

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## MONTHLY OPERATIONS REPORT

FOR THE MONTH OF FEBRUARY 2023

MARCH 27, 2023

## ***MEMORANDUM***

To: Board of Commissioners

From: David Bustamante, Executive Director

Date: March 20, 2023

Subject: Monthly Operations Reports

Enclosed for your information and review are operations reports from each department for the month of February 2023. The reports are as follows:

Executive Office .....	Section 1
Executive Director's Report	
Human Resources and Administration .....	Section 2
Human Resources	
Workers' Compensation	
Operations Division .....	Section 3
Procurement	
Redevelopment and Revitalization	
Housing Division.....	Section 4
Public Housing Operations	
Security Activities	
Section 8 Operations	
Resident Services	

# EXECUTIVE OFFICE

# **Executive Director's Report**

## **RRHA Agency Plan**

A draft of the HUD-required 2023 Annual Plan and the draft 2020-2024 Agency Plan has been developed through the planning process which began in early February 2023. The process is focused on the HUD-funded Public Housing and Housing Choice Voucher (HCV) programs. Community meetings were held to gather input from residents of all public housing sites as well as Section 8 participants and landlords between February 6 and February 10, 2023. All comments and responses have been included as an attachment to the draft 2023 Annual Plan.

Required public notice has been given for a public hearing to be conducted by the Board of Commissioners on May 22, 2023 at 3:00 p.m. for the purpose of receiving public comments on the 2023 Annual Plan and the draft 2020-2024 Agency Plan. The draft Plan has been made available at all RRHA sites, City offices, and on the RRHA website for a 45-day public comment period beginning April 1, 2023.

Following the public hearing, a resolution to consider approval of the plan will be presented to the Board of Commissioners. The 2023 Annual Plan and the 2020-2024 Agency Plan must be submitted to HUD by July 18, 2023.

## **Capital Fund 5-Year Action Plan**

A draft of the RRHA Capital Fund Program (CFP) 5-Year Action Plan has been provided to Commissioners and all active resident councils. The draft CFP 5-Year Action Plan is also available at all RRHA public housing sites, administrative offices, and on the RRHA website for a 45-day public review period as required by HUD. The final CFP 5-Year Action Plan will be updated to reflect the actual amount of the 2023 Capital Fund Formula Grant, since RRHA has recently been informed of the grant amount. Regulations require RRHA to develop and submit to HUD a 5-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments. HUD allows public housing authorities to adopt either a fixed or rolling 5-Year Action Plan, and RRHA has adopted a rolling plan. The Plan provides a framework for local accountability and an easily identifiable source by which public housing residents and other members of the public may review RRHA's plan for capital improvements to Public Housing.

The required public notice has been given for a public hearing to be conducted by the Board of Commissioners on May 22, 2023 at 3:00 p.m. for the purpose of receiving public comments on the 5-Year Action Plan. Following the public hearing, a resolution to consider approval of the CFP 5-Year Action Plan will be presented to the Board of Commissioners.

## **FY 2024 Operating Budget**

Development of RRHA operating budgets for FY 2024 will begin in the next couple of months. A public hearing will be scheduled for August 28, 2023 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 AND ADMINISTRATION DIVISION

HUMAN RESOURCES  
MONTHLY REPORT  
FEBRUARY 2023

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2023**

**HUMAN RESOURCES REPORT**

**EMPLOYEE CENSUS AS OF MONTH END**

Regular Full-Time	68
Regular Part-Time	4
<b><u>TOTAL</u></b>	<b><u>72</u></b>
Temp Agency Employee	4
<b><u>TOTAL</u></b>	<b><u>76</u></b>

**Position Title**

**Division**

**Name**

**NEW HIRES**

Section 3 Coordinator	Housing	Clayton Obert
Maintenance Technician I	Housing	Donte Larry

**SEPARATIONS**

FSS Coordinator	Housing
FSS Coordinator	Housing
Maintenance Technician I	Housing

**TURNOVER**

		<b>Current Month</b>
Turnover	Voluntary	4.38%
	Involuntary	0
	Total Turnover	4.38%
Turnover by Job Category	Maintenance	33%
	Other NE	67%
	Exempt	0%

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2023**

**RECRUITING REPORT**

**OPEN POSITIONS**

<b>Position Title</b>	<b>Division</b>	<b>Status</b>
Maintenance multiple openings	Housing	Posted / Screening / Interviewing
Jobs Plus Resident Ambassador	Housing	Posted / Screening / Interviewing
Construction Specialist	Operations	Posted / Screening / Interviewing
Section 3 Coordinator	Housing	Posted / Screening
Accountant II	Finance	Posted / Screening / Interviewing

**APPLICATIONS SCREENED**

	<b>Applications</b>	<b>Phone Screen</b>	<b>Interviewed</b>	<b>Offered</b>
Maintenance	23	4	0	1
Construction Specialist I	5	2	0	0
Assist. Property Manager	49	10	3	2
Jobs Plus Ambassador	0	0	0	0
Section 3 Coordinator	13	3	1	1
Accountant II	10	3	0	0
<b>TOTAL</b>	<b>100</b>	<b>22</b>	<b>4</b>	<b>4</b>
<b>%</b>		<b>22%</b>	<b>18%</b>	<b>100%</b>

**Assistant Property Manager II-**

- Two offered, 1 hired March 6<sup>th</sup>, the other applicant accepted and will be starting March 14<sup>th</sup>.

**Section 3 Coordinator-**

- Applicant was hired but resigned early march.

**Accountant II –**

- 3 phone screened, 1 did not meet qualifications and two declined to move forward due to pay.

**FSS Coordinator-**

- One FSS Coordinator will be starting March 14<sup>th</sup>.
- Another FSS Coordinator was offered the FSS Coordinator/Envision Center manager and will be starting March 20<sup>th</sup>.

**Construction Specialist I-**

- Two phone screened.

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2023**

**TRAINING REPORT**

**RRHA UNIVERSITY**

# of employees completing a course	6
# of unique courses	14
# of courses completed	16
# of hours learning*	8
# of average minutes per course*	29.3

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

<b>User</b>	<b>Course</b>	<b>Completed</b>
Mack, Christa	CS 100 - Introduction to Microsoft Word	02/02/2023
Mack, Christa	CS 110 - Introduction to Microsoft Excel	02/03/2023
Mack, Christa	CS 120 - Introduction to Microsoft PowerPoint	02/16/2023
Obert, Clayton	eL 100 - Welcome to eLearning	02/22/2023
Obert, Clayton	FH 100 - Federal Fair Housing Compliance	02/22/2023
Gao, Yu	HR 010 - Preventing Harassment	02/06/2023
Ferrell, Brianna	HR 130 - Drug-Free Workplace	02/02/2023
Obert, Clayton	HR 130 - Drug-Free Workplace	02/22/2023
Pagans, Leanna	LS 180 - Difficult Conversations: Introduction	02/16/2023
Talada, Jasmine	PD 140 - Conflict Resolution: Introduction	02/06/2023
Obert, Clayton	RRHA COVID-19 Infectious Disease Prevention Policy	02/22/2023
Talada, Jasmine	RS 120 - Partnering With the Yardi Call Center	02/06/2023
Talada, Jasmine	RS 200 - Setting Up Leasing Specials in 7S	02/06/2023
Talada, Jasmine	RS 230 - Creating and Approving a Lease Proposal in 7S	02/06/2023
Talada, Jasmine	RS 240 - Lease Terms and Renewals in 7S	02/06/2023
Ferrell, Brianna	RSERV- Mandated Reporting- Child Protective Services	02/08/2023

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2023**

**WORK COMP CLAIMS FY 2022-2023**

<b><u>MONTH</u></b>	<b><u>LOST WORK TIME</u></b>	<b><u>MEDICAL CLAIM ONLY</u></b>
October 2022	1	1
November 2022	0	0
December 2022	0	0
January 2023	0	1
February 2023	0	0
March 2023	0	0
April 2023	0	0
May 2023	0	0
June 2023	0	0
July 2023	0	0
August 2023	0	0
September 2023	0	0
<b>FISCAL YEAR Total</b>	<b>1</b>	<b>2</b>

# OPERATIONS DIVISION

PROCUREMENT  
MONTHLY REPORT  
FEBRUARY 2023



# PROCUREMENT FEBRUARY 2023 MONTHLY ACTIVITY REPORT

## I. Capital Fund

### A. Contracts Awarded

**None**

### B. Solicitations Pending

#### **RED-23-01-13**

**Invitation for Bids for Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park, AMP 201, Phase 2** was issued January 22, 2023. A pre-bid meeting was held on February 1, 2023. Comments are due February 13, 2023. Two (2) responsive bids were received by February 21, 2023. Bids are under evaluation.

## II. Operating Budget

### A. Contracts Awarded

#### **RED-23-01-10**

**Invitation for Bids for Repairs Due to Fire and Smoke Damage for 1713 Dunbar St., Villages At Lincoln, AMP 202** was issued January 15, 2023. A pre-bid meeting was held on January 24, 2023. Comments were received by January 31, 2023. One (1) responsive bid was received by February 7, 2023. Russell's Remodeling, LLC submitted the only responsive bid. Commissioners approved Resolution 4148 on February 27, 2023 accepting the bid submitted by Russell's Remodeling, LLC for award of contract. A contract with a fixed amount of \$173,531.00 was executed February 28, 2023.

### B. Solicitations Pending

## III. Other Grants and Projects

### A. Contracts Awarded

**None**

# PROCUREMENT FEBRUARY 2023 MONTHLY ACTIVITY REPORT

## B. Solicitations Pending

None

## IV. Protests

None

Invitation for Bids for Replacement of Heating and Domestic Hot Water System for Lelandowne Park, APR 2023, Phase 2 was issued January 25, 2023. A pre-bid meeting was held on February 1, 2023. Comments due by February 1, 2023. Responses received by February 21, 2023. Bids are under evaluation.

REG-23-01-13

A. Contracts Awarded

None

B. Solicitations Pending

Operating Budget

A. Contracts Awarded

REG-23-01-13

Invitation for Bids for Capital Out for Fire and Smoke Damage for 1100 Quaker St, Village of Lincoln, MA, 2023 was issued January 25, 2023. A pre-bid meeting was held on January 24, 2023. Comments were received by January 31, 2023. One (1) response was received by February 7, 2023. Lincoln's Renovation, LLC submitted the only response bid. Comments received and resolved \$145 on February 22, 2023 according to bid submitted by Lincoln's Renovation, LLC. Awarded on contract. A contract with a fixed amount of \$171,507.00 was awarded February 22, 2023.

B. Solicitations Pending

Other Grants and Projects

A. Contracts Awarded

None

REDEVELOPMENT AND REVITALIZATION  
MONTHLY ACTIVITY REPORT  
FEBRUARY 2023

# Redevelopment and Revitalization Department

## February 2023 MONTHLY ACTIVITY REPORT

### **Background**

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 complete. Site work is complete including a new property sign.*

*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 was created by Local Environmental Agricultural Project (LEAP) in partnership with RRHA. The garden has been 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 are 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. After an initial planting, the garden was harvested in autumn and there are plans to plant crops in the spring.*

### **Bluestone Avenue Development**

RRHA acquired this property from Habitat for Humanity for \$10,000 in 2020 after RRHA's site acquisition proposal was approved by the HUD field office months prior. The property is adjoined along 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 2021, 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. Late last year, HUD approved the development proposal and a new declaration of trust has been recorded.

RRHA recently was notified that it will receive grant funds from Virginia Housing for public housing Capital Fund projects funded through the American Rescue Plan Act. The development of these units was included in that grant application. Design work that was previously done for the project in 2021 was updated to prepare for a bid process and two (2) responsive bids were received November 8, 2022. The Board approved an award of the contract to G & H Contracting, Inc. and a contract with a fixed amount of \$1,071,535.00 was executed January 3, 2023. Construction is tentatively scheduled to start mid to late March.

### **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 21<sup>st</sup> St., NW in May, 2021. For both loans, 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 buyers benefitted from a forgivable down payment assistance loan from the Federal Home Loan Bank of Atlanta.

RRHA closed on the sale of 1720 Dupree Street, NW in August, which is the first sale in the Lease-Purchase program since 2016. There are two (2) qualified applicants for the lease-purchase program that are currently leasing units. Another is slated to move into a unit and sign an option as early as October. RRHA has received appraisals for the three (3) units.

Tenants must lease the property for at least six (6) months prior to signing a contract to purchase. There are seven (7) single-family homes left in the program, four of which are available to new applicants.

RRHA is also working with two (2) first-time homebuyers per Board Resolution 4064. The properties are 938 Peck Street, NW and 1606 Grayson Avenue, NW. Renovation work is currently underway at both locations. 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. The Board of Commissioners passed a resolution in October to approve the sale of 938 Peck Street, however due to delays experienced in completion of renovations it will not likely be sold until early in the spring of 2023 at the earliest. The other property should be completed and sold shortly thereafter.

RRHA was notified in 2022 that it will be awarded \$111,629 from the Roanoke Valley Alleghany Regional Commission. The funds were made available by Virginia Housing and will be used to build two (2) new homeownership units for first-time buyers of low-to-moderate income. One (1) of the units will be of universal design. Hughes Associates Architects & Engineers is progressing with design work for a house to be constructed at 1805 Rorer Avenue.

### **Loan Consolidation Program & Surplus Real Estate**

The loans serviced by Truist (formerly Sun Trust) have been paid in full and certificates of satisfaction recorded. Thus, the service arrangement with Truist has ended.

Last month, a certificate was recorded on another outstanding loan of City HUD funds. This leaves only one (1) second mortgage loan in the program that RRHA has a lien on. The second mortgages in this program were with City HUD funds and were typically forgiven once the first loans were paid and all grant obligations were met.

RRHA currently owns 84 vacant parcels in the City. Of these, 77 are part of the Cherry Hill property between Gainsboro Road, 5<sup>th</sup> 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 5<sup>th</sup> 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 advertised that the Cherry Hill lots are available for proposals.

### **Repositioning and Faircloth to RAD**

*Repositioning public housing* is the conversion and transfer of ownership of public housing properties to housing that is subsidized with a long-term contract under the Section 8 Program. The properties go through a HUD authorized process and in the end are owned or controlled by a PHA or a PHA's non-profit affiliate after HUD releases the declaration of trust. The most common conversion method is the Rental Assistance Demonstration (RAD) Program, though there are several other methods of conversion, such as Section 18 demolition/disposition or RAD/section 18 blends.

In late 2021, RRHA procured Dominion Due Diligence Group (D3G) to conduct a repositioning study of RRHA's public housing portfolio. The study was finished in June 2022 and presented to the Board of Commissioners in July. It provides RRHA with an evaluation of each property and a repositioning plan with a potential order and repositioning method for each property.

One action included in the study is using the *Faircloth to RAD* process as a means to create new affordable housing units in Roanoke. This method entails building new public housing units and converting them to the Section 8 Program with a long-term contract before occupancy through the RAD process. RRHA has decided to pursue a Faircloth to RAD project to build 85-90 new units.

RRHA has been in discussions with Virginia Housing about acquiring the former Spanish Trace/Ashton Hill Apartments property located at 4301 Old Spanish Trail, NW, as a site to develop new Faircloth to RAD units. Recently, Virginia Housing advised that they intend to issue a request for proposals (RFP) for the site. Virginia Housing issued the RFP on January 27, 2023.

On February 27 the Board of Commissioners approved a resolution to allow the Executive Director to submit a proposal for the property at 4301 Old Spanish Trail, NW, and set a price cap in executive session. RRHA intends to submit the proposal by the March 17 deadline and also apply to HUD for a Notice of Anticipated RAD Rents as the first step of the Faircloth to RAD process.

RRHA has also been in discussions with the City of Roanoke about another potential site for a Faircloth to RAD development.



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

Fund #	Total		Balance		Total Expended	Balance Available	Obligation		Expenditure End Date
	Budgeted	Obligated	Unobligated				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		\$3,163,969.92	\$280,084.08	15-Apr-2022		15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,695,500.71	\$33,893.29		\$3,146,122.87	\$583,271.13	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	\$3,816,496.00	\$20,000.00		\$3,708,206.72	\$128,289.28	22-Feb-2023		22-Feb-2025
VA36P01150122	\$4,741,515.00	\$3,898,036.71	\$843,478.29		\$821,024.32	\$3,920,490.68	11-May-2024		11-May-2026
<b>Totals</b>	<b>\$31,844,225.00</b>	<b>\$31,790,331.71</b>	<b>\$53,893.29</b>		<b>\$30,828,420.51</b>	<b>\$1,015,804.49</b>			
		<b>99.8%</b>			<b>96.8%</b>				

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



# City of Roanoke Redevelopment and Housing Authority

## Contracts Administered by the Operations Division

### Status Report as of 2/28/23

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 569-2201-1-7 (project 220701)	Bathroom Renovations, Phase 2 Hunt Manor Original Contract Amount \$565,430.00	Russell's Remodeling, LLC	N/A	9/1/22		\$565,430.00	20%	52%	Work is complete in two (2) units. Work has been delayed due to contractor working on other projects for RRHA.
contract 576-2201-1-7 (project 220104)	HVAC Improvements for Morningstar 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	6/13/22	#1 (\$5,300.00)	\$181,800.00	100%	100%	Project close out is complete.
contract 572-2201-1-7 (project 210402)	Security Measures for RRHA Central Administration Building Original Contract Amount \$227,380.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	1/12/22	#1 (\$9760.00) + time #2 time #3 time	\$536,790.00	86%	99%	Delays continue to be experienced in delivery of materials and subcontracted work.
contract 576-2201-1-5 (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	72%	60%	Design work continuing for natural gas system improvements for Jamestown Place.
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	1/17/22	#1 (\$1,792.00) + time	\$1,202,217.00	75%	71%	Work started November 14, 2022.
contract 573-2301-1-7 (project 220601)	Porch Repairs for Single-Story Apartment Units for Villages at Lincoln, Phase 2 Original Contract Amount \$464,010.50	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$464,010.50	0%	0%	Contract executed October 7, 2022.
contract 573-2302-1-7 (project 220602)	Pessive Radon Vent System for Hunt Manor Original Contract Amount \$273,000.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$273,000.00	0%	0%	Materials submittals have been approved. Application for building permit has been submitted and approved for 6 of 20 units. Work is scheduled to start in March.
contract 573-2303-1-7 (project 220901)	Replacement of Heating Systems for Hunt Manor Original Contract Amount \$656,000.00	Control Maintenance, Inc.	Hughes Associates Architects & Engineers	TBD		\$656,000.00	0%	0%	Contract executed November 29, 2022. Work scheduled to start in Spring after heating season has ended.
contract 573-2304-1-7 (project 221002)	Security Improvements for Melrose Towers Original Contract Amount \$116,100.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	TBD		\$116,100.00	0%	0%	Materials submittals have been approved. Materials are on order.
contract 573-2305-1-5 (project 221001)	Furnish and Delivery of New Gas Ranges for Lansdowne Park Original Contract Amount \$122,720.33	Ferguson Enterprises	N/A	TBD		\$122,720.33	0%	0%	Contract executed January 3, 2023. New ranges are on order.
contract 573-2305-1-7 (project 220701)	Natural Gas Utility Infrastructure Improvements for Bluestone Park Original Contract Amount \$354,422.00	Classic City Mechanical, Inc.	Hughes Associates Architects & Engineers	TBD		\$354,422.00	0%	0%	Contract executed December 8, 2022. Work tentatively scheduled to start mid March.
contract 573-2306-1-7 (project 221002)	Replacement of Apartment Entrance Doors and Painting of Common Areas for Morningstar Manor Original Contract Amount \$352,500.00	Building Specialists, Inc.	Hughes Associates Architects & Engineers	TBD	#1 (\$42,920.42)	\$395,420.42	0%	0%	Contract executed January 3, 2023. Materials are on order.
contract 573-2307-1-7 (project 220602)	New Construction of Two Public Housing Units at Bluestone Park Original Contract Amount \$1,071,535.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	TBD		\$1,071,535.00	0%	0%	Contract executed January 3, 2023. Work is tentatively scheduled to start mid March.
contract 573-2308-1-7 (project 221101)	Window Replacement for Melrose Towers, Phase 2 Original Contract Amount \$1,226,900.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	TBD		\$1,226,900.00	0%	0%	Contract executed January 27, 2023. Materials submittals review is progressing. Windows are on order.
contract 569-2301-1-7 (project 220101)	Repairs due to Fire and Smoke Damage at 1715 Duane St. Original Contract Amount \$173,531.00	Russell's Remodeling, LLC	N/A	TBD		\$173,531.00	0%	0%	Contract executed February 28, 2023.

**City of Roanoke Redevelopment and Housing Authority**  
**Derelict Structures**  
**Status Report as of 2/28/23**

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  
FEBRUARY 2023

**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
<i>Public Housing</i>									
Lansdowne Park	201	300	2	298	8400	0	8400	100.00%	0.00%
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	2	163	4620	62	4558	98.66%	1.34%
Hunt Manor/Bluestone Park	259	172	11	161	4816	27	4789	99.44%	0.56%
Melrose Towers	206	212	3	209	5936	51	5885	99.14%	0.86%
Jamestown Place	207	150	4	146	4200	78	4122	98.14%	1.86%
Morningside	208	105	5	100	2940	20	2920	99.32%	0.68%
Indian Rock Village/53 Scattered The Villages at Lincoln-	210	156	5	151	4368	16	4352	99.63%	0.37%
24 Transitional/Homeownership	215	21	0	21	588	0	588	100.00%	0.00%
Portfolio Total:		1281	32	1249	35868	254	35614	99.29%	0.71%

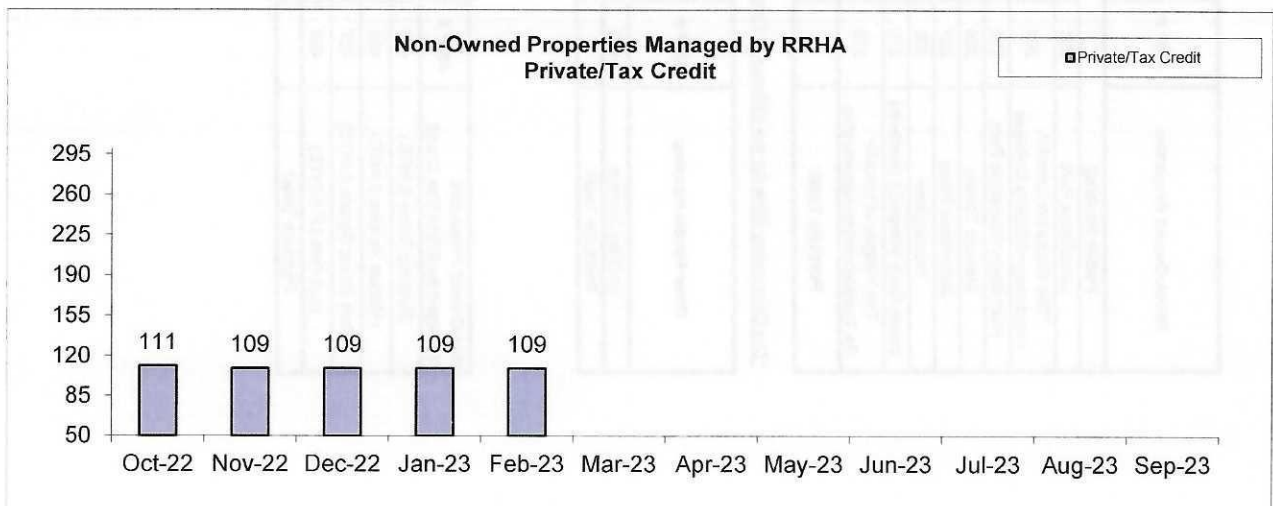
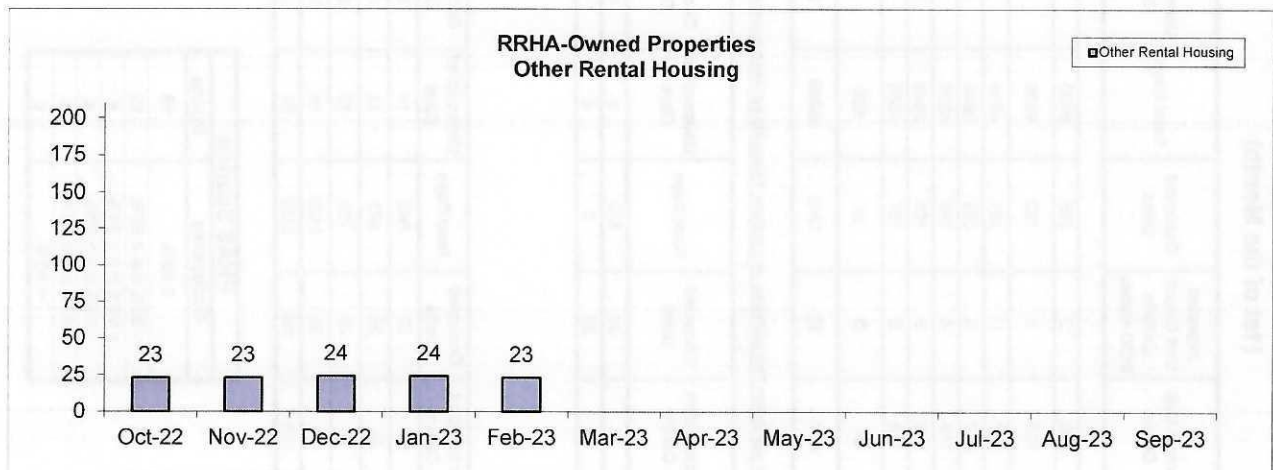
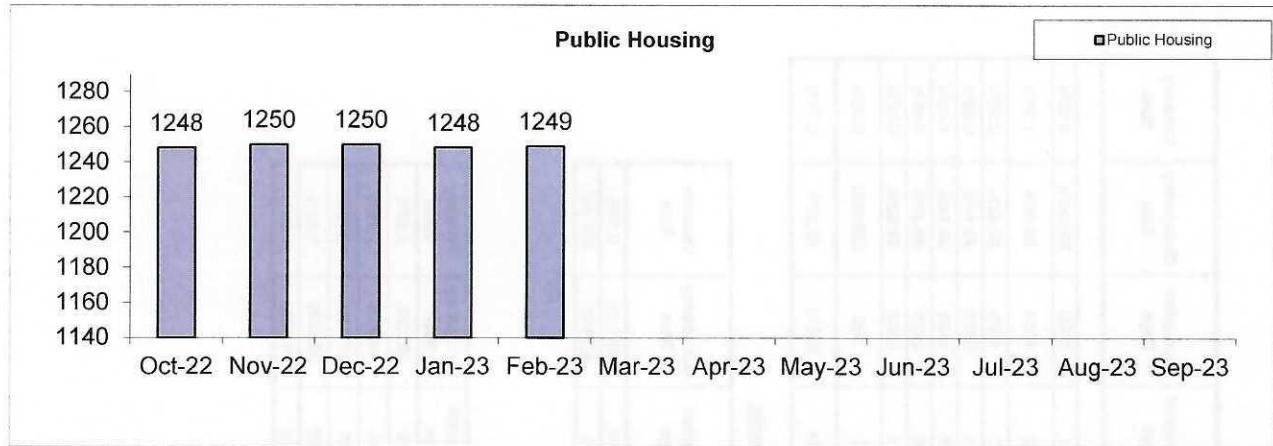
\*The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.

Other Rental Housing	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	23	672	6	666	99.11%	0.89%
Portfolio Total:		24	23	0	6	-6	#DIV/0!	#DIV/0!

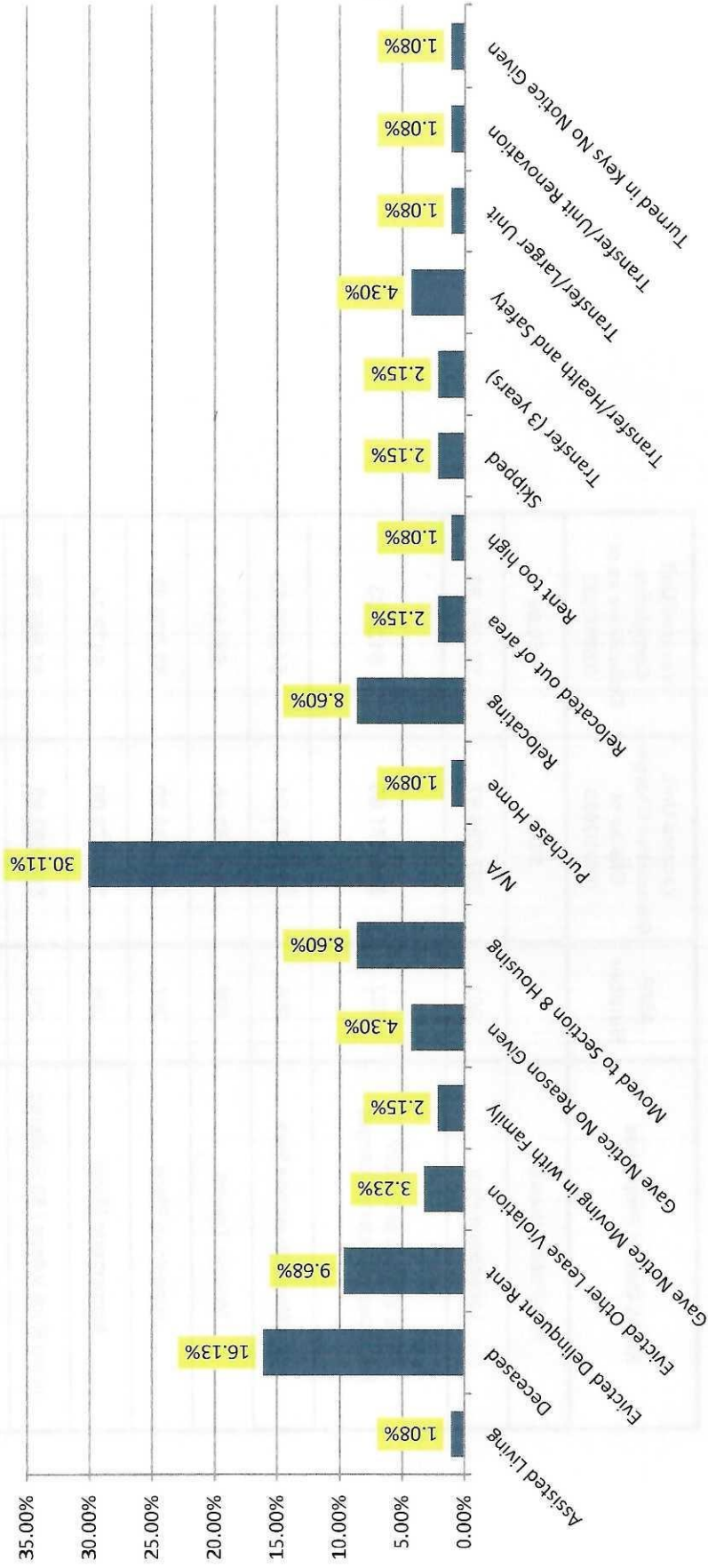
Non-Owned Properties Managed by RRHA/Tax Credit	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	27	840	14	826	98.33%	1.67%
Hillcrest Heights (LIHTC)	456	24	23	672	12	660	98.21%	1.79%
Park Street Square (LIHTC)	457	25	20	700	20	680	97.14%	2.86%
Hurt Park LP (LIHTC)	459	40	39	1120	18	1102	98.39%	1.61%
Portfolio Total:		119	109	3332	64	3268	98.08%	1.92%

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 10/1/2022-9/30/2023



**Monthly  
Management Report  
Charges vs. Receipts  
February 2023**

RRHA-Owned Properties	AMP Number	Vacated Unit Cumulative Charge-Offs as of 02/01/2023	Vacated Unit Cumulative Collections as of 02/01/2023
<b>Non-Public Housing</b>		\$0.00	\$0.00
Lansdowne Park	201	\$87,295.87	\$3,287.53
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$40,171.60	\$123.03
Hunt Manor/Bluestone Park	259	\$19,523.21	\$1,979.62
Melrose Towers	206	\$45,493.56	\$264.00
Jamestown Place	207	\$19,289.20	\$2,379.29
Morningside Manor	208	\$15,875.00	\$179.74
Indian Rock Village / 53 Scattered	210	\$65,692.83	\$1,946.29
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$9,180.00	\$141.47
<b>Public Housing</b>	<b>TOTAL</b>	<b>\$302,521.27</b>	<b>\$10,300.97</b>



**Fiscal Year to Date**  
**Public Housing Inspections**  
**10/01/22 - 9/30/2023**

<b>AMP #</b>	<b>Location</b>	<b># Units</b>	<b>Inspected</b>	<b>Uninspected</b>	<b>% Inspected</b>
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	156	156	0	100%
215	Villages at Lincoln - Scattered	21	21	0	100%
	Total	1281	1281	0	100%
<b>A Property is identified as a Performing Property if an annual inspection has occurred on 100% of units and systems.</b>					

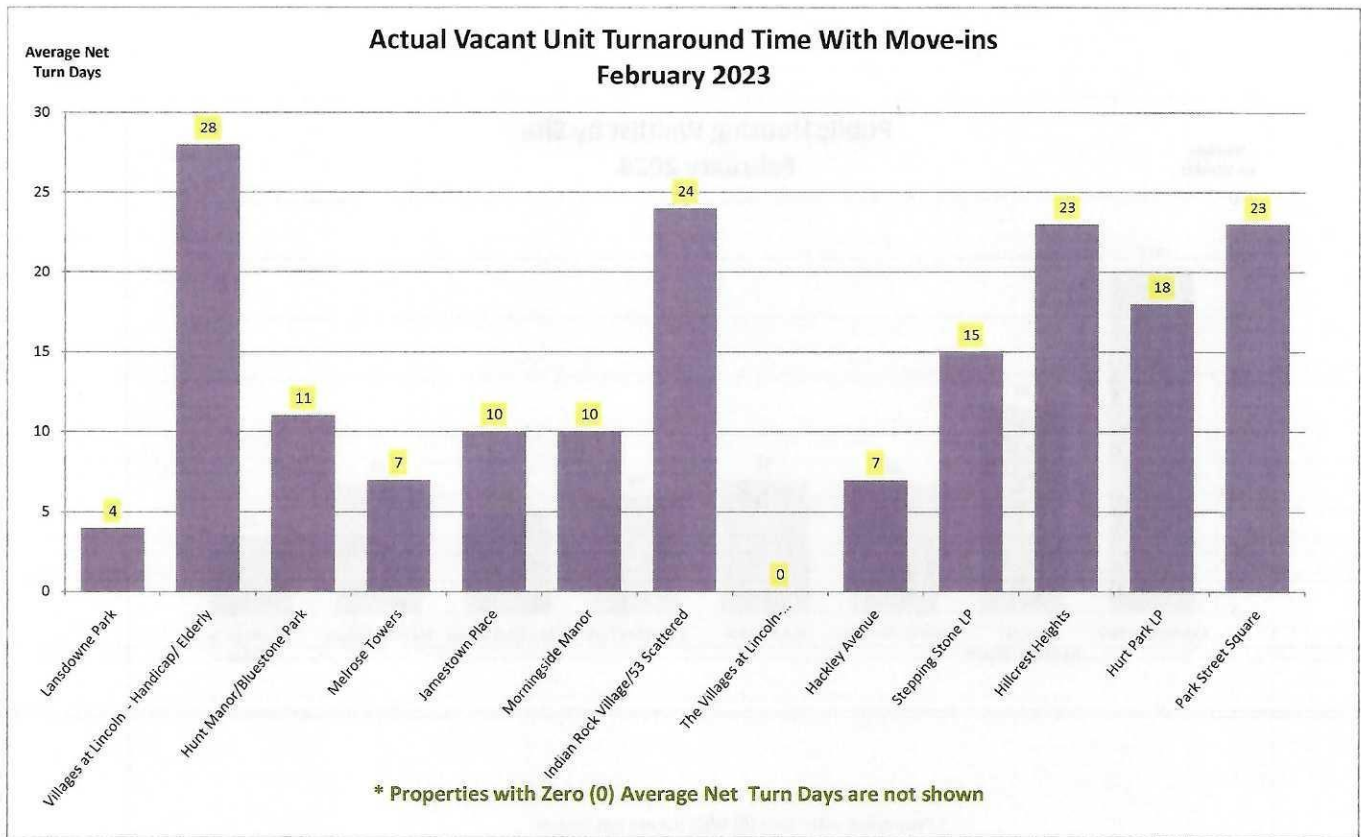
# Utility Consumption Report

## October 2022 - September 2023

### Consumption and Costs as of January 31, 2023

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	53.12	107.29	60.94	221.35	213.73
202	165	121.80	3.41	69.06	194.27	213.73
259	172	45.95	96.06	99.01	241.02	213.73
206	212	55.67	55.68	45.42	156.77	213.73
207	150	56.24	64.72	52.63	173.59	213.73
208	105	65.35	66.30	32.36	164.01	213.73
210	156	51.06	90.44	61.29	202.79	213.73
215	21	N/A	N/A	N/A	N/A	213.73
Total Units:	1281					
Average Cost PUM:		63.03	87.41	63.29		213.73

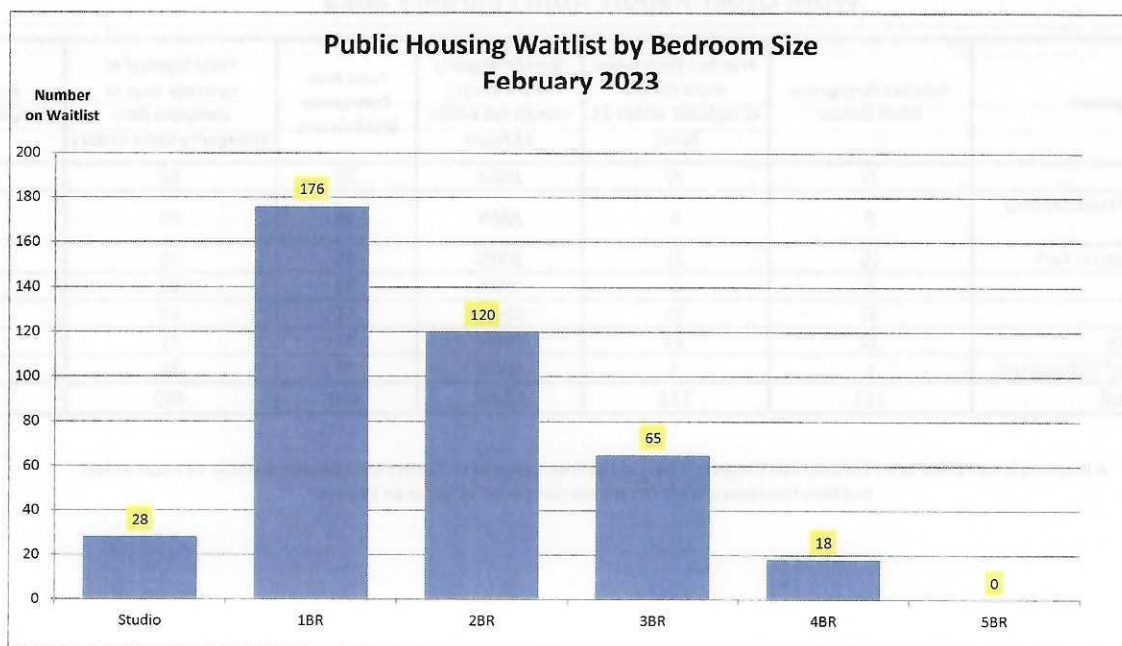
Consumption										
AMP	Number of Units	Gas			Electric			Water		
		THERMS PUM	RRHA PUM Average	Percent Difference	KWH PUM	RRHA PUM Average	Percent Difference	Usage PUM	RRHA PUM Average	Percent Difference
201	300	88.51	70.04	126.37%	561	600	93.50%	5.76	5.89	97.79%
202	165	N/A	70.04	N/A	1,008	600	168.00%	5.74	5.89	97.45%
259	172	74.77	70.04	106.75%	463	600	77.17%	8.75	5.89	148.56%
206	212	45.34	70.04	64.73%	579	600	96.50%	4.62	5.89	78.44%
207	150	52.92	70.04	75.56%	507	600	84.50%	5.71	5.89	96.94%
208	105	53.87	70.04	76.91%	601	600	100.17%	3.24	5.89	55.01%
210	148	65.03	70.04	92.85%	438	600	73.00%	5.52	5.89	93.72%
215	23	N/A	70.04	N/A	N/A	600	N/A	N/A	5.89	N/A
Total Units:		1275								
Average THERM PUM:		70.04								
Average KWH PUM:		600								
Average water usage PUM:		5.89								
<b>Note: AMP 202 - Residential units do not use gas utility - HVAC is total electric (heat pumps).</b>										
<b>Note: AMP 202 - Administration building and maintenance shop use gas utility.</b>										
<b>Note: AMP 208 - Residential units have central air conditioning.</b>										
<b>Note: AMP 210 - Includes 21 scattered sites - residents pay utilities - no utility data available.</b>										
<b>Note: AMP 215 - Transitional/Homeownership - residents pay utilities - no utility data available.</b>										
<b>Note: Stormwater Utility Fee for RRHA public housing properties for FY 2023 = TBD 27,616.80</b>										



### Work Order Report from February 2023

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	27	27	100%	80	80	1
Village at Lincoln/Handicapped/ Elderly Cottages	9	9	100%	56	56	1
Hunt Manor/Bluestone Park	25	25	100%	95	95	1
Melrose Towers	6	6	100%	52	52	1
Jamestown Place	31	31	100%	61	61	1
Morningside Manor	12	12	100%	41	41	1
Indian Rock Village/53 Scattered	1	1	100%	75	75	1
<b>Total</b>	<b>111</b>	<b>111</b>	<b>100%</b>	<b>460</b>	<b>460</b>	<b>1</b>

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  
FEBRUARY 2023

Public Housing Criminal Activity for the Month of February 2023 and the Fiscal Year 10/01/22 - 09/30/23

	Jamestown Place		Morningside Manor		Indian Rock Village		Bluestone Park		Lansdowne Park		Villages at Lincoln		Hunt Manor		Melrose 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	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Asson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	0	1	0	0	0	0	0	0	0	2	0	1	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Homicide/Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	1	0	0	1	3	1	1	1	5	1	2	0	2	2	4
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Part I Crime Total	0	2	0	0	1	3	1	1	3	10	1	4	0	2	2	5
Destruction of Property	0	3	0	1	0	1	0	0	0	3	2	4	0	2	0	0
Disorderly Persons	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1
Domestic Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Disorder	0	1	0	0	1	1	0	0	0	2	1	2	0	2	0	0
Domestic Simple Assault	0	0	0	0	0	1	0	0	0	3	1	2	0	1	0	0
Drug Offense	1	3	0	0	0	0	0	1	1	0	0	1	0	1	0	0
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	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	1	1	0	0	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	1	3	0	0	0	0
Simple Assault	0	0	0	0	0	0	1	1	1	8	1	3	1	2	0	1
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	1	1	0	1	0	0
Towed Vehicle	0	1	0	0	0	1	0	0	1	3	0	0	0	0	0	0
Trespassing	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	1	0	1	0	3	0	0
Part II Crime Total	2	9	0	1	1	5	3	4	2	23	8	18	3	12	0	3
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	2	11	0	1	2	8	4	5	5	33	9	22	3	14	2	8

0



# Public Housing Community vs. Site - Part 1 and Part II Crimes Percentage - February 2023

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	0.0080	0.0000	0.00%	0.0546	0.0133	24.44%	0.0867	84.62%	0.0522	4.51%	↓
Morningside Manor	0.0080	0.0000	0.00%	0.0546	0.0000	0.00%	0.0095	100.00%	0.0772	29.33%	↓
Indian Rock Village	0.0080	0.0125	155.94%	0.0546	0.0375	68.74%	0.0625	40.00%	0.0772	29.33%	↓
Bluestone	0.0088	0.0132	150.20%	0.0430	0.0132	30.57%	0.0395	66.69%	0.0776	44.53%	↓
Lansdowne Park	0.0046	0.0100	216.16%	0.0271	0.0333	123.02%	0.1433	76.74%	0.0576	52.96%	↓
Villages at Lincoln	0.0046	0.0061	131.00%	0.0271	0.0242	89.47%	0.0909	73.33%	0.0576	52.96%	↓
Hunt Manor	0.0046	0.0000	0.00%	0.0271	0.0208	76.89%	0.0729	71.42%	0.0576	52.96%	↓
Melrose Towers	0.0046	0.0094	203.92%	0.0271	0.0236	87.04%	0.0236	0.06%	0.0576	52.96%	↓

	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							
Part II Crime												
Jamestown Place	0.0169	0.0133	78.79%	0.0933	0.0600	64.31%	0.5067	88.16%	↑	0.2103	55.64%	↑
Morningside Manor	0.0169	0.0000	0.00%	0.0933	0.0095	10.21%	0.0762	87.50%	↑	0.2103	55.64%	↑
Indian Rock Village	0.0169	0.0125	73.87%	0.0933	0.0625	66.99%	0.3625	82.76%	↑	0.2103	55.64%	↑
Bluestone	0.0099	0.0395	399.02%	0.0501	0.0526	105.12%	0.3421	84.62%	↑	0.1411	64.52%	↓
Lansdowne Park	0.0123	0.0067	54.23%	0.0759	0.0767	101.05%	0.5467	85.98%	↑	0.1870	59.43%	↓
Villages at Lincoln	0.0123	0.0485	394.42%	0.0759	0.1091	143.79%	0.4000	72.73%	↓	0.1870	59.43%	↓
Hunt Manor	0.0123	0.0313	254.22%	0.0759	0.1250	164.75%	0.3021	58.62%	↑	0.1870	59.43%	↓
Melrose Towers	0.0123	0.0000	0.00%	0.0759	0.0142	18.65%	0.0425	66.70%	↑	0.1870	59.43%	↓

SECTION 8 PROGRAMS  
MONTHLY OPERATIONS REPORT  
FEBRUARY 2023



**Housing Choice Voucher Department  
Summary of Operations, Accomplishments and Challenges  
February 2023**

**Program Utilization**

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of February 2023, reported at 87.5%. Currently, there are seventy eight (78) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2023, is 96.6%.

**Inspections**

During the month of February 2023 the HCV Housing Quality Standards (HQS) Inspector(s) conducted a total of eighty one (81) inspections. This includes a total of twenty eight (28) biennials and fifty one (51) initial inspections processed for moving families, in the HCV Program. One (1) special inspection and one (1) re-inspection were also conducted. In addition, there were also eighteen (18) HQS Quality Control Inspections that were conducted during the month of February 2023.

**Housing Choice Voucher Waiting List**

For the month of February 2023 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers, including seventeen (17) applicants. There were three (3) port ins and zero (0) port outs recorded for the month of February 2023.

**Tenant Briefings**

The HCV Clerical Assistant and Client Specialists provided customer service to a total of nine hundred and sixty eight (968) clients; including eight hundred and ninety six (896) tenants/applicants and seventy two (72) landlords during the month of February 2023. 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.

**Homeownership**

The program currently has eleven (11) HCV participants in the Homeownership Program. 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 thirty (130) vouchers. For the month of February 2023, this program has one hundred and ten (110) leased vouchers. There are six (6) searching for housing. Referrals are steadily being received from the Department of Veterans Affairs-SalemVA Medical Center.

### **Mainstream Vouchers**

The Mainstream Voucher program was awarded an additional thirty (30) Vouchers for the FY 2023, increasing the total allocation of vouchers for this program, to two hundred and seventeen (217) vouchers. For the month of February 2023, this program has one hundred and ninety one (191) leased participants. There are currently no Mainstream families searching for housing at this time although referrals are steadily being received from the Homeless Assistance Team 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 February 2023, this program has seventy four (74) leased participants. Only seven (7) referrals may be accepted from the Roanoke City and Roanoke County Departments of Social Services (DSS) at this time.

### **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 February 2023, this program has twenty two (22) leased participants. There are currently three (3) families searching for immediate housing.

# HCV HQS Inspection Department Monthly Activity Report February 2023

INSPECTION TYPE	# COMPLETE	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	28	25	89.29%	3	10.71%
INITIALS	51	32	62.75%	19	37.25%
COMPLAINT	1	0	0.00%	1	100.00%
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	1	1	100.00%	0	0.00%
HQS QUALITY CONTROL	17	6	35.29%	11	64.71%

TOTAL INSPECTIONS SCHEDULED	98
AVERAGE INSPECTIONS PER INSPECTOR PER DAY	5.16
AVERAGE INSPECTIONS PER FIELD DAY	5.16
NUMBER OF INSPECTORS	1
TOTAL WORKING DAYS	19

Program Voucher Issuance By Month/Bedroom Size  
February 2023

Month of Issue	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5 Bdr	6 Bdr	Total Issued
October-22	14	5	8	3	0	0	30
November-22	14	6	4	1	0	0	25
December-22	18	5	7	0	0	0	30
January-23	16	6	8	3	0	0	33
February-23	11	2	4	0	0	0	17
March-23							
April-23							
May-23							
June-23							
July-23							
August-23							
September-23							
TOTALS							

ADULT MOBILE HOME	14	5	8	3	0	0	30
ADULT ON INSULATION	1						
ADULT MOBILE HOME WITH DVA	18	5	7	0	0	0	30
ADULT MOBILE HOME WITH DVA	16	6	8	3	0	0	33
ADULT MOBILE HOME WITH DVA	11	2	4	0	0	0	17

ADULT MOBILE HOME	14	5	8	3	0	0	30
ADULT ON INSULATION	1						
ADULT MOBILE HOME WITH DVA	18	5	7	0	0	0	30
ADULT MOBILE HOME WITH DVA	16	6	8	3	0	0	33
ADULT MOBILE HOME WITH DVA	11	2	4	0	0	0	17

February 2023  
MOBILE HOME INSULATION  
HCA H02 Inspection Department

# Waitlist Applicant February 2023

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-22	59	0	0	0	0	30	29	
November-22	24	0	0	0	0	25	4	
December-22	30	0	0	0	0	30	0	
January-23	33	0	0	0	0	33	0	
February-23	70	0	0	0	11	0	59	
March-23								
April-23								
May-23								
June-23								
July-23								
August-23								
September-23								
<b>TOTALS</b>	216	0	0	0	11	118	92	
<b>Meanings</b>								
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.								

# SECTION 8 MONTHLY STATISTIC REPORT (CY)

PROGRAM NAME	UNIT MONTHS	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
HOUSING CHOICE VOUCHERS	ALLOCATED LEASED	1,903 1,660	1,903 1,665	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903
MAINSTREAM Fund 310, 321, 322, 324, 327	ALLOCATED LEASED	217 184	217 191	217	217	217	217	217	217	217	217	217	217
VASH (35) Fund 308	ALLOCATED LEASED	35 35	35 34	35	35	35	35	35	35	35	35	35	35
VASH (25) Fund 309	ALLOCATED LEASED	25 22	25 23	25	25	25	25	25	25	25	25	25	25
FUP (31) Fund 311	ALLOCATED LEASED	31 29	31 29	31	31	31	31	31	31	31	31	31	31
FUP (50) Fund 312	ALLOCATED LEASED	50 46	50 45	50	50	50	50	50	50	50	50	50	50
VASH (17) Fund 315	ALLOCATED LEASED	10 10	17 15	17	17	17	17	17	17	17	17	17	17
VASH (10) B Fund 316	ALLOCATED LEASED	10 7	10 9	10	10	10	10	10	10	10	10	10	10
VASH (10) C Fund 317	ALLOCATED LEASED	10 8	10 10	10	10	10	10	10	10	10	10	10	10
VASH (8) Fund 318	ALLOCATED LEASED	8 8	8 8	8	8	8	8	8	8	8	8	8	8
VASH (5) Fund 319	ALLOCATED LEASED	5 5	5 5	5	5	5	5	5	5	5	5	5	5
VASH (5) B Fund 320	ALLOCATED LEASED	5 4	5 4	5	5	5	5	5	5	5	5	5	5
VASH (5) C Fund 323	ALLOCATED LEASED	5 2	5 2	5	5	5	5	5	5	5	5	5	5
VASH (5) D Fund 326	ALLOCATED LEASED	5 -	5 -	5	5	5	5	5	5	5	5	5	5
VASH (5) E Fund 328	ALLOCATED LEASED	5 -	5 -	5	5	5	5	5	5	5	5	5	5
EMERGENCY HOUSING VOUCHER Fund 360	ALLOCATED LEASED	26 22	26 22	26	26	26	26	26	26	26	26	26	26



# VOUCHER UNITS LEASED

CY 2023

MONTH	TOTAL HUD AWARDED UNITS	TOTAL LEASED UNITS	DIFFERENCE AWARDED V/S LEASED	VOUCHERS ON STREET	MONTHLY ATTRITION MOVE - IN MOVE - OUT
JANUARY	2,107	1,836	271	171	23 2
FEBRUARY	2,114	1,849	265	78	20 2
MARCH			-		
APRIL			-		
MAY			-		
JUNE			-		
JULY			-		
AUGUST			-		
SEPTEMBER			-		
OCTOBER			-		
NOVEMBER			-		
DECEMBER			-		

# SECTION 8 FY MONTHLY HAP EXPENDITURE ANALYSIS

HAP	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD
FUNDING RECEIVED	\$ 1,096,319	\$ 852,803	\$ 1,129,601	\$ 1,119,445	\$ 1,122,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,320,665
ACTUAL HAP EXPENSE	\$ 1,165,361	\$ 1,182,011	\$ 1,187,452	\$ 1,168,738	\$ 1,170,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,874,057
VARIANCE	\$ (69,042)	\$ (329,208)	\$ (57,851)	\$ (49,293)	\$ (47,999)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (553,392)
PERCENT VARIANCE	-6.30%	-38.60%	-5.12%	-4.40%	-4.28%								-10.40%
YTD VARIANCE	\$ (69,042)	\$ (398,250)	\$ (456,101)	\$ (505,393)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)	\$ (553,392)
<b>PUC</b>													
HUD FUNDED PUC	\$ 520.32	\$ 404.75	\$ 536.12	\$ 531.30	\$ 530.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209.97
ACTUAL PUC	\$ 647.06	\$ 652.32	\$ 650.30	\$ 636.57	\$ 633.04	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ 643.80
VARIANCE	\$ (126.74)	\$ (247.58)	\$ (114.18)	\$ (105.27)	\$ (102.06)	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ (433.83)
PERCENT VARIANCE	-19.58%	-37.95%	-17.56%	-16.54%	-16.12%								-67.39%
<b>UNITS</b>													
HUD BASELINE UNITS	2,107	2,107	2,107	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	25,340
HUD FUNDED UNITS	2,107	2,107	2,107	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	25,340
FUNDED UNITS BASED ON ACTUAL HAP	1,694	1,307	1,737	1,759	1,773	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,801	1,812	1,826	1,836	1,849	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	9,124
VARIANCE TO BUDGET	(107)	(505)	(89)	(77)	(76)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	413	800	370	348	341	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	413	1,212	1,582	1,931	2,272	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE FUNDED	306	295	281	271	265	2,114	2,114	2,114	2,114	2,114	2,114	2,114	16,216
YTD VAR TO FUNDED	306	601	882	1,153	1,418	3,532	5,646	7,760	9,874	11,988	14,102	16,216	16,216
<b>ADMIN FEES</b>													
HUD FUNDS	\$ 111,049	\$ 106,530	\$ 134,748	\$ 106,530	\$ 126,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584,935
ACTUAL EXPENSE	\$ 79,112	\$ 76,924	\$ 126,296	\$ 83,489	\$ 79,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 445,485
VARIANCE	\$ 31,937	\$ 29,606	\$ 8,452	\$ 23,041	\$ 46,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,450
PERCENT	71.24%	72.21%	93.73%	78.37%	63.19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	76.16%
CUMULATIVE VARIANCE	\$ 31,937	\$ 61,543	\$ 69,995	\$ 93,036	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450	\$ 139,450

THIS SHEET INCLUDES HCV, VASH, & FUP



# SECTION 8 CY MONTHLY HAP EXPENDITURE ANALYSIS

BUDGET VS ACTUAL	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD
FUNDING BUDGET	\$ 1,203,976	\$ 1,207,028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,411,005
FUNDING RECEIVED	\$ 1,119,445	\$ 1,122,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,241,942
VARIANCE	\$ 84,531	\$ 84,531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169,063
PERCENT VARIANCE	7.02%	7.00%											7.01%
YTD VARIANCE	\$ 84,531	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 169,063	\$ 338,125
<b>REVENUE VS EXPENSE</b>													
FUNDING RECEIVED	\$ 1,119,445	\$ 1,122,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,241,942
ACTUAL HAP EXPENSE	\$ 1,168,738	\$ 1,170,486	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,339,233
VARIANCE	\$ (49,293)	\$ (47,989)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (97,291)
PERCENT VARIANCE	-4.40%	-4.28%											-4.34%
YTD VARIANCE	\$ (49,293)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)	\$ (97,291)
<b>PUC</b>													
HUD FUNDED PUC	\$ 531.30	\$ 530.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88.40
ACTUAL PUC	\$ 636.57	\$ 633.04	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ 634.80
VARIANCE	\$ (105.27)	\$ (102.06)	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ DIV/0!	\$ (546.40)
PERCENT VARIANCE	-16.54%	-16.12%											-86.07%
<b>UNITS</b>													
HUD BASELINE UNITS	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	25,361
HUD FUNDED UNITS	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	25,361
FUNDED UNITS BASED ON ACTUAL HAP	1,759	1,773	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,532
ACTUAL UNITS LEASED	1,836	1,849											3,685
VARIANCE TO BUDGET	(77)	(76)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	(153)
VARIANCE TO BASELINE	348	341	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21,829
YTD VAR TO BASELINE	348	689	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21,829
VARIANCE FUNDED	271	265	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	21,676
YTD VAR TO FUNDED	271	536	2,650	4,764	6,878	8,992	11,106	13,220	15,334	17,448	19,562	21,676	21,676
<b>ADMIN</b>													
HUD FUNDED FEES	106,530	126,078											232,608
ACTUAL EXPENSE	83,489	79,664											163,153
VARIANCE	\$ 23,041	\$ 46,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,455
PERCENT	78.37%	63.19%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	70.14%
CUMULATIVE VARIANCE	\$ 23,041	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455	\$ 69,455

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT  
FEBRUARY 2023

# 2023 Family Self-Sufficiency (Grant Funded)

Grant Period - 01/01/23-12/31/23

Coordinators: Raven Paige, Ashlee R

Current Number of Part 135

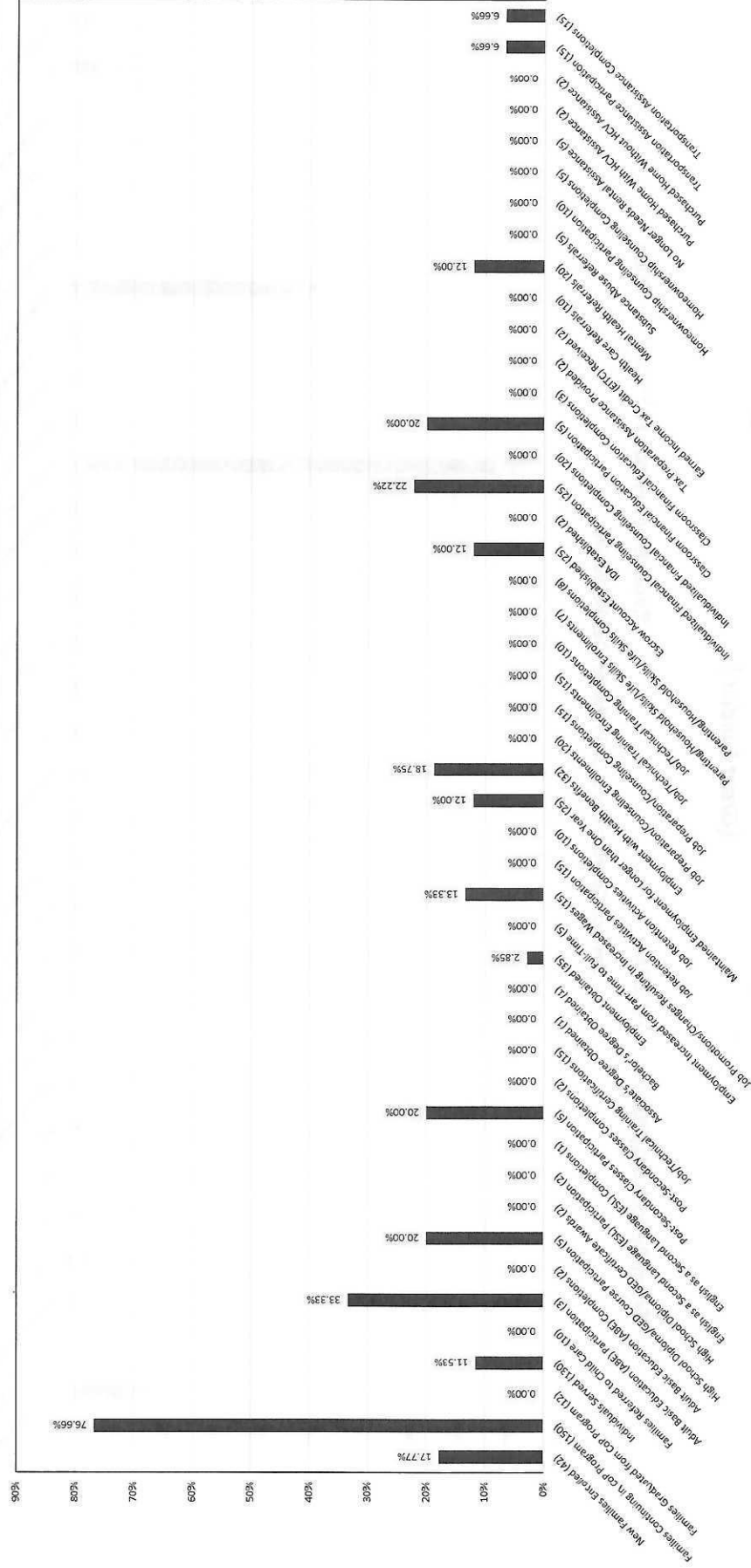
Total Amount in Escrow 150,495.10

February 2023

Total Number of Participants With Escrow Account: 51

FSS Completions: 1

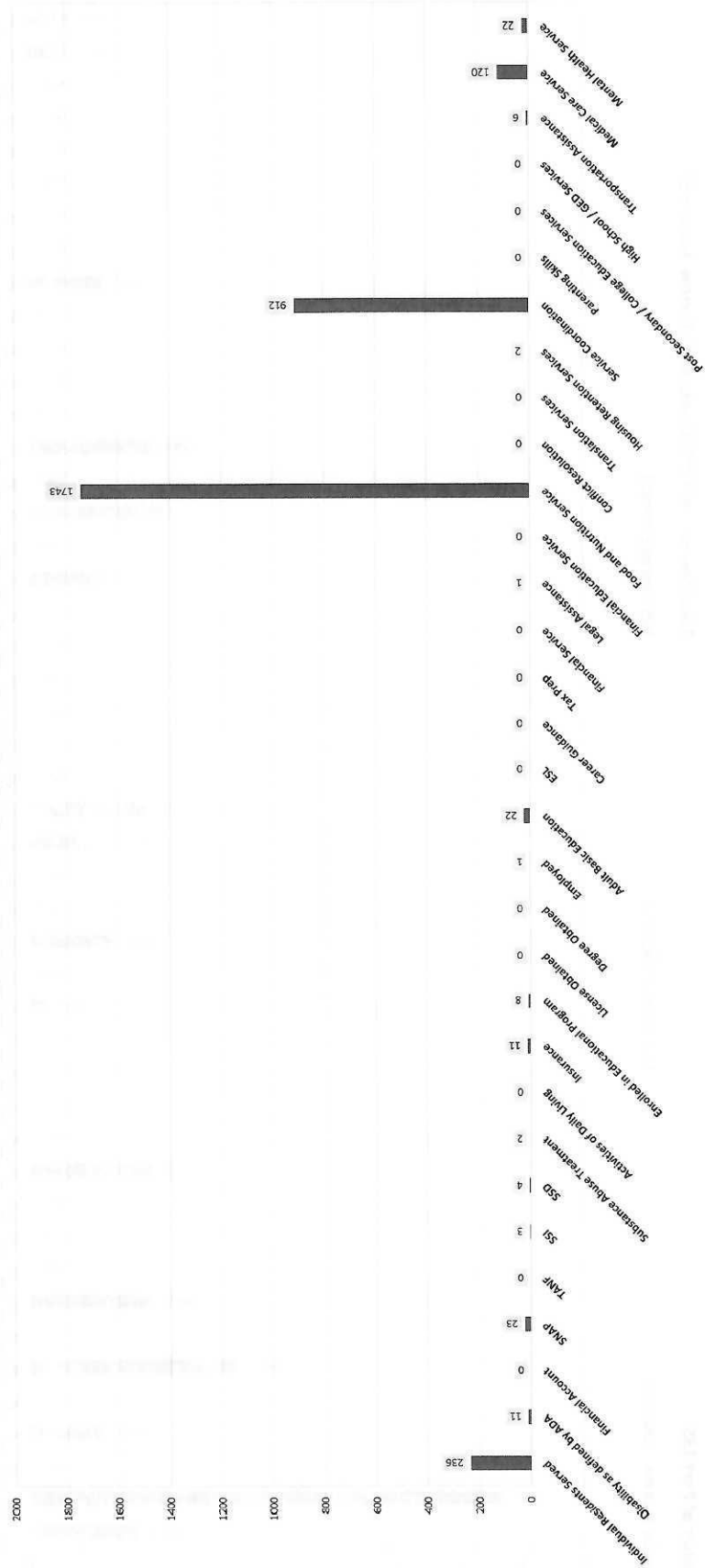
FSS Terminations: 1



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

Grant Period: 6/1/2021 - 5/30/2024      Reporting Period: February 2023

Service Coordinators: Letia Harris, Denise White



\*ITSP - Individual Training and Service Plan  
\*GED - General Education Development

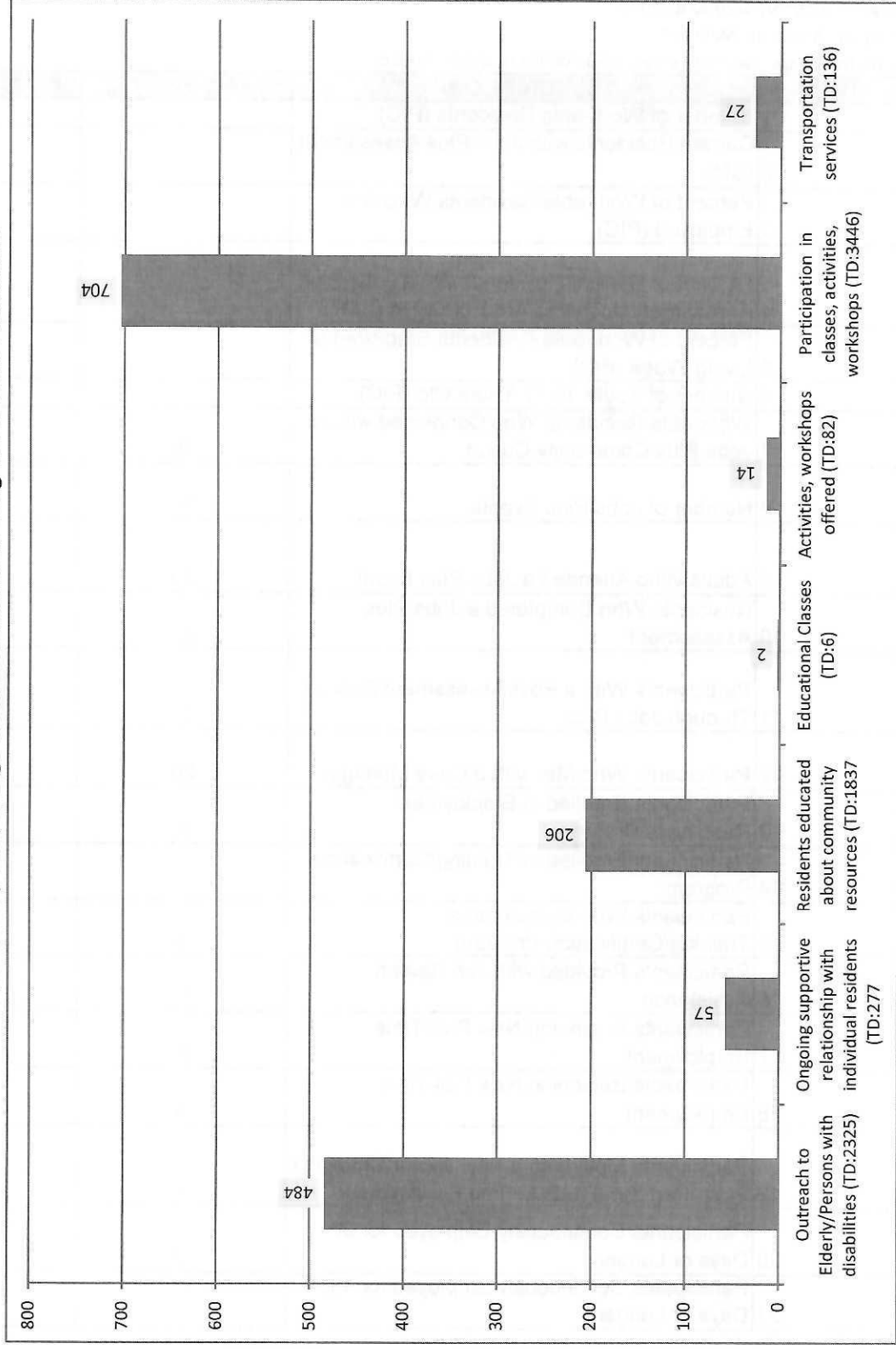
# Elderly & Disabled - Melrose Towers (Operations Funded )

Coordinator: Barbara James

February 2023

## 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

## January 2023

Jobs Plus Report

January 2023; Q1

Grant Period: 4/26/20-6/30/2025

Program Manager- Melissa Gish

Case Managers Brianna Ferrell, Sylvia Williams, Deidra Preston

ITEM	DESCRIPTION	GOAL	TOTALS
1	Number of Work-able Residents (PIC)		272
2	Current Residents with Jobs Plus Assessment (CM)		85
3	Percent of Work-able Residents Who Are Employed (PIC)		43.01% Data: 117/272
4	Percent of Current Residents with a Jobs Plus Assessment and Who Are Employed (CM)		42.35% Data: 36/85
5	Percent of Work-able Residents Employed at Living Wage (PIC)		0.00% Data: 0/272
6	Number of Youth 14-17 Years Old (PIC)		88
7	Work-able Residents Who Connected with a Jobs Plus Community Coach	15	Quarter: 6
8	Number of Jobs Plus Events	15	Quarter: 7 Total: 39
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 9
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 18 Total: 85
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 29 Total: 65
12	Participants Who Met with a Case Manager	20	Quarter: 52 Total: 79
13	Participants Enrolled in Employment Readiness Program	2	Quarter: 0 Total: 7
14	Participants Enrolled in Training/Certification Program	0	Quarter: 0 Total: 3
15	Participants Who Completed a Training/Certification Program	0	Quarter: 0 Total: 1
16	Participants Provided with Job Search Assistance	15	Quarter: 8 Total: 26
17	Participants Beginning New Part-Time Employment	5	Quarter: 0 Total: 9
18	Participants Beginning New Full-Time Employment	5	Quarter: 4 Total: 15
19	Participants Moving to a New Job or Changing From Part-Time to Full-Time Employment	1	Quarter: 0 Total: 5
20	Participants Continuously Employed for 90 Days or Longer	2	Quarter: 11
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 11



22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 27
23	Participants Enrolled in a High School Equivalency Program	2	Need: 8 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: 20 Quarter: 4 Total: 14
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 9 Quarter: 0 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: 4 Quarter: 4 Total: 14
33	Participants Receiving Child Care Assistance	2	Need: 5 Quarter: 0 Total: 1
34	Participants Receiving Transportation Assistance	4	Need: 9 Quarter: 3 Total: 8
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: 9 Total: 72
40	Households Enrolled in JPEID	20	Quarter: 19 Total: 79
41	Participants who Chose FSS Escrow Rather Than JPEID	0	Quarter: 0 Total: 0