



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS**

**BOARD MEETING**

***JUNE 19, 2012***

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***WOODLAWN HOUSE  
1315 E. WOODLAWN ROAD  
CHARLOTTE, NC 28209***

*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:**

***Commissioner Joel Ford - Chairman***

***Commissioner David Jones - Vice-Chairman***

***Commissioner Pamela Gordon***

***Commissioner Benjamin Hill***

***Commissioner Will Miller***

***Commissioner Marcia Simpson***

***Commissioner Geraldine Sumter***



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***BOARD OF COMMISSIONERS MEETING***

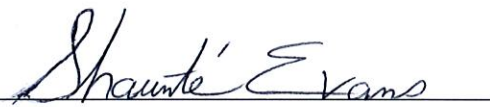
***June 19, 2012***

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***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 ***June 19, 2012*** as follows:

**TIME/Date:**       ***5:00 p.m.***  
                              ***June 19, 2012***

**LOCATION:**       ***Woodlawn House***  
                              ***1315 E. Woodlawn Road***  
                              ***Charlotte, NC 28209***

  
**Shaunte Evans**  
***Interim Chief Operations Officer***

***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”***

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

*Woodlawn House  
1315 E. Woodlawn Road  
Charlotte, NC 28209*

**June 19, 2012**

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

**Regular Meeting Agenda:**

1. Pledge of Allegiance
2. **Public Hearings:**  
Charlotte Housing Authority's Housing Occupancy Plan (HOP) (p.4)  
Introduction of Public Hearing Barringer Gardens (p.5)
3. Public Forum
4. Review and Approval of the Agenda
5. Consideration to Approve the Minutes for:  
- Regular Board meeting held **May 15, 2012 (p. 7)**
6. Resident Advisory Council (RAC) Report (p.18)
7. Monthly Reports:  
- Operations Dashboard (p.21)
8. **Consent Agenda Action Items: (p. 25 – 72)**
  - A. Approve Procurement Contract to Terracon Consultants, Inc.
  - B. Approve Procurement Contract to Adams Group Architects, PA
  - C. Rescind Resolution No. 2028 and Approve Procurement Contract to Goodwill Industries of the Southern Piedmont
  - D. Budget Amendment: Administration Program Budget
  - E. Budget Amendment: Field Operations Program Budget Re-Appropriation for FY Ending March 31, 2013
  - F. CHA 414(h) and 457 (b) Retirement Plan Trustee Change
  - G. Approve Adoption of a MOU Between CHA and the CONNECT Consortium
  - H. Budget Amendment: Field Operations Program Budget Carole Hoefener Center for the FY Ending March 31, 2013
  - I. Approve Resolution for Procurement Contract to Child Care Resources, Inc.
9. **Business Agenda Action Items: (p. 74 – 88)**
  - A. Authorize Revision of the Housing Occupancy Plan (HOP)
  - B. Approve Change Order for Summer Security Coverage at Family Sites
10. **New Business:** *None*

**CALL THE OPENING OF THE PUBLIC HEARING AND EXPLAIN THE PURPOSE OF THE HEARING:**

**I. Purpose of Public Hearing**

To conclude the 45-day public review and comment period of the modifications to the Charlotte Housing Authority's Housing Occupancy (HOP) Plan.

**II. Opening Remarks**

The purpose of the HOP is to clearly establish and outline the policies used in operations of the Section 8 and Section 9 programs in a manner consistent with HUD requirements and initiatives outlined in the MTW Plan. The policies of this Plan are designed to ensure compliance with all consolidated ACC and HUD approved applications for program funding.

The major changes in the Plan this year included structural changes, eligibility changes, and updates to the Public Housing Lease and HCV Program.

Staff discussed the major changes in the HOP with the Residents Presidents and Officers of the Participant Advisory Council on May 10, 2012 and May 18, 2012.

On May 4, 2012, the entire policy with changes was placed at the following locations: the main branch of the Public Library; City Hall; 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; 135 Scaleybark Road, Charlotte, NC 28209; and at all CHA-managed Public Housing community offices.

**CALL FOR PUBLIC COMMENT**

**CLOSE PUBLIC HEARING**

## Introduction of Public Hearing Barringer Gardens

This is a public hearing regarding the Authority's plan to issue multifamily housing revenue bonds in an amount up to \$5,100,000 to finance a portion of the cost of the acquisition, construction and equipping of a low and moderate income multifamily residential rental facility for seniors to be known as Barringer Gardens, consisting of approximately 85 units. Barringer Gardens will be located at 1842 West Boulevard.

The proceeds of the Bonds will be loaned to Charlotte RHF Housing Partners, LP, a North Carolina limited partnership (or a related entity) and used by the company, together with equity from related 4% low income housing tax credits, to acquire and construct the development, which will be operated as affordable housing.

Under the federal tax code, the issuance of the Bonds must be approved by the City Council or the Mayor of the City of Charlotte following a public hearing. Notice of the public hearing was published in *The Charlotte Observer* on June 1, 2012.

The public hearing with respect to the issuance by the Authority of its bonds to finance the acquisition and renovation of Barringer Gardens is hereby opened.

### **Call for public comments**

*{Following the public comments}* The public hearing with respect to the issuance by the Authority of its bonds to finance Barringer Gardens is hereby closed.

***MINUTES FOR  
REGULAR  
BOARD  
MEETING***

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, MAY 15, 2012**

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The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the **Charlotte Housing Authority/Central Office, 1301 South Boulevard, Charlotte, NC 28203**, 5:00 p.m. Tuesday, May 15, 2012.

**Present:**        *Chairman Joel Ford*  
                      *Vice-Chairman David Jones*  
                      Commissioner Geraldine Sumter  
                      Commissioner Ben Hill  
                      Commissioner Marcia Simpson  
                      Commissioner Pam Gordon

**Also Present:** Commissioner Will Miller (via conference call)  
                      Mr. Sherrod Banks, General Counsel (via conference call)

**Additional Attendees:**

Shaunté Evans, Interim COO	Heather Franklin, Interim CFO
Carl Harris, Director of Construction	Jeff Meadows, Sr. Development Officer
Cheryl Campbell, Operations Project Mgr.	Charlene Wall, H/R Director
Susan Herman, Accounting Manager	George Connor, Regional Property Mgr.
John Burns, Client Services Director	Alesia Price, Regional Property Mgr.
Gwen Isley, MTW Coordinator	Shawn Williams, Section 8 Director
Tim Ames, Project Construction Mgr.	Michelle Allen, Interim Director of RED
Deborah Clark, Comm. & Research Dir.	Ray Wilson, Risk Analyst
Shannon Bodnar, Director of Housing	Allison Preston, Resident Safety Mgr.
Tomico Evans, Family Support Mgr.	Vanessa Jones, Assistant to the CFO (scribe)

**Pledge of Allegiance:**

Chairman Ford officially welcomed everyone and then opened the regular Board meeting of the Housing Authority of the City of Charlotte. As is customary, the meeting was opened with the pledge of allegiance. Commissioner Gordon led the pledge.

**Public Hearing:**

First Amendment to the FY 2013 Moving Forward Annual Plan.

Chairman Ford read the following information:

**I. Purpose of the Hearing:**

To conclude the 45-day public review and comment period of the Charlotte Housing Authority's First Amendment for the FY 2013 Moving Forward Annual Plan.

**II. Opening Remarks:**

The purpose of the Moring to Work demonstration program is to give participating public housing authorities the flexibility to design and test innovative approaches for providing and administering housing assistance that accomplished 3 primary goals.

1. To achieve programmatic efficiency and reduce cost.
2. Promote self sufficiency among assisted families.
3. Increase housing choice for low income households.

The Charlotte Housing Authority would like to submit a Special Application Center (SAC) seeking approval for the demolition and disposition of part of the Strawn site. The demolition portion will be to tear down the Strawn Cottages units and the Strawn activity center to allow the installation of the new infrastructure. The disposition portion will be to sell parts of the site to support the redevelopment of the site meeting stated Charlotte Housing Authority goals for the Moving Forward Annual Plan. In order for the SAC application to be considered, CHA must document the intent in the Annual Plan. The FY 2013 Annual Plan amendment was made available for public viewing on March 29 2012. Copies of the amendment were placed at the following locations: Main Branch of the Public Library, City Hall, all CHA managed properties and the Charlotte Housing Authority Administrative Offices at 1301 South Boulevard, 2600 Youngblood Street and 135 Scaleybark.

He then inquired whether there was anyone present for public comments? Hearing none the following motion was recorded.

**ACTION:**

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

**Public Forum:**

Chairman Ford asked if there was anyone present who would like to speak to the Board of Commissioners at this time. The following took place:



**Ms. Lucille Puckett, former resident and former commissioner,** came forward to speak on behalf of her daughter. She explained that her daughter is a resident of a Family Self-Sufficiency (FSS) community, which has a childcare and educational benefit component as a part of the Moving Forward initiative. She explained that because of the change in her daughter's family size she needs to move into a 3 bedroom unit. Her daughter was informed by George Connor, Regional Property Manager that her services would remain the same. To accommodate her need for a three bedroom unit, in an FSS community her daughter was moved to the Leafcrest community. However when she went to sign her lease/paperwork it was revealed that the services are not the same and are not provided. Also she had been informed that there is no money in the budget at the Leafcrest community to add the services. Ms. Puckett explained that without those services that would impose a hardship on her daughter.

Her second comment was concerning the CHA's monthly newsletter which is disseminated to all residents. She is aware of the upcoming hearing for the 2012 – 2013 Annual Plan amendment however that information is not mentioned in the document anywhere. She continued that the newsletters are a waste of the Charlotte Housing Authority's money.

Chairman Ford reminded Ms. Puckett that her 3 minutes had expired and asked that she complete her comments. Upon completion, Vice-Chairman Jones remarked that staff report back to the Board in a timely manner. He requested that Shannon Bodnar, Director of Operations, review the situation and possibly move her daughter back to her previous residence. Ms. Bodnar responded that she cannot go back to the original unit because her family size has changed therefore she needs a larger unit. However the situation would be reviewed and follow-up information would be provided. Chairman Ford reiterated that whatever services she was receiving from the initial FSS community should be transferrable. Chairman Ford asked staff to provide a response to the inconsistencies as it relates to services at different communities.

Lastly, Chairman Ford asked Ms. Evans, Interim COO, relating to the newsletter, to look into the out datedness and/or the lack of information, from a resident perspective, on the newsletter. Future follow-up was requested. Deborah Clark, Communication and Research Director, came forward to inform the Board that her department would be taking over the production of the newsletter per request of the Operations Department. Chairman Ford requested that a copy of the newsletter be disseminated to the entire Board upon completion.

Chairman Ford asked if there was anyone else that would like to speak; hearing and seeing none a motion was requested to close the public hearing.

**ACTION:**

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

**Review and Approval of the Agenda:**

Chairman Ford announced a **Closed Session** be added to the agenda to discuss personnel matters. Commissioner Miller requested that **Item 8.B** First Amendment: Administration Program Budget for FY ending March 31, 2012 to loan funds to the Central Office Cost Center and **Item 8.C** Budget Amendment: Central Office Capital Project be removed from the Consent Agenda and moved to the Business Agenda for discussion. Chairman Ford agreed to move Item 8.B and Item 8.C to Items 9.B and 9.C under the Business Agenda Action Items. Hearing no further additions/changes a motion was requested to accept the agenda as modified.

**ACTION:**

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

**Consideration to Approve the minutes for:**

- Regular Board meeting held **April 17, 2012**

**ACTION:**

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

**Resident Advisory Council (RAC) Report:**

Chairman Ford asked if there was anyone available to speak on behalf of RAC. It was announced that the RAC team was in Tennessee at a resident training.

**Monthly Reports**

**Operations Dashboard:**

Ms. Shawn Williams, Section 8 Director gave the following update:  
Current utilization rate for tenant based portion of the program is at 97%. The overall utilization rate for all parts of the program including special purpose vouchers is at 94%. There are 1,944 applicants on the waiting list however staff has begun to purge the wait list to ensure that those applicants are still interested in participating. There are 1,050 participants that have ported in from other jurisdictions which CHA is billing other housing authorities. Commissioner Hill questioned how to get on the wait list. Ms. William's responded that you must meet the income eligibility guidelines. Commissioner Hill asked when you are looking for a property and if your income changes what's next. Ms. William's responded that the income eligibility is not determined prior to being added to the wait list due to the length of the wait list. It is determined at a later time. The applicants fill out a very basic, preliminary application however the wait list is purged annually to make sure that they are still interested.

Commissioner Simpson questioned what is the minimum income criteria for someone, if they have one child and earning less than \$100 per month. Ms. Williams responded that CHA has income limits/guidelines, therefore this scenario would qualify for whatever the income guidelines are for 2 people. Commissioner Jones added that is a ceiling therefore there is no minimum amount. Commissioner Hill asked if there is any ranking (i.e. 2 children as opposed to 3 children). Ms. Williams responded that there is not any type of local preference based on family composition. Chairman Ford questioned if the portability number is a monthly number or an aggregate number. Ms. Williams responded that it is a total cumulative number CHA is administering on behalf of other agencies, including those that are searching.

Commissioner Hill questioned the vacancies at Hampton Creste last month noting the same number of vacancies is showing this month. Ms. Williams responded that she did not have accurate information at this time. However, **Action: Ms. Williams would do research and get back to Commissioner Hill with information.**

Ms. Shannon Bodnar, Director of Housing, came forward to give the following update:

On the *CHA managed sites*, the occupancy rate is above 98%. The Tenant Accounts Receivable (TAR) number is also above 98%. The vacancy turn days are slightly higher than is liked to be seen. She reminded everyone that last month, this month and maybe a couple more next month, there were some units held in preparation for Strawn and Parktowne renovation that was thought to be needed however there were not as many needed as was thought. Therefore it is the re-absorption of those units back into the portfolio.

The *affordable properties* show the occupancy rate as slightly lower which is tied to some market rate units at one of the recently acquired communities. The Tenant Accounts Receivable (TAR) is again above 98%. The vacancy turn days are slightly higher, and there have been some marketing challenges at the three communities CHA recently took over management in December 2011.

On the *Private Managed* communities, the numbers are looking great this month. The occupancy rate is above 98%. The Tenants Accounts Receivable (TAR) is slightly lower than is liked to seen, but approaching that 98% mark. The vacancy turn days are looking great, specifically at the following properties: Arbor Glen, Ashley Square and Montgomery Gardens all had very quick turnaround time. There are a few communities that are having a few challenges in the lease-up stage, such as McCreesh Place, which had some longer turns, due to bedbug treatment. Rivermere had a longer turn than expected due to an internal transfer and compliance paperwork needed on tax credits. At Hampton Creste, they are working on the community occupancy rate. There was some turnover this month however details are not known but there is an active partnership in process to resolve any issues.

**Action: Ms. Evans added once the information is gathered she would advise the Board in a timely manner.** Commissioner Hill questioned if McCreesh Place is full and whether they are temporarily being moved due to bedbugs. Ms. Bodnar explained they have had some delays in turning the unit therefore they have had to hold the unit for a bedbug treatment which created a slightly longer time for move-in.

Chairman Ford questioned as it relates to Arbor Glen (*formerly Dalton Village*) when he was at the facility he was slightly surprised about the overrun of dumpsters and the general curb appeal of the property. He inquired as to CHA's role in the frequency of monitoring the property as well as contract monitoring. Ms. Bodnar explained in the third party managed communities it is run through the Asset Management Department (which consist of Maureen Bates and Joe Heyward). They physically go out to talk to the managers as well as inspect the property. Chairman Ford stated that generally speaking it does not take long for a community to revert back to its previous condition. There has been a tremendous amount of investment in that corridor and his general sense is, without any hardcore data, it is on the borderline of reverting back to a negative situation. ***Action: requested additional help from CHA by monitoring the property and encouraging the property manager to maintain the property.***

**Budget to Actual Reports for 3/31/2012:**

Ms. Franklin came forward with to discuss the report found on pages 17 – 50 which were presented to the Finance and Audit Committee meeting on May 3, 2012. These are the preliminary numbers for the FY Ending March 31, 2012. The final Budget to Actual report will be included in the Audit to be received in July 2012. She noted she would be glad to answer any questions. Overall she has not observed any statutory violations for any overages in any expense accounts. Commissioner Hill questioned the Maintenance Operations shows a .35 cent variance. He is curious as to what that means. She explained that our in-house plumber and locksmith go out to do various services for our sites which are then billed to the individual sites for their services. Therefore this slight variance indicates that we have not needed/used their service that much this year.

**Deposits and Investments :**

Ms. Franklin continued this is all of the cash balances which will reflect where the agency is as of the end of the Fiscal Year. Hearing no additional questions she moved to the next report.

**Land Sales Proceeds Report:**

It includes all the Land Sales Proceeds where they have been committed as well as where they have been expended. There have been no major changes. The only change is the money used for Charlottetown Terrace project.

**Notification of Administrative Budget Changes as of 3/31/2012:**

This includes all administrative budget changes which took place within the last quarter of the month in total across all line items. Chairman Ford questioned what was the change in the salary benefits for the field operations program budget? Ms. Franklin explained this is probably due to lapsed salaries (i.e. property manager) in vacancies during the year therefore that money may have been used for maintenance items. It is a negative, which means money was taken out of a salary and used somewhere else. Hearing no further questions she concluded her report.

**Consent Agenda Action Items:**

**8.A First Amendment to the FY2012-2013 Moving Forward Annual Plan:**

Approve a resolution to authorize CHA to make the First Amendment to the FY 2012-2013 Moving Forward Annual Plan.

**8.D Budget Adoption: 2011 Federal Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant Budget:**

Approve a resolution to adopt the 2011 Federal ROSS (FSSR) Grant budget.

**8.E Budget Amendment: Field Operation Program Budget:**

Approve a resolution to amend the Field Operation Program Budget for Mill Pond Charlotte, LLC for the Fiscal Year Ending March 31, 2013 (Last amended by Resolution No. 2040).

**8.F Budget Amendment: Administrative Program Budget:**

Approve a Resolution to amend the Administration Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2013. (Adopted by Resolution No. 2036).

**8.G Budget Amendment: Field Operation Program Budget:**

Approve a Resolution to amend the Field Operation Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2013. (Last amended by Resolution No. 2040).

**8.H CHA Collection Loss Report for the Quarter Ended 03/31/12:**

Approve a resolution for the write-off of \$44,019.51 in accounts receivable due to collection losses for tenants vacated through 12/31/11.

**ACTION:**

Motion for the adoption of items 8.A, 8.D, 8.E, 8.F, 8.G,  
and 8.H. **NOTE: Item 8.B and 8.C were pulled.**

Vice-Chairman Jones

Motion was seconded by:

Commissioner Sumter

Outcome:

Passed unanimously

**Business Agenda Action Items:**

**9.A Authorize entering an Interlocal Agreement for Project-Based Section 8 Administrative Services:**

Approve a resolution to authorize CHA to enter an Interlocal Agreement with Nan McKay and Los Angeles LOMOD Corporation for a joint application under HUD/NOFA to provide contract administration services for Project-Based Section 8 HAP contracts.

Ms. Shawn Williams, Section 8 Director, came forward to ask Board permission to apply for the Notice of Funding Availability (NOFA) to approve this resolution to authorize the Charlotte Housing Authority to enter into an Interlocal Agreement with the Los Angeles LOMOD Low Income Moderate Housing Corporation for a joint application under HUD's NOFA to provide contract administration services for Project Based Section 8 housing assistance payment contracts. There are still several questions prior to applying with this agency. Such as, a staff of seven coming to work with the Charlotte Housing Authority and also any communication clauses that may need to be included in this contract. Commissioner Sumter questioned was that information expected. Ms. Williams responded that the questions have been sent off today and CHA has enlisted the Banks Law Firm to assist in formulating the legal portion, noting they are working as quickly as possible to get the answers. Ms. Evans added because of the timing when it is due there will not be another Board meeting however if they do not satisfy what is needed, she will not sign off and she will make the Board aware of that decision. Motion was made by Commissioner Sumter to authorize staff to move forward with entering into this contract for the purposes of applying, understanding that they will not proceed unless they have received satisfactory answers to all questions which have been raised. Chairman Ford reiterated that Ms. Williams did state there would be an indemnification clause as part of this agreement as well as listing CHA as additional insured.

**ACTION:**

Motion to authorize staff to move forward entering into this contract:	Commissioner Sumter
Motion was seconded by:	Vice-Chairman Jones
Outcome:	Passed unanimously

**9.B Budget Amendment: Administration Program Budget: (Originally Item 8.B)**

Approve a resolution to amend the Administration Program Budget for the Fiscal Year Ending March 31, 2013 to loan funds to the Central Office Capital Project. (Adopted by Resolution No. 2036).

Commissioner Miller stated it is troubling that CHA has gotten into the situation its in with regard to this project. As is known, it is way behind schedule, way over budget and has spent a large amount of money as it relates to personnel and staff time. He would like to take both items and retool slightly an amendment to reflect what would be done in the private sector. He recommended taking out the developer fee, in the amount of \$372,707 and a contingency amount of \$209,365. He would like to adopt Items 9.B and 9.C however remove those amounts which total \$582,072. Chairman Ford stated that the motion on the floor is to remove the contingency and the developer's fee. Commissioner Hill asked if the fees were removed would they be put somewhere else. Commissioner Miller responded that the fees would not be paid. The Real Estate Department would continue to do the project however they would do it without a fee which would reduce their budget from \$11.5 million to under \$11 million dollars.

Chairman Ford restated that there is a motion on the table to remove the contingency fee and the developer fee.

Motion on the floor is to remove the  
developer fee and the contingency fee by: Commissioner Miller  
Motion was seconded by: Commissioner Hill

Chairman Ford then opened the floor for questions/debate.

Commissioner Jones questioned Ms. Heather Franklin, Interim CFO, if the developer fee was removed, would it have an impact on the Real Estate Department development budget. Ms. Franklin agreed and explained that she has suggested to Michelle Allen that the developer fee needs to be split between Horizon Development Properties, Inc. and the Central Office Cost Center because the team was comprised of employees from both places. Additionally the budget is balanced from developer fees from our staff doing projects which is why CHA started doing direct development so instead of paying outside agencies we are paying ourselves which will put us in a better place financially. Commissioner Jones pointed out that the developer fee does not go to Michelle it will go back into the overhead which is used to pay staff and other things. He stated it is unfortunate that Commissioner Miller characterizes what staff is doing as mismanagement. He noted the project has not gone as expected however he thinks staff has been upfront with the Board throughout the process. Therefore Commissioner Jones stated he would **vote no** on the amended motion.

Commissioner Miller rebutted the comments stating that with all due respect to Commissioner Jones who has been in the Real Estate legal for awhile however he has been in the development business for over 20 years and he can tell the board what goes on in the private sector and he would think CHA would want to emulate the private sector. If CHA had turned this over to a third party they would have put one experienced person on the project and it would have been done in less than 1 year. They would have charged far less, we would be in that building operating and would not have spent nearly as much money. He stated if anybody is at fault, it is the Board for deciding this should be done internally because it has obviously been proved we can't do this internally. He said CHA has mismanaged the development and he doesn't think Commissioner Jones understands perhaps what would have happened had this been in the private sector. Chairman Ford gave staff the opportunity to respond. Ms. Michelle Allen, Interim Director of Development, stated that the project is not completed and construction is scheduled to start next month. She pointed out that staff has had various challenges during this project. However the project is not completed and is hopeful that it is not considered mismanaged. She stated they are very confident that within the next 30 days when construction kicks off it will be a very successful project. Getting back to the developer fees she reminded everyone that until a few years ago when CHA started doing direct development they were developer partners in several of the HOPE VI projects. CHA was paying our partners 10%/11% developer fees, when in actuality staff was doing just as much of the work. That was

one reason why they felt that staff has contributed to many of the successes that is seen on the ground. We are paying our developer partners 10%/12% developer fees. Ms. Allen pointed out that for this project, which they have been working on for the last 18 months she thinks at minimum it is reasonable to ask for 2% to pay themselves. Commissioner Hill questioned if we paid a fee on acquisition to ourselves in the past. Ms. Allen responded that the developer fee is typically calculated for the overall project budget and this has been done in the past.

Chairman Ford restated the motion on the floor that we remove the contingency fee of \$209,365 and remove the developer fee of \$372,707

**ACTION:**

Motion to remove contingency fee of \$209,365 and remove the developer fee of \$372,707 all in ***favor***: Commissioner Miller

All those ***opposed*** to this motion: Vice-Chairman Jones  
Commissioner Sumter  
Commissioner Hill  
Commissioner Gordon  
Commissioner Simpson

Chairman Ford stated the amended motion as stated above ***failed*** therefore they reverted to the original action which is to approve a resolution to amend the Administration Program Budget for the FY ending March 31, 2013 to loan the funds to the Central Office Capital Project.

**ACTION:**

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

***Opposed:*** Commissioner Miller

**9.C** **Budget Amendment: Central Office Capital Project:** *(Originally Item 8.C)*

Approve a resolution to amend the Central Office Capital Project Budget for the Fiscal Year Ending March 31, 2013. (Last amended by Resolution No. 1965).

**ACTION:**

Motion was made to approve by: Commissioner Gordon  
Motion was seconded by: Vice-Chairman Jones  
Outcome: Passed

***Opposed:*** Commissioner Miller



**New Business:**

*None*

Vice-Chairman Jones motioned that the regular Board of Commissioners meeting be suspended to convene the Horizon Development Properties, Inc. meeting; motion was seconded by: Commissioner Sumter; Outcome: passed unanimously. The last meeting, C.O.R.E. Programs, Inc. Board of Directors, was adjourned and motioned that we reconvene the regular Charlotte Housing Authority Board of Commissioners meeting by Vice-Chairman Jones; Motion was seconded by: Commissioner Gordon; Outcome: passed unanimously. Vice-Chairman Jones motioned that we go into Executive Session for the purpose of discussing matters concerning personnel. Motion was seconded by: Commissioner Gordon; Outcome: passed unanimously.

The Executive Session was adjourned, the regular meeting of the Board of Commissioners was reconvened. A motion was made to adjourn the regular meeting of the Charlotte Housing Authorities Board of Commissioners by: Commissioner Sumter; Motion was seconded by: Vice-Chairman Jones; Outcome: passed unanimously.

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Minutes respectfully prepared by:

Barbara G. Porter  
Executive Assistant to the CEO

***Next meeting Board of Commissioners meeting will be July 17, 2012 at the Charlotte Housing Authority /Central Office, 1301 South Boulevard, Charlotte, NC 28203. The meeting starts promptly at 5:00 p.m.***

**RESIDENT  
ADVISORY  
COUNCIL  
(RAC REPORT)**

## Resident Advisory Council Report (RAC)

Tuesday, June 19, 2012

RAC has been working with CHA on the HOPS. We are still in the process of getting the procedures completed for the Resident Council Elections.

RAC and CHA have partnered to promote the Celebration of Fathers Day promoting fatherhood and families. This is an initiative to reconnect families, specifically fathers and children both inside the home and out. This celebration will be held on June 21, 2012 at the Carole Hoefner Center.

The first of the keyboarding classes sponsored by RAC started on Thursday, June 7, 2012 at the Carole Hoefner Center. We are in the process of starting another class at the computer lab on Benjamin Street to be able to serve more families. We are still accepting names on the waiting list for the family skills classes hoping to begin as soon as there is enough to start.

The summer nutrition program has began and RAC has been working with organized as well as unorganized sites to help to make sure all the children and families are able to participate. Church at Charlotte has partnered with Gladedale and have sponsored over 50 children to go to Freedom School.

### Ongoing Activities

- Summer Nutrition Program with CMS

Gladedale

Meadow Oaks

Savannah Woods

Southside Homes

Tall Oaks

Tarleton Hills

# ***OPERATIONS DASHBOARD***

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

**SECTION 8**

**SECTION 8 VOUCHER ANALYSIS**

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
<b>Target</b>	<b>98.0%</b>	<b>4,910</b>
March '12	95.77%	4,637
April '12	94.07%	4,619
May '12	93.69%	4,600

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4349	0	185	200	176	4910	
Vouchers Utilized	(4194)	0	(103)	(127)	(176)	(4600)	
Vouchers Issued	(8)	0	(47)	-33	0	(88)	In lease-up
Balance by Program	147	0	35	40	0	222	Bal. - All Programs

**VOUCHER AVAILABILITY**

Program	TOTAL
Balance All Programs	222
Special Use on Hold	(75)
In base	147
Strawn Relocation/Tenant Protection	18
To be issued	0
Balance of Vouchers being held for PBS8 commitment	129

Current Utilization	96.44%	0.00%	55.68%	63.50%	100.00%	93.69%
Utilization - if all issued vouchers were to be leased up	96.62%	0.00%	81.08%	80.00%	100.00%	95.48%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Portable Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
March '12	10	116	1,944	43	1,033
April '12	13	84	1,944	64	1,050
May '12	8	79	1,828	47	1,073

## The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

### All Conventional Public Housing Sites - CHA Managed

<i>Maximize Benefit/Cost:</i> Maximize the long-term financial viability of CHA-owned communities.	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
<i>Target</i>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
March '12 - 26 units turned	98.37%	2.45%	92.80%	99.20%	11+18 = 29 days
April '12 - 21 units turned	98.88%	-	86.83%	98.76%	13+20 = 33 days
May '12 - 31 units turned	99.07%	-	88.08%	99.00%	12+19 = 31 days

(Exclude 11 units turned under renovation project)

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.88%

^ total does not include private management data

### Affordable Properties

<i>Sites include:</i> Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
<i>Target</i>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
March '12 - 6 units turned	96.67%	0.53%	75.12%	99.15%	7+3 = 10 days
April '12 - 2 units turned	95.78%	-	78.18%	98.68%	6+32 = 38 days
May '12 - 2 units turned	95.78%	-	77.95%	98.80%	3+4 = 7 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.88%

# The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

## Private Management Companies

<i>Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity &amp; McAden</i>	Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
<b>Target</b>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
<b>March '12 - 12 units turned</b>	98.50%	0.53%	94.08%	97.42%	9+15 = 24 days
<b>April '12 - 25 units turned</b>	98.46%	-	93.29%	97.38%	13+5 = 18 days
<b>May '12 - 12 units turned</b>	97.44%	-	92.32%	96.84%	15+8 = 23 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 1.88%

Month: March '12 - Private Management Companies								
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turn Averages			# of Units
					Make Ready	Lease Up	Vacancy Turn Totals	
940 Brevard (40 Section 9 & 60 PBS8 units)	100%	100%	99%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	100%	100%	96%	97%	0	0	0	0
Arbor Glen I (60 Section 9 units)	100%	100%	97%	97%	13	2	15	1
Arbor Glen II (40 Section 9 units)	99%	100%	96%	96%	9	8	17	2
Arbor Glen III (12 Section 9 units)	100%	100%	97%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units)	94%	94%	94%	100%	0	0	0	0
*Fairmarket Square (16 Section 9 units); 14 of existing units are currently available for PH occupancy	100%	100%	99%	99%	0	0	0	0
First Ward (132 Section 9 units)	95%	97%	86%	90%	14	4	18	2
***Hampton Creste (60 section 9 units)	93%	98%	96%	98%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	95%	80%	100%	100%	0	0	0	0
McCreesh Place (63 Section 9 & 27 PBS8 units)	100%	100%	100%	100%	0	0	0	0
**McMullen Woods - (No Assisted Units)	100%	100%	99%	100%	0	0	0	0
Mill Pond (51 PBS8)	95%	100%	88%	99%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	97%	100%	77%	89%	0	0	0	0
****Moore Place (34 section 9 and 51 PBS8 units)	79%	79%	92%	92%	0	0	0	0
Nia Point (29 Section 9 units)	93%	97%	48%	99%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	97%	97%	90%	100%	27	7	34	3
Prosperity Creek (72 Section 9 & 84 PBS8 units) - 3 vacant	99%	100%	93%	93%	12	10	22	1
Rivermere (20 Section 9 units)	97%	100%	100%	100%	6	33	39	1
Seigle Point (102 Section 9 & 18 PBS8 units)	98%	99%	88%	99%	0	0	0	0
South Oak (20 Section 9 units)	96%	100%	100%	100%	9	5	14	1
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	93%	95%	96%	96%	0	0	0	0
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Stonehaven East (24 Section 9 units)	95%	100%	77%	77%	16	0	16	1
<b>Grand Average</b>	<b>96.59%</b>	<b>97.44%</b>	<b>92.32%</b>	<b>96.84%</b>	<b>15</b>	<b>8</b>	<b>23</b>	<b>12</b>

\* Represents occupancy percentage based on ACC units available for subsidy. Units will occupy upon turnover

\*\* Property is 100% Tax Credit; no section 8/9 units

\*\*\* Property is in lease-up; 58 units are rented which have been deemed to be within capacity for SHIP as of 2/29/12

\*\*\*\*Additional SHIP units will be rented as units come online and SHIP certify capacity to deliver services

\*\*\*\*\* Property is in lease-up; a total of 67 units has been leased as of 5/30/12

***CONSENT  
AGENDA  
ACTION  
ITEMS***



**8.A Approve Procurement Contract to Terracon Consultants, Inc.**

**Action: Authorize the CHA Authorized Signatory to Award a Procurement Contract to Terracon Consultants, Inc., for Construction Materials Testing and Special Inspection Services to the Lofts at Seigle Point for \$76,500 (Which Includes Contingency).**

**Staff Resource:** Heather Franklin/Steve Lamphere/Jeff Meadows/Tim Ames

**Strategic Business:** Finance and Administration/Real Estate Development

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

**Background/Policy Framework:**

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy requiring 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:**

This Procurement action for \$76,500 (includes contingency) is for construction materials testing and special inspection services for the Lofts at Seigle Point. The Terracon Consultants, Inc. will be the Special Inspector of record for the Lofts at Seigle Point. This procurement of \$76,500 will exceed the total dollar threshold during the rolling twelve month period. Additionally, in order to reduce cost and to ensure liability for said activities remains with one firm, staff is requesting approval for the use of Terracon for any additional work needed in this classification, at a cost that would not cause the project to exceed the current approved budget.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$76,500	Terracon Consultants, Inc.	\$0.00

**Committee Discussion:**

The Section 3 and MWBE efforts by Terracon were recognized. This item was unanimously recommended by the Real Estate Committee Meeting for adoption by the Board.

**Section 3/MWBE Consideration:**

Terracon will be implementing a job shadowing program in the areas of construction testing and inspection, geotechnical engineering, and environmental health and services for Section 3 and has set a goal of subcontracting 10% of the contract to an MWBE firm.

**Funding:**

MTW / 221d4 Loan

**Attachment:**

Resolution

**RESOLUTION**

**AUTHORIZE THE CHA AUTHORIZED SIGNATORY TO AWARD PROCUREMENT CONTRACT TO TERRACON CONSULTANTS, INC., FOR CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTIONS SERVICES FOR THE LOFTS AT SEIGLE POINT FOR \$76,500.00 (WHICH INCLUDES CONTINGENCY).**

**WHEREAS**, the CHA has a requirement for the construction materials testing and special inspections services of Terracon Consultants, Inc., for the Lofts at Seigle Point;

**WHEREAS**, the Terracon Consultants, Inc., is the Special Inspector for the Lofts at Seigle Point;

**WHEREAS**, the CHA now desires to move forward with the award of a purchase order to the Terracon Consultants, Inc., and Board approval is required to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this resolution to authorize the CHA authorized signatory to award a purchase order for the Terracon, for construction materials testing and special inspection services.

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_

Shaunté Evans,  
Interim Secretary

(SEAL)

**8.B Approve Procurement Contract to Adams Group Architects, PA**

**Action: Authorize the CHA Authorized Signatory to Award A Procurement Contract to the Adams Group Architects, PA for Design Services for the Wallace Woods Apartments Community Center Not to Exceed \$29,000 (Which Includes Contingency).**

**Staff Resource:** Heather Franklin/Steve Lamphere/Carl Harris

**Strategic Business:** Finance and Administration/Capital Assets

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

**Background/Policy Framework:**

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy requiring 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:**

This Procurement action for \$29,000 (includes contingency) is to perform design services for the Wallace Woods Community Center. The Adams Group Architects, PA are the architects of record for the Wallace Woods Apartments Renovation. This procurement of \$29,000 will exceed the total dollar threshold during the rolling twelve month period.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$29,000	Adams Group Architects, PA	\$23,926

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Real Estate Development Committee meeting held on June 7, 2012.

**Section 3/MWBE Consideration:**

None

**Funding:**

Capital Funds

**Attachment:**

Resolution

**RESOLUTION**

**AUTHORIZE THE CHA AUTHORIZED SIGNATORY TO AWARD A PROCUREMENT CONTRACT TO THE ADAMS GROUP ARCHITECTS, PA FOR DESIGN SERVICES FOR THE WALLACE WOODS APARTMENTS COMMUNITY CENTER, NOT TO EXCEED \$29,000 (WHICH INCLUDES CONTINGENCY).**

**WHEREAS**, the CHA has a requirement for the design services of the Adams Group Architects, PA for the Wallace Woods Apartments Community Center;

**WHEREAS**, the Adams Group Architect, PA is the architect of record for the Wallace Woods Apartments Renovation;

**WHEREAS**, the CHA now desires to move forward with the award of a purchase order to the Adams Group Architect, PA and Board approval is required to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this resolution to authorize the CHA authorized signatory to award a purchase for the Adams Group Architect, PA, for design services.

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_

Shaunté Evans,  
Interim Secretary

(SEAL)

**8.C Rescind Resolution No. 2028 and Approve Procurement Contract to Goodwill Industries of the Southern Piedmont**

**Action: Rescind Resolution No. 2028 and Authorize the CHA Signatory to Approve a Procurement Contract for Goodwill Industries of Southern Piedmont to Provide Construction Services for Six Patio Balconies at the Wallace Woods Apartments Not to Exceed \$96,360. (This Includes Contingency).**

**Staff Resource:** Heather Franklin/Steve Lamphere/Carl Harris

**Strategic Business:** Finance and Administration/Capital Assets

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

**Background/Policy Framework:**

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy requiring 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:**

Rescind Resolution No. 2028 which awarded a change order to Wild Building Contractors for renovation of six patio balconies at building 7132. Resolution No. 2028 was for a change order from them not to exceed \$100,000. Their proposal for the renovation of six patio balconies was \$117,453. CHA was unable to negotiate a change order for less than \$100,000, proposals were solicited from other vendors and Goodwill responded with the lowest bid. The Procurement action for \$96,360 (includes contingency) is for Goodwill Industries of the Southern Piedmont to provide construction services for the six patio balconies at building 7132 at Wallace Woods Apartments.

	<b>Goodwill Industries</b>	<b>ToddCo Builders</b>	<b>Sitetec Construction</b>	<b>Wild Building</b>	<b>J W Construction</b>
<b>BIDS</b>	<b>\$87,000</b>	<b>\$104,838</b>	<b>\$108,669</b>	<b>\$117,453</b>	<b>\$118,500</b>

This procurement of \$96,360 will exceed the total dollar threshold during the rolling twelve month period.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$96,360	Goodwill Industries of the Southern Piedmont	\$48,000

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Real Estate Development Committee meeting held on June 7, 2012.

**Section 3/MWBE Consideration:**

75% of the labor will be conducted by Section 3 residents in the Goodwill Construction training program.

Goodwill will subcontract the roofing portion of this contract and will make a good faith effort to solicit and accept bids from Section 3 and/or MWBE businesses.

**Funding:**

Capital Funds

**Attachment:**

Resolution



**RESOLUTION**

**RESCIND RESOLUTION NO. 2028 AND AUTHORIZE THE CHA AUTHORIZED SIGNATORY TO AWARD A PROCUREMENT CONTRACT TO THE GOODWILL INDUSTRIES OF THE SOUTHERN PIEDMONT FOR CONSTRUCTION SERVICES OF SIX PATIO BALCONIES AT WALLACE WOODS APARTMENTS NOT TO EXCEED \$96,360 (WHICH INCLUDES CONTINGENCY).**

**WHEREAS**, rescind Resolution No.2028 which awarded a change order to Wild Building Contractors not to exceed \$100,000 for the renovation of six patio balconies;

**WHEREAS**, the change order proposal received was \$117,453, which exceeded the \$100,000;

**WHEREAS**, the CHA still has a requirement for construction services of Goodwill Industries of the Southern Piedmont for six patio balconies at the Wallace Woods Apartments;

**WHEREAS**, proposals were solicited for construction services for the renovation of six porches, Goodwill Industries of the Southern Piedmont had the lowest proposals out of five proposals;

**WHEREAS**, the CHA now desires to move forward with the award of a purchase order to the Goodwill Industries of the Southern Piedmont and Board approval is required to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this resolution to rescind Resolution No.2028 and authorize the CHA authorized signatory to award a purchase order to the Goodwill Industries of the Southern Piedmont, for construction services at the Wallace Woods Apartments.

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_

Shaunté Evans,  
Interim Secretary

(SEAL)

## **8.D Budget Amendment: Administration Program Budget**

**Action: Approve a Resolution to amend the Administration Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2013. (Last Amended by Resolution No. 2046 )**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

### **Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

### **Explanation:**

Staff in this amendment wishes to re-appropriate funding for projects begun last fiscal year. These re-appropriations are for projects in the Central Office Cost Center (COCC), for capital projects in the Real Estate Division, and capital and other projects at the asset management projects. These are the final re-appropriations. Summaries for each are below, and the details are shown in Attachment A.

### **COCC Re-appropriations**

This re-appropriation of \$272,000 is for the disparity study and the CEO search.

### **Capital Projects-Real Estate Division Re-appropriations**

This re-appropriation of \$7,801,663 is for Woodlawn House, Lofts at Seigle, Hampton Creste, McMullen Woods, Strawn/Parktowne and Charlottetown.

### **AMP Re-appropriations**

This re-appropriation of \$5,429,323 is for capital projects at Robinsdale, Wallace Woods, Edwin Towers and small projects at Wallace Woods and Tall Oaks in the amount of \$42,450.

### **Land Sale Proceeds Re-appropriations**

This re-appropriation of \$316,474 is for Charlottetown, McAlpine/Glen Cove, Seneca Woods and the Bilbro for the amount of \$40,000.

Exhibit A shows Fund Balance Appropriated-MTW Funds of \$13,273,436 (\$7,801,663 + \$5,429,323 + \$42,450); Fund Balance Appropriated - COCC of

\$272,000 and Fund Balance Appropriated - Land Sale Proceeds of \$356,474. The corresponding expenditures are shown in Operating Transfers Out –AMPs of \$42,450, Operating Transfer Out – Capital Projects of \$13,547,460 (\$5,429,323 + \$7,801,663 + \$316,474) and Operating Costs of \$312,000 (\$272,000+\$40,000).

**Committee Discussion:**

This item was approved for the consent agenda at the Finance and Audit Committee Meeting held on June 7, 2012.

**Funding:**

Fund Balance Appropriated- MTW Funds  
Fund Balance Appropriated- COCC  
Fund Balance Appropriated- Land Sale Proceed

**Attachments:**

Resolution  
Exhibit A for Resolution  
Attachment A

**RESOLUTION  
TO AMEND THE ADMINISTRATION PROGRAM BUDGET  
FOR THE RE-APPROPRIATION OF FUNDS FOR THE FISCAL YEAR  
ENDING MARCH 31, 2013. (ADOPTED BY RESOLUTION NO. 2046)**

**WHEREAS**, Exhibit A shows Fund Balance Appropriated-MTW Funds of \$13,273,436 (\$7,801,663 + \$5,429,323 + \$42,450); Fund Balance Appropriated - COCC of \$272,000 and Fund Balance Appropriated - Land Sale Proceeds of \$356,474. The corresponding expenditures are shown in Operating Transfers Out –AMPs of \$42,450, Operating Transfer Out – Capital Projects of \$13,547,460 (\$5,429,323 + \$7,801,663 + \$316,474) and Operating Costs of \$312,000 (\$272,000 + \$40,000);

**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**, 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.

**NOW, THEREFORE, BE IT RESOLVED** that the CHA Authorized Signer Board of Commissioners does hereby approve this Resolution to amend the Administration Program Budget for fiscal year ending March 31, 2013; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that the CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

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

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

**Exhibit A**

<b>REVENUE:</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>	<b>REVISION</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>
Section 8 Fees	1,360,476		1,360,476
MTW Funds	5,072,331		5,072,331
Other Revenue	2,176,545		2,176,545
Public Housing Fees	788,095		788,095
Maintenance Operations	484,527		484,527
Capital Fund Fees	406,468		406,468
Horizon Fees	481,027		481,027
First Ward Income	396,050		396,050
Social Services Fees	741,550		741,550
<b>TOTAL REVENUE</b>	<b>11,907,069</b>		<b>11,907,069</b>
<b>Other Sources</b>			
Fund Balance Appropriated-MTW Funds	7,966,275	13,273,436	21,239,711
Fund Balance Appropriated-COCC	31,365	272,000	303,365
Fund Balance Appropriated-Land Sale Proceeds		356,474	356,474
<b>TOTAL OTHER SOURCES</b>	<b>7,997,640</b>	<b>13,901,910</b>	<b>21,899,550</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>19,904,709</b>	<b>13,901,910</b>	<b>33,806,619</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	4,619,785		4,619,785
Operating Costs	9,607,768	312,000	9,919,768
Utilities	174,707		174,707
Capital Outlay	25,000		25,000
<b>TOTAL EXPENDITURES:</b>	<b>14,427,260</b>	<b>312,000</b>	<b>14,739,260</b>
Other Uses:			
Operating Transfers Out -Capital Projects		13,547,460	13,547,460
Operating Transfers Out -AMPS		42,450	42,450
Loans To Others	5,477,449		5,477,449
<b>TOTAL OTHER USES:</b>	<b>5,477,449</b>	<b>13,589,910</b>	<b>19,067,359</b>
<b>TOTAL EXPENDITURES AND OTHER USES:</b>	<b>19,904,709</b>	<b>13,901,910</b>	<b>33,806,619</b>

## ATTACHMENT A

### RE-APPROPRIATIONS

#### **COCC Re-appropriations**

Disparity Study	210,000
CEO Search	62,000
<b>Total</b>	<b>272,000</b>

#### **Capital Projects - Real Estate Division Re-appropriations**

Woodlawn House	534,822
Lofts at Seigle	4,039,639
Hampton Creste	624,261
McMullen Woods	430,595
Charlottetown	122,346
Strawn Parktowne	2,050,000
<b>Total</b>	<b>7,801,663</b>

#### **AMP Re-appropriations**

Robinsdale	1,152,216
Wallace Woods	1,096,159
Edwin towers	3,180,948
<b>Total</b>	<b>5,429,323</b>

Wallace Woods	12,600
Tall Oaks	29,850
<b>Total</b>	<b>42,450</b>

#### **LSP Re-appropriations**

Charlottetowne	117,824
Bilbro	40,000
Seneca Woods	123,413
McAlpine Glen Cove	75,237
<b>Total</b>	<b>356,474</b>

## **8.E Budget Amendment: Field Operations Program Budget**

**Action: Approve a Resolution to Amend the Field Operations Program Budget for the re-appropriation of funds for Fiscal Year Ending March 31, 2013. (Last Amended by Resolution 2047)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

### **Background/Policy Framework**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

### **Explanation:**

In this amendment staff request permission to re-appropriate funding for projects at the sites. Funding is being re-appropriated for tree service at Southside (\$28,620) and Sunridge (\$12,000). This is the final re-appropriation.

In Resolution No. 1935, the Board approved funding in the amount of \$395,858 for Hampton Creste Apartments to assist with the continued goal to stabilize the property. Staff in this amendment is requesting to re-appropriate \$147,953 of those funds.

Exhibit A shows Operating Transfers In-MTW in the amount of \$42,450, Fund Balance Appropriated - AMPs in the amount of \$40,620 and Fund Balance Appropriated-Horizon Development in the amount of \$147,953. The corresponding expenditure is in Operating Costs in the amount of \$231,023.

### **Committee Discussion:**

This item was approved for the consent agenda at the Finance and Audit Committee Meeting held on June 7, 2012.

### **Funding:**

Operating Transfers  
Fund Balance Appropriated

### **Attachments:**

Resolution  
Exhibit A



**RESOLUTION**  
**TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE RE-APPROPRIATION OF FUNDS FOR THE FISCAL YEAR ENDING MARCH 31, 2013. (LAST AMENDED BY RESOLUTION NO. 2047)**

**WHEREAS**, Exhibit A shows Operating Transfers In-MTW in the amount of \$42,450, Fund Balance Appropriated - AMPs in the amount of \$40,620 and Fund Balance Appropriated-Horizon Development in the amount of \$147,953. The corresponding expenditure is in Operating Costs in the amount of \$231,023.

**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 Field Operation Program budget for fiscal year ending March 31, 2013; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that a CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

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

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	56,892,311		56,892,311
Tenant Rents	8,284,777		8,284,777
Other Income	3,738,113		3,738,113
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	406,470		406,470
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
<b>Total Revenue</b>	<b>73,884,099</b>	<b>-</b>	<b>73,884,099</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	649,537	147,953	797,490
Fund Balance Appropriated-AMP	-	40,620	40,620
Fund Balance Appropriated-Hoefener	47,000		47,000
Operating Transfer In -MTW	2,488,826	42,450	2,531,276
<b>Total Other Sources</b>	<b>3,185,363</b>	<b>231,023</b>	<b>6,601,749</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>77,069,462</b>	<b>231,023</b>	<b>77,300,485</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,606,661		8,606,661
Operating Costs	64,029,756	231,023	64,260,779
Utilities	3,960,545		3,960,545
Capitalized Items	472,500		472,500
<b>TOTAL EXPENDITURES:</b>	<b>77,069,462</b>	<b>231,023</b>	<b>77,300,485</b>

## **8.F CHA 414(h) and 457(b) Retirement Plan Trustee Change**

**Actions: To Approve a Resolution to change the Trustee for the CHA 414(h) and the CHA 457(b) plans.**

**Staff Resource:** Heather Franklin/Charlene Wall

**Strategic Business:** Finance Administration

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

### **Background/Policy Framework:**

On May 21, 2012 we received notice from Verisight (formerly RSMcGladrey) our current retirement plan administrators, that they were moving all of their clients to Verisight Trustee Company. We currently have the Wilmington Trust as our trustee of record for both of our plans and in response to our inquiries, were informed by Verisight that this meant they would no longer have any relationship with any Trustee other than their own trust company and, if we wished to stay with Wilmington, we would need to find a new plan administrator.

### **Explanation**

Due to our current re-filling of the 414 (h) plan and plans to subsequently move funds of both the 414(h) and the 457(b) to Prudential (who administers the state funds), we did not feel we should change administrators at this time. As a result, we must now change our Trustee for each plan to the Verisight Trustee Company. Verisight Trustee will be dedicated solely to providing fiduciary services to retirement plan clients of Verisight Company, which should ensure we are not adversely impacted by any Wilmington Trust services which are unrelated to servicing retirement plan clients. This will allow Verisight to be a one stop shop for us until we move our funds to Prudential.

Verisight has indicated there will be no changes to the services and investments provided to our plan prior to the transition and, except for a short blackout period of two to three business days, should be seamless for our employees. Verisight is also partnering with Rollover Systems, Inc. which will allow outstanding balances for those we have lost track of (terminated employees who are no longer at their address of record and have not notified us or Verisight of a new address) to be invested in a money market account under an IRA umbrella, should we choose. Rollover Systems will then attempt to track the person down utilizing their social security number. Currently we have no means of finding these individuals and continue to hold on to the funds, if over \$1000, in hopes that they will contact Verisight or us.

**Committee Discussion:**

This item was approved for the consent agenda at the Finance and Audit Committee Meeting held on June 7, 2012.

**Funding:**

N/A

**Attachments:**

Resolution for 414(h) plan

Resolution for 457(b) plan

**RESOLUTION  
TO CHANGE TRUSTEE FOR THE CHA 414(h) RETIREMENT PLAN**

**WHEREAS**, the Housing Authority of the City of Charlotte 414(h) retirement plan expressly provides the right to amend said Plan and associated Plan trust (the “Trust”); and,

**WHEREAS**, the Housing Authority of the City of Charlotte desires to appoint Verisight Trust Company as non-discretionary Trustee of the Trust established as part of the Plan;

**NOW, THEREFORE, BE IT RESOLVED** that Wilmington Trust Retirement & Institutional Services will no longer be reflected as Trustee of the Plan and Trust effective July 24, 2012; and

**RESOLVED FURTHER**, that Verisight Trust Company is authorized to hold the assets of the Trust under the terms of the trust agreement entered into between Housing Authority of the City of Charlotte and Verisight Trust Company effective July 24, 2012 and,

**RESOLVED FURTHER**, that the proper representatives of the Housing Authority of the City of Charlotte be, and hereby are, authorized and directed to execute such instruments, and to perform such other acts as they, in their discretion, deem necessary or desirable to carry out these resolutions.

**RECORDING OFFICER’S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

**RESOLUTION  
TO CHANGE TRUSTEE FOR THE CHA 457(b) RETIREMENT PLAN**

**WHEREAS**, the Housing Authority of the City of Charlotte 457(b) retirement plan expressly provides the right to amend said Plan and associated Plan trust (the “Trust”); and,

**WHEREAS**, the Housing Authority of the City of Charlotte desires to appoint Verisight Trust Company as non-discretionary Trustee of the Trust established as part of the Plan;

**NOW, THEREFORE, BE IT RESOLVED** that Wilmington Trust Retirement & Institutional Services will no longer be reflected as Trustee of the Plan and Trust effective July 24, 2012; and

**RESOLVED FURTHER**, that Verisight Trust Company is authorized to hold the assets of the Trust under the terms of the trust agreement entered into between Housing Authority of the City of Charlotte and Verisight Trust Company effective July 24, 2012 and,

**RESOLVED FURTHER**, that the proper representatives of the Housing Authority of the City of Charlotte be, and hereby are, authorized and directed to execute such instruments, and to perform such other acts as they, in their discretion, deem necessary or desirable to carry out these resolutions.

**RECORDING OFFICER’S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

## **8.G Approve Adoption of a MOU Between CHA and the CONNECT Consortium**

**Action:** Approve a Resolution authorizing adoption of a Memorandum of Understanding for membership in the CONNECT Consortium to carry out the work funded in the HUD Sustainable Communities Regional Planning Grant.

**Staff Resource:** Shaunté Evans and Heather Franklin

**Strategic Business:** Executive

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

### **Background/Policy Framework:**

In November of 2011, HUD awarded the Centralina and Catawba Councils of Governments (COG) a \$4.9 million Sustainable Communities Regional Planning Grant.

- The Centralina COG covers nine counties in North Carolina (Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union). The Catawba COG covers Chester, Lancaster, Union and York counties in South Carolina. Combined, their membership represents 91 units of local government and covers the territory of the Combined MSA, plus Union County, South Carolina.
- The region for this grant covers 6,523 square miles in 14 counties in the Piedmont regions of North and South Carolina.
- The growth in this area is occurring on a regional basis and there is a need for a strategic plan to guide that growth, so that it is sustainable and sensible. Previously, 53 jurisdictions in this 14-county region adopted a CONNECT Regional Vision. This new grant will allow the CONNECT Consortium to build on the foundation of the shared CONNECT Vision. It will develop a process for working together across jurisdictional borders to ensure the region has a vibrant and resilient future and continues to compete internationally.
- More than 100 private and public sector partners of the CONNECT Consortium are already working to develop solutions to local and regional problems through this regional effort.

### **Explanation:**

The CHA's involvement entails the following to date:

- For two years, one CHA staff member has chaired the Housing Working Group and has worked with the Centralina COG to help secure this \$4.9 million grant from HUD.
- In the capacity as the Housing Working Group chair, CHA's staff member reached out to all the public housing authorities (PHAs) in the 14-county region, securing commitments from many PHAs to participate in this planning process once the grant is awarded.



- CHA was listed as a key partner in the application and was one of just a few partners singled out by HUD for recognition at the news conference announcing the grant.
- The former CEO, Charles Woodyard, signed a support letter for this grant in 2011, offering to convene a meeting of public and affordable housing colleagues across the region and to devote up to 16 hours a year for each of the three years of the grant, and for the staff member currently involved to devote at least 24 hours a year for each of the three years to grant activities.
- The grant includes funding for four items of particular interest to affordable housing advocates:
  - a comprehensive assessment of regional affordable housing needs;
  - a comprehensive assessment of state and local policies that may hinder or facilitate the development of affordable housing;
  - a comprehensive assessment of state and local funding criteria and how those criteria may hinder or facilitate the development of affordable housing; and
  - an advocacy agenda developed from the above-mentioned studies.

CHA's involvement moving forward and request to the Board of Commissioners includes:

- Adopt the attached MOU formally joining the CONNECT Consortium;
- Appoint one policy-level representative (elected official/CEO/board member) and named alternate(s) to the Consortium's Policy Forum (may require up to 8 hours a year for three years);
- Appoint one staff representative and named alternate(s) empowered to speak at the staff level to the Consortium's Program Forum (as defined on Page A-3/Exhibit A) to represent the CHA at meetings of the Consortium, ensuring the interest, needs, and plans of the CHA are included (may require up to 16 hours a year for three years); and
- Allow staff member currently chairing the Housing Working group to continue to do so (may involve at least two hours a month for three years), with the CHA CEO and/or designee stepping in to chair larger meetings of all public housing and other affordable housing advocates in the region.

**Committee Discussion:**

This item was discussed at the June 7, 2012 Client Relations Committee Meeting. The Committee recommended approval by the full Board. The staff will determine the specific appointments to various forums.

**Funding:**

Eligibility for Preferred Sustainability Status Bonus Points (see Exhibit A, A-5)

**Attachments:**

Resolution

Letter to CHA from the CCOG (May 15, 2012)

Memorandum of Understanding for CONNECT Consortium Membership for the CHA Exhibit A (Goals, Functional Organization and Operating Principles)

Exhibit B (Letter of Support from CHA to the CCOG – August 29, 2011)

**RESOLUTION**

**APPROVE ADOPTION OF A MEMORANDUM OF UNDERSTANDING FOR MEMBERSHIP IN THE CONNECT CONSORTIUM TO CARRY OUT THE WORK FUNDED IN THE HUD SUSTAINABLE COMMUNITIES REGIONAL PLANNING GRANT TO DEVELOP A STRATEGIC PLAN TO GUIDE GROWTH.**

**WHEREAS**, the purpose of the Memorandum of Understanding (MOU) is join the CONNECT Consortium to carry out the work funded in the HUD Sustainable Communities Regional Planning Grant to develop a strategic plan to guide growth;

**WHEREAS**, in November of 2011, HUD awarded the Centralina and Catawba Councils of Governments a \$4.9 million dollar Sustainable Communities Regional Planning Grant; and

**WHEREAS**, this new grant will allow the CONNECT Consortium to build on the foundation of the shared CONNECT Vision, and will take us to the next level. It will develop a process for working together across jurisdictional borders to ensure our region has a vibrant and resilient future and continues to compete internationally.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners does hereby approve this Resolution to authorize adoption of the MOU for membership in the CONNECT Consortium.

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

(Seal)

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary



May 15, 2012

Ms. Shaunte Evans  
Interim Chief Operating Officer  
Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28203

Dear Ms. Evans,

In the fall of 2011, the Charlotte Housing Authority provided its endorsement to Centralina Council of Governments' application, on behalf of the 14-county bi-state region, for HUD Sustainable Communities Regional Planning Grant funds to undertake the next steps of the CONNECT vision. Your input also helped us craft the Housing component of the application, focusing on how we plan for affordable housing to meet current and future needs throughout the region. Your endorsement, and your willingness to provide this valuable input into the development of the application, helped us to secure funding in the amount of \$4.9 million from HUD.

We now invite the Charlotte Housing Authority to become part of the CONNECT Consortium, a public-private-non-profit collaboration that is guiding the work of the grant, through adoption of the attached Consortium Agreement. This Agreement formalizes your participation in the development of the Housing Component of a Regional Strategic Framework for growth and sustainable development, and provides the Charlotte Housing Authority with opportunities to engage in how other components of the project—transportation, economic development, public health and other concerns—impact planning for housing. The Agreement also formalizes the benefits that will accrue to Charlotte Housing Authority as a member of the Consortium (and we're learning about additional benefits for Consortium members from HUD on a regular basis). Finally, the Agreement's Exhibit A explains how the Consortium will do its work to produce the deliverables we need to ensure vibrant communities in a robust region—what CONNECT Our Future is all about.

To formalize your membership in the Consortium, we ask that Charlotte Housing Authority's Board, or other appropriate body, adopt the Agreement, and make appointments to the Consortium. These appointments include:

- An elected official or Board member, to the Consortium's Policy Forum and
- A senior staff member or department head, to the Consortium's Program Forum.

You may also appoint two-three named alternates for both positions. Your representatives will work with others representing our over 100 partners to develop a Regional Strategic Framework that integrates extensive public engagement about regional needs and the region's future with expert content provided by Program Teams. Furthermore, as a Consortium member, you're also invited to participate in the Program Teams of your choice, which also are included in the Agreement's Exhibit A. We hope that you'll agree to participate in the Housing Team, but you may also participate in any other team that addresses issues of interest to you.

Ms. Evans  
May 15, 2012  
Page 2

We look forward to the opportunity to discuss this invitation, and the Agreement, further with you and/or your Board. Please let us know how we may answer any questions you may have or provide additional information, by contacting Rebecca Yarbrough or Sushil Nepal of our staff at 704-372-2416, or by e-mail at [ryarbrough@centralina.org](mailto:ryarbrough@centralina.org) or [snepal@centralina.org](mailto:snepal@centralina.org).

We hope you'll confirm your willingness to become part of this unprecedented collaboration to enhance our region's ability to compete globally as we strive to efficiently use scarce public resources and grow jobs and quality of life at home.

Sincerely,



Martha Sue Hall, Chairperson  
Centralina Council of Governments

cc: Jim Prosser, Executive Director  
Centralina Council of Governments

Gainor Eisenlohr  
Charlotte Housing Authority

Attachments: Consortium Agreement  
Consortium Questions and Answers  
CONNECT Consortium Appointment Form

**525 North Tryon Street – 12<sup>th</sup> Floor**  
**Charlotte, North Carolina 28202**  
**Phone: 704-372-2416 Fax: 704-347-4710**  
[www.centralina.org](http://www.centralina.org)

*Equal Opportunity/Affirmative Action Employer. Auxiliary aids and services available upon request to individuals with disabilities.*



## **Memorandum of Understanding**

### **For CONNECT Consortium Membership for The Charlotte Housing Authority**

**WHEREAS**, over 50 jurisdictions serving 70% of the CONNECT region's (as defined on page A-4 of the attached Exhibit A) population have adopted the CONNECT Regional Vision (as defined on page A-4 of the attached Exhibit A), based on a set of Core Values (as defined on page A-4 of the attached Exhibit A) compiled from adopted local policies, plans and programs, and

**WHEREAS**, those jurisdictions and other non-profit and private sector partners identified the development of a strategic regional framework for implementing these Core Values as the "next step" to achieve this community-based vision; and

**WHEREAS**, the federal Sustainable Communities Regional Planning Grant Program (the Program) operated by the US Department of Housing and Urban Development (HUD) on behalf of the US Department of Transportation, US Environmental Protection Agency, and HUD, incorporates Livability Principles (as defined in the Program documents) that align closely with CONNECT's Core Values, and provides a funding source for development of CONNECT's needed regional strategic framework for effectively and efficiently addressing growth and community economic revitalization; and

**WHEREAS**, the Centralina Council of Governments (CCOG) and the Catawba Regional Council of Governments (CRCOG) established the CONNECT Consortium, as defined on page A-3 of the attached Exhibit A, as a representative body to develop a grant application based on the CONNECT Vision to HUD for Program funds, and to support local governments, non-profits, academic institutions and other groups representing the region's diversity, in their work to further sound growth, regional and local economies built to last, vibrant communities, and inclusive public engagement and decision-making; and

**WHEREAS**, CCOG as Lead Applicant submitted the application to the Program on behalf of the Consortium on October 5<sup>th</sup>, 2011, was notified of grant approval on November 21, 2011, and entered into a Cooperative Agreement with HUD to carry out the work of the application with an effective date of February 1, 2012; and

**WHEREAS**, CCOG, CRCOG, and the Consortium will continue this collaborative approach to carry out the work funded in the application to move the CONNECT Core Values into a community-based, regionally-inclusive strategic framework for action to help communities address economic growth, quality of life, and fiscal stability now, and to create better prospects for our children and grandchildren;

**NOW, THEREFORE**, the Charlotte Housing Authority agrees to the following by signing this memorandum of understanding:

1. To participate as a member of the CONNECT Consortium in the development of the “CONNECT Our Future” Regional Strategic Framework (the Framework) incorporating regional and local plans to support vital communities, economic growth, improved quality of life and environment, and efficient public investments, with funding provided in part from a Program grant (the Grant);
2. As a Consortium member, to engage in review of work products, reports, data, proposed strategies and implementation approaches, and to actively engage with fellow Consortium members in collaborative approaches to problem-solving the challenges, barriers, and opportunities faced by the region and by communities within the region;
3. To affirm the goals, principles, and participatory and functional structure for accomplishing the work of “CONNECT Our Future” as outlined in Exhibit A, attached and incorporated herein by reference;
4. To appoint one policy-level representative (elected official/CEO/board member) and named alternate(s) to the Consortium’s Policy Forum, and one staff representative and named alternate(s) empowered to speak at the staff level to the Consortium’s Program Forum (as defined on Page A-3 of Exhibit A) to represent the perspective of the Charlotte Housing Authority at meetings of the Consortium, ensuring that the interests, needs, and plans of the Charlotte Housing Authority are included; and to notify the CCOG of any changes in representation;
5. If requested, to appoint a policy-level representative to the CONNECT Council (as defined on Page A-3 of Exhibit A).
6. To have representation and participation in Consortium Program and Support Teams (as defined on pages A-2 and A-3 of Exhibit A) appropriate to the Charlotte Housing Authority’s mission;
7. To communicate with the Charlotte Housing Authority’s staff/residents/members the work of the Consortium, and to assist the Consortium with outreach to them and to persons who typically do not participate in community planning processes, so that they may be included in public and community engagement activities for community problem-solving and to develop the Framework;
8. To provide any staff support, meeting space, or other in-kind or cash assistance as outlined in Charlotte Housing Authority’s letter of support for the Grant dated August 29, 2011, included as Exhibit B and incorporated herein by reference, it being understood that participation as a Consortium member does not preclude the Charlotte Housing Authority from potential eligibility as a subgrantee or subcontractor to the Consortium pursuant to the Grant;
9. To share relevant data, maps, plans, and successes with other Consortium members to promote mutual understanding of the issues and capacity-building among all Consortium members;
10. To recognize CCOG as a CONNECT Consortium member with full voice at all Consortium meetings; and
11. To recognize CCOG as Lead Applicant and Project Manager, and CRCOG as Lead Partner for the Grant solely as a benefit and convenience to the Charlotte Housing Authority and not to hold either CCOG or CRCOG liable in any manner in such capacity.

**AND FURTHERMORE**, the CCOG agrees, on its own behalf, as a member of the CONNECT Consortium, to abide by the immediately preceding 11 membership obligations.

**AND FURTHERMORE**, the CCOG agrees to confer, either directly for entities in North Carolina, or through its Lead Partner CRCOG in South Carolina, the following benefits of participation in the CONNECT Consortium:

1. Recognize the Charlotte Housing Authority as a CONNECT Consortium member with full voice at all Consortium meetings;

2. Notify the Charlotte Housing Authority of all Consortium activities and opportunities for participation;
3. Provide the Charlotte Housing Authority with access to information and data collected by the Consortium pursuant to this project;
4. Work with the Charlotte Housing Authority to provide multiple opportunities for public engagement in the development of the Framework;
5. Notify the Charlotte Housing Authority of opportunities for webinars, conferences, and other national best-practice learning opportunities for staff and policy-maker capacity-building through the National Sustainable Communities Learning Network (as defined on page A-5 of the attached Exhibit A);
6. Provide educational and informational opportunities to the Charlotte Housing Authority that support and assist the organization's participation in development of the Framework or build its capacity for ongoing regional work;
7. The CCOG will assist the Charlotte Housing Authority in identifying potential funding opportunities to support implementation of projects emerging from or supportive of the Framework;
8. Recognize the Charlotte Housing Authority's Consortium membership as meeting a prerequisite for eligibility for Preferred Sustainability Status Bonus Points (as defined on page A-5 of the attached Exhibit A) or other consideration by Federal funding agencies, which may assist the Charlotte Housing Authority in obtaining federal support for planning or implementation projects aligned with the goals of the Program; and
9. Notify the Charlotte Housing Authority of Requests for Proposals for work related to the performance of the Grant.

THIS AGREEMENT shall be in effect from the date of adoption through March 31, 2015, and may be renewed by mutual written agreement among the parties. This agreement may be amended by the mutual written consent of both parties, provided that approval for such amendment is given as was given for the initial agreement.

Either party may elect to terminate this Agreement by providing 30 days' written notification to the other party's Chief Executive Officer. Organizations withdrawing from the Consortium will be accountable for any data or maps promised due prior to the date of their withdrawal.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CHARLOTTE HOUSING AUTHORITY:

CCOG:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Martha Sue Hall, Chairperson

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Jim Prosser, Executive Director

Approved as to Form:

\_\_\_\_\_  
Steve Meckler, CCOG Legal Counsel

## **Exhibit A**

### **CONNECT Consortium**

#### **GOALS, FUNCTIONAL ORGANIZATION AND OPERATING PRINCIPLES**

The CONNECT Consortium, and the development of the “CONNECT Our Future” Regional Strategic Framework are designed to be inclusive, publicly- and community-driven, and designed to produce strong and vibrant communities that, working together, produce a strong and vibrant region. This was the approach used in the development of the CONNECT Core Values and Vision, and is the approach that will be continued with this work. The Goals and Principles under which the Consortium will work, and its Functional Organization, each as defined below, are based on this underlying approach.

#### **GOALS:**

The overarching goals of the Consortium are to:

- Create the “CONNECT Our Future” Regional Strategic Framework as a platform to help communities and the region reaching economic and quality of life goals; and
- Develop a forum and process for ongoing collaborative problem-solving to address emerging regional and community issues in the future.

Specific deliverables for the Consortium include:

1. The “CONNECT Our Future” Regional Strategic Framework that includes:
  - a. A Regional Preferred Development Scenario (as defined on page A-5 of this Exhibit A) developed through extensive public engagement process and data analysis that informs long-range planning for the region’s future growth;
  - b. An effective place-based economic development strategy that focuses on job creation, workforce readiness, and community revitalization, including strategies to address the most opportunity-poor neighborhoods;
  - c. Assessments and strategies for housing that meets community needs, both now and in the future;
  - d. Assessments and strategies to reduce emissions and enhance the region’s air quality;
  - e. Assessments and strategies that help grow the local food industry while providing healthy foods in areas of need; and
  - f. Assessments and strategies for energy conservation and job growth in the energy field.
2. A functional framework and process for ongoing communication, collaboration, and problem-solving that engages public, non-profit, and private organizations across boundaries.

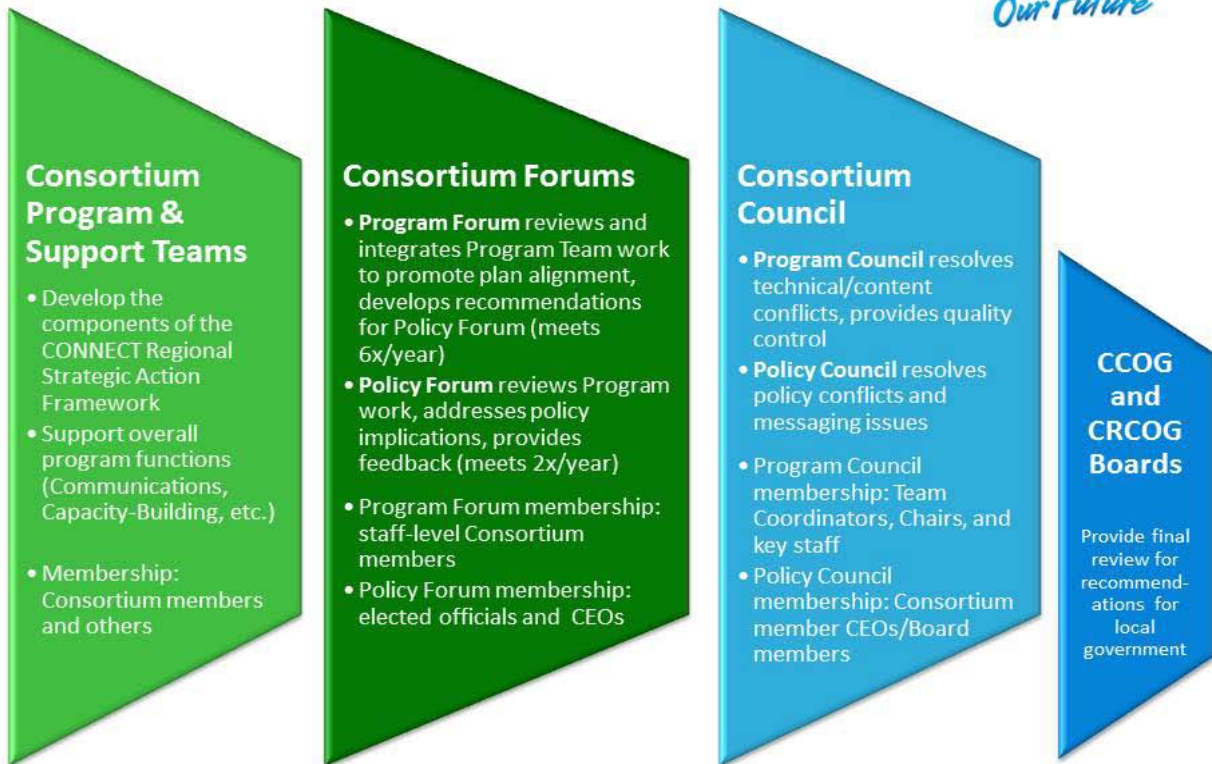
#### **FUNCTIONAL ORGANIZATION:**

The CONNECT Consortium is being organized as a vehicle to successfully accomplish the work required to meet the goals, not to serve as another governmental structure. As such, its organization is designed to produce the “CONNECT Our Future” Regional Strategic Framework, and its component elements, and to assist communities and the region with a broad range of problem-solving around growth, economic development, natural resources, and infrastructure planning. The following charts outline the functional



process and structures that will be used to accomplish this work:

### How the CONNECT Sustainable Communities Grant Work Gets Done...



## CONNECT Teams



**Program Teams** will develop the content for the “CONNECT Our Future” Regional Strategic Framework, including the identification of a Regional Preferred Development Scenario through the Blueprinting process (as defined on page A-5 of this Exhibit A), as well as the development and integration of place-based economic development strategies, housing, energy, food access and other plans. Program teams are open to Consortium members and non-members based on expertise and interest.

**Support Teams** will provide services, resources, and overall project management needed by all work groups, such as communications materials and strategies, and financial and contract processing. Each team will have a CCOG Team Coordinator who will serve as project manager for that team, with CRCOG liaisons for each team. Each program team (and some support teams) will be led by a non-CCOG or CRCOG Team Chair selected by the team. Both Program and Support Teams may be reconfigured as needed to accomplish the work of the Program.

**The Consortium** will include all members who have signed a Consortium Agreement in the form of that agreement to which this **Exhibit A** is attached, and is open to any interested organization, local government, or private entity willing to do so. The Consortium will integrate the content produced by the Program Teams to create the Framework, working at two levels. They are:

- The Program Forum: Senior staff, department heads, content experts, and other Consortium representatives who review and integrate Program Team components of the Framework, identify potential policy questions, resolve content or technical conflicts to the extent possible, and ensure that Framework elements work in sync. The Program Forum will meet bi-monthly.
- The Policy Forum: Elected officials, private and non-profit sector CEOs and/or Board members who examine policy implications and messaging issues, identify needed policy or regulatory changes, provide feedback to the Program Forum, and resolve policy-related conflicts to the extent possible. The Policy Forum will meet semi-annually.

The Consortium also is the body that endorses the final Framework, through both Forums and with heavy stakeholder engagement.

**The CONNECT Council** will provide oversight in the sense of quality control and conflict resolution when the Consortium cannot reach a consensus position. The Council, like the Consortium, will be organized in the two divisions below to address technical/programmatic/content issues, and to resolve important policy conflicts.

- The Program Council will be composed of key staff, Team Coordinators, and Team Chairs.
- The Policy Council will be composed of members appointed from the Consortium by, and including members of, the Executive Boards of both CCOG and CRCOG, supplemented by CEOs/Board members from non-profit organizations and the private sector.

The Boards of CCOG and CRCOG will serve as the final vetting group for review of recommendations or policy matters affecting local governments or suggesting state or federal policy change. This is a role they have undertaken in the past and that will enhance the acceptance of Consortium recommendations. They will have the opportunity to review, but, except to the extent that individual members of those Boards serve on the Policy Forum or Policy Council, will not be involved in decision-making regarding, any recommendations aimed primarily at the non-profit or private sectors. Those recommendations will be published through professional associations and Consortium members representing those entities on the Consortium. Each Consortium member understands and acknowledges that CCOG and CRCOG are assuming these roles solely for the benefit and convenience of all Consortium members and therefore, each Consortium member agrees not to hold either CCOG or CRCOG liable in any manner in such capacity.

The Consortium is expected to be a growing, evolving group, and it is hoped that additional organizations will wish to join and participate. Organizations requesting membership will be required to sign this

Consortium Agreement, and to participate in an orientation that addresses goals, operating principles (including the basics of collaborative process), functional organization, and the progress of the Consortium to date.

## **OPERATING PRINCIPLES:**

The Consortium will strive to:

- Include all the diverse perspectives and populations in the region in its processes, including active public engagement in developing its deliverables;
- Operate in a collaborative manner, holding each other accountable for participation, outreach, and timely engagement;
- Be fully transparent and share the work of the Consortium with all parties to the Consortium Agreement and with the public using a variety of communications tools;
- Be open to all interested organizations, local governments, and private entities that are willing to adopt the Consortium Agreement and participate in orientation as described above, including by the following:
  - State agency representatives will have voice; and
  - Private-sector representatives will have voice on matters in which they have no financial interest; and
- Operate by consensus using best-practice collaborative process, with the option of seeking conflict resolution through the CONNECT Council.

To facilitate the success of these operating principles, Consortium members at both the Program and Policy Forums will be expected to participate in 80% of the their group's meetings.

## **DEFINITIONS:**

**CONNECT Region:** 14 Counties in North and South Carolina, including Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union in North Carolina, and Chester, Lancaster, Union, and York in South Carolina.

**CONNECT Vision:** A definition of the values and exploration of potential policies that the CONNECT Region has selected to guide its future through adoption by local resolution. The Vision, including CONNECT Core Values and a proposed Action Agenda, were adopted by local governments representing over 70% of the region's population in the period 2008 through 2010.

**CONNECT Core Values:** Six values selected by the CONNECT Vision Task Force from among over 100 goals and values identified by an independent consultant as being shared by local governments in the CONNECT region, based on a review of their adopted public policy documents in 2006-2007. The Core Values are:

- **A Strong, Diverse Economy** that supports a wide variety of businesses and enterprises throughout the region;

- **Sustainable, Well-Managed Growth** that maintains quality of life, protects open space and environmental quality, retains the natural character of the region, and maximizes the efficiency of infrastructure investments;
- **A Safe and Healthy Environment** with good air and water quality;
- **High-Quality Educational Opportunities** that are available to all residents;
- **Enhanced Social Equity** through community leadership and cooperative volunteerism; and
- **Increased Collaboration Among Jurisdictions** on issues that transcend boundaries, including growth management, transportation, and environmental concerns, in a manner that recognizes both regional and local needs.

**National Sustainable Communities Learning Network:** The National Sustainable Communities Learning Network is a collaboration of HUD with multiple national organizations engaged in all aspects of regional and local planning and under contract with HUD to help regional and local grantees and their Consortium members build their capacity for using “best practices” for any aspects of work in which they are interested through webinars, publications, and workshops.

**Preferred Sustainability Status Bonus Points:** Preferred Sustainability Status (PSS) is recognition conferred on HUD Program grantees and other non-grantees who have met certain thresholds, based on their work. As a PSS-recognized grantee, CCOG is allowed to certify that those who are applying for certain HUD grants are eligible for 2 PSS Bonus Points provided that: They are members of the CONNECT Consortium, they have completed a HUD Form 2995 and submitted a synopsis of their project, and that the synopsis demonstrates consistency with HUD’s Livability Principles as found in Program guidance and the CONNECT project’s objectives. In highly-competitive application processes, 2 points can make the difference between a grant being awarded or not. Other Federal agencies have indicated that Consortium membership may be considered in their grant review process.

**Regional Preferred Development Scenario:** A generalized pattern for accommodating projected growth in population and jobs, selected by consensus through extensive public and leadership engagement, that produces consensus desired performance outcomes (such as, potentially vibrant downtowns or close job access).

**Blueprinting Process:** A process by which alternative scenarios for growth are explored by the public and evaluated through modeling to determine which development patterns produce the long-term results that communities want and a foundation for community and regional efficiencies in infrastructure planning.

Exhibit B



Form 2	<input checked="" type="checkbox"/>
Form 4	<input checked="" type="checkbox"/>
68,600 Budget	Housing



Administrative Offices  
1301 South Boulevard  
Charlotte, North Carolina  
28203

Post Office Box 36795  
Charlotte, North Carolina  
28236

Tel: 704.336.5183  
TDD: 704.336.5262  
Fax: 704.336.5237

Operations Offices  
2600 Youngblood Street  
Charlotte, North Carolina  
28203

Tel: 704.336.5183  
Fax: 704.336.5202

Section 8 Offices  
135 Scaleybark Road  
Charlotte, North Carolina  
28209

Tel: 704.336.5184  
Fax: 704.336.8484  
Fax: 704.336.5960

www.cha-nc.org

August 29, 2011

Mr. Jim Prosser  
Executive Director  
Centralina Council of Governments  
525 North Tryon Street, 12<sup>th</sup> Floor  
Charlotte, NC 28202

Dear Jim:

I am glad to submit this letter of support to the Centralina Council of Governments and the Catawba Regional Council of Governments' application for a Sustainable Communities Regional Planning Grant. I understand that Centralina is the lead applicant for this project.

As the President and CEO for the Housing Authority of the City of Charlotte (CHA), I currently run the largest public housing authority in the 14-county region joining together for this grant application. CHA currently offers 3,135 public housing units and 4,841 Section 8 vouchers. We have more than 5,000 individuals or families on the public housing unit or Section 8 waiting lists.

As the largest housing authority in the region, I am willing to host my public housing colleagues in a series of regional planning meetings to discuss the affordable housing aspects of this planning grant, once awarded. I believe the regional plan will help us expand the supply of affordable housing by looking at the framework of the policies that shape affordable housing decisions in this region and developing suggestions for policy changes that could, if implemented, help increase the supply of affordable housing, as well as decrease the demand.

I intend to play an active role in the portion of the regional planning that involves affordable housing and believe that staff time devoted to this project will come to 40 hours a year for each of the three years of the grant term. I further commit that the staff time CHA staff devotes to this project may be considered as in-kind match for the Planning Grant. Looking at the CEO spending 16 hours a year for each of the three years (at \$120.82 an hour) and one additional staff person who is currently chairing the Housing Working Group for this grant spending 72 hours over the grant term (at \$39.05 per hour) the dollar value of our time comes to \$8,600 over the three year grant term from CHA's Central Office Cost Center.

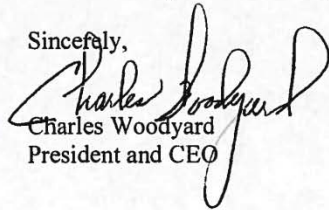
5800  
2811  
8600

Building Community, People & Partnerships

In addition, CHA is currently in the process of updating an exhaustive affordable housing assessment for Mecklenburg County. As the methodology for this study can be expanded to the 14-county region, and the existence of this data will save the grant the expenditure of doing the study in Mecklenburg County, I believe you can count the \$60,000 CHA is spending from its Central Office Cost Center to update this study as leverage for this grant, bringing CHA's total leverage to \$68,600.

I look forward to an active partnership in the Sustainable Communities Regional Planning Grant, and strongly encourage the U. S. Department of Housing and Urban Development's funding of this proposal.

Sincerely,



Charles Woodyard  
President and CEO



## **8.H Budget Amendment: Field Operations Program Budget**

**Action: Approve a Resolution to Amend the Field Operations Program Budget for Renovations at the Carole Hoefener Center for the Fiscal Year Ending March 31, 2013. (Last Amended by Resolution 2047 )**

**Staff Resource:** Heather Franklin and Shaunté Evans

**Strategic Business:** Finance and Administration/Operations

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

### **Background/Policy Framework**

The Carole Hoefener Community Services Center ("CHC") was built in 1999. The CHC is located at 610 East Seventh Street amongst the vibrant mixed-income residential neighborhood of First Ward Apartments. CHC is a 36,000 square feet complex which houses:

- **"Metro Events"** a 3,400 square feet multipurpose room that is ideal for meetings, special events and much more. The facility can accommodate 300 people theatre-style or 250 people banquet-style.
- **"The Suites"** which consists of 17 office spaces ranging from small (13 x 12) to large spaces (29 x 12), a conference room, and copier and break room for the tenants of the suites.
- **A Learning Center** which consists of a general classroom and a computer lab that can accommodate 15-20 people.
- **A Recreation Center** which features a full size gymnasium, weight room, children's playroom, and men and women locker rooms with shower facilities. The 24 feet high, 90 feet wide by 108 feet long gymnasium has a full size basketball court that is convertible to three volleyball courts. It is also equipped with retractable bleachers that can accommodate 600 people.

### **Explanation:**

- The CHC is not generating the revenue needed to fully cover the Center's operations. Since the departure of Mecklenburg County Parks and Recreation in 2010, CHC has been unable to realize sufficient revenue to cover expenses once shared with Parks and Recreation.
- Staff is and has been exploring ways to improve marketing efforts and increase revenue. Through these efforts, we have realized that improvements need to be made. There have not been major renovations at CHC in 13 years.
- Among the need for painting, ceiling and tile restoration, and exterior improvements, there is a need to replace the athletic flooring and repair the bleachers. Staff has forgone revenue that could have been derived from gym rental for AAU games and other events, due to the current condition of the floor.

Proposed renovations are as follows:

**CAROLE HOEFENER CENTER IMPROVEMENTS**

Gym Flooring	\$80,000
VCT Flooring	6,800
Painting	27,000
Landscaping	9,850
Casework	10,000
Roof Repair	20,000
	\$153,650

Staff originally requested \$153,650 for the above improvements; however, based on Committee discussion, the revised request is for \$47,000 for painting and repairing the roof.

Exhibit A shows Fund Balance Appropriated of \$47,000 and the corresponding expenditure is shown in Operating Costs in the amount of \$47,000 for renovations at the Carole Hoefener Center.

**Committee Discussion:**

This item was discussed at the June 7, 2012 Client Relations Committee meeting. The Committee amended the funding request and recommended the approval of funding for the roof repair and painting (\$47,000). Staff was asked to develop and present a business plan for the Center before action is taken on the other recommended improvements. Also, Commissioner Ford requested that staff add audio visual upgrades to the list of improvements.

**Funding:**

Carole Hoefener Center Reserves

**Attachments:**

Resolution for Exhibit A  
Exhibit A



## **RESOLUTION**

### **TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR RENOVATIONS AT THE CAROLE HOEFENER CENTER FOR THE FISCAL YEAR ENDING MARCH 31, 2013. (AMENDED BY RESOLUTION 2047)**

**WHEREAS**, Exhibit A shows Fund Balance Appropriated of \$47,000 and the corresponding expenditure is shown in Operating Costs in the amount of \$47,000 for renovations at the Carole Hoefener Center;

**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; and

**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 Field Operation Program budget for fiscal year ending March 31, 2013; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that a CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

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

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

<b>REVENUE:</b>	<b>April 2012 - March 2013 FIELD OPERATION</b>	<b>REVISION</b>	<b>April 2012 - March 2013 FIELD OPERATION</b>
MTW Funds	56,892,311		56,892,311
Tenant Rents	8,284,777		8,284,777
Other Income	3,738,113		3,738,113
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	406,470		406,470
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
<b>Total Revenue</b>	<b>73,884,099</b>	<b>-</b>	<b>73,884,099</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	649,537		649,537
Fund Balance Appropriated-Hoefener	-	47,000	47,000
Operating Transfer In-MTW	2,488,826		2,488,826
<b>Total Other Sources</b>	<b>3,138,363</b>	<b>47,000</b>	<b>3,185,363</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>77,022,462</b>	<b>47,000</b>	<b>77,069,462</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,606,661		8,606,661
Operating Costs	63,982,756	47,000	64,029,756
Utilities	3,960,545		3,960,545
Capitalized Items	472,500		472,500
<b>TOTAL EXPENDITURES:</b>	<b>77,022,462</b>	<b>47,000</b>	<b>77,069,462</b>

**8.I Approve Resolution for Procurement Contract to Child Care Resources, Inc**

**Action: Approve Resolution to Authorize CHA to Negotiate and Award a Procurement Contract to Child Care Resources, Inc for the administration of the childcare subsidy for up to three (3) years in an amount not to exceed \$150,000.**

**Staff Resource:** John Burns, Tomico Evans, Shaunté Evans  
**Strategic Business:** Operations/Finance and Administration  
**Strategic Goal:** Create an environment that encourages client families to reach their highest potential.

**Background/Policy Framework:**

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:**

The Client Services Department has coordinated with Child Care Resources, Inc (CCRI) to administer our child care subsidy for CHA residents for over eight years. Providing administration of childcare subsidy promotes economic development and is a critical part of the social fabric that, in some cases, is the only help some of these families receive.

- CCRI’s administration of the childcare subsidy has enabled us to meet our goal of providing support to our residents, in accordance with our MTW Agreement. The process for administration of the child care subsidy entails an extensive interview of each applicant and reviewing documentation to substantiate their involvement and qualification for this program.
- To date, CCRI has been responsible for this process for families receiving supportive services and, thus, has released staff from this administrative burden. The cost of \$30 per child has been paid as a portion of the subsidy received for each child.

- The CHA has now decided to separate that cost and document those administrative requirements through the use of a formalized contract, due to increased MTW Funding for additional childcare subsidies.
- CHA wishes to enter into a contract with CCRI for one (1) year with an option for two (2) additional years to administer CHA's childcare subsidy to families receiving supportive services. The cost of the contract will not exceed \$50,000 per year (\$30 per child/per month) to subsidize a minimum of 115 children.

**Committee Discussion:**

This item was discussed at the June 7, 2012 Client Relations Committee meeting. The item was approved for inclusion on the Board's June 19, 2012 consent agenda.

**Section 3/MWBE Consideration:**

N/A

**Funding:**

MTW

**Attachments:**

Resolution

CCRI Attachment

**RESOLUTION**

APPROVE RESOLUTION TO AUTHORIZE CHA TO NEGOTIATE AND AWARD A PROCUREMENT CONTRACT TO CHILD CARE RESOURCES, INC FOR THE ADMINISTRATION OF THE CHILDCARE SUBSIDY FOR UP TO THREE (3) YEARS IN AN AMOUNT NOT TO EXCEED \$150,000

**WHEREAS**, the Housing Authority of the City of Charlotte, N.C. (the “Authority”) seeks to create an environment that encourages client families to reach their highest potential;

**WHEREAS**, CHA has coordinated with Child Care Resources, Inc to provide basic child care subsidies to CHA residents;

**WHEREAS**, CHA will pay \$30 per child per month to Child Care Resources, Inc. to administer CHA child care subsidies in an amount not to exceed \$50,000 annually;

**WHEREAS**, CHA wishes to enter into a one (1) year contract with an option for two (2) additional years to administer CHA’s childcare subsidy to families receiving supportive services.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA), does hereby authorize CHA to negotiate the terms of the Child Care Resources Contract in FY 2012-2013 for up to three years in an amount not to exceed \$150,000.

**RECORDING OFFICER’S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

(SEAL)



## About Child Care Resources, Inc (CCRI)

- Child Care Resources Inc. is a private, non-profit child care resource and referral (CCR&R) agency that works with families and communities to ensure that all children have access to high quality, affordable early learning and school-age opportunities and experiences that enable them to succeed in school and in life.
- In it's 30<sup>th</sup> year of service, CCRI has administered Mecklenburg County's Child Care Subsidy since 1982 and The Mecklenburg Partnership for Children (MPC) Child Care Subsidy Program since its inception in 1994.
- Agencies under the MPC Program are CPCC, Meck. Co. Courts, Catholic Social Services, Meck. Co. Health Dept., CIS, CMS, Youth Homes, and Goodwill Industries.
- No other agency administers child care subsidies in Mecklenburg Co.



## What does CCRI Administrative Fees Buy CHA?

- Determine eligibility and enroll child in subsidy program
- Manages contracts with child care centers and child care homes that accept subsidy
- Provides ongoing case management to clients
- Makes monthly payments to contracted child care programs for services rendered
- Provides financial oversight to ensure appropriate disbursements
- Monitors child care programs for accurate attendance rosters
- Delivers consumer education and resource and referral services.



***BUSINESS  
AGENDA  
ACTION  
ITEMS***

## **9.A Authorize Revision of the Housing Occupancy Plan (HOP)**

<b>Action:</b> Approve Resolution to Authorize a revision of the “Housing Occupancy Plan” (HOP).
--

**Staff Resource:** Shannon Bodnar, Shawn Williams, Shaunté Evans

**Strategic Business:** Operations

**Strategic Goal:** Provide high quality, cost effective real estate services that integrate client families into the community’s mainstream

### **Background/Policy Framework:**

The U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to describe Public Housing operations in their Admissions and Continued Occupancy Policy and Housing Choice Voucher operations in their Administrative Plan. In 2009, as an MTW initiative, the Charlotte Housing Authority (CHA) merged these two documents into a single document, the Housing Occupancy Plan (HOP). The HOP outlines applicable federal regulations and related CHA policies that govern the operations of the agency.

### **Explanation:**

The Authority has proposed modifications to its Housing Occupancy Plan (HOP) to incorporate additional Moving Forward (MF) initiatives and compliance with HUD changes.

On May 10, 2012 and May 18, 2012, meetings were held to discuss changes included in the draft public review document with the Resident Presidents and officers of the Participant Advisory Council (PAC). A public hearing will be held on June 19, 2012 to conclude the 45-day public review/comment period.

On May 4, 2012, the entire policy with changes received to date were placed at the following locations: the main branch of the Public Library; City Hall; 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; 135 Scaleybark Road, Charlotte, NC 28209; and at all CHA-managed community management offices. Below are a few major highlights of the proposed changes:

- **Structural Changes** - The HOP was reorganized to improve understanding for staff and participants. The reorganization included combination of Chapter 3 and 4, division of the chapter on inspections and the chapter on terminations.
- **Eligibility** - Change to the definition of family to reflect recent guidance issued by HUD; preferences updated to reflect loss of City Relocation Program and an additional domestic violence preference.

- **PH Lease** - The lease includes significant changes to reflect tenant law, HUD, resident and CHA requested changes. Examples of topics recommended are requests for transfers, requests for hardship, and removal of the truancy policy.
- **Housing Choice Voucher (HCV) Program Changes** - Added language that landlords may be charged for second re-inspection of a failed unit; added language that CHA is requesting MTW waiver to allow CHA staff to complete inspections and rent reasonableness comparisons in properties where CHA has an ownership interest; and added HCV Homeownership Program.

**Committee Discussion:**

This item was briefly discussed during the May 3, 2012 Client Relations Committee meeting where a summary of proposed changes and an electronic version of the red-lined HOP was provided.

Additional discussion took place at the June 7, 2012 Client Relations Committee concerning the public review process. As a result of the discussion, additional notification to the Public Housing residents was requested. All CHA-managed Public Housing residents received a flier encouraging public comments. At several CHA-managed properties, resident meetings were held and the HOP was discussed and significant changes were highlighted. The Board decided to move this item forward as a business item at the June 19<sup>th</sup> meeting following the Public Hearing with the recommendation that it be approved.

**Community Input:**

Staff discussed the major proposed changes in the HOP with resident presidents in attendance to solicit their input prior to the public review on March 25, 2012 and April 25, 2012. A color copy of the draft document that was sent out for public review and the summary of proposed changes provided to the CHA Board was available for the Resident Presidents on May 4, 2012. On May 10, 2012, a meeting was held to discuss the proposed changes included in the draft public review document with the resident presidents and the officers of the PAC. A second meeting with the resident presidents and the PAC was completed on May 18, 2012.

**Section 3/MWBE Consideration:**

None

**Funding:**

None

**Attachments:**

Resolution

Summary of Proposed Policy Changes with Public Review Comments

## RESOLUTION

### AUTHORIZE A REVISION OF “THE HOUSING OCCUPANY PLAN” (HOP)

**WHEREAS**, a public hearing was held on June 19, 2012 to conclude the 45-day public review/comment period of the Charlotte Housing Authority’s policies for the Housing Occupancy Plan (HOP);

**WHEREAS**, the Authority has proposed modifications to its Housing Occupancy Plan (HOP) to incorporate additional Moving Forward (MF) initiatives and compliance with HUD changes;

**WHEREAS**, on May 4, 2012, the entire policy with changes received to date were placed at the following locations: the main branch of the Public Library; City Hall; 1301 South Boulevard, Charlotte, NC 28203; 2600 Youngblood Street, Charlotte, NC 28203; 135 Scaleybark Road, Charlotte, NC 28209; and at all CHA-managed community management offices; and

**WHEREAS**, major highlights of the proposed changes include:

1. **Structural Changes** - The HOP was reorganized to improve understanding for staff and participants. The reorganization included combination of Chapter 3 and 4, division of the chapter on inspections and the chapter on terminations.
2. **Eligibility** - Change to the definition of family to reflect recent guidance issued by HUD; preferences updated to reflect loss of City Relocation Program and an additional domestic violence preference.
3. **PH Lease** - The lease includes significant changes to reflect tenant law, HUD, resident and CHA requested changes. Examples of topics recommended are requests for transfers, requests for hardship, and removal of the truancy policy.
4. **Housing Choice Voucher (HCV) Program Changes** - Added language that landlords may be charged for second re-inspection of a failed unit; added language that CHA is requesting MTW waiver to allow CHA staff to complete inspections and rent reasonableness comparisons in properties where CHA has an ownership interest; and added HCV Homeownership Program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA), does hereby authorize the CHA to revise the policies of “The Housing Occupancy Plan (HOP)”.

### RECORDING OFFICER’S CERTIFICATION

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

(SEAL)

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

## Annual HOP Review

The proposed policy changes listed below were received from staff and resident presidents.  
The Public Review period began May 4, 2012 and the Public Hearing is scheduled for the Board Meeting on June 19, 2012.

	OVERVIEW OF PROPOSED CHANGES	PUBLIC COMMENTS RECEIVED (CHA RESPONSES IN RED)
<b>Throughout the HOP</b>	Typographical, grammatical and font issues were corrected. Section 8 was changed to Housing Choice Voucher or HCV to reflect current terminology.	<b>RAC/PAC:</b> Per a RAC/PAC request, throughout the HOP add “DSS placement” along with birth, adoption and court-ordered placement as valid reasons for a change in family composition. <b>CHA added in nine different places</b>
<b>Table of Contents</b>	<b>Changed:</b> Reflects new chapter divisions	
<b>Chapter 1</b> STATEMENT OF POLICIES AND OBJECTIVES		
<b>Chapter 2</b> ELIGIBILITY FOR ADMISSIONS	<b>Changed:</b> Definition of Family to reflect HUD’s recent final notice	<b>RAC/PAC:</b> Voiced concerns that it may be too broad, concerns regarding proof-related more so to boyfriends and definition of stable. <b>CHA agreed to define what acceptable proof is in the procedure.</b> <b>RAC/PAC:</b> Add statement to second paragraph that if no-one in the household can provide social security number proof..... <b>CHA agreed.</b> <b>RAC/PAC:</b> Agree with removal of lifetime registration, but want to see active, current registrations only. <b>CHA agreed.</b>
<b>Chapter 3</b> ADMISSIONS AND WAITLIST MANAGEMENT	<b>Changed:</b> Combined chapters 3 and 4; modifications made to allow for applications to be submitted electronically; <b>Added:</b> Domestic Violence Preference	
<b>Chapter 4</b> SUBSIDY STANDARDS (Prev. 5)	<b>Changed:</b> Occupancy guidelines to reflect new definition of family	<b>RAC/PAC:</b> Can we consider changing the timeframe to allow adult children back to 48 months? <b>CHA approved change to 48 months.</b>
<b>Chapter 5</b> FACTORS RELATED TO TENANT RENT	<b>Changed:</b> Minimum Rent increase to take place during FY 2012 (previously FY 11)	<b>RAC/PAC:</b> Concerns regarding increasing the minimum rent which already creates a hardship. Discussion regarding rent reform and the work requirement. Request to complete reminder

DETERMINATION (Prev. 6)		education regarding rent reform, hardship and the separation of that from work requirement. <b>CHA Agreed to complete during Lease signing in late summer.</b>
<b>Chapter 6</b> VERIFICATION PROCEDURES (Prev. 7)		
<b>Chapter 7</b> PUBLIC HOUSING OCCUPANCY-LEASE (Prev. 9)	<b>Changed:</b> Complete Update in order to reflect changes in landlord/tenant law, HUD regulations and CHA procedures.	
<b>Chapter 8</b> HCV VOUCHER ISSUANCE AND BRIEFINGS		
<b>Chapter 9</b> HCV REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION (Prev 10)		
<b>Chapter 10</b> HCV OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS (Prev 12)		
<b>Chapter 11</b> HCV INSPECTIONS (Prev 11)	<b>Changed:</b> Previous inspection chapter spilt to simplify for users; Clarified terms and definitions including distinctions between life threatening and non-life threatening HQS violations. <b>Added:</b> Charge for landlords if second re-inspection is required;	<b>RAC/PAC:</b> Add additional detail that is missing about resident responsibilities which have been decided by the department, i.e. a missing or broken light fixture globe is a tenant responsibility, filters, are a tenant responsibility, etc. <b>CHA will create a separate document which will be available to participants which outlines these department practices.</b> <b>RAC/PAC:</b> Inspection time was changed from 8-2 to 8-5; this window is extremely longer and unreasonable for a resident to sit home and wait for the inspector. If inspections need to be completed all day, can the residents be given a shorter window? Can it go back to 8-2? <b>CHA has investigated the request and determined that due to scheduling and the length of time now</b>

		required for inspections it is not practical to have such a small window of time. In addition, a small window of time could result in additional time for the participant if the inspection cannot be completed or has to be rescheduled because of the 2pm deadline.
<b>Chapter 12</b> PH INSPECTIONS (Prev 11)	<b>Changed:</b> Previous inspection chapter spilt to simplify for users; Added additional inspections as current procedures	
<b>Chapter 13</b> RECERTIFICATIONS	<b>Changed:</b> Modified structure to reflect Annual and Bi-Annual recertifications	<b>RAC/PAC:</b> Add Co-Head to 3rd bullet. <b>CHA Agreed.</b>
<b>Chapter 14</b> HCV MOVES WITH CONTINUED ASSISTANCE-PORTABILITY	<b>Changed:</b> Clarified Utility requirements	<b>RAC/PAC:</b> CHA does not receive a letter of good standing from the current landlord- strong concerns from PAC and legal aid regarding excessive leverage the landlord has over the participant (landlord is in complete control), participant is harmed for lack of action by landlord; also CHA has been responsible for getting letter in the past, will this still be true? <b>CHA Agreed to return to original language only, removing paragraph 3.</b>
<b>Chapter 15</b> COMMUNITY BASED RENTAL ASSISTANCE PROGRAMS (Prev 18)	<b>Changed:</b> Modified language to allow for MTW waiver which will allow CHA staff to conduct inspections and recertification on CHA or affiliate owned property	
<b>Chapter 16</b> SPECIAL HOUSING TYPES (Prev 21)	<b>Added:</b> Homeownership Program	
<b>Chapter 17</b> PROGRAM INTEGRITY (Prev 22)		
<b>Chapter 18</b> DEBTS OWED TO THE CHA (Prev 19)	<b>Clarified:</b> Existing language to reinforce ability to terminate for fraud	
<b>Chapter 19</b> COMPLAINTS AND APPEALS (Prev 20)		

<p><b>Chapter 20</b> PH DENIAL OR TERMINATION OF ASSISTANCE (Prev.16)</p>	<p><b>Changed:</b> Previous denial chapter split to clarify differences in process between public housing and housing choice voucher programs.</p>	<p><b>RAC/PAC:</b> Requested more specificity for just which “drug and criminal activity” can a resident be terminated. <b>CHA added the specific CFR reference to this paragraph in the HOP.</b> <b>RAC/PAC:</b> Requested clarification as to why a deletion of the phrase “within the past seven years” was needed. <b>It was explained that the look-back period should vary based on the crime.</b></p>
<p><b>Chapter 21</b> HCV DENIAL OR CONTRACT TERMINATIONS (Prev. 15/16)</p>	<p><b>Changed:</b> Previous denial chapter split to clarify differences in process between public housing and housing choice voucher programs.</p>	<p><b>RAC/PAC:</b> Do not think that arrest alone is grounds for termination. <b>CHA will change this language to “committed or engaged in violent or drug-related criminal activity.”</b> Language on the second grounds for termination point was edited to improve clarity. <b>RAC/PAC:</b> Wanted to provide the family the opportunity to turn off their gas in the summer to save money if the gas is not needed to heat the water. <b>CHA, after consultation with HUD, has determined the language must remain as proposed.</b></p>
<p><b>Chapter 22</b> HCV OWNER DISAPPROVAL AND RESTRICTION (Prev 17)</p>		
<p><b>Appendix A</b> PUBLIC HOUSING COMMUNITIES</p>	<p><b>Changed:</b> Updated to reflect additional communities</p>	
<p><b>Appendix B</b> GRIEVANCE POLICIES AND PROCEDURES</p>	<p><b>Changed:</b> Updated Binding Effect of Grievance to match Housing Choice Voucher review process.</p>	<p><b>RAC/PAC:</b> CHA had proposed changing the list of persons who can overrule a Grievance Panel decision. RAC/PAC pointed out that CFR 966.57B lists the Board of Commissioners as being the only entity that can overrule a Grievance Hearing decision. <b>CHA agreed and the proposed language was deleted (returned to previous language).</b></p>
<p><b>Appendix C</b> PUBLIC HOUSING TRANSFER POLICY</p>		
<p><b>Appendix D</b> PUBLIC HOUSING USE OF COMMON AREAS POLICY</p>	<p><b>Changed:</b> Updated to include additional oversight provision for large group gatherings. Included acceptable timeframes for use of space and</p>	



	additional consequences for improper use.	
<b>Appendix E</b> PUBLIC HOUSING MOTOR VEHICLE POLICY & PROCEDURE	<b>Changed:</b> Updated to include requirements to obtain a CHA parking permit and limit the number of vehicles per household due to parking limitations.	<b>RAC/PAC:</b> Requested clarification on the requirement to have a DL. <b>CHA registration requirements are not defined in the policy, but are defined in the handbook which will undergo an update in June.</b>
<b>Appendix F</b> PUBLIC HOUSING COMMUNITY APPEARANCE POLICIES & PROCEDURES		
<b>Appendix G</b> PUBLIC HOUSING HOUSEKEEPING POLICIES AND PROCEDURES		
<b>Appendix H</b> PUBLIC HOUSING PET POLICY	<b>Removed:</b> Duplicate language; <b>Changed:</b> Deposit to all refundable	<b>RAC/PAC:</b> Discussed the amount of the fee. Staff explained that the fee could be paid over time and RAC/PAC requested this be added to the HOP. <b>CHA added the sentence. “If requested, the Manager will allow the pet deposit to be paid monthly as an addition to the amount of rent due each month until the entire pet deposit has been made in accordance with HUD regulations.”</b> RAC/PAC also wanted pets to be recertified annually and this is already in the policy (Pet Policy, point 7).
<b>Appendix I</b> PUBLIC HOUSING FIRE POLICY		
<b>Appendix J</b> LIMITED ACCESS AND BANNING POLICY AND PROCEDURES		
<b>Appendix K</b> PUBLIC HOUSING SATELLITE DISH OR ANTENNA POLICY		
<b>Appendix L</b> PUBLIC HOUSING SAMPLE	<b>Changed:</b> Substantial revision to reflect policy, landlord/tenant law and HUD	<b>RAC/PAC:</b> Can rent be due on the 10 <sup>th</sup> ? <b>CHA explained this was changed to conform to standard real estate practices and to</b>

LEASE	guidance.	<p>improve operational efficiencies.</p> <p><b>RAC/PAC:</b> 5. change calendar to business, change working to calendar. <b>CHA Agreed.</b></p> <p><b>RAC/PAC:</b> Requested that more detail on the reasons for which a person may qualify for a hardship be included in the lease. <b>CHA proposed this be included in an addendum and additional language in the Resident Handbook.</b></p> <p><b>RAC/PAC:</b> Objected to adding “public.” Preferred the definition of premises on page 509 (#5). <b>CHA replaced the definition on this page with the definition used on page 509.</b></p> <p><b>RAC/PAC:</b> Request to move b-b gun to later in the paragraph. <b>CHA Agreed</b></p> <p><b>RAC/PAC:</b> Objected to this sentence: “Entry shall be made during reasonable hours.” <b>CHA replaced that sentence with “Entry shall be made during business hours except in cases of emergency.”</b></p> <p><b>RAC/PAC:</b> Lengthy discussion of abandonment. No changes necessary after discussion.</p> <p><b>RAC/PAC:</b> Requested CHA return to original wording regarding material facts. <b>CHA agreed, but this phrase was added “(or intentional misrepresentation of any fact)”.</b></p> <p><b>RAC/PAC:</b> Objected to termination reason 10. <b>CHA decided no changes were necessary as 24 CFR 966.4(1.2.ii.B) is the basis for this cause for termination.</b></p> <p><b>RAC/PAC:</b> Objected to the addition of the word illegal; <b>CHA Agreed and the word was deleted.</b></p> <p><b>RAC/PAC:</b> Objected to the change of conviction to arrest; <b>CHA agreed to return to the original language</b></p> <p><b>RAC/PAC:</b> Had concerns that deleting the statement on attendance at resident meetings could hurt their efforts to have residents attend these meetings. <b>CHA agreed not to remove.</b></p>
<b>Appendix M</b> PUBLIC SCHOOL TRUANCY POLICY		

<b>Appendix N:</b> RENT REFORM POLICY	<b>Changed:</b> Timeframe for Minimum rent increase; timeframe for application of incentive account sanctions	
<b>Appendix O</b> WORK REQUIREMENT POLICY		
<b>Appendix P</b> HARDSHIP POLICY		
<b>Appendix Q</b> SECTION 8 HQS INSPECTION FORM	<b>Changed:</b> Returned to use of Standard HUD Inspection Checklist (form 52580)	
<b>Appendix R</b> SECTION 8 SAMPLE VOUCHER		
<b>Appendix S</b> SECTION 8 HAP CONTRACT		
<b>Appendix T</b> REASONABLE ACCOMODATION POLICY		
<b>Appendix U</b> NON-SMOKING BUILDING POLICY	<b>Added:</b> 400 East Office building	
<b>Appendix V</b> ACRONYMS		
<b>Appendix W</b> GLOSSARY	<b>Changed:</b> Definition of Family	<b>RAC/PAC:</b> Asked that Occupancy be added here. <b>CHA Added. Also added Adverse Action</b>
		<b>Additional Comments Received:</b> <b>RAC/PAC: (1.)</b> Can CHA provide copies of the VAWA and Definition of Family guidance issued from HUD. <b>CHA sent electronic versions of the documents on 5/17. (2.)</b> Request we check spouse reference in HOP to ensure that co-head is also listed when appropriate due to the definition of family change. <b>CHA has checked and made corrections where appropriate.</b>

**9.B Approve Change Order for Summer Security Coverage at Family Sites**

**Action: Approve Resolution for a change order to Professional Police and Security Services, in an amount not to exceed \$141,984, for additional summer security coverage at (2) large family and (13) scattered family sites.**

**Staff Resource:** Allison Preston, Shaunte Evans, Heather Franklin

**Strategic Business:** Operations/Finance and Administration

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

**Background/Policy Framework:**

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:**

After being selected through a competitive bid process, the current security contract with Professional Police and Security Services, for the high rises, states that the CHA may add as needed additional services at other CHA properties (see attached duties/responsibilities). A change order to Professional Police and Security Services, to provide additional security services for large family and scattered sites, requires Board approval to proceed with the additional coverage. Benefits of the proposed project follows:

- To increase the success of the Community Walk and Talk Summer Initiative, additional hours of coverage for safety and patrol for the residents will be needed during peak summer hours at (2) large family sites [Southside and Dillehay] and (13) scattered family sites [Cedar Knoll, Claremont, Gladedale,

Leafcrest, Mallard Ridge, Meadow Oaks, Robinsdale, Savanna Woods, Sunridge, Tall Oaks, Tarlton Hills, Victoria Square and Wallace Woods].

- This initiative will allow residents and security officers to continue to develop relationships that will have a positive impact on the quality of life for the community. Private Security Officers are there to maintain order throughout the community and enforce lease violations (see attached Part I Crime trends and benchmark measurements).
- The timeframe is approximately 12 weeks beginning the week of June 24, 2012.
- The proposed budget is not to exceed \$141,984 (see attachment).

**Committee Discussion:**

This item was discussed in detail at the June 7, 2012 Client Relations Committee meeting. Concerns relative to start/end dates; number of security officers assigned to each site; defining peak hours; clarification of crime statistics; and concern of Cedar Knoll resident were to be addressed before the June 19, 2012 Board meeting. The item will be placed on June 19<sup>th</sup> Business Agenda.

**Section 3/MWBE Consideration:**

None

**Funding:**

MTW

**Attachments:**

Resolution

Summary of Project (Community Walk and Talk Summer Initiative)

Part 1 Crime Trends, Summer 2011

**RESOLUTION**

**APPROVE A CHANGE ORDER TO PROFESSIONAL POLICE AND SECURITY SERVICES, IN AN AMOUNT NOT TO EXCEED \$141,984, FOR ADDITIONAL SUMMER SECURITY COVERAGE AT (2) LARGE FAMILY AND (13) SCATTERED FAMILY SITES.**

**WHEREAS**, the CHA has a requirement to provide Summer Security Coverage at Family and Scattered Sites;

**WHEREAS**, the CHA has conducted the solicitation process in accordance with 24CFR Part 85.36 Procurement Regulations;

**WHEREAS**, the current contract has the option to extend Summer Security Coverage for the summer months; and

**WHEREAS**, the CHA wishes to exercise this option to provide Security Services for 12 weeks beginning June 24, 2012.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Charlotte does hereby authorize CHA to approve a change order to Professional Police and Security Services in an amount not to exceed \$141,984 for additional summer security coverage at (2) large family sites [Southside and Dillehay] and (13) scattered sites [Cedar Knoll, Claremont, Gladedale, Leafcrest, Mallard Ridge, Meadow Oaks, Robinsdale, Savanna Woods, Sunridge, Tall Oaks, Tarlton Hills, Victoria Square and Wallace Woods]

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim 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 June 19, 2012.

(Seal)

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

## COMMUNITY WALK AND TALK SUMMER INITIATIVE

### SUMMARY OF SCOPE:

The Community Walk and Talk Summer Initiative will provide additional coverage of safety and patrol for residents during peak hours at large family and scattered sites. This initiative will allow residents and security officers to continue to develop relationships that will have a positive impact on the quality of life for the community. Resident Safety is requesting additional hours of service be added by change order for summer months coverage to the current contract with Professional Police and Security. The Initiative will begin on June 24, 2012 – September 15, 2012.

Site of Contract:	Term of Contract	Proposed Days	Proposed Shift Hours
2 Large Family/13 Scattered Sites	12 weeks	Sunday – Saturday	Flexible Time Frame

### PROFESSIONAL POLICE AND SECURITY SERVICES - DUTIES AND RESPONSIBILITIES:

- Bridge effective communication relationship with residents during patrol (walking and riding)
- Conduct field interviews on all subjects loitering in common areas of the community
- Assist CMPD with responding to incidents within the community
- Enforce lease violations, CHA Ban Policy and curfew violations
- Monitor parking lots to prevent motor vehicle theft and larceny
- Monitor parking lots for abandon and unauthorized vehicles
- All Officers will go through an orientation on CHA Lease Violations and Ban Policy

### PROPOSED BUDGET:

# of Private Security Officers	# of Hours	Hourly Rate	Wkly Cost	# of Wks	Site Cost	Budget Cost
Scattered Sites (1)	40 per week	\$17.40	\$696.00	12	\$8352.00(x13)	\$108,576.00
Large Family Sites (2)	80 per week	\$17.40	\$1,392.00	12	\$16,704.00 (x2)	\$33,408.00
					<b>Total Cost</b>	<b>\$141,984.00</b>

### BENCHMARK MEASUREMENTS:

- Overall reduction in Part 1 Crime by 44%

### COLLECTION OF REPORTS/COMMUNICATION EFFORTS:

- Resident Safety and Professional Police and Security Services will conduct bi-weekly meetings for:
  - Reviewing of crime statistics and incident types;
  - Monitoring the number of arrests for trespassing (banned individuals);
  - Turning in (by security officers) Activity Log Sheets weekly for review; and
  - Reviewing the impact of the Community Walk and Talk Summer Initiative.

**PART 1 CRIME TRENDS SUMMER 2011**

**Summer Initiatives 2011 (June - Sept)**

<b>Part 1 Crimes</b>	<b>Location</b>	<b>2010</b>	<b>2011</b>	<b>% Change from Previous Year</b>
	Southside	24	14	-42%
	Dillehay	1	1	0%
	Claremont	5	2	-60%
	Gladedale	0	1	0
	Mallard Ridge	3	1	-67%
	Meadow Oak	3	0	-100%
	Savanna	0	0	0
	Sunridge	0	1	0
<b>TOTAL: All Properties</b>		<b>36</b>	<b>20</b>	<b>-44%</b>



***HORIZON  
DEVELOPMENT  
PROPERTIES,  
INC.***

**Horizon Development Properties, Inc  
Board of Directors  
AGENDA**

*Woodlawn House  
1315 E. Woodlawn Road  
Charlotte, NC 28209*

***June 19, 2012***

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***Directly After CHA Board Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Review and Approval of the Agenda (**p. 90**)
2. Consideration to Approve the Minutes for:
  - Regular Meeting held on ***May 15, 2012*** (**p. 91 – 92**)
3. **Consent Agenda Items:** (**p. 94 – 104**)
  - A. Horizon Development Properties, Inc.  
Budget Amendment: The Lofts at Seigle Point Capital Project Budget
  - B. Budget Amendment: Horizon Development Properties, Inc.  
Administration Program Budget
  - C. Budget Amendment: Horizon Development Properties, Inc. Field  
Operations Program Budget

**MINUTES OF THE HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD OF DIRECTORS MEETING HELD ON  
TUESDAY, MAY 15, 2012**

**Regular Meeting:**

**Additions to the Agenda:**

Chairman Ford asked if there were any additions to the agenda. Hearing none, the motion was made for approval as submitted.

**ACTION:**

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

**Consideration to approve the minutes for:**

- Regular HDP, Inc. Board of Directors meeting held on ***April 17, 2012***

**ACTION:**

Motion to approve minutes as submitted by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**Consent Agenda Action Items:**

Chairman Ford requested a motion for approval of the following Consent Agenda Action Items **3.A – 3.E:**

**3.A Budget Adoption Horizon Development Properties, Inc. Mill Pond Charlotte, Inc.:**

Approve the adoption of the Mill Pond Charlotte, LLC Operating Budget for the Calendar year ending December 31, 2012.

**3.B Budget Amendment: Horizon Development Properties, Inc. Field Operation Program Budget:**

Approve an amendment to the Field Operation Program Budget for Mill Pond Charlotte, LLC for the FY ending March 31, 2013 (Last amended by Resolution No. 2040).

**3.C Budget Amendment: Horizon Development Properties, Inc. Administration**

**Program Budget:**

Approve an amendment to the Administration Program Budget for the Re-appropriation of funds for the FY ending March 31, 2013. (Adopted by Resolution No. 2036).

**3.D Budget Amendment: Horizon Development Properties, Inc. Field Operations**

**Program Budget:**

Approve an amendment to the Field Operation Program Budget for the Re-appropriation of funds for the FY ending March 31, 2013. (Last amended by Resolution No. 2040).

**3.E Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 03/31/12:**

Approve the write-off of \$4,010.84 in accounts receivable due to collection losses For tenants vacated through 12/31/11.

**ACTION:**

Motion was made for approval as submitted by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

\*\*\*\*\*

Vice-Chairman motioned that we adjourn the HDP, Inc. regular Board of Directors meeting and convene the C.O.R.E. Board of Directors meeting. Motion was seconded by: Commissioner Sumter; Outcome: Passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter
	Executive Assistant to the CEO

***CONSENT  
AGENDA  
ACTION  
ITEMS***

**3.A Horizon Development Properties, Inc.  
Budget Amendment: The Lofts at Seigle Point Capital Project Budget**

**Action: A. Authorize Horizon Development Properties, Inc. (“Horizon”) to Accept a Loan Related to the Development of the Lofts at Seigle Point up to \$22,998,800.**

**B. Approve an Amendment to the Lofts at Seigle Point Capital Project Budget.**

**Staff Resource:** Jeff Meadows and Heather Franklin

**Strategic Business:** Real Estate and Finance and Administration

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

**Background/Policy Framework:**

In September 2009 a pre-development budget was adopted and at the special board meeting on May 5, 2010 the Project Budget was adopted.

The property ownership and rent structure have been designed to: create a property and income tax exemption; and a sales tax rebate. The rents for all 190 units will be set at 80% Area Median Income (AMI) with 38 of those units available through the Section 8 program. All residents will be income qualified. The land will be owned fee simple by The Lofts, LLC. The Lofts, LLC is wholly owned by Horizon, the non-profit CHA subsidiary, and will not be subject to property or income tax. The Lofts, LLC has also secured a sales tax rebate approval from the NC State Department of Treasury.

**Explanation:**

The project costs have increased by 11% since the original budget was adopted in 2010, thus requiring a budget amendment. The revenue projections however have not changed and interest rates have dropped from the mid 5% range at the time of the finance application in August 2010 to around 4% in the current market. The net result is an increased loan amount to cover increased costs with the loan payment remaining neutral.

In Exhibit A, revenues increased by \$2,798,800 due to an increase in the HUD221 (d) (4) Loan line item and the corresponding increase in expenditures of \$2,798,800 is shown in the Capitalized line item. The amended total project budget is 27,998,800.

Also as a part of this budget amendment the CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorize Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

**Committee Discussion:**

The committee discussed the dollar amount of the debt service on the project, interest rate reduction allowing added debt capacity without increasing rents and Section 3/MWBE efforts were provided by the CM at Risk, Lend Lease, for the project. This item was unanimously recommended by the Real Estate Committee for adoption by the Board.

**Community Input:**

This project required rezoning in 2009 and as part of that process a community meeting and public hearing were held. No concerns were raised at either of these meetings.

**Summary of Bids:**

N/A

**Section 3/MWBE Consideration:**

The CM at Risk, Lend Lease, has established a Section 3 and MWBE plan with goals for subcontracting/hiring on the project of: Section 3-20%, MWBE-25% and Section 3 New Hires-30%.

**Funding:**

HUD's 221(d)(4) program  
MTW

**Attachments:**

Resolution for Acceptance of Loan  
Exhibit A

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, the duly appointed secretary of the Horizon Development Properties, Inc., do hereby certify the above item was properly adopted at a regular meeting held June 19, 2012.

(SEAL)

BY: \_\_\_\_\_  
Barbara Porter/Secretary

**HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD OF DIRECTORS**

**RESOLUTION TO AUTHORIZE HORIZON DEVELOPMENT PROPERTIES,  
INC. (“HORIZON”) TO ACCEPT A LOAN RELATED TO THE  
DEVELOPMENT OF THE LOFTS AT SEIGLE POINT UP TO \$22,998,800**

**WHEREAS**, Horizon seeks to develop a multifamily residential rental project with a capitalized cost of \$27,998,800 known as “The Lofts at Seigle Point”, to consist of approximately 190 units and located at the corner of Seigle and 10<sup>th</sup> Street in the City of Charlotte, North Carolina (the “Development”); and

**WHEREAS**, Horizon has applied to HUD to utilize available programs and grants to act as a source of funds for the Development; and

**WHEREAS**, Horizon will include one hundred ninety (190) units, including thirty eight (38) Section 8 units, within the Development; and

**WHEREAS**, Horizon has obtained a financing commitment from the Housing Authority of the City of Charlotte, NC (in the amount not to exceed \$5,000,000 in MTW funds) and has applied for the 221(d)(4) loan program for the Development and will accept the loans contingent upon further underwriting and/or satisfactory acceptance of the deal structure by HUD; and

**WHEREAS**, in Exhibit A, Proceeds from Loans Bonds Notes - the HUD 221(d)(4) loan will increase in the amount of \$2,798,800 to a total of \$22,998,800 as revenue, with the corresponding expenditure in the Capitalized Line Item.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Horizon Development Properties, Inc. on the 19<sup>th</sup> day of June 2012 that:

The Interim CFO of Horizon hereby is authorized to direct staff to amend the budget to \$27,998,800, accept loans and expend up to \$22,998,800 in 221(d)(4) loan proceeds for the Development, to establish one hundred ninety (190) units, including thirty eight (38) Section 8 units, and to negotiate and execute any and all other documents necessary and appropriate to accomplish the Development.

**RECORDING OFFICER’S CERTIFICATION**

I, Barbara Porter, the duly appointed and qualified Secretary of Horizon Development Properties, Inc, do hereby certify that preceding resolution was properly adopted at a meeting held June 19, 2012.

(SEAL)

BY: \_\_\_\_\_  
Barbara Porter, Secretary



			Revised
	The Lofts at		The Lofts at
EXHIBIT A June Horizon Item	Seigle Point	REVISION	Seigle Point
<b>REVENUES</b>			
HUD 221(d)(4) Loan	20,200,000	2,798,800	22,998,800
Proceeds from Loans Bonds Notes - MTW Funds	5,000,000		5,000,000
<b>Total Development Project Sources</b>	<b>25,200,000</b>	<b>2,798,800</b>	<b>27,998,800</b>
<b>TOTAL REVENUES</b>	<b>25,200,000</b>	<b>2,798,800</b>	<b>27,998,800</b>
<b>Administration</b>	500,000		500,000
<b>Capitalized Items</b>	24,700,000	2,798,800	27,498,800
<b>TOTAL OPERATING EXPENDITURES</b>	<b>25,200,000</b>	<b>2,798,800.00</b>	<b>27,998,800</b>

**3.B Budget Amendment: Horizon Development Properties, Inc.  
Administration Program Budget**

**Action: Approve an amendment to the Administration Program Budget for the re-appropriation of funds for the Fiscal Year Ending March 31, 2013. (Last Amended by Resolution No. 2046)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

**Explanation:**

Staff in this amendment wishes to re-appropriate funding for projects begun last fiscal year. These re-appropriations are for projects in the Central Office Cost Center (COCC), for capital projects in the Real Estate Division, and capital and other projects at the asset management projects. These are the final re-appropriations. Summaries for each are below, and the details are shown in Attachment A.

**COCC Re-appropriations**

This re-appropriation of \$272,000 is for the disparity study and the CEO search.

**Capital Projects-Real Estate Division Re-appropriations**

This re-appropriation of \$7,801,663 is for Woodlawn House, Lofts at Seigle, Hampton Creste, McMullen Woods, Strawn/Parktowne and Charlottetown.

**AMP Re-appropriations**

This re-appropriation of \$5,429,323 is for capital projects at Robinsdale, Wallace Woods, Edwin Towers and small projects at Wallace Woods and Tall Oaks in the amount of \$42,450.

**Land Sale Proceeds Re-appropriations**

This re-appropriation of \$316,474 is for Charlottetown, McAlpine/Glen Cove, Seneca Woods and the Bilbro for the amount of \$40,000.

Exhibit A shows Fund Balance Appropriated-MTW Funds of \$13,273,436 (\$7,801,663 + \$5,429,323 + \$42,450); Fund Balance Appropriated - COCC of

\$272,000 and Fund Balance Appropriated - Land Sale Proceeds of \$356,474. The corresponding expenditures are shown in Operating Transfers Out –AMPs of \$42,450, Operating Transfer Out – Capital Projects of \$13,547,460 (\$5,429,323 + \$7,801,663 + \$316,474) and Operating Costs of \$312,000 (\$272,000+\$40,000).

Also, as a part of this amendment, the CHA authorized signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized signer must report any such transfers at the regular 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 CHA authorized signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA authorized signer may transfer amounts not to exceed \$50,000 between functions.
3. The CHA authorized signer may not transfer amounts between programs or increase the total amount of a program.

**Committee Discussion:**

This item was approved for the consent agenda at the Finance and Audit Committee Meeting held on June 7, 2012.

**Funding:**

Fund Balance Appropriated- MTW Funds  
Fund Balance Appropriated- COCC  
Fund Balance Appropriated- Land Sale Proceed

**Attachments:**

Exhibit A  
Attachment A

**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 June 19, 2012.

BY: \_\_\_\_\_  
Barbara Porter, Secretary

**Exhibit A**

<b>REVENUE:</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>	<b>REVISION</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>
Section 8 Fees	1,360,476		1,360,476
MTW Funds	5,072,331		5,072,331
Other Revenue	2,176,545		2,176,545
Public Housing Fees	788,095		788,095
Maintenance Operations	484,527		484,527
Capital Fund Fees	406,468		406,468
Horizon Fees	481,027		481,027
First Ward Income	396,050		396,050
Social Services Fees	741,550		741,550
<b>TOTAL REVENUE</b>	<b>11,907,069</b>		<b>11,907,069</b>
<b>Other Sources</b>			
Fund Balance Appropriated-MTW Funds	7,966,275	13,273,436	21,239,711
Fund Balance Appropriated-COCC	31,365	272,000	303,365
Fund Balance Appropriated-Land Sale Proceeds		356,474	356,474
<b>TOTAL OTHER SOURCES</b>	<b>7,997,640</b>	<b>13,901,910</b>	<b>21,899,550</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>19,904,709</b>	<b>13,901,910</b>	<b>33,806,619</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	4,619,785		4,619,785
Operating Costs	9,607,768	312,000	9,919,768
Utilities	174,707		174,707
Capital Outlay	25,000		25,000
<b>TOTAL EXPENDITURES:</b>	<b>14,427,260</b>	<b>312,000</b>	<b>14,739,260</b>
Other Uses:			
Operating Transfers Out -Capital Projects		13,547,460	13,547,460
Operating Transfers Out -AMPS		42,450	42,450
Loans To Others	5,477,449		5,477,449
<b>TOTAL OTHER USES:</b>	<b>5,477,449</b>	<b>13,589,910</b>	<b>19,067,359</b>
<b>TOTAL EXPENDITURES AND OTHER USES:</b>	<b>19,904,709</b>	<b>13,901,910</b>	<b>33,806,619</b>

## ATTACHMENT A

### RE-APPROPRIATIONS

#### **COCC Re-appropriations**

Disparity Study	210,000
CEO Search	62,000
<b>Total</b>	<b>272,000</b>

#### **Capital Projects - Real Estate Division Re-appropriations**

Woodlawn House	534,822
Lofts at Seigle	4,039,639
Hampton Creste	624,261
McMullen Woods	430,595
Charlottetown	122,346
Strawn Parktowne	2,050,000
<b>Total</b>	<b>7,801,663</b>

#### **AMP Re-appropriations**

Robinsdale	1,152,216
Wallace Woods	1,096,159
Edwin towers	3,180,948
<b>Total</b>	<b>5,429,323</b>

Wallace Woods	12,600
Tall Oaks	29,850
<b>Total</b>	<b>42,450</b>

#### **LSP Re-appropriations**

Charlottetowne	117,824
Bilbro	40,000
Seneca Woods	123,413
McAlpine Glen Cove	75,237
<b>Total</b>	<b>356,474</b>

### **3.C Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget**

**Action: Approve an Amendment to the Field Operations Program Budget for the re-appropriation of funds for Fiscal Year Ending March 31, 2013. (Last Amended by Resolution 2047)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

#### **Background/Policy Framework**

Each year staff begins projects or actions that are sometimes not completed before the end of the fiscal year. In order to complete these projects in the next fiscal year, funds must be re-appropriated.

#### **Explanation:**

In this amendment staff request permission to re-appropriate funding for projects at the sites. Funding is being re-appropriated for tree service at Southside (\$28,620) and Sunridge (\$12,000). This is the final re-appropriation.

In Resolution 1935, the Board approved funding in the amount of \$395,858 for Hampton Crest Apartments to assist with the continued goal to stabilize the property. Staff in this amendment is requesting to re-appropriate \$147,953 of those funds.

Exhibit A shows Operating Transfers In-MTW in the amount of \$42,450, Fund Balance Appropriated - AMPs in the amount of \$40,620 and Fund Balance Appropriated-Horizon Development in the amount of \$147,953. The corresponding expenditure is in Operating Costs in the amount of \$231,023.

Also, as a part of this amendment, the CHA authorized signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized signer must report any such transfers at the regular 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 CHA authorized signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA authorized signer may transfer amounts not to exceed \$50,000 between functions.

3. The CHA authorized signer may not transfer amounts between programs or increase the total amount of a program.

**Committee Discussion:**

This item will be discussed at the June 7, 2012 Finance & Audit committee meeting and was unanimously approved.

**Funding:**

Operating Transfers  
Fund Balance Appropriated

**Attachment:**

Exhibit A

**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 June 19, 2012.

BY: \_\_\_\_\_  
Barbara Porter, Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	56,892,311		56,892,311
Tenant Rents	8,284,777		8,284,777
Other Income	3,738,113		3,738,113
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	406,470		406,470
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
<b>Total Revenue</b>	<b>73,884,099</b>	<b>-</b>	<b>73,884,099</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	649,537	147,953	797,490
Fund Balance Appropriated-AMP	-	40,620	40,620
Fund Balance Appropriated-Hoefener	153,650		153,650
Operating Transfer In -MTW	2,488,826	42,450	2,531,276
<b>Total Other Sources</b>	<b>3,292,013</b>	<b>231,023</b>	<b>6,815,049</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>77,176,112</b>	<b>231,023</b>	<b>77,407,135</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,606,661		8,606,661
Operating Costs	64,136,406	231,023	64,367,429
Utilities	3,960,545		3,960,545
Capitalized Items	472,500		472,500
<b>TOTAL EXPENDITURES:</b>	<b>77,176,112</b>	<b>231,023</b>	<b>77,407,135</b>