

Minutes of the July 22, 2015 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Jacqueline Chatmon
Louise Coles
Angel Collins
Faith Custis
Diana Giddins
Richard Jenkins

Diane Musso
Ellen Richardson
Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Delores Bailey

Chris Bannon

Others Present

Elaine Meil
Susan Haycox

Jen Hope
Melissa Matthews

1. Call to Order

President Richardson called the meeting to order at 7:03 p.m.

2. Invocation

Director Trala gave the invocation.

3. Minutes of May 27, 2015 Meeting

The Minutes of May 27, 2015 Meeting were presented.

Board approval of the minutes of the May 27, 2015 Meeting was requested.

Director Custis moved to approve the minutes of the May 27, 2015 meeting after the noted correction. Seconded by Director Jenkins, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

Board approval of the following Bills Payable/Financial Statements was requested:

ESVHA Bills Payable

A-NPDC	May and June Expenses	\$ 28,950.76
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Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement was also presented.

Director Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through June 2015 indicated that 83.57 percent of the Administrative Budget and 77.32 percent of the Construction/Client Services Budget had been expended while 100 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

Director Trala moved to approve the current Financial Status Report as presented. Seconded by Director Custis, the motion carried by unanimous vote.

6. FY 2016 Budget/Annual Work Program

The Proposed FY 2016 Budget/Annual Work Program is attached.

The major highlights include:

- ✓ The A-NPDC adopted its FY 2016 Budget/Annual Work Program at their June 15 Commission meeting, establishing the benefit and indirect rates for FY 2016.
- ✓ Anticipated work schedules and associated funding available have been reviewed by staff and revised as appropriate.
- ✓ A major project has been added to the ESVHA Budget/Annual Work Program for FY 2016---The Pine Street Apartments Tax Credit Project which will provide rehabilitation funds to completely renovate the Pine Street Apartments in Onancock.

Board Adoption of the Proposed FY 2016 Budget/ Annual Work Program was requested.

Director Custis moved to adopt the Proposed FY 2016 Budget/Annual Work Program as presented. Seconded by Director Collins, the motion carried by unanimous vote.

7. Property Management

Updates were not available at the time of the meeting. Any questions were suggested to be directed to Director of Housing Development Annis via email.

8. Indoor Plumbing/Rehabilitation Program

2014-2015 Indoor Plumbing Rehabilitation Program/ Program Income Funded Projects

Accomack's new replacement house, located on Payne Road just north of Bloxom, is about 65% complete. The HVAC subcontractor was scheduled to start the rough-in last week. The GC is ready to hang sheet rock and finish the interior as soon as the rough-in is complete.

Board approval of the IP/R financial records was requested.

Director Custis moved to approve the IP/R financial records as presented. Seconded by Director Collins, the motion carried by unanimous vote.

2016 IP/R Contract

We are currently under contract directly with DHCD for the 2016 IP/R Program. The contract sets aside \$250,000.00 for Accomack and Northampton Counties. Additionally, there will be an incentive pool of funds that will be open for competition in November of this year.

With this new contact arrangement with DHCD, our goal is to double our production from the past several years, from two new houses a year, to four. The Rehabilitation Review Board met earlier today and prioritized our current applicants. We also published two notices, one asking for applications from eligible families, and another asking for new qualified contractors.

Additionally, we are sending letters to all of the current applicants on file asking if they are still interested in the program and for updated information on their family and household status.

9. Housing Development Projects

Bailey Road Apartments USDA Project

We have asked our friends at NCALL, the National Rural Housing Coalition, and HD Advisors to urge USDA Rural Development to approve our request for additional funds that would fill the gaps in the current development budget. Our back-up plan is to apply to VHDA for short-term, tax exempt bonds that would be repaid from with the grant portion of the RD award at the post-construction closing, making us automatically eligible for non-competitive 4% tax credits. This funding strategy would be new to RD, so obtaining their approval would be a process, but it would provide ample funds for the development budget as well as developer fees for the Alliance.

Jerusalem Road Apartments USDA Project

At our last meeting, the Board approved the submission of an application for Rural Development 514/516 funds to construct 24 units of workforce apartments at a site close to Tyson Foods. Staff obtained an option from the property owner, obtained a market study, and submitted the application on time. This funding source is the same that was used to construct William Hughes Apartments in the late 1990s. If funded, it will provide housing for persons and families who currently work in, or have retired from the agricultural industry, including persons who work at Tyson Foods and Perdue. Additional information is attached.

Pine Street Apartments Tax Credit Project

Since our last meeting, we received notice from VHDA that Pine Street Apartments will be offered Federal Low-Income Housing Tax Credits through VHDA. The final rankings for the 2015 round of completion are attached. Pine Street was awarded \$190,000 of credits, per year, for 10 years. The total of \$1.9 million of credits, after syndication, will provide approximately \$1.7 million of capital over the next two years to completion the rehabilitation. Staff also applied to DHCD for \$500,000 of HOME funds to compete the development budget. The HOME application was submitted on June 30th.

Staff has begun the process of obtaining completed architectural construction drawings, submitting all documents to VHDA for the actual allocation of credits, and closing with our investor partners. If all goes as planned, the rehabilitation should begin in the spring of next year.

10. Housing Services Programs

NCALL Homeownership Counseling

Pre-Purchase Counseling	Current Month: June	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	6	34	164
Additional Counseling Sessions Held	3	30	137
# of final workshops held	0	3	9
Mortgage submissions	0	4	24
Mortgage closings	0	2	15
Financing leveraged	0	\$ 0	\$ 1,690,514

Growing Your Money Financial Literacy	Current Month: June	Cumulative FY 2015	Total Cumulative
New GYM participants	0	88	119
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: June	Cumulative FY 2015	Total Cumulative
Intake sessions	3	14	85
Additional Foreclosure Sessions	4	29	218
Positive Foreclosure Prevention Outcomes	0	3	31
Homeowner Budget/Predatory lending Counseling	0	5	15

1 Post Purchase Class was held-7 in attendance

The Post Purchase Class was a success. We had a demonstration on repairing drywall as well as a presentation on what not to do to keep your septic system in good condition. We also had a speaker for maintaining your appliances. A financial piece was also part of the agenda. The attendees were given tool bags and other give-aways from the local hardware store and the local utility company.

Virginia Homeless Solutions Grant
Total Assessments THIS YEAR: 5
Total Assessment LAST YEAR: 283

Serving:
Prevention: 4
Rapid Rehousing: 11

Qualified and Searching:
Prevention: 0
Rapid Rehousing: 5

Budget:
Prevention: \$40,000 - \$1,325 (\$38,675 remaining)
Rapid Rehousing: \$75,633 - \$8,630 (\$67,003 remaining)

Last year we partnered with the Eastern Shore Coalition Against Domestic Violence (ESCADV) in serving homeless families. Prior to the beginning of this new program year, ESCADV learned that their organizational documents prohibit them from participating in providing services for non-domestic violence families in any significant way. That will mean that we will be administering the motel voucher for non-domestic violence families and providing all the services that go with them including housing location services, transportation and help with basic needs. The ESVHA does not have transportation funds within the grant or within the agency to transport individuals and families from their homeless situation to the hotel/motel or to seek housing. It also does not provide emergency food for these homeless families as ESCADV was able to do. ESCADV will help provide clothing and household items as families transition into housing.

11. Executive Director's Report

Line of Credit

The line of credit has been increased to pay for predevelopment costs of the Pine Street Apartments renovation and Bailey Road Apartments construction.

Jerusalem Road apartments

Staff has paid the initial USDA application costs, such as the option for the property, for Jerusalem Road apartments from the ESVHA Affordable Housing account. The application was submitted.

Bayview Property

The property has been listed and it has been viewed although no offers have been received.

12. Public Participation

There was no public participation at this time.

13. Other Matters

Executive Director Meil stated she was in the midst of doing a Regional Strategic Plan and asked for public participation. The surveys ask open ended questions and ask for demographic information. She requested all Board Members complete one and, if possible, take some to family members/friends for them to complete.

14. Adjournment

There being no further business brought before the Board, the meeting was adjourned.

Ellen Richardson, President

Elaine K. N. Meil, Executive Director