

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



MONTHLY OPERATIONS REPORT

FOR THE MONTH OF JULY 2023

AUGUST 28, 2023

MEMORANDUM

To: Board of Commissioners

From: David Bustamante, Executive Director

Date: August 21, 2023

Subject: Monthly Operations Reports

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

Executive Office	Section 1
Executive Director's Report	
Human Resources and Administration	Section 2
Human Resources	
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Operations Division	Section 3
Procurement	
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Section 8 Operations	
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EXECUTIVE OFFICE

Executive Director's Report

Federal Budget

Members of Congress adjourned for August recess on July 27 – a day earlier than expected – after it became apparent that attempts to bring the fiscal year (FY) 2024 Agriculture, Rural Development and Food and Drug Administration spending bill to the floor of the U.S. House of Representatives for a vote would be futile. The U.S. Senate will now be in recess until September 5, while the House will be in recess until September 12.

Far-right members of the House Freedom Caucus are demanding steeper cuts to the House's already severe funding levels for FY24, a proposition that would draw ire from Democrats and some moderate Republicans in the chamber and that would fail to pass the Senate. Meanwhile, in a show of bipartisanship, the Senate Committee on Appropriations completed its review of all 12 spending bills for FY24 with bipartisan support. Senate Appropriations Chair Patty Murray (D-WA) and Vice Chair Susan Collins (R-ME) have also pledged to enact a supplemental spending measure to help offset the restrictive funding caps put in place by the debt ceiling deal.

The discrepancies between the House and Senate appropriations bills hint at what will likely be a tumultuous September on Capitol Hill. Congress has only until September 30 – the start of the new federal fiscal year – to enact all 12 appropriations bills or pass a continuing resolution (CR) in order to keep the federal government funded and avoid a shutdown. However, given the significant differences between the House and Senate FY24 spending bills, and given that far-right members of the House are indicating their unwillingness to vote for a clean CR that does not cut federal spending, members are raising alarms about a likely government shutdown on October 1.

While advocates across the country have done tremendous work to ensure that neither the House nor Senate FY24 spending bills drastically cut funding for vital HUD programs, including rental assistance and Homeless Assistance Grants, the road to enacting a final FY24 spending bill with sufficient HUD funding is steep.

FY 2023 Operating Budget

Draft operating budgets for FY 2024 are included with materials provided to Commissioners for the August 28 meeting.

A public hearing has been scheduled for August 28, 2023, to occur immediately preceding the regular meeting of the Board, for Commissioners to receive public comments on the proposed operating budgets. 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
JULY 2023

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
July 2023

HUMAN RESOURCES REPORT

EMPLOYEE CENSUS AS OF MONTH END

Regular Full-Time	64
Regular Part-Time	2
<u>TOTAL</u>	<u>66</u>
Temp Agency Employee	6
<u>TOTAL</u>	<u>72</u>

Position Title

Division

Name

NEW HIRES

Maintenance Technician I	Housing	Melissa Reynard
PR, Marketing, and Social Media Manager	Executive	Brenda Prieto

SEPARATIONS

Jobs Plus Program Manager	Community Services
EnVision Center Manager/FSS Coordinator	Community Services
Maintenance Technician I	Housing
PR, Marketing, and Social Media Manager	Executive
Accountant II	Finance

TURNOVER

		Current Month
Turnover	Voluntary	4.35%
	Involuntary	2.90%
	Total Turnover	7.25%
Turnover by Job Category	Maintenance	20%
	Other NE	20%
	Exempt	60%

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
July 2023

RECRUITING REPORT

OPEN POSITIONS

<u>Position Title</u>	<u>Division</u>	<u>Status</u>
Accountant I	Finance	Posted / Screening / Interviewing
Jobs Plus Program Manager	Community Services	Filled
Accountant II	Finance	Posted/ Screening
Maintenance Technician	Housing	Posted / Screening / Interviewing
Construction Specialist I - 5K Sign On Bonus	Operations	Posted / Screening / Interviewing
HCV Specialist	Housing	Posted / Screening/ Interviewing
FSS Coordinator	Community Services	Posted / Screening
Human Resources Coordinator	Human Resources	Temp in place
Activity Coordinator Morningside Manor	Community Services	Posted / Screening
PR, Marketing, and Social Media Manager	Executive	Posted / Screening / Interviewing / Hired
Resident Ambassador	Community Services	Posted

APPLICATIONS SCREENED

	Applications	Phone Screen	Interviewed	Offered
Accountant I	1	0	0	0
Jobs Plus Program Manager	8	3	3	1
Accountant II	0	0	0	0
Maintenance Technician	34	7	6	3
Construction Specialist I - 5K Sign On Bonus	4	1	1	1
HCV Specialist	9	4	0	0
FSS Coordinator	0	0	0	0
Human Resources Coordinator	35	0	0	0
Activity Coordinator Morningside Manor	2	1	0	0
PR, Marketing, and Social Media Manager	39	0	0	1
Resident Ambassador	0	0	0	0
Total	132	16	10	6
%		12%	62.5%	60%

Accountant I- Opened as soon as we received resignation letter, interviewing August 10th

Jobs Plus Program Manager- Offered, August 7th start date

Construction Specialist I- Offered, but applicant declined

HCV Specialist- Interviews setup for week of August 7th

Human Resources Coordinator- Temp in place

PR, Marketing, and Social Media Manager- Offered, July 31st start date

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
July 2023

TRAINING REPORT

RRHA UNIVERSITY

# of employees completing a course	4
# of unique courses	8
# of courses completed	9
# of hours learning*	7
# of average minutes per course*	48.2

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

User	Course	Completed
Reynard, Melissa	eL 100 - Welcome to eLearning	07/24/2023
Prieto-Velazquez, Brenda	eL 100 - Welcome to eLearning	07/31/2023
Reynard, Melissa	FH 100 - Federal Fair Housing Compliance	07/24/2023
Prieto-Velazquez, Brenda	FH 121 - Fair Housing: The Federally Protected Classes	07/31/2023
Williams, Sylvia	HR 120 - Violence in the Workplace	07/25/2023
Reynard, Melissa	HR 130 - Drug-Free Workplace (English/Spanish)	07/24/2023
Prieto-Velazquez, Brenda	HR 135 - Drug-Free Workplace: Supervisor	07/31/2023
Lewis, Lynelle	RSERV- Drafting a MOU	07/14/2023
Lewis, Lynelle	RSERV- Introduction to RRHA Resident Services	07/14/2023

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
July 2023

WORK COMP CLAIMS FY 2022-2023

<u>MONTH</u>	<u>LOST WORK TIME</u>	<u>MEDICAL CLAIM ONLY</u>
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	4
June 2023	0	0
July 2023	0	0
August 2023	0	0
September 2023	0	0
FISCAL YEAR Total	1	6

OPERATIONS DIVISION

**PROCUREMENT
MONTHLY REPORT
JULY 2023**

PROCUREMENT JULY 2023 MONTHLY ACTIVITY REPORT

I. Capital Fund

A. Contracts Awarded

None

B. Solicitations Pending

RED-23-06-30 **Replacement of Heating Systems for Bluestone Park, AMP 259** was issued July 7, 2023, A pre-bid meeting was held July 18, 2023. Comments were received by July 25, 2023. Bids are due August 1, 2023.

RED-23-07-03 **Administration Building Security Measures and Improvements for Jamestown Place, AMP 207** was issued July 16, 2023, A pre-bid meeting is scheduled for August 8, 2023. Comments are due by August 15, 2023. Bids are due August 22, 2023.

II. Operating Budget

A. Contracts Awarded

RED-23-05-15 **Replacement of Hot Water Heat Piping for 806 Hunt Ave. Building, Hunt Manor, AMP 259** was issued May 21, 2023, A pre-bid meeting was held June 6, 2023. Comments were received by June 13, 2023. One (1) responsive bid was received by June 20, 2023. Russell's Remodeling, LLC submitted the only responsive bid with an amount of \$131,402.00. As a result of negotiations Russell's Remodeling, LLC submitted a revised bid amount of \$126,402.00. Commissioners approved Resolution 4164 on July 24, 2023 accepting the bid submitted by Russell's Remodeling, LLC for award of a contract. A contract with a fixed amount of \$126,402.00 was executed July 25, 2023.

B. Solicitations Pending

None

III. Other Grants and Projects

A. Contracts Awarded

None

B. Solicitations Pending

None

IV. Protests

None

REDEVELOPMENT AND REVITALIZATION
MONTHLY ACTIVITY REPORT
JULY 2023

Redevelopment and Revitalization Department

July 2023 MONTHLY ACTIVITY REPORT

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 contract to G & H Contracting, Inc. and a contract with a fixed amount of \$1,071,535.00 was executed January 3, 2023. Construction started May 8, 2023. Site work and installation of utility connections are progressing nearing complete. Building foundation is being installed.

Homeownership Programs

RRHA is 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 late summer 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.

Section 32

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, 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.

In March 2023 a buyer qualified to purchase the property at 1613 Dupree Street, NW. A contract has been signed, and RRHA has relocated the previous tenant, and is preparing specifications so that quotations can be solicited for work to be done on the property.

Lease-Purchase

In the lease-purchase program, 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, with five (5) reserved or occupied by program participants, and two (2) that are currently available to new applicants.

RRHA closed on the sale of 1720 Dupree Street, NW in August 2022, which is the first sale in the Lease-Purchase program since 2016. There are two (2) qualified applicants in the lease-purchase program at 1809 Downing Street, NW and 505 21st Street, NW that are at the conclusion of their two-year leasing periods. Final renovation work was completed at 1809 Downing Street last month, and RRHA is working with the potential buyer and her lender to schedule closing. The final work is currently underway on 505 21st Street. On May 22, 2023 the Board of Commissioners passed a resolution to sell the properties.

Last month a qualified applicant moved into 1203 Melrose Avenue, NW and signed an option to purchase in the lease-purchase program. Renovation work is underway at 1924 Melrose Avenue and a qualified applicant hopes to begin leasing the property next month. Another unit, 2008 Melrose Avenue, NW, has been reserved by a qualified applicant. Property management staff is in the process of relocating the current tenants at 2008 Melrose Avenue so that renovation work can begin.

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, 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 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.

On February 27 the Board of Commissioners approved a resolution to allow the Executive Director to submit a proposal to Virginia Housing (VH) for property at 4301 Old Spanish Trail, NW, and set a price cap in executive session. RRHA proposed a Faircloth to RAD development of 86 units at the site and a purchase price of \$750,000. A subsequent additional phase of housing to be developed in the future was also referenced in the proposal.

RRHA was notified by VH in April that it would be awarded the project at the property at the price proposed. VH advised that it would send a contract to RRHA soon and also coordinate a press release for the sale. In the May 2023 Board Meeting the Board of Commissioners approved Resolution 4158 to authorizing the Executive Director to execute a contract for the purchase of the property. The sale will officially be for the assessed amount, \$1,040,000, but RRHA will only pay \$750,000 as VH will cover the difference with grant funds. Legal counsel reviewed the contract last month. Contract execution is expected in early August.

To begin the development process for the site, RRHA began applying to HUD for a Notice of Anticipated RAD Rents as the first step of the Faircloth to RAD process. HUD advised that at present they are suspending review of Faircloth to RAD applications in anticipation of forthcoming new regulations.

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

7/31/2023

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	\$3,302,705.00	\$0.00	28-May-2021	28-May-2023
VA36P01150119	\$3,444,054.00	\$3,444,054.00	\$0.00	\$3,375,983.23	\$68,070.77	15-Apr-2022	15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,704,394.00	\$25,000.00	\$3,274,743.35	\$454,650.65	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	\$3,812,496.00	\$24,000.00	22-Feb-2023	22-Feb-2025
VA36P01150122	\$4,741,515.00	\$4,712,515.00	\$29,000.00	\$1,465,868.91	\$3,275,646.09	11-May-2024	11-May-2026
VA36P01150123	\$4,824,916.00	\$0.00	\$4,824,916.00	\$0.00	\$4,824,916.00	16-Feb-2025	16-Feb-2027
Totals	\$41,410,656.00	\$36,511,740.00	\$4,898,916.00	\$32,763,372.49	\$8,647,283.51		
		88.2%		79.1%			

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 7/31/23

Construction Contract Number	Project Name	Name of Contractor	A/E	NTP Date	Modification Number	Current Contract Amount	Percent Complete	Scheduled % Complete	PROJECT STATUS (To include pending change orders, problems, and concerns)
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	8/12/22		\$565,430.00	28%	100%	Work has been delayed due to contractor working on other projects for RRHA. Work is progressing in 4 units. Work is complete in 3 units.
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 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	#1 (\$17,000.00) #2 (\$68,000.00)	\$280,000.00	88%	84%	Design work continuing for natural gas system improvements for Jamestown Place and starting for replacement of roof top HVAC units at Melrose Towers. Design work is underway for installation of passive radon vent systems for Eluestone Park.
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	11/14/22	#1 (\$71,792.00) + time	\$1,202,217.00	99%	100%	Punch list work is nearing completion.
contract 573-2301-1-7 (project 220801)	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 220802)	Passive Radon Vent System for Hunt Manor Original Contract Amount \$273,000.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	2/27/23		\$273,000.00	65%	33%	Rough-in electrical work is complete. Installation of Radon Vent System is complete in 5 apartment units. Work is nearing completion in 8 units and administration building.
contract 573-2303-1-7 (project 220901)	Replacement of Heating Systems for Hunt Manor Original Contract Amount \$665,000.00	Control Maintenance, Inc.	Hughes Associates Architects & Engineers	7/20/23	#1 (\$6,800.00)	\$571,800.00	10%	13%	Work is underway in administration building and 2 residential buildings.
contract 573-2304-1-7	Security Improvements for Melrose Towers Original Contract Amount \$119,100.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	5/15/23		\$119,100.00	96%	98%	Work is nearing completion.
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	N/A		\$122,720.33	83%	83%	Contract executed January 3, 2023. 238 of 241 ranges have been delivered.
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	3/29/23		\$354,422.00	100%	100%	Replacement of Gas Infrastructure is complete. Project close out remaining.
contract 573-2306-1-7 (project 221002)	Replacement of Apartment Entrance Doors and Painting of Common Areas for Morningside Manor Original Contract Amount \$352,500.00	Building Specialists, Inc.	Hughes Associates Architects & Engineers	6/8/23	#1 (\$42,520.42)	\$395,020.42	76%	45%	All apartment entrance doors have been replaced. Painting of common areas is underway.
contract 573-2307-1-7 (project 220902)	New Construction of Two Public Housing Units at Bluestone Park Original Contract Amount \$1,671,536.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	5/8/23	#1 (\$9,675.00) + time	\$1,081,210.00	30%	45%	Site work is complete. Foundations are being installed.
contract 573-2308-1-7 (project 221101)	Window Replacement for Melrose Towers, Phase 2 Original Contract Amount \$1,228,900.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	4/17/23	#1 (\$11,475.94)	\$1,238,375.94	50%	50%	Window replacement is progressing.
contract 202-2301-1-7 (project 230101)	Repairs due to Fire and Smoke Damage 1713 Dunbar St Original Contract Amount \$173,531.00	Russell's Remodeling, LLC	N/A	TBD		\$173,531.00	0%	0%	Work has been delayed due to delays experienced in obtaining building permits.
contract 573-2309-1-7 (project 230102)	Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park, Phase 2 Original Contract Amount \$567,834.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	7/24/23		\$567,834.00	5%	7%	Work is underway in first boiler room.
contract 900-2207-1-7 (project 220401)	Sign Replacement and Improvements for Various Sites Original Contract Amount \$258,000.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	4/17/23		\$258,000.00	20%	90%	Work progress delayed due to subcontractor work load. Sign foundations have been installed.
contract 205-2301-1-7 (project 230401)	Replacement of Hot Water Heat Piping for 806 Hunt Ave. Original Contract Amount \$126,402.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$126,402.00	0%	0%	Contract executed July 25, 2023.

**City of Roanoke Redevelopment and Housing Authority
Derelict Structures
Status Report as of 7/31/23**

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
JULY 2023

PUBLIC HOUSING PROGRAM
MONTHLY OPERATIONS REPORT
JULY 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
Public Housing									
Lansdowne Park	201	300	4	291	9300	69	9231	99.26%	0.74%
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	4	157	5115	499	4616	90.24%	9.76%
Hunt Manor/Bluestone Park	259	172	13	155	5332	906	4426	83.01%	16.99%
Melrose Towers	206	212	5	202	6572	677	5895	89.70%	10.30%
Jamestown Place	207	150	10	134	4650	893	3757	80.80%	19.20%
Morningside	208	105	2	100	3255	330	2925	89.86%	10.14%
Indian Rock Village/53 Scattered	210	156	1	153	4836	174	4662	96.40%	3.60%
The Villages at Lincoln- 24 Transitional/Homeownership	215	21	2	18	651	389	262	40.25%	59.75%
Portfolio Total:		1281	41	1210	39711	3937	35774	90.09%	9.91%

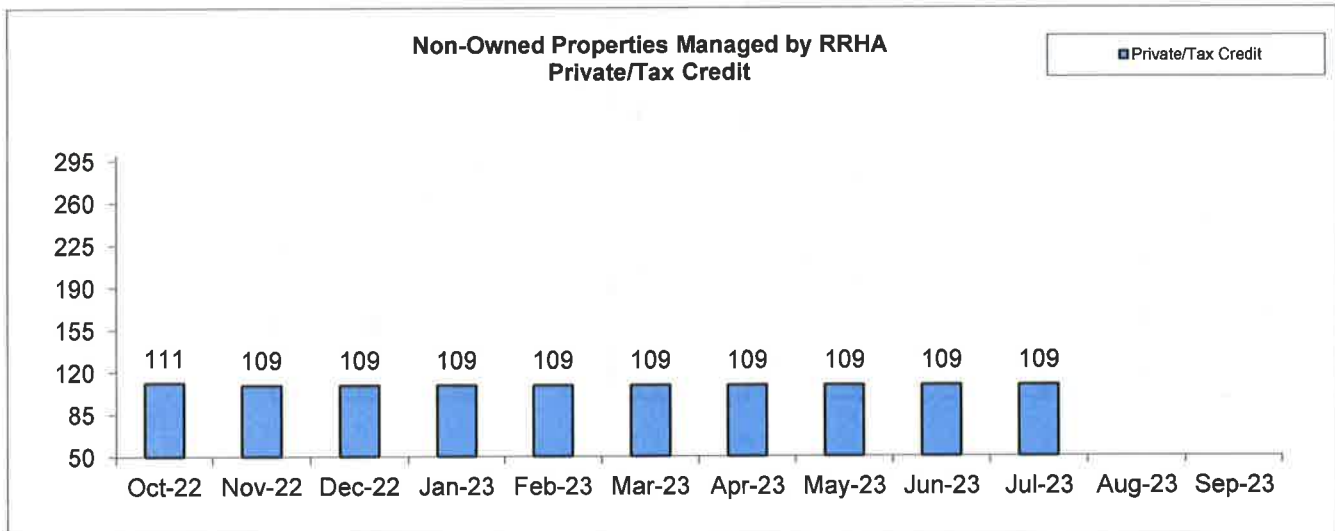
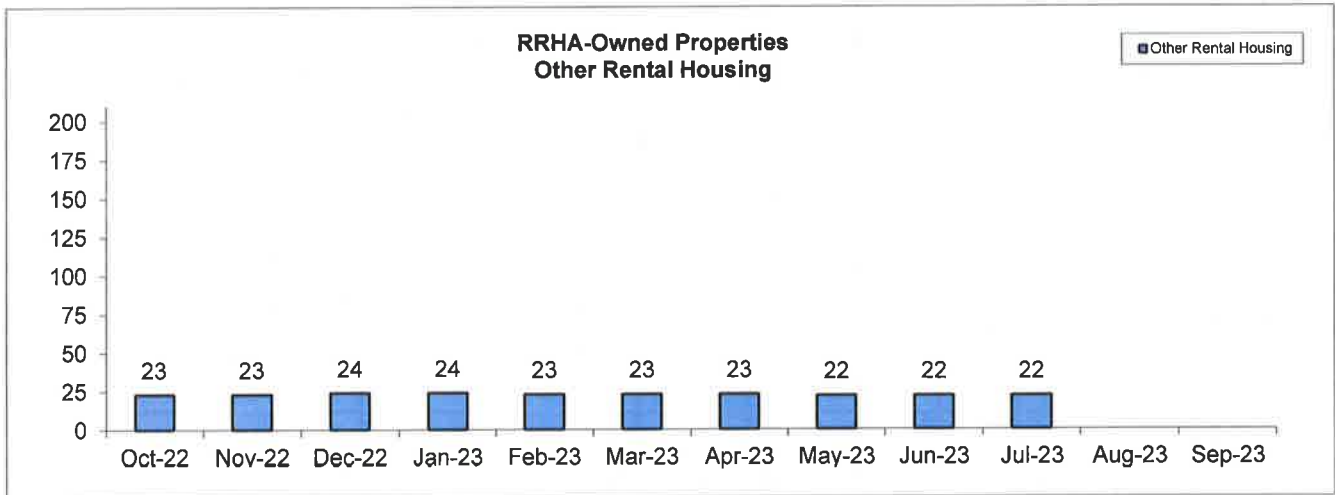
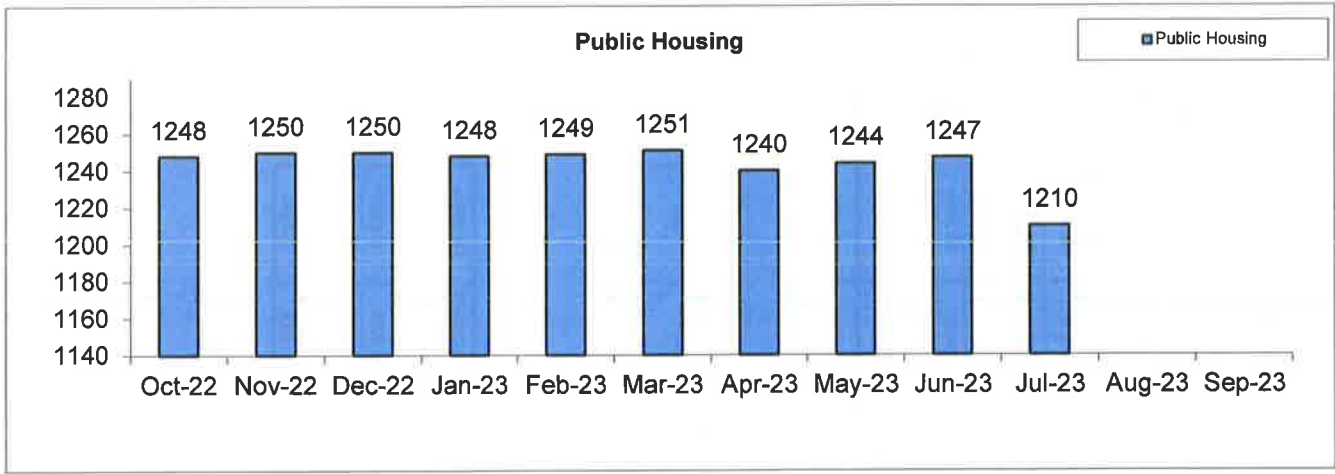
**The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.*

Other Rental Housing	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	22	744	62	682	91.67%	8.33%
Portfolio Total:		24	22	744	62	682	91.67%	8.33%

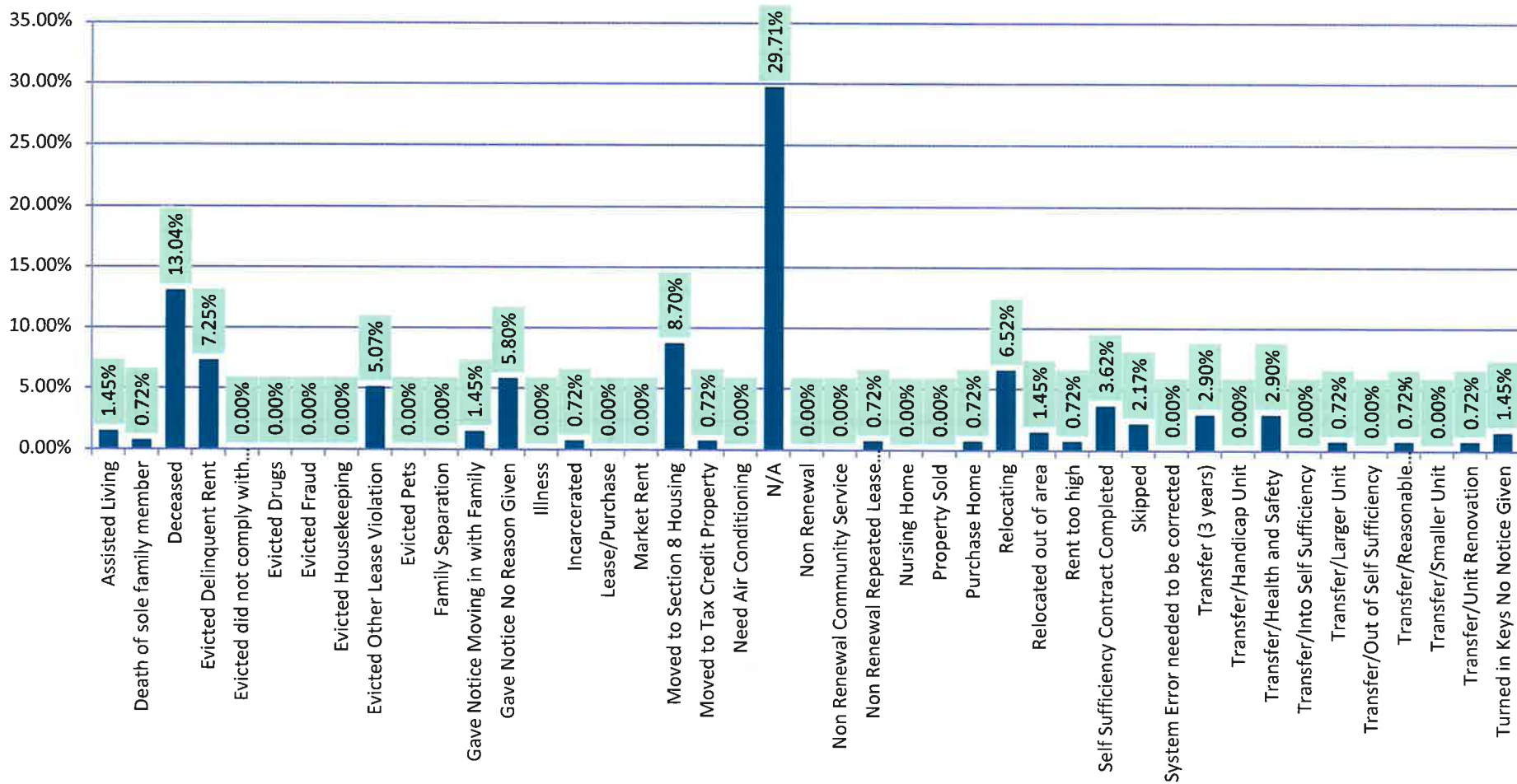
Non-Owned Properties Managed by RRHA/Tax Credit	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	27	930	93	837	90.00%	10.00%
Hillcrest Heights (LIHTC)	456	24	22	744	62	682	91.67%	8.33%
Park Street Square (LIHTC)	457	25	23	775	62	713	92.00%	8.00%
Hurt Park LP (LIHTC)	459	40	37	1240	93	1147	92.50%	7.50%
Portfolio Total:		119	109	3689	310	3379	91.60%	8.40%

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
July 2023**

RRHA-Owned Properties	AMP Number	Vacated Unit Cumulative Charge- Offs as of 07/01/2023	Vacated Unit Cumulative Collections as of 07/01/2023
<i>Non-Public Housing</i>		\$0.00	\$0.00
Lansdowne Park	201	\$89,476.01	\$23,317.18
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$44,593.34	\$5,673.51
Hunt Manor/Bluestone Park	259	\$26,361.83	\$7,664.29
Melrose Towers	206	\$45,848.24	\$1,497.08
Jamestown Place	207	\$30,943.87	\$8,117.61
Morningside Manor	208	\$15,875.00	\$99.74
Indian Rock Village / 53 Scattered	210	\$77,412.33	\$6,612.79
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$9,180.00	\$141.47
Public Housing	TOTAL	\$339,690.62	\$53,123.67

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

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	156	156	0	100%
215	Villages at Lincoln - Scattered	21	21	0	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.

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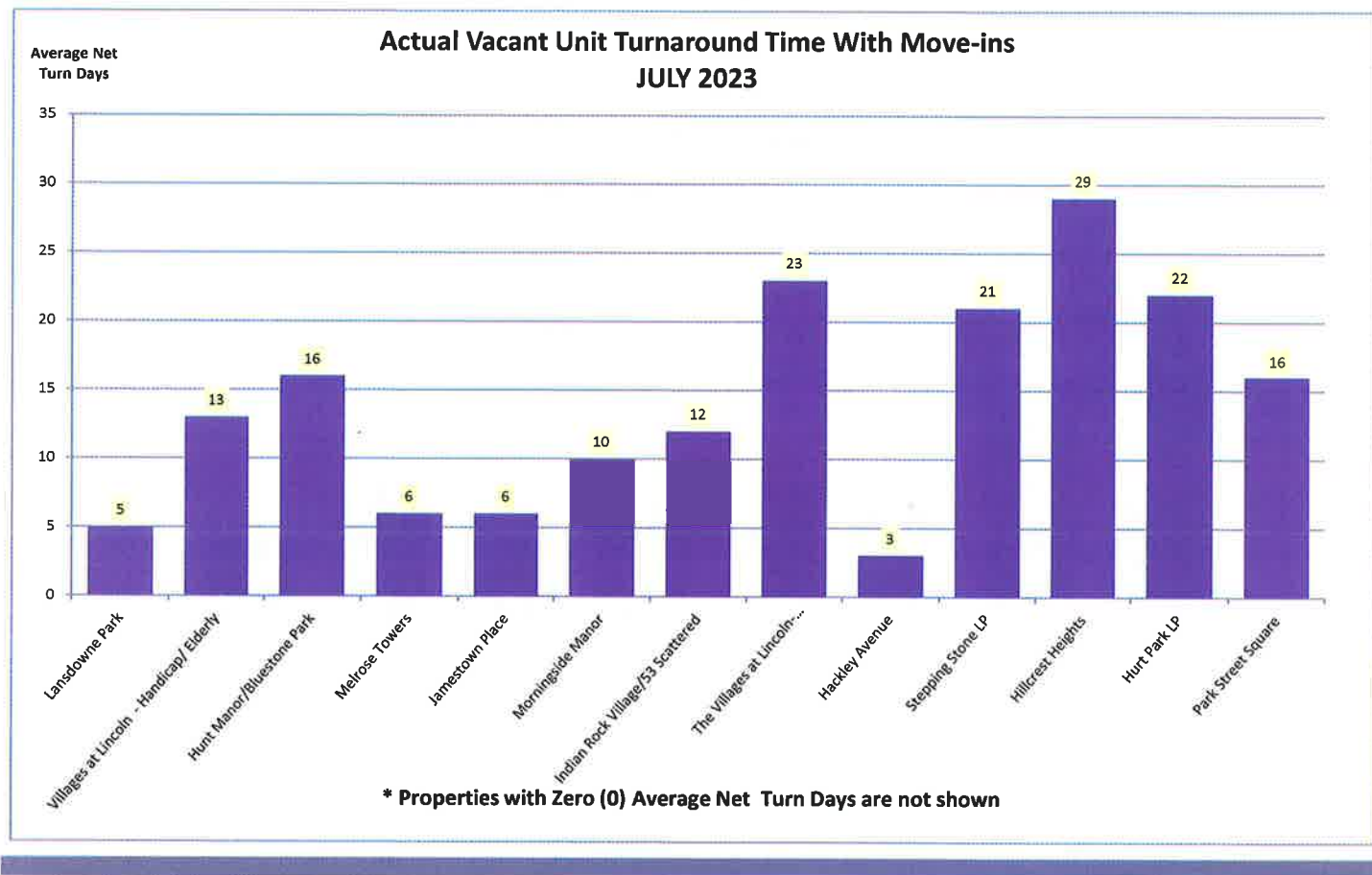
Utility Consumption Report

October 2022 - September 2023

Consumption and Costs as of June 30, 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	46.13	76.05	62.44	184.62	187.44	98.50%
202	165	135.19	3.71	70.15	209.05	187.44	111.53%
259	172	33.42	70.64	71.18	175.24	187.44	93.49%
206	212	59.74	40.60	43.44	143.78	187.44	76.71%
207	150	49.56	41.77	51.34	142.67	187.44	76.12%
208	105	65.02	43.01	35.79	143.82	187.44	76.73%
210	156	47.01	61.53	64.06	172.60	187.44	92.08%
215	21	N/A	N/A	N/A	N/A	187.44	N/A
Total Units:		1281					
Average Cost PUM:		66.16	61.29	59.99		187.44	

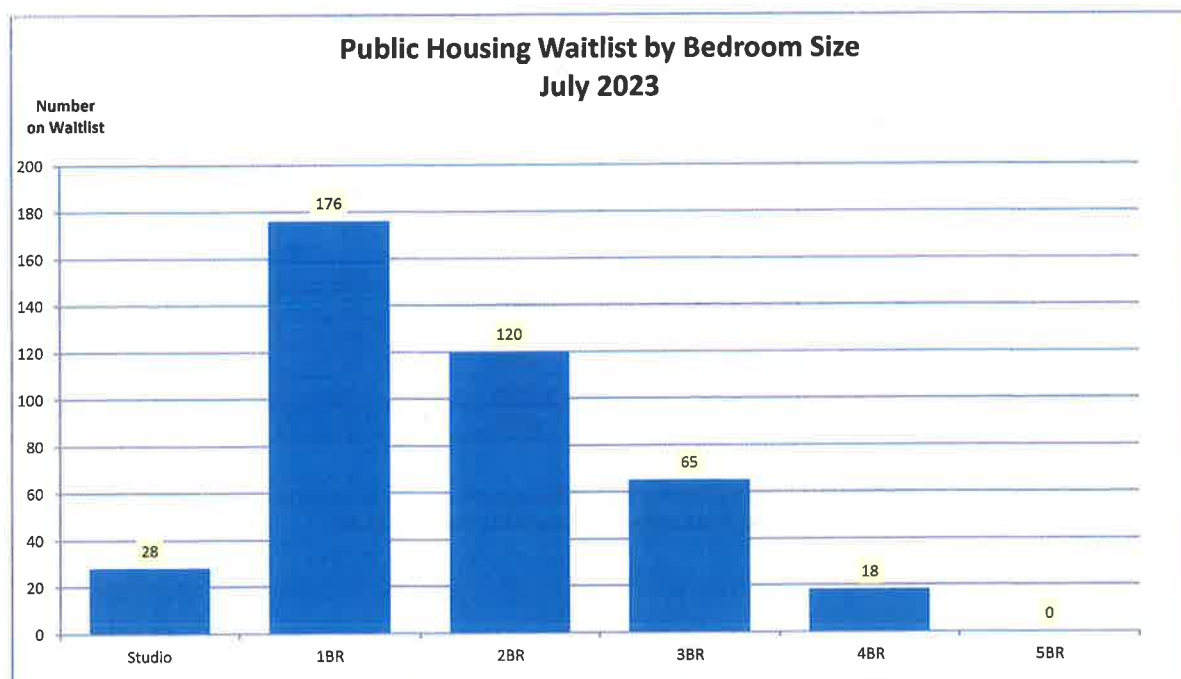
Consumption										
AMP	Gas				Electric			Water		
	Number of Units	THERMS PUM	RRHA PUM Average	Percent Difference	KWH PUM	RRHA PUM Average	Percent Difference	Usage PUM	RRHA PUM Average	Percent Difference
201	300	71.44	55.00	129.89%	495	620	79.84%	5.76	5.82	98.97%
202	165	N/A	55.00	N/A	1,177	620	189.84%	5.75	5.82	98.80%
259	172	61.51	55.00	111.84%	403	620	65.00%	8.45	5.82	145.19%
206	212	38.27	55.00	69.58%	588	620	94.84%	4.31	5.82	74.05%
207	150	38.13	55.00	69.33%	464	620	74.84%	5.43	5.82	93.30%
208	105	39.04	55.00	70.98%	588	620	94.84%	3.54	5.82	60.82%
210	156	46.78	55.00	85.05%	451	620	72.74%	5.65	5.82	97.08%
215	21	N/A	55.00	N/A	N/A	620	N/A	N/A	5.82	N/A
Total Units:		1281								
Average THERM PUM:		55.00			Average KWH PUM:		620	Average water usage PUM:		5.82
Note: AMP 202 - Residential units do not use gas utility - HVAC is total electric (heat pumps).										
Note: AMP 202 - Administration building and maintenance shop use gas utility.										
Note: AMP 208 - Residential units have central air conditioning.										
Note: AMP 210 - Includes 21 scattered sites - residents pay utilities - no utility data available.										
Note: AMP 215 - Transitional/Homeownership - residents pay utilities - no utility data available.										
Note: Stormwater Utility Fee for RRHA public housing properties for FY 2023 = TBD 27,616.80										



Work Order Report from July 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	32	32	100%	48	48	1
Village at Lincoln/Handicapped/ Elderly Cottages	3	3	100%	97	97	1
Hunt Manor/Bluestone Park	8	8	100%	150	150	1
Melrose Towers	3	3	100%	62	62	1
Jamestown Place	4	4	100%	64	64	1
Morningside Manor	15	15	100%	75	75	1
Indian Rock Village/53 Scattered	4	4	100%	152	152	1
Total	69	69	100%	648	648	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
JULY 2023

Public Housing Criminal Activity for the Month of July 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		Metrose 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	1	3	1	2	1	3	0	0
Arson	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0
Auto Theft	0	1	0	0	0	1	0	0	1	3	0	1	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	2	7	0	2	0	0	0	0
Homicide/Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	4	0	2	1	7	0	5	2	10	1	8	0	3	2	7
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	1
Part I Crime Total	0	5	0	2	1	10	0	5	7	24	2	15	1	6	2	8
Destruction of Property	1	4	0	1	0	1	0	0	1	10	1	10	0	5	0	0
Disorderly Persons	0	0	0	0	0	0	0	0	1	3	1	3	0	0	0	1
Domestic Aggravated Assault	0	0	0	0	0	0	0	0	2	2	0	1	0	0	0	0
Domestic Disorder	0	2	0	0	0	1	0	0	3	6	0	2	0	2	0	0
Domestic Simple Assault	0	1	0	0	0	4	1	6	0	9	2	5	0	1	0	1
Drug Offense	1	5	0	0	0	0	0	0	1	1	1	3	0	2	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	3	0	1	0	1	0	0	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	0	3	4	0	0	1	2	0	1	3	4
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	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	3	0	2	0	0	0	0
Simple Assault	0	2	0	0	0	1	0	1	1	13	1	5	0	3	2	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	1	0	1	0	0	2	6	0	4	1	3	0	0
Trespassing	0	0	0	0	0	0	0	1	2	2	1	2	0	0	0	0
Weapons	0	1	0	0	1	5	0	0	4	5	1	3	0	5	0	0
Part II Crime Total	2	18	0	2	1	13	4	15	17	61	9	44	1	22	5	13
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	23	0	4	2	23	4	20	24	85	11	59	2	28	7	21

0

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

	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 I Crime										
Jamestown Place	0.0118	0.0000	0.00%	0.1054	0.0333	31.62%	0.0867	61.55% ↑	0.0522	101.98% ↓
Morningside Manor	0.0118	0.0000	0.00%	0.1054	0.0190	18.07%	0.0095	100.50% ↑	0.0772	36.57% ↓
Indian Rock Village	0.0118	0.0125	105.92%	0.1054	0.1250	118.56%	0.0625	100.00% ↓	0.0772	36.57% ↓
Bluestone	0.0086	0.0000	0.00%	0.0885	0.0658	74.33%	0.0395	66.56% ↓	0.0776	14.05% ↓
Lansdowne Park	0.0058	0.0233	401.20%	0.0522	0.0800	153.23%	0.1433	44.17% ↑	0.0576	9.36% ↓
Villages at Lincoln	0.0058	0.0121	208.42%	0.0522	0.0909	174.12%	0.0909	0.01% ↓	0.0576	9.36% ↓
Hunt Manor	0.0058	0.0104	179.11%	0.0522	0.0625	119.71%	0.0729	14.27% ↑	0.0576	9.36% ↓
Melrose Towers	0.0058	0.0094	162.21%	0.0522	0.0377	72.28%	0.0236	59.90% ↑	0.0576	9.36% ↓

	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	0.0188	0.0133	70.86%	0.1951	0.1200	61.52%	0.5067	76.32% ↑	0.2103	7.25% ↑
Morningside Manor	0.0188	0.0000	0.00%	0.1951	0.0190	9.77%	0.0762	75.00% ↑	0.2103	7.25% ↑
Indian Rock Village	0.0188	0.0125	66.43%	0.1951	0.1625	83.31%	0.3625	55.17% ↑	0.2103	7.25% ↑
Bluestone	0.0140	0.0526	376.73%	0.1109	0.1974	178.03%	0.3421	42.31% ↑	0.1411	21.43% ↓
Lansdowne Park	0.0153	0.0567	371.18%	0.1480	0.2033	137.41%	0.5467	62.31% ↑	0.1870	20.87% ↓
Villages at Lincoln	0.0153	0.0545	357.28%	0.1480	0.2667	180.21%	0.4000	33.33% ↓	0.1870	20.87% ↓
Hunt Manor	0.0153	0.0104	68.23%	0.1480	0.2292	154.87%	0.3021	24.14% ↑	0.1870	20.87% ↓
Melrose Towers	0.0153	0.0236	154.49%	0.1480	0.0613	41.44%	0.0425	44.28% ↑	0.1870	20.87% ↓

SECTION 8 PROGRAMS
MONTHLY OPERATIONS REPORT
JULY 2023

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

Program Utilization

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of July 2023, reported at 87.2%. Currently, there are eighty seven (87) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2023, is 97.9%.

Inspections

During the month of July 2023 the HCV Housing Quality Standards (HQS) Inspector(s) conducted a total of one hundred and thirty five (135) inspections. This includes a total of sixty two (62) biennials and fifty one (51) initial inspections processed for moving families, in the HCV Program. One (1) special inspection and twenty two (22) re-inspection were also conducted. In addition, there were also twenty eight (28) HQS Quality Control Inspections that were conducted during the month of July 2023.

Housing Choice Voucher Waiting List

For the month of June 2023 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers. There were five (5) port ins and three (3) port outs recorded for the month of July 2023.

Tenant Briefings

The HCV Clerical Assistant and Client Specialists provided customer service to a total of seven hundred and eighty six (786) clients; including seven hundred and thirty eight (738) tenants/applicants and forty eight (48) landlords during the month of July 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 July 2023, this program has one hundred and one (101) leased vouchers. There are twenty four (24) veterans searching for housing and six (6) pending pass HQS inspections. Referrals are steadily being received from our community partner, 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 July 2023, this program has one hundred and ninety nine (199) leased participants. There are currently five (5) Mainstream families searching for housing. Referrals for Mainstream vouchers are currently closed. Our community partners may not refer any applicants at this time.

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 June 2023, this program has seventy two (72) leased participants. Nine (9) referrals may be accepted from our community partners, the Roanoke City and Roanoke County Departments of Social Services (DSS).

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 July 2023, this program has twenty four (24) leased participants. There is currently one (1) family searching for immediate housing.

**HCV HQS Inspection Department
Monthly Activity Report
July 2023**

INSPECTION TYPE	# COMPLETE	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	62	47	75.81%	15	24.19%
INITIALS	51	30	58.82%	21	41.18%
COMPLAINT	1	0	0.00%	1	100.00%
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	22	10	45.45%	11	50.00%
HQS QUALITY CONTROL	18	7	38.89%	11	61.11%

TOTAL INSPECTIONS SCHEDULED	154
AVERAGE INSPECTIONS PER INSPECTOR PER DAY	7.70
AVERAGE INSPECTIONS PER FIELD DAY	7.70
NUMBER OF INSPECTORS	1
TOTAL WORKING DAYS	20

**Program Voucher Issuance By Month/Bedroom Size
July 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	8	4	2	1	0	0	15
April-23	8	9	7	6	0	0	30
May-23	0	0	0	0	0	0	0
June-23	15	5	3	0	0	0	23
July-23	8	2	2	0	0	0	12
August-23							
September-23							
TOTALS							

**Waitlist Applicant
May 2023**

Month	Number Selected / Interview ed 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	0	0	0	0	0	0	59	
April-23	30	0	0	0	0	30	29	
May-23	21	0	0	0	0	0	21	
June-23	0	0	0	0	1	23	0	
July-23	0	0	0	0	0	0	0	
August-23								
September-23								
TOTALS	267	0	0	0	12	171	201	
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.								

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	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903
	LEASED	1,660	1,665	1,664	1,663	1,676	1,670	1,671	-	-			
MAINSTREAM <small>Fund 310, 321, 322, 324, 327</small>	ALLOCATED	217	217	217	217	217	217	217	217	217	217	217	217
	LEASED	184	191	193	196	199	206	199	-	-			
VASH (35) Fund 308	ALLOCATED	35	35	35	35	35	35	35	35	35	35	35	35
	LEASED	35	34	32	31	32	31	31	-	-			
VASH (25) Fund 309	ALLOCATED	25	25	25	25	25	25	25	25	25	25	25	25
	LEASED	22	23	23	23	24	24	25	-	-			
FUP (31) Fund 311	ALLOCATED	31	31	31	31	31	31	31	31	31	31	31	31
	LEASED	29	29	29	29	29	29	29	-	-			
FUP (50) Fund 312	ALLOCATED	50	50	50	50	50	50	50	50	50	50	50	50
	LEASED	46	45	45	45	45	44	43	-	-			
VASH (17) Fund 315	ALLOCATED	10	17	17	17	17	17	17	17	17	17	17	17
	LEASED	10	15	17	17	17	17	16	-	-			
VASH (10) B Fund 316	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	7	9	9	9	8	8	8	-	-			
VASH (10) C Fund 317	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	8	10	10	8	8	8	7	-	-			
VASH (8) Fund 318	ALLOCATED	8	8	8	8	8	8	8	8	8	8	8	8
	LEASED	8	8	8	6	6	6	5	-	-			
VASH (5) Fund 319	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	5	5	4	5	5	5	5	-	-			
VASH (5) B Fund 320	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	4	4	4	2	2	2	2	-	-			
VASH (5) C Fund 323	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	2	2	2	2	2	2	2	-	-			
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	22	22	22	23	24	24	24	-	-			

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	2,114	1,847	267	52	24	4
APRIL	2,114	1,840	274	57	13	7
MAY	2,114	1,854	260	40	11	-
JUNE	2,114	1,846	268	48	14	5
JULY	2,114	1,844	270	87	12	-
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	\$ 1,537,099	\$ 1,191,699	\$ 1,513,006	\$ 1,190,182	\$ 1,203,626	\$ -	\$ -	\$ 11,956,277
ACTUAL HAP EXPENSE	\$ 1,165,361	\$ 1,182,011	\$ 1,187,452	\$ 1,168,738	\$ 1,170,496	\$ 1,221,496	\$ 1,241,364	\$ 1,309,767	\$ 1,216,749	\$ 1,300,000	\$ -	\$ -	\$ 12,163,431
VARIANCE	\$ (69,042)	\$ (329,208)	\$ (57,851)	\$ (49,293)	\$ (47,999)	\$ 315,603	\$ (49,665)	\$ 203,239	\$ (26,567)	\$ (96,374)	\$ -	\$ -	\$ (207,154)
PERCENT VARIANCE	-6.30%	-38.60%	-5.12%	-4.40%	-4.28%	20.53%	-4.17%	13.43%	-2.23%	-8.01%	#DIV/0!	#DIV/0!	-1.73%
YTD VARIANCE	\$ (69,042)	\$ (398,250)	\$ (456,101)	\$ (505,393)	\$ (553,392)	\$ (237,788)	\$ (237,453)	\$ (84,213)	\$ (110,781)	\$ (207,154)	\$ (207,154)	\$ (207,154)	\$ (207,154)
PUC													
HUD FUNDED PUC	\$ 520.32	\$ 404.75	\$ 536.12	\$ 531.30	\$ 530.98	\$ 727.10	\$ 563.72	\$ 715.71	\$ 563.00	\$ 569.36	\$ -	\$ -	\$ 471.83
ACTUAL PUC	\$ 647.06	\$ 652.32	\$ 650.30	\$ 636.57	\$ 633.04	\$ 661.34	\$ 574.65	\$ 706.45	\$ 659.13	\$ 704.99	#DIV/0!	#DIV/0!	\$ 662.68
VARIANCE	\$ (126.74)	\$ (247.58)	\$ (114.18)	\$ (105.27)	\$ (102.06)	\$ 65.76	\$ (110.94)	\$ 9.25	\$ (96.13)	\$ (135.63)	#DIV/0!	#DIV/0!	\$ (190.84)
PERCENT VARIANCE	-19.59%	-37.95%	-17.56%	-16.54%	-16.12%	9.94%	-16.44%	1.31%	-14.58%	-19.24%	#DIV/0!	#DIV/0!	-28.80%
UNITS													
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	2,324	1,766	2,142	1,806	1,707	#DIV/0!	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,801	1,812	1,826	1,836	1,849	1,847	1,840	1,854	1,846	1,844	-	-	18,355
VARIANCE TO BUDGET	(107)	(505)	(89)	(77)	(76)	477	(74)	288	(40)	(137)	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	413	800	370	348	341	(210)	348	(28)	306	407	#DIV/0!	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	413	1,212	1,582	1,931	2,272	2,061	2,409	2,381	2,690	3,096	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE FUNDED	306	295	281	271	265	267	274	260	266	270	2,114	2,114	6,985
YTD VAR TO FUNDED	306	601	882	1,153	1,418	1,685	1,959	2,219	2,487	2,757	4,871	6,985	6,985
ADMIN FEES													
HUD FUNDS	\$ 111,049	\$ 106,530	\$ 134,748	\$ 106,530	\$ 126,078	\$ 106,363	\$ 105,963	\$ 105,963	\$ 119,135	\$ 107,167	\$ -	\$ -	\$ 1,129,524
ACTUAL EXPENSE	\$ 79,112	\$ 76,924	\$ 126,296	\$ 83,489	\$ 79,664	\$ 81,607	\$ 75,503	\$ 78,011	\$ 100,116	\$ 73,675	\$ -	\$ -	\$ 854,398
VARIANCE	\$ 31,937	\$ 29,606	\$ 8,452	\$ 23,041	\$ 46,414	\$ 24,756	\$ 30,460	\$ 27,952	\$ 19,019	\$ 33,492	\$ -	\$ -	\$ 275,126
PERCENT	71.24%	72.21%	93.73%	78.37%	63.19%	76.72%	71.25%	73.62%	84.04%	68.75%	#DIV/0!	#DIV/0!	75.64%
CUMULATIVE VARIANCE	\$ 31,937	\$ 61,543	\$ 69,995	\$ 93,036	\$ 139,450	\$ 164,206	\$ 194,666	\$ 222,618	\$ 241,634	\$ 275,126	\$ 275,126	\$ 275,126	\$ 275,126

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	\$ 1,203,986	\$ 1,207,028	\$ 1,236,932	\$ 1,236,932	\$ 1,236,932	\$ 1,269,176	\$ 1,269,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,660,164
FUNDING RECEIVED	\$ 1,119,445	\$ 1,122,497	\$ 1,537,099	\$ 1,191,699	\$ 1,513,006	\$ 1,190,182	\$ 1,203,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,877,554
VARIANCE	\$ 84,541	\$ 84,531	\$ (300,167)	\$ 45,233	\$ (276,074)	\$ 78,994	\$ 65,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (217,390)
PERCENT VARIANCE	7.02%	7.00%	-24.27%	3.66%	-22.32%	6.22%	5.16%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-2.51%
YTD VARIANCE	\$ 84,541	\$ 169,073	\$ (131,095)	\$ (85,861)	\$ (361,935)	\$ (282,941)	\$ (217,390)	\$ (217,390)	\$ (217,390)	\$ (217,390)	\$ (217,390)	\$ (217,390)	\$ (434,781)
REVENUE VS EXPENSE													
FUNDING RECEIVED	\$ 1,119,445	\$ 1,122,497	\$ 1,537,099	\$ 1,191,699	\$ 1,513,006	\$ 1,190,182	\$ 1,203,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,877,554
ACTUAL HAP EXPENSE	\$ 1,168,738	\$ 1,170,496	\$ 1,221,496	\$ 1,241,364	\$ 1,309,767	\$ 1,216,749	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,628,608
VARIANCE	\$ (49,293)	\$ (47,999)	\$ 315,603	\$ (49,665)	\$ 203,239	\$ (26,567)	\$ (96,374)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248,946
PERCENT VARIANCE	-4.40%	-4.28%	20.53%	-4.17%	13.43%	-2.23%	-8.01%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2.80%
YTD VARIANCE	\$ (49,293)	\$ (97,291)	\$ 218,312	\$ 168,648	\$ 371,887	\$ 345,320	\$ 248,946	\$ 248,946	\$ 248,946	\$ 248,946	\$ 248,946	\$ 248,946	\$ 248,946
PUC													
HUD FUNDED PUC	\$ 531.30	\$ 530.98	\$ 727.10	\$ 563.72	\$ 715.71	\$ 563.00	\$ 569.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.05
ACTUAL PUC	\$ 636.57	\$ 633.04	\$ 661.34	\$ 674.65	\$ 706.45	\$ 659.13	\$ 704.99	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 668.06
VARIANCE	\$ (105.27)	\$ (102.06)	\$ 65.76	\$ (110.94)	\$ 9.25	\$ (96.13)	\$ (135.63)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (318.01)
PERCENT VARIANCE	-16.54%	-16.12%	9.94%	-16.44%	1.31%	-14.58%	-19.24%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-47.60%
UNITS													
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	2,324	1,766	2,142	1,806	1,707	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,289
ACTUAL UNITS LEASED	1,836	1,849	1,847	1,840	1,854	1,846	1,844	-	-	-	-	-	12,916
VARIANCE TO BUDGET	(77)	(76)	477	(74)	288	(40)	(137)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	373
VARIANCE TO BASELINE	348	341	(210)	348	(28)	308	407	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,072
YTD VAR TO BASELINE	348	689	479	827	799	1,107	1,514	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12,072
VARIANCE FUNDED	271	265	267	274	260	268	270	2,114	2,114	2,114	2,114	2,114	12,445
YTD VAR TO FUNDED	271	536	803	1,077	1,337	1,605	1,875	3,989	6,103	8,217	10,331	12,445	12,445
ADMIN													
HUD FUNDED FEES	106,530	126,078	106,363	105,963	105,963	119,133	107,167	-	-	-	-	-	777,197
ACTUAL EXPENSE	83,489	79,664	81,607	75,503	78,011	100,118	73,675	-	-	-	-	-	\$ 572,066
VARIANCE	\$ 23,041	\$ 46,414	\$ 24,756	\$ 30,460	\$ 27,952	\$ 19,015	\$ 33,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,131
PERCENT	78.37%	63.19%	76.72%	71.25%	73.62%	84.04%	68.75%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	73.61%
CUMULATIVE VARIANCE	\$ 23,041	\$ 69,455	\$ 94,211	\$ 124,671	\$ 152,623	\$ 171,639	\$ 205,131	\$ 205,131	\$ 205,131	\$ 205,131	\$ 205,131	\$ 205,131	\$ 205,131

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT

JULY 2023

2023 Family Self-Sufficiency (Grant Funded)

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

July 2023

Coordinators: Ashlee Rice, Chuck Moore, Lynelle Lewis

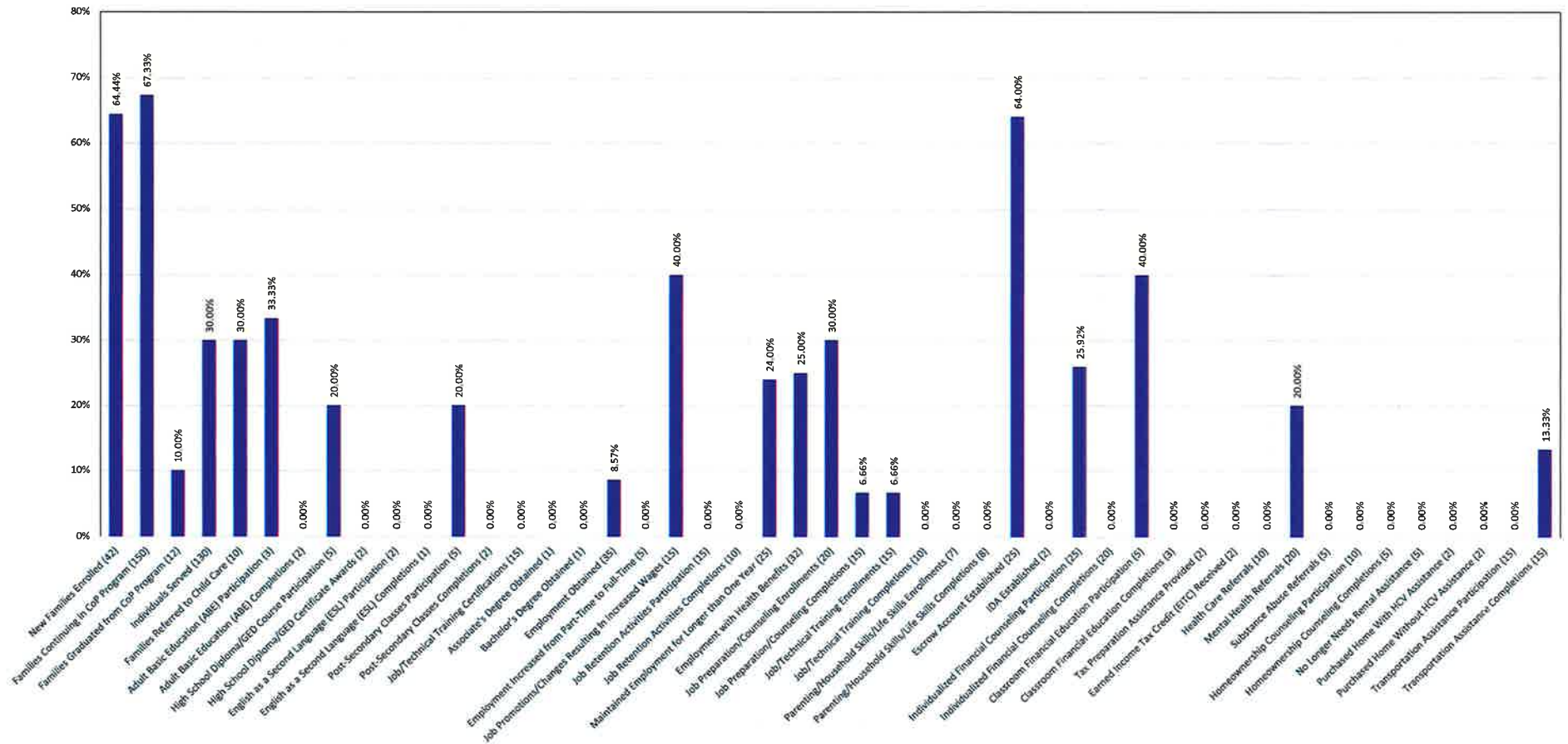
Current Number of Part 141

Total Number of Participants With Escrow Account: 57

Total Amount in Escrow 148,824.27

FSS Terminations: 3

FSS Completions: 0



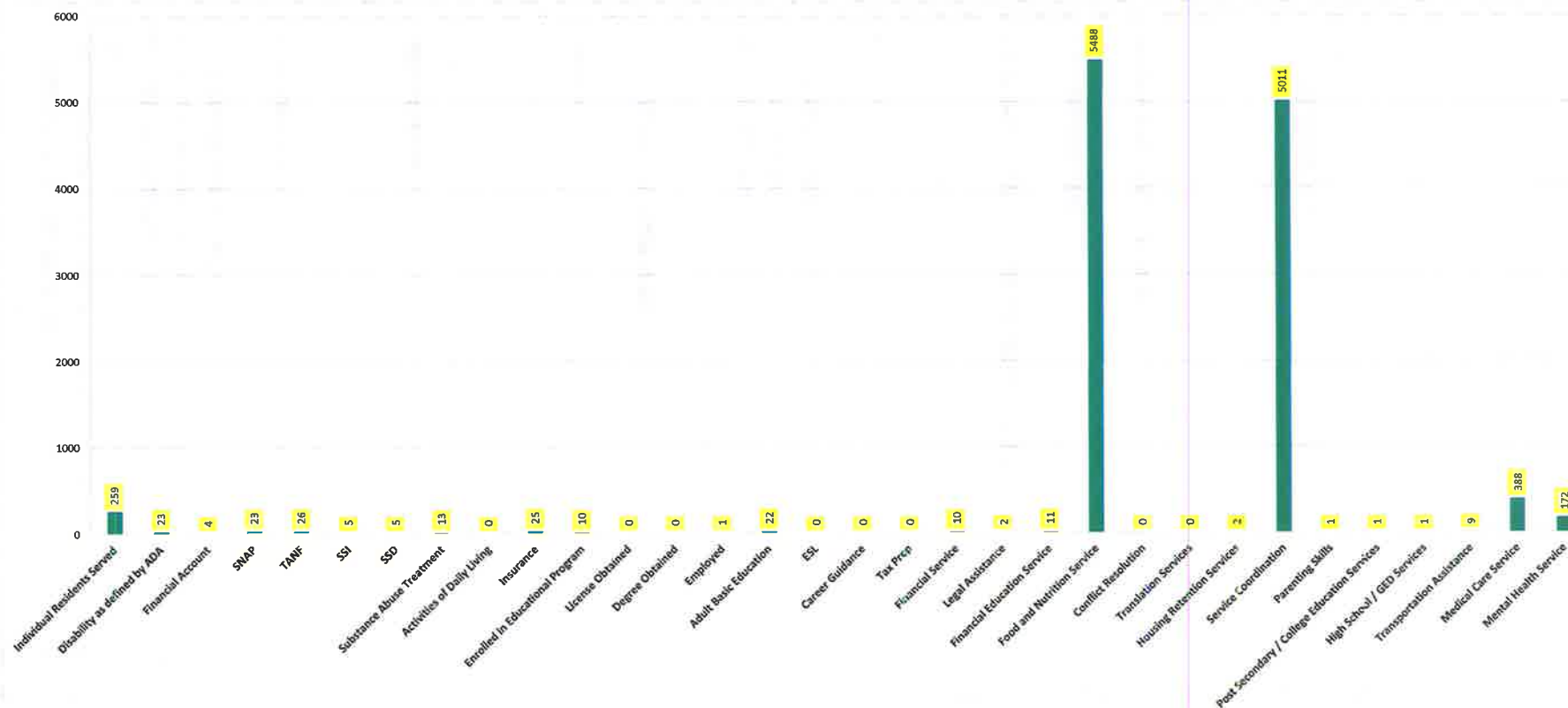
202 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

1-Jul

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

Reporting Period: July 2023

Service Coordinators: Letia Harris, Denise White



*ITSP - Individual Training and Service Plan

*GED - General Education Development

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

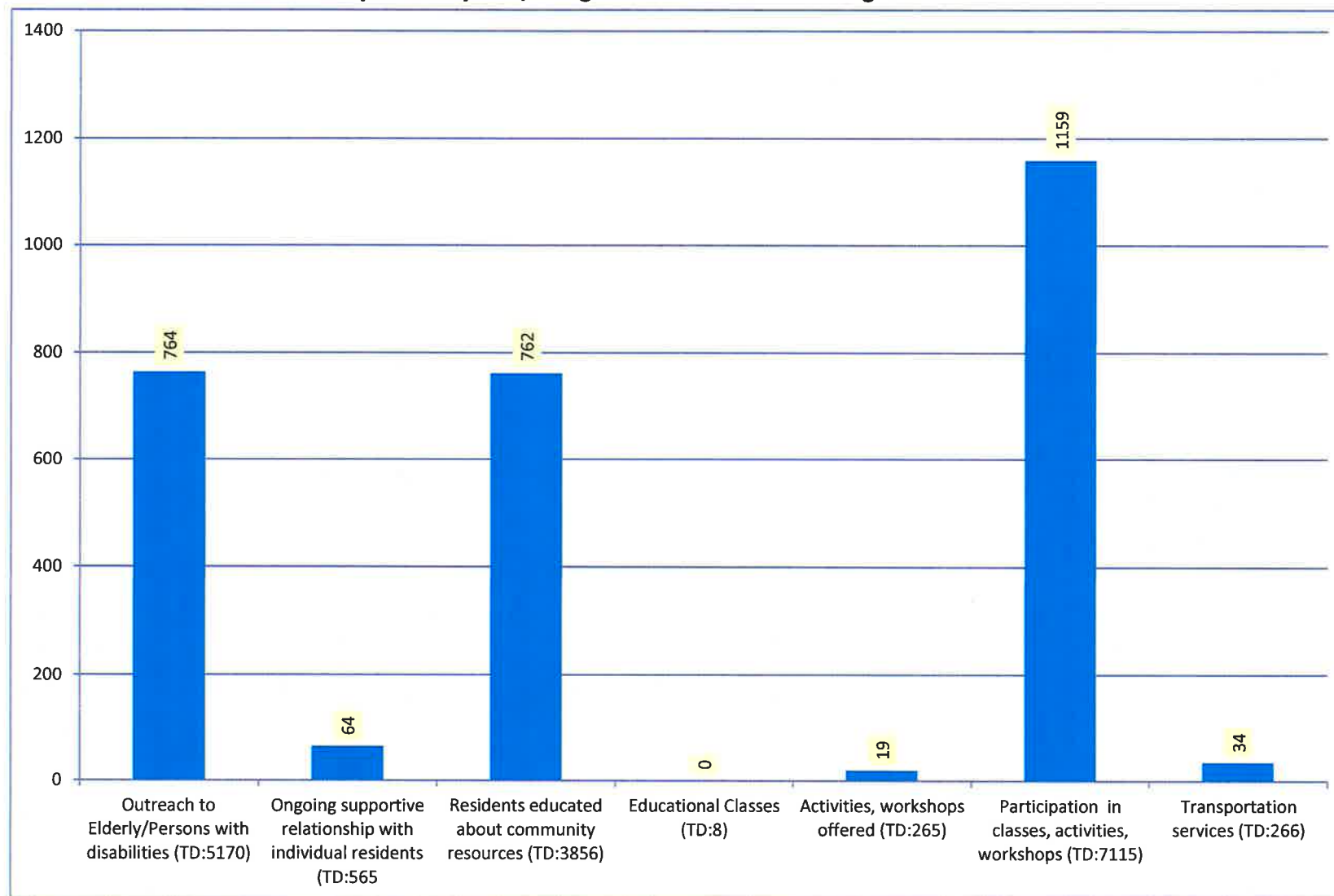
Coordinator: Barbara James

July

2023

Outcome Goals:

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



Jobs Plus Report

July 2023 Q3

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

Program Manager- Melissa Gish

Case Managers Brianna Ferrell, Sylvia Williams

ITEM	DESCRIPTION	GOAL	TOTALS
1	Number of Work-able Residents (PIC)		272
2	Current Residents with Jobs Plus Assessment (CM)		97
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)		46.39% Data: 45/97
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: 0
8	Number of Jobs Plus Events	15	Quarter: 1 Total: 48
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 1
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 7 Total: 106
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 8 Total: 69
12	Participants Who Met with a Case Manager	20	Quarter: 35 Total: 95
13	Participants Enrolled in Employment Readiness Program	2	Quarter: 0 Total: 0
14	Participants Enrolled in Training/Certification Program	0	Quarter: 0 Total: 4
15	Participants Who Completed a Training/Certification Program	0	Quarter: 0 Total: 0
16	Participants Provided with Job Search Assistance	15	Quarter: 0 Total: 15
17	Participants Beginning New Part-Time Employment	5	Quarter: 1 Total: 8
18	Participants Beginning New Full-Time Employment	5	Quarter: 0 Total: 14
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: 17
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 11

Jobs Plus Board Report

July 2023

22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 31 Need: 12
23	Participants Enrolled in a High School Equivalency Program	2	Quarter: 0 Total: 1
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: 1 Total: 21
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 13 Quarter: 0 Total: 1
30	Participants Receiving Legal Assistance	0	Need: 1 Quarter: 0 Total: 0
31	Participants with Access to Physical Health Care	1	Need: 2 Quarter: 0 Total: 0
32	Participants with Access to Behavioral Health Care	1	Need: 5 Quarter: 1 Total: 20
33	Participants Receiving Child Care Assistance	2	Need: 3 Quarter: 0 Total: 1
34	Participants Receiving Transportation Assistance	4	Need: 6 Quarter: 3 Total: 10
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: 18 Total: 95
40	Households Enrolled in JPEID	20	Quarter: 18 Total: 93
41	Participants who Chose FSS Escrow Rather Than JPEID	0	Quarter: 0 Total: 0