

Minutes of the September 24, 2014 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Faith Custis
Diana Giddens
Richard Jenkins

Ellen Richardson
Michael Selby
Laurence Trala
Barbara Widgeon

Directors Absent

Delores Bailey
Louise Coles
Angel Collins

Diane Musso
David Vaughn

Others Present

Elaine Meil
Brenette Hinmon

David Annis

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 July 23, 2014 Meeting

The Minutes of July 23, 2014 Meeting were presented.

Board approval of the minutes of the July 23, 2014 Meeting was requested.

Director Trala moved to approve the minutes of the July 23, 2014 meeting as presented.
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 | July/August Expenses | \$ 20,365.06 |
|--------|----------------------|--------------|

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

5. Current Financial Status Report

The report indicated that 12.03 percent of the administrative budget and 12.76 percent of the client services budget had been expended while 16.67 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2014 Audit

The draft FY 2014 Audit for the Pine Street Apartment Project prepared by Dunham & Aukamp, PLC was attached. As part of last year's review, the Board requested that the Statement of Financial Condition, Statement of Activities and the Statement of Cash Flows for both current and previous fiscal years be part of the audit in the future. The recommendation was incorporated into the FY 2014 Audit for Pine Street Apartment Project.

The Executive Committee was scheduled to meet prior to the Board Meeting to review the FY 2014 Draft Audit. Any Board Members who would've like to have attended were welcome.

Pending Executive Committee recommendations, acceptance of the FY 2014 Pine Street Apartment Project Audit as prepared by Dunham & Aukamp, PLC was requested. For your information, the annual Pine Street Audit is due to Rural Development by

September 30. The FY 2014 audit for all financials related to the Eastern Shore of Virginia Housing Alliance is being completed by the auditor and will be presented at the November Board meeting.

Director Trala moved to accept the FY 2014 Pine Street Apartment Project Audit as presented. Seconded by Director Custis, the motion carried by unanimous vote.

7. Property Management

Pine Street Apartments

Our property manager is reporting one vacant unit. Two additional units are expected to become vacant at the end of the month. All tenants are current with rent payments. Maintenance issues include worn and outdated windows, and loose exterior step railings. The large maintenance issues are being deferred due to the possibility of completing a future comprehensive rehabilitation. Pressure washing of the exterior siding is scheduled for October the 2nd.

The community room is being used for the monthly meetings of the Lock Throttle Riders, which is a local group of motorcycle enthusiasts who raise money to purchase children's school supplies. The room is also being used for tenant's birthday parties.

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.

8. Indoor Plumbing/Rehabilitation Program

2014 Indoor Plumbing Rehabilitation Program/ Program Income Funded Projects

As reported at the last meeting, DHCD has approved the use of IPR program income to fund complete projects. Staff has completed the plans and specifications for a new replacement house in Northampton County for the family on the waiting list that scored highest on the program ranking criteria. The work has been bid, with a bid opening scheduled for September 18, 2014.

Staff is also preparing bid documents for the highest ranking family in Accomack County. Although we're confident that there currently are not enough funds in the Accomack Program Income Account to fund an entire project based on our in-house costs estimates, we will submit the actual bid totals to DHCD in hopes that they will provide a source to fund the gap.

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

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

Shorewide Indoor Plumbing Survey

Staff has been working with a consulting firm to help plan a windshield survey of the entire Eastern Shore to identify and locate houses that do not have indoor plumbing. The goal is to finally create accurate, up-to-date data of the number of occupied, or likely to become occupied, houses that do not have indoor plumbing. This data can be used to support our efforts to obtain additional funds to address the needs of families living in substandard housing.

The data base that is being created will also include the number and location of every house that has received assistance over the past 30 years through the CDBG and IP/R programs to install first-time indoor plumbing. The windshield survey is scheduled to begin the week of October the 6th.

9. Housing Development Projects

Bailey Road Apartments

Staff organized a meeting with the project engineer and the project architects last month to develop a preliminary site plan. At that meeting it was decided that the next step should be the delineation of an area of wetlands that border the property to the north. A wetlands specialist was hired to complete the soil samples, and based on their report, a site parcel was delineated that included 5.48 acres of cleared land and a 1 acre building lot that fronts the road. Staff negotiated a selling price with the owner for the parcel, and has submitted the plat to the County for their preliminary review. Once approved, the plat will be submitted to our attorney who will be asked to provide the conveyance deed and closing documents. The parcel will be purchased using funds from our predevelopment loan line of credit with NCALL.

Pine Street Apartments

At our last meeting, Staff was authorized to engage in preliminary conversations with consultants and equity firms to gauge interest in a possible tax credit deal that would provide the funds for a comprehensive rehabilitation of Pine Street Apartments. As reported at our last meeting, our application would be ranked against projects from all over the State, and submitting the application is by no means a sure thing, but the consensus was that a Pine Street application could be competitive. The new roof sheathing and shingles provided by ESVAAA will help lower the rehab's cost per unit, which should give us competitive points with the ranking criteria. Also, the fact that Pine Street has project-based USDA rental assistance, which results in a low vacancy rate, helps ease the usual concerns investors have with small, rural projects.

The Virginia Community Development Corporation has offered to provide the consultants and upfront costs required to assemble the reports and data that must be submitted with an application for FLIHTCs. The consultants that provide these reports are very specialized and must be trained and certified by VHDA. VCDC would be reimbursed for the predevelopment work from the development budget once the project is funded and underway.

Board authorization was requested for the Executive Director to execute all documents required to go forward with obtaining a market study, appraisal, phase I environmental, rehabilitation plans and specifications, and other documents as required, and to partner with the Virginia Community Development Corporation to submit an application for 2015 Federal Low-Income Housing Tax Credits.

Director Selby moved to grant authorization for the Executive Director to execute all documents required to move forward with a partnership with Virginia Community Development Corporation to submit an application for 2015 Federal Low-Income Housing Tax Credits. Seconded by Director Chatmon, the motion carried by unanimous vote.

10. Housing Services Programs

NCALL Homeownership Program

The Planning District Commission was invited to take part in an event sponsored by the Eastern Shore Health District and several other agencies in the community. The event was directed to new and expectant moms to increase their awareness of the services available to them at this changing time in their lives and to provide valuable information on nutrition, emotional re-fueling and information on accessing educational opportunities. Leslie Mason provided a brief presentation and provided materials on Financial Literacy and Pre-Purchase Educational Classes as well as one on one counseling available through our agency.

Patricia Grove attended a NeighborWorks Training in Orlando this month for a Post-Purchase Education Methods Course. The objective of this course was to have participants be able to design and deliver a Post Purchase Education Program that promotes homeownership stability. In this economic environment, the need is more important than ever to provide ongoing support to new homeowners once they are in their homes and are now facing new responsibilities as a homeowner and new expenses. The course addressed financial issues, home maintenance, and the importance of community development. It was a very interesting and fun course, especially the “hands on” projects that everyone participated in such as repairing drywall, changing a lock set, and repairing a screen. It is recommended that this course be provided to new homeowners within 3 to 6 months of closing on their home. This could be a very beneficial class to many of the recent homeowners. Patricia Grove passed the exam after she returned and has applied for her NCHCEC certification for Post Purchase Homeownership Education.

A Homebuyer Education Workshop was held at the Workforce Development Center at the Eastern Shore of Virginia’s Community College. Patricia Grove was asked to be a presenter for the financial and credit portions of the program. LaDonna Cruse from VHDA’s Community Outreach Division has asked the Planning District Commission to partner with them on the facilitation of ongoing Homebuyer Workshops. They would like to hold these classes on a quarterly basis. The next workshop is tentatively scheduled for the third week in October.

A Pre-Purchase application was sent to FAHE and was able to obtain pre- approval for a USDA Direct loan. This enabled the client to qualify for \$45,000 more of a home than through the Guaranteed Program and hopefully, he will be able to find a suitable home. Utilizing FAHE for the processing of the USDA Direct loans at this time, may be the best option.

| Pre-Purchase Counseling | Current Month: August | Cumulative FY 2014 | Total RIF Cumulative |
|-------------------------------------|----------------------------------|-------------------------------|---------------------------------|
| # of orientations held | 0 | 4 | 11 |
| Orientation attendees | 0 | 11 | 39 |
| Client Intakes | 6 | 51 | 125 |
| Additional Counseling Sessions Held | 5 | 42 | 104 |
| # of final workshops held | 1 | 3 | 6 |
| Mortgage submissions | 1 | 11 | 20 |
| Mortgage closings | 3 | 8 | 15 |
| Financing leveraged | 260,270 | \$ 879,557 | \$ 1,472,257 |

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

| Default and Foreclosure Counseling | Current Month: August | Cumulative FY 2014 | Total Cumulative |
|---|----------------------------------|-------------------------------|-----------------------------|
| Intake sessions | 1 | 25 | 70 |
| Additional Foreclosure Sessions | 6 | 71 | 183 |
| Positive Foreclosure Prevention Outcomes | 1 | 9 | 28 |
| Homeowner Budget/Predatory lending Counseling | 1 | 1 | 9 |

Positive Outcomes Purchase:

3 purchased housing:

1 Hispanic Female 45% AMI

1 Hispanic male 50% AMI

1 Black Female 100% AMI

Positive Outcomes Foreclosure:

1 Modification - White Male and Female 90% AMI

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. Eastern Shore of Virginia Housing Alliance and ESCADV have been awarded funding and have executed the contract with DHCD.

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

Staff began operating the program in July and since that time has accomplished the following:

- # Assessments Taken 67
- # Households Receiving Rapid Re-housing Assistance 4
- # Households Receiving Prevention Assistance 5

Households Approved and Seeking Housing 6
Funds Obligated: \$38,752.45 (RR: \$24,193.45, HP: \$14,559)
Funds Expended: \$19,037.53 (RR: \$9,988.53, HP: \$9,049)

Staff attended homeless services training in Richmond and received a technical assistance visit from DHCD staff to better prepare staff for program implementation.

11. 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. Executive Director Meil was able to arrange a capacity grant that will pay for the seaside portion of the study. The projected start date is now October.

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. The first draw has been requested to purchase the site.

12. Public Participation

There was no public participation at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director