

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## BOARD OF COMMISSIONERS

### REGULAR MEETING

September 25, 2023



## **PUBLIC NOTICE OF MEETING**

The **REGULAR MEETING** of the  
**City of Roanoke Redevelopment and Housing Authority**  
**BOARD OF COMMISSIONERS**

will be held on

**Monday, September 25, 2023  
at 3:00 p.m.**

*As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.*

Date of Public Notice: September 18, 2023



# AGENDA

## REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

September 25, 2023  
3:00 pm

---

### I. CALL TO ORDER – ROLL CALL

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

### II. REPORTS

1. Executive Report
2. Staff Reports
3. Committee Reports
4. Commissioner Comments
5. City Council Liaison Comments or Discussion
6. Residents or other community members to address the Board

### III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, August 28, 2023.

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

- C-2 Monthly Operations Report for the month of August 2023.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

IV. **REGULAR AGENDA**

1. **Annual Election of Officers for 2023 – 2024**

A. Nominations for Office of Chair

\_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

B. Nominations for Office of Vice-Chair

\_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

2. **Resolution No. 4169**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDED A CONTRACT FOR  
ADMINISTRATION BUILDING SECURITY MEASURES AND  
IMPROVEMENTS FOR JAMESTOWN PLACE, AMP 207, UNDER  
CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

3. **Resolution No. 4170**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING  
BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker



4. Resolution No. 4171

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF NATURAL GAS DISTRIBUTION EQUIPMENT, AND THE GRANTING OF A RELATED UTILITY EASEMENT, AT BLUESTONE PARK

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

5. Resolution No. 4172

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

6. Executive Session

Executive Session of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority to discuss personnel issues relating to physical attendance in the workplace including specific performance issues relating to identifiable employees of the Authority, and consultation with legal counsel for the Authority for the provision of legal advice regarding the same, which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(1) and Virginia Code § 2.2-3711(A)(8).

Certification

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

V. ADJOURNMENT

Motion \_\_\_\_\_ Second \_\_\_\_\_

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Spickler; ☐ Walker

APPROVAL OF MINUTES  
REGULAR MEETING  
AUGUST 28, 2023

MINUTES OF A REGULAR MEETING OF THE  
COMMISSIONERS OF THE  
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met on Monday, August 28, 2023.

**I. CALL TO ORDER – ROLL CALL**

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

PRESENT: Commissioners Anguiano, Kepley, Smith, Spickler,  
Vice Chair Karney, Chair Walker

ABSENT: Commissioner Garner

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Joel Shank, VP of Operations; Leanna Pagans, Executive Administrative Assistant; Frederick Gusler, Director of Redevelopment and Revitalization; Jason Michaels, Manager of Human Resources; Suzzette McCoy, Compliance and Quality Assurance Specialist; Lyn Relf, HCV Manager; Greg Goodman, Director of Community Support Services; Brenda Prieto, PR/Social Media/Marketing Manager; Jasmine Talada, Property Manager

Chair Walker welcomed everyone to today's meeting.

**II. PUBLIC HEARING**

To receive comments on the proposed Fiscal Year (FY) 2024 Operating Budget.

Ms. Austin gave a brief overview of the 2024 Operating Budget.

RRHA continues to use the asset management model within the budgeting

process for the 2024 fiscal year, which begins October 1, 2023. Overall, RRHA is budgeting for an 11% increase in total revenue for the 2024 fiscal year. The public housing program is projecting an increase of 5% in total tenant revenues, which was based on current rents being charged. Operating subsidy is projected to increase 15% for the public housing program.

The central office cost center is projecting an increase in 1% in total fee income due to an increase in the management fees from the Capital Fund Grant also due to the increase in the HCV vouchers projected to be leased during 2024. The Section 8 budget is also projecting an increase of 8% in admin fees due to the increase in the number of vouchers expected to be leased.

Hackley Tenant Rental Revenues are projected to decrease 2% based on the current rents being charged. Due to a higher rent standard that became effective in June, the Section 8 rental income for Hackley increased 12%.

The Authority as a whole is projecting an 18% increase in budget increases and this is due to anticipating higher costs for materials, contracts, utilities, insurance and salary increases.

Public housing anticipates using \$174,000 in reserves to fund operating expenses. The public housing program is anticipating an increase in unit turnovers, and therefore, increased costs for maintenance expenses.

Ms. Austin stated that in addition, there are several maintenance projects planned for the sites. Lansdowne Park has budgeted to seal and stripe the parking lot, to paint the buildings and to make repairs to retaining walls. Villages at Lincoln plans to repair HVAC units. Hunt Manor and Bluestone Park has budgeted to replace screen

doors and to repair the playgrounds. Melrose Towers has budgeted to scrape and paint the balconies, painting of the hallways and laundry rooms, and to seal and stripe the parking lots. Total expenses for the Section 8 program are projected to decrease 1% due to budgeting for one less specialist and less need for PPE supplies related to COVID. Utilities for the HCV program increased 7% due to anticipated rate increases.

Administrative expenses for Hackley are budgeted to increase 15% due to an increased need for legal services and for budgeting for new office equipment.

Tenant Services for Hackley increased \$2,000 due to a projected increase in other miscellaneous expenses needed for supportive services for tenants such as relocation costs. Hackley has budgeted \$50,000 in Ordinary Maintenance expenses for repairs that are needed for a unit that has significant damages.

The Homeownership Program (HOP) has budgeted \$800,000 to purchase and/or rehab additional houses. HOP reserves will be used to fund those activities.

The budgets are based on estimated projections for both public housing operating subsidy and housing choice voucher admin fees.

Ms. Austin noted that the Board will not be asked to take any action on the proposed 2024 budget at today's meeting. A resolution will be brought before the Board at the September meeting for consideration.

Commissioner Kepley asked what project the reserves will be funding. Ms. Austin replied that the public housing program has budgeted \$174,000 mainly for increased costs and the anticipation of higher costs for unit turns. The rent moratorium has also ended and it is expected that RRHA will incur additional legal costs.

Commissioner Kepley asked if that is expected to go on indefinitely. Ms. Austin

stated that this has been going on since COVID. RRHA's accounts receivables are remaining high and thus, an increased cost for write-offs.

Chair Walker asked for further questions. There were none.

### **III. REPORTS**

#### **1. Executive Report**

Mr. Bustamante addressed the Board stating that, in addition to his written report, he has a couple of items to announce. The city is interested in having a joint meeting with the RRHA Board of Commissioners on November 6, 2023 at 9:00 AM. Mr. Bustamante asked the Board to please let Ms. Pagans know if anyone has any scheduling conflicts for this date.

Mr. Bustamante announced that RRHA was awarded \$164,000 from the city's Virginia State Gun Violence Intervention program for the purchase of five new TSUNAMI cameras and two new license plate readers. Two cameras and one license plate reader will be installed at Lansdowne Park and Villages at Lincoln and one camera at Jamestown Place. These new cameras will allow for more visibility in areas where there currently is none.

Mr. Bustamante stated that Congress has until September 30<sup>th</sup> to pass all 12 budgets. If this does not happen, the government will either shut down or a continuing resolution will be issued. Mr. Bustamante added that based on recent meetings he has had with other executive directors, NAHRO and PHATA, there will definitely be a continuing resolution until December to allow Congress to vote on these 12 appropriation bills. This means that from now until December the rate will be the same as it was in

2023. While this is not terrible, it also does not account for inflation. Mr. Bustamante noted that as he receives more information on the budget, he will pass it along to the board.

Chair Walker asked for further questions. There were none.

## 2. Committee Reports

Vice Chair Karney stated that RRHA's personnel committee met with Mr. Michaels earlier today to discuss proposed changes to overtime and on call time in reference to the employee handbook. Ms. Karney noted that the committee recommends these changes.

## 3. Commissioner Comments

Chair Walker asked for commissioner comments. There were none.

## 4. City Council Liaison Comments or Discussion

Chair Walker asked if there were any residents or community members that would like to address the Board. There were none.

## 5. Residents or other community members to address the Board

Chair Walker asked for comments or questions. There were none.

## **CONSENT AGENDA**

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday,



July 24, 2023.

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

C-2 Monthly Operations Report for the month of July 2023.

RECOMMENDED ACTION: File as submitted.

Commissioner Garner introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

### **REGULAR AGENDA**

#### 1. Resolution 4165

Mr. Michaels presented Resolution No. 4165 requesting the board's approval of updates to the RRHA employee handbook. This resolution is to add language to the overtime and on call time section regarding how holiday time is calculated. Currently, holiday time does not count toward time worked. This means that employees who are called in during a holiday week do not receive overtime pay until they work enough hours to cover any holiday time, plus an additional two and a half hours, putting their time over 40 hours. The human resources department, after conducting exit interviews and polling current staff, found that this is an area of opportunity to attract and retain the most qualified candidates for the organization. This change, if approved, will take place on September 1, 2023 and current and future employees will begin receiving the benefits

of the change immediately, including the upcoming Labor Day holiday and all RRHA recognized holidays going forward.

This change will apply to all non-exempt employees who are paid hourly rates. While a great benefit to the maintenance team, who were most impacted by the current policy, going forward all divisions with non-exempt hourly employees will have this same policy pertain. All other sections in the Employee Handbook remain unchanged at this time.

Commissioner Kepley asked if an employee that is called in on a holiday makes time and a half in addition to their regular pay. Mr. Michaels replied that holiday time now counts as hours worked instead of hours not worked. An employee will now get credit for the seven and a half hours as time worked and not necessarily getting paid two and a half times.

Commissioner Spickler asked if any financial impact was factored in. Mr. Michaels said that he does not have any of those calculations as overtime is so sporadic and difficult to predict. When taking into account the cost associated with contracting and getting through an employee's first day, in general concepts, there is a lot of money involved. Mr. Michaels added that he believes that retaining employees will equate to money saved in the long run. Commissioner Spickler stated that she agreed.

Chair Walker asked for further questions. There were none.

Vice Chair Karney introduced Resolution No. 4165 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4165 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY (RRHA) APPROVING UPDATES TO ITS EMPLOYEE HANDBOOK.**

WHEREAS, The City of Roanoke Redevelopment and Housing Authority (RRHA) has undertaken a review of its employee handbook (handbook) to ensure it is relevant, meets the needs of RRHA and is legally compliant; and

WHEREAS, RRHA has revised the Handbook with legal counsel to update and streamline the document to include language that may improve employee satisfaction and retention; and

WHEREAS, RRHA is proposing approval of these revisions to the Handbook; and

WHEREAS, the Personnel Committee of the RRHA Board of Commissioners supports and recommends approval of this revised and updated Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of The City of Roanoke Redevelopment and Housing Authority (RRHA) that the attached revised RRHA Employee Handbook is approved effective September 1, 2023.

**2. Resolution 4166**

Mr. Shank presented Resolution No. 4166 requesting the Board's approval to award a contract for the replacement of heating systems at Bluestone Park. This project will involve the replacement of boilers, circulator pumps and other peripheral equipment, as well as electrical upgrades relating to the house panels. An Invitation for Bid (IFB) was issued on July 9<sup>th</sup> and three responsive bids were received from Control

Maintenance Inc., Comfort Systems USA Inc. and Russell's Remodeling Inc. Comfort Systems USA submitted the lowest responsive bid at \$553,100. This lesser bid amount is due to Comfort Systems USA being able to do all of the work in house as opposed to subcontracting some of the work out. In past years they have worked on smaller projects for RRHA, thus there is no question that Comfort Systems USA will be able to complete the contract.

Commissioner Anguiano asked why this project is being funded by two separate grants. Mr. Shank replied that this project has been in the five year plan for some time. RRHA was awarded the Virginia Housing Public Housing Revitalization Grant in the fiscal year 2021 and it is being used to supplement the cost of other projects such as this. Commissioner Kepley asked how many units are included in this project. Mr. Shank stated that this contract will include 72 units. Commissioner Kepley asked if contractor interest has increased for these types of projects. Mr. Shank said that work has slowed for some contractors which has resulted in an increase in the amount of bids received.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4166 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4166 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF HEATING SYSTEMS FOR BLUESTONE PARK, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Replace Heating Systems for Bluestone Park was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Replace Heating Boilers for Bluestone Park was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Heating Systems for Bluestone Park; and

WHEREAS, RRHA issued a Invitation for Bid on July 9, 2023, with bids being due on August 1, 2023; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Control Maintenance, Inc.	\$740,000.00
Russell's Remodeling, LLC	\$824,486.00
Comfort Systems USA (Roanoke), Inc.	\$553,100.00

WHEREAS, the amount of the bid submitted by Comfort Systems USA (Roanoke), Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Comfort Systems USA (Roanoke), Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Comfort Systems USA (Roanoke), Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

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

- (1) The bid submitted by Comfort Systems USA (Roanoke), Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Comfort Systems USA (Roanoke), Inc. and RRHA for the fixed price of \$553,100.00.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

### 3. Resolution 4167

Mr. Shank presented Resolution No. 4167 asking the board to authorize the execution of a Memorandum of Understanding (MOU) with the city of Roanoke for the receipt of Gun Violence Intervention Program grant funds. The Virginia Department of Criminal Justice Services awarded the city of Roanoke state funding for their Gun Violence Intervention Program grant. The Gun Violence Commission granted funds from that program to activities that affect the city of Roanoke as a whole. This will provide for the leasing of five additional camera systems and two additional license plate readers to be dispersed among Lansdowne Park, Jamestown Place and Villages at Lincoln.

Commissioner Kepley asked if an IFB has been issued for this project. Mr. Shank

replied that a modification will be issued to add this work to the existing Ocean 10 Security contract in which pricing is already in place.

Chair Walker asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4167 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4167 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ROANOKE FOR THE RECEIPT OF GUN VIOLENCE INTERVENTION PROGRAM GRANT FUNDS**

WHEREAS, the Virginia Department of Criminal Justice Services awarded the City of Roanoke state funding from the Gun Violence Intervention Program Grant to support the existing work of the Roanoke Gun Violence Prevention Commission; and

WHEREAS, the Gun Violence Prevention Commission is granting funds from the Gun Violence Intervention Program Grant to RRHA for activities designed for the prevention and intervention of gun violence within the community; and

WHEREAS, the amount of the Gun Violence Intervention Program Grant is \$164,000.00, which will allow for the leasing of additional surveillance cameras at several public housing developments; and

WHEREAS, review and evaluation of the terms of the Memorandum of Understanding with the City of Roanoke has been completed, and has been found to be in all respects acceptable to RRHA; and



WHEREAS, the Vice President of Operations recommends the execution of the Memorandum of Understanding with the City of Roanoke; and

WHEREAS, the Executive Director has determined that it is in the best interests of RRHA to execute the Memorandum of Understanding with the City of Roanoke; and

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

(1) The Executive Director be and hereby is authorized and directed to execute a Memorandum of Understanding with the City of Roanoke for receipt of Gun Violence Prevention Program Grant funds with an amount of \$164,000.00.

(2) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

4. Resolution 4168

Mr. Shank presented Resolution No. 4168 requesting the board's approval to modify contract 900-2102-2-7 with Ocean 10 Security for leasing of security cameras and license plate readers at several RRHA public housing sites. The new cameras will be funded through the grant that was mentioned in the previous resolution. Initially, the contract amount was \$1,625,000 for one year with four option years. There have since been two modifications to the contract for a new camera system at the Envision Center and an additional camera system at Lansdowne Park. This modification is for the amount of the grant received or \$164,000 and, thus, requires board approval.

Commissioner Kepley asked if the cameras appear to be helping. Mr. Bustamante stated that unfortunately the cameras are unable to stop a crime from happening, but they are definitely a deterrent. Commissioner Kepley asked if there is any data to support this. Mr. Bustamante noted that, while he does not have it with him today, there is some data to reflect the increase in arrests and the decrease in crime.

Mr. Bustamante added that he will be able to provide that data to the board at a later date.

Chair Walker asked for further questions. There were none.

Commissioner Kepley introduced Resolution No. 4168 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Kepley, Smith, Spickler, Vice Chair Karney

NAYS: None

Chair Walker thereupon declared said motion carried and Resolution No. 4168 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY MODIFYING CONTRACT 900-2102-2-7 UNDER  
CITY OF ROANOKE GUN VIOLENCE PREVENTION COMMISSION GUN  
VIOLENCE INTERVENTION PROGRAM GRANT FUNDS**

WHEREAS, RRHA Board of Commissioners by Resolution 4063, authorized the execution of documents for joining an intergovernmental cooperative agreement contract between Cincinnati Metropolitan Housing Authority and Ocean 10 Security, LLC for leasing surveillance camera systems for public housing developments with a not-to-exceed amount of \$1,625,000.00, for a period of one (1) year with four (4) option year renewals using public housing operating funds; and

WHEREAS, RRHA Board of Commissions by Resolution 4167 approved the execution of a Memorandum of Understanding with the City of Roanoke to receive Gun Violence Intervention Program Grant funds; and

WHEREAS, the amount of the Gun Violence Intervention Program Grant funds is \$164,000.00, which will allow for the leasing of additional surveillance cameras at several public housing developments; and

WHEREAS, RRHA requested a proposal from Ocean 10 Security, LLC for leasing an additional surveillance camera system for the EnVision Center for a period of three (3) years; and

WHEREAS, a modification to Contract 900-2102-2-7 in the amount of \$19,500.00 for the leasing of the additional surveillance camera system for the EnVision Center for a period of three (3) years was executed April 27, 2021; and

WHEREAS, RRHA requested a proposal from Ocean 10 Security, LLC for leasing an additional surveillance camera system for Lansdowne Park for a period of three (3) years; and

WHEREAS, a modification to Contract 900-2102-2-7 in the amount of \$19,500.00 for the leasing of the additional surveillance camera system for the Lansdowne Park for a period of three (3) years was executed January 17, 2023; and

Ocean 10 Security, LLC was requested to submit a change proposal for leasing five (5) additional surveillance cameras and two (2) license plate readers at three (3) public housing developments for a period of four (4) years; and

WHEREAS, the amount of the change proposal submitted by Ocean 10 Security, LLC was determined to be fair and reasonable for leasing the additional surveillance camera systems and license plate readers for a period of four (4) years; and

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

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Ocean 10 Security, LLC; and

WHEREAS, the Executive Director has determined that this contract modification complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such change proposal and execute an appropriate contract modification; and

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The change proposal for leasing five (5) additional surveillance camera systems and two (2) license plate readers for three (3) public housing developments for four (4) years be and hereby accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, contingent upon the execution of the

Memorandum of Understanding with the City of Roanoke for Gun Violence Intervention Program Grant funds;

- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

#### 5. Executive Session

The closed session began at 3:26 p.m. with Chair Walker stating that the Executive Session of the Board of Commissioners of the City of Roanoke Redevelopment and Housing Authority to discuss personnel issues relating to physical attendance in the workplace including specific performance issues relating to identifiable employees of the Authority for the provision of legal advice regarding the same, which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(8).

The commissioners came back into an open session at 4:00 p.m. Commissioner Anguiano moved to approve the closed meeting certification and Vice Chair Karney seconded the motion. Mr. Loftis conducted a roll call vote, which was unanimously voted yes.

#### IV. ADJOURNMENT

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

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

AYES: Commissioners Anguiano, Kepley, Spickler, Vice Chair Karney, Chair Walker

NAYS: None

Chair Walker declared the meeting adjourned at 4:01 p.m.

---

Karen Walker, Chair

---

David Bustamante, Secretary-Treasurer

Exhibits from August 28, 2023 Minutes previously circulated

**RESOLUTION**  
**NO. 4169**



## CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4169

Meeting Date: September 25, 2023

Agenda Item Number: 1

### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ADMINISTRATION BUILDING SECURITY MEASURES AND IMPROVEMENTS FOR JAMESTOWN PLACE, AMP 207, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150123 in the amount of \$4,824,916.00; and

WHEREAS, Building Security and Section 504 Modifications for Common Areas was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, RRHA needs a qualified contractor to complete Administration Building Security Measures and Improvements for Jamestown Place, AMP 207; and

WHEREAS, RRHA issued a Invitation for Bid on July 16, 2023, with bids being due on August 22, 2023; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$269,866.00
G & H Contracting, Inc.	\$216,600.00
Building Specialists, Inc.	\$264,000.00

WHEREAS, the amount of the bid submitted by G & H Contracting, Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and G & H Contracting, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to G & H Contracting, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

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

- (1) The bid submitted by G & H Contracting, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between G & H Contracting, Inc. and RRHA for the fixed price of \$216,600.00.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

Recommended by:  Date 9/1/23  
VP of Operations

Approved by:  Date 9.1.23  
Executive Director

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION**  
**NO. 4170**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4170

Meeting Date: September 25, 2023

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING THE CONSOLIDATED OPERATING BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024

WHEREAS, the City of Roanoke Redevelopment and Housing Authority has prepared a Consolidated Operating Budget for fiscal year ending September 30, 2024, covering the following programs: Central Office, Public Housing, HCV, Hackley, Private Management, Jobs Plus Grant, CDBG/HOME, Homeownership Opportunities (HOP), ROSS Grant, City Activities, and Capital Fund Grants; and


WHEREAS, RRHA is required to submit a Board resolution approving the annual operating budget for U.S. Department of Housing and Urban Development (HUD) funded programs to HUD within 60 days of the beginning of the fiscal year; and

WHEREAS, the Board of Commissioners having reviewed the Consolidated Operating Budget has determined that the budget presented is a fair representation of projected operating revenues and expenditures for fiscal year ending September 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Consolidated Operating Budget is approved for the fiscal year ending September 30, 2024.

Recommended by:   
VP of Finance/CFO

Date 9/6/23

Approved by:   
Executive Director

Date 9.6.23

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



RESOLUTION  
NO. 4171

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4171

Meeting Date: September 25, 2023

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE CONVEYANCE OF NATURAL GAS DISTRIBUTION EQUIPMENT, AND THE GRANTING OF A RELATED UTILITY EASEMENT, AT BLUESTONE PARK

WHEREAS, the City of Roanoke Redevelopment and Housing Authority ("RRHA") currently owns the underground utility lines and related equipment for the distribution of natural gas to units and administration building at Bluestone Park (VA11-9; AMP 259); and

WHEREAS, RRHA is therefore classified as a small natural gas operator for purposes of state and federal pipeline safety regulations, subjecting RRHA to extensive regulatory requirements in addition to the cost of maintaining the equipment; and

WHEREAS, RRHA desires to transfer ownership of the underground utility lines and related equipment in order to relieve itself of the burden, costs and potential liability associated with ownership, and it is in RRHA's interests to do so; and

WHEREAS, Roanoke Gas Company worked with RRHA on the specifications for upgrades and improvements to the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park so that the equipment would meet Roanoke Gas Company standards and could be accepted into Roanoke Gas Company's system; and

WHEREAS, RRHA has negotiated with Roanoke Gas Company toward an agreement by which RRHA would convey the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park to Roanoke Gas Company; and

WHEREAS, RRHA, as a part of any such conveyance, would also be required to convey a non-exclusive easement to Roanoke Gas Company for the operation, maintenance, repair, removal and/or replacement of equipment; and

WHEREAS, RRHA and Roanoke Gas Company have reached agreement on the terms for this transaction, subject to the approval of RRHA's Board of Commissioners; and

WHEREAS, HUD'S Richmond Field Office has confirmed to RRHA that the transfer of utility equipment and associated easements incidental to the normal operation of public housing properties does not require HUD approval; and

WHEREAS, RRHA now desires to convey the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park, along with the related non-exclusive utility easement, to Roanoke Gas Company on the terms set forth in the attached proposed Asset Purchase Agreement; and

WHEREAS, the transaction has been approved by the Virginia State Corporation Commission;

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

1. The conveyance of the underground utility lines and related equipment for the distribution of natural gas to units at Bluestone Park (VA11-9; AMP 259) to Roanoke Gas Company, on the terms set forth in the attached proposed Asset Purchase Agreement, is approved;
2. The conveyance of a non-exclusive utility easement to Roanoke Gas Company at the Bluestone Park (VA11-9; AMP 259) property, on the terms set forth Schedule C of the attached proposed Asset Purchase Agreement, is approved;
3. The Executive Director, or his designee, shall be and hereby is authorized to execute the attached proposed Asset Purchase Agreement; and
4. The Executive Director, or his designee, shall be and hereby is directed to execute all documents necessary to consummate the sale and conveyance of the utility lines and related equipment for the distribution of natural gas to units at Bluestone Park (VA11-9; AMP 259), and the associated utility easement, to Roanoke Gas Company as contemplated in the attached proposed Asset Purchase Agreement, including any documents required to be filed with the Virginia State Corporation Commission.

Recommended by: \_\_\_\_\_  
VP of Operations

Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Executive Director

Date 9.11.23



COMMISSIONERS ACTION:    ☐ Approved        ☐ Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS ASSET PURCHASE AGREEMENT AND BILL OF SALE ("this Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, a political subdivision of the Commonwealth of Virginia, as Seller, and ROANOKE GAS COMPANY, a Virginia corporation, as Purchaser.

In consideration of Ten Dollars (\$10.00) cash in hand paid by the Purchaser to the Seller, and of other good and valuable consideration provided by Purchaser to Seller, the receipt of which is hereby acknowledged by Seller, and of the mutual covenants, agreements and warranties set forth in this Agreement, Seller and Purchaser hereby agree as follows:

1. Purchase, Sale, and Transfer of Assets: (a) Subject to the terms and conditions set forth in this Agreement, Seller does hereby sell, convey, assign, transfer and deliver to Purchaser, and Purchaser purchases and accepts delivery from Seller of, all of the assets listed in Schedule A attached to this Agreement ("the Acquired Assets").

(b) Seller is not selling and shall retain, and Purchaser is not purchasing, any assets owned by Seller other than those specifically described in Schedule A.

2. Location of the Acquired Assets; Purchaser's Right to Leave the Acquired Assets in Place; Grant of Easement: The Acquired Assets comprise underground piping and related equipment used in the distribution by Purchaser of natural gas to the residents of Seller's Bluestone Park housing development, which are installed and in service at the locations denoted in blue on the diagram labeled "Bluestone Park" and attached to this Agreement as Schedule B. Seller and Purchaser acknowledge and agree that the Acquired Assets shall remain in their current locations after the execution and delivery of this Agreement, and Purchaser agrees when requested by Seller to execute a Deed of Easement in the form attached to this Agreement as

Schedule C to grant to Purchaser the right to locate, operate, maintain, repair, remove and replace the Acquired Assets (and also the associated aboveground meters and regulators that are part of the natural gas distribution system, which are already owned by Purchaser) at their current locations on the property of Seller.

3. Seller's Representations and Warranties: Seller represents and warrants to Purchaser as follows with respect to this sale and transfer of the Acquired Assets:

(i) Seller is a duly organized and validly existing political subdivision of the Commonwealth of Virginia. Seller has all requisite power and authority to conduct its business as it is now being conducted, and to execute, deliver and perform its obligations under this Agreement. The person executing this Agreement on behalf of Seller has been duly authorized to do so by Seller's governing authority, and his signature is binding on Seller in all respects.

(ii) The execution and performance of this Agreement by Seller will not violate or conflict with any agreement to which Seller is a party or any order or decree to which Seller is subject.

(iii) There is no litigation pending or, to the best of Seller's knowledge, threatened against Seller with respect to any of the Acquired Assets.

(iv) Seller has the right to sell and convey to Purchaser good and marketable title to the Acquired Assets, free and clear of all liens, encumbrances and other adverse interests.

5. Limitation on Seller's Warranties: Seller makes no warranties, express or implied, as to the condition or fitness for a particular purpose of any of the Acquired Assets, and Purchaser acknowledges that it is acquiring the Acquired Assets in their condition "as is, where is" on the date of this Agreement.

6. Entire Agreement; Amendments; Governing Law: This Agreement (including the attached schedules) constitutes the entire agreement of the parties with respect to its subject matter, superseding all prior or contemporaneous negotiations and discussions. It cannot be amended except by a writing signed by both Seller and Purchaser. It shall be governed by and interpreted under the laws of the Commonwealth of Virginia.

WITNESS the signatures and seals of the parties as of the date first written above:

CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY (SEAL)

By \_\_\_\_\_  
Its \_\_\_\_\_

ROANOKE GAS COMPANY (SEAL)

By \_\_\_\_\_  
Its President

The following schedules are attached to and are a part of this Agreement:

Schedule A: Description of the Acquired Assets

Schedule B: Diagram showing the location of the Acquired Assets on the property of the Seller

Schedule C: The form of Deed of Easement to be executed by Seller and recorded

Schedule A—Description of the Acquired Assets

Approximately 2,710 linear feet of 2-inch diameter natural gas carrying main pipe

Approximately 2,727 linear feet of 1-inch diameter natural gas carrying service pipe

The related couplings, caps, valves and risers that, with the pipe, comprise the underground portion of the natural gas distribution system

Schedule B: Diagram showing the location of the Acquired Assets on the property of the Seller

Schedule C: The form of Deed of Easement to be executed by Seller and recorded



Notes:



Date: 8/9/2023  
1 inch = 200 feet



After recording return to:  
Roanoke Gas Company  
Attention: Mr. Paul Nester  
P. O. Box 13007  
Roanoke, VA 24030

This instrument prepared by:  
Daniel F. Layman, Jr.  
VSB #14650  
P. O. Box 256  
Roanoke, VA 24002

Tax Map No.: N/A

Title Insurance Underwriter: N/A

Consideration: \$10.00

Tax Assessed Value: N/A

THIS DEED OF EASEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**, a political subdivision of the Commonwealth of Virginia, as Grantor, and **ROANOKE GAS COMPANY**, a Virginia corporation, as Grantee;

WITNESSETH THAT:

The Grantor owns the Bluestone Park housing development located on Bluestone Avenue, NE, and Liberty Road, NE, in the City of Roanoke, Virginia (“the RRHA Property”).

The Grantee is a public utility which supplies natural gas to the occupants of the residences within the RRHA Property. In connection with its distribution of natural gas to those residents, the Grantee has acquired from the Grantor the existing underground piping and related equipment which carry the natural gas and has installed several meters and a regulator, all of which together constitute the Grantee’s “Natural Gas Distribution System” within the RRHA Property.

The Grantor has agreed to grant and convey to the Grantee an easement ten (10) feet wide on, across, over, under and through that portion of the RRHA Property shown marked in blue on the map or diagram of the RRHA Property which is attached to this Deed as Exhibit A (“the



Easement Area”), for the location, operation, maintenance, repair, removal and replacement of the Grantor’s Natural Gas Distribution System. That is the purpose of this Deed.

Now, therefore, in consideration of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Grantor, the Grantor does hereby GRANT and CONVEY, with General Warranty and modern English covenants of title, unto the Grantee, Roanoke Gas Company, a non-exclusive easement ten (10) feet in width on, across, over, under and through the Easement Area, for the location, operation, maintenance, repair, removal and replacement of the Grantor’s Natural Gas Distribution System within the RRHA Property.

The easements hereby granted shall include also, as and to the extent necessary to afford to Roanoke Gas Company the ability to fully use and enjoy its rights in the Easement Area, the right to use the streets, alleys, parking areas and sidewalks within the RRHA Property to reach the Easement Area.

The Grantee agrees, by its acceptance and recordation of this Deed of Easement, to restore and repair any actual damage to the RRHA Property which may be directly caused by the maintenance, repair, removal or replacement of any portion of the Natural Gas Distribution System, to as nearly as practical its condition immediately prior to the commencement of the Grantee’s maintenance, repair, removal or replacement activities.

The Grantee shall have the right from time to time as it deems necessary to inspect the Easement Area and to remove any vegetation or other obstructions which in its reasonable judgment may interfere with the proper use of its Natural Gas Distribution System. The Grantor covenants and agrees that it will not erect any building or other structure within the Easement Area or in any other location that would render any portion of the Easement Area inaccessible to

the Grantee. However, nothing in this paragraph or in this Deed of Easement shall be construed to permit or require the removal, alteration or relocation of any structures or improvements existing on the RRHA Property as of the date.

This conveyance is made subject to all applicable restrictions, reservations, easements and conditions now of record affecting the property hereby conveyed.

WITNESS the following signature and seal:

CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY (SEAL)

By \_\_\_\_\_  
Its Executive Director

COMMONWEALTH OF VIRGINIA)

CITY/COUNTY OF \_\_\_\_\_) To-wit:

The foregoing instrument was acknowledged before me, the undersigned notary public, in my jurisdiction aforesaid, on this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, Executive Director of the City of Roanoke Redevelopment and Housing Authority, on behalf of the Authority.

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Notary Registration No.: \_\_\_\_\_

Grantee's address: P. O. Box 13007, Roanoke, VA 24030

## EXHIBIT A—DESCRIPTION OF THE EASEMENT AREA

### Schedule A - Description of the Acquired Assets

Approximately 2,710 linear feet of 2-inch diameter natural gas carrying main pipe

Approximately 2,727 linear feet of 1-inch diameter natural gas carrying service pipe

The related couplings, caps, valves and risers that, with the pipe, comprise the underground portion of the natural gas distribution system

**RESOLUTION**  
**NO. 4172**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4172

Meeting Date: September 25, 2023

Agenda Item Number: 4

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY FOR THE PUBLIC HOUSING PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities, and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Public Housing program, through the use of its Admissions and Continued Occupancy Policy (ACOP).

WHEREAS, the Admissions and Continued Occupancy Policy (ACOP) must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Admissions and Continued Occupancy Policy (ACOP) as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the current Admissions and Continued Occupancy Policy (ACOP) for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

WHEREAS, Nan McKay and Associates, Inc., the company to which RRHA subscribes for model policies to comply with changes in HUD regulations and policy, has released additional revisions to certain chapters of the model policies to subscribers, HOTMA changes Section 103 Income limits in Public Housing; and

WHEREAS RRHA staff have reviewed the Admissions and Continued Occupancy Policy (ACOP) and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Admissions and Continued Occupancy Policy (ACOP) for the RRHA Public Housing Program, in substantially the form circulated to the Board, is approved.

2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual update

Approved by: \_\_\_\_\_

Executive Director

Date

9.11.23

COMMISSIONERS ACTION:

☐ Approved

☐ Not Approved

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



<b>3/1/23 Revisions to Policy Instruction Guide</b>		
<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Changes Made in Policy Instruction Guide</b>
2-5 thru 2-18	2-5 thru 2-20	<p>Added new <b>2-I.C. DISCRIMINATION COMPLAINTS</b>, updated heading under this to <b>General Housing Discrimination Complaints</b>, moved 3rd bullet to next page and added a new 3rd bullet and updated Options under this heading on p. 2-5</p> <p>Repaginated pp. 2-5 through end of chapter</p> <p>Added new <b>Complaints under the Equal Access Final Rule [Notice PIH 2014-20]</b> heading with new Decision point and new Options on p. 2-6</p> <p>Added new <b>VAWA Complaint Processing [Notice FHEO 2023-01]</b> heading with new Decision point and new Options on p. 2-7</p> <p>Updated Model ACOP page numbers in Decision Points on pp. 2-9 thru 2-18</p>
3-3 thru 3-6	3-3 thru 3-6	<p>Updated text in 1st bullet on p. 3-4</p> <p>Updated text in 2nd paragraph under Option 1 on p. 3-5</p>
3-37/38	3-37/38	Updated text in 4th bullet on p. 3-37
3-49 thru 3-60	3-49 thru 3-62	<p>Updated text in 3rd indented paragraph under Option 1 on p. 3-50</p> <p>Updated <b>3-III.F</b> heading, updated 1st paragraph, added new bullet, updated <b>Notification</b> paragraph on p. 3-54</p> <p>Repaginated pp. 3-54 through end of chapter</p> <p>Updated text in Decision Point paragraph, and 1st, 2nd and 4th bullets under <u>Things to Consider</u> on p. 3-55</p> <p>Updated text in 1st and 2nd paragraphs under Option 1 on p. 3-56</p> <p>Updated text in Decision Point, both bullets and under Option 1 on p. 3-57</p> <p>Updated Model ACOP page numbers in Decision Points on pp. 3-57 and 3-60</p> <p>Updated text in Decision Point and updated formatting in 1st bullet on p. 3-58</p>
4-29 thru 4-38	4-29 thru 4-38	<p>Updated text in 1st bullet on p. 4-30</p> <p>Updated text in 2nd paragraph under Option 1 on p. 4-31</p> <p>Added text in 4th dash paragraph and added new last dash paragraph on p. 4-34</p> <p>Updated 2nd bullet paragraph and the following 3 dash paragraphs on 4-35</p> <p>Updated formatting in 3rd and 4th dash paragraphs under the 2nd bullet on p. 4-36</p> <p>Updated text in 3rd paragraph under Option 1 on p. 4-37</p>

3/1/23 Revisions to Policy Instruction Guide		
Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
4-59 thru 4-64	4-59 thru 4-64	Updated text under <b><u>Victims of Domestic Violence</u></b> bullet on p. 4-59 Updated formatting under <b>Substandard Housing</b> bullet, in paragraph about a “homeless family” and added new 2nd to last paragraph on p. 4-62 Repaginated pp. 4-62 and 4-63
4-67/68	4-67/68	Fixed formatting in “homeless” families: line on p. 4-68
5-13/14	5-13/14	Updated text in 2nd paragraph of Option 1 on p. 5-14
6-69/70	6-69/70	Added text in 4th bullet and added new 5th bullet text on p. 6-69
6-95/96	6-95/96	Added text in 1st paragraph on p. 6-95
7-27/28	7-27/28	Updated text in last paragraph under Option 1 on p. 7-28
7-41/42	7-41/42	Deleted what had been the 1st two paragraph under Option 1 on p. 7/41
8-1/2	8-1/2	Changed text in last bullet on p. 8-2
9-1/2	9-1/2	Added text to 1st paragraph, and corrected formatting in <b><u>Part II</u></b> paragraph on p. 9-1
9-15/16	9-15/16	Updated reference in <b>PART II</b> heading and 1st bullet and corrected formatting in 1st bullet and Option 1 paragraph on p. 9-15
12-1 thru 12-6	12-1 thru 12-6	Updated text in 2nd and 3rd bullet and corrected font size of text in last 2 bullets on p. 12-2 Updated text in 2nd and 3rd paragraphs under Option 1 on p. 12-3 Corrected text in last paragraph on p. 12-4 Updated text in last paragraph under Option 1 on p. 12-5
12-21 thru 12-28	12-21 thru 12-28	Updated text in 3rd bullet on p. 12-22 Updated text in 2nd to last paragraph under Option 1 on p. 12-23 Updated text in first Option 1 on p. 12-27
12-35/36	12-35/36	Updated text in 2nd indented paragraph under Option 1 on p. 12-36
13-1 thru 13-4	13-1 thru 13-4	Added text in <b><u>Part II</u></b> paragraph on p. 13-1 Corrected formatting in 1st paragraph under Option 1 on p. 13-4

### 3/1/23 Revisions to Policy Instruction Guide

Remove Pages	Insert Pages	Changes Made in Policy Instruction Guide
13-7 thru 13-62	13-7 thru 13-62	<p>Repaginated pp. 13-8 through 13-48</p> <p>Added new <b>13-III.J. OVER_INCOME FAMILIES</b> section with new Decision Points and Options on pp. 13-8 and 13-9</p> <p>Added new <b>Over Income Limit</b> subsection with new Decision Points and Options on p. 13-10</p> <p>Added new <b>Decreases in Income</b> subsection with new Decision Points and Options on p. 13-11</p> <p>Added new <b>Initial Notice of Over Income Status</b> subsection with new Decision Points and Options on p. 13-12</p> <p>Added new <b>Second Notice of Over Income Status</b> subsection with new Decision Points and Options on p. 13-13</p> <p>Added new <b>Final Notice of Over Income Status</b> subsection with new Decision Points and Options on pp. 13-14 through 13-16</p> <p>Updated Model ACOP page numbers in Decision Points on pp. 13-17 thru end of chapter</p> <p>Updated text in last bullet on p. 13-27</p> <p>Updated text in 2nd paragraph under <b>Other Good Cause</b> on p. 13-30</p> <p>Deleted the <b>Over Income Families</b> subsection, Decision Points and Options that had formerly been on pp. 13-27 through 13-33</p> <p>Updated text in 2nd indented paragraph under Option 1 on p.13-39</p> <p>Updated text in <b>13-III.F.</b> heading, in <b>VAWA Protections against Terminations</b> paragraph, in <b>Limits on VAWA Protections</b> paragraph, and in 1st bullet on p. 13-44</p> <p>Updated text in 1st two paragraphs under Option 1 on p. 13-45</p> <p>Updated text in 1st paragraph, in 1st and 3rd bullets and in 1st paragraph under Option 1 on p. 13-46</p> <p>Updated text in last paragraph under Option 1 on p. 13-48</p> <p>Updated text last bullet and in 2nd paragraph under Option 1 on p. 12-54</p>
16-1/2	16-1/2	Updated text in <b>Part VII</b> paragraph on p. 16-1
16-7/8	16-7/8	Updated PIH notice reference in <b>16-II.B.</b> heading on p. 16-7
16-23 thru 16-26	16-23 thru 16-26	<p>Updated 4th bullet on p. 16-23</p> <p>Repaginated pp. 16-23 and 16-24</p> <p>Updated text in continuation of PHA Policy in 7th indented paragraph under Option 1 on p. 16-24</p> <p>Updated <b>"Domestic Violence..."</b> Subheading on p. 16-26</p>



**13-II.J. OVER INCOME FAMILIES [24 CFR 960.507; FR Notice 7/26/18;  
Notice PIH 2019-11; FR Notice 2/14/23]**

In the public housing program, an *over-income family* is defined as a family whose income exceeds the over-income limit for 24 consecutive months. When this occurs, the PHA must either:

- Terminate the family's tenancy within six months of the PHA's final notification of the end of the 24-month grace period; or

PHA Policy

For families whose income exceeds the over-income limit for 24 consecutive months, the PHA will terminate the tenancy of the family no more than six months after the final notification of the family's over-income status in accordance with the continued occupancy policies below.

**Over-Income Limit [Notice PIH 2019-11]**

The PHA must publish over-income limits in their ACOP and update them no later than 60 days after HUD publishes new income limits each year. The over-income limit is calculated by multiplying the very low-income limit (VLI) by 2.4, as adjusted for family size.

PHA Policy

The PHA will rely on the following over-income limits. These numbers will be updated within 60 days of HUD publishing new income limits each year and will be effective for all annual and interim reexaminations once these policies have been adopted.

<u>Family Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Over-Income Limit</u>	\$92,400	\$104,160	\$118,800	\$132,000	\$142,560	\$153,120	\$163,680	\$174,240

For families larger than eight persons, the over-income limit will be calculated by multiplying the applicable very low-income limit by 2.4.



#### **Decreases in Income [24 CFR 960.507(c)(4)]**

If, at any time during the consecutive 24-month period following the initial over-income determination, the PHA determines that the family's income is below the over-income limit, the PHA's over-income policies no longer apply to the family. If the PHA later determines that the family's income exceeds the over-income limit at a subsequent annual or interim reexamination, the family is entitled to a new 24 consecutive month period and new notices under this section.

##### **PHA Policy**

If, at any time during the 24-month period following the initial over-income determination, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy in Chapter 9.

If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The PHA will notify the family in writing within 10 business days of the determination that over-income policies no longer apply to them.

#### **Initial Notice of Over-Income Status [24 CFR 960.507(c)(1)]**

If the PHA determines the family has exceeded the over-income limit during an annual or interim reexamination, the PHA must provide written notice to the family of the over-income determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit and continuing to do so for a total of 24 consecutive months will result in the PHA following its continued occupancy policy for over-income families. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

##### **PHA Policy**

At annual or interim reexamination, if a family's income exceeds the applicable over-income limit, within 10 business days the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.



#### **Second Notice of Over-Income Status [24 CFR 960.507(c)(2)]**

The PHA must conduct an income examination 12 months after the initial over-income determination, unless the PHA determined the family's income fell below the over-income limit since the initial over-income determination. If the PHA determines the family continues to exceed the over-income limit for 12 consecutive months, the PHA must provide written notification of this 12-month over-income determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit for 12 consecutive months and continuing to do so for a total of 24 consecutive months will result in the PHA following its continued occupancy policy for over-income families. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

##### **PHA Policy**

If a family's income exceeds the applicable over-income limit after 12 consecutive months, within 10 business days, the PHA will notify the family in writing of the determination and that if the family continues to be over-income for 24 consecutive months, the family will be subject to the PHA's over-income policies. The notice will also state that the family may request a hearing if the family disputes the PHA's determination in accordance with PHA policies in Chapter 14.

#### **Final Notice of Over-Income Status [24 CFR 960.507(c)(3) and 960.509]**

Unless the PHA determined the family's income fell below the over-income limit since the second over-income determination, the PHA must conduct an income examination 24 months after the initial over income determination. If the family continues to be over-income based on this determination, the PHA must provide written notification of this determination no later than 30 days after the income examination. The notice must state that the family has exceeded the over-income limit for 24 consecutive months and that the PHA will follow its continued occupancy policies for over-income families. The PHA must afford the family an opportunity for a hearing if the family disputes within a reasonable time the PHA's determination that the family has exceeded the over-income limit.

##### **PHA Policy**

For families whose income exceeds the over-income limit for 24 consecutive months, the PHA will terminate the tenancy of the family no more than six months after the final notification of the family's over-income status.

During the period before termination, the over-income family will continue to be a public housing program participant until their tenancy is terminated. The PHA will continue to charge the family rent in accordance with public housing regulations, will offer the family the choice between income-based and flat rent as required by the regulations, and will prorate rent for mixed families.

The PHA will give appropriate notice of lease tenancy termination (notice to vacate) in accordance with state and local laws.





## OVER-INCOME FAMILY INITIAL NOTIFICATION

### City of Roanoke Redevelopment and Housing Authority

Resident name:

Address:

Date:

#### Purpose

The purpose of this notice is to inform you that the City of Roanoke Redevelopment and Housing Authority has determined that your family's income is above the income limit (over-income) according to federal rules for the public housing program. This is your **initial** (first) notice.

#### What happens next?

For now, your rent will continue to be calculated as usual, you will continue to be offered a choice between income-based and flat rent, and **you do not have to move**. If your family remains over-income for the following 24 consecutive months, you will no longer be eligible for assistance under the public housing program.

If you think that we have made a mistake and your family should not be considered over-income, you may request a hearing by calling: XXX-XXX-XXXX or emailing [address] or requesting more information from PHA staff at: [location]. If you wish to request a hearing, please do so as soon as possible. If you do not wish to request a hearing, you do not need to do anything at this time.

### **What about changes to my income?**

We will continue to reexamine your income every 12 months as usual. After each reexamination, you will receive a notification like this one if your family is still over-income.

If your family's income drops below the over-income limit before the end of the 24 consecutive-month grace period, you will no longer be considered over-income. If your family's income increases again to an amount that is over-income, you will receive another 24 consecutive month grace period.

If your income changes, contact us using the information provided below to learn the policy for requesting an interim reexamination.

### **What if my family remains over-income for 24 consecutive months?**

Within 30 days of the recertification, you will receive a notice like this one informing you that your family has remained over-income for 24 consecutive months. According to the Continued Occupancy Policy, families that remain over-income for 24 consecutive months must leave their units and find other housing in no more than 6 months after receiving notification.

If your family continues to reside in the unit after \_\_\_\_\_ *[restate date]*, the PHA will begin eviction proceedings by issuing a notice to vacate.

Until the time of lease termination, you will continue to be a public housing program participant and will continue to be charged your choice of income-based or flat rent.

***[INSERT PHA CONTACT INFORMATION]***



## OVER-INCOME FAMILY 12 MONTH NOTIFICATION

### City of Roanoke Redevelopment and Housing Authority

Resident name:

Address:

Date:

#### Purpose

The purpose of this notice is to inform you that the **City of Roanoke Redevelopment and Housing Authority** has determined that your family's income is above the income limit (over-income) according to federal rules for public housing. This is your **12-month** (second) notice.

#### What happens next?

For now, your rent will continue to be calculated as usual, you will continue to be offered a choice between income-based and flat rent, and **you do not have to move**. If your family remains over-income for the following 12 consecutive months, you will no longer be eligible for assistance under the public housing program.

If you think that we have made a mistake and your family should not be considered over-income, you may request a hearing by calling: XXX-XXX-XXXX or emailing *[address]* or requesting more information from PHA staff at: *[location]*. If you wish to request a hearing, please do so as soon as possible. If you do not wish to request a hearing, you do not need to do anything at this time.

### **What about changes to my income?**

We will need to re-examine your income in 12 months. After the reexamination, you will receive a notification like this one if your family is still over-income.

If your family's income drops below the over-income limit before the end of the 24 consecutive-month grace period, you will no longer be considered over-income. If your family's income increases again to an amount that is over-income, you will receive another 24 consecutive month grace period.

If your income changes, contact us using the information provided below to learn the policy for requesting an interim reexamination.

### **What if my family remains over-income in consecutive 12 months?**

Within 30 days of the recertification, you will receive a notice like this one informing you that your family has remained over-income for 24 consecutive months. According to the Continued Occupancy Policy, families that remain over-income for 24 consecutive months must leave their units and find other housing in no more than **6** months after receiving notification.

If your family continues to reside in the unit after \_\_\_\_\_ *[restate date]*, \_\_\_\_\_ *[name of PHA]* will begin eviction proceedings by issuing a notice to vacate.

Until the time of lease termination, you will continue to be a public housing program participant and will continue to be charged your choice of income-based or flat rent.

***[INSERT PHA CONTACT INFORMATION]***





## OVER-INCOME FAMILY 24 MONTH NOTIFICATION

### City OF Roanoke Redevelopment and Housing Authority

Resident name:

Address:

Date:

#### **Purpose**

The purpose of this notice is to inform you that the City of Roanoke Redevelopment and Housing Authority has determined that your family's income is above the income limit (over-income) according to federal rules for public housing. This is your **24-month** (third) notice.

You are no longer eligible for assistance under the public housing program.

#### **What if I disagree that my family is over-income?**

If you think that we have made a mistake and your family should not be considered over-income, you may request a hearing by calling: XXX-XXX-XXXX or emailing [address] or requesting more information from PHA staff at: [location]. If you wish to request a hearing, please do so as soon as possible.

#### **What about changes to my income?**

Changes to your income after you receive this notice will not change our determination. If necessary, you may request an interim reexamination, but a decrease in income or rent will not make you eligible to remain. Because your family has been over-income for 24 consecutive months, you are no longer eligible for assistance under the public housing program.

### **What do I need to do now?**

According to the Continued Occupancy Policy, your family cannot continue your tenancy. You must find other housing as soon as possible. Our policy is to allow families up to **6** months to find other housing.

If your family continues to reside in the unit after \_\_\_\_\_ *[restate date]*, the PHA will begin eviction proceedings by issuing a notice to vacate.

Until the time of lease termination, you will continue to be a public housing program participant and will continue to be charged your choice of income-based or flat rent.

The following services are available to assist you:

### **Enter site specific address and contact information**