

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met for a regular session on Monday, February 22, 2016, in the offices of the City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, in the City of Roanoke, Virginia.

I. CALL TO ORDER – ROLL CALL

Chair Butler called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT: Commissioners Burruss, Butler, Garner, Karnes, Smith, Witten

Commissioner Anguiano arrived at 3:06 p.m.

ABSENT: None

OFFICER PRESENT: Mrs. Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Kathy Beveridge, Compliance and QA Manager; David Bustamante, VP of Housing; Betsy Crow, VP of HR and Administration; Jessica Farmer, HCV Manager; Amy Hansen Geddes, Community Member; Frederick Gusler, Director of Redevelopment and Revitalization; Crystal Hall, Community Support Services Director; Chenita Jackson, Site Manager; Mark Loftis, Legal Counsel; Suzzette McCoy, Site Manager; Katie Meyer, Community Member; Joel Shank, VP of Operations; Melissa Wills, Executive Assistant

Chair Butler welcomed everyone to today's meeting.

PUBLIC HEARING

To receive public comments on the Revised Fiscal Year 2016 Operating Budget.

Ms. Austin gave a detailed explanation regarding revisions to the Operating Budget, as outlined in the handout that was provided with the Board materials. These revisions reflect a continuation of financial management within asset management guidelines. The Board will be asked to approve the revised 2016 Consolidated Budget during the regular session of today's Board meeting.

Chair Butler asked if there were any community members or other stakeholders wishing to make comments. There were none.

Chair Butler asked if any Commissioners had any further questions or comments. There were none.

There being no further discussion the Public Hearing ended at 3:06 p.m.

II. **REPORTS**

1. Financial Report

Chair Butler stated that Ms. Austin provided a Financial Narrative along with Financial Report and asked if there were any comments or questions. There were none.

2. Executive Director's Report

Chair Butler asked for the Executive Director's report.

Mrs. Goh informed the Board that RRHA has been notified of Fiscal Year (FY) 2016 Capital Fund Program (CFP) funding. The regular CFP formula grant amount is

\$1,996,769, which is roughly a \$75,000 increase over the FY 2015. The Replacement Housing Factor (RHF) grant amount is \$179,749, which is nearly \$7,000 more than FY 2015. In addition, RRHA is eligible for a High Performer bonus on both of these grants, which will add \$97,978 to the CFP grant and \$8,920 to the RHF grant.

The Governor's Housing Conference will be held in Roanoke November 16 through 18 this year. This will be an excellent opportunity for Commissioners to participate in some or all of the sessions of the conference without having to travel. During last year's Governor's Housing Conference in Hampton, a new competition was initiated to design safe, affordable, energy efficient homes to allow people to age in place in Virginia. The Hampton Redevelopment and Housing Authority donated a lot on which a home could be built. Habitat for Humanity built the winning design for the home. RRHA has been approached by the Department of Housing and Community Development (DHCD) for a partnership opportunity and the possibility of donating a parcel of land for this year's competition in Roanoke. Both Habitat for Humanity and Total Action for Progress (TAP) have been approached regarding interest in the project. According to DHCD, Habitat has indicated that their resources are already committed for this year, but TAP has shown some interest. While RRHA would not receive any funding for this project, participating would support good community relations. Commissioner Witten raised the question as to whether it is permitted for the Board to donate a lot. Mrs. Goh explained that the Board has granted several requests for donations of property in the past when the requesting entity was a nonprofit and the proposed use was affordable housing. Mrs. Goh stated that she was informing the Board today to see if Commissioners have interest in

RRHA participating. If this moves forward, Mr. Gusler will work with DHCD to determine properties that might be suitable for the project and, if a lot is deemed suitable, it will come before the Board for an official vote. Commissioners indicated that they would be receptive to RRHA participation in this project.

Commissioner Garner raised a question regarding the Vibrant Communities Initiative Grant and the February 24, 2016 deadline for submitting a full application. Mr. Gusler explained that RRHA was not deemed eligible for the grant funds due to the City of Roanoke being an entitlement community for Community Development Block Grant (CDBG) funds; however, RRHA is eligible to apply for loan funds for new housing, and the application will be submitted by the deadline. Mr. Gusler stated that RRHA also submitted an application for CDBG funds from the City of Roanoke to help implement the first phase of the Choice Neighborhoods Transformation Plan. Mr. Gusler stated that RRHA also submitted the application for the Choice Neighborhoods Planning and Action Grant by the application due date of February 9, 2016.

Commissioner Witten raised a question from the Executive Director's Report in the Board materials that pertains to the U.S. Department of Housing and Urban Development (HUD) considering a new rule to ensure that individuals and families residing in HUD public housing in fact continue to need housing assistance from HUD after admission. Mrs. Goh explained that there was recent media coverage in some areas of the country regarding people with very high income living in public housing. Unlike the Section 8 Housing Choice Voucher (HCV) program, once a tenant meets eligibility to live in public housing, there is no requirement that the tenant leave the program if income rises after tenancy begins. Tenants can choose to pay fair market

rent rather than income-based rent and, while they are no longer receiving financial assistance, they can stay in the unit as long as they comply with the terms of the lease. This can result in people who need assistance remaining on the waiting list, while people who no longer need assistance reside in public housing units. Mr. Bustamante and Mrs. Goh discussed the possible implications that developing such a rule could have on RRHA and its tenants.

Chair Butler asked if there were any other comments or questions. There were none.

3. Staff Reports

Chair Butler asked if there were any staff reports. There were none.

4. Committee Reports

Chair Butler asked if there were any committee reports. There were none.

5. Commissioner Comments

Chair Butler asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

Mrs. Meyer addressed the Board regarding issues she is having pertaining to benefits provided through RRHA's long-term disability carrier, Mutual of Omaha. Mrs. Meyer's disability attorney, Ms. Geddes, provided details regarding the long-term disability insurance carrier's request for repayment of funds due to funds having been received from the RRHA retirement program. Materials handed out by Ms. Geddes were not included in the minutes because they contained personally identifiable information.

Chair Butler asked if there were any other residents or community members who would like to address the Board. There were none.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, January 25, 2016.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Monthly Operations Report for the month of January 2016.

RECOMMENDED ACTION: File as submitted

Commissioner Smith introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried as introduced.

IV. REGULAR AGENDA

1. Resolution No. 3869

Ms. Crow requested approval of Resolution No. 3869 which is a proposed revision to Policy No. 311 regarding Personal Time Off (PTO). This revision, which is outlined in Attachment No. 1 to the Resolution, involves the carryover of PTO to the next calendar year. This is an administrative issue with regard to the payroll system and will also allow managers to better plan for scheduled time off throughout the year.

The Executive Director will continue to approve any exceptions to the carryover of PTO from year to year.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Burruss introduced Resolution No. 3869 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED PERSONNEL POLICY REGARDING PERSONAL TIME OFF

WHEREAS, the City of Roanoke Redevelopment & Housing Authority (RRHA) has undertaken a review of its personnel policies to ensure they are relevant, meet the needs of the agency and are legally compliant; and

WHEREAS, RRHA has reviewed and is proposing revisions to Personnel Policy No. 311 regarding Personal Time Off, dated July 1, 2011, and previously revised on May 1, 2012 and April 1, 2014; and

WHEREAS, the proposed revised policy No. 311 regarding Personal Time Off has been reviewed by RRHA's legal counsel and determined to be in compliance with legal requirements applicable to RRHA; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised policy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised Personnel Policy, No. 311, Personal Time Off, is approved effective February 22, 2016.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3869 adopted as introduced.

2. Resolution No. 3870

Mr. Shank requested approval of Resolution No. 3870 which would allow RRHA to submit a Significant Amendment to the 2015-2019 Agency Plan to HUD regarding the disposition of the warehouse at 3401 Whiteside Street, NE. This amendment was available for public review for 45 days and a public hearing to receive public comments was held on January 25, 2016. RRHA did not receive any comments.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3870 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A SIGNIFICANT AMENDMENT TO THE 2015-2019 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives operating funds from the United States Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to the Quality Housing and Work Responsibility Act of 1998; Initial Guidance, Federal Register/Vol. 64 No. 32/Section 903 dated Thursday, February 18, 1999, RRHA is required to adopt an Annual (1) Year and a Five (5) Year Plan; and

WHEREAS, the 2015-2019 Agency Plan was approved by the RRHA Board of Commissioners by Resolution No. 3843 on June 22, 2015 and submitted to HUD on June 23, 2015; and

WHEREAS, RRHA staff have determined that the warehouse located at 3401 Whiteside Street, NE is no longer needed and that the property should be sold and proceeds used to develop new public housing units; and

WHEREAS, because these proposed changes reflect a change in plans that requires approval of the RRHA Board of Commissioners and HUD, a significant amendment to the 2015-2019 Agency plan is necessary; and

WHEREAS, RRHA gave 45 days public notice and made the proposed Significant Amendment available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Plan on January 25, 2016; and

WHEREAS, RRHA is required to submit the Significant Amendment to the 2015-2019 Agency Plan to HUD.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached Significant Amendment to the 2015-2019 Agency Plan be and hereby is approved.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3870 adopted as introduced.

3. Resolution No. 3871

Mr. Shank requested approval of Resolution No. 3871 which requests the submission of an application to HUD for the disposition of the warehouse at 3401 Whiteside Street, NE. Work has been done to the warehouse to prepare for the sale. Funds received from the sale of the warehouse will be used toward the construction of new public housing.

Ms. Burruss inquired as to why approval was needed from HUD for the sale of

the warehouse. Mrs. Goh explained that, because the warehouse is public housing property, there is a Declaration of Trust recorded to protect HUD's interest since HUD funds are used to build and maintain those properties.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Garner introduced Resolution No. 3871 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR DISPOSITION OF PROPERTY AT 3401 WHITESIDE STREET NE, BEARING CITY OF ROANOKE OFFICIAL TAX MAP NUMBER 3150106.

WHEREAS, City of Roanoke Redevelopment and Housing Authority (RRHA) owns property at 3401 Whiteside Street NE, official Tax Map Number 3150106, which was previously used as a property maintenance warehouse and storage facility for the Public Housing program; and

WHEREAS, the property at 3401 Whiteside Street NE (the Property), in the Villages at Lincoln Asset Management Project (AMP) No. 202, is no longer used due to decentralization resulting from implementation of an asset management model required by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, a public hearing was held by the RRHA Board of Commissioners on January 25, 2016, regarding a Significant Amendment to the RRHA 2015-2019 Agency Plan stating a plan to sell the Property and use sale proceeds for development of new public housing units; and

WHEREAS, RRHA staff met with the RRHA Joint Resident Council (JRC) and discussed the disposition proposal for the Property, and the JRC approved a resolution dated February 11, 2016, that supports the disposition proposal; and

WHEREAS, a Significant Amendment to the 2015-2019 Agency Plan was approved by the RRHA Board of Commissioners on February 22, 2016 by Resolution No. 3870; and

WHEREAS, Roanoke City Mayor David Bowers has provided a letter of support for the disposition proposal.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The proposal for disposition of property at 3401 Whiteside Street NE, in the Villages at Lincoln Asset Management Project No. 202, by sale at market rate to a qualified buyer with proceeds to be used for development of new public housing units, is approved.
2. The Executive Director is authorized to execute documents and provide certifications and submit a disposition application for 3401 Whiteside Street NE in the Villages at Lincoln Asset Management Project No. 202 to the U.S. Department of Housing and Urban Development requesting approval to sell the property at market rate to a qualified buyer with proceeds to be used for development of new public housing units.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3871 adopted as introduced.

4. Resolution No. 3872

Mr. Gusler requested approval of Resolution No. 3872 allowing RRHA to negotiate and execute options to purchase three properties in conjunction with the Choice Neighborhoods Transformation Plan. These properties may be used for homeownership, public housing or other rental opportunities. The total amount authorized for negotiated options on the properties is \$1,000. Approval by the Board will be required prior to RRHA purchasing any of the properties. The option period for this would likely be approximately six months.

Chair Butler asked if there were any other comments or questions. There were

none.

Commissioner Smith introduced Resolution No. 3872 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF OPTION AGREEMENTS FOR ACQUISITION OF CERTAIN PROPERTIES IN CONJUNCTION WITH IMPLEMENTATION OF THE CHOICE NEIGHBORHOODS TRANSFORMATION PLAN

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has developed, with residents and other stakeholders in the Loudon-Melrose / Shenandoah West neighborhood, a Choice Neighborhoods Transformation Plan for the neighborhood, addressing housing, people, and neighborhood needs and goals; and

WHEREAS, the Choice Neighborhoods Transformation Plan includes plans to increase availability of high quality housing for affordable homeownership; and

WHEREAS, RRHA has identified several potential sites in the Choice Neighborhood for construction of houses for affordable homeownership and has contacted owners of these parcels regarding possible acquisition of the properties; and

WHEREAS, RRHA needs to execute options for acquisition of these properties in order to proceed with due diligence activities to determine suitability of the sites; and

WHEREAS, RRHA will fund the options for acquisition using proceeds from previous sales of homeownership units.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director or her designee is authorized to negotiate and execute acquisition option agreements with owners of the following properties (collectively, the "Properties"):
 - a) Vacant Parcels
 - Tax Map No. 2222306 - 0 Melrose Avenue NW
 - Tax Map No. 2323501 – 0 Moorman Avenue NW
 - b) Parcel with dwelling – single family
 - Tax Map No. 2323502 – 1928 Moorman Avenue NW

2. The total amount authorized for negotiated options on the Properties is \$1,000.
3. Approval of the Board of Commissioners will be required prior to RRHA exercising an option to purchase any of the Properties.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3872 adopted as introduced.

5. Resolution No. 3873

Mr. Shank requested approval of Resolution No. 3873 which would allow RRHA to obtain a loan for the purpose of accessibility conversion renovations and development of public housing using the Operating Fund Financing Program (OFFP). The funds that would be used are a portion of the Public Housing Operating Fund reserve. Restricting the funds for the OFFP will be helpful in the event of a future offset of reserves, and these funds will be used to accomplish critical goals. Section 504 requires that 5% of public housing units be wheelchair accessible and 2% of units to be accessible for people with audio/visual impairments. During the Physical Needs Assessment in 2013, it was noted that work was needed to meet these requirements. The Capital Fund has been used to address some of these issues. A large portion of this loan would help develop accessible units at both Jamestown and Indian Rock Village, where there are currently no units meeting the requirements. A total of nine

units would be renovated between the two sites, costing approximately \$100,000 per unit. The remainder of the loan would be used to build up to 24 new public housing units. The OFFP plan is subject to approval by HUD.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3873 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING A LOAN FOR THE PURPOSE OF ACCESSIBILITY CONVERSION RENOVATIONS AND DEVELOPMENT OF PUBLIC HOUSING

WHEREAS, under the Operating Fund Financing Program (OFFP), Public Housing Authorities are permitted to borrow private capital to finance development and modernization of public housing; and

WHEREAS, under the OFFP, a Public Housing Authority may use a portion of its Operating Fund reserve balances to collateralize financings and pay debt service and customary financing cost where the financing is used for public housing development or modernization; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) desires to borrow up to \$4,330,000 for converting public housing units for accessibility by tenants with disabilities and developing replacement public housing units; and

WHEREAS, such loan will be secured and repaid by Public Housing Operating Reserve Funds, subject to HUD approval of RRHA's Operating Fund Financing Program (OFFP) proposal; and

WHEREAS, the loan terms will be determined by soliciting best offers from financing institutions; and

WHEREAS, written HUD approval is required before a Public Housing Authority undertakes an OFFP transaction.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director is authorized to undertake a loan up to \$4,330,000, provide all security interests required by the loan, and repay the loan with City of Roanoke Redevelopment and Housing Authority Operating Fund reserves as required by the financing documents.
2. The Executive Director is authorized to execute and submit all documents required to obtain approval of the United States Department of Housing and Urban Development for the Operating Fund Financing Program.
3. The Executive Director is authorized to negotiate and enter into all legal documents required as part of the transaction.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3873 adopted as introduced.

6. Resolution No. 3874

Ms. Austin requested approval of Resolution No. 3874, the Revised Consolidated Operating Budget for Fiscal Year ending September 30, 2016. The details of the revisions were distributed to the Commissioners with their Board meeting materials and presented at the Public Hearing that was held at the beginning of today's meeting.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Anguiano introduced Resolution No. 3874 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A REVISED CONSOLIDATED
OPERATING BUDGET FOR FISCAL YEAR ENDING
SEPTEMBER 30, 2016

WHEREAS, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority approved a Consolidated Operating Budget for fiscal year ending September 30, 2016 by Resolution No. 3856 on September 28, 2015; and

WHEREAS, the Consolidated Operating Budget for fiscal year ending September 30, 2016 covers the following programs: Public Housing, Section 8, Hackley, Private Management, Private Development, Jamison/Downing, CDBG/HOME, Homeownership Opportunities (HOP), ROSS Grant, City Activities, and Capital Fund Grants/Bond Fund; and

WHEREAS, RRHA has identified additional expenditures to meet agency operating needs that were not included in the approved Consolidated Operating Budget for the fiscal year ending September 30, 2016; and

WHEREAS, the required public notice was given and a public hearing was held by the RRHA Board of Commissioners on February 22, 2016, during which a detailed explanation of the revisions to the Consolidated Operating Budget was provided; and

WHEREAS, the Board of Commissioners, having reviewed the Revised Consolidated Operating Budget, has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Revised Consolidated Operating Budget is approved for the fiscal year ending September 30, 2016.

The motion was seconded by Commissioner Burruss and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith,
Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3874 adopted as introduced.

7. Resolution No. 3875

Mr. Bustamante requested approval of Resolution No. 3875 which would authorize the purchase of vehicles for Lansdowne Park, Villages at Lincoln, Hunt Manor, Morningside Manor, Indian Rock Village and Jamestown Place. These are replacement vehicles to replenish the fleet and will be purchased using operating funds, including operating reserves. They will consist of seven Ford F250 trucks with snow removal and towing equipment and four Jeep Compass Sport 4-wheel drive vehicles for Site Managers. These vehicles will be purchased through an intergovernmental agreement with the Commonwealth of Virginia Department of General Services that will provide cost savings to RRHA. The total amount for this purchase is \$301,335.90.

Chair Butler asked if there were any other comments or questions. There were none.

Commissioner Smith introduced Resolution No. 3875 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING PURCHASE OF VEHICLES FOR LANSDOWNE PARK, VILLAGES AT LINCOLN, HUNT MANOR, MORNINGSIDE MANOR, INDIAN ROCK VILLAGE, AND JAMESTOWN PLACE

WHEREAS, purchase of vehicles for City of Roanoke Redevelopment and Housing Authority Public Housing operations is an allowable use of operating funds, including operating reserves; and

WHEREAS, the need to purchase replacement vehicles has been identified at the following Asset Management Projects: Lansdowne Park (AMP 201), Villages at Lincoln (AMP 202), Hunt Manor (AMP 259), Morningside Manor (AMP 208) Indian Rock Village (210) and Jamestown Place (AMP 207); and

WHEREAS, AMPs 201, 202, 259, 208, 210, and 207 have sufficient operating funds, including operating reserves, for purchase of 11 replacement vehicles, including 7 Ford F250 trucks and 4 Jeep Compass Sport 4-wheel drive vehicles; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) Procurement Handbook No. 7460.8, Revision 2, and RRHA's Procurement Procedures allow RRHA to enter into an intergovernmental agreement whereby RRHA is able to purchase supplies and services from vendors who have contractual agreement to furnish the supplies and services to the government agency; and

WHEREAS, RRHA has determined that purchasing vehicles through an intergovernmental agreement with the Commonwealth of Virginia Department of General Services will provide cost savings to RRHA; and

WHEREAS, RRHA purchases vehicles on a routine and ongoing basis for use in its operations, so that such vehicles constitute common supplies which may be procured under an intergovernmental agreement.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director is authorized to execute a Memorandum of Agreement with the Commonwealth of Virginia Department of General Services, Division of Purchases and Supplies, for the purpose of allowing RRHA to use eVA, the Commonwealth's electronic procurement system.
2. Upon fulfilling the requirements in such Memorandum of Agreement, the Executive Director or her designee is hereby authorized to purchase 7 Ford F250 trucks through eVA under the contract procured by the Commonwealth of Virginia at the price of \$31,733.70 per vehicle, for a total amount of \$222,135.90.
3. Upon fulfilling the requirements in such Memorandum of Agreement, the Executive Director or her designee is hereby authorized to purchase 4 Jeep Compass Sport 4-wheel drive vehicles through eVA under the contract procured by the Commonwealth of Virginia at the price of \$19,800 per vehicle, for a total amount of \$79,200.
4. The use of Public Housing Operating Funds, including Public Housing Operating Reserves if needed, in the amount of \$301,335.90 is authorized for these purchases.
5. The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

The motion was seconded by Commissioner Karnes and upon roll call the

following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

Chair Butler thereupon declared said motion carried and Resolution No. 3875 adopted as introduced.

8. Executive Session

Commissioner Garner moved that the Commissioners enter into Executive Session for the purpose of discussion of specific personnel matters of the RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1).

The motion was seconded by Commissioner Karnes and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith, Witten

NAYS: None

The Board of Commissioners entered into Executive Session at 3:46 p.m.

The Board reconvened into open session at 4:00 p.m.

Commissioner Smith introduced a motion stating that the members of the Board of Commissioners hereby certify to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board in the immediately preceding Executive Session.

The motion was seconded by Commissioner Garner and upon roll call the

following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith,
Witten

NAYS: None

V. **ADJOURNMENT**

There being no further business to come before the Board, Commissioner
Garner moved that the meeting be adjourned.

The motion was seconded by Commissioner Witten and upon roll call the
following vote was recorded:

AYES: Commissioners Anguiano, Burruss, Butler, Garner, Karnes, Smith,
Witten

NAYS: None

Chair Butler declared the meeting adjourned at 4:00 p.m.



Glenda Edwards Goh, Secretary-Treasurer


Gilbert Butler, Chair

Policy No. 311
Date Effective: 07/01/11
Revised: 05/01/2012
Revised: 04/01/2014
[Revised: 03/01/2016](#)

PERSONAL TIME OFF

DEFINITIONS

Paid Time Off (PTO) provides all regular full and part-time staff members with paid time away from work that can be used for vacation, personal business, and brief personal or family illness. PTO must be scheduled in advance and have supervisory approval, except in the case of an unexpected illness or emergency.

Limited Supplement (LS) provides all active employees who work a regular schedule of 30 hours or more per week a benefit that may be used to supplement pay up to the 100% level of compensation during qualifying events in connection with Short Term Disability (STD), Long Term Disability (LTD), RRHA approved ADA Accommodations, Workers' Compensation (WC), or a serious health condition of the employee or others as defined in RRHA's FMLA Policy.

The payment of LS is available following the satisfaction of seven (7) calendar days waiting period for STD and WC qualifying events. The payment of LS is available for a qualifying FMLA absence as described above when the absence exceeds seven (7) consecutive calendar days.

Special Note:

- *LS benefits include no provision of job protection nor do they alter RRHA's policy as relates to Employment-At-Will.*
- *LS banks are intended for the sole use of employees in "active" status; therefore, LS is not paid out upon termination of employment nor does this benefit extend beyond active employment.*

Short Term Disability (STD) is an insurance plan designed to provide all active regular employees who work a regular schedule of 30 hours or more per week with a percentage of salary should an employee be qualified as temporarily disabled due to illness or accident for a period exceeding seven (7) days.

Long-Term Disability (LTD) is an insurance plan designed to provide all active regular employees who work a regular schedule of 30 hours or more per week with a percentage of salary should an employee be qualified as disabled due to illness or accident for a period exceeding ninety (90) days.

ELIGIBILITY

- All regular full and part-time employees are eligible to earn PTO.
- All regular full time employees with outstanding Sick Leave balances at the time of transition to PTO are eligible for conversion of this balance to Limited Supplement.
- All active employees who work a regular schedule of 30 hours or more per week are eligible for Limited Supplement accruals subject to the maximum balance stated in this policy.
- All active employees who work a regular schedule of 30 hours or more per week are eligible for Short Term Disability coverage subject to qualifying claims.
- All active employees who work a regular schedule of less than 30 hours per week are not eligible for LS benefits with the exception of employees who have Sick Leave balances on the effective date of this policy. Those balances will be converted to LS; however, no additional LS hours will be provided.
- All active employees who work a regular schedule of less than 30 hours per week are not eligible for Short Term Disability.

- Temporary and contract employees are not eligible for PTO, Limited Supplement or Short Term Disability.

PTO CREDIT SCHEDULE

Regular Full Time:

Earned PTO is credited following the end of each full calendar month of completed service based on the following schedule:

<i>Period of Continuous Regular Employment</i>	<i>Per Full Calendar Month of Service</i>
Hire date to 2 year anniversary	9 Hours
2 year anniversary to 5 year anniversary	11 Hours
5 year anniversary to 10 year anniversary	13 Hours
10 year anniversary to 20 year anniversary	15 Hours
20 year anniversary to all following years	17 Hours

New Hires:

New hires begin earning PTO upon completion of their first full calendar month of employment.

Regular Part Time:

Regular part-time employees will accrue a percentage of PTO as listed for regular full time employees. The percentage is calculated based on the number of hours the part time employee is regularly scheduled to work as compared to a regular schedule of 37.5 hours. Example: An employee who works regularly works an 18.75 hour schedule will accrue 50% of the PTO hours earned by a regular full time employee.

Reemployment:

If an employee who separated voluntarily from RRHA is reemployed, PTO will be earned beginning with completion of the first full calendar month of reemployment. If an employee is reemployed within 5 years of voluntary separation, the employee will be awarded full prior service credit for purposes of application of the PTO Credit Schedule. No past service credit is awarded for employees reemployed after 5 years away from the agency.

LIMITED SUPPLEMENT CREDIT SCHEDULE

All accrued Sick Leave that active employees have earned at the time of transition will be placed in an individual LS bank for each employee. Active employees who work a regular schedule of 30 hours or more per week, who have not reached the maximum number of hours of accrued LS allowed, will accrue LS following each full calendar month of completed continuous service.

<i>Period of Continuous Regular Employment</i>	<i>Per Full Calendar Month of Service</i>
Hire date to 2 year anniversary	3 Hours
2 year anniversary to 5 year anniversary	5 Hours
5 year anniversary to 10 year anniversary	6 Hours
10 year anniversary to 20 year anniversary	7 Hours
20 year anniversary to all following years	8 Hours

Active part-time employees who work a regular schedule of less than 30 hours per week may have a transitional LS bank but will not accrue additional LS. Transitional LS banks for part time regular

employees will remain active until hours are depleted by qualifying events under STD, LTD, WC and FMLA.

Active part-time employees who work a regular schedule of 30 hours or more per week will accrue a percentage of LS as listed for regular full time employees. The percentage is calculated based on the number of hours the part-time employee is regularly scheduled to work as compared to a full-time schedule of 37.5 hours. Example: An employee who regularly works a 30 hour schedule will accrue 80% of the LS earned by a regular full-time employee.

New Hires:

New hires begin earning LS upon completion of their first full calendar month of employment.

Maximum Accrual:

The maximum accrual for LS is 195 hours. (*Employees who transitioned hours into LS from their Sick Leave bank may carry a higher maximum; however, they will not earn additional LS until the end of the first full calendar month after their LS bank balance is below the stated maximum.*) Employees who have the maximum accrual as of the end of any calendar month will not earn additional LS hours for that month. If the full accrual amount for any given month would bring the employee's LS hours above the maximum, the employee will earn only the number of hours required to reach the maximum.

ADMINISTRATION

Scheduled PTO (SPTO)

SPTO may be scheduled any time throughout the year, based on the operational needs of the department. SPTO must be approved in advance by the employee's supervisor. SPTO may be scheduled in increments of fifteen minutes.

It is expected that employees provide a minimum 2 week notice (or as far in advance as possible) for SPTO requests of 2 or more days in duration to their Supervisor for approval. RRHA will make reasonable efforts to accommodate the employee's request; however, all SPTO requests are subject to the business needs of the agency. Where conflicts develop, the supervisor will make every effort to resolve the issue as fairly as possible. Preference will be based on the priority work needs of the department.

If medical reasons cause a staff member to request SPTO in excess of three consecutive work days, a doctor's Fitness for Duty release is required before the staff member may return to work regardless of whether the absence qualifies for Short Term Disability, Workers' Compensation or FMLA. Such release should be submitted to the staff member's supervisor and then forwarded to the Human Resources Department.

Unscheduled PTO (UPTO)

PTO that is not scheduled and approved by the close of the previous business day is considered to be an unscheduled PTO (UPTO) incident. If advance notice is not possible, notification by phone must be given by the employee to his or her Supervisor. Notification calls must be made within the first hour of the workday on the first day of UPTO. If the Supervisor is not available, then the Department Director or Division VP must be contacted. Consecutive UPTO days are counted as a single occurrence.

Supervisors will require employees to maintain contact for any period of UPTO on a day-to-day basis, unless the employee has provided a doctor's certification covering a specified period.

An employee's failure to notify his or her Supervisor as noted in this policy is considered a violation of RRHA's standards of employee conduct and may result in disciplinary action, up to and including

termination.

UPTO will be monitored for compliance with agency attendance policy and for noted patterns of misuse. The use of UPTO is addressed through formal and informal performance evaluation and also through the disciplinary process. It is expected that both the supervisor and employee work together in an attempt to avoid occurrences of UPTO in excess of RRHA's attendance policy or noted patterns of misuse. UPTO in excess of the agency's attendance policy may result in disciplinary action up to and including termination.

FMLA, Workers' Compensation, Bereavement, Court, Uniform Services and Short Term Disability absences are not included in the UPTO calculations as relates to meeting the agency's attendance policy. UPTO taken in excess of the PTO bank will be Leave without Pay and will be subject to the Leave without Pay policy.

If medical reasons cause a staff member to incur UPTO in excess of three consecutive work days, a doctor's Fitness for Duty release is required before the staff member may return to work regardless of whether the absence qualifies for Short Term Disability, Workers' Compensation, or FMLA. Such release should be submitted to the staff member's supervisor and then forwarded to the Human Resources Department.

Other

RRHA reserves the right to require employees to use PTO on those occasions where the best interest of the agency will be served.

Employees absent without notice for three (3) consecutive scheduled workdays will be considered to have voluntarily resigned.

When non-exempt employees incur PTO during a given work week and subsequently work hours beyond their regular schedule, the Supervisor will charge the PTO balance with only the number of hours necessary to result in payment for the full work schedule for that week. Example: Monday: 7.5 SPTO, Tuesday 9.5 Regular Hours, Wednesday 9.5 Regular Hours, Thursday 7.5 Regular Hours, Friday 7.5 Regular Hours. Total: 41.5 hours. The Supervisor will reduce the SPTO hours to 4.0 in order to adjust the compensation for the full work schedule of 37.5 hours.

Employees may not borrow against PTO hours expected to be awarded in future months.

PAYMENT OF UNUSED PAID TIME OFF

At the time of separation, employees who separate voluntarily from employment with RRHA will be paid for the balance of unused PTO, to a maximum of 75 hours.

To qualify for payment of unused PTO, the employee voluntarily departing RRHA must work at least a full two week notice, without interruption, directly prior to separation. No Leave, either approved or unapproved, may be taken during the time the employee works his/her notice.

With the exception of those situations noted below, employees who are involuntarily separated from RRHA are not eligible for payout of their PTO balance.

Exceptions include:

- Reductions-in-Force
- Serious Health Condition (as defined by FMLA)
- Exhaustion of FMLA
- Workers' Compensation
- Death
- Exceptions approved by the Executive Director

Employees who meet the exception criteria will be paid out their accrued but not yet taken PTO not to exceed 75 hours at time of separation.

PTO CARRY OVER

Employees with PTO balances in excess of 75 hours remaining as of the close of business on December 31 will not earn additional PTO accrual until the end of the first full calendar month after the balance falls below 75 hours. From that point, employees will accrue additional PTO according to the PTO Credit Schedule for the remainder of the calendar year. At the end of the PTO plan year (January 1 – December 31), up to 75 hours may be carried over into the next plan year. Any additional unused PTO time as of the first pay period in January will be forfeited.

EXAMPLE	JAN	FEB	MAR
First of Month	96*	96	58.5
Accrued	0	0	Employee will receive full accrual each month for the remainder of the year. 10 HOURS
Used	0	37.5	0
End of Month	96	58.5	68.5
-	* Excess Carryover at year end is any balance greater than 75	-	-

MANAGEMENT OF PTO

Employees are responsible for managing their PTO accounts. It is important that employees plan ahead for how to use it. This means developing a plan for taking vacations, as well as time off for other reasons. It also means holding some time in reserve for the unexpected, such as emergencies and brief illness.

Management bears the responsibility of considering the best interest of the agency when approving time off for employees. Managers will have a plan for time off completed by January 31st of each year. The plan should allow for employees to schedule at least 75% of their annual accrual throughout the year so as to allow for the agency to be staffed properly. Although the employee ultimately bears responsibility for lost leave time, management preparation will lessen the chances that employees will lose leave time at the end of the year. While it is understandable that employees will need to plan for the unexpected, scheduling in advance will also help the agency meet its staffing needs.

EXCEPTIONS

The Executive Director may approve exceptions to this policy when the best interest of the agency is served.

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 8/30/2011
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1.0	PHA Information PHA Name: <u>City of Roanoke Redevelopment and Housing Authority</u> PHA Code: <u>VA011</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/01/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1261</u> Number of HCV units: <u>2049</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p>It is the mission of RRHA, in partnership with community organizations, agencies and local governments:</p> <ol style="list-style-type: none"> 1) to provide housing and homeownership opportunities for low and moderate income persons. 2) to take a leadership role in providing programs and resources for residents that promote and encourage self-sufficiency, self-esteem and self-determination. 3) to maintain a leadership role in fostering economic development and job opportunities. 				

5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>RRHA made significant progress in meeting goals and objectives of the 2010-2014 Agency Plan. The supply of assisted housing was increased through applying for additional Housing Choice Vouchers, increasing from 1646 to 2049. RRHA has successfully leased up 80 HUD-VASH vouchers, providing additional housing opportunities for veterans. RRHA has improved management of Public Housing and Section 8 programs and has achieved High Performer designation in both programs. RRHA has improved Public Housing program occupancy to an average of 99%. RRHA constructed 6 scattered site replacement public housing units in 2010. In addition, RRHA is currently assisting 10 participants with mortgage payments in the Housing Choice Voucher Homeownership program. RRHA had a comprehensive physical needs assessment completed in 2013 which has guided use of Capital Funds for Public Housing program modernization activities. RRHA has an active Resident Advisory Board, the Joint Resident Council, Inc., which promotes active participation and involvement by residents in all aspects of RRHA's mission and operations. RRHA received a Choice Neighborhoods Planning Grant in 2012 and engaged with the community to develop a Transformation Plan for the Loudon-Melrose/Shenandoah West Neighborhood. One member of the RRHA Board of Commissioners is a resident of public housing. Property performance measures are reviewed by management staff and reported to the Board of Commissioners monthly. RRHA has developed and implemented staff and board development policies that ensure training in ethics as well as progressive skill development by staff and commissioners.</p> <p>RRHA completed a strategic planning process in 2014 which resulted in a new 5-year Strategic Plan adopted by the RRHA Board of Commissioners effective October 1, 2014. The goals and objectives contained in the Strategic Plan:</p> <p>Strategic Goal # 1:</p> <p>RRHA will improve housing availability and quality, with emphasis on housing and programs for families of moderate income.</p> <ul style="list-style-type: none"> • Complete an assessment to define the needs relative to housing and programs for families of moderate income • Define a benchmark by identifying and gathering information from communities where this has been done successfully • Explore partnerships with the City of Roanoke, Habitat for Humanity, Rebuilding Together – Roanoke, and other organizations • Increase availability of affordable housing options for persons with disabilities • Increase rate of persons moving out of housing assistance programs due to achieving self-sufficiency • Explore partnerships for increasing access to childcare and transportation <p>Strategic Goal # 2:</p> <p>RRHA will develop public housing that is not distinguishable from other housing in neighborhoods throughout the City of Roanoke</p> <ul style="list-style-type: none"> • Develop increased number of scattered site housing dwellings • Ensure that development is integrated with City's street grid, not isolated without through streets • Explore diverse funding/revenue streams <p>Strategic Goal # 3:</p> <p>Explore RRHA's role in economic development</p> <ul style="list-style-type: none"> • Determine what the City perceives as role for RRHA • Invite City Council to meet at RRHA • Define RRHA's redevelopment role for the future • Identify high impact projects for redevelopment in the future • Increase positive visibility of RRHA in the community • Explore option for regional expansion to serve families in the surrounding communities <p>Strategic Goal # 4:</p> <p>RRHA will explore the possibility of fostering resident owned business.</p> <ul style="list-style-type: none"> • Determine what business types would be viable • Visit others who have done this successfully to see what they are doing <p>Strategic Goal # 5:</p> <p>RRHA will implement actions to reduce domestic violence involving persons served by RRHA through more staff awareness and involvement, with management taking an active role with resident councils.</p> <ul style="list-style-type: none"> • Increase involvement of property management with the community and resident councils • Identify and implement crime prevention activities <p>Strategic Goal # 6:</p> <p>RRHA will foster creation of a culture where community is desired in its housing programs.</p> <ul style="list-style-type: none"> • Identify and gather information from cities where this is being done successfully • Identify opportunities for partnerships to connect people • Maintain trust by doing what we say we will do
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<p>6.0</p>	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: None</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may obtain copies of the 5-Year and Annual Plan, including all required plan elements, at each RRHA development management office, the RRHA central office, and on the RRHA website. A copy of the complete 5-Year and Annual Plan will be provided to the Joint Resident Council and all active Resident Councils.</p>
<p>7.0</p>	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>RRHA completed a Section 32 Homeownership program application, which was submitted to HUD for approval. The plan is currently being revised for resubmission based upon feedback received from HUD. Once approved and implemented, this program will provide additional homeownership opportunities for HUD-assisted renters and other families in the Roanoke community whose income creates a barrier to homeownership.</p> <p>1st Increment RHF funds Hurt Park and 2nd Increment RHF funds Villages at Lincoln On September 26, 2014, HUD approved RRHA's CFFP application and its RHF Full Development Plan. Construction is underway on 15 replacement Public Housing units on scattered sites using these funds. ACC Amendments will be executed with HUD upon completion of these units in 2015.</p> <p>2nd Increment RHF funds Hurt Park A Second Increment RHF Plan letter was submitted to HUD on May 16, 2012, for the units demolished at Hurt Park. The letter stated RRHA's intent to accumulate five years of RHF funding for the purpose of developing additional public housing units. A corrected letter was sent on September 10, 2012. On November 13, 2013, an updated revised plan was submitted to HUD and is pending HUD Approval.</p> <p>RRHA also plans to continue to identify and focus resources on modernization and upgrades to current public housing units, to enhance quality of those dwellings. RRHA will have Phase 1 Environmental Site Assessments completed for all public housing properties in 2017.</p> <p>RRHA completed a Transformation Plan for the Loudon-Melrose/Shenandoah West neighborhood utilizing funding from a Choice Neighborhoods Planning Grant awarded to RRHA by HUD in 2012. The Plan was submitted to HUD in October 2014, and implementation of the plan has begun. As part of this Transformation Plan, the Public Housing site at Lansdowne Park will be totally redesigned and reconfigured, including mixed-income development on the site and one for one replacement of Public Housing units on and off the site. A Choice Neighborhoods Implementation Grant application was submitted to HUD in February 2015.</p> <p><u>Disposition of Property</u> <u>RRHA intends to request HUD's approval for disposition of 3401 Whiteside Street, NE. The property is a 1.9 acre parcel with a 19,788 square foot warehouse building. The building was previously used for storage and maintenance of RRHA vehicles and equipment. The facility is no longer needed due to HUD's requirements for asset management. Proceeds of the sale will be used for the development of new public housing units.</u></p>

8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>See HUD Form 50075.2 approved by the RRHA Board of Commissioners by Resolution No. 3804 on 07/28/2014 and submitted to HUD on 08/01/2014</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1 MONTH Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction: Lansdowne Park			
	# of families	% of total families	Annual Turnover
Waiting list total	62		53
Extremely low income <=30% AMI	43	69%	
Very low income (>30% but <=50% AMI)	17	27%	
Low income (>50% but <80% AMI)	2	4%	
Families with children	48	77%	
Elderly families	0	0%	
Families with Disabilities	7	11%	
Race/ethnicity	White Hispanic 2	White Hispanic 4%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 2%	
Race/ethnicity	White Non-Hispanic 14	White Non-Hispanic 22%	
Race/ethnicity	Black Non-Hispanic 45	Black Non-Hispanic 72%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	17%	
2 BR	32	52%	
3 BR	16	26%	
4 BR	3	5%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Accepting 2, 3 & 4 BR Applications) If yes: HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction: The Villages at Lincoln			
	# of families	% of total families	Annual Turnover
Waiting list total	73		26
Extremely low income <=30% AMI	62	85%	
Very low income (>30% but <=50% AMI)	11	15%	
Low income	0	0%	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	69	95%	
Elderly families	2	3%	
Families with Disabilities	10	14%	
Race/ethnicity	White Hispanic 2	3%	
Race/ethnicity	Black Hispanic 3	Black Hispanic 4%	
Race/ethnicity	White Non-Hispanic 7	White Non-Hispanic 9%	
Race/ethnicity	Black Non-Hispanic 61	Black Non-Hispanic 84%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	0	0	
1 BR	4	5%	
2 BR	14	19%	
3 BR	51	70%	
4 BR	4	6%	
5 BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 5 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Hunt Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	13		19
Extremely low income <=30% AMI	12	92%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	1	8%	
Families with children	5	38%	
Elderly families	1	8%	
Families with Disabilities	1	8%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 2	White Non-Hispanic 15%	
Race/ethnicity	Black Non-Hispanic 11	Black Non-Hispanic 85%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	
1 BR	8	62%	
2 BR	2	15%	
3 BR	1	8%	
4 BR	0	0%	

Housing Needs of Families on the Waiting List			
5BR	2	15%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1, 2, 4 BDR WAITLIST HAVE BEEN CLOSED FOR 1 YEAR.			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Melrose Towers			
	# of families	% of total families	Annual Turnover
Waiting list total	23		51
Extremely low income <=30% AMI	20	87%	
Very low income (>30% but <=50% AMI)	1	4%	
Low income (>50% but <80% AMI)	2	9%	
Families with children	4	17%	
Elderly families	2	9%	
Families with Disabilities	18	78%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 4%	
Race/ethnicity	White Non-Hispanic 9	White Non-Hispanic 39%	
Race/ethnicity	Black Non-Hispanic 13	Black Non-Hispanic 57%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	11	48%	
1 BR	11	48%	
2 BR	1	4%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Jamestown Place			
	# of families	% of total families	Annual Turnover
Waiting list total	33		28
Extremely low income <=30% AMI	29	91%	
Very low income (>30% but <=50% AMI)	2	6%	
Low income (>50% but <80% AMI)	1	3%	
Families with children	25	78%	
Elderly families	0	0%	
Families with Disabilities	9	28%	
Race/ethnicity	White Hispanic 1	White Hispanic 3%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 17	White Non-Hispanic 53%	
Race/ethnicity	Black Non-Hispanic 14	Black Non-Hispanic 44%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0	
1 BR	8	24%	
2 BR	17	52%	
3 BR	3	9%	
4 BR	3	9%	
5 BR	2	6%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: Closed for All			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1, 2, 3, & 4 BDR CLOSED 5 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Morningside Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	13		11
Extremely low income <=30% AMI	11	85%	
Very low income (>30% but <=50% AMI)	2	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	2	15%	
Families with Disabilities	10	31%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic	White Non-Hispanic	

Housing Needs of Families on the Waiting List			
	8	62%	
Race/ethnicity	Black Non-Hispanic 5	Black Non-Hispanic 38%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	10	77%	
1 BR	3	23%	
2 BR	0	0%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Bluestone Park			
	# of families	% of total families	Annual Turnover
Waiting list total	12		8
Extremely low income <=30% AMI	10	83%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	2	17%	
Families with children	9	75%	
Elderly families	0	0%	
Families with Disabilities	1	8%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 8%	
Race/ethnicity	White Non-Hispanic 3	White Non-Hispanic 25%	
Race/ethnicity	Black Non-Hispanic 8	Black Non-Hispanic 67%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	
1 BR	4	33%	
2 BR	6	50%	
3 BR	2	17%	
4 BR	0	0%	
5 BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: Closed for all bedroom sizes			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1, 2, 3, 4, AND 5 BDR CLOSED 1 MONTH.			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Indian Rock Village			
	# of families	% of total families	Annual Turnover
Waiting list total	34		20
Extremely low income <=30% AMI	31	89%	
Very low income (>30% but <=50% AMI)	1	3%	
Low income (>50% but <80% AMI)	3	8%	
Families with children	19	54%	
Elderly families	2	6%	
Families with Disabilities	3	8%	
Race/ethnicity	White Hispanic 2	White Hispanic 6%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 11	White Non-Hispanic 31%	
Race/ethnicity	Black Non-Hispanic 22	Black Non-Hispanic 63%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	
1 BR	18	51%	
2 BR	9	29%	
3 BR	5	14%	
4 BR	1	3%	
5 BR	1	3%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Yes;			
IF Y HOW LONG HAS IT BEEN CLOSED (# OF MONTHS) 5 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: Scattered Sites			
	# of families	% of total families	Annual Turnover
Waiting list total	35		1
Extremely low income <=30% AMI	35	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	25	71%	
Elderly families	2	6%	
Families with Disabilities	4	11%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 9	White Non-Hispanic 26%	
Race/ethnicity	Black Non-Hispanic 26	Black Non-Hispanic 74%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	
1 BR	11	31%	
2 BR	8	23%	
3 BR	16	46%	
4 BR	0	0%	
5 BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS) 8 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: HOPE VI Handicap/Disabled Units			
	# of families	% of total families	Annual Turnover
Waiting list total	1		0
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	1	100%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	1	100%	
Families with Disabilities	1	100%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic	White Non-Hispanic	

Housing Needs of Families on the Waiting List			
	0	0%	
Race/ethnicity	Black Non-Hispanic 1	Black Non-Hispanic 100%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1	100%	0
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: New Construction Lease/Purchase			
	# of families	% of total families	Annual Turnover
Waiting list total	0		0
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 0	White Non-Hispanic 0%	
Race/ethnicity	Black Non-Hispanic 0	Black Non-Hispanic 0%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	0
2 BR	0	0%	0
3 BR	0	0%	0
4 BR	0	0%	0
5 BR	0	0%	0
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>RRHA plans to maximize the number of affordable units available to the RRHA within its current resources by continuing to: 1) employ effective maintenance and management policies to minimize the number of vacant public housing units; 2) maintain low turnover time for vacated public housing units; 3) monitor HCV resources closely and issue vouchers to families on the waiting list as funding allows; 4) undertake measures to ensure access to affordable housing among families assisted by RRHA, regardless of unit size required; 5) maintain Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration; 6) evaluate the need for project-based vouchers to ensure availability of sufficient high quality housing to meet identified housing needs and setting aside or seeking new vouchers for this purpose if needed; 7) evaluate the potential for Rental Assistance Demonstration (RAD) conversion for some public housing units, and applying for RAD conversion if appropriate; and 8) participate in the Consolidated Plan development process to ensure coordination with broader community strategies. RRHA plans to continue working cooperatively with the City of Roanoke to provide opportunities for affordable housing development. RRHA plans to increase the number of affordable housing units by: 1) applying for additional Section 8 units should they become available; and 2) pursuing housing resources other than public housing or Section 8 tenant-based assistance. RRHA will continue to target available assistance to families at or below 30% or 50% of area median income (AMI) by adopting rent policies to support and encourage work and employing admissions preferences aimed at families who are working. RRHA will address housing needs of persons who are elderly or who have disabilities by applying for special-purpose vouchers targeted to persons who are elderly or families with disabilities, should they become available, and affirmatively marketing to local nonprofit agencies that assist persons who are elderly or families with disabilities. RRHA will address housing needs of families of races or ethnicities with disproportionate housing needs by affirmatively marketing to persons of races/ethnicities shown to have disproportionate housing needs. RRHA will affirmatively further fair housing by counseling Section 8 participants as to location of units outside of areas of poverty or minority concentration and assisting them to locate those units, and marketing the Section 8 program to owners outside of areas of poverty/minority concentrations. RRHA will also strive to increase housing options and decrease poverty concentration in planning for housing development. Approaches will include pursuit of mixed finance opportunities and the creation of mixed income communities by leveraging existing resources with market and other financial resources to address housing needs. In order to address the needs of persons who are in the target population of Virginia’s Olmstead Settlement Agreement with the Department of Justice, RRHA plans to revise its Administrative Plan for the Housing Choice Voucher Program. RRHA will set aside 10 vouchers from its existing pool to serve those individuals who meet the Olmstead Settlement Agreement criteria. Selection policies will be revised to reflect addition of the preference for this specialized population. RRHA will seek a waiver from HUD to the Section 504 regulations and 24 C.F.R. §982.207(b) (3), allowing RRHA to offer preference for this specific population as a remedial measure to assist the Commonwealth of Virginia in complying with its Olmstead obligations.</p>
<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>RRHA made significant progress, as described in section 5.2, in meeting goals and objectives of the 2010-2014 Agency Plan and RRHA’s Strategic Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>RRHA defines the following criteria for substantial deviations and significant amendments:</p> <ol style="list-style-type: none"> 1. Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners. 2. Revisions to the following policies: rent, screening and admission, or organization of the waiting list. <p>An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; HUD will not consider such changes to be significant amendments.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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