

BOARD OF COMMISSIONERS MEETING

Monday, June 16, 2025

NEW Location: Stanley White Recreation Center

601 3rd Ave, New Bern, NC 28560

AGENDA

4:00pm Finance Committee Meeting

4:30pm Board of Commissioners Meeting

In Person & via Zoom. A recording will be available on our website within 72 hours.

Anyone wishing to make public comments must pre-register with the Interim Executive Director by NOON on Monday, June 16, 2025, which is the day of the meeting by calling 252-633-0800.

All comments will be limited to 4 minutes.

1. Call to Order – Chairwoman Mrs. Jennell Reddick
2. Roll Call
3. Public Comments
4. Staff Comments
5. Approval of Minutes
6. Finance Report
7. Executive Director's Report
 - HUD PHAS Update
 - CNI Process Update
8. New Bern Towers Report
9. Trent Court Report
10. ROSS Program Report
11. Resolutions
 - HUD response as 06.25.01
 - ROSS as 06.25.02
 - People Lead as 06.25.03
12. Closed Session
 - Personnel
 - Contracts
13. Adjournment

In accordance with NC General Statutes §§ 143-318.12, 143-318.10(b), 143-318.13(a), and 157-9, the meeting of the Board of Commissioners will be held via remote communication. The meeting is open to the public. There is no charge by the Housing Authority for accessing the Zoom meeting/call. Any technical questions related to the conference call should be directed to rbarnes@newbernha.com & (252) 633-0800. This Notice is to be posted on the Housing Authority's bulletin boards, on its website, and transmitted via email to those who have requested email notification.



New Bern HA is inviting you to join a scheduled Zoom meeting at 4:00pm

Topic: Finance Committee Meeting

Time: Monday, June 16, 2025 @ 4:00 PM Eastern Time

Every month on the Third Monday, this week is an exception.

New Bern HA is inviting you to join a scheduled Zoom meeting at 4:30pm

Topic: NBHA's Board of Commissioners Meeting

Time: Monday, June 16, 2025 @ 4:30 PM Eastern Time

Every month on the Third Monday, this week is an exception.

Zoom Meeting Link (FOR BOTH MEETINGS):

<https://us06web.zoom.us/j/84743061062?pwd=fJpLqYKXZ6kgDz3Jib2tHscPBRfMvP.1>

Meeting ID: 847 4306 1062

Passcode: 225189

One tap mobile

+16469313860,,84743061062#,,, *225189# US

+19292056099,,84743061062#,,, *225189# US (New York)



APPROVAL OF THE MINUTES

**MEETING HELD:
Monday, June 16, 2025**

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS
HELD ON MONDAY, MAY 19, 2025**

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, May 19, 2025, at Stanley White Recreation Center, 601 3rd Avenue, New Bern, NC, which are the place, hour, and date set forth in the notice announcing the meeting. A recording of this meeting is incorporated into these minutes and is available to the public.

Chair Reddick called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Sabrina Bengel
Scott Coghill
James R. Copland, IV
Daimon King
Jennell T. Reddick

Absent:

Sulin Blackmon
Denise H. Powell

Following roll call, Chair Reddick determined that a quorum was present.

Authority staff members as well as Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A., were present. Members of the public also were present including Alderman Prill and Wendy Card.

Public Comment Period

Susan Namowicz - On behalf of herself and Josette Burrus, discussed the services their group, Raising a Standard, Inc., provides. They work with Medicaid patients with Intellectual and Developmental Disabilities to provide self sufficiency skills including workforce readiness. They are a tailored care management agency.

Dinah Foskey - She is concerned with housing future in New Bern. She is representing citizens who are concerned with housing future and are afraid of retaliation. She said that 80% of people in Craven County are renters and not homeowners. The government isn't responding to demands for housing upgrades and she thinks that the Authority and the City should look into these things.

Wendy Card asked about the plan for rehabilitating New Bern Towers. She said the inspection showed many things that needed to be corrected and people are concerned. She also asked what is the balance of the First Citizens investment account. Finally, she'd like to know the status of the three houses on Walt Bellamy and what the plan is for choosing who will live there.

Chair Comments

No comments.

Approval of Minutes of March 24, 2025 and April 21, 2025 Meetings

Commissioner Bengel made a motion to approve the minutes of the April 21, 2025 meeting as presented. Commissioner Coghill seconded the motion. The motion was approved unanimously.

Commissioner Bengel made a motion to approve the minutes of the March 24, 2025 meeting. Commissioner Copland seconded the motion. The motion was approved unanimously.

Finance Report

Commissioner Copland suggested adding a line to the balance sheet for the First Citizens investment account.

Accounting firm BDO presented the finance report that was included in the Board packet. Commissioner Coghill made a motion to approve the finance report. Commissioner King seconded the motion. The motion was approved unanimously.

Executive Director's Report – Reginal Barner

1. ROSS Grant - Mr. Barner recognized Sympathy Huggins for her service and time with the Authority. Ms. Huggins will work with the Authority to prepare the final report due on the ROSS Grant.
2. HUD Field Office sent a letter regarding the 2023 review which included the fraudulent payroll issue from 2023. Mr. Barner will respond and provide copies of his response to the Board.
3. New Employee – Mr. Barner introduced Carolyn Clark who will be the new Executive Assistant. Today is her first day on the job.
4. Intern – Mr. Barner introduced Ms. Perez who has been an office intern. She has been answering the phone and working at the front desk at the office. She hopes to get some practical skills. She also has been helping at New Bern Towers. Her last day is May 30.
5. Choice Neighborhoods – There will be various meetings on June 3rd and 4th with different groups. The resident meeting presentation will be on June 3rd at New Bern Towers at 6:30 pm and the public is welcome to attend. On June 4th there will be a meeting with the Historic Preservation Commission and the Neighborhood and Partner Open House at Craven Community College – Ward Hall; Naumann Community Room from 11:30-1:30.
6. Washington Trip – Chair Reddick, Vice Chair Bengel, Mayor, City Manager, and Mr. Barner had a productive trip to Washington to meet with legislators and HUD representatives.

7. Meeting Information – Meeting information is provided on the Authority's Facebook page, and website, and provided to the New Bern Sun Journal and TV stations. They newspaper and TV may not publish it.

New Bern Towers (NBT) Report – Latahsha Simmons

Ms. Simmons presented the New Bern Towers report which was included in the Board information packet and provided some updates to the report.

Trent Court Report – Pam Minor

Ms. Minor presented the Trent Court report which was included in the Board information packet.

Resident Opportunities and Self-Sufficiency (ROSS) Program Report – Sympathy Huggins

Ms. Huggins presented the ROSS Program report which was included in the Board information packet.

Commissioner Copland thanked Ms. Huggins for her work.

Closed Session

Commissioner Bengel made a motion to move into closed session to discuss a personnel matter pursuant to N.C. Gen. Stat. § 143-318.11(a)(6). Commissioner King seconded the motion. The motion was approved unanimously.

The Board returned to Open Session.

No action was taken in closed session.

There was discussion about changing the ability for Board members to attend via Zoom. After some discussion no change will be made at this time.

Commissioner Bengel made a motion to cancel the July board meeting. Commissioner Coghill seconded the motion. The motion was approved unanimously.

There being no further business, the meeting was adjourned at 5:41 p.m.

ND:4911-3617-4149, v. 2



P 252.633.0800
F 252.633.9496



1307 Tatum Drive
PO Box 1486
New Bern, NC 28563
NewBernHA.org

Finance Meeting

Administrative Office: Trent Court 1307 Tatum Drive
New Bern, NC 28562

NBHA Finance Department
Month Ended May 31, 2025



P 252.633.0800 1307 Tatum Drive
F 252.633.9496 PO Box 1486
New Bern, NC 28563
 NewBernHA.org

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New Bern Housing Authority
Balance Sheet
May 31, 2025

	ROSS	LIPH - TRENT COURT	NEW BERN TOWERS	TOTAL
ASSETS				
Current Assets				
Operating Cash	-	3,094,455	1,517,077	4,611,532
Security Deposit Cash	-	56,677	33,776	90,453
Total Cash	-	3,151,132	1,550,853	4,701,985
Accounts Receivable - Tenants	-	5,138	4,691	9,829
Accounts Receivable - Allowance	-	(4,544)	(1,214)	(5,758)
Accounts Receivable - Fraud Recovery	-	-	424	424
Accounts Receivable - HUD	37,723	28,562	-	66,285
Accounts Receivable - Other	-	174,144	-	174,144
Interest Receivable - TVC	-	-	3,021	3,021
Total Receivables	37,723	203,300	6,923	247,946
Investments	-	841,666	420,833	1,262,499
Prepays	-	114,217	1,866	116,083
Inventories	-	10,843	4,065	14,908
Allowance for Obsolete Inventories	-	(1,084)	(407)	(1,491)
Inter Program Due To (From)	(36,933)	94,061	(57,128)	-
Total Prepays & Other	(36,933)	1,059,703	369,230	1,391,999
Total Current Assets	790	4,414,135	1,927,005	6,341,930
Non-Current Assets				
Land	-	32,780	22,999	55,780
Buildings	-	8,150,834	4,181,539	12,332,373
Furniture & Equipment - Dwelling	-	122,809	525,243	648,052
Furniture & Equipment - Non-Dwelling	-	157,648	-	157,648
Accumulated Depreciation	-	(5,812,848)	(4,139,986)	(9,952,834)
Construction in Progress	-	185,290	-	185,290
Total Fixed Assets	-	2,836,513	589,795	3,426,308
Other Assets	-	41,677	-	41,677
Note Receivable TVC	-	-	88,361	88,361
Total Other Non-Current Assets	-	41,677	88,361	130,038
Total Non-Current Assets	-	2,878,189	678,156	3,556,345
TOTAL ASSETS	790	7,292,324	2,605,161	9,898,276
LIABILITIES & EQUITY				
Accounts Payable Vendor	-	85,620	33,446	119,066
Accrued Payroll	-	(2,056)	16,651	14,595
Accounts Payable - Other	790	78,030	152,639	231,458
Tenant Security Deposits	-	38,166	13,000	51,166
Lease Liability	-	69,229	-	69,229
Prepaid Rent	-	-	10,151	10,151
Mortgage Payable	-	487,135	-	487,135
Accrued Interest	-	1,766	-	1,766
Accrued Compensated Absences-ST	-	3,912	3,129	7,042
Accrued Compensated Absences-LT	-	1,304	1,043	2,347
Total Liabilities	790	763,106	230,058	993,954
Beginning Equity	-	6,760,633	2,285,314	9,045,947
Current Year Net Income/(Loss)	-	(231,415)	89,789	(141,626)
Ending Equity	-	6,529,218	2,375,103	8,904,321
TOTAL LIABILITIES & EQUITY	790	7,292,324	2,605,161	9,898,275

New Bern Housing Authority
Budget Comparison Report
ROSS
May 31, 2025

	Annual	Month to Date				Year to Date			
	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE									
HUD ROSS Grants	50,000	6,030	4,167	1,863	31%	25,079	20,833	4,246	17%
Total Revenue	50,000	6,030	4,167	1,863	31%	25,079	12,500	12,579	50%
EXPENSES									
Administrative Salaries	32,115	3,572	2,676	896	25%	16,352	13,381	2,971	18%
Training & Travel	2,000	-	167	(167)	N/A	250	833	(583)	-233%
Telephone	625	92	52	40	43%	458	260	198	43%
Payroll Taxes & Employee Benefits	9,634	1,668	803	865	52%	7,320	4,014	3,306	45%
Office Expenses	2,813	-	234	(234)	N/A	-	1,172	(1,172)	N/A
Sundry Admin Expenses	2,813	698	234	464	66%	698	1,172	(474)	-68%
Insurance Expense	-	-	-	-	N/A	-	-	-	N/A
Total Expenses	50,000	6,030	4,167	1,863	31%	25,079	20,833	4,245	17%
								-	N/A
NET INCOME		-	-	-	N/A	-	-	-	N/A

New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
May 31, 2025

REVENUE	Annual		Month to Date				Year to Date			
	Budget		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Tenant Revenue										
Dwelling Rental	380,000		31,057	31,667	(610)	-2%	157,365	158,333	(968)	-1%
Excess Utilities	35,000		2,643	2,917	(274)	-10%	12,917	14,583	(1,667)	-13%
Total Tenant Revenue	415,000		33,700	34,583	(884)	-3%	170,282	172,917	(2,635)	-2%
HUD Grant Revenue										
HUD PHA Grants	847,417		39,101	70,618	(31,517)	-81%	192,884	353,090	(160,206)	-83%
CFP 2020	81,982		-	6,832	(6,832)	N/A	-	34,159	(34,159)	N/A
CFP 2021	37,257		-	3,105	(3,105)	N/A	37,257	15,524	21,733	58%
CFP 2022	312,841		-	26,070	(26,070)	N/A	-	130,350	(130,350)	N/A
CFP 2023	381,177		-	31,765	(31,765)	N/A	-	158,824	(158,824)	N/A
Total HUD Grant Revenue	1,660,674		39,101	138,390	(99,289)	-254%	230,141	691,948	(461,806)	-201%
Other Revenue										
Interest Income	2,700		12,735	225	12,510	98%	13,391	1,125	12,266	92%
Other Income	13,000		14,115	1,083	13,031	92%	32,197	5,417	26,780	83%
Late Charges	8,750		705	729	(24)	-3%	2,949	3,646	(697)	-24%
Other Income - FEMA	28,800		-	2,400	(2,400)	N/A	-	12,000	(12,000)	N/A
Total Other Revenue	53,250		27,555	4,438	23,117	84%	48,537	22,188	26,349	54%
Total Revenue	2,128,924		100,356	177,410	(77,055)	-77%	448,959	887,052	(438,092)	-98%
EXPENSES										
Administrative Expenses										
Administrative Salaries	205,309		14,575	17,109	(2,534)	-17%	72,869	85,545	(12,676)	-17%
Payroll Tax & Benefits	61,593		9,371	5,133	4,238	45%	50,270	25,664	24,606	49%
Legal Expenses	35,293		7,995	2,941	5,054	63%	40,364	14,705	25,659	64%
Staff Training	12,278		-	1,023	(1,023)	N/A	7,662	5,116	2,546	33%
Meals expense	1,681		-	140	(140)	N/A	240	700	(460)	-192%
Lodging	4,508		-	376	(376)	N/A	315	1,878	(1,563)	-496%
Travel Expense	3,924		-	327	(327)	N/A	4,222	1,635	2,587	61%
Publications	9,800		2,970	817	2,153	73%	16,087	4,083	12,004	75%
Accounting Fees	31,000		-	2,583	(2,583)	N/A	-	12,917	(12,917)	N/A
Auditing Fees	8,814		-	735	(735)	N/A	-	3,673	(3,673)	N/A
Telephone	17,693		4,329	1,474	2,855	66%	8,513	7,372	1,141	13%
Office Expense	7,180		3,712	598	3,113	84%	9,121	2,992	6,130	67%
Rent Expense - Hurricane Florence	28,800		2,400	2,400	-	0%	14,400	12,000	2,400	17%
Resident Council	821		-	68	(68)	N/A	-	342	(342)	N/A
Sundry Admin Expense	58,174		3,031	4,848	(1,817)	-60%	19,324	24,239	(4,916)	-25%
Membership Dues and Fees	2,760		-	230	(230)	N/A	-	1,150	(1,150)	N/A
Total Administrative Expenses	489,628		48,382	40,802	7,580	16%	243,388	204,012	39,376	16%
Utilities										

New Bern Housing Authority
Budget Comparison Report
LIPH - Trent Court
May 31, 2025

	Annual			Month to Date				Year to Date			
	Budget			Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Water	122,381			17,805	10,198	7,607	43%	63,166	50,992	12,174	19%
Electricity	123,513			20,766	10,293	10,473	50%	67,901	51,464	16,438	24%
Gas-building	82,712			5,998	6,893	(895)	-15%	51,446	34,463	16,983	33%
Total Utilities	328,606			44,569	27,384	17,185	39%	182,513	136,919	45,594	25%
Maintenance Expenses											
Labor Salaries	76,609			5,660	6,384	(724)	-13%	30,640	31,921	(1,281)	-4%
Payroll Tax & Benefits	22,983			3,639	1,915	1,724	47%	19,522	9,576	9,946	51%
Uniforms	4,780			737	398	338	46%	2,642	1,992	650	25%
Consulting Services	334			-	28	(28)	N/A	-	139	(139)	N/A
Materials	43,355			5,789	3,613	2,176	38%	33,804	18,065	15,739	47%
Computer Expense	14,078			3,489	1,173	2,316	66%	7,453	5,866	1,588	21%
Repairs and Maintenance	3,530			2,033	294	1,739	86%	13,082	1,471	11,611	89%
Electrical Contract	1,263			396	105	290	73%	4,262	526	3,736	88%
Plumbing Contract	6,215			1,275	518	757	59%	7,045	2,590	4,455	63%
Unit Turnover	13,582			-	1,132	(1,132)	N/A	-	5,659	(5,659)	N/A
Garbage and Trash removal	48,784			2,745	4,065	(1,320)	-48%	12,738	20,327	(7,589)	-60%
Extermination-Maintenance Expense	7,357			660	613	47	7%	9,234	3,065	6,169	67%
Repairs and Maint. Truck	3,268			441	272	169	38%	4,042	1,362	2,680	66%
Heating and Air	11,783			640	982	(342)	-53%	5,422	4,910	513	9%
Gas-Truck	7,092			220	591	(371)	-168%	1,275	2,955	(1,680)	-132%
Security System	750			120	63	58	48%	240	313	(73)	-30%
Landscaping	6,092			1,133	508	626	55%	20,080	2,538	17,541	87%
Total Maintenance Expenses	271,855			28,978	22,655	6,323	22%	171,481	113,273	58,208	34%
Insurance Expenses											
Insurance	99,050			27,462	8,254	19,207	70%	58,855	41,271	17,584	30%
Payment in Lieu of taxes	14,000			-	1,167	(1,167)	N/A	-	5,833	(5,833)	N/A
Total Insurance Expenses	113,050			27,462	9,421	18,041	66%	58,855	47,104	11,751	20%
Other Expenses											
Interest Expense	-			-	-	-	N/A	-	-	-	N/A
Storage management	486			-	41	(41)	N/A	252	203	50	20%
Collection Loss	-			11,020	-	11,020	100%	17,160	-	17,160	100%
Eviction Expense	4,127			-	344	(344)	N/A	-	1,720	(1,720)	N/A
App. Screening	10,768			1,214	897	316	26%	6,725	4,487	2,238	33%
Total Other Expenses	15,381			12,234	1,282	10,952	90%	24,138	6,409	17,729	73%
Total Expenses	1,218,520			161,624	101,543	60,081	37%	680,375	507,717	172,658	25%
NET INCOME											
	910,404			(61,269)	75,867	(137,136)	224%	(231,415)	379,335	(610,750)	264%

**New Bern Housing Authority
Budget Comparison Report
New Bern Towers
May 31, 2025**

	Annual		Month to Date				Year to Date			
	Actual	Budget	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
REVENUE										
Tenant Revenue	348,000	348,000	36,874	29,000	7,874	21%	182,872	145,000	37,872	21%
Dwelling Rental			36,874	29,000	7,874	21%	182,872	145,000	37,872	21%
Total Tenant Revenue										
HUD Grant Revenue	705,000	705,000	58,537	58,750	(213)	0%	299,750	293,750	6,000	2%
Hap Payments			58,537	58,750	(213)	0%	299,750	293,750	6,000	2%
Total HUD Grant Revenue										
Other Revenue	1,350	1,350	6,426	113	6,314	98%	6,910	563	6,348	92%
Interest on GF Investments	9,000	9,000	810	750	60	7%	4,294	3,750	544	13%
Misc. Revenue	1,500	1,500	135	125	10	7%	765	625	140	18%
Late Charges	1,000	1,000	-	83	(83)	N/A	-	417	(417)	N/A
Vending Machine	2,250	2,250	-	188	(188)	N/A	-	938	(938)	N/A
Laundry	15,100	15,100	7,371	1,258	6,113	83%	11,970	6,292	5,678	47%
Total Other Revenue										
Total Revenue	1,068,100		102,782	89,008	13,774	13%	494,592	445,042	49,550	10%
EXPENSES										
Administrative Expenses	132,408	132,408	10,311	11,034	(723)	-7%	51,247	55,170	(3,923)	-8%
Administrative Salaries	39,722	39,722	4,814	3,310	1,504	31%	22,997	16,551	6,446	28%
Payroll Tax & Benefits	11,402	11,402	-	950	(950)	N/A	30	4,751	(4,721)	-15736%
Legal Expenses	4,977	4,977	-	415	(415)	N/A	-	2,074	(2,074)	N/A
Staff Training	765	765	-	64	(64)	N/A	-	319	(319)	N/A
Meals expenses	3,022	3,022	-	252	(252)	N/A	-	1,259	(1,259)	N/A
Lodging	770	770	-	64	(64)	N/A	-	321	(321)	N/A
Travel Expense	2,535	2,535	-	211	(211)	N/A	-	1,056	(1,056)	N/A
Publications	18,179	18,179	-	1,515	(1,515)	N/A	7,901	7,575	326	4%
Accounting Fees	7,507	7,507	-	626	(626)	N/A	-	3,128	(3,128)	N/A
Auditing Fees	31,170	31,170	639	2,598	(1,959)	-306%	20,058	12,988	7,071	35%
Telephone	5,909	5,909	3,113	492	2,620	84%	5,938	2,462	3,476	59%
Office Expense	8,961	8,961	226	747	(521)	-230%	10,585	3,734	6,852	65%
Sundry Admin Expense	173	173	-	14	(14)	N/A	-	72	(72)	N/A
Membership Dues and Fees										
Total Administrative Expenses	267,500		19,103	22,292	(3,188)	-17%	118,756	111,459	7,297	6%
Utilities	89,170	89,170	-	7,431	(7,431)	N/A	35,423	37,154	(1,731)	-5%
Water	69,867	69,867	-	5,822	(5,822)	N/A	34,857	29,111	5,746	16%
Electricity	7,002	7,002	1,110	584	527	47%	4,625	2,918	1,708	37%
Gas-building										

New Bern Housing Authority
Budget Comparison Report
New Bern Towers
May 31, 2025

	Annual		Month to Date				Year to Date			
	Budget		Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Total Utilities	166,039		1,110	13,837	(12,727)	-1147%	74,905	69,183	5,722	46%
Maintenance Expenses										
Labor Salaries	105,959		5,493	8,830	(3,337)	-61%	39,530	44,150	(4,620)	-12%
Payroll Tax & Benefits	31,788		2,564	2,649	(85)	-3%	12,249	13,245	(995)	-8%
Uniforms	6,091		1,428	508	921	64%	3,706	2,538	1,168	32%
Consulting Services	5,723		-	477	(477)	N/A	-	2,385	(2,385)	N/A
Materials	33,515		2,661	2,793	(132)	-5%	22,624	13,965	8,659	38%
Computer Expense	7,524		334	627	(293)	-88%	3,863	3,135	728	19%
Repairs and Maintenance	4,246		7,980	354	7,626	96%	30,790	1,769	29,021	94%
Electrical Contract	688		-	57	(57)	N/A	-	287	(287)	N/A
Plumbing Contract	21,510		19,511	1,793	17,718	91%	28,879	8,963	19,917	69%
Unit Turnover	31,477		4,253	2,623	1,630	38%	14,611	13,115	1,495	10%
Laundry Contract	8,583		-	715	(715)	N/A	-	3,576	(3,576)	N/A
Elevator Contract	15,553		-	1,296	(1,296)	N/A	6,103	6,480	(378)	-6%
Garbage and Trash removal	4,836		-	403	(403)	N/A	3,168	2,015	1,153	36%
Extermination	15,495		4,152	1,291	2,861	69%	7,019	6,456	563	8%
Vehicle/Truck Repairs	1,680		-	140	(140)	N/A	1,458	700	758	52%
Heating and Air	27,473		-	2,289	(2,289)	N/A	856	11,447	(10,591)	-1237%
Gas-Vehicle	4,090		188	341	(153)	-82%	1,385	1,704	(319)	-23%
Security System	10,165		8,787	847	7,940	90%	10,716	4,235	6,481	60%
Landscaping	7,702		441	642	(201)	-46%	3,098	3,209	(111)	-4%
Total Maintenance Expenses	344,098		57,792	28,675	29,117	50%	190,055	143,374	46,681	25%
Insurance Expenses										
Insurance	3,950		622	329	293	47%	1,555	1,646	(91)	-6%
Payment in Lieu of taxes	7,750		-	646	(646)	N/A	-	3,229	(3,229)	N/A
Total Insurance Expenses	11,700		622	975	(353)	(1)	1,555	4,875	(3,320)	(2)
Other Expenses										
Eviction Expense	160		-	13	(13)	N/A	-	67	(67)	N/A
Collection Loss	-		1,542	-	1,542	100%	4,954	-	4,954	100%
App. Screening	9,343		1,034	779	255	25%	6,028	3,893	2,136	35%
Interest Expense	-		2,786	-	2,786	100%	8,548	-	8,548	100%
Total Other Expenses	9,503		5,363	792	4,571	85%	19,531	3,960	15,572	80%
Total Expenses	632,802		82,880	52,733	30,146	36%	404,802	263,667	66,230	16%
NET INCOME										
	435,298		19,903	36,275	(16,372)	-23%	89,789	181,374	(16,680)	-6%

**New Bern Housing Authority
Cash Lead
May 31, 2025**

	Modernization Account 1111.03	Trent Court Security Deposit 1111.04	General Fund Main 1111.05	ACH Rent Payment 1111.19	NBT General Fund 1111.10	NB Security Deposit 1111.12	Total
BEGINNING BOOK CASH BALANCE	\$ 877,222.39	\$ 56,310.37	\$ 1,597,088.90	\$ 47,678.98	\$ 1,507,792.58	\$ 34,579.99	\$ 4,373,131.09
ADD:							
General Deposits			23,388.63		29,652.71		53,041.34
Health Equity Refund							-
HUD Deposit			39,101.00		58,537.00		97,638.00
ACH Payment				14,430.11			14,430.11
ROSS Grant							-
Security Deposit		530.00				316.00	846.00
FEMA Deposit	277,496.00						
Misc		-	2,880.14		1,530.55		4,410.69
Interest		4.80	132.54		132.68	2.86	272.88
TOTAL DEPOSITS	277,496.00	534.80	65,502.31	14,430.11	89,852.94	318.86	170,639.02
LESS:							
ACH Rent Payments							
Checks							-
Payroll - ADP	11,709.75		91,468.05		80,352.30		183,530.10
BCBS Insurance			51,329.66				51,329.66
Matrix Payment			7,057.05				7,057.05
Federal & State			4,864.76				4,864.76
Security Deposit							-
Misc		168.14					-
Service Charge			257.15	491.75	316.00	1,123.00	1,291.14
TOTAL PAYMENTS	11,709.75	168.14	154,976.67	491.75	80,668.30	1,123.00	249,137.61
ENDING BOOK CASH BALANCE	\$ 1,143,008.64	\$ 56,677.03	\$ 1,507,614.54	\$ 61,617.34	\$ 1,516,977.22	\$ 33,775.85	\$ 4,294,632.50

New Bern Housing Authority
Grant Summary
May 31, 2025

<u>Grant Year</u>	<u>Authorized</u>	<u>Draws To Date</u>	<u>Available</u>	<u>Start Date</u>	<u>End Date</u>
CFP					
2020	\$ 613,054.00	\$ 559,633.99	\$ 53,420.01	3/26/2020	3/25/2026
2021	\$ 645,163.00	\$ 645,163.00	\$ -	2/23/2021	2/22/2025
2022	\$ 796,910.00	\$ 484,069.00	\$ 312,841.00	5/12/2022	5/11/2026
2023	\$ 667,648.00	\$ 420,000.00	\$ 247,648.00	2/17/2023	2/16/2027
2024	\$ 639,826.00	\$ -	\$ 639,826.00		
Total CFP	\$ 2,722,775.00	\$ 2,108,865.99	\$ 613,909.01		
ROSS					
	\$ 245,850.00	\$ 224,421.22	\$ 21,428.78	6/1/2022	5/31/2025
Total ROSS	\$ 245,850.00	\$ 224,421.22	\$ 21,428.78		
Operating Subsidy					
2025	\$ 228,708.00	\$ 192,884.00	\$ 35,824.00	1/1/2025	12/31/2025
Total Operating	\$ 228,708.00	\$ 192,884.00	\$ 35,824.00		



New Bern Housing Authority

Account Number: XX-XX36-01-0
Statement Period: 05/01/25 through 05/31/25

Market Value Reconciliation : Year-To-Date 01/01/25 through 05/31/25

	Net Cash	Cost	Change in Value	Market Value
Beginning Value	0.00	1,552,573.70		1,554,532.94
Income Collected				
Interest	3,316.97			
Total Income Collected				3,316.97
Disbursements				
Fees	- 3,125.00			
Total Disbursements				- 3,125.00
Purchases				
Fixed Income	- 859,892.58	859,892.58		
Cash Equivalent	- 353,517.35	353,517.35		
Sales				
Fixed Income	350,000.00	- 350,000.00		
Cash Equivalent	863,217.96	- 863,217.96		
Non-Cash Asset Transactions		24,164.91		24,164.91
Accrued Income				
End of Period			1,849.47	
Beginning of Period			954.13	
Change In Accrued Income				895.34
Unrealized G/L				
End of Period			- 656.68	
Beginning of Period			1,005.11	
Change In Unrealized G/L				- 1,661.79
Ending Value	0.00	1,576,930.58		1,578,123.37
		(Cost Total Excludes Cash and Accrued Income)		



EXECUTIVE DIRECTOR'S REPORT



P 252.633.0800 | 1307 Tatum Drive
F 252.633.9496 | PO Box 1486
New Bern, NC 28563
NewBernHA.org

Board Meeting Date: June 16, 2025

Person Responsible: Reggie Barner, Interim Executive Director

Subject: Recommendation to Authorize the Executive Director to Negotiate and Enter into Contract with Urban Strategies, Inc.

Background:

The City of New Bern and the NBHA jointly received a 2013 Department of Housing and Urban Development (HUD) Choice Neighborhoods (CN) Planning Grant. The \$400,000 grant was used to draft a Transformation Plan for the revitalization of the Greater Five Points area, which included Trent Court and Craven Terrace as well as other property not owned or managed by NBHA. NBHA is currently in the process of facilitating resident and community updates to the 2016 Transformation Plan.

The Greater Five Points Transformation Plan is a partnership between NBHA, the City of New Bern, and public and nonprofit entities whose collective goal is to transform one of New Bern's most historic, yet financially and physically distressed, neighborhoods. The Transformation Plan describes a course of action for resident self-sufficiency, neighborhood reinvestment, housing and economic development, and historic preservation.

Today, following the Rental Assistance Demonstration conversion of Craven Terrace, the sole target housing for the CN redevelopment is Trent Court, which consists of 218 dwelling units - all of which are over 70 years old. Of the 218 units, 108 are uninhabitable due to damage caused by Hurricane Florence in 2018. The Federal Emergency Management Agency (FEMA) has obligation some funding for the public housing redevelopment on- and off-site within the Greater Five Points area, and NBHA plans call for additional funding to be sought through a future CN Implementation Grant. The redevelopment will include innovative, top-of-the-line mixed-income, mixed-use housing investments, as well as other catalytic and place-making neighborhood improvements.

To facilitate the People component of the CN Plan, NBHA desires to hire a qualified and experienced case management provider to participate in updates to the 2016 Transformation Plan People Strategies and in the preparation of the Choice Neighborhood Implementation application and to ultimately implement those People Strategies if the New Bern community is successfully awarded a Choice Neighborhood Implementation grant.

NBHA issued a Request for Proposals (RFP) for Choice Neighborhood Case Management and Service Coordination in accordance with the Agency's Procurement Policy on April 1, 2025. One firm submitted a response by the deadline of May 1, 2025: Urban Strategies, Inc.

The proposal was reviewed, evaluated and scored by representatives from CVR Associates, Inc., in collaboration with NBHA staff, according to the RFP evaluation criteria. In the review, USI was asked to provide clarification of the proposed post-award fees and assumptions, as well as regarding fees to be

charged for assistance with the People Strategies portion of the CV Implementation Grant application prior to award of a CN Implementation grant. Urban Strategies responded with more detailed pricing information and committed to assist NBHA with updating the 2016 Transformation Plan and implementation grant application for a fee not to exceed \$20,000.

Following receipt of this additionally requested information, the score for Urban Strategies, Inc., submission was 93 out of a possible 110.

Staff unanimously recommend Urban Strategies, Inc., based on the following:

- Choice Neighborhoods Implementation Grant experience.
- Thorough knowledge of the expectation of the CN People Strategies and outcomes.
- Extensive experience delivering impactful services to former public housing families.
- Effective multilevel organizational structure to implement People Strategies.
- Extensive experience implementing a plan for DBE/MBE/WBE/Section 3 participation.
- Sound approach to hiring local staff and implementing meaningful support for families.

Funding Source:

\$20,000	Capital funds
\$7,500,000	Subject to award of a Choice Neighborhood Implementation Grant

Recommendation:

Following the proposal review and clarification, staff recommend awarding a contract in the amount not to exceed \$20,000 to Urban Strategies, Inc. to assist NBHA and their partners with updating the 2016 Transformation Plan and assisting with the submission of a Choice Neighborhood Implementation grant application for the Greater Five Points and Trent Court community. Additionally, Subject to the award of a CN Implementation grant, staff recommends the award of a contract to Urban Strategies to implement People Strategies and defined by the grant terms for an amount not to exceed \$7,500,000.

Reginal Barner,



Executive Director

First Assumption (Tab 1 - \$50M): New Bern Housing Authority will apply for a CNI Implementation grant when the Notice for Funding Opportunity (NOFO) is issued. HUD will award New Bern \$50 million CNI Implementation grant. Of the \$50M, 15% (\$7,500,000) will be allocated to the People Strategies.

Urban Strategies Inc. (USI) is proposing hiring the following local employees:

- Senior Project Manager – (1 FTE - 100%) - plans and directs strategies to ensure family stability and thriving in the target area, establishing strong relationships with residents and key community partners.
- Family Support Specialist Manager – (1 FTE - 100%) - provides oversight of the case management services by identifying strategies and interventions to ensure families are stable and thriving.
- Family Support Specialists – (3 FTE – 100%) - provides comprehensive case management, referrals, and seamless coordination with community and supportive service activities that promote economic self-sufficiency for families, enhance the quality of life for all residents.
- Education Specialist – (1 FTE - 100%) - develops, implements, and evaluates educational programs that foster lifelong learning initiatives and career readiness.
- Workforce Specialist (1FTE – 100%) - recruit and connect low-income adult residents of the housing community to opportunities for education, job readiness, skills training, and employment.
- Outreach Specialist (1 PT – 50%) - target resident who engages other residents in community revitalization and Human Capital programming.

The Operations Director will allocate 20% of his/her time and the Regional Vice President will dedicate 20% of his/her time to providing oversight to the project, developing relationships with the housing authority, City, local partners, and HUD leads.

The caseload per Family Support Specialist, Education Specialist and Workforce Specialist will be 1:60. The assumption is that all the employees except for one Family Support Specialist, Education Specialist, Workforce Specialist, and the Outreach Specialist will be filled during the startup phase.

During the first 18 months, USI will travel to the site at least monthly. During the startup period after the award, USI will have a team on the ground within 60 days enrolling families into case management. This team will be comprised of at least six employees inside the USI system.

Based on the last CNI Grant Budget Guidance, Administrative fee was limited to 10% of the supportive services budget. Therefore, the 10% fee support Direct People Strategy Oversight, Guidance and Leadership from President, Exec. VP/COO, VP of Education Initiatives, Human Resources, Accounting, Marketing and Communication, Compliance, Data Director, and Executive Fellow spent directly supporting the New Bern CNI People Strategy. In addition, the 10% fee will be allocated to local operations (i.e., equipment, office supplies, printing, mass texting, office operations, staff mileage reimbursement, and staff professional development.

Based on the budget, the assumption that \$5,955,430 will be allocated to labor (including benefits), \$750,000 allocated to the fees and approximately \$794,570 will be allocated to programming.

Second Assumption (Tab 2 - \$40M): New Bern Housing Authority will apply for a CNI Implementation grant when the Notice for Funding Opportunity (NOFO) is issue. HUD will award New Bern \$40 million CNI Implementation grant. Of the \$40M, 15% (\$6,000,000) will be allocated to the People Strategies.

Urban Strategies Inc. (USI) is proposing hiring the following local employees:

- Senior Project Manager – (1 FTE - 100%) - plans and directs strategies to ensure family stability and thriving in the target area, establishing strong relationships with residents and key community partners.
- Family Support Specialist Manager – (1 FTE - 100%) - provides oversight of the case management services by identifying strategies and interventions to ensure families are stable and thriving.
- Family Support Specialists – (3 FTE – 100%) - provides comprehensive case management, referrals, and seamless coordination with community and supportive service activities that promote economic self-sufficiency for families, enhance the quality of life for all residents.
- Education Specialist – (1 FTE - 100%) - develops, implements, and evaluates educational programs that foster lifelong learning initiatives and career readiness.
- Outreach Specialist (1 PT – 50%) - target resident who engages other residents in community revitalization and Human Capital programming.

The Operations Director will allocate 20% of his/her time and the Regional Vice President will dedicate 20% of his/her time to providing oversight to the project, developing relationships with the housing authority, City, local partners, and HUD leads.

The caseload per Family Support Specialist and Education Specialist will be 1:65. The assumption is that all the employees except for one Family Support Specialist, Education Specialist, and the Outreach Specialist will be filled during the startup phase.

During the first 18 months, USI will travel to the site at least monthly. During the startup period after the award, USI will have a team on the ground within 60 days enrolling families into case management. This team will be comprised of at least six employees inside the USI system.

Based on the last CNI Grant Budget Guidance, Administrative fee was limited to 10% of the supportive services budget. Therefore, the 10% fee support Direct People Strategy Oversight, Guidance and Leadership from President, Exec. VP/COO, VP of Education Initiatives, Human Resources, Accounting, Marketing and Communication, Compliance, Data Director, and Executive Fellow spent directly supporting the New Bern CNI People Strategy. In addition, the 10% fee will be allocated to local operations (i.e., equipment, office supplies, printing, mass texting, office operations, staff mileage reimbursement, and staff professional development.

Based on the budget, the assumption that \$5,224,710 will be allocated to labor (including benefits), \$600,000 allocated to the fees and approximately \$175,290 will be allocated to programming.

It is our understanding that the assumptions and the attached budget are for the scope of work post grant awarded. However, prior to application submission, USI will have to complete the People Strategy for grant submission, our fee for these services would be \$20K.

	Start Up	Year 1	Year 2	Year 3	Year 4
SPM	\$30,000	\$83,000	\$85,490	\$88,055	\$90,696
FFSM	\$25,000	\$72,000	\$74,160	\$76,385	\$78,676
FSS 1	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
FSS 2	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
FSS 3	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
Workforce Specialist		\$50,000	\$51,500	\$53,045	\$54,636
Education Specailist		\$60,500	\$62,315	\$64,184	\$66,110
Outreach Specalist		\$12,000	\$18,720	\$19,282	\$19,860
People Project Lead - 20%	\$25,000	\$24,463	\$25,197	\$25,953	\$26,731
VP - 20%	\$25,000	\$36,490	\$37,585	\$38,712	\$39,874
Total	\$180,000	\$519,953	\$541,912	\$558,169	\$574,914
Benefits	\$54,000	\$155,986	\$162,573	\$167,451	\$172,474
Grand Total	\$234,000	\$675,939	\$704,485	\$725,620	\$747,388

Fee including local operations	\$46,875	\$93,750	\$93,750	\$93,750	\$93,750
Grand Total	\$280,875	\$769,689	\$798,235	\$819,370	\$841,138

Programming	0	\$75,000	\$125,000	\$125,000	\$100,000
Total Award	\$280,875	\$844,689	\$923,235	\$944,370	\$941,138

Year 5	Year 6	Year 7	Year 8	Total
\$93,417	\$96,220	\$99,106	\$78,404	\$744,388
\$81,037	\$83,468	\$85,972	\$66,415	\$643,112
\$68,093	\$70,136	\$72,240	\$56,000	\$544,579
\$68,093	\$70,136	\$72,240	\$56,000	\$544,579
\$68,093	\$70,136	\$60,000		\$476,339
\$56,275	\$57,964	\$60,000		\$383,420
\$68,093	\$70,136	\$72,240	\$56,000	\$519,579
\$20,456	\$21,070	\$21,702		\$133,089
\$27,533	\$28,359	\$29,210	\$30,086	\$242,533
\$41,070	\$42,302	\$43,571	\$44,878	\$349,481
\$592,161	\$609,926	\$616,281	\$387,784	\$4,581,100
\$177,648	\$182,978	\$184,884	\$116,335	\$1,374,330
\$769,810	\$792,904	\$801,166	\$504,119	\$5,955,430

\$93,750	\$93,750	\$93,750	\$46,875	\$750,000
\$863,560	\$886,654	\$894,916	\$550,994	\$6,705,430

\$100,000	\$100,000	\$100,000	\$69,570	\$794,570
\$963,560	\$986,654	\$994,916	\$620,564	\$7,500,000



NEW BERN TOWERS REPORT



Housing People, Changing Lives

June 9, 2025

PROPERTY MANAGER MONTHLY REPORT - New Bern Towers

CONTACT PERSON:

Latahsha Simmons

Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>106</u>	<u>100</u>	<u>94%</u>

Total Vacant Units	1 Bedroom	2 Bedroom
<u>6</u>	<u>3</u>	<u>3</u>

Move Ins	Move Out	Transfers	Approved	In Process
<u>1</u>	<u>1</u>	<u>0</u>	<u>7</u>	<u>48</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$ 38,134.50</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$ 35,521.59</u>	<u>\$221.00</u>	<u>.23%</u>	<u>\$ 4,690.72</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>3</u>	<u>0</u>	<u>0</u>

WORK ORDERS

Outstanding Requests
<u>17</u>

Requests for the month - May

Request Received	Completed	Pending Repair	Pending Parts
<u>82</u>	<u>65</u>	<u>1</u>	<u>1</u>

POLICE REPORT-Total Call 7

<u>1</u> Trespassing	<u>1</u> Drug Activity	<u>2</u> 911 Hang Up / Open Line	<u>3</u> Security Check
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FIRE REPORT

Total Calls	<u>1</u>
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TRENT COURT REPORT



June 6, 2025

PROPERTY MANAGER MONTHLY REPORT April 2025- Trent Court

CONTACT PERSON: Pamela Minor, Property Manager

OCCUPANCY

Total Units	Units Occupied	Occupancy Rate
<u>110</u>	<u>106</u>	<u>96%</u>

Total Vacant Units	1 Bedroom	2 Bedroom	3 Bedroom
<u>4</u>	<u>1</u>	<u>1</u>	<u>2</u>

Move In	Move Out	Transfers	Approved	In Process
<u>3</u>	<u>2</u>	<u>0</u>	<u>7</u>	<u>8</u>

TENANT ACCOUNTS RECEIVABLE

Charged
<u>\$36,538.38</u>

Received	Month Unpaid	TAR Rate	YTD Unpaid Balance
<u>\$31,620.60</u>	<u>\$4917.78</u>	<u>13%</u>	<u>\$5,138.30</u>

PENDING TERMINATIONS

Non-Payment	Criminal Activity	Other Violations
<u>20</u>	<u>0</u>	<u>1</u>

WORK ORDERS

Outstanding Requests
<u>11</u>

Requests for the month

Request Received	Completed	Pending Repair	Pending Parts
<u>38</u>	<u>27</u>		

POLICE REPORT

Total Calls 15

<u>1</u> REPO	<u>1</u> Trespassing	<u>1</u> Suspicious Vehicle	<u>2</u> Assist Other Agency	<u>1</u> Traffic Stop	<u>1</u> Citizen Assist
<u>2</u> Field Interview	<u>2</u> Harassment	<u>2</u> Check on Welfare	<u>1</u> Disturbance	<u>1</u> Wanted/Warrant	

FIRE REPORT

Total Calls	<u>0</u>
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RESIDENT OPPORTUNITIES & SELF-SUFFICIENCY PROGRAM REPORT

New Bern Housing Authority, New Bern, North Carolina
Family Metrics Resident Housing Software

This View Provides a Summary of ROSS Program Performance and Demographics for the Selected Grantee.

Grantee Population

Participants	72	75.00%
Non Participants	24	25.00%
Total Trent Court Occupied	106	100.00%

Case Management

107% of Residents CNI Development Surveys are completed.
Resident follow ups are documented regularly progress notes added when changes occur.
Monthly Meeting for current status change and complete assessments.
Handed out flyers door to door weekly for all residents.
Class Opportunities Open to all Residents

HUD Needs Assessment Fall Risk -None Reported

Loneliness Evaluation Point Scale.
Lubben Social Isolation Evaluation Point Scale.

Community Partnership Resource Engagement

Collaborative Monthly Meetings
Community Partnership Resource Meetings

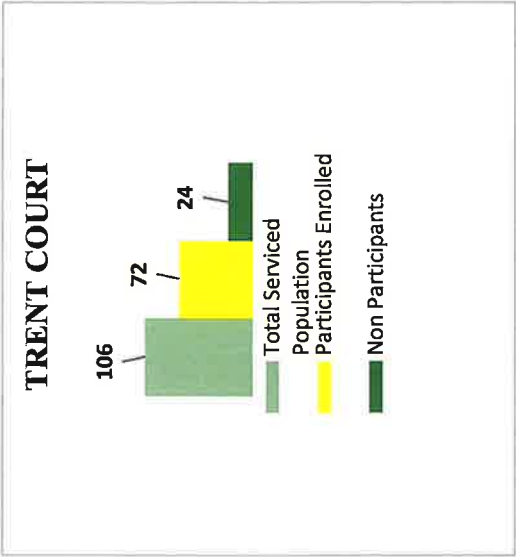
Health and Wellness

Resident referrals for fitness class mental health program.
Craven County Health Department Referral Offered. Port Services Offered.
Coordinator Confirmed Appointments.Port Services Continuous Support Needed.

Childcare

Resident referrals to County Department of Social Services.
Craven Smart Start assigns referrals a Daycare Coordinator if needed.
Craven County Daycare Case Worker Referral Offered.
Currently no wait list. Approval is based on criteria being met.

Current Workshops



Transportation

Craven County Carts Referrals and Schedule Offered.
Carts and Omni Bus.

Homeownership

Homeownership Workshop
Class Sessions Closed TBA

NC Works Career Center Bulletin

Weekly Employment Updates
Community Job Events
Informational Sessions

Craven County Senior Services Center

Craven Community College, Microsoft Office Class Cost is Free of Charge for all Residents.
June 3rd-September 9th

Family Self-Sufficiency Needs

Assist residents with family and personal unmet needs.
Family Sufficiency Coordinator Referral Offered.
Coordinator Service Support Continuous for Current list.
No new applicants accepted.Caseload met.

Education and Work Force Development

Job Readiness Boot Camp residents educational training class.
Craven Community College Workforce Development Referral Offered.
Work Force Development Coordinator Support Continuous through December
G.E.D. Enrollment, Educational Workshops.
Reentry Educational Scholarship Opportunities, Financial Literacy Workshops on Webex,
Resident follow ups are documented regularly progress notes added when changes occur.
Upcoming United Healthcare Nutritional Classes
Upcoming Housekeeping Inspection Class for Noncompliance

HUD Data Availability and Resident Coordinator Services Totals

General Resident Information 100%
Employment 85.9%
Education 52.9%
Financial Literacy 49.7%
Health and Wellness 73.0%
Other Supportive Services 87.4%

Resident In Person Meetings and Assisted Referrals

Trent Court 25%
New Bern Towers 15%

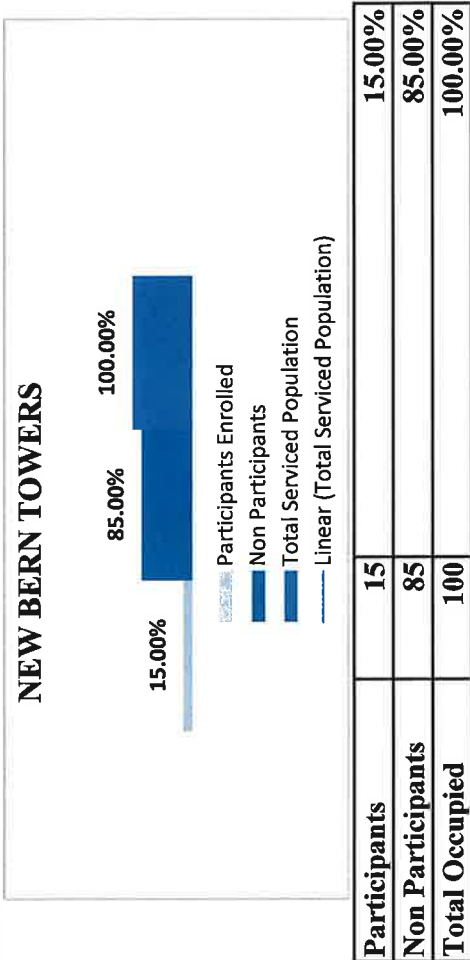
Daily Activities Monthly Schedule

Financial Literacy

Residents with budgeting and banking.
Navy Federal Bank Rep- In person/WebEx Sessions.
Budgeting Support Assigned Every 3 Months.
NC Craven-Pamlico Reentry Council Program
Reentry Program Counseling
Counselor Support Assigned and Requested.

Healthcare Assessment

Updated 106 residents wellness check within a year
Health Insurance Agent Assigned for Ongoing Support.
Healthcare needs Obtained and Benefits Secured.



Participants	15	15.00%
Non Participants	85	85.00%
Total Occupied	100	100.00%



RESOLUTIONS

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN, NC**

June 16, 2025

Resolution No. 06.25.01

**Resolution to Authorize the Executive Director (ED) to Respond to the HUD Substandard Letter
for Fiscal Year End December 31, 2022**

WHEREAS, the Housing Authority of the City of New Bern ("Authority") received a letter dated February 21, 2024 from Shelia M. Hester, Director, Office of Public Housing, Office of Field Operations, U.S. Department of Housing and Urban Development for its Substandard Management score of 10 of 25 and a Physical Score of 26 of 40 for fiscal year ending December 31, 2022; and

WHEREAS, the Authority has implemented a corrective action plan regarding work order management, occupancy and unit turnaround, rent re-examinations and certifications, and policy review and training; and

WHEREAS, the Authority desires to authorize the ED to respond to HUD regarding these issues.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF NEW BERN THAT:**

- Section I. The ED is authorized to respond to HUD regarding the corrective action plan currently in place and to take all actions necessary with regards to the corrective action plan or any further suggestions from HUD in order to improve the score of the Authority on future Public Housing Assessment Systems inspections.
- Section II. This Resolution shall take effect immediately and to the extent any of the actions authorized by this Resolution have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

This resolution shall be in full force and effect from and after its adoption and approval.

Passed and executed this 16th day of June 2025.

ATTEST:

Reginal Barner, Secretary

Jennell Reddick, Chairperson

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN, NC**

June 16, 2025

Resolution No. 06.25.02

Resolution to Accept the Resident Opportunities and Self-Sufficiency Grant

WHEREAS, the Housing Authority of the City of New Bern ("Authority") applied for and has been notified that it has received a Resident Opportunities and Self-Sufficiency Grant ("ROSS Grant") for the three-year period from June 1, 2025 through May 31, 2028; and

WHEREAS, the Authority desires to accept the ROSS Grant and proceed with implementing it.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN THAT:

- Section I. The Authority will accept the ROSS Grant and take all actions necessary to implement the ROSS Grant requirements.
- Section II. The Executive Director is authorized to execute all documents in connection with the acceptance or implementation of the ROSS Grant.
- Section III. This Resolution shall take effect immediately and to the extent any of the actions authorized by this Resolution have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

This resolution shall be in full force and effect from and after its adoption and approval.

Passed and executed this 16th day of June 2025.

ATTEST:

Reginal Barner, Secretary

Jennell Reddick, Chairperson



Evaluation Committee Scoring Summary

New Bern CN Case Management and Coordination Services

Firm Name	Evaluation Criteria Scores					Score out of 110
	Proposed Costs (Out of 20)	Ability to Perform the Work (Out of 30)	Past Successful Experience (Out of 30)	Understanding of Overall Vision (Out of 15)	Overall Quality, Organization, and Professional Appearance (Out of 15)	Blank
Urban Strategies	15	25	28	15	10	93
Firm 2 Name						

First Assumption (Tab 1 - \$50M): New Bern Housing Authority will apply for a CNI Implementation grant when the Notice for Funding Opportunity (NOFO) is issued. HUD will award New Bern \$50 million CNI Implementation grant. Of the \$50M, 15% (\$7,500,000) will be allocated to the People Strategies.

Urban Strategies Inc. (USI) is proposing hiring the following local employees:

- Senior Project Manager – (1 FTE - 100%) - plans and directs strategies to ensure family stability and thriving in the target area, establishing strong relationships with residents and key community partners.
- Family Support Specialist Manager – (1 FTE - 100%) - provides oversight of the case management services by identifying strategies and interventions to ensure families are stable and thriving.
- Family Support Specialists – (3 FTE – 100%) - provides comprehensive case management, referrals, and seamless coordination with community and supportive service activities that promote economic self-sufficiency for families, enhance the quality of life for all residents.
- Education Specialist – (1 FTE - 100%) - develops, implements, and evaluates educational programs that foster lifelong learning initiatives and career readiness.
- Workforce Specialist (1FTE – 100%) - recruit and connect low-income adult residents of the housing community to opportunities for education, job readiness, skills training, and employment.
- Outreach Specialist (1 PT – 50%) - target resident who engages other residents in community revitalization and Human Capital programming.

The Operations Director will allocate 20% of his/her time and the Regional Vice President will dedicate 20% of his/her time to providing oversight to the project, developing relationships with the housing authority, City, local partners, and HUD leads.

The caseload per Family Support Specialist, Education Specialist and Workforce Specialist will be 1:60. The assumption is that all the employees except for one Family Support Specialist, Education Specialist, Workforce Specialist, and the Outreach Specialist will be filled during the startup phase.

During the first 18 months, USI will travel to the site at least monthly. During the startup period after the award, USI will have a team on the ground within 60 days enrolling families into case management. This team will be comprised of at least six employees inside the USI system.

Based on the last CNI Grant Budget Guidance, Administrative fee was limited to 10% of the supportive services budget. Therefore, the 10% fee support Direct People Strategy Oversight, Guidance and Leadership from President, Exec. VP/COO, VP of Education Initiatives, Human Resources, Accounting, Marketing and Communication, Compliance, Data Director, and Executive Fellow spent directly supporting the New Bern CNI People Strategy. In addition, the 10% fee will be allocated to local operations (i.e., equipment, office supplies, printing, mass texting, office operations, staff mileage reimbursement, and staff professional development.

Based on the budget, the assumption that \$5,955,430 will be allocated to labor (including benefits), \$750,000 allocated to the fees and approximately \$794,570 will be allocated to programming.

Second Assumption (Tab 2 - \$40M): New Bern Housing Authority will apply for a CNI Implementation grant when the Notice for Funding Opportunity (NOFO) is issued. HUD will award New Bern \$40 million CNI Implementation grant. Of the \$40M, 15% (\$6,000,000) will be allocated to the People Strategies.

Urban Strategies Inc. (USI) is proposing hiring the following local employees:

- Senior Project Manager – (1 FTE - 100%) - plans and directs strategies to ensure family stability and thriving in the target area, establishing strong relationships with residents and key community partners.
- Family Support Specialist Manager – (1 FTE - 100%) - provides oversight of the case management services by identifying strategies and interventions to ensure families are stable and thriving.
- Family Support Specialists – (3 FTE – 100%) - provides comprehensive case management, referrals, and seamless coordination with community and supportive service activities that promote economic self-sufficiency for families, enhance the quality of life for all residents.
- Education Specialist – (1 FTE - 100%) - develops, implements, and evaluates educational programs that foster lifelong learning initiatives and career readiness.
- Outreach Specialist (1 PT – 50%) - target resident who engages other residents in community revitalization and Human Capital programming.

The Operations Director will allocate 20% of his/her time and the Regional Vice President will dedicate 20% of his/her time to providing oversight to the project, developing relationships with the housing authority, City, local partners, and HUD leads.

The caseload per Family Support Specialist and Education Specialist will be 1:65. The assumption is that all the employees except for one Family Support Specialist, Education Specialist, and the Outreach Specialist will be filled during the startup phase.

During the first 18 months, USI will travel to the site at least monthly. During the startup period after the award, USI will have a team on the ground within 60 days enrolling families into case management. This team will be comprised of at least six employees inside the USI system.

Based on the last CNI Grant Budget Guidance, Administrative fee was limited to 10% of the supportive services budget. Therefore, the 10% fee support Direct People Strategy Oversight, Guidance and Leadership from President, Exec. VP/COO, VP of Education Initiatives, Human Resources, Accounting, Marketing and Communication, Compliance, Data Director, and Executive Fellow spent directly supporting the New Bern CNI People Strategy. In addition, the 10% fee will be allocated to local operations (i.e., equipment, office supplies, printing, mass texting, office operations, staff mileage reimbursement, and staff professional development.

Based on the budget, the assumption that \$5,224,710 will be allocated to labor (including benefits), \$600,000 allocated to the fees and approximately \$175,290 will be allocated to programming.

It is our understanding that the assumptions and the attached budget are for the scope of work post grant awarded. However, prior to application submission, USI will have to complete the People Strategy for grant submission, our fee for these services would be \$20K.

	Start Up	Year 1	Year 2	Year 3	Year 4
SPM	\$30,000	\$83,000	\$85,490	\$88,055	\$90,696
FFSM	\$25,000	\$72,000	\$74,160	\$76,385	\$78,676
FSS 1	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
FSS 2	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
FSS 3	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110
Workforce Specialist		\$50,000	\$51,500	\$53,045	\$54,636
Education Specailist		\$60,500	\$62,315	\$64,184	\$66,110
Outreach Specialist		\$12,000	\$18,720	\$19,282	\$19,860
People Project Lead - 20%	\$25,000	\$24,463	\$25,197	\$25,953	\$26,731
VP - 20%	\$25,000	\$36,490	\$37,585	\$38,712	\$39,874
Total	\$180,000	\$519,953	\$541,912	\$558,169	\$574,914
Benefits	\$54,000	\$155,986	\$162,573	\$167,451	\$172,474
Grand Total	\$234,000	\$675,939	\$704,485	\$725,620	\$747,388

Fee including local operations	\$46,875	\$93,750	\$93,750	\$93,750	\$93,750
Grand Total	\$280,875	\$769,689	\$798,235	\$819,370	\$841,138

Programming	0	\$75,000	\$125,000	\$125,000	\$100,000
Total Award	\$280,875	\$844,689	\$923,235	\$944,370	\$941,138

Year 5	Year 6	Year 7	Year 8	Total
\$93,417	\$96,220	\$99,106	\$78,404	\$744,388
\$81,037	\$83,468	\$85,972	\$66,415	\$643,112
\$68,093	\$70,136	\$72,240	\$56,000	\$544,579
\$68,093	\$70,136	\$72,240	\$56,000	\$544,579
\$68,093	\$70,136	\$60,000		\$476,339
\$56,275	\$57,964	\$60,000		\$383,420
\$68,093	\$70,136	\$72,240	\$56,000	\$519,579
\$20,456	\$21,070	\$21,702		\$133,089
\$27,533	\$28,359	\$29,210	\$30,086	\$242,533
\$41,070	\$42,302	\$43,571	\$44,878	\$349,481
\$592,161	\$609,926	\$616,281	\$387,784	\$4,581,100
\$177,648	\$182,978	\$184,884	\$116,335	\$1,374,330
\$769,810	\$792,904	\$801,166	\$504,119	\$5,955,430

\$93,750	\$93,750	\$93,750	\$46,875	\$750,000
\$863,560	\$886,654	\$894,916	\$550,994	\$6,705,430

\$100,000	\$100,000	\$100,000	\$69,570	\$794,570
\$963,560	\$986,654	\$994,916	\$620,564	\$7,500,000

	Start Up	Year 1	Year 2	Year 3	Year 4	Year 5
SPM	\$30,000	\$83,000	\$85,490	\$88,055	\$90,696	\$93,417
FFSM	\$25,000	\$72,000	\$74,160	\$76,385	\$78,676	\$81,037
FSS 1	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110	\$68,093
FSS 2	\$25,000	\$60,500	\$62,315	\$64,184	\$66,110	\$68,093
FSS 3		\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
ES		\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
OS		\$12,000	\$18,720	\$19,282	\$19,860	\$20,456
People Project Lead - 20%	\$20,000	\$24,463	\$25,197	\$25,953	\$26,731	\$27,533
VP - 20%	\$25,000	\$36,490	\$37,585	\$38,712	\$39,874	\$41,070
Total	\$150,000	\$448,953	\$468,782	\$482,845	\$497,330	\$512,250
Benefits	\$45,000	\$134,686	\$140,634	\$144,854	\$149,199	\$153,675
Grand Total	\$195,000	\$583,639	\$609,416	\$627,699	\$646,530	\$665,925

Fee including local operations	\$37,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Grand Total	\$232,500	\$658,639	\$684,416	\$702,699	\$721,530	\$740,925

Programming	0	\$30,000	\$30,000	\$30,000	\$25,000	\$20,000
Total Award	\$232,500	\$688,639	\$714,416	\$732,699	\$746,530	\$760,925

Year 6	Year 7	Year 8	Total
\$96,220	\$99,106	\$78,404	\$744,388
\$83,468	\$85,972	\$66,415	\$643,112
\$70,136	\$72,240	\$56,000	\$544,579
\$70,136	\$72,240	\$56,000	\$544,579
\$57,964	\$59,703		\$383,123
\$57,964	\$59,703	\$56,000	\$439,123
\$21,070	\$21,702		\$133,089
\$28,359	\$29,210	\$30,086	\$237,533
\$42,302	\$43,571	\$44,878	\$349,481
\$527,618	\$543,446	\$387,784	\$4,019,008
\$158,285	\$163,034	\$116,335	\$1,205,702
\$685,903	\$706,480	\$504,119	\$5,224,710

\$75,000	\$75,000	\$37,500	\$600,000
\$760,903	\$781,480	\$541,619	\$5,824,710

\$20,000	\$20,290	\$0	\$175,290
\$780,903	\$801,770	\$541,619	\$6,000,000

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN, NC**

June 16, 2025

Resolution No. 06.25.03

Resolution to Authorize the Executive Director (ED) to Execute a Contract with Urban Strategies, Inc. to serve as Choice Neighborhood People Lead

WHEREAS, the Housing Authority of the City of New Bern ("Authority") desires to hire a qualified Choice Neighborhood case management and service coordinator to act as the People lead for the Greater Five Points and Trent Court Choice Neighborhoods Initiative; and

WHEREAS, the Authority issued a Request for Proposals ("RFP") for Choice Neighborhoods Case Management and Service Coordination Services for the Greater Five Points and Trent Court Choice Neighborhoods Initiative in accordance with the Authority's Procurement Policy on April 1, 2025; and

WHEREAS, the RFP was publicly posted on the Authority's website; and

WHEREAS, one (1) firm submitted qualifications by the deadline of May 1, 2025; and

WHEREAS, upon reviewing Urban Strategies, Inc.'s proposal and receipt of the firm's final pricing information, staff recommends Urban Strategies, Inc. be selected.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BERN THAT:

- Section I. The Authority will proceed with negotiating a contract with Urban Strategies, Inc. to provide Choice Neighborhoods Case Management and Service Coordination Services for the Greater Five Points and Trent Court Choice Neighborhoods Initiative.
- Section II. The Authority will proceed to execute a contract with Urban Strategies, Inc. to work in conjunction with Authority staff and partners, to finalize a Choice Neighborhoods Implementation grant application for a fee not to exceed \$20,000.
- Section III. The Authority, subject to a Choice Neighborhoods Implementation grant award for the Greater Five Points and Trent Court Neighborhood, may, upon final approval by the Board of Commissioners, enter into a contract with Urban Strategies, Inc. for a contract not to exceed \$7,500,000, subject to grant terms, to implement People Strategies as defined by the grant.
- Section IV. This Resolution shall take effect immediately and to the extent any of the actions authorized by this Resolution have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.



P 252.633.0800 | 1307 Tatum Drive
F 252.633.9496 | PO Box 1486
New Bern, NC 28563
 NewBernHA.org

This resolution shall be in full force and effect from and after its adoption and approval.

Passed and executed this 16th day of June 2025.

ATTEST:

Reginal Barner, Secretary

Jennell Reddick, Chairperson

ND:4922-5117-2428, v. 1