



Charlotte Housing Authority

BOARD OF COMMISSIONERS

BOARD MEETING

March 15, 2011

**MEETING IS OFFSITE:
940 BREVARD APARTMENTS
940 NORTH BREVARD STREET
CHARLOTTE, NC 28206**

Mission Statement

“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”

Commissioners:

Chairman – Joel Ford
Vice-Chairman – Will Miller
Lucille Puckett
Benjamin Hill
Geraldine Sumter
David Jones
Pamela Gordon



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

NOTICE

BOARD MEETING


BOARD OF COMMISSIONERS MEETING

MARCH 15, 2011

NOTICE is hereby given that a Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***March 15, 2011*** as follows:

TIME/Date: ***5:00 P.M.***
 March 15, 2011

LOCATION: **MEETING IS OFFSITE:**
 940 BREVARD APARTMENTS
 940 NORTH BREVARD STREET
 CHARLOTTE, NC 28206


Charles Woodyard/CEO

Housing Authority of the City of Charlotte Regular Meeting of the Board of Commissioners

940 Brevard Apartments
940 N. Brevard Street
Charlotte, NC 28202

March 15, 2011

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

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Public Forum:
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *February 15, 2011 (Tab 3)*
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
 - Business Plan Update
 - Corporate Scorecard Report
7. **Consent Agenda Action Item:**
 - A. Approval to Negotiate and Enter into Contracts for Supportive Services (p. 1)
 - B. CFFP Application-Strawn Tower and Parktowne Terrace (p.3)
 - C. Strawn Tower Bond Inducement (p.5)
 - D. Parktowne Terrace Bond Inducement (p.7)
 - E. RFP Selection of Fryday & Doyne Architecture-400 East Boulevard
Approve a Commitment of Funds for Space Planning-400 East Boulevard (p.8)
 - F. Boulevard Homes HOPE VI-The City of Charlotte Commitment
Budget Amendment: Boulevard Homes HOPE VI Grant Budget (p.10)
 - G. Budget Amendment: Central Office Cost Center (p. 12)
 - H. Budget Amendment: Asset Management Project-Strawn (p. 13)
 - I. Budget Adoption: 2011-2012 Annual Program Budgets (p.13)
8. **Business Agenda Action Items:**
 - A. Authorize CEO to Enter into a MOU for a Local Community-Based Rental Assistance Program (p.15)
 - B. CHA New-5 Year Designated Housing Plan (p.17)

Consent Agenda:

Consent Agenda items for the March 15, 2011 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

7. A Approval to Negotiate and Enter Into Contracts for Supportive Services.

Action: Authorize the CEO to Negotiate and Enter Into Supportive Services Contracts with Genesis Project 1, Lutheran Family Services, Mélange Health Services, and Symmetry Behavioral Health Solutions for One Year with Four One Year Renewals Not to Exceed \$1,825,600 in Year One and \$9,128,000 Total.

Staff Resource: Karen Calder, Tomico Evans, and Sebronzik Wright

Strategic Business: Operations

Strategic Goal: Facilitate the development of client families

Background/Policy Framework:

Self-reliance for able-bodied clients is one of the primary goals of CHA’s Moving Forward initiative and mandated by MTW and HUD’s HOPE VI program. The current contracts for supportive services required under previously awarded HOPE VI grants were approved for monthly extensions by the Board on September 21, 2010. In an effort to expand upon our existing case management platform, staff has been exploring service rich and holistic focused approaches to service delivery. Further, with the assistance of UNC Chapel-Hill, staff has been fine tuning performance measurement objectives for both our vendors and our recipient families.

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

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional Service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

Explanation:

In addition to our current FSS case management sites; we have identified three Public Housing sites to receive supportive services under the Moving Forward initiative: Leafcrest, Cedar Knoll and Tarleton Hills.

Intensive case management together with coordination of necessary supportive services will be required to meet the overall program objectives. To assist our clients, CHA sought proposals from agencies skilled in providing case management services to:

1. assist low-income families entering the workforce and achieve self-sufficiency; and
2. help youth to stay in school and reach their educational goals.

CHA has competitively selected (see selection process outlined below) four agencies: Genesis Project 1, Lutheran Family Services, Mélange Health Services, and Symmetry Behavioral Health Solutions as its Supportive Services entities. Each agency brings the skill and experience necessary to meet CHA's program objectives.

Selection Process:

CHA issued a Request for Proposal (*HACC-2010-P-K005*) for Family Supportive Services on October 17, 2010. A pre-proposal conference was held on October 22, 2010. The RFP contained 27 questions designed to gauge experience and capacity in working with the target populations. Proposals were received on November 5, 2010. The following companies responded to the RFP:

1. Family Inspiration Project
2. Genesis Project I, Inc.
3. Life Enhancement Services
4. Lutheran Family Services
5. Melangé Health Solutions
6. Symmetry Behavioral Health Services
7. Urban League of Central Carolinas

1. Using the **Evaluation Form for RFP HACC-2010-P-K005** for Family Supportive Services, five Evaluators (*Calder, K. Campbell, McEachern, Moore, and Wright*) scored the written proposals which included 27 questions (*19-general; 5-background/experience; 1- compensation structure; 1-Section 3 compliance; and 1-M/WBE participation*).

2. The **Evaluation Summary** included the scores of the seven RFP Responders (*based on weighted factors*) and was used to determine a competitive range.

3. **Interviews with the Top Four Firms** (*those that ranked the highest by the panel on the written proposals*) were conducted during which time the firms answered questions

about their proposals and responded to four programmatic questions as well as two specific case management scenarios.

4. **Selection:** In accordance with the above RFP process, final rankings (*written proposals and oral interviews*) were determined by the panel as follows:

1. Genesis Project 1
2. Mélange Health Solutions
3. Symmetry Behavioral Health Services
4. Lutheran Family Services

Staff is requesting authorization for the CEO to negotiate and enter into supportive services contracts with Genesis Project 1, Lutheran Family Services, Mélange Health Services, and Symmetry Behavioral Health Solutions for one year with four one year renewals not to exceed \$1,825,600 in year one and \$9,128,000 total.

Committee Discussion:

A presentation was made at the March 2, 2011 Client Relations Committee meeting. A motion to recommend this item to the full Board was unanimously approved.

Funding:

Site Budgets and MTW

Attachment:

N/A

7. B CFFP Application – Strawn Tower and Parktowne Terrace

Action:	Approve a Resolution to Authorize Staff to Submit a Capital Fund Financing Program (CFFP) Application to HUD for The Strawn Tower and Parktowne Terrace (Rescind Resolution No. 1779)
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Staff Resource: Chris Squier, J. Wesley Daniels

Strategic Business: Real Estate

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate

Background/Policy Framework:

In June 2009 and August 2009, the Board committed MTW funding for the redevelopment of Strawn Tower, Charlottetown Terrace and Parktowne Terrace. Due to availability of stimulus funds, Staff pursued dual, financing tracks of Capital Fund Recovery Competition (CFRC) and Capital Fund Financing Program (CFFP). Staff presented both CFFP and CFRC summaries to the Board.

The Board was briefed on the fundamental outline of the proposed CFFP structure which included Strawn, Charlottetown and Parktowne. The Staff presentation included a review of the CFFP program which was first approved by the Board as a financing mechanism in 2007. The program essentially allows CHA to borrow against future capital fund allocations to facilitate efficient rehabilitation of large CHA assets.

In September 2009, the Board approved Resolution Nos. 1745 and 1747 which adopted bond inducements in the amount of \$7.8M and \$7.4M for Strawn Tower and Parktowne Terrace, respectively.

In January 2010, the Board approved Resolution No. 1779 to “Authorize Staff to Submit a CFFP Application to HUD for Strawn Tower and Parktowne Terrace Projects”.

Explanation:

Staff is requesting authorization to rescind resolution No. 1779 and authorize submission of a CFFP application reflecting the updated development budgets.

In January 2011, staff submitted new tax credit applications for Strawn Tower and Parktowne Terrace due the withdrawal of Fannie Mae from the original, CFFP in 2010. CHA will be redeveloping Strawn Tower and Parktowne Terrace utilizing HUD’s Capital Fund Financing Program.

CHA intends to provide for the implementation of a financing transaction involving the issuance of bonds by the North Carolina Housing Finance Agency (“NCHFA”) in the aggregate principal amount of not to exceed \$21,500,000. The proceeds will be used to provide part of the funds with which to rehabilitate approximately a total of 333 units (Strawn-170 units; Parktowne-163 units) to provide housing for low-income persons. The payment for the bonds will be provided from CHA’s future Capital Fund Allocations through a first priority pledge of the Capital Fund Grant. Annual principal and interest payments on the bonds will not exceed \$1.63M, an amount equal to 32.79% of the annual \$4.98M Capital Fund, below the 33% cap set in place by HUD.

Committee Discussion:

At the Development Committee meeting on March 2, 2011, this item was unanimously recommended to the Board for approval.

Community Input:

Resident meetings and design charettes were held several times throughout the year.

Section 3/MWBE Consideration:

Staff will ensure that CHA’s Section 3/MWBE policy goals are prominently incorporated in all agreements and have made strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

Funding:

Tax-Exempt Bonds
MTW Funds (MTW)
Tax Credit Equity
Housing Trust Fund (HTF)
Energy Efficiency Community Block Grant (EECBG)

Attachments:

Resolution (Tab 1)

7. C Strawn Tower Bond Inducement

Action: Approve an Inducement Resolution for a Proposed Issuance of Revenue Bonds in an Amount Not to Exceed \$11,000,000 to Finance the Acquisition and Rehabilitation of Strawn Tower Apartment. (Rescind Resolution No. 1745)

Staff Resource: Chris Squier, J. Wesley Daniels

Strategic Business: Real Estate

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate

Background/Policy Framework:

In June 2009 and August 2009, the Board committed MTW funding for the redevelopment of Strawn Tower, Charlottetown Terrace and Parktowne Terrace. Due to availability of stimulus funds, Staff pursued dual, financing tracks of Capital Fund Recovery Competition (CFRC) and Capital Fund Financing Program (CFFP). Staff presented both CFFP and CFRC summaries to the Board.

The Board was briefed on the fundamental outline of the proposed CFFP structure which included Strawn, Charlottetown and Parktowne. The Staff presentation included a review of the CFFP program which was first approved by the Board as a financing mechanism on 2007. The program essentially allows CHA to commit future capital fund allocations towards debt service on bonds that fund the rehabilitation of public housing.

In September 2009, the Board approved Resolution Nos. 1745 and 1747 which adopted bond inducements in the amount of \$7.8M and \$7.4M for Strawn Tower and Parktowne Terrace, respectively.

Explanation:

Staff is requesting authorization to rescind Resolution No. 1745 which adopted a bond inducement in the amount of \$7.8M. The new resolution will reflect an updated amount

not to exceed \$11.0M. However, the conceptual amount proposed to NCHFA by CHA/Horizon is \$10.4M. The additional bond authority is needed to provide flexibility in the final deal structure which will be presented to the Board for approval later this year. The inducement resolution is the first step in the issuance process and is required as a submission in the final tax credit application.

In January 2011, staff submitted a new tax credit application for Strawn Tower. CHA intends to provide for the implementation of a financing transaction involving the issuance of bonds by the North Carolina Housing Finance Agency (“NCHFA”) in the aggregate principal amount of not to exceed \$11.0M for Strawn Tower. CHA will be redeveloping Strawn Tower and Parktowne Terrace utilizing HUD’s Capital Fund Financing Program.

Committee Discussion:

At the Development Committee meeting on March 2, 2011, the committee voted unanimously to recommend approval by the Board.

Community Input:

Resident meetings and design charrettes were held several times throughout the year.

Section 3/MWBE Consideration:

Staff will ensure that CHA’s Section 3/MWBE policy goals are prominently incorporated in all agreements with the construction manager. As a component of the selection criteria, the construction manager committed to meet and exceed these goals.

Funding:

Tax-Exempt Bonds
MTW Funds (MTW)
Tax Credit Equity
Housing Trust Fund (HTF)

Attachments:

Resolution (Tab 1)

7. D Parktowne Terrace Bond Inducement

Action: Approve an Inducement Resolution for a Proposed Issuance of Revenue bonds in an Amount not to exceed \$10,500,000 to Finance the Acquisition and Rehabilitation of Parktowne Terrace. (Rescind Resolution 1747)

Staff Resource: Chris Squier, J. Wesley Daniels

Strategic Business: Real Estate

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate

Background/Policy Framework:

In June 2009 and August 2009, the Board committed MTW funding for the redevelopment of Parktowne Terrace, Charlottetown Terrace and Parktowne Terrace. Due to availability of stimulus funds, Staff pursued dual, financing tracks of Capital Fund Recovery Competition (CFRC) and Capital Fund Financing Program (CFFP). Staff presented both CFFP and CFRC summaries to the Board.

The Board was briefed on the fundamental outline of the proposed CFFP structure which included Strawn, Charlottetown and Parktowne. The Staff presentation included a review of the CFFP program which was first approved by the Board as a financing mechanism on 2007. The program essentially allows CHA to commit future capital fund allocations towards debt service on bonds that fund the rehabilitation of public housing.

In September 2009, the Board approved Resolution Nos. 1745 and 1747 which adopted bond inducements in the amount of \$7.8M and \$7.4M for Strawn Tower and Parktowne Terrace, respectively.

Explanation:

Staff is requesting authorization to rescind Resolution No. 1747 which adopted a bond inducement in the amount of \$7.4M. The new resolution will reflect an updated amount not to exceed \$10.5M. However, the conceptual amount proposed to NCHFA by CHA/Horizon is \$10.0M. The additional bond authority is needed to provide flexibility in the final deal structure which will be presented to the Board for approval later this year. The inducement resolution is the first step in the issuance process and is required as a submission in the final tax credit application.

In January 2011, staff submitted a new tax credit application for Parktowne Terrace. CHA intends to provide for the implementation of a financing transaction involving the issuance of bonds by the North Carolina Housing Finance Agency (“NCHFA”) in the aggregate principal amount of not to exceed \$10.5M for Parktowne Terrace. CHA will

be redeveloping Strawn Tower and Parktowne Terrace utilizing HUD's Capital Fund Financing Program.

Committee Discussion:

At the Development Committee meeting on March 2, 2011, the committee voted unanimously to recommend approval by the Board.

Community Input:

Resident meetings and design charrettes were held several times throughout the year.

Section 3/MWBE Consideration:

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements with the construction manager. As a component of the selection criteria, the construction manager committed to meet and exceed these goals.

Funding:

Tax-Exempt Bonds

MTW Funds (MTW)

Tax Credit Equity

Housing Trust Fund (HTF)

Energy Efficiency Community Block Grant (EECBG)

Attachment:

Resolution (Tab 1)

7. E RFP Selection and Funds Commitment: 400 East Boulevard

- | |
|--|
| <p>Action:</p> <ul style="list-style-type: none">A. Approve the Selection of Fryday and Doyne Architecture /Interior Design for Architectural Services for 400 East Boulevard.
B. Approve a Commitment of \$21,200 in the Central Office Capital Project for the Space Plan of the Future CHA Offices at 400 East Boulevard. |
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Staff Resource: Ron Perera

Strategic Business: Real Estate Development

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

Background/Policy Framework:

The acquisition of a central administrative office is discussed in the 2011-2012 Moving Forward Annual Plan. The CHA acquired an office building to be used as a new central administrative office by purchasing 400 East Boulevard in Dilworth on December 22nd of 2010. This building is to be renovated to meet the needs of the CHA prior to move-in.

Currently, the CHA has multiple administrative locations at 1301 South Boulevard and 2600 Youngblood Street (which are part of the Central Office Cost Center, or COCC) and at 135 Scaleybark Road in a leased building. There is additional staff located at 316 Benjamin Street and West 10th Street. These buildings are spread out across the City of Charlotte and contribute to administrative inefficiencies as well as customer service challenges. Combining all administrative staff into one building will create a more effective management environment.

Explanation:

Project Status: RFP responses evaluated and agreement negotiated with selected firm.

On January 5th, 2011, staff issued a Request for Proposal (“RFP”) to the general public for architectural firms to submit qualifications to complete the design work for the 400 East Boulevard renovation project. Pricing for “Phase I” of the design work was also requested in the RFP (Phase I consists primarily of space planning). On February 2nd, six firms responded to the RFP with proposals for the project. An evaluation committee consisting of three staff members met and scored the proposals.

Fryday & Doyne Architecture/Interior Design posted the highest combined score of the six respondents. Staff has negotiated an agreement with Fryday & Doyne to complete the Phase I portion of the design work for 400 East Boulevard. Upon approval of the selection, Fryday & Doyne will be given notice to proceed with the Phase I design work. The commitment amount of \$21,200 requested includes a contingency of 10%.

Committee Discussion:

This item was discussed and approved by the Development Committee on March 2, 2011

Community Input:

Not applicable

Summary of RFP Responses:

The top three firms based on the evaluation committee scoring are as follows:

Firm	Rank
Fryday & Doyne	1
Shook Kelley	2
FMK	3

Section 3/MWBE Consideration:

Fryday & Doyne, the top scoring firm, will incorporate the following three separate M/WBE firms into their design team for the project:

Christian Engineering (MBE – plumbing and fire protection engineering)

Flehan Engineering (WBE – civil engineering)

Lockman-Brooks Marketing (MBE – Section 3 consulting and compliance).

Lockman-Brooks has recently worked on the following two projects in a similar capacity:

Time Warner Arena and Ritz Carlton/Bank of America Building. Fryday & Doyne’s

Section 3 utilization strategy will be to:

- conduct workshops for Section 3 residents to discuss apprenticeships and internship opportunities related to the project and educate residents on the process and education required to become an engineer or architect, and
- work with Lockman-Brooks to meet the CHA’s Section 3 policy goals for employment and contract award.

Funding:

This project will require MTW funds to renovate the building for occupancy.

Attachment:

None

7. F Boulevard Homes HOPE VI – The City of Charlotte Commitment Budget Amendment: Boulevard Homes HOPE VI Grant Budget

<p>Action:</p> <p>A. Approve a Resolution for the Commitment of \$12,000,000 from the City of Charlotte for the HOPE VI Redevelopment of Boulevard Homes.</p> <p>B. Approve a Resolution to Amend the Boulevard Homes HOPE VI Grant Budget. (Adopted by Resolution No. 1882)</p>

Staff Resource: Janelle Brown and Ralph Staley

Strategic Business: Real Estate, Finance and Administration

Strategic Goals: Maximize Economic, Physical, and Social Value of CHA Real Estate Portfolio; Ensure the Authority’s Long - Term Financial Viability

Background/Policy Framework:

The Charlotte City Council unanimously voted to commit \$12,000,000 to fund the innovative plan for the Boulevard Homes HOPE VI project at its meeting on June 8, 2009. Funding was made available through the City’s passage of the 2010 Neighborhood Improvement bond for housing, streets, and neighborhood improvements and the 2010 Housing Trust Fund Bond in November 2010.

Explanation:

Staff is requesting approval to use the City of Charlotte committed funds as part of the overall HOPE VI project budget. Staff will also budget the \$9,000,000 of MTW funding for the project. This project will now be considered a capital project with the inclusion of the additional source of funding.

In this amendment, staff is reallocating expenditures from Site Improvement (\$1,500,000), Dwelling Structures (\$8,302,174) and Non Dwelling Structures (\$5,497,826) to Capitalized Items (\$15,300,000) pursuant to the request of the Board for capital projects. The City of Charlotte funding of \$12,000,000 and the \$9,000,000 of MTW funds have also been included in Capitalized Items. The total for Capitalized Items is \$36,300,000.

Exhibit A shows Revenue of \$12,000,000 from the City of Charlotte and \$9,000,000 of MTW funds. A reallocation of expenditures of \$15,300,000 plus the expenditures from the MTW and City of Charlotte funding is shown in the \$36,300,000 in the Capitalized Items line item.

Committee Discussion:

The committee reviewed the budget amendment attached in Exhibit A at the March 2, 2011 Development Committee meeting, the items were unanimously approved for the consent agenda.

Funding:

City of Charlotte
MTW Funding
HOPE VI Boulevard Grant

Attachments:

Resolution (Tab 1)
Resolution (Tab 1)
Exhibit A for Resolution (Tab 1)

7. G Budget Amendment: Central Office Cost Center

Action: Approve a Resolution to amend the Central Office Cost Center Budget for the fiscal year ending March 31, 2011. (Last amended by Resolution No. 1901)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The CHA manages the City Relocation Program for the City of Charlotte by contract. This program was established to provide housing for those Charlotte residents whose property has been condemned by the City or for residents that have been displaced for other code violations.

Explanation:

The expenditures for the City Relocation Program have increased beyond previous estimates. This is a direct result of the availability of one bedroom units at the public housing sites and the number of referrals from the City. This lack of availability resulted in longer than anticipated stays for participants in hotels. Staff is bringing forth a revised estimate of revenues and expenditures as we close this fiscal year. Staff estimates funding in the amount of \$150,000 will be needed to fund temporary housing, security deposits, and moving expenses, which are the major expenditures of the program.

In Exhibit A, funding is from the appropriation of fund balance in the amount of \$150,000 and the corresponding expenditure is in the Tenant and Social Services line item.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Funding:

Fund Balance Appropriated

Attachments:

Resolution (Tab 1)

Exhibit A for Resolution (Tab 1)

7. H Budget Amendment: Asset Management Project

Action: Approve a Resolution to amend the Asset Management Project Budget for the fiscal year ending March 31, 2011. (Last Amended by Resolution 1918)

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Staff is required to bring to the Board budget amendments to remain in compliance with HUD and Generally Accepted Accounting Principles (GAAP) rules and regulations and State law as staff begins to close the fiscal year 2010-2011.

Explanation:

This amendment is necessary to re-appropriate \$53,993 for the Strawn Master Plan. The Strawn Master Plan is for the redevelopment of Strawn Towers and involves engaging a development advisor (Axiom) to provide services and consultation through the redevelopment process. These funds should be re-appropriated to cover the Rezoning and Master Planning Contract with Axiom.

In Exhibit A, fund balance is appropriated in the amount of \$53,993 and the corresponding expenditure is shown in the Administrative line item.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Funding:

Fund Balance Appropriated

Attachments:

Resolution (Tab 1)

Exhibit A for Resolution (Tab 1)

7. I Budget Adoption: 2011-2012 Annual Program Budgets

Action: Approve a Resolution which adopts the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

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

Background/Policy Framework:

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the Public Housing Authority (PHA) is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the PHA Operating Budgets. Each year before March 31, staff brings the annual operating budgets for the Charlotte Housing Authority to the Board for approval.

Explanation:

In previous years the Board has adopted budgets based on program funding. Last year the Board instructed Staff to prepare the 2011-2012 Budget in a program budget format. These resolutions are the formal resolutions related to the Board adopting the FY2011-2012 Annual Program Budget to include the budgets for Administration, Field Operations and Real Estate.

The Board in Exhibit A is adopting the program budget for Administration. The Board in Exhibit B is adopting the program budget for the Field Operations. The board in Exhibit C is adopting the program budget for Real Estate. The Board was given the opportunity to review the individual asset management projects (AMP's) per HUD regulations in the budget document, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the AMP budgets in total for the budgetary compliance level, as a part of the Field Operations budget.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Funding:

ACC No. A-4156

Attachments:

Resolution (Tab 1)

Exhibit A for Resolution (Tab 1)

Exhibit B for Resolution (Tab 1)

Exhibit C for Resolution (Tab1)

Business Agenda:

Business Agenda items for the March 15, 2011 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

8. A Authorize the CEO to Enter Into a Memorandum of Understanding for a Local Community-Based Rental Assistance Program

Action: Authorize the CEO to Enter Into a Memorandum of Understanding With the Workforce Initiative for Supportive Housing (W.I.S.H.) for the Purpose of Providing Housing Subsidy to Homeless Families Receiving Intensive Supportive Services.

Staff Resource: Cheryl Campbell/Felicia Ramos

Strategic Business: Operations

Strategic Goal: Create an environment that encourages client families to reach their highest potential.

Background/Policy Framework:

On May 18, 2010, the Board approved the Second Amendment to the FY 2010-2011 Moving Forward Annual Plan that contained the proposal for a Charlotte Local Rental Subsidy Program. On July 28, 2010, the Board authorized staff to proceed with development of a 50-unit pilot local subsidy program utilizing our Section 8 program.

Explanation:

- Staff is recommending the CHA participate in the innovative housing subsidy program for homeless working families with children through a partnership with Charlotte's local W.I.S.H. program (see program overview attached).
- The program will target families who are situationally or transitionally homeless. The subsidy will be the difference between the families' contribution and the negotiated rent.
- The goal is to help families achieve self-sufficiency within three years by providing comprehensive family development social work, intensive case management, and access to services while the family is permanently housed in a stable apartment community.
- These units will be spread out through various neighborhoods in order to provide the participant a choice of living areas best suited for their family needs (i.e., schools, work, transit, etc.).

W.I.S.H. is currently receiving limited subsidy dollars under a contract with the City of Charlotte under this housing model. The CHA would like to establish its pilot program under the same basic structure as that with W.I.S.H. and the City.

- We would contribute housing subsidy for up to 50 additional families under the existing criteria of the W.I.S.H. program. It is understood and agreed that intensive supportive services shall be provided to the families served by the CHA subsidy at the same level as being provided to current W.I.S.H. participants.
- Five to fifteen (5-15) participants shall be exempt from the work requirement and receive the same level of services. Services shall be delivered at no cost to the CHA.

CHA staff has conducted several meetings with the W.I.S.H. operational staff to develop a potential workflow that will incorporate additional CHA requirements such as:

- a subsidy cap up to \$500 (higher than the City's \$400) to further our efforts for deconcentration and placement of families in stable neighborhoods;
- only serving families at or below 30% AMI;
- cross-referencing potential participants with CHA's waitlist and establishing a preference for those on our waitlist, providing all other eligibility requirements are met;
- checking potential participants to see if they have been housed with CHA before;
- having 5-15 housing opportunities for non-working households; and
- rental assistance is subject to program participation.

Staff is proposing that no more than 5-10 units would be placed in any given month dedicated to this program.

- Staff will monitor success factors such as increased employment, educational initiatives and program renewals and report every six months to the Board.
- Staff is suggesting that our initial Agreement with W.I.S.H. be for a term of three (3) years subject to annual staff evaluation and CEO approval. Staff anticipates this program to begin in March.

Committee Discussion:

This item was discussed at the March 2, 2011 Client Relations Committee. A motion to recommend approval was granted by majority votes (four). There were two opposing votes. The item will be placed on the Board's business agenda.

Section 3/MWBE Consideration:

N/A

Funding:

Section 8 Moving To Work

Attachment:

W.I.S.H. Overview (Tab 2)

8. B CHA New 5-Year Designated Housing Plan

<p>Action: Approve a Resolution to approve CHA's New 5-Year Designated Housing Plan. A. Rescind Resolution 1914</p>
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Staff Resource: Cheryl Campbell

Strategic Business: Operations

Strategic Goal: Create an environment that encourages client families to reach their highest potential.

Background/Policy Framework:

On February 15, 2011 the Board approved the Authority's new 5-Year Plan, however the resolution contained in the public record was incorrect.

Explanation:

Resolution No. 1914 needs to be rescinded by the Board and the correct resolution approved. This new resolution will document the Board's previous approval to move the "disabled" population above the "elderly" population on CHA's preference list for non-designated communities and to revise the designation of Strawn Cottages from "elderly and disabled" to "disabled only". These actions were included in the agenda item.

Committee Discussion:

N/A

Community Input:

None

Summary of Bids:

N/A

Section 3/MWBE Consideration:

N/A

Funding:

N/A

Attachment:

Resolution (Tab 1)

TAB 1

RESOLUTION

AUTHORIZE STAFF TO SUBMIT A CAPITAL FUND FINANCING PROGRAM (CFFP) APPLICATION TO HUD FOR THE STRAWN TOWER AND PARKTOWNE TERRACE PROJECTS (RESCIND RESOLUTION NO. 1779).

WHEREAS, Charlotte Housing Authority (the "*Authority*") seeks to encourage the provision of housing for low income persons; and in connection therewith intends to provide for the transfer of the Authority's Strawn Tower and Parktowne Terrace properties (collectively, the "*Projects*") to one or more low-income housing tax credit public-private partnerships which shall undertake the substantial rehabilitation of and operation of such properties subject to applicable public housing requirements and Section 42 of the U.S. Internal Revenue Code; and

WHEREAS, the Authority further intends to provide for the implementation of a financing transaction involving the issuance of bonds by the North Carolina Housing Finance Agency ("*NCHFA*") in the aggregate principal amount of not to exceed \$21,500,000, according to HUD's formula therefore, payable from the Authority's future Capital Fund Allocations through a first priority pledge of the Capital Fund Allocations, subject to available appropriations, the proceeds of which will be used to provide part of the funds with which to rehabilitate all or a portion of approximately 333 units to provide housing for low-income persons at the Projects and to authorize the negotiation, execution and delivery of any and all documents necessary to effectuate the transaction; and

WHEREAS, the Authority proposes to borrow the proceeds of the bonds issued for such transaction by NCHFA, which borrowing shall be evidenced by a note of the Authority (the "*Note*"), which will be issued pursuant to a loan agreement or other financing agreement (the "*Loan Agreement*") between the Authority and NCHFA; and

WHEREAS, the Authority shall be required to approve an offering document and enter into Bond Purchase Agreement with NCHFA and the underwriter of the Bonds, all in connection with the issuance of the Bonds; and

WHEREAS, certain requirements under the Internal Revenue Code of 1986 must be complied with in order for the Bond to be issued on a tax-exempt basis, and such requirements will be specified in a Tax Regulatory Agreement (the "*Tax Agreement*") of the Authority; and

WHEREAS, the Authority will enter into a Capital Fund Financing Amendment to its Annual Contributions Contract (the "*CFFP Financing Amendment*") with the United States Department of Housing and Urban Development ("*HUD*") relating to the Bonds; and

WHEREAS, the Note, the Loan Agreement, the offering document, the Bond Purchase Agreement, the Tax Agreement and CFFP Financing Amendment, and all other documents to be executed in connection with the Bonds are referred to collectively herein as the "*Authority Agreements*".

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The Authority is authorized to enter into the Authority Agreements with the other party or parties thereto in the forms which may be approved by the Executive Director of the Authority. The Chairman, the Vice Chairman, the Executive Director or the Chief Financial Officer of the Authority be, and each of them hereby is, authorized, empowered and directed to execute and deliver, and, where necessary, the Executive Director, the Secretary or the Assistant Secretary of the Authority be and each of them hereby is, authorized, empowered and directed to attest and to affix the official seal of the Authority to, the Authority Agreements in the name, for and on behalf of the Authority, and thereupon to cause the Authority Agreements to be executed, acknowledged and delivered to the other party or parties thereto. When the Authority Agreements are executed, attested, sealed and delivered on behalf of the Authority as hereinabove provided, they shall be binding on the Authority. From and after the execution and delivery of the Authority Agreements, the officers, employees and agents of the Authority are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Authority Agreements as executed.

Section 2. The Authority is authorized to apply to HUD for the approval of the pledge of the Capital Fund Allocations through the HUD CFFP program and to take such other action as may reasonably be required by HUD for participation in the CFFP program.

Section 3. The Chairman, Vice Chairman, Executive Director, Chief Financial Officer, the Secretary and any Assistant Secretary of the Authority be, and each of them hereby is, authorized to execute and deliver such documents, certificates, and undertakings of the Authority (including, without limitation, any investment agreements, book-entry registration agreements or related security agreements) and to take such other actions as may be required or desirable in connection with the execution, delivery and performance of the Authority Agreements, the financing of costs of the Project or the issuance, sale and delivery of the Bonds.

Section 4. The officers named in Section 3 hereof are hereby further authorized to take such actions as are necessary to obtain the approval of HUD for the issuance of the Bonds, and to grant, pursuant to the Authority Documents, a first priority pledge of the Authority's future Capital Fund Allocations, subject to available appropriations, as security for the Bonds.

Section 5. All prior acts of the officers, employees and agents of the Authority which are in conformity with the purposes and intent of this Resolution be, and the same hereby are, in all respects, ratified, approved and confirmed.

Section 6. The provisions of this Resolution are hereby declared to be separable and if any section, phrase or provision hereof shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions of this Resolution.

Section 7. All resolutions and orders, or parts thereof, in conflict herewith are hereby superseded to the extent of such conflict.

Section 8. This Resolution shall be in full force and effect immediately upon its passage, as by law-provided.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held March 15, 2011.

(SEAL)

BY: _____
Charles Woodyard
Secretary

RESOLUTION

APPROVE AN INDUCEMENT RESOLUTION FOR A PROPOSED ISSUANCE OF REVENUE BONDS IN AN AMOUNT NOT TO EXCEED \$11,000,000 TO FINANCE THE ACQUISITION AND REHABILITATION OF STRAWN TOWER APARTMENTS (Rescind Resolution No. 1745)

WHEREAS, Horizon Development Properties, Inc., or an affiliated or related entity, its successors and assigns (the “Borrower”), has requested that the Housing Authority of the City of Charlotte, N.C. (the “Authority”) assist in financing the construction, renovation, equipping and installation of a multifamily residential rental project known as “Strawn Tower”, consisting of approximately 170 units and located at 1225 S. Caldwell Street in the City of Charlotte, North Carolina (the “Development”); and

WHEREAS, the Authority has the power under the Housing Authorities Law, Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”), to issue its revenue bonds and apply the proceeds to making a mortgage loan to a sponsor of residential housing for persons and families of low and moderate income; and

WHEREAS, the Borrower anticipates receiving tax credit financing to pay a portion of the cost of the Development;

WHEREAS, the Borrower has described to the Authority the benefits of the Development to the City of Charlotte and the State of North Carolina and has requested the Authority to agree to issue its revenue bonds in such amounts as may be necessary to finance the costs of acquiring, constructing and installing the Development; and

WHEREAS, the Authority is of the opinion that the Development is a facility which can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, NORTH CAROLINA:

1. It is hereby found and determined that the Development will involve the construction, renovation, equipping and installation of a multifamily residential rental facility to serve persons of low and moderate income, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the Authority agrees to assist the Borrower in every reasonable way to issue bonds to finance the acquisition, construction, renovation, equipping and installation of the Development, and, in particular, to undertake the issuance of the Authority’s revenue bonds (the “Bonds”) in one or more series in an aggregate amount now estimated not to exceed Eleven Million Dollars (\$11,000,000) to provide all or part of the cost of the Development.

2. The Authority intends that the adoption of this resolution be considered as “official action” toward the issuance of the Bonds within the meaning of the regulations issued by the Internal Revenue Service pursuant to Section 141 of the Internal Revenue Code of 1986, as amended (the “Code”) and Treasury Regulations 1.150-2 promulgated thereunder.

3. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon among the Authority and the Borrower. The Authority and the Borrower shall enter into a “financing agreement” pursuant to the Act for a term and upon payments sufficient to pay the principal of, premium, if any, and interest on the Bonds and to pay all of the expenses of the Authority in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or security agreement between the Authority and a trustee (the “Trustee”) or the bondholder which will set forth the form and terms of the Bonds and will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the Authority’s rights to payments under the financing agreement. The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the Authority and the City of Charlotte, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Borrower.

4. Subject to the conditions set forth in Paragraph 6, the Authority will proceed, upon the prior advice, consent and approval of the Borrower, bond counsel and the Authority’s counsel, to obtain approvals in connection with the issuance and sale of the Bonds, including, without limitation, from the City Council of the City of Charlotte and the North Carolina Local Government Commissioners.

5. It having been represented to the Authority that it is desirable to proceed with the acquisition, construction, renovation, equipping and installation of the Development, the Authority agrees that the Borrower may proceed with plans for such acquisition, construction and installation, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Borrower to obligate the Authority without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the Authority’s adoption of this resolution. The Authority agrees that the Borrower may be reimbursed from the proceeds of the Bonds for all qualifying costs so incurred by it as permitted by Treasury Regulations Section 1.150-2.

6. All obligations hereunder of the Authority are subject to the further agreement of the Authority and the Borrower to satisfactory review by the Authority of the financial capability of the Borrower and satisfactory underwriting of the Development, and mutual agreement to the terms for the Bonds, including the execution of a financing agreement, indenture, or security agreement and other documents and agreements necessary or desirable for the issuance, sale and delivery of the Bonds. The Authority has not authorized and does not authorize the expenditure of any funds or monies of the Authority from any source other than the issuance of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction and installation of the Development, including the reasonable fees and expenses of the Authority’s counsel, bond counsel, and the agent or underwriter for the sale of the Bonds, shall be paid from

the proceeds of the Bonds or by the Borrower, but if for any reason the Bonds are not issued, all such expenses shall be paid by the Borrower and the Authority shall have no responsibility therefore. It is understood and agreed by the Authority and the Borrower that nothing contained in this resolution shall be construed or interpreted to create any personal liability of the officers or commissioners from time to time of the Authority.

7. The officers of the Authority are hereby authorized and directed to take all actions in furtherance of the issuance of the Bonds, including calling for a public hearing with respect to the financing of the Development through the issuance of the Bonds.

8. Hunton & Williams LLP, Raleigh, North Carolina, shall act as bond counsel for the Bonds.

9. This resolution shall take effect immediately upon its passage.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this resolution was properly adopted at a regular meeting held on March 15, 2011.

(SEAL)

BY:

Charles Woodyard
Secretary

RESOLUTION

APPROVE AN INDUCEMENT RESOLUTION FOR A PROPOSED ISSUANCE OF REVENUE BONDS IN AN AMOUNT NOT TO EXCEED \$10,500,000 TO FINANCE THE ACQUISITION AND REHABILITATION OF PARKTOWNE TERRACE APARTMENTS (Rescind Resolution No. 1747)

WHEREAS, Horizon Development Properties, Inc., or an affiliated or related entity, its successors and assigns (the “Borrower”), has requested that the Housing Authority of the City of Charlotte, N.C. (the “Authority”) assist in financing the construction, renovation, equipping and installation of a multifamily residential rental project known as “Parktowne Terrace”, consisting of approximately 163 units and located at 5800 Fairview Road in the City of Charlotte, North Carolina (the “Development”); and

WHEREAS, the Authority has the power under the Housing Authorities Law, Chapter 157 of the General Statutes of North Carolina, as amended (the “Act”), to issue its revenue bonds and apply the proceeds to making a mortgage loan to a sponsor of residential housing for persons and families of low and moderate income; and

WHEREAS, the Borrower anticipates receiving tax credit financing to pay a portion of the cost of the Development;

WHEREAS, the Borrower has described to the Authority the benefits of the Development to the City of Charlotte and the State of North Carolina and has requested the Authority to agree to issue its revenue bonds in such amounts as may be necessary to finance the costs of acquiring, constructing and installing the Development; and

WHEREAS, the Authority is of the opinion that the Development is a facility which can be financed under the Act and that the financing of the same will be in furtherance of the purposes of the Act;

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, NORTH CAROLINA:

1. It is hereby found and determined that the Development will involve the construction, renovation, equipping and installation of a multifamily residential rental facility to serve persons of low and moderate income, and that therefore, pursuant to the terms and subject to the conditions hereinafter stated and the Act, the Authority agrees to assist the Borrower in every reasonable way to issue bonds to finance the acquisition, construction, renovation, equipping and installation of the Development, and, in particular, to undertake the issuance of the Authority’s revenue bonds (the “Bonds”) in one or more series in an aggregate amount now estimated not to exceed Ten Million Five Hundred Thousand Dollars (\$10,500,000) to provide all or part of the cost of the Development.

2. The Authority intends that the adoption of this resolution be considered as “official action” toward the issuance of the Bonds within the meaning of the regulations issued by the Internal Revenue Service pursuant to Section 141 of the Internal Revenue Code of 1986, as amended (the “Code”) and Treasury Regulations 1.150-2 promulgated thereunder.

3. The Bonds shall be issued in such series and amounts and upon such terms and conditions as are mutually agreed upon among the Authority and the Borrower. The Authority and the Borrower shall enter into a “financing agreement” pursuant to the Act for a term and upon payments sufficient to pay the principal of, premium, if any, and interest on the Bonds and to pay all of the expenses of the Authority in connection with the Bonds and the Development. The Bonds will be issued pursuant to an indenture or security agreement between the Authority and a trustee (the “Trustee”) or the bondholder which will set forth the form and terms of the Bonds and will assign to the Trustee for the benefit of the holders of the Bonds, or directly to the bondholder, the Authority’s rights to payments under the financing agreement. The Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit of the State of North Carolina or any political subdivision or agency thereof, including the Authority and the City of Charlotte, but shall be payable solely from the revenues and other funds provided under the proposed agreements with the Borrower.

4. Subject to the conditions set forth in Paragraph 6, the Authority will proceed, upon the prior advice, consent and approval of the Borrower, bond counsel and the Authority’s counsel, to obtain approvals in connection with the issuance and sale of the Bonds, including, without limitation, from the City Council of the City of Charlotte and the North Carolina Local Government Commissioners.

5. It having been represented to the Authority that it is desirable to proceed with the acquisition, construction, renovation, equipping and installation of the Development, the Authority agrees that the Borrower may proceed with plans for such acquisition, construction and installation, enter into contracts for the same, and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Borrower to obligate the Authority without its written consent in each instance to the payment of any monies or the performance of any act in connection with the Development and no such consent shall be implied from the Authority’s adoption of this resolution. The Authority agrees that the Borrower may be reimbursed from the proceeds of the Bonds for all qualifying costs so incurred by it as permitted by Treasury Regulations Section 1.150-2.

6. All obligations hereunder of the Authority are subject to the further agreement of the Authority and the Borrower to satisfactory review by the Authority of the financial capability of the Borrower and satisfactory underwriting of the Development, and mutual agreement to the terms for the Bonds, including the execution of a financing agreement, indenture, or security agreement and other documents and agreements necessary or desirable for the issuance, sale and delivery of the Bonds. The Authority has not authorized and does not authorize the expenditure of any funds or monies of the Authority from any source other than the issuance of the Bonds. All costs and expenses in connection with the financing and the acquisition, construction and installation of the Development, including the reasonable fees and expenses of the Authority’s counsel, bond counsel, and the agent or underwriter for the sale of the Bonds, shall be paid from

RESOLUTION

FOR THE COMMITMENT OF \$12,000,000 FROM THE CITY OF CHARLOTTE FOR THE HOPE VI REDEVELOPMENT OF BOULEVARD HOMES

WHEREAS, the Chief Executive Officer has presented the Boulevard Homes HOPE VI project budget;

WHEREAS, the City of Charlotte has committed \$12,000,000 for the Boulevard Homes HOPE VI project;

WHEREAS, CHA plans to create new senior and family housing developed in two phases. The site will be redeveloped into an educational village with a K-8 school in addition to a child development center with a state-of-the-art community space;

WHEREAS, CHA has entered into an agreement with a Component Developer to coordinate the infrastructure improvements and develop both Senior and Family mixed income housing on the revitalized site;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby approve this Resolution to incorporate \$12,000,000 from the City of Charlotte into the HOPE VI Redevelopment of Boulevard Homes.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Charles Woodyard

RESOLUTION

APPROVE A RESOLUTION TO AMEND THE BOULEVARD HOMES HOPE VI GRANT BUDGET (ADOPTED BY RESOLUTION NO. 1882)

WHEREAS, Exhibit A shows Revenue of \$12,000,000 from the City of Charlotte and \$9,000,000 of MTW funds. A reallocation of expenditures of \$15,300,000 plus the expenditures from the MTW and City of Charlotte funding is seen in the \$36,300,000 shown in the Capitalized Items line item.

WHEREAS, the Board of Commissioners authorizes the proposed uses of the funds in accordance with the Boulevard Homes Capital Project attached hereto as Exhibit A;

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve Resolution for the, Boulevard Homes Capital Project attached hereto as Exhibit A

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

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

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a meeting held March 15, 2011.

(SEAL)

BY: _____
Charles Woodyard, CEO
Secretary

Boulevard Homes Capital Project

EXHIBIT A

Resolution	2009	Revisions	Boulevard Homes Capital Project
REVENUE			
HOPE VI GRANT	20,900,000	-	20,900,000
MTW FUNDS		9,000,000	9,000,000
CITY OF CHARLOTTE GRANT	-	12,000,000	12,000,000
	-----	-----	-----
TOTAL REVENUE	20,900,000	21,000,000	41,900,000
EXPENDITURES			
MANAGEMENT IMPROVEMENTS/ COMMUNITY and SUPPORTIVE SERVICES	3,100,000		3,100,000
ADMINISTRATION	2,500,000		2,500,000
SITE IMPROVEMENTS	1,500,000	(1,500,000)	-
DWELLING STRUCTURES	8,302,174	(8,302,174)	-
NONDWELLING STRUCTURES	5,497,826	(5,497,826)	-
CAPITALIZED ITEMS		36,300,000	36,300,000
	-----	-----	-----
TOTAL EXPENDITURES	20,900,000	21,000,000	41,900,000

RESOLUTION
TO AMEND THE CENTRAL OFFICE COST CENTER BUDGET FOR THE
FISCAL YEAR ENDING MARCH 31, 2011.
(LAST AMENDED BY RESOLUTION NO. 1901)

WHEREAS, Exhibit A, shows funding from the appropriation of fund balance in the amount of \$150,000 and a corresponding expenditure in the Tenant and Social Services line item for the City Relocation Program;

WHEREAS, all regulatory and statutory requirements have been met;

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

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

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

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

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

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

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

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

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to amend the Central Office Cost Center Budget; attached hereto as Exhibit A.

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

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Charles Woodyard
Secretary

Resolution			Exhibit A
REVENUES	April 2010 - March 2011 Central Office Cost Center	REVISION	April 2010 - March 2011 Central Office Cost Center
Public Housing Fees	1,880,550		1,880,550
Section 8 Fees	1,158,647		1,158,647
Horizon Fees	359,779		359,779
Asset Management Revenue	60,000		60,000
Capital Fund Fees	518,502		518,502
Hoefener Fees	44,244		44,244
Mixed Finance Fees	96,960		96,960
Relocation Income	1,039,800		1,039,800
Maintenance Operations	474,840		474,840
Investment Income	78,000		78,000
ARRA Management Fee	450,000		450,000
CFRC Management Fee	175,000		175,000
MTW Management Fee	192,480		192,480
Administrative Fee - Development Revenue	-		-
Non-dwelling Rent	19,958		19,958
Other Income	186,401		186,401
Total Operating Revenue	6,735,160	-	6,735,160
<i>Other Sources:</i>			
Fund Balance Appropriated	1,110,969	150,000	1,260,969
Total Other Sources	1,110,969	150,000	1,260,969
TOTAL REVENUE	7,846,129	150,000	7,996,129
EXPENDITURES			
Administrative	5,217,407		5,217,407
Tenant and Social Services	693,792	150,000	843,792
Utilities	84,690		84,690
Ordinary Maintenance and Operation	551,047		551,047
Other General and Administrative	194,839		194,839
Capitalized Items	95,108		95,108
Total Operating Expenditures Before Other Items:	6,836,883	150,000	6,986,883
Other Items			
Operating Transfer Out - Public Housing	800,000		800,000
Loans To Others	209,246		209,246
Total Other Items	1,009,246	-	1,009,246
TOTAL EXPENDITURES	7,846,129	150,000	7,996,129

RESOLUTION
TO AMEND THE ASSET MANAGEMENT PROJECT BUDGET FOR THE
FISCAL YEAR ENDING MARCH 31, 2011.
(LAST AMENDED BY RESOLUTION NO. 1918)

WHEREAS, in Exhibit A, fund balance is appropriated in the amount of \$53,993 and the corresponding expenditure is shown in the Administrative line item for the Strawn Master Plan;

WHEREAS, all regulatory and statutory requirements have been met;

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

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

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

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

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

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

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

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

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve a resolution to amend the Asset Management Project budget for fiscal year ending March 31, 2011; attached hereto as Exhibit A.

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

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Charles Woodyard
Secretary

Resolution			Exhibit A
REVENUE:	April 2010 - March 2011 Asset Management Projects	REVISION	April 2010 - March 2011 Asset Management Projects
Tenant Rental Revenue	5,035,012		5,035,012
Other Revenue	1,284,016		1,284,016
Total Operating Revenues	6,319,029	-	6,319,029
<i>Other Sources:</i>			
Operating Transfers In - First Ward Interest	236,820		236,820
Operating Transfers In - Other	720,016		720,016
Operating Transfers In - MTW	23,225,707		23,225,707
Operating Transfers In - COCC	800,000		800,000
Fund Balance Appropriated- Land Sale Proceeds	1,305,392		1,305,392
Fund Balance Appropriated	156,195	53,993	210,188
Inter-AMP Excess Cash Transfer In	1,438,257		1,438,257
Total Other Sources:	27,882,387	53,993	27,936,380
TOTAL REVENUE:	34,201,415	53,993	34,255,408
EXPENDITURES:			
Administrative:	4,891,914	53,993	4,945,907
Tenant and Social Services:	6,951,855		6,951,855
Utilities:	3,911,913		3,911,913
Ordinary Maintenance and Operation:	9,668,992		9,668,992
Protective Services:	1,223,266		1,223,266
General Expenditures:	1,586,749		1,586,749
TOTAL OPERATING EXPENDITURES:	28,234,691	53,993	28,288,684
Capitalized Items:	1,257,000		1,257,000
Total Capitalized Items	1,257,000	-	1,257,000
Total Expenditures Before Other Items	29,491,691	53,993	29,545,684
Inter-AMP Excess Cash Transfer Out	1,438,257		1,438,257
Operating Transfers Out - Land Sale Proceeds	460,000		460,000
Loans To Others	314,493		314,493
Operating Transfers Out - Mixed Finance Communities	2,496,974		2,496,974
Total Other Items	4,709,724	-	4,709,724
TOTAL EXPENDITURES:	34,201,415	53,993	34,255,408

RESOLUTION
WHICH ADOPTS THE ADMINISTRATION PROGRAM BUDGET,
THE FIELD OPERATIONS PROGRAM BUDGET AND THE REAL ESTATE
PROGRAM BUDGET FOR THE FISCAL YEAR ENDING MARCH 31, 2012

WHEREAS, in Exhibits A, B and C the Chief Executive Officer has submitted the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2012;

WHEREAS, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget as a part of the Field Operations Program Budget;

WHEREAS, all regulatory and statutory requirements have been met;

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

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

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

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

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

WHEREAS, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

WHEREAS, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

WHEREAS, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

WHEREAS, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation;

and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

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

WHEREAS, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution to adopt the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2012; attached hereto as Exhibits A, B and C.

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

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Charles Woodyard
Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463
Section 8 Fees	1,218,282
MTW Funds	1,070,641
Other Revenue	844,713
Public Housing Fees	794,767
City Relocation Program Income	606,847
Maintenance Operations	537,418
Capital Fund Fees	518,502
Horizon Fees	342,117
CFRC Management Fee	200,304
ARRA Management Fee	160,000
TOTAL REVENUE:	8,153,054
EXPENDITURES:	
Salaries/Benefits	4,161,182
Operating Costs	3,891,519
Utilities	57,724
Capital Outlay	42,629
TOTAL EXPENDITURES:	8,153,054

Exhibit B

REVENUE:	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826
Tenant Rents	10,992,167
Other Income	2,850,436
Public Housing Fees	1,171,023
Section 8 Income	752,897
Capital/CFRC Fees	718,807
Social Services Fees	601,550
City Relocation Program Income	569,608
Other Governmental Grants	512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772
First Ward Revenue	342,456
ROSS Grant Revenue	262,957
TOTAL REVENUE:	86,442,145
EXPENDITURES:	
Salaries/Benefits	11,293,301
Operating Costs	70,434,752
Utilities	4,362,998
Capitalized Items	351,094
TOTAL EXPENDITURES:	86,442,145

Exhibit C

REVENUE:	April 2011 - March 2012 REAL ESTATE
MTW Funds	24,535,573
Developer Fee Earned	1,841,371
Other Revenue	352,070
TOTAL REVENUE:	26,729,014
EXPENDITURES:	
Salaries/Benefits	1,361,779
Operating Costs	831,662
Capital Outlay	24,535,573
TOTAL EXPENDITURES:	26,729,014

RESOLUTION

APPROVE A NEW 5-YEAR DESIGNATED HOUSING PLAN AND RESCIND RESOLUTION NO. 1914.

WHEREAS, A Public Housing Agency (PHA) may choose to complete a Designated Housing Plan (the “Plan”) in order to gain the flexibility of setting aside housing units for elderly families only, disabled families only, or elderly and disabled families. This flexibility allows Authorities to assist in achieving housing goals, such as provide housing options for the above mentioned population that we serve in a manner that is conducive to their current lifestyle and needs. The communities to be designated were all constructed as facilities for the designated populations that currently reside there. The current make up of the community can also be attributed to previous Designated Housing Plans that governed eligibility in the past. The Plan would do nothing more than re-classify populations which already live in these communities and add some additional units through proposed developments. If approved, the Plan will maintain the proposed designation through future admissions into these communities as vacancies occur. All proposed Designated Housing Plans require final HUD approval.

WHEREAS, CHA hereby presents a New 5-Year Plan for designation of 13 communities as Designated Housing (the “Plan”) pursuant to Section 10(a) of the Housing Opportunity Program Extension Act of 1996 and HUD Notice PIH 2009-23 (HA) (July 21, 2009);

WHEREAS, separate and apart from the Plan, CHA will continue to adopt a local preference for the elderly and disabled for all efficiency and one-bedroom units at CHA’s senior and disabled communities; and

WHEREAS, CHA requests approval to submit the New 5-Year Plan according to the following:

- (a) CHA proposes to designate 11 of its existing communities for exclusive occupancy by the elderly in the following communities: 940 Brevard, Arbor Glen, Autumn Place, Edwin Towers, McAlpine Terrace, Parktowne Terrace, Prosperity Creek, SpringCroft at Ashley Park, Steele Creek, Strawn Apartments (High-rise) and Woodlawn House Apartments; and
- (b) CHA proposes to designate two communities, Charlottetown Terrace and Strawn Apartments (Cottages), for exclusive occupancy by the disabled.

WHEREAS, On February 15, 2011 the Board approved the Authority’s new 5-Year Plan; however the resolution contained in the public record was incorrect. As a result, resolution No. 1914 needs to be rescinded by the Board and the correct resolution approved. This action will document the Board’s previous approval to move the “disabled” population above the “elderly” population on CHA’s preference list for non-designated communities and to revise the designation of Strawn Cottages from “elderly and disabled” to “disabled only”.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA) to authorize the Chief Executive Officer to execute the New 5-Year Designated Housing Plan submission.

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed and qualified Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held on March 15, 2011.

(SEAL)

BY: _____
Charles Woodyard, Secretary
CEO

TAB 2

W.I.S.H. Program

Workforce Initiative for Supportive Housing

Workforce Initiative for Supportive Housing (W.I.S.H.) is a non-profit, faith-based empowerment program where selected working-poor families are given a defined set of steps which can lead them from homelessness to self-sufficiency.

W.I.S.H. is designed for those families in Charlotte earning less than 60% of Area Median Income or AMI. Priority is given to homeless working families with children. Each family and/or individual is supported by a **Social Worker, Hope Team, and rental subsidy** throughout their duration in the Program. **W.I.S.H. is not just a housing program.** Participants are given a year to initiate change that results in progression, if no progression is made – the participant will not be renewed a second year.

The goals of the program are to re-establish stability and independence in the lives of the participants. Housing placement is in mixed income areas. W.I.S.H. seeks to complete this objective by:

- ❖ *Linking the participant with available resources and support with the guidance of the Social Worker*
- ❖ *Offering material, relational, and emotional support to participants as they rebuild their lives*
- ❖ *Extending community to individuals and families as they move from homelessness into permanent housing*

Eligibility Criteria

- ✓ Must be **employed** and work at least **30 hours** per week – applies to any applicant over 18 in the household. Total household income must be less than 60% of AMI. (*Verified by the last 30 days of pay stubs*)
- OR
- Must be a **full-time student** and working at least **20 hours** per week – applies to applicants aged 18-22. Total household income must be less than 60% of AMI. (*Verified by the last 30 days of pay stubs*)
- ✓ Must be homeless
- ✓ Must never have committed and/or been convicted of a **felony** within past **three (3) years** unless the offense date for the original charge is seven (7) years or greater. Must never been convicted of a **violent crime**, and is not a **sex offender**. (If criminal charges are pending, W.I.S.H. will not initiate a housing search until the charges have been **dismissed**.)

Documentation needed at time of Referral

- 1) Copy of Driver's License or state/government issued ID for anyone 18 or older in the household
- 2) Copy of Social Security card for all members of the household
- 3) Proof of employment (*30 days of pay stubs*)
- 4) Latest bank statement (*if applicant does not have a bank account, they will be required to open one, if approved into the Program*)
- 5) Proof of full-time student status (*class registration, grade reports, etc.*)
- 6) Signatures of applicant/witness on all parts of the referral where it is required
- 7) Proof of clean drug test, completed within the last 30 days (*copy of test results and/or verification from testing agency*)

Requirements of Participants

- To meet with my Social Worker and partake in regular home visits (*Assigned after applicant has been approved into the W.I.S.H. Program*)
- To utilize the support and guidance of a Hope Team (*if assigned*)
- To be motivated and willing to work on goals as outlined in my service plan
- To maintain full-time employment and provide pay stubs as requested
- To maintain full-time student status and provide class registration/documentation as requested (*for those participants who are full-time students*)
- To maintain a bank account and provide bank statements as requested; be willing to discuss my personal financial information including my monthly budget, debt reduction and savings goals
- To maintain a residence that is safe and drug-free, participate in random drug testing and follow the rules of the property management throughout my duration in the Program
- To attend *Getting Ahead* workshop (10 week course, includes a stipend, meals & childcare)
- To continue relapse prevention plan, if history of substance abuse
- To maintain a valid renter's insurance policy throughout the duration of the Program



TAB 3

**MINUTES OF REGULAR
BOARD MEETING
HELD 02/15/2011**

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, FEBRUARY 15, 2011**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. on Tuesday, February 15, 2011.

Present: ***Chairman Joel Ford***
 Vice-Chairman Will Miller
 Commissioner Lucille Puckett
 Commissioner Ben Hill
 Commissioner David Jones
 Commissioner Geraldine Sumter

Also Present: Charles Woodyard, CEO
 Sherrod Banks, General Counsel (via conference call)

Pledge of Allegiance:

Chairman Ford officially opened the meeting and led the pledge of allegiance. Once completed he opened the *Public Hearing*.

Public Hearing: FY 2011-2012 Annual Budget

Chairman Ford read the following script provided for the public hearing:
During the 2001 session of the North Carolina Legislature Article 3 of Chapter 159 of the General Statutes, was amended to add Section 159-42C Annual Budget. It states that housing authorities should operate under an Annual Budget. Further it states that the proposed budget should be available for public inspection. The Charlotte Housing Authority's budget has been available for public inspection since January 13, 2010. The same general statute states that the governing board shall cause a notice of public hearing to be published in the newspaper of general circulation in the area once a week for two consecutive weeks prior to the public hearing. That notice was published on January 30, 2011 and February 6, 2011. Additionally it states that before adopting the budget, the housing authority should hold a public hearing at which time any persons who wish to be heard on the budget may appear. That is the required public hearing at this time.

Chairman Ford asked do we have any speakers who wish to speak to this Board on this matter. Hearing none, a motion was requested to close the public hearing.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

Public Forum:

Chairman Ford stated that we have one speaker listed. Therefore he asked that Ms. Richardson come forward. Mr. Woodyard, CEO, informed that Ms. Richardson postponed due to illness and would like to speak at the March 2011 meeting. Chairman Ford then asked was there anyone else present who wanted to take this opportunity to speak to the Board of Commissioners. Chairman Ford continued that we would give you up to three minutes to speak to the Board.

Ms. Lucy Brown, resident of the Sunridge Community, came forward to express her communities need for surveillance cameras. She continued that they are in the process of getting playground equipment, which she thanked the Board/CHA for. She continued that the residents would like for the playground area to be very safe. She and her community would like to know when they will get the cameras.

Chairman Ford stated that he did not know if staff was prepared to answer that question at this precise moment but he would like some time to allow staff to follow up with her. Ms. Brown accepted that explanation and Chairman Ford thanked her for her question and her concern for her community.

Ms. Elma Redfern, resident of the Cedar Knoll Community, came forward to speak on behalf of the cameras that are located in her community. She feels the cameras are a waste of government money. Speaking personally, her vehicle has been vandalized plenty of times in her community. However whenever she has spoke against it to the property manager or to Mr. Roger she was told that sometime the cameras work and sometime they don't work. She feels that is government money and it could be going somewhere else. She continued stating there are others issues within the housing authority that we need. She stated the following examples: for working parents in order to go to work sometime they have a problem with daycare. She feels an afterschool or before school program for the kids, to keep the kids out of problems and issues in the neighborhood. She thinks money should go toward that instead of adding cameras. Where she lives things have happened and the police don't know what is going on. Once again she was told that sometime the cameras work and sometime they don't. They zoom in, they zoom out. In her opinion that is a lot of hard working government money that she feels has gone to the waste.

Commissioner Sumter questioned, are you saying that your car was vandalized after the cameras were installed. Ms. Redfern answered yes. Commissioner Sumter continued, how many times?

Ms. Redfern responded that at least four or five times. The first incident happened, she had borrowed a family member's vehicle and the vehicle was stolen. This is after the cameras had been placed in the community. No one was able to say who stole the car, or who didn't steal the car. Later she found out it was her neighbors son who stole the vehicle. Another incident, she had a rental car which was vandalized. She reported the incident to Triangle Rental company because she did not want to pay for the damages. Nothing was done nor was anything seen on the cameras. Her own personal vehicle was vandalized about three different times. Nothing was done. On the last incident, her 30-day tag was taken off her car and she was told by Mr. Roger that we didn't see anything on the cameras. Are you sure it was taken from this neighborhood? Ms. Redfern responded yes. She feels that if we are going to spend the hard government money on something, then put it on something that will work for our tenants. Something that give the kids something to do, like an afterschool program, before school program because our kids are our future. Regardless of whether they come from the high end, low end. If we give our kids something to do, she believes they will stay out of trouble. If we are going to put the money somewhere, invest the money in our children.

Commissioner Hill questioned, does Cedar Knoll have an unusual number of incident similar to this reported? Ms. Cheryl Campbell, Deputy COO, responded that she does not think so however she would need to check with Resident Safety staff on this request. This type of information would go directly to Resident Safety staff. However she has not received any reports that cameras were not working. She imagines that if they are not working, we would call the vendor because they are under warranty. Once again she is not aware of any of those calls. She noted cameras aren't installed where every inch of the property is visible, but in the most highly visible areas. If we need to look at possibly readjusting the cameras due to certain activities then we can maybe look at how to move those cameras around. Ms. Redfern was assured that we would definitely take a look at that. Ms. Campbell reiterated that we just don't have enough cameras to cover everything. Therefore she needs to look and see where the camera is. If we can't see an activity that you have reported then we definitely need to look at readjustment especially if it is continuous.

Chairman Ford stated that he would like to ask Mr. Woodyard, CEO, to have staff follow up with her to make sure the issues are addressed as it relates to the camera positioning. Mr. Woodyard, CEO, asked Ms. Redfern, that he is assuming that she had police incident reports on the vandalism and auto theft. Ms. Redfern responded that she did contact the police every time something happened. Although when the car was vandalized the police responded that they could make a report but then her insurance would go sky high and did not have any money to pay for extra expense. However every time it was reported to the property manager and they knew about it. Mr. Woodyard continued that in turn you are assuming that the property manager reported it to Resident Safety. Ms. Redfern responded that she would hope that they did. Mr. Woodyard concluded that then we can go back and check on it.

Again Chairman Ford would like for Mr. Woodyard to follow up with Ms. Redfern after the meeting to make sure we get the correspondence correct. Commissioner Sumter stated that she is concerned, not because the cameras are a kind of pet peeve of hers, but since we have agreed to spend this kind of money we certainly ought to hear back in your CEO memo or somewhere what the situation is with the cameras. For clarification, Mr. Woodyard inquired, by situation, do you mean were they working? Commissioner Sumter responded that whatever your response is she would like for it to come back to the Board.

Ms. Donna Green, resident of the Gladedale Community: she stated that we have cameras in her community as well. Her community is happy that we have them. They have cut down on a lot of crime. She explained that they do have their blind spots and because our community office is so low we have children that have climbed on the building and repositioned the camera, so where it needs to view it doesn't. Therefore you must look at this being a situation or problem with the cameras. She continued that a lot goes on out there and it is not always the cameras fault. It also takes the community, which has to stick together. She wants to let everybody know that as far as the cameras go they do appreciate them. She is requesting something that needs to be looked at, maybe they would be put more out of reach so the kids cannot get to them. She feels they are a great thing; it has really done a lot for Gladedale. She has a few other communities that wanted to be here tonight however there were scheduling conflicts. She continued that we do support the cameras and she is only asking that CHA see if they can be repositioned and possibly look at some of the hot spots. They came out, but they don't live out there and they talked to some people but there are a lot of crimes that go on in other places. If they could be repositioned, then that would work.

Chairman Ford thanked Ms. Green for coming out and taking an interest in her community. Chairman Ford asked if there was anyone else who wished to speak to the Board. Hearing none, he requested a motion to close the Public Forum.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Review and Approval of the Agenda:

Chairman Ford asked if there were any additions/corrections to the agenda from his colleagues. Hearing none, he commented that he had the following changes: remove Item 8, which are the Committee Reports. Add an Executive Session to discuss Legal Matters and Real Estate Matters as Item 12. Then move Item 10.D, which is Charlottetown Terrace Rehabilitation Project Budget Amendment and Item 10.E, which is Charlottetown Terrace Rehabilitation Project: Authorize Land Sales Proceeds Budget Amendment from the Business Agenda to the Executive Session.

Then add an Item 13 to announce in open session the vote relating to Item 10.D and 10.E which were discussed in Executive Session.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome of the vote:	Passed unanimously

Consideration to approve the minutes:

- Regular Board Meeting held *January 18, 2011*

NOTE: Commissioner Puckett commented that she did not have any questions pertaining to the minutes because she did not have the proper time to read this packet, period. Her concern is the time that it is being sent to Commissioners. It should be taken into consideration the time that it is being sent to them. She would like to reserve the right to later review and make any corrections/comments she deems necessary, if that is appropriate. Chairman Ford responded that he would consider it, but for now he would like to get a motion to accept the minutes as they have been prepared for January 18, 2011.

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Chairman Ford then moved forward to the minutes of the:

- Special Board Meeting held *February 2, 2011*

ACTION:

Motion was made by:	Commissioner Puckett
Motion was seconded by:	Commissioner Hill/Commissioner Sumter
Outcome:	Passed unanimously

Resident Advisory Council (RAC) Report:

Ms. Donna Green, RAC President, gave the following update:

- On January 25, 2011 RAC had their first Quality Circle meeting which was very successful. In attendance was: Mr. Charles Woodyard, CEO, Mr. Allison Preston, Resident Safety Director, Ms. Lekeista Freeman, RAC Liaison and Mr. Sebronzik Wright, COO, Ms. Linda Johnson, Legal Aid Attorney and the RAC Board members.

- Discussed getting communities set up with computers and supplies for the community leaders which will assist the residents in moving forward and become more empowered.
- We are planning a dinner ceremony for the Tenant Patrol, to show that they are appreciated. They will also be presented with Certificates of Appreciation.
- Ms. Lucy Brown, resident of Sunridge, spoke about the new Community Resource Committee. Ms. Gwen Isley-Boykin, MTW Coordinator, and Mr. Chris Campbell, Client Services, are in partnership with Ms. Brown to make sure the committee is a success. Their charge is to go into the communities to see what is much needed by the residents to assist them in moving forward.
- The election at the Sunridge community is scheduled for February 19, 2011 and the election for Wallace Woods is scheduled February 26, 2011.
- RAC is forming a Capital Fund committee which will consist of RAC members and CHA working together.
- We the RAC Board totally supports the ban list and the surveillance cameras being installed at the family sites. One of our main interest is the safety of our residents in our communities.
- The Gladedale Community is offering computer classes as well as resume and job application training to any and all CHA residents that may want or need that extra help to assist them in moving forward. All that is needed is that the residents contact her, Ms. Donna Green, RAC president, to advise when they would like to attend. The classes will be offered Thursday night from 6:30 p.m. – 8:00 p.m. Also GED classes are hopefully on the way.

Commissioner Sumter questioned Ms. Green that she stated in her report that Ms. Lucy Brown and her committee would be going into the community to assist the residents in moving forward. Were you using moving forward as it relates to the Moving Forward program? Ms. Green clarified basically helping them to get jobs or assist them in accomplishing their goal of getting self sufficient. Commissioner Sumter questioned is that a formal part of the Moving Forward program. Mr. Woodyard, CEO, acknowledged yes it is. Commissioner Sumter concluded her questions.

Commissioner Puckett questioned when you talk about the computers and things for the community, is that going to be supplied by the Charlotte Housing Authority or is that being supplied by RAC? Ms. Green responded that will be supplied by RAC. Commissioner Puckett continued then that will be an issue she would need to discuss with the Board in reference to where those funds are coming from. She continued that those funds are not allowed to be taken out of the participation funds. Chairman Ford stated that this will be further discussed with the Mr. Woodyard, CEO, to make sure that is straightened out.

Chairman Ford thanked Ms. Green for her report and then moved on to the next agenda item which is the monthly report from the CEO.

Monthly Report from the CEO:

Mr. Woodyard, CEO, disseminated a comparison document from City staff on the existing Housing Locational Policy and the proposed policy on the table now. The following background was given. Mr. Woodyard stated that over the last several months, last summer and fall, the Housing & Neighborhood Development Committee (HAND) of Council has reviewed the housing locational policy and was about to bring it forward but because they had several comments from housing stakeholders in the community it was then decided that the policy would be referred back to the HAND Committee. The Committee has been working on it for the last several weeks. Unfortunately the HAND Committee meetings have coincided with the Boards Committee meetings. However some CHA staff has been able to rush over and catch some of the meetings. Also we have been working with City staff to look at this. Mr. Woodyard continued to advise where we are now. He highlighted the following things that are substantial and need to be on CHA's radar. He advised that CHA will have to make a decision very soon on how we will respond to this. 1) He pointed out that whenever the City's policy talks about subsidized multi-family housing or just subsidized housing that includes Section 8 housing however the existing policy does not include Section 8 housing. 2) Also, the existing policy had three categories. They were: priority sites, where they really wanted you to locate affordable housing; permissible sites, where the desire was less strong; and lastly, prohibited sites, where they really didn't want you to locate affordable housing. In the proposed policy it is basically either a permissible or a non-permissible. He elaborated as to what permissible sites are. Those are sites that are stable, according to the City's Quality of Life study, which you can review on the City's website what stable means. Automatically permissible sites are stable if they have 15% or less subsidized housing, which includes Section 8, Public Housing and Tax Credit housing. There is another thing that is more stringent within that and that is if we have housing that is affordable to zero income up to 30% of AMI which is our clients. The cap is 5%. If 5% or more are the very low income housing, then it's not permissible. He emphasized that the affect of the proposed policy is to make a lot more areas of the City off limits for affordable housing. He reiterated that the effect of the new proposed policy will make a lot more areas of the City off limits for affordable housing. Commissioner Sumter commented that is because of the concentration issues. Mr. Woodyard explained that you are using Section 8 as a category now and you are looking at, even in a stable community, if you have 5% low income housing that's not a permissible area.

Chairman Ford asked is that not in direct conflict with the Senate Bill 8-10, which is the affordable housing non-discrimination act. Mr. Woodyard clarified for the Board members the North Carolina law now presently state that affordable housing is a protected class. Therefore you cannot make zoning decisions or other housing decisions that negatively impact the development of affordable housing. Mr. Woodyard gave his opinion that the jury is still out about the language and how City Council can talk about affordable housing. We would like to

bring that back to Committee to dialogue further about the State law and how that impacts the City and CHA. Commissioner Sumter inquired are we asking Mr. Sherrod Banks, General Counsel, to give us an opinion on this, not now, but sometime in the future.

Mr. Banks responded that we have already talked to Chris about that and we are looking into it.

Mr. Woodyard continued with other changes. The new policy, after negotiating with the authority and other stakeholders looks at exemptions from the locational policy a little differently and now we are discussing about families who are elderly or disabled, and the disabled category would include physical and other types of disabilities that is consistent with HUD's definition of disabilities. Mr. Woodyard continued those are some of the main things. He encouraged everyone to read the information at their leisure. Chairman Ford asked that this information be made available to the Board electronically. Mr. Woodyard responded yes that would happen.

Mr. Woodyard stated that he informed the Board a few months ago about a companion initiative that the authority was embarking on. He explained that what was done several months ago was to approach SocialServe.com and ask that they look at some community factors that impacted whether affordable housing should be located in the City or the County. Those factors included proximity to a grocery store, daycare, the amount of employment in the area, public parks, libraries, hospital, the wealth level in the community, proximity to light rail/transit, also access and proximity to high quality schools and crime, although crime is a different issue. SocialServe.com did all of that and when you put all those factors together, he referred to a map of Mecklenburg County, he pointed out specific areas which were represented by dark dots where Section 8 voucher holders live within the City and County. The Livability Index is a compilation of all those factors. Therefore, the darker areas represented on the map, according to these factors, are the best locations for affordable housing. CHA plans to bring this back to the committee, I believe in March 2011, to have a more in-depth discussion about this within the frame work of the Housing Locational Policy. What this means for us, is the housing authority will have to take a look at some of these areas and decide what areas are priority areas for us and represent opportunity for us to build, acquire and partner with other stakeholders to develop affordable housing. Mr. Woodyard continued that he plans to bring this to the attention of the Mayor's Housing Coalition to see if they can have a discussion on this, in addition to our discussion about the affordable housing locational policy. In conclusion of his report the City Council meeting that took place last evening was supposed to hear a presentation about the new Housing Locational policy however they did not because the airport security & taxi discussion took too long. It will be heard on February 28, 2011. At this time we don't know if the Council is going to, after they hear that, go into the business meeting to vote on this or not. We are working with City staff to find out what that is.

Commissioner Sumter stated we are coming back to talk about something in March that will be voted on in February? Mr. Woodyard responded that we don't know if it is going to be voted on

in February. What happened is that they came up with the new policy and this information fairly late and now they are reacting to it. Commissioner Sumter continued that she is trying to figure out if we have some concern about the interplay between this policy and Senate Bill 8-10. Shouldn't we be on record expressing that before this goes further. Mr. Woodyard responded that we are. Commissioner Sumter accepted the response.

Vice-Chairman Miller commented that this has been discussed in the HAND Committee for awhile? Mr. Woodyard responded, yes. Vice-Chairman Miller continued stating we have not been going to the HAND Committee. Mr. Woodyard responded, yes we have been going to the HAND Committee. Vice-Chairman Miller thought it was stated that we have not been going to the HAND because there was a conflict between CHA Committee meeting and the HAND Committee meeting. Mr. Woodyard agreed, however what he also said that we were getting staff together to attend the meetings but he personally has not been able to go to the HAND Committee meetings.

Commissioner Puckett spoke up and advised the Board that she had gone to a few of the HAND Committee meetings along with CHA employee, Ms. Deborah Clark, Communications & Research Director, were there but no one actually spoke up in reference to anything. However we did take notes which Commissioner Puckett felt that Ms. Clark had brought back to Mr. Woodyard. Mr. Woodyard informed that the HAND Committee does not allow you to speak unless they specifically ask you to. Commissioner Puckett stated that on one occasion they did ask was there anything to be said. Commissioner Puckett concluded that if there is anything that can be done, as far as this Board and herself, she is sure that we will like to know so we can assist. Mr. Woodyard added that some of the changes in the new policy reflect CHA's input already. Mr. Woodyard reminded the Board that he did speak before Council a few months ago about this issue when it was referred back to the HAND Committee. They have incorporated some of the comments that we made.

Chairman Ford asked for any further questions of the CEO concerning the comparison. Hearing none, Mr. Woodyard concluded his report. Mr. Ralph Staley, CFO, was then introduced to give a brief update on the following reports:

Mr. Ralph Staley explained that you have the following reports in your Board packet.

12/31/10 Budget to Actual Report:

12/31/10 Cash Balance and Restriction Report:

12/31/10 Land Sales Proceed Report:

The reports listed above were discussed in the Finance & Audit Committee Report. At that time there were no questions nor have there been any questions to this point but if there are any tonight he will be glad to answer, if not, if anyone has a question please give him a call.

Are there any questions tonight on the three items listed above? Hearing none, he moved forward to the last item.

12/31/10 Notification of Administrative Budget Changes:

Lastly, the Notification of Administrative Budget Changes needs to be on the record that it has been included and reported to the Board the administrative budget changes in the last quarter. This is just a notification so it can be in the minutes. This concludes that item.

Mr. Woodyard mentioned to the Board that as Board members drove up to the authority they may have noticed some emergency vehicles parked in our parking lot and Strawn Apartments parking lot. There has been a fire there and CHA would like to give you the following update. I know we sent you an email however there have been some substantial developments that we need to update you on.

Ms. Deborah Clark came forward to give the following update:

She explained that there was a problem in the trunk line in the back of Strawn Apts. and it was in the encasement of the trunk line that goes to the main panel. It appears that water got into that casing and it shorted out, which caused a spark as well as smoke and a very minor fire on the outside on the grass. This is a General Electric product, therefore staff has called GE and they are on their way to give us some information on the exact products. They have given us an estimate on replacement. The worst case is 10 days, the best case is 3 days, so staff, who have really been working hard, on this problem, should be commended for the excellent crisis planning and implementation. In the interim, the Red Cross will be sitting up 140 cots in the Carole A. Hoefener Community Services Center temporarily. They are working with Hall House to get those who are mobility impaired into Hall House because it is a secure door-to-door type environment. For the long term, they (Cheryl Campbell, Shannon Bodnar & George Connor) will work on getting them placed into a hotel for the interim. Duke Energy, Watson Electric and the electrician are working on the transformer on site. They have to cut the power on the one transformer that is working therefore we are operating at this time on generator power. We want to take the residents because this is an elderly/disabled housing environment so they can get a few days worth of just the basics and their medication. We anticipate having everyone out in 3 hours and that was at 4:30 p.m. There were no injuries or accidents. There is medic on site in the event we need help to move individuals who have medical issues/problems. CHA will feed them and at this point that is all she has. There will be a meeting about 6:00 p.m. and she will come back with an update after the emergency management team meets.

Commissioner Sumter questioned that you have the cots at the Carole Hoefener but you are also going to put them in hotels with beds tonight. Ms. Clark responded not tonight because it happened so quickly we have to find the hotel rooms which will take a little while. We must get them out of the building now because that has been mandated by the fire investigator. They said

it would take 10 – 12 hours to figure out what caused this to spark. They know it was water and a short but they don't know how much damage moving forward.

Ms. Campbell added that we have called our entire relocation staff to give assistance in trying to find that many rooms. Additionally we have one of our own staff members over there who is a social worker, working with the clients in case they need something. This first night is part of the emergency evacuation and initially we thought it would be 2-4 hours when we made all the plans however when we found out it was to be longer we had to go to a different plan. Ms. Clark added that we have secured security for the Carole Hoefener Center therefore there will be security on site and management on site.

Vice-Chairman Miller questioned why can't we run the Strawn building off of a generator? Ms. Clark responded that because they, meaning the fire department, don't know exactly what caused the spark. So if there is something wrong in the electric wiring that goes to the building, they had the generator which was coming on and off, they were afraid that if it was the wiring and they turned on the generator and there is a surge of power that something could go in thru the first transformer. Vice-Chairman Miller restated is there a possibility to get the building back up with the generator? Ms. Clark answered that she did not think so, there is too much of a risk associated with it. Vice-Chairman Miller continued is it possible at some point. Ms. Clark responded, yes. Ms. Campbell added we have two different electrical companies currently at the building and we have our Project Manager on site as well. Ms. Campbell assured that we will be doing everything possible to get the building up and running. Vice-Chairman Miller informed that typically you would just run it off a generator and when the parts come in, you would just fix the original. He would hate for us to pay for 3 weeks or maybe 10 days. Ms. Campbell commented that we would know more tomorrow and when the GE electrician gets to the building tonight. Ms. Clark added that the fire investigator advised that it would take 10-12 hours to investigate why the short in the wiring, why the water and how far into the wiring.

Chairman Ford questioned is this CHA's problem or Duke Energy's problem? Ms. Clark stated that she did not know for sure, she would check with Carl Harris, Construction Manager. However Ms. Campbell added if it is the line after the transformer into the building, it would sound like it is going to be our responsibility. If it is the transformer, it would be Duke Energy. Ms. Campbell concluded that she has not had the opportunity to speak with anybody yet. Chairman Ford stated that the reason that is significant to him is that he is looking at preventative maintenance in the future and any other buildings we have like this where we can control. Chairman Ford continued that at the appropriate time he would like to get a follow up so we can learn and move forward.

Ms. Clark concluded that she would like permission to go back to the Strawn property and get an answer for Vice-Chairman Miller and bring that back to the Board if that is ok. Chairman Ford

responded that actually, if that could be communicated via email. He stated that please do what needs to be done for the residents first and foremost. Your assistance has been greatly appreciated. Lastly do we have a press release for this? Ms. Clark responded that we have not had a chance to prepare a press release, however the media has been on site. He was sure of that and that is why he is concerned because at the 6:00 p.m. & 11:00 p.m. news he wants our story to be out there and not their interpretation of what is going on. Ms. Clark assured the Board that we would prepare a statement immediately and get that out to the media. Chairman Ford thanked staff for managing this crisis.

Chairman Ford moved forward with the consent agenda action items. He noted that no items were pulled; he then asked for a motion to approve Consent Agenda Action Items 9.A – 9.F.

Consent Agenda Action Item:

Consisted of the items listed below:

9.A Approve Procurement Contract: 8 Star Construction, Inc.

9.B Budget Amendment: MTW Funds (McCreesh Place)

9.C Budget Amendment: Asset Management Project

9.D Budget Amendment: MTW Funds Section 8 Housing Choice Voucher (HCV)

9.E Budget Amendment: Section 8

9.F CHA Collection Loss Report for the Quarter Ended 12/31/10

ACTION:

Motion was made for approval by:

Commissioner Jones

Motion was seconded by:

Commissioner Puckett

Outcome:

Passed unanimously

Business Agenda Action Items:

10.A CHA New 5-Year Designated Housing Plan:

Approve resolution to approve CHA's new 5-Year Designated Housing Plan

Chairman informed Mr. Woodyard that he was not sure why this was on the agenda, he thought this was approved. Commissioner Jones intervened stating this was approved with a dissenting vote at the committee level.

Ms. Campbell came forward to comment that at the Client Relations Committee meeting this item was discussed and it had been to HUD several times. HUD then asked us to take a look at it to try to increase the number of units to serve the disabled. CHA did do that. The plan was brought before the CRC (Client Relations Committee) and it was approved after all questions were addressed.

ACTION:

Motion was made for approval by: Commissioner Jones

Motion was seconded by: Commissioner Hill

Commissioner Sumter had the following comments: when she looked at the plan, it does not increase the number of units for the disabled or the elderly, it is just reclassifying them so we meet some criteria. Ms. Campbell agreed that there were no additional units coming on line.

Discussion prior to final vote: Commissioner Sumter continued, so HUD isn't concerned about an increase in the number of units that we have for elderly/disabled, they just want us to show a certain percentage of our population? Ms. Campbell further explained that HUD is always concerned about CHA increasing the units for this special population. HUD felt our original plan classified more units for the elderly than our need showed for the disabled. Therefore we agreed to take the Strawn Cottages out of the definition of elderly and disabled and classify them as disabled only. Chairman Ford continued that we had a motion on the floor which had been properly seconded and if no further discussion or debate he called a final vote.

Outcome: Passed unanimously

10.B Approve Procurement Contract – CM at Risk for Parktowne Terrace:

Authorize the CEO to negotiate and award a contract to Shiel Sexton McFarland Corbit, as the Construction Manager at Risk for Parktowne Terrace.

Mr. Staley, CFO, came forward with a brief explanation. He explained that CHA is asking the Board to authorize the CEO to negotiate and award a contract to Shiel Sexton McFarland & Corbitt as the Construction Manager at Risk for Parktowne Terrace. This is being presented to you under the procurement policy which states if it is over a certain dollar amount it is to be presented to the Board. This item was sent out on an RFP (Request for Proposal). Once the RFP's were reviewed by the panel, Shiel Sexton was the highest rated vendor.

Vice-Chairman Miller questioned what is the timing on this decision? Meaning how soon do we need to make this decision. Mr. Staley deferred to Mr. Chris Squier, Chief Development Officer, who explained that the actual date to start construction is January 2012. We have time for that however the sooner we have the contractor on board the more they are working with the architect instead of responding to the architect. Vice-Chairman Miller continued that in light of some things we will talk about later, he would be inclined to postpone this one month pending the outcome of those discussions at a later date or move this to the end after those discussions, Mr. Chair. Chairman Ford responded that he knows where you are going with this and he did not have a problem with moving this to the end to get you comfortable about process and procedures as we

rehab these towers on a go forward bases. He would like to make sure the rest of the Board understands what the goal is. Chairman Ford stated that the goal here is he would like to grant you a vote on this procurement action item but perhaps it would be appropriate to hear what the game plan is going forward as to how we deal with these rehab towers. One thing he noticed that is different on this tower, based on discussions with Mr. Squier, is the understanding that we have with the risk associated with this particular contractor in this particular tower. So if there are no objections, let's move this further down the agenda, so when we reconvene in open session we can vote on this action item as well. Chairman Ford asked if there were any issues with that. Hearing none he moved forward. Commissioner Sumter questioned Mr. Staley stating that you say that Shiel Sexton McFarland Corbitt Section 3/MWBE hiring goals will be at 33%, is that the number that they gave to us. Mr. Staley responded yes. Commissioner Sumter continued have they identified the 25% minority participants or is it aspiration? Commissioner Jones added that we would not have negotiated a contract yet, so they probably have not identified their subs. Commissioner Sumter asked so they don't have to do that as a part of the bid process, identify who their MWBE participants are going to be. Mr. Squier responded that they do have to identify who is their partner; actually they are here tonight. There are two parts, and he asked Steve Lamphere, Director of Procurement, to correct him if he was wrong. There are the Section 3 and the MWBE requirements but also, particularly this one, had the points for the partnership aspects, which has already occurred. From there we further negotiate who the actual sub contractors are. Commissioner Sumter and Chairman Ford thanked Mr. Squier for his beneficial explanation.

Chairman Ford then asked if there were any other questions. Hearing none, he moved forward to the next item.

Note: This item was discussed in Executive Session. Once the Executive Session was adjourned the following action was brought forth in open session.

ACTION:

Motion was made for approval by:	Commissioner Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

10.C Approve Procurement Contract: Investment Banking Services for CFFP

Transaction:

Authorize the CEO to negotiate and award a contract to RBS Capital Markets, LLC as the underwriter for the Capital Fund Financing Program(CFFP) transaction.

Mr. Staley explained that we had a process in which we sent out proposals to get an underwriter for our CFFP. He referred to page 16 of the agenda that we had three firms that submitted proposals and the highest rated firm was RBC Capital Markets, LLC, therefore we are asking the Board to authorize the CEO to negotiate and award a contract with them for the underwriting of this transaction.

Commissioner Sumter questioned the Section 3/MWBE consideration, it shows none and are you going to give us an explanation as to why there are no considerations.

Commissioner Sumter added that she understood Section 3. Mr. Staley explained that all three firms, none of which are MWBE. They don't have any portions of this that they anticipate using subcontractors. They have full staff to do this task, therefore they all bid zero and got zero points. Commissioner Sumter accepted the explanation.

Chairman Ford added, are there any opportunities for internships or any mentoring as a part of this process? Did staff drill down slightly deeper that you know of? This would be a great opportunity for some of our young people within our portfolio to be able to learn the financing aspect or just be in that environment. Mr. Staley stated that was not a part of the proposal however as we move forward we can talk with them and see if RBC would have any opportunities to do that. Commissioner Jones added it may be better for some of the CHA Scholarship Fund recipients who may have chosen a business or finance major. Perhaps that may be where you want to steer that. Chairman Ford added that he would like to encourage staff to drill down slightly deeper as it relates to exposing our kids and our young people with these opportunities. Again if we don't do it, he is not sure that anybody will volunteer and do it. Since we've got the business, let's leverage that wherever possible. Chairman Ford asked if there was any further discussion or debate. Hearing none, he requested a motion.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

10.D Charlottetown Terrace Rehabilitation Project Budget Amendment:

Charlottetown Terrace Rehabilitation Project:

Action A: Approve a resolution for the Charlottetown Terrace rehabilitation Project up to \$12,660,000.

Action B: Approve a resolution to amend the Charlottetown Terrace rehabilitation project funds budget for the fiscal year ending March 31, 2011 (Last amended by Resolution No. 1870).

Note: This item was discussed in executive session prior to the vote.

ACTION:

Motion was made for approval by: Commissioner Jones
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

10.E Authorize Land Sales Proceeds Commitment for the Charlottetown Terrace Rehabilitation Project Budget Amendment: Asset Management Project:

Action A: Approve a resolution for the authorization to commit land sales proceeds up to \$460,000 for the Charlottetown Terrace Rehabilitation Project.

Action B: Approve a resolution to amend the asset management project budget for the fiscal year ending March 31, 2011. (Last amended by Resolution No. 1908)

Note: This item was discussed in executive session prior to the vote.

ACTION:

Motion was made for approval by: Commissioner Jones
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

Discussion:

Phase II Surveillance Cameras:

Mr. Woodyard explained this is a follow-up discussion that previously took place at the committee meeting. He informed that a critical look at the data which has been presented to you leads me to the conclusion that the data is inconclusive as to whether or not the cameras have reduced crime in the neighborhoods that we have placed them. That was one of the criteria's of moving forward with Phase II. He thinks an objective raw look at the data says in some cases it looks like the cameras made a difference and other cases it is hard to tell. We have heard antidotal evidence today from our clients on both sides of the issue. He thinks where we are is the sample size of the existing number of communities and amount of time we had to look at this issue was too limited. We can get a better idea with a larger sample and more time. If the Board wants to move in that direction, then we can go into Phase II and get better data over a longer period of time or we can end this where it is now. However, CHA's recommendation is to move forward with Phase II. We believe it is a huge benefit to our clients. This is something new and we will go back and look at the communities and see if cameras are in places that need to be out of reach and whether they can be moved. We have not had reports that the cameras do not work and we would have known it didn't work but we do have blind spots, which is to be expected. For clarification Chairman Ford asked Mr. Woodyard do we have an action. Mr. Woodyard explained you, the Board, have previously taken the action several months ago. However to

move forward we need a consensus that the Board is ok with us moving forward. This is not an official action.

Commissioner Jones questioned if the data is inconclusive and he hears you saying we need more time and more data so let's do it all; I thought you may say let's split Phase II into Phase II-A and Phase II-B, let's put some where we feel we will get better data and do it that way. Commissioner Sumter stated isn't Phase II the completion of the project. Ms. Campbell clarified that Phase II would be the completion of the contract that the Board approved earlier. She specified the sites as the eight remaining family sites. Chairman Ford stated his understanding is this is the final phase.

Commissioner Puckett commented that just as he said in his report that our Phase II was contingent upon some things that has not been done. Therefore she cannot see where the Board can support actually moving forward with Phase II when Phase I was not done to our satisfaction the way we had requested it to be done. She also noted in the packet that she did not know whether the letter actually went out to all the commissioners or not. Mr. Woodyard asked which letter. Commissioner Puckett responded the letter that you have, the memo. Mr. Woodyard answered yes it did. Commissioner Puckett followed stating that she did not receive the letter therefore she was just wondering. She observed it in the packet when she looked over it. She did not get it to her personal email. Mr. Woodyard stated that the letter explains what he just said. Vice-Chairman Miller questioned it seems that when we were in committee that there was a big slide show and told us the cameras made a difference. Now, you are reading off a memo that we haven't seen, telling us they don't. Commissioner Jones advised that the memo was in the package. Commissioner Puckett added it was in the package however it was said that it was sent to us on February 7th and she did not receive it on February 7th. She did not see it until she opened her package. Vice-Chairman Miller stated that he was confused and Commissioner Puckett added that she was waiting on information from committee meeting that she requested in order to be able to make an informed decision that she has not received.

Mr. Woodyard clarified that what was missing was the spreadsheet that we had in the packet for the committee meeting was not the correct spreadsheet. We presented the spreadsheet that was supposed to be there at the meeting and that was in response to Commissioner Puckett's issues about the spreadsheet. When you look at that spreadsheet which is the year data, the data is inconclusive. Vice-Chairman Miller stated I will go back to my usual question, are we in a hurry, do we have money burning a hole in our pocket? Mr. Woodyard explained that this is the stimulus money. Vice-Chairman Miller continued what is the drop dead date on this? Ms. Campbell responded on stimulus money our 60% expenditure date is March 15, 2011. Vice-Chairman Miller commented, which is our next Board meeting. Ms. Campbell clarified, in order to spend any of it we would have to order the equipment first. Commissioner Sumter clarified that the spending must be done not ordered. Ms. Campbell added that 60% of the \$7.2 million

dollar grant we received must be expended by March 15th. We've got some other projects lined up if the Board chooses not to move forward with this however we would not be able to use the stimulus money to fund it, if we use it for other projects. Vice-Chairman Miller commented if we didn't do this what would we spend it on? Ms. Campbell explained that we would just accelerate our priority needs. Vice-Chairman Miller asked for an example. Ms. Campbell responded putting air conditioning in additional sites. However she still could not do that by March 15th. We may increase the landscaping on some of the sites that were not included in our big landscaping project, we could look at water heater replacements, etc. There are different projects we can do, however we consider this a priority project.

Chairman Ford stated because there is some debate he would like to ask for a vote among the commissioners and he would like to encourage his colleagues that he views this as a priority as it relates to safety and if anybody has ever had their car or home broken into it would have been nice to have someone viewing or looking at it. Chairman Ford is looking to support this initiative primarily as a safety issue not as a big brother issue and he would like to move forward with a motion, then get a vote.

Commissioner Jones crafted the motion to let staff proceed with Phase II as budgeted.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Hill
Opposed by:	Commissioner Puckett Commissioner Sumter
Abstained by:	Vice-Chairman Miller

Chairman Ford announced that we would move forward with Phase II.

Commissioner Jones motioned that we suspend the regular meeting to go into the meeting of Horizon Development Properties, Inc.

Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

Commissioner Jones motioned adjournment of the Horizon Development Properties, Inc. meeting to reconvene the Regular Board Meeting of the Charlotte Housing Authority then go into Executive Session to discuss legal and real estate matters. Motion was seconded by: Commissioner Puckett; Outcome; passed unanimously.

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Note: This item was added at the very end of the meeting as a **Walk-on Action Item:**
Mr. Staley, CFO, came forward to explain this item as a walk on, to approve a contract with ECS Carolinas, Environmental LLP for \$2,616 for air quality monitoring for a unit in which a potential client with severe allergies may move into.

ACTION:

Motion was made to approve by:	Commissioner Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

Commissioner Jones then made a motion to adjourn the regular meeting of the Charlotte Housing Authority; motion was seconded by: Commissioner Hill; outcome: passed unanimously.

Minutes prepared by:	Barbara G. Porter Executive Assistant to the CEO
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Next meeting to be held on March 15, 2011 at 940 Brevard Apartments, 940 North Brevard Street, Charlotte, NC 28206 at 5:00 p.m. Dinner will be served for the Commissioners promptly at 4:30 p.m. If any questions/comments, please do not hesitate to contact Barbara Porter @704.336.5221.

**HORIZON
DEVELOPMENT
PROPERTIES,
INC.**

03/15/2011

Horizon Development Properties, Inc
Board of Directors
AGENDA

940 Brevard Apartments
940 N. Brevard Street
Charlotte, NC 28202

March 15, 2011

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Regular Meeting held on *February 15, 2011*
3. **Business Agenda Items:**
 - A. Budget Adoption: 2011-2012 Annual Program Budgets **(p. 1)**
 - B. Budget Amendment: Horizon Development Properties, Inc. for Fiscal Year Ending March 31, 2011 **(p. 2)**

Business Agenda:

Business Agenda item for the March 15, 2011 Horizon Development Properties, Inc. Board of Directors Meeting of the Charlotte Housing Authority.

3.A Budget Adoption: 2011-2012 Annual Program Budgets

Action: Approve a Resolution which adopts the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the fiscal year ending March 31, 2012.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

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

Background/Policy Framework:

The Board of Horizon Development Properties, Inc, acting through its delegated officers, has the primary responsibility for ensuring that Horizon Development Properties, Inc is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. Each year before March 31, staff brings the annual operating budgets for Horizon Development Properties, Inc. to the Board for approval.

Explanation:

In previous years the Board has adopted budgets based on program funding. Last year the Board instructed Staff to prepare the 2011-2012 Budget in a program budget format. These resolutions are the formal resolutions related to the Board adopting the FY2011-2012 Annual Program Budget to include the budgets for Administration, Field Operations and Real Estate.

The Board in Exhibit A is adopting the program budget for Administration. The Board in Exhibit B is adopting the program budget for the Field Operations. The board in Exhibit C is adopting the program budget for Real Estate. The Board was given the opportunity to review the individual asset management projects (AMP's) per HUD regulations in the budget document, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the AMP budgets in total for the budgetary compliance level, as a part of the Field Operations budget.

Also, as a part of this amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such

transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

None

Funding:

ACC No. A-4156

Attachments:

Exhibit A

Exhibit B

Exhibit C

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Barbara Porter, Secretary

3.B Budget Amendment: Horizon Development Properties, Inc.

Action: Approve an amendment of the Horizon Development Properties, Inc. Budget for the fiscal year ended March 31, 2011.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Staff is required to bring to the Board budget amendments to remain in compliance with HUD and Generally Accepted Accounting Principles (GAAP) rules and regulations and State law as staff begins to close the fiscal year 2010-2011.

Explanation:

Staff will need to re-allocate expenditures in the budgets of the privately managed properties (Fairmarket Square Apartments, Arbor Glen 50, Seneca Woods Apartments, McAlpine Apartments, Glen Cove Apartments, Hampton Creste Apartments McMullen Woods Apartments and Mill Pond Apartments). In the aggregate, expenditures will be re-allocated as shown below to prevent year end negative variances.

Administration	\$ 52,007
Maintenance	156,368
Utilities	22,381
Protective Services	70,000
Other General	<u>(300,756)</u>
Total	\$ -

Exhibit A shows a reallocation of expenditures as shown above for the privately managed properties.

Also, as a part of this amendment the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Funding:

Attachment:

Amended Horizon Development Properties, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 ADMINISTRATION
CHA Relocation Program Income	1,859,463
Section 8 Fees	1,218,282
MTW Funds	1,070,641
Other Revenue	844,713
Public Housing Fees	794,767
City Relocation Program Income	606,847
Maintenance Operations	537,418
Capital Fund Fees	518,502
Horizon Fees	342,117
CFRC Management Fee	200,304
ARRA Management Fee	160,000
TOTAL REVENUE:	8,153,054
EXPENDITURES:	
Salaries/Benefits	4,161,182
Operating Costs	3,891,519
Utilities	57,724
Capital Outlay	42,629
TOTAL EXPENDITURES:	8,153,054

Exhibit B

REVENUE:	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,297,826
Tenant Rents	10,992,167
Other Income	2,850,436
Public Housing Fees	1,171,023
Section 8 Income	752,897
Capital/CFRC Fees	718,807
Social Services Fees	601,550
City Relocation Program Income	569,608
Other Governmental Grants	512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772
First Ward Revenue	342,456
ROSS Grant Revenue	262,957
TOTAL REVENUE:	86,442,145
EXPENDITURES:	
Salaries/Benefits	11,293,301
Operating Costs	70,434,752
Utilities	4,362,998
Capitalized Items	351,094
TOTAL EXPENDITURES:	86,442,145

Exhibit C

REVENUE:	April 2011 - March 2012 REAL ESTATE
MTW Funds	24,535,573
Developer Fee Earned	1,841,371
Other Revenue	352,070
TOTAL REVENUE:	26,729,014
EXPENDITURES:	
Salaries/Benefits	1,361,779
Operating Costs	831,662
Capital Outlay	24,535,573
TOTAL EXPENDITURES:	26,729,014

	Exhibit A		
REVENUE:	April 2010 - March 2011		April 2010 - March 2011
	Horizon Development Properties, Inc.	REVISION	Horizon Development Properties, Inc.
Tenant Revenue	5,142,595		5,142,595
Other Revenue	2,901,909		2,901,909
Total Operating Revenue	8,044,503		8,044,503
<i>Other Sources:</i>			
Restricted Donation	3,500,000		3,500,000
Proceeds from Loans, Notes and Bonds	427,479		427,479
Fund Balance Appropriated	378,379		378,379
Total Other Sources	4,305,858		4,305,858
TOTAL REVENUE:	12,350,362		12,350,362
EXPENDITURES:			
Administrative:	3,666,197	52,007	3,718,204
Tenant and Social Services:	367,625		367,625
Utilities:	660,966	22,381	683,347
Ordinary Maintenance and Operation:	2,242,008	156,368	2,398,376
Protective Services		70,000	70,000
General Expenditures:	1,913,566	(300,756)	1,612,810
TOTAL OPERATING EXPENDITURES:	8,850,362	-	8,850,362
<i>Other Items:</i>			
Special Items	3,500,000		3,500,000
Total Other Items	3,500,000		3,500,000

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, FEBRUARY 15, 2011**

Regular Meeting:

Additions to the Agenda:

None

ACTION:

Motion was made for approval as submitted by: Commissioner Jones
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

Consideration to approve the Minutes for:

- Regular meeting held on *November 16, 2010*

ACTION:

Motion was made for approval by: Commissioner Jones
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

Business Agenda:

3.A Approve an Easement for Piedmont Natural Gas at Mill Pond Apartments:

To approve an easement for PNG at Mill Pond Apartments, accept payment and authorize the President/CEO to execute said easement.

Chairman Ford stated that due to the lengthy discussion on this item in committee he asked Chris Squier, Chief Development Officer, if further discussion was necessary. Mr. Squier responded no, this was covered in committee and is just a standard easement.

ACTION:

Motion was made for approval by: Vice-Chairman Miller
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

3.B **Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 12/31/10:**

Approve the write-off of \$6,135.28 in accounts receivable due to collection losses for tenants vacated through 09/30/10.

ACTION:

Motion was made to accept the report by:	Commissioner Jones
Motion was seconded by:	Vice-Chairman Miller
Outcome:	Passed unanimously

Commissioner Jones made a motion to close the Horizon Development Properties, Inc. meeting to go back into the regular session as the Charlotte Housing Authority. Motion was seconded by: Commissioner Puckett; Outcome: passed unanimously.

**HORIZON
ACQUISITION
CORPORATION**

03/15/2011

**Horizon Acquisition Corporation
Board of Directors
AGENDA**

*940 Brevard Apartments
940 N. Brevard Street
Charlotte, NC 28202*

March 15, 2011

Directly After Regular Board of Commissioners Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
- *Meeting held on December 21, 2010*
3. **Business Agenda Item:**
 - A. Budget Amendment: Horizon Acquisition Corporation for Calendar Year Ending December 31, 2011 **(p.1)**

Business Agenda:

Business Agenda item for Horizon Acquisition Corporation Board of Directors Meeting of the Charlotte Housing Authority.

3.A Budget Amendment: Horizon Acquisition Corporation

Action: Approve an amendment to the Horizon Acquisition Corporation Budget for the calendar year ending December 31, 2011.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Horizon Acquisition Corporation is a for profit corporation created to acquire, develop, operate and/or hold title to affordable housing properties. Horizon Acquisition Corporation is composed of transactions that must go through a taxable corporation for the benefit of our projects.

Explanation:

Horizon Acquisition, Corp. has a fiscal year that ends on December 31. Therefore, staff needs to re-budget funding from the sale of shares of stock to Horizon Development Properties, Inc. to acquire the General Partner Interest in Little Rock Apartments as this did not occur before the December 31 year end. CHA received approval for an expanded use of funds under its MTW Agreement to utilize MTW funds to facilitate this transaction.

Exhibit A reflects revenues from Proceeds From the Sale of Stock in the amount of \$3,500,000 and expenditures for the Acquisition of the General Partner Interest (\$2,538,868); Loans To Others (\$211,132); and Operating Costs (\$750,000). Total expenditures are \$3,500,000.

Also as a part of this budget adoption the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.

2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Attachment:

2011 Horizon Acquisition Corporation Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed secretary of the Horizon Acquisition Corporation, do hereby certify the above item was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Barbara Porter, Secretary

Horizon Acquisition Item			Exhibit A
REVENUE:	Horizon Acquisition Corporation		Horizon Acquisition Corporation
Developer Fees Earned	125,000		125,000
Other Revenue	175,000		175,000
Proceeds From Sale of Stock	-	3,500,000	3,500,000
TOTAL REVENUE:	300,000	3,500,000	3,800,000
EXPENDITURES:			
Operating Costs	300,000	750,000	1,050,000
Acquisition of General Partner Interest	-	2,538,868	2,538,868
Loans To Others	-	211,132	211,132
TOTAL EXPENDITURES:	300,000	3,500,000	3,800,000

**MINUTES OF HORIZON ACQUISITION CORPORATION
BOARD OF DIRECTORS MEETING HELD ON
DECEMBER 21, 2010**

Regular Meeting:

Additions to the Meeting:

Chairman Ford officially opened the meeting. A motion was made to approve the agenda as submitted.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Vice-Chairman Miller
Outcome:	Passed unanimously

Consideration to approve the Minutes for:

- Meeting held on *May 18, 2010*

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Vice-Chairman Miller
Outcome:	Passed unanimously

Business Agenda:

3.A Budget Adoption: 2011 Horizon Acquisition Corporation

Adopt the Horizon Acquisition Corporation Budget for the calendar year ending December 31, 2011.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Vice-Chairman Miller
Outcome:	Passed unanimously

Commissioner Jones made a motion for adjournment to enter into the C.O.R.E. Programs, Inc. Board of Directors. Motion was seconded by: Vice-Chairman Miller, passed unanimously.

**C.O.R.E.
PROGRAMS
INC.**

03/15/2011

C.O.R.E Programs, Inc
Board of Directors
AGENDA

940 Brevard Apartments
940 N. Brevard Street
Charlotte, NC 28202

March 15, 2011

Directly After Horizon Acquisition Corporation Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Regular Meeting held on *December 21, 2010*
3. **Business Agenda Items:**
 - A. Budget Adoption: C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2012 **(p. 1)**

Business Agenda:

Business Agenda item for the March 15, 2011 C.O.R.E. Programs, Inc. Board of Directors Meeting of the Charlotte Housing Authority.

3.A Budget Adoption: C.O.R.E. Programs, Inc. Budget

<p>Action: Adopt the C.O.R.E. Programs, Inc. Budget for the fiscal year ending March 31, 2012.</p>

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

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

Background/Policy Framework:

The Board of C.O.R.E. Programs, Inc, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. Each year Staff brings to the Board the annual budget for C.O.R.E. Programs, Inc.

Explanation:

This Board Agenda Item is the formal action related to the Board adopting the FY2011-2012 C.O.R.E. Programs, Inc. budget as shown in Exhibit A. Approval of this budget is requested pursuant to state statutes.

Also as a part of this budget adoption the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

At the Finance & Audit Committee meeting on March 2, 2011, this item was unanimously approved for the consent agenda.

Funding:

Fund Raisers
C.O.R.E Programs, Inc.

Attachment:

C.O.R.E. Programs, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of the C.O.R.E. Programs, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 15, 2011.

BY: _____
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2011 - March 2012 C.O.R.E. Programs, Inc.
Other Income	226,342
TOTAL REVENUE:	226,342
EXPENDITURES:	
Other Operating Costs	226,342
TOTAL EXPENDITURES:	226,342

**MINUTES OF C.O.R.E. PROGRAMS, INC.
BOARD OF DIRECTORS MEETING HELD
ON DECEMBER 21, 2010**

Regular Meeting:

Additions to the Agenda:

None

ACTION:

Motion made to approve agenda as submitted:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Consideration to approve the Minutes for:

- Meeting held on *August 17, 2010*

ACTION:

Motion was made by:	Vice-Chairman Miller
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Business Agenda Item:

3.A Budget Amendment: C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2011

Amend the C.O.R.E. Programs, Inc. budget for the fiscal Year ending March 31, 2011.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Vice-Chairman Miller
Outcome:	Passed unanimously

Commissioner Jones made a motion for adjournment. Motion was seconded by: Vice-Chairman Miller. Outcome: Passed unanimously.