

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



MONTHLY OPERATIONS REPORT

FOR THE MONTH OF OCTOBER 2023

NOVEMBER 27, 2023

MEMORANDUM

To: Board of Commissioners

From: David Bustamante, Executive Director

Date: November 20, 2023

Subject: Monthly Operations Reports

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

Executive Office	Section 1
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EXECUTIVE OFFICE

Executive Director's Report

Senate Passes FY24 THUD Spending Bill with Bipartisan Support While House Bill and Damaging Amendments Stall

The U.S. Senate passed its fiscal year (FY) 2024 Transportation, Housing and Urban Development (THUD) spending bill on November 1, along with two other funding bills in a so-called “minibus” bill. The minibus passed, with broad bipartisan support, on a final vote of 82-15, and with no problematic amendments related to HUD. While the U.S. House of Representatives also planned to vote last week on a draft THUD FY24 spending bill – and several damaging HUD-related amendments – the bill stalled after opposition from House Republicans over proposed cuts to the U.S. Department of Transportation, and particularly to funding for Amtrak. Because of their narrow majority in the House, Republicans can only afford to lose a handful of votes if they hope to pass legislation without bipartisan support. House Speaker Mike Johnson (R-LA) plans to bring the bill and its amendments to the floor this week.

House Republicans proposed significant cuts to – and even the elimination of – many HUD programs in their draft FY24 THUD spending bill. However, thanks to the hard work of advocates and our congressional champions, both the House and Senate FY24 draft bills provide increased funding for many of HUD's priorities, including Housing Choice Vouchers (HCVs), native housing, and Homelessness Assistance Grants. Still, because of dramatic rent increases last year, neither bill provides sufficient resources to renew all existing HCV contracts. At the Senate's funding levels, an estimated 6,000 vouchers would be lost upon turnover, and under the House proposal, 40,000 vouchers would be lost upon turnover.

Audit

Auditors from Jump, Perry and Company, L.L.P., will be conducting an RRHA site visit the week of December 11, 2023. This is the annual independent audit for year ending September 30, 2023.

Annual Staff Recognition Event

RRHA will hold its annual holiday and staff recognition luncheon beginning at 12:00 p.m. on Friday, December 8, 2023, at the Holiday Inn Tangle wood. Commissioners are invited to attend the event, and Chair Karen Karney will provide remarks.

This annual event provides an opportunity to recognize individuals and teams for exceptional contributions to RRHA's success over the past year and to present service awards.

HUMAN RESOURCES & ADMINISTRATION DIVISION

HUMAN RESOURCES
MONTHLY REPORT
OCTOBER 2023

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

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RECRUITING REPORT

OPEN POSITIONS

Position Title	Division	Status
Accountant I	Finance	Posted / Screening / Interviewing
Accountant II	Finance	Posted / Screening / Interviewing
Maintenance Technician	Housing	Posted / Screening / Interviewing
Construction Specialist I - 5K Sign On Bonus	Operations	Posted / Screening / Interviewing
HCV Specialist	Housing	Posted / Screening / Interviewing
Resident Ambassador	Community Services	Posted / Screening
Assistant Property Manager I	Housing	Posted / Screening / Interviewing
Assistant Property Manager II	Housing	Posted / Screening / Interviewing
Director of Housing	Housing	Posted / Screening
Activity Coordinator	Community Services	Posted / Screening / Interviewing
Jobs Plus Case Manager	Community Services	Posted / Screening / Interviewing

APPLICATIONS SCREENED

	Applications	Phone Screen	Interviewed	Offered
Accountant I	8	5	1	0
Accountant II	3	1	1	0
Maintenance Technician	39	11	2	3
Construction Specialist I	5	2	0	0
HCV Specialist	7	4	3	3
Resident Ambassador	4	1	0	0
Assistant Property Manager I	2	0	0	0
Assistant Property Manager II	7	3	1	0
Director of Housing	11	4	0	0
Activity Coordinator	0	1	1	1
Jobs Plus Case Manager	6	1	1	1
Total	92	33	16	8
%		36%	30%	50%

Maintenance Technician – Scheduled 3 interviews, 1 no show; majority of applications would be Maintenance Workers and Technicians are needed

Construction Specialist I- Scheduled 1 interview, was a no-show

HCV Specialist – Offered to 3 different candidates, one candidate changed mind, unsuccessful pre-hire screenings, new hire started 11/6/23

Director of Housing- Continuing to screen

Activity Coordinator- Offered and accepted, started 10/19/23

Jobs Plus Case Manager – Offered and accepted, started 10/30/23

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TRAINING REPORT

RRHA UNIVERSITY

# of employees completing a course	12
# of unique courses	69
# of courses completed	105
# of hours learning*	59
# of average minutes per course*	33.9

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

User	Course	Completed
Brush, Heather	AF 001 - Introduction to Affordable Housing	10/04/2023
Motley, Tanaya	BT 100 - Getting Started with Voyager 7S	10/23/2023
Motley, Tanaya	BT 110 - Differences Between Voyager 6.0 and 7S	10/23/2023
Mack, Christa	COM 121 - Effective Telephone Skills: Put Yourself in the Zone	10/10/2023
Lavar, Tyrone	eL 100 - Welcome to eLearning	10/02/2023
Jones, Jonathan	eL 100 - Welcome to eLearning	10/02/2023
Hill, Emily	eL 100 - Welcome to eLearning	10/02/2023
Motley, Tanaya	eL 100 - Welcome to eLearning	10/09/2023
Saunders, Angelique	eL 100 - Welcome to eLearning	10/19/2023
Shepherd IV, Robert	eL 100 - Welcome to eLearning	10/30/2023
Hill, Emily	FH 100 - Federal Fair Housing Compliance	10/02/2023
Brush, Heather	FH 100 - Federal Fair Housing Compliance	10/04/2023
Motley, Tanaya	FH 100 - Federal Fair Housing Compliance	10/09/2023
Saunders, Angelique	FH 100 - Federal Fair Housing Compliance	10/19/2023
Shepherd IV, Robert	FH 100 - Federal Fair Housing Compliance	10/30/2023
Lavar, Tyrone	FH 110 - Federal Fair Housing Compliance for Maintenance	10/02/2023
Jones, Jonathan	FH 110 - Federal Fair Housing Compliance for Maintenance	10/02/2023
Lavar, Tyrone	FH 121 - Fair Housing: The Federally Protected Classes	10/16/2023
Lavar, Tyrone	FH 122 - Fair Housing: Illegal Acts of Discrimination	10/16/2023
Lavar, Tyrone	FH 123 - Fair Housing: Best Practices with Prospects	10/16/2023
Lavar, Tyrone	FH 124 - Fair Housing: Best Practices for Property Management	10/16/2023
Lavar, Tyrone	FH 125 - Fair Housing: Maintenance	10/16/2023
Lavar, Tyrone	FH 126 - Fair Housing: Disabilities and Reasonable Accommodations	10/16/2023
Lavar, Tyrone	FH 127 - Fair Housing: Affordable Properties	10/16/2023
Lavar, Tyrone	FH 128 - Fair Housing: Complaints and Their Consequences	10/16/2023

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Brush, Heather	FH 129 - Fair Housing: Final Exam	10/02/2023
Lavar, Tyrone	FH 129 - Fair Housing: Final Exam	10/16/2023
Brush, Heather	FH 130 - Fair Housing: Leasing Scenario	10/02/2023
Lavar, Tyrone	FH 130 - Fair Housing: Leasing Scenario	10/16/2023
Brush, Heather	HR 100 - Valuing Diversity, Equity, and Inclusion in the Workplace	10/27/2023
Hill, Emily	HR 130 - Drug-Free Workplace	10/02/2023
Motley, Tanaya	HR 130 - Drug-Free Workplace	10/09/2023
Saunders, Angelique	HR 130 - Drug-Free Workplace	10/19/2023
Shepherd IV, Robert	HR 130 - Drug-Free Workplace	10/30/2023
Lavar, Tyrone	HR 130 - Drug-Free Workplace (English/Spanish)	10/02/2023
Jones, Jonathan	HR 130 - Drug-Free Workplace (English/Spanish)	10/02/2023
Brown, Natalie	PD 100 - Business Etiquette: Introduction	10/20/2023
Brown, Natalie	PD 101 - Business Etiquette: Appearance	10/20/2023
Brown, Natalie	PD 102 - Business Etiquette: Communication	10/20/2023
Brown, Natalie	PD 103 - Business Etiquette: Work Relationships	10/20/2023
Brown, Natalie	PD 104 - Business Etiquette: Getting Help and Saying Thanks	10/20/2023
Motley, Tanaya	PD 120 - Time Management Module 1: What are the Benefits?	10/23/2023
Picard, Jason	PD 120 - Time Management Module 1: What are the Benefits?	10/30/2023
Motley, Tanaya	PD 121 - Time Management Module 2: Taking Control	10/23/2023
Motley, Tanaya	PD 122 - Time Management Module 3: Environmental Factors	10/23/2023
Motley, Tanaya	PD 123 - Time Management Module 4: Setting Goals	10/23/2023
Motley, Tanaya	PD 124 - Time Management Module 5: Scheduling Success	10/23/2023
Picard, Jason	PD 140 - Conflict Resolution: Introduction	10/30/2023
Michaels, Jason	PD 141 - Conflict Resolution: Addressing the Issue	10/13/2023
Michaels, Jason	PD 142 - Conflict Resolution: Identifying Solutions	10/13/2023
Michaels, Jason	PD 143 - Conflict Resolution: Moving Forward	10/20/2023
Brown, Natalie	PHA 001 - What is HUD?	10/20/2023
Brown, Natalie	PHA 140 - Eligibility Part 1: Family Detail Info in 7S	10/26/2023
Brown, Natalie	PHA 145 - Eligibility Part 2: Verifications in 7S	10/26/2023
Brown, Natalie	PHA 150 - RFTA in 7S	10/26/2023
Brown, Natalie	PHA 160 - New Admissions in 7S	10/26/2023
Motley, Tanaya	PHA 220 - Earned Income Disallowance (EID) in 7S	10/10/2023
Shepherd IV, Robert	PHA 220 - Earned Income Disallowance (EID) in 7S	10/31/2023
Brown, Natalie	PHA 240 - End of Participation in 7S	10/27/2023
Brown, Natalie	PHA 250 - Unit Transfers, Part 1: Assign to Leased Property in 7S	10/27/2023
Brown, Natalie	PHA 252 - Unit Transfers, Part 2: Assign Unit in 7S	10/27/2023
Brown, Natalie	PHA 254 - Unit Transfers, Part 3: Transfer to Property in 7S	10/27/2023

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Brown, Natalie	PHAO 100 - HCV Occupancy Cycle: Intake in 7S	10/20/2023
Brown, Natalie	PHAO 110 - HCV Occupancy Cycle: Lease-Up and Moves in 7S	10/26/2023
Brown, Natalie	PHAO 120 - HCV Occupancy Cycle: Annual Activities in 7S	10/26/2023
Brown, Natalie	PHAO 130 - HCV Occupancy Cycle: Terminations in 7S	10/26/2023
Motley, Tanaya	RS 106 - Creating a One-Time Charge in 7S	10/23/2023
Motley, Tanaya	RS 108 - Reading Resident Reports in 7S	10/23/2023
Motley, Tanaya	RSERV- An Introduction to Motivational Interviewing	10/10/2023
Picard, Jason	RSERV- An Introduction to Motivational Interviewing	10/18/2023
Shepherd IV, Robert	RSERV- An Introduction to Motivational Interviewing	10/31/2023
Motley, Tanaya	RSERV- Case Management Tips	10/10/2023
Brush, Heather	RSERV- Introduction to RRHA Resident Services	10/11/2023
Shepherd IV, Robert	RSERV- Introduction to RRHA Resident Services	10/31/2023
Motley, Tanaya	RSERV- Job Skills Assessment	10/10/2023
Shepherd IV, Robert	RSERV- Mandated Reporting- Adult Protective Services	10/31/2023
Picard, Jason	RSERV- ROSS Resident Engagement Strategies	10/19/2023
Brush, Heather	RSERV- RRHA Family-Self Sufficiency Program Action Plan	10/03/2023
Motley, Tanaya	RSERV- The Psychology of Self-Motivation	10/23/2023
Picard, Jason	RSERV- The Psychology of Self-Motivation	10/30/2023
Shepherd IV, Robert	RSERV- The Psychology of Self-Motivation	10/31/2023
Brush, Heather	RSERV- Tracking at a Glance for FSS	10/19/2023
Motley, Tanaya	RSERV- Tracking at a Glance for Jobs Plus	10/11/2023
Brush, Heather	RSERV- Writing the Service Plan	10/19/2023
McCoy, Suzette	SP 050 - Introduction to OSHA	10/30/2023
McCoy, Suzette	SP 105 - Office Safety	10/30/2023
McCoy, Suzette	SP 115 - Back Injury Prevention: Introduction	10/30/2023
McCoy, Suzette	SP 120 - Avoiding Slips, Trips, and Falls	10/30/2023
McCoy, Suzette	SP 125 - Fire Safety	10/30/2023
McCoy, Suzette	SP 130 - Ladder Safety	10/30/2023
Lavar, Tyrone	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/02/2023
Jones, Jonathan	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/02/2023
Hill, Emily	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/02/2023
Motley, Tanaya	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/09/2023
Saunders, Angelique	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/19/2023
McCoy, Suzette	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/30/2023
Shepherd IV, Robert	SP 135 - Bloodborne Pathogen Awareness: Introduction	10/30/2023
Lavar, Tyrone	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/02/2023

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Jones, Jonathan	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/02/2023
Hill, Emily	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/02/2023
Motley, Tanaya	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/09/2023
Saunders, Angelique	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/19/2023
McCoy, Suzzette	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/30/2023
Shepherd IV, Robert	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	10/30/2023
McCoy, Suzzette	SP 205 - Golf Cart Safety	10/30/2023
User	Event	Status
Austin, Jackie	2023 Staff Meeting- Employment Related Legal Updates	Attended
Barker, Nicole	2023 Staff Meeting- Employment Related Legal Updates	Attended
Brammer, Amy	2023 Staff Meeting- Employment Related Legal Updates	Attended
Brown, Natalie	2023 Staff Meeting- Employment Related Legal Updates	Attended
Brush, Heather	2023 Staff Meeting- Employment Related Legal Updates	Attended
Bunting, Karen	2023 Staff Meeting- Employment Related Legal Updates	Attended
Bustamante, David	2023 Staff Meeting- Employment Related Legal Updates	Attended
Castaneda, Meghan	2023 Staff Meeting- Employment Related Legal Updates	Attended
Christoff, Leah	2023 Staff Meeting- Employment Related Legal Updates	Attended
Colston, Crystal	2023 Staff Meeting- Employment Related Legal Updates	Attended
English, Cory	2023 Staff Meeting- Employment Related Legal Updates	Attended
Estrada, David	2023 Staff Meeting- Employment Related Legal Updates	Attended
Gao, Yu	2023 Staff Meeting- Employment Related Legal Updates	Attended
Goodman, Gregory	2023 Staff Meeting- Employment Related Legal Updates	Attended
Green, Wanda	2023 Staff Meeting- Employment Related Legal Updates	Attended
Grogan, Ernest	2023 Staff Meeting- Employment Related Legal Updates	Attended
Gusler, Frederick	2023 Staff Meeting- Employment Related Legal Updates	Attended
Harris, Letia	2023 Staff Meeting- Employment Related Legal Updates	Attended
Hicks, Andrew	2023 Staff Meeting- Employment Related Legal Updates	Attended
Hill, Emily	2023 Staff Meeting- Employment Related Legal Updates	Attended
Horton, Odess	2023 Staff Meeting- Employment Related Legal Updates	Attended
Hough, Crystal	2023 Staff Meeting- Employment Related Legal Updates	Attended
James, Barbara	2023 Staff Meeting- Employment Related Legal Updates	Attended
Johnson, Chris	2023 Staff Meeting- Employment Related Legal Updates	Attended
Jones, Jonathan	2023 Staff Meeting- Employment Related Legal Updates	Attended
Lewis, Lynelle	2023 Staff Meeting- Employment Related Legal Updates	Attended
Mack, Christa	2023 Staff Meeting- Employment Related Legal Updates	Attended
Mayo, William	2023 Staff Meeting- Employment Related Legal Updates	Attended
McCoy, Suzzette	2023 Staff Meeting- Employment Related Legal Updates	Attended
McCoy, Suzzette	NAHRO Ethics for Management	Attended

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Michaels, Jason	2023 Staff Meeting- Employment Related Legal Updates	Attended
Michaels, Jason	2023 TLC Training	Attended
Michaels, Jason	42nd Annual Labor and Employment Seminar-Lynchburg	Attended
Michaels, Jason	October SHRM Meeting- Reimagining DEI in Current Environment	Attended
Michaels, Jason	TLC Training	Attended
Motley, Tanaya	2023 Staff Meeting- Employment Related Legal Updates	Attended
Niebles, Cristian	2023 Staff Meeting- Employment Related Legal Updates	Attended
Pagans, Leanna	2023 Staff Meeting- Employment Related Legal Updates	Attended
Parker, Gwendolyn	2023 Staff Meeting- Employment Related Legal Updates	Attended
Philpott Paxton, Shauna	2023 Staff Meeting- Employment Related Legal Updates	Attended
Prieto-Velazquez, Brenda	2023 Staff Meeting- Employment Related Legal Updates	Attended
Relf, Dalyn	2023 Staff Meeting- Employment Related Legal Updates	Attended
Reynard, Melissa	2023 Staff Meeting- Employment Related Legal Updates	Attended
Rice, Ashlee	2023 Staff Meeting- Employment Related Legal Updates	Attended
Richardson, Moenasha	2023 Staff Meeting- Employment Related Legal Updates	Attended
Robinson, Aijalon	2023 Staff Meeting- Employment Related Legal Updates	Attended
Routt, David	2023 Staff Meeting- Employment Related Legal Updates	Attended
Saunders, Deonta	2023 Staff Meeting- Employment Related Legal Updates	Attended
Saunders, Deshawn	2023 Staff Meeting- Employment Related Legal Updates	Attended
Saunders, Lisa	2023 Staff Meeting- Employment Related Legal Updates	Attended
Simon, Tiffany	2023 Staff Meeting- Employment Related Legal Updates	Attended
Smith, Jonathan	2023 Staff Meeting- Employment Related Legal Updates	Attended
Smith, Jonathan	2023 TLC Training	Attended
Smith, Jonathan	42nd Annual Labor and Employment Seminar- Roanoke	Attended
Smith, Jonathan	Diving into the FMLA Weeds	Attended
Smith, Jonathan	October SHRM Meeting- Reimagining DEI in Current Environment	Attended
Smith, Jonathan	TLC Training	Attended
Stanley, Denise	2023 Staff Meeting- Employment Related Legal Updates	Attended
Sullivan, Tanya	2023 Staff Meeting- Employment Related Legal Updates	Attended
Tagle, Karen	2023 Staff Meeting- Employment Related Legal Updates	Attended
Talada, Jasmine	2023 Staff Meeting- Employment Related Legal Updates	Attended
Taylor, William	2023 Staff Meeting- Employment Related Legal Updates	Attended
Toth, Krisztina	2023 Staff Meeting- Employment Related Legal Updates	Attended
White, Denise	2023 Staff Meeting- Employment Related Legal Updates	Attended
Wilkins, Augustrina	2023 Staff Meeting- Employment Related Legal Updates	Attended
Wilkinson, Jr., Jerry	2023 Staff Meeting- Employment Related Legal Updates	Attended
Wilkinson, Jr., Jerry	Mechanical and Fuel Gas Inspection- Residential	Attended
Wilkinson, Jr., Jerry	Mechanical and Fuel Gas Inspection- Residential	Attended

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Willeford, Christopher	2023 Staff Meeting- Employment Related Legal Updates	Attended
Williams, Artisha	2023 Staff Meeting- Employment Related Legal Updates	Attended
Wrenn, Tandra	2023 Staff Meeting- Employment Related Legal Updates	Attended

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
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WORK COMP CLAIMS FY 2023-2024

<u>MONTH</u>	<u>LOST WORK TIME</u>	<u>MEDICAL CLAIM ONLY</u>
October 2023		1
FISCAL YEAR Total	0	1

OPERATIONS DIVISION

PROCUREMENT
MONTHLY REPORT
OCTOBER 2023

PROCUREMENT OCTOBER 2023 MONTHLY ACTIVITY REPORT

I. Capital Fund

A. Contracts Awarded

RED-23-08-31

Window Replacement for Hunt Manor, AMP 259 was issued September 3, 2023, A pre-bid meeting was held September 19, 2023. Comments were received by September 26, 2023. Two (2) responsive bids were received by October 3, 2023. Russell's Remodeling, LLC submitted the low responsive bid with an amount of \$719,595.05. Commissioners approved Resolution 4173 on October 23, 2023 accepting the bid submitted by Russell's Remodeling, LLC for the award of a contract. A contract with a fixed amount of \$719,595.05 was executed on October 24, 2023.

RED-23-09-05

Open-End Contract for Architectural and Engineering Services for RRHA was issued September 10, 2023 Comments were received by September 26, 2023. One (1) responsive Statement of Qualifications was received by October 3, 2023 from Hughes and Associates, Architects and Engineers. The fees for service hourly rates submitted by Hughes Associates Architects & Engineers were determined to be acceptable. RRHA Board of Commissioners approved Resolution 4174 on October 23, 2023, accepting the Statement of Qualifications from Hughes Associates Architects & Engineers. A contract with a not-to-exceed amount of \$165,000 for design services and \$10,000 for reimbursables, with an effective date of December 1, 2023, was executed October 25, 2023.

B. Solicitations Pending

RED-23-09-28

Invitation for Bids for Installation of Passive Radon Vent Systems for Bluestone Park, AMP 259 was issued October 8, 2023. A pre-bid meeting was held October 17, 2023. Comments

were received by October 24, 2023. Bids are due November 7, 2023.

II. Operating Budget

A. Contracts Awarded

None

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
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Redevelopment and Revitalization Department

October 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 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. Rough in work is complete for HVAC, plumbing and electrical systems. Exterior finishes are 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 2022 to approve the sale of 938 Peck Street. Work on the property is near completion, a contract has been executed and the sale should close within the next two months. Work on the other property should be completed 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, RRHA has relocated the previous tenant, and a contractor is currently renovating the property. Renovation work is nearing completion.

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 six (6) single-family homes left in the program, with three (3) reserved or occupied by program participants, and three (3) that are currently available to new applicants.

RRHA closed on the sale of 1809 Downing Street, NW on October 30. The buyer was a lease-purchase applicant that had leased the house for over two years. After leasing the house, the buyer's income increased over the 80% average median income threshold the program requires. However, RRHA was able to make the sale to her as an existing public housing tenant per HUD regulations.

RRHA closed on the sale of 1720 Dupree Street, NW in August 2022, which was the first sale in the Lease-Purchase program since 2016. There are two (2) qualified applicants in the lease-purchase program at 1203 Melrose Avenue and 505 21st Street, NW. The latter is at the conclusion of their two-year leasing period and the final renovation work is currently underway. On May 22, 2023 the Board of Commissioners passed a resolution to sell the properties at 1809 Downing Street and 505 21st Street.

Renovation work is complete at 1924 Melrose Avenue, however the prospective tenant had a change of plans and couldn't sign the lease. The property is ready to rent to a qualified applicant, otherwise it will be rented in the public housing program to an applicant on the waiting list. Another unit, 2008 Melrose Avenue, NW, has been reserved by a qualified applicant. Property management staff relocated the previous tenants from 2008 Melrose Avenue last month. Quotations for repairs to the house are currently being solicited.

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. The contract was executed on August 29, after which RRHA has a 45 day due diligence period. Closing must be scheduled within 30 days thereafter. RRHA received a Phase 1 environmental site assessment last month that states there are no recognized environmental conditions on the property.

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. RRHA will also procure a consultant to assist with the development process. A Request for Proposals (RFP) for the Consulting Services is scheduled to be issued in mid-November.

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

10/31/2023

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	\$3,382,564.23	\$61,489.77	15-Apr-2022	15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,729,394.00	\$0.00	\$3,378,541.35	\$350,852.65	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	\$3,853,905.00	\$3,851,505.00	\$2,400.00	\$3,812,496.00	\$41,409.00	22-Feb-2023	22-Feb-2025
VA36P01150122	\$4,757,703.00	\$4,749,703.00	\$8,000.00	\$3,779,292.29	\$978,410.71	11-May-2024	11-May-2026
VA36P01150123	\$4,840,100.00	\$2,341,399.05	\$2,498,700.95	\$501,058.00	\$4,339,042.00	16-Feb-2025	16-Feb-2027
VALRT0010-23	\$449,000.00	\$14,550.00	\$434,450.00	\$0.00	\$449,000.00	15-May-2025	15-May-2026
VA36H0110122	\$2,317,269.00	\$0.00	\$2,317,269.00	\$0.00	\$2,317,269.00	7-Sep-2025	7-Sep-2027
Totals	\$41,908,437.00	\$38,964,886.05	\$2,943,550.95	\$35,688,232.87	\$6,220,204.13		
		93.0%		85.2%			

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 10/31/23

Construction Contract Number	Project Name	Name of Contractor	A/E	NTP Date	Modification Number	Current Contract Amount	Present % Complete	Scheduled % Complete	PROJECT STATUS (To include pending change orders, problems, and concerns)
contract 569-2007-1-7 (project 200701)	Bathroom Renovations, Phase 2 Hunt Manor Original Contract Amount \$565,430.00	Russell's Remodeling, LLC	N/A	9/12/22		\$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	99%	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)	\$260,000.00	98%	96%	Design work continuing for natural gas system improvements for Jamestown Place and replacement of roof top HVAC units at Melrose Towers.
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 573-2303-1-7 (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) #2 time	\$571,800.00	100%	100%	Work is complete.
contract 573-2307-1-7 (project 220902)	New Construction of Two Public Housing Units at Bluestone Park Original Contract Amount \$1,071,535.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	5/8/23	#1 (\$9,675.00) + time	\$1,081,210.00	75%	94%	HVAC and plumbing rough in work is complete. Electrical rough in work is nearing completion.
contract 573-2308-1-7 (project 221101)	Window Replacement for Melrose Towers, Phase 2 Original Contract Amount \$1,226,900.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	4/17/23	#1 (\$11,475.94)	\$1,238,375.94	95%	94%	Windows for last 5 units were damaged and are on backorder delaying work progress.
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	10/23/23		\$173,531.00	15%	15%	Work has been delayed due to delays experienced in obtaining building permits. Material submittals are being reviewed.
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	98%	83%	Work is complete except for system balancing.
contract 900-2207-1-7 (project 220401)	Sign Replacement and Improvements for Various Sites Original Contract Amount \$256,000.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	4/17/23		\$256,000.00	80%	100%	Brick column installation is nearing completion. Five (5) signs 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	8/24/23		\$126,402.00	100%	100%	Project close out is underway.
contract 574-2301-1-7 (project 230602)	Heating System Replacement for Bluestone Park Original Contract Amount \$553,100.00	Comfort Systems USA, Inc.	Hughes Associates Architects & Engineers	TBD		\$553,100.00	0%	0%	Material submittals have been reviewed.
contract 574-2302-1-7 (project 230501)	Security Measures and Improvements for Jamestown Place Original Contract Amount \$216,000.00	G & H Contracting, Inc.	Hughes Associates Architects & Engineers	TBD		\$216,000.00	0%	0%	Material submittals are being reviewed.
contract 574-2303-1-7 (project 230704)	Window Replacement for Hunt Manor Original Contract Amount \$719,595.05	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$719,595.05	0%	0%	Contract executed October 24, 2023
contract 574-2304-1-5 (project 230901)	Open End A & E Services Original Contract Amount \$175,000.00	Hughes Associates Architects & Engineers	N/A	12/1/23		\$175,000.00	0%	0%	Contract executed October 25, 2023

**City of Roanoke Redevelopment and Housing Authority
Derelict Structures
Status Report as of 10/31/23**

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
OCTOBER 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	3	294	9000	263	8737	97.08%	2.92%
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	4	153	4950	669	4281	86.48%	13.52%
Hunt Manor/Bluestone Park	259	172	12	150	5160	750	4410	85.47%	14.53%
Melrose Towers	206	212	4	197	6360	441	5919	93.07%	6.93%
Jamestown Place	207	150	8	127	4500	1002	3498	77.73%	22.27%
Morningside	208	105	2	98	3150	386	2764	87.75%	12.25%
Indian Rock Village/53 Scattered	210	156	0	154	4680	15	4665	99.68%	0.32%
The Villages at Lincoln- 24 Transitional/Homeownership	215	21	1	18	630	156	112	82.22%	17.78%
Portfolio Total:		1281	34	1191	38430	3682	34748	90.42%	9.58%

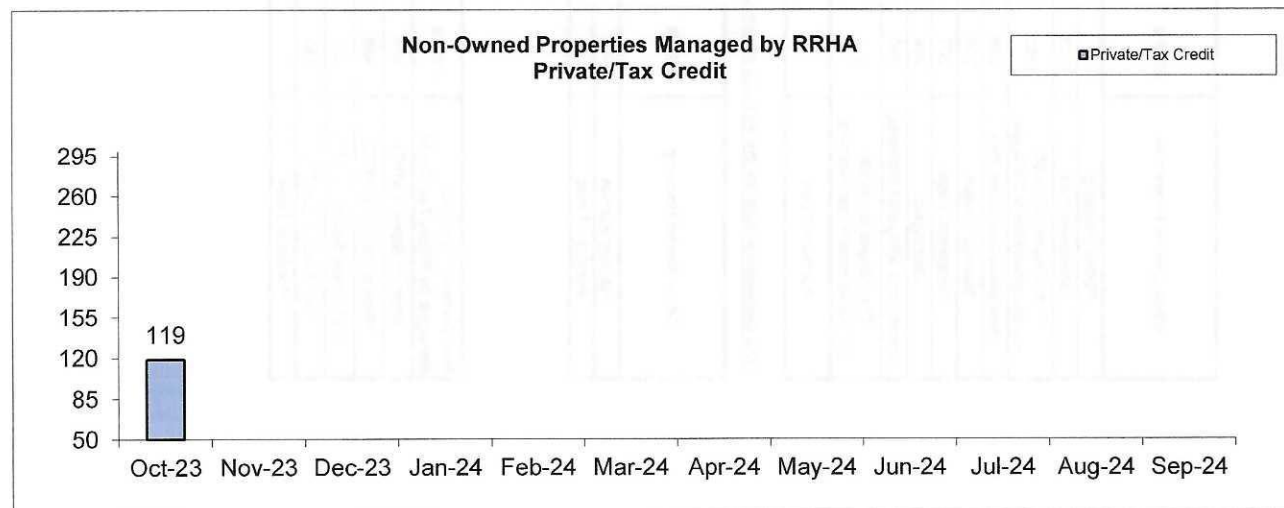
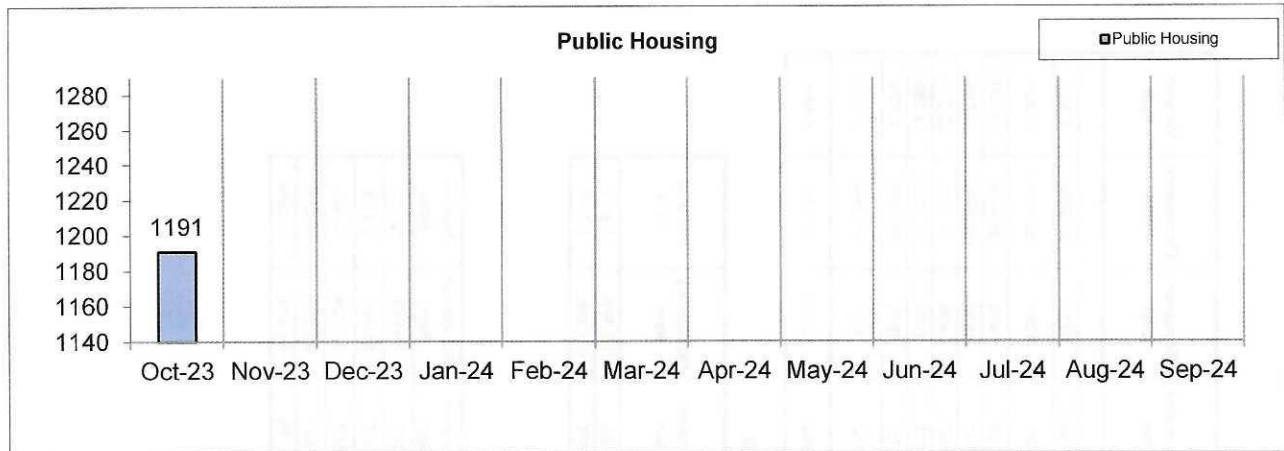
**The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.*

Other Rental Housing	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	22	720	62	658	91.39%	8.61%
Portfolio Total:		24	22	720	62	658	91.39%	8.61%

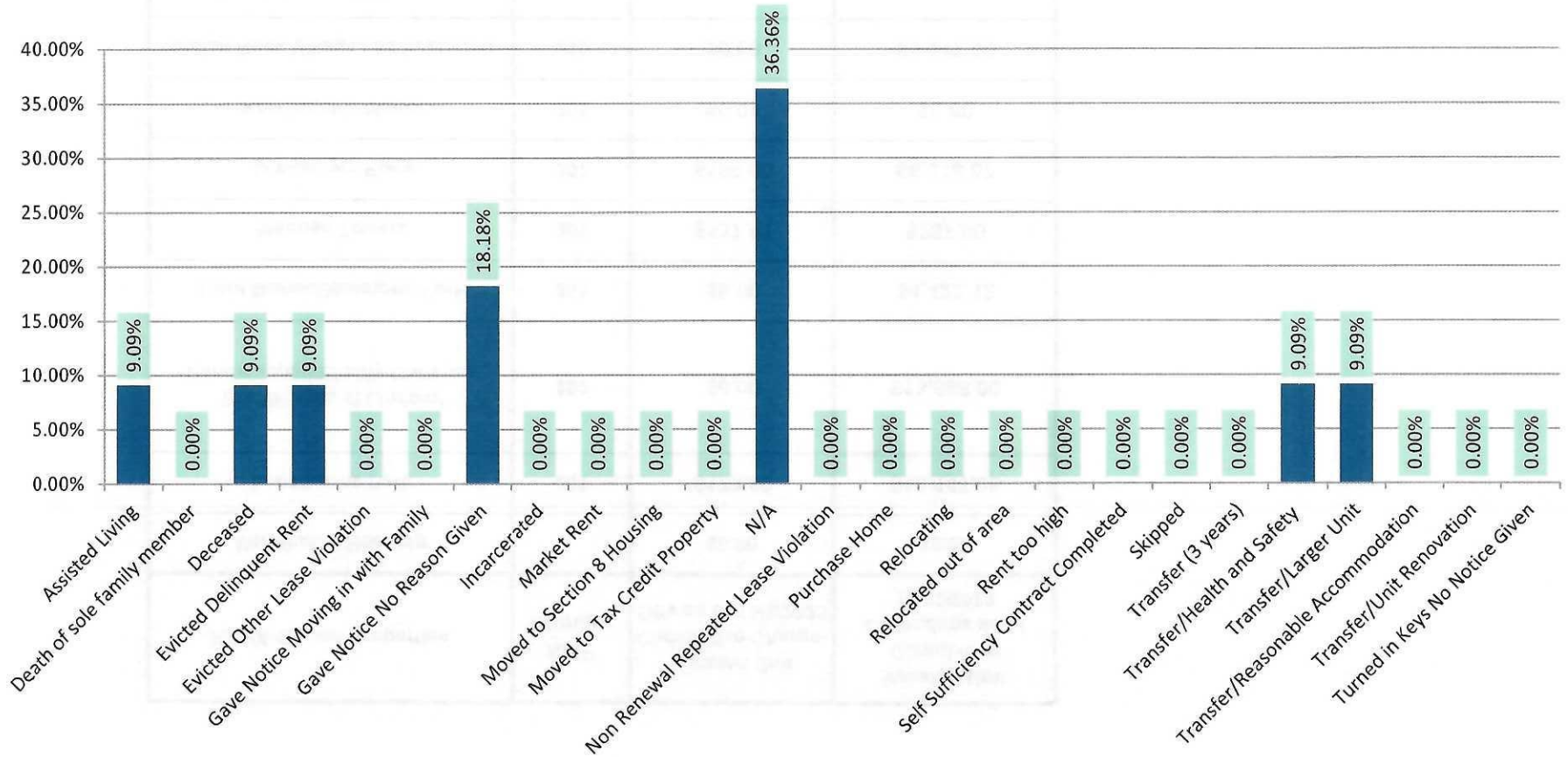
Non-Owned Properties Managed by RRHA/Tax Credit	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	27	900	93	807	89.67%	10.33%
Hillcrest Heights (LIHTC)	456	24	22	720	62	658	91.39%	8.61%
Park Street Square (LIHTC)	457	25	23	750	93	657	87.60%	12.40%
Hurt Park LP (LIHTC)	459	40	35	1200	123	1077	89.75%	10.25%
Portfolio Total:		119	107	3570	371	3199	89.61%	10.39%

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 10/1/2023-9/30/2024



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

RRHA-Owned Properties	AMP Number	Vacated Unit Cumulative Charge- Offs as of 10/1/2023	Vacated Unit Cumulative Collections as of 10/31/2023
<i>Non-Public Housing</i>		\$0.00	\$0.00
Lansdowne Park	201	\$172.00	\$42,141.06
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$0.00	\$13,688.00
Hunt Manor/Bluestone Park	259	\$0.00	\$4,422.12
Melrose Towers	206	\$137.91	\$237.00
Jamestown Place	207	\$130.00	\$6,015.07
Morningside Manor	208	\$0.00	\$0.00
Indian Rock Village / 53 Scattered	210	\$0.00	\$5,247.00
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$0.00	\$0.00
Public Housing	TOTAL	\$439.91	\$71,750.25

**Fiscal Year to Date
Public Housing Inspections
10/01/23 - 9/30/2024**

AMP #	Location	# Units	Inspected	Uninspected	% Inspected
201	Lansdowne Park	300	0	300	0%
202	Villages at Lincoln	165	0	165	0%
259	Hunt Manor/Bluestone Park	172	0	172	0%
206	Melrose Towers	212	0	212	0%
207	Jamestown Place	150	0	150	0%
208	Morningside Manor	105	0	105	0%
210	Indian Rock Village/68 Scattered	156	0	156	0%
215	Villages at Lincoln - Scattered	21	0	21	0%
	Total	1281	0	1281	0%
A Property is identified as a Performing Property if an annual inspection has occurred on 100% of units and systems.					

Utility Consumption Report

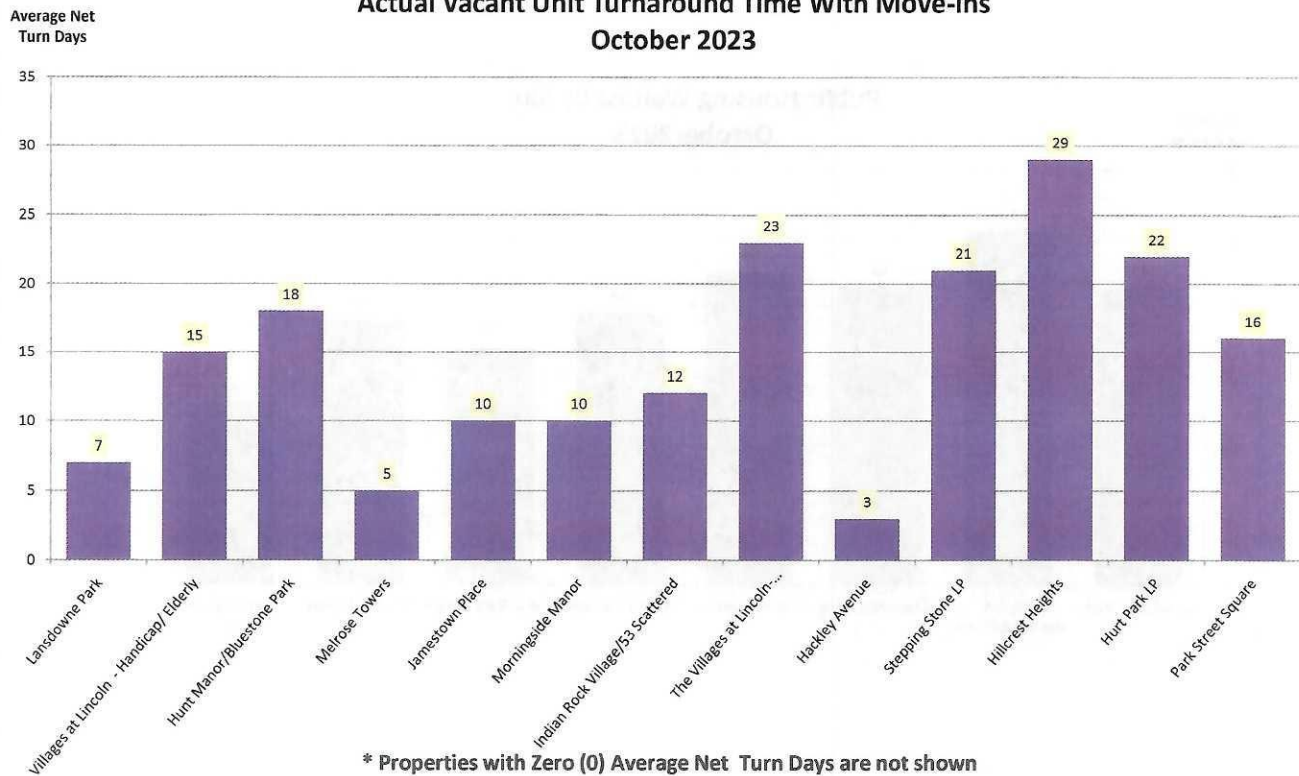
October 2022 - September 2023

Consumption and Costs as of September 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	49.80	60.60	67.83	178.23	177.76	100.26%
202	165	134.63	2.14	73.60	210.37	177.76	118.34%
259	172	45.55	58.79	74.23	178.57	177.76	100.46%
206	212	67.60	33.44	43.18	144.22	177.76	81.13%
207	150	52.81	34.28	54.33	141.42	177.76	79.56%
208	105	67.61	33.95	37.95	139.51	177.76	78.48%
210	156	66.03	52.19	69.60	187.82	177.76	105.66%
215	21	N/A	N/A	N/A	N/A	177.76	N/A
Total Units: 1281							
Average Cost PUM:		67.53	49.92	60.31		177.76	

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	57.48	44.64	128.76%	514	616	83.44%	6.03	5.84	103.25%
202	165	N/A	44.64	N/A	908	616	147.40%	5.32	5.84	91.10%
259	172	49.67	44.64	111.27%	439	616	71.27%	8.25	5.84	141.27%
206	212	32.00	44.64	71.68%	659	616	106.98%	3.85	5.84	65.92%
207	150	30.55	44.64	68.44%	499	616	81.01%	5.44	5.84	93.15%
208	105	31.06	44.64	69.58%	616	616	100.00%	3.50	5.84	59.93%
210	156	39.17	44.64	87.75%	543	616	88.15%	5.63	5.84	96.40%
215	21	N/A	44.64	N/A	N/A	616	N/A	N/A	5.84	N/A
Total Units:	1281									
Average THERM PUM:		44.64		Average KWH PUM:		616		Average water usage PUM: 5.84		
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										

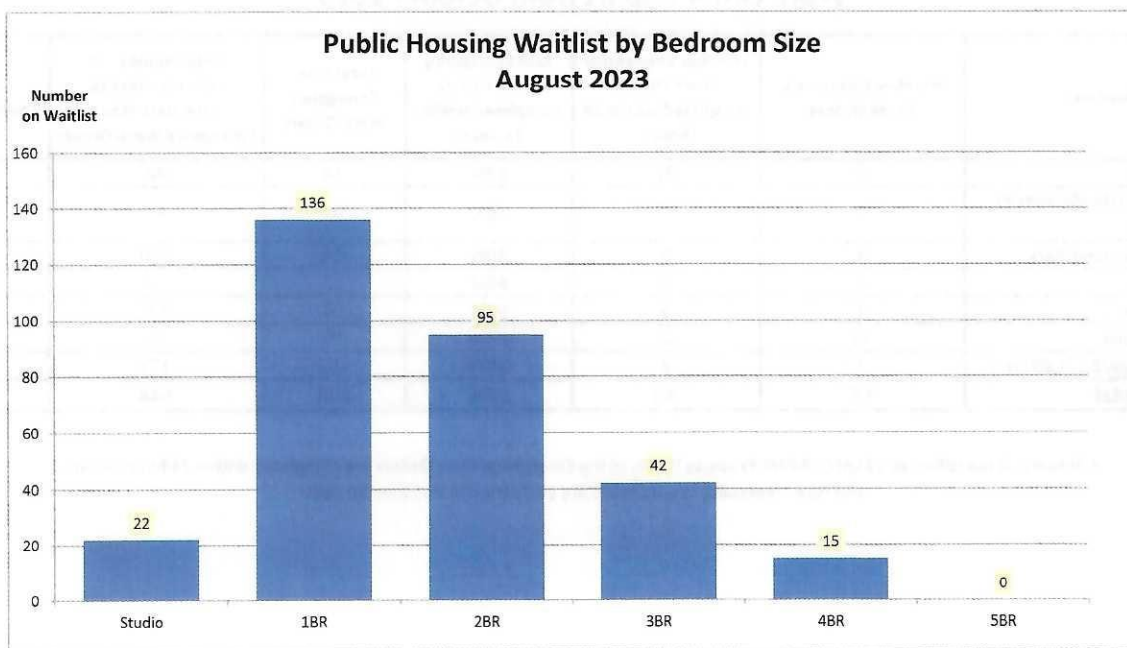
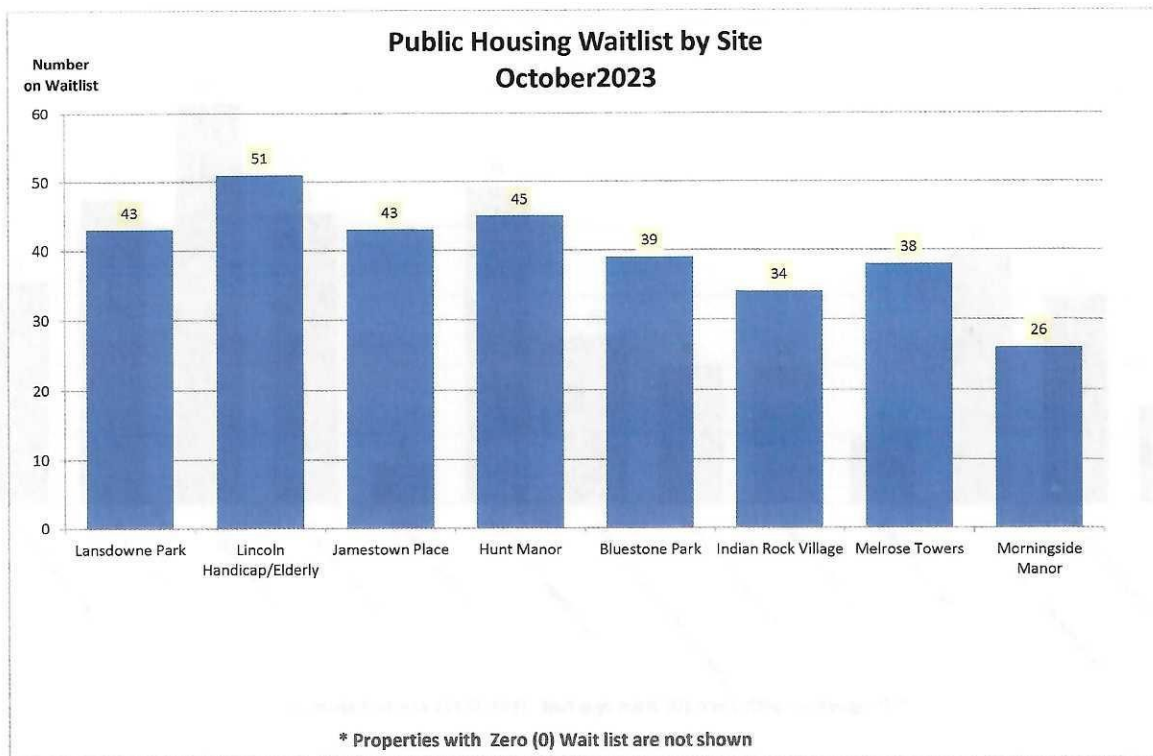
Actual Vacant Unit Turnaround Time With Move-ins October 2023



Work Order Report from October 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	97%	48	48	1
Village at Lincoln/Handicapped/ Elderly Cottages	3	3	60%	97	97	1
Hunt Manor/Bluestone Park	8	8	80%	150	150	1
Melrose Towers	3	3	60%	62	62	1
Jamestown Place	4	4	57%	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	86%	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 30 days.



SECURITY ACTIVITIES
MONTHLY REPORT
OCTOBER 2023

Public Housing Criminal Activity for the Month of October 2023 and the Fiscal Year 10/01/23 - 09/30/24

	Jamestown Place		Morningside Manor		Indian Rock Village		Bluestone Park		Lansdowne Park		Villages at Lincoln		Hunt Manor		Melrose Towers	
	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Burglary	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0
Homicide/Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	1	1	4	4	1	1	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
Part I Crime Total	0	0	0	0	2	2	1	1	4	4	2	2	2	2	0	0
Destruction of Property	0	0	0	0	1	1	0	0	3	3	0	0	0	0	0	0
Disorderly Persons	0	0	1	1	0	0	0	0	1	1	0	0	1	1	0	0
Domestic Aggravated Assault	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0
Domestic Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Simple Assault	0	0	0	0	0	0	1	1	2	2	2	2	0	0	0	0
Drug Offense	0	0	0	0	1	1	0	0	0	0	1	1	0	0	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	0	0	0	0	0	0	0	1	1
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0
Simple Assault	1	1	0	0	2	2	0	0	1	1	2	2	1	1	0	0
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	0	0	0	0	0	0	0	2	2	0	0	1	1	0	0
Trespassing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	1	1	0	0	2	2	0	0	2	2	0	0
Part II Crime Total	1	1	1	1	5	5	1	1	14	14	5	5	5	5	1	1
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	1	1	1	1	7	7	2	2	18	18	7	7	7	7	1	1

Public Housing Community vs. Site - Part 1 and Part II Crimes Percentage - October 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	Community	Site		Community	Site					
Jamestown Place	0.0107	0.0000	0.00%	0.0107	0.0000	0.00%	0.0867	100.00% ↑	0.0522	79.52% ↓
Morningside Manor	0.0107	0.0000	0.00%	0.0107	0.0000	0.00%	0.0095	100.00% ↑	0.0772	86.16% ↓
Indian Rock Village	0.0107	0.0250	233.91%	0.0107	0.0250	233.91%	0.0625	60.00% ↓	0.0772	86.16% ↓
Bluestone	0.0100	0.0132	132.00%	0.0100	0.0132	132.00%	0.0395	66.69% ↓	0.0776	87.15% ↓
Lansdowne Park	0.0067	0.0133	197.79%	0.0067	0.0133	197.79%	0.1433	90.70% ↑	0.0576	88.30% ↓
Villages at Lincoln	0.0067	0.0121	179.81%	0.0067	0.0121	179.81%	0.0909	86.67% ↓	0.0576	88.30% ↓
Hunt Manor	0.0067	0.0208	309.05%	0.0067	0.0208	309.05%	0.0729	71.42% ↑	0.0576	88.30% ↓
Melrose Towers	0.0067	0.0000	0.00%	0.0067	0.0000	0.00%	0.0236	100.00% ↑	0.0576	88.30% ↓

	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	Community	Site		Community	Site					
Jamestown Place	0.0256	0.0067	26.03%	0.0256	0.0067	26.03%	0.5067	98.68% ↑	0.2103	87.82% ↑
Morningside Manor	0.0256	0.0095	37.19%	0.0256	0.0095	37.19%	0.0762	87.50% ↑	0.2103	87.82% ↑
Indian Rock Village	0.0256	0.0625	244.08%	0.0256	0.0625	244.08%	0.3625	82.76% ↑	0.2103	87.82% ↑
Bluestone	0.0098	0.0132	134.03%	0.0098	0.0132	134.03%	0.3421	96.15% ↑	0.1411	93.04% ↓
Lansdowne Park	0.0155	0.0467	300.47%	0.0155	0.0467	300.47%	0.5467	91.46% ↑	0.1870	91.69% ↓
Villages at Lincoln	0.0155	0.0303	195.11%	0.0155	0.0303	195.11%	0.4000	92.42% ↓	0.1870	91.69% ↓
Hunt Manor	0.0155	0.0521	335.35%	0.0155	0.0521	335.35%	0.3021	82.76% ↑	0.1870	91.69% ↓
Melrose Towers	0.0155	0.0047	30.37%	0.0155	0.0047	30.37%	0.0425	88.90% ↑	0.1870	91.69% ↓

SECTION 8 PROGRAMS
MONTHLY OPERATIONS REPORT
OCTOBER 2022

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

Program Utilization

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of October 2023, reported at 85%. Currently, there are twenty seven (27) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2023, is 100%.

Inspections

During the month of October 2023 the HCV Housing Quality Standards (HQS) Inspector(s) conducted a total of one hundred and seventy six (176) inspections. This includes ninety one (91) biennials and fifty six (56) initial inspections processed for moving families, in the HCV Program. Three (3) special inspection and twenty six (26) re-inspection were also conducted. In addition, there were also twenty two (22) HQS Quality Control Inspections that were conducted during the month of October 2023.

Housing Choice Voucher Waiting List

For the month of October 2023 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers. There were six (6) port ins and four (4) port out recorded for the month of October 2023.

Tenant Briefings

The HCV Clerical Assistant and Client Specialists provided customer service to a total of eight hundred and twenty four (824) clients; including seven hundred and sixty one (761) tenants/applicants and sixty three (63) landlords during the month of September 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 October 2023, this program has one hundred and fourteen (114) leased vouchers. There are fifteen (15) veterans searching for housing and four (4) pending pass HQS inspections. Referrals are steadily being received from our community partner, The Department of Veterans Affairs-Salem VA 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 October 2023, this program has two hundred and thirteen (213) 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 September 2023, this program has seventy (70) leased participants. Eleven (11) 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 September 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
October 2023**

INSPECTION TYPE	# COMPL ETE	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	94	60	63.83%	34	36.17%
INITIALS	57	33	57.89%	24	42.11%
COMPLAINT	0	0	0.00%	0	0.00%
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	26	19	73.08%	7	26.92%
HQS QUALITY CONTROL	24	19	79.17%	5	20.83%

TOTAL INSPECTIONS SCHEDULED	201
AVERAGE INSPECTIONS PER INSPECTOR PER DAY	10.05
AVERAGE INSPECTIONS PER FIELD DAY	10.05
NUMBER OF INSPECTORS	1
TOTAL WORKING DAYS	20

**Program Voucher Issuance By Month/Bedroom Size
October 2023**

Month of Issue	1 Bdr	2 Bdr	3 Bdr	4 Bdr	5 Bdr	6 Bdr	Total Issued
October-23	14	5	8	3	0	0	30
November-23	0	0	0	0	0	0	0
December-23	0	0	0	0	0	0	0
January-24	0	0	0	0	0	0	0
February-24	0	0	0	0	0	0	0
March-24	0	0	0	0	0	0	0
April-24	0	0	0	0	0	0	0
May-24	0	0	0	0	0	0	0
June-24	0	0	0	0	0	0	0
July-24	0	0	0	0	0	0	0
August-24	0	0	0	0	0	0	0
September-24	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	0

Waitlist Applicant October 2023

Month	Number Selected / Interview	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-23	59	0	0	0	0	30	29	
November-23	0	0	0	0	0	0	0	
December-23	0	0	0	0	0	0	0	
January-24	0	0	0	0	0	0	0	
February-24	0	0	0	0	0	0	0	
March-24	0	0	0	0	0	0	0	
April-24	0	0	0	0	0	0	0	
May-24	0	0	0	0	0	0	0	
June-24	0	0	0	0	0	0	0	
July-24	0	0	0	0	0	0	0	
August-24	0	0	0	0	0	0	0	
September-24	0	0	0	0	0	0	0	
TOTALS	59	0	0	0	0	30	29	
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	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
VOUCHERS	LEASED	1,660	1,665	1,664	1,663	1,676	1,670	1,671	1,672	1,651	1,651	-	-
MAINSTREAM	ALLOCATED	217	217	217	217	217	217	217	217	217	217	217	217
Fund 310, 321, 322, 324, 327	LEASED	184	191	193	196	199	206	199	199	205	208	-	-
VASH (35)	ALLOCATED	35	35	35	35	35	35	35	35	35	35	35	35
Fund 308	LEASED	35	34	32	31	32	31	31	30	30	32	-	-
VASH (25)	ALLOCATED	25	25	25	25	25	25	25	25	25	25	25	25
Fund 309	LEASED	22	23	23	23	24	24	25	24	24	25	-	-
FUP (31)	ALLOCATED	31	31	31	31	31	31	31	31	31	31	31	31
Fund 311	LEASED	29	29	29	29	29	29	29	29	28	28	-	-
FUP (50)	ALLOCATED	50	50	50	50	50	50	50	50	50	50	50	50
Fund 312	LEASED	46	45	45	45	45	44	43	42	42	42	-	-
VASH (17)	ALLOCATED	10	17	17	17	17	17	17	17	17	17	43	43
Fund 315	LEASED	10	15	17	17	17	17	16	17	17	16	-	-
VASH (10) B	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
Fund 316	LEASED	7	9	9	9	8	8	8	8	8	10	-	-
VASH (10) C	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
Fund 317	LEASED	8	10	10	8	8	8	7	7	8	9	-	-
VASH (8)	ALLOCATED	8	8	8	8	8	8	8	8	8	8	8	8
Fund 318	LEASED	8	8	8	6	6	6	5	5	7	7	-	-
VASH (5)	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 319	LEASED	5	5	4	5	5	5	5	5	5	5	-	-
VASH (5) B	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 320	LEASED	4	4	4	2	2	2	2	2	3	3	-	-
VASH (5) C	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 323	LEASED	2	2	2	2	2	2	2	2	2	2	-	-
VASH (5) D	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 326	LEASED	-	-	-	-	-	-	-	-	-	-	-	-
VASH (5) E	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 328	LEASED	-	-	-	-	-	-	-	-	-	-	-	-
EMERGENCY HOUSING VOUCHER	ALLOCATED	26	26	26	26	26	26	26	26	26	26	26	26
Fund 360	LEASED	22	22	22	23	24	24	24	23	23	21		

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	2,114	1,843	271	39	10	2
SEPTEMBER	2,114	1,825	289	38	7	2
OCTOBER	2,114	1,830	284	27	7	3
NOVEMBER			-			
DECEMBER			-			

SECTION 8 FY MONTHLY HAP EXPENDITURE ANALYSIS

HAP	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD
FUNDING RECEIVED	\$ 1,238,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,238,557
ACTUAL HAP EXPENSE	\$ 1,289,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289,013
VARIANCE	\$ (50,456)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,456)
PERCENT VARIANCE	-4.07%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-4.07%
YTD VARIANCE	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)	\$ (50,456)
PUC													
HUD FUNDED PUC	\$ 585.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48.28
ACTUAL PUC	\$ 704.38	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 704.38
VARIANCE	\$ (118.50)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (65.10)
PERCENT VARIANCE	-16.82%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-93.15%
UNITS													
HUD BASELINE UNITS	2,114	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	25,654
HUD FUNDED UNITS	2,114	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	25,654
FUNDED UNITS BASED ON ACTUAL HAP	1,758	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,830	-	-	-	-	-	-	-	-	-	-	-	1,830
VARIANCE TO BUDGET	(72)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	356	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	356	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE FUNDED	284	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	23,824
YTD VAR TO FUNDED	284	2,424	4,564	6,704	8,844	10,984	13,124	15,264	17,404	19,544	21,684	23,824	23,824
ADMIN FEES													
HUD FUNDS	\$ 107,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,167
ACTUAL EXPENSE	\$ 85,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,665
VARIANCE	\$ 21,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,502
PERCENT	79.94%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	79.94%
CUMULATIVE VARIANCE	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502	\$ 21,502

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	\$ 1,269,176	\$ 1,269,176	\$ 1,259,020	\$ -	\$ -	\$ 12,457,536
FUNDING RECEIVED	\$ 1,119,445	\$ 1,122,497	\$ 1,537,099	\$ 1,191,699	\$ 1,513,006	\$ 1,190,182	\$ 1,203,626	\$ 1,203,626	\$ 1,238,557	\$ 1,238,557	\$ -	\$ -	\$ 12,558,294
VARIANCE	\$ 84,541	\$ 84,531	\$ (300,167)	\$ 45,233	\$ (276,074)	\$ 78,994	\$ 65,550	\$ 65,550	\$ 30,619	\$ 20,463	\$ -	\$ -	\$ (100,758)
PERCENT VARIANCE	7.02%	7.00%	-24.27%	3.66%	-22.32%	6.22%	5.16%	5.16%	2.41%	1.63%	#DIV/0!	#DIV/0!	-0.81%
YTD VARIANCE	\$ 84,541	\$ 169,073	\$ (131,095)	\$ (85,861)	\$ (361,935)	\$ (282,941)	\$ (217,390)	\$ (151,840)	\$ (121,221)	\$ (100,758)	\$ (100,758)	\$ (100,758)	\$ (201,515)
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	\$ 1,203,626	\$ 1,238,557	\$ 1,238,557	\$ -	\$ -	\$ 12,558,294
ACTUAL HAP EXPENSE	\$ 1,168,738	\$ 1,170,496	\$ 1,221,496	\$ 1,241,364	\$ 1,309,767	\$ 1,216,749	\$ 1,300,000	\$ 1,292,872	\$ 1,341,148	\$ 1,289,013	\$ -	\$ -	\$ 12,551,641
VARIANCE	\$ (49,293)	\$ (47,999)	\$ 315,603	\$ (49,665)	\$ 203,239	\$ (26,567)	\$ (96,374)	\$ (89,246)	\$ (102,591)	\$ (50,456)	\$ -	\$ -	\$ 6,653
PERCENT VARIANCE	-4.40%	-4.28%	20.53%	-4.17%	13.43%	-2.23%	-8.01%	-7.41%	-8.28%	-4.07%	#DIV/0!	#DIV/0!	0.05%
YTD VARIANCE	\$ (49,293)	\$ (97,291)	\$ 218,312	\$ 168,648	\$ 371,887	\$ 345,320	\$ 248,946	\$ 159,700	\$ 57,110	\$ 6,653	\$ 6,653	\$ 6,653	\$ 6,653
PUC													
HUD FUNDED PUC	\$ 531.30	\$ 530.98	\$ 727.10	\$ 563.72	\$ 715.71	\$ 563.00	\$ 569.36	\$ 569.36	\$ 585.88	\$ 585.88	\$ -	\$ -	\$ 494.17
ACTUAL PUC	\$ 636.57	\$ 633.04	\$ 661.34	\$ 674.65	\$ 706.45	\$ 659.13	\$ 704.99	\$ 701.50	\$ 734.88	\$ 704.38	#DIV/0!	#DIV/0!	\$ 681.64
VARIANCE	\$ (105.27)	\$ (102.06)	\$ 65.76	\$ (110.94)	\$ 9.25	\$ (96.13)	\$ (135.63)	\$ (132.14)	\$ (148.99)	\$ (118.50)	#DIV/0!	#DIV/0!	\$ (187.47)
PERCENT VARIANCE	-16.54%	-16.12%	9.94%	-16.44%	1.31%	-14.58%	-19.24%	-18.84%	-20.27%	-16.82%	#DIV/0!	#DIV/0!	-27.50%
UNITS													
HUD BASELINE UNITS	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,140	2,140	25,413
HUD FUNDED UNITS	2,107	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,140	2,140	25,413
FUNDED UNITS BASED ON ACTUAL HAP	1,759	1,773	2,324	1,766	2,142	1,806	1,707	1,716	1,685	1,758	#DIV/0!	#DIV/0!	18,424
ACTUAL UNITS LEASED	1,836	1,849	1,847	1,840	1,854	1,846	1,844	1,843	1,825	1,830	-	-	18,414
VARIANCE TO BUDGET	(77)	(76)	477	(74)	288	(40)	(137)	(127)	(140)	(72)	#DIV/0!	#DIV/0!	10
VARIANCE TO BASELINE	348	341	(210)	348	(28)	308	407	398	429	356	#DIV/0!	#DIV/0!	6,989
YTD VAR TO BASELINE	348	689	479	827	799	1,107	1,514	1,912	2,341	2,696	#DIV/0!	#DIV/0!	6,989
VARIANCE FUNDED	271	265	267	274	260	268	270	271	289	284	2,140	2,140	6,999
YTD VAR TO FUNDED	271	536	803	1,077	1,337	1,605	1,875	2,146	2,435	2,719	4,859	6,999	6,999
ADMIN													
HUD FUNDED FEES	106,530	126,078	106,363	105,963	105,963	119,133	107,167	165,088	220,663	107,167	-	-	1,270,115
ACTUAL EXPENSE	83,489	79,664	81,607	75,503	78,011	100,118	73,675	94,903	105,504	85,665	-	-	\$ 858,138
VARIANCE	\$ 23,041	\$ 46,414	\$ 24,756	\$ 30,460	\$ 27,952	\$ 19,015	\$ 33,492	\$ 70,185	\$ 115,159	\$ 21,502	\$ -	\$ -	\$ 411,977
PERCENT	78.37%	63.19%	76.72%	71.25%	73.62%	84.04%	68.75%	57.49%	47.81%	79.94%	#DIV/0!	#DIV/0!	67.56%
CUMULATIVE VARIANCE	\$ 23,041	\$ 69,455	\$ 94,211	\$ 124,671	\$ 152,623	\$ 171,639	\$ 205,131	\$ 275,316	\$ 390,475	\$ 411,977	\$ 411,977	\$ 411,977	\$ 411,977

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT
OCTOBER 2023

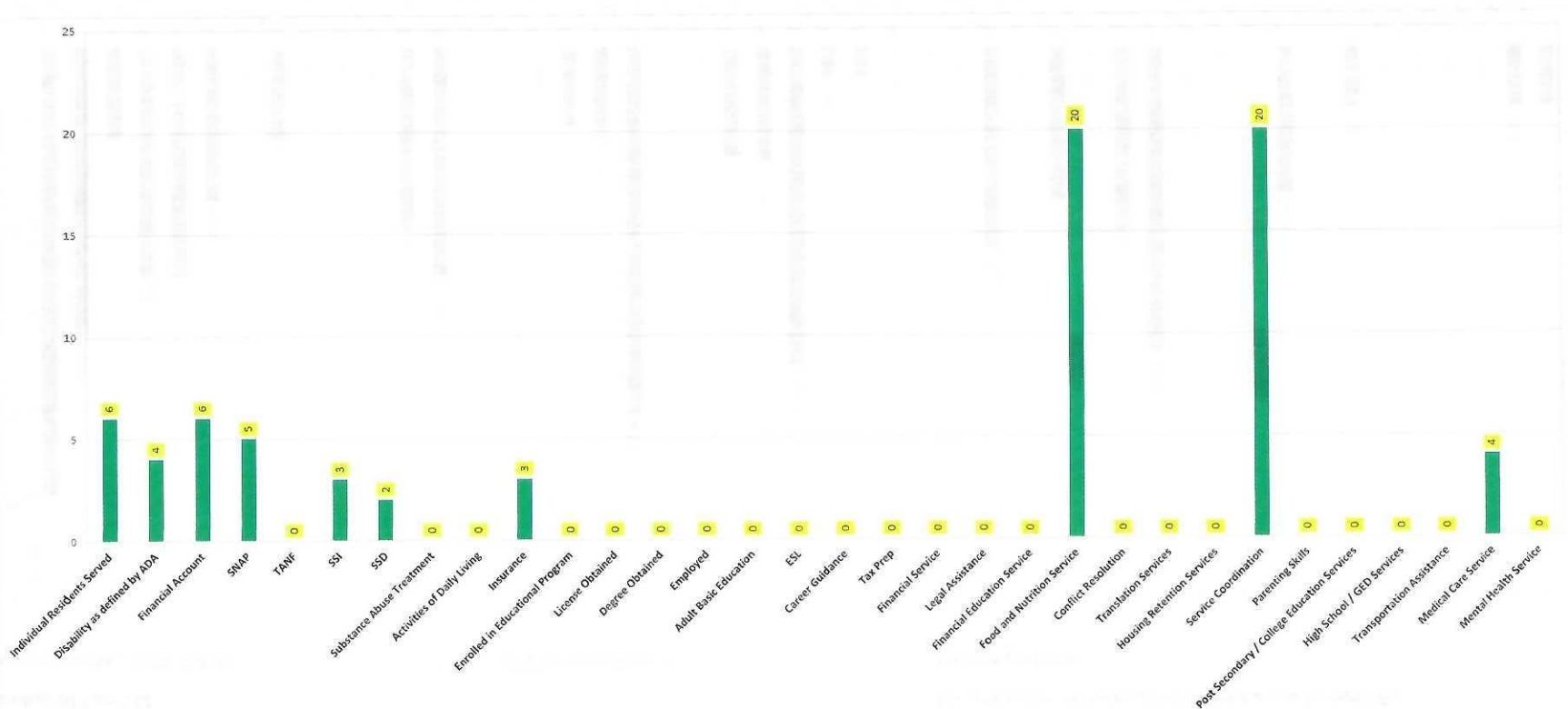
202 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

1-Oct

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

Reporting Period: October 2023

Service Coordinators: Letia Harris, Denise White



*ITSP - Individual Training and Service Plan

*GED - General Education Development

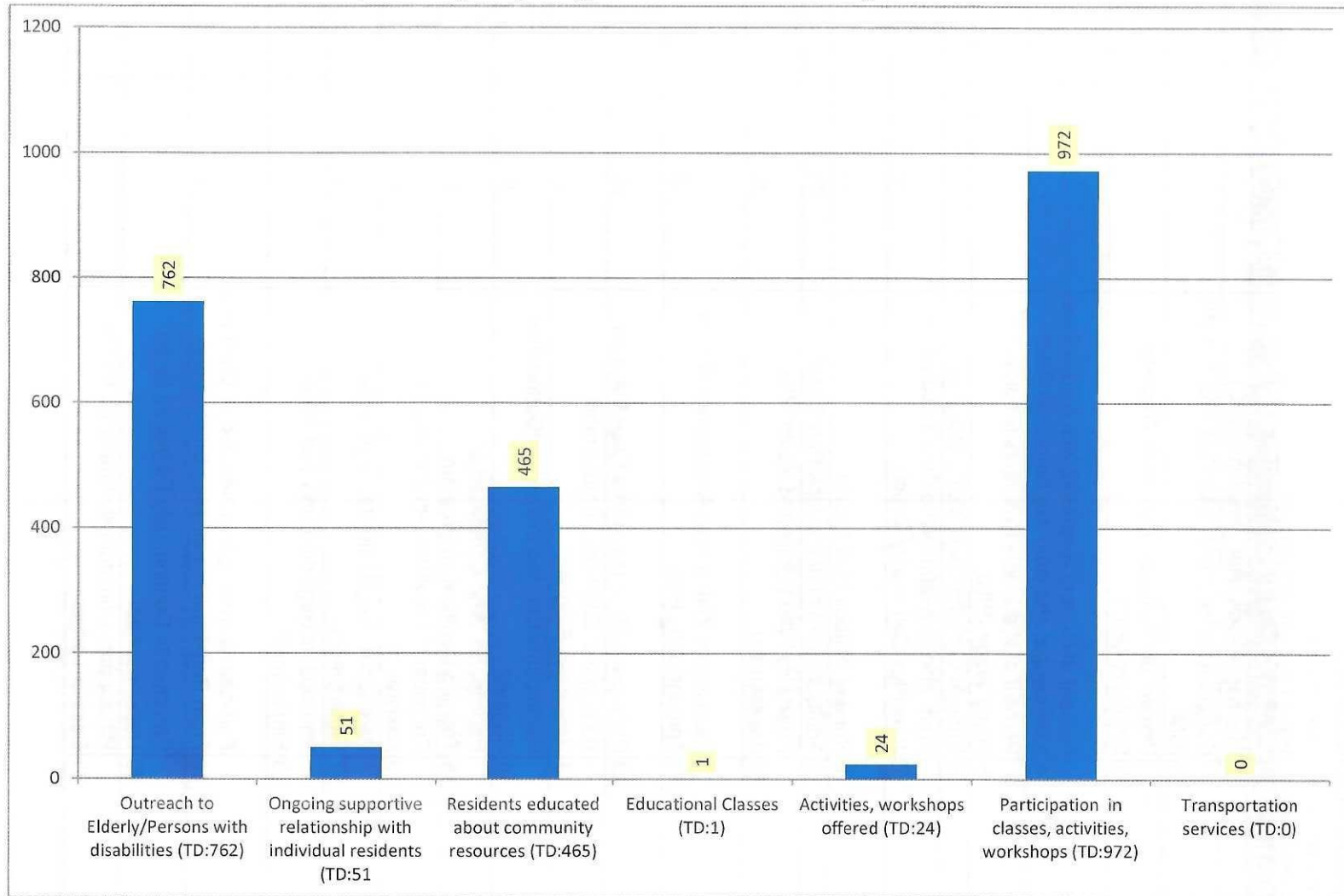
Elderly & Disabled - Melrose Towers (Operations Funded)

Coordinator: Barbara James

October 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

October 2023 Q4

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

Program Manager- Jason Picard

Case Managers Sylvia Williams, Robert Shepherd

ITEM	DESCRIPTION	GOAL	TOTALS
1	Number of Work-able Residents (PIC)		344
2	Current Residents with Jobs Plus Assessment (CM)		99
3	Percent of Work-able Residents Who Are Employed (PIC)		61.63% Data: 212/344
4	Percent of Current Residents with a Jobs Plus Assessment and Who Are Employed (CM)		13.13% Data: 13/99
5	Percent of Work-able Residents Employed at Living Wage (PIC)		0.01% Data: 2/344
6	Number of Youth 14-17 Years Old (PIC)		68
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: 50
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 0
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 2 Total: 108
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 1 Total: 67
12	Participants Who Met with a Case Manager	20	Quarter: 35 Total: 100
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: 1 Total: 15
17	Participants Beginning New Part-Time Employment	5	Quarter: 0 Total: 10
18	Participants Beginning New Full-Time Employment	5	Quarter: 0 Total: 16
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: 1
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 5

Jobs Plus Board Report

August 2023

22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 34
23	Participants Enrolled in a High School Equivalency Program	2	Need: 13 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: 21 Quarter: 0 Total: 18
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 14 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: 0 Total: 18
33	Participants Receiving Child Care Assistance	2	Need: 4 Quarter: 0 Total: 1
34	Participants Receiving Transportation Assistance	4	Need: 6 Quarter: 0 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: 30 Total: 95
40	Households Enrolled in JPEID	20	Quarter: 26 Total: 93
41	Participants who Chose FSS Escrow Rather Than JPEID	0	Quarter: 0 Total: 0