

CITY OF ROANOKE
REDEVELOPMENT AND HOUSING
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

April 22, 2024



PUBLIC NOTICE OF MEETING

The **PERSONNEL COMMITTEE** of the

City of Roanoke Redevelopment and Housing Authority

BOARD OF COMMISSIONERS

will meet on

Tuesday, April 22, 2024

at 2:15 p.m.

at the following location:

2624 Salem Turnpike NW
Roanoke, VA 24017

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: April 15, 2024





PUBLIC NOTICE OF MEETING

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

will be held on

Monday, April 22, 2024
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: April 15, 2024



AGENDA

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

April 22, 2024
3:00 pm

I. CALL TO ORDER – ROLL CALL

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

II. REPORTS

1. Executive Report
2. Staff Reports – Frederick Gusler
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, March 25, 2024.

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

- C-2 Monthly Operations Report for the month of March 2024.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

IV. **REGULAR AGENDA**

1. Presentation of Audit Draft – Donald Jump, Jump, Perry and Company, LLP

2. Resolution No. 4194

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS.

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

3. Resolution No. 4195

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

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

4. Resolution No. 4196

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

5. Resolution No. 4197

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF 86 NEW AFFORDABLE HOUSING UNITS UNDER THE FY 2023 CAPITAL FUND PROGRAM NO. VA36P01150123

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

6. Resolution No. 4198

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT 574-2301-1-7 UNDER PUBLIC HOUSING REVITALIZATION GRANT FROM VIRGINIA HOUSING

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

7. Resolution No. 4199

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR BATHROOM RENOVATIONS FOR BLUESTONE PARK, UNDER VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; Walker

V. ADJOURNMENT

Motion _____ Second _____

Anguiano; Carr; Garner; Karney; Kepley; Smith; 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

MARCH 25, 2024

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, March 25, 2024.

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 Anguiano, Carr, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

ABSENT: None

OFFICER PRESENT: Mr. David Bustamante, Secretary-Treasurer

ALSO PRESENT: Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Jonathan Smith, Human Resources Coordinator; Tina Bousman, Manager of HR; Leanna Pagans, Administrative Manager/Executive Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Frederick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Joel Shank, VP of Operations; Stephanie Moon Reynolds, City Council Liaison; Debra Carter, Melrose Towers Resident; Beth Davidson, Executive Director of Shifting Paradigms Consulting Group

Chair Karney welcomed everyone to today's meeting.

II. REPORTS

1. Executive Report.

Mr. Bustamante addressed the board stating on March 9th, after four continuing

resolutions, the president signed the Transportation and HUD (T-HUD) bill. This bill will provide \$70 billion in HUD funding for fiscal year 2024 and is a 13% increase over fiscal year 2023 levels. This bill provides increased funding to the public housing operating fund and voucher renewals in line with increases in rental costs.

Consequently, this bill only provides level funding for the public housing capital fund and modestly decreases the voucher administration fee funding. RRHA will receive \$4.8 million for capital funding in fiscal year 2024 which is the same amount received in fiscal year 2023. If Congress fails to pass the remaining six bills prior to April 1, 2024, HUD funding may be subject to sequestration. The president just released the budget for fiscal year 2025 which will be presented to the board next year. Mr. Bustamante noted, per the Fiscal Responsibility Act of 2023, the fiscal year 2025 budget is capped at a one percent increase over fiscal year 2024 which would equate to a 90% proration of the public housing operating fund.

Mr. Bustamante announced that HUD released the 2022 Public Housing Assessment System (PHAS) scores and RRHA was a standard performer. Any score between 80 and 90 is considered a standard performer and RRHA scored an 88. Mr. Bustamante stated he believes RRHA will be a standard performer again for 2023 due to the occupancy rates and tenant account receivables that were affected by the pandemic.

Mr. Bustamante noted RRHA will complete the 2019 Housing Choice Voucher (HCV) waitlist in April with the goal of opening the 2022 HCV waitlist in May. This process has taken much longer than anticipated due to the lack of affordable housing and the increased time needed for participants to find a unit.

Mr. Bustamante stated he is currently updating RRHA's Admissions and Continued Occupancy Plan (ACOP) and the Administrative Plan (ADMIN) with new changes. The board will be receiving a link to highlights of what has changed in both plans prior to presenting the resolution at the board meeting in April.

Vice Chair Garner asked what the \$70 billion will fund. Mr. Bustamante replied it will fund all of the programs that are under HUD. Vice Chair Garner asked if the increase in budget will cover the increase in rents being charged by landlords. Mr. Bustamante said the funding will allow for HCV renewals, inflation and new vouchers. The fear was that Congress would maintain the same level of funding for 2024 as they did in 2023 and not take these factors into account. Vice Chair Garner asked if the percentage of increase for rents in the Section 8 program is known. Mr. Bustamante replied that the HCV program has established payment standards and landlords must adjust their rents to these standards in order to participate in the program. If a tenant submits a moving packet that reflects a rent that is \$300 over the payment standard for that bedroom size then the caseworker will reach out to the landlord and ask that they reduce the rent to fit the program standards. There are instances where the landlord is unable to lower the rent amount and the applicant is then given another opportunity to find housing elsewhere. In the past this was not a real problem, however, there are now more prospective tenants outside of those in the HCV program that are competing for these properties.

Vice Chair Garner asked when RRHA might be a high performer again. Mr. Bustamante replied the goal is fiscal year 2025. Once all of the tenants with large balances have been evicted, units are turned and new applicants are moved into these

units then tenant account receivables will improve and this goal will be more attainable. Vice Chair Garner asked if being a standard performer will impact the allocation that RRHA receives. Mr. Bustamante said it will only affect the unobligated capital fund money that HUD divvies amongst all of the high performers.

Commissioner Anguiano noted that the occupancy rates are stabilizing and asked why Jamestown Place appears to be an outlier. Mr. Bustamante stated Jamestown Place has 150 units with many of them currently vacant within the development. RRHA has been granted possession of additional units and the recent loss of maintenance staff has created a backlog of WRIT's. Mr. Bustamante stated he has spoken with the property manager and she is aware of the severity of the situation.

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

Chair Karney asked for commissioner comments. 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

Beth Davidson greeted the board announcing she is the owner and Executive Director of Shifting Paradigms Consulting Group, LLC and Why Not Workshop which is a nonprofit organization. Ms. Davidson stated her mission is to serve children in the Roanoke Valley who cannot afford high-end services. Due to lack of funding they are currently looking for a location where services such as body integration, literacy and open ended activities can be held. Shifting Paradigms Consulting Group, LLC also serves children with a wide range of trauma and disabilities and teaches them self-regulation and impulse control. Ms. Davidson noted she has been speaking to group's citywide seeking support for the Shifting Paradigms Consulting Group, LLC which is in need of paying clients to survive and the nonprofit which needs donations in order to survive. Why Not Workshop received a grant through the Gun Violence Prevention Council and that is currently being used to host a workshop at Eureka Park every Monday and Friday.

Chair Karney asked for further questions. There were none.

Debra Carter greeted the board seeking approval for a rain garden at Melrose Towers. There are many storm drains on the site that could potentially empty into a rain garden versus the yard space it currently empties into. This would not only help filter the water runoff from the parking lot, but also beautify the area.

Chair Karney asked for further questions. There were none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held
Monday, February 25, 2024.

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

- C-2 Monthly Operations Report for the month of February 2024.

RECOMMENDED ACTION: File as submitted.

Commissioner Garner introduced a motion to approve the Consent Agenda.

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

AYES: Commissioners Anguiano, Carr, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

REGULAR AGENDA

1. Resolution No. 4192

Mr. Gusler presented Resolution No. 4192 seeking the board's approval to execute contracts for two Home Ownership Properties. Resolution 4162 was passed in May of 2023 which allowed RRHA to spend up to \$275,000 each on two home ownership properties. Both of those projects have been completed with the \$275,000 having been used for acquisition and rehabilitation costs. The board approved the sale of these properties to first time homebuyers through the Home Ownership Program (HOP). Part of the impetus for this resolution today is the

grant RRHA received in 2022 from Virginia Housing through the Roanoke Valley Alleghany Regional Commission (RVARC) in the amount of \$111,629 in 2022. There are two houses remaining in the Lease Purchase Program for sale and one in the Section 32 program all of which are located on Melrose Avenue. These funds will allow RRHA to work with prospective home buyers to buy and renovate properties rather than building new.

Vice Chair Garner asked if the properties on Melrose Avenue have already been acquired. Mr. Gusler replied that they are part of the current programs and do not have anything to do with this resolution. Vice Chair Garner asked if we currently have any specific properties in mind. Mr. Gusler stated the applicant will shop with a realtor and RRHA will then acquire the property and perform an inspection to determine if it is a property that could be renovated in a reasonable time and cost. RRHA would purchase the property, make any necessary renovations and sell it to the first time homebuyer. Vice Chair Garner asked what standard is used to determine what will be charged for those properties. Mr. Gusler said RRHA subsidizes all of the HOP's and does not generally break even on cost. The previous two properties were sold at the purchase price. The first property was purchased for \$110,000 and the second property was purchased for \$123,000 with RRHA spending under budget on both.

Vice Chair Garner asked if RRHA still has a relationship with the RVARC. Mr. Gusler replied that RRHA still has the grant through RVARC and they are agreeable with amending it to allow for acquisition and renovation instead of building new.

Commissioner Carr asked if the \$111,000 is the total cost of acquisition for both properties. Mr. Gusler stated it is a portion of the total cost with the hope of securing additional funds later as the project progresses.

Chair Karney asked for further questions. There were none.

Commissioner Smith then introduced Resolution No. 4192 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4192 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF CONTRACTS FOR ACQUISITION OF TWO (2) PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

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

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven years after their sale; and

WHEREAS, RRHA was awarded a grant from the Roanoke Valley Allegheny Regional Commission in 2022 for a total of \$111,629 to use towards two (2) homeownership units; and

WHEREAS, RRHA seeks to acquire two properties that it will renovate as needed at a total of no more than \$275,000 each including improvements, and sell said

properties to qualified buyers; and

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

1. The Executive Director or his designee is authorized to negotiate and execute contracts for two (2) properties that will be selected by prospective buyers with RRHA's approval.
2. Approval of the Board of Commissioners will be required prior to RRHA exercising any option or contract to purchase any of the Properties.

2. Resolution No. 4193

Mr. Shank presented Resolution No. 4193 requesting the board's approval to execute a contract with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. This contract will provide materials for RRHA maintenance staff. The Region 14 Education Service Center is a government entity that previously issued a Request for Proposal (RFP) for maintenance materials. Ferguson Enterprises was awarded the contract and HUD allows for RRHA to enter into that contract and in doing so take advantage of the procurement that was done by that entity. Ferguson Enterprises has completed similar contracts for RRHA in a satisfactory manner. This contract meets all five of the intergovernmental cooperative agreement requirements and the procurement meets HUD and federal guidelines.

Commissioner Kepley asked if RRHA will be able to purchase items at list price. Mr. Shank replied that generally there will be a percentage off of the purchase price.

Chair Karney asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4193 and moved its adoption

as introduced.

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

AYES: Commissioners Anguiano, Carr, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4193 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH REGION 14 EDUCATION SERVICE CENTER/OMNIA PARTNERS AND FERGUSON ENTERPRISES, LLC

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract, identified as contract #02-138, as awarded on April 19, 2022 with an effective date of April 19, 2022 and with a term ending on April 30, 2025 with two (2) option years, if mutually agreed upon by Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, is cost effective and in the best interest of RRHA; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract is routine in nature for purchasing plumbing supplies, HVAC products and building supplies; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years;

and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract, for the not-to-exceed amount of \$200,000.00 with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, contingent upon acceptance of RRHA's Memorandum of Understanding by Ferguson Enterprises. LLC.

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 Anguiano, Carr, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney declared the meeting adjourned at 3:33 p.m.

Karen Karney, Chair

David Bustamante, Secretary-Treasurer

and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the City of Boston the Planning and Housing Authority that the Executive Director is authorized to execute a contract for the not-to-exceed amount of \$200,000 with Region 14 Education Service Center/Ozma Partners and Edgewise Properties LLC contingent upon acceptance of RRF-A a Memorandum of Understanding by Forward Enterprise LLC.

III. ADJOURNMENT

There being no further business to come before the Board, the Commissioners

gathered that the meeting be adjourned.

The meeting was recorded by Commissioners Smith and Jacono. Copies of the

meeting vote was recorded.

Exhibits from March 25, 2024 Minutes previously circulated

Commissioner Jacono advised that the Exhibits were previously circulated to the Board on

March 25, 2024.

There being no further business to come before the Board, the Commissioners

gathered that the meeting be adjourned.

Commissioner Jacono

Executive Director

RESOLUTION

NO. 4194

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4194

Meeting Date: April 22, 2024

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) employee insurance contract expires June 30, 2024; and

WHEREAS, HUD procurement procedures asks RRHA to join intergovernmental cooperative agreements, The Local Choice Health Benefit Program fully satisfies HUD's five intergovernmental cooperative requirements and was created exclusively to provide health benefits for local Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program with satisfactory service to RRHA, and the Anthem Renewal rate is increasing 0.3%, which is reasonable; and

WHEREAS, RRHA is enrolled in supplemental coverages through BOST Benefits, pending acceptable renewal rates which are available closer to plan yearend (May 2024); and

WHEREAS, staff recommends continuing with The Local Choice (TLC) for medical/dental/vision, BOST Benefits for voluntary and supplemental plans pending renewal rates.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute the necessary documents for the 2024-2025 benefit plan year with TLC and BOST for an amount not to exceed \$900,000.00 (\$800,000 TLC/\$100,000 BOST) for health/dental/vision/life/voluntary/supplemental benefits.

Recommended by: 
Manager of Human Resources

Date 4/4/24

Approved by: 
Executive Director

Date 4.4.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

**RESOLUTION
NO. 4195**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4195

Meeting Date: April 22, 2024

Agenda Item Number: 2

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

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

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

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

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

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

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

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

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

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

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

Approved by: 
Executive Director

Date 4.4.24

COMMISSIONERS ACTION: Approved Not Approved

Remarks: _____

**RESOLUTION
NO. 4196**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4196

Meeting Date: April 22, 2024

Agenda Item Number: 3

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

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

WHEREAS, the United States Department of Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

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

WHEREAS, the current Administrative Plan for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

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

WHEREAS RRHA staff have reviewed the Administrative Plan and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Administrative Plan for the RRHA Section 8 Housing Choice Voucher Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

Approved by:


Executive Director

Date

4.4.24

COMMISSIONERS ACTION:

Approved

Disapproved

Remarks:

Highlights of Roanoke Redevelopment and Housing Authority

RRHA very basic overview of most significant policies revised particularly as they relate to the new HOTMA regulations which are now the law. Much of the revision was used to provide a more comprehensive edit of the previous policies.

	Effects ACOP and Admin Plan	
<p>HOTMA Chapter 3 Pg 18</p>	<p>The PHA has established a policy that the family's revocation of consent to allow the PHA to access records from financial institutions will result in denial of admission.</p> <p style="text-align: center;">The HUD form 9886 has been revised HUD now requires that it only be signed once while on the program. Everyone 18 and over, and as they turn 18 must sign it. PHA's can actually use it now.</p> <p>A family is not eligible for either program if their net family assets exceed \$100K. The family must be denied or terminated.</p> <ul style="list-style-type: none"> • The PHA has the option and elected to not enforce that policy on <i>current program participants</i>. <p style="text-align: center;">The PHA does not have the option to admit a family to its program if their net family assets exceed \$100,000.</p> <ul style="list-style-type: none"> • There are tests i.e., exemptions that are HUD specific having to do with VAWA, shared legal ownership, accessibility, real property ownership etc., that could effect the family being denied or terminated. 	
<p>Not HOTMA Ch 3 p. 22</p>	<p><i>Currently engaged in</i> is defined as any use of illegal drugs during the previous six months.</p>	
<p>HOTMA Ch 3 p. 24</p>	<p>First, assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD).</p> <p>Second, the family has real property (as defined under state law in which the property is located) that is suitable for occupancy by the family as a residence and the family has:</p> <ul style="list-style-type: none"> • A present ownership interest in the real property; • A legal right to reside in the real property; and 	

	<ul style="list-style-type: none"> The effective legal authority to sell (based on state or local laws of the jurisdiction where the property is located) the real property. <p>The PHA does not have the discretion not to enforce or provide limited enforcement of the asset limitation at admission. However, the real property restriction does not apply in the following circumstances:</p>		
<p>Not HOTMA</p> <p>Chapter 4</p> <p>p. 16</p>	<p>Revised Waiting List Preferences</p> <p>Residency Preference – 3 Points: Families who live, work or have been hired to work in the City of Roanoke, VA without regard to any minimum period of duration.</p> <p>Homeless Preference Continuum of Care (CoC) – 2 Points: Homeless residents who reside in the City of Roanoke and are referred to the PHA by the CoC provider with whom the PHA has executed a Memorandum of Understanding (MOU).</p> <p>Homeless Preference Without CoC Referral– 1 Point: The PHA must be able to verify that the applicant has a definitive connection to the City of Roanoke, such as being homeless in a shelter in the city of Roanoke.</p> <p>Working Families Preference – 1 Point: In order to bring higher income families into public housing, RRHA will offer a preference for “working” families, where the head, spouse/co-head, or sole member is employed at least 20 hours per week.</p>		
<p>HOTMA Chapter 6/Income</p> <p>Phased in relief for healthcare and medical expenses</p> <p>Assets</p>	<p>The PHA will use Federal Means Tested forms of verification known as “safe harbor” when available and when the verifs are returned timely. Otherwise the PHA will follow the revised EIV verification hierarchy.</p> <p><u>Prior to HOTMA Elderly/Disabled households</u> could have eligible medical expenses that were not being reimbursed and also exceeded 3 percent of the family’s gross income, to be deducted as an allowable medical expense. The threshold is now 10 percent of their gross income.</p> <p>For families already on the program HOTMA requires that change to introduced gradually and is a mandatory phase in for the first 24 months from when the PHA’s policies are both updated and can be implemented.</p> <p>These families will begin receiving a 24-month phased-in relief at their next annual or interim reexamination, whichever occurs first, after the date on which the PHA</p>		

<p>Chapter 7/Verification</p>	<p>implements phased-in relief. New admissions do not receive a phase-in period.</p> <p>HUD now distinguishes between non necessary assets and necessary. assets Non necessary assets that do not exceed \$50K do not need to be added to the 50058. However, the income from them is required. (The PHA Should consider adding the description of each asset anyway, lest the family not disclose all of its assets because they do not know how to distinguish necessary assets from non necessary.</p> <p>In addition, the PHA may allow a family to self certify that their net family assets do not exceed \$50K.</p> <p>Text added to Chapter 7 to better describe RRHA's waiting list preferences.</p> <p>Verifications may be accepted now that are not more than 120 days old as opposed to HUD previous requirements that verifs not be more than 60 days old.</p>	
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<p>HOTMA Recertification ACOP Ch 9 AP Ch11</p>	<p>The PHA must determine the income of the family for the previous 12-month period and use this amount as the family income for annual reexaminations, except where the PHA uses a streamlined income determination as indicated in Chapter 7 of this policy. The PHA may also use Safe Harbor income determinations dated within the last 12 months from a means-tested federal public assistance program at annual reexamination as outlined in Chapter 7 of this policy.</p> <p>Changes to requirements regarding when the PHA must do interim changes in income. The PHA elected to do income decreases as usual. The PHA will not process income increases for earned income except as instructed by HOTMA.</p>	
<p>HOTMA ACOP Ch 13</p>	<p>Affects Public Housing Only</p> <p>The PHA must either terminate or offer a non public housing over income lease if the family's income is ever determined to be over income according to the most current HUD median income limits. After the family has been determined over income, either at an interim or annual RX, if the family has no income decreases with the 24 month period, the family has 2 years before having to either except the PHA's over income lease or be terminated.</p> <p>More information about how this works is in Chapter 13.</p> <p>The PHA will not offer an NPHOI lease.</p>	

RESOLUTION

NO. 4197

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4197

Meeting Date: April 22, 2024

Agenda Item Number: 4

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF 86 NEW AFFORDABLE HOUSING UNITS UNDER THE FY 2023 CAPITAL FUND PROGRAM NO. VA36P01150123

WHEREAS, the City of Roanoke 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), which is grant number VA36P01150123 (574) in the amount of \$4,824,916.00; and

WHEREAS, Development Costs was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the Board of Commissioners under Resolution No. 4157 on May 22, 2023; and

WHEREAS, architectural and engineering services are needed for the proposed development of 86 new affordable housing units, to be constructed on Spanish Trail site, tax map numbers 6030101 and 6030104; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on February 11, 2024 with Statement of Qualifications being due on March 8, 2024; and

WHEREAS, RRHA received five (5) Statements of Qualifications in response to the RFQ from the following companies:

- Zavos Architecture + Design;
- CJMW Architecture, P. A.;
- Torti Gallas + Partners;
- Hughes Associates Architects and Engineers;
- Arnold Design Studio; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of three (3) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated Statements of Qualifications according to the following evaluation criteria, which were published in the RFQ:

Evaluation Criteria

Weight

1) A & E Background Information

20

A. 5 points. Provide information fully describing A/E firm. Include information regarding consultants that will be included in project design team.

B. 5 points. Description of status and nature of projects firm has currently or expected to begin within next six (6) months under contract. If awarded a contract for this project, describe how project timeframe expectations will be met with other contracted work.

C. 10 points. Detailed description of firm's organization and methodology for project management. Include details regarding how the firm approaches and completes tasks related to:

- a. Development of bid and construction documents.
- b. Review process during development of bid and construction documents.
- c. Process for quality control for design work, including the coordination of disciplines.
- d. Client's involvement in design process.

2) Proposed Project Team

30

A. 15 points. Provide profiles of the professional and technical competence of the firm's principal(s) and members of proposed design team. Provide profile information for all consultants that will be part of the project design team.

B. 10 points. Provide information regarding experience of individual members of proposed design team, including consultants, with projects similar in nature to this project.

C. 5 points. Provide an indication of the amount of time that the members of the proposed design team will be able to dedicate to this project, including any consultants involved.

3. Project History

30

A. 20 points. Provide description of all projects similar to this project that the firm has completed within the past seven (7) years. Provide information for type of construction incorporated into each project. The type of housing designed for the project (townhomes, semi-detached, walkup, elevator, etc.) Provide detailed information regarding any

particular housing program(s) and/or Federal funding sources applicable to each project.

B. 5 points. For projects described above, describe what measures were incorporated into design documents to provide energy efficiency.

C. 5 points. For projects described above, describe what measures were incorporated to provide accessibility for individuals with mobility impairment and audio/visual impairment.

4. Project Performance

20

Provide a list or spreadsheet with information from minimum of five (5) projects completed within the past seven (7) years that were similar in nature to this project.

A. 2 points. Provide client's pre-design budget for the project.

B. 3 points. Provide the amount of time involved in completing design work from the notice to proceed to when bid and construction documents were available.

C. 5 points. Provide A/E firm's estimated cost amount for project and actual construction cost for the project.

D. 3 points. Provide A/E's estimated construction time schedule for the project and the actual amount of time required to complete the work.

E. 5 points. Provide the number and amount of approved non-owner requested change orders for each project.

F. 2 points. Describe detailed information for any projects that required "value engineering" to meet project budget. What were steps taken to achieve desired results?

Total points possible:

100

WHEREAS, the Evaluation Panel rating for each A & E firm's Statement of Qualifications based on the published evaluation criteria were as follows:

- | | |
|--|-----------------|
| • Zavos Architecture + Design | 221 points |
| • CJMW Architecture, P. A. | 276 points |
| • Torti Gallas + Partners | 197 points |
| • Hughes Associates Architects & Engineers | 268 points |
| • Arnold Design Studio | 262 points; and |

WHEREAS, the Evaluation Panel determined that CJMW Architecture, P. A. was the highest ranked firm. RRHA entered into negotiations for fees for services, and the cost of fees for services negotiated with CJMW Architecture, P. A. is determined to be fair and reasonable, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process; and

WHEREAS, CJMW Architecture, P. A. has been found to be capable and in all other respects acceptable to RRHA; and

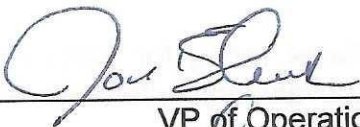
WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to CJMW Architecture, P. A.;

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 qualification 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 Statement of Qualifications submitted by CJMW Architecture, P. A. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form HUD-51915, Model Form of Agreement Between Owner and Design Professional, between CJMW Architecture, P. A. and RRHA for a term of two (2) years in the not-to-exceed amount of \$985,000.00, which includes a not-to-exceed amount of \$50,000 for reimbursables.
- (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.

If approved, this contract will be funded from Capital Fund Grant Program grant VA36P01150123 (574) and Capital Fund Grant VA36P01150124 (576) contingent upon approval of Capital Fund 5-Year Action Plan by RRHA Board of Commissioners and Department of Housing and Urban Development (HUD).

Recommended by: 
VP of Operations

Date 4/9/2024

Approved by: 
Executive Director

Date 4.9.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

RESOLUTION

NO. 4198

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4198

Meeting Date: April 22, 2024

Agenda Item Number: 5

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT 574-2301-1-7 UNDER PUBLIC HOUSING REVITALIZATION GRANT FROM VIRGINIA HOUSING

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

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

WHEREAS, RRHA Board of Commissioners by Resolution 4166 authorized the execution of a contract for Replacement of Heating Systems for Bluestone Park, AMP 259 for a fixed amount of \$553,100.00; and

WHEREAS, it was discovered as work started that there were no existing floor drains installed in mechanical spaces to receive condensate created by operation of new high-efficiency heating boilers; and

WHEREAS, Comfort Systems USA (Roanoke), Inc. was requested to provide a proposal for installation of condensate pumps and drain piping for 32 heating boilers; and

WHEREAS, the amount of the change proposal submitted by Comfort Systems USA (Roanoke), Inc. is \$93,848.00; and

WHEREAS, the amount of the change proposal submitted by Comfort Systems USA (Roanoke), Inc. was determined to be fair and reasonable for the installation of condensate pumps and drain piping for 32 heating boilers; and

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

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Comfort Systems USA (Roanoke), Inc.; and

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

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

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

- (1) The change proposal submitted by Comfort Systems USA (Roanoke), Inc. in the amount of \$93,848.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all Comfort Systems USA (Roanoke), Inc.'s change proposal for installation of condensate pumps and drain piping for 32 heating boilers for Bluestone Park, AMP 259.
- (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: Joe Lewis
VP of Operations

Date 4/4/2024

Approved by: [Signature]
Executive Director

Date 4.11.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

**RESOLUTION
NO. 4199**

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4199

Meeting Date: April 22, 2024

Agenda Item Number: 5

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR BATHROOM RENOVATIONS FOR BLUESTONE PARK, UNDER VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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

WHEREAS, Bathroom Renovations for Bluestone Park, AMP 259, was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Bathroom Renovations for Bluestone Park, AMP 259; and

WHEREAS, RRHA issued a Invitation for Bid on March 17, 2024, with bids being due on April 9, 2024; and

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

<u>Bidder</u>	<u>Total Bid Amount</u>
Gibraltar Construction, Inc.	\$1,464,100.00
Russell's Remodeling, LLC	\$544,000.00
G & H Contracting, Inc.	\$1,197,555.00

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 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 \$544,000.00.
- (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: Joe Sauer
VP of Operations

Date 4/11/2024

Approved by: [Signature]
Executive Director

Date 4.11.24

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

