

City of Roanoke Redevelopment and Housing Authority

Agency Plan 2025 — 2029



CITY of ROANOKE REDEVELOPMENT
and HOUSING AUTHORITY

PARTNERS IN PROGRESS

FINAL

Please do not remove plan





NOTICE OF PUBLIC HEARING

The City of Roanoke Redevelopment and Housing Authority (RRHA) will conduct a Public Hearing on the update to the 2025-2029 Agency Plan and the Capital Fund Program Five-Year Action Plan on May 19, 2025 at 3:00 p.m. at 2624 Salem Turnpike, NW, Roanoke, Virginia 24017.

The purpose of the hearing is: 1) to present the update to the 2025-2029 Agency Plan and receive public comments. The Annual Plan provides details about the agency's policies, programs and services, residents' concerns and needs, and plans for operations for the next five years; and 2) to present the Capital Fund Program Five-Year Action Plan and receive public comments. The Action Plan provides details about the agency's plans for capital improvements in public housing for the next five years.

Draft copies of the update to the 2025-2029 Agency Plan and the Capital Fund Program Five-Year Action Plan will be available for review beginning April 1, 2025 on the RRHA website at www.rkehousing.org and at the following locations Monday through Friday from 8:30 a.m. to 5:00 p.m. In addition to the Public Hearing, comments can be directed to dbustamante@rkehousing.org.

RRHA Administrative Offices
2624 Salem Turnpike, NW

Lansdowne Park
2624 Salem Turnpike, NW

Morningside Manor
1020 13th Street, SE

Villages at Lincoln
1801 Dunbar Street, NW

Hunt Manor
802 Hunt Avenue, NW

Indian Rock Village
2034 Indian Village Lane, SE

Melrose Towers
3038 Melrose Avenue, NW

Jamestown Place
1533 Pike Lane

Bluestone Park
2617 Bluestone Avenue, NE



CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

David Bustamante
Executive Director
EEO/AA

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 City of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Notice: April 1, 2025



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **The Roanoke Times** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: wX74GXo2Hnv7z0UGk97Z | **Proof Updated: Mar. 10, 2025 at 10:20am EDT**
Notice Name: RRHA Annual Plan 2025-29

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FILER

Meghan Castaneda
mcastaneda@rkehousing.org
(540) 983-9283

FILING FOR

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RRHA Administrative Offices 2624 Salem Turnpike, NW Villages at Lincoln 180T Dunbar Street, NW	Lansdowne Park 2624 Salem Turnpike, NW Hunt Manor 802 Hunt Avenue, NW	Morningside Manor 1020 13th Street, SE Indian Rock Village 2034 Indian Village Lane, SE Bluestone Park 2617 Bluestone Avenue NE
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CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY
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Date of Notice: April 1, 2025
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5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Roanoke Redevelopment and Housing Authority</u> PHA Code: <u>VA011</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>2025</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2025-2029</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The public may obtain copies of the 5-Year and Annual Plan, including all required plan elements, at each RRHA development management office, the RRHA central office, and on the RRHA website. A copy of the complete 5-Year and Annual Plan will be provided to the Joint Resident Council and all active Resident Councils. Copies of the plan will also be available upon request.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Plan Elements. Required for <u>all</u> PHAs completing this form.																																

B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p><u>The mission of RRHA is to take a leadership role in affordable housing, self-sufficiency programs, and support to build successful lives and inspire investment in individuals and communities.</u></p>
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B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

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GOALS AND OBJECTIVES. IDENTIFY THE PHA'S QUANTIFIABLE GOALS AND OBJECTIVES THAT WILL ENABLE THE PHA TO SERVE THE NEEDS OF LOW- INCOME, VERY LOW- INCOME, AND EXTREMELY LOW- INCOME FAMILIES FOR THE NEXT FIVE YEARS.

POLICY GOALS

STRATEGIC GOAL # 1:

RRHA WILL IMPROVE HOUSING AVAILABILITY AND QUALITY, WITH AN EMPHASIS ON HOUSING AND PROGRAMS FOR FAMILIES OF LOW TO MODERATE INCOME IN EITHER LOW POVERTY NEIGHBORHOODS OR WHERE A FOCUSED REVITALIZATION EFFORT IS TAKING PLACE.

- EXPLORE PARTNERSHIPS WITH THE CITY OF ROANOKE, TAP, AND HABITAT FOR HUMANITY, RENOVATION ALLIANCE AND OTHER ORGANIZATIONS, PARTICULARLY IN THE CITY'S HUD TARGET AREAS.
- INCREASE THE AVAILABILITY OF AFFORDABLE HOUSING OPTIONS FOR PERSONS WITH DISABILITIES AND OTHER POPULATIONS WITH SPECIFIC HOUSING NEEDS, SUCH AS VETERANS AND THE HOMELESS.
- INCREASE RATE OF PERSONS MOVING OUT OF HOUSING ASSISTANCE PROGRAMS DUE TO ACHIEVING SELF-SUFFICIENCY
- EXPLORE PARTNERSHIPS FOR INCREASING ACCESS TO CHILDCARE AND TRANSPORTATION

STRATEGIC GOAL # 2:

RRHA WILL DEVELOP PUBLIC HOUSING THAT IS NOT DISTINGUISHABLE FROM OTHER HOUSING IN NEIGHBORHOODS THROUGHOUT THE CITY OF ROANOKE

- CONSIDER DEVELOPING NEW SCATTERED SITE HOUSING DWELLINGS ONLY IF FINANCING AND LOCATION ARE OPTIMAL
- ENSURE THAT DEVELOPMENT IS INTEGRATED WITHIN THE CITY'S STREET GRID, NOT ISOLATED WITHOUT THROUGH STREETS
- EXPLORE DIVERSE FUNDING/REVENUE STREAMS

STRATEGIC GOAL # 3:

EXPLORE RRHA'S ROLE IN ECONOMIC DEVELOPMENT

- DETERMINE WHAT THE CITY PERCEIVES AS ROLE FOR RRHA
- INVITE CITY COUNCIL TO MEET AT RRHA
- DEFINE RRHA'S REDEVELOPMENT ROLE FOR THE FUTURE
- IDENTIFY HIGH IMPACT PROJECTS FOR REDEVELOPMENT IN THE FUTURE
- INCREASE POSITIVE VISIBILITY OF RRHA IN THE COMMUNITY
- EXPLORE OPTION FOR REGIONAL EXPANSION TO SERVE FAMILIES IN THE SURROUNDING COMMUNITIES

STRATEGIC GOAL # 4:

RRHA WILL EXPLORE THE POSSIBILITY OF FOSTERING RESIDENT OWNED BUSINESSES.

- DETERMINE WHAT BUSINESS TYPES WOULD BE VIABLE
- VISIT OTHERS WHO HAVE DONE THIS SUCCESSFULLY TO SEE WHAT THEY ARE DOING

STRATEGIC GOAL # 5:

RRHA WILL IMPLEMENT ACTIONS TO REDUCE DOMESTIC VIOLENCE INVOLVING PERSONS SERVED BY RRHA THROUGH MORE STAFF AWARENESS AND INVOLVEMENT, WITH MANAGEMENT TAKING AN ACTIVE ROLE WITH RESIDENT COUNCILS.

- INCREASE INVOLVEMENT OF PROPERTY MANAGEMENT WITH THE COMMUNITY AND RESIDENT COUNCILS
- IDENTIFY AND IMPLEMENT CRIME PREVENTION ACTIVITIES

STRATEGIC GOAL # 6:

RRHA WILL FOSTER CREATION OF A CULTURE WHERE COMMUNITY IS DESIRED IN ITS HOUSING PROGRAMS.

- IDENTIFY AND GATHER INFORMATION FROM CITIES WHERE THIS IS BEING DONE SUCCESSFULLY
- IDENTIFY OPPORTUNITIES FOR PARTNERSHIPS TO CONNECT PEOPLE
- MAINTAIN TRUST BY DOING WHAT WE SAY WE WILL DO
- PARTNER WITH AGENCIES THROUGH THE ENVISION CENTER AND OTHER OPPORTUNITIES WHERE RESIDENTS CAN BE SERVED FOR HOUSING AND SELF-SUFFICIENCY NEEDS IN A COORDINATED EFFORT.

OBJECTIVES

Homeownership

RRHA works with residents in various ways to help them achieve homeownership. At present RRHA only has one property available in its homeownership programs. Objectives:

- Use homeownership proceeds (existing funds) to assist at least one low to moderate income first-time homebuyer a year.

- Evaluate the future of the Lease-purchase, Section 32 and HCV Homeownership programs and determine if Capital Funds should be allocated to create more homeownership opportunities, and if expansion of such programs should be undertaken via the Section 18 application process.

Project-Based Vouchers

HOTMA allows PHAs to use up to 20% of their ACC amount rather than 20% of its voucher budget authority as previously required. HOTMA also allows several exceptions for PHAs to exceed this 20% limit. RRHA intends to evaluate additional opportunities for PBV usage to ensure availability of sufficient high quality housing to meet identified housing needs and will set aside or seek new vouchers for this purpose if needed. Objectives:

- Allocate 40 PBVs and a HAP contract to the Hurt Park Limited Partnership for the Hurt Park Townhomes permitted by the Housing Opportunities Through Modernization Act (HOTMA) of 2016.
- Allocate 74 PBVs and a HAP contract to the Old Spanish Trail Limited Partnership (or future LP created to develop property at 4301 Old Spanish Trail, NW) for new development permitted by the Housing Opportunities Through Modernization Act (HOTMA) of 2016.
- Contingent upon budget authority availability, advertise request for proposals for PBVs for developments that further RRHA's goals of providing affordable housing in areas of opportunities and for special populations.

Disposition

RRHA intends to apply for the disposition of land in the Indian Rock Village development. The City of Roanoke has expressed a need for the land and no units will be impacted by its disposal. If disposed, the land will become part of the City of Roanoke's Tinker Creek Greenway; a shared use path that is part of the Roanoke Valley Greenway system. The greenways provide a safe alternative to streets and sidewalks for those that want to walk, run or bicycle. The current Tinker Creek Greenway trailhead parking lot lies just across Wise Avenue from Indian Rock Village. This disposition would allow the trail to extend further north. RRHA will follow the Uniform Relocation Assistance Act in relocating tenants. Objective:

- Submit application to the SAC for disposition of three (3) buildings at Indian Rock Village that are in the floodway per the Federal Emergency Management Administration maps.

Conversion of Public Housing to Project-Based Assistance under RAD

RRHA hired the Dominion Due Diligence Group to provide consultation on repositioning possibilities and a study was completed and presented to the RRHA Board of Commissioners in 2022. Objective:

- Evaluate developments per the Repositioning Study to determine if RAD, Section 18 or other conversions will be undertaken.

Acquisition of Properties for Future Development

RRHA is in the process (or will have completed such) of acquiring properties in the City of Roanoke. The acquisition of these properties could further RRHA's goals to implement the *Choice Neighborhoods Loudon-Melrose/Shenandoah West Transformation Plan*, deconcentrate poverty in the City of Roanoke, provide homeownership opportunities and convert public housing through RAD or other methods. If using Capital Funds, RRHA will require said options to be contingent upon a site acquisition approval by the Field Office. The properties that RRHA is currently considering to acquire or enter a due diligence option period for are:

- City of Roanoke Official Tax Map Number 3250110
- City of Roanoke Official Tax Map Numbers 3250203-5 inclusive
- City of Roanoke Official Tax Map Number 3250214
- City of Roanoke Official Tax Map Number 2420206
- City of Roanoke Official Tax Map Number 2420208
- City of Roanoke Official Tax Map Numbers 2420114-7 inclusive
- City of Roanoke Official Tax Map Number 4013002-4 inclusive
- City of Roanoke Official Tax Map Numbers 4013009-12 inclusive
- City of Roanoke Official Tax Map Number 4013014-5 inclusive
- City of Roanoke Official Tax Map Number 4013018
- City of Roanoke Official Tax Map Numbers 4013101-24 inclusive
- City of Roanoke Official Tax Map Numbers 7170111-9 inclusive
- City of Roanoke Official Tax Map Number 6040605
- City of Roanoke Official Tax Map Number 3340110
- City of Roanoke Official Tax Map Number 3120410
- City of Roanoke Official Tax Map Numbers 3120416-24 inclusive
- City of Roanoke Official Tax Map Numbers 3120715-8 inclusive
- City of Roanoke Official Tax Map Numbers 3120404-9 inclusive
- City of Roanoke Official Tax Map Numbers 3120701-6 inclusive

- City of Roanoke Official Tax Map Number 3250604
- City of Roanoke Official Tax Map Number 3250607
- City of Roanoke Official Tax Map Numbers 3061007-12 inclusive
- City of Roanoke Official Tax Map Number 3060806
- City of Roanoke Official Tax Map Numbers 3060818-23 inclusive
- City of Roanoke Official Tax Map Numbers 3061110-2 inclusive
- City of Roanoke Official Tax Map Numbers 3061121-4 inclusive
- City of Roanoke Official Tax Map Number 3060206
- City of Roanoke Official Tax Map Numbers 3221915-6 inclusive

In addition to these properties, RRHA will budget funds to acquire other properties that will achieve the aforementioned long-range goals and plan implementation.

Redevelopment

At present RRHA is only involved in the design review and administrative process of one (1) redevelopment project; the South Jefferson Redevelopment Area. However, the Gainsboro Redevelopment Plan is still in effect and RRHA owns 77 properties in the area. Objective:

- **Advertise a request for proposal for development of affordable housing on RRHA-owned properties in the Gainsboro Redevelopment Area. Partner with the City of Roanoke and other agencies and meet with the general public in the course of advancing any development proposal.**

B.3

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

RRHA made significant progress in meeting goals and objectives of the 2020-2024 Agency Plan. The supply of assisted housing was increased through applying for additional Housing Choice Vouchers, increasing from 2049 to 2140. RRHA has successfully leased up 80 HUD-VASH vouchers, providing additional housing opportunities for veterans. RRHA has improved management of Public Housing and Section 8 programs and has achieved High Performer designation in the SEMAP assessment. RRHA has improved Public Housing program occupancy to an average of 97%. In our homeownership programs for low income first-time homebuyers, RRHA has sold 4 of 5 Section 32 homes, 3 Lease-Purchase homes, and 3 other properties that were acquired for qualified buyers. In addition, RRHA is currently assisting 10 participants with mortgage payments in the Housing Choice Voucher Homeownership program. RRHA had a comprehensive physical needs assessment completed in 2022 which has guided use of Capital Funds for Public Housing program modernization activities. RRHA also secured additional grants to improve public housing, one from Virginia Housing for modernization and two from HUD for radon testing and mitigation and to reduce carbon monoxide. In Resident Services, RRHA continued to serve many residents and HCV participants. RRHA opened its EnVision Center to the public in 2022 and was awarded another Jobs Plus grant in 2022. RRHA has an active Resident Advisory Board, the Joint Resident Council, Inc., which promotes active participation and involvement by residents in all aspects of RRHA's mission and operations. One member of the RRHA Board of Commissioners is a resident of public housing. Property performance measures are reviewed by management staff and reported to the Board of Commissioners monthly. RRHA has developed and implemented staff and board development policies that ensure training in ethics as well as progressive skill development by staff and commissioners.

New Public Housing via Disposition Proceeds

RRHA developed two new public housing units on Bluestone Avenue, NE, adjoining the Bluestone Park public housing development. The two units had a DOFA date of April 1, 2024 and are currently leased. One unit is accessible per Section 504 and the other is of universal design with accessibility for hearing and visually impaired residents. The funding for these units was from Capital Funds that were proceeds from the sale of RRHA's former warehouse property on Whiteside Ave, NE. That property was sold in 2017 after HUD approved disposition of it in 2016.

Project-Based Vouchers

RRHA began using 79 of its HCV tenant-based vouchers for project-based vouchers (PBVs) in three developments that RRHA owns (or has a controlling interest in); Park Street Square, Hillcrest Heights and Stepping Stone. As RRHA is the owner (or has a controlling interest in) in these developments there was a non-competitive assignment of the vouchers to RRHA. This non-competitive exception is permitted by PIH Notice 2017-21 that provides further guidance on the Housing Opportunities Through Modernization Act (HOTMA) of 2016.

HOTMA allows PHAs to use up to 20% of their ACC amount rather than 20% of its voucher budget authority as previously required. HOTMA also allows several exceptions for PHAs to exceed this 20% limit. RRHA intends to evaluate additional opportunities for PBV usage to ensure availability of sufficient high quality housing to meet identified housing needs and will set aside or seek new vouchers for this purpose if needed.

EnVision Center

RRHA was approved by HUD as an EnVision Center Demonstration Site and acquired a property at 2607 Salem Turnpike, NW, which was formerly the Melrose branch library of the City of Roanoke. RRHA opened the EnVision Center to the public in 2022 and now has tenants that use it regularly such as Virginia Western Community College and Human Kind. Many other agencies use the center and help public housing and city residents with various services, particularly in the areas of job placement and training.

Acquisition of Properties for Future Development

RRHA is in the process (or will have completed such) of acquiring properties in the City of Roanoke. The acquisition of these properties could further RRHA's goals to implement the *Choice Neighborhoods Loudon-Melrose/Shenandoah West Transformation Plan*, deconcentrate poverty in the City of Roanoke, provide homeownership opportunities and convert public housing through RAD or other methods. If using Capital Funds, RRHA will require said options to be contingent upon a site acquisition approval by the Field Office. The properties that RRHA is currently considering to acquire or enter a due diligence option period for are:

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B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>RRHA's goals with the VAWA are to comply with the Act while ensuring that any affected residents are treated with the utmost sensitivity and respect possible. In addition, RRHA strives to keep detailed records that will ensure compliance and protect impacted residents. Whenever RRHA has reason to suspect that providing information about VAWA to a public housing tenant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, RRHA may decide not to send mail regarding VAWA protections to the victim's unit if RRHA believes the perpetrator may have access to the victim's mail, unless requested by the victim. When discussing VAWA with the victim, RRHA will take reasonable precautions to ensure that no one can overhear the conversation such as having conversations in a private room.</p> <p>The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>RRHA defines the following criteria for substantial deviations and significant amendments:</p> <ol style="list-style-type: none"> 1. Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners. 2. Revisions to the following policies: rent, screening and admission, or organization of the waiting list. <p>An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; HUD will not consider such changes to be significant amendments.</p>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

B.1 Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years. ([24 CFR § 903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ...

Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 2025, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Roanoke Redevelopment and Housing Authority

PHA Name

____ Annual PHA Plan for Fiscal Year ____

VA011

PHA Number/HA Code

XXX 5-Year PHA Plan for Fiscal Years **2025 - 2029**

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director **David Bustamante**

Name Board Chairman **Drew Kepley**

Signature

 5.2.25
Date

Signature



Date

5/19/25

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning **2025** in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Roanoke Redevelopment and Housing Authority

PHA Name

VA011

PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: David Bustamante

Name of Board Chairperson: Drew Kepley

Signature



Date

5.2.25

Signature



Date

5/19/25

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires: 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Valmarie H. Turner, the City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal
year 2025 of the Roanoke Redevelopment and Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or
strategies to:

City of Roanoke, Virginia

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

~~The Roanoke Redevelopment and Housing Authority's PHA Plan aligns with the City's
Consolidated Plan in the areas to increase housing that is affordable and of quality. There
is also conformance with the City's high priority to create and maintain quality
neighborhoods, promote economic growth and resilience in small businesses and within
the workforce targeted areas. Leveraging resources and efforts will create opportunities
for program participants and residents to address quality of life issues throughout the~~

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly
submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil
and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official:

Title:

By: Valmarie H. Turner,

City Manager

Signature:

Date:

A. O'Brien for Valmarie H. Turner

June 17, 2025

This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions,
searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding
this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE,
Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB
Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB
Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title
12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

City of Roanoke Redevelopment and Housing Authority (VA011)

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

David Bustamante

Title

Executive Director

Signature

Date (mm/dd/yyyy)

05/21/2025

Roanoke Redevelopment and Housing Authority
Public Housing Developments
Capital Fund Program

LANSDOWNE PARK

2624 Salem Turnpike, NW
Roanoke, Virginia 24017

THE VILLAGES AT LINCOLN

1801 Dunbar Street, NW
Roanoke, Virginia 24012

HUNT MANOR

802 Hunt Avenue, NW
Roanoke, Virginia 24012

MELROSE TOWERS

3038 Melrose Avenue, NW
Roanoke, Virginia 24017

JAMESTOWN PLACE

1533 Pike Lane, SE
Roanoke, Virginia 24014

MORNINGSIDE MANOR

1020 13th Street, SE
Roanoke, Virginia 24013

BLUESTONE PARK

2617 Bluestone Avenue, NE
Roanoke, Virginia 24012

INDIAN ROCK VILLAGE and SCATTERED SITES

2034 Indian Village Lane, SE
Roanoke, Virginia 24013

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Roanoke Redevelopment and Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

David Bustamante

Title

Executive Director

Signature

Date

3-7-2025

X

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City of Roanoke Redevelopment and Housing Authority 2624 Salem Turnpike, NW Roanoke, VA 240147 Congressional District, if known: 6			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: Public Housing Capital Fund Program CFDA Number, if applicable: 14,872		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 4,666,662.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): 		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: David Bustamante Title: Executive Director Telephone No.: (540) 983-9241 Date: 5/21/2025		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment D: PHA Plan Element – Challenged Elements

None

2025 Agency Plan Community Meeting and Resident Advisory Board Comments

Written responses have been provided by RRHA staff. These comments and responses will be included in the 2025 Agency Plan document and will be available for review at all public housing site management offices, the RRHA administrative office, and on the RRHA website.

INDIAN ROCK VILLAGE / SCATTERED SITES

1. Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:
2. Are there any issues with your unit that need management's attention? If so what are they? Please be specific:
3. Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:
4. Please list any specific things that should be done to improve the quality of your unit or the property as a whole:
5. How safe do you feel in your unit and building?
 - Very safe:
 - Somewhat safe:
 - Somewhat unsafe:
 - Very unsafe:
6. If you feel unsafe in your building, please explain why:
7. Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?

MELROSE TOWERS

Survey Questions/Concerns

1. Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:
 - The staff here is always kind and professional; good work ethic
 - No problem, always professional
 - None
2. Are there any issues with your unit that need management's attention? If so what are they? Please be specific:
 - Floors, kitchen cabinets (old)
 - No
 - Plumbing under kitchen sink still leaking/loose. 3 kitchen drawers are missing
 - Toilet roll dispenser is unhooked from the wall
3. Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:
 - Yes, for the most part
 - Yes
 - OK
 - Common areas aren't cleaned regularly, doors ok
 - Everything is well maintained. My locks to the unit have a hard time to deadbolt.
 - Mostly yes, but the main entry door has an occasional sticking problem
4. Please list any specific things that should be done to improve the quality of your unit or the property as a whole:
 - Just the old floors and cabinets; Love the new windows!!!!
 - I have no complaints, any work orders are always taken care of
 - If security guards checking I.D.s
 - The balcony door on the 4th floor is caught by the wind and slams. It needs help in adjustment where the door will not slam.
 - A sidewalk connecting the fire exit to the front of the building, the only way to get around is by walking down a grass hill. It hurts and is dangerous for me.
5. How safe do you feel in your unit and building?
 - Very safe:4
 - Somewhat safe:3
 - Somewhat unsafe:1
 - Very unsafe:
6. If you feel unsafe in your building, please explain why:
 - People are constantly checking doors to see who's open and who's not
7. Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?
 - Common areas should be cleaned every day
 - Someone is coming into my unit and stealing my [medicine]. Eleven capsules were missing [other medicines] were missing... 90 were taken.
 - If needed I would love to volunteer my time to make Melrose Towers a better place. Thank you for everything y'all are doing to make this a better place and let me know if I am needed.
 - I'd very much like to hear about what, if any, the plan is if the current administration cuts funding to social security.

LANDSOWNE PARK

Meeting Comments

1. Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:

- They have not been in my apartment to fix things and I want to move!
- None, they treat me just fine!!
- Management has always treated me with kindness and great concern about all things from explaining new adjustments to common repairs.
- Everyone has been friendly and eager to help or answer any questions I may have
- They tried and that's what counts
- Can you please start answering the phone?
- I feel that I am only seen as a \$ sign. Able to pay the rent but don't rock the boat with concerns – smokers, mice, roaches. The new company finally rid us of the mice and roaches, but smokers still light up as they please
- I have no issues at this time – Ms. Karen is very respectful and takes time out to listen and address any concerns.
- Last time the [maintenance man] came to my apartment to fix my window, he was rude. I mentioned that the sink leg in my bathroom kept falling so he took a look at it and put it back in place and then when he left it fell again. It's because there is a rubber piece missing from it that he failed to do anything about, so all he did was stick the leg back in without replacing the piece that holds it up and then head out like he fixed it and didn't. The [other] maintenance guy said that maintenance was backed up for months as well.
- Every time I call and notify them something is wrong with my apartment, they never treat me with respect and I called twice and there's mold in the apartment.
- They are nice in general, but every month my rent bill is incorrect. I am late sometimes and pay late fees, but it is still very incorrect and I'm always paying on an incorrect bill.
- No the customer service has been adequate except Heather from Envision whom has been very difficult to engage both professionally and as a resident.

2. Are there any issues with your unit that need management's attention? If so what are they? Please be specific:

- Heat, cabinets, drawer, doors and it looks like there is blood dripping down my door and wall in the bathroom! I think it is from a shooting that happened two years ago.
- A light socket in a bedroom needs fixed
- There's barely any hot water
- My commode keeps running the plunger does not quite fit. I have to constantly take the top off and move the plunger so it will stop but not all the way.
- I have a light socket that needs to be replaced; it is black from overheating or burning
- After having been in a unit for several years, residents should have the unit painted. Everyone can't do this themselves.
- Clothes lines need attention
- My bathroom door was recently replaced but the door knob is not good.
- Kitchen cabinets should be replaced at some point.
- Radiators don't work and there is no heat. It leaks around the commode in the bathroom
- Toilet and screen door
- Bathroom ceiling leaks, leg on the sink, and water pressure. Front and back door kick plates
- My radiators are not working properly still
- Just the two people smoking

- The only issues that I have with my unit is my screen doors where other tenants children have kicked the bottom of the door out
- The bottom cabinets are broken – it was this way when I moved in
- Only thing is my outside lights. They haven't worked since I moved in here in November 2024
- The water still isn't getting hot. Light switches don't work.
- Mold growth
- The smoke detectors sound when STEAM, not smoke or fire is present. Awaiting the promised exhaust fan!
- I have cold air coming from the front door
- My bathroom sink is coming off the wall and my kitchen cabinets have roaches and are corroding. My door knob to the bathroom and front and back doors are loose. Same for the pantry closet and bedroom door knobs.
- Front door lock gets stuck. Bedroom door won't shut. Leaks from bathroom to kitchen cabinets. Kitchen sink leaks from faucet and underneath.
- There's mold in my unit and I have called twice and no one came to look at it.
- I don't know who, but my front yard keeps someone keeps messing with my things. For some reason my stuff is always getting broken or stolen. I am tired of fixing my yard up. My next door neighbor's company tore my yard up when she moved here and no one replaced anything. I showed office management.
- Soap tray in the bathroom
- My smoke alarm keeps going off every time I cook something
- None inside, but the clothes line pole outside of my unit has a wasp/hornets/yellow jackets nest inside of it. It needs to be taken care of because I am allergic to stings.
- In the kitchen the roof still leaks when it rains over top of my microwave.
- There are plenty of things I told maintenance about. I finally have water in my bathroom sink but it took 4 months. Holes in walls and floor, hole in window, it's a whole lot.
- Yes, my bathroom sink has a missing nut and the support is broken

3. Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:

- Yes, outside doors looks very good
- Everything works good
- Yes with one exception: my trash can is busted and I need a new one. I have requested one but still haven't gotten it.
- There are no issues in my home
- Screen doors need frequent replacing
- My bathroom door scrapes the floor often and my apartment needs painting in all my rooms, especially by my front door and kitchen back door. Also the outlet in my bathroom doesn't work at all.
- I need a trashcan because sanitation broke the top off
- I need a new trash can. I would like to be transferred to somewhere else.
- The back door shows signs of being forced and needs to be replaced. The latch-switch plate that holds the screen doors jam. The screen on the front door jammed and did not open. The only way to regain entry was to make an opening in the screen. It still hasn't been replaced though it was reported. My son bought a new latch late at the hardware store, but it must be attempted multiple times to get in but at least it hasn't broken and the previous one did. The "legs" stuck under the bathroom sink were not sufficient to stay/or old the sink in place. My son installed a temporary unit so that the sink does not fall on the floor. It is not attached to the wall. The commode has tile caulking at its base, not a wax ring. Good thing there is no leak. The stove door is coming apart. There is no way to use the broiler for cooking browning food.
- One of the kids broke my door handle playing around, but I keep my area up with no concerns

- My lawn on the side and front of my house are constantly filled with empty alcohol bottles/trash. The main building of the housing authority doesn't answer calls and updates on open waitlists are never known or updated. There should be more information about housing opportunities available as well as more known community services.
- Front door gets stuck locked
- The mold is in the back door and the front door.
- Bathroom makeover – water is running in bathtub, new sink.
- Lock on the back door needs to be fixed and screen door and front door.
- The front and back door knobs are loose, the rail on the stairs is kind of leaning, and our neighbor keeps taking our trash can and putting trash in it.
- No, there is constantly glass that is broken and trash. We need more community cleanups where you give out like mad free stuff and gift certificates and cool stuff and a class or campaign encouraging the children and adults to pick up and more public space trash cans that get emptied regularly.

4. Please list any specific things that should be done to improve the quality of your unit or the property as a whole:

- We need to move and y'all need to come in and get the place right before anyone moves in
- Nothing
- None except commode issue and trash can issue
- New cabinets and more public trash cans for residents to dispose of trash. I notice a lot of broken glass outside
- I have no issues
- Larger public trash cans, weekly bulk trash removal
- Need to get rid of the bats next door before spring when they come out because they are falling in my yard
- Just the bathroom issues and the front and back doors
- Better heating for myself and painting in my apartment
- Just to clean up the drugs
- Cabinets need to be updated and dryer hookups added
- Just fix the cabinets
- Someone needs to start walking around and tell these residents to start cleaning up their dog [poop]. So unsanitary! Also, trash. Make the area more livable.
- Exhaust fans
- Raze them and rebuild quality housing. The doors though closed allow cold/heat to come in. Opening the windows to have air to breathe at night is insane! What a waste of energy!
- If people clean up behind their pets, kids and themselves.
- More frequent clean up around the surrounding areas. My kitchen cabinets are corroding and roaches are in them which prevents me from using them. Maintenance should give notice before they come by calling and other work needs to be done they should give a time and date of when they will be coming.
- Customer service, maintenance issues regarding the mold
- Get rid of dogs and cats. You get tired of seeing poop even where cats go all over the place. Something needs to be done with pet laws here.
- Keep the tree trimmed
- Door knobs tightened, stair rail fixed, and no matter how much we clean the tub, the black stuff doesn't go away. A tile in the bathroom is loose and behind the toilet there is a crack.
- Remove wasp nest in the clothes line pole.
- Exhaust for kitchen, central air would be great (but I know that won't happen) mainly just general upgrades and weather sealing entrance and exit doors so cold air nor bugs can come in. Some holes just need to be patched up.
- The problem I do see people's dogs leaving poop in your yard and not cleaning it up. That does need to be addressed.

- Gun and gang violence intervention by that group from RC Community Classes engaging the subject of de-escalation and non-violence. Move the shooting range for the cops to the county. Stop losing peoples rent and fire rude discriminatory staff

5. How safe do you feel in your unit and building?

- Very safe: 17
- Somewhat safe:7
- Somewhat unsafe: 1
- Very unsafe:7

6. If you feel unsafe in your building, please explain why:

- I've heard shooting some nights and my kids are scared
- People have made threats to me and my kids and I hate it here
- I have a large crack in my front door. If someone wanted to break in, all they have to do is kick it. Plus my screen in front window in the living room does not close properly; you can open it with your finger.
- I feel safe, but I pray they put my fence back up before summer or I will be exposed to stray dogs. I like to sit on my back porch. I am a cancer survivor and I can't be bitten.
- Don't know when people are going to shoot
- Last night someone shot a gun at or near my window so no I am not safe. Transfer please.
- I do not feel safe in the apartment or complex. Though I once exercised outside, my son said not to walk where I used to. I tried walking up and down the sidewalk in front of my neighbors place and between our two buildings. God spoke loud and clear – I am not to walk alone outside anymore.
- My door locks are loose on front and back doors. Better lighting on the property for at night and screen lock on the back door doesn't work.
- Due to the mold and my health issues
- No I feel somewhat safe. They added lights a while ago and that helps.
- Because the police still drag people out of cars so don't call them – the violence interrupters are not being embraced because of Police Department trauma and everyone wants to fight each other for little to no reason and you can hear PD shouting all the friggin time – man ☹

7. Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?

- Cabinet replacement
- Poles used to prop bathroom sinks need to be changed
- Just what I wrote down
- Yes, central air and dryer hookups
- I just want to see my apartment needs met and a better playground to be built
- Provide rental air conditioning units
- Clean up the outside of your units – the trash and dog [poop] please
- Basic remodeling and landscaping
- There was an issue with water leaking from the faucet onto the floor and to the fridge. It went on for days. William couldn't find the problem – David came and discovered it was broken. He fixed the problem. My son had to kill 14 mice to stop them from running amuck. The new company discovered bird seed in the traps outside. They rid us of the roaches as well. Unfortunately, some folk thing it's normal and okay to live like this, but we did not. Being rid of the nasty neighbors also ended the issue, but the place does not have anyone living there but we do hear noises in the night that have been reported...
- New trash collection unit
- My cabinetry in my kitchen with is corroding, the bathroom sink is coming off the wall and baseboards where the floor tile and wall meet need to be better sealed in

certain areas of my house. Central air, washer/dryer in unit. Better locks on the entry doors. Better floors/cabinetry.

- Please fix the mold.
- Please get rid of pets. It's sad you can't hang your clothes on the line anymore because dog poop is everywhere.
- I wish the other tenants would put their dogs on a leash
- Just the bee's nest in the clothes line pole. Maybe they can be capped off or something to prevent them from making another nest.
- Yes, we need more supportive community activities and spaces run by residents who get PAID \$\$\$ to make a difference and change the culture so we do not drown in the culture of oppression happening --- ALSO, you lost my Feb rent from your lock box guys! NOT cool. Thanks for all you do ☺

VILLAGES AT LINCOLN

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**
2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**
3. **Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:**
4. **Please list any specific things that should be done to improve the quality of your unit or the property as a whole:**
5. **How safe do you feel in your unit and building?**
 - Very safe:
 - Somewhat safe:
 - Somewhat unsafe:
 - Very unsafe:
6. **If you feel unsafe in your building, please explain why:**
7. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**

HOMEOWNERSHIP

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**

2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**
3. **Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:**
4. **Please list any specific things that should be done to improve the quality of your unit or the property as a whole:**
5. **How safe do you feel in your unit and building?**
 - Very safe:
 - Somewhat safe:
 - Somewhat unsafe:
 - Very unsafe:
6. **If you feel unsafe in your building, please explain why:**
7. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**

HUNT MANOR

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**
 - No issues with staff, they are very professional
 - I am treated with most respect, "thanks"
2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**
 - My thermostat/heat doesn't work and hasn't since I moved in. There's wind coming through the door – needs a strip or something. There was no light bulb above the sink when I moved in.
 - None
 - Front screen door needs complete
 - Outlet in upstairs bedroom
 - Rails in downstairs shower
3. **Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:**
 - No issues; Management has a lot on their plate but the handle it as well as can be expected
4. **Please list any specific things that should be done to improve the quality of your unit or the property as a whole:**
 - It's not where you live it's how and people putting trash outside on the ground is crazy. I love my apartment it's clean and warm.

5. **How safe do you feel in your unit and building?**
 - Very safe:1
 - Somewhat safe:1
 - Somewhat unsafe:1
 - Very unsafe:
6. **If you feel unsafe in your building, please explain why:**
 - No one is safe anywhere in Roanoke VA
7. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**
 - Seeing lots of bugs
 - Yes but I'm not
 -

BLUESTONE PARK

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**
 - No problems with management
2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**
 - Leak in the back bedroom at air vent. HVAC unit needs servicing. Air ducts probably need cleaning
3. **Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:**
 - My door in the back doesn't lock well
 - Just a small leak every now and then on the handle side of the toilet under the tank
4. **Please list any specific things that should be done to improve the quality of your unit or the property as a whole:**
 - New locks
 - Sidewalk going up to Hollins Rd needs to be cleared. Children adults and the disabled cannot use the sidewalk and must walk in the street.
5. **How safe do you feel in your unit and building?**
 - Very safe:1
 - Somewhat safe:
 - Somewhat unsafe:
 - Very unsafe:1
6. **If you feel unsafe in your building, please explain why:**
 - My neighbors been loud... bumping walls playing loud music. I had to call the police but nothing has changed.

7. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**
- HVAC maintenance
 - New refrigerators

MORNINGSIDE MANOR

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**

- I am not currently experiencing any issues with management. The management has been respectful and professional.
- Sometimes. Mostly I get ignored but I know y'all are busy.
- They are very professional and courteous.
- Yes
- No issues at this time
- Denise is not, she is lying about me. She made everybody against me. I mean everybody
- The doors do not work
- I think that there need to be tougher punishments for sex offenders/offenses here
- Yes, especially Brittany. She is very helpful. Angelique is amazing and helpful. Maintenance workers are very nice and prompt
- Everything is fine
- No, I have not experienced issues with the staff.
- No issues with management at this time. Just issues with maintenance of the unit.
- Yes, management needs to listen to our complaints and concerns and not just listen to one person – it goes both ways. Management needs to take what people say seriously.
- Overall good. Maintenance is sometimes rude and unprofessional and bad mouth the residents.
- It is a good respect with a good reason!
- They are very nice and respectful
- Ms. Stanley does not treat the tenants equally and does not know the lease or regulations/laws. She doesn't seem to care about or want to help tenants. The lease is not being executed at all or if it is, is not fairly.
- No issues with management; always treated with respect
- I do not go into the office often. When I do I have always been treated professionally by the current management.

2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**

- No issues with my unit
- The closet doors outside my door removed, they are in a fire exit
- The plug beside my bed gets hot every time I plug something into it
- Toothbrush holder is broken, fuses blow when I use my microwave
- The spray is not working
- Yes, someone called in a work order from inside this building on me I was not the one who called. I feel like something should be done about this situation.
- Work orders have already been submitted
- Redoing of appliances in the bathroom and kitchen
- I have only lived here a little over 2 months and I love it
- The AC in my room isn't working

- AC not working in bedroom, painting whole unit, air vent not working in bathroom
- I have a bathroom faucet that needs attention and kitchen faucet. My lock on front door is loose.
- Yes, the AC unit was taken apart and not put back together or fixed
- AC still not working
- Bar top has come unglued, paint peeling in kitchen, broken tile in kitchen
- Give under tiles in bedroom and living room and coming through the floor
- It need low of bathtub, it's hard for me to go in the tub
- The only issue I have with my unit is not being able to open the windows. Sometimes it is way too hot in the apartment.
- All around the tub where the caulking is at is mildew and I cannot get it off
- Manor could use a little housekeeping with floors that are dirty
- I do need to get a few things done, I just keep forgetting to call. Kitchen sink's spigot drips, need the exhaust in bathroom fixed and tubes lightbulbs in bathroom replaced.
- AC needs to be fixed sometime because it doesn't put out cold air
- Commode handle needs fixing and has since I moved in plus bathroom plug needs fixing since I moved in

3. Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:

- Until very recently, RRHA has not had any staff maintain the hallways and some residents have had to do the maintenance job of cleaning the hallways
- Our side of the hall never gets mopped. I can barely mop my apartment with my back issues or I would do it myself.
- No
- Fix the washing machine and dryers in the laundry room. They have been broken down for about two years. Thank you.
- No they are not kept clean in the hallways and laundry room need to be cleaned at least once a week and setting area on the 4th floor. Locks on the outside are not staying due to cold weather coming and leaving.
- Just problems with washers and dryers
- No issues at this time
- The maintenance isn't sweeping or mopping the hallway, trash room, laundry. Like Angelina told me and y ex-husband face to face at the main office I did all 6 floors and trash rooms and laundry room and she jumped all over me.
- Sometimes
- No some tenants don't clean up after themselves and machines not working
- No, the front door coming in the building is not shutting properly. You have to push it shut
- Yes to all
- We need better housekeeping here
- The maintenance worker keeps everything clean. I live on the 6th floor and 1 washer and 1 dryer is broken
- Everything is good
- Yes everything is in good condition; I just moved in
- Trash (dumpster) is full
- Doors don't open good, laundry room people putting things beside washer
- Elevators need to be mopped and cleaned
- Front doors need to be redone the doors do not shut properly and stay open too long This building is nasty, dirty, but finally it's being cleaned after years of being filthy.
- The doors going out coming in, don't always work right..
- Overall good, but the front doors to the building have had a lot of problems with either locking or staying shut when closed

- Halls on the 2nd floor are nasty
- No the doors don't shut or lock during cold weather. Laundry rooms machines
- Yes, its good condition only one I am concerned with alarm come and I can't hear can you ____?
- Laundry rooms are not the cleanest, the women's lobby restroom needs a deep clean. The men's restroom is beyond disgusting (I have photos), the lobby is constantly dusty and the windows are gross. The back of the building is covered in trash and smells awful.
- The hallway and common rooms need attention. Frequently the trash shoot area needs attention also the laundry room floor
- I think our maintenance team does a great job in keeping our building in good condition considering what they have to work with
- No the door in the lobby, the hand rail is broken its just hanging and mop that the new girl used moping needs to be washed its sticking – the new girl moped but claimed she didn't know
- Fix the washer in the 5th floor and the dryers need to be blown out too much lint under the lint traps
- Yes outside front door has trouble staying shut due to wind, back door push button to open door is finicky and sometimes I have to manually push through door.
- Good condition
- All good

4. Please list any specific things that should be done to improve the quality of your unit or the property as a whole:

- Garbage disposal would be nice
- All good
- I have no complaints
- Repair laundry equipment
- We need new washers and dryers on the 6th floor and if people would clean up after themselves it would look a lot better
- I could really use a walk-in shower in my unit with my medical issues I do not get to take a shower often I would also appreciate better windows
- The kitchen cabinet doors in my unit might need to be replaced as well as one drawer
- Fixing everything listed in the previous question. Cleaning up cigarette butts, landscaping, stop leaving appliances and trash in the hallways and back for months
- I need to keep it clean
- The cleanliness of the building needs to improve. Improvements need to be made in the community room – new comfortable chairs for residents to sit in
- Trash outside of building
- More reliable building doors
- The property could be improved if you could have a dumpster that has closing lids to it because in the summer it smells bad
- AC fixed, ceiling is peeling, heat is set very high and its really hot
- Need more parking for disabled parking places in front of building, need a big sign visitors park in the back or side of building
- Get more mop buckets for the maintenance so it doesn't keep making a problem
- It's all good
- The dumpster in back needs to be in a locked building area. I came home one night and there were people dumpster diving that don't live here. As I got closer to the building the scared me because they popped out from behind the dumpster.
- My toilet bowl is cracked, I need a new toilet
- Cabinet and drawer replacement, outside the building could use a pressure washing

- Well, I just paid a maintenance fee for my garbage disposal and its messing up again already. I don't have money to continue to pay for something that was not properly fixed in the first place
- Repair lights outside, keep trash cans empty, remove cars that don't run to open up spaces for cars that do
- Stop the drug deals on the property
- My sink, floors someone can't buff floors right, the bug man isn't doing his job right
- Just AC not working
- Fix AC
- These old cabinets that need to be removed they are causing roaches
- Less bickering childish games. Grow up. I honestly stay so busy on my homework for my healthcare team I don't have time to chitchat. I have not enjoyed it here and already expressed to Blue Ridge Michelle Harrison
- The yard needs to be cared for more properly. The hallways and common areas need to be cleaned more often

5. How safe do you feel in your unit and building?

- Very safe:18
- Somewhat safe:16
- Somewhat unsafe:4
- Very unsafe:3

6. If you feel unsafe in your building, please explain why:

- I feel moderately safe
- There are some residents who let homeless people in every night
- Constant fights being started by residents so you never know when or where it will happen. Explicit comments being made and nothing was done even though police report was filed
- I feel very unsafe due to drug use in the building putting my health at risk. I am a kidney transplant patient. Also homeless people staying and entering the building at any time. People who don't live here doing their laundry, tying up the machines for hours.
- The guy [next door] has a lot of guests, load machines
- This is the most unsafe building I've ever lived in. I do not feel safe at all because of the sexual assaults I have endured while living here. The sex offenders and pedophiles in this building are the reason why I will be moving to an undisclosed place. This isn't a safe place for women and get rid of all the drug addicts and alcoholics and people that refuse to bathe.
- From some of the people
- There are a lot of problems
- Too many drugs being used
- I don't trust some of these people. I love it here and don't want to leave. Most of the people are creepy and special
- Look at cameras when requested
- The front doors don't close when its cold and anyone could walk up in here.
- I feel unsafe. Everyone has a smart remark or rude comment or suggestion. I was mentally, physically and sexually abused for nearly 20 years. I don't need it here. All I do is try to help but I'm through.
- Some staff and residents overstep their boundaries and treat others as lower than them and need to back off before they may get hurt.
-

7. Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?

- No
- The security guard should not let people in that don't live here

- I would just like to have my above issues taken care of. Thank you for looking at our input and opinions.
- We need a property manager and maintenance that cares about the tenants, wants us to be safe and happy has pride in their jobs and the building and wants to do their job.
- All of the above things that were addressed in the previous question
- More reliable building doors
- I will be moving so whatever you do is of no concern to me other than make it safer for women to live here and get rid of the perverts because I'm outta here! I have had ENOUGH!
- Need cabinets and AC units
- I have had 2 new scooters stolen in the last 3 years. I was told that all of the outside cameras work and I was lied to by 2 RRHA
- New floors in the next 5 years
- We need a smoking place
- I really enjoy living here and all it has to offer
- Get new laundry machines that take cards We should have a system where we get loading cards to put money on for laundry and vending machines as well as a system to pay our rent online with debit cards
- Cabinet and drawers upgraded
- Big dogs in the building that need to be addressed. People letting dogs use the bathroom anywhere. People living with other people. Don't clean the units and other people have to deal with it.
- It's not fair that some units got upgraded. David's Security said it is against the rules, Angelina said they done fired a bunch because of it and moved them and the workers aren't supposed to date a resident it's against the rules.
- Fix AC
- A new stove, new windows that we can open and close. Walk-in showers these tubs are too high for use to step over. We are old people. P.S. you need more people, some to clean floors and to wash windows. The maintenance people should be only for repairs to the building and units they cannot do everything.
- Please be kinder. A garden of flowers or better landscaping its not to go out and look at.

JAMESTOWN PLACE

Survey Questions/Concerns

1. **Are you experiencing any issues with management that need to be resolved? Does the property management staff treat you with respect and in a professional manner? If so what are they:**
 - Everything is fine
 - No, yes respectful
 - None
2. **Are there any issues with your unit that need management's attention? If so what are they? Please be specific:**
 - No
 - Back screen door doesn't lock
 - None
 - Bathroom needs to be painted, faucet for sink needs to be replaced; bedroom door need to be fixed

3. **Are the common areas around your unit well maintained? Are the locks on the buildings' outside door(s) in good condition and working properly? Are the common bathrooms, trash/recycling, and laundry rooms well maintained? List your responses and please try to be as specific as possible:**
 - Everything is good
 - Back screen door, but yes maintained
 - Wish tenants could throw away trash better
 4. **Please list any specific things that should be done to improve the quality of your unit or the property as a whole:**
 - Nothing I can think of
 - No
 - None
 - Brand new park for the kids. Put it in the 5 year plan a while ago otherwise you are doing a great job.
 5. **How safe do you feel in your unit and building?**
 - Very safe:3
 - Somewhat safe: 1
 - Somewhat unsafe:
 - Very unsafe:
 6. **If you feel unsafe in your building, please explain why:**
 - The railing for stairs seems loose
 7. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**
 - Keep up the great work!
-
1. **If you feel unsafe in your building, please explain why:**
 2. **Is there anything that you would like to tell us about your unit or building that you would like to see addressed in RRHA's Annual Plan or the Capital Fund 5 Year Plan submission to HUD?**

SECTION 8 LANDLORDS

Meeting Comments

Welcome and introduction by Shauna Paxton

RRHA Staff present: Shauna Paxton, HCV Manager; David Bustamante, Executive Director; Leah Christoff, HCV Coordinator; William Morris, HCV Specialist; Meghan Castaneda, Executive assistant; Brenda Prieto, PR/ Mktg/ Social Media Manager; Barbara Quinones, Housing Executive Assistant And Tax Credit Property Manager

Discussion Topics:

1. Funding Shortfall
2. Rent Increases
 - a. Must be turned in 60 days prior to recertification

- b. Approving increases up to \$50 only due to shortfall
3. NSPIRE

Questions

If I have a tenant who is in a 3 bedroom for \$900 and they want to move, they cannot move into a unit that rents for \$1600?

That's correct. Due to shortfall constraints, if families elect to move, they must find a unit that rents for equal or less than their current rent. We do not have the funds to increase the subsidized amount at this time.

Is there a tentative date about when the shortfall might lift?

Not at this time, but we are meeting with our field office monthly or more for updates on the situation and we will notify you of any changes.

Are you in contact with any of our state congressmen or city council members? Who should we speak with, city council? Any clues about what will happen to funding under the new administration?

Our Executive Director, David Bustamante, is reaching out to our state congressmen in attempts to schedule a meeting with them to answer our questions. If a representative from their office comes to our board meeting, you will be welcome to attend as those meetings are open to the public.

If we have a change in ownership and want to send new Property Management Agreements, where should they be sent?

Leah Christoff will take those requests. She has copies of her business card here if anyone would like her contact information.

Do families have a requirement to work to be participants in your program? Are they permitted to work?

No, they are not required but we do have programs to support and encourage employment such as the Family Self Sufficiency Program.

Are you currently taking applications?

Not at this time, but when we do it will be posted on our website.

If shortfall lifts can we request a rent increase before the recertification?

No, HUD allows rent increases once per year at the annual recertification only.

If I have a tenant behind in rent, does your organization offer any options to help?

No, we do not have anything in our budget for that at this time, but would refer them to other community partners such as Central Intake, RAM House, and local churches. They can also call 211 for additional resources.

I did want to point out that the city increased our real estate taxes by 12% this time around based on the reassessment on top of a big increase last year. It's not just that we're greedy when we ask for increases.

Yes I understand that and most landlords know that we try to work with you. And we were trying to work with you and approve these larger rent increases, but that's one factor that led to the funding shortfall.

I know and it doesn't make any difference, but I'm not sure if this is even viable anymore. I could put my money in the stock market that I have in that house for a better return.

I hear you and this is stuff that I will take back to the executive director and our field office to see what we can do.

Attachment G: Challenged Elements

None

Attachment G: PHA Plan Element – Financial Resources

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: 2025 Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY2025 grants)		
a) Public Housing Operating Fund	\$ 6,500,000	PH Operations
b) Public Housing Capital Fund	\$ 4,900,000	PH Cap. Improvements
c) HOTMA Project VA01100020219D (Federal Grant FY 2019)	\$ 86,000	Capital Project Site Accessibility, Section 504 and Building Accessibility
d) HOTMA Project VA01100020719D (Federal Grant FY 2019)	\$ 78,000	Capital Project Site Accessibility
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 18,000,000	Section 8 Rental Assistance
f) Resident Opportunity and Self- Sufficiency Grants	\$ 230,000	Supportive Services
g) FSS Grants	\$ 198,000	Public Housing Supportive Services
h) Community Development Block Grant	\$	CDBG Loan Program Administration
i) HOME		
j)	\$	
k)		
l)	\$	
m)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
ROSS	\$ 295,000	PH Supportive Svcs.
Capital Fund and RFP	\$ 8,040,000	PH Cap. Improvements
JOBS Plus	\$ 1,075,000	PH Supportive Svcs.

Financial Resources: 2025 Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	\$ 3,900,000	PH Operations
4. Other income (list below)		
Other Tenant Revenue	\$ 200,000	Public Housing Operations
	\$	
	\$	
5. Non-federal sources (list below)		
VA Housing Grant	\$ 887,200	PH Capital Improvements
Total resources	\$ 44,389,000	

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0157

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P01150125 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2025 FFY of Grant Approval:
PHA Name: City of Roanoke Redevelopment and Housing Authority			

Type of Grant		<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no.:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost ¹	Expended
		Original	Revised ²		
1	Total non-CFP Funds				
2	1406 Operations	\$0.00			
3	1408 Management Improvements	\$10,000.00			
4	1410 Administration (may not exceed 10% of line 15)	\$400,000.00			
5	1480 General Capital Activity	\$3,590,000.00			
6	1492 Moving to Work Demonstration				
7	1501 Collateralization or Debt Service paid by the PHA				
8	1503 RAD-CFP				
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment Deposit				
13	9002 Loan Debt Obligation paid Via System of Direct Payment Deposit				
14	9900 Post Audit Adjustment				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

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Type of Grant

☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies
☐ Performance and Evaluation Report for Period Ending:

☒ Revised Annual Statement (revision no.:)
☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
15	Amount of Annual Grant:: (sum of lines 2 - 19)	\$4,000,000.00			
16	Amount of line 15 Related to LBP Activities				
17	Amount of line 15 Related to Section 504 Activities				
18	Amount of line 15 Related to Security - Soft Costs				
19	Amount of line 15 Related to Security - Hard Costs				
20	Amount of line 15 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

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Part II: Supporting Pages

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 201 Lansdowne	Operations	1406		\$0.00				
AMP 202 Lincoln	Operations	1406		\$0.00				
AMP 206 Melrose	Operations	1406		\$0.00				
AMP 207 Jamestown	Operations	1406		\$0.00				
AMP 208 Morningside	Operations	1406		\$0.00				
AMP 210 Indian Rock Village/Scattered Sites	Operations	1406		\$0.00				
AMP 215 Transitional and Homeownership	Operations	1406		\$0.00				
AMP 259 Hunt Manor and Bluestone Park	Operations	1406		\$0.00				
AMP 201 Lansdowne	Management Improvement - Resident Training	1408		\$100.00				
AMP 202 Lincoln	Management Improvement - Resident Training	1408		\$100.00				
AMP 206 Melrose	Management Improvement - Resident Training	1408		\$250.00				
AMP 207 Jamestown	Management Improvement - Resident Training	1408		\$100.00				
AMP 208 Morningside	Management Improvement - Resident Training	1408		\$200.00				
AMP 210 Indian Village/Scattered Sites	Management Improvement - Resident Training	1408		\$100.00				
AMP 215 Transitional and Homeownership	Management Improvement - Resident Training	1408		\$50.00				

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Federal FFY of Grant: 2025								
Development Number/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 259 Hunt and Bluestone	Management Improvement - Resident Training	1408		\$100.00				
AMP 201 Lansdowne	Management Improvement - Staff Training	1408		\$1,500.00				
AMP 202 Lincoln	Management Improvement - Staff Training	1408		\$1,000.00				
AMP 206 Melrose	Management Improvement - Staff Training	1408		\$1,250.00				
AMP 207 Jamestown	Management Improvement - Staff Training	1408		\$1,250.00				
AMP 208 Morningside	Management Improvement - Staff Training	1408		\$1,000.00				
AMP 210 Indian Rock Village/Scattered Sites	Management Improvement - Staff Training	1408		\$1,250.00				
AMP 215 Transitional and Homeownership	Management Improvement - Staff Training	1408		\$250.00				
AMP 259 Hunt Manor and Bluestone Park	Management Improvement - Staff Training	1408		\$1,500.00				
AMP 201 Lansdowne	Administration - Management Fee	1410		\$93,970.24				
AMP 202 Lincoln	Administration - Management Fee	1410		\$51,683.63				
AMP 206 Melrose	Administration - Management Fee	1410		\$66,405.64				
AMP 207 Jamestown	Administration - Management Fee	1410		\$46,985.12				
AMP 208 Morningside	Administration - Management Fee	1410		\$32,889.58				

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City of Roanoke Redevelopment and Housing Authority

Federal FFY of Grant: 2025

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				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 201 Lansdowne	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 202 Lincoln	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 206 Melrose	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 207 Jamestown	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 208 Morningside	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 210 Indian Village/Scattered Sites	Contract Administration - In-house inspection costs	1480		\$10,000.00				
AMP 215 Transitional and Homeownership	Contract Administration - In-house inspection costs	1480		\$1,000.00				
AMP 259 Hunt Manor and Bluestone Park	Contract Administration - In-house inspection costs	1480		\$14,000.00				
AMP 201 Lansdowne	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 202 Lincoln	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 206 Melrose	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 207 Jamestown	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 208 Morningside	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 210 Indian Village/Scattered Sites	Contract Administration - Open-Ended A/E	1480		\$25,000.00				
AMP 215 Transitional and Homeownership	Contract Administration - Open-Ended A/E	1480		\$5,000.00				
AMP 259 Hunt Manor and Bluestone Park	Contract Administration - Open-Ended A/E	1480		\$25,000.00				

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				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 201 Lansdowne	Contract Administration - Environmental Consultant	1480		\$3,000.00				
AMP 202 Lincoln	Contract Administration - Environmental Consultant	1480		\$2,000.00				
AMP 206 Melrose	Contract Administration - Environmental Consultant	1480		\$5,000.00				
AMP 207 Jamestown	Contract Administration - Environmental Consultant	1480		\$5,000.00				
AMP 208 Morningside	Contract Administration - Environmental Consultant	1480		\$4,000.00				
AMP 210 Indian Village/Scattered Sites	Contract Administration - Environmental Consultant	1480		\$2,000.00				
AMP 215 Transitional and Homeownership	Contract Administration - Environmental Consultant	1480		\$1,000.00				
AMP 259 Hunt Manor and Bluestone Park	Contract Administration - Environmental Consultant	1480		\$3,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Development - Acquisition	1480		\$25,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Development - Appraisals	1480		\$5,000.00				

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 201 Lansdowne	Dwelling Unit - Site Work (Pedestrian paving)		1480		\$1,000.00				
AMP 201 Lansdowne	Dwelling Unit - Site Work (Other) - Retaining Wall Repairs		1480		\$1,000.00				
AMP 201 Lansdowne	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 202 Lincoln	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 202 Lincoln	Dwelling Unit - Site Work (Pedestrian paving)(Section 504 accessible clotheslines)		1480		\$20,000.00				
AMP 206 Melrose	Dwelling Unit - Site Work (Pedestrian paving)		1480		\$1,000.00				
AMP 206 Melrose	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security) - Site Lighting Improvements (ECM)		1480		\$1,000.00				
AMP 207 Jamestown	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 207 Jamestown	Dwelling Unit - Site Work (Pedestrian paving)		1480		\$1,000.00				
AMP 208 Morningside	Dwelling Unit - Site Work (Pedestrian paving)		1480		\$1,000.00				
AMP 208 Morningside	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 208 Morningside	Dwelling Unit - Site Work (Parking Areas)		1480		\$45,000.00				
AMP 208 Morningside	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 210 Indian /Scattered Sites - Site Accessibility (S.S.)	Dwelling Unit - Site Work (Parking Areas)		1480		\$100,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)		1480		\$1,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Site Work (Pedestrian paving)		1480		\$2,000.00				

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				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 215 Transitional and Homeownership	Dwelling Unit - Site Work (Pedestrian paving)	1480		\$1,000.00				
AMP 215 Transitional and Homeownership	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)	1480		\$1,000.00				
AMP 259 Hunt Manor and Bluestone Park	Dwelling Unit - Site Work (Pedestrian paving)	1480		\$1,000.00				
AMP 259 Hunt Manor and Bluestone Park	Dwelling Unit - Site Work (Fencing, Lighting, Other) (Security)	1480		\$1,000.00				
AMP 201 Lansdowne	Dwelling Unit - Interior (Electrical) - Section 504 Modifications	1480	1 unit	\$6,000.00				
AMP 201 Lansdowne	Dwelling Unit - Interior (Mechanical) - HVAC Upgrades (ECM)	1480		\$500,000.00				
AMP 201 Lansdowne	Dwelling Unit - Interior (Mechanical) - Domestic Hot Water Boilers (ECM)	1480		\$200,000.00				
AMP 201 Lansdowne	Dwelling Unit - Exterior (Screen Doors)	1480		\$150,000.00				
AMP 201 Lansdowne	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation	1480		\$1,000.00				
AMP 201 Lansdowne	Dwelling Unit - Interior (Mechanical) - Install Bathroom Exhaust Fans	1480		\$50,000.00				
AMP 202 Lincoln	Dwelling Unit (Exterior) - Porch Renovations	1480		\$200,000.00				
AMP 202 Lincoln	Dwelling Unit - Interior (Electrical) - Section 504 Modifications	1480		\$1,000.00				
AMP 202 Lincoln	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation	1480		\$1,000.00				
AMP 206 Meirose	Dwelling Unit - Interior - Apartment Entrance Doors and Locksets (Security)	1480		\$2,000.00				
AMP 206 Meirose	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation	1480	4 units	\$10,000.00				
AMP 206 Meirose	Dwelling Unit - Interior (Other) Section 504 Modifications	1480	1 unit	\$75,000.00				
AMP 206 Meirose	Dwelling Unit - Interior (Flooring) - Flooring/ Renovations	1480	4 units	\$70,000.00				

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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 207 Jamestown	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation		1480	1 unit	\$20,000.00				
AMP 207 Jamestown	Dwelling Unit - Interior (Mechanical) - Replace HVAC/DHW (ECM)		1480	5 units	\$10,000.00				
AMP 207 Jamestown	Dwelling Unit - Interior (Other) Section 504 Modifications		1480	1 unit	\$2,000.00				
AMP 208 Morningside	Dwelling Unit - Interior (Mechanical) - Replace Fan Coil Units, Zone Valves and Thermostats		1480	20 units	\$20,000.00				
AMP 208 Morningside	Dwelling Unit - Interior (Other) Section 504 Modifications		1480	1 unit	\$75,000.00				
AMP 208 Morningside	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation		1480	3 units	\$8,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Interior (Flooring) - Flooring/ Renovations		1480	2 units	\$40,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation		1480	1 unit	\$10,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Interior (Flooring) - Flooring/ Renovations		1480	1 units	\$30,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Exterior - Paint Siding and Trim		1480	6 units	\$60,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Exterior - Replace Siding		1480	2 units	\$10,000.00				
AMP 210 Indian Village/Scattered Sites	Dwelling Unit - Exterior - Replace Entrance and Screen Doors		1480	80 units	\$200,000.00				
AMP 215 Transitional / Homeownership	Dwelling Unit -Exterior - Porch Renovations		1480	11 units	\$20,000.00				
AMP 215 Transitional / Homeownership	Dwelling Unit - Interior (Other) Section 504 Modifications		1480	1 unit	\$5,000.00				
AMP 259 Hunt and Bluestone (Bluestone)	Dwelling Unit - Exterior - Replace Windows (ECM)		1480	76 units	\$5,000.00				
AMP 259 Hunt and Bluestone	Dwelling Unit - Interior (Flooring) - Flooring/ Renovations		1480	1 unit	\$30,000.00				
AMP 259 Hunt and Bluestone (Bluestone)	Dwelling Unit - Interior (Bathroom Renovations - Bluestone ECM)		1480	76 units	\$5,000.00				
AMP 259 Hunt and Bluestone (Hunt)	Dwelling Unit - Interior (Mechanical) - Replace Domestic Water Heaters (ECM)		1480	48 units	\$50,000.00				
AMP 259 Hunt and Bluestone (Hunt)	Dwelling Unit- Exterior Repairs to Porches and Porch Stairs 807 and 811 Hunt Ave.		1480	24 units	\$80,000.00				
AMP 259 Hunt and Bluestone	Dwelling Unit - Interior (Other) - Environmental Hazard Remediation		1480		\$10,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: City of Roanoke Redevelopment and Housing Authority				Grant Type and Number Capital Fund Program Grant No: VA36P01150125 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2025		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
AMP 259 Hunt and Bluestone	Dwelling Unit - Interior (Other) Section 504 Modifications	1480	1 unit	Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
				\$1,000.00				
AMP 208 Morningside	Dwelling Unit - Interior (Appliances) - Replace Ranges	1480						
				\$80,000.00				
AMP 210 Indian Rock Village/Scattered Sites	Dwelling Unit - Interior (Appliances) - Replace Ranges	1480						
				\$60,000.00				
AMP 210 Indian Rock Village/Scattered Sites (S S)	Dwelling Unit - Interior (Appliances) - Replace Refrigerators and Ranges	1480						
				\$30,000.00				
AMP 215 Transitional / Homeownership	Dwelling Unit - Interior (Appliances) - Replace Refrigerators and Ranges	1480						
				\$10,000.00				
AMP 201 Lansdowne	Non-Dwelling Interior (Other) Hazardous Materials Remediation Common Areas	1480						
				\$5,000.00				
AMP 201 Lansdowne	Non-Dwelling Interior (Other) - Flooring Installation	1480						
				\$5,000.00				
AMP 201 Lansdowne	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas (Wheelchair lifts)	1480						
				\$60,000.00				
AMP 202 Lincoln	Non-Dwelling Interior (Electrical, Doors) - Building Security (Security)	1480						
				\$65,000.00				
AMP 202 Lincoln	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas	1480						
				\$8,000.00				
AMP 206 Melrose	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas	1480						
				\$1,000.00				
AMP 206 Melrose	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas	1480						
				\$35,000.00				
AMP 206 Melrose	Non-Dwelling Interior (Mechanical) - Replace Trash Compactor	1480						
				\$35,000.00				
AMP 206 Melrose	Non-Dwelling (Mechanical) - Replace Elevator	1480						
				\$400,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

Part II: Supporting Pages								
PHA Name: City of Roanoke Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P011501245 CFFP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2025				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 206 Melrose	Non-Dwelling (Other) - Accessible Shelter	1480		\$1,000.00				
AMP 206 Melrose	Non-Dwelling Interior - Paint Common Areas	1480		\$5,000.00				
AMP 207 Jamestown	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas	1480		\$1,000.00				
AMP 208 Morningside	Non-Dwelling Interior (Other) Section 504 Modifications -Common Areas	1480		\$1,000.00				
AMP 208 Morningside	Non-Dwelling Interior (Mechanical) - Replace Trash Compactor	1480		\$25,000.00				
AMP 208 Morningside	Non-Dwelling Interior (Mechanical) - Replace Domestic Water Heater	1480		\$70,000.00				
AMP 208 Morningside	Non-Dwelling Exterior (Other) - Accessible Shelter	1480		\$1,000.00				
AMP 210 Indian Rock Village/Scattered Sites	Non-Dwelling Interior (Other) Section 504 Modifications Common Areas	1480		\$1,000.00				
AMP 210 Indian Rock Village/Scattered Sites	Non-Dwelling Interior (Electrical, Doors) - Building Security (Security)	1480		\$1,000.00				
AMP 259 Hunt and Bluestone	Non-Dwelling Interior (Other) Section 504 Modifications Common Areas	1480		\$1,000.00				
AMP 259 Hunt and Bluestone	Non-Dwelling Interior (Electrical, Doors) - Building Security - Bluestone (Security)	1480		\$1,000.00				
AMP 210 Indian Rock Village/Scattered Sites	Demolition	1480		\$25,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0157

Part III: Implementation Schedule for Capital Fund Program

PHA Name: City of Roanoke Redevelopment and Housing Authority					Federal FFY of Grant: 2025
Development Number Name/PHA-Wide Activities	All Fund Obligated		All Funds Expended		Reasons for Revised Target Dates ¹
	(Quarter Ending Date)		(Quarter Ending Date)		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 201 Lansdowne	x/xx/2027		x/xx/2029		
AMP 202 Lincoln	x/xx/2027		x/xx/2029		
AMP 206 Melrose	x/xx/2027		x/xx/2029		
AMP 207 Jamestown	x/xx/2027		x/xx/2029		
AMP 208 Morningside	x/xx/2027		x/xx/2029		
AMP 210 Indian Village/Scattered Sites	x/xx/2027		x/xx/2029		
AMP 215 Transitional and Homeownership	x/xx/2027		x/xx/2029		
AMP 259 Hunt and Bluestone	x/xx/2027		x/xx/2029		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157

Part I: Summary

PHA Name/Number VA011 City of Roanoke Redevelopment and Housing Authority		Locality (City/County & State) City of Roanoke, Virginia			Original 5-Year Plan X	Revision No:
A	Development Number and Name	Work Statement for Year 1 FFY 2025	Work Statement for Year 2 FFY 2026	Work Statement for Year 3 FFY 2027	Work Statement for Year 4 FFY 2028	Work Statement for Year 5 FFY 2029
B	Subtotal - Physical Improvements - 1480		\$3,280,000.00	\$3,105,000.00	\$3,280,000.00	\$3,280,000.00
C	Management Improvements -1408		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
D	PHA-Wide Non-dwelling Structures and Equipment - 1480					
E	Administration - 1410		\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00
F	Other - 1480		\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
G	Operations - 1406					
H	Demolition - 1480					
I	Development - 1480					
J	Capital Fund Financing – Debt Service - 9000					
K	Total CFP Funds		\$4,000,000.00	\$3,825,000.00	\$4,000,000.00	\$4,000,000.00
L	Total Non-CFP Funds					
M	Grand Total		\$4,000,000.00	\$3,825,000.00	\$4,000,000.00	\$4,000,000.00

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 11/30/2023

Page 2

Part II: Supporting Pages – Physical Needs Work Statement(s)										
Work Statement for Year: 1 RRY 2024	Work Statement for Year: 2 FFY 2026					Work Statement for Year: 3 FFY 2027				
	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Work Categories	Development Account No.	Quantity	Estimated Cost
See Annual Statement	AMP 201 Lansdowne Park - Bathroom Exhaust Fans	Dwelling Unit - Interior (Mechanical)	1480	100 units	\$100,000.00	AMP 201 Lansdowne - Domestic Hot Water (ECH)	Dwelling Unit - (Mechanical)	1480	7 boilers	\$220,000.00
	AMP 201 Lansdowne – HVAC Improvements (ECM)	Dwelling Unit - (Mechanical)	1480	15 boilers	\$500,000.00	AMP 201 Lansdowne - HVAC Improvements (ECH)	Dwelling Unit - (Mechanical)	1480	15 boilers	\$550,000.00
	AMP 201 Lansdowne – Domestic Hot Water Boilers (ECM)	Dwelling Unit - (Mechanical)	1480	7 boilers	\$250,000.00	AMP 201 Lansdowne – Lighting Improvements	Non-Dwelling Interior (ECM)	1480		\$25,000.00
	AMP 201 Lansdowne – Section 504 and Building Accessibility	Dwelling Unit - Interior	1480	2 Units	\$10,000.00	AMP 201 Lansdowne - Roof Replacement	Dwelling Unit (Exterior)	1480	50 units	\$400,000.00
	AMP 201 Lansdowne Park - Roof Replacement	Dwelling Unit - Exterior	1480	50 units	\$350,000.00	AMP 201 Lansdowne – Site Accessibility (sidewalks, exterior steps, parking areas, Section 504 modifications)	Dwelling Unit - Site Work (Pedestrian Paving, Parking)	1480		\$255,000.00
	AMP 202 Lincoln - Porch Renovations	Dwelling Unit - Exterior	1480	12 units	\$100,000.00	AMP 201 Lansdowne - Bathroom Exhaust Fans	Dwelling Unit - (Mechanical)	1480	200 units	\$250,000.00
	AMP 202 Lincoln – Site Accessibility (sidewalks, exterior steps, parking areas, Section 504 modifications) - Senior Cottages	Dwelling Unit - Site Work (Parking Areas)	1480	10 units	\$50,000.00	AMP 202 Lincoln – Site Accessibility (sidewalks, exterior steps, parking areas, Section 504 modifications) (accessible clotheslines for Sec. 504 units)	Dwelling Unit - Site Work (Pedestrian Paving)	1480	2,000 SF	\$50,000.00
	AMP 202 Lincoln - Environmental Hazard Remediation (Asbestos, Mold, Radon)	Dwelling Unit- Interior (Other)	1480		\$50,000.00	AMP 202 Lincoln - Replace appliances (Senior Cottages)	Dwelling Unit - Interior (Appliances)	1480	10 units	\$15,000.00
	AMP 206 Metrose – Section 504 and Building Accessibility	Dwelling Unit - Interior (Electrical, Plumbing, Doors)	1480	1 unit	\$90,000.00	AMP 206 Metrose – Replace Elevators	Non-Dwelling Unit - Interior (Mechanical)	1480		\$80,000.00
	AMP 206 Metrose - Apartment Entrance Doors and Locksets	Dwelling Unit - Interior (Electrical, Doors) (Security)	1480		\$390,000.00	AMP 206 Metrose – Replace closet doors	Dwelling Unit - Interior	1480	80 units	\$400,000.00
	AMP 207 Jamestown – Hardwired Interconnected Smoke/Carbon Monoxide Detectors	Dwelling Unit - Interior (Other)	1480	20 Units	\$50,000.00	AMP 207 Jamestown - HVAC and Domestic Hot Water Improvements	Dwelling Unit - Interior (Mechanical)	1480	50 units	\$150,000.00
	AMP 207 Jamestown - HVAC and Domestic Hot Water Improvements	Dwelling Unit - Interior (Mechanical)	1480		\$50,000.00	AMP 207 Jamestown – Hardwired Interconnected Smoke/Carbon Monoxide Detectors	Dwelling Unit - Interior (Other)	1480	120 Units	\$150,000.00
	AMP 208 Morningside - Fan Coil Units, Thermostats, Zone Valves	Dwelling Unit - Interior (Mechanical)	1480	10 units	\$100,000.00	AMP 208 Morningside - Fan Coil Units, Thermostats, Zone Valves	Dwelling Unit - Interior (Mechanical)	1480	15 units	\$150,000.00
	Subtotal of Estimated Cost				\$2,090,000.00	Subtotal of Estimated Cost				\$2,895,000.00

Part II: Supporting Pages – Physical Needs Work Statement(s)										
Work Statement for Year: 1 FFY 2024		Work Statement for Year: 2 FFY 2026				Work Statement for Year: 3 FFY 2027				
See Annual Statement	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost
	AMP 210 Indian/Scattered Sites – Entrance Doors (Scattered Sites) (ECM)	Dwelling Unit - Exterior (Doors)	1480	47 units	\$100,000.00	AMP 208 Morningside - Heating Boilers	Non Dwelling Interior (Mechanical)	1480		\$200,000.00
	AMP 210 Indian/Scattered Sites - Site Accessibility (Indian)	Dwelling Unit - Site Work (Parking Areas)	1480		\$125,000.00	AMP 210 Indian/Scattered Sites - Site Accessibility (Scattered Sites)	Dwelling Unit - Site Work (Parking Areas)	1480		\$150,000.00
	AMP 210 Indian/Scattered Sites - Hardwired Interconnected Smoke/Carbon Monoxide Detectors	Dwelling Unit - Interior (Other)	1480	127 Units	\$100,000.00	AMP 210 Indian/Scattered Sites - Replace Refrigerators (Scattered Sites)	Dwelling Unit - Interior (Appliances) (ECM)	1480		\$80,000.00
	AMP 210 Indian/Scattered Sites - Window Replacement (ECM) – Indian Village	Dwelling Unit - Exterior (Windows) (ECM)	1480		\$600,000.00					
	AMP 215 Transitional/Homeownership – Site Accessibility (sidewalks, exterior steps, parking areas, Section 504 modifications)	Dwelling Unit - Site Work (Parking Areas)	1480	5 units	\$5,000.00					
	AMP 259 Hunt Manor/Bluestone (Bluestone) Hardwired Interconnected Smoke/Carbon Monoxide Detectors	Dwelling Unit (Electrical)	1480	50 units	\$140,000.00					
	AMP 259 Hunt Manor/Bluestone - Refrigerators (ECM) - Bluestone	Dwelling Unit - Interior (Appliances)	1480	76 units	\$50,000.00					
	AMP 259 Hunt Manor/Bluestone - Exterior Stairs for 807 and 811 Buildings	Dwelling Unit - Exterior	1480	12 units	\$70,000.00					
	Subtotal of Estimated Cost				\$1,190,000.00	Subtotal of Estimated Cost				\$410,000.00

Part II: Supporting Pages – Physical Needs Work Statement(s)										
Work Statement for Year: 4 FFY 2028						Work Statement for Year: 5 FFY 2029				
Work Statement for Year: 1 FFY 2024	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost
See Annual Statement	AMP 201 Lansdowne –Bathroom Ventilation (ECM)	Dwelling Units - Interior (Mechanical)	1480		\$100,000.00	AMP 201 Lansdowne – Environmental Hazards (Asbestos, Mold, Radon)	Dwelling Unit - Interior (Other)	1480	20 Units	\$200,000.00
	AMP 201 Lansdowne Park - Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$500,000.00	AMP 201 Lansdowne Park - Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$25,000.00
	AMP 201 Lansdowne Park - Environmental Hazards (Mold, Radon)	Dwelling Unit - Interior (Other)	1480		\$150,000.00	AMP 202 Lincoln - Kitchen Cabinet Replacement - Phase 1	Dwelling Unit - Interior	1480		\$50,000.00
	AMP 202 Lincoln - Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$320,000.00	AMP 202 Lincoln - Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$250,000.00
	AMP 202 Lincoln - Environmental Hazards (Mold, Radon)	Dwelling Unit - Interior (Other)	1480		\$100,000.00	AMP 206 Melrose – HVAC Upgrades - Units	Dwelling Unit - Interior (Mechanical)	1480		\$25,000.00
	AMP 202 Lincoln - Roof Replacement	Dwelling Unit - Exterior	1480		\$150,000.00	AMP 206 Melrose – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$25,000.00
	AMP 206 Melrose – Replace Closet Doors	Dwelling Unit - Interior (Doors)	1480		\$250,000.00	AMP 206 Melrose – Electrical Upgrades - Units	Dwelling Unit - Interior (Electrical)	1480		\$25,000.00
	AMP 207 Jamestown – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$400,000.00	AMP 207Jamestown – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$400,000.00
	AMP 2076 Jamestown – Replace Refrigerators (ECM)	Dwelling Unit - Interior (Appliances)	1480		\$120,000.00	AMP 207 Jamestown – Electrical Infrastructure Upgrades - Units	Dwelling Unit - Site Work (Electrical Distribution)	1480		\$100,000.00
	AMP 208 Morningside - Fan Coil Units, Zone Valves, Thermostats	Dwelling Unit - Interior (Mechanical)	1480		\$200,000.00	AMP 207 Jamestown – Electrical Upgrades - Units	Dwelling Unit - Interior (Electrical)	1480		\$25,000.00
	AMP 210 Indian/Scattered Hardwired Interconnected Smoke/Carbon Monoxide Detectors (Scattered Sites)	Dwelling Unit - Interior (Other)	1480	30 units	\$50,000.00	AMP 2076 Jamestown – Window Replacement (ECM)	Dwelling Unit - (Exterior)	1480		\$400,000.00
	AMP 210 Indian/Scattered Sites – Upgrades Electrical Infrastructure - Indian	Dwelling Unit - Site Work (Electrical Distribution)	1480		\$400,000.00	AMP 208 Morningside - Replace Fan Coil Units - Phase 2	Dwelling Unit - Interior (Mechanical) (ECM)	1480		\$500,000.00
	AMP 210 Indian/Scattered Sites – Replace Refrigerators (ECM) - Indian	Dwelling Unit - Interior (Appliances)	1480		\$50,000.00	AMP 208 Morningside - Window Replacement	Dwelling Unit - Interior (Exterior) (ECM)	1480		\$200,000.00
Subtotal of Estimated Cost					\$2,800,000.00	Subtotal of Estimated Cost				

Part II: Supporting Pages – Physical Needs Work Statement(s)											
Work Statement for Year: 1 FFY 2024		Work Statement for Year: 4 FFY 2028					Work Statement for Year: 5 FFY 2029				
	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost	Development Number/Name Description of Work	Work Categories	Development Account No.	Quantity	Estimated Cost	
See Annual Statement	AMP 201 Lansdowne – Bathroom Ventilation (ECM)	Dwelling Units - Interior (Mechanical)	1480		\$100,000.00	AMP 201 Lansdowne – Environmental Hazards (Asbestos, Mold, Radon)	Dwelling Unit - Interior (Other)	1480	20 Units	\$200,000.00	
	AMP 201 Lansdowne Park- Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$500,000.00	AMP 201 Lansdowne Park- Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$25,000.00	
	AMP 201 Lansdowne Park- Environmental Hazards (Mold, Radon)	Dwelling Unit - Interior (Other)	1480		\$150,000.00	AMP 202 Lincoln - Kitchen Cabinet Replacement - Phase 1	Dwelling Unit - Interior	1480		\$50,000.00	
	AMP 202 Lincoln - Bathroom Renovations (ECM) Phase 1	Dwelling Unit - Interior (Plumbing)	1480		\$320,000.00	AMP 202 Lincoln - Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$250,000.00	
	AMP 202 Lincoln - Environmental Hazards (Mold, Radon)	Dwelling Unit - Interior (Other)	1480		\$100,000.00	AMP 206 Melrose – HVAC Upgrades - Units	Dwelling Unit - Interior (Mechanical)	1480		\$25,000.00	
	AMP 202 Lincoln - Roof Replacement	Dwelling Unit - Exterior	1480		\$150,000.00	AMP 206 Melrose – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$25,000.00	
	AMP 206 Melrose – Replace Closet Doors	Dwelling Unit - Interior (Doors)	1480		\$250,000.00	AMP 208 Melrose – Electrical Upgrades - Units	Dwelling Unit - Interior (Electrical)	1480		\$25,000.00	
	AMP 207 Jamestown – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$400,000.00	AMP 207 Jamestown – Bathroom Renovations (ECM)	Dwelling Unit - Interior (Plumbing)	1480		\$400,000.00	
	AMP 2076 Jamestown – Replace Refrigerators (ECM)	Dwelling Unit - Interior (Appliances)	1480		\$120,000.00	AMP 207 Jamestown – Electrical Infrastructure Upgrades - Units	Dwelling Unit - Site Work (Electrical Distribution)	1480		\$100,000.00	
	AMP 208 Morningside - Fan Coil Units, Zone Valves, Thermostats	Dwelling Unit - Interior (Mechanical)	1480		\$200,000.00	AMP 207 Jamestown – Electrical Upgrades - Units	Dwelling Unit - Interior (Electrical)	1480		\$25,000.00	
	AMP 210 Indian/Scattered Hardwired Ingerconnected Smoke/Carbon Monoxide Detectors (Scattered Sites)	Dwelling Unit - Interior (Other)	1480	30 units	\$50,000.00	AMP 2076 Jamestown – Window Replacement (ECM)	Dwelling Unit - (Exterior)	1480		\$400,000.00	
	AMP 210 Indian/Scattered Sites – Upgrades Electrical Infrastructure - Indian	Dwelling Unit - Site Work (Electrical Distribution)	1480		\$400,000.00	AMP 208 Morningside - Replace Fan Coil Units - Phase 2	Dwelling Unit - Interior (Mechanical) (ECM)	1480		\$500,000.00	
	AMP 210 Indian/Scattered Sites – Replace Refrigerators (ECM) - Indian	Dwelling Unit - Interior (Appliances)	1480		\$50,000.00	AMP 208 Morningside - Window Replacement	Dwelling Unit - Interior (Exterior) (ECM)	1480		\$200,000.00	
Subtotal of Estimated Cost					\$2,800,000.00	Subtotal of Estimated Cost					\$2,225,000.00

Expires 11/30/2023

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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 11/30/2023

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year: 1 FFY 2024	Work Statement for Year: 4 FFY 2027		Work Statement for Year: 5 FFY 2028	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	AMP201 Lansdowne – resident training	\$400.00	AMP201 Lansdowne – resident training	\$400.00
	AMP202 Lincoln - resident training	\$400.00	AMP202 Lincoln - resident training	\$400.00
	AMP206 Melrose - resident training	\$400.00	AMP206 Melrose - resident training	\$400.00
	AMP207 Jamestown - resident training	\$400.00	AMP207 Jamestown - resident training	\$400.00
	AMP208 Morningside - resident training	\$400.00	AMP208 Morningside - resident training	\$400.00
	AMP210 Indian/Scattered Sites - resident training	\$400.00	AMP210 Indian/Scattered Sites - resident training	\$400.00
	AMP215 Transitional/Homeownership – resident training	\$200.00	AMP215 Transitional/Homeownership – resident training	\$200.00
	AMP259 Hunt Manor/Bluestone - resident training	\$400.00	AMP259 Hunt Manor/Bluestone - resident training	\$400.00
	AMP201 Lansdowne – staff training	\$2,500.00	AMP201 Lansdowne – staff training	\$2,500.00
	AMP202 Lincoln – staff training	\$2,000.00	AMP202 Lincoln – staff training	\$2,000.00
	AMP206 Melrose– staff training	\$2,000.00	AMP206 Melrose– staff training	\$2,000.00
	AMP207 Jamestown– staff training	\$2,000.00	AMP207 Jamestown– staff training	\$2,000.00
	AMP208 Morningside– staff training	\$2,000.00	AMP208 Morningside– staff training	\$2,000.00
	AMP210 Indian/Scattered Sites – staff training	\$2,000.00	AMP210 Indian/Scattered Sites – staff training	\$2,000.00
	AMP215 Transitional/Homeownership – staff training	\$500.00	AMP215 Transitional/Homeownership – staff training	\$500.00
	AMP259 Hunt Manor/Bluestone – staff training	\$4,000.00	AMP259 Hunt Manor/Bluestone – staff training	\$4,000.00
Subtotal of Estimated Cost		\$20,000.00	Subtotal of Estimated Cost	\$20,000.00

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

Chapter 4, Applications, Waiting List and Tenant Selection, pages 4-1 through 4-13, RRHA

Section 8 Administrative Plan, approved by the RRHA Board of Commissioners on November 18, 2024)

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

RRHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, RRHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, RRHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

RRHA has implemented a Web-Based Application System for its Housing Choice Voucher Program. With limited exceptions, all Preliminary Applications must be submitted electronically. The on-line Application can be accessed on RRHA's website www.rkehousing.org from any Internet capable device (personal computer, cell phone, tablet, etc.). For applicants without Internet access, RRHA will provide computer access at a number of Public Housing sites (listed below) where applications may be entered. Disabled, handicapped or other disadvantaged persons without Internet access or requiring special accommodations may contact the RRHA offices at 540-983-9281.

Lansdowne Park – 2624 Salem Turnpike NW

Indian Rock Village – 2034 Indian Village Lane, S.E.

Jamestown Place – 1533 Pike Lane, S.E.

Villages at Lincoln – 1801 Dunbar Street, N.W.

PRELIMINARY APPLICATION UPDATES

After being placed in the Lottery Pool, applicants are responsible for reporting changes in family circumstances (addresses, income, family composition, etc.) electronically via the Applicant Information Update feature on the RRHA Website. This information will be used to re-evaluate the assignment of provisional Admission Preference Points. Failure to provide accurate information may result in failure to be added to the Wait List or to qualify for Voucher issuance.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

RRHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

RRHA Policy

The PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

RRHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

RRHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

RRHA Policy

RRHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 12 months for the most current applicants. Where RRHA has particular preferences or funding criteria that require a specific category of family, RRHA may elect to continue to accept applications from these applicants while closing the waiting list to others. The HCV waitlist will remain open for VASH, FUP, Olmstead, Mainstream and fairshare applicants.

RRHA will accept applications for the HUD-Veteran's Affairs Supportive Housing (HUD-VASH) and the family unification program (FUP) based on the Veteran's Administration's or Department of Social Services referrals when the waiting list is closed to other applicants but the waiting will remain open for these populations.

RRHA will accept applications for the Fairshare Program based on referrals from the Blue Ridge Independent Living Center when the HCV waitlist is open. Twenty-five Housing Choice Vouchers were allocated to the Blue Ridge Independent Living Center in this Annual Contributions Contract award.

RRHA will accept applications/referrals for persons with intellectual or developmental disabilities who are in the target population of Virginia's Olmstead Settlement Agreement with the U.S. Department of Justice (DOJ) based on referrals from the Virginia Department of Behavioral Health and Developmental Services (DBHDS). DBHDS will be responsible for maintaining the waiting list for this target population. RRHA will leave the HCV waitlist open to serve this population. DBHDS will be responsible for verifying that individuals meet the preference before providing the referral to RRHA. Ten (10) Housing Choice Vouchers were set aside to provide housing assistance for this population.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

RRHA Policy

RRHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

RRHA will give public notice by publishing the relevant information in suitable media outlets and other organizations including, but not limited to:

Roanoke Times, Roanoke Tribune, Public Service Announcements on local radio stations, Department of Social Services, Total Action for Progress, Salvation Army, Rescue Mission, RAM House, Trust, Public Service Announcements on the government access cable channel, Blue Ridge Center for Independent Living and Blue Ridge Behavioral Health Care

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

RRHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

RRHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing. RRHA encourages all applicants to use the RRHA web based program and to make changes in the applicants online portal.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

RRHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail or email to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address or email that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or email. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice. If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Removal from the Waiting List

RRHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

RRHA Policy

The PHA administers the following types of targeted funding:

Fairshare, HUD-VASH, Family Unification Program, Mainstream Housing Choice Voucher, Virginia's Olmstead Settlement Agreement with the U.S. Department of Justice (DOJ)

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

RRHA Policy

Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

The PHA will use the following local preferences:

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.

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). The MOU must have outlined the CoC's responsibilities with respect to the provision of supportive services for the referred household in order for the applicant to be eligible for this preference. The PHA must have:

- 1) received a written commitment from the CoC to offer supportive services on an as needed basis to help the household transition from homelessness to permanent housing, *and*
- 2) received a written commitment from the CoC to offer supportive services to help the household maintain their assisted housing and comply with lease obligations.

Under the Homeless CoC referral, the PHA will assign a Homeless CoC preference to applicants who meet the HUD Category One (1) definition of homelessness:

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning;
 1. Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**
 2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional

- housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**
3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

The PHA currently partners with the Blue Ridge Continuum of Care, with whom the PHA has a Memorandum of Understanding.

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. An example would be enrollment at the Rescue Mission of Roanoke or Roanoke Area Ministries (RAM).

- Includes a person or family who is living in a place that is not intended for permanent housing (i.e. vehicle, tent, motel, park or temporary housing shelter) or whose family is significantly under housed
- Includes the imminent threat of homelessness due to displacement from any structure meant for habitation, such as a trailer or mobile home that is determined by the PHA or local code enforcement agency as no longer fit for habitation

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. As required by HUD the Working Families Preference refers to a families where the head AND spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Example 1: Head of household is elderly but does not work. There is no spouse or cohead. This family receives benefit of the working preference.

Example 2: Head of household is 64, spouse is disabled. Neither work. This family receives benefit of the working preference.

Example 3: Head of household is 63, spouse is neither elderly nor disabled. Neither work. This family does NOT receive benefit of the working preference since both the head of household and spouse (or cohead) must be elderly and/or disabled to receive benefit of the working preference, unless one is currently working at least 20 hours a week.

Applicants qualifying for more than one preference will not be assigned more than a total of five (5) points. Among applicants who qualify for the same number of preference points, date and time of application will be used to determine placement on the waiting list.

- Points from the two categories of Homeless preference may not be combined together.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

RRHA Policy

RRHA will monitor the ELI requirements throughout the fiscal year. The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

RRHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with RRHA's hierarchy of preference(s), if applicable. Applicants are selected from the waitlist based on the highest ranking of preference points. If an applicant qualifies for more than one preference, their combined preference points will rank the applicant higher than an applicant with only one preference. Within each preference category, applicants will be selected based on their randomly assigned lottery number including any preference, if applicable.

Once applicants with preferences are served, applicants that do not qualify for a preference will be selected by random lottery.

Families that qualify for a specified category of program funding (targeted funding) may be selected from the waiting list ahead of higher placed families that do not qualify for the targeted funding. Selected applicants are randomly assigned a lottery number. Applicants will be placed on the waiting list in order of their assigned lottery number and according to RRHA preference. RRHA will not skip down the waiting list to a family that it can afford to subsidize when there are funds to subsidize the family at the top of the waiting list. Documentation will be maintained by RRHA as to whether families on the

list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that RRHA does not have to ask higher placed families each time targeted selections are made.

An applicant family referred by the Blue Ridge Independent Living Center to fill a vacant slot of their Fairshare Program allocation (25 vouchers) will be accepted on a one on one basis for purposes of determining eligibility for program admission. Families selected to fill these vacant slots must be selected from the HCV waitlist.

Additional set-asides for this population in the future will be determined based on need and available funding.

The set-aside will be carved out of the current allocation of funds for the voucher program, and the set-aside will be monitored and administered by RRHA. Due to the requirements of Virginia's Settlement Agreement with DOJ, portability of these vouchers will require coordination with the Virginia DBHDS.

RRHA will receive referrals for individuals who meet the preference from Virginia Department Behavioral Health and Developmental Services (DBHDS) in cooperation with the local community based organization Blue Ridge Behavioral Healthcare (BRBH). DBHDS will be responsible for maintaining the waiting list for this target population. RRHA will leave the HCV waitlist open to serve this population DBHDS will be responsible for verifying that individuals meet the preference before providing the referral to RRHA. .

Referrals will be sent to RRHA HCV Manager and DBHDS will advise the applicant to apply to the HCV waitlist. Once received, the HCV Manager will contact the individual to set up an appointment to determine HCV Program eligibility per HUD guidelines.

Once eligibility is determined; the individual will be issued a voucher for a minimum of 120 days. The participant will be responsible for locating appropriate housing of his/her choice.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

RRHA Policy

The PHA will notify the family by first class mail or email when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

RRHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 30 days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

RRHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

**Attachment J: PHA Plan Element 1 – Eligibility, Selection and Admission Policies,
including Deconcentration and Wait List Procedures**

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

(Chapter 4, Applications, Waiting List and Tenant Selection, pages 4-1 through 4-14, RRHA Admissions and Continued Occupancy Policy, approved by the RRHA Board of Commissioners on November 18, 2024)

INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements, and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for accepting applications, managing the waiting list, and selecting families from the waiting list. The PHA's policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Tenant Selection. This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process.

4-I.B. APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application [Notice PIH 2009-36].

Depending upon the length of time between the date of application and the availability of housing, the PHA may use a one- or two-step application process.

RRHA Policy

A one-step process will be used when it is expected that a family will be selected from the waiting list within 6 months of the date of application. At application, the family must provide all information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 6 months from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.

RRHA has implemented a Web-Based Application System for its Public Housing Program. With limited exceptions, all applications must be submitted electronically. The online application can be accessed on RRHA's website www.rkehousing.org from any internet capable device (personal computer, cell phone, tablet, etc.) For applicants without internet access, RRHA will provide computer access at a number of Public Housing sites (listed below) where applications may be entered. Persons with disabilities or other persons lacking internet access or requiring special accommodations may contact the RRHA offices at 540-983-9281.

Lansdowne Park – 2624 Salem Turnpike NW

Indian Rock Village – 2034 Indian Village Lane, S.E.

Jamestown Place – 1533 Pike Lane, S.E.

The Villages at Lincoln – 1801 Dunbar Street, N.W.

If an exception has been made for a paper application, completed applications must be returned to the PHA by mail, or submitted in person during normal business hours.

Applications must be filled out completely in order to be accepted by the PHA for processing. If a paper application is incomplete, the PHA will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the standard PHA application process.

Disabled Populations [24 CFR 8; PH Occ GB, p. 68]

The PHA must provide reasonable accommodation as needed for persons with disabilities to make the application process fully accessible. The facility where applications are accepted and the application process must be fully accessible, or the PHA must provide an alternate approach that provides equal access to the program. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. Applicants for whom the waiting list is open must be placed on the waiting list unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41].

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

RRHA Policy

If the PHA determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receipt of the completed application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

Eligible for Placement on the Waiting List

RRHA Policy

The PHA's web based application requires an email address for the family. If a family applies to the PHA web based waiting list, the family will receive a response at the end of the application process as acknowledgement. The family will be advised to keep the response for their records and no other acknowledgement will be sent to the family. The PHA's web based application will not provide a response of receipt unless all required fields or questions have been answered. The family can log into the application and update its address, telephone or email information.

If an exception has been made for a paper application, the PHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.

Applicants will be placed on the waiting list according to PHA preference(s) and the date and time their complete application is received by the PHA.

The PHA will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to PHA standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. When the family is selected the PHA will verify any preference(s) claimed and determine eligibility and suitability for admission to the program.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as how the waiting list will be organized and managed. This includes policies on notifying the public on the opening and closing of the waiting list to new applicants, updating family information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

RRHA Policy

The waiting list will contain the following information for each applicant listed:

Name and social security number of head of household

Unit size required (number of family members)

Amount and source of annual income

Accessibility requirement, if any

Date and time of application or application number

Household type (family, elderly, disabled)

Admission preference, if any

The PHA has adopted site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

The PHA will maintain site-based waiting lists for each of the following sites within RRHA's public housing stock:

- Lansdowne Park
- The Villages at Lincoln
- New Construction Lease/Purchase
- Hunt Manor
- Melrose Towers
- Jamestown Place
- Morningside Manor
- Bluestone Park
- Indian Rock Village
- Substantial Rehab (Scattered Sites)

Each site-based wait list will be maintained at each location. Within each site-based wait list all applications will be kept in sequence based upon the type and size of unit, preferences, and date and time of application.

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

HUD requires that public housing applicants must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

RRHA Policy

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST

Closing the Waiting List

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fully lease units in all its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

RRHA Policy

The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or other criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it may be reopened at any time. The PHA should publish a notice announcing the opening of the waiting list in local newspapers of general circulation, minority media, and other suitable media outlets. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

RRHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The notice will inform applicants of the date, time, method, and place applications can be obtained and submitted, how blank applications may be obtained (e.g., from what addresses, community sites, and websites), all methods by which applications will be accepted (e.g., in person, by phone, by fax, by email), a point of contact who can answer questions, any limitations on who may apply, and any other information the applicant may need to successfully submit the application. The PHA will describe its prioritization system or whether it uses a lottery and will clearly state that this system will be used to place applicants on the waiting list.

To ensure that public notices broadly reach potential applicants in all communities throughout the housing market area, the PHA will distribute public notices to local community-based organizations, such as social service agencies and religious institutions; distribute the notice online through the PHA's website or social media platforms and other online platforms for local housing news; and make use of any local newspapers of general circulation, minority media, and other suitable means.

The PHA will give public notice by publishing the relevant information using the following media outlets:

Roanoke Times

Roanoke Tribune

4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]

The PHA should conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families, the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

RRHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

After preferences have been applied, the PHA will use date and time to place families on the waiting list. Applications will be accepted for a designated period of time as specified in the announcement notice. Preferences and/or date and time will determine the position of each applicant.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

RRHA Policy

While the family is on the waiting list, the family must inform the PHA, within 10 business days, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

4-II.F. UPDATING THE WAITING LIST

HUD requires the PHA to establish policies that describe the circumstances under which applicants will be removed from the waiting list [24 CFR 960.202(a)(2)(iv)].

Purging the Waiting List

The decision to remove an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

RRHA Policy

The waiting list will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail or email to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program.

This update request will be sent to the last address or email that the PHA has on record for the family as well as any additional contact methods identified by the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter. If the 15th day falls on a weekend or a holiday, the document must be received by the next business day.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.

When a family is removed from the waiting list during the update process for failure to respond, the PHA will contact an unresponsive applicant through all means available, including first class mail, telephone, or email. The PHA will give that family a reasonable period of time to respond with their interest so as to not inadvertently remove an applicant who remains interested but may have moved, changed their contact information, or otherwise are difficult to reach. No informal hearing will be offered in such cases. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore, no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if the lack of response was due to PHA error, to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Applicants are notified with confirmation of RRHA's receipt of their application that they are responsible for notifying RRHA within 10 calendar days, if they have a change of address.

Removal from the Waiting List

RRHA Policy

The PHA will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If an applicant fails to keep their initial appointment and fails to notify RRHA prior to the scheduled appointment, of his/her inability to keep an appointment, his/her name will be withdrawn from the waiting list. A statement to this effect will appear on the forms used by RRHA that advise applicants of scheduled interviews.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

RRHA Policy

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

If the PHA has a Housing Choice Voucher program, the PHA must offer, and if accepted, provide the family a selection preference for an appropriate-sized public housing unit that first becomes available for occupancy after the time period expires for an HCV family whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who are unable to lease a new unit within the term of the voucher [24 CFR 982.404(e)(2)].

RRHA Policy

Local preferences will be aggregated using a system in which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

The PHA will use the following local preferences:

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.

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). The MOU must have outlined the CoC's responsibilities with respect to the provision of supportive services for the referred household in order for the applicant to be eligible for this preference. The PHA must have:

- 1) received a written commitment from the CoC to offer supportive services on an as needed basis to help the household transition from homelessness to permanent housing, *and*
- 2) received a written commitment from the CoC to offer supportive services to help the household maintain their assisted housing and comply with lease obligations.

Under the Homeless CoC referral, the PHA will assign a Homeless CoC preference to applicants who meet the HUD Category One (1) definition of homelessness:

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning;

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**
2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**
3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

The PHA currently partners with the Blue Ridge Continuum of Care, with whom the PHA has a Memorandum of Understanding.

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. An example would be enrollment at the Rescue Mission of Roanoke or Roanoke Area Ministries (RAM).

- Includes a person or family who is living in a place that is not intended for permanent housing (i.e. vehicle, tent, motel, park or temporary housing shelter) or whose family is significantly under housed
- Includes the imminent threat of homelessness due to displacement from any structure meant for habitation, such as a trailer or mobile home that is determined by the PHA or local code enforcement agency as no longer fit for habitation

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. As required by HUD the Working Families Preference refers to a families where the head AND spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

Example 1: Head of household is elderly but does not work. There is no spouse or cohead. This family receives benefit of the working preference.

Example 2: Head of household is 64, spouse is disabled. Neither work. This family receives benefit of the working preference.

Example 3: Head of household is 63, spouse is neither elderly nor disabled. Neither work. This family does NOT receive benefit of the working preference since both the head of household and spouse (or cohead) must be elderly and/or disabled to receive benefit of the working preference, unless one is currently working at least 20 hours a week.

. Among applicants who qualify for the same number of preference points, date and time of application will be used to determine placement on the waiting list.

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

RRHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Mixed Population Developments [24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families [24 CFR 945]

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

RRHA Policy

The PHA does have designated elderly or designated disabled public housing .

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

RRHA Policy

The PHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

RRHA Policy

The PHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low-income family (federal poverty level or 30 percent of median income, whichever number is higher).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR

- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

RRHA Policy

For covered developments with average incomes outside the Established Income Range where RRHA explains and/or justifies the income profile for these developments as being consistent with and furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute (bringing higher income tenants into lower income developments and vice versa); and the local goals and strategies contained in the RRHA Annual Plan, RRHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

For covered developments outside the EIR where RRHA is unable to explain or justify the income profile for these developments as being consistent with and furthering the two sets of goals cited in the paragraph above, RRHA will take the following actions to provide for deconcentration of poverty and income mixing:

- For the purpose of income mixing, site-based waiting list applicants will be referred to other developments, when family incomes are contradictory to the income mix of the development.
- The on-site manager will make housing offers.
- RRHA will deconcentrate high income and very low income families in the same area by offering incentives to residents to relocate to lower income developments or higher income developments, such as:
 - Providing funds for moving expenses incurred by the resident.
 - Rent credit for one month.
 - Bedroom size change (diversion from Occupancy Standard)/
 - Free gifts.

RRHA will encourage site-based waiting list applicants and existing resident families to move to other developments to prevent concentration of lower or higher income families

in the same development. However, the family will retain the choice of accepting the offer to move.

RRHA will maintain leasing statistics by property as well as for the Authority as a whole. These statistics will be for Public Housing and Section 8 programs. This will make it possible to demonstrate the effectiveness of our plan, as well as our success in achieving a range of incomes at all properties. The records include, but are not limited to the following:

- Annual income for all new admissions.
- Average family rent payment
- Incentives provided.
- Families relocated to promote deconcentration/income mixing
- Monthly statistical information to monitor percentage compliance with HUD income targeting regulations.

Order of Selection [24 CFR 960.206(e)]

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

RRHA Policy

Families will be selected from the waiting list based on preference points. Among applicants with the same preference points, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list, the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest-ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, the PHA must notify the family [24 CFR 960.208].

RRHA Policy

The PHA will notify the family by first class mail or email when it is selected from the waiting list.

The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

- Documents that must be provided at the interview to document eligibility for a preference, if applicable

- Other documents and information that should be brought to the interview

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list without further notice unless a person with a disability requests a reasonable accommodation for being unable to reply within the prescribed period. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination; therefore no informal hearing will be offered.

4-III.D. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

RRHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

All adult family members must attend the interview and sign the housing application. Exceptions may be made for adult students attending school out of state or for members for whom attendance would be a hardship.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 30 days. If all household members have not disclosed their SSNs at the next time a unit becomes available, the PHA will offer a unit to the next eligible applicant family on the waiting list.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the PHA will proceed with the interview. If the PHA determines the family is not eligible for the preference, the interview will not proceed, and the family will be placed back on the waiting list according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay.

The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. The second appointment letter will state that failure to appear for the appointment without a request to reschedule will be interpreted to mean that the family is no longer interested, and their application will be made inactive. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination, therefore the PHA will not offer an informal hearing.

4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208]

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including PHA suitability standards, the PHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

RRHA Policy

The PHA will notify a family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The PHA will expedite the administrative process for determining eligibility to the extent possible for applicants who are admitted to the public housing program as a result of an emergency transfer from another PHA program.

The PHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

RRHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal hearing (see Chapter 14).

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application. See Section 3-III.G for the PHA's policy regarding such circumstances.

The PHA must provide the family a notice of VAWA rights (form HUD-5380) as well as the HUD VAWA self-certification form (form HUD-5382) in accordance with the Violence against Women Act, and as outlined in 16-VII.C, at the time the applicant is provided assistance or at the time the applicant is denied assistance. This notice must be provided in both of the following instances: (1) when a family actually begins receiving assistance (lease execution); or (2) when a family is notified of its ineligibility.

PART III: CALCULATING RENT

6-IV.A. OVERVIEW OF INCOME-BASED RENT CALCULATIONS

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.

TTP Formula [24 CFR 5.628]

HUD regulations specify the formula for calculating the total tenant payment (TTP) for an assisted family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
- The welfare rent (in as-paid states only)
- A minimum rent between \$0 and \$50 that is established by the PHA

The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-IV.B.

Welfare Rent [24 CFR 5.628]

PHA Policy

Welfare rent does not apply in this locality.

Minimum Rent [24 CFR 5.630]

PHA Policy

The minimum rent for this locality is \$0.

Optional Changes to Income-Based Rents [24 CFR 960.253(c)(2) and PH Occ GB, pp. 131-134]

PHAs have been given very broad flexibility to establish their own, unique rent calculation systems as long as the rent produced is not higher than that calculated using the TTP and mandatory deductions. At the discretion of the PHA, rent policies may structure a system that uses combinations of permissive deductions, escrow accounts, income-based rents, and the required flat and minimum rents.

The PHA's minimum rent and rent choice policies still apply to affected families. Utility allowances are applied to PHA designed income-based rents in the same manner as they are applied to the regulatory income-based rents.

The choices are limited only by the requirement that the method used not produce a TTP or tenant rent greater than the TTP or tenant rent produced under the regulatory formula.

PHA Policy

The PHA chooses not to adopt optional changes to income-based rents.

Ceiling Rents [24 CFR 960.253 (c)(2) and (d)]

Ceiling rents are used to cap income-based rents. They are part of the income-based formula. If the calculated TTP exceeds the ceiling rent for the unit, the ceiling rent is used to calculate tenant rent (ceiling rent/TTP minus utility allowance). Increases in income do not affect the family since the rent is capped. The use of ceiling rents fosters upward mobility and income mixing.

Because of the mandatory use of flat rents, the primary function of ceiling rents now is to assist families who cannot switch back to flat rent between annual reexaminations and would otherwise be paying an income-based tenant rent that is higher than the flat rent.

Ceiling rents must be set to the level required for flat rents (which will require the addition of the utility allowance to the flat rent for properties with tenant-paid utilities) [PH Occ GB, p. 135].

PHA Policy

The PHA chooses not to use ceiling rents.

Utility Reimbursement [24 CFR 982.514(b); 982.514]

Utility reimbursement occurs when any applicable utility allowance for tenant-paid utilities exceeds the TTP. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.

PHA Policy

The PHA will make utility reimbursements to the family.

The PHA may make all utility reimbursement payments to qualifying families on a monthly basis or may make quarterly payments when the monthly reimbursement amount is \$15.00 or less. Reimbursements must be made once per calendar-year quarter, either prospectively or retroactively, and must be prorated if the family leaves the program in advance of its next quarterly reimbursement. The PHA must also adopt hardship policies for families for whom receiving quarterly reimbursement would create a financial hardship. The PHA must issue reimbursements that exceed \$15.00 per month on a monthly basis.

PHA Policy

The PHA will issue all utility reimbursements monthly.

6-IV.B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630]

PHA Policy

The financial hardship rules described below do not apply in this jurisdiction because the PHA has established a minimum rent of \$0.

Overview

If the PHA establishes a minimum rent greater than zero, the PHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship.

The financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the PHA determines that a hardship exists, the family share is the highest of the remaining components of the family's calculated TTP.

HUD-Defined Financial Hardship

Financial hardship includes the following situations:

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

PHA Policy

A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.

For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.

- (2) The family would be evicted because it is unable to pay the minimum rent.

PHA Policy

For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.

- (3) Family income has decreased because of changed family circumstances, including the loss of employment.

(4) A death has occurred in the family.

PHA Policy

In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).

(5) The family has experienced other circumstances determined by the PHA.

PHA Policy

The PHA has not established any additional hardship criteria.

Implementation of Hardship Exemption

Determination of Hardship

When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.

The PHA then determines whether the financial hardship exists and whether the hardship is temporary or long-term.

PHA Policy

The PHA defines temporary hardship as a hardship expected to last 90 days or less.
Long-term hardship is defined as a hardship expected to last more than 90 days.

When the minimum rent is suspended, the family share reverts to the highest of the remaining components of the calculated TTP. The example below demonstrates the effect of the minimum rent exemption.

Example: Impact of Minimum Rent Exemption	
Assume the PHA has established a minimum rent of \$50.	
Family Share – No Hardship	Family Share – With Hardship
\$0 30% of monthly adjusted income	\$0 30% of monthly adjusted income
\$15 10% of monthly gross income	\$15 10% of monthly gross income
N/A Welfare rent	N/A Welfare rent
\$50 Minimum rent	\$50 Minimum rent
Minimum rent applies. TTP = \$50	Hardship exemption granted. TTP = \$15

PHA Policy

To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the minimum rent.

The PHA will make the determination of hardship within 30 calendar days.

No Financial Hardship

If the PHA determines there is no financial hardship, the PHA will reinstate the minimum rent and require the family to repay the amounts suspended.

For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.

PHA Policy

The PHA will require the family to repay the suspended amount within 30 calendar days of the PHA's notice that a hardship exemption has not been granted.

Temporary Hardship

If the PHA determines that a qualifying financial hardship is temporary, the PHA must suspend the minimum rent for the 90-day period beginning the first of the month following the date of the family's request for a hardship exemption.

At the end of the 90-day suspension period, the family must resume payment of the minimum rent and must repay the PHA the amounts suspended. HUD requires the PHA to offer a reasonable repayment agreement, on terms and conditions established by the PHA. The PHA also may determine that circumstances have changed and the hardship is now a long-term hardship.

For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.

PHA Policy

The PHA will enter into a repayment agreement in accordance with the PHA's repayment agreement policy (see Chapter 16).

Long-Term Hardship

If the PHA determines that the financial hardship is long-term, the PHA must exempt the family from the minimum rent requirement for so long as the hardship continues. The exemption will apply from the first of the month following the family's request until the end of the qualifying hardship. When the financial hardship has been determined to be long-term, the family is not required to repay the minimum rent.

PHA Policy

The hardship period ends when any of the following circumstances apply:

- (1) At an interim or annual reexamination, the family's calculated TTP is greater than the minimum rent.
- (2) For hardship conditions based on loss of income, the hardship condition will continue to be recognized until new sources of income are received that are at least equal to the amount lost. For example, if a hardship is approved because a family no longer receives a \$60/month child support payment, the hardship will continue to exist until the family receives at least \$60/month in income from another source or once again begins to receive the child support.
- (3) For hardship conditions based upon hardship-related expenses, the minimum rent exemption will continue to be recognized until the cumulative amount exempted is equal to the expense incurred.

6-IV.C. UTILITY ALLOWANCES [24 CFR 965, Subpart E]

Overview

Utility allowances are provided to families paying income-based rents when the cost of utilities is not included in the rent. When determining a family's income-based rent, the PHA must use the utility allowance applicable to the type of dwelling unit leased by the family.

For policies on establishing and updating utility allowances, see Chapter 16.

Reasonable Accommodation and Individual Relief

On request from a family, PHAs must approve a utility allowance that is higher than the applicable amount for the dwelling unit if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family with a disability [24 CFR 8 and 100, PH Occ GB, p. 172].

Likewise, residents with disabilities may not be charged for the use of certain resident-supplied appliances if there is a verified need for special equipment because of the disability [PH Occ GB, p. 172].

See Chapter 2 for policies related to reasonable accommodations.

Further, the PHA may grant requests for relief from charges in excess of the utility allowance on reasonable grounds, such as special needs of the elderly, ill, or residents with disabilities, or special factors not within control of the resident, as the PHA deems appropriate. The family must request the higher allowance and provide the PHA with an explanation about the additional allowance required.

PHAs should develop criteria for granting individual relief, notify residents about the availability of individual relief, and notify participants about the availability of individual relief programs (sometimes referred to as "Medical Baseline discounts") offered by the local utility company [Utility Allowance GB, p. 19; 24 CFR 965.508].

PHA Policy

The family must request the higher allowance and provide the PHA with information about the amount of additional allowance required.

The PHA will consider the following criteria as valid reasons for granting individual relief:

The family's consumption was mistakenly portrayed as excessive due to defects in the meter or errors in the meter reading.

The excessive consumption is caused by a characteristic of the unit or owner-supplied equipment that is beyond the family's control, such as a particularly inefficient refrigerator or inadequate insulation. The allowance should be adjusted to reflect the higher consumption needs associated with the unit until the situation is remedied. The resident should be granted individual relief until the allowance is adjusted.

The excessive consumption is due to special needs of the family that are beyond their control, such as the need for specialized equipment in the case of a family member who is ill, elderly, or who has a disability.

In determining the amount of the reasonable accommodation or individual relief, the PHA will allow a reasonable measure of additional usage as necessary. To arrive at the amount of additional utility cost of specific equipment, the family may provide information from the manufacturer of the equipment, or the family or PHA may conduct an internet search for an estimate of usage or additional monthly cost.

Information on reasonable accommodation and individual relief for charges in excess of the utility allowance will be provided to all residents at move-in and with any notice of proposed allowances, schedule surcharges, and revisions. The PHA will also provide information on utility relief programs or medical discounts (sometimes referred to as "Medical Baseline discounts") that may be available through local utility providers.

The family must request the higher allowance and provide the PHA with information about the amount of additional allowance required.

At its discretion, the PHA may reevaluate the need for the increased utility allowance as a reasonable accommodation at any regular reexamination.

If the excessive consumption is caused by a characteristic of the unit or PHA-supplied equipment that is beyond the family's control, such as a particularly inefficient refrigerator or inadequate insulation, the individual relief to the resident will cease when the situation is remedied.

Utility Allowance Revisions [24 CFR 965.507]

The PHA must review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to standards described in 24 CFR 965.505, must establish revised allowances.

The PHA must revise the utility allowance schedule if there is a rate change that by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based.

Adjustments to resident payments as a result of such changes must be retroactive to the first day of the month following the month in which the last rate change taken into account in such revision became effective. Such rate changes are not subject to the 60-day notice [24 CFR 965.507(b)].

The tenant rent calculations must reflect any changes in the PHA's utility allowance schedule [24 CFR 960.253(c)(3)].

PHA Policy

Between annual reviews of utility allowances, the PHA will only revise its utility allowances due to a rate change, when required to by the regulation.

6-IV.D. PRORATED RENT FOR MIXED FAMILIES [24 CFR 5.520]

HUD regulations prohibit assistance to ineligible family members. A *mixed family* is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible family members. Except for non-public housing over income families, the PHA must prorate the assistance provided to a mixed family. The PHA will first determine TTP as if all family members were eligible and then prorate the rent based upon the number of family members that actually are eligible. To do this, the PHA must:

- (1) Subtract the TTP from the flat rent applicable to the unit. The result is the maximum subsidy for which the family could qualify if all members were eligible.
- (2) Divide the family maximum subsidy by the number of persons in the family to determine the maximum subsidy per each family member who is eligible (member maximum subsidy).
- (3) Multiply the member maximum subsidy by the number of eligible family members.
- (4) Subtract the subsidy calculated in the last step from the flat rent. This is the prorated TTP.
- (5) Subtract the utility allowance for the unit from the prorated TTP. This is the prorated rent for the mixed family.

PHA Policy

Revised public housing flat rents will be applied to a mixed family's rent calculation at the first annual reexamination after the revision is adopted.

- (6) When the mixed family's TTP is greater than the applicable flat rent, use the TTP as the prorated TTP. The prorated TTP minus the utility allowance is the prorated rent for the mixed family.

6-IV.E. FLAT RENTS AND FAMILY CHOICE IN RENTS [24 CFR 960.253]

Flat Rents [24 CFR 960.253(b)]

The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.

Changes in family income, expenses, or composition will not affect the flat rent amount because it is outside the income-based formula.

Policies related to the reexamination of families paying flat rent are contained in Chapter 9, and policies related to the establishment and review of flat rents are contained in Chapter 16.

Family Choice in Rents [24 CFR 960.253(a) and (e)]

With the exception of non-public housing over income families, once each year, the PHA must offer families the choice between a flat rent and an income-based rent. The family may not be offered this choice more than once a year. The PHA must document that flat rents were offered to families under the methods used to determine flat rents for the PHA.

PHA Policy

The annual PHA offer to a family of the choice between flat and income-based rent will be conducted upon admission and upon each subsequent annual reexamination.

The PHA will require families to submit their choice of flat or income-based rent in writing and will maintain such requests in the tenant file as part of the admission or annual reexamination process.

The PHA must provide sufficient information for families to make an informed choice. This information must include the PHA's policy on switching from flat rent to income-based rent due to financial hardship and the dollar amount of the rent under each option. However, if the family chose the flat rent for the previous year the PHA is required to provide an income-based rent amount only in the year that a reexamination of income is conducted or if the family specifically requests it and submits updated income information.

Switching from Flat Rent to Income-Based Rent Due to Hardship [24 CFR 960.253(f)]

With the exception of non-public housing over-income families, a family can opt to switch from flat rent to income-based rent at any time if they are unable to pay the flat rent due to financial hardship. If the PHA determines that a financial hardship exists, the PHA must immediately allow the family to switch from flat rent to the income-based rent.

PHA Policy

Upon determination by the PHA that a financial hardship exists, the PHA will allow a family to switch from flat rent to income-based rent effective the first of the month following the family's request.

Reasons for financial hardship include:

- The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items
- Such other situations determined by the PHA to be appropriate

PHA Policy

The PHA considers payment of flat rent to be a financial hardship whenever the switch to income-based rent would be lower than the flat rent [PH Occ GB, p. 137].

EXHIBIT 6-1: ANNUAL INCOME FULL DEFINITION

24 CFR 5.609

(a) Annual income includes, with respect to the family:

(1) All amounts, not specifically excluded in paragraph (b) of this section, received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and

(2) When the value of net family assets exceeds the HUD-published threshold amount (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.

(b) Annual income does not include the following:

(1) Any imputed return on an asset when net family assets are less than or equal to the HUD-published threshold amount (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and no actual income from the net family assets can be determined.

(2) The following types of trust distributions:

(i) For an irrevocable trust or a revocable trust outside the control of the family or household excluded from the definition of net family assets under § 5.603(b):

(A) Distributions of the principal or corpus of the trust; and

(B) Distributions of income from the trust when the distributions are used to pay the costs of health and medical care expenses for a minor.

(ii) For a revocable trust under the control of the family or household, any distributions from the trust; except that any actual income earned by the trust, regardless of whether it is distributed, shall be considered income to the family at the time it is received by the trust.

(3) Earned income of children under the 18 years of age.

(4) Payments received for the care of foster children or foster adults, or State or Tribal kinship or guardianship care payments.

(5) Insurance payments and settlements for personal or property losses, including but not limited to payments through health insurance, motor vehicle insurance, and workers' compensation.

(6) Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical care expenses for any family member.

(7) Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a member of the family becoming disabled.

(8) Income of a live-in aide, foster child, or foster adult as defined in §§ 5.403 and 5.603, respectively.

(9)

(i) Any assistance that section 479B of the Higher Education Act of 1965, as amended (20 U.S.C. 1087uu), requires be excluded from a family's income; and

(ii) Student financial assistance for tuition, books, and supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, and other fees required and charged to a student by an institution of higher education (as defined under Section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)) and, for a student who is not the head of household or spouse, the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit.

(A) Student financial assistance, for purposes of this paragraph (9)(ii), means a grant or scholarship received from— (

1) The Federal government;

(2) A State, Tribe, or local government;

(3) A private foundation registered as a nonprofit under 26 U.S.C. 501(c)(3);

(4) A business entity (such as corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, or nonprofit entity); or

(5) An institution of higher education.

(B) Student financial assistance, for purposes of this paragraph (9)(ii), does not include—

(1) Any assistance that is excluded pursuant to paragraph (b)(9)(i) of this section;

(2) Financial support provided to the student in the form of a fee for services performed (e.g., a work study or teaching fellowship that is not excluded pursuant to paragraph (b)(9)(i) of this section); (

3) Gifts, including gifts from family or friends; or

(4) Any amount of the scholarship or grant that, either by itself or in combination with assistance excluded under this paragraph or paragraph (b)(9)(i), exceeds the actual covered costs of the student. The actual covered costs of the student are the actual costs of tuition, books and supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, or other fees required and charged to a student by the education institution, and, for a student who is not the head of household or spouse, the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit. This calculation is described further in paragraph (b)(9)(ii) of this section.

(C) Student financial assistance, for purposes of this paragraph (b)(9)(ii) must be:

(1) Expressly for tuition, books, room and board, or other fees required and charged to a student by the education institution;

(2) Expressly to assist a student with the costs of higher education; or

(3) Expressly to assist a student who is not the head of household or spouse with the reasonable and actual costs of housing while attending the education institution and not residing in an assisted unit.

(D) Student financial assistance, for purposes of this paragraph (b)(9)(ii), may be paid directly to the student or to the educational institution on the student's behalf. Student financial assistance paid to the student must be verified by the responsible entity as student financial assistance consistent with this paragraph (b)(9)(ii).

(E) When the student is also receiving assistance excluded under paragraph (b)(9)(i) of this section, the amount of student financial assistance under this paragraph (b)(9)(ii) is determined as follows:

(1) If the amount of assistance excluded under paragraph (b)(9)(i) of this section is equal to or exceeds the actual covered costs under paragraph (b)(9)(ii)(B)(4) of this section, none of the assistance described in this paragraph (b)(9)(ii) of this section is considered student financial assistance excluded from income under this paragraph (b)(9)(ii)(E).

(2) If the amount of assistance excluded under paragraph (b)(9)(i) of this section is less than the actual covered costs under paragraph (b)(9)(ii)(B)(4) of this section, the amount of assistance described in paragraph (b)(9)(ii) of this section that is considered student financial assistance excluded under this paragraph is the lower of:

(i) the total amount of student financial assistance received under this paragraph (b)(9)(ii) of this section, or

(ii) the amount by which the actual covered costs under paragraph (b)(9)(ii)(B)(4) of this section exceeds the assistance excluded under paragraph (b)(9)(i) of this section.

(10) Income and distributions from any Coverdell education savings account under section 530 of the Internal Revenue Code of 1986 or any qualified tuition program under section 529 of such Code; and income earned by government contributions to, and distributions from, “baby bond” accounts created, authorized, or funded by Federal, State, or local government.

(11) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

(12)

(i) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(ii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program;

(iii) Amounts received under a resident service stipend not to exceed \$200 per month. A resident service stipend is a modest amount received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development.

(iv) Incremental earnings and benefits resulting to any family member from participation in training programs funded by HUD or in qualifying Federal, State, Tribal, or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program unless those amounts are excluded under paragraph (b)(9)(i) of this section.

(13) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.

(14) Earned income of dependent fulltime students in excess of the amount of the deduction for a dependent in § 5.611.

(15) Adoption assistance payments for a child in excess of the amount of the deduction for a dependent in § 5.611.

(16) Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.

(17) Payments related to aid and attendance under 38 U.S.C. 1521 to veterans in need of regular aid and attendance.

(18) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.

(19) Payments made by or authorized by a State Medicaid agency (including through a managed care entity) or other State or Federal agency to a family to enable a family member who has a disability to reside in the family's assisted unit. Authorized payments may include payments to a member of the assisted family through the State Medicaid agency (including through a managed care entity) or other State or Federal agency for caregiving services the family member provides to enable a family member who has a disability to reside in the family's assisted unit.

(20) Loan proceeds (the net amount disbursed by a lender to or on behalf of a borrower, under the terms of a loan agreement) received by the family or a third party (e.g., proceeds received by the family from a private loan to enable attendance at an educational institution or to finance the purchase of a car).

(21) Payments received by Tribal members as a result of claims relating to the mismanagement of assets held in trust by the United States, to the extent such payments are also excluded from gross income under the Internal Revenue Code or other Federal law.

(22) Amounts that HUD is required by Federal statute to exclude from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in paragraph (b) of this section apply. HUD will publish a notice in the Federal Register to identify the benefits that qualify for this exclusion. Updates will be published when necessary.

(23) Replacement housing "gap" payments made in accordance with 49 CFR part 24 that offset increased out of pocket costs of displaced persons that move from one federally subsidized housing unit to another Federally subsidized housing unit. Such replacement housing "gap" payments are not excluded from annual income if the increased cost of rent and utilities is subsequently reduced or eliminated, and the displaced person retains or continues to receive the replacement housing "gap" payments.

(24) Nonrecurring income, which is income that will not be repeated in the coming year based on information provided by the family. Income received as an independent contractor, day laborer, or seasonal worker is not excluded from income under this paragraph, even if the source, date, or amount of the income varies. Nonrecurring income includes:

(i) Payments from the U.S. Census Bureau for employment (relating to decennial census or the American Community Survey) lasting no longer than 180 days and not culminating in permanent employment.

(ii) Direct Federal or State payments intended for economic stimulus or recovery.

(iii) Amounts directly received by the family as a result of State refundable tax credits or State tax refunds at the time they are received.

(iv) Amounts directly received by the family as a result of Federal refundable tax credits and Federal tax refunds at the time they are received.

(v) Gifts for holidays, birthdays, or other significant life events or milestones (e.g., wedding gifts, baby showers, anniversaries).

(vi) Non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization.

(vii) Lump-sum additions to net family assets, including but not limited to lottery or other contest winnings.

(25) Civil rights settlements or judgments, including settlements or judgments for back pay.

(26) Income received from any account under a retirement plan recognized as such by the Internal Revenue Service, including individual retirement arrangements (IRAs), employer

retirement plans, and retirement plans for self-employed individuals; except that any distribution of periodic payments from such accounts shall be income at the time they are received by the family.

(27) Income earned on amounts placed in a family's Family Self Sufficiency Account.

(28) Gross income a family member receives through self-employment or operation of a business; except that the following shall be considered income to a family member:

(i) Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations; and

(ii) Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

EXHIBIT 6-2: TREATMENT OF FAMILY ASSETS

24 CFR 5.603(b) Net Family Assets

(1) Net family assets is the net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing real property, savings, stocks, bonds, and other forms of capital investment.

(2) In determining net family assets, PHAs or owners, as applicable, must include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms. Negative equity in real property or other investments does not prohibit the owner from selling the property or other investments, so negative equity alone would not justify excluding the property or other investments from family assets.

(3) Excluded from the calculation of net family assets are: (i) The value of necessary items of personal property; (ii) The combined value of all nonnecessary items of personal property if the combined total value does not exceed the HUD-published threshold amount (which amount will be adjusted by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers); (iii) The value of any account under a retirement plan recognized as such by the Internal Revenue Service, including individual retirement arrangements (IRAs), employer retirement

plans, and retirement plans for self-employed individuals; (iv) The value of real property that the family does not have the effective legal authority to sell in the jurisdiction in which the property is located; (v) Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a family member being a person with a disability; (vi) The value of any Coverdell education savings account under section 530 of the Internal Revenue Code of 1986, the value of any qualified tuition program under section 529 of such Code, the value of any Achieving a Better Life Experience (ABLE) account authorized under Section 529A of such Code, and the value of any “baby bond” account created, authorized, or funded by Federal, State, or local government. (vii) Interests in Indian trust land; (viii) Equity in a manufactured home where the family receives assistance under 24 CFR part 982; (ix) Equity in property under the Homeownership Option for which a family receives assistance under 24 CFR part 982; (x) Family Self-Sufficiency Accounts; and (xi) Federal tax refunds or refundable tax credits for a period of 12 months after receipt by the family.

(4) In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the trust fund is not a family asset and the value of the trust is not included in the calculation of net family assets, so long as the fund continues to be held in a trust that is not revocable by, or under the control of, any member of the family or household.

EXHIBIT 6-3: THE EFFECT OF WELFARE BENEFIT REDUCTION

24 CFR 5.615

Public housing program and Section 8 tenant-based assistance program: How welfare benefit reduction affects family income.

(a) Applicability. This section applies to covered families who reside in public housing (part 960 of this title) or receive Section 8 tenant-based assistance (part 982 of this title).

(b) Definitions. The following definitions apply for purposes of this section:

Covered families. Families who receive welfare assistance or other public assistance benefits (“welfare benefits”) from a State or other public agency (“welfare agency”) under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

Economic self-sufficiency program. See definition at Sec. 5.603.

Imputed welfare income. The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Specified welfare benefit reduction.

(1) A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

(2) “Specified welfare benefit reduction” does not include a reduction or termination of welfare benefits by the welfare agency:

(i) at expiration of a lifetime or other time limit on the payment of welfare benefits;

(ii) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or

(iii) because a family member has not complied with other welfare agency requirements.

(c) Imputed welfare income.

(1) A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the PHA by the welfare agency), plus the total amount of other annual income as determined in accordance with Sec. 5.609.

(2) At the request of the PHA, the welfare agency will inform the PHA in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the PHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. The PHA will use this information to determine the amount of imputed welfare income for a family.

(3) A family's annual income includes imputed welfare income in family annual income, as determined at the PHA's interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the PHA by the welfare agency).

(4) The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed

(5) The PHA may not include imputed welfare income in annual income if the family was not an assisted resident at the time of sanction.

(d) Review of PHA decision.

(1) Public housing. If a public housing tenant claims that the PHA has not correctly calculated the amount of imputed welfare income in accordance with HUD requirements, and if the PHA denies the family's request to modify such amount, the PHA shall give the tenant written notice of such denial, with a brief explanation of the basis for the PHA determination of the amount of imputed welfare income. The PHA notice shall also state that if the tenant does not agree with the PHA determination, the tenant may request a grievance hearing in accordance with part 966, subpart B of this title to review the PHA determination. The tenant is not required to pay an escrow deposit pursuant to Sec. 966.55(e) for the portion of tenant rent attributable to the imputed welfare income in order to obtain a grievance hearing on the PHA determination.

(2) Section 8 participant. A participant in the Section 8 tenant-based assistance program may request an informal hearing, in accordance with Sec. 982.555 of this title, to review the PHA determination of the amount of imputed welfare income that must be included in the family's annual income in accordance with this section. If the family claims that such amount is not correctly calculated in accordance with HUD requirements, and if the PHA denies the family's request to modify such amount, the PHA shall give the family written notice of such denial, with a brief explanation of the

basis for the PHA determination of the amount of imputed welfare income. Such notice shall also state that if the family does not agree with the PHA determination, the family may request an informal hearing on the determination under the PHA hearing procedure.

(e) PHA relation with welfare agency.

(1) The PHA must ask welfare agencies to inform the PHA of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the PHA written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.

(2) The PHA is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the PHA. However, the PHA is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.

(3) Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The PHA shall be entitled to rely on the welfare agency notice to the PHA of the welfare agency's determination of a specified welfare benefits reduction.

Attachment M: Description of How Management Services are Arranged

Task	Mode	Comments
Applicant intake, Screening, and Admissions	Decentralized	Site-based waiting lists are maintained by each public housing location. Each site handles applicant intake, screening and admissions. Within each site-based wait list all applications are kept in sequence based upon the type and size of unit, preferences, and date and time of application. This work is handled by the site manager and assistant site manager.
Certifications and Recertifications	Decentralized	Initial certifications, interim adjustments and annual recertification are handled at each site by the site manager and assistant site manager.
Lease Enforcement	Decentralized	The Site Managers are responsible for initiating lease compliance and attending court actions for non-payment of rent and lease violations.
Rent Collection	Decentralized	Residents mail, place their rent payments in a drop box or pay their rent at each site specific management office. All rents are processed by the respective Site Manager and Assistant Site Manager. If a resident is late paying his/her rent, the Site Manager addresses the issue.
Procurement	Mixed	Site Managers handle all purchases, except blanket purchase agreements, and intergovernmental agreements; however, any purchases over \$2,000 but less than \$10,000 require the approval of the director of housing. Purchases over \$10,000 but less than \$25,000 require the approval of the VP of Housing. All purchases over \$25,000 require the approval of the Executive Director. Purchase requisitions are initiated at the site level and invoices are sent to the site.
Service contracts (routine painting, extermination, etc.)	Mixed	The majority of service contracts are procured at the site level; however, if the VP of Housing requests a service contract to serve all sites, purchasing handles the procurement as a centralized function. All blanket purchase agreements, blanket purchase orders and intergovernmental agreements are handled centrally by purchasing.
Utilities	Decentralized	The Site Managers and Assistant Site Managers read electric meters quarterly at the sites where residents do not pay their own utilities. Managers monitor utility consumption at their sites, investigate abnormal usage, and bill residents quarterly for their excess usage of KWH.

Task	Mode	Comments
Resident/Client Services	Mixed	Resident and client services are developed and implemented through a series of grant funded positions such as family self-sufficiency coordinators and ROSS grant service coordinators, and staff responsible for resident council support and economic self-sufficiency. The Community Support Services Director reports to the VP of Housing. The Community Support Services Director supervises the resident services staff, who are based at the sites. Site Managers make referrals and provide advocacy for activities and programs. The Resident Council Liaison provides support with the formation of resident councils or advisory groups at each site. Residents and resident councils are invited to provide input into the development of the agency plan.
Routine Maintenance	Decentralized	Routine maintenance is handled at site level. On a daily basis, the Site Manager provides direction to the Maintenance Supervisor or maintenance staff (depending on whether the site has a Maintenance Supervisor assigned) as to the needs, budget consideration, and timeliness of all maintenance work. The Site Manager or Maintenance Supervisor directs the maintenance staff accordingly and oversees the technical aspects of the actual work performed by the maintenance staff. The Site Manager or Maintenance Supervisor is responsible for completing the annual performance evaluation on all maintenance staff. If the evaluation is completed by the Maintenance Supervisor, the Site Manager also reviews and signs the evaluation.
Security	N/A	There is no security staff. All sites have surveillance cameras that can be accessed by the Site Manager and police.
Technical/Specialized Maintenance Services	Mixed	The agency maintains one Electrician/HVAC Maintenance Specialist. All other maintenance services are handled by on-site maintenance staff or through site specific contracts.
Unit/Annual Inspection	Decentralized	Inspections for all public housing sites are performed by a contracted firm. Housekeeping inspections are handled onsite by Site Managers, Assistant Site Managers and maintenance staff.
Vacancy Preparation	Decentralized	Vacancy preparations are handled by on-site maintenance staff, with contract support when necessary. This is a Site Manager responsibility.
Work Order Requests	Mixed	Work order requests are handled by central office with the exception of after hours calls. Central office calls on-site maintenance staff if work order is an

Task	Mode	Comments
		emergency then follows up with a work order. Non-emergency work orders are entered as received by central office and on-site maintenance staff the check work order queue throughout the day. An answering service contract serves all sites for after-hours work order calls. Work orders are printed and completed as received. Site Managers run weekly reports to confirm work orders have been completed.

Description/Example of Process for Monitoring Project Performance

Monthly reports are generated for each AMP, showing performance relative to property performance measures. These reports are distributed to the full management team, which includes all property managers, department and division heads, and the executive director. These reports are also provided to the RRHA Board of Commissioners each month.

The reports are utilized as a management tool by the executive director, division vice-presidents and the full management team. Individual property managers are responsible for evaluating the reports relative to the property for which they have responsibility and initiating strategies to improve performance. Monthly management team meetings and weekly VP meetings provide opportunities to address resource and coordination needs in order to plan and implement performance improvement strategies effectively.

These reports are generated as part of a larger monthly operations report that includes information regarding status of all agency programs and activities, including development, procurement, and financial reports. Reports are prepared and distributed by the tenth working day of each month. The operations report provides critical monitoring information for use by the board of commissioners and management staff in monitoring AMP and organizational performance.

Attachment L: PHA Plan Element – Substantial Deviation and Significant Amendment/Modification

RRHA defines the following criteria for substantial deviations and significant amendments/modifications:

1. Discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.
2. Revisions to the following policies: rent, screening and admission, or organization of the waiting list.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; HUD does not consider such changes to be significant amendments.

Attachment M: PHA Plan Element – Fiscal Year Audit

Audit for Fiscal Year ending September 30, 2024 follows this page.

Roanoke Redevelopment and Housing Authority

FINANCIAL STATEMENTS

Roanoke Redevelopment and Housing Authority

Table of Contents

September 30, 2024

<u>Contents</u>	<u>Page</u>
Independent Auditor's Report	1-4
Management's Discussion and Analysis	5-10
Basic Financial Statements	11
Statement of Net Position	12-13
Statement of Revenues, Expenses, and Changes in Net Position	14
Statement of Cash Flows	15-16
Notes to Financial Statements	17-40
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	41-42
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required By the Uniform Guidance	43-45
Schedule of Expenditures of Federal Awards	46
Notes to Schedule of Federal Awards	47
Schedule of Findings and Questioned Costs	48-50
Supplementary Information	51
Schedule of Changes in Employer's Net Pension Liability	52
Employer Contribution Schedule	53
Schedule of Changes in Total OPEB Liability	54
Financial Data Schedule	55-68
Independent Accountant's Report on Applying Agreed-Upon Procedures	69-70



INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Roanoke Redevelopment and Housing Authority:

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities (primary government) and the aggregate discretely presented component units of the Roanoke Redevelopment and Housing Authority, (the "Authority"), as of and for the year ended September 30, 2024 and the related notes to the financial statements, which collectively comprise the Roanoke Redevelopment and Housing Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units, of the Roanoke Redevelopment and Housing Authority, as of September 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Roanoke Redevelopment and Housing Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Roanoke Redevelopment and Housing Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Roanoke Redevelopment and Housing Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Roanoke Redevelopment and Housing Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 10, the schedules related to accounting and reporting for pensions on pages 52 and 53 and the schedules related to accounting and reporting for postemployment benefits other than pensions on page 54, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Roanoke Redevelopment and Housing Authority's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying financial data schedule is also not a required part of the basic financial statement and is presented for the purpose of additional analysis as required by the U.S. Department of Housing and Urban Development. The Schedule of Expenditures of Federal Awards and the Financial Data Schedule are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and financial data schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 20, 2025, on our consideration of the Roanoke Redevelopment and Housing Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Roanoke Redevelopment and Housing Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Roanoke Redevelopment and Housing Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Jimp, Perry and Company LLP". The signature is written in a cursive, flowing style.

Toms River, New Jersey
March 20, 2025

ROANOKE REDEVELOPMENT & HOUSING AUTHORITY

MANAGEMENT'S DISCUSSION AND ANALYSIS

September 30, 2024

The Roanoke Redevelopment and Housing Authority (the Authority or RRHA) is a political subdivision of the Commonwealth of Virginia empowered to implement housing, community development, redevelopment, and revitalization programs within the City of Roanoke (the City). The City created the Authority in 1949 under the provisions of the United States Housing Act of 1937. Under Title 36 of the Code of Virginia, the Authority has the power to acquire, lease, and improve property, to acquire via eminent domain, to make loans or grants, to investigate and determine whether an area is blighted, and to carry out a redevelopment plan in cooperation with local government.

The Authority presents this discussion and analysis of its financial activities for the fiscal year ending September 30, 2024. Please read this overview of the Authority's financial activities in conjunction with the financial statements beginning on page 12.

The discussion and analysis are intended to serve as an introduction to the Authority's basic financial statements. The financial section of this report includes management's discussion and analysis, the basic financial statements, and other supplementary information. The basic financial statements are composed of two parts: the financial statements and the corresponding notes to the financial statements. The other supplementary information included in the financial section of the report presents required information as well as nonessential information considered of interest to readers of the report.

The primary focus of the Authority's financial statements is on the financial statements of a single business-type activity that combines all programs administered by the Authority. A separate column in the financial statements also shows the combined transactions of the Authority's real estate limited partnership component units.

The financial results of the discretely presented component units are not addressed in this management discussion and analysis.

FINANCIAL HIGHLIGHTS

The Authority's fiscal year 2024 major financial highlights included the following:

Total assets and liabilities of the Authority were approximately \$74 million and \$4.1 million respectively, with a total net position of \$69.9 million at September 30, 2024.

Total assets increased during the year by approximately \$3.9 million, primarily due to an increase in cash and capital assets.

Total liabilities remained relatively the same for the year with very little change.

Total Revenues (including capital contributions and grants) and expenses were approximately \$39 million and \$35 million respectively.

Revenues are derived from various sources with approximately 85% received either directly from the U. S. Department of Housing and Urban Development (HUD), the State of Virginia, or indirectly from the City. Rental Revenues account for an additional 11% of total revenue; the remaining 4% of revenue balance is derived from miscellaneous fees for services, and non-operating sources (miscellaneous leasing fees).

MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED

AUTHORITY FINANCIAL STATEMENTS

The Authority's mission focuses on the planning, design, construction, preservation, rehabilitation, financing, and management of housing, primarily for low- and moderate-income households, assisting in the revitalization of neighborhoods, and redevelopment of commercial and industrial areas in the City of Roanoke. As of September 30, 2024, the Authority owned over 1279 residential units that are leased to low-income families and individuals. In addition, housing assistance was paid to over 2,042 households under the Federal Housing Choice Voucher program for privately owned existing housing.

BASIC FINANCIAL STATEMENTS

The Authority is presenting its fiscal year 2024 management's discussion and analysis based on the financial results of its enterprise programs in three basic financial statements - the statement of net position; the statement of revenues, expenses and changes in net position; and the statement of cash flows. The statement of net position reports all financial and capital assets of the Authority and is presented in a format where assets equal liabilities plus net position. Net position is broken down into the following three categories:

- *Net position, invested in capital assets, net of related debt* consists of all capital assets net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.
- *Restricted net position* consists of assets that are restricted by constraints placed on the asset by external parties, such as, creditors, grantors, contributors, laws, or regulations reduced by liabilities payable from such assets.
- *Unrestricted net position* consists of net position that do not meet the definition of net position invested in capital assets, net of related debt, or restricted net position.

The statement of revenues, expenses, and changes in net position includes operating revenues, such as operating grants and rental income; operating expenses, such as administrative, utilities, maintenance, and depreciation; and non-operating revenues and expenses, such as investment income, interest expense, capital contributions and special items, such as impairment loss on capital assets. The statement's focus is the change in net position, which is similar to net income or loss.

Finally, a statement of cash flows is included, which discloses net cash flows from operating activities, capital and related financing activities, investing activities and noncapital financing activities.

These basic financial statements utilize the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period they are earned and expenses in the period they are incurred.

These financial statements represent over a dozen programs and activities. Most of these programs are financed by federal grants from HUD, rents, and other user charges resulting from operations of subsidized housing, by development and financing fees.

MANAGEMENT'S DISCUSSION AND ANALYSIS - continued

FINANCIAL ANALYSIS OF THE AUTHORITY (ENTERPRISE FUND)

The following table summarizes the changes in net position between September 30, 2024 and 2023 for the Authority as a whole:

	<u>2024</u>	<u>2023</u>	<u>NET CHANGE</u>	<u>%</u>
Cash	\$ 24,478,000	\$ 22,658,683	\$ 1,819,317	8.03%
Current Assets	1,572,591	3,009,536	(1,436,945)	-47.75%
Non-current Assets	1,920,102	1,494,382	425,720	28.49%
Capital Assets - Net	46,112,365	42,953,860	3,158,505	7.35%
Total Assets	<u>74,083,058</u>	<u>70,116,461</u>	<u>3,966,597</u>	<u>5.66%</u>
Current Liabilities	3,222,202	3,360,629	(138,427)	-4.12%
Non-current Liabilities	953,618	952,648	970	0.10%
Total Liabilities	<u>4,175,820</u>	<u>4,313,277</u>	<u>(137,457)</u>	<u>-3.19%</u>
Invested in Capital Assets -net of Related Debt	46,112,365	42,953,860	3,158,505	7.35%
Restricted Net Position	311,462	41,839	269,623	644.43%
Unrestricted Net Position	23,483,411	22,807,485	675,926	2.96%
Total Net Position	<u>\$ 69,907,238</u>	<u>\$ 65,803,184</u>	<u>\$ 4,104,054</u>	<u>6.24%</u>

Total assets of the Authority increased \$3,966,597 for the 2024 fiscal year primarily due to an increase in cash and capital assets.

Cash increased approximately \$1,819,317 due to a decrease in A/R due from tenants, HUD, State of VA, and VHDA as well as sales of capital assets which were houses that were available for sale.

Current assets decreased approximately 48% as a result of a decrease in accounts receivable HUD, State of VA, VHDA and tenants.

Prepaid expenses increased approximately 12% due to increased premiums for insurance and annual invoices for leases of security cameras.

Noncurrent assets increased 28.5% primarily due to an increase in notes/mortgages receivable and net pension asset.

Capital Assets increased \$3.2 million due to increases in land, building and improvements, and construction in progress as a result of closing Capital Fund Grants into the Public Housing Program once the grants have been fully expended.

Total liabilities decreased \$137,457 due to accruals for employee compensation, contract retainage, and deferred revenues.

Current liabilities decreased due to participation and liability in the Authority's FSS program.

Non-current liabilities increased slightly due to a decrease in Deferred Inflow of Resources from the Retirement Pension and an increase in the Other Postemployment Benefits (OPEB).

Total net position increased approximately \$4 million due to the increases in Capital Assets and Unrestricted Net Position.

Investments in Capital Assets had larger expenditures in the Capital Fund Program for construction in progress for several large capital improvement projects, land purchases, and large modernization projects.

Restricted Net Position increased \$269,623 due to a \$251,717 increase in the HCV program and a \$20,458 increase in the FSS Forfeiture Account, while the EHV program spent the \$2,552 housing assistance payments received in 2023 during the 2024 fiscal year.

The Emergency Housing Voucher Program (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV HUD is providing public housing authorities with 70,000 housing choice vouchers in order to assist individuals and families who are homeless or at risk of homelessness. Starting July 1, 2021 HUD provided RRHA a total of 26 vouchers to be used for this purpose.

As of September 30, 2024 a total of 21 have been leased.

Unrestricted Net Position increased primarily through operating activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS - continued

The following table summarizes the changes in operations between fiscal years 2024 and 2023 for the Authority as a whole:

	2024	2023	NET CHANGE	%
Tenant Rental Revenue	\$ 4,413,158	\$4,270,518	\$ 142,640	3.34%
HUD Operating Grants	28,728,508	26,531,419	2,197,089	8.28%
Other Revenue	1,364,040	2,033,438	(669,398)	-32.92%
Total Operating Revenue	34,505,706	32,835,375	1,670,331	5.09%
Operating Expenses:				
Administrative	3,623,734	3,707,896	(84,162)	-2.27%
Tenant Services	720,462	706,521	13,941	1.97%
Utilities	2,337,871	2,361,581	(23,710)	-1.00%
Maintenance	5,461,368	4,546,642	914,726	20.12%
Protective Services	526,445	279,594	246,851	88.29%
General Expenses	1,386,734	1,401,844	(15,110)	-1.08%
Housing Assistance Payments	18,407,331	16,369,412	2,037,919	12.45%
Depreciation	2,107,094	2,298,523	(191,429)	-8.33%
Total Operating Expenses	34,571,039	31,687,393	2,883,646	9.10%
Operating Income/(Loss)	(65,333)	1,147,982	(1,213,315)	-105.69%
Non-operating Revenue (Expenses):				
Investment Income/ Mortgage Interest	271	260	11	4.23%
Interest Expense	(265)	(765)	500	100.00%
Casualty losses	(356,725)	(64,174)	(292,551)	455.87%
Non-operating Gain/(Loss)	(356,719)	(64,679)	(292,040)	451.52%
HUD Capital Grants	4,526,106	4,262,178	263,928	6.19%
Change in net position	4,104,054	5,345,481	(1,241,427)	-23.22%
Beginning Net Position	65,803,184	60,457,703	5,345,481	8.84%
Total Net Position	\$ 69,907,238	\$ 65,803,184	\$ 4,104,054	6.24%

Total Operating Revenue increased \$1.67 million primarily due to an overall increase in HUD and Other government grants.

Tenant Rental Revenue increased slightly due to higher dwelling rents charged to the tenants in 2024 than in 2023.

HUD Operating grants increased \$2.2 million due to increased subsidy in all the federally funded programs.

Other Revenue decreased \$669,398 from reduced reimbursements from VHDA as projects have reached completion for public housing and reduced casualty payments due to fewer casualty losses during the year.

Total Operating expenses increased 9% due to an increase in Housing Assistance Payments and because of higher costs for material and contract costs.

MANAGEMENT'S DISCUSSION AND ANALYSIS - continued

Administrative expenses decreased 2% due to employee compensation expenses. Hiring and staffing shortages continued to be a challenge for the Authority in 2024 due to changing employment expectations.

Tenant Services expenses increased 2% due to the rent incentive expenses of the Jobs Plus program.

Utility costs decreased 1% due to lower gas usage.

Maintenance expenses increased 20% due to increases in employee compensation, materials, and contract repairs such as electrical, building repairs, HVAC, unit turnarounds, and routine maintenance. Vendor rates continued to increase in 2024. Significant increases include unit turnarounds \$134,800 and building repairs increased \$165,377.

Protective Services increased 88% due to installation of more cameras at public housing sites in addition to increased costs for fire systems and security patrols. The cost of the fire systems has increased \$21,000 while the security patrols has gone up \$6,400.

General Expenses decreased 1% primarily due to bad debts. There has been a significant increase in Bad Debt write-offs in recent years due to higher receivable balances because of non payment of rents.

Extraordinary Maintenance decreased 100% due to a decrease in non-routine repairs in maintenance of Public Housing sites.

Housing Assistance Payments increased 13% due to an increase in units and costs per unit.

Depreciation decreased 8% due to various assets becoming fully depreciated in 2023.

Operating expenses exceeded operating revenues by approximately 4% resulting in an overall operating loss of \$65,333 for 2024.

Casualty losses increased \$292,551 due to more auto and fire damages in the public housing program in 2024.

The Authority's overall increase in Net Position for 2024 is \$4,104,054.

CAPITAL ASSET AND DEBT ADMINISTRATION**Capital Assets:**

The following table summarizes the changes in capital assets between September 30, 2024 and 2023:

	2024	2023	Net Change	Variance
Land	\$ 15,280,324	\$ 14,821,593	\$ 458,731	3.10%
Infrastructure	3,109,317	3,109,317	-	0.00%
Buildings and Improvements	86,777,488	84,098,195	2,679,293	3.19%
Furniture and Equipment	3,661,010	3,468,770	192,240	5.54%
Construction in Progress	19,414,919	17,610,564	1,804,355	10.25%
Total	128,243,058	123,108,439	5,134,619	4.17%
Accumulated Depreciation	(82,130,693)	(80,154,579)	(1,976,114)	2.47%
Net Capital Assets	\$ 46,112,365	\$ 42,953,860	\$ 3,158,505	7.35%

Variances in capital assets were due to Public Housing modernization projects through the HOTMA program and capital funds.

Economic Factors

The Authority continues to face uncertainties regarding the subsidized funding levels provided by HUD for its assisted housing programs. These uncertainties have both an immediate and long range impact on the operations of the Authority. In 2024 the Authority received 85% of its funding from HUD.

For the 2024 calendar year, HUD funded Public Housing operating subsidy requests at 97.12% of the eligible amounts.

For the 2023 calendar year, HUD funded Public Housing operating subsidy requests at 92.02% of the eligible amounts.

For the 2022 calendar year, HUD funded Public Housing operating subsidy requests at 104.93% of the eligible amounts.

For the 2021 calendar year, HUD funded Public Housing operating subsidy requests at 96.74% of the eligible amounts.

In the last twenty years, Public Housing Agencies have only been fully funded three times, which was 2002, 2010, and 2022.

The Capital Fund program funding continues to fall short of the Authority's annual capital needs which are prioritized and addressed according to urgency and available funding.

The Housing Choice Voucher (HCV) program HAP funding was 99.50% for calendar year 2024. This is decreased from 100% in 2023. HCV Administrative fees were funded at 91.77% for calendar year 2024, 97.38% for 2023, and 89.55% for 2022.

In addition to the uncertainties of federal funding for the 2024 fiscal year, the Authority also faces the challenge of escalating management costs for their programs and staffing shortages.

RRHA's management staff continues to closely monitor these programs and seek out innovative cost reduction measures to fulfill its mission.

CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

The financial report is designed to provide a general overview of the Authority's finances for all those interested. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the VP of Finance/CFO, Roanoke Redevelopment & Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017 or visit our website at www.rkehousing.org.

BASIC FINANCIAL STATEMENTS

Roanoke Redevelopment and Housing Authority
Statement of Net Position
September 30, 2024

	<u>Enterprise Fund</u>	<u>Component Units</u>	<u>Total Reporting Entity</u>
CURRENT ASSETS:			
Cash and cash equivalents	\$ 22,372,615	808,077	23,180,692
Accounts receivable - other	927,044	-	927,044
Accounts receivable - tenants, net	211,670	32,660	244,330
Prepaid expenses	<u>433,877</u>	<u>42,055</u>	<u>475,932</u>
Total current assets	<u>23,945,206</u>	<u>882,792</u>	<u>24,827,998</u>
RESTRICTED ASSETS:			
Cash and cash equivalents	<u>2,105,385</u>	<u>578,551</u>	<u>2,683,936</u>
Total restricted assets	<u>2,105,385</u>	<u>578,551</u>	<u>2,683,936</u>
NONCURRENT ASSETS:			
Land, structures and equipment net of accumulated depreciation	<u>46,112,365</u>	<u>12,602,955</u>	<u>58,715,320</u>
Total fixed assets, net	<u>46,112,365</u>	<u>12,602,955</u>	<u>58,715,320</u>
Notes & mortgages receivable, non-current	798,488	-	798,488
Other assets	<u>943,655</u>	<u>-</u>	<u>943,655</u>
Total assets	<u>73,905,099</u>	<u>14,064,298</u>	<u>87,969,397</u>
DEFERRED OUTFLOWS OF RESOURCES:			
Deferred outflows	<u>177,959</u>	<u>-</u>	<u>177,959</u>
Total deferred outflows of resources	<u>177,959</u>	<u>-</u>	<u>177,959</u>
Total assets and deferred outflows of resources	<u>\$ 74,083,058</u>	<u>14,064,298</u>	<u>88,147,356</u>

Roanoke Redevelopment and Housing Authority
Statement of Net Position (continued)
September 30, 2024

	<u>Enterprise Fund</u>	<u>Component Units</u>	<u>Total Reporting Entity</u>
CURRENT LIABILITIES:			
Accounts payable	\$ 1,256,266	19,956	1,276,222
Accrued wages and payroll taxes	130,063	-	130,063
Accrued compensated absences	196,343	-	196,343
Accrued interest	-	9,245	9,245
Accrued liability - other	47,775	-	47,775
Tenant security deposits	153,801	31,000	184,801
Notes payable, current portion	-	101,135	101,135
Unearned revenues	1,337,826	13,452	1,351,278
Other current liabilities	<u>100,128</u>	<u>514</u>	<u>100,642</u>
Total current liabilities	<u>3,222,202</u>	<u>175,302</u>	<u>3,397,504</u>
NONCURRENT LIABILITIES:			
Notes payable, excluding current portion	-	6,614,754	6,614,754
Other liabilities	<u>876,439</u>	<u>1,283,301</u>	<u>2,159,740</u>
Total noncurrent liabilities	<u>876,439</u>	<u>7,898,055</u>	<u>8,774,494</u>
Total liabilities	<u>4,098,641</u>	<u>8,073,357</u>	<u>12,171,998</u>
DEFERRED INFLOWS OF RESOURCES:			
Deferred inflows	<u>77,179</u>	<u>-</u>	<u>77,179</u>
Total deferred inflows of resources	<u>77,179</u>	<u>-</u>	<u>77,179</u>
NET POSITION:			
Invested in capital assets, net	46,112,365	5,929,601	52,041,966
Restricted	311,462	547,639	859,101
Unrestricted	<u>23,483,411</u>	<u>(486,299)</u>	<u>22,997,112</u>
Total net position	<u>69,907,238</u>	<u>5,990,941</u>	<u>75,898,179</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 74,083,058</u>	<u>14,064,298</u>	<u>88,147,356</u>

Roanoke Redevelopment and Housing Authority
Statement of Revenues, Expenses, and Changes
in Net Position
For the Year Ended September 30, 2024

	Enterprise <u>Fund</u>	Component <u>Units</u>	Total Reporting <u>Entity</u>
Operating revenues:			
Tenant revenue	\$ 4,413,158	963,101	5,376,259
HUD operating grants	28,728,508	-	28,728,508
Other government grants	312,374	-	312,374
Proceeds from the disposition of assets held for sale	769,584	-	769,584
Cost of sale of assets	(1,040,152)	-	(1,040,152)
Other revenue	<u>1,322,234</u>	<u>7,722</u>	<u>1,329,956</u>
Total operating revenue	<u>34,505,706</u>	<u>970,823</u>	<u>35,476,529</u>
Operating expenses:			
Administrative salaries	1,900,890	9,228	1,910,118
Other administrative expenses	1,722,844	100,209	1,823,053
Tenant / community services	720,462	-	720,462
Utility expense	2,337,871	68,512	2,406,383
Maintenance salaries	1,157,844	3,265	1,161,109
Maintenance other	4,303,524	208,691	4,512,215
Contract / protective services	526,445	9,997	536,442
Insurance	388,297	98,836	487,133
Other general expenses	347,434	-	347,434
Credit losses	488,117	80,750	568,867
Payments in lieu of taxes	162,886	120,196	283,082
Housing assistance payments	18,407,331	-	18,407,331
Depreciation	<u>2,107,094</u>	<u>553,141</u>	<u>2,660,235</u>
Total operating expenses	<u>34,571,039</u>	<u>1,252,825</u>	<u>35,823,864</u>
Operating loss	<u>(65,333)</u>	<u>(282,002)</u>	<u>(347,335)</u>
Non-operating revenues (expenses):			
Investment income / mortgage interest	271	7,224	7,495
Interest expense	(265)	(117,955)	(118,220)
Casualty losses	<u>(356,725)</u>	<u>-</u>	<u>(356,725)</u>
Total non-operating revenues (expenses)	<u>(356,719)</u>	<u>(110,731)</u>	<u>(467,450)</u>
Loss before capital grants	(422,052)	(392,733)	(814,785)
Capital grants	<u>4,526,106</u>	<u>-</u>	<u>4,526,106</u>
Change in net position	4,104,054	(392,733)	3,711,321
Total net position, beginning	<u>65,803,184</u>	<u>6,393,674</u>	<u>72,196,858</u>
Equity transfers	<u>-</u>	<u>(10,000)</u>	<u>(10,000)</u>
Total net position, end of year	<u>\$ 69,907,238</u>	<u>5,990,941</u>	<u>75,898,179</u>

Roanoke Redevelopment and Housing Authority
Statement of Cash Flows - All Enterprise Funds
For the Year Ended September 30, 2024

Cash Flows from Operating Activities:

Receipts from tenants	\$ 4,442,947
Receipts operating grants and subsidies	30,493,873
Other receipts	958,231
Payments to suppliers, employees and tenants	<u>(32,632,334)</u>

Net cash flows provided by operating activities	<u>3,262,717</u>
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Cash Flows from Capital and Related Financing Activities:

Purchases of capital assets	(6,882,495)
Disposal of capital assets	688,118
Capital grant contributions	5,454,884
Casualty losses	<u>(356,725)</u>

Net cash flows used in capital and related financing activities	<u>(1,096,218)</u>
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Cash Flows from Investing Activities:

Advances on notes receivable	(347,453)
Interest and dividends	<u>271</u>

Net cash flows used in investing activities	<u>(347,182)</u>
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Net increase in cash	1,819,317
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Cash at beginning of year	<u>22,658,683</u>
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Cash at end of year	<u><u>\$ 24,478,000</u></u>
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Roanoke Redevelopment and Housing Authority
Statement of Cash Flows (continued) - All Enterprise Funds
For the Year Ended September 30, 2024

Reconciliation of operating income to cash provided by
operating activities

Operating loss	\$ (65,333)
Items which did not provide (use) cash:	
Depreciation	2,107,094
Credit losses	488,117
Deferred Outflows of Resources	15,168
Deferred Inflows of Resources	(77,544)
Working capital changes which provided (used) cash:	
Accounts receivable - tenants	(458,328)
Accounts receivable - other	1,452,991
Other assets	(93,435)
Unearned revenue	(2,211)
Prepaid expenses	(45,835)
Accounts payable	(116,298)
Accrued expenses	83,689
Other liabilities	78,249
Tenant security deposits	561
Other current liabilities	<u>(104,168)</u>
Net cash provided by operating activities	<u>\$ 3,262,717</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements

For the Year Ended September 30, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority is a Special Purpose Government engaged only in business-type activities and therefore, presents only the financial statements required for the enterprise fund.

The Authority has multiple programs which are accounted for as one business type activity for financial reporting purposes which are presented as the "enterprise fund" in the basic financial statements as follows:

Enterprise Fund - In accordance with the Enterprise Fund Method, activity is recorded using the accrual basis of accounting, and the measurement focus is on the flow of economic resources. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This required the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

Governmental Accounting Standards - The Housing Authority has applied all applicable pronouncements issued by the Governmental Accounting Standards Board as well as pronouncements issued by the Financial Accounting Standards Board on or before November 30, 1989, and those issued after November 30, 1989 except where they conflict with or contradict Governmental Accounting Standards Board pronouncements.

B. Cash

The Authority considers cash on hand and cash in checking to be cash equivalents. Cash on hand is not included in the calculation of collateral required.

C. Accounts Receivable

Rents are due from tenants on the first day of each month. As a result, tenants receivable balances primarily consist of rents past due.

An allowance for doubtful accounts is established to provide for all accounts that may not be collected in the future for any reason.

D. Prepaid Items

Prepaid items consists of payments made to vendors for services that will benefit future periods.

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets Held for Resale

These assets consist of foreclosure homes, rental and commercial properties. The foreclosure homes and rental properties are listed at actual cost while the commercial property is listed at actual cost less impairment.

F. Unearned Revenue

The Authority recognizes revenues as it is earned. Revenue received in advance of the period in which it is earned is recorded as a liability under deferred revenue.

G. Revenue Accounting Policies

Dwelling rental income, HUD Grants received for operations, other operating fund grants and operating miscellaneous income are shown as operating income. HUD grants received for capital assets and all other revenue are shown as non-operating income. The financial statements do not contain material inter-fund revenues and expenses for internal activity. The policy is to eliminate any material inter-fund revenues and expenses for these financial statements.

H. Property and Equipment

Property and equipment are recorded at cost. The capitalization threshold for non-infrastructure capital assets including machinery and equipment is \$5,000. The capitalization threshold for infrastructure related capital assets and any improvements that extend the useful life of the asset is \$50,000. All costs associated with the purchase or construction are considered for capitalization, including interest. Maintenance and repair costs are expensed while significant betterments are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets and is expensed in the Statement of Revenues, Expenses, and Changes in Net Position. Estimated useful lives are as follows:

Dwellings and improvements	15-40 years
Furniture, equipment, and machinery	5 years
Infrastructure	30 years

I. Long-lived Assets

The Authority evaluates the carrying value of long-lived assets. When indications of an impairment are present, the recoverability of the carrying value of the assets in question are assessed based on the future undiscounted cash flows expected to result from their use. If the carrying value cannot be recovered, impairment losses are recognized to the extent the carrying value exceeds fair value.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

J. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time.

2. REPORTING ENTITY DEFINITION

The Roanoke Redevelopment and Housing Authority (the Authority or RRHA) was created by the City of Roanoke in 1949 under the provisions of the United States Housing Act of 1937. The Authority is governed by a seven member board of commissioners which are appointed by Roanoke's City Council for staggered four year terms. The Board elects a chairman and employs an Executive Director to administer the affairs of the Authority.

The Authority is a separate political subdivision of the State of Virginia. The Authority has complete legislative and administrative authority over its affairs and recruits and employs personnel. The Authority has substantial legal authority to control its affairs without local government approval therefore all operations of the Authority are a separate reporting entity as reflected in this report.

The Authority adopts an annual budget that is approved by the Board of Commissioners. Subsidies are received primarily from the Department of Housing and Urban Development (HUD). The Authority is responsible for its debts and is entitled to surpluses.

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying certain criteria. These criteria include manifestation of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential for dual inclusion, and organizations included in the reporting entity although the primary organization is not financially accountable. Based upon the application of these criteria, the reporting entity includes the following component units:

2. REPORTING ENTITY DEFINITION (continued)

Discretely Presented Component Units

Roanoke Valley Housing Corporation (RVHC) - was created as a not-for-profit affiliate organization of the Authority and incorporated in 1995. RVHC was created to assist the Authority in its mission to provide affordable housing to low-income families in the City of Roanoke, (the City). Roanoke Valley Housing Corporation is the sole member of the general partner of Stepping Stone, LP, Indian Village, LP, Park Street Housing, LP, and Hurt Park, LP.

Stepping Stone, Limited Partnership (SSLP) The Authority has significant influence over the general partner, Stepping Stone Apartments, LLC, of a real estate limited partnership (SSLP) that has significant financial relationships with the Authority. The Authority has certain rights and responsibilities which enable it to impose its will on the limited partnership due to the significant influence over the general partner and financial relationships with the partnership.

The limited partnership was formed for the purpose of constructing 15 duplex units at the Villages at Lincoln. The Authority applied for and received an allocation of low-income housing tax credits from the Virginia Housing Development Authority. On November 10, 2003, the Authority conveyed 15 vacant lots to SSLP and construction began in August 2004. RVHC acted as the developer on this project which was completed in October 2005. Marketing for Stepping Stone Apartments began in January 2005 and rental of the duplex units to tenants began in March 2005.

The responsibility for management of the affairs of the limited partnership, and the ongoing management of Stepping Stone Apartments is vested with Stepping Stone Apartments, LLC. The Authority has entered into a fifteen-year agreement with SSLP to manage the thirty units over the life of the tax credit compliance period. The limited partnership's December 31, 2023 year-end financial statements are included within the Authority's basic financial statements. Inquiries regarding the limited partnership should be directed to the VP of Finance of Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike N.W., Roanoke, VA 24017.

Indian Village, Limited Partnership (IVLP) The Authority has significant influence over the general partner, Indian Village, LLC, a real estate limited partnership (IVLP) that has significant financial relationships with the Authority. The Authority has certain rights and responsibilities which enable it to impose its will on the limited partnership due to the significant influence over the general partner and financial relationships with the partnership.

The limited partnership was formed for the purpose of constructing and operating 24 apartment units. The Authority applied for and received low-income housing tax credits from the Virginia Housing Development Authority on March 11, 2005. Construction on the project began in June 2006 with RVHC as the developer and was completed in January 2008.

2. REPORTING ENTITY DEFINITION (continued)

Discretely Presented Component Units (continued)

Indian Village, Limited Partnership (IVLP) (continued) The responsibility for management of the affairs of the limited partnership, and the ongoing management of Hillcrest Heights Town Homes is vested with Indian Village, LLC. The Authority has entered into a fifteen year agreement with IVLP to manage the twenty-four units over the life of the tax credit compliance period. The limited partnership's December 31, 2023 year end financial statements are included within the Authority's basic financial statements. Inquires regarding the limited partnership should be directed to the VP of Finance of Roanoke and Redevelopment and Housing Authority, 2624 Salem Turnpike N.W., Roanoke, VA 24017.

Park Street Housing, Limited Partnership (PSLP) The Authority has significant influence over the general partner, Park Street Housing Development, LLC, a real estate limited partnership (PSLP) that has significant financial relationships with the Authority. The Authority has certain rights and responsibilities which enable it to impose its will on the limited partnership due to the significant influence over the general partner and financial relationships with the partnership.

The limited partnership was formed for the purpose of constructing and operating 25 apartment units. The Authority applied for an allocation of low income housing tax credits from the Virginia Housing Development Authority on March 11, 2005. Construction on the project began in April 2006 with RVHC as the developer and was completed in December 2007.

The responsibility for management of the affairs of the limited partnership, and the ongoing management of Park Street Square is vested with Park Street Housing Development, LLC. The Authority has entered into a fifteen year agreement with PSLP to manage the twenty-five units over the life of the tax credit compliance period. The limited partnership's December 31, 2023 year end financial statements are included within the Authority's basic financial statements. Inquiries regarding the limited partnership should be directed to the VP of Finance of Roanoke and Redevelopment and Housing Authority, 2624 Salem Turnpike N.W., Roanoke, VA 24017.

Hurt Park, Limited Partnership (HPLP) The Authority has significant influence over the general partner, Hurt Park, LLC, a real estate limited partnership (Hurt Park, LP) that has significant financial relationships with the Authority. The Authority has certain rights and responsibilities which enable it to impose its will on the limited partnership due to the significant influence over the general partner and financial relationships with the partnership.

The limited partnership was formed for the purpose of constructing and operating 40 apartment units. The Authority applied for and received low-income housing tax credits from the Virginia Housing Development Authority. Construction on the project began in 2007 with RVHC as the developer and was completed in May 2009.

2. REPORTING ENTITY DEFINITION (continued)

Discretely Presented Component Units (continued)

Hurt Park, Limited Partnership (HPLP) (continued) The responsibility for management of the affairs of the limited partnership is vested with the general partner. The limited partnership's December 31, 2023 year end financial statements are included within the Authority's basic financial statements. Inquiries regarding the limited partnership should be directed to the VP of Finance of Roanoke and Redevelopment and Housing Authority, 2624 Salem Turnpike N.W., Roanoke, VA 24017.

3. CASH AND INVESTMENT DEPOSITS

The U.S. Department of Housing and Urban Development, (HUD) requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

It is the Authority's policy to maintain collateralization in accordance with state and HUD requirements.

Deposits: The three credit risk categories are:

1. Insured or collateralized with securities held by the entity or by its agent (correspondent bank or Federal Reserve bank) in the entity's name.
2. Collateralized with securities held by the pledging financial institution trust department or agent in the entity's name.
3. Uncollateralized or collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the entity's name.

As of September 30, 2024, the carrying amount of the Enterprise fund's cash and cash equivalents (including restricted cash) was \$24,478,000. All funds are covered by the federal depository insurance or by collateral held by the Authority's agent in the Authority's name. The Authority is authorized by HUD to invest in time deposits, certificates of deposits and obligations of the U.S. Treasury.

4. CONTRACTUAL COMMITMENTS

The Authority had total outstanding contractual commitments of \$11,463,176 as of September 30, 2024.

5. RISK MANAGEMENT

The Authority is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority carries commercial insurance for all risks of loss, including workman's compensation. The Authority established a risk management program for employee's group health insurance in 1995. The Authority has not had any significant reductions in insurance coverage or any claims not reimbursed.

6. CONCENTRATION OF RISK

The Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on the availability of funding.

7. SIGNIFICANT ESTIMATES

The financial statements include some amounts that are based on management's best estimates and judgments. The most significant estimates relate to depreciation and useful lives of assets and to reserves for uncollectibility of notes and mortgages receivable. These estimates may be adjusted as more current information becomes available, and any adjustment could be significant.

8. PENSION PLAN

The Authority became a member of the Virginia Retirement System (VRS) on January 1, 2012. VRS is the administrator of governmental retirement plans qualified under Section 401(a) of the Internal Revenue Code. It is governed by the provisions of Title 51.1 of the Code of Virginia. Changes to the law can be made only by an act of the General Assembly. VRS is an independent state agency and as provided in the Constitution of Virginia, its funds are separate from other state funds and can be used only to administer and pay benefits for members, retirees and beneficiaries.

The VRS plan for political subdivisions is an agent, multiple-employer defined benefit pension plan with separate cost-sharing pools for each locality and is administered by the Virginia Retirement System. All full-time permanent employees are required to enroll in the VRS upon employment. The Authority also offers enrollment in the VRS defined contribution plan on a voluntary basis for full time and part time employees; temporary and contract employees are not eligible to participate in either plan.

8. PENSION PLAN (continued)

The defined benefit plan provides a lifetime monthly benefit during retirement based on retirement multiplier as a percentage of the member's average 60 consecutive months of highest compensation multiplied by the member's total service credit. The retirement multiplier for the Authority employees (considered non-hazardous duty members) is 1.7% for Plan 1. For Plan 2 members whose service is before January 1, 2013, the multiplier is also 1.7%. Plan 2 members retirement multiplier changes to 1.65% for service beginning January 1, 2013 and after. For Hybrid members, the multiplier is 1.00%. Benefits vest after five years of service credit. Members earn one month of service credit for each month employed and for which they and the Authority paid contributions to VRS. The VRS administers three benefit structures for political subdivision employees - Plan 1, Plan 2, and Hybrid. The Authority employees are covered under Plan 2 (members joined on July 1, 2010 - December 31, 2013) or the Hybrid Plan (all members joined on January 1, 2014 or later). Members are eligible for unreduced benefits beginning at their normal Social Security retirement age with at least five years of service credit or when the sum of their age and service equals 90. They may retire with a reduced benefit as early as age 60 with at least five years of service credit.

Active Plan 2 members are required to contribute 5% of their creditable compensation per year. Active Hybrid members are required to contribute 4% of their creditable compensation to the defined benefit plan and 1% to the defined contribution component of the Hybrid Plan. The Authority's required contribution rate for July 1, 2022 through June 30, 2024 is 4.53%. The required contribution rate is actuarially determined based on the Authority's employee population, covered payroll, and the benefits the Authority elected to provide to its employees. The contribution requirement for active employees is governed by the Code of Virginia but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly.

Members of VRS also have benefit coverage in the form of life insurance, disability coverage, long-term care benefits, and survivor/beneficiary benefits. The Authority is required to contribute an additional .85% for disability coverage.

The Cost-of-Living Adjustment (COLA) is deferred for one full calendar year after the member reaches unreduced retirement age. The deferred COLA does not apply to members who retire with twenty or more years of service. Members of all plans qualify for COLA on July 1 of the second calendar year after retirement.

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

8. PENSION PLAN (continued)

Actuarial Assumptions

The Authority's total pension liability was determined by applying certain procedures to the actuarial valuation as of June 30, 2023. The actuarial valuation used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percent of Pay, Closed
Remaining Amortization Period	12-21 years (decreasing by one each year in subsequent valuations until reaching 0 years)
Asset Valuation Method	5-Year, Smoothed Market
Investment Rate of Return*	6.75% / year
Inflation Assumption	2.50% / year
Projected Salary Increases*	
1) Non-LEO Members	3.50% To 5.35%
Cost-of-Living adjustment	
1) Plan 1 Members	2.50%
2) Plan 2 Members	2.25%
Marriage Assumption	100% of active employees are assumed to be married, with males two years older than females
Election of Deferred Termination Benefit	Terminating members are assumed to elect a return of contributions or a deferred annuity, whichever is most valuable at the time of termination. Termination benefits are assumed to commence at normal retirement.
Service Related Disability	Service related disability benefits do not include an adjustment for Social Security or Worker's Compensation benefits
Mortality Rates	15% of deaths are assumed to be service related
1) Pre-Retirement	Pub-2010 Amount Weighted General Employee Rates projected generationally; males set forward 2 years; 105% of rates for females set forward 3 years
2) Post-Retirement	Pub-2010 Amount Weighted General Healthy Retiree Rates projected generationally; 95% of rates for males set forward 2 years; 95% of rates for females set forward 1 year
3) Post-Disablement	Pub-2010 Amount Weighted General Disabled Rates projected generationally; 110% of rates for males set forward 3 years; 110% of rates for females set forward 2 years
4) Beneficiaries & Survivors	Pub-2010 Amount Weighted General Contingent Annuitant Rates projected generationally
5) Mortality Improvement	Rates projected generationally with Modified MP-2020 Improvement Scale that is 75% of the MP-2020 rates

* Includes Inflation of 2.50%

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

8. PENSION PLAN (continued)

Summary Table of Membership Statistics, Asset Values, and Contribution Rates

	June 30, 2023	June 30, 2022
1. Participants		
a. Actives	65	67
b. Transfers Out	18	11
c. Retirees and Beneficiaries	13	13
d. Retirees and Beneficiaries Elsewhere	-	-
e. LTD	-	-
f. Inactive, Vested	11	9
g. Inactive, Nonvested	124	112
Total	231	212
2. Covered Payroll	3,224,096	2,873,074
3. Expected Retirement Benefits	329,229	299,428
4. Assets		
a. Market Value of Assets	5,209,947	4,784,112
b. Actuarial Value of Assets	5,132,254	4,645,189
5. Actuarial Accrued Liability	4,254,795	3,982,008
6. Funded Ratio		
a. Market Value of Assets	122.45 %	127.46 %
b. Actuarial Value of Assets	120.62 %	113.68 %
7. Unfunded Actuarial Accrued Liability	(877,459)	(663,181)
8. Normal Cost Rate		
a. Gross Normal Cost Rate	8.76 %	8.79 %
b. Member Contribution Rate	4.31 %	4.28 %
c. Employer Normal Cost Rate (8a-8b)	4.45 %	4.51 %
9. Recommended Employer Contribution Rate for Fiscal Year Ending	2025 & 2026	Informational Purposes Only
a. Employer Normal Cost Rate	4.45 %	4.51 %
b. Amortization Charge	(1.87) %	(1.56) %
c. Administrative Expenses	0.09 %	0.09 %
d. DC Match	- %	- %
e. Plan Surcharge	-	-
f. Total (9a+9b+9c (not less than zero)+ 9d)	2.67 %	3.04 %
g. DC Contribution for Hybrid Members	separate requirement	1.21 %
h. Total Employer Rate (9f+9g)	2.67 %	4.25 %
10. Amortization Period	20	12-21

Normal Cost

	Currently	After Reform*
1. Normal Cost as Percent of Payroll	4.45 %	3.10 %
2. Covered Payroll	3,224,096	2,873,074

* Pension reforms enacted in 2012 which have not been fully realized are not expected to have a significant impact on the employer cost.

8. PENSION PLAN (continued)**Discount Rate**

The discount rate applied in the measurement of the total pension liability was 6.75%. The discount rate determination does not use a municipal bond rate for the Roanoke Redevelopment and Housing Authority. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board and the member rate. The long-term expected rate of return on pension system investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension system investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation.

Long-Term (LT) Expected Rate of Return

The long-term expected rate of return on pension system investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension system investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Arithmetic LT Expected Real Rate of Return</u>	<u>Weighted Avg LT Expected Rate of Return</u>
Public Equity	32.00 %	6.70 %	2.14 %
Fixed Income	16.00 %	5.40 %	0.86 %
Credit Strategies	16.00 %	8.10 %	1.30 %
Real Assets	15.00 %	7.20 %	1.08 %
Private Equity	15.00 %	8.70 %	1.31 %
PIP-Private Investment Partnerships	1.00 %	8.00 %	0.08 %
Diversifying Strategies	6.00 %	5.80 %	0.35 %
Cash	2.00 %	3.00 %	0.06 %
Leverage	(3.00) %	3.50 %	(0.11) %
	<u>100.00 %</u>		<u>7.07 %</u>

*Expected arithmetic
nominal return

7.07 %

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

8. PENSION PLAN (continued)

Sensitivity Analysis

GASB 68 requires disclosure of the sensitivity of the net pension liability to changes in the discount rate. The net pension liability was calculated using a discount rate of 6.75%. The table below presents the net pension liability calculated using the current discount rate of 6.75%, as well as 5.75% (1 percentage point lower), and 7.75% (1 percentage point higher).

	1.0% Decrease (5.75%)	Current Discount (6.75%)	1.0% Increase (7.75%)
Net Pension Liability	\$ (229,031)	\$ (819,657)	\$ (1,298,157)

Changes in Net Pension Liability

	Total Pension Liability (a)	Plan Fiduciary Net Pension (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2022	\$ <u>4,001,060</u>	\$ <u>4,784,111</u>	\$ <u>(783,051)</u>
Changes for the year:			
Service Cost	264,963	-	264,963
Interest	283,276	-	283,276
Benefit changes	-	-	-
Difference between expected and actual experience	(20,338)	-	(20,338)
Changes in assumptions	-	-	-
Contributions - employer	-	108,566	(108,566)
Contributions - employee	-	140,975	(140,975)
Net investment income	-	317,833	(317,833)
Benefit payments, including refund of employee contributions	(138,671)	(138,671)	-
Administrative expense	-	(2,996)	2,996
Other changes	<u>-</u>	<u>129</u>	<u>(129)</u>
	<u>389,230</u>	<u>425,836</u>	<u>(36,606)</u>
Balance at June 30, 2023	\$ <u>4,390,290</u>	\$ <u>5,209,947</u>	\$ <u>(819,657)</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

8. PENSION PLAN (continued)

Roll Forward of the Total Pension Liability

	<u>Actual</u>	<u>Actual Before</u> <u>Assumption</u> <u>Changes</u>	<u>Expected</u>
(a) TPL as of June 30, 2022	\$ 3,982,008	\$ 3,982,008	\$ 4,001,060
(b) Entry age normal cost for the period June 30, 2022-June 30, 2023	264,963	264,963	264,963
(c) Actual benefit payments and refunds for the period June 30, 2022-June 30, 2023	138,671	138,671	138,671
(d) Changes in benefit terms	-	-	-
(e) TPL as of June 30, 2023 = (((a)+(b))*(1.07))-((c)*(1.035))+(d)	\$ 4,390,290	\$ 4,390,290	\$ 4,410,628
(f) Changes in Assumptions		-	
(g) Difference between expected and actual experience			\$ (20,338)

Changes in actuarial assumptions and methods

There were no changes in assumptions or other inputs that affected the measurement of the Total Pension Liability.

Changes in benefit terms

There have been no changes in benefit terms since the previous measurement date.

Deferred Inflows and Outflows

At September 30, 2024, the employer reported deferred outflows of resources and deferred inflows of resources as follows:

	<u>Deferred</u> <u>Outflows of</u> <u>Resources</u>	<u>Deferred</u> <u>Inflows of</u> <u>Resources</u>
Differences between expected and actual experience	\$ -	\$ 12,182
Changes of assumptions	-	-
Net differences between projected and actual earnings on plan investments	-	64,997
Employer contributions subsequent to the measurement date	177,959	-
Total	<u>\$ 177,959</u>	<u>\$ 77,179</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

8. PENSION PLAN (continued)

Amortization of Deferred (Inflows) and Outflows of Resources

Year ended June 30:	
2025	\$ (62,860)
2026	(83,654)
2027	67,589
2028	1,746
2029	-
Thereafter	-

Pension Expense

	<u>June 30, 2023</u>
Service Cost	\$ 264,963
Interest on the total pension liability	283,276
Current period benefit changes	-
Expensed portion of current period difference between expected and actual experience in the total pension liability	(10,818)
Expensed portion of current period changes of assumptions	-
Member contributions	(140,975)
Projected earnings on plan investments	(326,572)
Expensed portion of current period differences between actual and projected earnings on plan investments	1,748
Administrative expense	2,996
Other	(129)
Recognition of beginning deferred outflows of resources as pension expense	111,806
Recognition of beginning deferred inflows of resources as pension expense	<u>(179,760)</u>
Pension expense	\$ <u>6,535</u>

Comprehensive annual financial reports that include financial statements and required supplementary information for the plan are available by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500 or from the VRS via web site at <http://www.varetire.org/Pdf/Publications/2023-annual-report.pdf>.

Individual reports on the actuarial valuation of the VRS plan relevant to the RRHA are available by writing the VP of Finance/CFO, Roanoke Redevelopment & Housing Authority at 2624 Salem Turnpike, NW, Roanoke, VA, 24017.

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

9. COMPENSATED ABSENCES

The Authority currently provides its employees paid time off (PTO) at various rates that are determined by tenure with the Authority. Upon voluntary termination from the Authority, an employee will be paid for any unused PTO balances up to 75 hours. Unused PTO balances of 75 hours or less are accrued as of September 30, 2024 and carried as a liability by the Authority.

Full time employees are eligible for an Extended Illness Bank which is funded only by employee contributions if the employee was hired after November 1, 2018, or funded by carryover from Limited Supplement balances and employee contributions if the employee was hired before November 1, 2018. The Extended Illness bank is expensed as used but not accrued.

10. ACCOUNTS RECEIVABLE

Accounts Receivable - Tenants

Accounts receivable - tenants for the Enterprise fund are shown at gross of \$699,086 less an allowance for credit losses of \$487,416 for the year ended September 30, 2024.

Accounts Receivable - Other

Accounts Receivable - Other, consists of following:

	Enterprise Fund
Accounts receivable - HUD	\$ 420,247
Accounts receivable - fraud recovery	5,561
Account receivable - City of Roanoke	147,993
Accounts receivable - management & development fees	7,577
Accounts receivable - miscellaneous	345,666
	<u>\$ 927,044</u>

11. INTERPROGRAM ACTIVITY

The Authority manages a number of various programs. Due to a delay in HUD funding, some program charges may be paid by a parent program and subsequently reimbursed by the related grant when they are funded by HUD. Balances due for such charges are reflected in the Interprogram Due to/Due from account. Due from account balances. Interprograms at September 30, 2024 consisted of the following:

Low rent and Capital Fund Program	\$ 126,527
State and Local	(142,113)
ROSS	(9,997)
Housing Choice Vouchers	25,672
PIH Family Self Sufficiency	(64,714)
COCC	142,113
FSS Escrow Forfeiture Funds	6,685
Jobs Plus Fund	(84,173)
	<u>\$ -</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

12. RESTRICTED CASH

The Authority's restricted cash consists of the following as of the end of the fiscal year:

	Enterprise Fund
Restricted for HAP Payments	\$ 1,527,543
Restricted for Emergency Housing Vouchers	25,643
Restricted for Tenant Security	153,801
Restricted for Tenant Services	54,784
Restricted for FSS Escrow	237,446
Restricted for Payment of Current Liability	<u>106,168</u>
	<u>\$ 2,105,385</u>

13. NOTES AND MORTGAGES RECEIVABLE

Notes and mortgages receivable at September 30, 2024 are as follows:

The Authority has a lease/purchase program for prospective homeowners. The purchasers of the homes finance their mortgages through banks, grants from other organizations and occasionally soft second mortgages from the Authority. These soft second mortgages are secured through deeds of trust and deferred purchase money notes bearing zero interest.

\$ 262,165

Note receivable from Indian Village, LP includes an operating deficit loan of \$35,365 with interest being waived.

35,365

Note receivable from Park Street, LP includes an operating deficit general partner loan of \$42,535 with interest being waived. Full balance due on May 1, 2042.

42,535

Note receivable from Park Street, LP includes an operating deficit loan of \$35,830 with interest being waived.

35,830

Note receivable from Hurt Park, LP payable in full on February 5, 2045 with interest being waived and not forgiven. No principal due until payoff date.

316,000

Note receivable from Hurt Park, LP includes an operating deficit loan of \$106,593 with interest being waived.

106,593

Total	798,488
Less: current portion	-
Notes receivable, excluding current portion	<u>\$ 798,488</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

14. CAPITAL ASSETS

A summary of the Authority's Capital Assets at September 30, 2024 is as follows:

Enterprise Fund Detail:

	BUSINESS ACTIVITIES	CDBG	PUBLIC HOUSING & CAPITAL FUND	PH Radon
Land and Improvements	\$ 68,204	412,984	14,740,015	-
Construction in Process	-	-	16,918,094	14,550
Infrastructure	-	1,822,317	-	-
Building and Improvements	659,005	-	85,622,987	-
Furniture and Equipment	6,431	-	3,331,693	-
Less: Accumulated Depreciation	(665,436)	(1,115,415)	(78,907,052)	-
Total Property and Equipment	<u>\$ 68,204</u>	<u>1,119,886</u>	<u>41,705,737</u>	<u>14,550</u>
	HOUSING CHOICE VOUCHERS	COCC	STATE/LOCAL	TOTAL
Land and Improvements	\$ -	-	59,121	15,280,324
Construction in Process	-	-	2,482,275	19,414,919
Infrastructure	-	-	1,287,000	3,109,317
Building and Improvements	233,251	262,245	-	86,777,488
Furniture and Equipment	119,726	203,160	-	3,661,010
Less: Accumulated Depreciation	(338,630)	(186,927)	(917,233)	(82,130,693)
Total Property and Equipment	<u>\$ 14,347</u>	<u>278,478</u>	<u>2,911,163</u>	<u>46,112,365</u>

Enterprise Fund Summary:

	October 1, 2023 Balance	Additions	Transfers & Deletions	September 30, 2024 Balance
Land	\$ 14,821,593	8,392	450,339	15,280,324
Construction in Process	<u>17,610,564</u>	<u>6,423,386</u>	<u>(4,619,031)</u>	<u>19,414,919</u>
Total Assets not being depreciated	32,432,157	6,431,778	(4,168,692)	34,695,243
Infrastructure	3,109,317	-	-	3,109,317
Buildings and Improvements	84,098,195	406,050	2,273,243	86,777,488
Furniture and Equipment	<u>3,468,770</u>	<u>44,667</u>	<u>147,573</u>	<u>3,661,010</u>
Total Property and Equipment	123,108,439	6,882,495	(1,747,876)	128,243,058
Less: Accumulated Depreciation	(80,154,579)	(2,107,094)	130,980	(82,130,693)
Net Book Value	<u>\$ 42,953,860</u>	<u>4,775,401</u>	<u>(1,616,896)</u>	<u>46,112,365</u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

15. ENTERPRISE FUND LONG-TERM LIABILITIES

Enterprise Fund Long-term liability activity for the year ended September 30, 2024, is as follows:

	October 1, 2023			September 30, 2024
	Balance	Increases	Decreases	Balance
Accrued Compensated Absences	\$ 116,970	347,434	268,061	196,343
Accrued OPEB Liabilities	668,858	55,054	-	723,912
Other Long Term Liabilities	175,241	194,102	68,913	300,430
Less: Current Portion	<u>(163,144)</u>	<u>(461,521)</u>	<u>(280,419)</u>	<u>(344,246)</u>
Long-Term Liabilities	\$ <u>797,925</u>	<u>135,069</u>	<u>56,555</u>	<u>876,439</u>

16. RESTRICTED NET POSITION

The Authority's restricted net position for the year is as follows:

	Enterprise Fund
Restricted for HAP Payments	\$ 251,717
Restricted for FSS Escrow Forfeiture Account	\$ <u>59,745</u>
	\$ <u>311,462</u>

17. OTHER COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

18. RELATED PARTY TRANSACTIONS

Agreements with Stepping Stone, Limited Partnership (Component Unit)

The Authority and Stepping Stone, LP have entered an agreement whereby the Authority will provide property management services to the LP in exchange for a service fee of 6% of collected rents. As of September 30, 2024, Stepping Stone, LP owed the Authority \$1,920 for property management services and had paid the Authority \$18,557 in management fees during the year.

18. RELATED PARTY TRANSACTIONS (continued)

Agreements with Indian Village, Limited Partnership (Component Unit)

The Authority and Indian Village, LP have entered into an agreement whereby the Authority will provide property management services in exchange for a service fee of 6% of gross rents collected. RRHA has an outstanding loan with Indian Village, LP of \$35,365. As of September 30, 2024, Indian Village, LP owed the Authority \$1,568 in accrued management fees and expenses. During the year, the Partnership paid \$13,627 in management fees to the Authority.

Agreements with Park Street Housing, Limited Partnership (Component Unit)

The Authority and Park Street, LP have entered into an agreement whereby the Authority will provide property management services in exchange for a service fee of 6% of gross rents collected. RRHA has an outstanding loan with Park Street, LP of \$2,331,528. As of September 30, 2024 Park Street, LP owed the Authority \$1,911 in accrued management fees and expenses. During the year the partnership paid \$12,652 in management fees to the Authority.

Agreements with Hurt Park, Limited Partnership (Component Unit)

The Authority and Hurt Park, LP have entered into an agreement whereby the Authority will provide property management services to the LP in exchange for a service fee of 6% of collected rents. RRHA has an outstanding loan with Hurt Park, LP of \$106,592. As of September 30, 2024, Hurt Park, LP owed the Authority \$2,177 for property management services and had paid the Authority \$12,508 in management fees during the year.

19. USE OF ANOTHER AUDITOR'S WORK

According to Statements of Auditing Standards, an auditor may "Use the work and reports of other independent auditors who have audited the financial statements of one or more subsidiaries, divisions, branches, components, or investments included in the financial statements presented". When making the decision of whether to include said statements, the Principle Auditor, must take into consideration "the professional reputation and independence of the other auditor".

During the Roanoke Redevelopment and Housing Authority audit, we elected to use another independent auditor's work for Stepping Stone, LP, Indian Village, LP, Park Street Housing, LP, Hurt Park, LP, and Roanoke Valley Housing Corporation based on the recommendation of the Housing Authority's management.

The aforementioned partnership audits for the year ended December 31, 2023 were performed by Dooley and Vicars, LLP, a highly regarded, independent auditing firm in Richmond, VA. All five audits had unmodified opinions with no findings.

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

20. DIFFERENT REPORTING PERIODS

The Roanoke Redevelopment and Housing Authority has a September 30th year end and each of the five discrete component units have December 31st year ends. The December 31, 2023 financial statements for the component units are included in the Authority's September 30, 2024 basic financial statements in the component unit column. According to the Governmental Accounting Standards Board (GASB) Statement 14, paragraph 59.118, if a component unit has a year end differing from that of the reporting entity, the financial statements for the component unit's fiscal year ending during the reporting entity's fiscal year should be incorporated. Statement 14 continues if transactions between component units that have different fiscal years result in inconsistencies in amounts reported as due to or due from, and so forth, the nature and amount of those transactions should be disclosed in the notes to the financial statements.

<u>RRHA - Due to/Due from Stepping Stone, LP</u>	<u>DR (CR)</u>
Balance at December 31, 2023	1,488
Net Transfers from January 1, 2024 to September 30, 2024	<u>432</u>
Balance at September 30, 2024	<u><u>1,920</u></u>
<u>RRHA - Due to/Due from Indian Village, LP</u>	<u>DR (CR)</u>
Balance at December 31, 2023	1,185
Net Transfers from January 1, 2024 to September 30, 2024	<u>35,748</u>
Balance at September 30, 2024	<u><u>36,933</u></u>
<u>RRHA - Due to/Due from Park Street Housing, LP</u>	<u>DR (CR)</u>
Balance at December 31, 2023	2,296,999
Net Transfers from January 1, 2024 to September 30, 2024	<u>36,440</u>
Balance at September 30, 2024	<u><u>2,333,439</u></u>
<u>RRHA - Due to/Due from Hurt Park, LP</u>	<u>DR (CR)</u>
Balance at December 31, 2023	946
Line of Credit balance from RRHA to Hurt Park, LP	<u>107,823</u>
Balance at September 30, 2024	<u><u>\$ 108,769</u></u>
<u>RRHA - Due to/Due from RVHC</u>	<u>DR (CR)</u>
Balance at December 31, 2023	-
Net Transfers from January 1, 2024 to September 30, 2024	<u>-</u>
Balance at September 30, 2024	<u><u>\$ -</u></u>

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

21. GRANTS

As of the end of the fiscal year September 30, 2024, the Authority expended the following grants:

<u>Grant Number</u>	Expenditures prior to fiscal <u>year 2024</u>	Expenditures for fiscal <u>year 2024</u>	Total <u>Expenditures</u>
Capital Fund			
VA36P011501-19	\$ 3,382,564	61,490	3,444,054
VA36P011501-21	<u>3,812,496</u>	<u>41,409</u>	<u>3,853,905</u>
	<u>\$ 7,195,060</u>	<u>102,899</u>	<u>7,297,959</u>

22. SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 20, 2025, the date the financial statements were available to be issued. No subsequent events requiring recognition or disclosure in the financial statements were identified by management.

23. OTHER POSTEMPLOYMENT BENEFITS

Benefit Description

The Authority participates in a healthcare plan managed by the Commonwealth of Virginia and administered by Anthem Blue Cross and Blue Shield. The health care plan is fully-insured and partially experienced-rated. The Authority subsidizes retiree medical health care coverage at various rates based upon age at retirement and years of service.

Benefit Policy

The Authority subsidizes 40%-80% of the medical insurance single premium rate for a retiree based on qualifications of employee age and years of service at retirement. Subsidy rates are categorized into 3 tiers based on the retiree qualifications. The Authority does not subsidize spousal coverage and the retiree is responsible for any premium not covered by the Authority. The Authority has funded its retiree health benefits on a pay-as-you-go basis. The benefit offered to retirees was established and can be amended by the Authority's board of directors. All information regarding Other Postemployment Benefits is included in the Authority's Audited Financial report. The Other Postemployment Benefit Plan does not issue a separate stand-alone financial report. For the year ended September 30, 2024, the other postemployment benefits (OPEB) expense was \$46,000.

Roanoke Redevelopment and Housing Authority.

Notes to Financial Statements (continued)

23. OTHER POSTEMPLOYMENT BENEFITS (continued)

Retirement Subsidy Tiers		
<u>Retirement Tiers</u>	<u>ER Contribution</u>	<u>Subsidized Rate</u>
Tier 1- 62 w 5 years	100% of primary ER share	80%
Tier 2 - 60 w 5 years	70% of primary ER share	56%
Tier 3 - 55 w 10 years	50% of primary ER share	40%

The Total OPEB Liability of the Housing Authority at September 30, 2024 was \$599,914.

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate

The chart below presents the total OPEB liability, calculated using the current healthcare cost trend rate of 8.0% decreasing to 4.5%, as well as the total OPEB liability calculated using a healthcare cost trend rate that is 1 percentage point lower (7.0% decreasing to 3.5%) or 1 percentage point higher (9.0% decreasing to 5.5%) than the current rate:

	Current Healthcare Cost		
	1% Decrease 7.0% decreasing to <u>3.5%</u>	Trent Rate 8.0% decreasing to <u>4.5%</u>	1% Increase 9.0% decreasing to <u>5.5%</u>
Total OPEB Liability	552,695	599,914	653,425

Sensitivity of the Total OPEB Liability to Changes in Discount Rate

The chart below presents the total OPEB liability, calculated using the current discount rate of 4.06%, as well as the OPEB liability calculated using a discount rate that is 1 percentage point lower (3.06%) or 1 percentage point higher (5.06%) than the current rate:

	Current Discount		
	1% Decrease to <u>3.06%</u>	Rate <u>4.06%</u>	1% Increase to <u>5.06%</u>
Total OPEB Liability	642,699	599,914	561,338

There are no assets accumulated in a trust so the Net Fiduciary Position is \$0 and the Net OPEB Liability is equal to the Total OPEB Liability.

Roanoke Redevelopment and Housing Authority

Notes to Financial Statements (continued)

23. OTHER POSTEMPLOYMENT BENEFITS (continued)

Schedule of Changes in Total OPEB Liability	Fiscal Year Ending <u>9/30/24</u>
Total OPEB Liability - Beginning of Year	\$ 601,689
Service Cost	24,075
Interest	29,325
Changes in Benefit Terms	-
Difference between Expected and Actual Experience	(62,964)
Changes in Assumptions	55,564
Benefit Payments	<u>(47,775)</u>
Net Change in Total OPEB Liability	(1,775)
Total OPEB Liability - End of Year	599,914
Covered Employee Payroll	3,611,606
Total OPEB Liability as a Percentage of the Covered Employee Payroll	16.61 %

OPEB Expense	Fiscal Year Ending <u>9/30/24</u>
Service Cost	\$ 24,075
Interest on Total OPEB Liability	29,325
Effect of Plan Changes	-
Administrative Expenses	-
Recognition of Deferred (Inflows)/Outflows of Resources	
Differences between expected and actual experience	(62,964)
Assumption Changes	<u>55,564</u>
OPEB Expense	<u><u>\$ 46,000</u></u>

23. OTHER POSTEMPLOYMENT BENEFITS (continued)**Alternative Measurement Method (AMM) Assumptions**

Measurement Date	September 30, 2024
Valuation Date	October 1, 2023
Reporting Date	September 30, 2024
Measurement Period	October 1, 2023 to September 30, 2024
Discount Rate	4.06% per year

The discount rate used to measure the total pension liability as of September 30, 2024 was 4.06%. As an unfunded plan, the discount rate reflects the index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher as of the measurement date.

General Inflation	2.5% per year
Salary Increases	3.5% per year
Cost Method	Entry Age Normal Level % of Salary Method
Employer Funding Policy	Pay-as-you-go cash basis

Health Care Cost Trend Rates

<u>Year</u>	<u>Rate %</u>	<u>Year</u>	<u>Rate %</u>
2024	Actual	2029	6.00
2025	8.00	2030	5.50
2026	7.50	2031	5.00
2027	7.00	2032+	4.50
2028	6.50		

Mortality	SOA Pub 2010 Total Dataset Mortality table fully generated using Scale MP-2020
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24. UNCERTAIN TAX POSITIONS

The Authority had no unrecognized tax benefits at September 30, 2024 and no open years prior to September 30, 2021. The Authority files tax returns in the U.S. federal jurisdiction and the State of Virginia.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Commissioners of the
Roanoke Redevelopment and Housing Authority:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component units of Roanoke Redevelopment and Housing Authority(Authority), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated March 20, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Roanoke Redevelopment and Housing Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Jimp, Perry and Company LLP". The signature is written in a cursive, flowing style.

Toms River, New Jersey
March 20, 2025



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Commissioners of the
Roanoke Redevelopment and Housing Authority:

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Roanoke Redevelopment and Housing Authority's (the "Authority") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended September 30, 2024. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

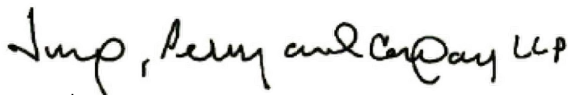
Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Toms River, New Jersey
March 20, 2025

Roanoke Redevelopment and Housing Authority

Schedule of Expenditures of Federal Awards

For the Year Ended September 30, 2024

<u>Federal Grantor/Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Grant Expenditures</u>
U.S. Department of Housing and Urban Development:		
Direct Awards:		
Public Housing	14.850	\$ 7,220,461
Housing Choice Vouchers	14.871	17,574,363
Emergency Housing Vouchers	14.871	253,645
Mainstream	14.879	<u>1,641,480</u>
Total Cluster		19,469,488
Family Self-Sufficiency Program	14.896	154,686
Resident Opportunity and Support Services	14.870	<u>138,588</u>
Total Cluster		293,274
Jobs Plus Pilot Program Grant	14.895	473,357
Radon Testing and Mitigation Demonstration for Public Housing	14.901	14,550
Public Housing Capital Fund Program	14.872	<u>5,026,018</u>
		<u>\$32,497,148</u>

Roanoke Redevelopment and Housing Authority

Notes to Schedule of Federal Awards

September 30, 2024

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Roanoke Redevelopment and Housing Authority presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

2. Loan Guarantees

At September 30, 2024, the Authority is not the guarantor of any loans outstanding, except as discussed in the notes to the financial statements.

3. Indirect Cost Rate

The Authority has elected not to use the 10% de minimis indirect cost rate allowed under Uniform Guidance.

Roanoke Redevelopment and Housing Authority

Schedule of Findings and Questioned Costs

September 30, 2024

I. Summary of Auditor's Results

Financial Statement Section

- | | | |
|----|--|------------|
| 1. | Type of auditor's report issued: | Unmodified |
| 2. | Internal control over financial reporting | |
| a. | Material Weakness(es) identified? | No |
| b. | Were significant deficiencies identified not considered to be material weaknesses? | No |
| 3. | Noncompliance material to the financial statements? | No |

Federal Awards Section

- | | | |
|----|---|------------|
| 1. | Internal control over major programs: | |
| a. | Material Weakness(es) identified? | No |
| b. | Were significant deficiencies identified not considered to be material weaknesses? | No |
| 2. | Type of auditor's report issued on compliance for major programs: | |
| | Housing Choice Voucher Cluster | Unmodified |
| 3. | Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance (section .516(a)) | No |
| 4. | Dollar threshold used to determine Type A Programs: type A and B programs | \$974,914 |
| 5. | Auditee qualified as low risk? | Yes |

6. Major Programs:

Federal Assistance	
<u>Listing Number</u>	<u>Name of Federal Program</u>
Housing Choice Voucher Cluster:	
14.871	Housing Choice Voucher
14.871	Emergency Housing Vouchers
14.879	Mainstream

Roanoke Redevelopment and Housing Authority
Schedule of Findings and Questioned Costs (continued)

September 30, 2024

II. Financial Statement Findings

None

III. Federal Award Findings and Questioned Costs

None

IV. Summary of Prior Audit Findings and Questioned Costs

None

Roanoke Redevelopment and Housing Authority
Schedule of Findings and Questioned Costs (continued)

September 30, 2024

Current year findings and questioned costs

None

Supplementary Information

Roanoke Redevelopment and Housing Authority

Schedule of Changes in Employer's Net Pension Liability

For the Year Ended September 30, 2024

Change in the Net Pension Liability	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability										
Service cost	264,963	241,327	238,946	268,863	288,945	307,830	319,415	325,513	345,298	349,221
Interest	283,276	259,595	220,036	189,890	168,610	142,241	125,184	106,466	99,660	75,160
Benefit changes	-	-	-	-	-	-	-	-	-	-
Difference between actual and expected experience	(20,338)	(38,152)	(108,705)	99,203	(60,196)	16,408	(18,918)	89,185	(74,302)	-
Assumption changes	-	-	122,300	-	93,198	-	(99,265)	-	-	-
Benefit payments, including refunds of contributions	<u>(138,671)</u>	<u>(132,477)</u>	<u>(123,210)</u>	<u>(99,496)</u>	<u>(72,649)</u>	<u>(106,918)</u>	<u>(58,583)</u>	<u>(448,927)</u>	<u>(97,929)</u>	<u>(50,830)</u>
Net change in total pension liability	389,230	330,293	349,367	458,460	417,908	359,561	267,833	72,237	272,727	373,551
Total pension liability - beginning	<u>4,001,060</u>	<u>3,670,767</u>	<u>3,321,400</u>	<u>2,862,940</u>	<u>2,445,032</u>	<u>2,085,471</u>	<u>1,817,638</u>	<u>1,745,401</u>	<u>1,472,674</u>	<u>1,099,123</u>
Total pension liability - ending	4,390,290	4,001,060	3,670,767	3,321,400	2,862,940	2,445,032	2,085,471	1,817,638	1,745,401	1,472,674
Plan fiduciary net position:										
Contributions - employer	108,566	122,800	118,472	109,893	131,236	151,251	158,003	169,028	169,738	130,328
Contributions - members	140,975	125,537	121,760	116,581	135,395	140,383	146,283	136,761	141,937	144,381
Net investment income	317,833	(9,459)	1,000,722	67,024	210,329	197,702	272,201	42,160	94,384	241,924
Benefit payments including refunds of contributions	(138,671)	(132,477)	(123,210)	(99,496)	(72,649)	(106,918)	(58,583)	(448,927)	(97,929)	(50,830)
Administrative expense	(2,996)	(2,849)	(2,312)	(2,077)	(1,804)	(1,524)	(1,307)	(1,587)	(1,051)	(1,101)
Other	<u>129</u>	<u>74</u>	<u>96</u>	<u>(80)</u>	<u>(135)</u>	<u>(431)</u>	<u>(253)</u>	<u>(17)</u>	<u>(22)</u>	<u>13</u>
Net change in plan fiduciary net position	425,836	103,626	1,115,528	191,845	402,372	380,463	516,344	(102,582)	307,057	464,715
Plan fiduciary net position - beginning	<u>4,784,111</u>	<u>4,680,485</u>	<u>3,564,957</u>	<u>3,373,112</u>	<u>2,970,740</u>	<u>2,590,277</u>	<u>2,073,933</u>	<u>2,176,515</u>	<u>1,869,458</u>	<u>1,404,743</u>
Plan fiduciary net position - ending	5,209,947	4,784,111	4,680,485	3,564,957	3,373,112	2,970,740	2,590,277	2,073,933	2,176,515	1,869,458
Net pension liability - ending	(819,657)	(783,051)	(1,009,718)	(243,557)	(510,172)	(525,708)	(504,806)	(256,295)	(431,114)	(396,784)
Plan fiduciary net position as a percentage of the total pension liability	118.67 %	119.57 %	127.51 %	107.33 %	117.82 %	121.50 %	124.21 %	114.10 %	124.70 %	126.94 %
Covered payroll	3,224,096	2,873,074	2,934,121	2,696,680	2,857,975	3,066,801	3,188,163	3,070,860	2,886,888	2,838,454
Net pension liability as a percentage of covered payroll	(25.42) %	(27.25) %	(34.41) %	(9.03) %	(17.85) %	(17.14) %	(15.83) %	(8.35) %	(14.93) %	(13.98) %

Roanoke Redevelopment and Housing Authority

Employer Contribution Schedule

For the Year Ended September 30, 2024

Schedule of RRHA Pension Contribution

Year Ended <u>June 30</u>	Actuarially Determined Contribution <u>(a)</u>	Actual Contributions and Receivables Recognized by Pension Plan <u>(b)</u>	Actuarial less Actual Contributions <u>(c)</u>	Covered Payroll <u>(d)</u>	Actual Contributions as a Percentage of Covered Payroll <u>(b) / (d)</u>
2023	146,052	108,566	37,486	3,224,096	3.37 %
2022	149,400	122,800	26,600	2,873,074	4.27 %
2021	152,574	118,472	34,102	2,934,121	4.04 %
2020	138,070	109,893	28,177	2,696,680	4.08 %
2019	146,328	131,236	15,092	2,857,975	4.59 %
2018	174,194	151,251	22,943	3,066,801	4.93 %
2017	181,088	158,003	23,085	3,188,163	4.96 %
2016	191,007	169,028	21,979	3,070,860	5.50 %
2015	179,564	169,738	9,826	2,886,888	5.88 %
2014	133,975	130,328	3,647	2,838,454	4.59 %

Roanoke Redevelopment and Housing Authority

Schedule of Changes in Total OPEB Liability

For the Year Ended September 30, 2024

Changes in Total OPEB Liability

<u>Schedule of Changes in Total OPEB Liability</u>	Fiscal Year Ending 9/30/24	Fiscal Year Ending 9/30/23	Fiscal Year Ending 9/30/22	Fiscal Year Ending 9/30/21	Fiscal Year Ending 9/30/20	Fiscal Year Ending 9/30/19	Fiscal Year Ending 9/30/18	Fiscal Year Ending 9/30/17
Total OPEB Liability -								
Beginning of Year	\$ 601,689	\$ 464,119	\$ 555,337	\$ 1,072,799	\$ 1,026,924	\$ 1,072,639	\$ 997,671	\$ 263,939
Conversion from GASB 45 to 75	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>558,577</u>
Converted OPEB Liability -								
Beginning of Year	601,689	464,119	555,337	1,072,799	1,026,924	1,072,639	997,671	822,516
Service Cost	24,075	22,082	28,989	42,356	34,938	118,648	114,481	105,935
Interest	29,325	21,088	13,329	25,728	36,391	41,839	39,053	41,359
Changes in Benefit Terms	-	-	-	-	-	-	-	-
Difference between Expected								
and Actual Experience	55,564	175,595	(68,723)	(511,556)	(1,585)	(121,744)	-	-
Changes in Assumptions	(62,964)	8,052	7,235	21,801	67,640	-	-	46,784
Benefit Payments	<u>(47,775)</u>	<u>(89,247)</u>	<u>(72,048)</u>	<u>(95,791)</u>	<u>(91,509)</u>	<u>(84,458)</u>	<u>(78,566)</u>	<u>(18,923)</u>
Net Change in Total OPEB								
Liability	(1,775)	137,570	(91,218)	(517,462)	45,875	(45,715)	74,968	175,155
Total OPEB Liability -								
End of Year	599,914	601,689	464,119	555,337	1,072,799	1,026,924	1,072,639	997,671
Covered Employee Payroll	3,611,606	3,284,567	3,358,115	2,984,958	2,699,961	2,981,275	3,267,959	3,172,776
Total OPEB Liability as a								
Percentage of the Covered								
Employee Payroll	16.61 %	18.32 %	13.82 %	18.60 %	39.73 %	34.45 %	32.82 %	31.44 %

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
111	Cash- unrestricted	10,036,883	2,442,936	559,225	44,604					
113	Cash-other restricted	112,915	376,248	3,129	25,643	53,060				
114	Cash- tenant security deposits	148,115								
115	Cash - restricted for pymt of curr liability	24,579	67,299	13,716	574					
100	Total Cash	10,322,492	2,886,483	576,070	70,821	53,060		-	-	-
121	AR - PHA projs	-	1,877							
122-010	AR - HUD other projs - Operating Subsidy	-						101,982	74,774	15,623
122-020	AR - HUD other projs - Capital fund	218,177								
122-030	AR - HUD other projs - Other	-	-	-	466		9,225			
122	Accounts receivable - HUD other projs	218,177	-	-	466	-	9,225	101,982	74,774	15,623
124	Account receivable - other govt	-								
125-040	Account receivable - misc - Tax Credit	-								
125-050	Account receivable - misc - Other	-	306,315	11,732	1,728					
125	Account receivable - miscellaneous	-	306,315	11,732	1,728	-	-		-	-
126	Accounts receivable - tenants	696,284								
126.1	Allowance for doubtful accounts - tenants	(486,706)								
126.2	Allowance for doubtful accounts - other	-	(2,212)					-		
127	Loans & Mortgages Recvbl - Current	-								
128	Fraud recovery	-	114,767							
128	Allowance for doubtful accounts - fraud	-	(109,206)							
129	Accrued interest receivable	-								
120	Total Receivables, net allow for doubtful accts	427,755	311,541	11,732	2,194	-	9,225	101,982	74,774	15,623
142	Prepaid expenses, Other assets	368,247	22,194							
143	Allowance- obsolete inventories	-								
144	Inter program - due from	126,527	32,357			6,685				
145	Assets held for sale	-								
150	Total Current Assets	11,245,021	3,252,575	587,802	73,015	59,745	9,225	101,982	74,774	15,623
161	Land	14,740,015								
162	Buildings	85,622,987	233,251							
163	Furniture, equip, machinery - dwellings	1,437,021								
164	Furniture, equip, machinery - admin	1,894,672	119,726							
165	Leasehold improvements	-								
166	Accumulated depreciation	(78,907,052)	(338,630)							
167	Construction in progress	16,918,094					14,550			
168	Infrastructure	-								
160	Total capital assets, net accum depreciation	41,705,737	14,347	-	-	-	14,550		-	-
171-040	Loans & mortgs recv - NC - Tax Credit	316,000								
171-050	Loans & mortgs recv - NC - Other	144,565								
171	Loans & Mortgages recvbl - Non-current	460,565	-	-	-	-			-	-
172-040	Loans & Mortgs recvbl - NC past due - Tax Credit	-								
172-050	Loans & Mortgs recvbl - NC past due - Other	-								
172	Loans & Mortgs recvbl - Non-current, past due	-								
173	Grants receivable - Non-current	-								
174-040	Other assets - Tax Credit	-								
174-050	Other assets - Other	507,729	90,367							
174	Other assets	507,729	90,367						-	-
180	Total Non-current Assets	42,674,031	104,714	-	-	-	14,550		-	-
190	Total Assets	53,919,052	3,357,289	587,802	73,015	59,745	23,775	101,982	74,774	15,623

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
200	Deferred Outflow of Resources	85,776	19,024							
290	Total Assets & Deferred Outflow of Resources	54,004,828	3,376,313	587,802	73,015	59,745	23,775	101,982	74,774	15,623
312	Accounts payable <= 90 days	506,415	28,446	13,716	574			6,083		50
313	Accounts payable > 90 days past due	-								
321	Accrued wage/payroll taxes payable	88,605	20,435					8,185	6,508	4,716
322	Accrued compensated absences - curr portion	69,004	11,785					3,541	3,552	860
324	Accrued contingency liability	-								
325	Accrued interest payable	-								
331-010	AP - HUD PHA Programs - Operating Subsidy	-								
331-020	AP - HUD PHA Programs - Capital fund	-								
331-030	AP - HUD PHA Programs - Other	-								
331	Accounts payable - HUD PHA Programs	-	-	-	-	-	-	-	-	-
332	Accounts payable - PHA Projects	-								
333	Accounts payable - other govt	162,895	-							
341	Tenant security deposits	148,115								
342-010	Unearned revenue - Operating Subsidy	-								
342-020	Unearned revenue - Capital fund	-								
342-030	Unearned revenue - Other	31,491		3,129	25,643					
342	Unearned revenue	31,491	-	3,129	25,643	-		-	-	-
343-010	CFFP	-								
343-020	Capital Projects/ Mortgage Revenue	-								
343	Curr portion LT debt - capital projs	-								
344	Curr portion LT debt - operating borrowings	-								
345	Other current liabilities	67,960	32,168							
346	Accrued liabilities - other	47,775	-							
347	Inter program - due to	-	6,685					84,173	64,714	9,997
348-020	Loan liability - current - Partnership	-								
348-040	Loan liability - current - Tax Credit	-								
348-050	Loan liability - current - Other	-								
348	Loan liability - current	-	-	-	-	-			-	-
310	Total Current Liabilities	1,122,260	99,519	16,845	26,217	-	-	101,982	74,774	15,623
351-010	Long-term debt - CFFP	-								
351-020	Long-term - Capital Projects	-								
351	LT Debt - Capital Projs / Mortgages	-								
352	LT debt, net of current - operating borrowings	-								
353	Non-current liabilities - other	75,771	124,531							
354	Accrued compensated absences- NC	-								
355-040	Loan liability - NC - Tax Credit	-								
355-050	Loan liability - NC - Other	-								
	Other - Comment									
355	Loan liability - Non-current	-	-	-	-	-			-	-
356	FASB 5 Liabilities	-								
357-010	Pension Liability	-								
357-020	OPEB Liability	445,527	61,893							
357	Accrued Pension & OPEB Liability	445,527	61,893	-	-	-	-		-	-
350	Total Non-current liabilities	521,298	186,424	-	-	-	-		-	-
300	Total Liabilities	1,643,558	285,943	16,845	26,217	-	-	101,982	74,774	15,623
400	Deferred Inflow of Resources	37,200	8,250							

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
508.4	Capital Asset Investmt, net related debt	41,705,737	14,347	-	-	-	14,550		-	-
511.4	Restricted Net Position	-	251,717		-	59,745	-			-
512.4	Unrestricted Net Position	10,618,333	2,816,056	570,957	46,798		9,225	-	-	-
513	Total Net Position	52,324,070	3,082,120	570,957	46,798	59,745	23,775	-	-	-
600	Total Liabs, Def. Inflow of Res, & Net Position	54,004,828	3,376,313	587,802	73,015	59,745	23,775	101,982	74,774	15,623

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
Income Statement										
70300	Net tenant rental revenue	3,910,608								
70400	Tenant revenue - other	311,185								
70500	Total Tenant Revenue	4,221,793	-	-	-	-			-	-
70600-010	Housing assistance payments	-	16,704,851	1,569,862	241,290					
70600-020	Ongoing administrative fees earned	-	1,464,960	222,157	19,712					
70600-030	FSS Coordinator	-			3,922					
70600-040	Independent public acctant audit costs	-								
70600-050	Total preliminary fees earned	-			-					
70600-060	Interest earned on advances	-			200					
70600-070	Admin fee calculation description	-								
70600	HUD PHA operating grants	7,720,373	18,169,811	1,792,019	265,124	-	14,550	473,357	154,686	138,588
70610	Capital grants	4,526,106								-
70710	Management Fee	-								
70720	Asset Management Fee	-								
70730	Book-Keeping Fee	-								
70740	Front Line Service Fee	-								
70750	Other Fees	-								
70700	Total Fee Revenue	-	-	-	-	-	-		-	-
70800	Other government grants	240,296								
71100-010	Housing Assistance Payment	-								
71100-020	Administrative Fee	-								
71100	Investment income - unrestricted	11	-	-	-	-			-	-
71200	Mortgage interest income	-								
71300	Proceeds - disposition of assets held for sale	416,322								
71310	Cost of sale of assets	(149,016)								
71400-010	Housing Assistance Payment	-	6,611							
71400-020	Administrative Fee	-	6,612							
71400	Fraud recovery	-	13,223	-	-	-				
71500	Other revenue	232,588	468		200	24,164				
71600	Gain / loss - sale of capital assets	-	-							
72000-010	Housing Assistance Payment	-								
72000-020	Administrative Fee	-								
72000	Investment income - restricted	-		-	-	-				
70000	Total Revenue	17,208,473	18,183,502	1,792,019	265,324	24,164	14,550	473,357	154,686	138,588
91100	Administrative salaries	529,903	314,766	38,255	32					
91200	Auditing fees	31,303	3,454	394						
91300-010	To PHA Administered Program (i.e. COCC)	1,645,889	292,992		3,942					
91300-020	To Third Party/Outside Entity	-								
91300	Management Fees	1,645,889	292,992	-	3,942				-	-
91310	Book-Keeping Fee	110,639	162,690		1,897					
91400	Advertising and Marketing	39,363	1,582							
91500	Employee Benefit contributions - Admin	162,942	91,102	11,237	10					
91600	Office Expenses	421,457	139,737	1,303	-					
91700	Legal Expense	82,708	10,188	1,108						
91800	Travel	505	1,067	121						
91810	Allocated Overhead	-								
91900	Other	35,377	19,864	16,537	-					

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
91000	Total Operating-Administrative	3,060,086	1,037,442	68,955	5,881	-			-	-
92000	Asset Management Fee	153,240								
92100	Tenant services - salaries	103,121	-		-			123,634	114,246	90,606
92200	Relocation Costs	3,370			164					
92300	Employee benefit contribs - tenant services	30,648	-		-			36,690	34,773	24,261
92400	Tenant services - other	44,782	5,344		3,758	3,706		307,470	-	16,134
92500	Total Tenant Services	181,921	5,344	-	3,922	3,706		467,794	149,019	131,001
93100	Water	487,646	1,173	121						
93200	Electricity	787,453	1,452	164						
93300	Gas	513,567	1,812	207						
93400	Fuel	-								
93500	Labor	-								
93600	Sewer	460,116	1,051	107						
93700	Employee benefit contributions - utilities	-								
93750	HAP Portability-In	-								
93800	Other utilities expense	43,877								
93000	Total Utilities	2,292,659	5,488	599	-	-			-	-
94100	OMO-labor	1,127,830								
94200	OMO-materials, other	706,247	412							
94300-010	OMO contracts-Trash Removal	281,666								
94300-020	OMO contracts-HVAC	270,096								
94300-030	OMO contracts-Snow Removal	-								
94300-040	OMO contracts-Elevator Maint	80,987								
94300-050	OMO contracts-Grounds	248,229								
94300-060	OMO contracts-Unit Turnaround	387,840								
94300-070	OMO contracts-Electrical	259,400								
94300-080	OMO contracts-Plumbing	231,774								
94300-090	OMO contracts-Extermination	71,219								
94300-100	OMO contracts-Janitorial	1,569	2,958							
94300-110	OMO contracts-Routine Maint	1,473,556								
94300-120	OMO contracts-Misc	-	3,444	886						
94300	Ordinary Maint & Operations Contracts	3,306,336	6,402	886	-	-			-	-
94500	OMO- Employee benefit contributions	226,796								
94000	Total Maintenance	5,367,209	6,814	886	-	-			-	-
95100	Protective services - labor	-								
95200	Protective services - contract costs (police)	96,895	1,056							
95300	Protective services - other	267,613								
95500	Protective services - Employee benefit contribs	-								
95000	Total Protective Services	364,508	1,056	-	-	-			-	-
96110	Property Insurance	219,552	1,044							
96120	Liability Insurance	75,585	1,532	1,178						
96130	Workmen's Compensation	36,313	7,729							
96140	All other Insurance	19,988	122							
96100	Total insurance Premiums	351,438	10,427	1,178	-	-			-	-
96200	Other general expenses (FSS Escrow)	-								
96210	Compensated absences	135,844	28,188					5,563	5,667	7,587

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
96300	Payments in lieu of taxes	162,886								
96400	Bad debt - tenant rents	484,947								
96500	Bad debt - mortgages	-								
96600	Bad debt - other	-	5,264							
96800	Severance expense	-								
96000	Total Other General Expenses	783,677	33,452	-	-	-		5,563	5,667	7,587
96710	Interest - Mortgage/Bonds Payable	-								
96720-020	Interest on All Other Debt	265								
96720	Interest on Notes Payable (short & long term)	265								
96730	Amortization of Bond Issue Costs	-								
96700	Interest expense and Amortization cost	265	-	-	-	-			-	-
96900	Total Operating Expenses	12,555,003	1,100,023	71,618	9,803	3,706	-	473,357	154,686	138,588
97000	Excess Operating- Revenue Over Expenses	4,653,470	17,083,479	1,720,401	255,521	20,458	14,550	-	-	-
97100	Extraordinary maintenance	-								
97200	Casualty losses- Non-capitalized	356,725								
97300-010	Mainstream 1 & 5 year	-		1,569,862						
97300-020	Home-Ownership	-	59,127							
97300-025	Litigation	-								
97300-030	Hope IV	-								
97300-035	Moving to Work	-								
97300-040	Tenant Protection	-	42,200							
97300-050	All Other	-	16,355,786		243,842					
97300	Housing assistance payments	-	16,457,113	1,569,862	243,842	-				
97350	HAP Portability In									
97400	Depreciation expense	1,972,482	17,227							
97500	Fraud losses	-								
97800	Dwelling units rent expense	-								
90000	Total Expenses	14,884,210	17,574,363	1,641,480	253,645	3,706	-	473,357	154,686	138,588
10010	Operating transfer in	19,912								
10020	Operating transfer out	(19,912)								
10030-010	Not For Profit	-								
10030-020	Partnership	-								
10030-030	Joint Venture	-								
10030-040	Tax Credit	-								
10030-050	Other	-								
10030	Operating transfers from / to primary govt	-							-	
10040	Operating transfers from / to component unit	-								
10070	Extraordinary items, net gain/loss	-								
10080	Special items, net gain/loss	-								
10091	Inter AMP Excess Cash Transfer In	250,000								
10092	Inter AMP Excess Cash Transfer Out	(250,000)								
10093	Transfers btwn Program & Project - In	-								
10094	Transfers btwn Program & Project - Out	-								
10100	Total other financing sources (uses)	-	-	-	-	-		-	-	-
10000	Excess (Deficiency) of Revenues vs Expenses	2,324,263	609,139	150,539	11,679	20,458	14,550	-	-	-

FDS #	Description	PH Total AMPs	S8 HCV Fund 306 14.871	S8 MAINSTREAM Fund 310 14.879	EHV Fund 360 14.EHV	FSS Escrow Forfeiture Account 14.EFA	PH Radon Grant 14.901	Jobs Plus Fund 602 14.895	FSS Fund 690, 691 14.896	ROSS Fund 688, 692 14.870
11020	Required Annual Debt Principal Payments	-					-		-	
11030	Beginning equity	49,999,807	2,472,981	420,418	35,119	39,287	9,225	-	-	-
11040-010	Prior period adjs & correction of errors	-								
11040-020	Prior period adjs & correction of errors	-								
11040-030	Prior period adjs & correction of errors	-								
11040-040	Prior period adjs & correction of errors	-								
11040-050	Prior period adjs & correction of errors	-								
11040-060	Prior period adjs & correction of errors	-								
11040-070	Equity Transfers (UNRESTRICTED)	-								
11040-080	Equity Transfers (RESTRICTED)	-								
11040-090	Equity Transfers	-								
11040-100	Equity Transfers	398,931								
11040-110	Equity Transfers	(398,931)								
11040	Prior Pd adjs, Equity trnfrs, & Error corrections	-	-	-	-	-	-	-	-	-

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
111	Cash- unrestricted	116,425	36,688	1,699,598	1,130,595	6,305,661		22,372,615	808,077	23,180,692
113	Cash-other restricted			1,272,697	-	1,724		1,845,416	547,639	2,393,055
114	Cash- tenant security deposits			-	5,686	-		153,801	30,912	184,713
115	Cash - restricted for pymt of curr liability			-	-	-		106,168	-	106,168
100	Total Cash	116,425	36,688	2,972,295	1,136,281	6,307,385	-	24,478,000	1,386,628	25,864,628
121	AR - PHA projs			-	-	-		1,877	-	1,877
122-010	AR - HUD other projs - Operating Subsidy				-	-		192,379	-	192,379
122-020	AR - HUD other projs - Capital fund				-	-		218,177	-	218,177
122-030	AR - HUD other projs - Other				-	-		9,691	-	9,691
122	Accounts receivable - HUD other projs	-	-	-	-	-	-	420,247	-	420,247
124	Account receivable - other govt	4,491	1,389	142,113	-	-		147,993	-	147,993
125-040	Account receivable - misc - Tax Credit				7,577	-		7,577	-	7,577
125-050	Account receivable - misc - Other			998	-	25,228		346,001	-	346,001
125	Account receivable - miscellaneous	-	-	998	7,577	25,228	-	353,578	-	353,578
126	Accounts receivable - tenants			-	2,802	-		699,086	192,755	891,841
126.1	Allowance for doubtful accounts - tenants			-	(710)	-		(487,416)	(160,095)	(647,511)
126.2	Allowance for doubtful accounts - other	-	-	-	-	-		(2,212)	-	(2,212)
127	Loans & Mortgages Recvbl - Current			-	-	-		-	-	-
128	Fraud recovery			-	-	-		114,767	-	114,767
128	Allowance for doubtful accounts - fraud			-	-	-		(109,206)	-	(109,206)
129	Accrued interest receivable	-	-	-	-	-		-	-	-
120	Total Receivables, net allow for doubtful accts	4,491	1,389	143,111	9,669	25,228	-	1,138,714	32,660	1,171,374
142	Prepaid expenses, Other assets			-	5,074	38,362		433,877	42,055	475,932
143	Allowance- obsolete inventories			-	-	-		-	-	-
144	Inter program - due from			-	-	142,113	(307,682)	-	-	-
145	Assets held for sale			-	-	-		-	-	-
150	Total Current Assets	120,916	38,077	3,115,406	1,151,024	6,513,088	(307,682)	26,050,591	1,461,343	27,511,934
161	Land	412,984		59,121	68,204	-		15,280,324	3,299,483	18,579,807
162	Buildings			-	659,005	262,245		86,777,488	19,871,935	106,649,423
163	Furniture, equip, machinery - dwellings			-	-	28,427		1,465,448	264,931	1,730,379
164	Furniture, equip, machinery - admin			-	6,431	174,733		2,195,562	-	2,195,562
165	Leasehold improvements			-	-	-		-	-	-
166	Accumulated depreciation	(1,115,415)		(917,233)	(665,436)	(186,927)		(82,130,693)	(10,833,394)	(92,964,087)
167	Construction in progress			2,482,275	-	-		19,414,919	-	19,414,919
168	Infrastructure	1,822,317		1,287,000	-	-		3,109,317	-	3,109,317
160	Total capital assets, net accum depreciation	1,119,886	-	2,911,163	68,204	278,478	-	46,112,365	12,602,955	58,715,320
171-040	Loans & mortgs recv - NC - Tax Credit			-	-	220,323		536,323	-	536,323
171-050	Loans & mortgs recv - NC - Other			117,600	-	-		262,165	-	262,165
171	Loans & Mortgages recvbl - Non-current	-	-	117,600	-	220,323	-	798,488	-	798,488
172-040	Loans & Mortgs recvbl - NC past due - Tax Credit				-	-		-	-	-
172-050	Loans & Mortgs recvbl - NC past due - Other				-	-		-	-	-
172	Loans & Mortgs recvbl - Non-current, past due	-	-	-	-	-	-	-	-	-
173	Grants receivable - Non-current			-	-	-		-	-	-
174-040	Other assets - Tax Credit				-	-		-	-	-
174-050	Other assets - Other				17,317	328,242		943,655	-	943,655
174	Other assets	-	-	-	17,317	328,242	-	943,655	-	943,655
180	Total Non-current Assets	1,119,886	-	3,028,763	85,521	827,043	-	47,854,508	12,602,955	60,457,463
190	Total Assets	1,240,802	38,077	6,144,169	1,236,545	7,340,131	(307,682)	73,905,099	14,064,298	87,969,397

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
200	Deferred Outflow of Resources				961	72,198		177,959	-	177,959
290	Total Assets & Deferred Outflow of Resources	1,240,802	38,077	6,144,169	1,237,506	7,412,329	(307,682)	74,083,058	14,064,298	88,147,356
312	Accounts payable <= 90 days			8,261	5,654	20,935		590,134	19,956	610,090
313	Accounts payable > 90 days past due			-	-	-		-	-	-
321	Accrued wage/payroll taxes payable			-	1,614			130,063	-	130,063
322	Accrued compensated absences - curr portion			-	841	106,760		196,343	-	196,343
324	Accrued contingency liability			-	-	-		-	-	-
325	Accrued interest payable	-		-	-	-		-	9,245	9,245
331-010	AP - HUD PHA Programs - Operating Subsidy				-	-		-	-	-
331-020	AP - HUD PHA Programs - Capital fund				-	-		-	-	-
331-030	AP - HUD PHA Programs - Other				-	-		-	-	-
331	Accounts payable - HUD PHA Programs	-	-	-	-	-	-	-	-	-
332	Accounts payable - PHA Projects			-	-	-		-	-	-
333	Accounts payable - other govt	122,459	38,077	342,701	-	-		666,132	-	666,132
341	Tenant security deposits			-	5,686	-		153,801	31,000	184,801
342-010	Unearned revenue - Operating Subsidy			-	-	-		-	-	-
342-020	Unearned revenue - Capital fund				-	-		-	-	-
342-030	Unearned revenue - Other			1,273,695	2,144	1,724		1,337,826	13,452	1,351,278
342	Unearned revenue	-	-	1,273,695	2,144	1,724	-	1,337,826	13,452	1,351,278
343-010	CFFP				-	-		-	-	-
343-020	Capital Projects/ Mortgage Revenue				-	-		-	-	-
343	Curr portion LT debt - capital projs			-	-	-		-	101,135	101,135
344	Curr portion LT debt - operating borrowings			-	-	-		-	-	-
345	Other current liabilities			-	-	-		100,128	-	100,128
346	Accrued liabilities - other			-	-	-		47,775	-	47,775
347	Inter program - due to			142,113	-	-	(307,682)	-	-	-
348-020	Loan liability - current - Partnership				-	-		-	514	514
348-040	Loan liability - current - Tax Credit				-	-		-	-	-
348-050	Loan liability - current - Other			-	-	-		-	-	-
348	Loan liability - current	-	-	-	-	-	-	-	514	514
310	Total Current Liabilities	122,459	38,077	1,766,770	15,939	129,419	(307,682)	3,222,202	175,302	3,397,504
351-010	Long-term debt - CFFP			-		-		-		-
351-020	Long-term - Capital Projects				-	-		-		-
351	LT Debt - Capital Projs / Mortgages			-	-	-	-	-	6,572,219	6,572,219
352	LT debt, net of current - operating borrowings			-	-	-		-	42,535	42,535
353	Non-current liabilities - other			-	-	-		200,302	1,283,301	1,483,603
354	Accrued compensated absences- NC			-	-	-		-	-	-
355-040	Loan liability - NC - Tax Credit				-	-		-	-	-
355-050	Loan liability - NC - Other			-	-	-		-	-	-
	Other - Comment				-	-		-		
355	Loan liability - Non-current	-	-	-	-	-	-	-	-	-
356	FASB 5 Liabilities			-	-	-		-	-	-
357-010	Pension Liability					-		-		-
357-020	OPEB Liability				44,033	124,684		676,137		676,137
357	Accrued Pension & OPEB Liability	-	-	-	44,033	124,684	-	676,137	-	676,137
350	Total Non-current liabilities	-	-	-	44,033	124,684	-	876,439	7,898,055	8,774,494
300	Total Liabilities	122,459	38,077	1,766,770	59,972	254,103	(307,682)	4,098,641	8,073,357	12,171,998
400	Deferred Inflow of Resources			-	417	31,312		77,179	-	77,179

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
								-		
508.4	Capital Asset Investmt, net related debt	1,119,886	-	2,911,163	68,204	278,478		46,112,365	5,929,601	52,041,966
511.4	Restricted Net Position			-	-	-		311,462	547,639	859,101
512.4	Unrestricted Net Position	(1,543)		1,466,236	1,108,913	6,848,436		23,483,411	(486,299)	22,997,112
513	Total Net Position	1,118,343	-	4,377,399	1,177,117	7,126,914	-	69,907,238	5,990,941	75,898,179
								-		
600	Total Liabs, Def. Inflow of Res, & Net Position	1,240,802	38,077	6,144,169	1,237,506	7,412,329	(307,682)	74,083,058	14,064,298	88,147,356

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
Income Statement								-		
70300	Net tenant rental revenue			-	190,788	-		4,101,396	955,533	5,056,929
70400	Tenant revenue - other			-	577			311,762	7,568	319,330
70500	Total Tenant Revenue	-	-	-	191,365	-	-	4,413,158	963,101	5,376,259
								-		
70600-010	Housing assistance payments							18,516,003	-	18,516,003
70600-020	Ongoing administrative fees earned			-				1,706,829	-	1,706,829
70600-030	FSS Coordinator							3,922	-	3,922
70600-040	Independent public acctant audit costs							-	-	-
70600-050	Total preliminary fees earned							-	-	-
70600-060	Interest earned on advances							200	-	200
70600-070	Admin fee calculation description							-	-	-
70600	HUD PHA operating grants		-	-		-		28,728,508	-	28,728,508
70610	Capital grants	-		-	-	-		4,526,106	-	4,526,106
								-		
70710	Management Fee				-	2,022,722	(2,022,722)	-	-	-
70720	Asset Management Fee					153,240	(153,240)	-	-	-
70730	Book-Keeping Fee					275,226	(275,226)	-	-	-
70740	Front Line Service Fee					82,473	(82,473)	-	-	-
70750	Other Fees					-		-	-	-
70700	Total Fee Revenue	-	-	-	-	2,533,661	(2,533,661)	-	-	-
								-		
70800	Other government grants			311,874	-	-	(239,796)	312,374	-	312,374
71100-010	Housing Assistance Payment				-	-		-	-	-
71100-020	Administrative Fee			-		-		-	-	-
71100	Investment income - unrestricted	-	-	-	-	260	-	271	7,224	7,495
71200	Mortgage interest income			-	-	-		-	-	-
71300	Proceeds - disposition of assets held for sale			353,262	-	-		769,584	-	769,584
71310	Cost of sale of assets			(891,136)	-	-		(1,040,152)	-	(1,040,152)
71400-010	Housing Assistance Payment							6,611	-	6,611
71400-020	Administrative Fee							6,612	-	6,612
71400	Fraud recovery			-	-	-	-	13,223	-	13,223
71500	Other revenue			929,084	92,617	29,890	-	1,309,011	7,722	1,316,733
71600	Gain / loss - sale of capital assets			-	-	-		-	-	-
72000-010	Housing Assistance Payment							-	-	-
72000-020	Administrative Fee							-	-	-
72000	Investment income - restricted			-	-	-	-	-	-	-
70000	Total Revenue	-	-	703,084	283,982	2,563,811	(2,773,457)	39,032,083	978,047	40,010,130
								-		
91100	Administrative salaries			3,511	10,189	1,004,234		1,900,890	9,228	1,910,118
91200	Auditing fees			35	485	5,529		41,200	9,260	50,460
91300-010	To PHA Administered Program (i.e. COCC)			-	79,899	-	(2,022,722)	-	54,205	54,205
91300-020	To Third Party/Outside Entity			-	-	-		-	24,146	24,146
91300	Management Fees	-	-	-	79,899	-	(2,022,722)	-	78,351	78,351
91310	Book-Keeping Fee			-	-	-	(275,226)	-	-	-
91400	Advertising and Marketing			-	128	9,762		50,835	-	50,835
91500	Employee Benefit contributions - Admin			1,017	3,392	308,097		577,797	-	577,797
91600	Office Expenses			116	5,281	231,860		799,754	10,085	809,839
91700	Legal Expense			5,349	5,008	58,567		162,928	2,263	165,191
91800	Travel			10	5	4,918		6,626	68	6,694
91810	Allocated Overhead			-	-	-		-	-	-
91900	Other			1,460	199	46,588	(36,321)	83,704	182	83,886

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
91000	Total Operating-Administrative	-	-	11,498	104,586	1,669,555	(2,334,269)	3,623,734	109,437	3,733,171
92000	Asset Management Fee						(153,240)	-	-	-
92100	Tenant services - salaries			-	-	10,227		441,834	-	441,834
92200	Relocation Costs			-	-	-		3,534	-	3,534
92300	Employee benefit contribs - tenant services			-	-	(19,305)		107,067	-	107,067
92400	Tenant services - other			-	141	26,488	(239,796)	168,027	-	168,027
92500	Total Tenant Services	-	-	-	141	17,410	(239,796)	720,462	-	720,462
93100	Water			26	1,801	6,521		497,288	22,203	519,491
93200	Electricity			1,525	3,058	8,364		802,016	21,111	823,127
93300	Gas			18	-	10,183		525,787	3,836	529,623
93400	Fuel			-	-	-		-	-	-
93500	Labor			-	-	-		-	-	-
93600	Sewer			243	458	5,839		467,814	20,556	488,370
93700	Employee benefit contributions - utilities			-	-	-		-	-	-
93750	HAP Portability-In			-	-	-		-	-	-
93800	Other utilities expense			268	821	-		44,966	806	45,772
93000	Total Utilities	-	-	2,080	6,138	30,907	-	2,337,871	68,512	2,406,383
94100	OMO-labor			-	7,058	22,956		1,157,844	3,265	1,161,109
94200	OMO-materials, other			-	7,508	3,572		717,739	42,234	759,973
94300-010	OMO contracts-Trash Removal			218	2,621	-		284,505	13,207	297,712
94300-020	OMO contracts-HVAC			-	3,502	-		273,598	13,041	286,639
94300-030	OMO contracts-Snow Removal			-	-	-		-	-	-
94300-040	OMO contracts-Elevator Maint			-	-	-		80,987	-	80,987
94300-050	OMO contracts-Grounds			5,835	16,205	5,750		276,019	53,430	329,449
94300-060	OMO contracts-Unit Turnaround			-	-	-		387,840	19,953	407,793
94300-070	OMO contracts-Electrical			-	-	-		259,400	4,724	264,124
94300-080	OMO contracts-Plumbing			-	2,159	-		233,933	6,215	240,148
94300-090	OMO contracts-Extermination			-	1,677	-		72,896	5,548	78,444
94300-100	OMO contracts-Janitorial			-	-	20,419		24,946	13,615	38,561
94300-110	OMO contracts-Routine Maint			-	13,888	-	(41,619)	1,445,825	29,889	1,475,714
94300-120	OMO contracts-Misc			83	7,375	1,724	(4,533)	8,979	6,835	15,814
94300	Ordinary Maint & Operations Contracts	-	-	6,136	47,427	27,893	(46,152)	3,348,928	166,457	3,515,385
94500	OMO- Employee benefit contributions			-	1,754	8,307		236,857	-	236,857
94000	Total Maintenance	-	-	6,136	63,747	62,728	(46,152)	5,461,368	211,956	5,673,324
95100	Protective services - labor			-	-	-		-	-	-
95200	Protective services - contract costs (police)			-	-	2,881		100,832	386	101,218
95300	Protective services - other			158,000	-	-		425,613	9,611	435,224
95500	Protective services - Employee benefit contribs			-	-	-		-	-	-
95000	Total Protective Services	-	-	158,000	-	2,881	-	526,445	9,997	536,442
96110	Property Insurance			-	4,036	1,818		226,450	81,219	307,669
96120	Liability Insurance			109	1,489	4,641		84,534	16,808	101,342
96130	Workmen's Compensation			-	564	12,392		56,998	792	57,790
96140	All other Insurance			-	9	196		20,315	17	20,332
96100	Total insurance Premiums	-	-	109	6,098	19,047	-	388,297	98,836	487,133
96200	Other general expenses (FSS Escrow)			-	-	-		-	-	-
96210	Compensated absences			-	1,171	163,414		347,434	-	347,434

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
96300	Payments in lieu of taxes			-	-	-		162,886	120,196	283,082
96400	Bad debt - tenant rents			-	(2,094)	-		482,853	80,750	563,603
96500	Bad debt - mortgages			-	-	-		-	-	-
96600	Bad debt - other			-	-	-		5,264	-	5,264
96800	Severance expense			-	-	-		-	-	-
96000	Total Other General Expenses	-	-	-	(923)	163,414	-	998,437	200,946	1,199,383
								-		
96710	Interest - Mortgage/Bonds Payable			-	-	-		-	116,479	116,479
96720-020	Interest on All Other Debt			-	-			265	-	265
96720	Interest on Notes Payable (short & long term)			-	-	-		265	-	265
96730	Amortization of Bond Issue Costs			-	-	-		-	1,476	1,476
96700	Interest expense and Amortization cost	-	-	-	-	-	-	265	117,955	118,220
								-		
96900	Total Operating Expenses	-	-	177,823	179,787	1,965,942	(2,773,457)	14,056,879	817,639	14,874,518
								-		
97000	Excess Operating- Revenue Over Expenses	-	-	525,261	104,195	597,869	-	24,975,204	160,408	25,135,612
								-		
97100	Extraordinary maintenance			-	-	-		-	-	-
97200	Casualty losses- Non-capitalized			-	-	-		356,725	-	356,725
97300-010	Mainstream 1 & 5 year				-	-		1,569,862	-	1,569,862
97300-020	Home-Ownership				-	-		59,127	-	59,127
97300-025	Litigation				-	-		-	-	-
97300-030	Hope IV				-	-		-	-	-
97300-035	Moving to Work				-	-		-	-	-
97300-040	Tenant Protection				-	-		42,200	-	42,200
97300-050	All Other			136,514	-	-		16,736,142	-	16,736,142
97300	Housing assistance payments				-	-	-	18,407,331	-	18,407,331
97350	HAP Portability In							-		-
97400	Depreciation expense	60,717		42,899	166	13,603		2,107,094	553,141	2,660,235
97500	Fraud losses			-	-	-		-	-	-
97800	Dwelling units rent expense			-	-	-		-	-	-
90000	Total Expenses	60,717	-	357,236	179,953	1,979,545	(2,773,457)	34,928,029	1,370,780	36,298,809
								-		
10010	Operating transfer in			-	-	-		19,912	-	19,912
10020	Operating transfer out			-	-	-		(19,912)	-	(19,912)
10030-010	Not For Profit			-	-	-		-	-	-
10030-020	Partnership			-	-	-		-	-	-
10030-030	Joint Venture			-	-	-		-	-	-
10030-040	Tax Credit			-	-	-		-	-	-
10030-050	Other			-	-	-		-	-	-
10030	Operating transfers from / to primary govt	-	-	-	-	-		-	-	-
10040	Operating transfers from / to component unit			-	-	-		-	-	-
10070	Extraordinary items, net gain/loss			-	-	-		-	-	-
10080	Special items, net gain/loss			-	-	-		-	-	-
10091	Inter AMP Excess Cash Transfer In			-	-	-		250,000	-	250,000
10092	Inter AMP Excess Cash Transfer Out			-	-	-		(250,000)	-	(250,000)
10093	Transfers btwn Program & Project - In			-	-	-		-	-	-
10094	Transfers btwn Program & Project - Out			-	-	-		-	-	-
10100	Total other financing sources (uses)	-	-	-	-	-	-	-	-	-
								-		
10000	Excess (Deficiency) of Revenues vs Expenses	(60,717)	-	345,848	104,029	584,266	-	4,104,054	(392,733)	3,711,321

FDS #	Description	CDBG Fund 510 14.218	HOME Fund 510 14.239	STATE/ LOCAL	Business Activity	Central Office Fund 900	Eliminations	RRHA TOTAL	TOTAL COMPONENT UNITS	ENTITY WIDE TOTAL
								-		
11020	Required Annual Debt Principal Payments	-	-	-	-	-		-	97,776	97,776
								-		
11030	Beginning equity	1,179,060	-	4,031,551	1,073,088	6,542,648	-	65,803,184	6,393,674	72,196,858
								-		
11040-010	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-020	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-030	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-040	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-050	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-060	Prior period adjs & correction of errors			-	-	-		-	-	-
11040-070	Equity Transfers (UNRESTRICTED)			-	-			-	(10,000)	(10,000)
11040-080	Equity Transfers (RESTRICTED)			-	-	-		-	-	-
11040-090	Equity Transfers			-	-	-		-	-	-
11040-100	Equity Transfers			-	-	-		398,931	-	398,931
11040-110	Equity Transfers			-	-	-		(398,931)	-	(398,931)
11040	Prior Pd adjs, Equity trnfrs, & Error corrections	-	-	-	-	-	-	-	(10,000)	(10,000)



Independent Accountant's Report on Applying
Agreed-Upon Procedures

To Roanoke Redevelopment and Housing Authority:

We have performed the procedure described in the second paragraph of this report, which was agreed to by Roanoke Redevelopment and Housing Authority and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), on whether the electronic submission of certain information agrees with the related hard copy documents within the audit reporting package. Roanoke Redevelopment and Housing Authority is responsible for the accuracy and completeness of the electronic submission. The sufficiency of the procedure is solely the responsibility of Roanoke Redevelopment and Housing Authority and REAC. Consequently, we make no representation regarding the sufficiency of the procedure described below for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedure indicate agreement or non-agreement of the electronically submitted information and hard copy documents as shown in the attached chart.

We were engaged to perform an audit in accordance with Audits of States, Local Governments, and Non-profit Organizations, of the financial statements of Roanoke Redevelopment and Housing Authority as of and for the year ended September 30, 2024, and have issued our reports thereon dated March 20, 2025. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product of that audit. Further, our opinion on the fair presentation of the supplemental financial data templates dated March 20, 2025, was expressed in relation to the basic financial statements of Roanoke Redevelopment and Housing Authority taken as a whole.

A copy of the reporting package required by the OMB Uniform Guidance, which includes the auditor's reports is available in its entirety from Roanoke Redevelopment and Housing Authority. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Roanoke Redevelopment and Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

Jump, Perry and Company LLP

March 20, 2025
Toms River, New Jersey

Attachment to Independent Accountant's Report on Applying
Agreed-Upon Procedures

UFRS Rule Information	Hard Copy Document(s)	Findings
Balance Sheet and Revenue and Expense (data line items 111 to 1121)	Financial Data Schedules, all federal assistance listing numbers	Agrees
Footnotes (data element G5000-010)	Footnotes to audited basic financial statements	Agrees
Type of Opinion on the Financial Data Schedule (data element G5100-010)	Auditor's supplemental report on Financial Data Schedule	Agrees
Audit Findings Narrative (data element G5200-010)	Schedule of Findings and Questioned Costs	Agrees
General information (data element series G2000, G2100, G2200, G2300, G9000, G9100)	OMB Data Collection Form	Agrees
Financial statement report information (data element G3000-010 to G3000-050, G3100-010 to G3100-030, G3200-010 to G3200-030, G3300-010 to G3300-060, G3400-010 to G3400-020)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form.	Agrees
Federal program report information (data element G4000-010 to G4000-040)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form.	Agrees
Federal agencies required to receive reporting package (data element G4000- 050)	OMB Data Collection Form	Agrees
Basic financial statements and auditor's reports required to be submitted electronically.	Basic financial statements (inclusive of auditor reports)	Agrees