

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



MONTHLY OPERATIONS REPORT

FOR THE MONTH OF MAY 2022

JUNE 27, 2022

MEMORANDUM

To: Board of Commissioners
From: David Bustamante, Executive Director
Date: June 21, 2022
Subject: Monthly Operations Reports

Enclosed for your information and review are operations reports from each department for the month of May 2022. The reports are as follows:

Executive Office.....	Section 1
Executive Director’s Report	
Human Resources and Administration.....	Section 2
Human Resources	
Workers’ Compensation	
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Redevelopment and Revitalization	
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Public Housing Operations	
Security Activities	
Section 8 Operations	
Resident Services	

EXECUTIVE OFFICE

Executive Director's Report

Federal Budget

The 2023 President's Budget requests \$71.9 billion for the Department of Housing and Urban Development (HUD), approximately \$11.6 billion more than the 2022 annualized continuing resolution (CR) level. In addition, it requests \$35 billion for the Housing Supply Fund, a new mandatory program providing grants to State and local housing finance agencies and their partners to invest in strategies to increase the supply of affordable housing. The Budget outlines an ambitious agenda to address challenges our Nation faces, ranging from climate change to housing discrimination to ending homelessness.

The priorities in the Budget include:

- \$32.1 billion for the Housing Choice Voucher (HCV) Program, which accommodates 200,000 new vouchers, prioritizing those fleeing from domestic violence and households experiencing homelessness.
- \$3.6 billion to provide housing and services to individuals and families experiencing homelessness, including a focus on survivors of domestic violence and youth experiencing homelessness;
- \$1.1 billion in targeted climate resilience and energy efficiency improvements in public housing, tribal housing, and other assisted housing;
- \$400 million to remove dangerous health hazards from homes, including mitigating threats from fire, lead, carbon monoxide, and radon;
- \$86 million for Fair Housing programs, and increased HUD staff capacity to redress discriminatory housing practices; and
- \$2.2 billion for Management and Administration expenses, investing in critical staffing and information technology needs to strengthen HUD's capacity to deliver on its mission.
- The President's 2023 Budget supports authorizing the Community Development Block Grant—Disaster Recovery (CDBG-DR) program. For more than twenty years, the Congress has appropriated emergency supplemental funds to HUD in response to major disasters to address the unmet long term disaster recovery needs of States, territories, local governments, and Tribes. Authorization would improve the transparency and predictability of CDBG-DR funds for impacted communities.
- Housing-related challenges can trigger significant mental health distress. HUD will provide training and technical assistance resources to support Department-wide efforts to reduce the impacts of housing-related challenges on mental and emotional well-being and improve the experience of the Department's customers.

HUD's proposed Budget allocates budget authority across programs and for staffing and other management and administrative expenses. Most of the budget authority funds programs to help vulnerable, low-income households—many elderly or disabled—pay their rent.

RRHA FY 2023 Operating Budget

Management staff have completed the first draft of RRHA operating budgets for FY 2023. Budgets are currently under review by the Finance Department. A federal budget has not been approved so funding amounts projected for budgeting purposes are estimates based on amounts included in the President's budget proposal.

A public hearing will be scheduled for August 22, 2022 to occur immediately preceding the regular Board meeting, for Commissioners to receive public comments on the proposed operating budgets. Proposed budgets will be provided to Commissioners for review prior to that meeting. A presentation providing explanation of the proposed budget will be provided at the beginning of the public hearing.

HUMAN RESOURCES & ADMINISTRATION DIVISION

HUMAN RESOURCES
MONTHLY REPORT
MAY 2022

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
May 2022**

HUMAN RESOURCES REPORT

EMPLOYEE CENSUS AS OF MONTH END

Regular Full-Time	64
Regular Part-Time	3
<u>TOTAL</u>	<u>67</u>
Temp Agency Employee	0
<u>TOTAL</u>	<u>67</u>

Position Title

Division

Name

NEW HIRES

Clerical Assistant-Receptionist	Executive	Susan Castillo
FSS Coordinator	Executive	Raven Paige
Jobs Plus Resident Ambassador-IRV	Executive	Sucyta Gollett
ROSS Service Coordinator	Executive	Letia Harris
ROSS Service Coordinator	Executive	Denise White
Assistant Site Manager-Lansdowne	Housing	Christa Mack
Maintenance Technician I	Housing	Jaquial Ashley

SEPARATIONS

ROSS Service Coordinator	Executive
Maintenance Technician I	Housing

TURNOVER

		Current Month
Turnover	Voluntary	0%
	Involuntary	2.99%
	Total Turnover	2.99%
Turnover by Job Category	Maintenance	50%
	Other NE	50%
	Exempt	0%

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
May 2022**

RECRUITING REPORT

OPEN POSITIONS

<u>Position Title</u>	<u>Division</u>	<u>Status</u>
Maintenance multiple openings	Housing	Posted / Screening / Interviewing
Accountant I	Finance	Offer accepted early June
Assistant Site Manager – Lansdowne	Housing	Filled, started in May
ROSS Service Coordinator (2)	Executive	Filled, both started in May
Jobs Plus Resident Ambassador (1)	Housing	Posted / Screening / Interviewing
Activity Coordinator	Executive	Posted / Screening / Interviewing
Clerical Assistant – HCV	Housing	Internal transfer
Clerical Assistant – Public Housing	Housing	Filled, started in May
Accountant II	Finance	New Opening early June
Jobs Plus Case Manager	Executive	New Opening in late May

TEMP AGENCY POSITIONS

<u>Position Title</u>	<u>Division</u>	<u>Agency</u>
Clerical Assistant-Public Housing	Housing	Elwood Staffing

APPLICATIONS SCREENED

	Applications	Phone Screen	Interviewed	Offered
Maintenance	14	10	2	2
Accountant I	6	2	1	1
ROSS Coordinator	8	2	2	2
Assistant Site Manager	8	3	1	1
JP Ambassador	0	0	0	0
Activity Coordinator	12	3	1	0
HCV Clerical Assistant	8	2	1	1
TOTAL	65	20	7	5
%		31%	35%	78%

Accountant I – 1 offer accepted, starting in July

Assistant Site Manager – offer accepted, starting in June

Maintenance – 2 offers made, 1 declined due to commute

Clerical Assistant Public Housing – offer accepted, starting in June

Clerical Assistant Receptionist – offer accepted, started early May

JP Ambassador- Applicant started in May.

FSS Coordinator- Applicant started in May.

ROSS Coordinator- 2 offers made, both accepted and started in May.

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
May 2022

TRAINING REPORT

RRHA UNIVERSITY

# of employees completing a course	10
# of unique courses	20
# of courses completed	42
# of hours learning*	36
# of average minutes per course*	51

**University Courses only, does not include events, and external course records.*

User	Course	Completed
Woodlin, Jean	AO 110 - Standard Account Trees in 7S	05/13/2022
Woodlin, Jean	AO 200 - Creating and Posting Journal Entries in 7S	05/18/2022
Woodlin, Jean	AO 220 - Applying and Reporting on Segmented Accounting in 7S	05/18/2022
Woodlin, Jean	AO 300 - Month Close: Resident Functions in 7S	05/19/2022
Woodlin, Jean	AO 320 - Preparing and Posting Gross Potential Rent (GPR) in 7S	05/20/2022
Woodlin, Jean	AS 001 - Chart of Accounts in 7S	05/02/2022
Woodlin, Jean	AS 010 - Charge Codes in 7S	05/12/2022
Woodlin, Jean	AS 050 - Creating GL Segments in 7S	05/16/2022
Woodlin, Jean	AS 060 - Defining GPR Datamart Parameters in 7S	05/18/2022
Wrenn, Tambra	CS 100 - Introduction to Microsoft Word	05/31/2022
Anderson, Thomas	eL 100 - Welcome to eLearning	05/20/2022
Castillo, Susan	eL 100 - Welcome to eLearning	05/02/2022
Gollett, Suctya	eL 100 - Welcome to eLearning	05/06/2022
Harris, Letia	eL 100 - Welcome to eLearning	05/25/2022
Mack, Christa	eL 100 - Welcome to eLearning	05/25/2022
Paige, Raven	eL 100 - Welcome to eLearning	05/02/2022
White, Denise	eL 100 - Welcome to eLearning	05/25/2022
Brammer, Amy	FH 100 - Federal Fair Housing Compliance	05/23/2022
Castillo, Susan	FH 100 - Federal Fair Housing Compliance	05/02/2022
Harris, Letia	FH 100 - Federal Fair Housing Compliance	05/27/2022
Paige, Raven	FH 100 - Federal Fair Housing Compliance	05/03/2022
White, Denise	FH 100 - Federal Fair Housing Compliance	05/27/2022
Castillo, Susan	HR 130 - Drug-Free Workplace	05/02/2022
Gollett, Suctya	HR 130 - Drug-Free Workplace	05/06/2022
Harris, Letia	HR 130 - Drug-Free Workplace	05/25/2022
Mack, Christa	HR 130 - Drug-Free Workplace	05/25/2022

Paige, Raven	HR 130 - Drug-Free Workplace	05/02/2022
White, Denise	HR 130 - Drug-Free Workplace	05/25/2022
Wrenn, Tambra	MMGR 105 - Maintenance Manager App: Creating and Managing Work Orders	05/31/2022
Wrenn, Tambra	MMGR 110 - Maintenance Manager App: Scheduling and Assigning Work Orders	05/31/2022
Wrenn, Tambra	MWO 100 - Work Order Processing in 7S	05/31/2022
Castillo, Susan	RRHA COVID-19 Infectious Disease Prevention Policy	05/02/2022
Gollett, Suctya	RRHA COVID-19 Infectious Disease Prevention Policy	05/06/2022
Harris, Letia	RRHA COVID-19 Infectious Disease Prevention Policy	05/25/2022
Mack, Christa	RRHA COVID-19 Infectious Disease Prevention Policy	05/25/2022
Paige, Raven	RRHA COVID-19 Infectious Disease Prevention Policy	05/02/2022
White, Denise	RRHA COVID-19 Infectious Disease Prevention Policy	05/25/2022
Anderson, Thomas	SP 001 - Introduction to Workplace Safety	05/24/2022
Wrenn, Tambra	SP 001 - Introduction to Workplace Safety	05/25/2022
Wrenn, Tambra	SP 110 - Basic First Aid: Introduction	05/31/2022
Wrenn, Tambra	SP 125 - Fire Safety	05/31/2022
Wrenn, Tambra	SP 315 - Fire Extinguishers	05/25/2022
Colston, Crystal	Vital Learning Coaching Job Skills	05/26/2022
Gish, Melissa	Mental Health First Aid Training	05/13/2022
Gish, Melissa	Vital Learning Coaching Job Skills	05/26/2022
James, Barbara	Mental Health First Aid Training	05/16/2022
Relf, Dalyn	Vital Learning Coaching Job Skills	05/26/2022
Saunders, Lisa	Vital Learning Coaching Job Skills	05/26/2022
Tagle, Karen	Vital Learning Coaching Job Skills	05/26/2022
Talada, Jasmine	Vital Learning Coaching Job Skills	05/26/2022
Williams, Sylvia	Vital Learning Coaching Job Skills	05/26/2022
anderson, thomas	2022 RRHA Compensation Study Meeting	5/23/2022
anderson, thomas	VRS Retirement Meeting	5/26/2022
Austin, Jackie	2022 RRHA Compensation Study Meeting	5/23/2022
Austin, Jackie	VRS Retirement Meeting	5/26/2022
Barnette, Eddie	2022 RRHA Compensation Study Meeting	5/23/2022
Barnette, Eddie	VRS Retirement Meeting	5/26/2022
Bower, Alisa	2022 RRHA Compensation Study Meeting	5/23/2022
Bower, Alisa	VRS Retirement Meeting	5/26/2022
Brammer, Amy	2022 RRHA Compensation Study Meeting	5/23/2022
Brammer, Amy	VRS Retirement Meeting	5/26/2022
Bratton, Robin	2022 RRHA Compensation Study Meeting	5/23/2022
Bratton, Robin	VRS Retirement Meeting	5/26/2022
Bunting, Karen	2022 RRHA Compensation Study Meeting	5/23/2022
Bunting, Karen	VRS Retirement Meeting	5/26/2022
Burnette, David	2022 RRHA Compensation Study Meeting	5/23/2022
Burnette, David	VRS Retirement Meeting	5/26/2022

Bustamante, David	2022 RRHA Compensation Study Meeting	5/23/2022
Bustamante, David	VRS Retirement Meeting	5/26/2022
Castaneda, Meghan	2022 RRHA Compensation Study Meeting	5/23/2022
Castaneda, Meghan	VRS Retirement Meeting	5/26/2022
Castillo, Susan	VRS Retirement Meeting	5/26/2022
Chase, Amaro	2022 RRHA Compensation Study Meeting	5/23/2022
Chase, Amaro	VRS Retirement Meeting	5/26/2022
Christoff, Leah	2022 RRHA Compensation Study Meeting	5/23/2022
Colston, Crystal	VRS Retirement Meeting	5/26/2022
English, Cory	2022 RRHA Compensation Study Meeting	5/23/2022
English, Cory	VRS Retirement Meeting	5/26/2022
Estrada, David	2022 RRHA Compensation Study Meeting	5/23/2022
Estrada, David	VRS Retirement Meeting	5/26/2022
Ferrell, Brianna	2022 RRHA Compensation Study Meeting	5/23/2022
Ferrell, Brianna	VRS Retirement Meeting	5/26/2022
Gao, Yu	VRS Retirement Meeting	5/26/2022
Gish, Melissa	2022 RRHA Compensation Study Meeting	5/23/2022
Gish, Melissa	VRS Retirement Meeting	5/26/2022
gollett, suctya	2022 RRHA Compensation Study Meeting	5/23/2022
gollett, suctya	VRS Retirement Meeting	5/26/2022
Goodman, Gregory	2022 RRHA Compensation Study Meeting	5/23/2022
Goodman, Gregory	VRS Retirement Meeting	5/26/2022
Green, Wanda	2022 RRHA Compensation Study Meeting	5/23/2022
Green, Wanda	VRS Retirement Meeting	5/26/2022
Grogan, Ernest	2022 RRHA Compensation Study Meeting	5/23/2022
Grogan, Ernest	VRS Retirement Meeting	5/26/2022
Gusler, Frederick	2022 RRHA Compensation Study Meeting	5/23/2022
Gusler, Frederick	VRS Retirement Meeting	5/26/2022
Harris, Letia	VRS Retirement Meeting	5/26/2022
Henriksen, Gillie	2022 RRHA Compensation Study Meeting	5/23/2022
Henriksen, Gillie	VRS Retirement Meeting	5/26/2022
Horton, Odess	VRS Retirement Meeting	5/26/2022
Hough, Crystal	2022 RRHA Compensation Study Meeting	5/23/2022
Hough, Crystal	VRS Retirement Meeting	5/26/2022
James, Barbara	2022 RRHA Compensation Study Meeting	5/23/2022
James, Barbara	VRS Retirement Meeting	5/26/2022
Mack, Christa	2022 RRHA Compensation Study Meeting	5/23/2022
Mack, Christa	VRS Retirement Meeting	5/26/2022
McCoy, Suzzette	2022 RRHA Compensation Study Meeting	5/23/2022
McCoy, Suzzette	VRS Retirement Meeting	5/26/2022
Morris, Thomas	2022 RRHA Compensation Study Meeting	5/23/2022

Morris, Thomas	VRS Retirement Meeting	5/26/2022
Niebles, Cristian	2022 RRHA Compensation Study Meeting	5/23/2022
Niebles, Cristian	VRS Retirement Meeting	5/26/2022
Paige, Raven	2022 RRHA Compensation Study Meeting	5/23/2022
Paige, Raven	VRS Retirement Meeting	5/26/2022
Parker, Gwendolyn	2022 RRHA Compensation Study Meeting	5/23/2022
Parker, Gwendolyn	VRS Retirement Meeting	5/26/2022
Parsley, Steph	2022 RRHA Compensation Study Meeting	5/23/2022
Parsley, Steph	VRS Retirement Meeting	5/26/2022
Philpott Paxton, Shauna	2022 RRHA Compensation Study Meeting	5/23/2022
Philpott Paxton, Shauna	VRS Retirement Meeting	5/26/2022
Porterfield, Shannon	2022 RRHA Compensation Study Meeting	5/23/2022
Porterfield, Shannon	VRS Retirement Meeting	5/26/2022
Relf, Dalyn	2022 RRHA Compensation Study Meeting	5/23/2022
Relf, Dalyn	VRS Retirement Meeting	5/26/2022
Rice, Ashlee	2022 RRHA Compensation Study Meeting	5/23/2022
Rice, Ashlee	VRS Retirement Meeting	5/26/2022
Richie, Evangeline	VRS Retirement Meeting	5/26/2022
Rowan, Lucie	2022 RRHA Compensation Study Meeting	5/23/2022
Rowan, Lucie	VRS Retirement Meeting	5/26/2022
Sapp, Warren	2022 RRHA Compensation Study Meeting	5/23/2022
Sapp, Warren	VRS Retirement Meeting	5/26/2022
Saunders, Deonta	2022 RRHA Compensation Study Meeting	5/23/2022
Saunders, Deonta	VRS Retirement Meeting	5/26/2022
Saunders, Lisa	2022 RRHA Compensation Study Meeting	5/23/2022
Saunders, Lisa	VRS Retirement Meeting	5/26/2022
Savla, Christi	2022 RRHA Compensation Study Meeting	5/23/2022
Savla, Christi	VRS Retirement Meeting	5/26/2022
Shank, Joel	2022 RRHA Compensation Study Meeting	5/23/2022
Shank, Joel	VRS Retirement Meeting	5/26/2022
Simon, Tiffany	2022 RRHA Compensation Study Meeting	5/23/2022
Simon, Tiffany	VRS Retirement Meeting	5/26/2022
Spickler, Kaelyn	2022 RRHA Compensation Study Meeting	5/23/2022
Spickler, Kaelyn	VRS Retirement Meeting	5/26/2022
Stanley, Denise	2022 RRHA Compensation Study Meeting	5/23/2022
Stanley, Denise	VRS Retirement Meeting	5/26/2022
Sullivan, Tanya	VRS Retirement Meeting	5/26/2022
Tagle, Karen	2022 RRHA Compensation Study Meeting	5/23/2022
Tagle, Karen	VRS Retirement Meeting	5/26/2022
Talada, Jasmine	2022 RRHA Compensation Study Meeting	5/23/2022
Talada, Jasmine	VRS Retirement Meeting	5/26/2022

Taylor, William	2022 RRHA Compensation Study Meeting	5/23/2022
Taylor, William	VRS Retirement Meeting	5/26/2022
Tobin, Rachel	2022 RRHA Compensation Study Meeting	5/23/2022
Tobin, Rachel	VRS Retirement Meeting	5/26/2022
Toth, Krisztina	2022 RRHA Compensation Study Meeting	5/23/2022
Toth, Krisztina	VRS Retirement Meeting	5/26/2022
Wade, Cassandra	VRS Retirement Meeting	5/26/2022
Wanza, Stephanie	VRS Retirement Meeting	5/26/2022
White, Denise	VRS Retirement Meeting	5/26/2022
Wilkinson, Jr., Jerry	2022 RRHA Compensation Study Meeting	5/23/2022
Wilkinson, Jr., Jerry	VRS Retirement Meeting	5/26/2022
Willeford, Christopher	2022 RRHA Compensation Study Meeting	5/23/2022
Willeford, Christopher	VRS Retirement Meeting	5/26/2022
Williams, Artisha	2022 RRHA Compensation Study Meeting	5/23/2022
Williams, Artisha	VRS Retirement Meeting	5/26/2022
Williams, Sylvia	2022 RRHA Compensation Study Meeting	5/23/2022
Williams, Sylvia	VRS Retirement Meeting	5/26/2022
Woodlin, Jean	2022 RRHA Compensation Study Meeting	5/23/2022
Woodlin, Jean	VRS Retirement Meeting	5/26/2022
Wrenn, Tamba	2022 RRHA Compensation Study Meeting	5/23/2022
Wrenn, Tamba	VRS Retirement Meeting	5/26/2022

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
May 2022**

WORK COMP CLAIMS FY 2021-2022

<u>MONTH</u>	<u>LOST WORK TIME</u>	<u>MEDICAL CLAIM ONLY</u>
October 2021	0	1
November 2021	0	1
December 2021	0	0
January 2022	1	1
February 2022	0	0
March 2022	0	0
April 2022	0	0
May 2022	0	0
June 2022		
July 2022		
August 2022		
September 2022		
FISCAL YEAR Total	1	3

OPERATIONS DIVISION

PROCUREMENT
MONTHLY REPORT
MAY 2022

PROCUREMENT MAY 2022 MONTHLY ACTIVITY REPORT

I. Capital Fund

- A. Contracts Awarded
- B. Solicitations Pending

II. Operating Budget

- A. Contracts Awarded
None
- B. Solicitations Pending

RED-22-03-15 **Invitation for Bids for Maintenance and Repair for RRHA-Owned High Voltage Primary and Secondary Electrical Systems for Public Housing and Other RRHA-Owned Properties** was issued March 20, 2022. Comments were received by April 12, 2022. One (1) responsive bid was Davis H. Elliot Construction Co., Inc. by April 19, 2022. RRHA Board of Commissioners approved Resolution 4120 on May 23, 2022, accepting the bid submitted by Davis H. Elliot Construction Co., Inc. A contract with a not-to-exceed amount of \$150,000.00 for a period of two (2) years is scheduled to be executed in June 2022.

RED-22-03-22 **Request for Proposals for Commercial Insurance Services for RRHA** was issued March 27, 2022. Comments were received by April 12, 2022. The Executive Director appointed an Evaluation Panel of four (4) staff members. Two (2) responsive proposals were received by April 20, 2022. The Evaluation Panel determined that Virginia Risk Sharing Association (VRSA) was the highest ranking firm. RRHA Board of Commissioners approved Resolution 4122 on May 23, 2022, accepting the Proposal from Virginia Risk Sharing Association. A contract with a not-to-exceed amount of \$294,964.00 for

commercial insurance services for RRHA is scheduled to be executed in June 2022.

RED-22-04-11

Invitation for Bids for Sign Replacement and Improvements for Various Sites was issued April 17, 2022. A pre-bid meeting was held April 26, 2022. Comments were received by May 3, 2022. One (1) responsive bid was received by May 10, 2022. The bid is being evaluated.

EXC-22-02-24

Request for Proposals for Legal Services for RRHA was issued April 17, 2022. Comments were received by May 9, 2022. The Executive Director appointed an Evaluation Panel of five (5) staff members. Three (3) responsive proposals were received by May 18, 2022. Proposals are being evaluated.

III. Other Grants and Projects

A. Contracts Awarded

None

B. Solicitations Pending

IV. Protests

None

REDEVELOPMENT AND REVITALIZATION
MONTHLY ACTIVITY REPORT
MAY 2022

Redevelopment and Revitalization Department

May 2022 MONTHLY ACTIVITY REPORT

Former Melrose Library

RRHA and the City closed on the sale of the former Melrose Library property at 2607 Salem Turnpike, NW, on September 29. The property is now part of AMP 201. RRHA met with representatives from A/E firm Hughes Associates Architects & Engineers and a preliminary scope of services for design work for the building's renovation was submitted for RRHA to review.

Hughes Associates Architects & Engineers completed the design work for the EnVision Center Roof Replacement. Russell's Remodeling, LLC submitted the low bid for the project and was awarded a contract on December 28, 2020. Material submittals have been reviewed. The contractor has ordered materials. Delivery of some materials were delayed for several months. A notice to proceed was issued with an effective date of November 16, 2021. Roof replacement is complete.

Abatement of the asbestos floor tile in the building is complete.

Hughes Associates Architects & Engineers has completed the design work for improvements and modifications to the EnVision Center building, parking area and building access. G & H Contracting submitted the low bid for the renovations and was awarded a contract on August 31, 2021. Material submittals are in the process of being reviewed. Building permit has been obtained. A notice to proceed was issued with an effective date of November 15, 2021. Renovations to interior of the building are progressing, rough-in work is complete. Interior finishes are being installed along with lighting fixtures, electrical devices and new doors. Site work is underway. G & H Contracting has been notified that some materials for the interior of the building may not be delivered until June.

A zoning permit was granted by the City to allow the installation of a chain link fence that will border a community garden on the south side of the property. Installation of the fence posts is complete, and some plastic has been laid down on the site to prepare the garden. The garden is being created by Local Environmental Agricultural Project (LEAP) in partnership with RRHA. The garden will be used as an educational tool for children in the area, particularly Lansdowne residents, with classes and regular activities led by partner agencies. There are a number of agencies that will be partners in this project including the City's Gun Violence Prevention Commission, Family Services Of Roanoke Valley, The Harvest Collective, LEAP, Virginia Tech, Community Arts Reach, Virginia Career Works, and potentially the resident artist program with the Roanoke Arts Commission.

Operating Fund Financing Program (OFFP)

Both of the OFFP loans with Virginia Community Capital (VCC) have been repaid and the accounts closed. HUD has advised that the OFFP is now obsolete as any future operating funds used for capital projects can be done through the Housing Opportunities through

Modernization Act (HOTMA). In addition to the OFFP funds, RRHA budgeted Capital Funds to finish the work on the renovation projects, which continue.

Work on Section 504 Modifications to nine (9) public housing units is complete. Four (4) units at Jamestown Place are complete and occupied. At Melrose Towers four (4) units are complete and re-occupied. Work is complete in one (1) unit at Morningside Manor. The unit has been reoccupied.

Bluestone Avenue Development

RRHA acquired this property from Habitat for Humanity for \$10,000 in September after RRHA's site acquisition proposal was approved by the HUD field office months prior. The property is adjoined on both sides of Bluestone Avenue by RRHA's Bluestone Park property.

RRHA intends to use the site for the development of two (2) three 3-bedroom units of public housing. One (1) of the units will be wheelchair accessible per Section 504 requirements and the other will be accessible for audio/visual impaired for residents who need such accommodations.

RRHA submitted a development proposal for two parcels to the HUD field office in May, after which HUD advised that the Board of Commissioners would need to approve a resolution to accept the waiver established under several HUD notices pursuant to the CARES Act. The Board approved Resolution 4090, which RRHA in turn submitted to the field office. HUD advised it was close to approving the proposal in summer of 2021. Recently, legal counsel provided a new declaration of trust for the parcels, which has been submitted to the field office for review.

RRHA recently applied to Virginia Housing for a public housing Capital Fund grant funded through the American Rescue Plan Act. The development of these units was included in that grant application.

Homeownership Program

RRHA's Section 32 Program allows RRHA to sell certain public housing units to qualified low to moderate income first-time homebuyers. HUD gave approval for the five (5) single family homes that are included in the program several years ago. All five (5) of the single family homes were constructed during the time that the HOPE 6 Program was active. The Section 32 Program replaced the former 5(h) Homeownership Program that was in effect at that time.

Once a home is under contract for sale, RRHA makes improvements and repairs to the home so that the new homeowner should not have to make any significant repairs to the home for seven (7) years. Improvements or repairs may include such items as roof replacement (depending on the age and type of the roof), HVAC system upgrades, replacement of floor coverings, installation of new appliances and repairs to decks and porches. The improvements are funded by proceeds from previous sale of homes in RRHA's lease purchase and 5(h) Homeownership Programs. These funds may also be used to acquire existing homes in the City of Roanoke and make improvements and repairs to homes for qualified first-time homebuyers.

In October, 2020, RRHA sold the first of five (5) Section 32 homes. The house was located at 1841 Downing St., NW.

RRHA closed on the sale of 501 21st St., NW in May for \$105,000. RRHA took out a second mortgage for 20% of the loan, which is forgivable after ten years if the owner maintains it as their primary residence. In addition, the buyer benefitted from a \$10,000 forgivable down payment assistance loan from the Federal Home Loan Bank of Atlanta.

RRHA currently has three (3) qualified applicants for the lease-purchase program, and all three (3) are currently leasing units. RRHA has received appraisals for the three (3) units. One of the units, 1720 Dupree Street, is now under contract. Tenants must lease the property for at least six (6) months prior to signing a contract to purchase. All three are eligible in 2022 if they continue to maintain good financial standing and meet all other requirements. There are eight (8) single-family homes included in the program.

RRHA is also working with two (2) first-time homebuyers per Board Resolution 4064. One property, 938 Peck Street, NW, was acquired and renovation work is currently underway. Another, 1606 Grayson Avenue, NW, has been acquired and RRHA will start to solicit quotations for renovation and modernization work that needs to be done. Once the work is complete the properties will be sold to first-time buyers on terms consistent with the other homeownership programs. Both buyers have made deposits and signed letters of intent with RRHA to purchase the properties.

Derelict Structures Program

On October 19 the sale of 427 Gilmer Avenue, NW to REACH, Inc. closed and was recorded. The sale was for a nominal amount, \$10, with the contractual understanding that the property will be renovated to provide housing to a low to moderate income family.

In January RRHA and REACH, a Roanoke based non-profit organization, signed a contingency contract that would transfer 427 Gilmer Avenue, NW to the latter provided that it is awarded CDBG funds from the City of Roanoke. REACH, Inc. was awarded \$60,000 of Community Development Block Grant (CDBG) funds in fiscal year 2021-22 (July 1 – June 30). Due to grant management challenges, REACH opted to not use the funds but still intends to renovate the property.

Background

In 2007 or earlier RRHA partnered with the City of Roanoke on the Derelict Structures Program. The program was created as a means of reducing blight and redeveloping structures in the City that needed the most immediate attention. The program was funded by CDBG funds. The City's role was to advise of the properties identified by its Code Enforcement staff, and RRHA's role was to acquire these properties and transfer them, usually after razing the structures on the properties.

For several years RRHA has been working with Gainsborough Southwest Community Organization (GSCO) to transfer the property after receiving a proposal from the organization in 2015. In November RRHA advised that since GSCO's leadership has expressed that the required officers of the organization would not sign a contract or accept the deed of trust to the property that other alternatives would need to be considered. RRHA notified the GSCO in

December that RRHA will consider other proposals for 427 Gilmer Avenue, which was purchased with City CDBG funds. RRHA also advised that GSCO may still choose to accept the property at no cost (RRHA would also pay all closing costs) if its leadership decides to do so and another offer has not been accepted.

The City has advised that a 10-year affordability period would need to be maintained for any future tenants or owners.

In 2019 RRHA submitted a CDBG application to the City for \$25,000. The funds would be used for lead and asbestos surveys and abatement, tree and vegetation removal, and a survey. The City notified RRHA that it would not receive the funds.

RRHA met with the City Manager and Assistant City Manager in September 2019 and requested that the property (along with others in Gainsboro from other programs, see below) be returned to the City since it was part of the Derelict Structures program that was a partnership between RRHA and the City.

RRHA recently proposed that the site be transferred to GSCO with a provision that if they cannot bring the property up to code for low to moderate income housing within two years that the City would have the option of razing the structure. The City agreed with this approach. RRHA has had recent discussions with GSCO and advised them to consult with their organization's 501(c) (3) by laws to determine what action is needed to enter into a contract for the property. RRHA is awaiting GSCO's board to vote on this matter in their board meeting in November. If GSCO agrees to accept the property, RRHA will proceed with drafting a contract.

Loan Consolidation Program & Surplus Real Estate

The final loan being serviced by Truist (formerly Sun Trust) was paid in full and certificates of satisfaction were recorded last month. Thus, the service arrangement with Truist has ended.

This leaves only two (2) second mortgage loans in the program that RRHA would still have liens on but in which RRHA is no longer servicing the first loan. These second mortgages can be forgiven once all fees are paid and grant obligations have been met.

RRHA currently owns 84 vacant parcels in the City. Of these, 77 are part of the Cherry Hill property between Gainsboro Road, 5th Street, and Orange and McDowell Avenues, NW. Recently, RRHA has been contacted about some of these properties and is discussing a possible sale with an interested party.

RRHA also has three (3) lots adjacent to the Park Street Square development on 5th Street, NW, that are used for utility connections. These three (3) lots are essentially undevelopable. There is one (1) lot in the Hackley development, two (2) on the 2500 block of Shenandoah Avenue, one (1) on Centre Avenue and one (1) at 1805 Rorer Ave, SW.

RRHA has applied to the Roanoke Valley Allegheny Regional Commission for a housing grant that is funded by Virginia Housing. The grant would allow RRHA to build single-family houses for homeownership opportunities at 832 Centre Avenue, NW and 1805 Rorer Avenue, SW. RRHA has also advertised that the Cherry Hill lots are available for proposals.

**City of Roanoke Redevelopment and Housing Authority
Capital Fund Summaries
Open Capital Fund**

5/31/2022

Fund #	Total Budgeted	Total Obligated	Balance Unobligated	Total Expended	Balance Available	Obligation End Date	Expenditure End Date
VA36R01150111	\$165,582.00	\$165,582.00	\$0.00	\$165,582.00	\$0.00	29-Sep-2014	29-Sep-2016
VA36R01150212	\$266,474.00	\$266,474.00	\$0.00	\$266,474.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150213	\$150,166.00	\$150,166.00	\$0.00	\$150,166.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150214	\$157,624.00	\$157,624.00	\$0.00	\$157,624.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150215	\$172,897.00	\$172,897.00	\$0.00	\$172,897.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150216	\$179,479.00	\$179,479.00	\$0.00	\$179,479.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36P01150109	\$2,359,489.00	\$2,359,489.00	\$0.00	\$2,359,489.00	\$0.00	14-Sep-2011	14-Sep-2013
VA36P01150110	\$2,171,100.00	\$2,171,100.00	\$0.00	\$2,171,100.00	\$0.00	14-Jul-2012	14-Jul-2014
VA36P01150111	\$1,868,485.00	\$1,868,485.00	\$0.00	\$1,868,485.00	\$0.00	2-Aug-2013	2-Aug-2015
VA36P01150113	\$1,577,083.00	\$1,577,083.00	\$0.00	\$1,577,083.00	\$0.00	8-Sep-2015	8-Sep-2017
VA3F011CNP112	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00	30-Sep-2019	30-Sep-2021
VA36P01150114	\$1,753,413.00	\$1,753,413.00	\$0.00	\$1,753,413.00	\$0.00	12-May-2016	12-May-2018
VA36P01150115	\$1,921,376.00	\$1,921,376.00	\$0.00	\$1,921,376.00	\$0.00	12-Apr-2017	12-Apr-2019
VA36P01150116	\$1,996,769.00	\$1,996,769.00	\$0.00	\$1,996,769.00	\$0.00	12-Apr-2018	12-Apr-2020
VA36P01150117	\$2,066,639.00	\$2,066,639.00	\$0.00	\$2,066,639.00	\$0.00	15-Aug-2020	15-Aug-2022
VA36E01150117	\$250,000.00	\$250,000.00	\$0.00	\$250,000.00	\$0.00	13-Aug-2018	13-Aug-2019
VA36P01150118	\$3,302,705.00	\$3,302,705.00	\$0.00	\$3,278,545.00	\$24,160.00	28-May-2021	28-May-2023
VA36P01150119	\$3,444,054.00	\$3,444,054.00	\$0.00	\$2,378,121.36	\$1,065,932.64	15-Apr-2022	15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,695,500.71	\$33,893.29	\$2,931,486.43	\$797,907.57	25-Mar-2023	25-Mar-2025
VA36E01150120	\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	\$0.00	21-Sep-2021	21-Sep-2022
VA36P01150121	\$3,836,496.00	\$3,547,266.37	\$289,229.63	\$1,602,791.11	\$2,233,704.89	22-Feb-2023	22-Feb-2025
Totals	\$31,844,225.00	\$31,521,102.08	\$323,122.92	\$27,722,519.90	\$4,121,705.10		
		99.0%		87.1%			

VA36R01150111 (Closing Documentation Submitted to HUD for Approval 4/19/2016)

**City of Roanoke Redevelopment and Housing Authority
Capital Fund Summaries
Open Capital Fund**

**City of Roanoke Redevelopment and Housing Authority
Contracts Administered by the Operations Division
Status Report as of 5/31/22**

Construction Contract Number	Project Name	Name of Contractor	A/E	NTP Date	Modification Number	Current Contract Amount	Present % Complete	Scheduled % Complete	PROJECT STATUS (To include pending change orders, problems, and concerns)
contract 216-1902-1-7 (project 190302)	Section 504/ADA Modifications for Four Apartment Units at Jamestown Place Original Contract Amount \$600,000.00	Russell's Remodeling, LLC	LMW, P. C.	9/14/20	#1 (\$1,533.75) + time #2 (\$10,575.00) + time #3 (\$4,574.05) #4 (\$22,130.00) + time #5 (\$19,671.00) #6 (\$30,537.00) + time	\$689,020.80	100%	100%	Project close out is underway.
contract 569-2007-1-7 (project 200701)	Bathroom Renovations, Phase 2 Hunt Manor Original Contract Amount \$565,430.00	Russell's Remodeling, LLC	N/A	TBD		\$565,430.00	0%	0%	Materials submittals are continuing to be reviewed. Some materials have been delivered.
contract 570-2101-1-7 (project 201004)	HVAC Improvements for Morningside Manor Original Contract Amount \$439,200.00	Valley Boiler & Mechanical, Inc.	Hughes Associates Architects & Engineers	4/19/21	#1 (\$24,262.00) + time	\$463,462.00	97%	100%	Work is nearing completion.
contract 202-2101-1-7 (project 210201)	Installation of Bathroom Exhaust Fans for Villages at Lincoln Original Contract Amount \$175,500.00	Russell's Remodeling, LLC	N/A	TBD		\$175,500.00	0%	0%	Materials have been delivered. Work tentatively scheduled to start in June.
contract 572-2101-1-7 (project 210402)	Security Measures for RRHA Central Administration Building Original Contract Amount \$527,000.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	1/12/22	#1 (\$9790.00) + time #2 time	\$536,790.00	65%	85%	Delays experienced in delivery of materials and subcontracted work.
contract 572-2102-1-7 (project 210601)	Natural Gas Utility Improvements for Hunt Manor and Indian Rock Village Original Contract Amount \$376,474.00	Classic City Mechanical, Inc.	Hughes Associates Architects & Engineers	9/20/21		\$376,474.00	100%	100%	Repairs are being made to Lansdowne Park gas system. New cathodic protection anodes are being installed at Lansdowne Park and Bluestone Park.
contract 572-2103-1-7 (project 210701)	EnVision Center Renovations Original Contract Amount \$974,500.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	11/15/21	#1 time #2 (\$19,038.11) + time #3 (\$2949.53) + time	\$996,487.64	80%	83%	Interior renovations are progressing with interior finishes being installed. Work is underway on installation of new sidewalks, wheelchair ramp and improvements to parking area. Delivery of some materials has been delayed until mid-June.
contract 570-2201-1-5 (project 210901)	Open End A & E Services Original Contract Amount \$175,000.00	Hughes Associates Architects & Engineers	N/A	12/1/21		\$175,000.00	26%	24%	Design work is underway for HVAC Replacement for Villages at Lincoln Community Room and Security Improvements for Melrose Towers Site Management Offices.
contract 572-2201-1-5 (project 211002)	Porch Repairs for Single-Story Apartment Units for Villages at Lincoln Original Contract Amount \$305,322.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	5/24/22		\$305,322.00	10%	5%	Work is underway on 2 buildings.
contract 572-2202-1-7 (project 211101)	Heating Systems Replacement for Indian Rock Village Original Contract Amount \$547,816.00	Control Maintenance, Inc.	Hughes Associates Architects & Engineers	5/23/22	#1 (\$12,335.00)	\$560,151.00	10%	9%	5 if 47 heating systems have been replaced.
contract 572-2203-1-7 (project 220101)	Storm Drainage Improvements for Jamestown Place Original Contract Amount \$163,280.00	Pauley's Excavating & Demolition, Inc.	Hughes Associates Architects & Engineers	4/11/22		\$163,280.00	65%	57%	New storm drainage has been installed. Installation of new sidewalks is underway.
contract 569-2201-1-7 (project 211001)	Window Replacement for Melrose Towers Original Contract Amount \$1,130,425.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	TBD	#1 (\$71,792.00) + time	\$1,202,217.00	0%	0%	Material submittals are being reviewed. Materials are being ordered.

**City of Roanoke Redevelopment and Housing Authority
Derelict Structures
Status Report as of 5/31/22**

Address or Tax Map #	Status	Resolution Approved	Closing	Demo Rehab	PROJECT STATUS
427 Gilmer Avenue, NW Tax Map # 2011417	House Purchased	04/21/08 No. 3471	07/23/08	Rehab	RRHA is working with the City of Roanoke to plan for disposition of 427 Gilmer.

HOUSING DIVISION

PUBLIC HOUSING PROGRAM
MONTHLY OPERATIONS REPORT
MAY 2022

SECURITY ACTIVITIES
MONTHLY REPORT
MAY 2022

SECTION 8 PROGRAMS
MONTHLY OPERATIONS REPORT
MAY 2022

RESIDENT SERVICES REPORT
MAY 2022

**Monthly Management Report
Occupancy Comparison
(1st of the Month)**

RRHA-Owned Properties	AMP #	Actual Unit Count	Adjusted Unit Count/ Units in MOD status	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Public Housing									
Lansdowne Park	201	300	1	299	9300	71	9229	99.24%	0.76%
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	2	163	5115	33	5082	99.35%	0.65%
Hunt Manor/Bluestone Park	259	172	9	163	5332	12	5320	99.77%	0.23%
Melrose Towers	206	212	1	211	6572	30	6542	99.54%	0.46%
Jamestown Place	207	150	5	145	4650	32	4618	99.31%	0.69%
Morningside	208	105	1	104	3255	8	3247	99.75%	0.25%
Indian Rock Village/53 Scattered	210	148	1	147	4588	40	4548	99.13%	0.87%
The Villages at Lincoln- 24 Transitional/Homeownership	215	21	0	21	651	0	651	100.00%	0.00%
Indian Rock Village/OFFP	458	8	0	8	248	0	248	100.00%	0.00%
Portfolio Total:		1281	20	1261	39711	226	39485	99.43%	0.57%

**The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.*

Other Rental Housing	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	*23	744	0	744	100.00%	0.00%
Portfolio Total:		24	23	744	0	744	100.00%	0.00%

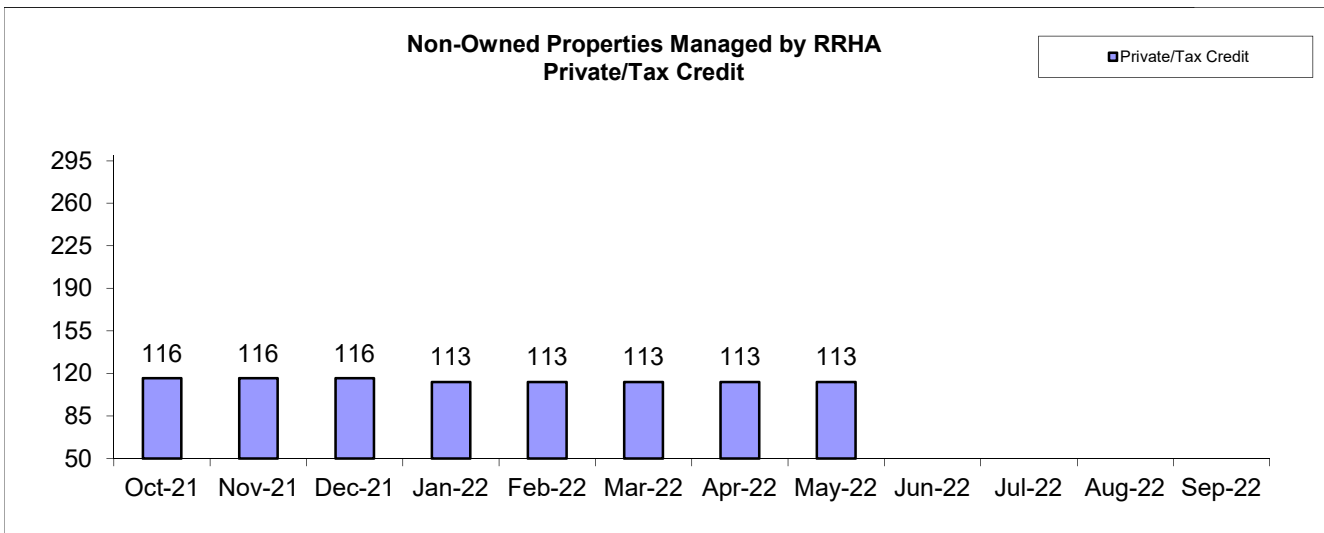
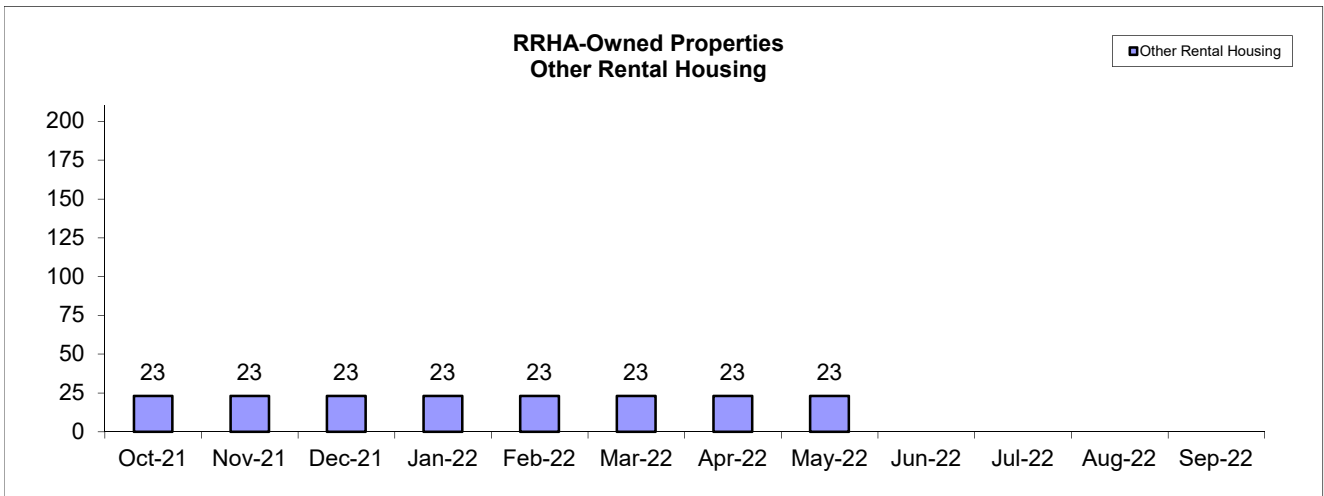
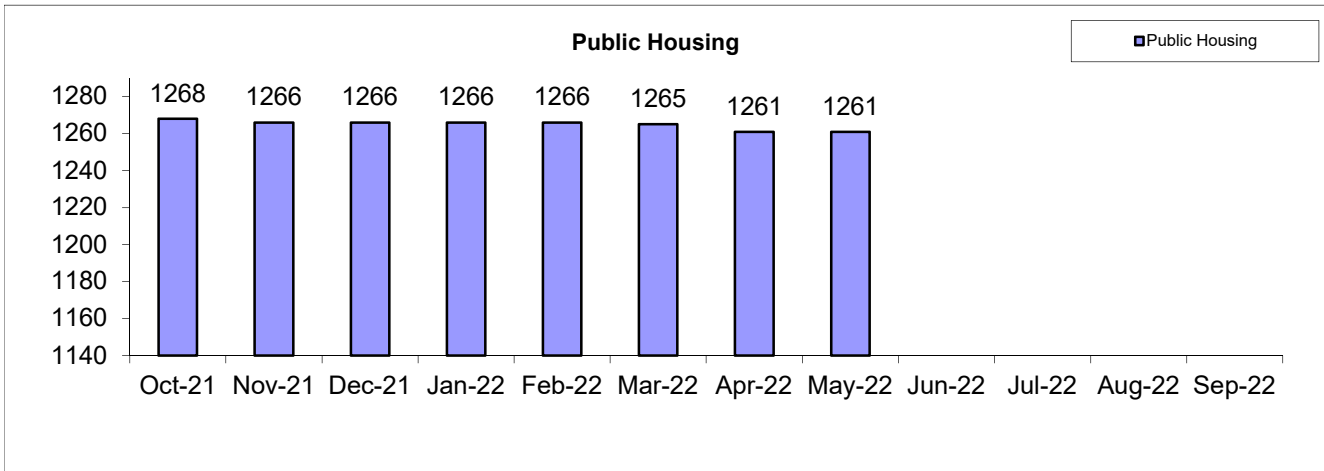
*Casualty Loss Fire - 05/03/2021

**Unit count for other Rental Housing further reduced due to the Sale of Jamison properties.

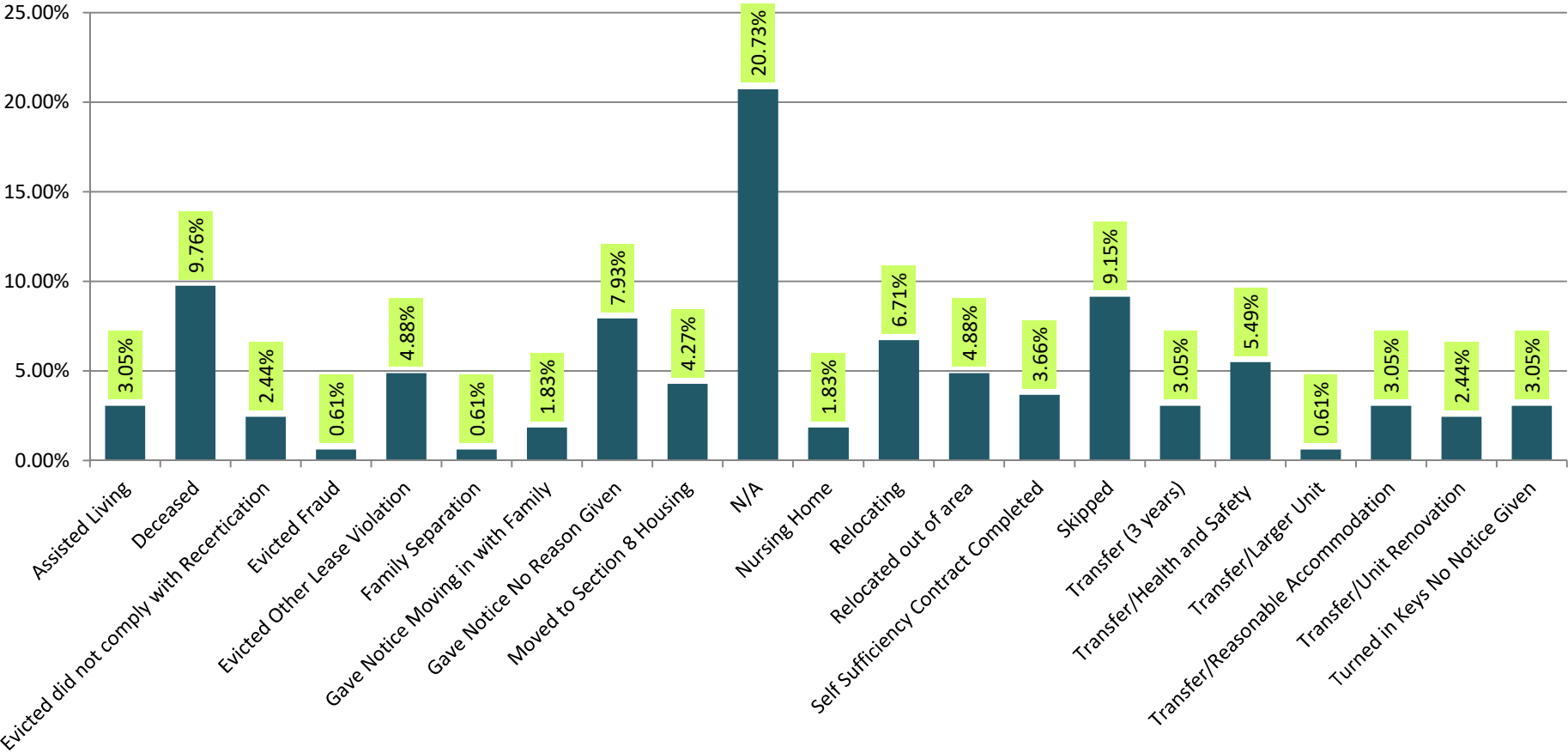
Non-Owned Properties Managed by RRHA/Tax Credit	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	30	930	0	930	100.00%	0.00%
Hillcrest Heights (LIHTC)	456	24	23	744	6	738	99.19%	0.81%
Park Street Square (LIHTC)	457	25	21	775	4	771	99.48%	0.52%
Hurt Park LP (LIHTC)	459	40	39	1240	5	1235	99.60%	0.40%
Portfolio Total:		119	113	3689	15	3674	99.59%	0.41%

PHAS Scoring	
Occupancy	Points
≥ 98%	16
< 98% but ≥ 96%	12
< 96% but ≥ 94%	8
< 94% but ≥ 92%	4
< 92% but ≥ 90%	1
< 90%	0

**Monthly Management Report
Occupancy Comparison
(1st of the Month)**



Public Housing Move-out Analysis 10/1/2021-9/30/2022



**Monthly
Management Report
Charges vs. Receipts
May 2022**

RRHA-Owned Properties	AMP Number	Vacated Unit Cumulative Charge-Offs as of 05/31/2022	Vacated Unit Cumulative Collections as of 05/31/2022
<i>Non-Public Housing</i>		\$0.00	\$0.00
Lansdowne Park	201	\$7,051.83	\$11,687.92
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$4,694.42	\$998.78
Hunt Manor/Bluestone Park	259	\$1,084.72	\$5,495.37
Melrose Towers	206	\$0.00	\$1,119.44
Jamestown Place	207	\$4,772.20	\$3,392.43
Morningside Manor	208	\$1,625.34	\$79.72
Indian Rock Village / 53 Scattered	210	\$0.00	\$5,938.94
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$502.00	\$266.88
Public Housing	TOTAL	\$19,730.51	\$28,979.48

**Fiscal Year to Date
Public Housing Inspections
10/01/21 - 9/30/2022**

AMP #	Location	# Units	Inspected	Uninspected	% Inspected
201	Lansdowne Park	300	300	0	100%
202	Villages at Lincoln	165	165	0	100%
259	Hunt Manor/Bluestone Park	172	172	0	100%
206	Melrose Towers	212	212	0	100%
207	Jamestown Place	150	150	0	100%
208	Morningside Manor	105	105	0	100%
210	Indian Rock Village/68 Scattered	148	148	0	100%
215	Villages at Lincoln - Scattered	21	21	0	100%
458	Indian Rock/OFFP	8	8		100%
	Total	1281	1281	0	100%

A Property is identified as a Performing Property if an annual inspection has occurred on 100% of units and systems.

Utility Consumption Report

October 2021 - September 2022

Consumption and Costs as of April 30, 2022

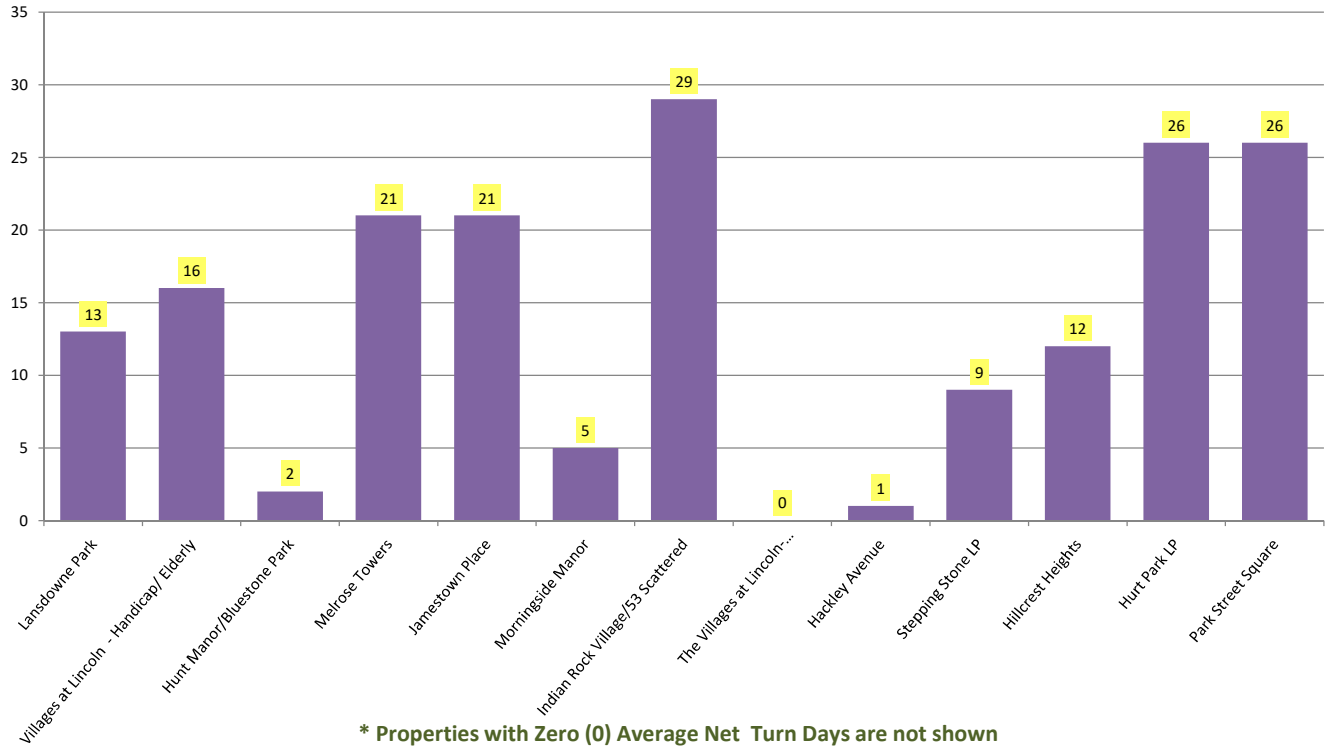
Utility Costs							
AMP	Number of Units	Cost PUM Electric	Cost PUM Gas	Cost PUM Water	Total PUM AMP	RRHA PUM Average	Percent Difference
201	300	34.89	85.24	69.40	189.53	178.32	106.29%
202	165	124.11	5.91	74.39	204.41	178.32	114.63%
259	172	34.80	68.98	96.31	200.09	178.32	112.21%
206	212	38.40	35.71	41.04	115.15	178.32	64.57%
207	150	32.28	44.00	55.49	131.77	178.32	73.90%
208	105	35.17	44.74	27.87	107.78	178.32	60.44%
210	156	41.71	71.42	80.19	193.32	178.32	108.41%
215	21	N/A	N/A	N/A	N/A	178.32	N/A
Total Units:		1281					
Average Cost PUM:		48.24	64.67	65.41		178.32	

Consumption										
AMP	Gas				Electric			Water		
	Number of Units	THERMS PUM	RRHA PUM Average	Percent Difference	KWH PUM	RRHA PUM Average	Percent Difference	Usage PUM	RRHA PUM Average	Percent Difference
201	300	90.87	64.67	140.51%	517	579	89.29%	7.01	6.11	114.73%
202	165	N/A	64.67	N/A	1,162	579	200.69%	5.82	6.11	95.25%
259	172	68.15	64.67	105.38%	466	579	80.48%	8.47	6.11	138.63%
206	212	38.44	64.67	59.44%	504	579	87.05%	4.13	6.11	67.59%
207	150	48.42	64.67	74.87%	454	579	78.41%	6.19	6.11	101.31%
208	105	47.56	64.67	73.54%	461	579	79.62%	2.56	6.11	41.90%
210	148	64.69	64.67	100.03%	448	579	77.37%	6.82	6.11	111.62%
215	23	N/A	64.67	N/A	N/A	579	N/A	N/A	6.11	N/A
Total Units:		1275								
Average THERM PUM:		64.67			Average KWH PUM:		579	Average water usage PUM: 6.11		
<p>Note: AMP 202 - Residential units do not use gas utility - HVAC is total electric (heat pumps).</p> <p>Note: AMP 202 - Administration building and maintenance shop use gas utility.</p> <p>Note: AMP 208 - Residential units have central air conditioning.</p> <p>Note: AMP 210 - Includes 21 scattered sites - residents pay utilities - no utility data available.</p> <p>Note: AMP 215 - Transitional/Homeownership - residents pay utilities - no utility data available.</p> <p>Note: Stormwater Utility Fee for RRHA public housing properties for FY 2022 = \$36,227,616.80</p>										

A property is identified as a PERFORMING Property if it has utility consumption not exceeding 120% of the agency average.

Actual Vacant Unit Turnaround Time With Move-ins May 2022

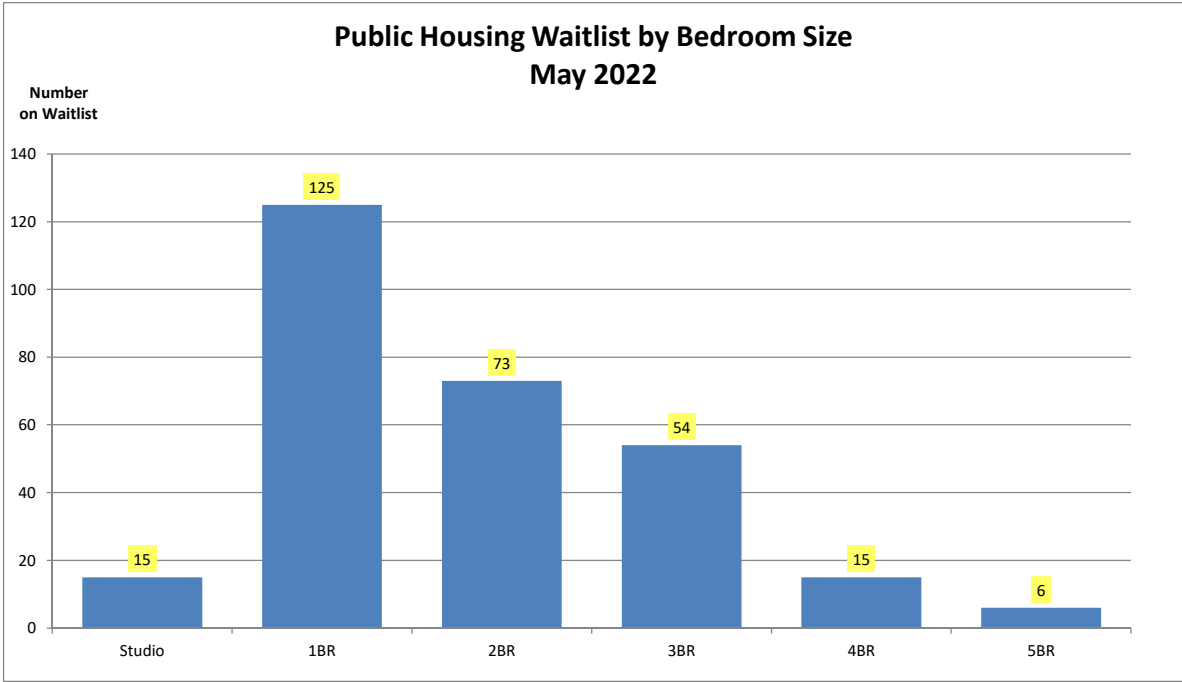
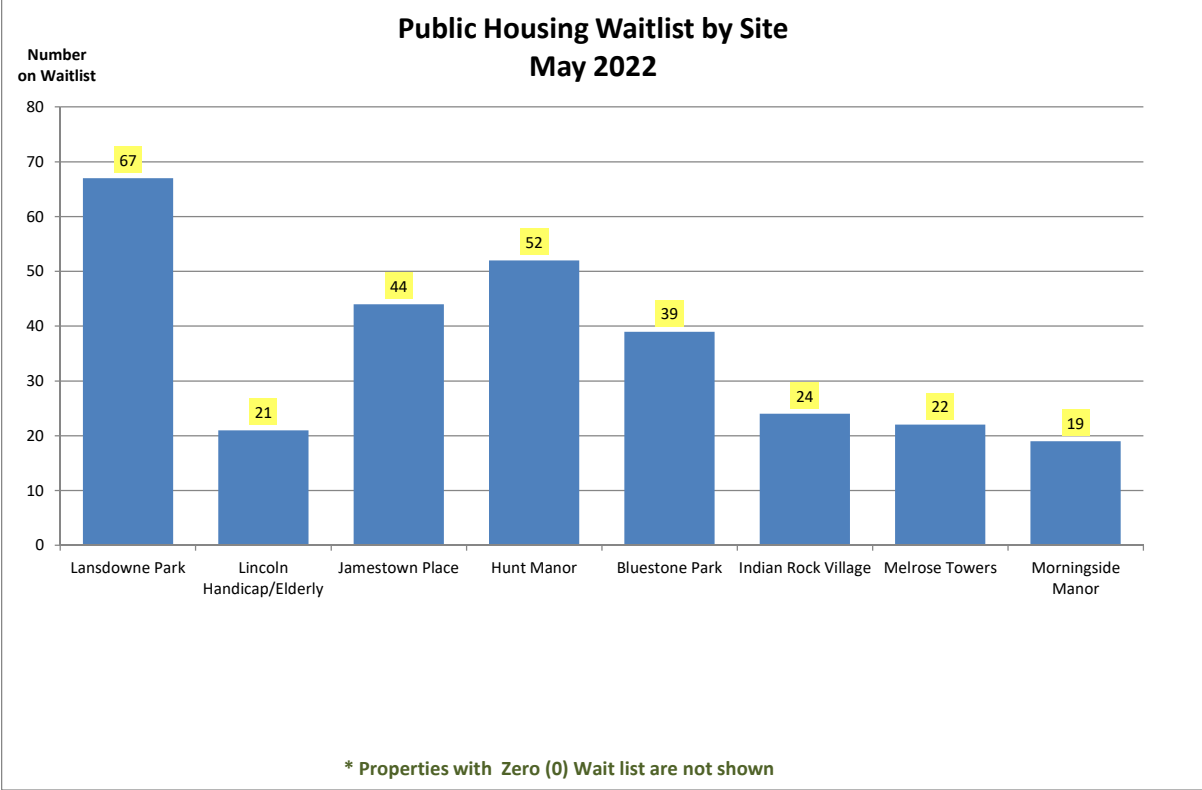
Average Net
Turn Days



Work Order Report from May 2022

Development	Number Emergency Work Orders	Number Emergency Work Orders completed within 24 hours	% of Emergency Work Orders completed within 24 hours	Total Non-Emergency Work Orders	Total Number of calendar days to complete Non-Emergency Work Orders	Average Completion Days
Lansdowne Park	48	48	100%	34	34	1
Village at Lincoln/Handicapped/ Elderly Cottages	8	8	100%	34	34	1
Hunt Manor/Bluestone Park	42	42	100%	22	22	1
Melrose Towers	14	14	100%	32	32	1
Jamestown Place	45	45	100%	21	21	1
Morningside Manor	24	24	100%	35	35	1
Indian Rock Village/53 Scattered	12	12	100%	58	58	1
Total	193	193	100%	236	236	1

A Property is identified as a PERFORMING Property if 98% of the Emergency Work Orders are completed within 24 hours or less and Non-Emergency Work Orders are completed in less than 25 days.



SECURITY ACTIVITIES
MONTHLY REPORT
MAY 2022

Public Housing Criminal Activity for the Month of May 2022 and the Fiscal Year 10/01/21 - 09/30/22

	Jamestown Place		Morningside Manor		Indian Rock Village		Bluestone Park		Lansdowne Park		Villages at Lincoln		Hunt Manor		Meirose Towers	
	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total
Aggravated Assault	1	1	0	0	0	0	1	2	1	6	0	1	0	1	1	1
Arson	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Auto Theft	0	2	0	0	0	0	0	0	0	1	0	2	0	0	0	0
Burglary	0	4	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Homicide/Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	2	0	5	0	1	0	1	4	17	2	7	0	0	0	4
Rape	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Part 1 Crime Total	1	9	0	5	0	1	1	3	5	26	2	12	0	1	1	6
Destruction of Property	1	4	0	0	1	1	0	2	6	16	0	12	0	1	0	0
Disorderly Persons	0	0	0	0	0	0	0	0	0	5	0	0	0	0	1	1
Domestic Aggravated Assault	0	1	0	0	1	1	0	2	2	5	1	1	0	1	0	0
Domestic Disorder	3	13	0	0	2	17	0	3	7	19	1	7	1	5	0	1
Domestic Simple Assault	1	9	0	0	0	5	0	3	3	25	1	6	0	5	0	5
Drug Offense	0	1	0	0	1	5	0	3	0	3	0	4	0	0	2	5
Family Offense (nonviolent)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	0	1	0	0	0	0	0	1	0	0	0	1	0	1	0	2
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	1	0	0	0	1	0	1	2	6	0	4	0	0	0	2
Liquor Law	0	2	0	0	0	0	0	0	0	2	0	1	0	1	0	0
Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Simple Assault	0	3	0	2	1	2	0	3	2	15	2	6	0	1	1	5
Suicide/Attempt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tampering w/Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Towed Vehicle	0	2	0	0	0	2	0	1	1	2	1	5	0	0	0	0
Trespassing	0	0	0	1	1	1	0	0	0	0	0	1	0	1	0	1
Weapons	0	4	0	0	0	1	0	0	4	13	0	3	0	2	0	0
Part II Crime Total	5	41	0	3	7	36	0	19	27	112	6	51	1	18	4	23
Auto Accident	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part III Crime Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Total	6	50	0	8	7	37	1	22	32	138	8	63	1	19	5	29

Public Housing Community vs. Site - Part 1 and Part II Crimes Percentage - May 2022

Part I Crime	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
	Community	Site		Community	Site					
Jamestown Place	0.0119	0.0067	55.96%	0.0747	0.0600	80.32%	0.0867	30.80% ↑	0.0522	43.11% ↓
Morningside Manor	0.0119	0.0000	0.00%	0.0747	0.0476	63.74%	0.0095	401.25% ↑	0.0772	3.23% ↓
Indian Rock Village	0.0119	0.0000	0.00%	0.0747	0.0125	16.73%	0.0625	80.00% ↓	0.0772	3.23% ↓
Bluestone	0.0103	0.0132	128.12%	0.0747	0.0395	52.85%	0.0395	0.07% ↓	0.0776	3.75% ↓
Lansdowne Park	0.0074	0.0167	225.16%	0.0487	0.0867	177.93%	0.1433	39.52% ↑	0.0576	15.44% ↓
Villages at Lincoln	0.0074	0.0121	163.76%	0.0487	0.0727	149.31%	0.0909	19.99% ↓	0.0576	15.44% ↓
Hunt Manor	0.0074	0.0000	0.00%	0.0487	0.0104	21.39%	0.0729	85.71% ↑	0.0576	15.44% ↓
Melrose Towers	0.0074	0.0047	63.73%	0.0487	0.0283	58.11%	0.0236	19.92% ↑	0.0576	15.44% ↓

Part II Crime	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
	Community	Site		Community	Site					
Jamestown Place	0.0202	0.0333	165.41%	0.1605	0.2733	170.26%	0.5067	46.06% ↑	0.2103	23.66% ↑
Morningside Manor	0.0202	0.0000	0.00%	0.1605	0.0286	17.80%	0.0762	62.50% ↑	0.2103	23.66% ↑
Indian Rock Village	0.0202	0.0875	434.21%	0.1605	0.4500	280.30%	0.3625	24.14% ↑	0.2103	23.66% ↑
Bluestone	0.0134	0.0000	0.00%	0.1035	0.2500	241.47%	0.3421	26.92% ↑	0.1411	26.62% ↓
Lansdowne Park	0.0184	0.0900	488.10%	0.1340	0.3733	278.68%	0.5467	31.71% ↑	0.1870	28.36% ↓
Villages at Lincoln	0.0184	0.0364	197.21%	0.1340	0.3091	230.73%	0.4000	22.73% ↓	0.1870	28.36% ↓
Hunt Manor	0.0184	0.0104	56.49%	0.1340	0.1875	139.96%	0.3021	37.93% ↑	0.1870	28.36% ↓
Melrose Towers	0.0184	0.0189	102.33%	0.1340	0.1085	80.99%	0.0425	155.27% ↑	0.1870	28.36% ↓

SECTION 8 PROGRAMS
MONTHLY OPERATIONS REPORT
MAY 2022

**Housing Choice Voucher Department
Summary of Operations, Accomplishments and Challenges
May 2022**

Program Utilization

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of May 2022, reported at 85.1%. Currently, there are one hundred and four (104) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2022, is 95.0%.

Inspections

During the month of May 2022 the HCV Housing Quality Standards (HQS) Inspector(s) conducted a total of one hundred and twenty four (124) inspections. This includes a total of sixty seven (67) biennials and forty two (42) initial inspections processed for moving families, in the HCV Program. Two (2) special inspections and thirteen (13) re-inspections was conducted. In addition, there were also fifteen (15) HQS Quality Control Inspections that were conducted during the month of May 2022.

Housing Choice Voucher Waiting List

For the month of May 2022 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers, including twenty nine (29) applicants. There were two (2) port ins and zero (0) port outs recorded for the month of May 2022.

Tenant Briefings

RRHA will continue to monitor funding based on funding allocation for CY 2018, the CARES Act of 2019 and issuance of vouchers depending on funding availability. RRHA will continue to issue HUD-VASH vouchers that were awarded to RRHA in 2015, 2016, & 2018. The HCV Clerical Assistant and Client Specialists provided customer service to a total of six hundred and fifty three (653) clients; including six hundred and two (602) tenants/applicants and fifty one (51) landlords during the month of May 2022. This number represents scheduled appointments and walk-in participants, such as landlords and HCV clients to sign leases, contracts or to drop off recertification paperwork, etc.

Landlord Briefings

The HCV staff has daily contact with current and prospective landlords with regard to explaining and answering various questions concerning the HCV Program and compliance. Daily landlord recruitment has been successful and is a strong suit for the HCV Team. In addition, RRHA continues to offer support to our HCV Landlords with any inquiries regarding the Landlord Portal, etc.

Voucher Issuance Briefings

The Housing Choice Voucher Department conducted numerous group and individual voucher briefings during the month of May 2022. Voucher briefings were performed with no more than 10 persons per briefing and strict adherence to social distancing guidelines, due to the COVID-19 pandemic restrictions.

Homeownership

The program currently has eleven (11) HCV participants in the Homeownership Program and one (1) participant pending underwriting approval by the participant's financial institution. Once approved the program will have twelve (12) Homeownership participants. The Housing Choice Voucher (HCV) Homeownership Program allows families that are assisted under the HCV program to use their voucher to buy a home and receive monthly assistance in meeting homeownership expenses. Funding through the HCV program is used to assist with the mortgage payments.

Veteran Affairs Supportive Housing (VASH)

The Veterans Affairs Supportive Housing (VASH) program was created by a partnership between HUD and the Veterans Administration for the sole purpose of providing housing for homeless veterans. HUD's total allocation of vouchers to RRHA for this program, is one hundred and twenty three (123) vouchers. For the month of May 2022, this program has ninety seven (97) leased vouchers. There are twelve (12) searching for housing. Referrals are steadily being received from the Department of Veterans Affairs-Salem VA Medical Center.

Mainstream Vouchers

The Mainstream Voucher program was awarded an additional fifty (50) Vouchers for the FY 2021, increasing the total allocation of vouchers for this program, to one hundred and eighty seven (187) vouchers. For the month of May 2022, this program has one hundred and fifty two (152) leased participants. There are six (6) searching for housing. Referrals are steadily being received from the City of Roanoke Homeless Assistance Team (HAT) and Blue Ridge Behavioral Healthcare.

Family Unification Program (FUP)

HUD's Family Unification Program focuses on preventing family separation due to homelessness and easing the transition to adulthood for aging-out youth in Foster Care. A total of eighty one (81) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority to serve this population. For the month of May 2022, this program has eighty (80) leased participants. There are two (2) currently searching for housing. Referrals are no longer being accepted from the Roanoke City and Roanoke County Departments of Social Services (DSS) due to over-issuance of the allocated vouchers of eighty one (81).

Emergency Housing Voucher Program (EHV)

The Emergency Housing Voucher program is specifically designed for households who are homeless, at risk of homelessness, recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. Effective July 1, 2021 a total of twenty six (26) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority. All referrals for the program come through our Continuum of Care (CoC) community partner. For the month of May 2022, this program has twenty one (21) leased participants. There are currently zero (0) families searching for immediate housing. The previous five (5) families that were searching was unable to secure immediate housing within the allocated voucher term and after all allowable voucher extensions. The HCV Manager is currently awaiting five (5) referrals to be made from our COC community partner for the EHV Program.

**HCV HQS Inspection Department
Monthly Activity Report
May 2022**

INSPECTION TYPE	# COMPLETE	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	67	62	92.54%	5	7.46%
INITIALS	42	31	73.81%	11	26.19%
COMPLAINT	2	0	0.00%	2	0.00%
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	13	7	53.85%	6	46.15%
HQS QUALITY CONTROL	15	9	60.00%	6	40.00%

TOTAL INSPECTIONS SCHEDULED	139
AVERAGE INSPECTIONS PER INSPECTOR PER DAY	6.62
AVERAGE INSPECTIONS PER FIELD DAY	6.62
NUMBER OF INSPECTORS	1
TOTAL WORKING DAYS	21

Program Voucher Issuance By Month/Bedroom Size

May 2022

Month of Issue	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5 Bdr	6 Bdr	Total Issued
October-21	14	6	1	0	0	0	21
November-21	21	15	8	0	0	0	44
December-21	15	4	4	1	1	0	25
January-22	25	6	5	0	0	0	36
February-22	15	1	3	0	0	0	19
March-22	23	0	0	0	1	0	24
April-22	8	2	5	0	0	0	15
May-22	19	7	2	0	1	0	29
June-22							
July-22							
August-22							
September-22							
TOTALS							

Waitlist Applicant May 2022

Month	Number Selected / Interviewed Off	Number of NS WD	Number of Mail Ret.	Number of PC	Number of Other WD	Number Okay to Issue	Number of Files Pending	Notes
October-21	27	0	0	0	0	11	30	14 out of 30 remain pending from the month of Aug/Sept due to Staffing
November-21	44	0	0	0	0	44	0	
December-21	25	0	0	0	0	25	19	19 remain pending eligibility due to Staffing/Quarantine
January-22	36	0	0	0	0	36	0	
February-22	19	0	0	0	0	19	0	
March-22	24	0	0	0	0	24	0	
April-22	15	0	0	0	0	15	0	
May-22	156	0	0	0	28	0	128	128 families have been scheduled for eligibility interviews
June-22								
July-22								
August-22								
September-22								
TOTALS	346	0	0	0	28	174	177	
Meanings								
NS = No Show								
PC = Preference Change, goes back on wait list								
Pending = Still waiting on information for qualification								
VB = Voucher Briefing								
WD = Withdrawn								
WD Mail = Withdrawn for Mail Returned								
WD Other = Withdrawn for owing debt, criminal history, or over income, etc.								

Waitlist Purge

Number of Purge Forms Mailed	1,582
Number of Responses Received	576
Number of Mail Returned by Postmaster with No Forwarding Address	361
Number of Families Requesting To Be Removed	3
Number of Families Removed Due to Recent Voucher Issuance	6
Number of Families Removed Due to Death	2
Number of Undeliverable, No Contact Information Provided by Family	3
Number of Nonresponsive Families	629
Number of Families Removed from Waitlist	-1,004
Number of Families Remaining on 2019 HCV Waitlist	578

SECTION 8 MONTHLY STATISTIC REPORT (CY)

PROGRAM NAME	UNIT MONTHS	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
HOUSING CHOICE VOUCHERS	ALLOCATED	1,888	1,888	1,888	1,888	1,888	1,888	1,888	1,888	1,888	1,888	1,888	1,888
	LEASED	1,612	1,613	1,603	1,604	1,604	-	-	-	-			
MAINSTREAM <small>Fund 310, 321, 322, 324, 327</small>	ALLOCATED	187	187	187	187	187	187	187	187	187	187	187	187
	LEASED	141	144	146	149	152	-	-	-	-			
VASH (35) Fund 308	ALLOCATED	35	35	35	35	35	35	35	35	35	35	35	35
	LEASED	29	28	29	28	28	-	-	-	-			
VASH (25) Fund 309	ALLOCATED	25	25	25	25	25	25	25	25	25	25	25	25
	LEASED	23	23	22	22	23	-	-	-	-			
FUP (31) Fund 311	ALLOCATED	31	31	31	31	31	31	31	31	31	31	31	31
	LEASED	29	31	31	31	31	-	-	-	-			
FUP (50) Fund 312	ALLOCATED	50	50	50	50	50	50	50	50	50	50	50	50
	LEASED	50	49	49	48	49	-	-	-	-			
VASH (10) Fund 315	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	10	9	9	10	10	-	-	-	-			
VASH (10) B Fund 316	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	8	7	7	8	8	-	-	-	-			
VASH (10) C Fund 317	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	9	10	10	10	10	-	-	-	-			
VASH (8) Fund 318	ALLOCATED	8	8	8	8	8	8	8	8	8	8	8	8
	LEASED	7	6	7	8	8	-	-	-	-			
VASH (5) Fund 319	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	4	4	4	4	5	-	-	-	-			
VASH (5) B Fund 320	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	5	5	5	5	5	-	-	-	-			
VASH (5) C Fund 323	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	-	-	-	-	-	-	-	-	-			
VASH (5) D Fund 326	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	-	-	-	-	-	-	-	-	-			
VASH (5) E Fund 328	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	-	-	-	-	-	-	-	-	-			
EMERGENCY HOUSING VOUCHER Fund 360	ALLOCATED	26	26	26	26	26	26	26	26	26	26	26	26
	LEASED	17	20	21	21	21	-	-	-	-			

**VOUCHER UNITS LEASED
CY 2022**

MONTH	TOTAL HUD AWARDED UNITS	TOTAL LEASED UNITS	DIFFERENCE AWARDED V/S LEASED	VOUCHERS ON STREET	MONTHLY ATTRITION	
					MOVE - IN	MOVE - OUT
JANUARY	2,092	1,786	306	97	10	2
FEBRUARY	2,092	1,785	307	81	12	9
MARCH	2,092	1,776	316	96	15	5
APRIL	2,092	1,778	314	55	11	5
MAY	2,092	1,781	311	104	13	2
JUNE			-			
JULY			-			
AUGUST			-			
SEPTEMBER			-			
OCTOBER			-			
NOVEMBER			-			
DECEMBER			-			

SECTION 8 FY MONTHLY HAP EXPENDITURE ANALYSIS

HAP	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	YTD
FUNDING RECEIVED	\$ 1,061,516	\$ 1,133,875	\$ 1,086,075	\$ 1,098,756	\$ 1,094,331	\$ 1,241,000	\$ 1,112,329	\$ 1,218,619	\$ -	\$ -	\$ -	\$ -	\$ 9,046,501
ACTUAL HAP EXPENSE	\$ 1,115,249	\$ 1,109,572	\$ 1,098,776	\$ 1,090,803	\$ 1,114,757	\$ 1,096,277	\$ 1,127,397	\$ 1,067,136	\$ -	\$ -	\$ -	\$ -	\$ 8,819,967
VARIANCE	\$ (53,733)	\$ 24,303	\$ (12,701)	\$ 7,953	\$ (20,426)	\$ 144,723	\$ (15,068)	\$ 151,483	\$ -	\$ -	\$ -	\$ -	\$ 226,534
PERCENT VARIANCE	-5.06%	2.14%	-1.17%	0.72%	-1.87%	11.66%	-1.35%	12.43%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2.50%
YTD VARIANCE	\$ (53,733)	\$ (29,430)	\$ (42,131)	\$ (34,178)	\$ (54,604)	\$ 90,119	\$ 75,052	\$ 226,534	\$ 226,534	\$ 226,534	\$ 226,534	\$ 226,534	\$ 226,534
PUC													
HUD FUNDED PUC	\$ 508.63	\$ 543.30	\$ 520.40	\$ 525.22	\$ 523.10	\$ 593.21	\$ 531.71	\$ 582.51	\$ -	\$ -	\$ -	\$ -	\$ 360.58
ACTUAL PUC	\$ 633.30	\$ 626.17	\$ 616.94	\$ 610.75	\$ 624.51	\$ 617.27	\$ 634.08	\$ 599.18	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 620.25
VARIANCE	\$ (124.67)	\$ (82.87)	\$ (96.54)	\$ (85.53)	\$ (101.41)	\$ (24.06)	\$ (102.38)	\$ (16.66)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (259.67)
PERCENT VARIANCE	-19.69%	-13.23%	-15.65%	-14.00%	-16.24%	-3.90%	-16.15%	-2.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-41.87%
UNITS													
HUD BASELINE UNITS	2,087	2,087	2,087	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	25,089
HUD FUNDED UNITS	2,087	2,087	2,087	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	25,089
FUNDED UNITS BASED ON ACTUAL HAP	1,676	1,811	1,760	1,799	1,752	2,010	1,754	2,034	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,761	1,772	1,781	1,786	1,785	1,776	1,778	1,781	-	-	-	-	14,220
VARIANCE TO BUDGET	(85)	39	(21)	13	(33)	234	(24)	253	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	411	276	327	293	340	82	338	58	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	411	687	1,014	1,307	1,646	1,728	2,066	2,124	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE FUNDED	326	315	306	306	307	316	314	311	2,092	2,092	2,092	2,092	10,869
YTD VAR TO FUNDED	326	641	947	1,253	1,560	1,876	2,190	2,501	4,593	6,685	8,777	10,869	10,869
ADMIN FEES													
HUD FUNDS	\$ 103,586	\$ 90,786	\$ 92,324	\$ 98,562	\$ 98,562	\$ 121,832	\$ 96,291	\$ 163,358	\$ -	\$ -	\$ -	\$ -	\$ 865,301
ACTUAL EXPENSE	\$ 67,855	\$ 65,041	\$ 83,498	\$ 97,916	\$ 70,091	\$ 79,697	\$ 72,193	\$ 83,973	\$ -	\$ -	\$ -	\$ -	\$ 620,264
VARIANCE	\$ 35,731	\$ 25,744	\$ 8,827	\$ 646	\$ 28,471	\$ 42,136	\$ 24,098	\$ 79,385	\$ -	\$ -	\$ -	\$ -	\$ 245,037
PERCENT	65.51%	71.64%	90.44%	99.34%	71.11%	65.42%	74.97%	51.40%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	71.68%
CUMULATIVE VARIANCE	\$ 35,731	\$ 61,475	\$ 70,302	\$ 70,948	\$ 99,418	\$ 141,554	\$ 165,652	\$ 245,037	\$ 245,037	\$ 245,037	\$ 245,037	\$ 245,037	\$ 245,037

THIS SHEET INCLUDES HCV, VASH, & FUP

SECTION 8 CY MONTHLY HAP EXPENDITURE ANALYSIS

BUDGET VS ACTUAL	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD
FUNDING BUDGET	\$ 1,093,266	\$ 1,093,266	\$ 1,093,266	\$ 1,164,356	\$ 1,138,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,582,171
FUNDING RECEIVED	\$ 1,098,756	\$ 1,094,331	\$ 1,241,000	\$ 1,112,329	\$ 1,218,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,765,035
VARIANCE	\$ (5,490)	\$ (1,065)	\$ (147,734)	\$ 52,027	\$ (80,601)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (182,864)
PERCENT VARIANCE	-0.50%	-0.10%	-13.51%	4.47%	-7.08%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-3.28%
YTD VARIANCE	\$ (5,490)	\$ (6,556)	\$ (154,290)	\$ (102,263)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (182,864)	\$ (365,728)
REVENUE VS EXPENSE													
FUNDING RECEIVED	\$ 1,098,756	\$ 1,094,331	\$ 1,241,000	\$ 1,112,329	\$ 1,218,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,765,035
ACTUAL HAP EXPENSE	\$ 1,090,803	\$ 1,114,757	\$ 1,096,277	\$ 1,127,397	\$ 1,067,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,496,370
VARIANCE	\$ 7,953	\$ (20,426)	\$ 144,723	\$ (15,068)	\$ 151,483	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,665
PERCENT VARIANCE	0.72%	-1.87%	11.66%	-1.35%	12.43%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.66%
YTD VARIANCE	\$ 7,953	\$ (12,473)	\$ 132,250	\$ 117,183	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665	\$ 268,665
PUC													
HUD FUNDED PUC	\$ 525.22	\$ 523.10	\$ 593.21	\$ 531.71	\$ 582.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229.65
ACTUAL PUC	\$ 610.75	\$ 624.51	\$ 617.27	\$ 634.08	\$ 599.18	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 617.15
VARIANCE	\$ (85.53)	\$ (101.41)	\$ (24.06)	\$ (102.38)	\$ (16.66)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (387.51)
PERCENT VARIANCE	-14.00%	-16.24%	-3.90%	-16.15%	-2.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-62.79%
UNITS													
HUD BASELINE UNITS	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	25,104
HUD FUNDED UNITS	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	25,104
FUNDED UNITS BASED ON ACTUAL HAP	1,799	1,752	2,010	1,754	2,034	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9,341
ACTUAL UNITS LEASED	1,786	1,785	1,776	1,778	1,781	-	-	-	-	-	-	-	8,906
VARIANCE TO BUDGET	13	(33)	234	(24)	253	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	435
VARIANCE TO BASELINE	293	340	82	338	58	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15,763
YTD VAR TO BASELINE	293	633	714	1,052	1,110	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15,763
VARIANCE FUNDED	306	307	316	314	311	2,092	2,092	2,092	2,092	2,092	2,092	2,092	16,198
YTD VAR TO FUNDED	306	613	929	1,243	1,554	3,646	5,738	7,830	9,922	12,014	14,106	16,198	16,198
ADMIN													
HUD FUNDED FEES	98,562	98,562	121,832	96,291	163,358	-	-	-	-	-	-	-	578,605
ACTUAL EXPENSE	97,916	70,091	79,697	72,193	83,973	-	-	-	-	-	-	-	\$ 403,870
VARIANCE	\$ 646	\$ 28,471	\$ 42,136	\$ 24,098	\$ 79,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,735
PERCENT	99.34%	71.11%	65.42%	74.97%	51.40%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	69.80%
CUMULATIVE VARIANCE	\$ 646	\$ 29,116	\$ 71,252	\$ 95,350	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735	\$ 174,735

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT
MAY 2022

FY2021 Family Self-Sufficiency

May 2022

Grant Period - 01/01/22-12/31/22

FSS Coordinators: Raven Paige, Ashlee Rice, Steph Parsley

Current Number of Participants: 133

FSS Enrollments: 3

FSS Terminations: 2

FSS Completions: 2

Total Number of Participants With Escrow Accounts: 48

Total Amount in Escrow: 142,286.77

Service Coordination				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
1	New Families Enrolled	42	8	19.04%
2	Families Continuing in CoP Program	150	132	88%
3	Families Graduated from CoP Program	12	5	41.66%
4	Individuals Served	130	27	20.76%
Child Care				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
5	Families Referred to Child Care	10	1	10%
Education				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
6	Adult Basic Education (ABE) Participation	3	1	33.33%
7	Adult Basic Education (ABE) Completions	2	0	0%
8	High School Diploma/GED Course Participation	5	2	40%
9	High School Diploma/GED Certificate Awards	2	0	0%
10	English as a Second Language (ESL) Participation	2	0	0%
11	English as a Second Language (ESL) Completions	1	0	0%
12	Post-Secondary Classes Participation	5	3	60%
13	Post-Secondary Classes Completions	2	0	0%
14	Job/Technical Training Certifications	15	0	0%
15	Associate's Degree Obtained	1	0	0%
16	Bachelor's Degree Obtained	1	0	0%
Employment				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
17	Employment Obtained	35	4	11.42%
18	Employment Increased from Part-Time to Full-Time	5	0	0%
19	Job Promotions/Changes Resulting In Increased Wages	15	1	6.66%
20	Job Retention Activities Participation	15	0	0%
21	Job Retention Activities Completions	10	0	0%

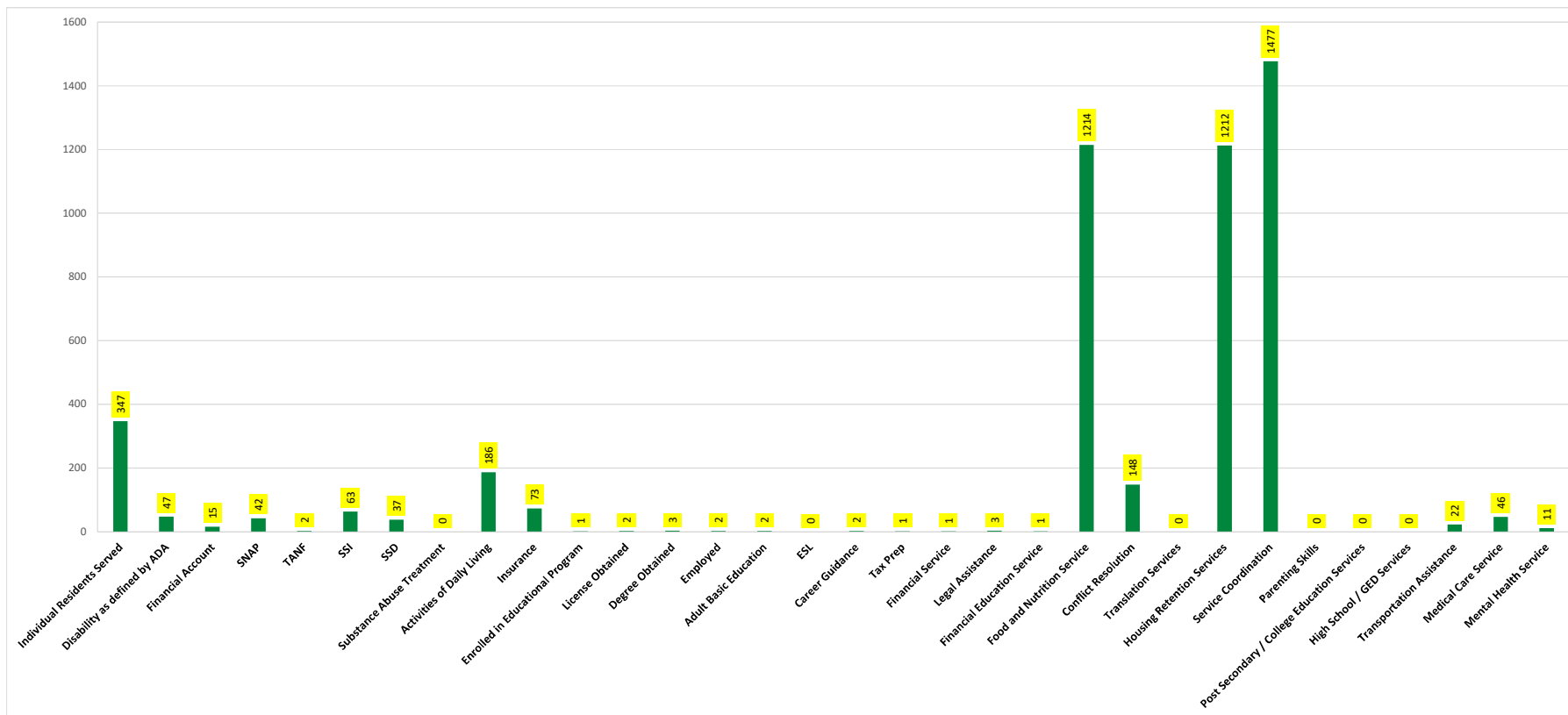
22	Maintained Employment for Longer than One Year	20	1	5%
23	Employment with Health Benefits	30	17	56.66%
Training				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
24	Job Preparation/Counseling Enrollments	20	1	5%
25	Job Preparation/Counseling Completions	20	0	0%
26	Job/Technical Training Enrollments	15	0	0%
27	Job/Technical Training Completions	10	0	0%
28	Parenting/Household Skills/Life Skills Enrollments	10	0	0%
29	Parenting/Household Skills/Life Skills Completions	8	0	0%
Finances				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
30	Escrow Account Established	25	1	4%
31	IDA Established	2	0	0%
32	Individualized Financial Counseling Participation	25	12	48%
33	Individualized Financial Counseling Completions	20	0	0%
34	Classroom Financial Education Participation	5	1	20%
35	Classroom Financial Education Completions	3	0	0%
36	Tax Preparation Assistance Provided	2	0	0%
37	Earned Income Tax Credit (EITC) Received	2	0	0%
Health				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
38	Health Care Referrals	10	3	30%
39	Mental Health Referrals	20	2	10%
40	Substance Abuse Referrals	5	0	0%
Housing				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
41	Homeownership Counseling Participation	10	2	20%
42	Homeownership Counseling Completions	5	6	120%
43	No Longer Needs Rental Assistance	5	0	0%
44	Purchased Home With HCV Assistance	1	0	0%
45	Purchased Home Without HCV Assistance	1	1	100%
Transportation				
ITEM	DESCRIPTION	GOAL	ACTUAL	PCT
46	Transportation Assistance Participation	10	1	10%
47	Transportation Assistance Completions	10	0	0%

202 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

Grant Period: 6/1/2021 - 5/30/2024

Reporting Period: May 2022

Service Coordinators: April Cheresnowsky



*ITSP - Individual Training and Service Plan

*GED - General Education Development

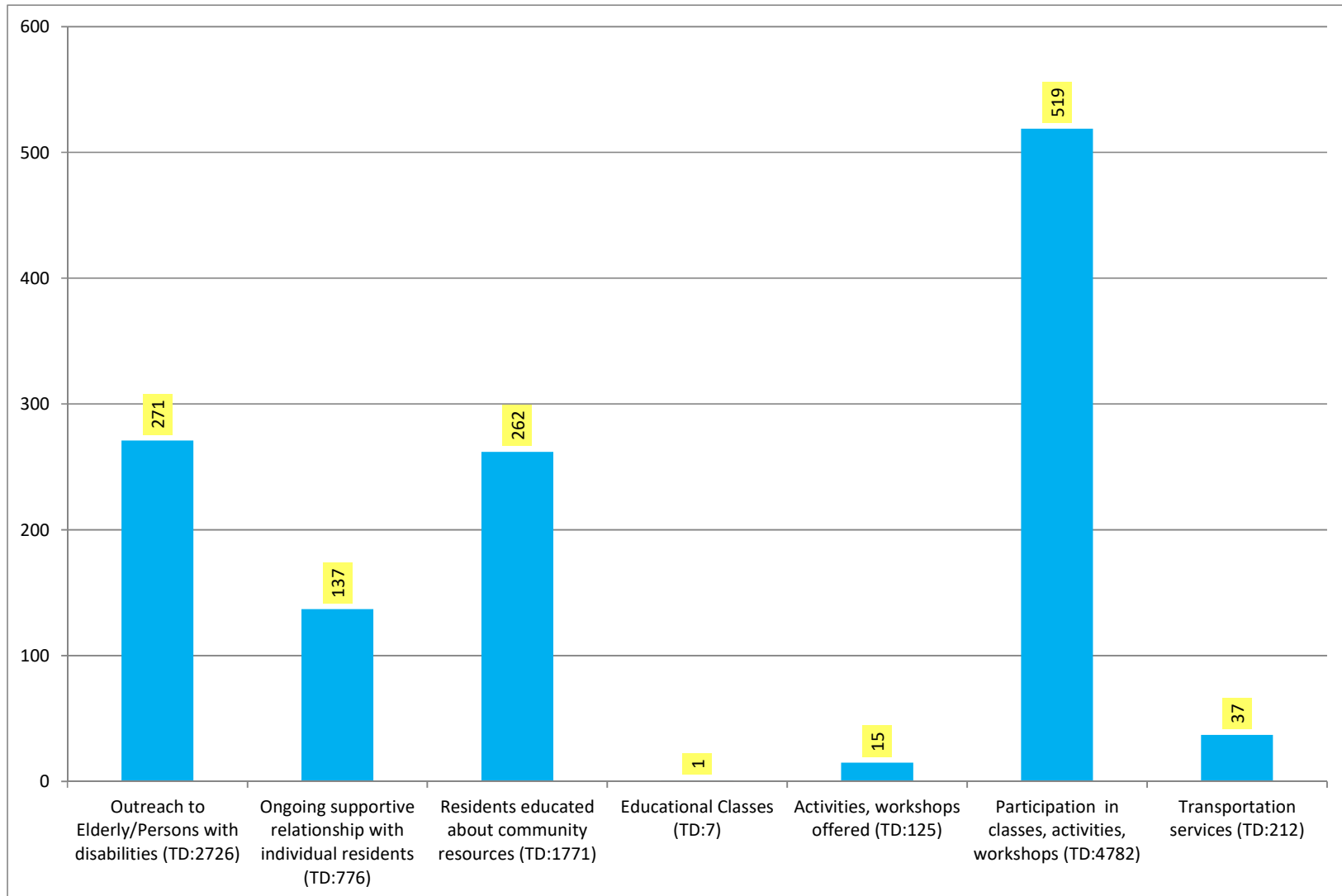
Elderly & Disabled - Melrose Towers (*Operations Funded*)

Coordinator: Barbara James

May 2022

Outcome Goals:

- Improved Living Conditions / Quality of Life
- Live Independently and/or Age in Place and Avoid Long-Term Care Placement



**Jobs Plus Board Report
May 2022**

Jobs Plus Report
Grant Period: 4/26/20-6/30/2025
Program Manager- Melissa Gish
Case Managers Crystal Hough, Brianna Ferrell

May 2022; Q2

ITEM	DESCRIPTION	GOAL	TOTALS
1	Number of Work-able Residents (PIC)		282
2	Current Residents with Jobs Plus Assessment (CM)		34
3	Percent of Work-able Residents Who Are Employed (PIC)		40.78% Data: 115/282
4	Percent of Current Residents with a Jobs Plus Assessment and Who Are Employed (CM)		35.29% Data: 12/34
5	Percent of Work-able Residents Employed at Living Wage (PIC)		0.00% Data: 0/282
6	Number of Youth 14-17 Years Old (PIC)		85
7	Work-able Residents Who Connected with a Jobs Plus Community Coach	15	Quarter: 8
8	Number of Jobs Plus Events	15	Quarter: 8 Total: 23
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 27
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 15 Total: 34
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 19 Total: 23
12	Participants Who Met with a Case Manager	20	Quarter: 29 Total: 34
13	Participants Enrolled in Employment Readiness Program	2	Quarter: 1 Total: 5
14	Participants Enrolled in Training/Certification Program	0	Quarter: 0 Total: 0
15	Participants Who Completed a Training/Certification Program	0	Quarter: 0 Total: 0
16	Participants Provided with Job Search Assistance	15	Quarter: 2 Total: 13
17	Participants Beginning New Part-Time Employment	5	Quarter: 2 Total: 3
18	Participants Beginning New Full-Time Employment	5	Quarter: 2 Total: 2
19	Participants Moving to a New Job or Changing From Part-Time to Full-Time Employment	1	Quarter: 1 Total: 2
20	Participants Continuously Employed for 90 Days or Longer	2	Quarter: 2
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 2

**Jobs Plus Board Report
May 2022**

22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 13 Need: 4
23	Participants Enrolled in a High School Equivalency Program	2	Quarter: 0 Total: 0
24	Participants Who Received a High School Equivalency Credential	0	Quarter: 0 Total: 0
25	Participants Enrolled in a College Degree Program	1	Need: 1 Quarter: 0 Total: 0
26	Participants Who Graduated from a College Degree Program	0	Quarter: 0 Total: 0
27	Participants Receiving Financial Coaching or Education	4	Need: 18 Quarter: 1 Total: 2
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 5 Quarter: 1 Total: 2
30	Participants Receiving Legal Assistance	0	Need: 0 Quarter: 0 Total: 0
31	Participants with Access to Physical Health Care	1	Need: 2 Quarter: 1 Total: 1
32	Participants with Access to Behavioral Health Care	1	Need: 6 Quarter: 2 Total: 8
33	Participants Receiving Child Care Assistance	2	Need: 5 Quarter: 1 Total: 1
34	Participants Receiving Transportation Assistance	4	Need: 5 Quarter: 5 Total: 5
35	Youth Employed in Jobs/Internships	0	Quarter: 0 Total: 0
36	Youth Receiving Financial Literacy Information	0	Quarter: 0 Total: 0
37	Youth Enrolled in Job Training Opportunities	0	Quarter: 0 Total: 0
38	Youth Enrolled in Extracurricular Educational Opportunities	0	Quarter: 0 Total: 0
39	Individuals Enrolled in JPEID	20	Quarter: 10 Total: 24
40	Households Enrolled in JPEID	20	Quarter: 10 Total: 23
41	Participants who Chose FSS Escrow Rather Than JPEID	0	Quarter: 0 Total: 0