

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



MONTHLY OPERATIONS REPORT

FOR THE MONTH OF APRIL 2024

MAY 20, 2024

MEMORANDUM

To: Board of Commissioners
From: David Bustamante, Executive Director
Date: May 20, 2024
Subject: Monthly Operations Reports

Enclosed for your information and review are operations reports from each department for the month of April 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 |
| Public Housing Operations | |
| Security Activities | |
| 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 2020-2024 Agency Plan has been developed through the planning process which began in early February 2024. The process is focused on the HUD-funded Public Housing and Housing Choice Voucher (HCV) programs. Resident Advisory Board meetings were held February 25, 2024. RRHA also conducted meetings with HCV residents and HCV Landlords. 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 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 June 18, 2024.

Capital Fund 5-Year Action Plan

The draft CFP 5-Year Action Plan is 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. 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, 2023 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 2025 Operating Budget

Development of RRHA operating budgets for FY 2025 has begun. A federal budget has not been approved for FY 2025 so funding amounts projected for budgeting purposes will be estimates based on amounts included in the President's budget proposal (90%) proration. 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
APRIL 2024

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

April 2024

HUMAN RESOURCES REPORT

EMPLOYEE CENSUS AS OF MONTH END

| | |
|----------------------|-----------|
| Regular Full-Time | 67 |
| Regular Part-Time | 3 |
| TOTAL | 70 |
| | |
| Temp Agency Employee | 3 |
| TOTAL | 73 |

Position Title

Division

Name

NEW HIRES

| | | |
|-------------------------------|---------|-----------------|
| Clerical Assistant, Lansdowne | Housing | Leah Bowley |
| Maintenance Technician I | Housing | Steven Howze |
| Director, Public Housing | Housing | Julia Draper |
| Maintenance Worker | Housing | Zackory Rakoczy |

SEPARATIONS

| | |
|------------------|---------|
| Maintenance Lead | Housing |
|------------------|---------|

TURNOVER

| | | |
|--------------------------|----------------|----------------------|
| | | Current Month |
| Turnover | Voluntary | 1.42% |
| | Involuntary | 0% |
| | Total Turnover | 1.42% |
| Turnover by Job Category | Maintenance | 100% |
| | Other NE | 0% |
| | Exempt | 0% |

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

April 2024

RECRUITING REPORT

OPEN POSITIONS

| <u>Position Title</u> | <u>Division</u> | <u>Status</u> |
|---------------------------------|--------------------|-----------------------------------|
| Accountant II | Finance | Posted / Screening / Interviewing |
| Maintenance Technician | Housing | Posted / Screening / Interviewing |
| Resident Ambassador | Community Services | Posted / Screening |
| Housing Choice Voucher Manager | HCV | Posted / Interviewing |
| Executive Assistant, Housing | Housing | Offered |
| Compliance & Quality Specialist | Operations | Posted |
| Maintenance Worker | Housing | Posted / Screening |

APPLICATIONS SCREENED

| | Applications | Phone Screen | Interviewed | Offered |
|---------------------------------|---------------------|---------------------|--------------------|----------------|
| Accountant II | 22 | 0 | 2 | 0 |
| Maintenance Technician | 19 | 8 | 2 | 2 |
| Resident Ambassador | 1 | 0 | 0 | 0 |
| Housing Choice Voucher Manager | 29 | 0 | 3 | 1 |
| Executive Assistant, Housing | 11 | 0 | 1 | 1 |
| Compliance & Quality Specialist | 6 | 0 | 0 | 0 |
| Maintenance Worker | 24 | 0 | 0 | 0 |
| Total | 112 | 8 | 8 | 4 |
| % | | 7% | 100% | 50% |

Accountant II- Lack of qualified candidates

Executive Assistant, Housing- Offered, new hire started 5/1

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

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TRAINING REPORT

RRHA UNIVERSITY

| | |
|------------------------------------|------|
| # of employees completing a course | 11 |
| # of unique courses | 58 |
| # of courses completed | 70 |
| | |
| # of hours learning* | 43 |
| # of average minutes per course* | 36.8 |

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

| User | Course | Completed |
|-----------------------|---|------------|
| Crenshaw, Sophia | AF 001 - Introduction to Affordable Housing | 04/15/2024 |
| Crenshaw, Sophia | AF 002 - LIHTC Program Overview | 04/08/2024 |
| Draper, Julia | AF 002 - LIHTC Program Overview | 04/11/2024 |
| Draper, Julia | AF 415 - Analytics: Receivable Reports Overview in 7S | 04/23/2024 |
| Mack, Christa | AF59 135 - 50059 Family Expense Documentation in 7S | 04/23/2024 |
| Crenshaw, Sophia | AF59 170 - 50059 Applicant Approval and Lease Execution in 7S | 04/11/2024 |
| Crenshaw, Sophia | AF59 180 - 50059 Move-In in 7S | 04/08/2024 |
| Crenshaw, Sophia | AF59 200 - Adding Applicants to a Waiting List in 7S | 04/09/2024 |
| Crenshaw, Sophia | AF59 210 - Documenting Waiting List Contact Events in 7S | 04/18/2024 |
| Crenshaw, Sophia | AF59 230 - Moving Applicants to the Bottom of a Waiting List in 7S | 04/12/2024 |
| Crenshaw, Sophia | AF59 400 - Adding and Canceling Move Out Notices and Adjusting Move Out Dates in 7S | 04/12/2024 |
| Draper, Julia | AFTC 410 - Posting Move Outs in 7S | 04/23/2024 |
| Draper, Julia | AFTC 420 - Move Out Accounting in 7S | 04/23/2024 |
| Draper, Julia | AFTC 500 - Monthly Posting in 7S | 04/23/2024 |
| Draper, Julia | AFTC 510 - Updating Lease Charges and Manual Posting in 7S | 04/23/2024 |
| Richardson, Moenasha | COM 110 - Email Etiquette: Basics of Email Communication | 04/04/2024 |
| Bowley, Leah | eL 100 - Welcome to eLearning | 04/02/2024 |
| Howze, Steven | eL 100 - Welcome to eLearning | 04/09/2024 |
| Draper, Julia | eL 100 - Welcome to eLearning | 04/11/2024 |
| Rakoczy, Zackory | eL 100 - Welcome to eLearning | 04/29/2024 |
| Bowley, Leah | FH 100 - Federal Fair Housing Compliance | 04/02/2024 |
| Draper, Julia | FH 100 - Federal Fair Housing Compliance | 04/11/2024 |
| Wilkinson, Jr., Jerry | FH 100 - Federal Fair Housing Compliance | 04/25/2024 |
| Howze, Steven | FH 110 - Federal Fair Housing Compliance for Maintenance | 04/09/2024 |

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| | | |
|----------------------|---|------------|
| Rakoczy, Zackory | FH 110 - Federal Fair Housing Compliance for Maintenance | 04/29/2024 |
| Wilkins, Augustrina | HR 010 - Preventing Harassment | 04/26/2024 |
| Bowley, Leah | HR 130 - Drug-Free Workplace | 04/02/2024 |
| Richardson, Moenasha | HR 130 - Drug-Free Workplace | 04/04/2024 |
| Lewis, Lynelle | HR 130 - Drug-Free Workplace | 04/22/2024 |
| Howze, Steven | HR 130 - Drug-Free Workplace (English/Spanish) | 04/09/2024 |
| Rakoczy, Zackory | HR 130 - Drug-Free Workplace (English/Spanish) | 04/29/2024 |
| Draper, Julia | HR 135 - Drug-Free Workplace: Supervisor | 04/11/2024 |
| Wilkins, Augustrina | MWO 100 - Work Order Processing in 7S | 04/26/2024 |
| Wilkins, Augustrina | PD 100 - Business Etiquette: Introduction | 04/26/2024 |
| Wilkins, Augustrina | PD 101 - Business Etiquette: Appearance | 04/26/2024 |
| Wilkins, Augustrina | PD 102 - Business Etiquette: Communication | 04/30/2024 |
| Wilkins, Augustrina | PD 103 - Business Etiquette: Work Relationships | 04/30/2024 |
| Draper, Julia | PHA 003 - PHA Voyager in 7S | 04/11/2024 |
| Draper, Julia | PHA 004 - PHA Voyager Features in 7S: Part 1 | 04/12/2024 |
| Draper, Julia | PHA 005 - PHA Voyager Features in 7S: Part 2 | 04/12/2024 |
| Draper, Julia | PHA 140 - Determining Eligibility and Approving Intake Applications in 7S | 04/12/2024 |
| Draper, Julia | PHA 160 - New Admissions in 7S | 04/12/2024 |
| Draper, Julia | PHA 210 - Annual Recertifications, Part 1: Reports, Letters, and Memos in 7S | 04/11/2024 |
| Draper, Julia | PHA 215 - Annual Recertifications, Part 2: Completing the Recertification in 7S | 04/15/2024 |
| Draper, Julia | PHA 220 - Earned Income Disallowance (EID) in 7S | 04/16/2024 |
| Draper, Julia | PHA 230 - Interim Certifications in 7S | 04/16/2024 |
| Draper, Julia | PHA 240 - End of Participation in 7S | 04/17/2024 |
| Draper, Julia | PHA 250 - Unit Transfers, Part 1: Assign to Leased Property in 7S | 04/17/2024 |
| Draper, Julia | PHA 252 - Unit Transfers, Part 2: Assign Unit in 7S | 04/17/2024 |
| Draper, Julia | PHA 254 - Unit Transfers, Part 3: Transfer to Property in 7S | 04/17/2024 |
| Draper, Julia | PHA 260 - Program Transfers in 7S | 04/17/2024 |
| Draper, Julia | PHA 270 - Abatements, Part 1: Adding an Abatement in 7S | 04/17/2024 |
| Draper, Julia | PHA 272 - Abatements, Part 2: Converting Hold to Abatement in 7S | 04/18/2024 |
| Draper, Julia | PHA 274 - Abatements, Part 3: Creating an Abatement in 7S | 04/18/2024 |
| Draper, Julia | PHA 280 - Post Rent/HAP Manager in 7S | 04/18/2024 |
| Draper, Julia | PHA 290 - PHA Inspections in 7S: Add Manually | 04/12/2024 |

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| | | |
|-------------------|---|------------|
| Draper, Julia | PHA 291 - PHA Inspections in 7S: Batch Creation | 04/15/2024 |
| Draper, Julia | PHA 292 - PHA Inspections in 7S: Mass Inspection Assignment | 04/15/2024 |
| Draper, Julia | PHA 293 - PHA Inspections in 7S: Day of Inspection | 04/15/2024 |
| Draper, Julia | PHA 294 - PHA Inspections in 7S, Part 3: TASC | 04/15/2024 |
| Draper, Julia | PHA 294 - PHA Inspections in 7S: Failed Inspection | 04/15/2024 |
| Castaneda, Meghan | PHA 318 - Port-Out/Administered in 7S | 04/19/2024 |
| Draper, Julia | PHAO 130 - HCV Occupancy Cycle: Terminations in 7S | 04/12/2024 |
| Draper, Julia | PHAO 140 - PH Occupancy Cycle: Intake in 7S | 04/12/2024 |
| Draper, Julia | PHAO 160 - PH Occupancy Cycle: Annual Activities in 7S | 04/12/2024 |
| Draper, Julia | PHAO 170 - PH Occupancy Cycle: Terminations in 7S | 04/12/2024 |
| Howze, Steven | SP 135 - Bloodborne Pathogen Awareness: Introduction | 04/09/2024 |
| Rakoczy, Zackory | SP 135 - Bloodborne Pathogen Awareness: Introduction | 04/29/2024 |
| Howze, Steven | SP 136 - Bloodborne Pathogen Awareness: Disease Prevention | 04/09/2024 |
| Rakoczy, Zackory | SP 136 - Bloodborne Pathogen Awareness: Disease Prevention | 04/29/2024 |

| User | Event | Status |
|-------------------|--|---------------|
| Austin, Jackie | Fair Housing Training | Attended |
| Bousman, Tina | Fair Housing Training | Attended |
| Brammer, Amy | Fair Housing Training | Attended |
| Brush, Heather | Fair Housing Training | Attended |
| Brush, Heather | Nan McKay and Associates Family Self-Sufficiency | Attended |
| Bunting, Karen | Fair Housing Training | Attended |
| Bustamante, David | Fair Housing Training | Attended |
| Castaneda, Meghan | Fair Housing Training | Attended |
| Chase, Amaro | Fair Housing Training | Attended |
| Christoff, Leah | Fair Housing Training | Attended |
| Colston, Crystal | Fair Housing Training | Attended |
| Crenshaw, Sophia | Fair Housing Training | Attended |
| Draper, Julia | Fair Housing Training | Attended |
| English, Cory | Fair Housing Training | Attended |
| Estrada, David | Fair Housing Training | Attended |
| Gao, Yu | Fair Housing Training | Attended |
| Goodman, Gregory | Fair Housing Training | Attended |
| Green, Wanda | Fair Housing Training | Attended |
| Grogan, Ernest | Fair Housing Training | Attended |
| Gusler, Frederick | Fair Housing Training | Attended |
| Harris, Letia | Fair Housing Training | Attended |
| Hicks, Andrew | Fair Housing Training | Attended |

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

April 2024

| | | |
|--------------------------|--|----------|
| Hill, Emily | Fair Housing Training | Attended |
| Horton, Odess | Fair Housing Training | Attended |
| Hough, Crystal | Fair Housing Training | Attended |
| Hunter, Venecia | Fair Housing Training | Attended |
| James, Barbara | Fair Housing Training | Attended |
| Jones, Jonathan | Fair Housing Training | Attended |
| Kline, Natalie | Fair Housing Training | Attended |
| Lewis, Lynelle | Fair Housing Training | Attended |
| Lewis, Lynelle | Nan McKay and Associates Family Self-Sufficiency | Attended |
| Mack, Christa | Fair Housing Training | Attended |
| McCoy, Suzzette | Fair Housing Training | Attended |
| Morris, William | Fair Housing Training | Attended |
| Musselman, Buford | Fair Housing Training | Attended |
| Pagans, Leanna | Fair Housing Training | Attended |
| Parker, Gwendolyn | Fair Housing Training | Attended |
| Phillips, Matthew | Fair Housing Training | Attended |
| Philpott Paxton, Shauna | Fair Housing Training | Attended |
| Pires, Gina | Fair Housing Training | Attended |
| Prieto-Velazquez, Brenda | Fair Housing Training | Attended |
| Proffitt, Steven | Fair Housing Training | Attended |
| Rayle, Nicole | Fair Housing Training | Attended |
| Richardson, Moenasha | Fair Housing Training | Attended |
| Robinson, Aijalon | Fair Housing Training | Attended |
| Routt, David | Fair Housing Training | Attended |
| Saunders, Angelique | Fair Housing Training | Attended |
| Saunders, Deshawn | Fair Housing Training | Attended |
| Saunders, Lisa | Fair Housing Training | Attended |
| Shepherd IV, Robert | Fair Housing Training | Attended |
| Simon, Tiffany | Fair Housing Training | Attended |
| Smith, Jonathan | Fair Housing Training | Attended |
| Smith, Jonathan | Sage HRMS Introductory Training | Attended |
| Stanley, Denise | Fair Housing Training | Attended |
| Sullivan, Tanya | Fair Housing Training | Attended |
| Tagle, Karen | Fair Housing Training | Attended |
| Taylor, William | Fair Housing Training | Attended |
| Valentino, William | Fair Housing Training | Attended |
| White, Denise | Fair Housing Training | Attended |
| Wilkins, Augustrina | Fair Housing Training | Attended |
| Willeford, Christopher | Fair Housing Training | Attended |
| Williams, Artisha | Fair Housing Training | Attended |
| Williams, Sylvia | Fair Housing Training | Attended |

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

April 2024

WORK COMP CLAIMS FY 2023-2024

| <u>MONTH</u> | <u>LOST WORK TIME</u> | <u>MEDICAL CLAIM ONLY</u> |
|--------------------------|-----------------------|---------------------------|
| October 2023 | | 1 |
| November 2023 | | 1 |
| December 2023 | 1 | |
| January 2024 | | |
| February 2024 | | |
| March 2024 | | 1 |
| April 2024 | | |
| FISCAL YEAR Total | 1 | 3 |

OPERATIONS DIVISION

PROCUREMENT
MONTHLY REPORT
APRIL 2024

PROCUREMENT APRIL 2024 MONTHLY ACTIVITY REPORT

I. Capital Fund

A. Contracts Awarded

None

B. Solicitations Pending

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. Five (5) responsive Statements of Qualifications were received by March 8, 2024. CJMW Architecture, P. A. submitted the highest ranked Statement of Qualifications. A not-to-exceed contract amount of \$985,000.00 was negotiated with CJMW, Architecture, P. A. Commissioners approved Resolution 4197 on April 22, 2024 accepting the Statement of Qualifications submitted by CJMW Architecture, P. A. for award of contract at the not-to-exceed amount of \$985,000.00. A contract with a not-to-exceed amount of \$985,000.00 is scheduled to be executed in early May.

RED-24-02-26

Invitation for Bids for Repairs, Painting and Cleaning for 2717 and 2719 Sand Rd., NE, Bluestone Park, AMP 259 was issued March 24, 2024. A pre-bid meeting is scheduled for April 2, 2024. Comments are due by April 9, 2024. One responsive bid was received by April 16, 2024. The bid is being evaluated.

II. Operating Budget

A. Contracts Awarded

None

B. Solicitations Pending

None

III. **Other Grants and Projects**

A. Contracts Awarded

RED-24-03-06

Invitation for Bids for Bathroom Renovations for Bluestone Park, AMP 259 was issued March 17, 2024. A pre-bid meeting was held March 26, 2024. Comments were received by April 2, 2024. Three (3) responsive bids were received by April 9, 2024. Russell's Remodeling submitted the low responsive bid with an amount of \$544,000.00. Commissioners approved Resolution 4199 on April 22, 2024 accepting the bid submitted by Russell's Remodeling, LLC for the award of contract. A contract with a fixed amount of \$544,000.00 was executed April 29, 2024.

B. Solicitations Pending

RED-24-03-19

Invitation for Bids for Installation of Passive Radon Vent Systems for Jamestown Place, AMP 207 and Indian Rock Village, AMP 210 was issued March 31, 2024. A pre-bid meeting was held April 9, 2024. Comments were received by April 23, 2024. One (1) responsive bid was received by April 30, 2024. The bid is being evaluated.

IV. **Protests**

None

REDEVELOPMENT AND REVITALIZATION
MONTHLY ACTIVITY REPORT
APRIL 2024

Redevelopment and Revitalization Department

April 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. RRHA received a Certificate of Occupancy from City of Roanoke Building Inspection Officials on March 29.

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 on two (2) new homeownership units for first-time buyers of low-to-moderate income. The RVARC advised that RRHA could amend its scope to purchase existing homes rather than build new as originally planned. The RVARC funds must be expended by June 30, 2025. The RRHA Board of Commissioners approved a resolution in March to allow for the purchase and renovation of two (2) properties for first-time home buyers. Two (2) qualified applicants have made deposits and are currently working with RRHA staff (and a real estate agent in one case) to find suitable properties. Two (2) properties were inspected last month by RRHA and are currently under evaluation.

Section 32

RRHA's Section 32 Program allows RRHA to sell certain public housing units to qualified low to moderate income first-time homebuyers. HUD gave approval for the five (5) single family homes that are included in the program several years ago. All five (5) of the single family homes were constructed during the time that the HOPE 6 Program was active. The Section 32 Program replaced the former 5(h) Homeownership Program that was in effect at that time.

Once a home is under contract for sale, RRHA makes improvements and repairs to the home so that the new homeowner should not have to make any significant repairs to the home for seven (7) years. Improvements or repairs may include such items as roof replacement (depending on the age and type of the roof), HVAC system upgrades, replacement of floor coverings, installation of new appliances and repairs to decks and porches. The improvements are funded by proceeds from previous sale of homes in RRHA's lease purchase and 5(h) Homeownership Programs. These funds may also be used to acquire existing homes in the City of Roanoke and make improvements and repairs to homes for qualified first-time homebuyers.

In October, 2020, RRHA sold the first of five (5) Section 32 homes. The house was located at 1841 Downing St., NW. RRHA closed on the sale of 501 21st St., NW in May, 2021. For both loans, RRHA took out a second mortgage for 20% of the loan, which is forgivable after ten years if the owner maintains it as their primary residence. In addition, the buyers benefitted from a forgivable down payment assistance loan from the 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 four (4) reserved or occupied by program participants, and two (2) that are currently available to new applicants. In March 1924 Melrose Avenue was leased and an option to purchase signed by the tenant. Last month 2008 Melrose Avenue was also leased with an option to purchase signed by the tenant.

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. 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.

Work was completed at 505 21st Street, NW and the sale closed on April 3, 2024 after the tenant had leased the property for over two (2) years in the program. On May 22, 2023 the Board of Commissioners passed a resolution to sell the properties at 1809 Downing Street and 505 21st Street.

Loan Consolidation Program & Surplus Real Estate

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

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

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

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

RRHA has advertised that the Cherry Hill 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 a few times and discussed the first steps of the process to finance and develop the site at 4301 Old Spanish Trail.

RRHA issued a Request for Qualifications for architectural and engineering services to design the project in March. RRHA Evaluation Panel ranked the five (5) Statements of Qualifications that were received. During the April 2024 meeting, the Board of Commissioners approved a resolution for awarding a contract with CJMW Architecture, a design firm with an office in Lynchburg.

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

4/30/2024

| 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 | \$3,403,361.58 | \$326,032.42 | 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 | \$3,853,905.00 | \$0.00 | 22-Feb-2023 | 22-Feb-2025 |
| VA36P01150122 | \$4,757,703.00 | \$4,749,703.00 | \$8,000.00 | \$4,286,704.98 | \$470,998.02 | 11-May-2024 | 11-May-2026 |
| VA36P01150123 | \$4,840,100.00 | \$4,124,479.78 | \$715,620.22 | \$1,810,859.82 | \$3,029,240.18 | 16-Feb-2025 | 16-Feb-2027 |
| VALRT0010-23 | \$449,000.00 | \$184,400.00 | \$264,600.00 | \$14,550.00 | \$434,450.00 | 15-May-2025 | 15-May-2026 |
| VA36H01150122 | \$2,317,269.00 | \$455,275.00 | \$1,861,994.00 | \$13,450.00 | \$2,303,819.00 | 7-Sep-2025 | 7-Sep-2027 |
| Totals | \$41,908,437.00 | \$40,920,216.78 | \$988,220.22 | \$37,634,565.02 | \$4,273,871.98 | | |
| | | 97.6% | | 89.8% | | | |

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 4/30/24**

| 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 6 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 \$484,010.50 | Russell's Remodeling, LLC | Hughes Associates Architects & Engineers | TBD | | \$484,010.50 | 0% | 0% | Materials are on order. |
| 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 | 75% | 100% | Contractor continuing to work on interior finishes. Delays experienced in shipment of some materials. |
| 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 | 100% | 100% | Project close out is underway. |
| 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 | 97% | 100% | Masonry repairs to sign at RRHA Central Administration Building to be completed in early May. |
| 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 | 20% | 22% | Work is progressing well. New boilers installed in 9 duplexes. |
| 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 | 99% | 100% | Contractor is working on punch list. |
| 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 | 45% | 48% | Windows have been installed in seven buildings. Shipment security screens is delayed. |
| 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 | 25% | 20% | Design work is underway for installation of range hoods for Lansdowne Park. |
| 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 have been ordered. |
| 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 | 10% | 12% | Consulting firm continuing to work on draft LIHTC application. Applied to HUD for NARR. |
| contract 574-2403-1-7 (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 | 45% | 28% | Work is progressing well. |
| contract 574-2404-1-7 (project 230703) | Replacement of Rooftop Mounted HVAC Equipment for Floors 2-9 for Melrose Towers Original Contract Amount \$748,300.00 | Comfort Systems USA, Inc | Hughes Associates Architects & Engineers | TBD | | \$748,300.00 | 0% | 0% | Material submittals being reviewed and materials are being ordered. Main HVAC equipment may take 6 months or more to be delivered. |
| contract 225-2401-1-7 (project 240301) | Bathroom Renovations for Bluestone Park Original Contract Amount \$544,000.00 | Russell's Remodeling, LLC | N/A | TBD | | \$544,000.00 | 0% | 0% | Contract executed April 29, 2024. |

HOUSING DIVISION

PUBLIC HOUSING PROGRAM
MONTHLY OPERATIONS REPORT
APRIL 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 |
|---|-------|-------------------|---|----------------|------------|-----------------|---------------|----------------|--------------|
| Public Housing | | | | | | | | | |
| Lansdowne Park | 201 | 300 | 1 | 285 | 9000 | 301 | 8699 | 96.66% | 3.34% |
| *The Villages at Lincoln/ Handicapped/Elderly Cottages | 202 | 165 | 3 | 159 | 4950 | 206 | 4744 | 95.84% | 4.16% |
| Hunt Manor/Bluestone Park | 259 | 174 | 17 | 147 | 5220 | 734 | 4486 | 85.94% | 14.06% |
| AMP 219 NEW UNITS BS | 219 | 2 | 0 | 0 | 60 | 24 | 36 | 60.00% | 40.00% |
| Melrose Towers | 206 | 212 | 3 | 202 | 6360 | 198 | 6162 | 96.89% | 3.11% |
| Jamestown Place | 207 | 150 | 9 | 133 | 4500 | 711 | 3789 | 84.20% | 15.80% |
| Morningside | 208 | 105 | 2 | 100 | 3150 | 87 | 3063 | 97.24% | 2.76% |
| Indian Rock Village/53 Scattered | 210 | 156 | 0 | 154 | 4680 | 127 | 4553 | 97.29% | 2.71% |
| The Villages at Lincoln- 24 Transitional/Homeownership | 215 | 18 | 1 | 15 | 540 | 60 | 480 | 88.89% | 11.11% |
| Portfolio Total: | | 1282 | 36 | 1195 | 38460 | 2448 | 36012 | 93.63% | 6.37% |

These units came on line late April, will be lease in May

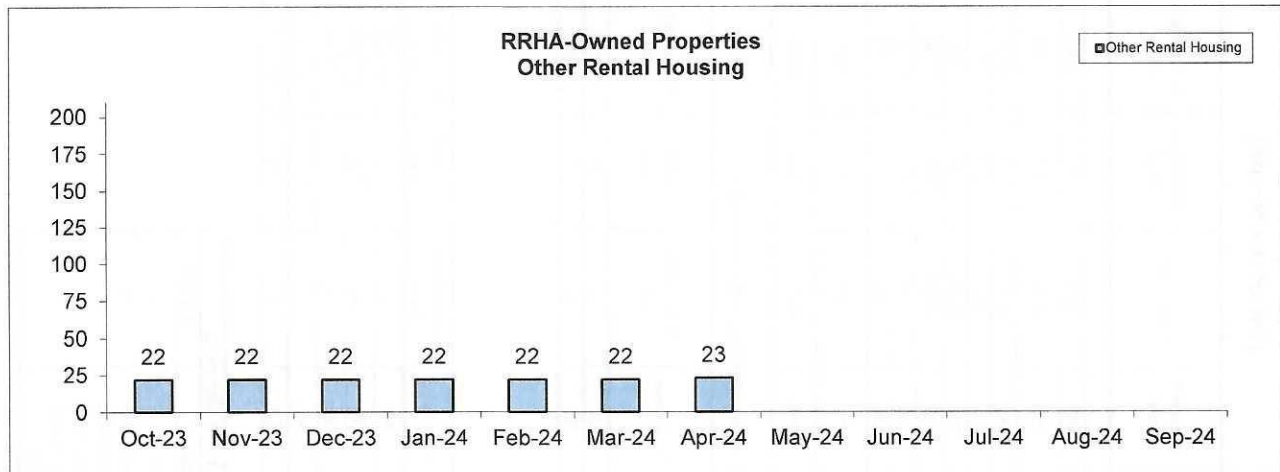
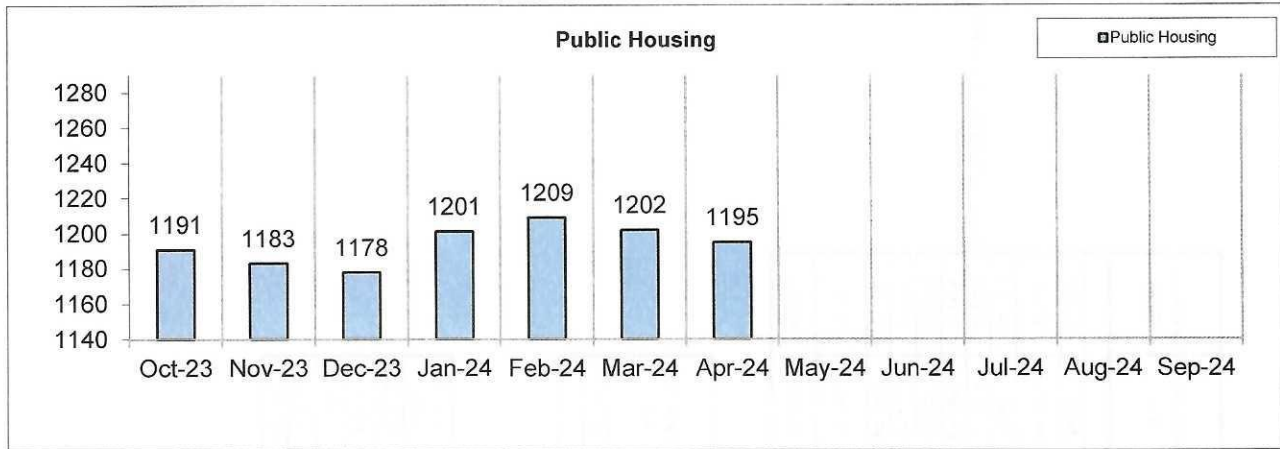
**The Occupancy Rate for the Villages at Lincoln includes The Villages at Lincoln Transitional Homeownership.*

| Other Rental Housing | AMP # | Actual Unit Count | Occupied Units | Total Days | Unoccupied Days | Occupied Days | Occupancy Rate | Vacancy Rate |
|-------------------------|-------|-------------------|----------------|------------|-----------------|---------------|----------------|--------------|
| Hackley Avenue | 400 | 24 | 23 | 720 | 30 | 690 | 95.83% | 4.17% |
| Portfolio Total: | | 24 | 23 | 720 | 30 | 690 | 95.83% | 4.17% |

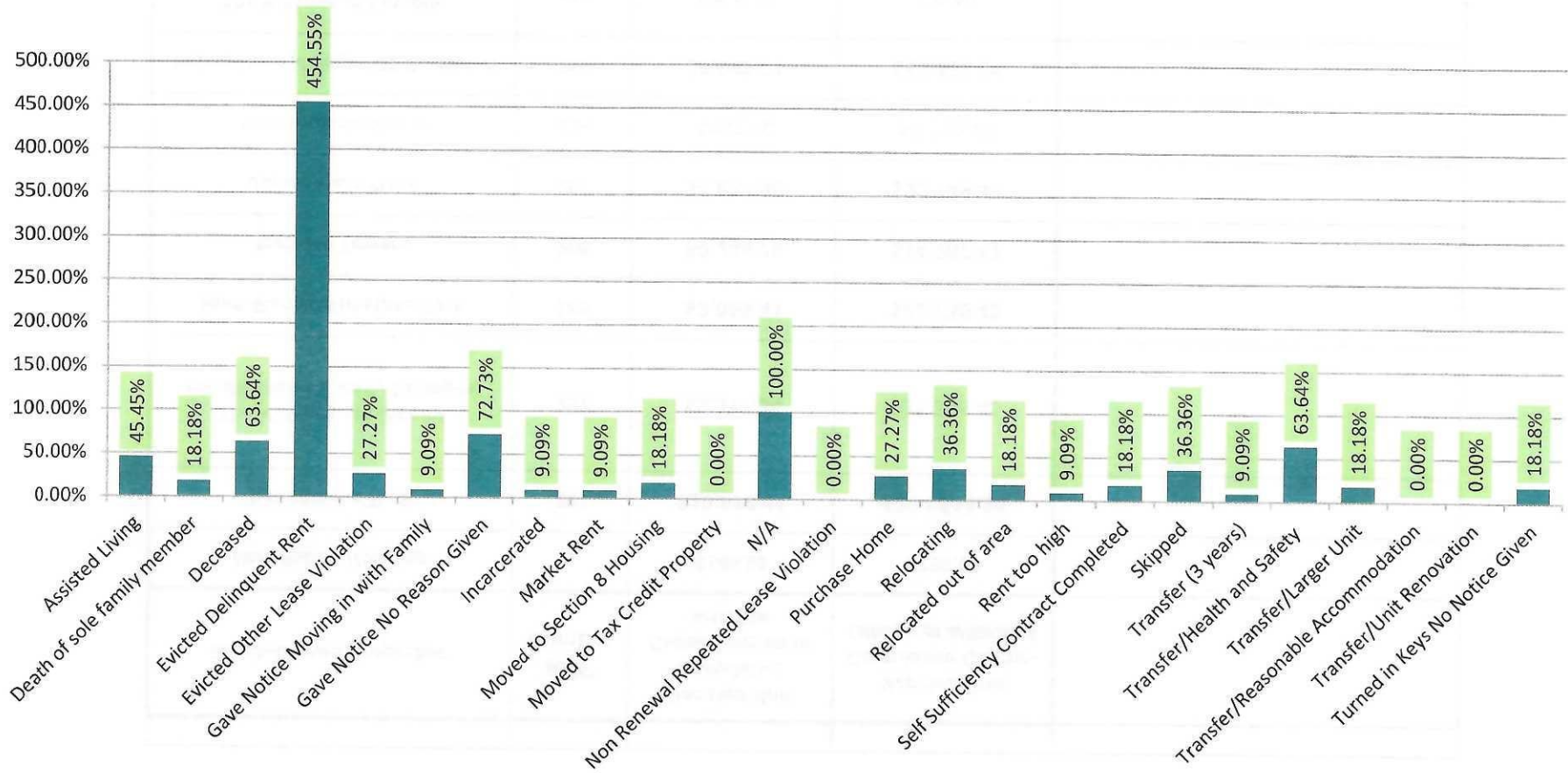
| Non-Owned Properties Managed by RRHA/Tax Credit | AMP # | Actual Unit Count | Occupied Units | Total Days | Unoccupied Days | Occupied Days | Occupancy Rate | Vacancy Rate |
|--|-------|-------------------|----------------|------------|-----------------|---------------|----------------|--------------|
| Stepping Stone (LIHTC) | 455 | 30 | 27 | 900 | 93 | 807 | 89.67% | 10.33% |
| Hillcrest Heights (LIHTC) | 456 | 24 | 21 | 720 | 62 | 658 | 91.39% | 8.61% |
| Park Street Square (LIHTC) | 457 | 25 | 22 | 750 | 93 | 657 | 87.60% | 12.40% |
| Hurt Park LP (LIHTC) | 459 | 40 | 35 | 1200 | 123 | 1077 | 89.75% | 10.25% |
| Portfolio Total: | | 119 | 105 | 3570 | 371 | 3199 | 89.61% | 10.39% |

| PHAS Scoring | |
|---------------------|--------|
| Occupancy | Points |
| ≥ 98% | 16 |
| < 98% but ≥ 96% | 12 |
| < 96% but ≥ 94% | 8 |
| < 94% but ≥ 92% | 4 |
| < 92% but ≥ 90% | 1 |
| < 90% | 0 |

**Monthly Management Report
Occupancy Comparison
(1st of the Month)**



Public Housing Move-out Analysis 10/1/2023-9/30/2024



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

| RRHA-Owned Properties | AMP Number | Vacated Unit Cumulative Collections as of 4/1/2024 | Vacated Unit Cumulative Charge-Offs as of 4/30/2024 |
|---|------------|--|---|
| <i>Non-Public Housing</i> | | \$146.95 | \$760.00 |
| Lansdowne Park | 201 | \$19,678.41 | \$234,514.95 |
| The Villages at Lincoln/ Handicapped/Elderly Cottages | 202 | \$3,317.34 | \$31,396.43 |
| Hunt Manor/Bluestone Park | 259 | \$3,055.41 | \$28,738.43 |
| Melrose Towers | 206 | \$2,244.76 | \$14,287.47 |
| Jamestown Place | 207 | \$7,634.08 | \$22,149.43 |
| Morningside Manor | 208 | \$462.00 | \$4,722.67 |
| Indian Rock Village / 53 Scattered | 210 | \$8,869.71 | \$53,652.21 |
| The Villages at Lincoln- 24 Transitional/Homeownership | 215 | \$203.00 | \$0.00 |
| Public Housing | TOTAL | \$45,611.66 | \$390,221.59 |

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

| AMP # | Location | # Units | Inspected | Uninspected | % Inspected |
|--------------|----------------------------------|----------------|------------------|--------------------|--------------------|
| 201 | Lansdowne Park | 300 | 0 | 300 | 0% |
| 202 | Villages at Lincoln | 165 | 0 | 165 | 0% |
| 259 | Hunt Manor/Bluestone Park | 172 | 0 | 172 | 0% |
| 206 | Melrose Towers | 212 | 0 | 212 | 0% |
| 207 | Jamestown Place | 150 | 0 | 150 | 0% |
| 208 | Morningside Manor | 105 | 0 | 105 | 0% |
| 210 | Indian Rock Village/68 Scattered | 156 | 0 | 156 | 0% |
| 215 | Villages at Lincoln - Scattered | 18 | 0 | 21 | 0% |
| 219 | new units at BS | 2 | 0 | 2 | 0% |
| | Total | 1280 | 0 | 1283 | 0% |

A Property is identified as a Performing Property if an annual inspection has occurred on 100% of units and systems.

Inspections are scheduled for June 2024

| |
|--|
| |
|--|

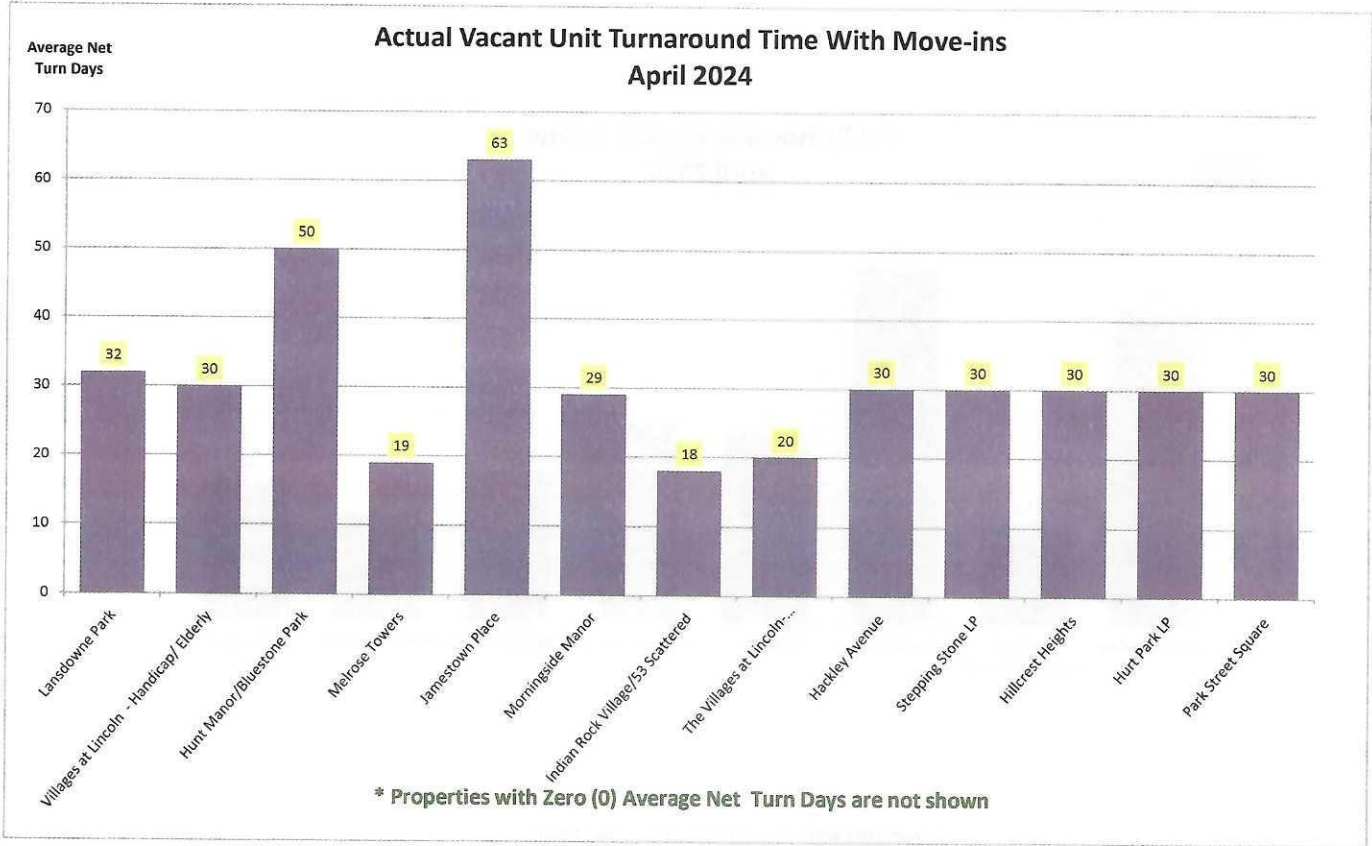
Utility Consumption Report

October 2023 - September 2024

Consumption and Costs as of March 31, 2024

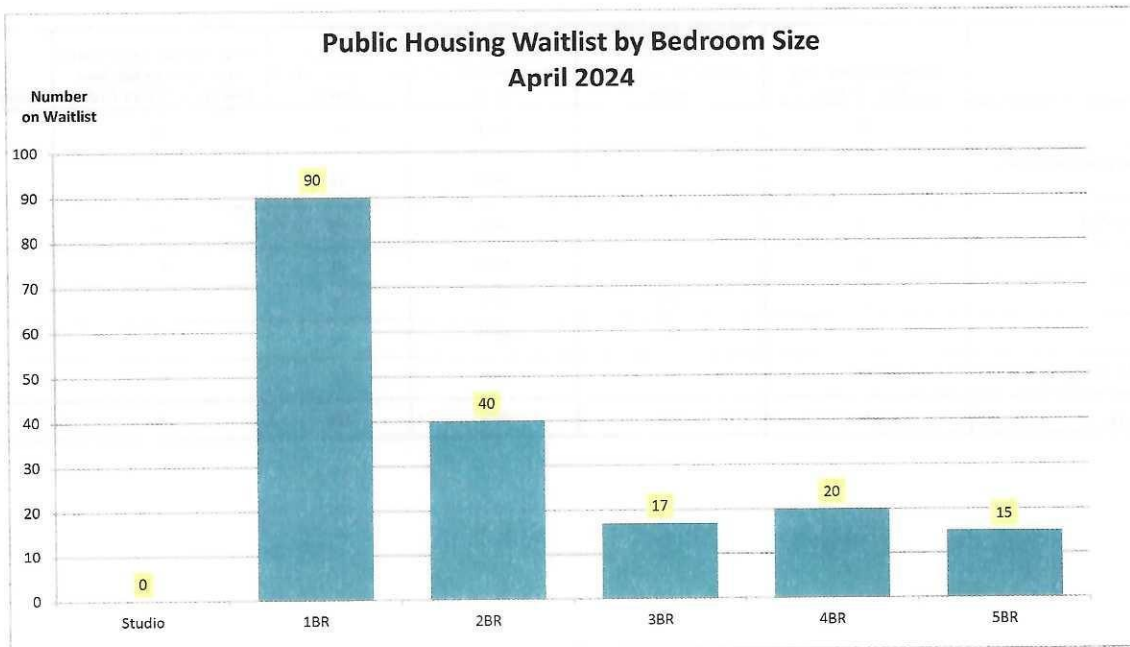
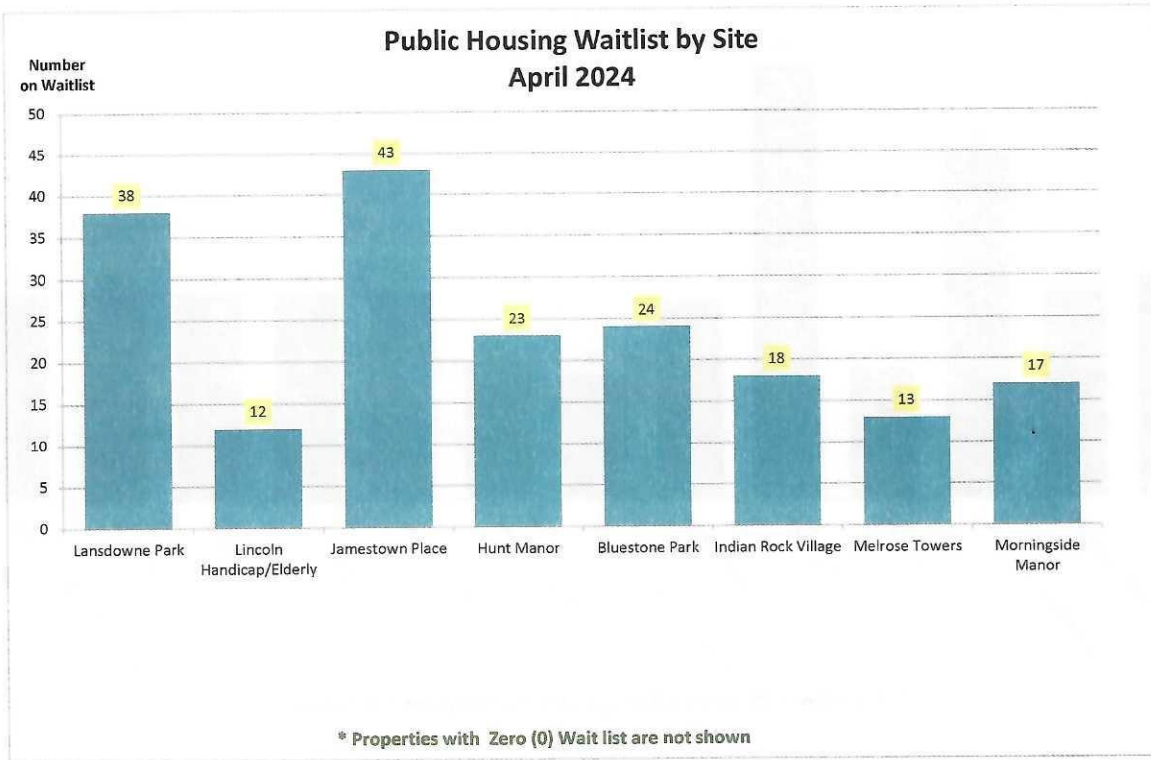
| Utility Costs | | | | | | | |
|-------------------|-----------------|-------------------|--------------|----------------|---------------|------------------|--------------------|
| AMP | Number of Units | Cost PUM Electric | Cost PUM Gas | Cost PUM Water | Total PUM AMP | RRHA PUM Average | Percent Difference |
| 201 | 300 | 52.29 | 90.83 | 74.80 | 217.92 | 196.49 | 110.91% |
| 202 | 165 | 117.50 | 4.36 | 63.83 | 185.69 | 196.49 | 94.50% |
| 259 | 172 | 40.27 | 59.48 | 96.01 | 195.76 | 196.49 | 99.63% |
| 206 | 212 | 58.59 | 36.44 | 42.72 | 137.75 | 196.49 | 70.11% |
| 207 | 150 | 45.82 | 45.13 | 61.99 | 152.94 | 196.49 | 77.84% |
| 208 | 105 | 63.32 | 43.42 | 43.67 | 150.41 | 196.49 | 76.55% |
| 210 | 156 | 59.23 | 63.56 | 95.37 | 218.16 | 196.49 | 111.03% |
| 215 | 21 | N/A | N/A | N/A | N/A | 196.49 | N/A |
| Total Units: 1281 | | | | | | | |
| Average Cost PUM: | | 64.40 | 63.70 | 68.39 | | 196.49 | |

| 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 | 102.52 | 68.84 | 148.93% | 529 | 594 | 89.06% | 6.10 | 5.80 | 105.17% |
| 202 | 165 | N/A | 68.84 | N/A | 1,060 | 594 | 178.45% | 4.58 | 5.80 | 78.97% |
| 259 | 172 | 57.63 | 68.84 | 83.72% | 369 | 594 | 62.12% | 7.27 | 5.80 | 125.34% |
| 206 | 212 | 41.36 | 68.84 | 60.08% | 540 | 594 | 90.91% | 3.84 | 5.80 | 66.21% |
| 207 | 150 | 50.46 | 68.84 | 73.30% | 444 | 594 | 74.75% | 5.74 | 5.80 | 98.97% |
| 208 | 105 | 48.80 | 68.84 | 70.89% | 562 | 594 | 94.61% | 3.93 | 5.80 | 67.76% |
| 210 | 148 | 60.16 | 68.84 | 87.39% | 468 | 594 | 78.79% | 8.07 | 5.80 | 139.14% |
| 215 | 23 | N/A | 68.84 | N/A | N/A | 594 | N/A | N/A | 5.80 | N/A |
| Total Units: 1275 | | | | | | | | | | |
| Average THERM PUM: 68.84 | | | | | Average KWH PUM: 594 | | Average water usage PUM: 5.80 | | | |
| <p>Note: AMP 202 - Residential units do not use gas utility - HVAC is total electric (heat pumps).</p> <p>Note: AMP 202 - Administration building and maintenance shop use gas utility.</p> <p>Note: AMP 208 - Residential units have central air conditioning.</p> <p>Note: AMP 210 - Includes 21 scattered sites - residents pay utilities - no utility data available.</p> <p>Note: AMP 215 - Transitional/Homeownership - residents pay utilities - no utility data available.</p> <p>Note: Stormwater Utility Fee for RRHA public housing properties for FY 2024 = 27,616.80</p> | | | | | | | | | | |



Work Order Report from 4/01/2024 - 4/30/2024

| 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 | 26 | 26 | 100% | 41 | 41 | 1 |
| Village at Lincoln/Handicapped/ Elderly Cottages | 9 | 9 | 100% | 22 | 22 | 1 |
| Hunt Manor/Bluestone Park | 34 | 32 | 94% | 36 | 30 | 1 |
| Melrose Towers | 4 | 4 | 100% | 41 | 41 | 1 |
| Jamestown Place | 25 | 20 | 80% | 16 | 16 | 1 |
| Morningside Manor | 9 | 9 | 100% | 13 | 13 | 1 |
| Indian Rock Village/53 Scattered | 39 | 37 | 95% | 17 | 17 | 1 |
| Total | 146 | 137 | 94% | 186 | 180 | 1 |



SECURITY ACTIVITIES
MONTHLY REPORT
APRIL 2024

Public Housing Criminal Activity for the Month of April 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 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 2 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Auto Theft | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 0 |
| Burglary | 0 | 1 | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 1 | 1 | 1 | 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 | 1 | 2 | 0 | 3 | 0 | 11 | 1 | 4 | 0 | 1 | 2 | 4 |
| Rape | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |
| Part 1 Crime Total | 2 | 8 | 1 | 2 | 1 | 6 | 0 | 3 | 2 | 17 | 2 | 8 | 0 | 7 | 2 | 8 |
| Destruction of Property | 0 | 3 | 0 | 0 | 0 | 5 | 0 | 1 | 1 | 10 | 1 | 10 | 0 | 3 | 1 | 1 |
| Disorderly Persons | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4 | 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 | 1 | 2 | 0 | 0 | 1 | 5 | 0 | 3 | 1 | 4 | 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 | 1 | 1 | 0 | 0 | 0 | 0 |
| Fraud | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 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 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 6 | 2 | 2 | 0 | 2 | 0 | 0 |
| Liquor Law | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 1 | 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 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 3 | 0 | 0 | 0 | 8 | 1 | 4 | 2 | 10 | 1 | 6 | 1 | 8 | 2 | 7 |
| 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 | 1 | 5 | 0 | 0 | 0 | 4 | 0 | 1 |
| Part II Crime Total | 1 | 15 | 1 | 2 | 1 | 19 | 1 | 10 | 10 | 50 | 5 | 23 | 1 | 19 | 3 | 10 |
| 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 | 3 | 23 | 2 | 4 | 2 | 25 | 1 | 13 | 12 | 67 | 7 | 31 | 1 | 26 | 5 | 18 |

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

| Part I Crime | 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 | | | | | |
| Jamestown Place | 0.0070 | 0.0133 | 190.10% | 0.0583 | 0.0533 | 91.42% | 0.0867 | 38.49% ↑ | 0.0522 | 11.76% ↓ |
| Morningside Manor | 0.0070 | 0.0095 | 135.78% | 0.0583 | 0.0190 | 32.65% | 0.0095 | 100.50% ↑ | 0.0772 | 24.43% ↓ |
| Indian Rock Village | 0.0070 | 0.0125 | 178.21% | 0.0583 | 0.0750 | 128.56% | 0.0625 | 20.00% ↓ | 0.0772 | 24.43% ↓ |
| Bluestone | 0.0071 | 0.0000 | 0.00% | 0.0538 | 0.0395 | 73.31% | 0.0395 | 0.07% ↓ | 0.0776 | 30.61% ↓ |
| Lansdowne Park | 0.0046 | 0.0067 | 146.19% | 0.0360 | 0.0567 | 157.61% | 0.1433 | 60.46% ↑ | 0.0576 | 37.58% ↓ |
| Villages at Lincoln | 0.0046 | 0.0121 | 265.81% | 0.0360 | 0.0485 | 134.86% | 0.0909 | 46.66% ↓ | 0.0576 | 37.58% ↓ |
| Hunt Manor | 0.0046 | 0.0000 | 0.00% | 0.0360 | 0.0729 | 202.81% | 0.0729 | 0.02% ↑ | 0.0576 | 37.58% ↓ |
| Melrose Towers | 0.0046 | 0.0094 | 206.88% | 0.0360 | 0.0377 | 104.96% | 0.0236 | 59.90% ↑ | 0.0576 | 37.58% ↓ |

| Part II Crime | 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 | | | | | |
| Jamestown Place | 0.0121 | 0.0067 | 54.94% | 0.1088 | 0.1000 | 91.93% | 0.5067 | 80.26% ↑ | 0.2103 | 48.28% ↑ |
| Morningside Manor | 0.0121 | 0.0095 | 78.48% | 0.1088 | 0.0190 | 17.51% | 0.0762 | 75.00% ↑ | 0.2103 | 48.28% ↑ |
| Indian Rock Village | 0.0121 | 0.0125 | 103.00% | 0.1088 | 0.2375 | 218.34% | 0.3625 | 34.48% ↑ | 0.2103 | 48.28% ↑ |
| Bluestone | 0.0063 | 0.0132 | 209.92% | 0.0556 | 0.1316 | 236.73% | 0.3421 | 61.54% ↑ | 0.1411 | 60.61% ↓ |
| Lansdowne Park | 0.0100 | 0.0333 | 331.82% | 0.0947 | 0.1667 | 175.98% | 0.5467 | 69.51% ↑ | 0.1870 | 49.35% ↓ |
| Villages at Lincoln | 0.0100 | 0.0303 | 301.65% | 0.0947 | 0.1394 | 147.19% | 0.4000 | 65.15% ↓ | 0.1870 | 49.35% ↓ |
| Hunt Manor | 0.0100 | 0.0104 | 103.69% | 0.0947 | 0.1979 | 208.98% | 0.3021 | 34.49% ↑ | 0.1870 | 49.35% ↓ |
| Melrose Towers | 0.0100 | 0.0142 | 140.87% | 0.0947 | 0.0472 | 49.81% | 0.0425 | 10.99% ↑ | 0.1870 | 49.35% ↓ |

SECTION 8 PROGRAMS
MONTHLY OPERATIONS REPORT
APRIL 2024

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

Program Utilization

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of April 2024, reported at 86%. Currently, there are fifty three (53) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2024, is 101%.

Inspections

During the month of April 2024 the HCV Housing Quality Standards (HQS) Inspector conducted a total of one hundred and twenty seven (127) inspections. This includes seventy (70) biennials and forty three (43) initial inspections processed for moving families, in the HCV Program. Three (3) special inspection(s) and eight (11) re-inspections were also conducted. There were zero (0) HQS Quality Control Inspections that were conducted during the month of April 2024.

Housing Choice Voucher Waiting List

For the month of April 2024 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers. There were zero (0) port-ins and two (2) port out(s) recorded for the month of April 2024.

Tenant Briefings

The HCV Clerical Assistant and Client Specialists provided customer service to a total of seven hundred and fifty (750) clients; including seven hundred and seven (707) tenants/applicants and forty three (43) landlords during the month of April 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.

Landlord Briefings

The HCV staff has daily contact with current and prospective landlords with regard to explaining and answering various questions concerning the HCV Program and compliance. Daily landlord recruitment has been successful and is a strong suit for the HCV Team. In addition, RRHA continues to offer support to our HCV Landlords with any inquiries regarding the Landlord Portal, etc.

Homeownership

The program currently has eleven (11) HCV participants in the Homeownership Program plus two (2) 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 April 2024, this program has one hundred and fifteen (115) leased vouchers. There are twenty three (23) veterans searching for housing and two (2) 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 April 2024, this program has two hundred and twelve (215) leased participants. There are two (2) Mainstream applicants searching for housing and zero (0) pending pass HQS inspections. 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 April 2024, this program has seventy (70) leased participants. Eleven (11) referrals may be accepted from our community partners, the Roanoke City and Roanoke County Departments of Social Services (DSS).

Emergency Housing Voucher Program (EHV)

The Emergency Housing Voucher program is specifically designed for households who are homeless; at risk of homelessness; recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. Effective July 1, 2021 a total of twenty six (26) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority. For the month of April 2024, this program has twenty one (21) leased participants. Five (5) referrals may be accepted from our Continuum of Care (CoC) community partner.

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

| INSPECTION TYPE | # COMPLETE | # Passed | % PASSED | # FAILED | % FAILED |
|---------------------|------------|----------|----------|----------|----------|
| BIENNIAL | 99 | 70 | 70.71% | 29 | 29.29% |
| INITIALS | 55 | 35 | 63.64% | 20 | 36.36% |
| COMPLAINT | 3 | 1 | 0.00% | 2 | 0.00% |
| EMERGENCY | 0 | 0 | 0.00% | 0 | 0.00% |
| HQS REINSPECTIONS | 8 | 5 | 62.50% | 3 | 37.50% |
| HQS QUALITY CONTROL | 0 | 0 | 100.00% | 0 | 0.00% |

| | |
|---|------|
| TOTAL INSPECTIONS SCHEDULED | 127 |
| AVERAGE INSPECTIONS PER INSPECTOR PER DAY | 6.05 |
| AVERAGE INSPECTIONS PER FIELD DAY | 6.05 |
| 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 VOUCHERS | 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 |
| | LEASED | 1,653 | 1,654 | 1,655 | 1,655 | - | - | - | - | - | - | - | - |
| MAINSTREAM <small>Fund 310, 321, 322, 324, 327</small> | ALLOCATED | 217 | 217 | 217 | 217 | 217 | 217 | 217 | 217 | 217 | 217 | 217 | 217 |
| | LEASED | 212 | 212 | 210 | 209 | - | - | - | - | - | - | - | - |
| VASH (35) Fund 308 | ALLOCATED | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 |
| | LEASED | 33 | 32 | 35 | 35 | - | - | - | - | - | - | - | - |
| VASH (25) Fund 309 | ALLOCATED | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| | LEASED | 22 | 22 | 23 | 22 | - | - | - | - | - | - | - | - |
| FUP (31) Fund 311 | ALLOCATED | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 | 31 |
| | LEASED | 29 | 29 | 29 | 29 | - | - | - | - | - | - | - | - |
| FUP (50) Fund 312 | ALLOCATED | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| | LEASED | 40 | 40 | 39 | 39 | - | - | - | - | - | - | - | - |
| VASH (43) Fund 315 | ALLOCATED | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 | 43 |
| | LEASED | 22 | 21 | 22 | 22 | - | - | - | - | - | - | - | - |
| VASH (10) B Fund 316 | ALLOCATED | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| | LEASED | 11 | 11 | 10 | 10 | - | - | - | - | - | - | - | - |
| VASH (10) C Fund 317 | ALLOCATED | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| | LEASED | 9 | 9 | 9 | 9 | - | - | - | - | - | - | - | - |
| VASH (8) Fund 318 | ALLOCATED | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| | LEASED | 7 | 6 | 6 | 6 | - | - | - | - | - | - | - | - |
| VASH (5) Fund 319 | ALLOCATED | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | LEASED | 5 | 5 | 5 | 5 | - | - | - | - | - | - | - | - |
| VASH (5) B Fund 320 | ALLOCATED | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | LEASED | 4 | 3 | 3 | 3 | - | - | - | - | - | - | - | - |
| VASH (5) C Fund 323 | ALLOCATED | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | LEASED | 2 | 2 | 1 | 1 | - | - | - | - | - | - | - | - |
| VASH (5) D Fund 326 | ALLOCATED | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | LEASED | - | - | - | - | - | - | - | - | - | - | - | - |
| VASH (5) E Fund 328 | ALLOCATED | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| | LEASED | - | - | - | - | - | - | - | - | - | - | - | - |
| EMERGENCY HOUSING VOUCHER Fund 360 | ALLOCATED | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 |
| | LEASED | 23 | 22 | 21 | 21 | - | - | - | - | - | - | - | - |

**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 | 54 | 9 | 3 |
| MARCH | 2,140 | 1,837 | 303 | 68 | 7 | 10 |
| APRIL | 2,140 | 1,836 | 304 | 76 | 13 | 7 |
| 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 | \$ 1,264,616 | \$ 1,378,885 | \$ 1,958,285 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,592,551 |
| ACTUAL HAP EXPENSE | \$ 1,289,013 | \$ 1,346,317 | \$ 1,346,409 | \$ 1,333,127 | \$ 1,352,643 | \$ 1,397,021 | \$ 1,398,859 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,463,388 |
| VARIANCE | \$ (50,456) | \$ (154,167) | \$ (63,958) | \$ (55,520) | \$ (88,027) | \$ (18,136) | \$ 559,426 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 129,163 |
| PERCENT VARIANCE | -4.07% | -12.93% | -4.99% | -4.35% | -6.96% | -1.32% | 28.57% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 1.35% |
| YTD VARIANCE | \$ (50,456) | \$ (204,623) | \$ (268,581) | \$ (324,101) | \$ (412,128) | \$ (430,264) | \$ 129,163 | \$ 129,163 | \$ 129,163 | \$ 129,163 | \$ 129,163 | \$ 129,163 | \$ 129,163 |
| PUC | | | | | | | | | | | | | |
| HUD FUNDED PUC | \$ 585.88 | \$ 557.08 | \$ 599.28 | \$ 597.01 | \$ 590.94 | \$ 644.34 | \$ 915.09 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 373.92 |
| ACTUAL PUC | \$ 704.38 | \$ 736.90 | \$ 736.14 | \$ 725.71 | \$ 737.54 | \$ 760.49 | \$ 761.91 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | \$ 737.60 |
| VARIANCE | \$ (118.50) | \$ (179.82) | \$ (136.87) | \$ (128.70) | \$ (146.59) | \$ (116.15) | \$ 153.18 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | \$ (363.68) |
| PERCENT VARIANCE | -16.82% | -24.40% | -18.59% | -17.73% | -19.88% | -15.27% | 20.10% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -49.31% |
| UNITS | | | | | | | | | | | | | |
| HUD BASELINE UNITS | 2,114 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 25,654 |
| HUD FUNDED UNITS | 2,114 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 25,654 |
| FUNDED UNITS BASED ON ACTUAL HAP | 1,758 | 1,618 | 1,742 | 1,760 | 1,715 | 1,813 | 2,570 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| ACTUAL UNITS LEASED | 1,830 | 1,827 | 1,829 | 1,837 | 1,834 | 1,837 | 1,836 | - | - | - | - | - | 12,830 |
| VARIANCE TO BUDGET | (72) | (209) | (87) | (77) | (119) | (24) | 734 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| VARIANCE TO BASELINE | 356 | 522 | 398 | 380 | 425 | 327 | (430) | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| YTD VAR TO BASELINE | 356 | 878 | 1,276 | 1,655 | 2,081 | 2,407 | 1,977 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| VARIANCE FUNDED | 284 | 313 | 311 | 303 | 306 | 303 | 304 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 12,824 |
| YTD VAR TO FUNDED | 284 | 597 | 908 | 1,211 | 1,517 | 1,820 | 2,124 | 4,264 | 6,404 | 8,544 | 10,684 | 12,824 | 12,824 |
| ADMIN FEES | | | | | | | | | | | | | |
| HUD FUNDS | \$ 107,167 | \$ 121,876 | \$ 121,876 | \$ 115,461 | \$ 122,181 | \$ 115,461 | \$ 115,305 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 819,327 |
| ACTUAL EXPENSE | \$ 85,665 | \$ 79,585 | \$ 97,784 | \$ 79,176 | \$ 116,092 | \$ 115,942 | \$ 88,771 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 663,016 |
| VARIANCE | \$ 21,502 | \$ 42,291 | \$ 24,092 | \$ 36,285 | \$ 6,089 | \$ (481) | \$ 26,534 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 156,311 |
| PERCENT | 79.94% | 65.30% | 80.23% | 68.57% | 95.02% | 100.42% | 76.99% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 80.92% |
| CUMULATIVE VARIANCE | \$ 21,502 | \$ 63,793 | \$ 87,885 | \$ 124,170 | \$ 130,259 | \$ 129,777 | \$ 156,311 | \$ 156,311 | \$ 156,311 | \$ 156,311 | \$ 156,311 | \$ 156,311 | \$ 156,311 |

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 | \$ 1,289,308 | \$ 1,286,244 | \$ 1,288,058 | \$ 1,465,634 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,329,244 |
| FUNDING RECEIVED | \$ 1,277,607 | \$ 1,264,616 | \$ 1,378,885 | \$ 1,958,285 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,879,393 |
| VARIANCE | \$ 11,701 | \$ 21,628 | \$ (90,827) | \$ (492,651) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (550,149) |
| PERCENT VARIANCE | 0.91% | 1.68% | -7.05% | -33.61% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -10.32% |
| YTD VARIANCE | \$ 11,701 | \$ 33,329 | \$ (57,498) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (550,150) | \$ (1,100,299) |
| REVENUE VS EXPENSE | | | | | | | | | | | | | |
| FUNDING RECEIVED | \$ 1,277,607 | \$ 1,264,616 | \$ 1,378,885 | \$ 1,958,285 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,879,393 |
| ACTUAL HAP EXPENSE | \$ 1,333,127 | \$ 1,352,643 | \$ 1,397,021 | \$ 1,398,859 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,481,649 |
| VARIANCE | \$ (55,520) | \$ (88,027) | \$ (18,136) | \$ 559,426 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 397,744 |
| PERCENT VARIANCE | -4.35% | -6.96% | -1.32% | 28.57% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 6.77% |
| YTD VARIANCE | \$ (55,520) | \$ (143,547) | \$ (161,683) | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 | \$ 397,744 |
| PUC | | | | | | | | | | | | | |
| HUD FUNDED PUC | \$ 597.01 | \$ 590.94 | \$ 644.34 | \$ 915.09 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 228.95 |
| ACTUAL PUC | \$ 725.71 | \$ 737.54 | \$ 760.49 | \$ 761.91 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | \$ 746.41 |
| VARIANCE | \$ (128.70) | \$ (146.59) | \$ (116.15) | \$ 153.18 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | \$ (517.46) |
| PERCENT VARIANCE | -17.73% | -19.88% | -15.27% | 20.10% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | -69.33% |
| UNITS | | | | | | | | | | | | | |
| 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 | 1,715 | 1,813 | 2,570 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 7,877 |
| ACTUAL UNITS LEASED | 1,837 | 1,834 | 1,837 | 1,836 | - | - | - | - | - | - | - | - | 7,344 |
| VARIANCE TO BUDGET | (77) | (119) | (24) | 734 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 533 |
| VARIANCE TO BASELINE | 380 | 425 | 327 | (430) | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 17,803 |
| YTD VAR TO BASELINE | 380 | 805 | 1,132 | 701 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 17,803 |
| VARIANCE FUNDED | 303 | 306 | 303 | 304 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 2,140 | 18,336 |
| YTD VAR TO FUNDED | 303 | 609 | 912 | 1,216 | 3,356 | 5,496 | 7,636 | 9,776 | 11,916 | 14,056 | 16,196 | 18,336 | 18,336 |
| ADMIN | | | | | | | | | | | | | |
| HUD FUNDED FEES | 115,461 | 122,181 | 115,461 | 115,305 | - | - | - | - | - | - | - | - | 468,408 |
| ACTUAL EXPENSE | 79,176 | 116,092 | 115,942 | 88,771 | - | - | - | - | - | - | - | - | \$ 399,982 |
| VARIANCE | \$ 36,285 | \$ 6,089 | \$ (481) | \$ 26,534 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 68,426 |
| PERCENT | 68.57% | 95.02% | 100.42% | 76.99% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | 85.39% |
| CUMULATIVE VARIANCE | \$ 36,285 | \$ 42,374 | \$ 41,893 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 | \$ 68,426 |

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT

APRIL 2024

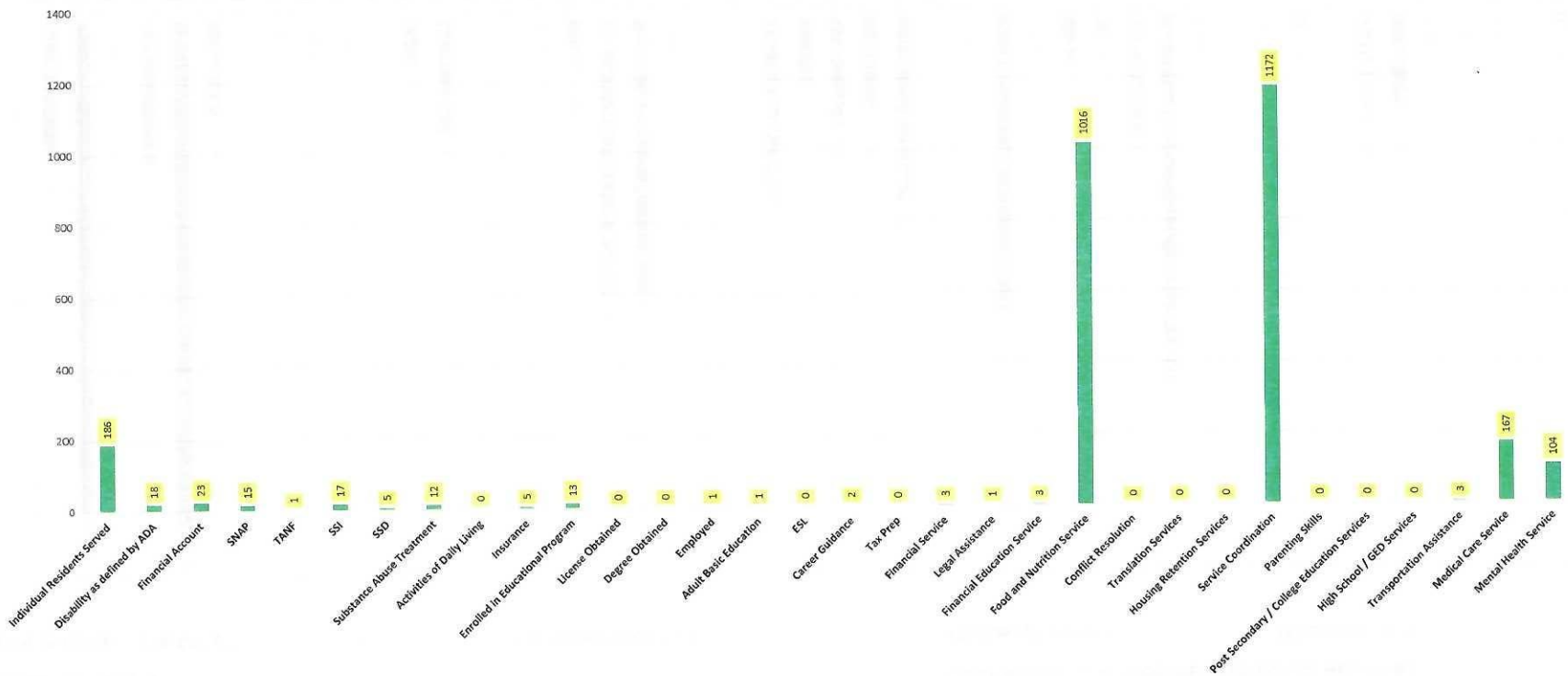
2024 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

1-Apr

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

Reporting Period: Apr-24

Service Coordinators: Letia Harris, Denise White



*ITSP - Individual Training and Service Plan
*GED - General Education Development

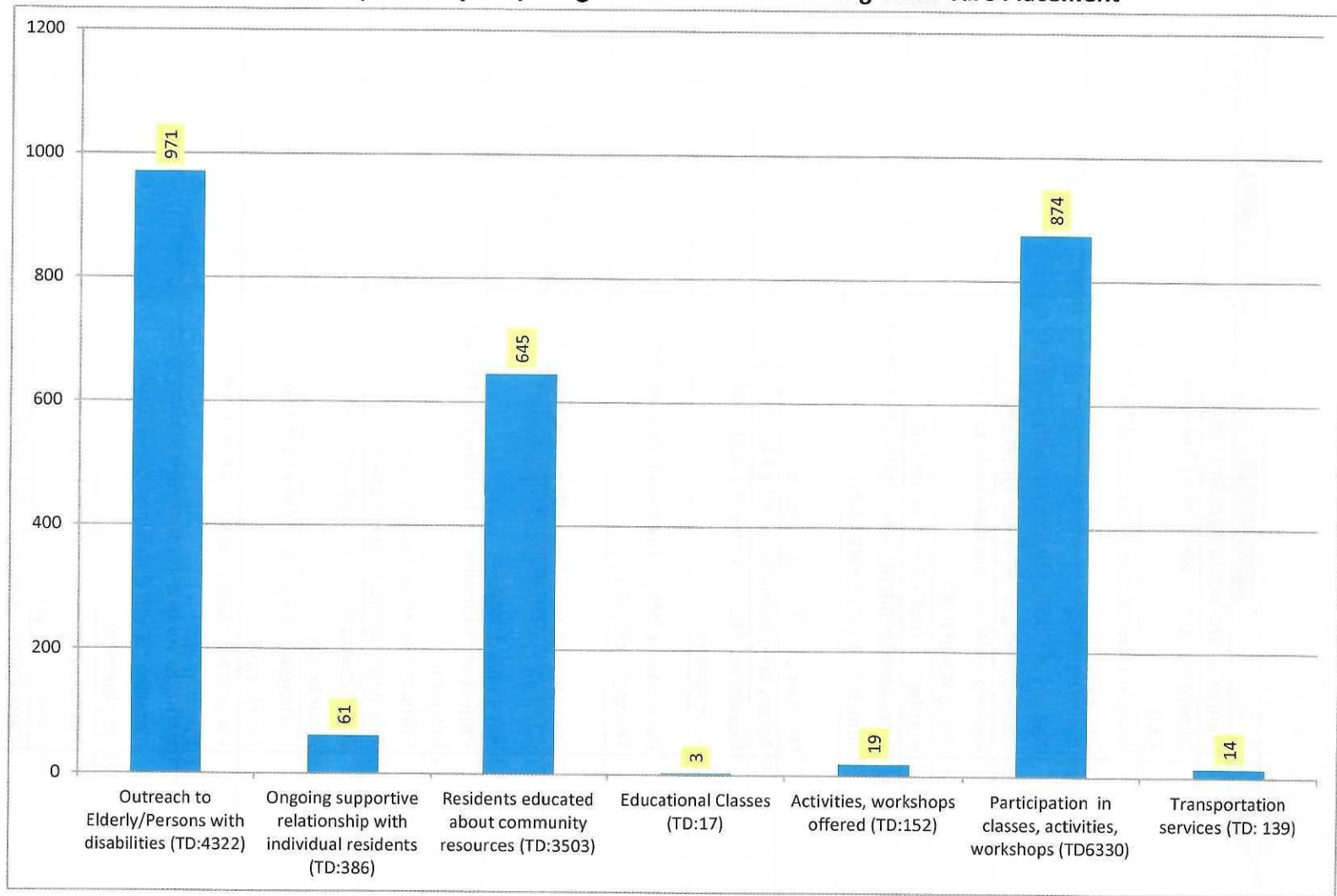
Elderly & Disabled - Melrose Towers (Operations Funded)

Activity Coordinator: Barbara James

APRIL 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

April 2024 2nd Quarter

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

Program Manager Sylvia Williams

Case Managers Natalie Kline,

| ITEM | DESCRIPTION | GOAL | TOTALS |
|------|---|------|---------------------------|
| 1 | Number of Work-able Residents (PIC) | | 350 |
| 2 | Current Residents with Jobs Plus Assessment (CM) | | 118 |
| 3 | Percent of Work-able Residents Who Are Employed (PIC) | | 61.74% Data: 213/345 |
| 4 | Percent of Current Residents with a Jobs Plus Assessment and Who Are Employed (CM) | | 37.29% Data: 44/118 |
| 5 | Percent of Work-able Residents Employed at Living Wage (PIC) | | 0.58% Data: 3/345 |
| 6 | Number of Youth 14-17 Years Old (PIC) | | 102 |
| 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: 20 Total: 92 |
| 12 | Participants Who Met with a Case Manager | 20 | Quarter: 74 Total: 129 |
| 13 | Participants Enrolled in Employment Readiness Program | 2 | Quarter: 2 Total: 6 |
| 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: 1 Total: 24 |
| 17 | Participants Beginning New Part-Time Employment | 5 | Quarter: 3 Total: 22 |
| 18 | Participants Beginning New Full-Time Employment | 5 | Quarter: 3 Total: 36 |
| 19 | Participants Moving to a new Job or Changing From Part-Time to Full-Time Employment | 1 | Quarter: 1 Total: 6 |
| 20 | Participants Continuously Employed for 90 Days or Longer | 2 | Quarter: 46 |
| 21 | Participants Continuously Employed for 180 Days or Longer | 1 | Quarter: 37 |

| | | | |
|----|---|---|-------------------------------------|
| 22 | Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter | 4 | Quarter: 37 Need: 18 |
| 23 | Participants Enrolled in a High School Equivalency Program | 2 | Quarter: 2 Total: 7 |
| 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: 9 Total: 28 |
| 28 | Participants in an IDA Program | 0 | Quarter: 0 Total: 0 |
| 29 | Participants Opening a Bank Account | 0 | Need: 20 Quarter: 0 Total: 0 |
| 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: 6 |
| 32 | Participants with Access to Behavioral Health Care | 1 | Need: 7 Quarter: 2 Total: 19 |
| 33 | Participants Receiving Child Care Assistance | 2 | Need: 5 Quarter: 2 Total: 3 |
| 34 | Participants Receiving Transportation Assistance | 4 | Need: 14 Quarter: 5 Total: 13 |
| 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: 0 |

| | | | |
|----|---|----|-------------------------|
| 39 | Individuals Enrolled in JPEID | 20 | Total: 95 |
| 40 | Households Enrolled in JPEID | 20 | Quarter: 0 Total: 93 |
| 41 | Participants who Chose FSS Escrow Rather Than JPEID | 0 | Quarter: 0 Total: 0 |