

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, July 22, 2013, 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

Vice-Chair Smith called the meeting to order at 3:00 p.m. and declared that a quorum was present.

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

ABSENT: Commissioner Boitnott

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Cathy Wells, VP of Administration; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; Helen Shampine, HCV Director; Desi Wynter, Director of Redevelopment and Modernization; Crystal Hall, Resident Services Manager; Crystal Colston, Site Manager; Lisa Reynolds, Site Manager; Lisa Saunders, Site Manager; Cammye Obenchain, Site Manager; Yvonne Thomas, FSS Coordinator; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel

Vice-Chair Smith welcomed everyone to today's meeting.

II. REPORTS

1. Financial Report

Vice-Chair Smith stated that Ms. Austin provided a Financial Narrative along with the Financial Report and asked if there were any comments or questions.

Commissioner Garner referred to page 7 of the Financial Report and asked about the decrease in unrestricted cash from \$1,087,883 to \$581,971 in May for Melrose Towers. Ms. Austin stated that the funds had been transferred to operations from operating reserves and were used to pay for work which was performed for Melrose Towers.

Commissioner Garner referred to page 1 of the Financial Narrative and asked for clarification of the decrease in reserve funds used year to date from \$2.8 million last month to \$2.7 million this month. Ms. Austin stated that some sites budgeted last year for capital improvements to be funded by reserves, and cash coming in for operations has resulted in less use of reserves than projected.

Commissioner Garner asked about the increase in public housing accounts receivable. Ms. Austin stated that the amount fluctuates due to the timing of collections.

Commissioner Garner referred to page 2 of the Financial Narrative and asked about the \$900,000 in unrestricted net assets for the Housing Choice Voucher (HCV) program and asked if the program could continue to operate 1 to 1 ½ years utilizing reserve funds. Ms. Austin stated that if expenses do not increase beyond current levels, the HCV program, using reserve funds, should be able to operate through the end of the 2013 calendar year without reducing payment standards or terminating participants from the program. Issuance of new vouchers has been suspended. RRHA

is continually exploring options to reduce administrative costs, such as transitioning to electronic records. Ms. Austin stated that, with reserve funds depleted, RRHA is anticipating increasing challenges in administering the program in 2014.

Ms. Edwards stated that Ms. Helen Champine will provide a presentation on the status of the HCV program.

Commissioner Garner asked if RRHA continues to be willing to accept the possible transfer of 82 vouchers from Total Action for Progress (TAP). Ms. Edwards stated that HUD has been informed that the Board of Commissioners approved a resolution expressing willingness to accept the vouchers if HUD will fund any shortfall for 2013 related to the vouchers. No response has been received from HUD to date.

Commissioner Garner referred to the possibility of RRHA turning over the HCV program to HUD and asked whether HUD would bring in an outside agency to administer the program. Ms. Edwards stated that she would anticipate difficulty identifying contract agencies to administer HCV programs with administrative fees prorated at 69%. Ms. Edwards stated that the information RRHA has received regarding the number of housing authorities who have turned over their HCV programs to HUD has not included detail about the current status of those programs.

Vice-Chair Smith thanked Ms. Austin for her report and asked if there were any other comments or questions. There were none.

Vice-Chair Smith stated that an Executive Session will be added to the end of today's Agenda.

2. Executive Director's Report

Vice-Chair Smith asked for the Executive Director's report.

Ms. Edwards referred to her written report in the Monthly Operations Report and stated that Melrose Towers is scheduled for a HUD Real Estate Assessment Center (REAC) physical inspection on October 4, and Indian Rock Village and Scattered Sites is scheduled for October 15.

RRHA has been notified that the initial VMS review that had been postponed due to sequestration has been rescheduled and will be done remotely. Documents that have been requested by HUD are due by July 25.

Commissioner Burruss asked for definition of VMS. Ms. Edward stated that VMS is the Voucher Management System for documenting HCV payments.

Ms. Edwards stated that Commissioner Gilbert Butler has been reappointed to the RRHA Board of Commissioners for another four (4) year term ending August 31, 2017.

Ms. Edwards stated that the 2013 Annual Plan update to the RRHA 2010-2014 Agency Plan was submitted to HUD on July 10, 2013. One correction was made before submission to attachment H, with the amount of \$226,474 corrected to \$266,474.

Ms. Edwards stated that RRHA's Melody S. Stovall Scholarship of \$500 has been awarded this year to Tamika Cunningham, a resident at Jamestown Place. Ms. Cunningham has just completed her first semester in Health Sciences at Virginia Western Community College with a 4.0 Grade Point Average (GPA), and her goal is to become a homeowner and one day start her own business.

Ms. Edwards distributed two Public Housing Authorities Directors Association (PHADA) Advocate articles. Referring to page 2 of the "Congress & White House Hinder Voucher Program with Inadequate Administrative Fee" article, Ms. Edwards

noted that 24 agencies ended their voucher programs in 2010, 25 others in 2011, 29 in 2012 and, so far, 13 agencies have turned back their program to HUD in the first quarter of 2013.

Ms. Edwards stated that repeatedly not knowing funding amounts until midway through the calendar year, combined with deeper cuts to administrative fees with no reduction in administrative burden, makes the program untenable without having a cushion of reserves. Program costs fluctuate due to such things as a participant losing a job, which increases the amount of assistance. Moving into January 2014 the program will be operating with little reserves to provide cushion for those fluctuations. Furthermore, if funding for the calendar year beginning January 2014 is not known until June 2014, and the funding is reduced, it may not be possible to manage the resulting shortfall.

Commissioner Burruss asked what HUD does with vouchers from HCV programs that end. Ms. Edwards stated that HUD would likely seek another agency to administer the program, yet funding at 69% for administrative fees would appear to be a disincentive for potential contractors.

Commissioner Garner asked how much operating reserves the HCV program is allowed to have on hand. Ms. Austin stated that RRHA is only allowed to retain 2 ½ weeks of operating reserves. Ms. Austin stated that HUD had been recapturing RRHA reserves for the last three quarters and RRHA will start requesting the release of the reserve funds in September or October 2013. HAP can be on hold for several months due to a unit being in failed inspection status and, once there is resolution to the inspection deficiencies, the HAP payments are then released. This can result in HAP

increases of \$50,000 - \$60,000 for a month, which requires more than 2 ½ weeks of reserve funds to cover.

Commissioner Burruss asked about the duration of a HCV lease. Ms. Shampine stated some HCV leases are automatically renewed month to month after one year and others automatically renew for a year. Most leases have a 60-day notice to terminate for the landlord and tenant.

Commissioner Burruss asked if there is a clause in the lease to protect the tenant if the HCV program is no longer in existence and would the tenant then be responsible for the lease. Ms. Shampine stated that if there are no longer funds available for the program, notification would be provided to the tenant and landlord stating that there are no funds for HAP assistance and the tenant would then be responsible for the lease, RRHA is not a party to the lease agreements.

Commissioner Karnes asked about notifying the City of Roanoke regarding the possible drastic situation that is developing and the number of participants who would be impacted. Ms. Edwards stated she would talk with the City Manager and the Board may want to address City Council.

Commissioner Butler asked how many employees work in the Section 8 department and if loss of funding would mean loss of jobs. Ms. Shampine stated that there are 8 employees in the Section 8 department. Ms. Edwards stated that Administrative Fees are issued per voucher and less vouchers issued results in less Administrative Fees to fund employee positions.

Commissioner Burruss asked if additional information regarding HCV funding would be available by the August 2013 Board meeting and if there was a possibility that

the HCV program could reach a crisis point with little notice. Ms. Edwards stated that she is not certain that any additional information will be available by the August Board meeting. An approved budget would be the best possibility, but another Continuing Resolution is likely.

Vice-Chair Smith thanked Ms. Edwards for her report and asked if there were any other comments or questions. There were none.

3. Staff Reports

Vice-Chair Smith asked if there were any staff reports. Ms. Shampine gave an overview of the Section 8 Housing Choice Voucher program, and stated that when the application process opened for two days in 2010, RRHA received approximately 2,600 applications, which show how great the need is for the program. There are currently 782 applications on the Section 8 waitlist.

HUD, at one time, implemented Federal Preferences for the waiting list and when those were no longer imposed RRHA implemented the preferences on a local level. Preferences include homeless applicants and people whose rent is more than 50% of their income. Interim changes to job status such as when an applicant's hours are reduced or loss of a job can change preference status on the wait list.

Ms. Shampine stated that cost saving measures are in place. Ms. Shampine stated that she has been negotiating with landlords regarding fair rent increases and, to date, the negotiations with landlords have been favorable.

There are also instances where paperwork is required and not submitted which can hold up HAP payments for several months and, once the paperwork is provided, HAP is paid.

The Section 8 department continues to issue Family Unification Program (FUP) and Veteran Affairs Supportive Housing (VASH) vouchers due to special funding. Shelter Plus Care is funded by the City of Roanoke, and Mainstream vouchers have separate funding.

Commissioner Karnes stated that the program becomes more challenging as time passes. Ms. Shampine stated it is difficult, at best, to operate the program and was much easier to operate when, at one time, there was in excess of \$6,000.000 in reserve funds.

Commissioner Burruss asked how many participants are leased up in the Section 8 program and whether the program is sustainable. Ms. Shampine stated that RRHA has 1,896 vouchers and 1,742 leased, and it is difficult to administer with the funding fluctuations.

Commissioner Burruss asked how many of the voucher holders were in the City of Roanoke. Ms. Shampine stated that the majority are in the City of Roanoke with some in Salem, Botetourt County, Vinton and a few in Craig County. If voucher holders choose housing beyond a fifty mile radius, it makes yearly inspections more difficult to manage.

Commissioner Butler asked if a voucher holder moves (ports) to another city does RRHA have to share the Administrative Fee associated with the voucher and can a participant move to a locality where there is no housing authority. Ms. Shampine stated that RRHA does have to share the Administrative Fee unless the housing authority absorbs the voucher, and a participant must move to a locality that is served by a housing authority.

Commissioner Butler asked if all Virginia housing authorities administer the HCV program. Ms. Shampine stated that she was unsure as to whether all housing authorities in Virginia administer the program. Ms. Edwards stated that she is aware of some housing authorities that administer HCV only and do not have public housing but is not aware of any in Virginia that do not administer HCV, although she was not certain.

Vice-Chair Smith thanked Ms. Shampine for her report and asked if there were any other comments or questions. There were none.

4. Committee Reports

Vice-Chair Smith asked for committee reports.

Commissioner Karnes stated that the Personnel Committee met today. The committee has reviewed the Drug and Alcohol Policy and the Reduction-In-Force and Recall Policy which will be brought before the Board at next month's meeting. The committee continues to review additional policies for consideration by the Board at a later date.

5. Commissioner Comments

Vice-Chair Smith asked if there were any Commissioner comments.

Commissioner Karnes stated that he attended the National Association of Housing and Redevelopment Officials (NAHRO) Summer Conference in Denver, Colorado July 18 through July 20, 2013. There was a lot of energy regarding the VASH program, and he stated to NAHRO officials that he is available for advocacy for housing assistance programs. Commissioner Karnes stated that he had met other executive directors who were facing the same dire funding issues for the Section 8 program.

6. Residents or other community members to address the Board

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

III. CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, June 24, 2013.

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

C-2 Monthly Operations Report for the month of June 2013.

RECOMMENDED ACTION: File as submitted

Commissioner Burruss introduced a motion to approve the Consent Agenda.

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

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

NAYS: None

Vice-Chair Smith thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3751

Mr. Shank asked for approval of Resolution No. 3751 for the modification of contract number 207-1202-1-7 under Capital Fund Program grant number VA36P01150111. Mr. Shank circulated photos of the deteriorated conduit and meter bases and stated that the additional improvements are required to correct deficiencies found in installation of existing service conductors in meter bases that hindered replacement of conduit and which are not compliant with local electrical codes. These

conditions were unknown at the time of receipt of bids and contract execution.

Vice-Chair Smith asked if there were any other comments or questions. There were none.

Commissioner Garner introduced Resolution No. 3751 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING MODIFICATION OF CONTRACT NUMBER 207-1202-1-7 UNDER CAPITAL FUND PROGRAM GRANT NUMBER VA36P01150111

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded Capital Fund Program (CFP) grant number VA36P01150111 in the amount of \$1,868,485 from the Department of Housing and Urban Development (HUD); and

WHEREAS, Upgrades for Electrical Infrastructure for Jamestown Place – Phase 1 was included on the 2011 Annual Plan update to the 2010 – 2014 Annual Plan, approved by the RRHA Board of Commissioners by Resolution No. 3648 on June 27, 2011; and

WHEREAS, the Executive Director was authorized and directed to execute a standard contract for improvements to concrete sidewalks and rear porches for Jamestown Place between Russell's Remodeling, LLC and RRHA with a fixed amount of \$173,100, approved by the RRHA Board of Commissioners by Resolution No. 3712 on August 27, 2012; and

WHEREAS, a contract modification for Contract Number 207-1202-1-7, for time extension only, was executed on March 29, 2013; and

WHEREAS, RRHA subsequently determined that the installation of ten (10) additional 400-ampere electrical disconnects were required for increased maintenance safety, changes to wall thickness of specified electrical conduit and changes to installation locations for electrical disconnects as required by inspector from the City of Roanoke Building Inspections Department, and replacement of additional 384 square feet of deteriorated concrete sidewalk, which were unknown at the time of receipt of bids; and

WHEREAS, to address those items, the Executive Director was authorized and directed to execute a contract modification for Contract Number 207-1202-1-7, for the amount of \$44,359.10, approved by the RRHA Board of Commissioners by Resolution No. 3744 on May 20, 2013; and

WHEREAS, RRHA staff have subsequently determined that the installation of 60 waterproof junction boxes, 332 insulated connectors for electrical conductors, and 300 linear feet of electrical service conductor are required to correct deficiencies found in installation of existing service conductors in meter bases that hinder replacement of conduit and are not compliant with local electrical codes, which were unknown at the time of receipt of bids; and

WHEREAS, Russell's Remodeling, LLC was requested to provide a proposal for furnishing and installing 60 waterproof junction boxes, 332 insulated connectors for electrical conductors, and 300 linear feet of electrical service conductor; and

WHEREAS, the amount of the change proposal submitted by Russell's Remodeling, LLC was \$21,218.40; and

WHEREAS, the amount of the change proposal submitted by Russell's Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate, based on RS Means Cost Data, for the change proposal; and

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

WHEREAS, the Vice President of Operations recommends the acceptance of Russell's Remodeling, LLC'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 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."

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

- (1) The change proposal submitted by Russell's Remodeling, LLC in the amount of \$21,218.40 is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all Russell's Remodeling, LLC's change proposal for furnishing and installing

60 waterproof junction boxes, 332 insulated connectors for electrical conductors, and 300 linear feet of electrical service conductor, dated July 3, 2013.

- (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 Butler and upon roll call the following vote was recorded:

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

NAYS: None

Vice-Chair Smith thereupon declared said motion carried and Resolution No. 3751 adopted as introduced.

2. Resolution No. 3752

Mr. Wynter asked for approval of Resolution No. 3752 authorizing the submission of a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development. Mr. Wynter stated that the revised application changes to the number of ACC units from 21 to 5 units.

Commissioner Garner asked for a definition of ACC units. Ms. Edwards stated that ACC stood for Annual Contributions Contract, which is the contract between RRHA and HUD. The ACC units in the Section 32 application are public housing units that were constructed for the Homeownership program.

Vice-Chair Smith asked if there were any other comments or questions. There were none.

Commissioner Butler introduced Resolution No. 3752 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE SUBMISSION OF A REVISED SECTION 32 HOMEOWNERSHIP PLAN APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority (RRHA) approved Resolution No. 3626 on December 20, 2010 to authorize the Executive Director to execute documents and provide required certifications to submit a Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority approved Resolution No. 3710 on July 23, 2012 to authorize the Executive Director to execute documents and provide required certifications to submit a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and Urban Development; and

WHEREAS, the revised Section 32 Homeownership Plan application was submitted to HUD and RRHA has received recommendations from HUD which require further revision of the application; and

WHEREAS, the RRHA Board of Commissioners received a briefing and summary report on the overall unit count and building type, method and terms of sale, rehabilitation standards, property acquisition criteria, and purchaser eligibility and selection and other criteria specific to submission of a homeownership plan in accordance with the Quality Housing and Work Responsibility Act (QHWRA) which permits Public Housing Authorities, through Section 32 of the U.S. Housing Act of 1937 (the Act), to make public housing dwelling units available for purchase by low-income families as their principal residence; and

WHEREAS, RRHA included a plan to seek HUD approval for a Section 32 Homeownership program, in order to continue promoting homeownership opportunities, in the 2010-2014 Agency Plan and 2010 Annual Plan which was approved by the RRHA Board of Commissioners and submitted to HUD in July 2010 and approved by HUD on October 1, 2010; and

WHEREAS, RRHA included a plan to submit a revised Section 32 Homeownership application to HUD in the 2013 Annual Plan to update the 2010-2014 Agency Plan approved by the RRHA Board of Commissioners by Resolution No. 3750 on June 24, 2013 and submitted to HUD on July 10, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute documents and provide required certifications to submit a revised Section 32 Homeownership Plan application to the U.S. Department of Housing and

Urban Development to make five (5) public housing units available for purchase by low-income families as their principal residence.

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

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

NAYS: None

Vice-Chair Smith thereupon declared said motion carried and Resolution No. 3752 adopted as introduced.

3. Resolution No. 3753

Mr. Wynter asked for approval of Resolution No. 3753 awarding a contract for Master Planning Services for Lansdowne Park and Melrose Towers public housing developments and the Loudon-Melrose/Shenandoah West Community under Capital Fund Program grant number VA36P01150112 and Choice Neighborhoods Planning Grant VA3F011CNP112. Mr. Wynter stated that the members of the Evaluation Panel included four RRHA staff members, one member from the Loudoun-Melrose Neighborhood Association, one member from RRHA Joint Resident Council, and one member from the City of Roanoke Planning Department.

Vice-Chair Smith asked if there were any comments or questions. There were none.

Commissioner Butler introduced Resolution No. 3753 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR MASTER PLANNING SERVICES FOR LANSDOWNE PARK AND MELROSE TOWERS PUBLIC HOUSING DEVELOPMENTS AND THE LOUDON-MELROSE/SHENANDOAH WEST COMMUNITY UNDER CAPITAL FUND

PROGRAM GRANT NUMBER VA36P01150112 AND CHOICE
NEIGHBORHOODS PLANNING GRANT VA3F011CNP112

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Choice Neighborhoods Planning Grant (CN), which is grant number VA3F011CNP112 in the amount of \$200,000, and Capital Fund Program (CFP) grant number VA36P01150112 in the amount of \$1,779,968; and

WHEREAS, Development Planning for AMP 201, Lansdowne Park, and AMP 206, Melrose Towers, are included on the Annual Statements detailing the planned use of CFP grant number VA36P01150112, which was included in the 2013 Annual Plan update to the 2010-2014 Agency Plan for submission to HUD and was approved by the Board of Commissioners under Resolution No. 3750 on June 24, 2013; and

WHEREAS, Development Planning for AMP 201, Lansdowne Park, and AMP 206, Melrose Towers, are essential to achieve HUD's goal of deconcentration of poverty by transforming neighborhoods of concentrated poverty into mixed-income neighborhoods by revitalizing severely distressed public housing; improving access to economic opportunities; and investing and leveraging investments in well-functioning services, effective schools and education programs, public assets, public transportation, and improved access to jobs; and

WHEREAS, RRHA determined that the expertise of a Master Planning firm is needed for Development Planning; and

WHEREAS, RRHA issued a Request for Proposals (RFP) on March 24, 2013, with proposals being due on May 2, 2013; and

WHEREAS, RRHA received two (2) proposals in response to the RFP from the following companies:

- Hill Studio, P.C.
- Wallace, Roberts, & Todd; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of four RRHA staff members, one member from the Loudoun-Melrose Neighborhood Association, one member from RRHA Joint Resident Council, and one member from the City of Roanoke Planning Department; and

WHEREAS, the Evaluation Panel reviewed and evaluated Statements of Qualifications according to the following evaluation criteria, which were published in the RFQ:

A. Capacity of Planning and Development Team

- (5 Points) Identification of each Team member and key personnel assigned to project. Qualification of Individuals/firm/team based on years of experience and team cohesion in Neighborhood Planning
- (25 Points) Experience of the team/firm in all aspects of creating a vision of a diversified mixed-income, mixed-finance and mixed-use neighborhood, incorporating public and market rate housing, developing site plans and designs for mixed use, mixed-income neighborhoods that foster a sense of community.

B. Technical Competence and Approach

- (3 Points) Knowledge of the Choice Neighborhood Planning/Implementation Grant Initiatives
- (25 Points) The degree to which the Master Planner can demonstrate, in a participatory process, incorporating input from residents and community stakeholders into a vision and concept that can be executed into a transformation plan for the neighborhood.
- (7 Points) Past performance in terms of compliance with planning schedules, adherence to planning budgets, time constraints and other planning activities.

C. Section 3

- (7 Points) Preference for Section 3 Business
- (8 Points) Preference related to acceptability of Section 3 Strategy

D. Price

- (20 Points) Price to complete Transformation Plan; and

WHEREAS, the Evaluation Panel score for each firm's Proposal based on the published evaluation criteria were as follows:

- | | |
|----------------------------|------------------|
| • Hill Studio, P.C. | 55.6 points |
| • Wallace, Roberts, & Todd | 63.9 points; and |

WHEREAS, the two firms were invited to interview with the Evaluation Panel, provide written responses to panel member questions, and re-evaluate their pricing; and

WHEREAS, the Evaluation Panel scored each firm's Proposal based on the interviews, written responses to questions, and revised pricing, resulting in the following scores:

- | | |
|----------------------------|-----------|
| • Hill Studio, P.C. | 76.9 |
| • Wallace, Roberts, & Todd | 81.1; and |

WHEREAS, Wallace, Roberts, & Todd (WRT) met the established competitive range of eighty (80) points or higher; and

WHEREAS, the Chair of the Evaluation Panel evaluated rates from WRT and, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process, determined that pricing offered by WRT is fair and reasonable; and

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

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to Wallace, Roberts, & Todd;

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interest of RRHA to accept such Proposal 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 Proposal submitted by Wallace, Roberts, & Todd be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract, using RRHA's standard contract form, with Wallace, Roberts, & Todd and RRHA for a term of two years in the not to exceed amount of \$210,160, subject to availability of funds.
- (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 Garner and upon roll call the following vote was recorded:

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

NAYS: None

Vice-Chair Smith thereupon declared said motion carried and Resolution No. 3753 adopted as introduced.

4. Executive Session

Commissioner Burruss moved that the Commissioners enter into Executive

Session for the purpose of discussion of specific personnel matters of the RRHA in accordance with Virginia Code Section 2.2-3711 (A)(1).

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

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

NAYS: None

The Board of Commissioners entered into Executive Session at 4:02 p.m.

The Board reconvened into open session at 4:20 p.m.

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

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

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

NAYS: None

Commissioner Burruss left the meeting at 4:21 p.m.

V. **ADJOURNMENT**

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

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

following vote was recorded:

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

NAYS: None

Vice-Chair Smith declared the meeting adjourned at 4:23 p.m.

Adam Boitnott, Chair

Glenda Edwards, Secretary-Treasurer

Section 32 Homeownership Program Revised Application Summary

Program Term: 5 years

Number of Units: 5 – ACC units converted to homeownership

Program Description:

All units will be sold through a direct sale fee simple transaction by RRHA to the purchaser

Eligible Participants

Existing Public Housing residents, Section 8 participants, and qualifying low-income individuals or families in the City of Roanoke.

Purchasers are required to attend homeownership education classes.

Income Eligibility & Downpayment Assistance

Purchasers must meet the following income criteria:

- Minimum purchaser income amount and percentage of AMI: \$ 18,950 = 30% (family of four)
- Maximum purchaser income amount and percentage of AMI: \$ 50,550 = 80% (family of four)

Downpayment criteria & assistance:

- Purchaser is required to provide at least 1% of sales price of purchaser's own funds towards their down payment.
- RRHA may provide grant dollars not to exceed 20% of the purchase price to assist with closing costs and/or assist with down payment.
- RRHA residents will also be encouraged to obtain down payment assistance through the Individual Development Account (IDA) and the Virginia Individual Development Account (VIDA) program and the as a means to assist residents with their initial down payment. Both of these programs offer matching funds for families that save money for the purpose of purchasing a home.
- RRHA's ROSS Homeownership grants that provide Individual Savings Accounts (ISA) for residents offer another opportunity for save for down payment.
- Families can also seek financial assistance through the City of Roanoke Down Payment Assistance program which provides qualifying candidates' assistance up to \$8,000 with closing costs and matching down payments.

Terms of Sale

The homes will be sold for the appraised price, which will vary depending on house size and location.

Purchasers are required to obtain a mortgage from a private lending institution.

Funding

RRHA will apply for CDBG and HOME funds and other sources of funding to subsidize program expenses.