

**CRHA Redevelopment Committee Meeting Minutes**  
**May 13, 2008**  
**South First St. Community Center**

Present: Rick Jones, Jason Halbert, Joy Johnson, Karen Waters, Bob Stevens, Dave Norris, John Conover, David Neuman, Tammy Cavanaugh, Deidre Gilmore, Edith Goode, Noah Schwartz, Randy Bickers, Amy Kilroy

**Summary of topics/action items discussed:**

1. Staff update on current projects –
  - RFP
  - “Big picture” timeline
  - Resident training program for redevelopment
2. CRHA potential involvement with the upcoming Community Land Trust project
3. Review of the drafted Evaluation process and criteria

**Recommendations:**

- None

**Minutes:**

- Meeting began with a round of introductions for everyone at the table
- Please send any comments or changes about last meeting’s minutes to Amy for inclusion
- Amy gave a brief overview about several projects that staff is either currently working on, or will be coming up in the very near future:
  1. A draft of the RFP is underway. Two sections have been given to the committee for review and comment at this meeting. The scope of work will be brought to the committee for review and comment at the June meeting. Once these three sections have been approved, a majority of the rest of the RFP is boiler-plate information about the agency and other standard RFP information.
  2. Noah and Amy had a preliminary meeting to begin laying out what they estimate the next 18 months could look like – identifying who is involved during the Master Plan process, when certain deadlines will need to be, and where different elements of the process will overlap. As this chart gets flushed out a bit further, staff will bring it before the committee for comment.
  3. Staff anticipates having two tiers of training taking place as the redevelopment process moves forward. The first will be an overall, big-picture training for residents (and anyone else who would like to be involved) to learn more about the redevelopment and Master Planning processes. Other topics will be incorporated as they arise. An additional series of training will take place more specifically to help those involved in application review and interviews to get prepared for those processes. More details to follow.
- In response to the resident training piece, several board members reiterated how important a component this will be as we move forward. Both Joy and Karen offered to provide suggestions for topics as well as how to structure the sessions. Joy also provided several names of people she has worked with in the past who could be of assistance to us during the training – staff from the Housing Law Project, the National Low-Income Coalition, HUD and the Center for Budget & Policy.
- Dave Norris mentioned that most of these people did a lot of their work in DC and could probably be invited down to a meeting if we asked them to. Staff will follow up to get contact information for each of these people.

- David Neuman offered a suggestion about hiring a planning firm to come in and help out with training once we identify someone who will not be applying for the Master Plan RFP.
- Next on the agenda was a brief discussion about the Community Land Trust initiative that is getting underway in Charlottesville. Jason gave an overview about what Land Trusts are and what they are set up to do. A steering committee has been meeting over the last several months with a consultant from Burlington to determine whether or not this would be an effective tool to use in our area. Their goal is to create 110 units over the next five years, and have asked CRHA as to what their role would be. Jason drafted a letter back to them saying it is too early to tell but we will stay in touch.
- Dave Norris asked what benefit would CRHA have to sell its (already publicly held) land to the Land Trust? Rick answered that it is a tool to use for achieving permanent affordability and for reducing the flipping of affordable units for a profit. It will also be available to anyone in the community who wants to take advantage of it. Another benefit of the Land Trust is that it will assume the administrative responsibilities for keeping track of deed restrictions etc. over time.
- Karen voiced concern about how often times in discussions like these, only the housing providers are consulted as opposed to organizations that are serving the community in other ways. Broader efforts should be made to speak to additional organizations that reach members of the target population.
- The last item on the agenda was to review the drafted Evaluation Process and Criteria. Amy walked through the process document first. The following comments and questions were discussed:
  1. When and how does cost of services come into play?
    - Noah said that according to our procurement regs. we are not allowed to ask about costs in our RFPs. When CRHA did so for the Levy proposals, the attorney's office commented that that was incorrectly done. Perhaps there is a way to work within those regulations as the university does. Noah will check with Allyson to get her opinion.
  2. When will the committee receive the Scope of Work for review?
    - Staff anticipates having a drafted Scope of Work to the committee in time for discussion at their June meeting.
    - David Neuman commented that the Scope of Work will largely determine what the costs are for the project.
    - Rick mentioned that once the Scope of Work is laid out, people can get trained to items within the Scope.
  3. How can people find out more about getting involved in the evaluation process?
    - Application to join the Redevelopment Committee is on CRHA website. People can also call or e-mail staff to send them an application. All are welcome.
  4. Is there a way to simplify the process, because it seems rather complicated, and to get the residents more involved on the front-end as opposed to only at the end for the interviews?
    - Staff will look at incorporating these comments into the next draft of these documents.
    - PHAR will bring a suggested new meeting time to the June committee meeting for discussion in an attempt to get more residents to future committee meetings.
    - Staff will remove the "bonus" five points from the bottom of the criteria and add it in to an existing criteria line.
  5. Are the neighborhood associations involved?
  6. Sending out an RFP during the summer months could be difficult because people are on vacation.
  7. Summer is a great time to schedule the site visits to see other redeveloped public housing sites.
  8. Staff will incorporate an Executive Summary into the RFP contents so that they can be reproduced and distributed to any residents who are interested in reading through them.

There being no other business, the meeting was adjourned. Next meeting is Tuesday, June 10, 2008 at 8:30am in the South First St. Community Center.