

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## BOARD OF COMMISSIONERS

### REGULAR MEETING

December 18, 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, December 18, 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: December 11, 2023



## AGENDA

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

December 18, 2023  
3:00 pm

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#### I. CALL TO ORDER – ROLL CALL

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

#### II. REPORTS

1. Executive Director's 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, November 27, 2023.

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

- C-2 Monthly Operations Report for the month of November 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. **Resolution No. 4181**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2024 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS

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

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

2. **Resolution No. 4182**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR FURNISHING AND DELIVERY OF NEW GAS RANGES FOR LANSDOWNE PARK, AMP 201, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150122

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

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

3. **Resolution No. 4183**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RATIFYING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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

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

4. **Resolution No. 4143**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR REPAIRS, PAINTING, CLEANING FOR FOUR APARTMENT UNITS FOR 806 HUNT AVENUE



BUILDING, HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM  
(CFP) GRANT NUMBER VA36P01150123 AND PUBLIC HOUSING  
OPERATING FUNDS

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

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

V. **ADJOURNMENT**

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

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

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES  
REGULAR MEETING  
NOVEMBER 27, 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, November 27, 2023.

#### I. **CALL TO ORDER – ROLL CALL**

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

PRESENT:	Commissioners Kepley, Garner, Smith, Chair Karney
ABSENT:	Commissioners Anguiano, Walker, Vice Chair Spickler
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Jason Michaels, Human Resources Manager; Greg Goodman, Director of Community Support Services; Leanna Pagans, Administrative Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Fredrick Gusler, Director of Redevelopment and Revitalization; Debra Carter, Melrose Towers Resident

Chair Karney welcomed everyone to today's meeting.

#### **PUBLIC HEARING**

Chair Karney opened the floor to receive comments on a revised 2022 Capital Fund Program Five-Year Action Plan.

Commissioner Garner asked what the origin of the grant is. Mr. Bustamante replied that it was the Housing Mitigation Grant to provide radon testing at several sites. Mr.

Shank added that this was a competitive grant that RRHA submitted an application for that will provide multiple funding sources for projects such as the installation of range hoods at Lansdowne Park, radon testing at several sites and radon mitigation at Bluestone Park. In order to fulfill the requirements of this grant, these items must be added to the 2022 Five-Year Action Plan following the conclusion of the public hearing and board approval.

Chair Karney noted that no other members of the public were in attendance to comment and closed the public hearing.

## **II. REPORTS**

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

Mr. Bustamante addressed the Board stating that in addition to his written report he has three additional items he would like to address. On November 15<sup>th</sup>, Congress passed a continuing resolution that will be in place until January 19, 2024. This is a clean resolution, meaning that it does not affect RRHA's budget. These numbers will remain the same as fiscal year 2023.

Mr. Bustamante invited the Board to attend RRHA's annual Employee Recognition Luncheon that will be held on Friday, December 8<sup>th</sup> from 12:00 p.m. until 4:00 p.m. at the Holiday Inn Tanglewood.

Mr. Bustamante stated that he would like to address the vacancies that continue to be an issue for the organization. RRHA is working diligently to correct these issues and more detail will be provided during the executive session at the conclusion of today's regular meeting.



Commissioner Garner asked if the low percentage range in the monthly management occupancy comparison chart, in this month's Operation's Report, is something to be concerned about and if so, if it is being addressed. Mr. Bustamante replied that it is an area of great concern and is something that is being addressed. Mr. Bustamante added that he will share more information regarding the vacancies during today's executive session.

Commissioner Smith expressed concern regarding the safety of the residents at Melrose Towers and asked if there are any plans to upgrade the camera system in light of the incident on November 16<sup>th</sup> when an individual vandalized several vending machines in the main lobby. Mr. Smith added that although they have identified the offender, there is not a sense of safety among the residents. Mr. Bustamante stated that the cameras were operational during that period of time and did record the individuals who broke into these machines. In regards to security within the building, RRHA is working on having security guard service present during the week, as well as the weekend. Commissioner Smith stated that guests are required to sign in when entering the building, but many are not signing back out or leaving the building at all. Mr. Bustamante replied that if a guest signs in and does not sign back out, the security guard should then notify the property manager. Mr. Bustamante added that he will check with the property managers to ensure that this procedure is being followed accordingly.

Commissioner Kepley asked if there is a card reader system that allows the doors to remain locked. Mr. Bustamante stated that a key fob system is already in place that keeps record of every resident that fobs into the building between 5:00 p.m.

and 8:30 a.m. daily. In order to gain entrance to the building an individual must have a fob or be let in by someone that is inside of the lobby. The individuals that vandalized the vending machines were let in by someone that was inside of the building.

Commissioner Garner asked if RRHA has closed on the Ashton Hill property. Mr. Bustamante replied that the due diligence has been completed and RRHA is awaiting the closing documents. Commissioner Garner asked if there is potential to develop any of the other properties that RRHA owns through the Faircloth-to-Rad Conversion process. Mr. Bustamante stated that a Request for Proposal (RFP) was issued last week for consulting services to not only help with the newly acquired land, but with all of the existing properties as well. Commissioner Garner asked if that will be in conformity to the repositioning study that was previously completed. Mr. Bustamante stated that the plan is to stick to that study as much as possible unless these consultants believe it would be in RRHA's best interest to deviate from it.

Chair Karney asked for further questions. There were none.

## 2. Staff Reports

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

## 3. Committee Reports

Chair Karney asked for committee reports. There were none.

## 4. Commissioner Comments

Commissioner Garner asked if RRHA would benefit from the Board being

more proactive in dealing with Virginia Housing. Mr. Bustamante replied that it would be greatly beneficial. RRHA has routine dealings with Virginia Housing due to the tax credit properties that it owns. Mr. Bustamante stated if there are avenues where the board can advocate for the housing authority, to please do so. Mr. Bustamante added that he will notify the Board if something is brought to his attention that they should be involved in.

Chair Karney stated that her employer, Blue Ridge Independent Living Center, is an agent for Virginia Housing for home modifications. Occasionally they will have funding that you can access as a housing entity for things such as events that you may have coming up.

Chair Karney read from a letter that RRHA received from HUD following their recent visit to the EnVision Center. Ms. Schmidt wrote that, "It was a pleasure to meet with you on October 24<sup>th</sup> to discuss a wide range of HUD programs and policy issues. I appreciated learning about the partnerships that have been created and the programs that RRHA provides to empower and improve the quality of life for individuals, families and seniors. I would like you to feel free to contact us any time regarding HUD issues and or concerns you may have. Please reach out to Carrie Schmitt at the Richmond Field Office and Debra Bensala, Deputy Regional Administrator, Philadelphia Regional Office, if you may need assistance. Thank you for all that RRHA does to serve the residents of Roanoke. Thank you for all the great work you are doing in Roanoke. Keep putting people first."

Chair Karney asked for further questions. There were none.

## 5. City Council Liaison Comments or Discussion

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

6. Residents or other community members to address the Board

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

### **CONSENT AGENDA**

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, October 23, 2023.

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

- C-2 Monthly Operations Report for the month of October 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 Kepley, Garner, Smith, Chair Karney

NAYS: None

### **REGULAR AGENDA**

1. **Resolution No. 4177**

Mr. Gusler presented Resolution No. 4177 seeking the Board's approval to authorize the execution of documents necessary to consummate the sale of 1613



Dupree Street, NW. Mr. Gusler updated the board stating that the previous board approved sale of 1809 Downing Street from the lease purchase program closed on October 30th and 938 Peck Street is slated to close next month. As the budget stands, RRHA has spent \$242,000 on the purchase and rehabilitation at 938 Peck Street. There may also be an additional cost associated with that property due to the completion of an appraisal. Resolution No. 4177 is for the sale of 1613 Dupree Street NW, which is in the area around the Villages at Lincoln and is a byproduct of the HOPE VI grant. This is one of five properties that was approved for the Section 32 program in 2015 and will be the third of these properties to be sold. Mr. Gusler stated that there is an appraiser at the property today and the price of the unit will be based off of this appraisal. The unit is also subsidized with a 20% second mortgage that is forgivable after ten years. The total cost of the renovations on this unit to bring it to program standards was \$73,800, with the goal of preventing the new homeowner from experiencing any significant maintenance issues for seven years.

Commissioner Garner asked whose responsibility it is if something major does occur within that seven year period. Mr. Gusler replied that the homeowner would be responsible, however RRHA would assist them with getting in touch with the contractor and any warranties that might be available. RRHA would also be their agent and advocate where the contractors are concerned to ensure that if it is, for example, the fault of the product that they stand by the contract.

Commissioner Garner asked if we are satisfied with the outcome of the two previous properties that were sold. Mr. Gusler stated that there have been no

major issues with any systems in the two previously sold properties. There was an administrative issue concerning 1841 Downing Street and 1840 Downing Street in which the city had their tax map numbers incorrect on their deed cards and a deeds of correction had to be filed. Commissioner Garner asked if the city provides tax relief on the lease purchase properties. Mr. Gusler replied that there is no tax relief on these properties.

Chair Karney asked for further questions. There were none.

Commissioner Smith then introduced Resolution No. 4177 and moved its adoption as introduced.

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

AYES: Commissioners Kepley, Garner, Smith, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4177 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE SALE OF PROPERTY LOCATED AT 1613 DUPREE STREET, NW, BEARING CITY OF ROANOKE TAX MAP NUMBER 2041105, TO STACEY R. JOHNSON**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) applied to the Special Applications Center of the Department of Housing and Urban Development in 2015 to authorize RRHA to sell five (5) scattered-site public housing units per the Section 32 program; and

WHEREAS, RRHA's Section 32 plan was approved by HUD per an Implementing Agreement that was executed in 2015; and

WHEREAS, the Section 32 program allows RRHA to sell each of the five (5) properties to qualified low to moderate income first-time homebuyers per HUD

definitions and regulations; and

WHEREAS, the existing tenants of these units at the time of the application's approval were notified that they would have the first right of refusal to purchase the housing unit they were currently leasing; and

WHEREAS, the previous tenant of this property was not interested or able to purchase this property and has since been relocated by RRHA to a comparable public housing unit; and

WHEREAS, Stacey R. Johnson has complied with all requirements of the Section 32 program to date and has provided evidence of financing with Freedom First Credit Union and made the required down payment on the mortgage in an escrow account; and

WHEREAS, Stacey R. Johnson has entered into a contract with RRHA to purchase the property with the purchase price tentatively set at the City assessment value of \$142,900, with the final sales price to be based on an appraisal subsequent to improvements being made to the property; and

WHEREAS, prior to closing RRHA will account for 20% of the purchase price in the form of seller financing through a forgivable second mortgage, and may elect to contribute towards closing and down payment costs; and

WHEREAS, RRHA desires to sell the property to Stacey R. Johnson.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the sale of property at 1613 Dupree Street, NW, bearing City of Roanoke Tax Map Number 2041105, to Stacey R. Johnson with the final price to be based on an appraisal per the terms noted above.

## 2. Resolution No. 4178

Mr. Gusler presented Resolution No. 4178 authorizing the execution of documents necessary to consummate the sale of 1606 Grayson Avenue, NW. This property was one of the two properties mentioned in the previous resolution that were purchased with the intent of renovating and selling them to qualified buyers. This house was in much better shape and has an interesting history. It was built by Mr. Turpin and

remained in the family until it was rented out for the last several years. Carolyn Coles is the realtor helping this resident to buy this home and she happened to know the owners of the house which allowed us to purchase the home without undergoing the process of making an offer and competing against other potential buyers. RRHA purchased the house for \$123,000 and has spent over \$40,000 in renovations with another \$25,000 in improvements left to be completed. The buyer, Tara Tinsley, is a public housing resident and was recently resident of the month.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4178 and moved its adoption as introduced.

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

AYES: Commissioners Kepley, Garner, Smith, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4178 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE THE SALE OF PROPERTY LOCATED AT 1606 GRAYSON AVENUE, NW, BEARING CITY OF ROANOKE TAX MAP NUMBER 2330604, TO TARA T. TINSLEY**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available in the form of homeownership proceeds to further RRHA's goals of providing opportunities for low to moderate income residents to achieve homeownership; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 3972 on August 27, 2018, which authorized the Executive Director or a designee to



negotiate and execute acquisition option agreements with owners or agents of two properties; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4064 on November 23, 2020, which increased the budget for each of the purchases and improvements from \$125,000 to \$200,000; and

WHEREAS, the RRHA Board of Commissioners passed Resolution Number 4162 on May 22, 2023, which increased the budget for each of the purchases and improvements from \$200,000 to \$275,000; and

WHEREAS, RRHA purchased the property at 1606 Grayson Avenue, NW, on May 17, 2022 for \$123,000; and

WHEREAS, RRHA has made significant renovations and upgrades to the property to meet the HOP standards; and

WHEREAS, the HOP allows RRHA to sell properties to qualified low to moderate income first-time homebuyers per HUD definitions and regulations; and

WHEREAS, Tara T. Tinsley has complied with all requirements of the HOP and Family Self-Sufficiency program to date, provided evidence of pre-qualifications for financing with Truist Bank (formerly BB&T and Sun Trust) and made the required down payment on the mortgage in an escrow account; and

WHEREAS, Tara T. Tinsley has signed a contract with RRHA to purchase said property for \$123,000, and

WHEREAS, prior to closing RRHA will account for 20% of the purchase price in the form of seller financing through a forgivable second mortgage; and

WHEREAS, RRHA desires to sell the property to Tara T. Tinsley.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is hereby authorized and directed to execute documents necessary to consummate the sale of property at 1606 Grayson Avenue, NW, bearing City of Roanoke Tax Map Number 2330604.

### 3. Resolution No. 4179

Mr. Shank presented Resolution No. 4179 requesting the board's approval for a revised 2022 to 2026 Capital Fund Five-Year Action Plan and budget. This resolution is

related to the Housing Hazard and Lead Based Paint Capital Fund Grant that RRHA received in the amount of \$2.3 million. In the process of trying to access that money it was discovered that to do so, these line items must be added back into the 2022 fiscal year capital fund plan. There were five total line items that were added, the first one being the installation of 300 range hoods at Lansdowne Park which is approximately \$1.75 million of that grant. Also added into the budget, is the initial radon testing for Lansdowne Park and Villages at Lincoln. The process for deciding what order to test was based on which properties had the most exposure for the residents, first of which being those units that are built slab-on-grade. The first property to be tested was Hunt Manor followed by Bluestone Park, Jamestown Place and Indian Rock Village. Units that have a crawl space are the next level of exposure and include Lansdowne Park and Villages at Lincoln with the remainder of testing to be completed at Melrose Towers and Morningside Manor. The last line items to be added to the budget include funding for follow up testing at Bluestone Park once the systems are installed to ensure that they are yielding positive results. Once HUD approval is granted, a new budget will be drafted for this particular grant.

Commissioner Kepley asked if any of the results are known. Mr. Shank replied that there have been a varying number of units at each site that will require radon mitigation. At Hunt Manor there were 19 units including the administrative building that have had systems installed and are in operation. Jamestown Place saw only 4 units out of 150 that tested above the threshold, while Bluestone Park had 64 units and the administrative building test positive with 12 units, the administrative building and the daycare center at Indian Rock Village. Commissioner Kepley asked what the cost is per

unit. Mr. Shank stated that at Villages at Lincoln the cost averaged at \$10,000 per unit.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4179 and moved its adoption as introduced.

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

AYES: Commissioners Kepley, Garner, Smith, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4179 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY APPROVING THE REVISED 2022 - 2026 CAPITAL  
FUND FIVE-YEAR ACTION PLAN AND BUDGET**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) receives Capital Funds from the Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to 24 CFR 905.300, RRHA is required to develop and submit to HUD a Five-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments; and

WHEREAS, HUD allows public housing authorities to adopt either a fixed or rolling Five-Year Action Plan, and RRHA has adopted a rolling plan; and

WHEREAS, the Plan is designed to provide a framework for local accountability and easily identifiable source by which public housing residents and other members of the public may review RRHA's Plan for capital improvements to Public Housing; and,

WHEREAS, RRHA was awarded a Housing Related Hazards and Lead-based Paint Capital Fund Program Grant, grant number VA36H01150122 with an amount of \$2,317,269.00; and

WHEREAS, the Budget Line Items included in the annual plan and budget for the Housing Related Hazards and Lead-based Paint Capital Fund Program Grant

VA36H01150122 are to be added to the RRHA 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, the additional Budget Line Items are not considered a Significant Amendment to the RRHA 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, since the additional Budget Line Items are not considered a Significant Amendment to the RRHA 2022 Capital Fund Program Five-Year Action Plan, RRHA is not required to give 45 days public notice and make the Revised RRHA 2022 Capital Fund Program Five-Year Action Plan available for public review at RRHA administrative offices, public housing site management offices, and on the RRHA website; and

WHEREAS, HUD does require that a public hearing be held for receiving comments regarding the Revised RRHA 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, HUD does require that RRHA Board of Commissioners approve the Revised RRHA 2022 Capital Fund Program Five-Year Action Plan; and

WHEREAS, RRHA Commissioners were provided with copies of the draft Revised RRHA 2022 Capital Fund Program Five-Year Action Plan and annual plan and budget for the Housing Related Hazards and Lead-based Paint Capital Fund Program Grant VA36H01150122; and

WHEREAS, the RRHA Board of Commissioners held a public hearing to receive public comments on the proposed Revised Plan on November 27, 2023; and

WHEREAS, the RRHA Revised 2022 Capital Fund Program Five-Year Action Plan meets the current regulatory and statutory requirements; and

WHEREAS, RRHA is required to submit the Revised 2022 Capital Fund Program Five-Year Action Plan to HUD following approval by the RRHA Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the attached RRHA Revised 2022 Capital Fund Program Five-Year Action Plan is hereby approved.

#### 4. Resolution No. 4180

Mr. Shank presented Resolution No. 4180 requesting the board's approval to award a contract for the installation of radon vent systems at Bluestone Park. Multiple



funding sources are being utilized to fund this project including the fiscal year 2023 capital fund program, a radon grant and the Housing Hazard and Lead Based Paint Capital Fund Grant. Upon completion of testing at Bluestone Park it was determined that 64 units, including the administrative building, had levels exceeding 2 pCi/L. An Invitation for Bid (IFB) was issued in October and one responsive bid was received from Russell's Remodeling LLC for \$601,860. Mr. Shank noted that his cost estimate was \$612,000. Russell's Remodeling LLC has previously completed radon mitigation at Hunt Manor in a satisfactory manner.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4180 and moved its adoption as introduced.

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

AYES: Commissioners Kepley, Garner, Smith, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4180 was adopted as introduced.

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND  
HOUSING AUTHORITY AWARDING A CONTRACT FOR INSTALLATION  
OF PASSIVE RADON VENT SYSTEMS FOR BLUESTONE PARK, AMP  
259, 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 \$4,840,100.00; and

WHEREAS, Environmental Hazard Remediation 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 Radon Testing and Mitigation Demonstration for Public Housing Grant from the Department of Housing and Urban Development ("HUD"), grant number VALRT001023 in the amount of \$449,000.00; and

WHEREAS, Radon Mitigation for Bluestone Park was included on the budget detailing the planned use of the Radon Testing and Mitigation Demonstration for Public Housing Grant; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Housing Related Hazard Grant from the Department of Housing and Urban Development ("HUD"), grant number VA36H01150122 in the amount of \$2,317,269.00; and

WHEREAS, Environmental Hazard Remediation: Install Passive Radon Vent Systems for Bluestone Park was included on the Annual Statement detailing the planned use of grant number VA36H01150122, which was approved by the RRHA Board of Commissioners by Resolution 4179 on November 28, 2023; and

WHEREAS, RRHA needs a qualified contractor to complete Installation of Passive Radon Vent Systems for Bluestone Park, AMP 259; and

WHEREAS, RRHA issued a Invitation for Bid on October 8, 2023, with bids being due on November 7, 2023; and

WHEREAS, RRHA received one (1) responsive bid to the invitation, which was opened for consideration, such bid being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Russell's Remodeling, LLC	\$601,860.00

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC was determined to be fair and reasonable for the work specified when compared to the amount of the revised 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 Russell's Remodeling, LLC 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 Russell's Remodeling, LLC; 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 Russell's Remodeling, LLC. 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 Russell's Remodeling, LLC and RRHA for the fixed price of \$601,860.00.
- (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.

5. Executive Session

The closed session began at 3:37 p.m. with Chair Karney 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 the financial and operational performance of the Authority, including specific performance issues relating to identifiable employees of the Authority, which discussion is exempt from open meeting requirements under Virginia Code § 2.2-3711(A)(1).

The commissioners came back into an open session at 4:11 p.m. Commissioner Garner moved to approve the closed meeting certification and Commissioner Smith seconded the motion. Mr. Loftis conducted a roll call vote, which was unanimously voted yes.

### III. 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 Kepley, Garner, Smith, Chair Karney

NAYS: None

Chair Karney declared the meeting adjourned at 4:11 p.m.

---

Karen Karney, Chair

---

David Bustamante, Secretary-Treasurer

Exhibits from November 27, 2023 Minutes previously circulated



RESOLUTION  
NO. 4181

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4181

Meeting Date: December 18, 2023

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY, PURSUANT TO ARTICLE III, SECTION 2 OF THE BYLAWS, DESIGNATING A DIFFERENT PLACE, DATE, AND/OR TIME FOR CERTAIN 2024 REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS

WHEREAS, Article III, Section 2 of the Bylaws of the City of Roanoke Redevelopment and Housing Authority (RRHA) provides that the regular meeting of the Board of Commissioners shall be held the fourth Monday of each month at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, Roanoke, Virginia; and

WHEREAS, Article III, Section 2 of the Bylaws of the RRHA provides that the Board of Commissioners may by resolution designate a different place, date, and/or time for any meeting; and

WHEREAS, it is in the best interest of RRHA to designate different place, date, and/or time for certain regular meetings of the Board of Commissioners in 2024.

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

- (1) The regular meeting of the Board of Commissioners for the month of May 2024 shall be held on Monday, May 20, 2024 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.
- (2) The regular meeting of the Board of Commissioners for the month of December 2024 shall be held on Monday, December 16, 2024 at 3:00 p.m. at the RRHA office, 2624 Salem Turnpike, NW, and Roanoke, Virginia 24017.

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

  
Executive Director

Date 11.30.23

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved



CITY of ROANOKE REDEVELOPMENT  
and HOUSING AUTHORITY

**PARTNERS IN PROGRESS**

## **Board of Commissioners Meeting Schedule 2024**

Unless otherwise noted, meetings are scheduled at 3:00 p.m. on the fourth Monday of each month at the RRHA Administration Building, 2624 Salem Turnpike NW, Roanoke, Virginia 24017.

Monday, January 22, 2024

Monday, February 26, 2024

Monday, March 25, 2024

Monday, April 22, 2024

Monday, May 20, 2024\*

Monday, June 24, 2024

Monday, July 22, 2024

Monday, August 26, 2024

Monday, September 23, 2024

Monday, October 28, 2024

Monday, November 25, 2024

Monday, December 16, 2024\*

\* Pursuant to Resolution No. 4181 establishing a date for the May and December regular meetings of the RRHA Board of Commissioners.



RESOLUTION  
NO. 4182

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

## RESOLUTION NO: 4182

Meeting Date: December 18, 2023

Agenda Item Number: 2

### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR FURNISHING AND DELIVERY OF NEW ELECTRIC RANGES FOR VILLAGES AT LINCOLN, AMP 202, 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, New Ranges for Villages At Lincoln 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 vendor to furnish and deliver new electric ranges for Villages At Lincoln; and

WHEREAS, RRHA issued a Invitation for Bid on October 23, 2022, with bids being due on November 28, 2023; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration on a line item basis, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Indoff, LLC dba Allied Appliances	Range #1 - \$91,166.00 Range #2 - \$9,328.00 Range Connection Wire - \$2,323.75
Ferguson Enterprises	Range #1 - \$97,504.49 (Corrected to \$97,504.96) Range #2 - \$9,426.74 (Corrected to \$9,726.78) Range Connection Wire - \$2,127.20 (Corrected to \$2,127.71)



WHEREAS, contract award will be made based on cost submitted in bid for each type of range and range connection wire; and

WHEREAS, Range #1 and Range #2 that Indoff, LLC dba Allied Appliances submitted in their bid did not meet the specifications for Range #1 and Range #2 in the Invitation for Bid; and

WHEREAS, the amounts that Indoff, LLC dba Allied Appliances bid for Range #1 and Range #2 were disallowed; and

WHEREAS, Range #1 and Range #2 that Ferguson Enterprises submitted in their bid did meet the specifications for Range #1 and Range #2 in the Invitation for Bid; and

WHEREAS, the amount of the bid submitted by Ferguson Enterprises, was determined to be fair and reasonable when compared to the amount of the independent cost estimate based on previous purchase costs for similar types of ranges and range connection wires; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Ferguson Enterprises has been found to be capable and in all other respects acceptable to RRHA; and

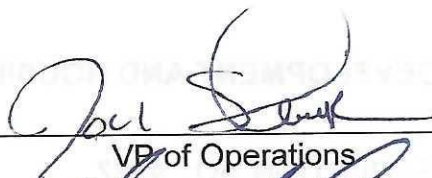
WHEREAS, the Vice President of Operations recommends an award to Ferguson Enterprises; and

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 Ferguson Enterprises be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for materials, which by reference is inclusive of all specifications, addenda and related project documents, between Ferguson Enterprises and RRHA for the fixed price of \$109,359.45.
- (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: \_\_\_\_\_

  
VP of Operations

Date 12/1/2023

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

  
Executive Director

Date 12.1.23

COMMISSIONERS ACTION:

☐ Approved

☐ Disapproved

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

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

RESOLUTION  
NO. 4183

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4083

Meeting Date: December 18, 2023

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RATIFYING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) currently administers two thousand seventy-seven (2,077) units of Section 8 Housing; and

WHEREAS, pursuant to 24 Code of Federal Regulations (CFR), Part 985, RRHA is mandated to submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assessment Program (SEMAP) Certification concerning its performance in key Section 8 Program areas; and

WHEREAS, the purpose of the Certification is to allow HUD to objectively identify and measure RRHA's compliance with the Section 8 Program requirement, which measure is accomplished through the rating of performance indicators; and

WHEREAS, RRHA is required to submit this SEMAP Certification within sixty (60) days after the end of the fiscal year on September 30, 2023, resulting in a submission deadline of November 29, 2023; and

WHEREAS, the Section 8 staff complies with RRHA's written policies and procedures for the SEMAP performance indicators in the administration of the Section 8 Program. The staff conducts monitoring reviews of the following indicators and certifies to the Board of Commissioners that the information included on the SEMAP certification form is accurate and complete:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedules
5. Housing Quality Standard (Quality Control Inspection)
6. Housing Quality Standard Enforcement
7. Expanding Housing Opportunities
8. Fair Market Rent Limit and Payment Standard
9. Annual Re-examinations
10. Correct Tenant Rent Calculations
11. Pre-contract Housing Quality Standards Inspections
12. Annual Housing Quality Standard Inspections

13. Lease-up
14. Family self-sufficiency (N/A)

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to submit the Section 8 Management Assessment Program (SEMAP) Certification containing information listed on the attached form to the U.S. Department of Housing and Urban Development.

EXPLANATION: RRHA's SEMAP scores for the past 5 years are as follows:

<u>Fiscal Year</u>	<u>SEMAP Score</u>
2020	100%
2021	100%
2022	100%
2023	100%

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

  
Executive Director

Date

12.4.23

COMMISSIONERS ACTION: ☐ Approved ☐ Disapproved

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



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David  
Bustamante  
(NMH436)  
PIC Main

Field Office:

3FPH RICHMOND PROGRAM CENTER

Housing Agency:

VA011 Roanoke RHA

PHA Fiscal Year End:

9/30/2023

SEMAP

Logoff

OMB Approval No. 2577-0215

**SEMAP CERTIFICATION (Page 1)**

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Check here if the PHA expends less than \$300,000 a year in federal awards** ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

**Performance Indicators****1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response**☒ Yes ☐ No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response**☒ Yes ☐ No**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract

anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response**

☒ Yes ☐ No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**

☒ At least 98% of units sampled ☐ 80 to 97% of units sampled  
☐ Less than 80% of units sampled

### 3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**

☒ At least 90% of files sampled ☐ 80 to 89% of files sampled  
☐ Less than 80% of files sampled

### 4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response**

☒ Yes ☐ No

### 5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

**PHA Response**

☒ Yes ☐ No

### 6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**

☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

### 7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☐

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response**

☒ Yes ☐ No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response**

☒ Yes ☐ No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**

☒ Yes ☐ No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**

☒ Yes ☐ No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**

☒ Yes ☐ No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**

☒ Yes ☐ No

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David  
Bustamante  
(MNH436)  
PIC Main

Field Office:

3FPH RICHMOND PROGRAM CENTER

Housing Agency:

VA011 Roanoke RHA

PHA Fiscal Year End:

9/30/2023

SEMAP

## SEMAP CERTIFICATION (Page 2)

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## Performance Indicators

## 8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response

☒ Yes ☐ No

FMR Area Name Roanoke City

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR	617	1-BR FMR	700	2-BR FMR	879	3-BR FMR	1187	4-BR FMR	1316
PS	788	PS	875	PS	1079	PS	1480	PS	1670

Save

Add

Delete

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

## 9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response

☒ Yes ☐ No

## 10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response

☒ Yes ☐ No

## 11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response

☒ Yes ☐ No

## 12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

**PHA Response** ☒ Yes ☐ No

### 13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

**PHA Response** ☒ Yes ☐ No

### 14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☒

**PHA Response** ☐ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

### 15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :



(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response** ☐ Yes ☒ No

Deconcentration Addendum

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RESOLUTION  
NO. 4184

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

## RESOLUTION NO: 4184

Meeting Date: December 18, 2023

Agenda Item Number: 4

### RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPAIRS, PAINTING, CLEANING FOR FOUR APARTMENT UNITS FOR 806 HUNT AVENUE BUILDING, HUNT MANOR, AMP 259, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND PUBLIC HOUSING OPERATING FUNDS

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 \$4,741,515.00; and

WHEREAS, Flooring and Renovations for Hunt Manor were 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 Repairs, Painting, Cleaning for Four Apartment Units for 806 Hunt Avenue Building, Hunt Manor; and

WHEREAS, RRHA issued a Invitation for Bid on November 12, 2023, with bids being due on December 5, 2023; and

WHEREAS, RRHA received two (2) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Colossal Contractors, Inc.	\$118,510.00
Russell's Remodeling, LLC	\$183,022.00

WHEREAS, the amount of the bid submitted by Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, 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 Colossal Contractors, Inc. and RRHA for the fixed price of \$118,510.00.
- (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: \_\_\_\_\_

  
VP of Operations

Date 12/6/2023

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

  
Executive Director

Date 12.6.23

COMMISSIONERS ACTION: ☐ Approved

☐ Disapproved

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