

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## MONTHLY OPERATIONS REPORT

FOR THE MONTH OF FEBRUARY 2024

MARCH 25, 2024

## ***MEMORANDUM***

To: Board of Commissioners

From: David Bustamante, Executive Director

Date: March 25, 2024

Subject: Monthly Operations Reports

Enclosed for your information and review are operations reports from each department for the month of February 2024. The reports are as follows:

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

# EXECUTIVE OFFICE

# **Executive Director's Report**

## **RRHA Agency Plan**

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

Required public notice has been given for a public hearing to be conducted by the Board of Commissioners on May 20, 2024 at 3:00 p.m. for the purpose of receiving public comments on the 2024 Annual Plan and the draft 2020-2024 Agency Plan. The draft Plan has been made available at all RRHA sites, City offices, and on the RRHA website for a 45-day public comment period beginning April 1, 2024.

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

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

A draft of the RRHA Capital Fund Program (CFP) 5-Year Action Plan has been provided to Commissioners and all active resident councils. The draft CFP 5-Year Action Plan is also available at all RRHA public housing sites, administrative offices, and on the RRHA website for a 45-day public review period as required by HUD. The final CFP 5-Year Action Plan will be updated to reflect the actual amount of the 2024 Capital Fund Formula Grant, since RRHA has recently been informed of the grant amount. Regulations require RRHA to develop and submit to HUD a 5-Year Action Plan and budget reflecting capital improvements planned for RRHA's Public Housing developments. HUD allows public housing authorities to adopt either a fixed or rolling 5-Year Action Plan, and RRHA has adopted a rolling plan. The Plan provides a framework for local accountability and an easily identifiable source by which public housing residents and other members of the public may review RRHA's plan for capital improvements to Public Housing.

The required public notice has been given for a public hearing to be conducted by the Board of Commissioners on May 20, 2024 at 3:00 p.m. for the purpose of receiving public comments on the 5-Year Action Plan. Following the public hearing, a resolution to consider approval of the CFP 5-Year Action Plan will be presented to the Board of Commissioners.

## **FY 2024 Operating Budget**

Development of RRHA operating budgets for FY 2024 will begin in the next couple of months. A public hearing will be scheduled for August 26, 2024 to occur immediately preceding the regular Board meeting, for Commissioners to receive public comments on the proposed operating budgets. Proposed budgets will be provided to Commissioners for review prior to that meeting. A presentation providing explanation of the proposed budget will be provided at the beginning of the public hearing.



# HUMAN RESOURCES AND ADMINISTRATION DIVISION

**HUMAN RESOURCES**  
**MONTHLY REPORT**  
**FEBRUARY 2024**

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**

February 2024

**HUMAN RESOURCES REPORT****EMPLOYEE CENSUS AS OF MONTH END**

Regular Full-Time	69
Regular Part-Time	3
<b><u>TOTAL</u></b>	<b><u>72</u></b>
Temp Agency Employee	4
<b><u>TOTAL</u></b>	<b><u>76</u></b>

**Position Title****Division****Name****NEW HIRES**

Maintenance Technician I	Housing	William Valentino
Assistant Property Manager II	Housing	Nicole Rayle
Human Resources Manager	Human Resources	Tina Bousman

**SEPARATIONS**

Maintenance Worker	Housing
Human Resources Manager	Human Resources

**TURNOVER**

		<b>Current Month</b>
Turnover	Voluntary	1.44%
	Involuntary	1.44%
	Total Turnover	2.88%
Turnover by Job Category	Maintenance	50%
	Other NE	0%
	Exempt	50%

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

February 2024

## RECRUITING REPORT

### OPEN POSITIONS

Position Title	Division	Status
Accountant I	Finance	Offered
Accountant II	Finance	Offered
Maintenance Technician	Housing	Posted / Screening / Interviewing
Construction Specialist I - 5K Sign On Bonus	Operations	Posted / Screening
Resident Ambassador	Community Services	Posted / Screening
Director of Housing	Housing	Offered
Resident Opportunities and Self-Sufficiency Coordinator	Community Services	Posted / Screening / Interviewing
Clerical Assistant, Lansdowne	Housing	Posted / Screening
Property Manager II	Housing	Posted / Screening / Interviewing
Assistant Property Manager II	Housing	Posted / Screening / Interviewing
Jobs Plus Program Manager	Community Services	Posted / Screening
Executive Assistant, Housing	Housing	Posted / Screening
Human Resources Manager	Human Resources	Offered

### APPLICATIONS SCREENED

	Applications	Phone Screen	Interviewed	Offered
Accountant I	16	3	3	1
Accountant II	12	1	1	1
Maintenance Technician	16	6	2	2
Construction Specialist I	4	0	1	0
Resident Ambassador	0	0	0	0
Director of Housing	5	0	1	1
Resident Opportunities and Self-Sufficiency Coordinator	6	0	1	1
Clerical Assistant, Lansdowne	5	0	0	0
Property Manager II	1	0	0	1
Assistant Property Manager II	2	2	2	2
Jobs Plus Program Manager	3	0	0	0
Executive Assistant, Housing	7	0	0	0
Human Resources Manager	15	3	3	1
Total	92	15	14	10
%		16%	93%	71%

**Accountant I**- New hire starts 3/11/2024

**Accountant II**- New hire starts 3/5/2024

**Maintenance Technician** – Scheduled 3 interviews, 1 no show; 1 unsuccessful pre-hire screen

**Director of Housing**- Offered and accepted, tentative start date 3/11

**Resident Opportunities and Self-Sufficiency Coordinator**- Temp in place, grant expires May 2024

**Assistant Property Manager II**- Offered to candidate, accepted, but declined due to family issue

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

February 2024

## TRAINING REPORT

### RRHA UNIVERSITY

# of employees completing a course	7
# of unique courses	17
# of courses completed	22
# of hours learning*	13
# of average minutes per course*	36.4

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

User	Course	Completed
Rayle, Nicole	AF 001 - Introduction to Affordable Housing	02/23/2024
Rayle, Nicole	AF 25 - Community Manager Dashboard and Menus in 7S	02/28/2024
Valentino, William	eL 100 - Welcome to eLearning	02/06/2024
Rayle, Nicole	eL 100 - Welcome to eLearning	02/12/2024
Bousman, Tina	eL 100 - Welcome to eLearning	02/27/2024
Rayle, Nicole	FH 100 - Federal Fair Housing Compliance	02/12/2024
Valentino, William	FH 110 - Federal Fair Housing Compliance for Maintenance	02/06/2024
Rayle, Nicole	HR 130 - Drug-Free Workplace	02/12/2024
Valentino, William	HR 130 - Drug-Free Workplace (English/Spanish)	02/06/2024
Bousman, Tina	HR 135 - Drug-Free Workplace: Supervisor	02/27/2024
Musselman, Buford	PD 100 - Business Etiquette: Introduction	02/18/2024
Musselman, Buford	PD 101 - Business Etiquette: Appearance	02/18/2024
Musselman, Buford	PD 102 - Business Etiquette: Communication	02/18/2024
Musselman, Buford	PD 103 - Business Etiquette: Work Relationships	02/18/2024
Musselman, Buford	PD 104 - Business Etiquette: Getting Help and Saying Thanks	02/18/2024
White, Denise	PD 122 - Time Management Module 3: Environmental Factors	02/12/2024

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2024**

Saunders, Angelique	PD 140 - Conflict Resolution: Introduction	02/15/2024
Richardson, Moenasha	PHA 120 - Generating Waiting Lists and Selecting Applicants in 7S	02/05/2024
Valentino, William	SP 135 - Bloodborne Pathogen Awareness: Introduction	02/06/2024
Rayle, Nicole	SP 135 - Bloodborne Pathogen Awareness: Introduction	02/12/2024
Valentino, William	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	02/06/2024
Rayle, Nicole	SP 136 - Bloodborne Pathogen Awareness: Disease Prevention	02/12/2024
User	Event	Status
Smith, Jonathan	Harassment Prevention	Attended
Williams, Sylvia	Homeless De-Escalation 201 Workshop	Attended
Williams, Sylvia	How To Manage Problematic Behavior Compassionately	Attended
Williams, Sylvia	Mental Illness Part 1- How to Handle Problematic Behavior	Attended

**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**February 2024**

**WORK COMP CLAIMS FY 2023-2024**

<b><u>MONTH</u></b>	<b><u>LOST WORK TIME</u></b>	<b><u>MEDICAL CLAIM ONLY</u></b>
October 2023		1
November 2023		1
December 2023	1	
January 2024		
February 2024		
<b>FISCAL YEAR Total</b>	<b>1</b>	<b>2</b>



# OPERATIONS DIVISION

PROCUREMENT  
MONTHLY REPORT  
FEBRUARY 2024

# PROCUREMENT FEBRUARY 2024 MONTHLY ACTIVITY REPORT

## I. Capital Fund

### A. Contracts Awarded

#### **RED-23-11-27**

#### **Invitation for Bids for Natural Gas**

#### **Infrastructure Improvements for Jamestown**

**Place, AMP 207** was issued December 3, 2023.

A pre-bid meeting was held December 20, 2023.

Comments were received by January 3, 2024.

Two (2) responsive bids are received by January

9, 2024. Classic City Mechanical, Inc. submitted

the low responsive bid with an amount of

\$857,416.00. Commissioners approved

Resolution 4186 on January 26, 2024 accepting

the bid submitted by Classic City Mechanical,

Inc. for the award of contract. A contract with an

fixed amount of \$857,416.00 was executed

February 13, 2024.

### B. Solicitations Pending

#### **RED-24-01-04**

#### **Invitation for Bids for Replacement of**

#### **Rooftop-Mounted HVAC Equipment for**

#### **Floors 2 – 9 for Melrose Towers, AMP 206**

was issued January 14, 2024. A pre-bid meeting

was held January 23, 2024. Comments were

received by January 30, 2024. Five (5)

responsive bids were received by February 13,

2024. Comfort Systems USA (Roanoke), Inc.

submitted the low bid with an amount of

\$748,300.00. Commissioners approved

Resolution 4191 on February 26, 2024 accepting

the bid submitted by Comfort Systems USA

(Roanoke), Inc. for the award of contract. A

contract with an fixed amount of \$748,300.00 is

scheduled to be executed in early March 2024.

#### **RED-24-02-06**

#### **Request for Qualifications for**

#### **Architectural/Engineering Services for**

#### **Development of 86 New Affordable**

#### **Residential Units for City of Roanoke**

Redevelopment and Housing Authority was

issued February 11, 2024. Comments were received by February 29, 2024. Statement of Qualifications are due March 8, 2024.

## **II. Operating Budget**

### **A. Contracts Awarded**

#### **RMD-12-12-2023**

**Invitation for Bids for Bulk Container Services for Eight Public Housing Sites and Two LIHTC Sites** was issued January 7, 2024. Comments were received by January 23, 2024. Two (2) responsive bids were received by January 30, 2024. Republic Services, Inc. submitted the low responsive bid with an amount of \$550,021.34. Board of Commissioners approved resolution 4190 on February 26, 2024 accepted the bid submitted by Republic Services, Inc. for the award of contract. A contract with a fixed amount of \$550,021.34 was executed February 27, 2024.

### **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  
FEBRUARY 2024

# **Redevelopment and Revitalization Department**

## **February 2024 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. Contractor is working on punch list items and things needed to receive Certificate of Occupancy from City of Roanoke Building Inspection Officials.

### **Homeownership Programs**

RRHA has completed working with two (2) first-time homebuyers per Board Resolution 4064. The properties are 938 Peck Street, NW and 1606 Grayson Avenue, NW. The properties were sold to first-time buyers on terms consistent with the other homeownership programs. Both buyers made deposits and signed letters of intent with RRHA to purchase the properties in 2022. The Board of Commissioners passed a resolution in October 2022 to approve the sale of 938 Peck Street, and passed a resolution to sell 1606 Grayson Avenue in November.

RRHA closed on the sale of 938 Peck Street, NW, on December 29, 2023. The buyer has a Housing Choice Voucher which will now be used to pay a portion of her mortgage for up to 15 years. The buyer was also able to receive down payment assistance from the Federal Home Loan Bank (FHLB) through Truist bank after additional funds were made available. RRHA holds a 20% forgivable second mortgage on the property.

RRHA closed on the sale of 1606 Grayson Avenue, NW, on January 17, 2024. The buyer was a public housing resident who'd completed the Family Self Sufficiency program at the Villages at Lincoln and was once named resident of the month.

RRHA was notified in 2022 that it will be awarded \$111,629 from the Roanoke Valley Alleghany Regional Commission (RVARC). 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. The RVARC advised that RRHA could amend its scope to purchase existing homes rather than build new. RRHA staff intends to evaluate the budget and feasibility of this project further in 2024 before commencing with the project. The funds must be expended by June 30, 2025.

### **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 21<sup>st</sup> St., NW in May, 2021. For both loans, RRHA took out a second mortgage for 20% of the loan, which is forgivable after ten years if the owner maintains it as their primary residence. In addition, the buyers benefitted from a forgivable down payment assistance loan from the FHLB.

In March 2023 a buyer qualified to purchase the property at 1613 Dupree Street, NW. In November the Board approved a resolution to sell the property. RRHA closed on the sale of this property on December 27, 2023. The buyer was able to take advantage of the additional down payment assistance funding from the FHLB as well as the City of Roanoke's down payment assistance program. RRHA holds a 20% forgivable second mortgage on the property.

In February a pre-qualified buyer signed a contract and put down a deposit for 2004 Melrose Avenue, NW. RRHA is in the process of relocating the current tenant and will then inspect the property and issue a Request for Quotations for renovations to the house.

### **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 21<sup>st</sup> 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 21<sup>st</sup> Street. The latter is scheduled to close on March 15.

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. A contractor has been procured to do the needed repairs to the house, and work is underway.

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

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

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

RRHA currently owns 84 vacant parcels in the City. Of these, 77 are part of the Cherry Hill property between Gainsboro Road, 5<sup>th</sup> Street, and Orange and McDowell Avenues, NW. Recently, RRHA has been contacted about some of these properties and is discussing a possible sale with an interested party.

RRHA also has three (3) lots adjacent to the Park Street Square development on 5<sup>th</sup> Street, NW, that are used for utility connections. These three (3) lots are essentially undevelopable. There is one (1) lot in the Hackley development, two (2) on the 2500 block of Shenandoah Avenue, one (1) on Centre Avenue and one (1) at 1805 Rorer Ave, SW.

RRHA has advertised that the Cherry Hill and Shenandoah Avenue lots are available for proposals. Recently, RRHA has been in discussion with several potential developers for the Cherry Hill properties, though none has submitted a proposal. The property currently has an issue with homeless people setting up a camp on the site, and the City has notified RRHA that it will have to be cleaned up due to complaints from nearby residents.

## **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. RRHA closed on the purchase of the property on December 1, 2023.

A Request for Proposals (RFP) for the Consulting Services was advertised November 12, 2023. One (1) responsive proposal was received by the December 12, 2023 deadline. The Board of Commissioners passed a resolution in January to allow the Executive Director to enter into a contract with Dominion Due Diligence (D3G) for these services. A contract for Repositioning and Rental Assistance Demonstration Consulting Services was executed January 31, 2024.

RRHA met with D3G staff February 20, 2024 and discussed the first steps of the process to finance and develop the site at 4301 Old Spanish Trail. In addition, a Request for Qualifications was issued for the architectural and engineering services for designing the project.

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

2/29/2024

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	\$3,430,902.64	\$13,151.36	15-Apr-2022	15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,729,394.00	\$0.00	\$3,392,308.48	\$337,085.52	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	\$3,853,905.00	\$0.00	\$3,851,505.00	\$2,400.00	22-Feb-2023	22-Feb-2025
VA36P01150122	\$4,757,703.00	\$4,749,703.00	\$8,000.00	\$4,161,982.93	\$595,720.07	11-May-2024	11-May-2026
VA36P01150123	\$4,840,100.00	\$3,345,802.78	\$1,494,297.22	\$1,584,029.26	\$3,256,070.74	16-Feb-2025	16-Feb-2027
VALRT0010-23	\$449,000.00	\$184,400.00	\$264,600.00	\$0.00	\$449,000.00	15-May-2025	15-May-2026
VA36H01150122	\$2,317,269.00	\$432,000.00	\$1,885,269.00	\$0.00	\$2,317,269.00	7-Sep-2025	7-Sep-2027
<b>Totals</b>	<b>\$41,908,437.00</b>	<b>\$40,141,539.78</b>	<b>\$1,766,897.22</b>	<b>\$37,255,009.31</b>	<b>\$4,653,427.69</b>		
		<b>95.8%</b>		<b>88.9%</b>			

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



**City of Roanoke Redevelopment and Housing Authority**  
**Contracts Administered by the Operations Division**  
**Status Report as of 2/29/24**

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	58%	100%	Work has been delayed due to contractor working on other projects for RRHA. Work is progressing in 5 units. Work is complete in 16 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. Contractor addressing punch list items.
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%	Materials are on order.
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	5/6/23	#1 (\$9,675.00) + time #2 time #3 time	\$1,081,210.00	99%	100%	Contractor working to complete punch list and achieve Certificate of Occupancy.
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) #2 time	\$1,238,375.94	100%	100%	Work is complete. Project close out is underway.
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	60%	100%	Contractor is starting installation of interior finishes.
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%	100%	Work is complete except for system balancing which is scheduled for January 2024.
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	95%	95%	Existing masonry work will have to be replaced before last sign can be installed.
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	4/1/24		\$553,100.00	0%	0%	Work is scheduled to start 4/1/24.
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	1/16/24		\$216,000.00	60%	75%	Interior finishes are being installed.
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	3/4/24		\$719,595.05	0%	0%	Work is scheduled to start 3/4/24.
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	15%	12%	Design work continuing for installation of radon vent systems for Jamestown Place and Indian Rock Village. Design work is underway for HVAC repairs at RRHA Central.
contract 575-2401-1-7 (project 230701)	Installation of Passive Radon Vent Systems for Bluestone Park Original Contract Amount \$601,860.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$601,860.00	0%	0%	Materials submittals are being reviewed and materials ordered.
contract 574-2401-1-5 (project 231001)	Furnishing and Delivery of New Electric Ranges for Villages at Lincoln Original Contract Amount \$109,359.45	Ferguson Enterprises	N/A	12/19/23		\$109,359.45	80%	70%	Delivery of ranges is continuing.
contract 574-2402-1-7 (project 231101)	Repairs, Painting and Cleaning for Four Apartment Units at 808 Hunt Avenue Original Contract Amount \$118,510.00	Colossal Contractors, Inc.	N/A	3/1/24		\$118,510.00	0%	0%	Work is scheduled to start 3/12/24.
contract 574-2402-1-5 (project 231102)	Repositioning and Rental Assistance Demonstration Consulting Services Original Contract Amount \$250,000.00	Dominion Due Diligence Group	N/A	2/1/24		\$250,000.00	1%	4%	Initial meeting to start work was conducted 2/20/24.
contract 574-2403-1-57 (project 230702)	Natural Gas Utility Infrastructure Improvements for Jamestown Place Original Contract Amount \$857,416.00	Classic City Mechanical, Inc.	Hughes Associates Architects & Engineers	3/11/24		\$857,416.00	0%	0%	Work is scheduled to start 3/11/24.

**City of Roanoke Redevelopment and Housing Authority  
Derelict Structures  
Status Report as of 2/29/24**

<b>Address or Tax Map #</b>	<b>Status</b>	<b>Resolution Approved</b>	<b>Closing</b>	<b>Demo Rehab</b>	<b>PROJECT STATUS</b>
427 Gilmer Avenue, NW Tax Map # 2011417	House Purchased	04/21/08 No. 3471	07/23/08	Rehab	RRHA is working with the City of Roanoke to plan for disposition of 427 Gilmer.

# HOUSING DIVISION

PUBLIC HOUSING PROGRAM  
MONTHLY OPERATIONS REPORT  
FEBRUARY 2024



**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
<b>Public Housing</b>									
Lansdowne Park	201	300	3	285	8700	366	8334	95.79%	4.21%
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	4	159	4785	153	4632	96.80%	3.20%
Hunt Manor/Bluestone Park	259	172	21	151	4988	400	4588	91.98%	8.02%
Melrose Towers	206	212	2	208	6148	48	6100	99.22%	0.78%
Jamestown Place	207	150	10	132	4350	545	3805	87.47%	12.53%
Morningside	208	105	1	104	3045	0	3045	100.00%	0.00%
Indian Rock Village/53 Scattered	210	156	0	155	4524	59	4465	98.70%	1.30%
The Villages at Lincoln- 24 Transitional/Homeownership	215	18	1	15	522	193	329	63.03%	36.97%
Portfolio Total:		1278	42	1209	37062	1764	35298	95.24%	4.76%

These are home ownership units that we are fixing for new homebuyers. Both units in modernization

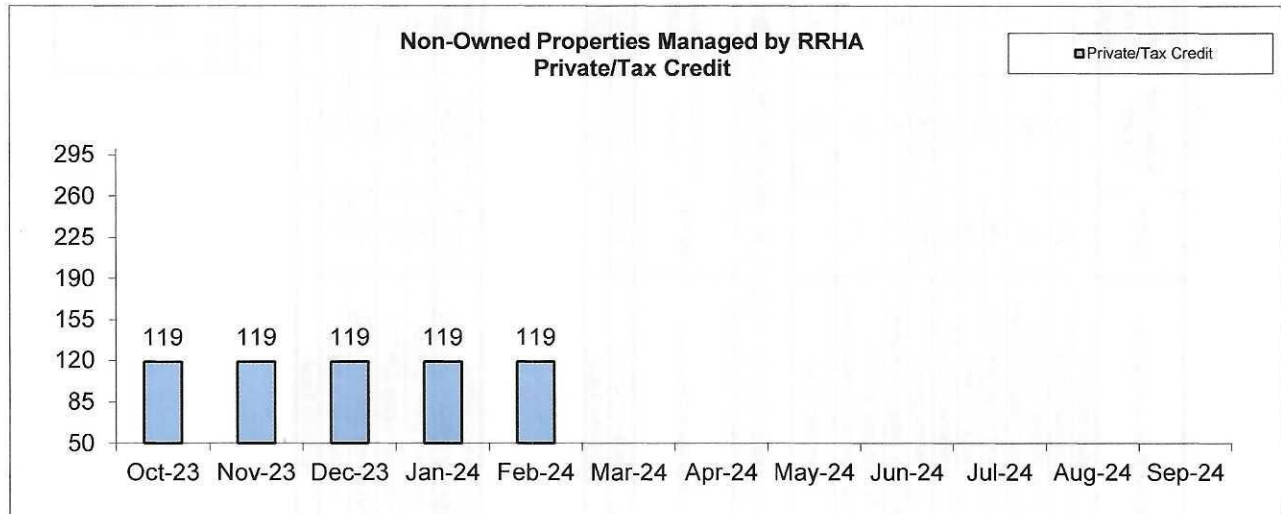
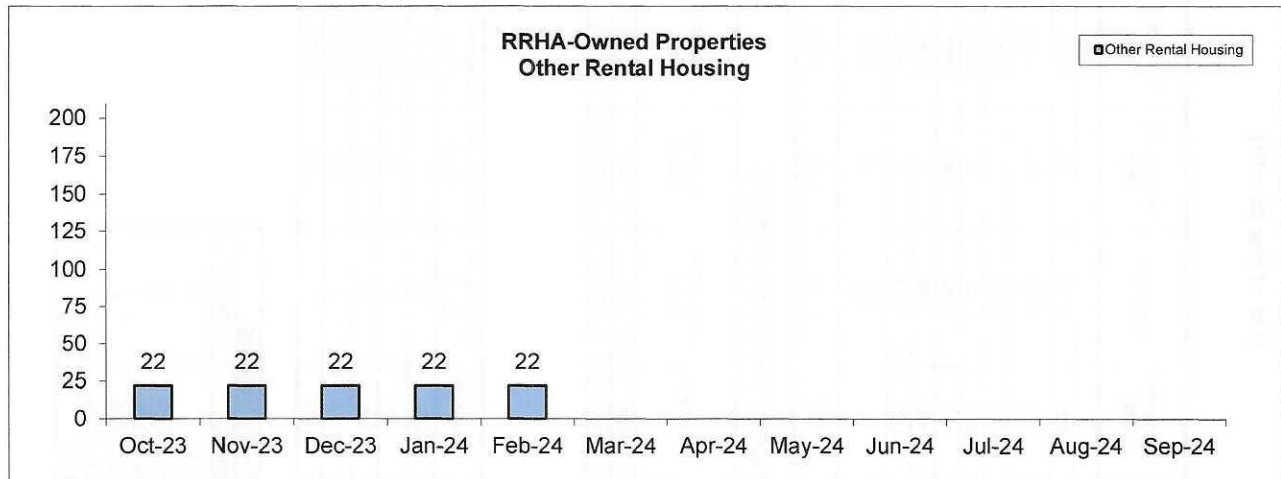
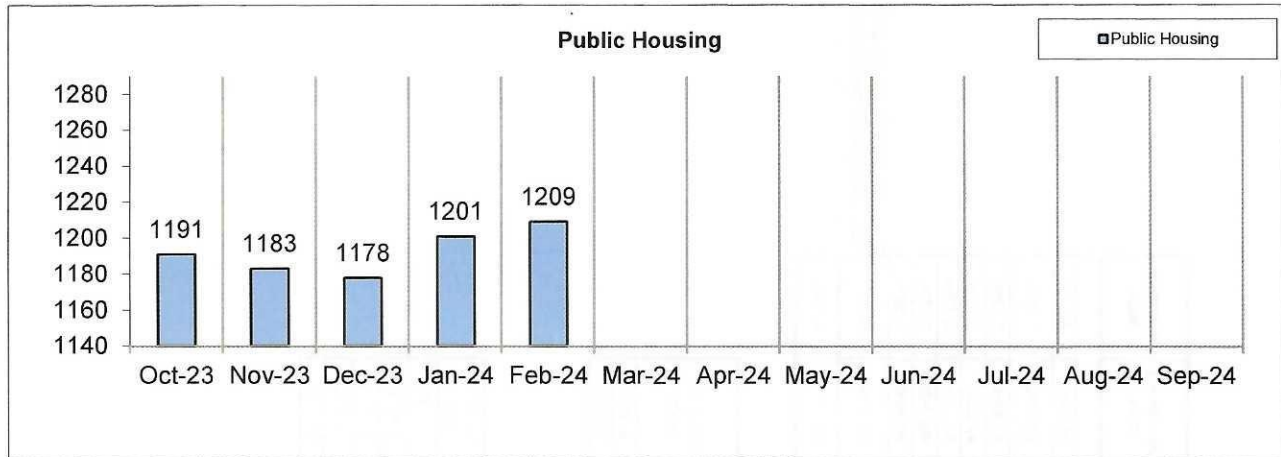
*\*The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.*

Other Rental Housing	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	22	696	62	634	91.09%	8.91%
Portfolio Total:		24	22	696	62	634	91.09%	8.91%

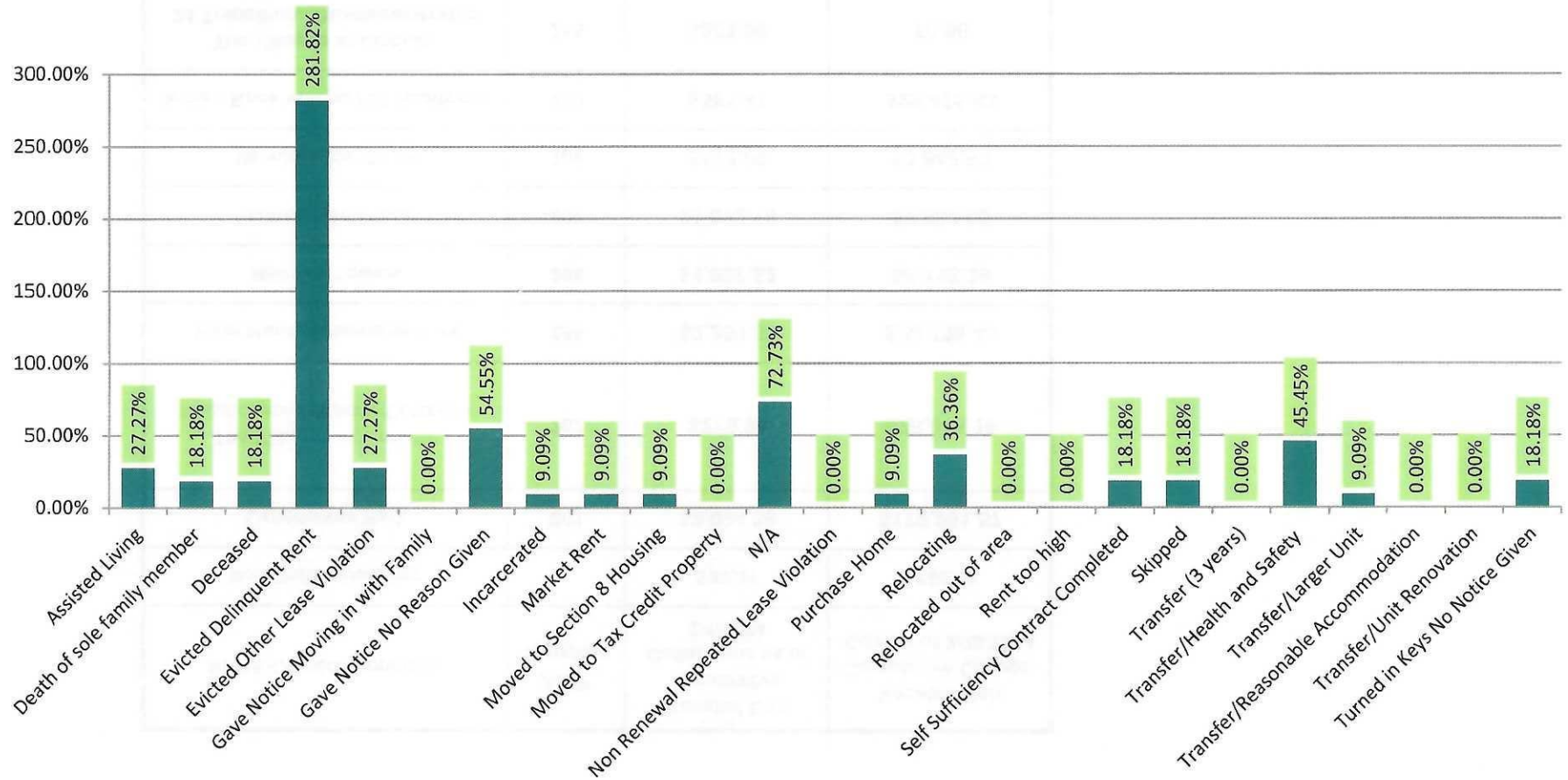
Non-Owned Properties Managed by RRHA/Tax Credit	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	27	870	93	777	89.31%	10.69%
Hillcrest Heights (LIHTC)	456	24	22	696	62	634	91.09%	8.91%
Park Street Square (LIHTC)	457	25	23	725	93	632	87.17%	12.83%
Hurt Park LP (LIHTC)	459	40	35	1160	123	1037	89.40%	10.60%
Portfolio Total:		119	107	3451	371	3080	89.25%	10.75%

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



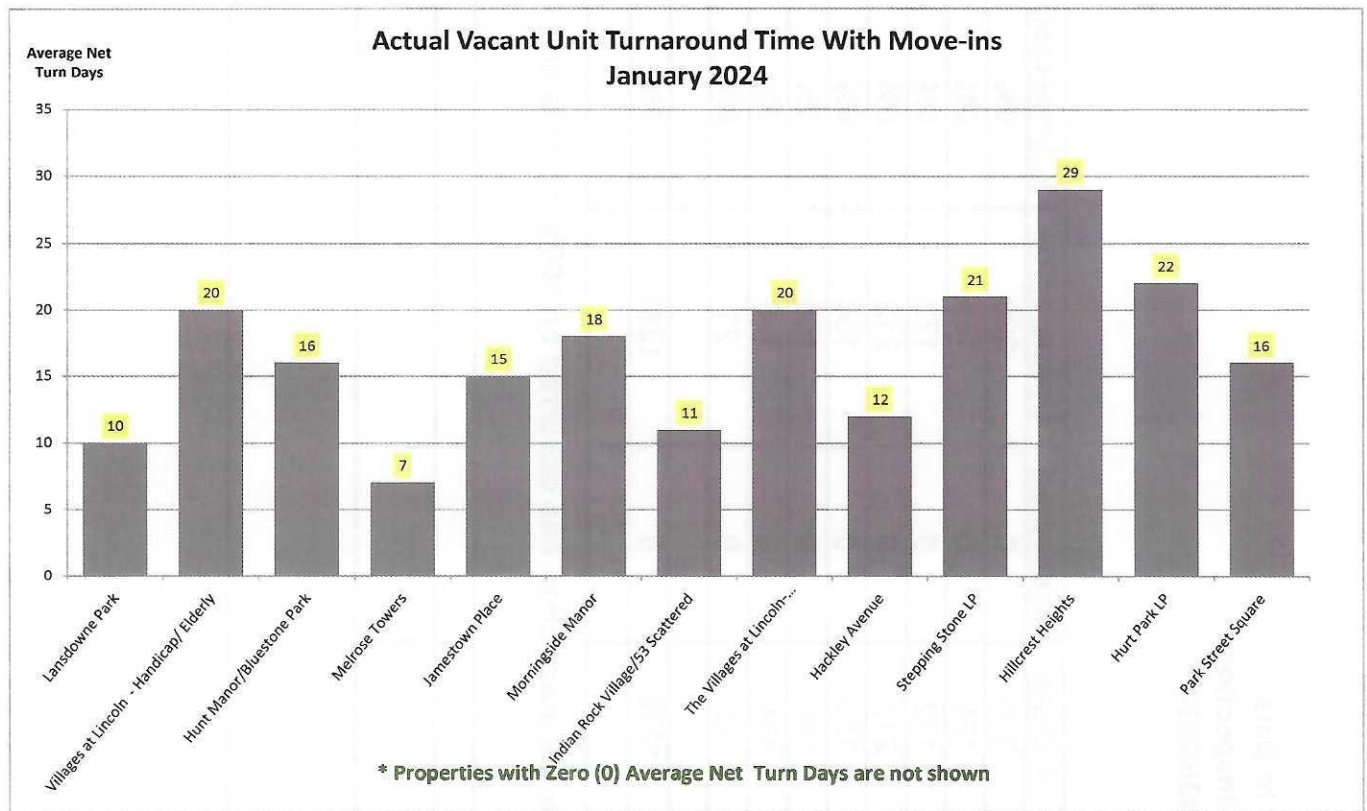
**Monthly  
Management Report  
Charges vs. Receipts  
February 2024**

RRHA-Owned Properties	AMP Number	Vacated Unit Cumulative Collections as of 2/1/2024	Vacated Unit Cumulative Charge- Offs as of 2/29/2024
<i>Non-Public Housing</i>		\$90.31	\$760.00
Lansdowne Park	201	\$2,094.39	\$179,291.57
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$279.04	\$26,045.39
Hunt Manor/Bluestone Park	259	\$2,354.53	\$28,738.43
Melrose Towers	206	\$1,027.52	\$5,118.39
Jamestown Place	207	\$1,072.18	\$7,983.00
Morningside Manor	208	\$192.00	\$3,845.99
Indian Rock Village / 53 Scattered	210	\$581.41	\$29,475.43
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$203.00	\$0.00
Public Housing	TOTAL	\$7,894.38	\$281,258.20

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

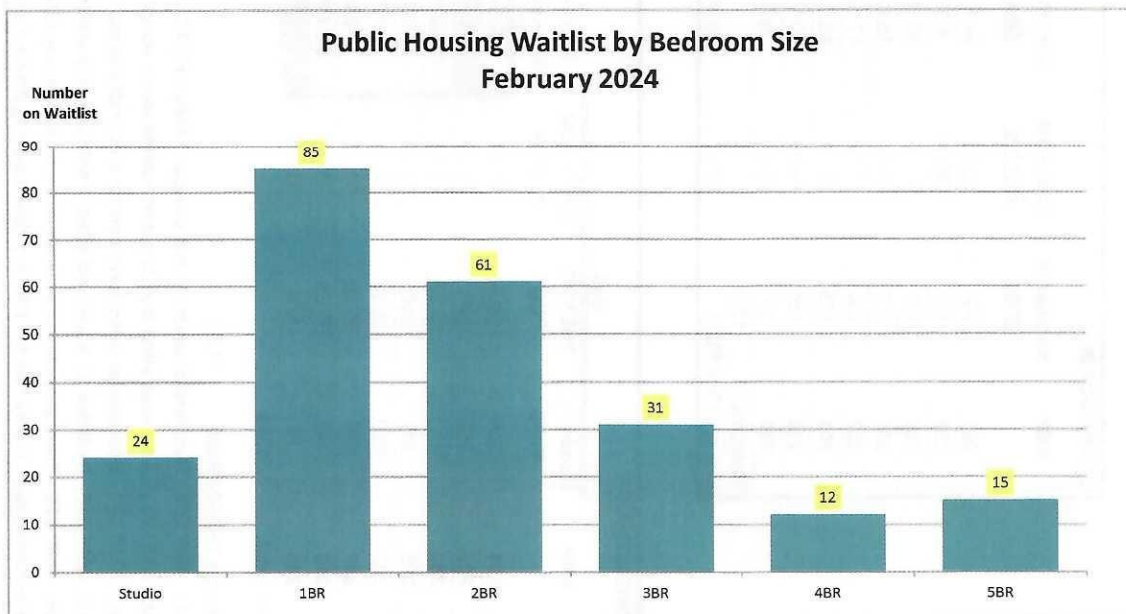
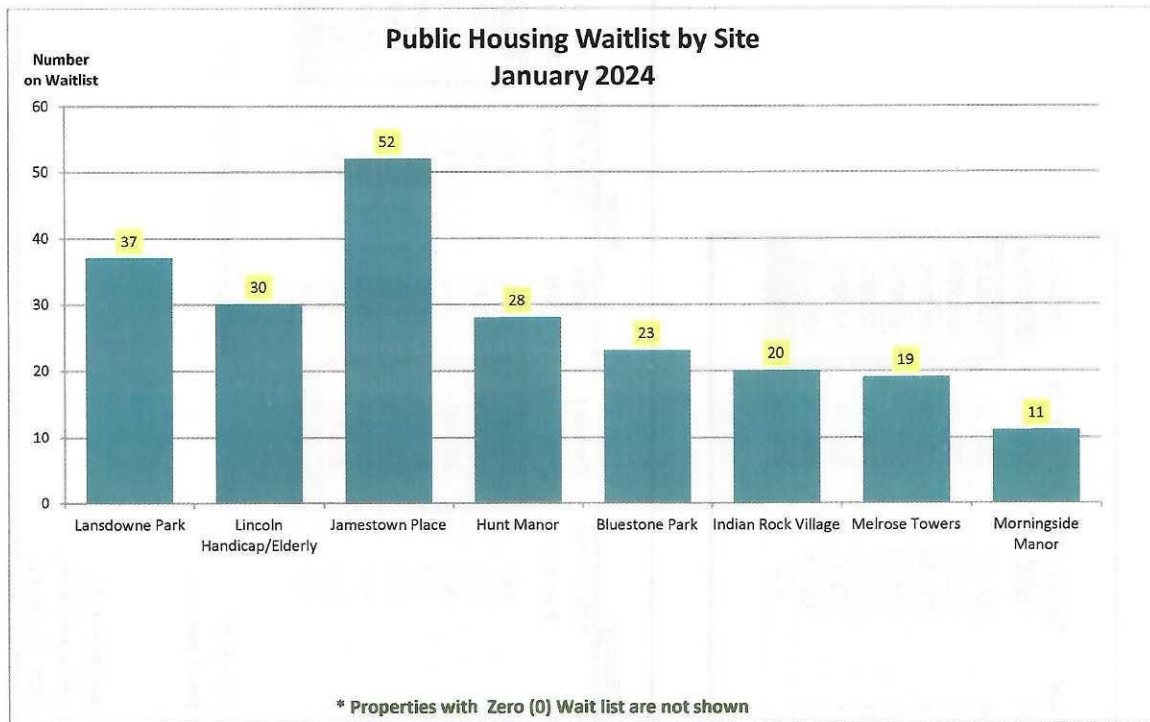
<b><u>AMP #</u></b>	<b><u>Location</u></b>	<b><u># Units</u></b>	<b><u>Inspected</u></b>	<b><u>Uninspected</u></b>	<b><u>% Inspected</u></b>
201	Lansdowne Park	300	0	300	0%
202	Villages at Lincoln	165	0	165	0%
259	Hunt Manor/Bluestone Park	172	0	172	0%
206	Melrose Towers	212	0	212	0%
207	Jamestown Place	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	18	0	21	0%
	Total	1278	0	1281	0%
<b>A Property is identified as a Performing Property if an annual inspection has occurred on 100% of units and systems.</b>					





### Work Order Report from February 2024

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	75	75	100%	157	148	1
Village at Lincoln/Handicapped/	18	18	100%	100	95	1
Hunt Manor/Bluestone Park	17	17	100%	120	115	1
Melrose Towers	20	20	100%	125	112	1
Jamestown Place	62	62	100%	127	199	2
Morningside Manor	15	15	100%	80	75	1
Indian Rock Village/53 Scatte	10	10	100%	145	138	1
<b>Total</b>	<b>217</b>	<b>217</b>	<b>100%</b>	<b>854</b>	<b>882</b>	<b>1</b>





# Utility Consumption Report

## October 2023 - September 2024

### Consumption and Costs as of January 31, 2024

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	55.35	94.81	75.96	226.12	204.39	110.63%
202	165	135.40	4.03	75.70	215.13	204.39	105.25%
259	172	41.19	62.90	97.74	201.83	204.39	98.75%
206	212	58.44	35.08	43.28	136.80	204.39	66.93%
207	150	47.27	47.39	64.51	159.17	204.39	77.88%
208	105	62.74	45.02	44.71	152.47	204.39	74.60%
210	156	59.38	69.11	95.27	223.76	204.39	109.48%
215	21	N/A	N/A	N/A	N/A	204.39	N/A
Total Units: 1281							
Average Cost PUM:		64.52	66.34	73.53		204.39	

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	106.70	71.21	149.84%	562	597	94.14%	5.98	5.81	102.93%
202	165	N/A	71.21	N/A	1,181	597	197.82%	5.41	5.81	93.12%
259	172	59.27	71.21	83.23%	389	597	65.16%	7.12	5.81	122.55%
206	212	39.85	71.21	55.96%	550	597	92.13%	3.77	5.81	64.89%
207	150	53.50	71.21	75.13%	471	597	78.89%	5.67	5.81	97.59%
208	105	50.46	71.21	70.86%	568	597	95.14%	3.92	5.81	67.47%
210	148	65.65	71.21	92.19%	481	597	80.57%	7.63	5.81	131.33%
215	23	N/A	71.21	N/A	N/A	597	N/A	N/A	5.81	N/A
Total Units:	1275									
Average THERM PUM:		71.21		Average KWH PUM:		597		Average water usage PUM: 5.81		
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										

A property is identified as a PERFORMING Property if it has utility consumption not exceeding 120% of the agency average.

SECURITY ACTIVITIES  
MONTHLY REPORT  
FEBRUARY 2024

Public Housing Criminal Activity for the Month of February 2024 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	1	0	0	0	1	0	0	0	1	0	1	0	1	0	2
Arson	0	0	0	0	0	0	0	0	1	2	0	0	0	0	1	2
Auto Theft	0	0	0	0	0	0	0	0	0	1	0	1	0	2	0	0
Burglary	0	1	0	0	0	3	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	4	0	1	0	0	0	3	0	10	0	3	0	0	0	2
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0
Part I Crime Total	0	6	0	1	0	4	0	3	1	14	0	6	0	4	1	6
Destruction of Property	1	3	0	0	1	4	0	0	1	9	2	5	0	2	0	0
Disorderly Persons	0	0	0	1	0	0	0	0	0	3	0	0	0	1	0	0
Domestic Aggravated Assault	0	0	0	0	0	0	0	0	0	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	0	1	0	2	0	2	0	0	0	0
Drug Offense	0	1	0	0	0	4	0	3	0	3	0	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	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	2	0	0	0	0	0	0	1	3	0	0	0	1	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	0	3	0	0	0	8	1	3	0	8	0	4	2	5	0	3
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	0	2	0	0	0	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	0	1	0	1	0	3	0	0	0	4	0	1
Part II Crime Total	1	11	0	1	1	17	1	8	2	35	2	12	2	14	0	5
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	17	0	2	1	21	1	11	3	49	2	18	2	18	1	11

## Public Housing Community vs. Site - Part 1 and Part II Crimes Percentage - January 2024

	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
	Community	Site		Community	Site					
Part I Crime										
Jamestown Place	0.0072	0.0000	0.00%	0.0459	0.0400	87.20%	0.0867	53.86% ↑	0.0522	12.13% ↓
Morningside Manor	0.0072	0.0000	0.00%	0.0459	0.0095	20.76%	0.0095	0.25% ↑	0.0772	40.58% ↓
Indian Rock Village	0.0072	0.0000	0.00%	0.0459	0.0500	109.00%	0.0625	20.00% ↓	0.0772	40.58% ↓
Bluestone	0.0076	0.0000	0.00%	0.0404	0.0395	97.70%	0.0395	0.07% ↓	0.0776	47.94% ↓
Lansdowne Park	0.0041	0.0033	81.35%	0.0270	0.0467	173.07%	0.1433	67.43% ↑	0.0576	53.19% ↓
Villages at Lincoln	0.0041	0.0000	0.00%	0.0270	0.0364	134.86%	0.0909	60.00% ↓	0.0576	53.19% ↓
Hunt Manor	0.0041	0.0000	0.00%	0.0270	0.0417	154.52%	0.0729	42.84% ↑	0.0576	53.19% ↓
Melrose Towers	0.0041	0.0047	115.12%	0.0270	0.0283	104.96%	0.0236	19.92% ↑	0.0576	53.19% ↓

	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
	Community	Site		Community	Site					
Part II Crime										
Jamestown Place	0.0118	0.0067	56.49%	0.0832	0.0733	88.18%	0.5067	85.53% ↑	0.2103	60.45% ↑
Morningside Manor	0.0118	0.0000	0.00%	0.0832	0.0095	11.45%	0.0762	87.50% ↑	0.2103	60.45% ↑
Indian Rock Village	0.0118	0.0125	105.92%	0.0832	0.2125	255.51%	0.3625	41.38% ↑	0.2103	60.45% ↑
Bluestone	0.0061	0.0132	215.11%	0.0422	0.1053	249.36%	0.3421	69.23% ↑	0.1411	70.08% ↓
Lansdowne Park	0.0080	0.0067	83.37%	0.0552	0.1167	211.41%	0.5467	78.66% ↑	0.1870	70.49% ↓
Villages at Lincoln	0.0080	0.0121	151.58%	0.0552	0.0727	131.79%	0.4000	81.82% ↓	0.1870	70.49% ↓
Hunt Manor	0.0080	0.0208	260.52%	0.0552	0.1458	264.26%	0.3021	51.73% ↑	0.1870	70.49% ↓
Melrose Towers	0.0080	0.0000	0.00%	0.0552	0.0236	42.74%	0.0425	44.51% ↑	0.1870	70.49% ↓

SECTION 8 PROGRAMS  
MONTHLY OPERATIONS REPORT  
FEBRUARY 2024

**Housing Choice Voucher Department  
Summary of Operations, Accomplishments and Challenges  
February 2024**

**Program Utilization**

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of February 2024, reported at 85.8%. Currently, there are fifty six (56) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2024, is 103%.

**Inspections**

During the month of February 2024 the HCV Housing Quality Standards (HQS) Inspector conducted a total of one hundred and sixty two (162) inspections. This includes one hundred and one (101) biennials and fifty six (56) initial inspections processed for moving families, in the HCV Program. Zero (0) special inspection(s) and five (5) re-inspections were also conducted. There were zero (0) HQS Quality Control Inspections that were conducted during the month of February 2024.

**Housing Choice Voucher Waiting List**

For the month of February 2024 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers. There were four (4) port-ins and zero (0) port out(s) recorded for the month of February 2024.

**Tenant Briefings**

The HCV Clerical Assistant and Client Specialists provided customer service to a total of seven hundred and fifty five (755) clients; including six hundred and ninety five (695) tenants/applicants and sixty (60) landlords during the month of February 2024. 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. RRHA also hosted the HCV 2024 Annual Tenant Community Meeting on February 23, 2024 and twenty (20) tenants were in attendance.

**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. RRHA hosted the HCV 2024 Annual Landlord Community Meeting on February 23<sup>rd</sup> with fifteen (15) landlords in attendance. 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 plus three (3) in the process of becoming a new homeowner. 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 fifty six (156) vouchers. For the month of February 2024, this program has one hundred and fifteen (120) leased vouchers. There are twenty one (21) veterans searching for housing and five (5) 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 February 2024, this program has two hundred and twelve (217) leased participants. Referrals for Mainstream vouchers are currently closed and our community partners may not refer any applicants at this time since the number of searching families equals the total allocation of vouchers.

#### **Family Unification Program (FUP)**

HUD's Family Unification Program focuses on preventing family separation due to homelessness and easing the transition to adulthood for aging-out youth in Foster Care. A total of eighty one (81) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority to serve this population. For the month of February 2024, this program has sixty nine (69) leased participants. Twelve (12) 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 February 2024, this program has twenty three (23) leased participants. As of October 13, 2023 and PIH Notice 2023-14 prohibitions on voucher reissuances applies and referrals are currently not being accepted pending HUD's process for a second revocation and reallocation of Emergency Housing Voucher awards for Calendar Year 2024.



**HCV HQS Inspection Department  
Monthly Activity Report  
FEBRUARY 2024**

INSPECTION TYPE	# COMPL ETF	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	101	75	74.26%	26	25.74%
INITIALS	56	38	67.86%	18	32.14%
COMPLAINT	0	0	0.00%	0	#DIV/0!
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	5	5	100.00%	0	0.00%
QS QUALITY CONTRC	0	0	#DIV/0!	0	#DIV/0!

TOTAL INSPECTIONS SCHEDUL	162
AVERAGE INSPECTIONS PER INSPECTOR	7.71
AVERAGE INSPECTIONS PER FIELD DAY	7.71
NUMBER OF INSPECTORS	1
TOTAL WORKING DAYS	21

### SECTION 8 MONTHLY STATISTIC REPORT (CY)

PROGRAM NAME	UNIT MONTHS	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
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	1,653	-	-	-	-	-	-	-	-	-	-	-
MAINSTREAM	ALLOCATED	217	217	217	217	217	217	217	217	217	217	217	217
Fund 310, 321, 322, 324, 327	LEASED	212	-	-	-	-	-	-	-	-	-	-	-
VASH (35)	ALLOCATED	35	35	35	35	35	35	35	35	35	35	35	35
Fund 308	LEASED	33	-	-	-	-	-	-	-	-	-	-	-
VASH (25)	ALLOCATED	25	25	25	25	25	25	25	25	25	25	25	25
Fund 309	LEASED	22	-	-	-	-	-	-	-	-	-	-	-
FUP (31)	ALLOCATED	31	31	31	31	31	31	31	31	31	31	31	31
Fund 311	LEASED	29	-	-	-	-	-	-	-	-	-	-	-
FUP (50)	ALLOCATED	50	50	50	50	50	50	50	50	50	50	50	50
Fund 312	LEASED	40	-	-	-	-	-	-	-	-	-	-	-
VASH (43)	ALLOCATED	43	43	43	43	43	43	43	43	43	43	43	43
Fund 315	LEASED	22	-	-	-	-	-	-	-	-	-	-	-
VASH (10) B	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
Fund 316	LEASED	11	-	-	-	-	-	-	-	-	-	-	-
VASH (10) C	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
Fund 317	LEASED	9	-	-	-	-	-	-	-	-	-	-	-
VASH (8)	ALLOCATED	8	8	8	8	8	8	8	8	8	8	8	8
Fund 318	LEASED	7	-	-	-	-	-	-	-	-	-	-	-
VASH (5)	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 319	LEASED	5	-	-	-	-	-	-	-	-	-	-	-
VASH (5) B	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 320	LEASED	4	-	-	-	-	-	-	-	-	-	-	-
VASH (5) C	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
Fund 323	LEASED	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	23	-	-	-	-	-	-	-	-	-	-	-

**VOUCHER UNITS LEASED  
CY 2024**

MONTH	TOTAL HUD AWARDED UNITS	TOTAL LEASED UNITS	DIFFERENCE AWARDED V/S LEASED	VOUCHERS ON STREET	MONTHLY ATTRITION	
					MOVE - IN	MOVE - OUT
JANUARY	2,140	1,837	303	56	20	7
FEBRUARY	2,140	1,834	306	56	18	5
MARCH			-			
APRIL			-			
MAY			-			
JUNE			-			
JULY			-			
AUGUST			-			
SEPTEMBER			-			
OCTOBER			-			
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	\$ 1,192,150	\$ 1,282,451	\$ 1,277,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,990,765
ACTUAL HAP EXPENSE	\$ 1,289,013	\$ 1,346,317	\$ 1,346,409	\$ 1,333,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,314,866
VARIANCE	\$ (50,456)	\$ (154,167)	\$ (63,958)	\$ (55,520)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (324,101)
PERCENT VARIANCE	-4.07%	-12.93%	-4.99%	-4.35%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-6.49%
YTD VARIANCE	\$ (50,456)	\$ (204,623)	\$ (268,581)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)	\$ (324,101)
<b>PUC</b>													
HUD FUNDED PUC	\$ 585.88	\$ 557.08	\$ 599.28	\$ 597.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194.54
ACTUAL PUC	\$ 704.38	\$ 736.90	\$ 736.14	\$ 725.71	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 725.78
VARIANCE	\$ (118.50)	\$ (179.82)	\$ (136.87)	\$ (128.70)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (531.24)
PERCENT VARIANCE	-16.82%	-24.40%	-18.59%	-17.73%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-73.20%
<b>UNITS</b>													
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	1,618	1,742	1,760	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,830	1,827	1,829	1,837	-	-	-	-	-	-	-	-	7,323
VARIANCE TO BUDGET	(72)	(209)	(87)	(77)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	356	522	398	380	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	356	878	1,276	1,655	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
VARIANCE FUNDED	284	313	311	303	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	18,331
YTD VAR TO FUNDED	284	597	908	1,211	3,351	5,491	7,631	9,771	11,911	14,051	16,191	18,331	18,331
<b>ADMIN FEES</b>													
HUD FUNDS	\$ 107,167	\$ 121,876	\$ 121,876	\$ 115,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 466,380
ACTUAL EXPENSE	\$ 85,665	\$ 79,585	\$ 97,784	\$ 79,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,210
VARIANCE	\$ 21,502	\$ 42,291	\$ 24,092	\$ 36,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,170
PERCENT	79.94%	65.30%	80.23%	68.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	73.38%
CUMULATIVE VARIANCE	\$ 21,502	\$ 63,793	\$ 87,885	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170	\$ 124,170

THIS SHEET INCLUDES HCV, VASH, & FUP



## SECTION 8 CY MONTHLY HAP EXPENDITURE ANALYSIS

BUDGET VS ACTUAL	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	YTD
FUNDING BUDGET	\$ 1,289,296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289,296
FUNDING RECEIVED	\$ 1,277,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,277,607
VARIANCE	\$ 11,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,689
PERCENT VARIANCE	0.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.91%
YTD VARIANCE	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 11,689	\$ 23,378
<b>REVENUE VS EXPENSE</b>													
FUNDING RECEIVED	\$ 1,277,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,277,607
ACTUAL HAP EXPENSE	\$ 1,333,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,333,127
VARIANCE	\$ (55,520)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (55,520)
PERCENT VARIANCE	-4.35%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-4.35%
YTD VARIANCE	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)	\$ (55,520)
<b>PUC</b>													
HUD FUNDED PUC	\$ 597.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49.75
ACTUAL PUC	\$ 725.71	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 725.71
VARIANCE	\$ (128.70)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (675.96)
PERCENT VARIANCE	-17.73%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-93.14%
<b>UNITS</b>													
HUD BASELINE UNITS	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	25,680
HUD FUNDED UNITS	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	25,680
FUNDED UNITS BASED ON ACTUAL HAP	1,760	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,760
ACTUAL UNITS LEASED	1,837	-	-	-	-	-	-	-	-	-	-	-	1,837
VARIANCE TO BUDGET	(77)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	(77)
VARIANCE TO BASELINE	380	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	23,920
YTD VAR TO BASELINE	380	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	23,920
VARIANCE FUNDED	303	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	2,140	23,843
YTD VAR TO FUNDED	303	2,443	4,583	6,723	8,863	11,003	13,143	15,283	17,423	19,563	21,703	23,843	23,843
<b>ADMIN</b>													
HUD FUNDED FEES	115,461	-	-	-	-	-	-	-	-	-	-	-	115,461
ACTUAL EXPENSE	79,176	-	-	-	-	-	-	-	-	-	-	-	\$ 79,176
VARIANCE	\$ 36,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,285
PERCENT	68.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	68.57%
CUMULATIVE VARIANCE	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285	\$ 36,285

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT  
FEBRUARY 2024

## 2024 Family Self-Sufficiency (Grant Funded)

Grant Period - 01/01/24-12/31/24

February 2024

Coordinators: Greg Goodman, Heather Brush, Lynelle Lewis, Robert Shepherd

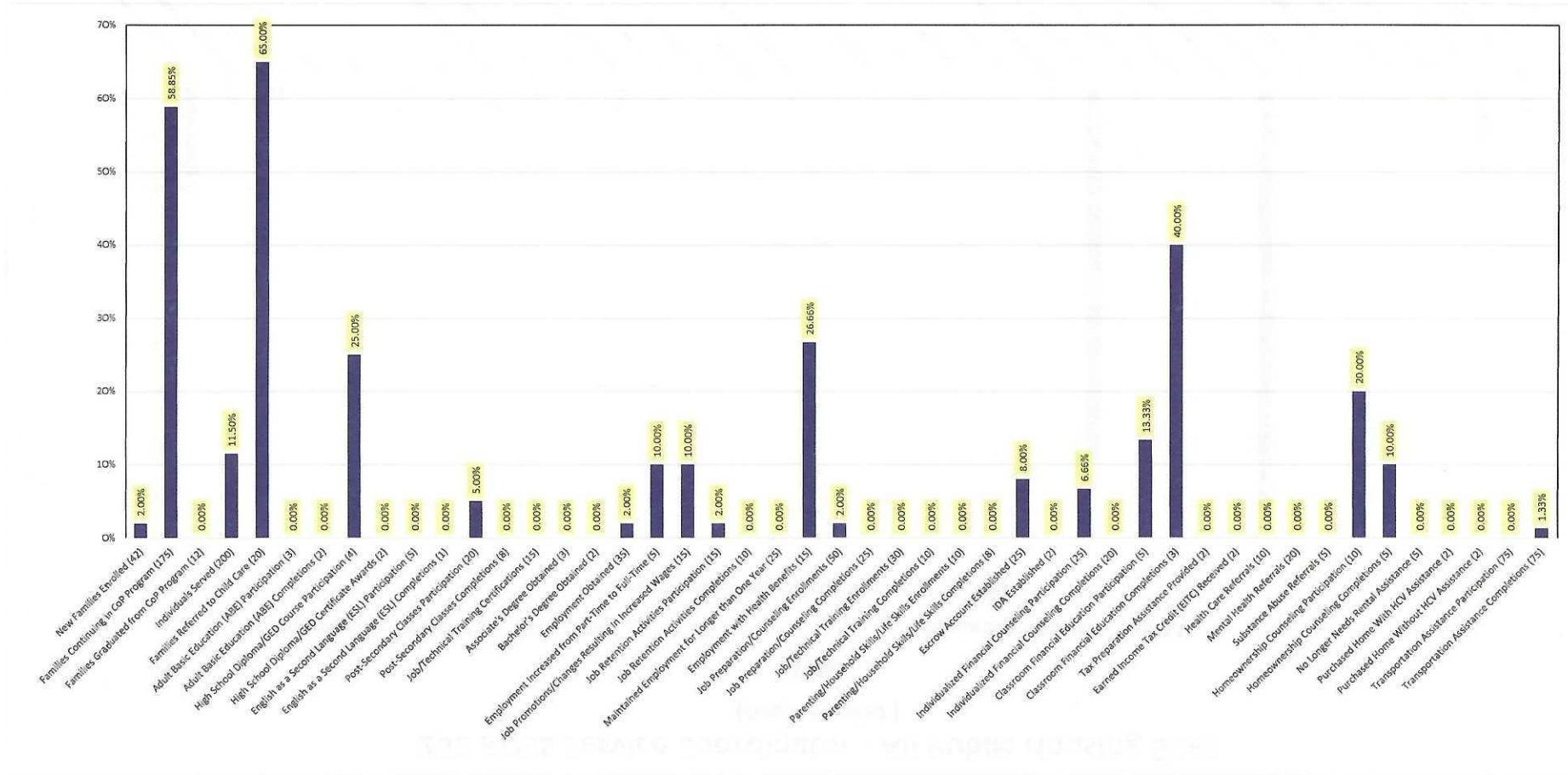
Current Number of Part 136

Total Number of Participants With Escrow Account: 64

Total Amount in Escrow 190,896.82

FSS Terminations: 4

FSS Completions: 0





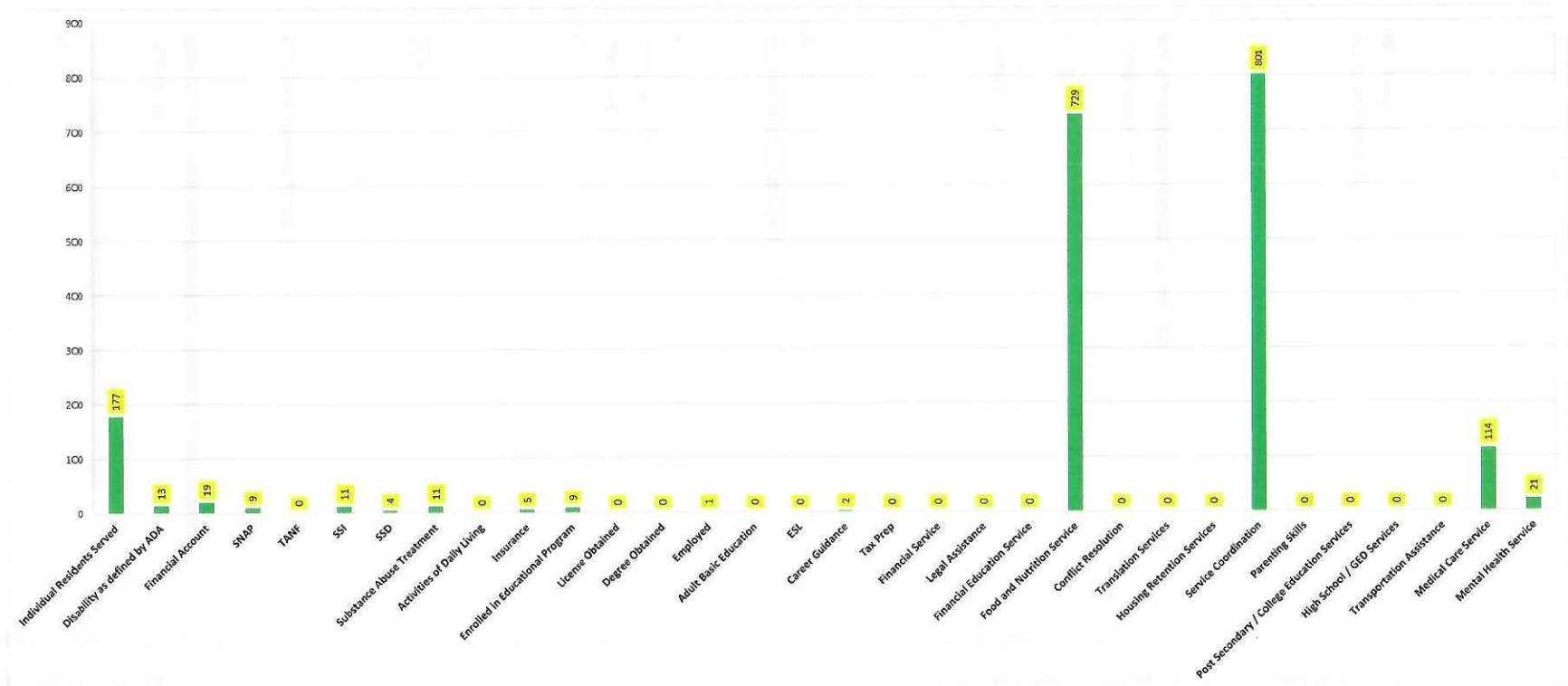
## 202 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

1-Feb

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

Reporting Period: Feb-24

Service Coordinators: Letia Harris, Denise White



\*ITSP - Individual Training and Service Plan

\*GED - General Education Development

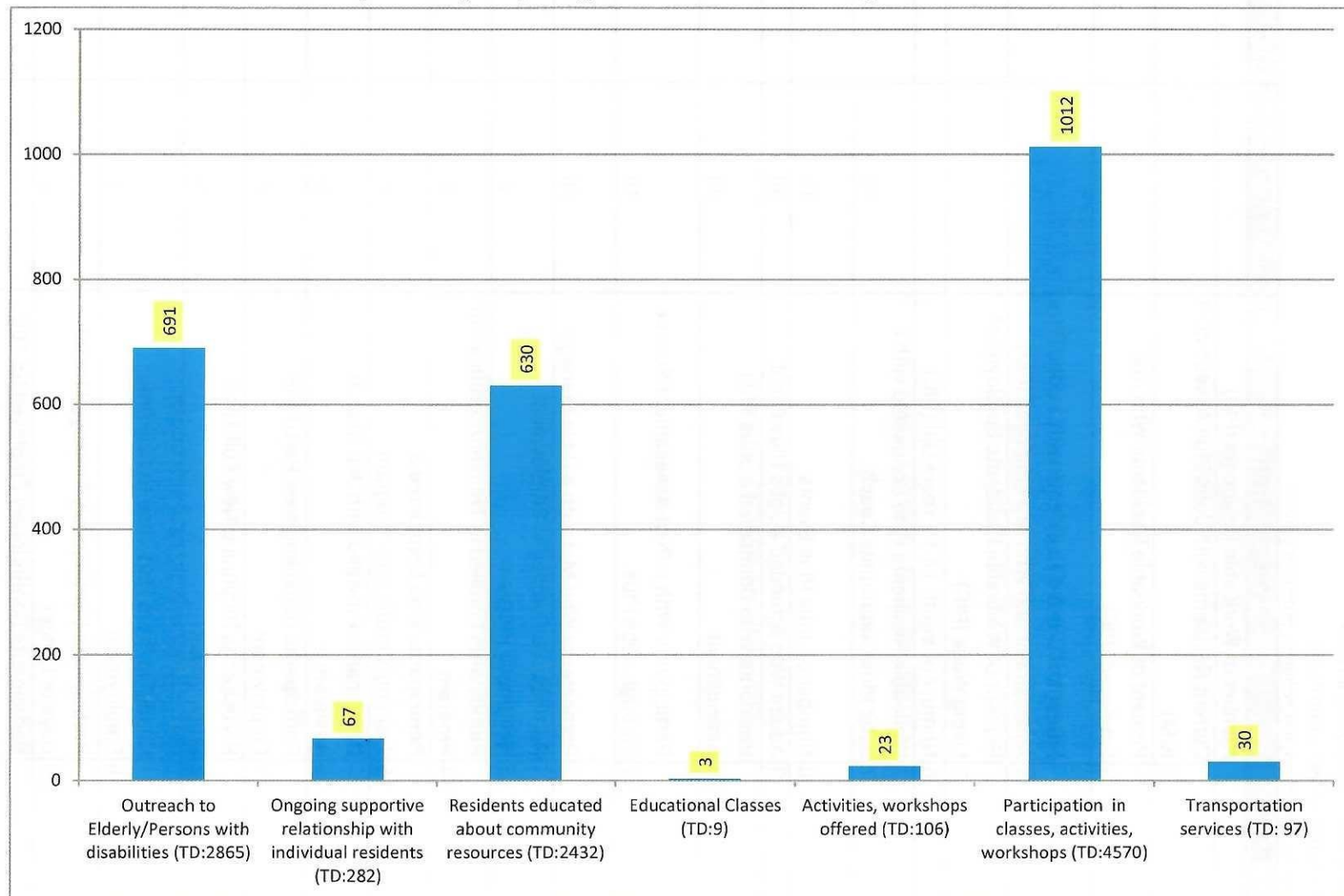
# Elderly & Disabled - Melrose Towers (*Operations Funded*)

Coordinator: Barbara James

February 2024

## Outcome Goals:

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



## Jobs Plus Report

February 2024 Q1

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)		121
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)		37.19% Data: 45/121
5	Percent of Work-able Residents Employed at Living Wage (PIC)		0.58% Data: 2/344
6	Number of Youth 14-17 Years Old (PIC)		96
7	Work-able Residents Who Connected with a Jobs Plus Community Coach	15	Quarter: 7
8	Number of Jobs Plus Events	15	Quarter: 0 Total: 50
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 0
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 0 Total: 133
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 17 Total: 87
12	Participants Who Met with a Case Manager	20	Quarter: 71 Total: 125
13	Participants Enrolled in Employment Readiness Program	2	Quarter: 1 Total: 3
14	Participants Enrolled in Training/Certification Program	0	Quarter: 0 Total: 3
15	Participants Who Completed a Training/Certification Program	0	Quarter: 0 Total: 0
16	Participants Provided with Job Search Assistance	15	Quarter: 7 Total: 21
17	Participants Beginning New Part-Time Employment	5	Quarter: 2 Total: 18
18	Participants Beginning New Full-Time Employment	5	Quarter: 7 Total: 30
19	Participants Moving to a new Job or Changing From Part-Time to Full-Time Employment	1	Quarter: 1 Total: 4
20	Participants Continuously Employed for 90 Days or Longer	2	Quarter: 10
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 13

22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 36
23	Participants Enrolled in a High School Equivalency Program	2	Need: 18 Quarter: 0 Total: 4
24	Participants Who Received a High School Equivalency Credential	0	Quarter: 0 Total: 0
25	Participants Enrolled in a College Degree Program	1	Need: 5 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: 35 Quarter: 2 Total: 17
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 20 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: 3 Quarter: 0 Total: 0
32	Participants with Access to Behavioral Health Care	1	Need: 6 Quarter: 1 Total: 16
33	Participants Receiving Child Care Assistance	2	Need: 5 Quarter: 0 Total: 1
34	Participants Receiving Transportation Assistance	4	Need: 13 Quarter: 4 Total: 11
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
			Quarter: 30

39	Individuals Enrolled in JPEID	20	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