

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, June 22, 2015, 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 Witten called the meeting to order at 3:01 p.m. and declared that a quorum was present.

PRESENT: Commissioners Anguiano, Butler, Karnes, Smith and Witten

Commissioner Burruss arrived at 3:05 p.m.

ABSENT: Commissioner Garner

OFFICER PRESENT: Glenda Edwards Goh, Secretary-Treasurer

ALSO PRESENT: Jackie Austin, VP of Finance/CFO; Christina Back, Executive Assistant; Sarah Bridgman, Family Self-Sufficiency Coordinator; David Bustamante, VP of Housing; Antwyne Calloway, Blue Ridge Independent Living Center; Nick Conte, Legal Counsel; Betsy Crow, HR Director; Crystal Hall, Community Support Services Director; Lisa Reynolds, Site Manager; Joel Shank, VP of Operations; Yvonne Thomas; Jobs Plus Program Manager

Chair Witten welcomed everyone to today's meeting.

PUBLIC HEARING

To receive comments on the revised proposed 2015 – 2019 Agency Plan.

Chair Witten asked if there were any community members or other stakeholders who wished to make comments. There were none.

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

Chair Witten declared the Public Hearing closed at 3:02 p.m.

II. REPORTS

1. Financial Report

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

2. Executive Director's Report

Chair Witten asked for the Executive Director's report.

Mrs. Goh reported that Betsy Crow is the new Director of Human Resources (HR) for RRHA and started on Monday, June 15. She has a very strong HR background and holds a law degree with a license to practice in Tennessee. Mrs. Goh added that Ms. Crow is well qualified and is a welcome addition to the RRHA staff.

Mrs. Goh informed the Board that RRHA has submitted a proposal to Virginia Housing Development Authority (VHDA) to provide property management services. This action is aligned with RRHA's strategic plan objective of seeking to diversify revenue sources and is consistent with RRHA's affordable housing mission. The proposal was submitted last Friday. Mrs. Goh stated that she will update the Board as

the proposal review process progresses.

Mrs. Goh stated she attended Father's Day Fest and has asked Crystal Hall to provide a brief update regarding the event.

Ms. Hall stated that this is the second Father's Day Fest and that it is a community wide collaborative effort between RRHA, TAP's Fathers First program, the Roanoke Fire and Police Departments, Freedom First Credit Union, Grace Covenant Church, Family Life and Marriage Enrichment, INTotal Health, and several other community organizations. The event is centered around the importance of the father in the home but is not intended to undermine the importance of mothers in the home. Research has shown that a household with an absentee father affects children in numerous ways, including substance abuse, teenage pregnancy, and dropping out of school. Several years ago, HUD began encouraging housing authorities to sponsor Father's Day events. This event has been very well received, and RRHA wants to see it continue to grow and expand over the next few years. Ms. Hall stated that an estimated 200 families attended the event, which is down slightly from last year's attendance. The hot temperature and threat of storms on Saturday may have had impacted attendance. There were inflatables for the children, community resource providers, children's activities provided by Home Depot, face painting, free hot dogs, and an antique car show. The SPCA also participated.

Commissioner Karnes asked if the West End Center participated in the event.

Ms. Hall stated that they did not participate, but she will be sure to extend an invitation for next year's event.

Mrs. Goh stated that this concludes her report and that she will be happy to

answer any additional questions.

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

3. Staff Reports

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

4. Committee Reports

Chair Witten asked if there were any committee reports.

Commissioner Karnes stated that the Personnel Committee met today. The policy under review will be sent to those committee members unable to attend today and will be brought to the Board for approval at a later date.

5. Commissioner Comments

Chair Witten stated that several Commissioners have congratulated Commissioner Smith on the excellent article recently published in the Roanoke Times regarding the Joint Resident Council's denture and eyeglass program.

Chair Witten asked if there were any other Commissioner comments. There were none.

6. Residents or other community members to address the Board.

Chair Witten asked if there were any residents or other 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, May 18, 2015.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as

recorded.

C-2 Monthly Operations Report for the month of May 2015.

RECOMMENDED ACTION: File as submitted

Vice-Chair Butler introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Karnes and upon roll call the following vote was recorded:

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

NAYS: None

Chair Witten thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3843

Mrs. Goh requested adoption of a resolution approving the 2015-2019 Agency Plan for submission to HUD and approving Annual Statement/Performance and Evaluation Reports for the Capital Fund Program. The resolution outlines that public notice was given in April for the draft Plan and additional 45-day public notice was given for the public hearing today since revisions were made to the draft. The Plan has been updated with the September 30, 2014 audit that was accepted by the Board after the draft Agency Plan was published. Because HUD's Capital Fund Program Final Rule does not require that Annual Statement/Performance and Evaluation Reports be submitted to HUD, those reports, which are included as Attachment H, need approval but will not be part of the HUD submission of the 2015-2019 Agency Plan. RRHA is still required to complete and retain the reports on file. The submission will occur once the City has signed the certification that the plan is

consistent with the City of Roanoke Consolidated Plan.

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

Vice-Chair Butler introduced Resolution No. 3843 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE 2015-2019 AGENCY PLAN FOR SUBMISSION TO HUD AND APPROVING ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORTS FOR THE CAPITAL FUND PROGRAM

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

WHEREAS, pursuant to Section 511 of the Quality Housing and Work Responsibility Act of 1998, RRHA is required to adopt an Annual and Five- Year Plan (the Plan); and

WHEREAS, the Plan is designed to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic public housing and tenant-based assistance program policies, rules and requirements concerning operations, programs, and services; and

WHEREAS, RRHA staff have consulted with the Joint Resident Council, Inc. and all active resident councils and have conducted community meetings at all public housing sites and with participants and landlords in Section 8 programs to gather input, which has been considered in development of the Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft 2015-2019 Agency Plan in April 2014, and copies of the revised draft 2015-2019 Agency Plan in May 2014; and

WHEREAS, the Plan and Attachments have been updated with the year ending September 30, 2014 audit accepted by the Board of Commissioners subsequent to publication of the draft; and

WHEREAS, in accordance with the Public Housing Capital Fund Program Final Rule, 24 CFR 903, 905, 941 et al., the preparation of Annual Statement/Performance and Evaluation Reports are decoupled from the submission of the Agency Plan and Annual Plan; and

WHEREAS, the requirements for completion of Annual Statement/Performance and Evaluation Reports are stated in 24 CFR 905.300; and

WHEREAS, the Capital Fund Annual Statement/Performance and Evaluation Reports were included as Attachment H to the 2015-2019 Agency Plan; and

WHEREAS, RRHA gave 45 days public notice for both the draft 2015-2019 Agency Plan and the revised draft 2015-2019 Agency Plan, and made the Plan available for public review at RRHA administrative offices, public housing site management offices, the Roanoke City Municipal Building, and on the RRHA website; and

WHEREAS, the RRHA Board of Commissioners gave notice and held public hearings to receive public comments on the draft Plan on May 18, 2015 and on the revised draft Plan on June 22, 2015; and

WHEREAS, the 2015-2019 Agency Plan and the Annual Statement/Performance Evaluation Reports meet the current regulatory and statutory requirements; and

WHEREAS, the final Plan must contain a certification by City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke; and

WHEREAS, RRHA is required to submit the 2015-2019 Agency Plan, which is a Five-Year and Annual Plan, to HUD by July 18, 2015; and

WHEREAS, RRHA is required to maintain the Annual Statement/Performance and Evaluation Reports on file.

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

1. The 2015-2019 Agency Plan, in substantially the form circulated to the RRHA Board of Commissioners, is hereby approved for submission to the U.S. Department of Housing and Urban Development upon receipt of certification from City officials that the Plan is consistent with the Consolidated Plan of the City of Roanoke.
2. The Capital Fund Annual Statement/Performance and Evaluation Reports, in substantially the form circulated to the RRHA Board of Commissioners, are hereby approved.

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

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3843 adopted as introduced.

2. Resolution No. 3844

Ms. Crow requested adoption of a resolution authorizing restatement of

RRHA's Premium Only Plan document and execution of the adoption agreement. This Plan allows employees the benefit of paying medical-related insurance premiums on a pre-tax basis. Under Section 125 Regulatory requirements, the written Plan document must be restated and officially adopted each year. Total Administration Service Corporation (TASC) is RRHA's third party administrator of the POP plan and has restated the plan document for plan year July 1, 2015 – June 30, 2016.

Chair Witten asked if this requires an annual review.

Mrs. Goh confirmed that annual review is required.

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

Commissioner Smith introduced Resolution No. 3844 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING RESTATEMENT OF ITS PREMIUM ONLY PLAN DOCUMENT AND EXECUTION OF ITS ADOPTION AGREEMENT

WHEREAS, effective July 1, 2012, the City of Roanoke Redevelopment and Housing Authority (RRHA) adopted its Premium Only Plan (POP) Document and executed an Adoption Agreement in accordance with Section 125 of the Internal Revenue Code of 1986 (Section 125); and

WHEREAS, the POP Plan provides pre-tax benefits to RRHA's employees; and

WHEREAS, under Section 125, a written Plan Document must be in place and officially adopted by the RRHA; and

WHEREAS, since Total Administration Service Corporation (TASC), RRHA's third party administrator of its POP Plan, has restated the Plan Document for Plan Year July 1, 2015 – June 30, 2016, it must officially be adopted by RRHA.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute the attached restated POP Plan Document and Adoption Agreement.

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

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3844 adopted as introduced.

3. Resolution No. 3845

Mr. Shank requested adoption of a resolution authorizing the renewal of Commercial Insurance Policies currently held by Virginia Municipal League Insurance Programs. This is for RRHA's liability, auto, property, and workers' compensation policies. Mr. Shank stated that a reduction of premium in the amount of about \$12,700 for the upcoming year is good news. The biggest portion of that reduction is related to the liability insurance. Premiums for other areas remained about the same as the current year. The term starting July 1, 2015 through June 30, 2016.

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

Commissioner Anguiano introduced Resolution No. 3845 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE RENEWAL OF COMMERCIAL INSURANCE POLICIES CURRENTLY HELD BY THE VIRGINIA MUNICIPAL LEAGUE INSURANCE PROGRAMS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is required by Section 13 of the Annual Contributions Contract (ACC) with the U. S. Department of Housing and Urban Development (HUD) to procure adequate insurance for its public housing properties to protect RRHA from financial loss resulting from various hazards; and

WHEREAS, on September 27, 2007, HUD authorized non-competitive procurement with the Virginia Municipal League (VML) Insurance Programs as provided for under 24 CFR Part 85 – Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments; and

WHEREAS, RRHA has held commercial insurance policies through the VML since 2008; and

WHEREAS, VML provided a \$12,709.09 decrease in the 2015-16 renewal rate for RRHA's Automobile, Property, Excess Auto Liability, Boiler & Machinery, Crime, Workers' Compensation, General Liability, and Miscellaneous Coverage policies; and

WHEREAS, the cost of this insurance is deemed fair and reasonable, based on cost analysis completed by RRHA staff.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to provide a Notice of Renewal for and execute necessary documents to review Automobile, Automobile Excess Liability, Property, Crime, Workers' Compensation, Boiler & Machinery, General Liability, and Miscellaneous Coverage policies from Virginia Municipal League Insurance Programs for the term of July 1, 2015 through June 30, 2016, for a not to exceed contract amount of \$264,887.

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

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3845 adopted as introduced.

4. Resolution No. 3846

Mr. Bustamante requested adoption of a resolution approving a Bedbug Policy. RRHA has done a good job of informing tenants and landlords verbally of the HUD requirements; however, RRHA felt that it would be beneficial to have a written policy to distribute to tenants and landlords to have them acknowledge responsibilities relative to

bedbug prevention and treatment.

Chair Witten asked whether this is in response to an uptick in bedbug issues or a response to concerns regarding this issue.

Mr. Bustamante stated that this is an opportunity to better educate and inform all parties of their responsibilities.

Mrs. Goh stated that RRHA has not had an increase in incidents. RRHA does have issues with bedbugs from time to time and has a contract with an exterminator to treat for bedbugs when necessary. However, it is a growing problem across the nation, and a lot of information is received from HUD and other sources encouraging Housing Authorities to update or adopt bedbug policies. After some discussion, it was decided that having this information in written policy would be a good practice.

Chair Witten stated that, under item 6 of the draft Bedbug Policy, it states that the Site Manager will provide guidance and asked if there is any budget for disposal.

Mr. Bustamante stated that RRHA currently has regularly scheduled pick up for bulk items.

Chair Witten stated he understands that to mean there are already methods in place to handle disposal.

Mr. Bustamante confirmed that is correct.

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

Commissioner Smith introduced Resolution No. 3846 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING A BEDBUG POLICY

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) owns or manages a substantial number of properties and administers rental assistance to meet affordable housing needs; and

WHEREAS, because bedbugs are a growing national problem, RRHA staff have determined that a Bedbug Policy is needed in order to minimize bedbug infestations in RRHA's public housing, Housing Choice Voucher program, and other properties owned or managed by RRHA; and

WHEREAS, the proposed Bedbug Policy has been reviewed by RRHA's General Counsel and determined to be in compliance with legal requirements applicable to RRHA.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached Bedbug Policy is approved effective July 1, 2015.

The motion was seconded by Vice-Chair Butler and upon roll call the following vote was recorded:

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

NAYS: None

Chair Witten thereupon declared said motion carried and Resolution No. 3846 adopted as introduced.

V. **ADJOURNMENT**

There being no further business to come before the Board, Vice-Chair Butler moved that the meeting be adjourned.

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

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

NAYS: None

Chair Witten declared the meeting adjourned at 3:17 p.m.

Timothy Witten, Chair

Glenda Edwards Goh, Secretary-Treasurer



Plan Document



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Article II: Purpose

- 2.01 **Creation and Title.** The Employer adopts this Cafeteria Plan as indicated by the Employer signature in Article XI - 11.01, and creates this Cafeteria Plan under the terms and conditions set forth in this Plan Document as well as through the Enrollment Communications that are expressly incorporated by reference into this Plan Document and described in Article XI - 11.06.
- 2.02 **Effective Date.** The original Effective Date of this Cafeteria Plan and the Effective Date of this Plan Document are identified on the Plan Schedule, see Article XI.
- 2.03 **Purpose.** The Plan allows Participants to elect between cash Compensation or certain nontaxable Qualified Benefits Plans maintained by the Employer as identified on the Plan Schedule, see Article XI. The Employer intends that this Plan qualify as a Cafeteria Plan under Section 125 of the Internal Revenue Code. Notwithstanding any term in this Plan Document, if any term is found to be in conflict with federal or state law, the term will automatically be amended to comply with the federal or state law.

Article III: Definitions

- 3.01 **Change in Status Event.** A Change in Status Event allows a Participant to revoke or change his/her pre-tax election during the Plan Year, and outside of the scheduled open Enrollment period. The Employer allows all of the Change in Status Events published by the IRS for this type of Plan under 26 CFR 1.123-4, as amended. A Participant who becomes eligible under the Health Insurance Portability & Accountability Act of 1996 ("HIPAA") for coverage under an accident or health benefit offered by the Employer will be allowed to make a consistent election, or election change under this Plan.
- 3.02 **Code.** The Internal Revenue Code of 1986, as amended from time to time.
- 3.03 **Compensation.** All the earned income, salary, wages and other earnings paid by the Employer to a Participant during a Plan Year, including any amounts contributed by the Employer pursuant to a salary reduction agreement which are not includable in gross income under Sections 125, 402(g)(3), 402(h), 403(b) or 457(b) of the Internal Revenue Code.
- 3.04 **Dependent.** For the purpose of the tax advantages available under this Plan, a Dependent is an individual who is a dependent of a Participant within the meaning of Section 152(a) of the Internal Revenue Code, and any child of the Participant to whom IRS Rev. Proc. 2008-48 applies (regarding certain children of divorced or separated parents who receive more than half of their support for the calendar year from one or both parents and are in the custody of one or both parents for more than half of the calendar year). For the purposes of the tax advantages available under Qualified Benefit Plans that provide accident and health benefits as defined under Sections 105 and 106 of the Code, a Dependent is determined without regard to Subsections (b)(1), (b)(2), and (d)(1)(B) thereof and includes any child (as defined in Code § 152(f)(1)) of the Participant who at the end of the taxable year has not attained age 27.
- 3.05 **Effective Date.** The date specified in the Plan Schedule, see Article XI, on which the Plan was first effective, and the date that this Plan Document is in effect.

- 3.06 **Eligible Employee.** An Employee who is eligible to participate in the one or more Qualified Benefits Plans sponsored by the Employer, limited to Employees as defined below who meet the additional requirements in the Plan Schedule, see Article XI, and not including the following:
- (a) Employees who are Non-Resident Aliens (within the meaning of Section 7701(b)(1)(B) of the Internal Revenue Code) who are deriving no earned income (within the meaning of Section 911(d)(2) of the Code) from the Employer which constitutes income from sources within the United States (within the meaning of Section 861(a)(3) of the Code); and,
- (b) Employees who are self-employed individuals (as described in Section 401(c) of the Internal Revenue Code) including sole proprietors, partners in a partnership, or more than 2% owners of subchapter "S" Corporations. This exclusion applies to the Spouse, children, parents, and grandparents under the Code Section 318 attribution rules.
- An Eligible Employee will also meet any additional conditions and terms as defined in the Enrollment Communication.
- If an Employee is not eligible to participate in this Plan and allowed to participate under any Qualified Benefits Plan, then the Employee cost will be paid with taxable income, and the Compensation will not be reduced by the Employer.
- 3.07 **Employee.** An Employee is a person who is currently or hereafter employed by the Employer, or by any other Employer aggregated under Sections 414(b), (c), (m), (n), or (o) of the Internal Revenue Code and the regulations thereunder, including a leased Employee subject to Section 414(n) of the Code.
- 3.08 **Employer.** The Employer adopting this Plan under Article XI, and any affiliate or subsidiary that, with the consent of the Employer becomes an Employer, by adopting the Plan, or any successor business organization that assumes the obligations of the Employer.
- 3.09 **Enrollment Communication.** The Employer will provide a written Enrollment Communication at open Enrollment and during the Plan Year for midyear enrollees. The Enrollment Communication will provide the specific process for Enrollment in the Qualified Benefits Plans. The Enrollment Communication is expressly incorporated by reference into this Plan Document. Enrolling in a Qualified Benefits Plan will automatically enroll you in the Medical or Medical-Related Premium Plan. There is no separate Enrollment form for the Medical or Medical-Related Premium Plan.
- 3.10 **Participant.** Any person who has been or is an Eligible Employee and who qualifies to participate and enrolls in a Qualified Benefits Plan.
- 3.11 **Plan Year.** Commencing on the first day of the Plan Year and each anniversary thereof, except that the first Plan Year may include a period of fewer than twelve (12) consecutive months. The Plan Year is identified on the Plan Schedule, see Article XI.
- 3.12 **Qualified Benefits Plan.** Employer-sponsored plans that are allowed tax advantages under this Plan pursuant to Section 125(f) of the Internal Revenue Code.
- 3.13 **Spouse.** An individual who is legally married to a Participant but is not separated from a Participant or under a decree of legal separation.

Article IV: Administration

- 4.01 **Employer's Duties.** In addition to any rights, duties or powers specified in this Plan Document, the Employer will have the following rights, duties, and powers:
- (a) to interpret the Plan, to determine the amount, manner and time for payment of any benefits under the Plan, and to construe or remedy any ambiguities, inconsistencies or omissions under the Plan;
 - (b) to adopt and apply any rules or procedures to ensure the orderly and efficient administration of the Plan, and from time to time, amend or supplement such rules and regulations;
 - (c) to determine the rights of any Participant, Spouse, or Dependent to benefits under the Qualified Benefit Plans;
 - (d) to develop appellate and review procedures for any Participant, Spouse, or Dependent denied benefits under the Plan;
 - (e) to maintain records it may require in connection with the proper administration of the Plan;
 - (f) to employ any agents, attorneys, accountants or other parties (who may also be employed by the Employer) and to allocate or delegate to them such powers or duties as is necessary to assist in the proper and efficient administration of the Plan, provided that such allocation or delegation and the acceptance thereof is in writing;
 - (g) to correct any defect, supply any omission, or reconcile any inconsistency in the Plan in such a manner and to such extent as it shall be deemed expedient to administer the Plan;
 - (h) to amend or terminate this Plan.
- 4.02 **Information to be Provided to the Employer.** The Employer, or any of its agents, will collect employment records of Participants under the Plan. These records will include, but will not be limited to, any information regarding period of employment, leaves of absence, salary history, termination of employment, or any other information the Employer may need for the proper administration of the Plan. A Participant will furnish the Employer the data the Employer reasonably requests to ensure the proper and efficient administration of the Plan, with documentation for items such as proof of relationship as needed.
- 4.03 **Interpreting Plan Terms.** Any interpretation of any provision of this Plan made in good faith by the Employer as to the terms of this Plan is final and will be binding upon the parties.
- 4.04 **Misstatements.** Any misstatement or other mistake of fact will be corrected as soon as reasonably possible upon notification to the Employer and any adjustment or correction attributable to such misstatement or mistake of fact will be made by the Employer as he considers equitable and practicable.
- 4.05 **Review Procedures.** An Employee or his/her authorized representative can appeal a decision made to deny Enrollment in a Qualified Benefits Plan or a decision to disallow an election change by sending a written request for an appeal to the Employer within 60 days of the decision to deny Enrollment or an election change. The appeal will be performed in a manner that does not afford deference to the initial determination and will be conducted by the Employer or designee. A Participant can request, free of charge, reasonable access to, and copies of, all documents and records relevant to the decision. Benefit appeals for denied claims are addressed in the Qualified Benefits Plan descriptions provided by the Employer.
- 4.06 **Rules Apply Uniformly.** The Employer will perform assigned duties in a reasonable manner and on a nondiscriminatory basis, and will apply uniform rules to all Participants similarly situated under the Plan.

- 4.07 **Facility of Payment.** Whenever a Participant who is entitled to receive a benefit under this Plan is under legal disability or is incapacitated to be unable to manage his/her financial affairs, the Employer may make payments to the Participant's legal representative, relative, or for the benefit of such Participant in such manner as the Employer considers advisable. Any such payment of a benefit in accordance with the provisions of this document shall be a complete discharge of any liability for the making of such payment under the provisions of this Plan.
- 4.08 **Information to be Furnished.** Participants shall provide the Employer with such information and evidence, and shall sign such documents, as may be requested reasonably
- 4.09 **Medical Child Support Orders.** The Employer will adhere to the terms of any judgment, decree, or court order (including a court's approval of a domestic relations settlement agreement) which complies with federal or applicable state law. The Employer will comply with the administrative requirements described under 29 USC Sec. 1169 relating to Qualified Medical Child Support Orders (QMCSO), including any federal regulations or state laws relating to the same. On the date coverage is provided as directed by a QMCSO the Employee-parent will become eligible to participate in this Plan in order to pay his/her share of the cost of the coverage on a pre-tax basis.
- from time to time for the purpose of administering the Plan.

Article V: Eligibility and Participation

- 5.01 **Eligibility Requirements.** Each Employee who enrolls in a Qualified Benefits Plan must be eligible to participate in this Plan to receive the tax advantages made available under this Plan. The eligibility for this Plan is set forth in the Plan Schedule, see Article XI.
- 5.02 **Current Employees at the time of Plan inception.** At the time of Plan adoption, all non-excluded Employees who meet the eligibility requirements may participate.
- 5.03 **New Employees.** New Employees engaged for employment after the Plan adoption, who meet the eligibility requirements, may participate in the Plan the next following entry date as indicated in the Plan Schedule, see Article XI.
- 5.04 **Re-employment of Former Employees.** Unless the Employer provides differently in the Enrollment Communications, the treatment of re-employed former Employees shall be as follows. A Participant whose employment terminates and is subsequently re-employed within 30 days of his/her separation of service and within the same
- 5.05 **Becoming a Participant.** To become a Participant, an Eligible Employee shall enroll in a Qualified Benefits Plan by any application, agreements, or process as may be required by the Employer at the time of Enrollment. The Enrollment Communication provided by the Employer at the time of Enrollment will define the process for becoming a Participant. By completing the Enrollment process, the Employee shall be deemed for all purposes to have agreed to participate and to conform to the Plan requirements. An Employee, electing to participate in the
- Plan Year will immediately rejoin the Plan with the same Benefit elections. Should the Participant return within 30 days of his/her separation of service during the following Plan Year, the Participant will be allowed to change elections through the Plan Enrollment process. A Participant whose employment terminates and who is subsequently re-employed with more than 30 days separation of service will need to re-satisfy Plan eligibility requirements to rejoin the Plan. Any unused reimbursement Benefits Account balance prior to the initial separation of service date will be forfeited.

Plan, is choosing to participate for the entire Plan Year. The annualized sum of salary reduction benefit elections shall constitute a current obligation of the Employee to the Employer. Such obligation may be revoked or changed only when the Employee has experienced and documents a Change in Status Event, when the request is consistent with the event, and notice is provided to the Plan within 30 days.

5.06 **Notification to Employees.** The Employer will communicate (in writing) to all Participants the terms and conditions of this Plan through administrative communications at the time of Enrollment and as needed during the Plan Year. These communications are expressly incorporated by reference into this Plan Document.

5.07 **Termination of Participation.** A Participant will automatically cease to be a Participant on the earliest of the following dates:

- (a) the date on which this Plan or any Qualified Benefits Plan is terminated by the Employer;
- (b) the end of the Plan Year, unless the Participant enrolls in a Qualified Benefits Plan for the next Plan Year;
- (c) the date on which the Participant fails to pay any required premium (including payment by salary reduction);
- (d) when the Participant's employment with Plan Sponsor is terminated this Plan will terminate on the earlier of the day of the termination or the day using the rule stated in the SPD, whether termination is initiated by the Participant or the Plan Sponsor, however the Participant's election can continue to be used for one or more of the Qualified Benefit Plans for the specified period of time communicated in the SPD. Participation under each Qualified Benefit Plan is described in the materials provided by the Employer; see Article XI Section 11.6 for a list of plans and literature available from the Employer.

5.08 **Family Medical Leave Act.** The Family & Medical Leave Act of 1993 (29 U.S.C. 2611) as amended, is referred to as FMLA. FMLA Leave will not be available to Employees for

Plan Years in which the Employer has 50 or fewer Employees as counted in that Act. For Plan Years in which the Employer has more than 50 Employees, the Employer is required to make FMLA Leave available to Eligible Employees under circumstances that are prescribed by applicable federal law, including a period in which an Employee is off due to the FMLA shall be treated in accordance with the rules for a layoff or a leave of absence and provided to the extent required by the FMLA (e.g., the Employer will continue to pay its share of the contribution to the extent the Participant opts to continue coverage). If the Employer is subject to the FMLA, a Participant may revoke or continue an election through the Plan upon commencement of the FMLA Leave, whether such leave is paid or unpaid. This provision applies in addition to any other right to revoke and reelect benefits under the Plan. Upon return from FMLA Leave, a Participant may be reinstated to all pre-leave elections.

5.09 **Uniformed Services Employment & Reemployment Rights Act (USERRA).** The Employer shall permit Participants to continue benefits elections as required under the Uniformed Services Employment & Reemployment Rights Act and shall provide such reinstatement rights as required by such law.

5.10 **Layoff, Leave of Absences, and Sabbaticals.** Continuation under the Plan may occur in one of the following ways:

- (a) In the case of a planned layoff, an Employee may be able to pre-fund a Qualified Benefits Plan through the end of the planned leave or the end of the Plan Year.
- (b) During the period which the Employee is off and receiving a salary, the pre-tax deductions may continue. If the Employee is not receiving a salary, he/she may continue to fund his/her election with after-tax dollars while on leave. (Payment schedule to be agreed upon between the Employer and Employee prior to the commencement of the leave.)

Article VI: Elections

- 6.01 **Available Benefits.** The Qualified Benefits Plans offered under this Plan are listed on the Plan Schedule; see Article XI. The option for an Employee to make after-tax contributions for certain Qualified Benefits Plans will be communicated by the Employer at the time of Enrollment.
- 6.02 **Election Maximum Amounts.** Each Participant shall elect any combination of the benefits made available. No Participant may choose available benefits costing more than the maximum amount, if any, as indicated in the Qualified Benefits Plan. The maximum election amounts will be included in the Enrollment Communication and the literature available for each Qualified Benefits Plan.
- 6.03 **Failure to Elect.** A Participant failing to complete the Enrollment process on or before the specified due date for the Plan Year, or a midyear enrollee during the Plan Year, shall be deemed to have elected to receive his full Compensation in cash. The Employer will communicate any applicable Enrollment deadlines in writing at the time of Enrollment.
- 6.04 **Effective Periods for Elections.** The election must be made by each Participant prior to the commencement of each Plan Year, and shall be irrevocable except as provided for in a Change in Status Event that would allow an election change. Participants may not carry over any unused contributions or available benefits from one Plan Year to a subsequent Plan Year unless the Plan Schedule indicates that the Plan has incorporated the Grace Period or the Plan document includes a limited Carryover for the Medical-Related Expense Reimbursement Benefit Plan. Further, Participants may not use any contributions from one Plan Year to purchase any available benefits that will be provided in a subsequent Plan Year.
- 6.05 **Change in Status Events.** No Participant in the Plan will be allowed to alter or discontinue the Participant's benefits elections during a Plan Year except when due to and consistent with a Change in Status Event. Enrollment requests must be made within 30 days of the Change in Status Event and be consistent with the event. Notwithstanding, an Employee can make a prospective change to a Health Savings Account (HSA) election under this Plan during the Plan Year without having a Change in Status Event.
- A Change in Status Event allows a Participant to change his/her contribution election during the Plan Year, and outside of the scheduled open Enrollment period. The Employer has elected to allow all of the Change in Status Events published by the IRS for this type of plan. An unpermitted election change will cause the elected benefit to be included in a Participant's gross income and can disqualify the Plan from tax preferred status.
- Upon the occurrence of a Change in Status Event, the Participant will notify the Employer within 30 days and complete the forms provided by the Employer. The Employer can require additional documentation for evidence of the event. The new election will be effective prospectively and will apply only to those benefits accruing to the Participant, the Participant's Spouse, or the Participant's Dependents after the effective date of the election change. With respect to an election change under the special Enrollment period provisions of HIPAA, "timely submitted" will mean submitted no later than the last day of such special Enrollment period.
- 6.06 **Non-Discrimination.** The Plan is not intended to discriminate in favor of highly compensated individuals or key Employees as to eligibility to participate or contribu-

tions and benefits as required by the Code. The Employer may exclude or limit certain highly compensated individuals from participation in the Plan, in the Employer's judgment, such actions serve to assure that the Plan does not violate applicable nondis-

crimination rules. The Employer can make necessary adjustments to Employee contributions during the Plan Year to assure that the Plan passes the required discrimination tests.

Article VII: Contributions

7.01 **Employer Contributions.** The Employer will contribute out of its general assets the amounts necessary to meet its obligations under the Plan. Unless the Employer provides differently in the Enrollment Communication or separate Plan Documents for the various Qualified Benefits Plans, there are no segregated funds established to collect or maintain the contributions. Contributions to the Plan for any Plan Year will be limited to the amounts necessary to pay for the Qualified Benefits Plans elected by the Participants.

The Employer may provide additional contributions in the way of cash or spending credits that can be used for any Qualified Benefits Plan, or used in a limited manner as defined by the Employer. The Employer may make defined contributions to specific Qualified Benefit Plans. The Enrollment Communications will include the amount of any Employer contribution, the rules defining how the Employer contributions can be used by the Participants, and any limitations on the use of Employer contributions. Employer contributions will continue to be provided while on approved FMLA Leave to the same extent provided to an Employee actively at work.

7.02 **Employee Salary Reductions.** The Participant shall agree to reduce his/her Compensation from the Employer by such amounts as are necessary to provide for those Qualified Benefits Plans which the Participant has elected. "Employee" salary reduction amounts are "Employer" contributions for purposes of Internal Revenue Code Section 125 and its applicable regulations. No Participant shall have, by virtue of the Plan, any interest in any specific asset or

assets of the Employer. A Participant has only an unsecured contractual right to receive the benefits defined and limited by the Qualified Benefits Plans.

7.03 **Administrative Fees.** The Employer may charge the Employee reasonable cafeteria plan administrative fees. If any administrative fees are required, the Enrollment Communication will include the amount of the administrative fee and whether it is withheld from the Employee's salary reduction.

7.04 **Increases or Decreases in Premium.** The Employer reserves the right to increase the Participant's share of any Premiums and decrease the Employer's share by a like amount. The Employer will notify Participants prior to raising the Participant's obligations. If the premium or required contribution for any Qualified Benefits Plan increases or decreases during the Plan Year, a Participant's contributions will increase or decrease automatically in an amount sufficient to pay for such increase or decrease. However, in the case of an increase in premium, if a similar benefit is offered under the Plan at the time of said increase, the Participant may select such similar benefit rather than pay the increase.

The Employer reserves the right to reduce the Participant's share of any Premiums and increase the Employer's share by a like amount. The duration of this "Premium Holiday" is at the Employer's discretion and will be communicated by the Employer. As this is considered to be temporary, Participants are not considered to have incurred a Change in Status should the Employer invoke this option.

Article VIII: Records and Reports

- 8.01 **Responsibility.** The Employer shall exercise authority and responsibility to comply with the Plan relating to Participant records, balances, and benefits payable under this Plan. The Employer also shall be responsible for all Plan reporting and disclosure requirements.
- 8.02 **Examination of Records.** The Employer will make each Participant's records under the Plan available for his/her examination at reasonable times and during normal business hours.

Article IX: Plan Termination

- 9.01 **Plan Termination.** The Plan or any portion of the Plan shall be subject to termination at any time by the Employer, provided however, that such termination shall not affect any right or claim arising under the Plan prior to termination. Any unclaimed funds shall become payable as the Employer may direct. Such direction may include, but not be limited to a continuation of the Plan in order to pay balances in accordance with elected benefits.
- 9.02 **Rights to Terminate.** In accordance with the procedures set forth in this section, the Employer may terminate the Plan at any time. In the event of a dissolution, merger consolidation, or reorganization of the Employer, the Plan shall terminate unless the Plan is adopted and continued by a successor to the Employer in accordance with the resolution of its Board of Directors.

Article X: Plan Construction

- 10.01 **Taxation.** The Employer intends that this Plan be in compliance with Section 125 of the Internal Revenue Code, and therefore, the Employer may deduct the amount paid for the benefits provided from federal income and employment taxes. This Plan has not been submitted to the Internal Revenue Service, and there is no assurance that the intended tax benefit under this Plan will be realized. Neither the Employer nor its designated representatives makes any commitment or guarantee that any amounts elected or paid for the benefit of a Participant will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Any Participant, by accepting a benefit under this Plan, agrees to be liable for any tax penalties and interest which may be imposed by the Internal Revenue Service with respect to these benefits.

- 10.02 **Adoption by Related Organizations.** Upon the approval of the Employer, this Plan may be adopted by any organization in affiliation with the Employer. For the purpose of this Plan affiliated organizations are described in Section 414(b), (c) or (m) of the Internal Revenue Code. The adopting organizations shall execute and deliver to the Employer a supplemental agreement providing for the adoption of this Plan and such other documents as the Employer deems necessary or desirable. The provisions of this Plan shall be applicable to such organization to the extent provided in the supplemental agreement.
- 10.03 **Uniform Exercise of Powers.** In the exercise of any of its powers, duties and discretion under this Plan, and within the scope of its authority, and in all of its acts, decisions, and determinations hereunder, the Employer shall at all times act in good faith and in a non-discriminatory manner and shall follow a consistent policy on comparable issues. All Employer actions and determinations shall be duly recorded. All such records, together with such other documents as may be necessary for the administration of this Plan, shall be preserved. Decisions regarding any Employer-disputed questions relative to the rights of a Participant hereunder and upon all matters within the scope of its authority shall be final and binding on all parties in interest.
- 10.04 **Construction.** No provision of this Plan shall be construed to conflict with any Treasury Department, Department of Labor, or Internal Revenue Service Regulation, Ruling, Release, or Proposed Regulation or other order which affect, or could affect, the terms of the Plan. This Plan will be in compliance with any changes related to the Internal Revenue Code. This 125 Plan is not subject to the Employee Retirement Income Security Act of 1974 (ERISA); however the Qualified Benefits Plans offered by the Employer can be subject to ERISA. Refer to the Qualified Benefits Plan for details.
- 10.05 **Entire Document.** This document, including any appendices or supplements thereto, shall constitute the entire and complete document, and as such shall govern the rights, liabilities and obligations of the Plan, except as the Plan may be modified.
- 10.06 **Severability.** In the event any provisions of this document shall be held illegal or invalid for any reason by law or a court of competent jurisdiction, said illegality or invalidity shall not affect the remaining provisions included herein either initially, or beyond the date said provisions are first held to be illegal or invalid, provided the basic purposes hereof can be affected through the remaining valid and legal provisions.
- 10.07 **Benefits Provided through Third Parties.** In the case of any benefit provided through a third party, such as an insurance company, pursuant to a contract or policy with such third party, if any conflict or inconsistency exists between the description of benefits contained in this Plan and such contract or policy, then the terms of such contract or policy shall control.
- 10.08 **Rights Against the Employer.** Neither the establishment of the Plan, nor any modification thereof, nor any distribution hereunder, shall be construed as giving to any Participant or any person whomsoever any legal or equitable rights against the Employer, its shareholders, directors, or officers, as such, or as giving any person the right to be retained in the employ of the Employer.
- 10.09 **Successor-Businesses.** Unless this Plan be sooner terminated, a successor to the business of the Employer, by whatever form or manner resulting, may continue this Plan by appropriate supplemental agreement.

Article XI Plan Adoption and Schedule

11.01 **Employer Adoption.** By signing this Plan Document, the Employer identified below represents that it has formally adopted this Cafeteria Plan.

Employer: _____

By: _____

Printed: _____

Title: _____

11.02 **Plan Year.** The Plan Year is from

_____, 20 ____ to

_____, 20 ____.

There is a short Plan Year beginning

_____, 20 ____ and ending

_____, 20 ____.

(If left blank, there is no short Plan Year.)

11.03 **Effective Date.** This Cafeteria Plan was

originally effective on _____,

20 ____.

This Cafeteria Plan has been created or restated by this Plan Document

effective _____, 20 ____.

11.04 **Eligible Employee.** An Employee who meets the definition of an Eligible Employee, 3.06, and the requirements in this part 11.04, can enroll in this Plan by completing the process outlined in the Enrollment Communications.

An Eligible Employee must be regularly scheduled to work _____ hours per week in order to enroll in this Plan. Part-time Employees working fewer hours are not Eligible Employees.

Description of Excluded Employees

Union. Employees who are included in the unit of Employees covered by a collective bargaining agreement between the Employer and Employee representatives, provided benefits were the subject of good faith bargaining and two percent or less of the Employees of the Employer who are covered pursuant to that agreement are professionals (as defined in Treasury regulation Section 1.410(b)-9). For this purpose, the term "Employee Representatives" does not include any organization more than half of whose members are Employees who are owners, officers, or executives of the Employer.

___ Excluded
___ Eligible
___ Not applicable

Seasonal Employees regularly working less than

___ months within a year.

___ Excluded
___ Eligible
___ Not applicable

Employees under ___ years of age.

___ Excluded
___ Eligible
___ Not applicable

11.05 **Commencement of Participation.** An Eligible Employee can enroll in this Plan at the annual open Enrollment period or upon completion of the employment requirement identified below:

___ No wait, on the date of hire
___ 30 days after the date of hire
___ 60 days after the date of hire
___ 90 days after the date of hire
___ First of the month after the date of hire
___ First of the month after 30 days of continuous employment
___ First of the month after 60 days of continuous employment
___ Other _____

11.06 Qualified Benefits Plans. The Plan Documents and Summary Plan Descriptions identified in the chart below are expressly incorporated by reference into this Plan Document and provide specific description of each of the benefits available through the plan, including the periods during which the benefits are provided (the periods of coverage if different from the Plan Year for this Plan), and the Plan’s rules governing participation.

The following Plans are offered under this Cafeteria Plan:

Check if offered under this Plan:	Qualified Benefits Plans	Available Plan Documents or Summary Plan Description (SPD)
_____	Medical or Medical-Related Premium for a group health plan. (This can include an imbedded or standalone dental/vision plan.)	A Medical or Medical-Related Premium SPD will be provided by the Employer within 90 days of Enrollment and upon request.
_____	Health Savings Account (HSA)*	Details will be provided in the Enrollment Communication.
_____	Non-Employer-Sponsored Premium Account Plan for individual health plans (NESP).	See Appendix A.
_____	Medical or Medical-Related Expense Reimbursement Benefit (Health FSA).	See Appendix B. A Medical or Medical-Related Expense Reimbursement Benefit SPD will be provided by the Employer within 90 days of Enrollment and upon request.
_____	Non-Excepted Medical or Medical-Related Expense Reimbursement Benefit (Health FSA)	See Appendix D. A non-excepted Medical or Medical-Related Expense Reimbursement Benefit SPD will be provided by the Employer within 90 days of enrollment and upon request.
_____	Dependent Care Benefit.	See Appendix C.
_____	Supplemental Insurance (Voluntary Indemnity Plans).	Details will be provided in the Enrollment Communication.
_____	Disability Insurance Premium (Employee Only) - Pre-taxing Employee contributions will make benefits paid taxable compensation.	Details will be provided in the Enrollment Communication.
_____	Voluntary/Group Term Life Insurance **	Details will be provided in the Enrollment Communication.

NOTES

* A Participant is required to make an election before the start of the Plan Year, or before the first day of his/her coverage, showing the amount contributed to an HSA tax free under this Plan. A Participant will be able to change his/her HSA election for any month in the Plan Year regardless of whether the Employee can show a Change in Status Event.

** The cost of excess coverage as determined in Table I, published by the IRS, will be imputed income. Excess coverage is any amount over a \$50,000 benefit.

COBRAToday COBRA Administration
DirectPay Health Reimbursement Arrangements (HRA)
FlexSystem Flexible Spending Accounts (FSA)
ERISAEdge ERISA Compliance
FMLAMatters FMLA Administration
PayPath Payroll Services
TASC Health Savings Accounts (HSA)

**CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY**

Bedbug Policy

Effective

July 1, 2015

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

BEDBUG POLICY

Bedbugs are a growing national problem, and as a result the City of Roanoke Redevelopment and Housing Authority (“RRHA”) has created this Bedbug Policy (this “Policy”) in an effort to minimize bedbug infestations in its public housing, Housing Choice Voucher Program, and other properties owned or managed by RRHA (collectively, the “RRHA Properties”). This Policy outlines the roles and responsibilities of RRHA and the residents of the RRHA Properties who have entered into an RRHA approved lease (hereinafter referred to as “Tenants”) in identifying and removing bedbugs from the Properties.

RRHA’S RESPONSIBILITIES

A. Management

1. RRHA shall provide training to appropriate staff members regarding the identification, prevention, and eradication of bedbugs.
2. RRHA shall educate new and existing Tenants on methods that may be utilized in order to prevent and detect bedbugs. Such efforts may include written handouts distributed to all Tenants and public workshops for Tenants to attend.
3. RRHA will keep a qualified pest control company under contract to provide services on an as needed basis.
4. RRHA shall keep written records of reports and incidents of bedbug infestation. Said records shall identify the dates, times, and places of such reports or incidents, and documentation evidencing the treatments undertaken by RRHA in response to such reports or incidents. Site managers are responsible for maintaining these records in the site management offices.

B. Inspections

1. If a Tenant reports the existence of bedbugs in his or her unit, a RRHA representative shall make contact with the Tenant within 24 hours, provide the Tenant with information about control and prevention of bedbugs and discuss measures the Tenant may be able to take in the unit before an inspection is performed.
2. Following a report of bedbugs from Tenant, a qualified professional trained in bedbug detection shall inspect the unit to determine if bedbugs are present. It is critical that inspections be conducted by trained professionals with the expertise to determine if there is a bedbug infestation. The inspection shall occur within three calendar days of the Tenant’s report, or if this is not feasible, as soon as possible.
3. If RRHA is unable to secure an inspector within three calendar days, RRHA shall retain documentation of its efforts to obtain such services.

4. The inspection shall cover the unit reporting the infestation and no fewer than the adjoining apartment in a duplex or surrounding apartments consisting of the units above, below, left and right in a multifamily building, if these units exist.
5. If the initial inspection confirms the presence of bedbugs, RRHA will contact a licensed pest control company to treat the infestation. The length, method and extent of the treatment will depend on the severity and complexity of the infestation. The Tenant may expect treatment to begin within five days of the inspection, though depending on the form of treatment and/or the availability of the contractor, this may not be possible. Tenants should be advised that treatment may take several weeks and possibly several applications. Once the initial treatment date of the unit is established, RRHA will provide written notice to Tenant advising him or her of the date of such treatment and their responsibilities under this Policy.
6. If an infestation is suspected but cannot be verified, RRHA will cause the unit to be re-inspected periodically over the next several months.

C. Additional Considerations

1. RRHA will not charge a Tenant to cover the cost of bedbug treatment; such costs shall be covered by RRHA. Tenant shall, however, be responsible for the costs associated with preparing their units for treatment, as more particularly described in the Tenant Responsibilities section of this Policy.
2. RRHA will not reimburse Tenant for replacing household items after a bedbug infestation, such as the purchase of new furniture, clothing or cleaning services.

D. Housing Choice Voucher Program

1. RRHA does not have direct responsibility for bedbug removal in the Housing Choice Voucher Program. Like all other maintenance and quality of life issues, they are the responsibility of the landlord. As stated in both the Housing Quality Standards (HQS) and the Housing Assistance Payment (HAP) contract, landlords are responsible to ensure the dwelling unit and its equipment must be in sanitary condition and free of vermin and rodent infestation.
2. If the HAP contract is violated, the cancellation process outlined in RRHA's Administrative Plan will be followed.

TENANT RESPONSIBILITIES

1. Tenants must report to RRHA staff immediately if there are any signs of bedbugs and/or any such pests or infestation. Reporting can be done by visiting the office, by calling the Site Manager, or by calling RRHA's Vice President of Housing, at (540) 983-9265. Any willful failure on the part of a Tenant to report a bedbug infestation may result in adverse action taken against the Tenant, up to and including eviction. A Tenant reporting bedbugs may expect expeditious response and attention by RRHA, but should be advised that inspection and, if necessary, treatment of bedbugs may take time to schedule.

2. It is recommended that the Tenant be onsite at the scheduled time when the initial inspection is conducted. If the Tenant cannot be present, a member of RRHA's maintenance staff will be present when the initial inspection is conducted.
3. Tenant may not use any insecticide "bombs," total release foggers, camphor, kerosene, diesel, gasoline, alcohol, or similar products. These products can cause serious health problems and increase the likelihood of a fire or explosion in the unit. These products are not appropriate for bedbug management.
4. **If it is determined that there is an infestation in a Tenant's unit, Tenant must perform the tasks listed below prior to the scheduled treatment date.** RRHA is responsible for the cost of extermination of bedbugs. Tenants are responsible for preparing their units as outlined below, and for any costs associated with this preparation. Prior to the scheduled treatment date, Tenant must:
 - a. Remove all sheets, blankets, mattress covers, pillowcases, etc. ("Bedware") from beds and place them in sealed plastic bags. These items should be washed in hot water (120+ degrees recommended). After washing, the plastic bags should be thrown away. All Bedware should be dried in a dryer on the highest heat setting for at least 30 minutes. After drying, Bedware should be folded and placed in clean plastic bags and sealed tightly. Bedware should not be put back on the bed until after the initial treatment. Plastic bags must be discarded after use.
 - b. Remove everything from bedrooms and hall closets. Closets, dresser drawers, and night stand drawers must be empty. Remove all clothing, boxes, etc. from bedroom floors. Place these items inside airtight plastic storage bins or plastic garbage bags and store until after the initial treatment. Plastic bags must be discarded after use.
 - c. Wash all clothing, towels, and other linens in hot water (120+ degree recommended) and dry in a dryer on the highest heat setting for at least 30 minutes. Place clean items inside airtight plastic storage bins or plastic garbage bags that are sealed tightly and store until after the initial treatment. Plastic bags must be discarded after use.
 - d. Vacuum (using disposable vacuum cleaner bags) all furniture, dresser drawers, nightstand drawers, mattresses, and box springs. After vacuuming, place the disposable vacuum cleaner bag inside a plastic garbage bag that is sealed tightly and discard in outdoor trash receptacle immediately.
 - e. Discard all cardboard hangers, boxes, etc.
 - f. Remove all pictures from walls. Bedbugs have been known to live on the back of a picture frame.
5. In an effort to remediate the problem, Tenant must comply with any reasonable recommendations made by the pest control company regarding the infestation at the unit. These recommendations could include disposing of Tenant's furniture or other personal property. If Tenant thinks that any recommendation is unreasonable, Tenant must contact his or her Site Manager in writing as soon as possible to state his or her objection and why he or she does not want to comply with the recommendation from the pest control company.
6. Tenant must consult with his or her Site Manager if it is determined that any infested furniture, mattresses, box springs, or clothing needs to be thrown away. Placing these

items in the dumpster or other trash receptacles on the Properties is not advisable. The Site Manager will provide guidance on the best way to dispose of these items.

7. Tenant is strongly encouraged to remain out of the unit for a minimum of four hours after treatment, or longer if recommended by the pest control company that performs the treatment on the unit.

HOUSING CHOICE VOUCHER LANDLORD RESPONSIBILITIES

1. The Housing Assistance Payment (“HAP”) contract requires the landlord to maintain the contract unit and its premises in accordance with Housing Quality Standards (“HQS”). If bedbugs are present, the landlord, as required by the HQS and HAP contract, must ensure that the dwelling unit and its equipment be in sanitary condition and free of vermin and rodent infestation. In order to comply with the HQS, if the presence of bedbugs is suspected, the landlord must notify RRHA immediately and it is strongly recommended that the landlord contact an extermination professional for an immediate inspection. If treatment is deemed necessary, a copy of the contract the landlord entered into with the pest control company (including all treatments to be performed and a schedule for the work) must be provided to RRHA within five days of initial determination that treatment is required. In addition, the landlord must notify RRHA when the eradication is complete.
2. Failure of a landlord to comply with this Policy is considered a violation of the HAP contract and may result in abatement, suspension or termination of housing assistance payments, termination of the HAP contract, and suspension of eligibility to participate in the Housing Choice Voucher Program.