

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, September 26, 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 3:00 p.m. and declared that a quorum was present.

PRESENT: Commissioners Boitnott, Butler, Garner, Witten

Commissioner Karnes arrived at 3:02 p.m.

Commissioner Burruss arrived at 3:52 p.m.

ABSENT: Commissioner Smith

OFFICER PRESENT: Glenda Edwards, Secretary-Treasurer

ALSO PRESENT: Cathy Wells, VP of Resident Services and Administration; 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; Gwen Johnson, Resident Services Director; Gloria Charlton, FSS Coordinator; André Everette, FSS Coordinator; Christina Back, Human Resources Coordinator; Katie Meyer, Executive Assistant; Nick Conte, Legal Counsel; Alton Knighton, Legal Counsel; David Pearson, Related Affordable; Kevin White, Kaufman & Canoles, P.C.

Chairperson Garner welcomed everyone to today's meeting.

PUBLIC HEARING

To receive comments on proposed private activity bond financing for Ferncliff North Apartments.

Chairperson Garner asked if there were any comments regarding the proposed private activity bond financing for Ferncliff North Apartments. There were none.

Chairperson Garner declared the Public Hearing closed at 3:03 p.m.

II. REPORTS

1. Financial Report

Chairperson Garner asked for the Financial Report.

Ms. Austin, RRHA VP of Finance/CFO, referred to page 23 of the Monthly Operations Report Finance Section and stated that Public Housing is reporting net income of approximately \$830,000. Dwelling revenues are approximately \$73,000 under budget projections due to several public housing sites falling below the 95% occupancy rate earlier in the year and Family Self-Sufficiency (FSS) escrow payments. Total expenses are showing a favorable variance of \$817,000 primarily attributable to expense categories reporting positive variances. Administrative expenses are over budget \$102,000 which is mostly attributable to there being three pay periods in the month of July and the pay-out of employee annual leave balances. Tenant Services is reporting a favorable variance of \$97,000 due to budgeting for salary expense for one Family Self-Sufficiency (FSS) Coordinator to be paid out of the tenant services line item in the public housing sites; however, a new Public Housing FSS grant was awarded

mid-year and expense has since been covered by the grant. Utilities expense is under budget \$466,000 due to the actual expenses being less than the budgeted amount. General expenses are \$151,000 under budget due to collection of delinquent accounts that had previously been written off and to an increase that was budgeted for insurance premiums. Several sites have budgeted for replacement of equipment, capital items, betterments and additions in the operating budgets, expenses which have not been fully incurred to date.

The Central Office Cost Center (COCC) is reporting a difference in revenue and expense of \$141,000 as shown on page 32. Total revenues are \$34,000 over budget primarily due to the service fee income that the Central Office has been able to bill to sites and programs exceeding the amount projected in the budget. Total expenses are showing a favorable variance of \$105,000, and administrative expenses are showing a positive variance of almost \$106,000 due to expenditures that have not been incurred to date. Ordinary maintenance is over budget \$17,000 due to the inspector's salary being budgeted in the capital fund but, when projects are funded from the Public Housing operations budget, inspections must also be funded from operations.

The Section 8 program is reporting a difference in revenues over expenses of approximately \$10,000 as shown on page 33. Total revenues are approximately \$21,000 under budget due to administrative fees having been funded at an 83% proration by HUD. Total expenses are showing a favorable variance of approximately \$32,000, primarily attributable to positions that have not been filled due to funding constraints. General expenses are over budget due to the purchase of additional insurance after the budgeting process was completed.

Ms. Austin asked if there were any other questions.

Commissioner Witten referred to the Payment in Lieu of Taxes (PILOT) amount on page 23. He noted that the payment amount is twice the budgeted amount and asked if the figures were correct. Ms. Austin stated that the PILOT amount budgeted was based on rental revenues from the prior year and, because RRHA rental revenues increased, the actual PILOT amount was higher than the budgeted amount.

Chairperson Garner asked if there were any other questions or comments.

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, RRHA Executive Director, referred to her written report in the Monthly Operations Report and stated that the Senate Appropriations Committee has approved a budget bill for Housing and Urban Development programs that is only slightly more generous than the House approved budget bill. Ms. Edwards stated that the bill contains substantial funding cuts. It includes the offset of operating reserves but caps the offset amount at \$750,000,000 rather than \$1,000,000,000. Ms. Edwards stated that the Senate budget would keep Housing Choice Voucher (HCV) Administrative fees at an 83% proration; the House budget would result in a proration of approximately 55% to 60%.

Ms. Edwards stated that 2012 HAP funding appears to be sufficient in both the House and Senate bills without requiring substantial cuts in housing assistance payments; however, depending on the baseline period chosen the result could be either

increased or decreased HAP funding for RRHA. The period used for 2011 Section 8 funding was FY 2009, which was the period when RRHA's expenses were being reduced to deal with that year's funding shortfall. Ms. Edwards stated that the 2012 budget bills provide for the baseline period for determining Housing Assistance Payments (HAP) funding to be the previous calendar year. Based on the proposed baseline period in the budget bills, RRHA's HAP funding for 2012 would increase over the 2011 amount.

Ms. Edwards stated that guidance has been received from HUD indicating that RRHA is allowed to use Veteran Affairs Supportive Housing (VASH) reserves to assist in funding HAP payments at 100% through December 31, 2011 and notification has been given to landlords and participants.

Ms. Edwards stated that 2011 Continuing Resolution funding for the Capital Fund Program was \$2,000,000,000. The Senate bill includes \$1,900,000,000 for 2012, and the House bill includes \$1,500,000,000.

Ms. Edwards distributed a comparison chart produced by the National Low Income Housing Coalition for the 2007-2011 periods that reflects the enacted amounts for various programs along with the 2012 President's request for funding, House Committee bill amounts, and Senate Committee bill amounts.

Ms. Edwards stated that RRHA has received notification from HUD that the Public Housing FSS grant has been renewed for \$110,000 to fund 2 Coordinator positions. The HCV FSS Grant has also been renewed to fund 1 Coordinator position.

Ms. Edwards stated that RRHA has received notification from HUD that RRHA has been selected for an audit of the American Recovery and Reinvestment Act (ARRA)

funded Capital Fund Program grant. Ms. Edwards stated that this will be the 3rd audit and that the first audit was a desk audit, the second was an onsite audit and both had no findings of deficiencies or problems with usage of the ARRA Funds. The third audit will be performed onsite by a contractor for HUD the week of October 10, 2011.

Ms. Edwards stated that September is the month when the renewal contract for RRHA's property insurance contract is brought for Board approval. Ms. Edwards stated that Ms. Cathy Wells, RRHA VP of Resident Services and Administration, sought quotes from the Virginia Municipal League (VML) in addition to Housing Authority Insurance Group (HAIG) this year. VML currently carries RRHA's Workers' Compensation Insurance. Ms. Edwards stated that the automobile policy renewal through HAIG would have been \$44,000 while VML offered a comparable policy for \$27,000; property insurance renewal with HAIG would have been \$187,000 and VML offered a comparable policy for \$140,000. Because of better pricing for comparable coverages, Ms. Edwards stated that RRHA will purchase property and automobile insurances from VML; however, VML policies renew on July 1 each year so RRHA will only be contracting for a partial year policy running through June 30. The partial year amount is less than \$100,000 and, therefore, does not require Board approval. Ms. Edwards stated that the overall one year savings for the automobile and property insurance with VML is \$63,618.00.

Ms. Edwards stated that Resident Services hosted a mini Job Fair at the Villages at Lincoln with an attendance of approximately 80 people, many of whom were RRHA residents. Ms. Edwards stated that some interviews have been set up with Roanoke City and Roanoke City Schools as a result of the fair and the feedback received was

that the smaller job fair allows employers more time with applicants.

Ms. Edwards asked if there were any questions.

Chairperson Garner thanked Ms. Edwards for her report stated that the savings on the insurance policies was good news.

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 continues to review policies.

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.

III. CONSENT AGENDA

C-1 Minutes of the Annual and Regular Meeting of the Board of Commissioners held Monday, August 22, 2011.

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

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

RECOMMENDED ACTION: File as submitted

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried as introduced.

IV. **REGULAR AGENDA**

1. Resolution No. 3662

Ms. Edwards stated that at the direction of the Board she has drafted a policy providing Guidelines for Issuance of Private Activity Bonds. Ms. Edwards stated that she, Jackie Austin, and RRHA's legal counsel have spoken to and gathered policies from multiple Housing Authorities, as well as industrial development and education authorities. She used those discussions and policies as the basis for drafting RRHA's Guidelines for Issuance of Private Activity Bonds. Ms. Edwards asked for approval of Resolution No. 3662.

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

Vice-Chair Boitnott introduced Resolution No. 3662 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING GUIDELINES FOR ISSUANCE OF PRIVATE ACTIVITY BONDS

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) is a public body organized and existing under the Housing Authorities Law of the State of Virginia, Chapter 36 of the Code of Virginia; and

WHEREAS, RRHA may issue bonds pursuant to Code of Virginia Sections 36-29, 36-30, and 36-31; and

WHEREAS, RRHA may from time to time issue bonds for financing developments in which it does not have a direct interest, acting as a conduit lender; and

WHEREAS, it is necessary and appropriate for RRHA to provide procedural and substantive guidance to developers applying to RRHA for issuance of bonds and to describe the process for RRHA's review and evaluation of such applications.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached policy, Guidelines for Issuance of Private Activity Bonds, is approved.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3662 adopted as introduced.

2. Resolution No. 3663

Chairperson Garner stated that Resolution No. 3663 is an Inducement Resolution regarding the issuance of Multifamily Housing Revenue Bonds for the acquisition and rehabilitation of Ferncliff North Apartments located in the City of Roanoke, Virginia. Chairperson Garner stated that he has deferred the voted on Resolution No. 3633 in light of the passage of the Guidelines for Issuance of Private Activity Bonds. Chairperson Garner stated that today's meeting would include a presentation by Mr. David Pearson with Related Affordable and Mr. Kevin White with Kaufman & Canoles, P.C., and Commissioners will have an opportunity to ask questions and have discussion regarding the bond issuance request. Chairperson Garner welcomed Mr. Pearson and Mr. White and asked them to begin their

presentation.

Mr. White stated that he is requesting RRHA assistance in issuing tax-exempt multifamily housing revenue bonds for the benefit of Related Affordable to acquire and rehabilitate Ferncliff North Apartments which consists of 12 buildings and 144 units. Mr. White stated that the bonds requested are private activity bonds that must be issued through a governmental issuer such as RRHA and must support a public purpose. Mr. White stated that the project will provide better low-income housing for the citizens of Roanoke.

Mr. White stated that the bonds are tax-exempt, and the interest earned on the bonds is tax-exempt to the bond holder.

Mr. White stated that Related Apartment Preservation has a 35 year track record with projects such as Ferncliff North and previously accessed tax credits for the purchase and renovation of Ferncliff South.

Mr. White stated that an Inducement Resolution approved by the RRHA Board of Commissioners is required in order to issue Tax-exempt Bonds, and a resolution approved by Roanoke City Council is also required before a Volume Cap Allocation can be sought from the State of Virginia. Mr. White stated that Related is also seeking support from the City of Roanoke for its application for 4% tax credits for the Ferncliff North project.

Mr. White stated that all transaction costs and RRHA legal fees will be paid by Related. There is no liability or obligation for RRHA or the City of Roanoke, and this is strictly a pass-through obligation with no cost to RRHA and no personal liability to any of the RRHA Commissioners.

Mr. White asked for Mr. Pearson to speak about the Ferncliff North project. Mr. Pearson stated that he is proposing an acquisition, renovation and rehabilitation of Ferncliff North in order to preserve and improve affordable housing. Mr. Pearson stated that Related Apartment Preservation purchased Ferncliff South in December 2010 using 9% Low Income Housing Tax Credits and assumed debt to rehabilitate the site.

Mr. Pearson stated that the cost per unit will be approximately \$20,000 - \$26,000 which equates to approximately \$3,500,000,000 in renovations. The renovations will include improvements to the facade as well as new kitchen appliances and improvements to bathrooms. Mr. Pearson stated that the rehabilitation is expected to take 6 to 9 months and will be completed with no relocation of residents.

Mr. Pearson asked if there were any questions.

Vice-Chair Boitnott stated that the cost of renovations is \$3,500,000,000 and the bonds will raise \$7,000,000,000. Mr. Pearson stated that acquisition costs, architectural and legal fees are built into the project budget. Vice-Chair Boitnott asked if Mr. Pearson was referring to the \$3,500,000,000 or the remainder of the \$7,000,000,000 and asked who currently owns Ferncliff North. Mr. Pearson stated that the acquisition costs and fees are over and above the \$3,500,000,000, and the property is being purchased from F&W Management.

Vice-Chair Boitnott asked Mr. Nick Conte, RRHA Legal Counsel, if he knows of any housing authority that has had any liability result from issuing Private Activity Bonds. Mr. Conte stated that he has not heard of any housing authority that has been held liable for issuing private activity bonds and asked Mr. Alton Knighton, RRHA Legal Counsel, if he has heard of any housing authority liability. Mr. Knighton stated that he

has heard of no successful attempts to place liability on a housing authority. Mr. Knighton stated that there are liabilities under Securities Law if there is improper or inadequate disclosure, but the liability can be mitigated if the issuance is done properly.

Mr. White stated that RRHA and City Council's legal teams will have adequate time to review all disclosures.

Chairperson Garner stated that if the Inducement Resolution is approved by RRHA, he understands that the next step is to go to City Council for approval. Mr. White stated that Chairperson Garner is correct, and he understands that RRHA needs time to be comfortable approving the resolution. Mr. White stated that, if the Inducement Resolution is approved at the October 2011 Board meeting, it will give him time to present to City Council at their first meeting in November 2011.

Chairperson Garner asked Mr. Edwards who she is dealing with and contacting when she has questions regarding the Inducement Resolution. Ms. Edwards stated that she has been dealing with RRHA's legal counsel, Mr. White and a colleague at his firm, and Mr. Pearson. Ms. Edwards stated that the latest information she has received from the City of Roanoke is that the City staff is not prepared to support this Inducement Resolution if it were to go before City Council at this time.

Commissioner Karnes asked if there would be any change in the rental rates at Ferncliff North. Mr. Pearson stated that 45 units are occupied by HCV participants, and those tenants would see an increase due to comparable market rates. The other units are covered under a Section 236 agreement, and he does not anticipate any significant increase in rent. Mr. Pearson stated that the rents would also be capped under the Low-Income Tax Credit Program guidelines.

Mr. Pearson stated that he worked closely with the City of Roanoke's Director of Planning, Tom Carr to put together a plan for Ferncliff South that Mr. Carr was comfortable with, and Mr. Pearson anticipates doing the same for Ferncliff North. Mr. Pearson stated that he has reached out to Mr. Carr, and he is aware of the Ferncliff North project and is looking forward to working together on a plan the City can support.

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

Chairperson Garner asked for the Inducement Resolution to appear on the October 2011 meeting agenda and thanked Mr. Pearson and Mr. White for their time.

3. Resolution No. 3664

Ms. Austin asked for approval of Resolution No. 3664 approving the Consolidated Operating Budget for fiscal year ending September 30, 2012. Ms. Austin stated that RRHA is required to submit a Board Resolution approving the Operating Budget to HUD prior to the beginning of the Fiscal Year. Ms. Austin stated that final approval of RRHA's Consolidated Operating Budget for fiscal year ending September 30, 2012 will occur at the October 2012 Board meeting.

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

Commissioner Karnes introduced Resolution No. 3664 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2012

WHEREAS, The City of Roanoke Redevelopment and Housing Authority (RRHA) has prepared a Consolidated Operating Budget (Budget) for fiscal year ending September 30, 2012, covering the following programs: Public Housing, Section 8, Hackley, Private Management, Private Development, Jamison/Downing, CDBG/HOME,

Homeownership Opportunities (HOP), ROSS Grant, City Activities, Capital Fund Grants/Bond Fund; and

WHEREAS, the Board of Commissioners having reviewed the Consolidated Operating Budget has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Consolidated Operating Budget is approved preliminarily for the fiscal year ending September 30, 2012, and that such Budget shall be submitted to HUD; and

FURTHER RESOLVED that final approval of the Budget shall occur at the October, 2011 meeting of the Board of Commissioners after publication of notice and public hearing as required by the Code of Virginia and, while no revisions to the Budget are anticipated prior to final approval, should there be any revisions, such revisions would then also be submitted to HUD in the form of a revised Budget.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3664 adopted as introduced.

4. Resolution No. 3665

Ms. Wells asked for approval of Resolution No. 3665 authorizing execution of a contract modification to the Cooperative Agreement with U.S. Communities Government Purchasing Alliance HD Supply contract. Ms. Wells stated that the contract ended July 31, 2011, and total purchases exceeded the total contract price by \$2,204.75, resulting in the need for a modification to authorize payment of the final invoices on the contract.

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

Commissioner Butler introduced Resolution No. 3665 and moved its adoption as

introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT MODIFICATION TO THE COOPERATIVE AGREEMENT WITH U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE HD SUPPLY CONTRACT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) joined the U.S. Communities Government Purchasing Alliance HD Supply - MRO (Maintenance, Repair, and Operations) contract by agreement on November 19, 2009 with a term ending date of July 31, 2011; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, the RRHA Board of Commissioners approved a contract modification by Resolution No. 3622 on November 22, 2010, increasing the not-to-exceed amount of the contract from \$95,000 to \$180,000 as actual usage had far exceeded estimated usage due to convenience of purchase, favorable pricing and the necessity to address the physical needs of the sites; and

WHEREAS, actual usage of the contract through the end of the contract dated July 31, 2011 exceeded the total contract price by \$2,204.75; and

WHEREAS, the HD Supply Cooperative Agreement requires modification of the not-to-exceed amount in order to pay outstanding invoices and enable RRHA to close the contract.

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 a modification to the not-to-exceed amount of the U.S. Communities Government Purchasing Alliance HD Supply agreement from \$180,000 to \$182,204.75, a net increase of \$2,204.75, with all agreement terms remaining unchanged.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No.

3665 adopted as introduced.

5. Resolution No. 3666

Mr. Earl Saunders, RRHA VP of Real Estate Management, asked for approval of Resolution No. 3666 to approve charge-off of delinquent Public Housing Tenant Accounts in the amount of \$42,181.41 as a collection loss expense.

Commissioner Butler asked why charge-offs need to come before the Board for approval. Ms. Edwards stated that RRHA's policy states that the Board must approve charge-offs, and that the next Resolution coming before the Board for consideration proposes changing that policy. Ms. Edwards stated that the policy revision proposed will no longer require Board approval and that charge-off amounts will be reported in the Monthly Operations report.

Chairperson Garner asked if HUD approval is required to change the policy. Ms. Edwards stated that HUD approval is not required and that a number of Housing Authorities are changing their policies due to a difference in how the new Public Housing Assessment System (PHAS) scoring treats charge-offs.

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

Commissioner Butler introduced Resolution No. 3666 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TO APPROVE CHARGE-OFF OF DELINQUENT PUBLIC HOUSING TENANT ACCOUNTS IN THE AMOUNT OF \$42,181.41 AS A COLLECTION LOSS EXPENSE

WHEREAS, in the rental of housing dwelling units under the Public Housing Program operated by the City of Roanoke Redevelopment and Housing Authority (RRHA) losses in collection of rents and excess utilities owed, court costs and maintenance charges occur, which RRHA is unable to collect for various reasons; and

WHEREAS, the Department of Housing and Urban Development allows RRHA to charge-off Public Housing Tenant Accounts as a Collection Loss Expense, which charge-offs must be removed from the RRHA's books before the end of the Fiscal Year; and

WHEREAS, the RRHA elects to charge-off uncollected Public Housing Tenant Accounts every six months in compliance with RRHA's Collection/Charge-Off policy; and

WHEREAS, Vacated Tenant Accounts Receivables (TARs) are monies owed the RRHA by previous tenants who have vacated their units. These TARs are generated in the form of rent owed, excess utilities owed, court costs incurred and maintenance charges; and

WHEREAS, RRHA pursues the collection of monies owed that have been charged-off tenant accounts. The collection methods currently used include state income tax set-offs, installment payments and payment in full from previous tenants who reapply for housing; and

WHEREAS, the amount of \$42,181.41 to be charged-off for the six-month period ending March 31, 2011 consists of dwelling rental of \$17,828.02, legal and utility charges of \$1,729.90, maintenance charges of \$14,061.18, and additional charges of \$8,562.31, attributable to each Asset Management Project (AMP) as detailed on the attached list.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to direct the amount of \$42,181.41 to be charged-off as a collection loss expense effective September 30, 2011.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3666 adopted as introduced.

6. Resolution No. 3667

Mr. Earl Saunders asked for approval of Resolution No. 3667 approving revision

of the Collection/Charge-Off Policy. Mr. Saunders stated under the new PHAS scoring system implemented by HUD in 2011, Tenant Accounts Receivable (TARs) impact negatively on housing authorities' scoring so the staff is proposing to have charge-offs occur on a monthly basis.

Chairperson Garner asked whether continuing efforts will be made to collect the debts and whether the debts will be reported to the State. Mr. Saunders stated that property management staff will continue to make efforts to collect the debts and the debts are reported to the state for collection through the tax set-off program.

Ms. Edwards stated that historically, the majority of collections do not result from management follow-up; rather, they come from state tax set-off and from people paying outstanding debt in order to be eligible to return to public housing.

Commissioner Butler asked whether amounts that are recovered monthly go toward the amount to be charged-off that month or are posted to another fund. Ms. Austin stated that the funds are posted back to the line item from which they were charged-off. Ms. Austin stated that the charge-off amount and recovered funds are accounted for separately.

Ms. Edwards stated that with the implementation of the revised Collection/Charge-Off Policy a section will be added to the Monthly Operations Report relative to the amounts charged-off and collected each month.

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

Vice-Chair Boitnott introduced Resolution No. 3667 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING REVISION OF THE COLLECTION/CHARGE-OFF POLICY

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

WHEREAS, the RRHA Board of Commissioners approved a Collection/Charge-Off Policy by Resolution No. 3492 dated July 21, 2008; and

WHEREAS, RRHA's current policy allows the charge-off of uncollected balances to occur six months after tenants vacate a unit; and

WHEREAS, under the new Public Housing Assessment System (PHAS) scoring system implemented by HUD in 2011, housing authorities are scored based on Tenant Account Receivables (TARS) submitted on the Financial Data Schedule for the fiscal year end with the following scoring thresholds: TAR < 1.5% = 5 points; TAR >1.5% but < 2.5% = 2 points; TAR > 2.5% = 0 points; and

WHEREAS, the Collection/Charge Off policy needs to be revised due to implementation of the new PHAS, which utilizes methodology that results in negative scoring impact if TARS for vacated units are not fully charged off by the end of each fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Roanoke Redevelopment and Housing Authority that the attached revised Collection/Charge-Off Policy is approved.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3667 adopted as introduced.

7. Resolution No. 3668

Mr. Roger Vest, RRHA VP of Real Estate Development, asked for approval of Resolution No. 3668 authorizing execution of Amendment No. 8 to the CDBG- and

Home-Funded Agreement with the City of Roanoke for Project GOLD and other activities. Mr. Vest stated that the funds will be used to purchase the last property for redevelopment in the Hurt Park neighborhood.

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

Vice-Chair Boitnott introduced Resolution No. 3668 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF AMENDMENT NO. 8 TO THE CDBG- AND HOME-FUNDED AGREEMENT WITH THE CITY OF ROANOKE FOR PROJECT GOLD AND OTHER ACTIVITIES

WHEREAS, an Agreement, dated July 1, 2007, and Amendments No. 1, No. 2 No. 3, No. 4, No. 5, No. 6 and No. 7 dated July 1, 2005, July 1, 2006, April 1, 2007, June 17, 2008, July 21, 2008, July 13, 2009, and July 26, 2010 respectively, related to CDBG and HOME funding for Project GOLD and other activities (Agreement) have been executed between the City of Roanoke and the City of Roanoke Redevelopment and Housing Authority (RRHA); and

WHEREAS, the City and RRHA concur that a further extension of the Agreement and additional CDBG funding of \$24,037 is in the public interest in order to continue acquiring property for rehabilitation in the Hurt Park revitalization target area.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute Amendment No. 8 to the Agreement (attached), extending the period of the agreement to March 31, 2012 and adding \$24,037 to the amount available under the agreement, with all other terms and provisions remaining the same.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3668 adopted as introduced.

8. Resolution No. 3669

Ms. Wells asked for approval of Resolution No. 3669 terminating the Profit Sharing Plan and authorizing participation in the Virginia Retirement System (VRS) defined benefit plan. Ms. Wells stated that with VRS employees are responsible for a 5% contribution to the plan; however, for employees on the payroll as of December 31, 2011, RRHA will make an adjustment to their salary to make them whole if they choose to participate in VRS. Ms. Wells stated that any employee hired after December 31, 2011 will not receive a salary adjustment for payment of the required 5% employee contribution in the VRS plan.

Vice-Chair Boitnott asked if it was two Resolutions to terminate one plan and authorize another plan. Ms. Wells stated that one Resolution covers the termination of the current plan and the authorization to participate in VRS.

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

Commissioner Witten introduced Resolution No. 3669 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY TERMINATING THE PROFIT SHARING PLAN AND AUTHORIZING PARTICIPATION IN THE VIRGINIA RETIREMENT SYSTEM (VRS) DEFINED BENEFIT PLAN

WHEREAS, effective November 17, 2008, the City of Roanoke Redevelopment and Housing Authority (RRHA) amended and restated the Profit Sharing Plan for Employees of the City of Roanoke Redevelopment and Housing Authority (the "Profit Sharing Plan");

WHEREAS, the Profit Sharing Plan authorizes RRHA to amend and terminate the Profit Sharing Plan;

WHEREAS, RRHA has decided to terminate the Profit Sharing Plan and participate in the governmental defined benefit maintained by the Virginia Retirement System, which plan is qualified under Section 401(a) of the Internal Revenue Code (the "VRS Plan"); and

WHEREAS, the Commissioners deem it to be in the best interest of RRHA to terminate the Profit Sharing Plan and approve participation in the VRS Plan.

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

1. The Profit Sharing Plan shall be terminated effective December 31, 2011.
2. Participation by RRHA in the VRS Plan is hereby ratified, confirmed and approved effective January 1, 2012. In connection with the adoption of the VRS Plan, the resolution(s) set forth on Exhibit A attached hereto are approved.
3. The Executive Director be and hereby is authorized and directed to execute all the documents necessary or appropriate, based on advice of counsel, to terminate to the Profit Sharing Plan and adopt the VRS Plan.
4. If deemed necessary by legal counsel, the Executive Director, or her designee, be and hereby is authorized and directed to submit additional documents to the Internal Revenue Service in connection with the request for a determination letter regarding the termination of the Profit Sharing Plan.

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

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

NAYS: None

Chairperson Garner thereupon declared said motion carried and Resolution No. 3669 adopted as introduced.

9. Resolution No. 3670

Ms. Wells asked for approval of Resolution No. 3670 authorizing the establishment of a Deferred Compensation Plan under section 457 as an additional option for employees.

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

Commissioner Karnes introduced Resolution No. 3670 and moved its adoption as introduced:

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE ESTABLISHMENT OF A DEFERRED COMPENSATION PLAN UNDER SECTION 457

WHEREAS, the Board of Commissioners, the governing body of the City of Roanoke Redevelopment and Housing Authority, desires to establish a Deferred Compensation Plan for the employees of the City of Roanoke Redevelopment and Housing Authority; and

WHEREAS, a Deferred Compensation Plan of the Commonwealth of Virginia (as restated effective January 1, 2004, and as subsequently amended), a summary of which has been made available to the Commissioners (the "Deferred Compensation Plan"), is open to adoption by the City of Roanoke Redevelopment and Housing Authority.

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

1. The establishment of the Deferred Compensation Plan for the employees of the City of Roanoke Redevelopment and Housing Authority, in accordance with the provisions of the Virginia Code, is hereby ratified, confirmed and approved.
2. The Executive Director is hereby directed to develop and implement a Deferred Compensation Plan no sooner than January 1, 2012.
3. The Executive Director be, and hereby is, authorized and directed to execute and deliver all the documents necessary or appropriate, based on advice of counsel, to implement the Deferred Compensation Plan, including, but not limited to the Employer Adoption Agreement in the form attached hereto as Exhibit A.
4. If deemed necessary by legal counsel, the Executive Director, or her designee, be and hereby is authorized and directed to submit additional documents to the Virginia Retirement System in connection with the establishment of the Deferred Compensation Plan.

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. 3670 adopted as introduced.

Executive Session

Chairperson Garner called for an Executive Session of the RRHA Board of Commissioners.

Vice-Chair Boitnott moved that the Commissioners enter into Executive Session for the purpose of consultation with legal counsel retained by RRHA regarding specific legal matters requiring the provision of legal advice by such counsel in accordance with Virginia Code Section 2.2-3711 (A)(7).

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

The Board of Commissioners entered into Executive Session at 3:54 p.m.

The Board reconvened into open session at 4:28 p.m.

Vice-Chair Boitnott introduced a motion stating that 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 Butler and upon roll call the following vote was recorded:

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

NAYS: None

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 4:29 p.m.

Edward Garner, Chairperson

Glenda Edwards, Secretary-Treasurer

DRAFT 9/26/11**City of Roanoke Redevelopment and Housing Authority
Guidelines for Issuance of Private Activity Bonds****I. Background and Purpose**

The City of Roanoke Redevelopment and Housing Authority (RRHA) is a public body organized and existing under the Housing Authorities Law of the State of Virginia, Chapter 36 of the Code of Virginia. As such, RRHA may issue bonds pursuant to Code of Virginia Sections 36-29, 36-30, and 36-31.

Through RRHA's authority to issue tax-exempt debt, RRHA is responsible for the review and processing of applications for private activity bonds to assist in the financing of multifamily projects that provide public benefits within the Roanoke city limits. While these bonds are not backed or guaranteed by RRHA in any way, the availability of this form of tax-exempt financing can significantly enhance the feasibility of eligible projects. The bonds are secured by, and paid from, revenues of the project for which the bonds are sold. The main advantage of financing housing projects with private activity bonds is the lower interest cost generally realized as compared to that obtainable through private commercial financing. This is a result of the tax-exempt status of certain private activity bonds. Interest paid to bond purchasers is not subject to federal income taxes. Since bond purchasers receive tax-free interest income, they can accept a lower interest rate from the applicant when lending their capital.

RRHA may from time to time issue bonds for financing developments in which it does not have a direct interest, acting as a conduit lender. The following guidelines have been adopted by the RRHA Board of Commissioners to provide procedural and substantive guidance to developers applying to RRHA for issuance of bonds and to describe the process for RRHA's review and evaluation of such applications.

These Guidelines do not establish mandatory or exclusive standards or procedures. No person shall be entitled to maintain an action against the Authority for its actions in approving or disapproving applications based on its adherence to or departure from the provisions hereof.

The cost of issuing bonds with RRHA will generally be:

- A non-refundable application fee of \$2,500;
- An issuance fee of 0.25% upon issuance of the bonds; and
- An annual fee after issuance of the bonds equal to 0.125% of the outstanding (unpaid) principal balance.

Fees will be limited to the extent necessary to comply with federal tax laws.

DRAFT 9/26/11

II. Application

Persons requesting that RRHA issue private activity bonds for a qualified residential development must apply in writing to RRHA. All applicable information requested on the application form must be provided before the evaluation process can begin. The non-refundable application fee of \$2,500 is required at the time the application is submitted for consideration.

III. Application Evaluation Process

The application will be evaluated by RRHA to determine the completeness of the application and its consistency with the mission of RRHA. Factors considered include:

- Number of new or renovated, affordable residential units the development will provide for low-income families;
- Mechanisms that will assure availability to low-income families;
- Effect on patterns of minority residential concentration;
- Development's compliance with zoning and permitting requirements or the ability to obtain the rezoning or variances required;
- Consistency of the development with the mission and Strategic Plan of RRHA;
- Consistency with City of Roanoke adopted plans and policies;
- Apparent quality of the proposed development with respect to function, design, location and durability;
- Financial capacity of the applicant and other participants in the development and their experience in the proposed development model;
- Criticality of the requested financial assistance to the development's success; and
- Impact on the community served by RRHA if the development does not proceed or subsequently fails, because of RRHA's failure to issue the requested bonds.

RRHA reserves the right to require submission of documents beyond those submitted with the initial application as needed to perform the evaluation.

IV. Public Hearing

The RRHA Board of Commissioners will hold a public hearing prior to considering a request for bond issuance. Public notice will be given in advance of the hearing, in accordance with all applicable legal requirements. The public hearing will provide an opportunity for interested persons to be heard and communications and writings to be received and considered.

V. Consideration by RRHA Board of Commissioners

DRAFT 9/26/11

The RRHA Board will consider the information provided by the applicant, the results of the application evaluation completed by RRHA staff, and communications from the public hearing in deciding whether to give preliminary approval to the requested financing. The Executive Director will provide the Board a proposed inducement resolution approved as to form by RRHA's counsel. If the RRHA Board adopts an inducement resolution, the applicant will be responsible for the preparation and submission of all of the proposed implementing documents, and will be responsible for the expense of RRHA Counsel in negotiating the content. A knowledgeable representative of the applicant should appear at each meeting of the RRHA Board of Commissioners where the application is considered.

VI. Additional Approval Required

The applicant will assist RRHA in obtaining approvals required for the bond issuance.

If the inducement resolution is approved by the RRHA Board of Commissioners, the Roanoke City Council will be requested to consider approval of the project.

Following approval by the Roanoke City Council, RRHA will apply to the Virginia Department of Housing and Community Development for an allocation of bond authority for housing projects. The applicant will be responsible for all expenses associated with preparation and submission of the application.

VII. Bond Issuance Process

RRHA will select a bond counsel to represent the Bondholder's interests in the financing along with RRHA's outside counsel. Applicant will be responsible for all Bond Counsel and RRHA legal expenses and costs.

All financing documents must be submitted to the RRHA in hard copy and digital formats.

The closing for the financing will be held at a convenient time and location for the Authority, the trustee of the bonds, and the Applicant.

DRAFT 9/26/11**City of Roanoke Redevelopment and Housing Authority****Request to Issue Private Activity Bonds
Application Form**

1. Provide a general description of the proposed project to include location, description of the neighborhood, targeted population, description of final site design and bond issue amount requested.
2. Describe all sources of funding for the proposed development.
3. Describe Credit Enhancements and Guarantees applicable to the bond issue requested.
4. Provide a map of the proposed development location that includes current zoning.
5. Describe the ownership structure and participants.
6. Provide summary description of previous projects completed, including names and contact information for references.
7. Name the Developer or Development team.
8. Provide development budget:
 - Funding Sources
 - Funding Uses
 - Operating Budget
9. Provide development schedule beginning with financing activities and ending with anticipated lease-up date.
9. Describe readiness to proceed.

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
PUBLIC HOUSING TENANT ACCOUNTS CHARGED OFF AS COLLECTION LOSS
OCTOBER 1, 2010 - MARCH 31, 2011
FISCAL YEAR ENDING SEPTEMBER 30, 2012

Development	Rent	Legal	Maintenance	Other Charges	Charge-Off Amount
201 Lansdowne Park	\$7,515.66	\$915.00	\$8,187.37	\$4,533.59	\$21,151.62
202 Villages at Lincoln	\$1,303.54	\$92.00	\$1,122.92	\$70.00	\$2,588.46
259 Hunt / Bluestone	\$792.35	\$147.50	\$951.10	\$354.74	\$2,245.69
206 Melrose Towers	\$3,696.75	\$317.00	\$1,581.12	\$158.78	\$5,753.65
207 Jamestown Place	\$1,549.36	\$166.40	\$1,269.15	\$928.46	\$3,913.37
208 Morningside Manor	\$23.87	\$0.00	\$215.42	\$0.00	\$239.29
210 Indian Rock Village and Scattered Sites	\$2,946.49	\$92.00	\$734.10	\$2,516.74	\$6,289.33
215 Homeownership and Scattered Sites	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$17,828.02	\$1,729.90	\$14,061.18	\$8,562.31	\$42,181.41

Collection/Charge-Off Policy

(Proposed Revision September 26, 2011)

PURPOSE: It is the policy of the Roanoke Redevelopment and Housing Authority to collect monies owed for rent, utilities, damages and other charges excluding normal wear and tear. The Site Manager will make every effort to collect these charges when due.

The Site Manager of the Public Housing development will make every attempt to collect overdue rents and/or damage charges in excess of Security Deposits through normal methods which include telephoning, personally sending or delivering a notice, or sending notices by certified mail.

All Site Managers must follow the procedures set forth below.

SITE MANAGEMENT PROCEDURES:

A. Vacating Tenant

1. The Site Manager will make arrangements for move-out inspection when notice to vacate is submitted.
2. The Site Manager must inspect the unit with the tenant and site maintenance staff and provide the tenant with the amount owed for move-out charges.
3. The Site Manager should inform the tenant of the total amount owed and request payment. Any monies collected should be posted to the tenants account with the notice of lease cancellation.
4. If the tenant is unavailable for a final inspection, the Site Manager and maintenance staff should conduct the property review. Any move-out charge should be added to the notice of lease cancellation.

B. After a resident has vacated, a letter itemizing any charges owed and disposition of the security deposit will be mailed to the last known address or to the forwarding address supplied by the tenant within 45 days after vacating. In the event a balance is owed, the letter will request payment in full.

C. If a tenant has vacated an apartment and left no forwarding address and owes the Roanoke Redevelopment and Housing Authority rent, utility, damages, or other charges in excess of the security deposit, the Site Manager will make reasonable attempts to locate the tenant and collect the charges due.

D. RRHA will not lease to any former tenant who has an outstanding, unpaid balance with RRHA until all charges are paid in full.

- E. Site Managers will provide new applicants with the following information:
 - 1. The site manager must provide to the tenant a copy of the Roanoke Redevelopment and Housing Authority's Collection/Charge-Off Policy.
 - 2. The site manager must provide the tenant with a copy of RRHA's Rent Collection Policy.

INTERNAL CHARGE-OFF AND TAX SET-OFF PROCEDURES:

- A. Designated RRHA staff will charge-off unpaid balances for vacated units from the public housing accounts receivable ledger, ensuring that all vacated balances for the Fiscal Year are charged off no later than September 30.
- B. All unpaid public housing debts will be submitted by the designated RRHA staff to the State Income Tax Set-Off Program for collection purposes by January 31 each year.
- C. Charge-off amounts and amounts collected for previously charged-off balances will be reported each month in the Monthly Operations Report.

Collection / Charge-Off Policy

(Approved by RRHA Board of Commissioners Resolution No. 3492 dated July 21, 2008)

PURPOSE: It is the policy of the Roanoke Redevelopment and Housing Authority to collect monies owed for rent, utilities, damages and other charges other than normal wear and tear. The Site Manager will make every effort to collect these charges when due.

The Site Manager of the Public Housing Development will make every attempt to collect overdue rents and/or damage charges in excess of Security Deposits through normal methods which include telephoning, personally sending or delivering a notice, or sending notices by certified mail.

All Site Managers are charged with determining when accounts are to be deemed uncollectible, and must follow the procedures set forth following this determination.

PROCEDURES:

- A. After a resident has vacated, a letter itemizing any charges owed and disposition of the security deposit will be mailed to the last known address or to the forwarding address supplied by the tenant within 45 days after vacating. In the event a balance is owed, the letter will request payment in full or for the tenant to contact RRHA to discuss payment arrangements.
- B. If a tenant has vacated an apartment and left no forwarding address and owes the Roanoke Redevelopment and Housing Authority rent, utility, damages, or other charges in excess of the security deposit, the Site Manager will make reasonable attempts to locate the tenant and collect the charges due.
- C. If, after a period of six months from the date of vacancy or the date the account became delinquent, rent, utility, damage, or other charges are still uncollected, and all attempts to collect the overdue accounts have failed, the Site Manager will turn the account over to the RRHA staff designated for handling internal charge-off duties with a Charge-Off Summary Form and a copy of the final statement.
- D. All Charge-Off Summary Forms and final statements will be forwarded to the RRHA staff designated for handling internal charge-off duties along with a copy of the warrant obtained for judgment on the balance owed. This will begin the legal process for writing off the charge.

1. Charge-Off Summary Form content:

- Reason for eviction/move-out
- Total amount owed

- Maintenance fee
- Last Date of Inspection
- Late fees
- Legal fees
- Number of warrants received
- Rent owed
- Utilities
- Repayment Agreement
- Length of tenancy
- Monthly rent
- Problems (Lease violations)
- Recommendation for re-housing

All Site Managers are required to keep a copy of the Charge-Off Summary Form in the tenant's file. Also, the Site Manager will keep a log of each form submitted for charge-off.

- E. The Vice-President of Real Estate Management will prepare a resolution for RRHA's Board of Commissioners for consideration of approval to charge uncollectable charges off the public housing accounts receivable ledgers.
- F. The resolution must list the charges for rent, legal, maintenance and all other charges per development that are due for the specified period of time. Once acted upon, this resolution shall be recorded in the official meeting minutes of the RRHA Board of Commissioners.
- G. After approval from the Board of Commissioners, the Vice-President of Real Estate Management will instruct designated RRHA staff to write-off the charges from the public housing accounts receivable ledger.
- H. Collection Charge-offs will be performed twice during the RRHA's Fiscal Year.
1. The first charge off will be submitted as a resolution at the board meeting during the month of March of each year.
 2. The second charge-off will be submitted as a resolution at the board meeting during the month of September of each year.
 3. Site managers must provide the required information to the RRHA staff designated for handling internal charge-off duties according to the following schedule:

Board Meeting in March – Charge-off information must be submitted by February 1.

Board Meeting in September – Charge-off information must be submitted by August 1.

- I. RRHA will not lease to any former tenant who has an outstanding, unpaid balance with RRHA until all charges are paid in full.
- J. All unpaid public housing debts will be submitted to the State Income Tax Set-Off Program for collection purposes after six months.

RESPONSIBILITIES OF SITE MANAGER PRIOR TO CHARGE-OFF:

PROCEDURES:

1. New Applicant
 - A. The site manager must provide to the tenant a copy of the Roanoke Redevelopment and Housing Authority's Collection Charge-Off Policy.
 - B. The site manager must provide the tenant with a copy of RRHA's Rent Collection Policy.
2. Vacating Tenant
 - A. The Site Manager will make arrangements for move-out inspection when notice to vacate is submitted.
 - B. The Site Manager must inspect the unit with the tenant and site maintenance staff and provide the tenant with the amount owed for move-out charges.
 - C. The Site Manager should inform the tenant of the total amount owed and request payment. Any monies collected should be posted to the tenants account with the notice of lease cancellation.
 - D. If the tenant is unavailable for a final inspection, the Site Manager and maintenance staff should conduct the property review. Any move-out charge should be added to the notice of lease cancellation.

Charge-Off Summary Form

Tenant Name:		Address: Apt Unit # :	
Reason for eviction/move:			
Breakdown of amount owed			
Rent		\$	
Late fees		\$	
Utilities		\$	
Maintenance		\$	
Legal fees		\$	
Total Amount Owed:		\$	
Date of last Inspection			
Number of warrants in the last 12 months			
Repayment Agreement	Yes	No	If yes see below for detail
Length of repayment agreement		Amount of repayment agreement	\$
Length of tenancy	Years	Months	Days
Monthly Rent			\$
Problematic issues with Tenant (i.e.: drugs; boarders, etc.)			
Recommend for re-housing?	Yes	No	Check box and circle recommendation

Site Manager's Signature: _____

Date: _____



PLANNING, BUILDING AND DEVELOPMENT
HUD COMMUNITY RESOURCES DIVISION
Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 305 North
Roanoke, Virginia 24011
540.853.5681 fax 540.853.6597

RECEIVED

SEP 12 2011

RRHA EXECUTIVE OFFICE

September 8, 2011

Ms. Glenda Edwards
Executive Director
Roanoke Redevelopment and Housing Authority
P. O. Box 6359
Roanoke, VA 24017

Subject: Amendment No. 8 - 2004-2005
CDBG - and Home Project Gold Contract

Dear Ms. Edwards:

Enclosed for your signature is the original CDBG Amendment No. 8 between the City of Roanoke and the RRHA. This amendment extends and adds \$24,037 in CDBG funds to the Agreement. These funds are for the last property acquisition for the Hurt Park projects.

Please sign the amendment, have your signature attested by the Executive Assistant and return the document to this office. I will complete the execution process and return a copy to you for your files.

If you have any questions, please do not hesitate to call me at 853-6405.

Sincerely,

For: Frank E. Baratta
Budget Team Leader

FEB/cro

Enclosure

AMENDMENT No. 8

This Amendment No. 8 is made and entered into retroactively as of the 1st day of July 2011, by and between the City of Roanoke, Virginia, ("Grantee") and City of Roanoke Redevelopment and Housing Authority ("Subgrantee").

WITNESSETH:

WHEREAS, by Resolution No. 36838-090704, the Council of the City of Roanoke, Virginia, ("Council") approved the execution of a subgrant agreement between the Grantee and the Subgrantee ("Agreement");

WHEREAS, by Resolution Nos. 37137-080105 and 37479-071706, respectively, Council approved the execution of Amendments No. 1 and No. 2 to the Agreement, extending the time of performance, increasing the funding, and revising goals and other technical provisions; and

WHEREAS, by Resolution No. 37736-041607, Council approved the execution of Amendment No. 3 to the Agreement, decreasing the funding for certain activities; and

WHEREAS, under § 2-124 of the City Code, as amended, the City Manager is authorized to execute amendments to subgrant agreements that do not change the net amount of grant funds involved by more than twenty-five thousand dollars (\$25,000.00), the Grantee and the Subgrantee executed Amendments No. 4, No. 5, No. 6 and No. 7 to the Agreement, extending the time of performance; and

WHEREAS, the Grantee and the Subgrantee concur that a further extension of the period of and additional funding for the Agreement is in the interests of the parties and the community;

NOW, THEREFORE, in accordance with said § 2-124 of the City Code, as amended, the Grantee and the Subgrantee do mutually agree to this Amendment No. 8, which makes the following changes:

1. Part 1, "SCOPE OF SERVICES," subpart h., "Period of this Agreement," shall be revised to extend the period of the Agreement and shall now read:

* * * * *

- 1.h. Period of this Agreement -- This Agreement shall be effective as of July 1, 2004, and, unless amended, shall end March 31, 2012.

* * * * *

2. The CDBG and HOME funding made available by the Grantee under this Agreement shall be increased by \$24,037.00 to a total of \$3,643,212.00, in accordance with the revised Attachment A, "2004/2005 RRHA CDBG and HOME Agreement Financial Accounts," included with this Amendment No. 8.

The Agreement, dated July 1, 2004, and Amendments No.1, No. 2, No. 3, No.4 , No.5, No. 6, and No. 7, dated July 1, 2005, July 1, 2006, April 1, 2007, July1, 2007, June 17, 2008, June 13, 2009 and July 28, 2010, respectively, shall remain unchanged in all other terms and provisions.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 8 as of the day and year hereinabove written:

ATTEST:

FOR THE GRANTEE:

By _____
Stephanie M. Moon, City Clerk

By _____
Christopher P. Morrill, City Manager

WITNESS:

FOR THE SUBGRANTEE:

By _____
Katie L. Tyler, Executive Assistant
(Note: Executive Director is the Board Secretary)

By _____
Glenda Edwards, Executive Director

APPROVED AS TO CDBG/HOME ELIGIBILITY

Frank E. Bratta
Dept. of Planning, Building and Development

APPROVED AS TO FORM

[Signature]
Assistant City Attorney

APPROVED AS TO EXECUTION

Assistant City Attorney

APPROPRIATION AND FUNDS REQUIRED
FOR THIS CONTRACT CERTIFIED

[Signature]
For Director of Finance

Date 9/6/11

Account # See Attachment A

(This space intentionally left blank.)

2004/2005 RRHA CDBG and HOME Agreement Financial Accounts						Attachment A
Source	Account #	Description	Project	Support	Admin	Total
CDBG	35-G05-0520-5432	Special Needs Program	119,974	0	0	119,974
CDBG	35-G05-0520-5433	Special Needs Program	0	38,128	0	38,128
CDBG	35-G05-0520-5434	Special Needs Program	0	0	8,694	8,694
CDBG	35-G06-0620-5432	Special Needs Program	82,045	0	0	82,045
CDBG	35-G06-0620-5433	Special Needs Program	0	21,624	0	21,624
CDBG	35-G06-0620-5434	Special Needs Program	0	0	5,435	5,435
CDBG	35-G07-0720-5432	Special Needs Program	175,000	0	0	175,000
CDBG	35-G07-0720-5433	Special Needs Program	0	75,000	0	75,000
Subtotal			377,019	134,752	14,129	525,900
CDBG	35-G05-0520-5454	Project GOLD	220,321	0	0	220,321
CDBG	35-G05-0520-5430	Project GOLD	0	172,464	0	172,464
CDBG	35-G05-0520-5453	Project GOLD	0	0	38,228	38,228
CDBG	35-G06-0620-5454	Project GOLD	258,611	0	0	258,611
CDBG	35-G06-0620-5430	Project GOLD	0	238,876	0	238,876
CDBG	35-G06-0620-5453	Project GOLD	0	0	80,608	80,608
CDBG	35-G07-0720-5454	Project GOLD	271,178	0	0	271,178
CDBG	35-G07-0720-5430	Project GOLD	0	182,100	0	182,100
CDBG	35-G05-0520-5469	Project GOLD - Cherry Hill Acquisition	237,186	0	0	237,186
CDBG	35-G05-0520-5489	Project GOLD - Cherry Hill Acquisition	0	28,000	0	28,000
CDBG	35-G05-0520-5499	Project GOLD - Cherry Hill Acquisition	0	0	1,600	1,600
CDBG	35-G06-0620-5469	Project GOLD - Cherry Hill Acquisition	341,714	0	0	341,714
Subtotal			1,329,010	621,440	120,436	2,070,886
CDBG	35-G04-0420-5397	Derelict Structures Program	225,546	0	0	225,546
CDBG	35-G04-0420-5497	Derelict Structures Program	0	65,000	0	65,000
CDBG	35-G04-0420-5597	Derelict Structures Program	0	0	4,000	4,000
CDBG	35-G05-0520-5435	Derelict Structures Program - Non-Low/Mod	100,000	0	0	100,000
CDBG	35-G07-0720-5397	Derelict Structures Program - Non-Low/Mod	203,932	0	0	203,932
CDBG	35-G07-0720-5497	Derelict Structures Program	0	46,068	0	46,068
CDBG	35-G09-0920-5397	Derelict Structures Program	6,665	0	0	6,665
CDBG	35-G10-1020-5397	Derelict Structures Program	17,372	0	0	17,372
Subtotal			553,515	111,068	4,000	668,583
Total CDBG Funds			2,259,544	867,260	138,565	3,265,369
HOME	35-090-5312-5454	Project GOLD	111,709	NA	0	111,709
HOME	35-090-5312-5453	Project GOLD	0	NA	12,412	12,412
HOME	35-090-5364-5454	Project GOLD	123,722	NA	0	123,722
HOME	35-090-5364-5453	Project GOLD	0	NA	30,000	30,000
HOME	35-615-8119-5507	Project GOLD (Local HOME Match Funds)	100,000	NA	0	100,000
Subtotal			335,431	NA	42,412	377,843
Total HOME Funds			335,431	NA	42,412	377,843
TOTAL CDBG AND HOME			2,594,975	867,260	180,977	3,643,212

EXHIBIT A

Be it hereby resolved that the City of Roanoke Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia, acting by and through the Board of Commissioners, does hereby elect to have those of its employees who are regularly employed full time on a salary or hourly basis and whose tenure is not restricted as to temporary or provisional appointment to become eligible to participate in the Virginia Retirement System, effective January 1, 2012, as set out in Title 51.1, Chapter 1, Section 51.1-100 through Section 51.1-168 of the Code of Virginia, as such Code has been or may be amended from time to time. The City of Roanoke Redevelopment and Housing Authority agrees to pay the required employer cost for participation of its employees in the Retirement System for no service for the City of Roanoke Redevelopment and Housing Authority prior to the effective date, for which credit is authorized and established on forms prescribed by the Retirement System, and for membership service in the System after such date, and also to deduct from the employees' wages the amounts required by law.

Now, therefore, the Executive Director of the City of Roanoke Redevelopment and Housing Authority is hereby authorized and directed in the name of the City of Roanoke Redevelopment and Housing Authority to execute any required contract in order that said employees of the City of Roanoke Redevelopment and Housing Authority may become eligible to participate in the Virginia Retirement System as provided in the aforementioned sections of the Code of Virginia. In execution of any contract which may be required, the seal of the City of Roanoke Redevelopment and Housing Authority shall be affixed and attested by the appropriate staff and said appropriate staff of the City of Roanoke Redevelopment and Housing Authority are hereby authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the City of Roanoke Redevelopment and Housing Authority and its employees for this purpose.

EXHIBIT A

**DEFERRED COMPENSATION PLAN
OF THE COMMONWEALTH OF VIRGINIA**

EMPLOYER ADOPTION AGREEMENT

THIS AGREEMENT executed this ____ day of _____, 20____, between _____ hereinafter referred to as the “Employer”, and the Virginia Retirement System hereinafter referred to as the “Plan Sponsor”.

WITNESSETH

WHEREAS, the Commonwealth of Virginia has established the Deferred Compensation Plan of the Commonwealth of Virginia (the “Plan”) and the Master Trust for the Deferred Compensation Plan of the Commonwealth of Virginia (the “Trust”) pursuant to Section 51.1-600 et seq. of the Code of Virginia (1950), as amended, and Internal Revenue Code section 457(b), and

WHEREAS, pursuant to Section 51.1-603.1 of the Code of Virginia (1950), as amended, the Employer desires to enter into an Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees, and

WHEREAS, the Employer is deemed to be an “eligible employer” within the meaning of Internal Revenue Code Section 457(e)(1)(A), and

WHEREAS, the Employer, by a Resolution of its Governing Body, has directed its responsible official to enter into the Adoption Agreement.

NOW, THEREFORE, in consideration of the premises herein, the parties do agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it shall comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it shall provide sufficient services to administer the Plan and to appropriately respond to inquires by “eligible employees” and participants.
- 3) The Plan Sponsor or its service agent shall provide the Employer with a quarterly statement that will include a listing by investment option of the total amount deferred by their participants during the quarter and the total value of deferred amounts held on behalf of the participating employees, etc.

- 4) The Employer acknowledges and agrees to the terms and conditions established in the Trust and the Plan.
- 5) The Employer shall permit the Plan Sponsor's service agent to conduct group and individual meetings for the purpose of explaining the Plan or enrolling "eligible employees" on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and which are accepted by the Plan Sponsor.
- 6) The Employer shall be responsible for remitting contributions under the Plan to the Plan Sponsor's service agent in accordance to procedures promulgated by the Plan Sponsor or its service agent. The Employer shall be responsible for the correct reporting and withholding of employees' wages under United States and Virginia income tax laws.
- 7) Should the Employer offer its employees deferred compensation plans in addition to the Commonwealth of Virginia Plan as permitted under Section 51.1-603 of the Code of Virginia (1950), as amended, then the Employer is responsible for providing sufficient information on deferrals to all plans so that assurances can be made that no participants are exceeding the maximum deferral limits under Section 457. Any "Corrective Distribution" for exceeding the deferral limits shall be made from the Employer's other deferred compensation plan(s) and not from the Commonwealth of Virginia Plan.
- 8) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
- 9) The Terms of this Agreement shall be for a three year period beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

Employer

Virginia Retirement System

By: _____

By: _____

Title: _____

Title: _____

Witness: _____

Witness: _____