



Housing Authority of Winston Salem Development Committee Meeting

January 5, 2021

CONDUCTED ELECTRONICALLY DUE TO COVID – 19 PANDEMIC

Development Committee Members:
Committee Chairman Arthur T. King
Commissioner Felicia Brinson
Commissioner Jemmise Bowen
Commissioner Alfred Adams
Commissioner Andrew Perkins

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Development Committee Meeting
January 5, 2021
10:00A.M.

DEVELOPMENT COMMITTEE MEETING AGENDA
January 5, 2021
10:00A.M

1. Call to Order
2. Agenda
 - Review and approval of the Agenda for January 5, 2021
3. New Business
4. Department Updates
 - Development
 - Preservation
 - Administration
 - Operations and Resident Participation
5. Adjournment

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Development Committee Meeting
January 5, 2021
10:00A.M.

12/01/2020 Minutes

Present via Zoom:

Committee Chairman Arthur King
Commissioner Thomas Adams
Commissioner Andrew Perkins
Commissioner Alfred Adams

Absent:

Commissioner Jemmise Bowen

Staff Presenting:

Kevin Cheshire, Executive Director
Nancy Thomas, VP of Administration
Kelly Church, VP of Operations

Chairman King called the Development Committee Meeting to order at 10:00 A.M.
Roll call was taken and there was a quorum.

Review of Agenda:

Consideration to approve the Agenda for December 1, 2020:

Motion: Commissioner A. Adams

Second: Commissioner Perkins

Unanimous approval, No discussion

Old Business:

Consideration to approve the Minutes from November 3, 2020:

Motion: Commissioner Perkins

Second: Commissioner T. Adams

Unanimous approval, No discussion

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Communication:

(Cheshire) Thank you Chairman King, this is Kevin. I will take the Communication item. Just to start by updating the Board on our COVID situation. Since our last meeting, we have had two new staff infections. We still, thankfully, have not had any transmission from staff to staff, but the two new cases, one resulted in essentially resulted in the fourth floor being not shut down, but no one physically being able to be here for about a week and a half. Thankfully, everyone involved in that has recovered. We are back on our normal staggered schedule. We did have a second case yesterday amongst a maintenance staff member. That has resulted really, essentially right now, in a second management office being temporarily shut down until we can get that disinfected. We've also got a skeleton maintenance crew because of the nature of the exposures. I think everybody is trying their very best to follow protocols, but when you've got multiple maintenance technicians working, in many cases, close quarters, especially when you're talking about crawl spaces, you just have exposures. We have tried to be very cautious in making sure that people who have a potential high-level exposure do not come into our physical work environment until that fourteen-day quarantine has ended. So, we've also, and this was unrelated to this second exposure, since last month, but we had also already modified our housing quality standards inspections schedule, which is to say our HCV, Section 8 inspections so that they are not entering as many occupied units and the same thing with our maintenance staff out at the sites. We are only entering units for emergency work order items and we are trying to do that through the holiday period in conjunction with the uptick in cases. We did also have two self-reported resident cases, so that was really good. We have been trying to encourage that. We have not had a lot of residents reach out to self-report as we have requested. So that was really good and enabled us to implement some of our protocols when we found out about a case. Historically, we have not been able to do that. We have kind of found out about cases after the infection period and the transmission period had ended or we found out about it second or third-hand and we weren't sure whether or not the information we had was accurate. So that was good. I will say that the effect of this most recent COVID infection amongst staff, resulting in a skeleton crew for our maintenance teams at Piedmont Park and Cleveland Avenue Homes have affected what we are doing to try to address the rodent infestation at Piedmont. I know we had some communication about that. I updated you all following the WFMY report. Again, as I mentioned to you all in that communication, we knew that there had been an uptick in activity. We feel that is attributable to the construction just North of Piedmont Park. It's not our construction activity, but it's construction activity. We were already putting things in place to address that when we found out that there were a couple of units that had significant activity inside the apartments, we took mitigation measures within those specific units. Our maintenance staff, to their immense credit and our property management staff, to their credit, put a protocol in place that essentially proactively and preemptively, put maintenance techs in every unit over the

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holiday weekend to try and identify potential access points, even within units that we were not seeing an uptick in activity. What we learned is that there were holes behind cabinets in many cases where cabinet repairs and replacement had been done and, because the cabinets were hiding the holes in the walls, the holes were not repaired historically over a period of sixty or seventy years. So we are going in there and we are now patching those. Where we found them, we are patching them to try to close potential access points. So that's really good and I think everybody was doing the right thing there and I think we had a good PPE protocol in place with respect to entering those occupied units. As luck would have it in 2020, one of the technicians who was out there working over the holiday weekend trying to get ahead of this rat issue, was the technician who tested positive for COVID yesterday. So now we have a situation where we have a technician who was potentially shedding virus who was in occupied units over the weekend. So we have done contact tracing going back fourteen days from the positive test, which was yesterday, and we are now in the process of hand delivering notices to those residents whose apartments this technician entered to let them know that there was a potential exposure event. Again, everybody was masked up and we were following spacing protocols, but we are following up trying to let residents know that it happened. Again, best laid plans and all of the right intentions to address one issue and kind of created another. But we are doing everything we can to try and mitigate both of those issues. With respect to specifically the rat issue at Piedmont, we have been working with the City on that. The City has treated its sewer systems around the perimeter of the community. We have also discovered that there were four broken sanitary sewer lines, so we are having those repaired this week. That has essentially been serving as an exit ramp from the sewer system highway for the rats to exit where these sewer lines are broken and come onto our property. So we are addressing both of those issues, the broken lines and the City's treatment of its sewer lines. We are continuing to work in conjunction with Ray's Pest Control, which is our pest control operator, to throw everything we can at these issues. What we have determined to do, given that our maintenance crew has been decimated due not to infection, but the potential exposure, so we have had to send numerous technicians home for a quarantine period, we are going to contract out these mitigation measures with respect to interior repairs to the units. So, the drywall patching, the baseboard patching, that's going to get contracted out to a third-party who we already have a contract with and who is already doing work with unit turns, that enables us to keep our maintenance technicians able to respond to emergency life safety work order calls in addition to handling the mitigation measures on the exterior of the units, such as dryer vents, other access points on the exterior of the units. We have tried to shift between yesterday at about 3:00 and now in how we are assigning staff and how we are handling the rat access issues given the COVID exposure we found out about yesterday afternoon. So I think we've got a good plan in place. I will continue to keep you all updated on the response we are seeing with respect to activity and work order calls in and around Piedmont in response to these

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mitigation measures. That's it for me on the Communication item unless there are questions which I would be happy to respond to.

New Business:

(Cheshire) No new business. I will give you all a heads up for the full Board meeting next week. Kelly has a resolution which wasn't able to get on the Agenda for Committees. She and I talked about it this morning. That will be on the full Board Agenda for next week but it will, of course, not have been considered by the Committees. It is a relatively straight forward Flat Rent Adjustment. No big deal there. You all have seen those year, after year, after year. I will potentially have one with respect to our Urban Strategies contract. I don't have a lot of information to provide right now. I just wanted to flag that. There are no resolutions for New Business with the exception of a resolution on the Finance Committee Agenda, but there potentially will be and definitely Kelly's going to the full Board next week.

Department Updates:

Development:

Kevin Cheshire presented the December 2020 Development Report as previously distributed.

Crystal Towers- Item number one is Crystal Towers. We have talked about that in working groups. We have talked about that at Committee level and full Board level. I have had conversations with City officials discussing where we are on that. My guess, barring something unseen, well assuming nothing out of the ordinary happens, I will have that update to you guys by the end of this week. Assuming you guys approve it, I will then send it to the Mayor's office next week. He and I have talked about it and he knows that it's on its way. So barring something extraordinary happening for the rest of this week, that you guys will have it in your email by the end of this week.

Happy Hills- Item number two is Happy Hill. Again, I am just convinced having talked to our grant manager, HUD's not going to do anything with us on Happy Hill until Kimberly Park, that is to say the Brookside project, continues to move. I don't know why. That is not what they told me initially. But, that's all I'm getting from them. I'll continue to push on that, but still no response, no approval on our proposal to go ahead and build out some additional units in Happy Hill.

Brown Elementary School- Item number three is Brown Elementary School. That is the first phase of the Choice Neighborhood build-out. That is phase one, multi-family housing on the former Brown School site. The LIHTC Application, which is the Low-Income Housing Tax Credit Application, 9% Application is due in January. That's what is known in the industry as a

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Preliminary Application. Essentially, you submit that application in January. They score your site. We anticipate to have a good score. We have had the maximum score on this site for three or four years already. That has never been our issue. The site scores well so we don't anticipate any problems there. In May, we will submit a full application with floor plans, site plans, the whole deal. Then we anticipate hearing something back in August. I know that I mentioned this last month, but just to reiterate it, the Housing Finance Agency does have a \$1 million per year set-aside in its draft QAP for the next five years for this project. I would have to look back at my numbers, but \$1 million a year for five years is a lot more than \$5 million. The way it works is that those are tax credits that extend out for, I believe, it's 10 years. So the buyer of these tax credits is able to offset \$10 million, roughly, of tax liability. So it ends up that that \$5 million set-aside in the aggregate, ends up resulting in something like \$45 million of equity going into this project. My numbers are a little fuzzy there, but it's close. So I just wanted to, again, the Mayor was huge there, the Governor was huge there and the Housing Finance Agency was huge there. That's really a big lift if you can get what amounts to \$45 million of free equity for these projects. There is no real construction going to be taking place there until late in the fourth quarter of 2021 and into the first quarter of 2022, but the tax credit process which is necessary to fund phase one will be ongoing behind the scenes. So that is a segue into item number 4 which is the greater Choice Neighborhoods project.

Choice Neighborhood Implementation Grant (CNP)- Again, three components there: the housing component, the neighborhood component and the people component. We have talked about the housing component, that is phase one. Everything is basically frozen on the housing side until we can get phase one built out. We won't be able to do that until we get this tax credit reward in August or September of 2021. So that's kind of where that is. The neighborhood component, the City is hiring a staff position to serve as the person for this Choice grant. They are waiting to get this staff person on board before reimagining that neighborhood component. The City is the lead on the neighborhood component of the Choice grant. The City, of course being a co-applicant and a co-grantee along with us, and the City is the singular lead on the neighborhood component. So, the City wants to put together a steering committee, which I think is a good idea and what we proposed to HUD, and then the steering committee, in conjunction with our staff and City staff, will start pushing and soliciting for ideas regarding critical community improvements. That is essentially the key component of the neighborhood element of the Choice Neighborhood grant. So I said all that to basically say again, we are sitting tight on the neighborhood piece. You are not going to see activity because we are trying to put together this steering committee, at the City's behest, to identify critical community improvements that additional Choice grant dollars are going to be used for. Those look like amenities, things that are going to bring people into the neighborhood. Things that are going to drive economic development. Those are typically not services, they are certainly not residential things. We are

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talking about commercial activity, economic activity, amenities that are going to bring dollars and people into the neighborhood. That gets us to the third component of the Choice grant which is the people component. There is a lot of activity, in contrast to housing and neighborhood. There is a lot of activity in that people piece. We had a community meeting last week via Zoom. One thing that I heard, from you all specifically Commissioner Perkins, was “Hey, when you all have these community meetings, don’t just talk about the people services that we are providing. We understand that we are trying to provide job opportunities, education opportunities, improve transportation, improve public safety, we got all that. But make sure that we are looping the people, the residents, the community into what we are doing on the build side. On the bricks and mortar side.” So we tried to do that and give the residents at the meeting last week an update on our architect selection, what went into that, who was selected, on the timeline of our general contractor selection, the opportunities for employment, the opportunity for trades, for subcontractors, to be a part of this project. We really want that to happen. We’re pushing for that. And to that point, we do now have an MBE, Section 3, Technical Assistance Provider on board. That’s HGF, Inc. out of Memphis, Tennessee. They have done a lot of work nationally in this space. They are now looking for a local group and we did have one local group respond to our solicitation, but HGF is now looking for a local group that has relationships in the community, that knows lenders, that knows the industry, that knows the trades, who can reach out to those groups and serve as a conduit between this project and GC’s and subcontractors in the community who may have the capacity or who may need some help obtaining the capacity to be successful in responding to some of these opportunities. So HGF is on board and we are now looking to get a local subcontractor under HGF on board to provide some additional MBE Section 3 technical assistance. To that point, the General Contractor preproposal meeting is tomorrow via Zoom and those responses are due December 10. That’s been published in the newspaper, it’s been posted on our website, we have disseminated that information to the City, the City has circulated it. We have done some direct reach-outs to some local contractors. So, by all means, we are trying to get the word out and anybody that you all know, shoot me an email or however you want to get that information to me, we are happy to push that information out to those folks. Just to mention, with respect to what we have talked about with regard to the people piece, I do want to remind everybody that we did have amazing participation from local service providers in the HUD Site Visit. We have leveraged literally hundreds of millions of dollars in in-kind services that local service providers have said, “Hey, we are providing these services and if you guys get this grant, which of course we have, then we will make sure these services are dedicated to residents of this community.” And so those, we are calling them “Partner Meetings,” meetings with local service providers are taking place. We have had three thus far, and so now we are in a position to start identifying, in a more tangible way, specifically what is going to be provided to whom and when. Whereas heretofore, it has basically been a letter from, you name it...United Way or whomever, saying “Yes, we normally provide X,Y and

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Z services and if, in fact, you do get this grant, we will provide X, Y and Z services to this targeted population.” So now we are getting into a more granular level where those service providers are saying “We are going to come in this date, we are going to do this, this, this and we are going to continue those services for the duration of the grant term.” So, as we continue to get those MOU’s signed, I will continue to update you on who locally is engaged in that effort.

Moving down to item five Mr. Chairman,

Skyline Village- Item number five is Skyline Village. There is another call today. I am really convinced that’s going to get over the finish line, but it’s been a slow process to say the least. Again, we are not involved in that process. We are the Issuer so our work is done, but the Developer is trying to get over this last hurdle with the City going through Plans Review. That was made more difficult last week when the architect’s project manager tested positive for COVID, so the architectural team was essentially offline and wasn’t able to work with the City in making some of their requested modifications. There is another call with the City today and I am not a part of that, but the Developer, the design team and the Builder are having a call with the City. There is an outside chance that if that call goes really well, we can still get this closed by the end of the month. If that doesn’t happen, which is likely that it will not happen, we are going to have to push it into February. I think February will happen. It can’t happen in January because it is a function of the bond issue and now there is another governmental body that has to meet to approve the bond issue and that we can’t essentially take that in January and get approval. We need to hold that until February. So, if it doesn’t close this month, it’s not going to close in January and I think it will almost certainly close in February. There are no monetary hurdles and no other issues, it’s just trying to make sure that the City and the design team are on the same page with respect to the scope of the rehab in Skyline.

(Cheshire) Mr. Chairman, really quickly if I may, there is another item that is not on the written report. I don’t know if I would say it’s in its infancy. You guys have certainly heard about it before. The most recent iteration of it is in infancy stages. The Commons, off of Old Greensboro Road, I just don’t want to hit you guys with it out of the blue early next year. I am working with a Developer who has kind of taken some of the pieces that we really weren’t well positioned to address with respect to some of the commercial property, some of the SRO units which are essentially dormitory style units with a central cafeteria that we were really not ready to manage or subsidize and that Developer has taken some of those pieces, satisfying some of debt instruments that I was a little scared of and the only one that remains is the North Carolina Housing Finance Agency. There is no debt service on that. I know the Housing Finance Agency would be very comfortable with us stepping into the Borrower’s shoes and essentially assuming that debt. I think that we really would be the key, quite frankly, in making all of these moving pieces come together and work to bring some of these units at The Commons back online. So

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we've got Family Services that is involved. We've got the City of Winston-Salem that's involved and I think if we could manage and subsidize and own 17 units that are relatively in good shape, I think it would be a relatively low risk proposition given that the other moving parts have kind of been taken off of our plate and again, I'm not saying we are a go. I just wanted to make you guys aware of it in a formal capacity. I know I have had some offline conversations with some of you, but make you aware in a formal capacity that those conversations are taking place. I have a call with a lender this afternoon to try and get some specifics with respect to rates, amortization, etc. And if the numbers continue to look good, then I anticipate bringing that, not as an action item, but as an informational item with some of these additional details fleshed out more fully in January. So I just wanted to flag that so I wasn't bringing it to you all for the first time having taken a really more advanced position on it than we have taken to this point. That's it for me on Development Mr. Chairman. I'll be happy to take questions or receive comments and if there are none, I will move into Capital. **(Chairman King)** Hearing none, moving on.

Preservation:

Kevin Cheshire presented the December 2020 capital report as previously distributed.

Brookside View – So on to Brookside, I was really hoping to have two additional units ahead of this meeting. We didn't make that. I am confident that we will have two additional units by the end of the year and that was our goal. We will be roughly half way with respect to online, occupied units by the end of this calendar year. Our modified completion date is a year from now, December 2021. I don't have any concerns about hitting that. So I that is moving along relatively well.

Healy Towers – That has thankfully been completed. I think we are still awaiting final inspection, but the job is done. So we will have the CO. I don't know if David is on the line, but we finally kind of put that one to bed. It will remain on the report for the full Board next week and then, presuming we have the CO, it will come off.

Cleveland – We have two MOD units. Demo in progress at 1510 and the framing and drywall in, a little bit further along at 1028. Again, those are nothing new. They are just more strategically planned with respect to these unit modernizations when they become vacant and the scope of the turn is substantial. We go in and we handle that.

Piedmont Park – Same thing at Piedmont Park, 2707. That, as of the time of this report which was early last week, was 45% complete. They are further along now. Framing and drywall is in, plumbing is in and they were painting and installing and refinishing some flooring.

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Sunrise – Last item is Sunrise. That was one that the previous month, that's to say November, was under Planned Projects, that was not an active project. It is now an active project. That is the second phase of the appliance updating. That number there that reflects \$6,000. That's the labor only. We had already bought the appliances. So this is just covers what our folks are doing. So essentially, our internal labor cost is \$6,000 with respect to this particular item. It's 40% complete. We have some supply chain issues like everybody does so we are just awaiting the delivery of the remaining appliances and then we will get those installed.

(Cheshire) The Planned Projects have not changed from last month. We are still trying to get with an architect on 901, trying to get with an architect on Sunrise and as we are able to get start dates and end dates and estimates and cost numbers on those planned projects and bring them into our que, we will update those. That's it for me Mr. Chairman.

Administration

(Thomas) Just a couple of updates, the audits I have been mentioning...**(Cheshire)** Nancy, I'm sorry, your audio is really bad. I don't know if you can adjust it. There is a terrible echo. On my end at least. I'm not sure if I am the only one. **(King)** You aren't the only one. **(Thomas)** Is this any better? **(King)** No. **(Cheshire)** Mr. Chairman, maybe we can go to Operations and Resident Participation and maybe Nancy, can you call in on your phone? Maybe Kelly can give her report while Nancy tries to do that. **(King)** Sounds good.

Operations and Resident Participation

(Church) I wanted to give you guys some updates on some community events we had the past two weeks. The Sheriff's Department gave away about 100 coats to the children out at Cleveland Avenue on November 20th. They also brought in Thanksgiving food boxes. We had about 1200 boxes that were donated and they brought them to Liberty Market and they were able to distribute them to all the tenants at Cleveland Avenue and at Sunrise Towers. In addition to that, there was a local rap artist named Young Thatcher and he donated 30 turkeys to the residents at Cleveland and Neighborhood Hands also donated another 20 turkeys. So the residents were really taken care of this year out at Cleveland Avenue and they were really happy about those two events. Our Ross Coordinator, Anya Brown, and Darlie Dudley were really involved in those events and I just want to thank them for helping us get all of those boxes distributed to all of the residents. Everyone was really grateful. As Kevin mentioned, we are still focusing on the rodent issue and getting the sewer lines treated out at Piedmont Park. That is our number one priority right now. We are putting all the staff we have on that project and I will be bringing a resolution to update the 2021 Flat Rents next week. That's something that we normally bring every year and I apologize. We tried to get it on the Committee Agendas and it didn't make it, but it will be on the Board Agenda next week. If you have any questions, I can answer them.

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(Cheshire) Nancy, were you able to get your audio? (Thomas) Not yet. I'm talking with Charisse. (Cheshire) Did you have anything pressing Nancy? (Thomas) No. (King) Do you want to give it a couple of minutes or not? Kevin? (Cheshire) I think we are probably okay to adjourn. I think Nancy will have it in line in time for the Finance Committee and then anything that she needed to let you guys know we will make sure to let the Finance Committee know and then the full Board know next week. (King) Sounds good.

Adjournment:

- Motion:** Commissioner T. Adams
- Second:** Commissioner A. Adams

The December 1, 2020 meeting of the Development Committee adjourned at 10:33 A.M.
Acknowledgement and Adoption of the December 1, 2020 Development Committee minutes.

Date Adopted

Kevin Cheshire

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January 2021 Development Progress Report

Development/Site/Initiative	Location	No. of Units	Objective	Status	Update
1 Crystal Towers (High Rise Public Housing)	6th and Poplar (Downtown/West End)	201	Repurposing of obsolete housing and non-performing asset	Demolition-Disposition Application submitted to HUD	Completed updated summary; Awaiting response from local officials
2 Happy Hill (HOPE VI)	Waightown and Alder	106	Complete build-out of 101 remaining lots slated for single family detached and townhomes as part of HOPE VI grant	Former development partner (Salem Heights) unable to construct homes profitably. Development agreement terminated	Continue to await HUD consideration of request for 11 to satisfy remaining obligation
3 Brown School (Former elementary school - recently a child care center. Currently an abandoned structure [boarded and secured] sited on 4.5 acres)	12th and Highland (Cleveland Avenue Corridor)	79	Construct replacement units as part of Choice Neighborhoods Implementation	\$1M set-aside from NCHFA finalized in QAP	LIHTC application due in January
4 Choice Neighborhoods	Cleveland Avenue Corridor	406 (Inclusive of 79 at Brown School)	Obtain Choice Neighborhoods Implementation grant to redevelop Cleveland Avenue Homes and surrounding area	Implementation award received	GC selected
5 Skyline Village	1528 Bruce Street (Near WSSU)	169	Finance significant capital improvement and modernization in a privately owned affordable housing community	Adopted Bond Inducement Resolution	Closing set for February

Capital & Construction Projects (January 2021)

Site	Description	Start Date	Estimated End Date	Percent Complete	Project Cost/Estimate	Comments
Active Projects						
Brookside	New Construction - 17 Single-Family Detached	Feb. 2019	Dec. 2021	58%	\$2,585,129.00	6 (of 17) Units Complete; Anticipate 2 more receiving COs in early January
Cleveland	1510 Cleveland Avenue (Modernization)	11/17/20	01/31/20	20%	\$30,000.00	Demo complete
Cleveland	1028 East 15th (Modernization)	10/19/20	01/15/20	80%	\$30,000.00	Flooring installed and painting complete; Finishing flooring and punch list
Piedmont Park	2707 Piedmont Circle (Modernization)	10/19/20	01/15/20	95%	\$30,000.00	Punch list and final cleaning
Sunrise	Stove Installation	11/11/20	12/15/20	100%	\$6,000.00 (Labor Only)	Complete
901	Office Renovation	12/01/20	02/01/20	20%	\$100,000.00	All offices painted; Hallway paint in process; Reviewing quotes for HVAC replacement

Planned Projects

Sunrise	Exterior Updates					Task Order Submitted to Steele Group
Healy	Cabinets and Countertops					Frequent issue for residents for years
Healy	Pressure Washing				\$13,000.00	Soliciting quotes
Stoney	Tree Removal; Gutter Cleaning					Reducing life expectancy of new roofing systems
Piedmont	HVAC Replacements					Significant maintenance challenge during summer months

Monthly Combined Housing Report

Month Ending: 11/30/2020

	HAWS	Scattered Sites	MHA
Total Units	1179	205	50
Total Units Offline	19	0	1
Total to det. Occup.	1160	205	49
Occupancy BOM	1146	195	48
Move Ins	16	4	2
Move Outs	15	1	2
Occupancy EOM	1147	198	48
% Leased	99%	97%	98%
PIC Occupancy Percentage	97%	N/A	99%
Total Wait List	25,394	5	56
Evictions - Non-Pay	0	0	0
Evictions - Drug	0	0	0
Evictions - Minimum Renters	0	0	0
Eviction- Criminal	0	0	0
Eviction - Other	0	0	0
Eviction: Padlocks/Writs	0	0	0
Total Inspections	0	0	0
Total Inspections-Passed	0	0	0
Total Inspections-Failed	0	0	0
W/O Open BOM	0	0	0
Work Orders Rec'd	815	119	26
Work Orders Closed	784	118	26
Work Orders Outst.	31	1	0
% Emerg Closed in 24 hrs.	100%	100%	0

Monthly Public Housing Report

11/30/2020

Month Ending:	Piedmont Park	Cleveland	Stoney Glen	Townview	Sunrise	Crystal	Healy	The Oaks @ 10th	Clumden	Brookside
Total Units	240	244	48	49	195	201	105	50	30	17
Units Offline	1	6	0	0	0	0	0	0	0	12
Units to determine Occup.	239	238	48	49	195	201	105	50	30	5
Occupancy BOM	236	234	47	48	195	196	105	50	30	5
Move Ins	2	3	0	1	1	5	4	0	0	0
Move Outs	3	4	1	0	2	2	3	0	0	0
Occupancy EOM	235	233	46	49	194	199	106	50	30	5
% Leased	98%	98%	96%	100%	99%	99%	101%	100%	100%	100%
PIU Occupancy %	97%	98%	100%	98%	98%	94%	96%	94%	97%	100%
Total Wait List	3277	2551	3656	2735	695	146	1091	5089	5188	966
Evictions - Non-Pay	0	0	0	0	0	0	0	0	0	0
Evictions - Drug	0	0	0	0	0	0	0	0	0	0
Evictions-Minimum Renters	0	0	0	0	0	0	0	0	0	0
Eviction-Criminal Activity	0	3	0	0	0	0	0	0	0	0
Evictions - Other	0	0	0	0	0	0	0	0	0	0
Evictions - Padlocks/Writs	0	2	0	0	0	0	0	0	0	0
Total Inspections	0	0	0	0	0	0	0	0	0	0
Total Inspections- Passed	0	0	0	0	0	0	0	0	0	0
Total Inspections- Failed	0	0	0	0	0	0	0	0	0	0
W/O Open BOM	0	0	0	0	0	0	0	0	0	0
Work Orders Rec'd	304	168	9	27	74	132	21	56	24	0
Work Orders Closed	281	160	9	27	74	132	21	56	24	0
Work Orders Outst.	23	8	0	0	0	0	0	0	0	0
% Emerg Closed in 24 hrs.	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Average Response Time for Routine W/O	2	2	2	2	2	2	2	2	2	2

Housing Choice Voucher Program Report 11/30/2020

I. Voucher Unit Utilization	Current	HUD Baseline	Percent Utilized
Vouchers Leased	3595	4568	79%
Vouchers Issued but not Leased	84		
Unit Months Leased YTD	39,545	50,248	79%
Project-Based Vouchers*	354	371	95%
Moderate Rehabilitation Units	123	158	78%
Special Programs	130	239	54%
Mainstream*	68	203	33%
VASH*	96	144	67%
*included in Vouchers Leased			
II. Voucher Budget Utilization			
Monthly	\$1,867,722	\$2,136,190	87%
Annually	\$ 21,303,724	\$ 23,498,090	91%
III. Family Self Sufficiency/Homeownership			
Number of FSS Participants	74		
FSS Participants in Homeownership	0		
Number of Homeownership Vouchers Issued	2		
Number of Homeownership vouchers Housed	68		
IV. SEMAP Indicators In PIC			
PIC Reporting Rate	98.77%	>94%	
Indicator 9 - Timely Re-examinations	97%	>95%	
Indicator 10 - Correct Rent Calculations	100%	>97%	
Indicator 11 - Pre-Contract HQS Inspections	100%	>97%	
Indicator 12 - Annual HQS Inspections	91%	>95%	
Indicator 13 - Lease Up (budget or unit)	89%	>97%	
Indicator 14 - Family Self Sufficiency			
Enrollment: # of Participants	93%	>79%	
Percent with Escrow Accounts	54%	>29%	
V. HCV Waiting List			
Number of Applicants	3483		
VI. Inspections			
Units Inspected	423		
Passed	233		
Failed	190		
Failed - Tenant*	1		
Inconclusive/Missed/Cancelled	69		

*Housekeeping failed by Tenant (included in total failed count above)

	Plaza	Drayton Pines	1039 E. 17th St	1027 E. 17th St	1007 E. 17TH St	Bethlehem	Rousseau	Fairview
Total Units	78	44	1	1	1	12	1	67
Occupancy BOM	75	40	0	1	1	12	1	65
Move Ins	2	1	0	0	0	0	0	1
Move Outs	0	0	0	0	0	0	0	1
Occupancy EOM	77	41	0	1	1	12	1	65
Occupancy Rate	99%	93%	0%	100%	100%	100%	100%	97%
Total Wait List	2	0	0	0	0	0	0	3
Evictions - Non-Pay	0	0	0	0	0	0	0	0
Evictions - Drug	0	0	0	0	0	0	0	0
Evictions- Criminal Activity	0	0	0	0	0	0	0	0
Evictions - Other	0	0	0	0	0	0	0	0
Total Inspections	0	0	0	0	0	0	0	0
Total Inspections-Passed	0	0	0	0	0	0	0	0
Total Inspections-Failed	0	0	0	0	0	0	0	0
Work Orders BOM	0	0	0	0	0	0	0	0
Work Orders Rec'd	47	25	0	1	1	6	0	39
Work Orders Closed	47	25	0	1	0	6	0	39
Work Orders EOM	0	0	0	0	1	0	0	0
% Emerg Closed in 24 hrs.	100%	100%	100%	100%	100%	100%	100%	100%
Average Response Time for Routine W/O	0	0	0	0	0	0	0	0

MADISON MONTHLY REPORT	
Month Ending:	November 2020
Total Units	50
Units Offline	0
Units to determine Occup.	50
Occupancy BOM	48
Move Ins	2
Move Outs	2
Occupancy EOM	48
% Leased	96%
PIC %	94%
Total Wait List	56
Evictions - Non-Pay	0
Evictions - Drug	0
Eviction-Minimum Renters	0
Eviction-Criminal Activity	0
Evictions - Other	0
Total Inspections-None Covid-19	0
Total Inspections-Passed	0
Total Inspections-Failed	0
W/O Open BOM	0
Work Orders Rec'd	26
Work Orders Closed	26
Work Orders Outst.	0
Work Orders Voided	0
Emerg Closed in 24 hrs.	0
Average Response Time for Routine W/O	same day turn around