

Minutes of the July 23, 2014 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Chris Bannon
Jacqueline Chatmon
Louise Coles
Faith Custis
Richard Jenkins

Diana Giddens
Diane Musso
Ellen Richardson
David Vaughn
Barbara Widgeon

Directors Absent

Angel Collins
Michael Selby

Laurence Trala

Others Present

Elaine Meil
Susan Haycox

David Annis
Melissa Matthews

1. Call to Order

President Richardson called the meeting to order at 7:05 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of May 28, 2014 Meeting

The Minutes of May 28, 2014 Meeting were presented.

Board approval of the minutes of the May 28, 2014 Meeting was requested.

Director Jenkins moved to approve the minutes of the May 28, 2014 meeting as presented. Seconded by Director Bailey, 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/June Expenses	\$ 27,776.09
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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 Chatmon moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Musso, the motion carried by unanimous vote.

5. Current Financial Status Report

The report indicated that 87.11 percent of the administrative budget had been expended while 100 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2014 Budget Amendments

Adoption of the following Budget Amendment was requested:

1.	3108	ESVHA-Bailey Road Project-Developer Fees	
		Administrative Services	\$20,000.00

ITEM 1 represents the amendment to include administrative funding for the new project, Bailey Road Project, as approved by the Eastern Shore of Virginia Housing Alliance in partnership with USDA.

The amendment was reflected in the current Financial Status Report.

Director Bannon moved to adopt the Budget Amendment as presented. Seconded by Director Giddens, the motion carried by unanimous vote.

7. FY 2015 Budget/Annual Work Program

The Proposed FY 2015 Budget/Annual Work Program was attached.

The major highlights included:

- ✓ The A-NPDC adopted its FY 2015 Budget/Annual Work Program at their July 21 Commission meeting, establishing the benefit and indirect rates for FY 2015.
- ✓ Anticipated work schedules and associated funding available have been reviewed by staff and revised as appropriate.
- ✓ Two major projects have been added to the ESVHA Budget/Annual Work Program for FY 2015---The Bailey Road Development Project and the DHCD-Homeless Solutions Program which will provide Rapid Re-housing and Prevention Services to the community.

Board Adoption of the Proposed FY 2015 Budget/ Annual Work Program was requested.

Director Musso moved to accept the FY 2015 Budget/Annual Work Program as presented. Seconded by Director Chatmon, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting that one of the handicap accessible apartments at Pine Street is vacant and will be filled by a person with a disability. Court proceedings have begun to collect pass-due rent from one family.

Maintenance issues include the replacement of a heat pump at one of the units that failed due to its age. The property sign had deteriorated from age and was damaged and needed to be replaced.

The community room has used for meetings by a group called the Lock Throttle Riders. The group is raising money to purchase school supplies for children and will be distributing the supplies within the next few weeks.

At our last meeting, staff provided some information about the Federal Low Income Housing Tax Credit Program (FLIHTC). This program is now the primary source of funds to build and rehabilitate affordable rental housing in non-entitlements areas of Virginia and most other states. On the Shore, the FLIHTC program has provided the funds to complete the following projects:

Accomack Manor
Crispus Attucks Apartments
Mill Run Apartments (new and rehab)
Onancock Square (rehab)
Exmore Village I & II (new and rehab)
Peter Cartwright Apartments
William Hughes Apartments (rehab)

A brief, one page description of the FLIHTC program was presented. Applications for the FLIHTC program are due in March and require a significant amount of predevelopment work, including a market study, appraisal, capital needs assessment, plans and specifications, but most importantly, early consultation and notifications to USDA Rural Development.

It is requested that the Board consider authorizing staff to engage in preliminary discussions with lenders, consultants, and investment partners that would lay the groundwork for obtaining the reports and documents required to be submitted with an application for FLIHTC funds for the rehabilitation of Pine Street Apartments.

Director Vaughn moved to grant authorization for staff to engage in preliminary discussions with lenders, consultants and investment partners to lay the groundwork for submitting an application for FLIHTC funds for the rehabilitation of Pine Street Apartments. Seconded by Director Jenkins, the motion carried by unanimous vote.

Accomack Manor

Jessica Goodwind was unavailable last week to submit a report before the Board packets were completed. An update will be provided at the meeting.

9. Indoor Plumbing/Rehabilitation Program

2013 Indoor Plumbing Rehabilitation Program

DHCD completed their compliance audit for the two 2013 contract year replacement houses located in Treherneville and Winterville. The audit went very well, with only a couple of minor forms that need to be added to the files.

As you know, the IP/R's Program Income Accounts have been used over the years to fill the funding gaps with new IP/R projects, and sometimes CDBG projects. These accounts are monitored by DHCD, and all funds must be spent in compliance with a DHCD approved Program Income Plan. DHCD has recently directed us to use IP/R Program Income to fund complete projects. Staff is hoping to be able to complete one new project in Northampton, and one in Accomack, if available funds will cover all cost. Staff is working on site plans, sewer permit applications, and costs estimates and will present the results to the IP/R Rehab Board for review.

2014 Indoor Plumbing Rehabilitation Program

The new house in Painter funded by the 2014 IP/R program is complete. Staff has had several conversations with The Eastern Shore News in hopes of having a feature article published that would highlight this project as an example of what can be accomplished through the IP/R program. The owner of the new house has waived all confidentiality restrictions and agreed to allow staff to release his personal information to the press.

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

Director Musso moved to approve the attached Financial Statements. Seconded by Director Bailey, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments

The project engineer has completed the soil survey of the site and identified the areas that will support the installation of on-site sewer. Staff has scheduled a meeting for the 29th with the civil engineer, project architect, and the engineer who will be designing the sewer systems to finalize the placement of the buildings, water wells, and sewer systems on the site which will allow for the completion of the site plan. The final site plan will be submitted to the County Planning Department and to VDOT for review and comments.

Staff submitted an application to the Federal Home Loan Bank of Pittsburg through their member bank, PNC, for gap funding that will supplement the USDA RD loan and grant. The Bank is scheduled to announce the awards within 60 days.

11. Housing Services Programs

NCALL Homeownership Program

Since June is a busy month with graduations, weddings and other events, a final homeownership workshop was held in two evening sessions during the week instead of a Saturday. This actually worked very well, so it may be an option for future classes. The attendees seemed to be able to stay focused in the two shorter sessions.

Patricia Grove and Susan O'Brien of the Accomack Extension Office are planning on partnering again for future budgeting/predatory lending presentations as they have done in the past. They will be focusing on some of the rental communities in the counties. A survey may be sent to the tenants in advance to determine financial topics of most interest. Susan will tie in the budgeting piece to smart grocery shopping and fixing meals on a budget. They had tried to reach out to a few of the local churches who had expressed interest in these types of workshops, but to date, no one has followed up with firm dates.

Patricia Grove did meet with the staff at the Cheriton Suntrust Bank during their morning “huddle” meeting. She was allowed a few minutes in the beginning of the meeting to share with the staff the housing services provided the A-NPDC. The staff took business cards and said they were glad to have a referral source for their customers who needed more in depth counseling for their financial needs.

Pre-Purchase Counseling	Current Month: June	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	4	11
Orientation attendees	0	11	39
Client Intakes	3	37	111
Additional Counseling Sessions Held	2	33	95
# of final workshops held	1	2	5
Mortgage submissions	0	10	19
Mortgage closings	2	5	12
Financing leveraged	399,549	\$ 619,287	\$ 1,211,987.

Growing Your Money Financial Literacy	Current Month: June	Cumulative FY 2014	Total Cumulative
New GYM participants	0	7	31
GYM graduates	0	3	20

Default and Foreclosure Counseling	Current Month: June	Cumulative FY 2014	Total Cumulative
Intake sessions	4	22	67
Additional Foreclosure Sessions	4	62	174
Positive Foreclosure Prevention Outcomes	1	8	27
Homeowner Budget/Predatory lending Counseling	0	0	8

Continuum of Care (Coc)

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. The purpose of CPES is to assist in the coordination and development to services for homeless and near homeless through planning, education and advocacy. CPES will address risk factors present in the community that contribute to homelessness including substance use/abuse, mental illness, disabilities, unemployment, lack of affordable housing, domestic violence, low academic achievement, community disorganization, isolation, poverty, and barriers to health care. To achieve this purpose CPES will identify community needs, develop and implement a strategic planning process, promote and support active community partnerships as well as engage and educate the local community.

CPES has five current Standing Committees to carry out a specific task deemed necessary to achieve our purpose. They include the Executive Committee, Point-In-Time (PIT) Count Planning Committee, Nurse-Family Partnership Advisory Council (NFPAC), Rapid Response Team (RRT), and the Community Resource Directory Committee (CRDC).

The Executive Committee worked with the ANPDC staff and Eastern Shore Coalition Against Domestic Violence (ESCADV) to submit an application for the Virginia Homeless Solutions Program. The proposed grant would secure shelter operations funds for ESCADV, Planning funds for CPES, funds for a coordinated assessment system, funds for HMIS, funds for Homeless Prevention and funds for Rapid Re-Housing. ANPDC and ESCADV have been awarded funding. To date, the level of funding is to be determined and each agency awaits their contract.

The PIT committee recently completed its annual homeless survey. The data is being analyzed; however, the most noteworthy statistic was an increase in persons who are literally homeless.

The RRT is a team of identified community stakeholders who utilize the best practice model of coordinated intake and case management among multiple agencies and will meet monthly to review challenging cases requiring multiple services and develop an action plan to best meet the needs of identified clients. The RRT meets monthly on the third Thursday.

The CRDC is responsible for collecting, reviewing and updating information in the CPES Community Resource Directory on an annual basis. The committee is in the process of gathering information to update the Resource Directory.

Virginia Homeless Solutions Grant

Due to cuts in the State budget the final amount allocated for Virginia Homeless Solutions funds are as follows:

- \$25,297 for ESCADV shelter operations
- \$111,308 for ESVHA Rapid Re-housing (staff time & direct services)
- \$60,000 for ESVHA Homelessness Prevention (staff time & direct services)
- \$16,683 for ANPDC/ESCADV Centralized Coordinated Assessment (staff time)
- \$8,677 for ANPDC CoC Planning (staff time & direct costs)
- \$9,719 for ANPDC administration of the HMIS data base (staff time)
- \$6,074 for ANPDC/ESCADV (staff time)

At the last meeting the Board authorized the Executive Director to execute the contract when it is received.

Disaster Relief Assistance – Victims of Hurricane Sandy

Work was completed on the last two families during the week of July 7th through July 15th. Volunteers from a Roanoke church associated with the Virginia Baptist Mission Board worked over a week to complete the work. Local volunteers included the pastor and youth from Drummondtown Baptist Church, 3 volunteers from Chincoteague and one from Saxis.

The homes need a post-elevation survey and final billing to be complete. One year and nine months after the event these families' homes have been replaced and brought into compliance with County Codes.

12. Executive Director's Report

Eastern Shore IPR Survey

Funding has already been arranged for an accurate count of the homes lacking indoor plumbing on the Chesapeake Bay side of the Eastern Shore. Staff has begun to contact Mayors to determine how many homes still exist within the Towns to reduce the amount of areas that will need a windshield survey by the consultant. Some Mayors have already reported homes that were unknown to the staff in at least two towns. Staff has also prepared a request for grant funds to complete the seaside portions of the counties. Executive Director Meil has spoken Bob Adams regarding possible strategies to pursue when the count is complete.

Line of Credit

Staff has closed on the line of credit. Arrangements have been made to use this to fund the pre development activities for construction of the Bailey Road Apartments.

13. Public Participation

There was no public participation at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director