MINUTES OF THE REGULAR BOARD MEETING
HOUSING AUTHORITY OF THE CITY OF DURHAM
Durham Housing Authority
330 E. Main Street Durham, North Carolina 27701
September 25, 2019

AGENDA ITEM I - CALL TO ORDER

Present:
Daniel C. Hudgins
George K. Quick
Robert "Bo" Glenn
Gloria Nottingham
Mayme T. Webb-Bledsoe

Absent:
Raymond Lee Eurquhart

Staff Present:
Barbara Newman
Sabrina Simegal
Meredith Daye
Denita Johnson
Melvin Green
Tammy Jacobs
Lorraine Erhumwunsee
Charles Lyon
Tawan Fields

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

The meeting was called to order by the Chair, Daniel C. Hudgins at 5:30 p.m.

Chairman Hudgins read the statement regarding the Public Hearing for the Proposed Significant Amendment to the FY 2019 Annual PHA Plan, the Proposed FY 2020 Annual PHA Plan, Revisions to the Public Housing Admissions and Continued Occupancy Policy, and the Revisions to the Housing Choice Voucher Administrative Plan. Public Notices were posted on Durham Housing Authority’s website on August 2, 2019 and copies of these documents were made available for review at DHA Central Office, Resident Services Offices and DHA Property Management Offices. Written comments regarding the draft plans were requested to be sent to the Durham Housing Authority. This Public Hearing opened on Wednesday, September 18, 2019 at 2:00 p.m. and has remained open since then. DHA will now resume this Public Hearing to receive additional comments, if any, from the public regarding the draft plan.

Chairman Hudgins asked for a Motion to reopen Public Hearing

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

Chairman Hudgins stated that anyone who would like to speak in favor, against, or otherwise regarding the proposed plan or policy changes may now come forward to the podium. There were no comments for Public Hearing, therefore, Chairman Hudgins called for Motion to close public hearing.

Motion: Commissioner Glenn; Seconded: Commissioner Nottingham;
Approved: Unanimously
A quorum was present and the Regular Meeting was called into session at 5:33 pm.

AGENDA ITEM II – PUBLIC COMMENT PERIOD

Tyeshia Holman – HCVP participant for five years. She joined the Family Self Sufficient (FSS) Program. She completed her assigned goals as of July 2019. She has been expecting to receive her pay out and has not received it yet. She inquired as to why her funds were being delayed. Mr. Hudgins congratulated Ms. Holman on achieving her goals. He assured her that someone from staff would speak with her regarding her concerns.

AGENDA ITEM III – CHANGES TO THE AGENDA

Mr. Scott stated that there will be a brief presentation by Laurel Street Residential following the presentation from Novagradac.

AGENDA ITEM IV – BOARD ACTION

Approval of the Minutes of the Board of Commissioners’ Regular Meeting held on July 31, 2019. Eric Pritess stated that he was not in attendance at that meeting. Ted Edwards represented the Banks Law Firm. Motion to approve minutes with the stated changes.

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

AGENDA V – PRESENTATION

Novagradac – Rich Larsen
Barbara Newman, CFO introduced Rich Larsen of Novagradac. Mr. Larsen gave a short summary of the 2018 Audit. He stated that it was an “unqualified opinion” and that there were no audit findings. Commissioner Quick inquired as to how many other Housing Authorities in North Carolina does his company audit and what are the sizes. Mr. Larsen stated that DHA was the only one in North Carolina and that the sizes of the Housing Authorities in other states that they audit are from medium to large. Commission Glenn asked Mr. Larsen’s opinion on the staffing in the Finance Department. Mr. Larsen stated that the department needs expanded and that the Finance Department is “light” with people. He stated that the CFO does a lot. He also stated that someone needs to be in place just to work on the RAD Program. He suggested that at least 2 or 3 additional people should be added to the Finance Department. Commissioner Glenn stated that Ms. Newman needs to be freed up to deal with departmental oversight and management, not bookkeeping. Chairman Hudgins thanked Ms. Newman and her staff for two years of great work.

Laurel Street Residential – Dionne Nelson
Meredith Daye, Director of Development, introduced Dionne Nelson, President of Laurel Street Residential. Ms. Nelson gave a brief overview of their background and experience. She stated that they are a mixed incoming housing developer based in Charlotte operating throughout the southeast with developments from Richmond to Atlanta. They launched in 2011 with eight consecutive years of successful operations. They are very well known for their partnership approach having worked with other developers, municipalities, housing authorities, etc.

Commissioner Glenn asked if they were willing to accept the DHA’s criteria for selecting and admitting residents and would they commit to growing trees on these developments. Ms. Nelson stated that they are willing to work with it. She said that their company wants to make sure they do it in a way that makes us compliant with Fair Housing. Ms. Nelson stated also shared that they are committed to growing trees but have to review goals for each site.

Mr. Scott inquired as to how they have done historically with MBE hiring? Ms. Nelson stated that they are highly committed in making it a part of contracts with general contractors. They will develop a plan with DHA staff as to how we can be more diligent with those goals. City Council Liaison Johnson suggested that we should take some of the residents to Charlotte so that they can see some of the communities discussed and get an idea of what type of residences they will be living in. Mr. Scott stated that he would follow up with taking residents to Charlotte.
AGENDA ITEM VI -- CHIEF EXECUTIVE OFFICER’S BUSINESS REPORT

There were no additional questions or comments regarding the CEO’s Business Report. Mr. Scott stated that we did receive the approval from the SAC Office for the Miracle League Baseball Park. According to our attorney, we should be closing that out within 60 days. We are still working on the approval of the Habitat/Edgemont Elms lot sales and hope to have that done by the end of the month.

Commissioner Quick asked Mr. Scott to give an updated on the concerns that residents expressed at the last Board Meeting. Mr. Scott stated that staff did respond to all residents’ concerns and staff issues have been addressed. He stated that he has had three meetings with the residents of Hoover Road. The roof is scheduled to be replaced by the end of the year, and work has been done to stop the leaks. The Lead Property Manager, Cheryle Roberts has been working with property managers on customer service issues.

AGENDA ITEM VII - GENERAL BUSINESS ACTION ITEMS

Chairman Hudgins stated that this is for the purpose of accepting reports from the three (3) standing committees. The information from these committees were also included in the previously distributed board package. The reports were as follows:

Development Committee Report (Chaired by Commissioner Deb Anderson)

In the absence of Commissioner Anderson, Chairman Hudgins recommended acceptance of the minutes of the July 17, 2019 meeting.

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

There were no additional comments.

Finance Committee Report (Chaired by Commissioner George Quick)

Commissioner Quick recommended acceptance of the minutes of the July 17, 2019 meeting.

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

There were no additional comments.

Operations Committee Report (Chaired by Commissioner Bo Glenn)

Commissioner Glenn recommended acceptance of the July 17, 2019 meeting.

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

There were no additional comments.

AGENDA ITEM VIII -- RESOLUTIONS FOR APPROVAL

The Chair, Daniel Hudgins, introduced the following resolutions:
RESOLUTION NO. 3579

RESOLUTION APPROVING THE EDGEMONT HOMEOWNERSHIP TRANSACTION

WHEREAS, the Housing Authority of the City of Durham ("DHA") was the recipient of a fiscal year 2000 HOPE VI Revitalization Grant ("HOPE VI Grant") awarded by the United States Department of Housing and Urban Development ("HUD") in connection with the revitalization of the former Few Gardens public housing community and the surrounding neighborhood, located in Durham, North Carolina (the "HOPE VI Revitalization"); and

WHEREAS, the HOPE VI Revitalization includes the development of a homeownership component known as Edgemont Homeownership (the "Project"); and

WHEREAS, HUD approved an amendment to the HOPE VI revitalization plan ("Revitalization Plan") for the HOPE VI Grant to amend the development of the Project to include thirty-seven (37) subdivided lots, twenty-one (21) of which are on-site and sixteen (16) of which are off-site; and

WHEREAS, Habitat for Humanity of Durham, Inc. ("Habitat") submitted to DHA a proposal dated May 23, 2017 in response to DHA’s Request for Qualifications in connection with the development of the Project; and

WHEREAS, DHA selected Habitat as developer of the Project; and

WHEREAS, DHA and Habitat have agreed to the following key terms for the development of the Project: (i) DHA will sell all thirty-seven (37) lots to Habitat in the amount of Fifteen Thousand Dollars ($15,000) per lot for a total purchase price of Five Hundred Fifty-Five Thousand Dollars ($555,000); (ii) Habitat will construct thirty-seven (37) single-family homes on the lots and sell the homes to households with incomes at or below 80% AMI ("Eligible Homebuyers"); (iii) Habitat will provide mortgage financing and subsidies, and homeownership counseling to Eligible Homebuyers; and (iv) DHA will have an option to repurchase any lots from Habitat if Habitat fails to construct and sell all the lots to Eligible Homebuyers forty (40) months after the execution of a development agreement between DHA and Habitat (the "Development Agreement") (the terms described in (i) through (iv) above shall be referred to as the "Key Terms"); and

WHEREAS, in connection with securing HUD approval of the Project, DHA has submitted will submit the following to HUD: (i) Homeownership Proposal, including a Homeownership Term Sheet; (ii) Homeownership Evidentiaries, including the Development Agreement, an addendum to the HOPE VI Grant agreement, and proposed conveyance documents to Habitat; and (iii) disposition application and amendment requests to the HUD Special Applications Center (the submissions described in (i) through (iii) above shall be referred to as the "HUD Submissions"); and

WHEREAS, the HUD Submissions will set forth the Key Terms and include all documents and provisions required by HUD for the Project; and

WHEREAS, the Board of Commissioners of DHA has determined that the Project to be developed by Habitat as described above and the HUD Submissions are in the best interest of DHA, and it desires to enter into and execute and deliver all documents related to the Project and HUD Submissions;

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

1. The Project to be developed by Habitat and the HUD Submissions are in all respects authorized and approved, and all reasonable actions, in good faith, by DHA to effectuate the Project and HUD Submissions are hereby confirmed and approved as being in the best interest of DHA.

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.
3. The Chief Executive Officer and Director of Development of DHA are hereby authorized to take all actions, and execute and deliver all documents or instruments related to the Project and the HUD Submissions.

4. All actions taken to effectuate the foregoing resolutions by DHA, the Chief Executive Officer and Director of Development of DHA shall be valid and binding obligations of DHA.

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

6. This Resolution shall take effect immediately.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3580

RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2019 PRELIMINARY 4% 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 4% 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 plans to receive a transfer of housing assistance of sixteen (16) JJ Henderson 1-bedroom and four (4) Oldham Towers/Liberty Street 2-bedroom 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 4% 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 4% 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 25th day of September 2019.

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

RESOLUTION NO. 3581

RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2020 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 LIBERTY STREET PUBLIC HOUSING SITE (LIBERTY STREET TOWNHOME 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 Liberty Street Townhome project;

WHEREAS, the Liberty Street Townhome project will consist of one-hundred and one (101) new construction low-income housing tax credit units, a management office, community space and amenities situated on a portion of the existing Liberty Street public housing development site which includes +/- 9.91 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 Liberty Street 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 reincorporate twenty-six (26) of the existing 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 2020 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 2020 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 25th day of September 2019.

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

RESOLUTION NO. 3582

RESOLUTION AUTHORIZING SUBMISSION TO NCHFA OF A 2020 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 LIBERTY STREET PUBLIC HOUSING SITE (LIBERTY STREET SENIOR 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 Liberty Street Seniors project;

WHEREAS, the Liberty Street Senior project will consist of one-hundred and one (101) new construction low-income housing tax credit units, a management office, community space and amenities situated on a portion of the existing Liberty Street public housing development site which includes +/- 9.91 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 Liberty Street 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 reincorporate twenty-six (26) of the existing 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 2020 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 2020 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 25th day of September 2019.

Are we applying for two 9% at the same time (Jillian) – answer is yes (Dan).

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

RESOLUTION NO. 3583

RESOLUTION AMENDING THE TRESPASS POLICY

WHEREAS, the Housing Authority of the City of Durham’s existing Trespass Policy is subject to ongoing amendments and improvements; and

WHEREAS, the Board of Commissioners has reviewed the proposed revisions to the Trespass Policy of the Durham Housing Authority, and as a result of that review has determined that it is necessary to revise and update the Trespass Policy to better meet the needs of the housing authority; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Durham approves the following regarding the amendment to its Trespass Policy:

1. Purpose - The policy will apply to any person issued a Trespass Notice and every DHA resident who may be effected.

2. Issuing Trespass Notices – Adding language that involves notifying residents who are related to the Trespassed Person by sending them a Trespass Acknowledgement form, which would be signed and placed in the tenant file.

3. Trespass – Residents who have been notified of the Trespassed Person may face adverse action for lease violations.
4. Appeal of Trespass Decision - Adding language to inform persons with a Trespass Notice of where to submit their request for an appeal hearing.

5. Time Limits - Removing language that requires a person with a Trespass Notice to have completed all jail/prison time; all probation or parole periods; fully performed all community service; all monetary restitution and all other obligations issued at trial.

6. Late Appeals – Added language to state that appeals filed more than 30 days after the Notice was issued and there is no good cause, the appeal will be denied.

7. Hearing Officer - Removed language that requires the hearing officer be selected by an independent, neutral third party; such as NAACP, the League of Women Voters, or Community Relations.

8. Offense Group - Clarifying the type of offenses that a person could be banned from DHA properties for.

9. That this Resolution shall take effect immediately.

Done this 25th day of September 2019.

Mr. Eric Pristell recommended grammatical corrections to the resolution. Corrections noted and changed.

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

RESOLUTION NO. 3584

RESOLUTION AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING JUNE 1, 2019 AND ENDING JUNE 30, 2019

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 rules require a board resolution to write off any and all monies owed that cannot be collected from residents.

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 $5,394.88 for the period beginning June 1, 2019 and Ending June 30, 2019

This resolution shall take effect immediately.

Done this 25th day of September 2019.

Motion: Commissioner Glenn; Seconded: Commissioner Nottingham;  
Approved: Unanimously
RESOLUTION NO. 3585

RESOLUTION AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING July 1, 2019 AND ENDING July 31, 2019

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 rules require a board resolution to write off any and all monies owed that cannot be collected from residents.

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 $3820.12 for the period beginning July 1, 2019 and Ending July 31, 2019

This resolution shall take effect immediately.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3586

RESOLUTION AUTHORIZING THE WRITE-OFF OF AFFORDABLE HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING June 1, 2019 AND ENDING June 30, 2019

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 rules require a board resolution to write off any and all monies owed that cannot be collected from residents.

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 $55,129.94 for the period beginning June 1, 2019 and Ending June 30, 2019

This resolution shall take effect immediately.

Done this 25th day of September 2019.

Motion: Commissioner Nottingham; Seconded: Commissioner Glenn;
Approved: Unanimously
RESOLUTION NO. 3587

RESOLUTION AUTHORIZING THE WRITE-OFF OF AFFORDABLE HOUSING COLLECTION LOSSES FOR THE PERIOD BEGINNING July 1, 2019 AND ENDING July 31, 2019

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 rules require a board resolution to write off any and all monies owed that cannot be collected from residents.

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 $282.44 for the period beginning July 1, 2019 and Ending July 31, 2019

This resolution shall take effect immediately.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3588

RESOLUTION TO CONSIDER AND APPROVE RENEWAL OF THE FAMILY UNIFICATION PROGRAM MEMORANDUM OF UNDERSTANDING FOR FY 2019 – FYE 2020

WHEREAS, The Housing Authority of the City of Durham, herein called the Durham Housing Authority, and the Durham County Department of Social Services have agreed to make application to the U.S. Department of Housing and Urban Development, herein called HUD, under the Family Unification Program (“FUP”); and

WHEREAS, the purpose of the FUP is to a) provide Housing Choice Voucher (“HCV”) rental assistance to youth between the ages of 18 thru 21 years old, who left foster care at age 16 or older to find affordable and decent housing, and b) promote family unification by providing vouchers to 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 in a delay of discharge of a child or children to the family from out-of-home care; and

WHEREAS, the Durham Housing Authority has agreed to set aside 15 housing choice vouchers to implement the FUP until a notice of funding availability is announced; and

WHEREAS, Durham County Department of Social Services has agreed to establish and implement a system to identify eligible families and youth who meet the criterion for the program, and refer those individuals to the Durham Housing Authority; and

WHEREAS, the Durham Housing Authority will ensure the agency’s Administrative Plan is updated in accordance with applicable regulations and requirements when necessary, and will administer and manage the FUP waiting list to ensure that families and individuals meeting the
criterion for the FUP receive priority, in accordance with policies set forth in its Administrative Plan; and

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

WHEREAS, the Durham Housing Authority has executed a Memorandum of Understanding, which is attached; and

WHEREAS, the Durham Housing Authority and the Durham County Department of Social Services recognize that the FUP will provide rental assistance for a maximum of 15 families/individuals and will continue to work together to administer this pilot program, although no FUP vouchers were awarded by HUD to any PHAs in the state of North Carolina.

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

1. That the Memorandum of Understanding for the 2019 - 2020 fiscal year, as outlined in the attached document, is in all respects approved; and

2. This resolution shall take effect on October 1, 2019.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3589

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

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

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

WHEREAS, the Housing Authority of the City of Durham procured the services of 2RW Consultants, Inc. to perform a utility allowance analysis comparing the utility rates that were used in 2018 allowance study, with the rates used in 2019 allowance study and determined that a revision is necessary.

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

1. That the proposed utility allowances, as attached, be approved; and

2. That the proposed utility allowances become effective February 1, 2020.
Done this 25th day of September 2019.

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

RESOLUTION NO. 3590

RESOLUTION APPROVING THE SUBMISSION OF THE SIGNIFICANT AMENDMENTS TO THE ANNUAL PHA PLAN FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019

WHEREAS, the Housing Authority of the City of Durham receives federal funds to operate the Low Income Public Housing and to administer the Housing Choice Voucher programs; and

WHEREAS, the Housing Authority of the City of Durham must submit a Public Housing Agency (PHA) Annual Plan as required by Section 511 of Quality Housing and Work Responsibility Act of 1998 (QWHRA) and;

WHEREAS, the Housing Authority of the City of Durham developed Significant Amendments to its FY 2019 Annual PHA Plan and published legal notification of the availability of the draft plan for a 45-day review and comment period; and

WHEREAS, the Housing Authority of the City of Durham held a Public Hearing to receive and consider feedback from the community; and

WHEREAS, the Housing Authority of the City of Durham received comments and responded to questions and comments from the community and received no comments from the Resident Advisory Board (RAB).

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

1. That the Board of Commissioners approve the Significant Amendments to the Annual PHA Plan effective for the fiscal year beginning January 1, 2019.
2. That the Chief Executive Officer is hereby directed to formally submit the PHA Annual Plan to United States Department of Housing and Urban Development.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3591

RESOLUTION APPROVING THE SUBMISSION OF THE ANNUAL PHA PLAN FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020

WHEREAS, the Housing Authority of the City of Durham receives federal funds to operate the Low Income Public Housing and to administer the Housing Choice Voucher programs; and
WHEREAS, the Housing Authority of the City of Durham must submit a Public Housing Agency (PHA) Annual Plan as required by Section 511 of Quality Housing and Work Responsibility Act of 1998 (QWHRA) and;

WHEREAS, the Housing Authority of the City of Durham developed its Annual PHA Plan and published legal notification of the availability of the draft plan for a 45-day review and comment period; and

WHEREAS, the Housing Authority of the City of Durham held a Public Hearing to receive and consider feedback from the community; and

WHEREAS, the Housing Authority of the City of Durham received comments and responded to questions and comments from the community and the Resident Advisory Board (RAB).

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

1. That the Board of Commissioners approve the Annual PHA Plan effective for the fiscal year beginning January 1, 2020.

2. That the Chief Executive Officer is hereby directed to formally submit the PHA Annual Plan to United States Department of Housing and Urban Development.

Done this 25th day of September 2019.

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

RESOLUTION NO. 3592

RESOLUTION AMENDING THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY

WHEREAS, the Housing Authority of the City of Durham developed its existing Admissions and Continued Occupancy Policy to comply with the U.S. Department of Housing and Urban Development regulations; and

WHEREAS, the Housing Authority of the City of Durham proposes changes to the existing Admissions and Continued Occupancy Policy that are considered significant amendments; and

WHEREAS, the Housing Authority of the City of Durham published legal notice of the availability of the draft changes for a 45-day review and comment period; and

WHEREAS, the Housing Authority of the City of Durham received comments and responded to questions and comments from the community and the Resident Advisory Board (RAB) regarding the proposed changes; and

WHEREAS, the Housing Authority of the City of Durham held a Public Hearing to receive and consider feedback from the community on the proposed changes; and

WHEREAS, the Housing Authority of the City of Durham revised its Admissions and Continued Occupancy Policy and the amendments are attached.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Durham approve the changes to the Admissions and Continued Occupancy Policy.

Done this 25th day of September 2019.
Quick - Are these required changes or our changes. Scott said its our changes to make policies better for the community we serve. Hudgins stated that Ashanti has meet with the tenants

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

**RESOLUTION NO. 3593**

**RESOLUTION TO CONSIDER AND APPROVE CHANGES TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN**

**WHEREAS,** the Housing Authority of the City of Durham developed its existing Housing Choice Voucher Program Administrative Plan to comply with the United States Department of Housing and Urban Development regulations; and

**WHEREAS,** the Housing Authority of the City of Durham proposes changes to the existing to the Housing Choice Voucher Program Administrative Plan that are considered significant amendments; and

**WHEREAS,** the Housing Authority of the City of Durham published legal notice of the availability of the draft changes for a 45-day review and comment period; and

**WHEREAS,** the Housing Authority of the City of Durham received comments and responded to questions and comments from the community and the Resident Advisory Board (RAB) regarding the proposed changes; and

**WHEREAS,** the Housing Authority of the City of Durham held a Public Hearing to receive and consider feedback from the community on the proposed changes; and

**WHEREAS,** the Housing Authority of the City of Durham revised its Housing Choice Voucher Administrative Plan and the amendments are attached.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Durham approve the changes to the Housing Choice Voucher Program Administrative Plan.

Done this 25th day of September 2019,

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

**AGENDA ITEM VIII – INFORMATION ITEMS**

**AGENDA ITEMS IX – ENTITIES BUSINESS (Suspend and Reopen DHA Meeting)**

Development Ventures Incorporated

**MOTION TO SUSPEND DHA MEETING:**
Chairman Hudgins recommended a motion to suspend DHA's meeting at 7:21

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

**MOTION TO REOPEN DHA MEETING:**
Chairman Hudgins recommended a motion to reopen DHA's meeting at 7:28

**Motion: Commissioner Glenn; Seconded: Commissioner Nottingham; Approved: Unanimously**
AGENDA ITEM X - CLOSED SESSION

AGENDA ITEM XI - ADJOURNMENT

The meeting was adjourned at 7:32 pm.

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

(Seal)

Chair

Secretary