operating revenue for 2018 is about 9% less than 2017. This variance is attributed to a decrease in budgeted revenues for Damar Court and Preiss Steele Place. Housing Assistance Payments expected for the Housing Choice Voucher program is about 7% more due to an increase in expected unit months leased. Operating expenses are projected to decrease about 5% overall which is attributed decreases in expenses for Low Income Public Housing, Learning Assistance, Inc., Edgemont Elms Housing, Inc. and both Morreene and Damar, LLCs.
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, 2019 and ending December 31, 2019; 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, 2019; 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, 2019;

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, 2019;

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, 2019.

Motion: Commissioner Glenn; Commissioner Nelson;
Approved: Unanimously

AGENDA ITEM IX – INFORMATION ITEMS
• There were none
AGENDA ITEM X – CLOSED SESSION

- There was none

AGENDA ITEM XI -- ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Motion: Commissioner Quick; Seconded: Commissioner Glenn;
Approved: Unanimously

_________________________
Chair

(SEAL)

_________________________
Secretary
VI. CEO’s Business Report
<table>
<thead>
<tr>
<th>Event</th>
<th>Updates</th>
</tr>
</thead>
</table>
| Board Info             | ➢ Board received information on the Durham Downtown & Neighborhood Planning  
                          ➢ CEO received confirmation that the Purpose-Built Communities (Mayor Schewel leading efforts) visit has been rescheduled for February 28-March 2nd.  
                          ➢ CEO and Chair held a debriefing meeting with incoming Commissioner Anderson                                                                                                           |
| CEO’s Major Meetings   | **Upcoming:**  
                          ➢ February: CEO scheduling meetings to meet with Senators Thom Tillis and Richard Burr.  
                          ➢ Feb. 1: CEO will serve on a panel discussion at Duke University for the Executive Leadership Institute with other local officials ref. “Public/Private Partnerships for Cross-Boundary Collaboration and Inclusive, Sustainable Development.”  
                          ➢ Feb. 5: Meet & greet William Ben Rose, DSS Director.  
                          ➢ Mar. 6: CEO will speak to students at the School of Public Policy on Duke West Campus.                                                                                                    |
| and Participation      |                                                                                                                                                                                                       |
| HUD/Legislators        | ➢ DHA received a congratulatory letter from Senator Tillis for receiving the 2018 Resident Opportunities & Self Sufficient (ROSS) Service Coordinator grant from HUD in the amount of $478,500.  
                          ➢ DHA continues to communicate with HUD – HOPE VI closeout and the Compliance Monitoring open items.                                                                                   |
| City Communication     | ➢ CEO and Director of Development will be joining the consultant to meet with City Manager, Bonfield and relevant city staff for next step discussions on DDNP on Jan. 18.                                                                  |
| Media                  | ➢ Jan. 3: CBS 17 – CEO & Director HCVP met with Morning Anchor, Felicia Bolton regarding affordable housing in Durham and the Voucher Program  
                          ➢ Jan. 9: Indy Week – CEO met with Sara Willets ref. RAD  
                          ➢ Jan. 15: ABC 11-CEO met with Caroline Welch ref. Development plans for East Durham                                                                                                        |
| Staff Updates          | ➢ Brown Bag Luncheon meetings – CEO will be meeting with the property managers in January.                                                                                                           |
| Holiday Updates        | ➢ Martin Luther King Holiday – DHA offices will be closed on January 21st.                                                                                                                             |
VII. General Business Action Items
Development Committee
DEVELOPMENT COMMITTEE
AGENDA
Wednesday, January 16, 2019
2:00 p.m.
DHA Main Office (Board Room)
330 E. Main St.
Durham, NC

1. Call to Order

2. Public Comment (2 minutes)

3. Review and approval of draft November 2018 meeting minutes

4. Rental Assistance Demonstration
   A. Morreene Road
      i. Change orders/Project Summary
      ii. Construction completion – 37%
      iii. GC self-performance – 0%
      iv. Project status update
   B. Damar Court
      i. Change orders/Project Summary
      ii. Construction completion – 51%
      iii. GC self-performance – 10%
   C. Laurel Oaks – Gibraltar Construction Company, Inc. selected as General Contractor
   D. RAD Applications: McDougald Terrace, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, Club Boulevard, Oldham Towers, Liberty Street, 1010 Worth Street, and Goley Pointe – ALL CHAPs except Goley Pointe received December 2018

5. HOPE VI Close-Out (Few Gardens)
   A. Status update

6. DDNP
   A. JJ Henderson 9% LIHTC application submission
   B. Fayette Place – N/A

7. Resolutions
   A. Resolution Authorizing Submission to NCHFA of a 2019 Preliminary 9% Low-Income Housing Tax Credit Application for a New Construction Affordable Housing Project to be Co-Developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a Portion of the Existing JJ Henderson Public Housing Site (JJ Henderson Senior Towers Project)

8. Other

9. Adjourn
MINUTES OF THE DEVELOPMENT COMMITTEE
November 8, 2018

Attendees:
Anthony Scott, CEO
Bo Glenn, Commissioner
Dan Hudgins, Commissioner – Chaired Meeting
David Boyd, Finance Director – City of Durham
Eric Pristell, The Banks Law Firm – via Phone
Meredith J. Daye, Director of Development
Brenda Tillman, Program Specialist
Edward Barberio, Development Project Manager
Barbara Newman, Chief Financial Officer
Danita Johnson, Director of Housing Choice Voucher Program

The meeting was called to order by Dan Hudgins at 12:00 p.m.

Public Comments:
None

Approval of July Committee Meeting Minutes
Minutes for the October meeting was approved with the update under “Other” section regarding the City Council Work session meeting dates. The Work Session meeting will be held on November 20th and the City Council meeting on December 3rd. At these sessions, rezoning and the light rail system will be discussed. Mr. Glenn encouraged staff to attend.

Rental Assistance Demonstration

Morreene Road – Change orders
Construction completion to-date is 28%. The general contractor is not self-performing any of the work. The targeted date for the first (40) units to be turned over is December 2018. Several meetings were held and a recent conference call with KMW, RBC/investor, and Hunt Mortgage/the mortgage lender to discuss the contractor’s performance, since the project is behind schedule. KMW stated that they are having difficulty obtaining sub-contractors due to the current workforce demand. Additionally, KMW stated that they are delayed by 132 days due to delayed relocation and bathtub modifications. An additional conference call will be scheduled November 14th to further discuss a plan around getting the project back on track. Ms. Daye briefly discussed the importance of renovated unit delivery, per the project schedule, as the agency has milestones with the Low Income Housing Tax Credit Investor related to occupancy that we must achieve. Mr.
Glenn inquired about the financial impact of late delivery of units. Ms. Daye stated that the developer would receive a downward adjustment if we could not deliver units according to RBC’s projections that we had agreed to at closing. Additionally, the Director of Development stated that, per the milestones, 112 units should be occupied in December and the development should be fully occupied by June 2019. Mr. Hudgins inquired about the information on the project summary sheet showing the site would be 65% occupied January 2020. The Director of Development stated that this was an error and the information would be corrected. Mr. Scott stated that all parties involved RBC and Hunt Mortgage are all informed and knowledgeable about what is going on with the project. Mr. Glenn stated that, on behalf of the Board and on future projects, he would like to see the language inserted around recourse for not meeting the delivery schedule upfront.

### Damar Court – Change orders

Construction completion to-date is 45% as of October 18th and estimated to be approximately 50% as of November 8, 2018. The inspection for the delivery of the first group of renovated units, which total 24 units, is scheduled for November 13, 2018. A meeting was held earlier today with residents who will move in these newly rehabilitated units. The new appliances, fixtures, and finishes were discussed, as well as overall upkeep of the units. Additionally, residents were provided with an opportunity to tour one of the units. A presentation of the units, showing before & after pictures was shown.

### RAD Applications: McDougald, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, Club Boulevard, Oldham Towers, Liberty Street, 1010 Worth & Goley Pointe

Per Ms. Daye, she received notification from the Office of Recapitalization that we can expect approval for the RAD applications submitted in August within the next couple of weeks. There was a brief discussion regarding the planned submission of a 2019 9% Low Income Housing Tax Credit application for the new construction project on the JJ Henderson site.

### HOPE VI Close-Out (Few Gardens) – Status Update

Staff is working on preparing a revised Revitalization Plan to submit to HUD for approval. The agency plans are to submit the revised Revitalization Plan within the next 30 days. Additionally, per Mr. Scott, he is also working on a site visit by HUD officials that oversee the HOPE VI program. Mr. Scott also stated that the Director of the Office of Recapitalization that previously worked for the developer of the HOPE VI developments is also planning on visiting Durham in December.

### OTHER - MIRACLE LEAGUE

DHA received correspondence from HUD that stated a Disposition Application is required for the land that will be utilized for the Miracle League site since the lease term is longer than five years. Per Mr. Scott, the agency will do some additional follow up on this determination with staff at the local HUD Field Office regarding this decision based on information our attorneys have presented concerning the use of the land.

### Adjourn

There being no further business, the meeting was adjourned at approximately 1:00 p.m. The next committee meeting is scheduled for Thursday, December 13, 2018 at 12:00 p.m.

Respectfully submitted,
Morreene Road Apartments project  
General Contractor: KMW Builders  
Project Summary as of December 2018

| Original Contract Amount | $9,644,678.00 |
| Construction Contingency | $964,968.00 |

| Explanation: |  |
| CO#1 | $4,540.30 Necessity change order for existing ACM floor removal (except for bathroom) for 2 Phase I units |
| CO#2 | $26,513.00 Due to a lack of space, utilizing 54" tubs instead of 60" tubs in bathrooms |

| Total | $31,053.30 |
| Balance remaining in Construction Contingency | $933,914.70 |

Total contract including approved COs $9,675,731.30

Cumulative Total of all change orders exceed hard cost contingency no Total of increases $31,053.30

% of Construction Contingency expended 3% of contract

% of Construction Completed 37.72%

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February</td>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
<td>January</td>
<td>April</td>
</tr>
<tr>
<td>Anticipated Monthly Value Work in Place ($)</td>
<td>$95,447</td>
<td>$543,999</td>
<td>$769,864</td>
<td>$500,457</td>
<td>$578,681</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Monthly Value Work in Place ($)</td>
<td>$55,234</td>
<td>$451,816</td>
<td>$756,737</td>
<td>$532,125</td>
<td>$574,795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Accumulated Scheduled Progress (%)</td>
<td>1.00%</td>
<td>37.86%</td>
<td>46.26%</td>
<td>49.86%</td>
<td>55.86%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Accumulated Progress (%)</td>
<td>0.56%</td>
<td>9.22%</td>
<td>27.89%</td>
<td>33.36%</td>
<td>37.72%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Capital Contributions*  
(65%) $1,420,000 (Final) $2,417,713

Developer Fee Payments*  
(First payment 12/01/2017 $100,000) $697,736 $259,000
**Damar Court Apartments Project**

*General Contractor: CT Wilson Construction*

**Project Summary as of December 2018**

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$10,946,160.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contingency</td>
<td>$1,094,616.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Explanation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO#1: Necessary change order unforeseen replacement of all second floor bathroom plywood subfloors exposed during demolition</td>
</tr>
<tr>
<td>CO#2: Necessary change order for structural repairs/termite repair work after demolition and to facilitate MEP rough-in work</td>
</tr>
<tr>
<td>CO#3: Six items: add strap at attic wall partitions (per inspector request) $11,296.75; Electrical VE- panel schedule ($30,000), use 14/2 Romex as code allows ($5,000), and delete bathroom fan switches ($1,716.26); Roof substrate $90,726.79; ACM abatement transite board under siding between windows, all buildings, $54,123.99.</td>
</tr>
<tr>
<td>COP#4: Eight items: HVAC field/rdesign changes ($19,538.00); Remove ACM mastic-one unit $3,268.89; Reframe damaged bedroom closets $44,151.49; Deduct Light fixture type B at lower half bathroom ($2,372.43); Additional panel for the building circuits suggested by chief electrical inspector $12,344.08; Unforeseen structural repairs $11,123.66; Unforeseen structural repairs $20,840.70.</td>
</tr>
<tr>
<td>COP#5: Change Orders #1 through #4 each have an associated time extension to the contract time period; this is for the cumulative additional time required as a result of those Change Orders. The number of days is 38 days.</td>
</tr>
<tr>
<td>COP#6: Five items: CE-003-Repair structural headers at rear door $67,276.38; CE-017 Change ADA convertable units casework and countertops to match standard units $5,978.99; CE-021 $12,966.04; CE-022 $18,880.23; and CE-023 $19,410.20. Addtional work requires 18 day time extension.</td>
</tr>
<tr>
<td>COP#7: Five items; CE-029 ($11,577.18); CE-036 $25,867; CE-045 $15,649.76; CE-047 $6,299.16</td>
</tr>
</tbody>
</table>

**Total contract including approved COs** $11,394,070.01

**Cumulative Total of all change orders exceed hard cost contingency** no

**% of Construction Contingency expended** 40.9%

**% of Construction Completed** 50.5%

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>February</td>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
<td>March</td>
<td>April</td>
<td>January</td>
</tr>
<tr>
<td>Anticipated Monthly Value Work in Place ($)</td>
<td>$150,310</td>
<td>$76,966</td>
<td>$486,273</td>
<td>$514,051</td>
<td>$526,656</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Monthly Value Work in Place ($)</td>
<td>$150,310</td>
<td>$518,919</td>
<td>$1,740,716</td>
<td>$417,214</td>
<td>$158,912</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Accumulated Scheduled Progress (%)</td>
<td>6.13%</td>
<td>53.20%</td>
<td>57.65%</td>
<td>62.36%</td>
<td>67.16%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual Accumulated Progress (%)</td>
<td>1.37%</td>
<td>29.18%</td>
<td>45.68%</td>
<td>48.89%</td>
<td>50.51%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capital Contributions***

<table>
<thead>
<tr>
<th>Year</th>
<th>(0%)</th>
<th>($0%)</th>
<th>(Final%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,143,978</td>
<td>$915,391</td>
<td>$2,725,677</td>
</tr>
</tbody>
</table>

*(Full Partnership Closing 12/1/2017, $1,143,978)*
Finance Committee
AGENDA

FINANCE COMMITTEE MEETING

Wednesday January 16, 2019 following DEVELOPMENT COMMITTEE MEETING

Boardroom
DHA Main Office
330 East Main Street
Durham, NC

1. Call to Order

2. 2018 Funding Review

3. Other Items
Executive Summary

The management of the Durham Housing Authority (DHA) presents this special review report for year-ending December 2018. This report summarizes funding for our main programs and compares those amounts to budgeted revenues for the year. Due to the year-end closing process and on-going preparations to close out the current year, there is no final data for expenses and balance sheet accounts.

For the past several years, funding from the U.S. Department of Housing and Urban Development (HUD), has continued to decrease. In addition, although funding for major DHA programs have been awarded, a proration of less than 100% has been received for operations. With this information in mind, our budgets have been produced using conservative assumptions.

In 2018, DHA estimated a total of $31,799,371 in funding for Low Income Public Housing (LIPH) and the Housing Choice Voucher Program (HCVP). This includes Capital Funds of $2,660,386 and Housing Assistance Payments of $19,753,628. The chart and diagram below, shows a summary of actual versus budgeted awards, followed by a detail for each program area.

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding</th>
<th>Budgeted</th>
<th>Actual</th>
<th>$ Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIPH</td>
<td>Operating Subsidy</td>
<td>7,720,016.00</td>
<td>8,311,302.00</td>
<td>591,286.00</td>
<td>8%</td>
</tr>
<tr>
<td>LIPH</td>
<td>Capital Fund Program</td>
<td>2,660,386.00</td>
<td>3,926,709.00</td>
<td>1,266,323.00</td>
<td>48%</td>
</tr>
<tr>
<td>HCVP</td>
<td>Housing Assistance Payments</td>
<td>19,753,628.00</td>
<td>19,879,631.00</td>
<td>126,003.00</td>
<td>1%</td>
</tr>
<tr>
<td>HCVP</td>
<td>Administrative Fees</td>
<td>1,665,341.00</td>
<td>1,795,468.00</td>
<td>130,127.00</td>
<td>8%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>31,799,371.00</td>
<td>33,913,110.00</td>
<td>2,113,739.00</td>
<td>7%</td>
</tr>
</tbody>
</table>
DHA budgeted 2018 Operating Subsidy at 88% of 2017 eligibility because the subsidy calculations for 2018 were not available at the time of budgeting. As of December 2018, we have received an subsidy at an average of 94.7% of the 2018 eligibility which was finalized in October 2018.

The preliminary final proration for Operating Subsidy in 2018 is 94.7%. The total amount received was about $591,286 more than budgeted, which is a positive variance of about 8%.

DHA also received supplemental funding of $8,397 for 2017 in 2018.

### FY2018 Operating Subsidy

<table>
<thead>
<tr>
<th>Community</th>
<th>2018 Budget</th>
<th>Annual Eligibility</th>
<th>2018 Operating Subsidy</th>
<th>2018 Total</th>
<th>2017 Supplemental</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDougald T</td>
<td>$1,897,738</td>
<td>$2,156,521</td>
<td>$2,043,088</td>
<td></td>
<td>$1,940</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>$155,319</td>
<td>$176,499</td>
<td>$167,743</td>
<td></td>
<td>$147</td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>$323,749</td>
<td>$367,897</td>
<td>$348,546</td>
<td></td>
<td>$320</td>
</tr>
<tr>
<td>Cornwallis Rd</td>
<td>$1,163,123</td>
<td>$1,321,731</td>
<td>$1,252,208</td>
<td></td>
<td>$1,155</td>
</tr>
<tr>
<td>Liberty Street</td>
<td>$553,869</td>
<td>$629,397</td>
<td>$596,291</td>
<td></td>
<td>$556</td>
</tr>
<tr>
<td>Club Blvd</td>
<td>$437,313</td>
<td>$496,947</td>
<td>$470,808</td>
<td></td>
<td>$431</td>
</tr>
<tr>
<td>Hoover Rd</td>
<td>$365,769</td>
<td>$415,647</td>
<td>$393,784</td>
<td></td>
<td>$361</td>
</tr>
<tr>
<td>JJ Henderson</td>
<td>$455,949</td>
<td>$518,124</td>
<td>$490,871</td>
<td></td>
<td>$462</td>
</tr>
<tr>
<td>Morreene Rd</td>
<td>$472,323</td>
<td>$536,731</td>
<td>$501,393</td>
<td></td>
<td>$531</td>
</tr>
<tr>
<td>Damar Court</td>
<td>$394,663</td>
<td>$448,481</td>
<td>$431,997</td>
<td></td>
<td>$466</td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>$1,055,139</td>
<td>$1,199,022</td>
<td>$1,135,953</td>
<td></td>
<td>$1,088</td>
</tr>
<tr>
<td>Forest Hills</td>
<td>$143,268</td>
<td>$162,804</td>
<td>$154,241</td>
<td></td>
<td>$139</td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>$184,335</td>
<td>$209,472</td>
<td>$198,454</td>
<td></td>
<td>$172</td>
</tr>
<tr>
<td>Calvert Pl</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
<td>$168</td>
</tr>
<tr>
<td>Holman</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
<td>$189</td>
</tr>
<tr>
<td>Main St</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
<td>$79</td>
</tr>
<tr>
<td>Morning Glory</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
<td>$54</td>
</tr>
<tr>
<td>Edgemont Elms</td>
<td>$61,875</td>
<td>$70,312</td>
<td>$66,614</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>Worth Street</td>
<td>$5,902</td>
<td>$6,707</td>
<td>$5,826</td>
<td></td>
<td>$1</td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>$49,680</td>
<td>$56,454</td>
<td>$53,485</td>
<td></td>
<td>$68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,720,016</strong></td>
<td><strong>$8,772,746</strong></td>
<td><strong>$8,311,302</strong></td>
<td></td>
<td><strong>$8,397</strong></td>
</tr>
</tbody>
</table>
Capital Funds Program

DHA budgeted Capital Funds at the same level of what was awarded in 2017 - $2,660,386. Beginning in 2012, DHA set-aside Capital Fund amounts for development costs related to RAD conversions. To date, DHA has an estimated balance of $8,866,512 in the Capital Fund Program.

The final CFP FUNDS received in 2018 was $3,926,709 which is $1,266,323 more than budgeted and a variance of 48%.

No Replacement Housing Factor (RHF) funds are awarded in 2018. These are awarded for units that have been removed from inventory for the sole purpose of developing public housing units.
Housing Choice Voucher Program

The 2018 budget for the HCVP estimated housing assistance payments of $19,753,628 for about 2,691 units with average rent of about $612. For administrative fees, DHA expected funding of about $1,665,341.

HAP funding for the HCVP program is subject to cash management rules. The amounts obligated each month are not equal to the amounts disbursed. HUD disburses HAP funding based on the estimated need for the program which is usually determined using data reported in the Voucher Management System. In the event that the obligated amount for a month is less than the estimated need, reserves held by HUD are used to fill the gap. On the other hand, when the obligated amounts are more than the calculated need, the overage is held in an account by HUD. These HUD-held reserves can be requested if the need arises.

The final HCVP HAP funds received was 2018 is $19,879,631, which is $126,003 more than budgeted and a variance of 1%.

The final HCVP administrative fee funds received 2018 was $1,795,468, which was $130,127 more than budgeted and a variance of 8%.

HUD-Held reserves at December 31, 2018 equal $375,515

PHA-Held reserves at December 31, 2018 equal $157,191

Total Reserves at December 31, 2018 equal $532,706

It is important to note that, the final proration for HCV admin fees is unknown at this time. HUD will reconcile the awarded amounts and disburse any shortage to DHA in 2019.
### HUD-HELD RESERVES

<table>
<thead>
<tr>
<th>Date</th>
<th>RESERVES BGN BAL</th>
<th>OBBLIGATIONS</th>
<th>DISBURSED</th>
<th>TO FROM</th>
<th>HHR</th>
<th>RESERVES END BAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 31, 2017</td>
<td>756,600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>756,600</td>
</tr>
<tr>
<td>Jan-18</td>
<td>1,594,782</td>
<td>1,668,672</td>
<td>(73,890)</td>
<td></td>
<td></td>
<td>682,710</td>
</tr>
<tr>
<td>Feb-18</td>
<td>1,594,777</td>
<td>1,668,672</td>
<td>(73,895)</td>
<td></td>
<td></td>
<td>608,815</td>
</tr>
<tr>
<td>Mar-18</td>
<td>1,569,013</td>
<td>1,571,199</td>
<td>(2,186)</td>
<td></td>
<td></td>
<td>606,629</td>
</tr>
<tr>
<td>Apr-18</td>
<td>1,569,013</td>
<td>1,594,654</td>
<td>(25,641)</td>
<td></td>
<td></td>
<td>580,988</td>
</tr>
<tr>
<td>May-18</td>
<td>1,585,024</td>
<td>1,602,771</td>
<td>(17,747)</td>
<td></td>
<td></td>
<td>563,241</td>
</tr>
<tr>
<td>Jun-18</td>
<td>1,635,424</td>
<td>1,193,477</td>
<td>441,947</td>
<td></td>
<td></td>
<td>1,005,188</td>
</tr>
<tr>
<td>Jul-18</td>
<td>1,619,502</td>
<td>1,602,771</td>
<td>16,731</td>
<td></td>
<td></td>
<td>1,021,919</td>
</tr>
<tr>
<td>Aug-18</td>
<td>1,719,639</td>
<td>1,634,800</td>
<td>84,839</td>
<td></td>
<td></td>
<td>1,106,758</td>
</tr>
<tr>
<td>Sep-18</td>
<td>1,719,636</td>
<td>1,634,798</td>
<td>84,838</td>
<td></td>
<td></td>
<td>1,191,596</td>
</tr>
<tr>
<td>Oct-18</td>
<td>1,624,787</td>
<td>1,634,798</td>
<td>(10,011)</td>
<td></td>
<td></td>
<td>1,181,585</td>
</tr>
<tr>
<td>Nov-18</td>
<td>1,633,474</td>
<td>2,284,520</td>
<td>(651,046)</td>
<td></td>
<td></td>
<td>530,539</td>
</tr>
<tr>
<td>Dec-18</td>
<td>1,633,475</td>
<td>1,788,499</td>
<td>(155,024)</td>
<td></td>
<td></td>
<td>375,515</td>
</tr>
<tr>
<td></td>
<td>19,498,546</td>
<td>19,879,631</td>
<td>(381,085)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PHA-HELD RESERVES

<table>
<thead>
<tr>
<th>Date</th>
<th>RESERVES BGN BAL</th>
<th>TO DHA</th>
<th>TO LANDLORDS</th>
<th>TO FROM</th>
<th>PHR</th>
<th>RESERVES END BAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 31, 2017</td>
<td>532,265</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>532,265</td>
</tr>
<tr>
<td>Jan-18</td>
<td>1,668,672</td>
<td>1,575,981</td>
<td>92,691</td>
<td></td>
<td></td>
<td>624,956</td>
</tr>
<tr>
<td>Feb-18</td>
<td>1,668,672</td>
<td>1,608,776</td>
<td>59,896</td>
<td></td>
<td></td>
<td>684,852</td>
</tr>
<tr>
<td>Mar-18</td>
<td>1,571,199</td>
<td>1,604,690</td>
<td>(33,491)</td>
<td></td>
<td></td>
<td>651,361</td>
</tr>
<tr>
<td>Apr-18</td>
<td>1,594,654</td>
<td>1,637,048</td>
<td>(42,394)</td>
<td></td>
<td></td>
<td>608,967</td>
</tr>
<tr>
<td>May-18</td>
<td>1,602,771</td>
<td>1,653,649</td>
<td>(50,878)</td>
<td></td>
<td></td>
<td>558,089</td>
</tr>
<tr>
<td>Jun-18</td>
<td>1,193,477</td>
<td>1,675,012</td>
<td>(481,535)</td>
<td></td>
<td></td>
<td>76,554</td>
</tr>
<tr>
<td>Jul-18</td>
<td>1,602,771</td>
<td>1,696,465</td>
<td>(93,694)</td>
<td></td>
<td></td>
<td>(17,140)</td>
</tr>
<tr>
<td>Aug-18</td>
<td>1,634,800</td>
<td>1,704,105</td>
<td>(69,305)</td>
<td></td>
<td></td>
<td>(86,445)</td>
</tr>
<tr>
<td>Sep-18</td>
<td>1,634,798</td>
<td>1,766,953</td>
<td>(132,155)</td>
<td></td>
<td></td>
<td>(218,600)</td>
</tr>
<tr>
<td>Oct-18</td>
<td>1,634,798</td>
<td>1,770,298</td>
<td>(135,500)</td>
<td></td>
<td></td>
<td>(354,100)</td>
</tr>
<tr>
<td>Nov-18</td>
<td>2,284,520</td>
<td>1,779,014</td>
<td>505,506</td>
<td></td>
<td></td>
<td>151,406</td>
</tr>
<tr>
<td>Dec-18</td>
<td>1,788,499</td>
<td>1,782,714</td>
<td>5,785</td>
<td></td>
<td></td>
<td>157,191</td>
</tr>
<tr>
<td></td>
<td>19,879,631</td>
<td>20,254,705</td>
<td>(375,074)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL RESERVES (HUD HELD + PHA HELD)

|                          |                                    |                                    |                                    |                                    | 532,706 |

Barbara M. Newman  
Chief Financial Officer  
January 11, 2019
Operations Committee
Operations Committee
Agenda
Wednesday, January 16, 2019
Follows the Finance Committee

1. Call to Order .......... Chairman Robert Glenn

2. Public Comment(s)

3. Minutes December 12, 2018

4. Administration .......... Sabrina Sinegal/Charles Lyon
   a. 1095-C Forms
   b. Vacation Buy-Backs

5. Public Housing .......... Matt Scaparro
   a. Collection/Write Offs
   b. Tenant Account Receivables
   c. Vacancy Report
   d. Unit Lease Report
   e. Preferences

6. Voucher Program .......... Denita Johnson
   a. Voucher Utilization
      - 3 year comparison
   b. HAP
   c. SEMAP
   d. Training

7. Strategic Management .......... Ashanti Brown
   a. Public Housing Pet Policy Overview
   b. Updates on Duke Health Correlates of Eviction Study
   c. Updates on DHA Eviction Diversion Program
   d. Eviction Data
   e. Quarterly Compliance Report

8. Legal

9. Action Items

10. Next Meeting Date – February 20th – 4:30 p.m.
Administration Department
Monthly Report November 2018

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.

<table>
<thead>
<tr>
<th>Employment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Budgeted Positions</td>
<td>98</td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td>12</td>
</tr>
<tr>
<td>Project Manager (Development)</td>
<td></td>
</tr>
<tr>
<td>2 Site Laborer (McDougald Terrace and JJ Henderson)</td>
<td></td>
</tr>
<tr>
<td>Maintenance Supervisor (Cornwallis)</td>
<td></td>
</tr>
<tr>
<td>4 Maintenance Techs (McDougald, Morreene Rd., Oldham Towers &amp; Cornwallis)</td>
<td></td>
</tr>
<tr>
<td>IT Manager (Finance)</td>
<td></td>
</tr>
<tr>
<td>2 Housing Clerks (Oldham Towers &amp; Cornwallis)</td>
<td></td>
</tr>
<tr>
<td>Procurement Manager (Finance)</td>
<td></td>
</tr>
<tr>
<td>Number of Vacancies Posted</td>
<td>5</td>
</tr>
<tr>
<td>New Hires</td>
<td>0</td>
</tr>
<tr>
<td>Number of Separations</td>
<td>0</td>
</tr>
</tbody>
</table>

Staffing Changes

None this month

Human Relations

1

Employee Trainings

National Center for Housing Management’s (NCHM) Management Occupancy Review Specialist Training (gives management personnel an understanding of the process used by Contract Administrators in conducting HUD-mandated Management and Occupancy Reviews (MOR). 1

Ross Business Development’s (RBD) Tenant Rental Assistance Certification System (TRACS) Training (how the TRACS database works. We will explain what happens when you transmit data, what CAS are monitoring, what happens when your data gets to TRACS and how to respond to TRACS errors. 1

Quadel Tax Credit Compliance Systems (TaCCs) training (provides management with comprehensive guidance on LIHTC compliance requirements. The course also includes the very latest IRS and HUD updates. Through extensive exercises and case studies, the TaCCs training leads participants through all of the critical compliance steps using a system of forms and monitoring tools covering all critical compliance areas. 1

Worker’s Compensation

Automobile Accident 1

FMLA

Employee Medical Leave 2

COBRA

Employee benefits continuance (dental) 2

Harassment

None this month
Policy Revisions
Trespass Policy
Draft policy and Trespass Notice has been completed. After Mr. Anthony Scott made revisions, policy and notice were shared with the Property Managers and Assistant Property Managers for review/comments. Policy and Notice will be forwarded to BLF for review.

Driving Safety Policy
Revised the existing Vehicle Usage policy to incorporate seat belt requirements, prohibition of cell phone usage while driving and more importantly, acceptable Authority standards based on a three (3) year motor vehicle report.

Activities
Vaccination Clinic (Residents)
HR is coordinating with Walgreens to host a flu clinic for residents at the elderly sites in November. Oldham Towers (November 13th), JJ Henderson (November 20th), and Preiss-Steele Place (November 27th). Residents living at these communities with a Medicaid card may participate. The charge for anyone without a Medicaid card will be $35.99. There were a total of 13 participants (4 – Oldham Towers, 4 – JJ Henderson and 5 – Preiss – Steele Place).

Training Program
Meet with Reps from Durham Tech to determine training options for maintenance staff. HR is working to develop a training program for maintenance employees to continually build and expand their knowledge base to better achieve goals and objectives, both collectively and individually. HR did a live demo with an online testing firm in an effort to establish online testing for maintenance candidates.

Compensation & Comparability Study
Springsted Inc. is assisting DHA with gathering data regarding compensation information for the current positions to determine whether DHA’s compensation structure is aligned properly. There will also be a job description revision process.

Habitat for Humanity
HR reached out to staff to obtain volunteers for an upcoming Habitat for Humanity event. It will take place on Wednesday, November 28th. 2 shifts: 8:30-11:20 and 12:30-3:30. Nine staff members participated.

Safety Committee
Some of the Committee members met on Thursday, November 29th to continue editing the Emergency Management Plan.

Temporary Staffing Services
Prepared Scope of Work to solicit bids for Temporary Staff Services. RFP scheduled to close on December 6, 2018.
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 agencies overall goals and objectives.

November 2018 – Resident Safety Operations continues to monitor our communities via our Community Engagement program. It allows us the flexibility to canvass a neighborhood after an incident has occurred. During this month we visited our larger communities several times due to reported shots fired calls. Resident Safety along with the Durham Police Department continues to make our residents aware of having a strong Resident Council and Watch groups.

November 2018 - Resident Safety/Security Operations attended three (3) Resident Council meetings. Our Safety Theme for this month was Fire Safe Holidays. We made the residents aware of the dangers of cooking while intoxicated, falling asleep and leaving the unit while food is cooking.

Due to the many lock out calls, we made them aware of having their unit keys with them before exiting the building. Many times residents lock themselves out while cooking. We also talked about this same safety message during our Community Engagement outings.

November 1st and 8th – Charles Lyon attended DPD weekly Crime Abatement meetings. He received information on crime trends, car thefts, shootings, mappings, special operations, hotspots, crime stats, ongoing criminal investigations, happenings on DHA properties and
upcoming police related activities. This information is used and passed on as necessary to other Durham Housing Authority staffers for their use.

November 13, 2018 – Resident Safety Operations held a safety meeting at J. J. Henderson Towers with Property Manager Jalisia Beasley and Asst. Manager TeWonda Farrar in reference to Resident Patrol complaints, illegal lodgers still on the property, after hours telephone contact and resident conference agreements.

November 14, 2018 – Resident Safety Operations attended DHA Operations Team meeting. We provided the team with our monthly resident safety theme and also provided a cost analysis of Resident Patrols safety equipment such as flashlights, traffic vest and two-way radios.

November 14, 2018 – Charles Lyon attended DHA Spirit of Excellence meeting.

November 14, 2018 – DPD Community Engagement Unit conducted several Knock and Talks at our Preiss-Steele Place community. This was conducted due to many safety related issued complaints from management, Resident Safety and other residents.

November 19, 2018 – Resident Safety Operations was made aware of a reported drive-by shooting that occurred at our Oxford Manor community.
Due to the recent drive-by shooting that occurred in this community, we canvassed the area along with DPD Community Engagement Unit, seeking additional information which may lead to an arrest.

November 20, 2018 – A J. J. Henderson Towers resident reported that someone had hit her vehicle. Upon investigation, we observed via our camera system a visiting person struck the resident’s vehicle and left the scene without making anyone aware of the incident. The resident called the police and a report was taken. A follow-up occurred due to the vehicle being located by Resident Safety.

November 20, 2018 – Resident Safety attended a meeting with the Durham Police Departments Homicide Unit at our McDougald Terrace community in reference to the homicide that occurred on Nov. 12, 2018. The investigators wanted to inform the residents of what had occurred being that the accuser visited the McDougald Terrace community. The residents asked many questions pertaining to the homicide, investigators were able to share limited information because the investigation is still open.

November 21, 2018 – Resident Safety Operations received a call from a resident regarding a suspicious vehicle that was parked in the Forest Hill Heights community. Robert Scott arrived on scene and noticed the same vehicle that was asked to leave the property earlier in the week due to the person sleeping and throwing trash on the grounds. He asked the Community Engagement Unit to trespass the individual from the property.

November 21, 2018 – Resident Safety Operations attended a scheduled safety meeting at our Oxford Manor community. The meeting was intended to inform the residents of the recent drive-by shooting and to answer any questions pertaining to the incident. Only one (1) resident showed
for the meeting. We talked with her briefly and walked the property looking for other residents to speak with. The investigation is still ongoing at this time.

November 27, 2018 – Resident Safety Operations held a safety meeting with Resident Patrols at J. J. Henderson Towers. Resident Patrol members had expressed to Robert Scott their intent to resign on November 26, 2018. This was due to the non-paid resident rental stipends that was causing hardship upon them. Mr. Scott asked if all patrol members could remain on board while the issue was being worked out. The overall response was yes with a few stipulations. They were requesting to have all safety equipment while on duty as well as their monthly stipends increase from $125.00 per month to $200.00 per month. Mr. Scott took their request to the property manager.

During this month the patrol performed (653) Operation Infirm Checks, answered (38) alarm calls, answered (84) telephone response calls and tagged (4) illegally parked vehicles. They continue to monitor their post from 5:00pm to 11:00pm greeting guests and other residents.

November 27 – Charles Lyons attended the Violent Crime Reduction Roundtable. City wide statistics on violent crimes were made available and discussed by Mr. Lyon, CEO Anthony Scott and city officials.

**Fraud/Security**

_World/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**

Mr. Bigelow collected $2,052.20 in Fraud Recovery/Collection Loss monies. He received 8 collection loss telephone inquiries.

**Investigations**

Mr. Bigelow is investigating 7 fraud referrals (1 new). Four cases moved since last report.

**Number of calls from TipLine**

Mr. Bigelow logged no calls from the TipLine. HUD OIG complaint was completed. 2 new complaints in November (1 completed).
Bi-Monthly Crime Task Force Meetings:

- March 20, 2019
- May 15, 2019
- July 17, 2019
- September 18, 2019
- November 20, 2019

Meeting sites will vary and be announced in advance

*Weekly DPD Crime Abatement Meetings – Thursdays at 9:00am

*Weekly Community Engagement Property Visits

*Monthly Crime Prevention through Environmental Design Assessments

*National Night Out – August 7, 2019

*Crime/Safety Seminar – October 16, 2019

*Monthly Resident Council Meetings

*Monthly Violent Crime Reduction Roundtable - 3rd Tuesday 4:00pm

*DHA Monthly Operations Meetings – 3rd Thursday at 4:00pm

*DHA Monthly Board of Commissioners Meetings - 4th Wednesday at 5:30pm

*Durham County Gun Safety Meetings (Monthly TBA)

*Durham County Local Emergency Planning Committee Meetings/Trainings

*Salvation Army Boys and Girls Club Meetings

*Community Spring Fling Safety Event (TBA)

*Community Fire Drills: JJ Henderson Towers, Oldham Towers, Preiss-Steele Place, Forest Hill Heights (Fire Safety Training TBA)

Charles F Lyons - Resident Safety Manager
Robert Scott - Resident Safety Specialist
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>3 DPD Crime Abatement 9 am</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Club Blvd.</td>
<td>Durham Co. L.E.P.C. Meeting 10 am</td>
<td>DPD Crime Abatement 9 am</td>
<td></td>
<td>12 Healthy Mile Walk McDougald Terrace 9 am</td>
</tr>
<tr>
<td></td>
<td>Resident Council 11 am</td>
<td>Liberty St. Resident Council 2 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Property Managers</td>
<td>Council Oldham Towers Resident Council 2 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>meeting 1 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9 J J Henderson Visitor Council 3 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 Forest Hill Heights Resident Council 2 pm</td>
<td></td>
<td>DPD Crime Abatement 9 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hoover Road Resident Council 10 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DHA Operations meeting 4:30 pm</td>
<td></td>
<td>McDougald Terrace Resident Council 11 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>23 Durham County Gun Safety Team meeting 9 am</td>
<td></td>
<td>DPD Crime Abatement 9 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cornwallis Road Resident Council 2 pm</td>
<td></td>
<td>Oxford Manor Resident Council 2 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>25 DPD Crime Abatement 9 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>Martin Luther King Holiday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Crime Prevention and Community Engagement is Everybody's Business**
Public Housing Operations

ATTACHMENTS

- Collection Loss Report for Public Housing
- TAR Report
- Vacancy Stats/Unit Lease-Up Report
- Occupancy Report
- Waiting-List Report
- Work Order Report
- Reasons for Move-Out Report
- Collection Loss History Report
For the month of November, the collection loss write-off total was $60.00 for Public Housing. This write off was for a move out at Club Blvd. where the tenant left a balance.

There were no write-offs for Affordable Housing for the month of November.
# Public Housing Collection Losses

**November 2018**

<table>
<thead>
<tr>
<th>Public Housing</th>
<th>Move Out</th>
<th>Monthly</th>
<th>Security</th>
<th>Active</th>
<th>RAR</th>
<th>Utilities</th>
<th>Repair</th>
<th>Court</th>
<th>Late</th>
<th>To Be Charged Off</th>
<th>Reasons for Vacating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>McDougal</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheryl Roberts</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Scattered Sites**
  - Property Manager: Jelisia Beasley
  - Total: $0.00

- **Oldham Towers**
  - Property Manager: Jacqueline Clemens-Fountain
  - Total: $0.00

- **Cornwallis Rd**
  - Property Manager: Pam Davis
  - Total: $0.00

- **Liberty Street**
  - Property Manager: Jacqueline Clemens-Fountain
  - Total: $0.00

- **Club Blvd.**
  - Property Manager: Felicia Markham
  - Total: $161.00

- **Hoover Road**
  - Property Manager: Jacqueline Clemens-Fountain
  - Total: $360.00

- **J.J. Henderson**
  - Property Manager: Jelisia Beasley
  - Total: $0.00

- **Oxford Manor**
  - Property Manager: Felicia Markham
  - Total: $0.00

- **Forest Hills**
  - Property Manager: Jelisia Beasley
  - Total: $0.00

- **Laurel Oaks**
  - Property Manager: Pam Davis
  - Total: $0.00
<table>
<thead>
<tr>
<th>Affordable Housing - PBRA</th>
<th>MOVE OUT</th>
<th>MONTHLY</th>
<th>SECURITY</th>
<th>ACTIVE</th>
<th>RAR</th>
<th>UTILITIES</th>
<th>REPAIR</th>
<th>COURT</th>
<th>LATE</th>
<th>TO BE</th>
<th>CHARGED OFF</th>
<th>REASONS FOR VACATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT.#</td>
<td>DATE</td>
<td>RENT</td>
<td>DEPOSIT</td>
<td>RENT</td>
<td>RENT</td>
<td>CHARGES</td>
<td>COSTS</td>
<td>FEES</td>
<td>CHARGED OFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms-MR</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaKuette Chavis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goley Pointe-MR</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaKuette Chavis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Press-Steele Place</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaKuette Chavis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDGEMONT ELMS-PBRA</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaKuette Chavis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAMAR COURT - PBRA</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Felicia Jean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORREEENE ROAD - PBRA</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Felicia Jean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affordable Totals</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CHARGES:</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC and AFFORDABLE HOUSING TENANT ACCOUNTS RECEIVABLE SUMMARY

As of the end of December all our AMPs were struggling to get tenants to pay their rent timely. With now having to mail rent in we are seeing a decrease of rent being processed timely between the 1st and the 5th each month. This is largely due to our residents not able to mail their rent payments till the 3rd when they receive their benefit checks. These payments generally are not being received till the 7th and now are being considered late.

At the end of the month we had collected 91% of our Tenant Accounts Receivables for our public housing communities.

The operations team will continue to look into ways to increase the amount of residents that pay their rent timely, between the 1st and the 5th. We will continue to research and communicate with our residents to find a more efficient way for residents to pay their rent on time.

Making Rent Easier to Pay: By using online options, ACH, and other automatic means to make rent easier for our residents may make them more likely to pay on time. We will be communicating to our residents that we know have bank accounts to look into an automatic/ACH option to pay their rent. This option would take the decision out of their hands and rent would be prioritized above other expenses on their monthly budgets.

Communication: It is easy sometimes to assume why residents are not paying rent on time. They are irresponsible, they do not care, etc. We in the operations department would like to give our residents the benefit of the doubt and look deeper into why our residents are paying late. There may be a communication gap with some residents where they are not exactly sure of the date rent is due and they believe it is perfectly acceptable to pay late.

We also need to look into residents that are chronically late each month, but pay before the end of the month with the added late fees. It may be that the resident receives their pay check or benefits after the 1st of the month. Open communication with our residents can help us look into further ways to improve our rent collect methods.
# Tenant Accounts Receivable

**December, 2018**

<table>
<thead>
<tr>
<th>Property</th>
<th>Total Occupied Units</th>
<th>Collected Between 12/01/18 - 12/05/18</th>
<th>Collected After 12/05/18</th>
<th>% Collected By EOM</th>
<th>December % Collected timely</th>
<th>November % Collected by EOM</th>
<th>October % Collected by EOM</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McDougald Terrace</td>
<td>323</td>
<td>57</td>
<td>224</td>
<td>87%</td>
<td>18%</td>
<td>78%</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>50</td>
<td>25</td>
<td>23</td>
<td>96%</td>
<td>50%</td>
<td>96%</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>81</td>
<td>29</td>
<td>45</td>
<td>91%</td>
<td>36%</td>
<td>81%</td>
<td>97%</td>
<td></td>
</tr>
<tr>
<td>Cornwallis Road</td>
<td>173</td>
<td>29</td>
<td>133</td>
<td>94%</td>
<td>17%</td>
<td>72%</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td>Liberty Street</td>
<td>99</td>
<td>25</td>
<td>59</td>
<td>85%</td>
<td>25%</td>
<td>78%</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>Club Blvd</td>
<td>73</td>
<td>20</td>
<td>53</td>
<td>100%</td>
<td>27%</td>
<td>97%</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td>Hoover Road</td>
<td>43</td>
<td>9</td>
<td>32</td>
<td>95%</td>
<td>21%</td>
<td>86%</td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td>JJ Henderson</td>
<td>168</td>
<td>67</td>
<td>101</td>
<td>100%</td>
<td>40%</td>
<td>76%</td>
<td>82%</td>
<td></td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>167</td>
<td>29</td>
<td>108</td>
<td>82%</td>
<td>17%</td>
<td>83%</td>
<td>92%</td>
<td></td>
</tr>
<tr>
<td>Birchwood</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Hill Heights</td>
<td>54</td>
<td>29</td>
<td>21</td>
<td>93%</td>
<td>54%</td>
<td>95%</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>24</td>
<td>3</td>
<td>16</td>
<td>79%</td>
<td>13%</td>
<td>76%</td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td>1010 Worth Street</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Goley Point - PH</td>
<td>14</td>
<td>11</td>
<td>3</td>
<td>100%</td>
<td>79%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td><strong>Public Housing Totals</strong></td>
<td>1270</td>
<td>334</td>
<td>818</td>
<td>91%</td>
<td>26%</td>
<td>81%</td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td><strong>Project-Based Rental</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms-PBRA</td>
<td>15</td>
<td>13</td>
<td>2</td>
<td>100%</td>
<td>87%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Morreene Road -PBRA</td>
<td>93</td>
<td>19</td>
<td>67</td>
<td>92%</td>
<td>20%</td>
<td>98%</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td>Damar Court -PBRA</td>
<td>39</td>
<td>5</td>
<td>29</td>
<td>87%</td>
<td>13%</td>
<td>91%</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td><strong>PBRA Totals</strong></td>
<td>147</td>
<td>37</td>
<td>98</td>
<td>92%</td>
<td>25%</td>
<td>87%</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td><strong>Affordable Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms</td>
<td>41</td>
<td>36</td>
<td>5</td>
<td>100%</td>
<td>88%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Preiss-Steele Place</td>
<td>79</td>
<td>77</td>
<td>1</td>
<td>99%</td>
<td>97%</td>
<td>100%</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td><strong>Affordable Housing Totals</strong></td>
<td>126</td>
<td>119</td>
<td>6</td>
<td>99%</td>
<td>94%</td>
<td>100%</td>
<td>99%</td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC HOUSING UNIT LEASE-UP SUMMARY

As of December, 2018, DHA’s Public Housing program had 122 vacant units, which results in a vacancy rate of 9%. This does include the 14 units at McDougald Terrace which are uninhabitable and being submitted to HUD to review so we can remove these units from our monthly numbers. Our adjusted vacancy rate without including these units is 8%.

All contractors have been placed in the developments for vacant unit renovation. All current vacant units in December have been assigned to be turned.

In DHA’s efforts to lease units at our public housing communities we have been faced with a few challenges. Although our waiting lists have strong numbers these site based waiting lists have not been purged in over 2 year and we have found that many individuals on our lists have been non responsive when contacted for a unit. We have been sending out a 7-1 ratio on our lease up orientation letters when pulling from our waiting lists, with few showing interest.

Our Public Housing communities have had consistent vacancy issues in 2018. Some of this can be attributed to having stagnant waiting lists that have not been purged in over two years, and another contributing factor is insufficient training of property management teams on leasing, marketing & outreach.

Our strategic goal for our properties of 95% or greater occupancy will continue into 2019. Each team will be reporting weekly on all leasing activities they are doing to increase their occupancy. We also conduct monthly meetings to discuss our department strategic goals as a group to ensure we are staying on track.
# UNIT LEASE-UP

**December, 2018**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McDougald Terrace</td>
<td>5</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>34</td>
<td>36</td>
<td>42</td>
<td>10%</td>
<td>Includes the 14 down Units</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>22</td>
<td>29</td>
<td>32</td>
<td>21%</td>
<td></td>
</tr>
<tr>
<td>Cornwallis Road</td>
<td>1</td>
<td>8</td>
<td>8</td>
<td>1</td>
<td>25</td>
<td>22</td>
<td>23</td>
<td>13%</td>
<td></td>
</tr>
<tr>
<td>Liberty Street</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>9</td>
<td>11</td>
<td>14</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>Club Blvd</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Hoover Road</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>11</td>
<td>11</td>
<td>13</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>JJ Henderson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>3</td>
<td>6</td>
<td>7</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Birchwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A Pending SAC Application</td>
<td></td>
</tr>
<tr>
<td>Forest Hill Heights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>20%</td>
<td>Pending RAD Renovation</td>
</tr>
<tr>
<td>Goley Pointe-PH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>1010 Worth Street</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>122</td>
<td>133</td>
<td>148</td>
<td>9%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT-BASED RENTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms-PBRA</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>5%</td>
<td>RAD RENOVATION</td>
</tr>
<tr>
<td>Morreene Road - PBRA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Damar Court - PBRA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>21</td>
<td>30</td>
<td>27</td>
<td>10</td>
<td>2</td>
<td>135</td>
<td>151</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AFFORDABLE HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Swiss-Steele Place</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3%</td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>22</td>
<td>31</td>
<td>31</td>
<td>12</td>
<td>6</td>
<td>139</td>
<td>155</td>
<td>3%</td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC HOUSING OCCUPANCY SUMMARY

At the end of December Public Housing showed a total of 1274 occupied units out of 1403 units giving Public housing a 91% occupancy rate. Again, I will mention that these numbers currently include the 14 uninhabitable units at McDougald. Our adjusted occupancy rate without these units is 92%.

During the month of December our teams leased 22 units and had 12 move-outs from our public and affordable housing portfolios. We are seeing a steady increase in our efforts to lease units and will carry this trend into the New Year.

Our property management teams are continuing working hard on conducting waiting list pulls, scheduling orientation meetings, and processing applications to turn the tide on our occupancy.
# Occupancy Report

**December, 2018**

## Strategic Goal (95% or Greater)

<table>
<thead>
<tr>
<th>Property</th>
<th>Total Units</th>
<th>Occupied Units</th>
<th>HUD Approved Offline</th>
<th>Vacant Units</th>
<th>Current Occupancy %</th>
<th>November % Occupied</th>
<th>October % Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDougald Terrace</td>
<td>357</td>
<td>323</td>
<td>3</td>
<td>34</td>
<td>90%</td>
<td>90%</td>
<td>88%</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>50</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>98%</td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>105</td>
<td>82</td>
<td>1</td>
<td>22</td>
<td>78%</td>
<td>74%</td>
<td>70%</td>
</tr>
<tr>
<td>Cornwallis Road</td>
<td>198</td>
<td>173</td>
<td>2</td>
<td>25</td>
<td>87%</td>
<td>89%</td>
<td>87%</td>
</tr>
<tr>
<td>Liberty Street</td>
<td>108</td>
<td>99</td>
<td>0</td>
<td>9</td>
<td>92%</td>
<td>90%</td>
<td>87%</td>
</tr>
<tr>
<td>Club Blvd</td>
<td>77</td>
<td>73</td>
<td>0</td>
<td>4</td>
<td>95%</td>
<td>94%</td>
<td>97%</td>
</tr>
<tr>
<td>Hoover Road</td>
<td>54</td>
<td>43</td>
<td>0</td>
<td>11</td>
<td>80%</td>
<td>80%</td>
<td>76%</td>
</tr>
<tr>
<td>JJ Henderson</td>
<td>178</td>
<td>170</td>
<td>1</td>
<td>7</td>
<td>96%</td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>172</td>
<td>167</td>
<td>2</td>
<td>3</td>
<td>97%</td>
<td>97%</td>
<td>95%</td>
</tr>
<tr>
<td>Birchwood</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>SAC PENDING</td>
<td>SAC PENDING</td>
<td>SAC PENDING</td>
<td>SAC PENDING</td>
</tr>
<tr>
<td>Forest Hill Heights</td>
<td>55</td>
<td>55</td>
<td>0</td>
<td>1</td>
<td>100%</td>
<td>100%</td>
<td>96%</td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>30</td>
<td>24</td>
<td>0</td>
<td>6</td>
<td>80%</td>
<td>83%</td>
<td>87%</td>
</tr>
<tr>
<td>1010 Worth Street</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Goley Pointe- PH</td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>93%</td>
<td>93%</td>
</tr>
</tbody>
</table>

**PUBLIC HOUSING TOTALS**  
1403 | 1274 | 9 | 122 | 91% | 91% | 89%

## Project-Based Rental Assistance

<table>
<thead>
<tr>
<th>Property</th>
<th>Total Units</th>
<th>Occupied Units</th>
<th>HUD Approved Offline</th>
<th>Vacant Units</th>
<th>Current Occupancy %</th>
<th>November % Occupied</th>
<th>October % Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgemont Elms-PBRA</td>
<td>16</td>
<td>14</td>
<td>0</td>
<td>2</td>
<td>88%</td>
<td>81%</td>
<td>81%</td>
</tr>
<tr>
<td>Morreene Road (RAD)</td>
<td>224</td>
<td>93</td>
<td>94</td>
<td>RAD</td>
<td>RAD</td>
<td>RAD</td>
<td>RAD</td>
</tr>
<tr>
<td>Damar Court (RAD)</td>
<td>102</td>
<td>39</td>
<td>58</td>
<td>RAD</td>
<td>RAD</td>
<td>RAD</td>
<td>RAD</td>
</tr>
</tbody>
</table>

**PROJECT-BASED RENTAL ASSISTANCE**  
342 | 146 | 152 | 2 | 43% | 4% | 4% |

## Affordable Housing

<table>
<thead>
<tr>
<th>Property</th>
<th>Total Units</th>
<th>Occupied Units</th>
<th>HUD Approved Offline</th>
<th>Vacant Units</th>
<th>Current Occupancy %</th>
<th>November % Occupied</th>
<th>October % Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgemont Elms</td>
<td>42</td>
<td>41</td>
<td>1</td>
<td>1</td>
<td>98%</td>
<td>93%</td>
<td>93%</td>
</tr>
<tr>
<td>Preiss-Steele Place</td>
<td>82</td>
<td>79</td>
<td>0</td>
<td>3</td>
<td>96%</td>
<td>98%</td>
<td>98%</td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**AFFORDABLE HOUSING TOTALS**  
130 | 126 | 4 | 97% | 96% | 96% |

**AGENCY GRAND TOTALS**  
1533 | 1400 | 10 | 128 | 91% | 90% | 89% |
WAITING LIST SUMMARY

For the month of December our Public Housing properties have 3524 applicants collectively on the waiting list per bedroom size.

- Over 50% of applicants on our site based waiting lists are for 1 bedroom units, of which 55% are for McDougald, Cornwallis, & Liberty St.
- Another 40% of applicants are for 2 and 3 bedroom units.
- There are only 2% currently on our waiting lists for our larger 4 & 5 Bedroom units.

In 2019 we will be leasing new units at Morreene Rd and Damar Ct as we receive units from the contractors. Currently we have 30 applicants on the Morreene Rd waiting list and 45 on the Damar Court waiting list. Damar Court will have a 63 new units to lease and 131 units at Morreene Rd. We have been seeing steady traffic at these sites with new applicants, and will continue our efforts to market these two properties ensure a successful lease up.

We will continue outreach to local advocacy groups to let them know that our waiting lists remain open. We will also be posting property signs on sites where are waiting list numbers are getting low and looking into additional marketing to remind everyone that our these lists are open at our public housing communities.
## Waiting List Summary
### Number of Applicants Per Bedroom Size

<table>
<thead>
<tr>
<th>Public Housing</th>
<th>Total Units</th>
<th>Vacant Units</th>
<th>Efficiency</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Wait List Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDougald Terrace</td>
<td>357</td>
<td>34</td>
<td></td>
<td>380</td>
<td>78</td>
<td>75</td>
<td>4</td>
<td>3</td>
<td></td>
<td>540</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>50</td>
<td>0</td>
<td>88</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>152</td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>106</td>
<td>22</td>
<td>4</td>
<td>127</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>133</td>
</tr>
<tr>
<td>Cornwallis Road</td>
<td>198</td>
<td>25</td>
<td></td>
<td>312</td>
<td>234</td>
<td>169</td>
<td>7</td>
<td>0</td>
<td></td>
<td>722</td>
</tr>
<tr>
<td>Liberty Street</td>
<td>108</td>
<td>9</td>
<td></td>
<td>311</td>
<td>133</td>
<td>57</td>
<td>1</td>
<td></td>
<td></td>
<td>502</td>
</tr>
<tr>
<td>Club Blvd</td>
<td>77</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>98</td>
</tr>
<tr>
<td>Hoover Road</td>
<td>54</td>
<td>11</td>
<td></td>
<td>90</td>
<td>1</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td>126</td>
</tr>
<tr>
<td>J.J. Henderson</td>
<td>178</td>
<td>7</td>
<td>236</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>282</td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>172</td>
<td>3</td>
<td></td>
<td>114</td>
<td>153</td>
<td>69</td>
<td>4</td>
<td></td>
<td></td>
<td>340</td>
</tr>
<tr>
<td>Birchwood</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Forest Hill Heights</td>
<td>55</td>
<td>1</td>
<td></td>
<td>154</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>244</td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>30</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>1010 Worth Street</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Goley Pointe- PH</td>
<td>14</td>
<td>0</td>
<td></td>
<td>330</td>
<td>86</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
<td>427</td>
</tr>
<tr>
<td><strong>Public Housing Totals</strong></td>
<td><strong>1404</strong></td>
<td><strong>482</strong></td>
<td><strong>1774</strong></td>
<td><strong>776</strong></td>
<td><strong>456</strong></td>
<td><strong>75</strong></td>
<td><strong>3</strong></td>
<td><strong>0</strong></td>
<td></td>
<td><strong>3084</strong></td>
</tr>
</tbody>
</table>

### Project-Based Rental

<table>
<thead>
<tr>
<th>Public Housing</th>
<th>Total Units</th>
<th>Vacant Units</th>
<th>Efficiency</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Wait List Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgemont Elms-PBRA</td>
<td>16</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>245</td>
</tr>
<tr>
<td>Morreene Road (RAD)</td>
<td>224</td>
<td></td>
<td></td>
<td>188</td>
<td>57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Damar Court (RAD)</td>
<td>102</td>
<td></td>
<td></td>
<td>20</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
</tr>
<tr>
<td><strong>PBRA Totals</strong></td>
<td><strong>342</strong></td>
<td><strong>20</strong></td>
<td><strong>243</strong></td>
<td><strong>57</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>320</strong></td>
</tr>
</tbody>
</table>

### Affordable Housing

<table>
<thead>
<tr>
<th>Public Housing</th>
<th>Total Units</th>
<th>Vacant Units</th>
<th>Efficiency</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Wait List Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgemont Elms</td>
<td>42</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>Preis-Steele Place</td>
<td>82</td>
<td>3</td>
<td></td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>6</td>
<td>0</td>
<td></td>
<td>6</td>
<td>13</td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td><strong>Affordable Housing Totals</strong></td>
<td><strong>130</strong></td>
<td><strong>4</strong></td>
<td><strong>15</strong></td>
<td><strong>35</strong></td>
<td><strong>13</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>
PUBLIC HOUSING WORK ORDER SUMMARY

At the beginning of December we had an open work order balance of 1071 open work orders* and received 563 non-emergency work orders. During the month of December, there were 1172 work orders closed.

REAC Inspections:

We have our 2019 REAC inspection schedule now. See below for this years scheduled inspections thus far.

• 2/16/18 : Liberty Street
• 2/15/19 : Scattered Sites
• 3/4/19 : Oxford Manor
• 3/6/19 : McDougald Terrace
• 3/8/19 : Club Blvd.
• 3/11/19 : Cornwallis Road
## WORK ORDER SUMMARY
December, 2018

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>TOTAL OCCUPIED UNITS</th>
<th>BEGINNING BALANCE</th>
<th>EMERGENCY RECEIVED</th>
<th>NON-EMERGENCY RECEIVED</th>
<th>CLOSED OUT</th>
<th>REMAINING BALANCE AS OF 12/31</th>
<th>REMAINING BALANCE AS OF 11/30</th>
<th>REMAINING BALANCE AS OF 10/30</th>
<th>&lt;30 DAYS OLD</th>
<th>30 DAYS OLD</th>
<th>60 DAYS OLD</th>
<th>90 DAYS OLD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McDougald Terrace</td>
<td>323</td>
<td>165</td>
<td>4</td>
<td>176</td>
<td>296</td>
<td>49</td>
<td>165</td>
<td>153</td>
<td>96</td>
<td>67</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Scattered Sites</td>
<td>50</td>
<td>54</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>51</td>
<td>52</td>
<td>67</td>
<td>8</td>
<td>6</td>
<td>5</td>
<td>23</td>
</tr>
<tr>
<td>Oldham Towers</td>
<td>81</td>
<td>32</td>
<td>13</td>
<td>31</td>
<td>46</td>
<td>30</td>
<td>29</td>
<td>32</td>
<td>0</td>
<td>21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cornwalls Road</td>
<td>173</td>
<td>315</td>
<td>27</td>
<td>101</td>
<td>235</td>
<td>208</td>
<td>208</td>
<td>315</td>
<td>80</td>
<td>112</td>
<td>122</td>
<td>45</td>
</tr>
<tr>
<td>Liberty Street</td>
<td>99</td>
<td>110</td>
<td>14</td>
<td>37</td>
<td>132</td>
<td>29</td>
<td>60</td>
<td>92</td>
<td>29</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Club Blvd</td>
<td>73</td>
<td>25</td>
<td>6</td>
<td>37</td>
<td>62</td>
<td>6</td>
<td>24</td>
<td>10</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hoover Road</td>
<td>43</td>
<td>57</td>
<td>6</td>
<td>15</td>
<td>69</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JI Henderson</td>
<td>168</td>
<td>169</td>
<td>25</td>
<td>72</td>
<td>156</td>
<td>110</td>
<td>162</td>
<td>99</td>
<td>30</td>
<td>17</td>
<td>14</td>
<td>54</td>
</tr>
<tr>
<td>Oxford Manor</td>
<td>167</td>
<td>33</td>
<td>20</td>
<td>63</td>
<td>96</td>
<td>20</td>
<td>33</td>
<td>8</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Birchwood</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Hill Heights</td>
<td>55</td>
<td>45</td>
<td>1</td>
<td>17</td>
<td>33</td>
<td>30</td>
<td>77</td>
<td>54</td>
<td>9</td>
<td>9</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Laurel Oaks</td>
<td>24</td>
<td>61</td>
<td>6</td>
<td>5</td>
<td>28</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>23</td>
</tr>
<tr>
<td>1010 Worth Street</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goley Pointe- PH</td>
<td>14</td>
<td>5</td>
<td>0</td>
<td>4</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>1271</strong></td>
<td><strong>1071</strong></td>
<td><strong>118</strong></td>
<td><strong>563</strong></td>
<td><strong>1172</strong></td>
<td><strong>580</strong></td>
<td><strong>636</strong></td>
<td><strong>646</strong></td>
<td><strong>357</strong></td>
<td><strong>223</strong></td>
<td><strong>72</strong></td>
<td><strong>143</strong></td>
</tr>
<tr>
<td><strong>PROJECT BASED RENTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms</td>
<td>14</td>
<td>9</td>
<td>0</td>
<td>5</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Morreene Road</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>81</td>
<td>71</td>
<td>10</td>
<td>10</td>
<td>142</td>
<td>10</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Damar Court</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>151</strong></td>
<td><strong>9</strong></td>
<td><strong>0</strong></td>
<td><strong>86</strong></td>
<td><strong>79</strong></td>
<td><strong>16</strong></td>
<td><strong>16</strong></td>
<td><strong>149</strong></td>
<td><strong>18</strong></td>
<td><strong>1</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>AFFORDABLE HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edgemont Elms</td>
<td>41</td>
<td>3</td>
<td>0</td>
<td>19</td>
<td>9</td>
<td>13</td>
<td>13</td>
<td>15</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Preiss-Steele Place</td>
<td>79</td>
<td>31</td>
<td>12</td>
<td>26</td>
<td>33</td>
<td>36</td>
<td>36</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Goley Pointe</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>126</strong></td>
<td><strong>38</strong></td>
<td><strong>12</strong></td>
<td><strong>45</strong></td>
<td><strong>46</strong></td>
<td><strong>49</strong></td>
<td><strong>49</strong></td>
<td><strong>54</strong></td>
<td><strong>10</strong></td>
<td><strong>1</strong></td>
<td><strong>3</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTALS</strong></td>
<td><strong>1548</strong></td>
<td><strong>1118</strong></td>
<td><strong>12</strong></td>
<td><strong>131</strong></td>
<td><strong>125</strong></td>
<td><strong>65</strong></td>
<td><strong>65</strong></td>
<td><strong>203</strong></td>
<td><strong>28</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
PUBLIC HOUSING/AFFORDABLE HOUSING
REASON FOR MOVE-OUT SUMMARY

For the month of December, there were a total of 10 move-outs from public housing and 2 move-outs from Affordable Housing. 

Nearly 60% of these move-outs were due to relocation/move-outs and transfers this month.
<table>
<thead>
<tr>
<th>REASON</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Awarded HCV</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Abandonment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Relocated/Moved</td>
<td>5</td>
<td>2</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td>7</td>
<td>9</td>
<td>7</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td>77</td>
</tr>
<tr>
<td>Transfer</td>
<td>3</td>
<td>7</td>
<td>6</td>
<td>14</td>
<td>7</td>
<td>9</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>74</td>
</tr>
<tr>
<td><strong>LEASE VIOLATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to Recertify</td>
<td>6</td>
<td>17</td>
<td>7</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>2</td>
<td>9</td>
<td>61</td>
</tr>
<tr>
<td>Non-Payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Activity</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>16</td>
<td>32</td>
<td>26</td>
<td>34</td>
<td>24</td>
<td>20</td>
<td>18</td>
<td>17</td>
<td>15</td>
<td>32</td>
<td>18</td>
<td>9</td>
<td>262</td>
</tr>
<tr>
<td><strong>AFFORDABLE HOUSING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Awarded HCV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Abandonment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Relocated/Moved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td><strong>LEASE VIOLATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Failure to Recertify</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Non-Payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Criminal Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Housekeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>20</td>
</tr>
</tbody>
</table>

Grand total: 282
## YTD Collection Loss Totals

<table>
<thead>
<tr>
<th>Community</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
<th>Budgeted</th>
<th>Variance</th>
<th>YTD AVG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOJOUSALD</td>
<td>$5,927.07</td>
<td>$3,051.20</td>
<td>$3,005.81</td>
<td>$168.52</td>
<td>$9,942.90</td>
<td>$1,363.00</td>
<td>$485.75</td>
<td></td>
<td>$3,031.25</td>
<td></td>
<td></td>
<td></td>
<td>$26,926.50</td>
<td>$21,335.00</td>
<td>$5,591.50</td>
<td>$2,692.05</td>
</tr>
<tr>
<td>SCATTERED SITES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OLDHAM TOWERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORNWALIS RD</td>
<td>$2,469.01</td>
<td>$1,849.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,484.45</td>
<td>$11,482.00</td>
<td>$4,002.45</td>
<td>$1,484.45</td>
</tr>
<tr>
<td>LIBERTY ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLUB BLVD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOOVER RD</td>
<td>$1,099.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$91.56</td>
</tr>
<tr>
<td>JJ HENDERSON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORRIS RD</td>
<td>$1,469.63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$146.96</td>
</tr>
<tr>
<td>DAMAR COURT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OXFORD MANOR</td>
<td>$2,466.11</td>
<td>$952.87</td>
<td>$945.40</td>
<td></td>
<td>$1,642.72</td>
<td>$484.00</td>
<td></td>
<td>$464.07</td>
<td>$60.00</td>
<td></td>
<td></td>
<td></td>
<td>$6,595.17</td>
<td>$11,018.00</td>
<td>$4,422.83</td>
<td>$653.57</td>
</tr>
<tr>
<td>LADYWOOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOREST HILLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAUREL OAKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDEGMONT EMH- PH</td>
<td>$696.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$69.60</td>
</tr>
<tr>
<td>1050 WORTH STREET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GALEY POINTS-PH</td>
<td>$5,311.07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$531.11</td>
</tr>
<tr>
<td><strong>PH Totals</strong></td>
<td>$3,545.41</td>
<td>$15,914.78</td>
<td>$5,852.32</td>
<td>$3,552.21</td>
<td>$168.52</td>
<td>$9,942.90</td>
<td>$3,005.72</td>
<td>$919.75</td>
<td>$8,897.13</td>
<td>$6,365.39</td>
<td>$60.00</td>
<td></td>
<td>$58,224.13</td>
<td>$109,740.00</td>
<td>$51,515.87</td>
<td>$5,798.09</td>
</tr>
<tr>
<td><strong>Affordable Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDEGMONT EMH-AH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESS STEEL PLACE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GALEY POINTS-AH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AH Totals</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Agency Total</strong></td>
<td>$58,224.13</td>
<td>$115,592.00</td>
<td>$57,367.87</td>
<td>$5,798.09</td>
<td>$0.00</td>
<td>$15,914.78</td>
<td>$3,552.21</td>
<td>$168.52</td>
<td>$9,942.90</td>
<td>$3,005.72</td>
<td>$919.75</td>
<td>$8,897.13</td>
<td>$6,365.39</td>
<td>$60.00</td>
<td>$51,515.87</td>
<td>$5,798.09</td>
</tr>
</tbody>
</table>
Housing Choice Voucher Report
HCVP BOARD REPORT  
JANUARY 2019  
PART A

VOUCHER UTILIZATION
During the months of November, the HCVP gained 21 new contracts, 7 families were terminated/withdrawn from the program and 3 contracts were cancelled. As a result, the voucher utilization increased to 97%.

A total of 19 vouchers were issued, resulting in a total of 131 families with an active voucher searching for a home.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>UNITS LEASED</th>
<th>Y/E Delta</th>
<th>UTILIZATION RATE</th>
<th>Y/E Delta</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2016</td>
<td>2591</td>
<td></td>
<td>93%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2017</td>
<td>2573</td>
<td>-18</td>
<td>92%</td>
<td>-1%</td>
<td>103%</td>
</tr>
<tr>
<td>December 2018</td>
<td>2717</td>
<td>144</td>
<td>97%</td>
<td>5%</td>
<td>104%</td>
</tr>
</tbody>
</table>

HOUSING ASSISTANCE PAYMENT
The Voucher Program paid $1,782,714 in HAP funds for the month of December. The breakdown of the funds are as follows.

- $1,633,475 - HAP Obligated
- $1,788,499 – Total HAP Disbursed  
  ($155,024 deducted from HUD held reserves)
- $1,782,714 – Total HAP Paid  
  ($5,785 added to DHA-held reserves)

For the month of December, HUD obligated $1,633,475, deducted $155,024 from our HUD-held reserves for a disbursement of $1,788,499. (See Part B of Board Report)

Remaining reserves as of December 2018:
  - $375,515 HUD-held
  - $157,191 DHA-held
  $532,706 Total Reserves

1

75
SEMAP

The HCV Program Management staff is preparing to audit tenant files and conducted quality control reviews to determine program performance, in order to prepare and submit the SEMAP certification for 2018. The overall SEMAP score is based on the cumulative scores of all 14 indicators. The 14 indicators were assigned to the Supervisors to start conducting their testing of their assigned indicators.

SEMAP was implemented by HUD in October 1998, to objectively measure Public Housing Agencies (PHA) performance and administration of the HCVP. SEMAP includes 14 key indicators that measure a PHA's management factors in the operation of the tenant-based rental assistance program. The PHA is required to submit an annual SEMAP self-certification to HUD, within 60 calendar days after the end of its fiscal year.

A PHA can be rated as follows:

- High Performer (90% +)
- Standard Performer (89% - 61%)
- Troubled Performer (60% or less)

UNC HARVEY AWARD/HOUSING WEBAPP

I'm working with the Senior Research Representative from the Center of Urban and Regional Studies at the University of North Carolina, who applied for a grant to fund the development of a web app. The web app will be an interactive tool used to assist low-income families with locating housing in high opportunity neighborhoods.

I was informed that the UNC Harvey Award application was selected as one of the three finalist, advancing to the final stage of the selection process. This initiative is a collaboration with UNC, Unlocking Doors and the Durham Housing Authority.

HCVP RESTRUCTURE EFFECTIVE JANUARY 1, 2019 MARCH 2019

As previously reported, the HCVP is restructuring to a case management structure in preparation of receiving RAD project-based vouchers. However, due to inclement weather, the HCV Specialist training had to be postponed to February. Therefore, the caseload assignment was revised to March 2019.
**TRAINING**

In preparation of the restructure, the HCV Program staff has or will receive the following trainings in order to carry out the new case management structure:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAINING</th>
<th>LEARNING OUTCOMES</th>
<th>ATTENDEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 5 &amp; 6</td>
<td>PIC TRAINING</td>
<td>Public and Indian Housing Information Center (PIC) is the primary information system that the HCVP submits information to HUD. Attendees will learn how to increase submission rate and how to review and correct PIC errors.</td>
<td>Management Staff</td>
</tr>
<tr>
<td>January 7-9</td>
<td>SUPERVISION &amp; MANAGEMENT</td>
<td>This training covers all essential function of supervision, including staffing, managing employee’s performance problems, delegation, setting and managing difficult employees.</td>
<td>Management Staff</td>
</tr>
<tr>
<td>February 25 – March 1, 2019</td>
<td>HCV SPECIALIST</td>
<td>Attendees will acquire program knowledge, the ability to explain and apply HUD regulations, policy and guidance in determining eligibility, the intake process, occupancy and rent calculation.</td>
<td>Supervisors and Housing Specialist Representatives</td>
</tr>
<tr>
<td>I. Voucher Utilization</td>
<td>Baseline</td>
<td>Oct-18</td>
<td>Nov-18</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Vouchers Under Lease</td>
<td>2815</td>
<td>2685</td>
<td>2706</td>
</tr>
<tr>
<td>Vouchers Available to be Issued</td>
<td>116</td>
<td>109</td>
<td>98</td>
</tr>
<tr>
<td>Vouchers Issued</td>
<td>43</td>
<td>37</td>
<td>19</td>
</tr>
<tr>
<td># Families Searching for Housing</td>
<td>165</td>
<td>159</td>
<td>131</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Total Inventory (HCV)</th>
<th>Baseline</th>
<th>Oct-18</th>
<th>Nov-18</th>
<th>Dec-18</th>
<th>Variance</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant-Based Vouchers</td>
<td>2317</td>
<td>2218</td>
<td>2240</td>
<td>2252</td>
<td>65</td>
<td>97%</td>
</tr>
<tr>
<td>Project Based Vouchers - VOA Life House of Durham</td>
<td>24</td>
<td>23</td>
<td>22</td>
<td>22</td>
<td>2</td>
<td>92%</td>
</tr>
<tr>
<td>Project Based Voucher - Preissie Steele Place</td>
<td>82</td>
<td>78</td>
<td>78</td>
<td>78</td>
<td>4</td>
<td>95%</td>
</tr>
<tr>
<td>Project Based Voucher - Whitted School</td>
<td>46</td>
<td>44</td>
<td>45</td>
<td>45</td>
<td>1</td>
<td>98%</td>
</tr>
<tr>
<td>VASH</td>
<td>117</td>
<td>110</td>
<td>109</td>
<td>107</td>
<td>10</td>
<td>93%</td>
</tr>
<tr>
<td>Near Elderly and Disabled (NED)</td>
<td>200</td>
<td>198</td>
<td>198</td>
<td>199</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Mainstream Vouchers</td>
<td>14</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>0%</td>
</tr>
<tr>
<td>Family Unification Program (FUP)</td>
<td>15</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td>1</td>
<td>93%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Total Inventory (Grant Funded Programs)</th>
<th>Baseline</th>
<th>Oct-18</th>
<th>Nov-18</th>
<th>Dec-18</th>
<th>Variance</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOPWA</td>
<td>16</td>
<td>8</td>
<td>7</td>
<td>10</td>
<td>6</td>
<td>63%</td>
</tr>
<tr>
<td>Shelter Plus Care</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>2</td>
<td>80%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Housing Assistance Payment</th>
<th>Oct-18</th>
<th>Nov-18</th>
<th>Dec-18</th>
<th>HUD-Held Reserves Ending Balance</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAP Funds Utilized</td>
<td>$1,761,900</td>
<td>$1,779,014</td>
<td>$1,782,714</td>
<td>$20,146,053</td>
<td></td>
</tr>
<tr>
<td>Hud Funds Authorized</td>
<td>$1,624,787</td>
<td>$1,624,795</td>
<td>$1,633,474</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD-Held Reserves Used</td>
<td>$10,011</td>
<td>$152,035</td>
<td>$155,024</td>
<td>$375,515</td>
<td></td>
</tr>
<tr>
<td>DHA-Held Reserves Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total HAP Funds Received</td>
<td>$1,534,798</td>
<td>$1,776,830</td>
<td>$1,788,499</td>
<td>$19,371,941</td>
<td></td>
</tr>
<tr>
<td>Budget Utilization</td>
<td>108.44%</td>
<td>105.49%</td>
<td>109.14%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. Waiting List</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Tenant Based - 185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 Tenant Based - 1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitted School - 258</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life House of Durham - 59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VI. SEMAP Indicators</th>
<th>Oct-18</th>
<th>Nov-18</th>
<th>Current**</th>
<th>HUD FYE Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTCS Reporting Rate</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>95% or more</td>
</tr>
<tr>
<td>Indicator 5 HQS Quality Control</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5% or more</td>
</tr>
<tr>
<td>Indicator 9 Timely Reexaminations</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>96% or more</td>
</tr>
<tr>
<td>Indicator 10 Correct Rent Calculations</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>98% or more</td>
</tr>
<tr>
<td>Indicator 11 Pre-Contract HQS Inspections</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>98% or more</td>
</tr>
<tr>
<td>Indicator 12 Annual HQS Inspections</td>
<td>99%</td>
<td>99%</td>
<td>99%</td>
<td>96% or more</td>
</tr>
<tr>
<td>Indicator 14 Family Self Sufficiency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSS Enrollment: 109 (current month)</td>
<td>94%</td>
<td>93%</td>
<td>89%</td>
<td>80% or more</td>
</tr>
<tr>
<td>FSS Escrow Accounts: 56 (current month)</td>
<td>65%</td>
<td>64%</td>
<td>63%</td>
<td>30% or more</td>
</tr>
</tbody>
</table>

(No mandatory slots - 122)
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 Public Housing

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

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

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

- Referring Agency: Alliance Behavioral Healthcare

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

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

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

- Referring Agency: Durham County Social Services Department

Grant Funded Programs:

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

- Collaboration with the City of Durham, (grantee).

- Referring Agency: Durham County Social Services Department
  - Grant year ends on December 31, 2018
**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, 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan</td>
<td>CLOSED</td>
<td>NEW YEAR'S DAY</td>
<td></td>
<td>2 Customer Service</td>
<td>3 Management Staff Meeting 10:30</td>
<td>4 Incoming Port Class 9:00</td>
<td></td>
</tr>
<tr>
<td>2 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6 Jan</td>
<td>7 Nan-McKay Supv. Training - All Day Customer Service Annual Interviews</td>
<td>8 Nan-McKay Supv. Training - All Day Annual Interviews</td>
<td>9 Nan-McKay Supv. Training - All Day Customer Service Annual Interviews Relocation Class 10 Inspections Team Staff Meeting 3:30</td>
<td></td>
<td></td>
<td></td>
<td>10 SEMAP Kick Off Meeting 11:00 Informal Hearings Outgoing Port Class 2:00</td>
</tr>
<tr>
<td>7 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>13 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>14 Jan</td>
<td>14 Customer Service Annual Interviews</td>
<td>15 Check Run Annual Interviews Voucher Briefings 10:00</td>
<td>16 Customer Service Annual Interviews Eligibility Orientation 10:00</td>
<td></td>
<td></td>
<td></td>
<td>17 Management Staff Meeting 10:30</td>
</tr>
<tr>
<td>15 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18 Incoming Port Class 8:00</td>
</tr>
<tr>
<td>20 Jan</td>
<td>21 CLOSED - MARTIN LUTHER KING JR. HOLIDAY</td>
<td>22 Annual Interviews</td>
<td>23 Customer Service Annual Interviews Relocation Class 10</td>
<td></td>
<td></td>
<td></td>
<td>24 Outgoing Port Class 2:00</td>
</tr>
<tr>
<td>21 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25 Agency All Staff Meeting 9-11</td>
</tr>
<tr>
<td>27 Jan</td>
<td>28 Customer Service Back Office Staff Meeting 3:00</td>
<td>29 Voucher Briefings 10:00</td>
<td>30 Customer Service</td>
<td></td>
<td></td>
<td></td>
<td>26 Staff Meeting 3:00</td>
</tr>
<tr>
<td>28 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer Service Annual Interviews Final Interviews Outgoing Port Class Relocation Class Eligibility Orientation Voucher Briefings Staff meetings Trainings Check Run RFTA Informal Hearings Incoming Port Class
Strategic Management Division

ATTACHMENTS

- Quarterly Compliance Report
- Strategic Management January 2019 Updates
  - Public Housing Pet Policy Overview
  - Updates on Duke Health Correlates of Eviction Study
  - Preliminary Eviction Data
  - Updates on DHA Eviction Diversion Program
## DURHAM HOUSING AUTHORITY’S COMPLIANCE MONITORING REVIEW REPORT RESPONSE

<table>
<thead>
<tr>
<th>Findings</th>
<th>Description</th>
<th>Responses to HUD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIH Compliance Monitoring Review FY2017</strong>&lt;br&gt;March 20-23 and April 10-11, 2017</td>
<td><strong>OPEN Findings</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Public Housing Finding 7 OPEN** | 46% of DHA’s Physical Needs Assessments (PNAs) are expired or over nine (9) years. | **January 2019 Response:** DHA received RAD CHAPs for the following developments in December 2018: McDougald Terrace, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, Oldham Towers, Liberty Street, Club Boulevard, and 1010 Worth Street.  
**October 2018 Response:** As of September 30, 2018, RAD applications for all aforementioned developments was submitted August 31, 2018. HUD has confirmed receipt of all applications, and as such DHA is awaiting CHAPs.  
**July 2018 Response:** DHA received notification from HUD that developments - McDougald Terrace, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, and Club Boulevard - on the RAD waiting list with LOIs are available to apply for a CHAP with a deadline of September 4, 2018 to submit RAD applications.  
**DHA February 2018 Response:** DHA remains on the wait list for RAD CHAP awards for the following developments: McDougald Terrace, Scattered Sites, Cornwallis Road, Hoover Road, JJ Henderson, Oxford Manor, Forest Hill Heights, and Club Boulevard. DHA submitted a Letter of Intent (LOI) to (re-)apply for new CHAP for each respective development. DHA will notify HUD upon issuance of the new CHAPs.  
**HUD Letter 11/2/17:** This item remains **OPEN** until RAD CHAP award decisions are finalized.  
**DHA requests that the RAD P/CNA be accepted in lieu of preparing a PNA. Please confirm.** |

DHA received RAD Portfolio conversion award in 2015. RPCNAs have been completed at the majority of our developments. However, Commitment to Enter into a Housing Assistance Payment (CHAP) was recently rescinded at Cornwallis Road, JJ Henderson, Oxford Manor, and Scattered Sites developments; a Task Order will be sent out to a firm to complete PNAs and/or RPCNAs at the aforementioned developments, if that is HUD’s directive.
<table>
<thead>
<tr>
<th>Findings</th>
<th>Description</th>
<th>Responses to HUD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Housing Finding 8</strong> <strong>OPEN</strong></td>
<td>Expired Energy Audit</td>
<td>For Club Boulevard, and Liberty Street, both developments are proposed to be demolished under the current CHAPs received for the developments. Under RAD, if a development is proposed to be demolished, a narrative report/RAD tool is not required to be submitted. The Club Boulevard development was submitted for 9% LIHTC in May 2017. We will be notified in August 2017 if the application is approved. Program planning and pre-development for Liberty Street is under way. The redevelopment plans propose phased demolition, utilizing both 4% and 9% LIHTC.</td>
</tr>
</tbody>
</table>

**Findings**

**Public Housing Finding 8** **OPEN**

**Expired Energy Audit**

The last Energy Audit was prepared by The Facilities Group in June 2011. RAD/Green PCAs with energy audits have occurred at seven (7) developments since 2013: Damar Court, Forest Hill Heights, Hoover road, Laurel Oaks, McDougald Terrace, Morreene Road, and Oldham Towers.

**“Awaiting HUD Response”**

**DHA February, July and October 2018 Response:**

While HUD makes a final determination on the GPNA ruling, DHA has used its RAD Physical Needs Assessment report completed to help in planning effective expenditures of Capital Funds. With the exception of developments that are proposed for complete demolition, DHA commissioned and have been uploaded on a thumb drive that is enclosed with this response the RPCNAs and RAD workbooks for the following developments: Forest Hill Heights, Hoover Road, Laurel Oaks, and McDougald Terrace.

**HUD Letter 11/2/17:** This finding remains **OPEN**. Energy Audits were not received, but if the RAD PCA document referenced by DHA includes Energy Audits, it will suffice the requirement. DHA must provide evidence of the RAD PCA for GOPH review and acceptance.

| **Public Housing Finding 9** **OPEN** | **OPEN** | **January 2019 Response:** The SAC application for Birchwood was submitted November 19, 2018. The application is under review with the SAC office. |

**Public Housing Finding 9** **OPEN**

There was no documentation provided that shows compliance with Lead Based Paint (LBP) requirements; except for AMP #32, Worth Street

**DHA October Response:** As of September 30, 2018, SAC is expected to be submitted by October 31, 2018.

An email was sent to HUD Greensboro on 4/24 and a follow up email on 5/31 with lead free certification letters for Club Boulevard from National Lead Detection Service, Inc., for Damar Court from Carolina Environmental and Get the Lead Out, for Morreene Road from ECS Carolinas LLP, and for Hoover Road from Lead Detection Services, Inc. Carolina
## DURHAM HOUSING AUTHORITY’S COMPLIANCE MONITORING REVIEW REPORT RESPONSE

<table>
<thead>
<tr>
<th>Findings</th>
<th>Description</th>
<th>Responses to HUD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Findings</strong></td>
<td><strong>Description</strong></td>
<td><strong>Responses to HUD</strong></td>
</tr>
<tr>
<td>Environmental provided letters for Liberty Street, McDougald Terrace, Oldham Towers Annex building, and Oxford Manor. See <a href="#">Development Asbestos and Lead paint Report Summary</a> and <a href="#">LBP Zip File -- Attachments--Finding 9</a>.</td>
<td><strong>Findings 9</strong>.</td>
<td></td>
</tr>
<tr>
<td>Forest Hill Heights (1981) and Laurel Oaks (2004) were built after 1978 and LBP would not be an issue. <strong>DHA April 2018 Response</strong>: NC013000003-Scattered Sites and NC013000009-JJ Henderson are exempt because they are designated Senior housing developments. NC0130000013-Birchwood, has been unoccupied since 2014, and is planned to be submitted to SAC February 2018 for disposition. <strong>HUD Letter 11/2/17</strong>: This finding remains <strong>OPEN</strong>. The information received in the April 24th and May 31st emails is sufficient for all AMPs, except NC013000003-Scattered Sites, NC01000005-Cornwallis Road, NC013000009-JJ Henderson, and NC0130000013-Birchwood. AMPs with missing certifications, as stated in the emails, must be re-inspected to comply with LBP requirements. DHA must submit documentation for GOPH review and acceptance.</td>
<td><strong>January 2019 Response</strong>: DRAFT still being prepared by staff</td>
<td></td>
</tr>
<tr>
<td><strong>Public Housing Finding 10 OPEN</strong></td>
<td>There were deficiencies denoted in 11 of 12 inspected units. Additionally, there were deficiencies in one common area.</td>
<td><strong>HUD Letter 11/2/17</strong>: This finding remains <strong>OPEN</strong>. GOPH provided a list of deficiencies. DHA must provide evidence that all deficiencies have been addressed in accordance with Uniform Physical Condition Standards (UPCS) within 30 days of this letter. Staff has contacted HUD to find out what the deficiencies were; however, to date HUD has not responded. Once a response is received, staff will address these deficiencies.</td>
</tr>
<tr>
<td><strong>Public Housing Finding 11 OPEN</strong></td>
<td>As of 2/28/17, DHA has 27 late Annual Reexams. However, there were none found in the randomly sampled tenant files.</td>
<td><strong>DHA PH Program January 2019 Response</strong>: The initial 27 late reexams cited in the report from 2017 have been resolved. The Public Housing team will continue to monitor the processing of reexaminations to ensure they are completed timely on a regular basis. <strong>DHA HCVP Program Response – October 2018 Response</strong>: “Awaiting HUD Response” DHA continues its efforts to address eligibility compliance issues within the HCVP. We have established an internal quality control review process to ensure that the files are in compliance with the regulations and submitted to PIC timely. The Compliance Officer reviews the PIC error reports and make the necessary corrections confirming all PIC submissions. In reviewing the SEMAP Report, as of August 31, 2018 the HCVP met the standard by receiving a 100% for Indicator 9, Timely Annual Reexaminations. The number of late exams has decreased to 2 out of 2,624 records. All 2 of the late</td>
</tr>
</tbody>
</table>

---

**Note**: The table contains a mix of findings and responses regarding compliance monitoring, with specific attention to environmental and lead paint concerns, as well as public housing and HCVP program responses.
## DURHAM HOUSING AUTHORITY’S
### COMPLIANCE MONITORING REVIEW REPORT RESPONSE

<table>
<thead>
<tr>
<th>Findings</th>
<th>Description</th>
<th>Responses to HUD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>reexams were completed; however, there is a PIC errors permitting one from being submitted. We are working to with our PIC Coach to have the error corrected. The HCVP’s goal is to ensure that all annual are processed timely and accepted during the PIC submission. The HCVP Director and Compliance Officer have contacted our PIC Coach to get technical assistance with correcting the PIC errors and resubmitting the certifications. The HCVP will continue monitoring the monthly report to ensure that we are in compliance with regulations and PIC certifications are submitted timely. <strong>HUD Letter 11/2/17:</strong> This finding remains OPEN. As of 8/31/17: DHA has 45 late Annual Reexams (38 PH, 7 HCV). This suggests that the procedural changes have not yet materialized – partially for the Public Housing Program. Senior Property Manager has worked with Tenmast with training to properly track re-exams to prevent late re-exams. Senior Property Manager is working with in-house Compliance Department to put a system in place to track the entire process of re-certification, from appointment letter to lease amendment notification, including reminder notifications to Managers regarding number of re-certifications not processed to-date.</td>
</tr>
</tbody>
</table>

### PIH Compliance Monitoring Review FY2017
**March 20-23 and April 10-11, 2017**

#### OPEN Concerns

<table>
<thead>
<tr>
<th>Concern</th>
<th>Details</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCV Concern 5</td>
<td>As of 12/31/16, less than 40% of participants pay more than 30% of monthly income towards rent. However, 48% of participants with 2 BR units pay more than 30% of their monthly income toward rent. <strong>“Awaiting HUD Response”</strong> <strong>DHA HCV Program October Response:</strong> In 2018 DHA increased the payment standards for all bedroom sizes to 100% of the fair market rent, which should decrease the rent burden for all bedroom sizes. DHA will continue reviewing the payment standards on an annual basis when the new FMRs are published and at other times when deemed necessary.</td>
<td></td>
</tr>
<tr>
<td>Concern 7</td>
<td>DHA has rent collection policies in place. However, GOPH has been notified of issues regarding poor recordkeeping in this area, conducive to unverifiable debts owed to DHA (e.g., Edgemont Elms). According to <strong>January 2019 Response:</strong> Develop/Implement staff training regarding lease terminations and effective Lease enforcement. We have also procured a collection company to assist in the collection of past balances from households that have moved out with balances. Operations is working with Management on collecting rent in a timely manner, which will lower the amounts owed at move-out.</td>
<td></td>
</tr>
<tr>
<td>Findings</td>
<td>Description</td>
<td>Responses to HUD</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| **Concern 8** | DHA did not meet the 90% or greater Capital Fund Program (CFP) obligation requirement in LOCCS by the Obligation End Date (established as 04/12/2017) for Grant NC19p013501-15. An extension has been requested (through the Office of Capital Improvements (OCI) due to the RAD Conversion. | **“Awaiting HUD Response”**  
 **January 2019 Response:** As of December 31, 2018, HUD was still working with DHA to confirm 90% obligation was met by the deadline. With the shutdown, all communication around this matter has been suspended until HUD furloughed staff return to work.  
 **October 2018 Response:** As of September 30, 2018, HUD informed DHA that 90% obligation is documented and this issue is closed.  
 **July 2018 Update:** DHA has obligated contracts in LOCCS to show 90% obligation was meet prior to the 2014 CFP grant obligation deadline.  
 As noted in report, an obligation extension request was submitted to HUD. Although an extension approval has not been received, the obligation due date has been extended in LOCCS to 4/12/2018. |
| **Concern 9** | As of 3/12/17, DHA has 18 total (PH and HCV) potential multiple subsidy instances. | **“Awaiting HUD Response”**  
 **DHA PH Program October 2018 Update:** The Operations and Compliance teams have worked to reduce the number of Multiple Subsidy instances.  
 **DHA PH Program July 2018 Update:** The Operations and Compliance teams have worked to reduce the number of Multiple Subsidy instances. The EIV Multiple Subsidy Report pulled on July 18, 2018 shows five (5) potential multiple subsidy instances. These cases are in the process of being resolved by the Operations team.  
 SPM working with Compliance Manager to better handle multiple subsidy issues. Also, we are working with Tenmast Software to determine how this can be caught prior to submission in PIC. |
| **Concern 10** | DHA did not complete an inventory of the office items because the only item that costs more than the $5,000-dollar threshold is the computer server. | **January 2019 Response:** The Inventory policy has been revised and approved by our Board of Commissioners.  
 DHA did not complete an inventory of the office items because the only item that costs more than the $5000 dollar threshold is the computer server. |
DURHAM HOUSING AUTHORITY’S
COMPLIANCE MONITORING REVIEW REPORT RESPONSE

<table>
<thead>
<tr>
<th>Findings</th>
<th>Description</th>
<th>Responses to HUD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DHA is revising the current capitalization policy to include inventory control procedures that cover all DHA assets. Our current procedures for counting office items is independent of the fixed asset identification and capitalization process which is why our COCC items are not included with the Public Housing inventory counts. Our goal is to streamline our inventory control process so that our AMPs and COCC items are recorded in the same place.</td>
</tr>
</tbody>
</table>

DURHAM HOUSING AUTHORITY’S
2005 OIG AUDIT
COMPLIANCE MONITORING

<table>
<thead>
<tr>
<th>Audit</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
</table>
| OIG Audit Report No. 2005-AT-1004, Finding 2E | Procurement Findings Related to:  
  - Temporary Employment  
  - Legal Services  
  - Damar Court Paving  
  - Fayette & Morreene Paving & Drainage  
  - Hoover Road Roofing  
  - Appliances  
  - Pest Control | On August 23, 2017, DHA received a letter from Ms. Shirley Wong regarding the current repayment agreement of $3,551,531.58. As requested in the letter, DHA provided documentation relevant to each of the items listed in the description column on September 28, 2017.  
  
  On an ongoing basis, relevant staff responds to inquiries from HUD regarding this topic. |
<table>
<thead>
<tr>
<th>Audit</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD Department of Fair Housing &amp; Equal Opportunity Review of Title VI</td>
<td>Deficient in the area of a Language Assistance Plan (LAP)</td>
<td>A HUD Fair Housing Compliance Review was conducted on June 25-29, 2018. There were no findings; However, DHA was offered an opportunity to enter into a Voluntary Compliance Agreement to cure the deficiency of not having a LAP for Limited English Proficient (LEP) individuals. The Agreement went into effect on August 10, 2018 and is effective for three (3) years. DHA has until 12/2018 to develop an LAP. <strong>January 2019 Update:</strong> (Correction: DHA had until 12/2018 to develop a Four Factor Analysis) DHA submitted a Four Factor Analysis to HUD’s Office of Fair Housing and Equal Opportunity in December of 2018, we are awaiting a response from HUD. We have until 4/2019 to submit an LAP.</td>
</tr>
</tbody>
</table>
| PHAS | Designated Troubled Agency | **January 2019 Update:** Still awaiting HUD’s response on whether or not DHA will still have to enter into a Recovery Plan.  
On September 17, 2018 DHA received notice that its FY 2017 PHAS Score increased to 60 points and **that DHA has been designated as “Substandard”**.  
On July 13, 2018, CEO sent a “Proposed Recovery Plan” to HUD.  
On June 12, 2018, DHA was designated Troubled by HUD’s Real Assessment Center (‘REAC’) based on a failing Public Housing Assessment System (“PHAS”) score of 57 for the FY 2016. |
Public Housing Pet Policy Overview
Please see attached the Pet Policy attached.

A quick pet fee survey was conducted of three (3) random apartment communities in Durham. Their pet fees are as follow:

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Non-Refundable Pet Fee</th>
<th>Monthly Pet Rent</th>
<th>Total Fees in 1st Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community 1</td>
<td>$300</td>
<td>$30</td>
<td>$660</td>
</tr>
<tr>
<td>Community 2</td>
<td>$300</td>
<td>$20</td>
<td>$540</td>
</tr>
<tr>
<td>Community 3</td>
<td>$200</td>
<td>$15</td>
<td>$380</td>
</tr>
<tr>
<td>DHA</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
</tr>
</tbody>
</table>

Updates on Duke Mental and Physical Health Correlates of Eviction Study
The Duke University School of Nursing (DUSON) Community Health Improvement Partnership Program (D-CHIPP) partnered with DHA on a grant opportunity from the Duke Clinical & Translational Sciences Institute (Duke CTSI).

The $25,000 CTSI Population Health Improvement Grant was awarded to D-CHIPP in partnership with DHA to research the Mental and Physical Health Correlates of Eviction. The research topic came from Duke CTSI’s prior community engagement on Affordable Housing, or the lack of enough affordable housing, and its impact on health. The community group determined evictions in Durham were an important issue to examine.

The study will analyze DHA’s eviction filings for a five year period (2013-2017) by data matching the households that were filed with the records of Duke Health, Lincoln Health and Alliance Behavioral Health as well as the Durham Continuum of Care (CoC). A statistician will perform an analysis of the data alongside the Duke Researcher/Professor, Dr. Donna Biederman, to report on the mental and physical health correlates as well as how many families became homeless.

Currently the data matching is well underway, the results are expected by July, 2019; however it has been reported that the data matching is moving faster than expected.

Eviction Data
Preliminary information from DHA’s data gathering for the health correlates study has shown us:
- Approximately 713 families had a court case filed against them from 2013-2017, approximately 143 families per year.
• It is estimated **383** of those cases resulted in evictions; however, it’s not clear how many of those could have been voluntary moves. That equates to approximately **77 families per year**.
  - 383 represents 54% of the families filed.
• Of the 383 possible evictions, **260 were families with children**. This represents 68% of the families evicted.

We look forward to the additional data the study will provide.

**Updates on DHA Eviction Diversion Program**

DHA has been in conversations with Alliance Behavioral Health on the start of an Eviction Diversion Program. Our goal is to prevent families from being filed for eviction, not just to divert an eviction case after its started. The strategy discussed was to take Alliance’s existing *Ready to Rent* curriculum, tailor it and change the name to fit this need.

Preliminary discussions were with the McDougald Terrace Resident Council members and property management, who were all on board and liked the idea. They agreed to be a pilot community for the program and to be a part of putting together the program. They felt it would be a great opportunity to get families the assistance they need to prevent eviction, but also open the door to build relationships if the family needed to talk to a health professional about other personal matters.

We plan to continue discussions in the coming weeks with the goal of launching the pilot program in the early spring. The pilot is also being considered for a senior community.
Chapter 10

PETS
[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION
This chapter explains DHA’s policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of DHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of DHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet fees for elderly/disabled developments. This part contains policies for pet fees that are applicable to elderly/disabled developments.

Part IV: Pet fees for general occupancy developments. This part contains policies for pet fees that are applicable to general occupancy developments.

PART I: ASSISTANCE ANIMALS
[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW
This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
• Providing minimal protection or rescue assistance
• Pulling a wheelchair
• Fetching items
• Alerting persons to impending seizures
• Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to DHA’s pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS
A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person’s disability and his or her need for the animal [PH Occ GB, p. 179].

A DHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A DHA’s refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

• There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
• There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHA’s have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

DHA Policy
For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and DHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.
10-I.C. CARE AND HANDLING
HUD regulations do not affect any authority a DHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

DHA Policy
Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident’s care or handling of an assistance animal violates these policies, DHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If DHA determines that no such accommodation can be made, DHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS
[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW
The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets
DHA require registration of the pet with DHA [24 CFR 960.707(b)(5)].

DHA Policy
Pets must be registered with DHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date. Pets will not be approved to reside in a unit until completion of the registration requirements.
Refusal to Register Pets

DHA Policy

DHA will refuse to register a pet if:

- The pet is not a common household pet as defined in Section 10-II.C.
- Keeping the pet would violate any pet restrictions listed in this policy.
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order.
- DHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If DHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of DHA’s decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with DHA’s grievance procedures.

Pet Agreement

DHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with DHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident’s certification that he or she has received a copy of DHA’s pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with DHA’s pet policy and applicable house rules may result in the withdrawal of DHA approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHA’s may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size.
- Prohibitions on types of animals that DHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law.
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA’s may not require pet owners to have any pet’s vocal cords removed.

**Definition of “Common Household Pet”**

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHA’s to define the term [24 CFR 5.306(2)].

**DHA Policy**

*Common household pet* means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:
- Reptiles
- Rodents
- Insects
- Arachnids
- Wild animals or feral animals
- Pot-bellied pigs
- Animals used for commercial breeding

**Pet Restrictions**

**DHA Policy**

The following animals are not permitted:
- Any animal whose adult weight will exceed 25 pounds.
- Dogs of the pit bull, rottweiler, chow, doberman, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
- Any animal not permitted under state or local law or code

**Number of Pets**

**DHA Policy**

Residents may own a maximum of two pets, only one of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as one pet.
Other Requirements
DHA Policy
Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident’s annual reexamination.

10-II.D. PET RULES
Pet owners must maintain pets responsibly, in accordance with DHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions
DHA Policy
Pets must be maintained within the resident’s unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]
PHA’s may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHA’s may direct initial tenant moves as may be necessary to establish pet and no-pet areas. DHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant’s admission would violate a pet or no-pet area. DHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.
PHA’s may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

**DHA Policy**

With the exception of common areas as described in the previous policy, DHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, DHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

**Cleanliness**

**DHA Policy**

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by DHA.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times. Litter box requirements:

- Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Litter shall not be disposed of by being flushed through a toilet.
- Litter boxes shall be kept inside the resident's dwelling unit.

**Alterations to Unit**

**DHA Policy**

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

**Noise**

**DHA Policy**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

**Pet Care**

**DHA Policy**

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage DHA property. No animal may be tethered or chained inside or outside the dwelling unit at any time.
**Responsible Parties**  
**DHA Policy**  
The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify DHA and sign a statement that they agree to abide by all of the pet rules.

**Pets Temporarily on the Premises**  
**DHA Policy**  
Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by DHA.

**Pet Rule Violations**  
**DHA Policy**  
All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

**Notice for Pet Removal**  
**DHA Policy**  
If the pet owner and DHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by DHA, DHA may serve notice to remove the pet.
The notice will contain:

- A brief statement of the factual basis for DHA's determination of the pet rule that has been violated
- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

**Pet Removal**
**DHA Policy**
If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if DHA after reasonable efforts cannot contact the responsible party, DHA may contact the appropriate state or local agency and request the removal of the pet.

**Termination of Tenancy**
**DHA Policy**
DHA may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified.
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**Emergencies**
**DHA Policy**
DHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for DHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.
PART III: PET FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW
This part describes DHA’s policies for pet fees in elderly, disabled and mixed population developments. Policies governing fees in general occupancy developments are described in Part IV.

10-III.B. PET FEES

Payment of Fee
DHA may require tenants who own or keep pets in their units to pay a non-refundable pet fee. This fee is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet fee that may be charged by a DHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as DHA may require. DHA may permit gradual accumulation of the pet fee by the pet owner [24 CFR 5.318(d)(3)].

The pet fee is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

DHA Policy
Pet owners are required to pay a pet fee in addition to any other required fees. The amount of the fee is the higher of the family’s total tenant payment or $300.00, and must be paid in full before the pet is brought on the premises.

Refund of Fee [24 CFR 5.318(d)(1)]
DHA may use the pet fee only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant’s dwelling unit.

DHA Policy
The pet fee is non-refundable. The resident will be billed for any amount that exceeds the pet fee.

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy
DHA Policy
All reasonable expenses incurred by DHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:
- The cost of repairs and replacements to the resident’s dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet fee will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

**Pet Waste Removal Charge**

The regulations do not address DHA’s ability to impose charges for house pet rule violations. However, charges for violation of DHA pet rules may be treated like charges for other violations of the lease and DHA tenancy rules.

**DHA Policy**

A separate pet waste removal charge of $10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, DHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

**PART IV: PET FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

10-IV.A. OVERVIEW

This part describes DHA’s policies for pet fees for those who reside in general occupancy developments.

10-IV.B. PET FEE

A DHA may require a **non-refundable** pet fee to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].
Payment of Fee
DHA Policy
Pet owners are required to pay a pet fee of $300 in addition to any other required fee. The fee must be paid in full before the pet is brought on the premises. The pet fee is not part of rent payable by the resident.

Refund of Fee
DHA Policy
The pet fee is non-refundable. The resident will be billed for any amount that exceeds the pet fee.

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE
DHA require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

DHA Policy
DHA requires pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

- Landscaping costs
- Pest control costs
- Insurance costs
- Clean-up costs

Charges for the non-refundable pet fee are not part of rent payable by the resident.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy
DHA Policy
All reasonable expenses incurred by DHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.
If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet fees will not be applied to the costs of pet-related damages during occupancy. Charges for pet-related damage are not part of rent payable by the resident.

**Pet Waste Removal Charge**
The regulations do not address DHA’s ability to impose charges for house pet rule violations. However, charges for violation of DHA pet rules may be treated like charges for other violations of the lease and DHA tenancy rules.

**DHA Policy**
A separate pet waste removal charge of $10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 30 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.
RESIDENT SERVICES
Durham Housing Authority
Resident Services Committee Meeting
January 16, 2019

Family Self Sufficiency Program: Our FSS Team graduated 24 Head of Households in 2018. Program Participants reached their personal goals, were employed and were independent of cash assistance from any federal or state welfare program for 12 months. Three FSS participants became homeowners in 2018. A total of 5 households received Wheels 4 Hope cars in 2018. Two FSS staff members completed a 2-part training in October of 2018. We will continue improving our FSS Program. First quarter of 2019 we will make revisions to the FSS Standard Operating Procedure, complete an internal audit of all participants goals and files, documenting all and any deviations from HUD Guidelines.

Homeownership Program: Resident Services offer free workshops and training to HCV, Public Housing Residents and individuals in the community. In 2018, we provided training and support to 229 Head of Households. Of the 229 households served, 52 received one-on-one counseling. A total of eight graduates from the homeownership program purchased homes. Our Homeownership program will be audited (desk audit) by HUD in February 2019.

Adult Programing: While we were able to provide resident employment activities in 2018, without HUD’s ROSS (Resident Opportunities Supportive Services) program funding our efforts were limited. On December 21, 2018, HUD announce their 2019 ROSS Grant Awardees. DHA received funding for 2 coordinators for 3 years for a total of $478,000. The City of Durham will partner with Resident Services, offering accountability and program oversight as result of our “troubled status” at the time of application. With the re-established ROSS program, we’ll be able to expand senior site activities—leveraging our community partnerships, providing support and offering workshops specifically for residents in our senior communities. Additionally, with ROSS funding we’ll coordinate services for residents in Cornwallis, Oxford Hoover and Liberty St. communities. In the first quarter of 2019 we’ll offer three workshops: Preparing for your tax return, Career Exploration/Creating an Educational Plan, and Workplace Communication and Cultural Diversity.

Youth Programing: In 2018 we offered programs such as summer camps/feeding programs, counseling and preparation for high-schoolers interested in college, accompanying our youth that attended truancy court, monthly book clubs for youth K-8, youth tutorial program at T.A. Grady, CHOICES (Creating Healthy Opportunities Inspiring Children) Program, just to name a few. Three new partnerships were developed in 2018. A martial arts program established at T.A. Grady—serving McDougal Terrace youth; Made In Durham—preparing youth for post-secondary credentials that lead to a career and the City of Durham’s Office on Youth—“Elevating youth voices, enhancing services and programs for youth in Durham. There will be two workshops offered in the first quarter of 2019 for our youth—Personal Potential for High School Students and preparing for High School (offered to 6th-8th grade students and parents)

Resident Engagement: On November 8, 2018, residents of Hoover Rd elected Resident Council Leaders. We want to thank Men/Women of Vision and Orange Grove Baptist Church for their support and assistance with the election. Re-establishing our ROSS program will be helpful in our outreach and engagement efforts. Additionally, Resident Services will be much more intentional in partnering and designing workshops with Resident Safety and Security Department. Given the increased criminal/gang
activity in our communities, we suspect safety is the #1 concern of our residents. We’re hoping residents will be more engaged in program services/activities as safety concerns are addressed. Resident Services will provide Resident Advisory Board Leadership Training and Community Engagement Training in the first quarter of 2019.

**Health and Wellness Programs:** In 2018, we started the Community Health Collaborative (Durham Health Department, Duke University School of Nursing, NCCU School of Nursing and UNC school of Public Health). The goals were to organize, coordinate and evaluate existing services, eliminate any duplication, identify gaps in services and begin planning an outreach program targeting other service providers. In the 4th quarter of 2018 we added an additional partner—The mental health agency, New Life through Health and Wellness. They began conducting mental health workshops in November 2018. So far, they’ve held workshops in Cornwallis, McDougald, and Club Blvd. In the first quarter of 2019, we plan to expand senior activities and establish goals and measurement performance tool for our community partners. Additionally, in the first quarter, we will offer a decluttering your home workshop for our senior residents.

**Resources/Additional Funding for Resident Services Department:** Though a partnership with Project Access Durham and Duke University School of Nursing was expanded and grant application submitted to BCBS Foundation, it was announced in December that we were not elected to continue to move forward. We are researching grant opportunities offered by the Kresge Foundation. While we’ve spoken with a grant administrator and registered to apply to the Kresge Foundation, we may have missed the opportunity for this round of funding. Application deadline is January 15, 2019. One of Kresge’s Human Services Program goal is to partner with public non-profits (including governmental) that “provide support to families and communities who struggle with the daily realities of living in poverty with the tools they need to enter, and advance in, the economic mainstream”. We plan to apply to two foundations and/or corporate grant opportunity in the first quarter of 2019.

**Wireless Internet Access and Technology Training:** NCCU and City of Durham are currently viewing our community centers to determine where the technical equipment will be placed that will allow internet access to our communities. We are hoping for a late May or early June completion.

**HUD Grants:** DHA was Awarded 478K for the 3-year ROSS Program commencing January 2019 and ending December 2021. HUD’s Jobs Plus Grant Announcement is pending. Resident Services applied for 2.3 million to support employment opportunities for McDougald Terrace residents.
First Time Homebuyer's Institute for 2019

Dates are:

February 9th from 9-5  
June 8th from 9-5  
May 11th from 9-5  
September 14th 9-5

First Time Homebuyers' classes cover:

- How to increase the credit score; Down Payment Assistance Programs; Fair Housing; the Role of the Banker; the Role of the Realtor; the Role of the Attorney; Researching the title, Foreclosure Prevention, Budgeting, using your HCV Voucher, the Inspector's Role and an opportunity to have a one-on-one pre-purchase and post counseling!

Location: JJ Henderson's Housing Center's Auditorium

807 South Duke Street

To register, go to

www.durhamhousingauthority.org
Durham Housing Authority
Durham, NC

MINUTES OF THE RESIDENT SERVICES COMMITTEE

October 17, 2018

Attendees:

Dan Hudgins, DHA Board of Commissioners
Patrice Nelson, DHA Board of Commissioners
Eric Pristell, Attorney Banks Law Firm
Meredith Daye, Director of Development
Matthew Scaparro, Director of Operations
Ashanti Brown, Director of Strategic Management
Melvin Green, Resident Services Program Manager

Call to Order
The meeting was called to order by Commissioner Hudgins at 5:30 p.m.

Review and Approval of July 12, 2018 Minutes
The July 12, 2018 Resident Services Committee meeting Minutes were deferred for approval by Commissioner Hudgins in the absence of Commissioner Nottingham.

Director’s Report
Program Updates

Family Self Sufficiency Program: Since mid-July, 10 Head of Households from public housing and the Housing Choice Voucher program met their five-year Family Self Sufficiency goals and closed out of the FSS program. Given the cost of housing in the Durham community, six families have no immediate plans to move from public housing or give up their Housing Choice Voucher. One family moved out and is in search of market rate housing, and one family is in search of a home to purchase. Two families successfully purchased a home, one in Burlington and another in Greensboro.

Homeownership Program: There were two Home Ownership Institute Workshops offered since our last quarterly meeting. In July we had 32 attendees and in September, 31 attended—all of which were DHA residents and/or residents from the community. In August we offered two workshops, “How to Buy a House Using the HCV Voucher” and Habitat for Humanity’s Workshop. So far, in 2018 two of our HCV residents purchased homes using their Housing Choice Vouchers. There were 41 one-on-one housing counseling sessions, covering issues such as budget, credit overview, homeownership counseling and Family Self Sufficiency.

Other FSS Activities: Three families received a car through Wheels 4 Hope; there were 10 intakes for job search and placement support; one resident was hired by Duke at $14.00 per hour;
one resident completed the High School Diploma Program; over 100 book bags and supplies were given to our DHA residents. Finally, working in conjunction with the Housing Choice Voucher staff, we’re near completion with the TenMast/Pic “clean-up”, providing HUD an accurate depiction of our data and headcount.

**Education and Youth Programs:** There are 15 kids from McDougald Terrace attending the after-school program at T.A. Grady, Monday-Thursday from 3:00 to 5:00. Cornallis Afterschool Program will start again on October 8th, Monday-Thursday from 3:00-6:30 p.m.

There are 12 kids attending the Hoover Rd Afterschool program Tuesdays and Thursday from 4:00-6:00 pm.

Commissioner Hudgins asked, who is running the Cornallis Road After School program?

Mr. Green replied that he was unsure who was operating the program but that he would inquire from Tammy Jacobs the Youth and Educational Program Manager. He also stated that the Durham County Public Library was operating the program at TA Grady and the Summit Church is operating the program at Hoover Road.

**Smoking Cessation Program:** In partnership with Duke University, DHA has selected six residents that will serve as Community Health Advisors, more specifically Smoking Cessation Advisors. The candidates were interviewed and selected to represent the Club Blvd., McDougal Terrace, Hoover Rd, and Cornallis Rd. Communities. The residents had to successfully complete a Cessation Navigation and Research Training requirement before being selected. Residents will have a 1-year commitment to this position and will be paid $15.00 per hour. No more than $200.00 per month can be earned. Duties will include educating the community about measures to quit smoking and the importance of quitting to your overall health and the health of their love ones.

Commissioner Hudgins asked, how many of our residents smoke? And didn’t they have over a year to get ready for the no smoking policy?

Mr. Green’s replied that his best guess would be upwards of 70%. And yes, they had over a year to prepare and showed their displeasure with the policy at Resident Council meetings.

**Grant Applications: Ross Grant:** Resident Services Department applied to HUD for the 2018 Resident Opportunity and Self-Sufficiency Program on July 30, 2018. This is a 3-year grant starting in January 2019. If awarded, we would have 2 Service Coordinators/Case Managers assigned to assist our public housing residents. One Case Manager would provide support to our family communities—Cornallis Road, Oxford Manor, Hoover Road and Liberty Street. A second Case Manager will focus on our Sr. sites—JJ Henderson, Forest Hill Heights, Scattered Sites and Oldham Towers. While we’ve administered ROSS grants in prior years, because of our “Trouble Status” with HUD, we were required to name a Contract Administrator/Partner that would provide administrative oversight—specifically quarterly reviews, performance and financial reports. The City of Durham’s Community Development Department agreed to partner with us. The grant award decision is pending.
Ms. Daye asked, does the ROSS grant go away with RAD?

Melvin Green replied yes and no. If an agency has converted their complete housing portfolio to RAD and have an existing ROSS grant, then they can complete the grant but will not be eligible in the future as it is a public housing grant.

**2018 Jobs Plus Initiative:** Resident Services Department applied to HUD for the 2018 Jobs Plus Initiative. The intent of the initiative is to develop locally-based, job-driven approaches that will increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement, technology skills and financial literacy for our residents living in the McDougald Terrace Community. Different than most employment training programs, we’ll bring an innovative and holistic approach to job readiness—an approach that doesn’t just acknowledge the barriers that keep residents unemployed. Our Jobs Plus Program will acknowledge the “elephant in the room” barriers—such as childhood and adult trauma, learning disabilities (attention deficit disorder), oppositional defiant disorder, substance abuse, anxiety and depression, low self-esteem, and extreme poverty.

In partnership with Durham Workforce Development Board, and the residents of McDougald Terrace our goal is to significantly decrease the unemployment rate at McDougald Terrace. Currently the unemployment rate is 65%. Over the course of 4 years, our ambitious goal is to decrease the unemployment rate to 36%. The Jobs Plus Earned Income Disregard component of the Jobs Plus Program will afford our McDougald Terrace residents the opportunity to build wealth quickly—wealth that will prepare them for self-sufficiency. The 4-year Grant request is for $2.3M.

Commissioner Hudgins asked, how many years is the grant?

Melvin Green replied that the grant is for a 4 year period.

Ashanti Brown asked, is that only counting the heads of households?

Mr. Green’s reply was that it is all household members 18 and above.

**Hoover Rd. Resident Council Election:** With the support and partnership of Men and Women of Vision, along with Orange Grove Baptist Church, we have 5 nominees for Hoover Rd. Resident Council Officers. All nominations are due by October 11th at 6:30 pm. After more than 18 months of not having a council in place, the candidates are eager to be trained and serve as leaders for their community.

**Expanding Head Start Program at McDougald Terrace:** Olive Joyner and Tammy Jacobs met with staff members at Durham Head Start Program regarding increased McDougald’s children enrollment into the existing Head Start program. Current enrollment is dangerously low, risking the continuation of services at McDougald. DHA will host an event at McDougald on October 19th in hopes to increase enrollment by an additional 8 to 10 children. Durham Head Start will have their Family Engagement Specialist on site to assist with processing applications on site. As you are aware, reliable childcare is a barrier to our residents securing employment. Duplicate efforts are being planned for the Cornwallis and Liberty Street communities. Additionally,
having identified unused space at McDougald Terrace, we're exploring the possibility of expanding the Head Start Program at McDougald to include Early Head Start, serving 1 to 2-year-old children, thus increasing our chances of putting residents to work.

Commissioner Hudgins asked, would this be Early Head Start?

Mr. Green replied that it would be.

**New Interns:** Duke University Divinity Student, Michael McFerran joined our department on September 24th. Although currently a Duke Div. student, Michael spent a year studying Theology at the University of Oxford. He plans to attend law school after Divinity School, combining his theological education with legal training to ultimately advocate for the low-income families. While at Resident Services, in addition to supporting our Case Managers, Michael’s assignment will include developing an E-Newsletters, building a Resident Service brand, collecting Family Self Sufficiency success stories, assisting with initial planning for DHA’s 2019 Golf Tournament, creating a fundraising plan and grant proposals.

NCCU Interns: Currently there are three NCCU Interns—two seeking Bachelor of Science degrees and one MSW Program. Cheryl James (MSW Candidate) will carry a small caseload, to include case notes and linking to services. The Undergraduates, Evette Richardson and Destinee will assist with identifying resident needs and provide assistance to Program Manager, Tammy Jacobs in addressing those needs.

Commissioner Hudgins asked, is this the first time that we have had a Duke Divinity student?

Mr. Green replied yes it is the first time in his seven years being with the agency.

Commissioner Hudgins asked, who supervises the interns?

Mr. Green replied that Tammy Jacobs, the Youth and Educational Program Manager does.

**Urban Tree Project:** Olive and Matt met with Katie Rose, from Trees Durham. Katie is driving force behind the project. She approached Olive and Matt about planting trees on DHA properties this fall. Researchers have linked the presence of urban trees to reducing rates of cardiac disease, strokes and asthma due to improve air quality, as well as reducing stress by helping interrupt thought patterns that lead to anxiety and depression. The trees would be completely free to the community. Most importantly, we are having preliminary conversations around using this opportunity to honor the young and “not so young” individuals whose lives were cut short due to violence in our public housing communities. Soliciting the approval of the families of course, such an event could help with the grieving process, honor the love one lost, send a message that DHA cares and is deeply touched when we lose a member of our community. Katie will find out before the end of the month the status of the grant award.
Public Comments:

Commissioner Hudgins introduced a program called Building Fences that provides fences for domestic pets. He stated that the organization has concerns regarding our pet policy. He will attend a walk through event at McDougald Terrace on December 3, 2018 with the group.

Commissioner Nelson revisited a discussion from the Operations meeting earlier in the day. She expressed concerns about the number of vacancies in our communities (144) and the number of families residing in Urban Ministries and Families Moving Forward shelters. It was suggested that the discussion be tabled until the next Operations meeting.

Adjourn
The meeting was adjourned at 6:15 pm.

Respectfully Submitted,

[Signature]
Olive Joyner
Durham Housing Authority
Durham, NC

MINUTES OF THE RESIDENT SERVICES COMMITTEE

July 12, 2018

Attendees:
Gloria Nottingham, DHA Board of Commissioners
Anthony Scott, Chief Executive Officer
Patrice Nelson, DHA Board of Commissioners
Eric Pristell, Attorney Banks Law Firm
Olive Joyner, Director of Resident Services
Meredith Daye, Director of Development
Matthew Scaparro, Director of Operations
Danita Johnson, Director of Housing Choice Voucher Program
Melvin Green, Resident Services Program Manager
Tammy Jacobs, Resident Services Youth & Family Education Program Manager
Joyce Briggs, Family Self-Sufficiency Coordinator
Jasma Rankin, Family Self-Sufficiency Coordinator
Destiny Alexander, Family Self-Sufficiency Coordinator

Call to Order
The meeting was called to order by Commissioner Nottingham at 5:30 p.m.

Review and Approval of April 12, 2018 Minutes
The April 12, 2018 Resident Services Committee meeting Minutes were approved by Commissioner Nottingham.

Director’s Report
The first few weeks were spent getting acquainted with Resident Services monthly and quarterly commitments and obligations. One-on-one meetings with Resident Services team members revealed opportunities for leadership support and training. Jasma Rankin and Destiny Alexander attended a 3 day Self Sufficiency Service Coordination Training in New Orleans (June 19-21). While prior to training, both team members exhibited an understanding of how to administer the FSS program, with formal training we expect significant improvement to overall program administration. Staff increased knowledge will ensure resident’s personal, education, employment and housing goals are strengthen, increasing their chances for self-sufficiency once the household completes the program.
Program Updates

Summer Camps/Feeding Programs: Five Summer camps/Summer feeding programs are operating in the following communities:

a. Club Blvd – June 18th thru August 10th
b. Cornwallis – June 25th thru August 10th
c. Hoover Road – June 25th thru August 10th
d. McDougald Terrace Community (T.A. Grady Location) – June 18th thru July 27th

Commissioner Nottingham asked if Oxford Manor just a feeding program? About how many children do you have attending each camp?

Mrs. Jacobs responded that Oxford Manor is just providing meals and they are serving about 30 kids per day. Club Boulevard has 17; Cornwallis Road has 20; Hoover Road has 12 and McDougald Terrace has 21.

Commissioner Nottingham asked, was there a cut-off date? What are the ages?

Mrs. Jacobs responded that there registration is still open and the programs are serving k-12 students.

Commissioner Nottingham asked, is there parent participation?

Mrs. Jacobs responded that we have two sites that parents are assisting this summer – McDougald Terrace and Oxford Manor.

Commissioner Nottingham asked, how does this compare to previous years does?

Mrs. Jacobs responded that in previous years we had funding in place through the 21st Century Community Learning Centers and had the capacity to serve more students. This year we are seeing about 100 fewer participants.

Commissioner Nelson asked, why is the Housing Authority providing summer camp? You do not have to answer this question now but everything that we do should tie back to our goals within our strategic plan.

Mrs. Jacobs responded that she could provide an answer now. There are two main reasons:

1. The Summer Slide – All children lose what they learn if they do not use it, so we try to promote summer learning.
2. To provide an opportunity to provide meals to our youth during out-of-school times. Our youth are vulnerable so we try to assist in meeting their nutritional needs.

Commissioner Nelson asked, why is it that the Housing Authority do that and how does that help us move our residents forward and accomplish their goals?
Commissioner Nottingham responded that the average annual income of McDougald Terrace residents is about $12,000. Public Housing participants cannot afford to put their kids in other camps. We need to provide an outlet for positive activities to keep them out of unproductive situations.

**Upcoming Youth Opportunities**

**Fab Lab:** The NCCU Fabrication Laboratory better known as the FAB Lab opened in May 2015. It is housed in the Mary Townes Science Building on the campus of North Carolina Central University. The Fab Lab is a technical prototyping platform for innovation and invention. The lab is used to research, design and actually construct actual products such as 3D artwork to laser designs to textiles. Students as well as faculty from all majors such as law to family consumer science use the lab for assignments and upcoming announcements and engagements. In addition to NCCU students and staff, the Lab is also used by local students from Durham Academy and the Immaculata Catholic School.

Commissioner Nottingham asked, many students can they accomodate?

Mrs. Jacobs replied that at this time there is not a limit on participants. His only request is that we openly recruit students.

**Resident Services Communication Update:**

On July 1st we sent our first email blast to all residents that are enrolled in FSS program. The Newsletter was sent to inform FSS participants on current events and happenings in their communities. Resident Services have been using Facebook for about four months. What we’ve learned so far: Our average post status reached about 896 people daily. Sunday during 3:00am to 6:00am we have about 261 people viewing our page, and Wednesday - Friday from 3:00pm to 9:00pm we average about 475 people viewing our post during our peak hours. 80% of our fans are women and 19% are men. Majority of our followers live in Durham County however 3% are from surrounding counties. 95% of our followers speak English and 2% speak Spanish. We just started scheduling our Motivational Mondays and Throw Back Thursdays post to go out. This is a current trend on Facebook.

The idea behind using social media and email blast is to equip as many residents as possible with information about meeting, training, program and community involvement opportunities. We are getting great feedback from participants who visit our site.

**Resident Council Update:**

a. Total of 16 Public Housing Communities  
b. 3 Communities Full Executive Board (JJ Henderson, McDougal and Oldham)  
c. 7 Partial (But Active) Boards (Club, Cornwallis, Forest Hill, Franklin Village, Laurel Oaks, Oxford and Scattered Sites)  
d. 2 Partial (But Inactive) Damar Court and Moreene Rd. (RAD Projects)  
e. 4 Communities (No Board) (Hoover, Liberty, Edgemont Elms and Goley Pointe)  
f. 6 Communities preparing for election (Club, Cornwallis, Hoover, Laurel, Liberty Street, Scattered Sites)
g. 2 Communities without plans for elections at this time (Edgemont Elms and Goley Pointe)

Mr. Scott asked, is there a reason why Damar Court and Morreene Road Councils are not meeting?

Mr. Green replied that the Councils and Resident Services had been told that there was not space available to conduct the meetings.

Mr. Scaparro stated that he has been conducting monthly meetings with the residents from both communities and extended an invitation to Mr. Green to attend and speak with the residents about their Council meetings resuming.

Commissioner Nottingham asked, does Hoover Road have a fully functioning Resident Council because that is what she had heard?

Mr. Green replied that Hoover Road does not have an executive board at this time but is close to being up and running.

Mr. Pristell asked, how is the RAB?

Mr. Green replied that it is struggling because our community Resident Councils are struggling.

Mr. Pristell asked, how the HCV participation at this time?

Mr. Green replied that we have zero participants which is down from 5 sitting members and 3 alternatives.

**Family Self-Sufficiency:** Within the last 7 months, the FSS Program staff made a few much needed adjustments internally and externally. Two staff members attended a 3 day FSS training in June.

- a. Currently we have 63 PH FSS participants and 128 HCV FSS participants, totaling 191 FSS Participants.
- b. Since January 2018, 9 residents attended an orientation for FSS Program (Next orientation will be held on July 19th). 13 FSS residents closed out in 2018 with only two using their escrow funds for homeownership. (11 of the closeouts failed to meet obligations and/or left voluntarily.)
- c. In 2018, there were 6 Habitat for Humanity Classes held at JJ Henderson—282 attended and 68 of them were residents of DHA; 12 DHA residents have been chosen for the Habitat Program.
- d. In 2018, there were 4 Homebuyers’ Institute Classes: two classes on “How to buy a House”, 114 registered and 60 completed the class; 60 individuals have registered for the upcoming July 28th class (DHA residents and general public). Two homeownership classes (using HCV) was offered, 27 registered for the class and 30 attended.
e. Currently 3 voucher holders have signed contracts to purchase homes and 2 have selected lots for their Habitat for Humanity Homes
f. Thanks to our partnership with Wheels 4 Hope, we have had one FSS/PH resident receive a vehicle and currently 3 applications are being considered.

Mr. Pristell asked, do you work with the City with their mortgage down payment assistance program?

Ms. Briggs responded that there are no funds available through the City at this time. However, there is funding available through the North Carolina Housing Finance Agency in the amount of $30,000 in mortgage down payment assistance that DHA residents may apply.

Mr. Pristell mentioned that the Banks Law Firm has down payment assistance funds available to public housing participants.

Looking Ahead:

Mrs. Joyner gave her plans to continue to engage our residents and communities to determine their needs. Also, Mrs. Joyner provided an overview of the application to HUD for the Resident Opportunity & Self-Sufficiency program by Resident Services. The program will provide needed case management and self-sufficiency services to our family and senior/disabled communities.

Public Comments:

Ms. Johnson, HCVP Director, commended the FSS team on their performance in strengthening the program.

Adjourn
The meeting was adjourned at 6:21 pm.

Respectfully Submitted,

Olive Joyner
VIII. Resolutions for Approval
HOUSING AUTHORITY OF THE CITY OF DURHAM

MEMORANDUM

TO: Board of Commissioners
FROM: Anthony Scott, Chief Executive Officer
DATE: January 23, 2019

SUBJECT: Resolution Authorizing the Write-Off of Conventional Housing Collection Losses for the Period Beginning November 1, 2018 and Ending November 30, 2018

I. STATEMENT OF ISSUE

Durham Housing Authority (DHA) requires that vacated tenant account balances be written off monthly for public housing residents.

II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses from all Conventional Housing programs administered by DHA. The amounts to be written off by Asset Management Project (AMP) for the period beginning November 1, 2018 and Ending November 30, 2018 are as follows:

<table>
<thead>
<tr>
<th>AMP #</th>
<th>Community</th>
<th>Budgeted Write-Off</th>
<th>Amount Written Off YTD</th>
<th>Current Write-Off</th>
<th>New Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>McDougald Terrace</td>
<td>$21,335.00</td>
<td>$23,459.50</td>
<td>$0.00</td>
<td>$26,926.50</td>
</tr>
<tr>
<td>3</td>
<td>Scattered Sites</td>
<td>$4,892.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>Oldham Towers</td>
<td>$5,639.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Cornwallis Road</td>
<td>$11,482.00</td>
<td>$13,210.39</td>
<td>$0.00</td>
<td>$15,584.46</td>
</tr>
<tr>
<td>6</td>
<td>Liberty Street</td>
<td>$7,639.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>Club Boulevard</td>
<td>$8,795.00</td>
<td>$0.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>8</td>
<td>Hoover Road</td>
<td>$3,104.00</td>
<td>$1,099.30</td>
<td>$0.00</td>
<td>$1,099.30</td>
</tr>
<tr>
<td>9</td>
<td>JJ Henderson</td>
<td>$14,326.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>10</td>
<td>Moreene Road</td>
<td>$0.00</td>
<td>$1,469.63</td>
<td>$0.00</td>
<td>$1,469.63</td>
</tr>
<tr>
<td>11</td>
<td>Damar Court</td>
<td>$0.00</td>
<td>$742.00</td>
<td>$0.00</td>
<td>$742.00</td>
</tr>
<tr>
<td>12</td>
<td>Oxford Manor</td>
<td>$11,018.00</td>
<td>$6,071.10</td>
<td>$0.00</td>
<td>$635.17</td>
</tr>
<tr>
<td>14</td>
<td>Forest Hill Heights</td>
<td>$5,679.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$596.00</td>
</tr>
<tr>
<td>15</td>
<td>Laurel Oaks</td>
<td>$3,003.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>31</td>
<td>Edgemont Elms-PH</td>
<td>$10,910.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>32</td>
<td>1010 Worth Street</td>
<td>$284.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>33</td>
<td>Goley Pointe-PH</td>
<td>$1,634.00</td>
<td>$5,311.07</td>
<td>$0.00</td>
<td>$5,311.07</td>
</tr>
<tr>
<td>Total</td>
<td>$109,740.00</td>
<td>$51,362.99</td>
<td>$60.00</td>
<td>$52,424.13</td>
<td></td>
</tr>
</tbody>
</table>
III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the write-off of collection losses in the amount of $60.00 for Conventional Housing.
RESOLUTION NO.__________

RESOLUTION AUTHORIZING THE WRITE-OFF OF CONVENTIONAL HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING November 1, 2018 AND ENDING November 30, 2018

WHEREAS, the Housing Authority of the City of Durham has determined that it has exerted all efforts to collect monies owed from former residents; and

WHEREAS, the property management staff has notified each former resident of the amount owed; and

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require a housing authority to write off any and all monies owed that cannot be collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approves the write-off of rents, utilities, repair charges, court costs and late fees owed as per the listing of delinquent accounts shown in the amount of $60.00 for the period beginning November 1, 2018 and Ending November 30, 2018.

This resolution shall take effect immediately.

Done this 23rd Day of January 2019.

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 January 23, 2019.

(SEAL)  

BY: ____________________________

Anthony Scott, Secretary

126
DURHAM HOUSING AUTHORITY

MEMORANDUM

TO: Board of Commissioners

FROM: Anthony Scott, Chief Executive Officer

DATE: January 16, 2019

SUBJECT(s): Resolution Authorizing Submission to NCHFA of a 2019 Preliminary 9% Low-Income Housing Tax Credit Application for a New Construction Affordable Housing Project to be Co-Developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a Portion of the Existing JJ Henderson Public Housing Site (JJ Henderson Senior Towers Project)

I. STATEMENT OF ISSUE(S)

The Board of Commissioners is asked to grant approval authorizing the submission of a 2019 9% Preliminary Low-Income Housing Tax Credit application to the North Carolina Housing Finance Agency ("NCHFA") for a new construction affordable housing project to be co-developed by Laurel Street Residential, LLC ("Laurel Street") and Development Ventures Incorporated ("DVI") on a portion of the existing JJ Henderson public housing development site, and to be known as the JJ Henderson Senior Towers project.

II. BACKGROUND

DVI is the real estate development instrumentality of the Housing Authority of the City of Durham ("DHA"). In May 2018, DVI selected Laurel Street as a development partner to assist DVI with the redevelopment of DHA’s and/or DVI’s properties. Laurel Street has proposed that a new affordable housing project be developed on a portion of the existing JJ Henderson public housing development site. The proposed project will be located at 807 South Duke Street, will consist of approximately eighty (80) senior units as well as a management office, community space, and amenities, and will be known as the JJ Henderson Senior Towers project (the “Development”). DHA is the current owner of the existing JJ Henderson public housing development site which consists of +/- 3.26 acres and includes the existing JJ Henderson towers.

The Development will serve senior households that earn 30%, 60%, and 80% of local Area Median Income (AMI), by utilizing Income Averaging. Income averaging is a tactic within the tax credit program by which the incomes of the tenants are averaged and the aggregate average income does not exceed 80% of local AMI.

By using income-averaging to achieve the AMI unit mix, fifty-two (52) units will be available to and occupied by seniors that earn income up to 60% of AMI, while twenty-eight (28) units will be available to and occupied by households that earn up to 80% of AMI.
The Development will receive a transfer of housing assistance from twenty-one (21) JJ Henderson and Liberty Street public housing units. The housing assistance will be converted to Project-Based Voucher (PBV) Assistance under the HUD Rental Assistance Demonstration (RAD) program.

III. RECOMMENDATION

It is recommended that the Board of Commissioners authorize the resolution to approve the submission to NCHFA of a 2019 9% preliminary low-income housing tax credit application for a new construction affordable housing project to be co-developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a portion of the existing JJ Henderson public housing site, and to be known as the JJ Henderson Senior Towers project.
RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2019 PRELIMINARY 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR A NEW CONSTRUCTION AFFORDABLE HOUSING PROJECT TO BE DEVELOPED BY LAUREL STREET RESIDENTIAL, LLC AND DEVELOPMENT VENTURES INCORPORATED ON A PORTION OF THE EXISTING JJ HENDERSON PUBLIC HOUSING SITE (JJ HENDERSON SENIOR TOWERS PROJECT)

WHEREAS, Development Ventures Incorporated (“DVI”) is a North Carolina nonprofit corporation and instrumentality of the Housing Authority of the City of Durham (“DHA”);

WHEREAS, in May 2018, DVI selected Laurel Street Residential, LLC (“Laurel Street”) as a development partner to assist with the redevelopment of DHA’s and/or DVI’s properties;

WHEREAS, Laurel Street and DVI wish to submit a preliminary 9% low-income housing tax credit application for the project to be known as the JJ Henderson Senior Towers project;

WHEREAS, the JJ Henderson Senior Towers project will consist of eighty (80) new construction low-income housing tax credit units, a management office, community space and amenities situated on a portion of the existing JJ Henderson public housing development site which includes +/- 3.26 acres of real property (the “Land”) and is located in Durham, Durham County, North Carolina (the “Project”);

WHEREAS, DHA is the current owner of the existing JJ Henderson public housing development site which will partially comprise the Project site;

WHEREAS, DHA will convey a portion of the Land by ground lease to an owner-entity to be managed by a wholly-owned subsidiary of Laurel Street;

WHEREAS, the Project will receive a transfer of housing assistance from twenty-one (21) JJ Henderson and Liberty Street public housing units; and

WHEREAS, the housing assistance will be converted to Project-Based Voucher (PBV) Assistance under the HUD Rental Assistance Demonstration (RAD) program.

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

1. DHA is authorized to execute and deliver all documents and instruments in conjunction with the submission to NCHFA of the 2019 preliminary 9% low-income tax credit application in connection with the Project.

2. DHA is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions.
in the name of DHA.

3. The Chief Executive Officer and Director of Development of DHA are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate submission to NCHFA of the 2019 Preliminary 9% low-income housing tax credit application in connection with the Project.

4. All actions taken to effectuate the foregoing resolutions by DHA, the Chief Executive Officer and Director of Development of DHA are hereby ratified and confirmed.

5. This Resolution shall take effect immediately.

Done this ____ day of ___________, 2019.

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 ___________, 2019.

(SEAL)

BY: ______________________________
    Anthony Scott, Secretary
ENTITIES

of

Durham Housing Authority

Monthly & Annual Meetings
❖ Development Ventures Incorporated

Quarterly & Annual Meetings
❖ Edgemont Elms Housing, Inc.
❖ Learning Assistance, Inc.

Annual Meeting
❖ Preiss – Steele Place, LLC
AGENDA

FOR

REGULAR & ANNUAL MEETINGS FOR THE BOARD OF DIRECTORS

January 23, 2019

Anthony Scott, President
**Agenda**

**REGULAR & ANNUAL MEETINGS**

**January 23, 2019**

**ORDER OF BUSINESS**

I. **CALL TO ORDER**
   - Roll Call
   - Establish Quorum

II. **PUBLIC COMMENT PERIOD**

III. **CHANGES TO THE AGENDA**
   - None

IV. **APPROVAL OF MINUTES OF THE BOARD OF COMMISSIONERS**
   - Regular Board Meetings held on December 19, 2018

V. **RESOLUTIONS FOR APPROVAL**
   - Resolution Authorizing Submission to NCHFA of a 2019 Preliminary 9% Low-Income Housing Tax Credit Application for a New Construction Affordable Housing Project to be Co-Developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a Portion of the Existing JJ Henderson Public Housing Site (JJ Henderson Senior Towers Project)

VI. **ANNUAL MEETING**
   - Appointment of Chair

VII. **CLOSED SESSION**
   - None

VIII. **ADJOURNMENT**
AGENDA ITEM I
Call to Order

Present:
   Daniel C. Hudgins
   George K. Quick
   Robert “Bo” Glenn
   Gloria Nottingham
   Larry Yon, II
   Patrice Y. Nelson
   Jillian Johnson, City Council Liaison

Absent:
   None

Conference:
   None

Staff Present:
   Anthony Scott, CEO
   Barbara Newman
   Meredith Daye
   Sabrina Sinegal
   Matthew Scaparro
   Olive Joyner
   Ashanti Brown
   Denita Johnson
   Charles Lyon
   Doris Jackson

Also Present:
   Eric Pristell, Esq. (arrived at 3:50 p.m.)

The meeting was called to order by the Commissioner Daniel C. Hudgins at 4:01 p.m.

AGENDA ITEM II – GENERAL COMMENTS FROM THE PUBLIC

♦ PUBLIC HEARING (s)
   • There was none
AGENDA ITEM III -- CHANGES TO THE AGENDA
• There were none

AGENDA ITEM IV – APPROVAL OF THE MINUTES
• Approval of the Minutes of the Board of Commissioners’ Regular Meeting held on November 28, 2019.

    Motion: Commissioner Quick; Seconded: Commissioner Glenn; Approved: Unanimously

AGENDA ITEM V -- RESOLUTIONS FOR APPROVAL
• There were none

AGENDA ITEM VI – INFORMATION ITEMS
• There were none

AGENDA ITEM VII – CLOSED SESSION
• There was none

AGENDA ITEM VIII – ADJOURNMENT
The meeting was adjourned at 4:02 p.m.

    Motion: Commissioner Quick; Seconded: Commissioner Nottingham; Approved: Unanimously

_________________________
Chair

(SEAL)

_________________________
Secretary
DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors

FROM: Anthony Scott, President

DATE: January 16, 2019

SUBJECT(s): Resolution Authorizing Submission to NCHFA of a 2019 Preliminary 9% Low-Income Housing Tax Credit Application for a New Construction Affordable Housing Project to be Co-Developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a Portion of the Existing JJ Henderson Public Housing Site (JJ Henderson Senior Towers Project)

I. STATEMENT OF ISSUE(S)

The Board of Directors is asked to grant approval authorizing the submission of a 2019 9% Preliminary Low-Income Housing Tax Credit application to the North Carolina Housing Finance Agency ("NCHFA") for a new construction affordable housing project to be co-developed by Laurel Street Residential, LLC ("Laurel Street") and Development Ventures Incorporated ("DVI") on a portion of the existing JJ Henderson public housing development site, and to be known as the JJ Henderson Senior Towers project.

II. BACKGROUND

DVI is the real estate development instrumentality of the Housing Authority of the City of Durham ("DHA"). In May 2018, DVI selected Laurel Street as a development partner to assist DVI with the redevelopment of DHA’s and/or DVI’s properties. Laurel Street has proposed that a new affordable housing project be developed on a portion of the existing JJ Henderson public housing development site. The proposed project will be located at 807 South Duke Street, will consist of approximately eighty (80) senior units as well as a management office, community space, and amenities, and will be known as the JJ Henderson Senior Towers project (the “Development”). DHA is the current owner of the existing JJ Henderson public housing development site which consists of +/- 3.26 acres and includes the existing JJ Henderson towers.

The Development will serve senior households that earn 30%, 60%, and 80% of local Area Median Income (AMI), by utilizing Income Averaging. Income averaging is a tactic within the tax credit program by which the incomes of the tenants are averaged and the aggregate average income does not exceed 80% of local AMI.

By using income-averaging to achieve the AMI unit mix, fifty-two (52) units will be available to and occupied by seniors that earn income up to 60% of AMI, while twenty-eight (28) units will be available to and occupied by households that earn up to 80% of AMI.
The Development will receive a transfer of housing assistance from twenty-one (21) JJ Henderson and Liberty Street public housing units. The housing assistance will be converted to Project-Based Voucher (PBV) Assistance under the HUD Rental Assistance Demonstration (RAD) program.

III. RECOMMENDATION

It is recommended that the Board of Directors authorize the resolution to approve the submission to NCHFA of a 2019 9% preliminary low-income housing tax credit application for a new construction affordable housing project to be co-developed by Laurel Street Residential, LLC and Development Ventures Incorporated on a portion of the existing JJ Henderson public housing site, and to be known as the JJ Henderson Senior Towers project.
RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2019 PRELIMINARY 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION FOR A NEW CONSTRUCTION AFFORDABLE HOUSING PROJECT TO BE DEVELOPED BY LAUREL STREET RESIDENTIAL, LLC AND DEVELOPMENT VENTURES INCORPORATED ON A PORTION OF THE EXISTING JJ HENDERSON PUBLIC HOUSING SITE (JJ HENDERSON SENIOR TOWERS PROJECT)

WHEREAS, Development Ventures Incorporated (“DVI”) is a North Carolina nonprofit corporation and instrumentality of the Housing Authority of the City of Durham (“DHA”);

WHEREAS, in May 2018, DVI selected Laurel Street Residential, LLC (“Laurel Street”) as a development partner to assist with the redevelopment of DHA’s and/or DVI’s properties;

WHEREAS, Laurel Street and DVI wish to submit a preliminary 9% low-income housing tax credit application for the project to be known as the JJ Henderson Senior Towers project;

WHEREAS, the JJ Henderson Senior Towers project will consist of eighty (80) new construction low-income housing tax credit units, a management office, community space and amenities situated on a portion of the existing JJ Henderson public housing development site which includes +/- 3.26 acres of real property (the “Land”) and is located in Durham, Durham County, North Carolina (the “Project”);

WHEREAS, DHA is the current owner of the existing JJ Henderson public housing development site which will partially comprise the Project site;

WHEREAS, DHA will convey a portion of the Land by ground lease to an owner-entity to be managed by a wholly-owned subsidiary of Laurel Street;

WHEREAS, the Project will receive a transfer of housing assistance from twenty-one (21) JJ Henderson and Liberty Street public housing units; and

WHEREAS, the housing assistance will be converted to Project-Based Voucher (PBV) Assistance under the HUD Rental Assistance Demonstration (RAD) program.

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

1. DVI is authorized to execute and deliver all documents and instruments in conjunction with the submission to NCHFA of the 2019 preliminary 9% low-income tax credit application in connection with the Project.

2. DVI is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions.
in the name of DVI.

3. The President and Vice President of DVI are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate submission to NCHFA of the 2019 Preliminary 9% low-income housing tax credit application in connection with the Project.

4. All actions taken to effectuate the foregoing resolutions by DVI, the President and Vice President of DVI are hereby ratified and confirmed.

5. This Resolution shall take effect immediately.

Done this ____ day of ___________, 2019.

RECORDING OFFICER’S CERTIFICATION

I, Barbara Newman, 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 ____________. 2019.

(SEAL)

BY: _______________________________
   Barbara Newman, Secretary
Edgemont Elms Housing, Inc.
Regular & Annual Meetings
January 23, 2019
REGULAR & ANNUAL MEETINGS
January 23, 2019
ORDER OF BUSINESS

I. CALL TO ORDER
   ♦ Roll Call
   ♦ Establish Quorum

II. PUBLIC COMMENT PERIOD

III. CHANGES TO THE AGENDA
   ♦ None

IV. APPROVAL OF MINUTES OF THE BOARD OF COMMISSIONERS MEETING ON OCTOBER 24, 2018

V. RESOLUTIONS FOR APPROVAL
   ♦ None

VI. ANNUAL MEETING
   ♦ Appointment of Chair

VII. CLOSED SESSION
   ♦ None

VIII. ADJOURNMENT
AGENDA ITEM I
Call to Order
The regular meeting was called to order by Commissioner Daniel C. Hudgins at 6:02 p.m.

Present:
   Daniel C. Hudgins
   George K. Quick
   Robert “Bo” Glenn
   Gloria Nottingham
   Larry Yon, II
   Patrice Y. Nelson
   Jillian Johnson, City Council Liaison

Absent:
   None

Conference:
   None

Staff Present:
   Anthony Scott, CEO
   Sabrina Sinegal
   Matthew Scaparro
   Olive Joyner
   Keishma James
   Lorraine Erhunmwunsee
   Charles Lyon
   Doris Jackson

Also Present:
   Eric Pristell, Attorney, The Banks Law Firm

A quorum was present, and the Regular Meeting was called into session.
AGENDA ITEM II – PUBLIC HEARING(S)
• There were none.

AGENDA ITEM III – CHANGES TO THE AGENDA
• There were none.

AGENDA ITEM IV – APPROVAL OF MINUTES
• Approval of the Minutes of the Board of Commissioners’ Meeting held on July 25, 2018

Motion: Commissioner Quick; Seconded: Commissioner Yon;
Approved: Unanimously

AGENDA ITEM V – RESOLUTIONS
• There were none.

AGENDA ITEM VI – INFORMATION ITEMS
• There were none.

AGENDA ITEM VII – CLOSED SESSION
• There was none

AGENDA ITEM VIII -- ADJOURNMENT
The meeting was adjourned at 6:02 p.m.

Motion: Commissioner Nottingham; Seconded: Commissioner Nelson;
Approved: Unanimously

_________________________ Chair
(SEAL)
_________________________
Secretary
PREISS-STEELE PLACE
HOUSING, INC.

Annual Meeting
Agenda

ANNUAL MEETING
JANUARY 23, 2019
ORDER OF BUSINESS

I. CALL TO ORDER
   ◦ Roll Call
   ◦ Establish Quorum

II. PUBLIC COMMENT PERIOD

III. CHANGES TO THE AGENDA
   ◦ None

IV. APPROVAL OF MINUTES OF THE BOARD OF COMMISSIONERS MEETING ON FEBRUARY 28, 2018

V. RESOLUTIONS FOR APPROVAL
   ◦ None

VI. ANNUAL MEETING
   ◦ Appointment of Chair

VII. CLOSED SESSION
    ◦ None

VIII. ADJOURNMENT
AGENDA ITEM I
Call to Order
The regular meeting was called to order by the Chair, Thomas M. Niemann, at 6:52 p.m.

Present:
  Daniel C. Hudgins
  Robert “Bo” Glenn
  George K. Quick
  Patrice Y. Nelson
  Jillian Johnson, City Council Liaison

Absent:
  Gloria Nottingham
  Larry Yon, II

Conference:
  Thomas M. Niemann

Staff Present:
  Anthony Scott, CEO
  Barbara Newman
  Sabrina Sinegal
  Meredith Daye
  Elvert Dorsey
  Pamela Davis
  Denita Johnson
  Lorraine Erhunmwunsee
  Charles Lyons
  Ashanti Brown
  Doris Jackson

Also Present:
  Eric Pristell, Attorney, The Banks Law Firm
  Jesse Rigsby, Attorney, The Banks Law Firm

A quorum was present, and due notice had been published.
AGENDA ITEM II – PUBLIC HEARING(S)
- There were none.

AGENDA ITEM III – CHANGES TO THE AGENDA
- There were none.

AGENDA ITEM IV – APPROVAL OF MINUTES
- Approval of the Minutes of the Board of Commissioners’ Annual Meetings held on April 26, 2017

  Motion: Commissioner Quick; Seconded: Commissioner Hudgins;
  Approved: Unanimously

AGENDA ITEM V – RESOLUTIONS
- There were none.

AGENDA ITEM VI – PSPHI ANNUAL MEETING

  Chairman Thomas M. Niemann called the Annual Meeting to order at approximately 6:51 p.m. A quorum was established. Commissioner Patrice Nelson made a motion to reelect Commissioner Niemann as Chair. There were no other nominations.

  Motion: Commissioner Nelson; Seconded: Commissioner Hudgins;
  Approved Unanimously

AGENDA ITEM VII – INFORMATION ITEMS
- There were none.

AGENDA ITEM VIII – CLOSED SESSION
- There was none

AGENDA ITEM XI -- ADJOURNMENT
The meeting was adjourned at 6:53 p.m.
Motion: Commissioner Hudgins; Seconded: Commissioner Glenn;
Approved: Unanimously

_________________________  Chair
(SEAL)

_________________________
Secretary
Agenda

REGULAR & ANNUAL MEETINGS
January 23, 2019
ORDER OF BUSINESS

I. Call To Order
   - Roll Call
   - Establish Quorum

II. Public Comment Period

III. Changes to the Agenda
   - None

IV. Approval of Minutes of the Board of Commissioners meeting on October 24, 2018

V. Resolutions for Approval
   - None

VI. ANNUAL MEETING
   - Appointment of Chair

VII. Closed Session
   - None

VIII. Adjournment
MINUTES OF THE REGULAR MEETING
LEARNING ASSISTANCE, INC.
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
October 24, 2018

AGENDA ITEM I
Call to Order
The regular meeting was called to order by Commissioner Gloria Nottingham at 6:02 p.m.

Present:
Daniel C. Hudgins
George K. Quick
Robert “Bo” Glenn
Gloria Nottingham
Larry Yon, II
Patrice Y. Nelson
Jillian Johnson, City Council Liaison

Absent:
None

Conference:
None

Staff Present:
Anthony Scott, CEO
Sabrina Sinegal
Matthew Scaparro
Olive Joyner
Keishma James
Lorraine Erhunmwunsee
Charles Lyon
Doris Jackson

Also Present:
Eric Pristell, Attorney, The Banks Law Firm

A quorum was present, and the Regular Meeting was called into session.
AGENDA ITEM II – PUBLIC HEARING(S)
• There were none.

AGENDA ITEM III – CHANGES TO THE AGENDA
• There were none.

AGENDA ITEM IV – APPROVAL OF MINUTES
• Approval of the Minutes of the Board of Commissioners’ Meeting held on July 25, 2018

   Motion: Commissioner Nelson; Seconded: Commissioner Yon;
   Approved: Unanimously

AGENDA ITEM V – RESOLUTIONS
• There were none.

AGENDA ITEM VI – INFORMATION ITEMS
• There were none.

AGENDA ITEM VII – CLOSED SESSION
• There was none

AGENDA ITEM VIII -- ADJOURNMENT
The meeting was adjourned at 6:03 p.m.

   Motion: Commissioner Nottingham; Seconded: Commissioner Hudgins;
   Approved: Unanimously

_________________________  Chair
(SEAL)
___________________________  Secretary