

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, November 28, 2011, 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

Chairperson Garner called the meeting to order at 3:03 p.m. and declared that a quorum was present.

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

ABSENT: Commissioner Smith

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Earl Saunders, VP of Real Estate Management; Jackie Austin, VP of Finance/CFO; Roger Vest, VP of Real Estate Development; Helen Shampine, HCV Director; Joel Shank, Capital Improvements Director; Desi Wynter, Director of Redevelopment and Modernization; Gloria Charlton, FSS Coordinator; Lydia Fuller, Resident Relations Coordinator; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel; Anita Price, City Council Liaison

Chairperson Garner welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Chairperson Garner asked for the Financial Report.

Ms. Austin, RRHA VP of Finance/CFO, referred to page 1 of the Monthly Operations Report Finance Section cash activity sheet and stated that 1.7 million dollars in investments were called in the month of October which resulted in a decrease in investments and an increase in cash. Ms. Austin stated that, relative to the reduced funding to be provided by HUD for the 2012 calendar year, the call on the investments may benefit RRHA by eliminating the need to liquidate investments and pay associated penalties.

Ms. Austin referred to page 23 of the Monthly Operations Report Finance Section and stated that Public Housing is reporting net income of approximately \$292,000. Total expenses are showing a favorable variance of \$147,000 primarily attributable to expenses that have not been incurred to date. Extraordinary maintenance is over budget \$22,500 due to unanticipated siding replacement at Indian Rock Village. During the month of October one lease-purchase house was sold, resulting in the transfer in of approximately \$85,000 in assets to the Public Housing Program. The assets are being held in the HOPE VI Grant which has not been closed out and currently has one active project.

The Central Office Cost Center (COCC) is reporting net income of approximately \$14,000 as shown on page 32. Total revenues are \$14,000 under budget primarily due to management fee income from the Capital Fund Program (CFP) that was inadvertently not drawn from HUD in the month of October. Total expenses are showing a favorable variance of \$26,000, and administrative expenses are showing a positive variance of almost \$22,000 due to expenditures that have not been incurred to

date.

The Section 8 program is reporting a difference in revenues over expenses of approximately \$16,000 as shown on page 33. Total expenses are showing a favorable variance of approximately \$15,000. Administrative expenses are under budget \$11,000 due to vacant positions and expenses that have not been incurred to date.

Ms. Austin asked if there were any other questions. There were none.

Chairperson Garner thanked Ms. Austin for her report.

2. Executive Director's Report

Chairperson Garner asked for the Executive Director's report.

Ms. Glenda Edwards referred to her written report in the Monthly Operations Report and highlighted the information regarding the 2012 federal budget. Ms. Edwards referred to Ms. Austin's statement regarding the availability of funds from RRHA investments and noted the probability that RRHA will need those funds in the near future to operate the Public Housing program.

Ms. Edwards stated that all RRHA programs are receiving funding cuts; however, the funding cuts could have been worse. The National Association of Housing and Redevelopment Officials (NAHRO) is stating that it is likely that there will have to be a 95% proration across the board for all housing authorities and the remainder of the cuts will affect only those housing authorities with reserves.

Ms. Edwards stated that she has spoken with a staff member in the Richmond HUD field office regarding when RRHA can expect to know the actual funding amounts for Section 8 Housing Assistance Payments (HAP). The projection from HUD is that housing authorities should be informed of actual funding amounts by mid-February

2012, meaning that Section 8 will be operating on estimated funding for the first two months of the year. This is a serious concern for RRHA, because the Section 8 HAP reserves are projected to be fully exhausted by February 2012.

Ms. Edwards stated that Real Estate Assessment Center (REAC) physical inspections have been completed for some properties. Reports from Mr. Earl Saunders, RRHA VP of Real Estate Management, Mr. Joel Shank, RRHA Capital Improvements Director, and others in property management indicate that these inspectors have been very thorough. The inspection scores are lower than the most recent prior inspections that occurred between November 2009 and January 2010. Villages at Lincoln scored 71, as compared to 95 on the prior inspection. Melrose Towers scored 66, as compared to 88 on the prior inspection. Morningside Manor scored 79, as compared to 97 on the prior inspection.

Ms. Edwards asked Mr. Saunders and Mr. Shank if they had any comments they would like to add regarding the inspections, preparation for the inspections, or the condition of the sites. Mr. Saunders stated that Melrose Towers has over 2,000 sprinkler heads in the building and lost points because the property was cited for a few sprinkler heads that were in closets that have paint on them. Morningside Manor was cited for rust on the bottom of a steel door and a boiler leak. Villages at Lincoln basements were closed off when the heating systems were moved outside as part of the HOPE VI renovations. The inspector went in the basement and cited an electrical box that was open, as well as a lack of handrails on the basement stairs.

Ms. Edwards stated that remaining sites are scheduled for inspection in January and RRHA staff will include the types of items cited in the November inspections as they

prepare for the remaining inspections.

Chairperson Garner asked if RRHA received any notice that the current inspections were going to be conducted differently. Ms. Edwards stated that she believes the more thorough approach to this round of inspections may be related to the new Public Housing Assessment System (PHAS) scoring system. This round of inspections is being treated as baseline inspections by HUD for the new PHAS. Under the new scoring system, inspection scores determine the frequency of future inspections for public housing sites. Sites that score over 90 will be inspected every 3 years, while sites scoring between 80 and 90 will be inspected every 2 years, and sites scoring below 80 will be inspected annually.

Ms. Edwards stated that RRHA staff are using the current inspection approach to identify ways to be better prepared for the next round of inspections. Mr. Saunders stated that he has never seen a unit lose points based on splattered paint on sprinkler heads in a closet. Mr. Roger Vest, RRHA VP of Real Estate Development, stated that HUD also contracts with a number of different inspection companies, which results in different approaches to inspections from one round to the next.

Ms. Edwards stated the scores are disappointing because RRHA has a continuing goal to improve scores, and the previous round of inspections showed significant improvement from prior scores. However, this experience provides valuable learning in the sense that it serves to raise staff awareness that inspection preparations need to be completed based on an assumption that each inspection will be extremely thorough. Ms. Edwards stated that none of the scores for properties inspected to date are low enough to put RRHA into physically troubled status with HUD.

Ms. Edwards invited the Commissioners to Mr. Saunders' retirement reception on December 9, 2011 at Melrose Towers.

Ms. Edwards introduced Mr. Desi Wynter, RRHA's new Director of Redevelopment and Modernization. Ms. Edwards stated that, as the Board is aware, Mr. Shank will be serving as VP of Operations, assuming responsibilities of Mr. Saunders and Mr. Vest, who are retiring. Mr. Wynter has been hired to replace Mr. Shank. Mr. Wynter comes to RRHA with significant related experience, most recently 7 years with the Richmond Redevelopment and Housing Authority. He also worked with the Virginia Department of Housing and Community Development and served as an executive director with Habitat for Humanity. Ms. Edwards asked Mr. Wynter if he had anything he would like to say. Mr. Wynter stated that he has had a very warm welcome and is looking forward to working at RRHA. Ms. Edwards stated that Mr. Wynter has also competed twice in the Olympics. Commissioner Burruss asked Mr. Wynter in what sport he competed. Mr. Wynter stated that he competed in the 400-meter track events in Seoul and Barcelona.

Ms. Edwards stated that the draft 2012 schedule for Board meetings is included in the materials distributed to Commissioners and shows the schedule in accordance with RRHA Bylaws. Ms. Edwards stated that she and Chairperson Garner had discussed the schedule, and Chairperson Garner suggested that the Commissioners might want to consider whether to change the Wednesday, December 26, 2012, meeting date. Ms. Edwards stated that if the Board would like to change the December 2012 meeting date, a resolution can be prepared for Board consideration at the December 2011 meeting before Public Notice is given of the 2012 Board meeting dates.

After some discussion by Commissioners, Chairperson Garner stated that the consensus is for a resolution to be brought before the Board at the December 19, 2011 meeting to change the date of the December 2012 meeting to December 17, 2012. Ms. Edwards stated that she would prepare a resolution.

Ms. Edwards asked if there were any questions regarding her report. There were none.

Chairperson Garner thanked Ms. Edwards for her report and welcomed Mr. Wynter to RRHA.

3. Staff Reports

Chairperson Garner asked if there were any staff reports. There were none.

4. Committee Reports

Chairperson Garner asked for committee reports.

Commissioner Karnes stated that the Personnel Committee is continuing to review RRHA's Grievance Policy and will hopefully bring it before the Board for approval at the December 2011 Board meeting.

5. Commissioner Comments

Chairperson Garner asked if there were any Commissioner comments. There were none.

6. Residents or other community members to address the Board

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

Commissioner Butler left the meeting at 3:23 p.m.

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, October 24, 2011.

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

C-2 Monthly Operations Report for the month of October 2011

RECOMMENDED ACTION: File as submitted

Chairperson Garner stated that there are some minor typographical errors in the minutes that are not substantive. He stated that he had discussed the errors with Ms. Edwards, and they will be corrected in the final form of the minutes. Commissioner Karnes introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Witten and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. **Resolution No. 3673**

Chairperson Garner introduced Resolution No. 3673 changing the date for the December 2011 regular meeting of the Board of Commissioners from December 27, 2011 to December 19, 2011.

Vice-Chair Boitnott introduced Resolution No. 3673 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS DESIGNATING A DIFFERENT DATE FOR THE

DECEMBER 2011 REGULAR MEETING OF THE BOARD OF
COMMISSIONERS

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2, of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interests of RRHA to hold the December 2011 regular meeting of the Board of Commissioners on Monday, December 19, 2011 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia.

NOW, THEREFORE, BE IT RESOLVED that the regular meeting of the Board of Commissioners for the month of December 2011 shall be held on Monday, December 19, 2011 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia.

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

AYES: Commissioners Burruss, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3673 adopted as introduced.

2. Resolution No. 3674

Ms. Edwards asked for approval of Resolution No. 3674 authorizing submission to HUD of an Amendment of the 2011 Annual Plan update to the 2010-2014 Agency Plan.

Chairperson Garner thanked Ms. Edwards and asked if there were any questions. There were none.

Vice-Chair Boitnott introduced Resolution No. 3674 and moved its adoption as

introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING AN AMENDMENT TO THE 2011 ANNUAL PLAN UPDATE TO THE 2010-2014 AGENCY PLAN FOR SUBMISSION TO HUD

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) receives its operating funds from the 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 2011 Annual Plan update to the 2010-2014 Agency Plan was approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011 and submitted to HUD on June 29, 2011; and

WHEREAS, HUD executed Annual Contributions Contract (ACC) Amendments for FY 2010 Capital Fund and Replacement Housing Factor (RHF) appropriations on August 3, 2011; and

WHEREAS, Attachment H of the RRHA 2011 Annual Plan update to the 2010-2014 Agency Plan containing Capital Fund Annual Statements and Performance and Evaluation Reports was prepared based on estimated amounts and has been updated to reflect actual funding amounts; and

WHEREAS, upon subsequent review, RRHA staff discovered that the intention to accumulate first increment RHF funds for constructing multiple scattered site units, which was stated in Attachment H Capital Fund Annual Statements and Performance and Evaluation Reports, was omitted from the narrative section of the 2011 Annual Plan.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the amended 2011 Annual Plan update to the 2010-2014 Agency Plan be and hereby is approved, with all items remaining the same except Section 7.0 of the Plan Form No. OMB 2577-0226, and Attachment H, which has been updated to reflect Fiscal Year 2011 Capital Fund Formula Grant of \$1,868,485, Replacement Housing Factor First Increment Grant of \$165,582, and Replacement Housing Factor Second Increment Grant of \$155,838.

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

AYES: Commissioners Burruss, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3674 adopted as introduced.

Commissioner Butler rejoined the meeting at 3:28 p.m.

3. Resolution No. 3675

Mr. Shank asked for approval of Resolution No. 3675 awarding a contract for replacement of heating boilers for Morningside Manor under the Capital Fund Program (CFP) Grant Number VA36P01150110. Mr. Shank stated that the replacement of one of the heating boilers was part of RRHA's Annual Plan for this year. Mr. Shank stated that another heating boiler was cracked and leaked when the heating system was started this year. Mr. Shank stated that the system incorporates three boilers that work in conjunction with each other, and all three must be replaced.

Commissioner Butler asked about the large difference in the high to low bids and asked Mr. Shank if he had any concerns. Mr. Shank stated that he had conducted a detailed review of the bid with Valley Boiler & Mechanical, Inc. The boilers they propose to install are a newer version of the current boilers and, therefore, do not require a significant amount of piping changes, resulting in a lower bid. Mr. Shank stated that, based on the review and evaluation, he does not have concerns about the bid.

Chairperson Garner asked if there were any other questions. There were none.

Commissioner Butler introduced Resolution No. 3675 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDS A CONTRACT FOR REPLACEMENT

OF HEATING BOILERS FOR MORNINGSIDE MANOR UNDER THE
CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150110

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded by the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP) grants numbered VA36P01150110 in the amount of \$2,171,100.00 and VA36P01150111 in the amount of \$1,868,485; and

WHEREAS, HVAC (heating, ventilation, and air conditioning) - replacement of heating boiler for Morningside Manor, was included on the Annual Statement/Performance and Evaluation Report for VA36P01150111 and in FY 2012 in the Capital Fund Program (CFP) Five-Year Action Plan, both of which were included in the 2011 Annual Plan update to the 2010 -2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, the replacement of boilers has become an imminent need due to the condition of the boilers, and HUD has not yet released funds from VA36P01150111 for RRHA's use; and

WHEREAS, regulations at 24 CFR 968.305 allow fungibility, which permits a Public Housing Authority (PHA) to substitute any work item from the latest approved Five-Year Action Plan to any previous approved CFP budget without prior HUD approval; and

WHEREAS, RRHA needs to use fungibility to move work item Morningside Manor HVAC - boiler from CFP grant number VA36P01150111 to CFP grant number VA36P01150110 and meets all regulatory requirements for doing so; and

WHEREAS, RRHA needs a qualified contractor to replace heating boilers at VA11-8 Morningside Manor, AMP 208; and

WHEREAS, RRHA issued an Invitation for Bid on October 2, 2011, with bids being due on October 25, 2011; and

WHEREAS, RRHA received four (4) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
HTF Mechanical Services, Inc.	\$147,505.00
S. J. Conner & Sons, Inc.	\$141,995.00
Valley Boiler & Mechanical, Inc.	\$117,700.00
Waco, Inc.	\$170,000.00

WHEREAS, the bid submitted by Valley Boiler & Mechanical, Inc. was determined to be responsive; and

WHEREAS, the amount of the bid submitted by Valley Boiler & Mechanical, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Valley Boiler & Mechanical, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends an award to Valley Boiler & Mechanical, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

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

- (1) The bid submitted by Valley Boiler & Mechanical, Inc. be and hereby is accepted.
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Valley Boiler & Mechanical, Inc. and RRHA for the fixed price of \$117,700.00.
- (3) 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 Witten and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3675 adopted as introduced.

4. Resolution No. 3676

Mr. Shank asked for approval of Resolution No. 3676 modifying contract number 551-1108-1-7 under the Fiscal Year 2009 Capital Fund Program grant number VA36P01150109. Mr. Shank stated that, after work was underway, staff discovered deteriorated conditions requiring additional partial replacement of three basement stairwells and replacement of two elevated rear porch slabs at Lansdowne Park.

Chairperson Garner asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3676 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT NUMBER 551-1108-1-7 UNDER THE FISCAL YEAR 2009 CAPITAL FUND PROGRAM GRANT NUMBER VA36P01150109

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded grant number VA36P01150109 in the amount of \$2,359,948.00 from the Department of Housing and Urban Development (HUD) Capital Fund Program (CFP); and

WHEREAS, Basement Stairwell Grates and Accessibility, were included on the Annual Statement detailing the planned use of CFP grant number VA36P01150109, which was approved by the RRHA Board of Commissioners under Resolution No. 3544 - revised on June 22, 2009; and

WHEREAS, the Executive Director was authorized and directed to execute a standard contract for basement stairwell improvements for Lansdowne Park, AMP 201 and Villages at Lincoln, AMP 202 between Holt., Inc. and RRHA for the fixed price of \$239,680.00, by the RRHA Board of Commissioners in Resolution No. 3649 on June 27, 2011.

WHEREAS, after the contract work was underway, RRHA staff discovered deteriorated conditions requiring additional partial replacement of three (3) basement stairwells and replacement of two (2) elevated rear porch slabs at Lansdowne Park; and

WHEREAS, Holt, Inc. was requested to provide a proposal for partial replacement of three (3) basement stairwells and replacement of two (2) elevated rear porch slabs; and

WHEREAS, the change proposal submitted by Holt, Inc. was \$29,300.00 and a contract period extension of 30 calendar days for completion of the additional work; and

WHEREAS, the amount of the revised change proposal submitted by Holt, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on R S Means Cost Data, for the change proposal; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found in all respects acceptable to RRHA; and

WHEREAS, the Capital Improvements Director recommends the acceptance of Holt, Inc.'s change proposal; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The change proposal submitted by Holt, Inc. in the amount of \$29,300.00 with a contract period extension of 30 calendar days be and hereby is accepted.
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of Holt Inc.'s proposal for partial replacement of three (3) basement stairwells and replacement of two (2) elevated rear porch slabs, dated November 10, 2011.
- (3) 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 Vice-Chair Boitnott and upon roll call the following vote was recorded:

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3676 adopted as introduced.

5. Resolution No. 3677

Mr. Vest stated that Ms. Gloria Charlton, RRHA FSS Coordinator has worked hard and identified another qualified buyer for 1707 Downing Street. Mr. Vest asked for approval of Resolution No. 3677 authorizing the execution of documents necessary to consummate the sale of property at 1707 Downing Street, NW, and bearing City of Roanoke Tax Map Number 2040814 to Ernest Sogokuru.

Chairperson Garner asked if there were any questions. There were none.

Vice-Chair Boitnott introduced Resolution No. 3677 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE SALE OF PROPERTY AT 1707 DOWNING STREET, NW, AND BEARING CITY OF ROANOKE TAX MAP NUMBER 2040814 TO ERNEST SOGOKURU

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) administers an owner-occupied rehabilitation loan program that is financed by a line of credit with SunTrust Bank; and

WHEREAS, due to default by the property owner on the obligations of the loan, RRHA foreclosed on a house located at 1707 Downing Street, NW, Tax Map Number 2040814, on May 22, 2009; and

WHEREAS, the RRHA wishes to further the continued revitalization of the Gainsboro/Washington Park neighborhood; and

WHEREAS, the property has been advertised publicly for sale since December, 2010; and

WHEREAS, the RRHA Board of Commissioners approved sale of the property to Brooke and Andrew Axsom by Resolution No. 3654 on June 27, 2011, which sale was not completed due to the buyers' withdrawal of the offer to purchase; and

WHEREAS, Ernest Sogokuru has made an offer to purchase the house located at 1707 Downing Street, NW, Tax Map Number 2040814, for the amount of \$65,000, including \$5,000 in closing cost assistance from RRHA, and has qualified for a mortgage loan from a lending institution to fund the purchase; and

WHEREAS, the RRHA has determined that selling this property to Ernest Sogokuru for the purpose of providing an affordable single family dwelling is the best use of the property; and

WHEREAS, the sale proceeds, less any necessary repairs to the property, will be applied to the SunTrust Bank line of credit to offset the mortgage principal amount remaining upon foreclosure.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the sale of property at 1707 Downing Street, NW, Tax Map Number 204814 to Ernest Sogokuru for the price of \$65,000.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3677 adopted as introduced.

6. Resolution No. 3678

Ms. Edwards stated she is presenting Resolution 3678 on behalf of Ms. Cathy Wells, RRHA VP of Resident Services and Administration, who could not be in attendance. Ms. Edwards asked for approval of Resolution No. 3678 amending and restating the Roanoke Redevelopment and Housing Authority Restatement Flexible Benefits Plan to change from a full plan to a premium only plan. Ms. Edwards explained

that the company that had administered the plan was unwilling to continue due to increased administrative costs, and RRHA has determined that continuing the full plan is cost prohibitive, given the small number of employees enrolled in the plan. Therefore, the amendment proposed would change the plan to one that provides only for pre-tax payment of employee premiums for health, dental, vision and AFLAC.

Chairperson Garner asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3678 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AMENDING AND RESTATING THE ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RESTATEMENT FLEXIBLE BENEFITS PLAN

WHEREAS, effective November 1, 1997, the Roanoke Redevelopment and Housing Authority ("RRHA") adopted the Roanoke Redevelopment & Housing Authority Restatement Flexible Benefits Plan (the "Plan");

WHEREAS, the Plan authorizes RRHA to amend and terminate the Plan in its discretion;

WHEREAS, RRHA has decided to change the Plan to a premium only plan covering health, dental, vision and AFLAC premiums; and

WHEREAS, the Commissioners deem it to be in the best interest of RRHA to amend and restate the Plan in order to effect the change to a premium only plan.

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

1. The Plan be amended and restated consistent with the form attached hereto (the "Adoption Agreement – Premium Only Cafeteria Plan"), which is adopted, approved, ratified and confirmed, effective December 1, 2011.
2. The Executive Director of RRHA be, and hereby is, authorized and directed to execute Adoption Agreement – Premium Only Cafeteria Plan.
3. The Executive Director of RRHA be, and hereby is, authorized and directed to take any and all actions and execute and deliver such documents as she may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be

prepared and filed such reports documents or other information as may be required under applicable law.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3678 adopted as introduced.

7. Resolution No. 3679

Mr. Saunders asked for approval of Resolution No. 3679 authorizing submission of Section 8 Management Assessment Program Certification to the United States Department of Housing and Urban Development.

Chairperson Garner asked if there were any questions. There were none.

Commissioner Butler introduced Resolution No. 3679 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Roanoke Redevelopment and Housing Authority (RRHA) currently administers one thousand seven-hundred ninety-five (1,795) units of Section 8 Housing; and

WHEREAS, pursuant to 24 Code of Federal Regulations (CFR), Part 985, the RRHA is mandated to submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assessment Program (SEMAP) Certification concerning its performance in key Section 8 Program areas; and

WHEREAS, the purpose of the Certification is to allow HUD to objectively identify and measure the RRHA's compliance with the Section 8 Program requirement, which measure is accomplished through the rating of performance indicators; and

WHEREAS, the RRHA is required to submit this SEMAP Certification within sixty (60) days after the end of the fiscal year on September 30, 2011, resulting in a submission deadline of November 29, 2011; and

WHEREAS, the Section 8 staff complies with RRHA's written policies and procedures for the SEMAP performance indicators in the administration of the Section 8 Program. The staff conducts monitoring reviews of the following indicators and certifies to the Board of Commissioners that the information included on the SEMAP certification form is accurate and complete:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedules
5. Housing Quality Standard (Quality Control Inspection)
6. Housing Quality Standard Enforcement
7. Expanding Housing Opportunities
8. Fair Market Rent Limit and Payment Standard
9. Annual Re-examinations
10. Correct Tenant Rent Calculations
11. Pre-contract Housing Quality Standards Inspections
12. Annual Housing Quality Standard Inspections
13. Lease-up
14. Family self-sufficiency (N/A)

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to submit the Section 8 Management Assessment Program (SEMAP) Certification containing information listed on the attached form to the U.S. Department of Housing and Urban Development.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3679 adopted as introduced.

8. Resolution No. 3680

Ms. Edwards asked for approval of Resolution No. 3680 approving the revision of its Procurement Policy. Ms. Edwards stated that the Virginia Public Procurement Act was amended on July 1, 2011, with the most significant change being the threshold for small purchases. Ms. Edwards stated that RRHA has to comply with HUD procurement regulations as well as Virginia procurement law. The Virginia Public Procurement Act small purchase threshold was changed from \$50,000 to \$100,000, which is consistent with HUD's small purchase threshold of \$100,000. Ms. Edwards reviewed the changes highlighted in the draft policy revision provided to Commissioners.

Ms. Edwards asked if there were any questions.

Commissioner Witten referred to page 8, section C of the draft revised Procurement Policy and stated that the policy change would require every solicitation to use all of the methods listed. Commissioner Witten asked whether RRHA always advertises in trade publications for construction contracts. Ms. Edwards stated that she agreed that this changed wording would make solicitation more expensive and asked Mr. Nick Conte, RRHA Legal Counsel, if the proposed wording change was a requirement due to the changes in Virginia Code. Mr. Conte stated that he did not believe this change was prescribed in the Code, and it would be clear and appropriate if the "one or more" wording remains in the policy as long as the solicitation method provides for meaningful competition.

Ms. Edwards asked Mr. Vest and Mr. Shank if RRHA consistently advertises in trade journals or publications for construction bids. Mr. Shank stated that RRHA uses five trade publications at this time and they usually place the bids on the internet. Ms.

Edwards asked whether Mr. Shank uses those trade publications for all construction bids. Mr. Shank stated that he does.

Ms. Edwards stated that, if the law does not require the wording change to “shall use the following,” then leaving the wording “shall use one or more of the following” would be more cost effective if Mr. Conte sees no problem with that language. Mr. Conte affirmed that he saw no problem with that language.

Chairperson Garner asked if there were any other questions. There were none.

Commissioner Karnes introduced Resolution No. 3680 and moved its adoption as introduced with the Procurement Policy revision approved as submitted except for rejecting the deletion of the “one or more” wording in the solicitation section on page 8 of the highlighted draft of the Procurement Policy consistent with the Board discussion:

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING THE REVISION OF ITS
PROCUREMENT POLICY**

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

WHEREAS, pursuant to HUD’s procurement regulations cited at 24 CFR 85.36 (b) (1) requiring grantees to develop and implement their own procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 24 CFR 85.36; and

WHEREAS, the Commonwealth of Virginia, Department of General Services amended the Virginia Public Procurement Act effective July 1, 2011, and

WHEREAS, RRHA must incorporate the amended changes as appropriate into its Procurement Policy; and

WHEREAS, RRHA proposes to revise the Procurement Policy section entitled “Board Approval of Procurement Actions” to align approval requirements with the amended Virginia Public Procurement Act and with the small purchase threshold established in HUD regulations.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached revised RRHA Procurement Policy's is hereby approved.

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3680 adopted as introduced.

Commissioner Butler commended Commissioner Witten on his sharp eye in reviewing the revised Procurement Policy.

V. **ADJOURNMENT**

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

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

AYES: Commissioners Burruss, Butler, Karnes, Witten, Boitnott, Garner

NAYS: None

Chairperson Garner declared the meeting adjourned at 3:48 p.m.

Edward Garner, Chairperson

Glenda Edwards, Secretary-Treasurer

2011 Annual Plan update to
2010-2014 Agency Plan

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 4/30/2011	
1.0	PHA Information PHA Name: <u>Roanoke Redevelopment and Housing Authority</u> PHA Code: <u>VA011</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/01/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1263</u> Number of HCV units: <u>1654</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" 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	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: It is the mission of RRHA, in partnership with community organizations, agencies and local governments: <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 style="text-align: center;">Strategic Goal # 1:</p> <p>RRHA will lead the development of sustainable, high-quality, mixed-income, small-scale housing driven by the needs of the people to be served.</p> <ul style="list-style-type: none"> • Complete an assessment of unmet housing needs in the City of Roanoke during Year 1 • Achieve High Performer designation through HUD's PHAS and SEMAP evaluation systems by Year 5 • Seek additional Housing Choice Vouchers when made available by HUD • Adhere to the neighborhood design concepts developed by the City of Roanoke in all residential development • Attend to street appeal issues and enhancements to RRHA housing properties that develop a feeling and appearance of true communities • Increase homeownership opportunities <p style="text-align: center;">Strategic Goal # 2:</p> <p>RRHA will provide persons served opportunities for a better life and better community</p> <ul style="list-style-type: none"> • Complete an assessment of needs for training and supportive services related to self-sufficiency and youth development during Year 1 • Develop partnerships with, state, federal, and community services organizations to address service needs identified in assessment • Foster and support development of active resident councils or advisory groups at every housing development operated by RRHA • Pursue diverse funding streams to support development of innovative housing and supportive services designed to break generational cycles of poverty and foster self-sufficiency <p style="text-align: center;">Strategic Goal # 3:</p> <p>RRHA will pursue opportunities to eliminate blight and to promote redevelopment of property for best use in the City of Roanoke</p> <ul style="list-style-type: none"> • Examine the redevelopment role of RRHA in conjunction with the City of Roanoke • Undertake projects that meet RRHA's redevelopment criteria • Lead efforts to promote adherence to neighborhood design concepts in residential development by other organizations • Seek and consider citizen input in all development planning <p style="text-align: center;">Strategic Goal # 4:</p> <p>RRHA will achieve long-term financial viability and embrace high standards of ethics, management, and accountability</p> <ul style="list-style-type: none"> • Implement measures to achieve performance standards at all properties or develop an alternate plan for disposition of non-performing properties • Pursue legislative and public policy changes that support adequate funding and accountability for housing programs • Achieve High Performer designation through HUD's PHAS and SEMAP evaluation systems • Pursue diverse funding streams to strengthen RRHA's long-term financial viability and ability to achieve its strategic goals • Manage human resources to enhance employee performance, resulting in improvements in RRHA's organizational performance • Strengthen Section 3 program by increasing the number of contractors doing business with RRHA who employ persons of low income <p>RRHA has made progress in meeting goals and objectives of the 2010-2014 Agency Plan and RRHA's Strategic Plan. RRHA reports to the Board of Commissioners quarterly regarding progress toward meeting Strategic Plan goals. An assessment of needs for training and supportive services related to self-sufficiency and youth development was completed in 2010. Additionally, the number of Section 3 Business Concerns participating in RRHA's procurement processes increased in 2010. New Resident Councils were formed at two public housing developments in 2010, bringing the total number of active Councils from 2 to 4. The supply of assisted housing was increased through the award of additional Housing Choice Vouchers, specifically Family Unification Program and HUD-VASH Vouchers. The Public Housing program received a HUD Public Housing Assessment System (PHAS) score of 89, an increase of 14 points over the previous PHAS score, maintaining Standard Performer designation. RRHA's Section 8 program received a HUD Section Eight Management Assessment Program (SEMAP) score of 100%, maintaining High Performer designation. In addition, RRHA has established a Housing Choice Voucher Homeownership program, which is currently assisting 7 participants with mortgage payments, and the 5(h) Lease-Purchase Homeownership Program continues to provide opportunities for residents of Public Housing to become homeowners, with 11 new homeowners to date. Resident Opportunities for Self-Sufficiency (ROSS) grants have allowed RRHA to provide much needed supportive services for tenants of public housing who are elderly or have disabilities, as well as those pursuing self-sufficiency goals. In 2010, RRHA was awarded a 3-year ROSS grant in the amount of \$388,034 for Service Coordination, allowing continued support for residents of public housing in the pursuit of self-sufficiency. RRHA has also continued providing Family Self-Sufficiency programs in both Public Housing and Section 8. RRHA had a comprehensive physical needs assessment completed in 2007 which has guided use of Capital Funds for Public Housing program modernization activities. An American Reinvestment and Recovery Act (ARRA) Capital Fund Grant allowed RRHA to complete additional physical improvements thus improving the quality of RRHA's public housing properties. RRHA has met HUD's requirements for obligation and expenditure of ARRA funds. 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. 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. RRHA's Independent Public Audit report for the year ended September 30, 2010 reported no findings.</p>
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6.0	<p style="text-align: center;">PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p style="text-align: center;">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.</p> <p>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 has also been provided to the Joint Resident Council.</p>
7.0	<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>An amendment to the HOPE VI revitalization plan was approved by HUD on September 17, 2008. The amendment provided for construction of 6 public housing units in the Hurt Park neighborhood. Following approval of RRHA's development proposal from HUD, RRHA constructed 6 scattered site public housing units, which were completed in March 2010. An ACC Amendment was executed with HUD to formally enter these units into RRHA's public housing program. The units have been leased, providing additional high quality housing for residents.</p> <p>RRHA has completed a Section 32 Homeownership program application, which has been submitted to HUD for approval. 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>RRHA submitted a revised Replacement Housing Factor (RHF) plan to HUD on July 24, 2009 for the second 5-year increment, reflecting movement of the first year of that increment into the HOPE VI amendment as approved by HUD and updating timeframes and costs of development. This revised plan replaced the original 2nd increment RHF plan submitted to HUD in November 2005, and the subsequent revision to that plan submitted to HUD in May 2007. This plan provides for construction of additional replacement public housing units to be constructed as scattered sites in the Hurt Park area neighborhood or surrounding neighborhoods. RRHA will submit a Development Proposal in the fiscal year beginning October 1, 2011, if approval of the RHF Plan is received from HUD. RRHA also intends to continue accumulate funds from the 1st increment of RHF funds for Hurt Park, as indicated in the 2011 Annual Plan and the 2010-2014 Annual Plan submitted to HUD in July 2010, for the purpose of constructing multiple scattered site units. RRHA will submit a Development Proposal with required timeframes for these activities.</p> <p>RRHA plans to request HUD approval of the disposition of the remaining 3.12 acres of the former Hurt Park public housing site in order to convey the property to Hurt Park LP for development of affordable Low Income Housing Tax Credit rental townhomes.</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 a new comprehensive physical needs assessment and an energy audit completed for all public housing properties in 2012.</p>
8.0	<p style="text-align: center;">Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</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> <p style="text-align: center;">See attached Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1</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> <p style="text-align: center;">See attached Capital Fund Program Five-Year Action Plan.</p>
8.3	<p style="text-align: center;">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>

Household Income > 50 to <= 80% MFL	Category	Metric	Value	Demographic Breakdown										Total	Total Devoted	Total Lead Hazard	Total Persons	Total Devoted			
				White	Black	Hispanic	Other	Female	Male	0-17	18-24	25-34	35-44						45-54	55-64	65+
Small (1-20)	Small (1-20)	NUMBER OF HOUSEHOLDS	100%	512																	
		With Any Housing Problems	17.3	120																	
		Cost Burden > 30%	24.3	182																	
Small (21-50)	Small (21-50)	NUMBER OF HOUSEHOLDS	100%	1,497																	
		With Any Housing Problems	18.2	144																	
		Cost Burden > 30%	24.7	173																	
Small (51-100)	Small (51-100)	NUMBER OF HOUSEHOLDS	100%	211																	
		With Any Housing Problems	24.3	88																	
		Cost Burden > 30%	34.4	51																	
Small (101-200)	Small (101-200)	NUMBER OF HOUSEHOLDS	100%	1,547																	
		With Any Housing Problems	15.9	246																	
		Cost Burden > 30%	14.8	228																	
Small (201-500)	Small (201-500)	NUMBER OF HOUSEHOLDS	100%	1,263																	
		With Any Housing Problems	18.0	117																	
		Cost Burden > 30%	17.8	114																	
Small (501-1000)	Small (501-1000)	NUMBER OF HOUSEHOLDS	100%	2,672																	
		With Any Housing Problems	28.4	2,433																	
		Cost Burden > 30%	32.4	2,876																	
Small (1000+)	Small (1000+)	NUMBER OF HOUSEHOLDS	100%	995																	
		With Any Housing Problems	17.3	85																	
		Cost Burden > 30%	4.2	21																	
Total	Total	NUMBER OF HOUSEHOLDS	100%	1,284																	
		With Any Housing Problems	40.3	505																	
		Cost Burden > 30%	39.3	500																	
Total Any Housing Problem				77	0	65	0	132	0	117	0	124	0	513	0						
Total All Hazard				12	0	0	16	0	0	0	0	0	0	33	0						
Total All Devoted				60	44	136	117	117	400	0											
Total 218				77	0	65	0	132	0	117	0	124	0	513	0						
														Total Devoted	503	Total Lead Hazard	22,750	Total Persons	10,341	Total Devoted	13,140
														Total (Metric)	5,843	Total (Metric)	3,840	Total (Metric)	10,341	Total (Metric)	13,140
														Total (Metric)	3,840	Total (Metric)	10,341	Total (Metric)	13,140	Total (Metric)	13,140
														Total (Metric)	1,398	Total (Metric)	1,398	Total (Metric)	1,398	Total (Metric)	1,398

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2097		
Extremely low income <=30% AMI	1735	83%	
Very low income (>30% but <=50% AMI)	325	15%	
Low income (>50% but <80% AMI)	37	2%	
Families with children	1410	67%	
Elderly families	94	4.5%	
Families with Disabilities	530	25%	
Race/ethnicity	White Hispanic	White Hispanic	
	40	2%	
Race/ethnicity	Black Hispanic	Black Hispanic	
	53	2%	
Race/ethnicity	White Non-Hispanic	White Non-Hispanic	
	600	29%	
Race/ethnicity	Black Non-Hispanic	Black Non-Hispanic	
	1404	67%	

Characteristics by Bedroom Size (Public Housing Only)

1BR

2 BR

3 BR

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)? No Yes

If yes:

How LONG HAS IT BEEN CLOSED (# OF MONTHS)? 12

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No 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/subjurisdiction: Lansdowne Park			
	# of families	% of total families	Annual Turnover
Waiting list total	1		64
Extremely low income <=30% AMI	1	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1	100%	
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 1	Black Non-Hispanic 100%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	10
2 BR	1	100%	35
3 BR	0	0%	18
4 BR	0	0%	1
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/subjurisdiction: The Villages at Lincoln			
	# of families	% of total families	Annual Turnover
Waiting list total	27		24
Extremely low income <=30% AMI	22	81%	
Very low income (>30% but <=50% AMI)	4	15%	
Low income (>50% but <80% AMI)	1	4%	
Families with children	10	37%	
Elderly families	1	4%	
Families with Disabilities	7	26%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 2	Black Hispanic 7%	
Race/ethnicity	White Non-Hispanic 3	White Non-Hispanic 11%	
Race/ethnicity	Black Non-Hispanic	Black Non-Hispanic	

Housing Needs of Families on the Waiting List			
	22	82%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	17	63%	7
2 BR	7	26%	8
3 BR	2	7%	9
4 BR	1	4%	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/subjurisdiction: Hunt Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	55		17
Extremely low income <=30% AMI	50	94%	
Very low income (>30% but <=50% AMI)	5	6%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	28	51%	
Elderly families	1	2%	
Families with Disabilities	9	16%	
Race/ethnicity	White Hispanic 1	White Hispanic 2%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 2%	
Race/ethnicity	White Non-Hispanic 16	White Non-Hispanic 29%	
Race/ethnicity	Black Non-Hispanic 33	Black Non-Hispanic 60%	
Race/ethnicity	Other 4	Other 7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	28	51%	3
2 BR	22	40%	10
3 BR	4	7%	2
4 BR	0	0%	0
5 BR	1	2%	2
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: Closed for One (1) bedroom units only. Open for 2, 3 and 5 bedroom units.			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1 BEDROOM CLOSED FOR 16 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Applies to 1 bedroom units only)			
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/subjurisdiction: Melrose Towers			
	# of families	% of total families	Annual Turnover
Waiting list total	22		43
Extremely low income <=30% AMI	21	95%	
Very low income (>30% but <=50% AMI)	1	5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	3	14%	
Families with Disabilities	18	82%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 11	White Non-Hispanic 50%	
Race/ethnicity	Black Non-Hispanic 10	Black Non-Hispanic 45%	
Race/ethnicity	Other 1	Other 5%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	10	45%	27
1 BR	12	55%	13
2 BR	0	0%	4
3 BR	0	0%	0
4 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/subjurisdiction: Jamestown Place			
	# of families	% of total families	Annual Turnover
Waiting list total	37		37
Extremely low income <=30% AMI	34	88%	
Very low income (>30% but <=50% AMI)	3	12%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	21	100%	
Elderly families	0	0%	
Families with Disabilities	5	2%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 1	Black Hispanic 3%	
Race/ethnicity	White Non-Hispanic 11	White Non-Hispanic 30%	
Race/ethnicity	Black Non-Hispanic	Black Non-Hispanic	

Housing Needs of Families on the Waiting List			
	21	57%	
Race/ethnicity	Other 4	Other 10%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	15	41%	7
2 BR	15	41%	6
3 BR	4	10%	17
4 BR	1	3%	5
5 BR	2	5%	2
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes: Closed for One (1), Two (2), and Five (5) bedrooms. Open for 3 and 4 bedrooms.			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1 BEDROOM - 15 MONTHS, 2 AND 5 BEDROOM - 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/subjurisdiction: Morningside Manor			
	# of families	% of total families	Annual Turnover
Waiting list total	24		25
Extremely low income (<=30% AMI)	23	96%	
Very low income (>30% but <=50% AMI)	1	4%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	6	25%	
Families with Disabilities	18	75%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 18	White Non-Hispanic 75%	
Race/ethnicity	Black Non-Hispanic 5	Black Non-Hispanic 21%	
Race/ethnicity	Other 1	Other 4%	
Characteristics by Bedroom Size (Public Housing Only)			
Studio/Efficiency	13	55%	16
1 BR	11	45%	9
2 BR	0	0%	0
3 BR	0	0%	0
4 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/subjurisdiction: Bluestone Park			
	# of families	% of total families	Annual Turnover
Waiting list total	18		5
Extremely low income <=30% AMI	17	94%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	1	6%	
Families with children	9	50%	
Elderly families	1	6%	
Families with Disabilities	3	17%	
Race/ethnicity	White Hispanic 0	White Hispanic 0%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 8	White Non-Hispanic 44%	
Race/ethnicity	Black Non-Hispanic 8	Black Non-Hispanic 44%	
Race/ethnicity	Other 2	Other 12%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	61%	1
2 BR	7	39%	1
3 BR	0	0%	3
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 checked="" type="checkbox"/> Yes			
If yes: Closed for 1 and 2 Bedrooms; Open for 3, 4, and 5 bedrooms			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1 AND 2 BEDROOM CLOSED FOR 16 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Applies to 1 and 2 bedroom units only)			
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/subjurisdiction: Indian Rock Village			
	# of families	% of total families	Annual Turnover
Waiting list total	18		22
Extremely low income <=30% AMI	18	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	12	67%	
Elderly families	1	6%	
Families with Disabilities	4	22%	
Race/ethnicity	White Hispanic 3	White Hispanic 17%	
Race/ethnicity	Black Hispanic 0	Black Hispanic 0%	
Race/ethnicity	White Non-Hispanic 4	White Non-Hispanic 22%	
Race/ethnicity	Black Non-Hispanic	Black Non-Hispanic	

Housing Needs of Families on the Waiting List			
	8	44%	
Race/ethnicity	Other	Other	
	3	17%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	27%	0
2 BR	1	6%	10
3 BR	6	33%	9
4 BR	3	17%	2
5 BR	3	17%	1
5+ BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: Closed for 1 bedroom units; Open for 2, 3, 4, and 5 bedrooms			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 1 BEDROOM CLOSED AT LEAST 24 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Applies to 1 bedroom units only)			
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/subjurisdiction: Scattered Sites			
	# of families	% of total families	Annual Turnover
Waiting list total	26		0
Extremely low income <=30% AMI	26	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	18	69%	
Elderly families	0	0%	
Families with Disabilities	2	8%	
Race/ethnicity	White Hispanic	White Hispanic	
	0	0%	
Race/ethnicity	Black Hispanic	Black Hispanic	
	0	0%	
Race/ethnicity	White Non-Hispanic	White Non-Hispanic	
	8	31%	
Race/ethnicity	Black Non-Hispanic	Black Non-Hispanic	
	17	65%	
Race/ethnicity	Other	Other	
	1	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	7	27%	0
2 BR	10	38%	0
3 BR	9	35%	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 checked="" type="checkbox"/> Yes			
If yes: Closed for 2 bedrooms; Open for 3 bedroom units			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 2 BEDROOM CLOSED FOR 12 MONTHS			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Applies to 2 bedroom units only)			
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/subjurisdiction: HOPE VI Handicap/Disabled Units			
	# of families	% of total families	Annual Turnover
Waiting list total	0		2
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%	2
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/subjurisdiction: New Construction Lease/Purchase			
	# 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)	0	0%	
Low income (>50% but <80% AMI)	1	100%	
Families with children	1	100%	
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%	

Housing Needs of Families on the Waiting List			
	1	100%	
Race/ethnicity	Other 0	Other 0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	0
2 BR	0	0%	0
3 BR	1	100%	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			

9.1	<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) reduce turnover time for vacated public housing units; 3) maintain Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction; 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; and 6) 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 in acquisition of derelict structures and rehabilitation or demolition 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 has begun work on revisions to its Family Self-Sufficiency Action Plan to make the plan more effective in supporting families' in reaching their self-sufficiency goals and plans to complete those revisions this year.</p>
10.0	<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>Progress in meeting mission and goals described in the 2010-2014 Agency Plan is addressed in item 5.2 above.</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"> 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. Revisions to the following policies: rent, screening and admission, or organization of the waiting list. Additions of non-emergency work items (items not included in the current annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund. Revisions relative to demolition, disposition, designation, homeownership, or conversion activities. <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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Attachment H

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Roanoke Redevelopment & Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01150111 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost ¹
		Original	Revised ²		Expended
1	Total non-CFF Funds	0.00			
2	1406 Operations (may not exceed 20% of line 21) ³	0.00			
3	1408 Management Improvements	55,000.00			
4	1410 Administration (may not exceed 10% of line 21)	200,000.00			
5	1411 Audit	2,500.00			
6	1415 Liquidated Damages	.00			
7	1430 Fees and Costs	225,000.00			
8	1440 Site Acquisition	.00			
9	1450 Site Improvement	245,400.00			
10	1460 Dwelling Structures	782,100.00			
11	1465.1 Dwelling Equipment—Nonexpendable	140,000.00			
12	1470 Non-dwelling Structures	0.00			
13	1475 Non-dwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1492 Moving to Work Demonstration	0.00			
16	1495.1 Relocation Costs	0.00			
17	1499 Development Activities ⁴	0.00			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PIA Name: Roanoke Redevelopment & Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P01150111 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: FFY of Grant Approval: 2011			
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PIA	350,000.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	.00			
19	1502 Contingency (may not exceed 8% of line 20)	0.00			
20	Amount of Annual Grant: (sum of lines 2 - 19)	2,000,000.00			
21	Amount of line 20 Related to LBP Activities	.00			
22	Amount of line 20 Related to Section 504 Activities	0.00			
23	Amount of line 20 Related to Security - Soft Costs	.00			
24	Amount of line 20 Related to Security - Hard Costs	.00			
25	Amount of line 20 Related to Energy Conservation Measures	500,400.00			
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PIAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Roanoke Redevelopment & Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P01150111 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2011		
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP201 Lansdowne	Operations	1406		.00				
AMP202 Lincoln	Operations	1406		.00				
AMP206 Melrose	Operations	1406		.00				
AMP207 Jamestown	Operations	1406		.00				
AMP208 Morningside	Operations	1406		.00				
AMP210 Indian/Scattered	Operations	1406		.00				
AMP259 Hunt/Bluestone	Operations	1406		.00				
AMP201 Lansdowne	Resident training	1408		5,934.00				
AMP202 Lincoln	Resident training	1408		3,797.00				
AMP206 Melrose	Resident training	1408		4,193.00				
AMP207 Jamestown	Resident training	1408		2,967.00				
AMP208 Morningside	Resident training	1408		2,077.00				
AMP210 Indian/Scattered	Resident training	1408		2,631.00				
AMP259 Hunt/Bluestone	Resident training	1408		3,401.00				
AMP201 Lansdowne	Staff training	1408		5,934.00				
AMP202 Lincoln	Staff training	1408		3,797.00				
AMP206 Melrose	Staff training	1408		4,193.00				
AMP207 Jamestown	Staff training	1408		2,967.00				
AMP208 Morningside	Staff training	1408		2,077.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Roanoke Redevelopment & Housing Authority			Grant Type and Number Capital Fund Program Grant No: VA36P01150111 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2011		
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ³	
AMP210 Indian/Scattered	Staff training	1408		2,631.00				
AMP259 Hunt/Bluestone	Staff training	1408		3,401.00				
AMP201 Lansdowne	Contract administration training	1408		1,188.00				
AMP202 Lincoln	Contract administration training	1408		759.00				
AMP206 Melrose	Contract administration training	1408		839.00				
AMP207 Jamestown	Contract administration training	1408		593.00				
AMP208 Morningside	Contract administration training	1408		415.00				
AMP210 Indian/Scattered	Contract administration training	1408		526.00				
AMP259 Hunt/Bluestone	Contract administration training	1408		680.00				
AMP201 Lansdowne	Management Fee	1410		77,859				
AMP202 Lincoln	Management Fee	1410		467.00				
AMP206 Melrose	Management Fee	1410		46,404.00				
AMP207 Jamestown	Management Fee	1410		19,309.00				
AMP208 Morningside	Management Fee	1410		0.00				
AMP210 Indian/Scattered	Management Fee	1410		37,956.00				
AMP259 Hunt/Bluestone	Management Fee	1410		18,005.00				
AMP201 Lansdowne	Audit	1411		593.00				
AMP202 Lincoln	Audit	1411		380.00				
AMP206 Melrose	Audit	1411		419.00				
AMP207 Jamestown	Audit	1411		297.00				
AMP208 Morningside	Audit	1411		208.00				
AMP210 Indian/Scattered	Audit	1411		263.00				
AMP259 Hunt/Bluestone	Audit	1411		340.00				
AMP201 Lansdowne	In-house inspection costs	1430		38,929.00				
AMP202 Lincoln	In-house inspection costs	1430		234.00				
AMP206 Melrose	In-house inspection costs	1430		23,202.00				
AMP207 Jamestown	In-house inspection costs	1430		9,655.00				
AMP208 Morningside	In-house inspection costs	1430		0.00				
AMP210 Indian/Scattered	In-house inspection costs	1430		18,978.00				

AMP259 Hunt/Bluestone	In-house inspection costs	1430		9,002.00		
AMP201 Lansdowne	Open-end A&E for multiple	1430		31,144.00		
AMP202 Lincoln	Open-end A&E for multiple	1430		187.00		
AMP206 Melrose	Open-end A&E for multiple	1430		18,562.00		
AMP207 Jamestown	Open-end A&E for multiple	1430		7,724.00		
AMP208 Morningside	Open-end A&E for multiple	1430		0.00		
AMP210 Indian/Scattered	Open-end A&E for multiple	1430		15,182.00		
AMP259 Hunt/Bluestone	Open-end A&E for multiple	1430		7,202.00		
AMP201 Lansdowne	Environmental consultant	1430		1,946.00		
AMP202 Lincoln	Environmental consultant	1430		12.00		
AMP206 Melrose	Environmental consultant	1430		1,160.00		
AMP207 Jamestown	Environmental consultant	1430		483.00		
AMP208 Morningside	Environmental consultant	1430		0.00		
AMP210 Indian/Scattered	Environmental consultant	1430		949.00		
AMP259 Hunt/Bluestone	Environmental consultant	1430		450.00		
AMP201 Lansdowne	Phase I Environmental	1430		9,494.00		
AMP202 Lincoln	Phase I Environmental	1430		6,075.00		
AMP206 Melrose	Phase I Environmental	1430		6,709.00		
AMP207 Jamestown	Phase I Environmental	1430		4,747.00		
AMP208 Morningside	Phase I Environmental	1430		3,323.00		
AMP210 Indian/Scattered	Phase I Environmental	1430		4,209.00		
AMP259 Hunt/Bluestone	Phase I Environmental	1430		5,443.00		
AMP201 Lansdowne	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450	2,000 SF	45,000.00		
AMP201 Lansdowne	Tree Replacement	1450	10	5,000.00		
AMP201 Lansdowne	Security	1450	0	0.00		
AMP201 Lansdowne	Retaining Wall Improvements	1450	800 LF	60,000.00		
AMP201 Lansdowne	Fencing Upgrades	1450	800 LF	90,000.00		
AMP202 Lincoln	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450	160 SF	2,400.00		
AMP202 Lincoln	Security	1450	0	0.00		
AMP206 Melrose	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450	160 SF	2,400.00		
AMP206 Melrose	Storm Sewer Improvements	1450		0.00		
AMP206 Melrose	Security	1450		0.00		
AMP207 Jamestown	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450	200 SF	3,200.00		
207 Jamestown	Upgrade electrical infrastructure/	1450		0.00		

AMP208 Morningside	Phase 1						
AMP208 Morningside	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450			0.00		
AMP208 Morningside	Security	1450			0.00		
AMP210 Indian/Scattered	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450			0.00		
AMP 210 Indian/Scattered	Upgrade electrical infrastructure	1450			0.00		
AMP259 Hunt/Bluestone	Site accessibility (striping parking lots, sidewalks, steps, handrails, etc.)	1450	160 SF		2,400.00		
AMP259 Hunt/Bluestone	Security	1450			0.00		
AMP259 Hunt/Bluestone	Upgrade electrical infrastructure	1450			0.00		
AMP259 Hunt/Bluestone	Dumpster enclosures	1450	5 each		35,000.00		
AMP201 Lansdowne	Floor installation/interior	1460			0.00		
AMP201 Lansdowne	Asbestos abatement	1460			0.00		
AMP201 Lansdowne	Additional insulation (ECM)	1460	100,000SF		165,000.00		
AMP201 Lansdowne	Section 504 & building accessibility	1460			0.00		
AMP202 Lincoln	Section 504 & building accessibility	1460			0.00		
AMP206 Melrose	Upgrade switchgear /emer. generator	1460			225,000.00		
AMP206 Melrose	Floor installation/interior	1460	2,000 SF		5,000.00		
AMP206 Melrose	Asbestos abatement	1460	2,000 SF		6,000.00		
AMP206 Melrose	Upgrade domestic H/W (ECM)	1460			0.00		
AMP206 Melrose	Section 504 & building accessibility	1460			0.00		
AMP 206 Melrose	Lighting upgrade (ECM)	1460			0.00		
AMP207 Jamestown	Floor installation/interior	1460	8 units		72,000.00		
AMP207 Jamestown	Asbestos abatement	1460	8 units		24,000.00		
AMP207 Jamestown	Section 504 & building accessibility	1460			0.00		
AMP208 Morningside	Asbestos abatement	1460			0.00		
AMP208 Morningside	Floor installation/interior	1460			0.00		
AMP208 Morningside	Section 504 & building accessibility	1460			0.00		
AMP208 Morningside	Boiler replacement	1460			35,000.00		
AMP210 Indian/Scattered	Electrical upgrades apartments -- Indian - Phase 1	1460			0.00		
AMP210 Indian/Scattered	Floor installation/interior	1460			0.00		
AMP210 Indian/Scattered	Asbestos abatement	1460			0.00		

AMP210 Indian/Scattered	Bathroom renovations - Scattered Sites (ECM)	1460	40 units	195,000.00				
AMP210 Indian/Scattered	Section 504 & building accessibility	1460		0.00				
AMP259 Hunt/Bluestone	Floor installation/minor interior repairs	1460	2 units	20,700.00				
AMP259 Hunt/Bluestone	Asbestos abatement	1460	2 units	5,000.00				
AMP259 Hunt/Bluestone	Bathroom vent fans - Bluestone (ECM)	1460	84 each	29,400.00				
AMP259 Hunt/Bluestone								
AMP259 Hunt/Bluestone	Section 504 & accessibility	1460		0.00				
AMP259 Hunt/Bluestone	Security	1460		0.00				
AMP259 Hunt/Bluestone	Section 504 & building accessibility	1460		0.00				
AMP 202 Lincoln	Ranges	1465	160 each	64,000.00				
AMP 202 Lincoln	Refrigerators (ECM)	1465	160 each	76,000.00				
AMP 201 Lansdowne - Admin. Bld.	Asbestos abatement	1470		0.00				
AMP201 Lansdowne	Relocation	1495.1		0.00				
AMP202 Lincoln/Transitional/Homeownership	Relocation	1495.1		0.00				
AMP206 Melrose	Relocation	1495.1		0.00				
AMP207 Jamestown	Relocation	1495.1		0.00				
AMP208 Morningside	Relocation	1495.1		0.00				
AMP210 Indian/Scattered	Relocation	1495.1		0.00				
AMP259 Hunt/Bluestone	Relocation	1495.1		0.00				
AMP201 Lansdowne	Collateralization /debt service	1501		83,070.00				
AMP202 Lincoln/Transitional/Homeownership	Collateralization /debt service	1501		53,165.00				
AMP206 Melrose	Collateralization /debt service	1501		58,703.00				
AMP207 Jamestown	Collateralization /debt service	1501		41,535.00				
AMP208 Morningside	Collateralization /debt service	1501		29,074.00				
AMP210 Indian/Scattered	Collateralization /debt service	1501		36,827.00				
AMP259 Hunt/Bluestone	Collateralization /debt service	1501		47,626.00				
AMP201 Lansdowne	Contingency	1502		0.00				
AMP202 Lincoln/Transitional/Homeownership	Contingency	1502		0.00				
AMP206 Melrose	Contingency	1502		0.00				
AMP207 Jamestown	Contingency	1502		0.00				
AMP208 Morningside	Contingency	1502		0.00				
AMP210 Indian/Scattered	Contingency	1502		0.00				

AMP259 Hunt/Bluestone	Contingency	1502		0.00				
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¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PIA Name: Roanoke Redevelopment and Housing Authority (VA 013)		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01150211 Date of CFFP:		FFY of Grant: FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1405 Operations (may not exceed 20% of line 21) ¹				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)		15,583.00	0	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴		140,255.00	155,833	

¹To be completed for the Performance and Evaluation Report.
²To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³PIAs with under 250 units in management may use 10% of CFF Grants for operations.
⁴RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Roanoke Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01150211 Date of CFPP:		FFY of Grant: FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	5000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	155,838.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Blenda Edwards</i>		Date <i>7/22/11</i>		Signature of Public Housing Director <i>Fayol E. Bennett</i>	
				Date <i>1/2/11</i>	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFPP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Roanoke Redevelopment and Housing Authority (VA #11)		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01150111 Date of CFFP:		FFY of Grant: FFY of Grant Approval: 2011	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Reserve for Disasters/Emergencies					
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)		16,558.00	0	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴		149,024.00	165,582	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHP funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Roanoke Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R01150111 Date of CFFP:		FFY of Grant: FFY of Grant Approval: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision #0:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1ka	1501 Collateralization or Debt Service paid by the PHA				
1kb	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	165,582.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
<i>[Signature]</i>		7/22/11		<i>[Signature]</i> 11/2/11	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHP funds shall be included here.

ROANOKE VA

Print Report | Full Detail Report | Close Window

Property Information Card for: CITY OF ROANOKE REDEVELOPMENT AND HO
PO BOX 6359
ROANOKE VA 24017



PARCEL INFORMATION

Tax Number	2040814	Property Acres	0.2289
Property Address	1707 DOWNING ST NW	Overlay Zoning	Rehabilitation District
Legal Description	LOT 1 & 2 BLK 12 LINCOLN CT	Property Frontage	80 Feet
Deed Reference	090006256	Property Avg. Depth	130.00 Feet
Deed Reference 2	030005018	Property Area	9,970
Prev. Sale Date	03/25/2003	Basement Area	1,347
Prev. Sale Price	45000	Land Assessment	\$7,700.00
Sale Date	05/22/2009	Improvements	\$73,400.00
Sale Price	\$39,000.00	Total	\$81,100.00
Owner	CITY OF ROANOKE REDEVELOPMENT AND HO		
Address	PO BOX 6359 ROANOKE VA 24017		

DISCLAIMER: The information contained on this page is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the City of Roanoke Engineering Department. In no event will the City of Roanoke be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.

Resolution #3677 - November 28, 2011 - Agenda Item #5 - Attachment 1

http://gis.roanokeva.gov/rptDetail.cfm?mapno=2040814&mapFn=mke_externalgis25443... 6/17/2011



**ADOPTION AGREEMENT
PREMIUM ONLY CAFETERIA PLAN**

The undersigned adopting employer hereby adopts this Plan. The Plan is intended to qualify as a premium only cafeteria plan under Code section 125. The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

COMPANY INFORMATION

1. Name of adopting employer (Plan Sponsor): Roanoke Redevelopment & Housing Authority
2. Address: PO Box 6359
3. City: Roanoke 4.State: VA 5. Zip: 24017
6. Phone number: 540-983-9216 7. Fax number: 540-983-9229
8. Plan Sponsor EIN: 54-6062277
9. Plan Sponsor fiscal year end: June 30
- 10a. Plan Sponsor entity type:
 - i. C Corporation
 - ii. S Corporation
 - iii. Non Profit Organization
 - iv. Partnership
 - v. Limited Liability Company
 - vi. Limited Liability Partnership
 - vii. Sole Proprietorship
 - viii. Union
 - ix. Government Agency
 - x. Other: _____
- 10b. If 10a.viii (Union) is selected, enter name of the representative of the parties who established or maintain the Plan: _____
11. State of organization of Plan Sponsor: VA
- 12a. The Plan Sponsor is a member of an affiliated service group:
 Yes No
- 12b. If 12a is "Yes", list all members of the group (other than the Plan Sponsor): _____
- 13a. The Plan Sponsor is a member of a controlled group:
 Yes No
- 13b. If 13a is "Yes", list all members of the group (other than the Plan Sponsor): _____

PLAN INFORMATION

A. GENERAL INFORMATION.

1. Plan Number: 501
2. Plan name:
 - a. Roanoke Redevelopment & Housing Authority
 - b. Restatement Flexible Benefits Plan
3. Effective Date:
 - 3a. Original effective date of Plan: November 1, 1997
 - 3b. Is this a restatement of a previously-adopted plan?
 Yes No
 - 3c. If A.3b is "Yes", effective date of Plan restatement: December 1, 2011
NOTE: If A.3b is "No", the Effective Date shall be the date specified in A.3a, otherwise the date specified in A.3c, provided, however, that when a provision of the Plan states another effective date, such stated specific effective date shall apply as to that provision.
- 4a. Plan Year means each 12-consecutive month period ending on June 30 (e.g. December 31). If the Plan Year changes, any special provisions regarding a short Plan Year should be placed in the Addendum to the Adoption Agreement.
- 4b. The Plan has a short plan year:
 Yes. The short plan year begins _____ and ends on _____.
 No

Plan Features

5. Select the types of Contracts that will be funded under the Plan (Section 4.01):

- i. Employer Group Medical
 - ii. Employer Dental
 - iii. Employer Vision
 - iv. Employer Disability
 - v. Employer Group Term Life
 - vi. Other Contracts: Employer Group Vision, Employer Group AFLAC
6. **HSA Account.** Contributions to fund an HSA Account are permitted (Section 4.06):
 Yes No

B. ELIGIBILITY.

Exclusions/Modifications

1. An Employee shall be an Eligible Employee with respect to the Plan if the Employee is eligible to participate in the Contracts described in A.5:
 Yes No
NOTE: If B.1 is "Yes", the answers to B.2 - B.4 are disregarded.
2. The term "Eligible Employee" shall not include (Check items below as appropriate):
- i. **Union.** Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if benefits were the subject of good faith bargaining, and if the collective bargaining agreement does not provide for participation in this Plan.
 - ii. **Any leased employee.**
 - iii. **Non-Resident Alien.** Any Employee who is a non-resident alien who received no earned income (within the meaning of Code section 911(d)(2)) which constitutes income from services performed within the United States (within the meaning of Code section 861(a)(3)).
 - iv. **Part-time.** Any Employee who is expected to work less than _____ hours per week.
 - v. **Other:** _____
- NOTE:** Other Employees described in B.2.v must satisfy Code section 125(g) and the requirements under Section 5.01.

Other

- 3a. Indicate whether the Plan will make any other revisions to the term "Eligible Employee":
 Yes No
- 3b. If B.3a is "Yes", describe any further modifications to the term "Eligible Employee": _____

Immediate Participation

4. Allow immediate participation for all Eligible Employees:
- i. Yes - For all Eligible Employees employed as of the Effective Date
 - ii. Yes - For all Eligible Employees employed as of _____
 - iii. No

Service Requirements

5. An Eligible Employee shall become eligible to become a Participant in the Plan at the same date as he or she becomes eligible to participate in the Contract(s) described in A.5:
 Yes No
NOTE: If B.5 is "Yes", the answers to B.6 - B.9 are disregarded.
6. Minimum age requirement for an Eligible Employee to become eligible to be a Participant in the Plan: _____
7. Minimum service requirement for an Eligible Employee to become eligible to be a Participant in the Plan:
- i. None.
 - ii. Completion of _____ hours of service.
 - iii. Completion of _____ days of service.
 - iv. Completion of _____ months of service.
 - v. Completion of _____ years of service.
- 8a. Frequency of entry dates:
- i. An Eligible Employee shall become a Participant in the Plan as soon as administratively feasible upon meeting the requirements of B.6 and B.7.
 - ii. first day of each calendar month
 - iii. first day of each plan quarter
 - iv. first day of the first month and seventh month of the Plan Year
 - v. first day of the Plan Year

- 8b. If **B.5.a.i** (immediate entry) is not selected, an Eligible Employee shall become a Participant in the Plan on the entry date selected in **B.8a** that is:
- coincident with or next following
 - next following
- the date the requirements of **B.6** and **B.7** are met.
9. Describe any further modifications to the eligibility rules specified in **B.6 - B.8**: _____.

C. BENEFITS

Premium Conversion

- 1a. Provide for automatic enrollment in the Plan (Section 4.03(d)):
- Yes - For all Contracts selected in **A.5**.
 - Yes - But only for the following Contracts: _____
 - No
- NOTE:** If **C.1a** not "No": (i) a Participant shall be deemed to elect to contribute the entire amount of any premiums payable by the Participant for the Contracts described in **C.1a.i** or **C.1a.ii**, and (ii) the Plan will automatically adjust such elections for changes in the cost of Contracts pursuant to the terms of Treas. Reg. 1.125-4. If **C.1a.i** is selected (all Contracts), the answers to **C.1b**, **C.1c** and **C.2** are disregarded.
- 1b. If **C.1a.i** is not selected (all Contracts), when may continuing Participants make elections regarding contributions (Section 4.03(b)):
- The _____ day period ending prior to the beginning of the Plan Year
 - Pursuant to Plan Administrator procedures.
- NOTE:** If **C.1b.i** is selected, the Plan Administrator may require that elections be made no later than a certain number of days prior to the beginning of the Plan Year. See Section 4.03(a) for procedures regarding new Participants. The Plan Administrator may also establish a minimum dollar amount or percentage of Compensation for all elections provided that such minimum is non-discriminatory.
- 1c. If **C.1a.i** is not selected (all Contracts), the election for a continuing Participant who fails to make an election within the period described in **C.1b** shall be determined in accordance with the following (Section 4.03(c)):
- Election not to participate.** The Participant shall be treated as having elected not to participate in the Plan.
 - Continue same election.** Elections for the applicable Plan Year shall be the same as the elections made in the prior Plan Year.
2. If **C.1a.i** is not selected (all Contracts), provide for automatic adjustment of Participant elections for changes in the cost of Contracts pursuant to the terms of Treas. Reg. 1.125-4:
- Yes No
3. When may Participants **modify** elections regarding contributions (Section 4.04(a)):
- At any time permitted under Treas. Reg. section 1.125-4.
 - Pursuant to Plan Administrator procedures.

Company Contributions

4. Indicate whether the Company may contribute to the Plan (Section 4.05):
- Yes - in Company's sole discretion.
 - Yes - pursuant to the method described as follows: _____
 - No.
5. If **C.4** is not "No", indicate whether the Plan permits Participants to elect cash in lieu of benefits:
- No.
 - Yes - with the following limitations: _____
 - Yes - without limitation.

D. PLAN OPERATIONS

Plan Administrator

1. Designation of Plan Administrator (Section 7.01):
- Plan Sponsor
 - Committee appointed by Plan Sponsor
 - Other: _____
- 2a. Type of indemnification for the Plan Administrator (Section 7.02):
- None - the Company will not indemnify the Plan Administrator.
 - Standard as provided in Section 7.02.
 - Custom.

2b. If **D.2a.iii** (Custom) is selected, indemnification for the Plan Administrator is provided pursuant to an Addendum to the Adoption Agreement.

Grace Period

10. The Plan provides for a 2-1/2 month grace period described in IRS Notice 2005-42 immediately following the end of each Plan Year (Section 4.02(b)):
 Yes No

E. EFFECTIVE DATES

Use this Section to provide any effective dates for Plan provisions other than the Effective Date specified in **A.3.**

F. EXECUTION PAGE

Failure to properly fill out the Adoption Agreement may result in the failure of the Plan to achieve its intended tax consequences.

The Plan shall consist of this Adoption Agreement, its related Basic Plan Document #POP and any related Appendix and Addendum to the Adoption Agreement.

Additional participating employers may be specified in an addendum to the Adoption Agreement.

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same.

The Plan Sponsor caused this Plan to be executed this ____ day of _____, 2011.

ROANOKE REDEVELOPMENT & HOUSING AUTHORITY:

Signature: _____

Print Name: _____

Title/Position: _____

V3.00-3.00



Helen
Shampine
(MD6823)

PIC Main

SEMAP

Logoff

Get Help | Logoff / Return to Secure Systems

Assessment Profile Reports Submission

List	Summary	Certification	Profile	Comments
Field Office:	3FPH RICHMOND PROGRAM CENTER			
Housing Agency:	VA011 Roanoke RHA			
PHA Fiscal Year End:	9/30/2011			

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response Yes No

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response **At least 98% of cases sampled** **Less than 98% of cases sampled**

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response **Yes** **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response **Yes** **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response **Yes** **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response **Yes** **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

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Helen
Shampine
(MD6823)

PIC Main

SEMAP

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Assessment Profile Reports Submission

List	Summary	Certification	Profile	Comments
Field Office:	3FPH RICHMOND PROGRAM CENTER			
Housing Agency:	VA011 Roanoke RHA			
PHA Fiscal Year End:	9/30/2011			

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Roanoke

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	<input type="text" value="524"/>	1-BR FMR	<input type="text" value="558"/>	2-BR FMR	<input type="text" value="721"/>	3-BR FMR	<input type="text" value="915"/>	4-BR FMR	<input type="text" value="999"/>
PS	<input type="text" value="524"/>	PS	<input type="text" value="558"/>	PS	<input type="text" value="721"/>	PS	<input type="text" value="915"/>	PS	<input type="text" value="999"/>

Save Add Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Annual HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract at least annually (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (if not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances.(24 CFR 984.305)

Applies only to PHAs required to administer
an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

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Deconcentration Addendum

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Helen
Shampine
(MD6823)

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Assessment Profile | Reports | Submission

List Summary Certification Profile Comments

Field Office: 3FPH RICHMOND PROGRAM CENTER
Housing Agency: VA011 Roanoke RHA

Sort By:

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Search Results

General - 11/17/2011 - Helen Shampine(PHA) Indicator #14 [Edit](#) [Delete](#)
The Roanoke Redevelopment and Housing Authority operates a voluntary FSS Program.

**PROCUREMENT POLICY
ROANOKE REDEVELOPMENT & HOUSING AUTHORITY**

*Established for the Roanoke Redevelopment & Housing Authority by board action on April 23, 2007.
Revision Dates: June 18, 2007, August 20, 2007, October 15, 2007, April 21, 2008, ~~and~~ December 15, 2008, and
November 28, 2011.*

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Roanoke Redevelopment & Housing Authority (RRHA) and the Department of Housing & Urban Development (HUD), Federal Regulations at 24 CFR 85.36, and applicable State and Local laws.

GENERAL PROVISIONS

General

RRHA shall provide for a procurement system of quality and integrity, provide for the fair and equitable treatment of all persons or firms involved in purchasing by RRHA, ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to RRHA, promote competition in contracting, and assure that RRHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds; however, nothing in this Policy shall prevent RRHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law.

Definition

The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Virginia Freedom of Information Act.

ETHICS IN PUBLIC CONTRACTING

General

RRHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of RRHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$50 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with RRHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, RRHA will periodically review its record of prior purchases, as well as future needs to find patterns of procurement actions that could be performed more efficiently or economically, maximize competition and competitive pricing among contracts and decrease RRHA's procurement costs, reduce RRHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PURCHASING METHODS

Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account.

Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, RRHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchase Procedures

For any amounts above the Petty Cash ceiling but less than \$2,000, also known as Micro Purchases, only one quote is required, provided the quote is supported by cost reasonableness documentation.

For any amounts above the Micro Purchase ceiling but not exceeding \$30,000, RRHA may use small purchase procedures. No less than three offerors shall be solicited to submit price quotations, which may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to RRHA. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

For small purchases in excess of \$30,000 but not exceeding ~~\$50~~100,000, RRHA may use small purchase procedures. No less than four offerors shall be solicited to submit written price quotations. Award shall be made to the qualified vendor that provides the best value to RRHA. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.

Small purchase procedures must not be used for single or term contracts for professional services, if the contract exceeds ~~\$20~~50,000.

RRHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

To the greatest extent feasible, and to promote competition, micro purchases should be distributed among qualified sources.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, RRHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$50,000.

- A. **Conditions for Using Sealed Bids.** RRHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or ~~telegraphic~~ **facsimile** notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, ~~corrections in withdrawals~~ **of bids may be permitted only as stated in the advertisement for bids, which normally will require a bidder to give written notice of his claim to withdraw his bid within two business days after the conclusion of the bid opening procedure, and only** if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of RRHA or fair competition shall not be permitted. **RRHA shall notify a bidder within 5 business days of its decision regarding the bidder's request to withdraw its bid. Correction or withdrawal of bids after bid opening may also be allowed in cases where RRHA has reason to believe that a mistake may have been made in a bid.**

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits consideration of technical factors other than price, discussion with offerors concerning offers submitted, negotiation of contract price or estimated cost and other contract terms and conditions, revision of proposals before the final contractor selection, and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to RRHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. RRHA may assign price a specific weight in the evaluation criteria or RRHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, RRHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.

A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between RRHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions.

Discussions are tailored to each offeror's proposal, and shall be conducted by the contract administrator with each offeror within the competitive range. The primary object of discussions is to maximize RRHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contract administrator shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contract administrator, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contract administrator's judgment.

The contract administrator may inform an offeror that its price is considered by RRHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion.

It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to RRHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. **A/E Services.** RRHA must contract for A/E services using Qualification Based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, though architectural/engineering firms are potential sources.

Noncompetitive Proposals

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:
 1. The item is available only from a single source, based on a good faith review of available sources;
 2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to RRHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
 3. HUD authorizes the use of noncompetitive proposals; or
 4. After solicitation of a number of sources, competition is determined inadequate.
- B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
 1. Description of the requirement;
 2. History of prior purchases and their nature (competitive vs. noncompetitive);

3. The specific exception in 24 CFR 85.36(d)(4)(i)(A) through (D) which applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement;
7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

RRHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. RRHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 24 CFR 85.36.

ICE

For all purchases above the Micro Purchase threshold, RRHA shall prepare an independent cost estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

COST AND PRICE ANALYSIS

RRHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (or designee) through Purchase Order or other means, shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the contract administrator shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the contract administrator's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where RRHA cannot reasonably determine price reasonableness, RRHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the RRHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the RRHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$50,000.

SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** RRHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. RRHA ~~must~~ shall use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.
 1. Advertising in newspapers ~~or other print mediums of local or~~ general circulations.

2. Advertising in various trade journals or publications (for construction).
3. E-Procurement. RRHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 24 CFR 85.38, State and local requirements, and the Authority's procurement policy, and may include posting on the Virginia Department of General Services' central electronic procurement website.

Time Frame

For purchases of more than \$50,000, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals; however, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
 1. The supplies, services or construction is no longer required;
 2. The funds are no longer available;
 3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 1. The supplies or services (including construction) are no longer required;
 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 3. All factors of significance to RRHA were not considered;
 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

- 6. For good cause of a similar nature when it is in the best interest of RRHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or RRHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
 - 1. Re-solicit using an RFP; or
 - 2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the RRHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, RRHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

Credit (or Purchasing) Cards

Authorized credit card holders may use a credit card for Micro Purchases. Micro purchases made with a credit card must follow all procurement procedures associated with such purchase. Documentation as to price and reasonableness must accompany all credit card statements submitted for approval and payment. Credit card purchases will be subject to scheduled and unscheduled audits on a year round basis.

BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. RRHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. **Bid Bonds.** For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. **Payment Bonds.** For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
 - 1. A performance and payment bond in a penal sum of 100% of the contract price; or
 - 2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
 - 3. A 20 % cash escrow; or

4. A 25 % irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

RRHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.
- H. Register and participate in the "E-Verify program" operated by the U. S. Department of Homeland Security (or successor work verification program) to verify the work authorization status of newly hired employees, if the contractor has more than an average of 50 employees for the previous 12 months.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of RRHA may be used, **provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and RRHA.

For all cost reimbursement contracts, RRHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to RRHA than conducting a new procurement.

CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by RRHA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$50,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

CONTRACT ADMINISTRATION

RRHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of

supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

SPECIFICATIONS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying RRHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

APPEALS AND REMEDIES

General

It is RRHA's policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

RRHA shall adopt an informal bid protest/appeal procedure for contracts of \$50,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$50,000.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.
- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in RRHA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

ASSISTANCE TO SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, Section 3 of the HUD Act of 1968, and 2.2-4310 of the Virginia Public Procurement Act, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses, and other individuals or firms located in or owned in substantial part by persons residing in the area of RRHA project are used when possible. Whenever solicitations are made, RRHA shall include businesses selected from a list made available by the Department of Minority Business Enterprise.

RRHA has adopted a Section 3 Policy and is available for review at G:\Purchasing\Section 3 Policy – RRHA 2007. Please refer to this document for specific policy requirements as well as procedures.

Efforts to utilize small and minority-owned businesses, women's business enterprises, service disabled veteran-owned businesses and other businesses shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Department of Minority Business Enterprise;

- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, service disabled veteran-owned businesses, and Section 3 business concerns in RRHA prime contracts and subcontracting opportunities.

Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under 24 CFR Part 135.
5. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
6. A **service disabled veteran-owned business** means a business concern that is at least 51% owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

BOARD APPROVAL OF PROCUREMENT ACTIONS

The RRHA Procurement Policy and all its revisions must be submitted to the Board of Commissioners for review and approval.

~~For all fixed price~~ All contracts having a dollar value of ~~\$50~~100,000 or more, ~~any~~ must be submitted to the Board of Commissioners for review and approval prior to awarding a contract. ~~All contracts having a dollar value of \$100,000 or more must be submitted to the Board of Commissioners for review and approval prior to awarding a contract. The submission requirement will apply to all types of contracts, including but not limited to: Purchase Orders, A&E contracts, Invitations to Bid (IFB) for Sealed Bids, Requests for Proposals (RFP) and Qualifications based procurements (RFQ) and any other contracts where the competitive proposal process is utilized, Sole Source and/or Non-Competitive Procurements.~~

For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification.

For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments that result in a cumulative dollar value that exceeds 10% of the original contract value, must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification.

DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that RRHA's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director has established operational procedures to implement this Policy. The Procurement Procedure Manual is located on the "P" drive making it available to all employees of RRHA.

A system of sanctions for violations of ethical standards are noted in RRHA's Code of Ethics and Standards of Conduct Policy and are consistent with Federal, State, or local law.

DOCUMENTATION

RRHA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;

- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of five years after final payment and all matters pertaining to the contract are closed.

DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for RRHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

FUNDING AVAILABILITY

Before initiating any contract, RRHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SELF-CERTIFICATION

RRHA self-certifies that this Procurement Policy, and RRHA's procurement system, complies with all applicable Federal regulations and, as such, RRHA is exempt from prior HUD review and approval of individual procurement action.