

Mayor's St. Paul's Advisory Committee

Meeting Minutes

Date of Meeting: March 19, 2024

Minutes Prepared By: Krystle Aponte, City of Norfolk

1. Purpose of Meeting: To provide project development updates and feedback on St. Paul's Transformation Area project, including People First update, Development Update and more.

2. Attendance at Meeting

Mr. Alphonso Albert – present	Mr. Bruce Brady – Present	Ms. LaEunice Brown – present	Ms. Ebony Burnham – present
Rev. James Curran – absent	Ms. Regina Daye – Absent	Dr. Rhonda Alexander – present	Mr. William Harrell – absent
Dr. Kirk Houston – present	Ms. Deirdre Love – present	Mr. Nathan Simms – present	Councilman John Paige – present
Dr. Glenn Porter – absent	Councilwoman Danica Royster – present	Ms. Tara Saunders – absent	Mr. Kevin Murphy – present
Mr. Christopher Tan – present	Pastor Travis Barnes- Present	Dr. Doreathea White – absent	Mr. Brian Owens – absent
Ms. Iris Lundy – present	Ms. Barbara Hamm Lee – Present	Mr. Christopher Bryant – Present	

3. Agenda

- I. Welcome/Roll Call/Opening Comments** **6:00**
 - *Barbara Hamm Lee, SPAC Liaison*
 - *Councilpersons Danica Royster and John Paige*

- II. Right to Return Process** **6:05**
 - Application Challenges
 - Resident Declines
 - *Nicole Brown, USI*
 - *Steve Morales, NRHA*

- III. Barrier Removal Fund Policy** **6:25**
 - *Chris Tan, Foodbank*
 - *Pastor Houston, Gethsemane Baptist Church*

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| IV. Housing MWBE Contracting Update | 6:45 |
| ○ <i>Housing Development</i> | |
| ○ <i>John Majors, Oughtness Group</i> | |
| V. Open Discussion | 7:00 |
| ○ <i>SPAC Members</i> | |
| VI. Adjournment | 7:30 |

4. Meeting Notes, Decisions, Issues

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|---|-------------|
| I. Welcome/Roll Call/Opening Comments | 6:00 |
| ○ <i>Barbara Hamm Lee, SPAC Liaison</i> | |
| ○ <i>Councilpersons Danica Royster and John Paige</i> | |

- Ms. Hamm Lee welcomed everyone to the St. Paul's Advisory Committee meeting for the month of March and continued by recognizing two special attendees from the Banc of America Community Development Corporation, Darian Agnew and Kelly Roberts, who are a part of the housing development team. Ms. Hamm Lee read the attendance roster and opened the floor to committee chairs, Councilpersons Danica Royster and John Paige for remarks.
- Councilwoman Royster greeted the committee, highlighting a recent visit to Origin Circle at Kindred and the beautiful artwork that is featured. She announced the feature of committee member Chris Tan who participated in a community collaboration with minority farmers emphasizing the continued need to support the Foodbank. Ms. Royster also shared committee member Iris Lundy will be a recipient of the 2024 Humanitarian Award by the Virginia Center for Inclusive Communities. This award is presented to those individuals who have demonstrated a personal commitment to the promotion of respect and understanding among people of diverse racial, ethnic, and religious backgrounds. Councilperson Royster expressed her gratitude to the committee for the sweat equity and care placed into the community.
- Councilman Paige echoed Ms. Roysters' sentiments.

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|------------------------------------|-------------|
| II. Right to Return Process | 6:05 |
| ○ Application Challenges | |
| ○ Resident Declines | |
| • <i>Nicole Brown, USI</i> | |
| • <i>Steve Morales, NRHA</i> | |

- Ms. Brown greeted the committee and introduced herself as the Operations Director of Urban Strategies Inc. She acknowledged the presence of USI's Vice President of Education, Tyronda Minter

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and began her presentation by revisiting the four pillars that guide the work of the People First team: Education, Economic Mobility, Health, and Housing Stability for Tidewater Gardens families before, during, and after redevelopment.

- In reference to slide 5 of diving deeper into the work of USI, Nicole posed the question to the committee - what do you see when you see the iceberg? Councilperson John Paige expressed the process is not always visible. Nicole agreed and shared how the People First team must first identify and address challenges that shape how families move forward on their journey to returning to the Kindred community.
- Ms. Brown continued by sharing feedback to help the committee understand the things that are challenging for residents as they advance through the return process and the things that the People First team are hearing from families. These things include: the process takes time, housing style preferences (the housing style they are interested in may come in a later phase), and the preference of their current housing (the choice residents have made during their 1st move have afforded them amenities that will not be available in the Kindred project – ex. additional bedrooms). Actual data reflected families who have applied have expressed the process can be confusing and daunting, process of being waitlisted, new responsibility of utility and/or electric expenses, others do not wish to surrender their housing choice voucher (available per person) for a project-based voucher (available per unit), and additional bedroom limitations. To remove fear, misinformation or hesitation, USI continues to educate families of their options.
- Councilperson Royster asked for clarification regarding the HCVs and PBVs. Nathan Simms, Executive Director of the Norfolk Redevelopment and Housing Authority, stated per the choice mobility plan, a PBV can become an HCV after one year if available.
- Additional process challenges were the exclusive preference waitlist where former Tidewater Gardens residents are given the first opportunity to access housing for a 45-day period but because of the length of time between sign up and move in, this results in uncertain timing in notifying current landlords regarding lease cancellation where a 60-day notice is typically required. Nicole expressed the process effects lease compliancy.
- Another challenge identified are the delays in the construction schedule and the delivery of the new housing unit at the expected timeframes. These delays cause families to be placed in a holding pattern causing feelings of unsettledness, affecting the landlord notifications of intent to terminate leases, and in at least five cases, have resulted in families being housed in hotels until their new units were ready for move in. Even though this cost is paid for by People First, the process is challenging for the family.
- The final process challenge covered by Nicole was the two-application process, one for the PBV through the housing authority and another for the Property Management of the new buildings, which must be done in sequential order.
- Presentation slides are attached for reference.
- Standing in for Steve Morales of NRHA, Ms. Shirley Broom, continued the presentation by sharing reasons the Norfolk Redevelopment and Housing Authority would cancel a resident application to

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return. These reasons included: satisfaction with current housing choice, an unwillingness to surrender a Housing Choice Voucher which a resident can maintain and take with them when relocating vs. a Project Based Voucher which is attached to the Kindred apartment unit, utilities (electric) expenses, possibility of downsizing to correct bedroom size requirement, no knowledge of right to return, inability to make scheduled appointments required by the process for returning, over income limitations, no income, and unsatisfied balance to the Norfolk Redevelopment and Housing Authority or private landlord.

- NRHA has developed a form to gather information from residents that choose not to return to Kindred, along with a pre-paid return envelope. 50 forms have been mailed so far and will be a part of the in-person process moving forward. Once the forms are returned, NRHA staff will provide a copy to USI to include in the residents' file. Depending on the residents' reasoning for desiring to cancel the application, NRHA may be able to provide additional support to the family to prepare for future housing opportunities.
- Pastor Houston stated the onsite completion of forms may produce more results as mailing with an expectation to return may be challenging. Mr. Houston also requested a future report of the percentage of each application cancellation category.
- Ms. Love suggested that current families advocate or provide a testimonial of their own experiences with the new utility costs to help remove the hesitation of other families. Ms. Burham concurred and shared the impact may more palpable coming from peers.
- Nicole expressed that although staff continues to educate and encourage, most families are on a fixed income and do not wish to create an additional expense.
- Barbara suggested including a senior resident's story of their new utility costs in the City's Quarterly Resident Newsletter, which is mailed to each family in the St. Paul's community.
- Kevin Murphy suggested developers should be required to include the cost of utilities in the rent.

III. Barrier Removal Fund Policy

6:25

- *Chris Tan, Foodbank*
- *Pastor Houston, Gethsemane Baptist Church*
- Mr. Tan reintroduced the barrier removal fund policy, covering the limiting factors, eligibility, categories for assistance needs, out-of-state services, hotel stays/multiple moves, and providing general examples of each.
- Chris shared the vast majority of funds were utilized for housing stability (relocation).
- With regard to point two of multiple moves, see slide 13, Mr. Tan explained after three recommendations of permanent housing options have been declined by the resident, families will be offered a return to public housing. Mr. Simms with NRHA stated the Authority must add language to reflect this point. Mr. Morales concurred, highlighting the June 2023 time period in which the policy was originally developed. Marcia McGill with the City of Norfolk DHCD also concurred and expressed the need to revisit point two and three to reflect the current climate.

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- Ms. Hamm Lee added the policy suggestions have been vetted by the City of Norfolk and USI, approved, and implemented to ensure funds will be available for the duration of the transformation process.
- Presentation slides are included for reference.

IV. Housing MWBE Contracting Update

6:45

- *Housing Development*
 - *John Majors, Oughtness Group*
- The update of housing and MWBE contracting was moved to next month due to personal circumstances experienced by the presenters. Marcia McGill encouraged the team to review the printout of the update and be prepared with comments or questions at the April SPAC meeting.

V. Open Discussion

7:00

- *SPAC Members*
- Ms. Hamm Lee opened the floor for discussion.
- Nicole Brown invited committee members to USI's upcoming Data Walk to identify gaps in services, identify new partners to support families, and progress to date.
- Barbara also added next month the City will present a dashboard reflecting the infrastructure work.
- Marcia McGill announced the relocation of USI's main office to 259 Granby Street, Ste 300. A satellite office is slated for Kindred. More information to come.
- Mr. Tan further explained the Foodbanks' partnership with the local, minority farmers, including the plan for the proceeds.

VI. Adjournment

7:30

- Ms. Hamm Lee asked if there were any further comments or questions. There were no comments or questions.
- Ms. Hamm Lee stated that the meeting was adjourned and thanked everyone for coming.



St. Paul's Advisory Committee Meeting

Location: Foodbank of Southeastern Virginia and the Eastern Shore
March 19, 2024

Agenda

Welcome | 6:00

*Barbara Hamm Lee, SPAC Liaison
Councilpersons Danica Royster and John Paige*

Right to Return | 6:05

*Understanding Residents Challenges for Return, Nicole Brown, USI
Reasons for Canceling the Application, Shirley Broom, NRHA*

Barrier Removal Fund Policy | 6:25

*Chris Tan, Foodbank
Pastor Houston, Gethsemane Community Fellowship*

Housing MWBE Contracting Update| 6:30

John Majors, Oughtness Group

SPAC Open Discussion | 7:00

SPAC Members

Adjournment | 7:30

Barbara Hamm Lee, SPAC Liaison



Right to Return

- *Understanding Residents Challenges for Return*
- *Reasons for Canceling the Application*

Nicole Brown, USI
Shirley Broom, NRHA

Key Service Pillars and Results Statements

Education: All children and youth in Tidewater Gardens are ready for school, thrive in and out of school, graduate from high school, and are prepared for college, career and life.



Economic Mobility: All households in Tidewater Gardens, before and after redevelopment, are economically independent.



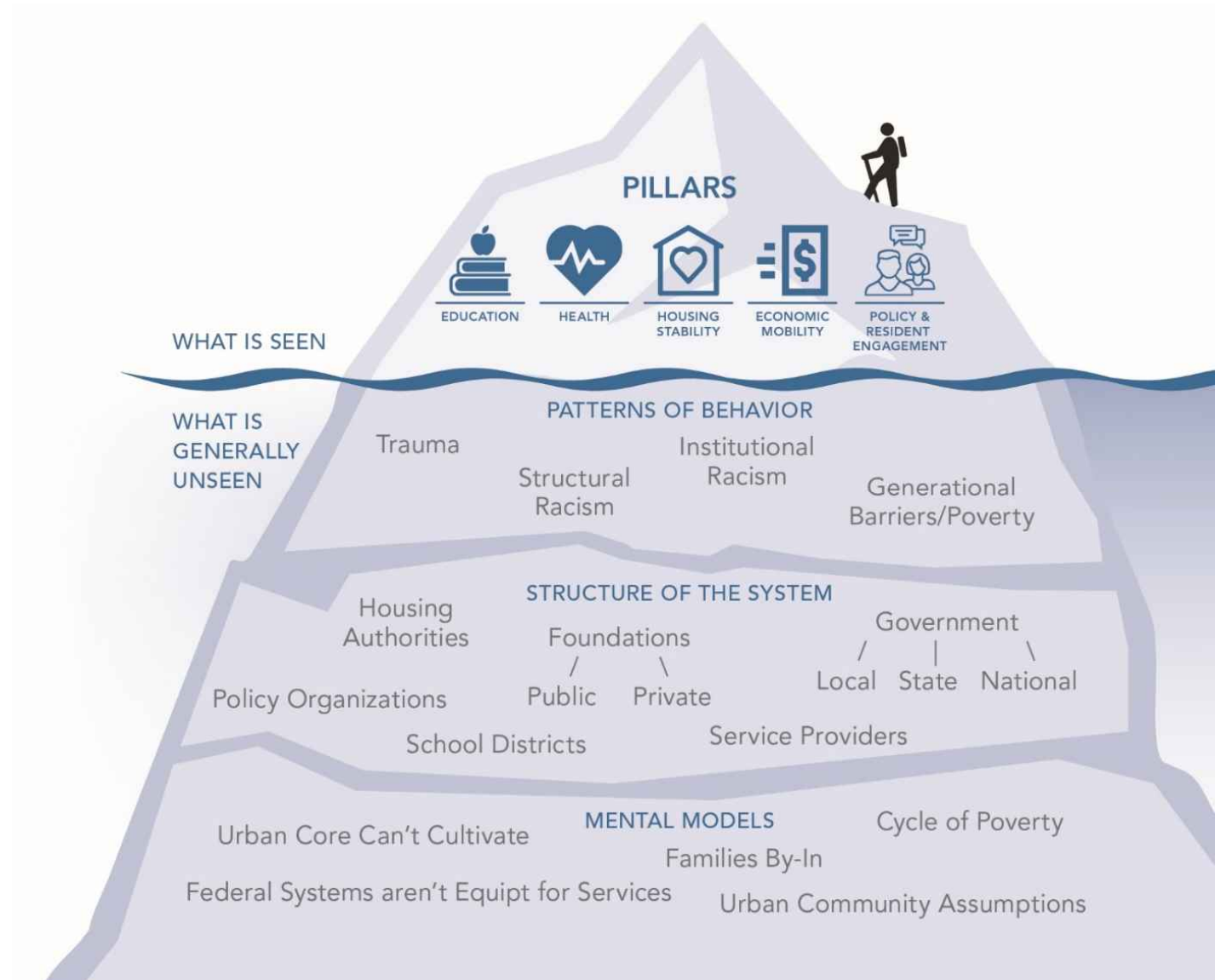
Health: All children and adults living in Tidewater Gardens, before and after redevelopment, are mentally and physically healthy.



Housing Stability: All Tidewater Gardens households remain stably housed in their housing of choice.



DIVING DEEPER INTO OUR WORK



Understanding Residents Challenges for Return

What we were hearing...

- The work takes time
 - As per the family development plan, there may be additional work to do
- Housing style preference
 - “Wait & See” - some want family-style units with front door, back door
- Resident’s current housing choice is preferred
 - Housing
 - School
 - Employment
 - Transportation
 - Support system

What the data now shows...

- The process can be confusing and a bit daunting for the residents
- Resident must first apply to a waitlist
- Utilities- Water, Electric
- Comfortable with the current housing and didn’t want to move again
- Did not want to give up their HCV for PBV
- Additional bedroom limits

Process Challenges

- **Exclusive Preference Waitlist**

- 45-day exclusive period for former Tidewater Gardens residents
 - Benefit: First opportunity to access housing
 - Drawback:
 - Length of time between waitlist sign-up and move-in; resulting in uncertain timing of notice to current landlord
 - With units not online at the expected timeframe, it has caused families to be in a holding pattern, which is unsettling and affecting landlords' notification of intent to terminate (or not renew their current lease)

- **Application Process**

- Resident must complete two applications, one for the PBV through the housing authority and one through the Property Management for the building. These must be done in sequential order
 - PBV application to NRHA
 - Property application with property management

Reasons for Canceling the Application



As a former resident of Tidewater Gardens you have an opportunity to return to the new community. Based on the information we received you have declined to return to Tidewater Gardens. Please indicate from the options below your reason for not wanting to return:

- I am happy where I am and do not wish to return
- I do not want to give up my Housing Choice Voucher
- Paying the extra utilities will be a strain
- I do not want to downsize to the correct bedroom size needed
- I did not receive information about returning
- I was not able to make the scheduled appointments
- I was over-income and could not return
- I still want to return to the new community
- I do not have income currently
- I have a balance with NRHA or my Landlord and felt I could not return

If there was another reason why you chose not to return be indicate below:

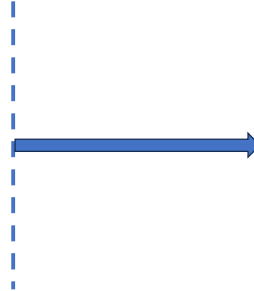
Resident's Name _____

Resident's Signature _____

Telephone # _____

Please return this form in the envelope provided. Thank you for your cooperation!

Form created 3/8/24 sb



- *I am happy where I am and do not wish to return*
- *I do not want to give up my voucher*
- *I believe paying the extra utilities will be a strain*
- *I do not want to downsize to the correct bedroom size required*
- *I did not receive information about returning*
- *I was not able to make the scheduled appointments*
- *I was over-income and could not return*
- *I do not have income currently*
- *I have a balance owed to NRHA or my Landlord that has not been satisfied*



Barrier Removal Fund Policy

- *Barrier Removal Fund Policy*

*Chris Tan, Foodbank
Pastor Houston, Gethsemane
Baptist Church*

Barrier Removal Fund Policy

Objectives of Policy

1. Provide a General guide to facilitate the fair distribution of city barrier removal funding
2. Define the roles and responsibilities of staff members in the application of the policy
3. Insure that all eligible families will have access to the fund and funding will be available throughout the duration of the People First Program

Program Limitations

1. Barrier removal funds should be the funds of last resort after all other funding has been exhausted
2. Proper use of these funds should create less dependence/reduced need for these funds in the future.
3. The application for these funds should be accompanied by frequent contact with case managers and be a significant part of an intensive case management process
4. Provide staff with the flexibility to support residents in highly unique situations

Barrier Removal Fund Policy

Limiting Factors

1. Residents can request barrier removal assistance once per year during the CNI program under each category.
2. Form and amount of assistance varies based on the type of barrier
3. Every request must be accompanied by a Family Development Plan (approved by the Assistant Project Manager)
4. Failure to complete the identified steps in an FDP may limit the amount of barrier assistance given in subsequent years.

Eligibility

1. Only on-lease residents of the targeted public and assisted housing site are eligible for barrier removal assistance or rewards/incentives
2. Residents who previously received assistance must have been compliant with their barrier removal assistance agreement and have successfully completed the associated program or referral service that was coordinated for them by the Case Manager/Service Connector unless there was an excused reason for withdrawal, termination, or drop out

Barrier Removal Categories

- Housing Stability (Relocation)
- Adult Education
- Youth Development and Childcare
- Job Placement and Retention
- Resident Achievement Incentive
- Health and Wellness
- Transportation
- Other



Barrier Removal Fund Policy

Out-of-State Services

1. Receive the same services as in-state residency who want to return to the new property
2. Notification that out-of-state residents will not receive any services in-person and will be limited to zoom or phone-call available services
3. There will be a limit to the service connections available to out-of-state clients due to the nature of being located in a different state with different laws/rules

Hotel Stays/Multiple Moves

1. Limit to one hotel stay per incident, unless exempted by Case Manager/Supervisor
2. After 3 offerings of other permanent housing options, clients will be offered a return to public housing, and a plan to reduce hotel use will be put in place with deadlines
3. Once a family has reached the policy limit of moves (recommend no more than 2 additional moves), then housing will only be offered in public housing units. Except when the moves are required at no fault of the family

BRINSHORE



Housing MWBE Contracting Update

- *Housing Development*

John Majors, Oughtness Group

Overview of Housing MBE and WBE Goals

Strategic Approach to Economic Inclusion...

Community Participation

Workforce Development and Inclusion

Subcontracting Opportunities

Deal Ownership Opportunities

Commercial Inclusion

...M/WBE goals and participation

The following criteria will be used to measure the Developer's compliance with the Master Development Agreement.

	Goals:
MBE (SWAM Minority or National / Regional MBE Certification)	12.0%
WBE (SWAM Woman or National / Regional WBE Certification)	13.3%
Combined:	25.3%

- For calculating the above percentages,
 - The denominator will include:
 - The costs of Construction Trades
 - The costs of Non-Construction Trades included in Exhibit A
 - The numerator will include:
 - The costs of Construction Trades
 - The costs of Non-Construction Trades included in Exhibit A
 - Development Fees paid to MWBE JV Partners
 - Developer's contribution of 10% of paid Developer Fee to a Resident Services Fund
 - the value of philanthropic grants made by the Developer or its established partnership group to the project
 - Other financial contributions derived from the Developer's efforts (to be approved by the City and NRHA)

Snapshot of Progress Toward Goals

Blocks 19 and 20

General Contractor: Marlyn Development

Subcontractor	SWAM Certification #	Total Subcontract Spend Amount		
		MBE	WBE	
A and S Contract Co.	824121	2,469,035		
Coastal Pipeline Services	725696		2,584,119	
Majk	671876	44,000		
Rican Cleaning Services LLC	817679		20,000	
Saunders Fence Co.	656813		48,596	
United Contractors Inc	688773		1,539,580	
Dominion Builders and Contracting, LLC	701275	126,296		
TTR Enterprises, LLC	810564	90,000		
Totals		\$ 2,729,331	\$ 4,192,295	Combined: \$6,921,626
Total Contract Amount (Trades Only)		\$39,358,100	6.93%	10.65%
		GOAL	12.00%	13.30%
		\$4,722,972	\$5,234,627	25.30% \$9,957,599

Snapshot of Progress Toward Goals

Blocks 17 and 18

General Contractor: Breeden

Subcontractor	SWAM Certification #	Total Subcontract Spend Amount		
		MBE	WBE	
Modular Solutions Inc	691543		21,250	
New Media Systems	5606	2,122		
Colonial Construction Materials	663589		29,945	
Jaswal Corp	726701	4,079,991		
Trinity Construction Services	653456	3,117,860		
84 Lumber	686367		947,589	
Brick Solution Inc (contract pending execution)	662653	2,584,104		
Totals		\$ 9,784,077	\$ 998,784	Combined: \$10,782,861 25.71%
Total Contract Amount (Trades Only)		\$41,933,208	23.33%	
GOAL		12.00%	13.30%	25.30% \$10,609,102
		\$5,031,985	\$5,577,117	

Reporting Process / Timeline

Timeline	Action Item
By 15th of Every Month:	General Contractor will forward MBE and WBE data from previous month to Development Team and Oughtness.
By Last Monday of Every Month:	Oughtness Team will forward MBE and WBE data from previous month to City and NRHA Staff for review.
By 1 Week Prior to SPAC Meeting:	Oughtness Team will forward MBE and WBE update slides to City for inclusion in SPAC Update Deck.
SPAC Meeting:	Oughtness Team (and Dev Team and GC reps, as requested) will present MBE and WBE info (<i>now 1.5 months old</i>) to SPAC members.

Next Steps

Next Phase:	Blocks 9, 10, and 16 (Combined)
Projected Financial Closing / Groundbreaking:	Jan / Feb, 2025
Timeframe for MBE / WBE Outreach and Next Vendor Fair:	April – August, 2024



SPAC Open Discussion

- *SPAC Open Discussion*

SPAC Members



Adjournment