

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



## MONTHLY OPERATIONS REPORT

FOR THE MONTH OF AUGUST 2025

SEPTEMBER 22, 2025

# ***MEMORANDUM***

To: Board of Commissioners

From: David Bustamante, Executive Director

Date: September 15, 2025

Subject: Monthly Operations Reports

Enclosed for your information and review are operations reports from each department for the month of August 2025. The reports are as follows:

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# EXECUTIVE OFFICE

# **Executive Director's Report**

## **Federal Budget**

It is hard to believe but, in a few weeks, we will enter the last quarter of 2024 and the start of a new fiscal year. As we approach the autumn season, RRHA faces a considerable amount of uncertainty in terms of the budget and some important program changes that are in the works.

## **HCV Shortfall**

HUD recently reviewed the financials of nearly 800 HAs and found that nearly 400 would be in shortfall by the end of the year. Roughly \$400 million is needed to shore up their voucher programs. The Department noted that even well-managed HAs may experience shortfalls due to adverse market conditions or other factors. As a result, HUD is completing a second offset of unspent HCV reserves of more than 900 HAs. HUD says this is necessary to ensure assistance is maintained for all presently served families. The present uncertainty is compounded by the fact that Congress will not consider supplemental appropriations, and the FY 26 spending bill may not be finalized until sometime early next year.

## **New Operating Fund Questions**

HUD recently issued Notice 2024-25, which includes a provision that would require HAs to remit interest income they earn on operating funds. This provision was not previously announced before its release and is deeply worrying because many HAs earn considerable sums through investments on their rental income and other resources. These funds are especially needed at a time when many HAs are already short funded, insurance costs are skyrocketing, and tenant accounts receivable are at all-time highs for many agencies.

As with the FY 25 budget cycle, FY 26 appropriations are limited by provisions in the Fiscal Responsibility Act of 2023, which raised the country's debt ceiling but also enacted non-defense discretionary spending caps for the FY 25 and FY 26 budgets. These caps allow for only a small increase in the FY 26 discretionary budget. However, the Senate has appropriated additional emergency funding that allows its FY 26 budget to exceed those caps. In this challenging appropriations environment, it is crucial that Congress ensure maximum funding for core HUD programs that provide safe, sanitary, and decent housing for low-income families. Rising insurance rates, increasing Tenant Accounts Receivable (TARs), and higher personnel costs all require greater funding for HAs. Additionally, for the voucher program, rental inflation is nearly at 10 percent year-over year, requiring much greater appropriations just to renew all existing vouchers. Neither the House nor the Senate bills have passed their respective chamber, and it is likely that there will be a continuing resolution (CR) if Congress is unable to pass all 12 appropriations bills before September 30, 2025.

## **FY 2023 Operating Budget**

A Resolution considering approval of RRHA's operating budget for FY 2026 will be presented to the Board of Commissioners at the September 27, 2025 meeting. Updated draft budgets are included in Board meeting materials. Any revisions made since the draft budgets were provided to Commissioners in August will be explained by the VP of Finance/CFO prior to Board consideration of the Resolution.

# HUMAN RESOURCES & ADMINISTRATION DIVISION

HUMAN RESOURCES  
MONTHLY REPORT  
AUGUST 2025

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

August 2025

## HUMAN RESOURCES REPORT

### EMPLOYEE CENSUS AS OF MONTH END

Regular Full-Time	66
Regular Part-Time	4
<b><u>TOTAL</u></b>	<b><u>70</u></b>
Temp Agency Employee	11
<b><u>TOTAL</u></b>	<b><u>81</u></b>

### NEW HIRES

Job Title	Division	Employee Name
FSS Coordinator	Family Supp. Services	Tiffany Lambert
Jobs Plus Case Manager	Jobs Plus	Amanda Dill
Maintenance Tech I –Hunt	Housing	Devon Boo
HCV Specialist	HCV	Kendall Woodward

### SEPARATIONS

Job Title	Division
Property Manager II –Lansdowne	Housing
Maintenance Worker – Lansdowne	Housing
Recruiter/HR Assistant	Human Resources

### TURNOVER

		Current Month
Turnover	Voluntary	3.08%
	Involuntary	1.54%
	Total Turnover	4.62%
Turnover by Job Category	Maintenance	33%
	Other NE	67%

# CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

August 2025

## RECRUITING REPORT

### OPEN POSITIONS

<u>Position Title</u>	<u>Division</u>	<u>Status</u>
HCV Specialist (2 openings)	HCV	1 filled starts 9/15 others sourcing
HCV Clerical Assistant	HCV	Sourcing
Jobs Plus Ambassador	Jobs Plus	Filled Starts 9/15
Asst. Property Manager I – Morningside	Housing	Sourcing
Director of Housing	Housing	Sourcing
Maintenance Tech I – Lansdowne	Housing	Sourcing
Recruiter/HR Assistant	Human Resources	Sourcing
Asst. Property Manager – Jamestown	Housing	Filled starts 9/15
Maintenance Tech I – Jamestown	Housing	Filled starts 9/15

## TRAINING REPORT

User/Course	Activity Date
Woodward, Kendall PHA7S 001 - What is HUD?	Aug 11, 2025
PHA7S 145 - Issuing the Voucher in 7S	Aug 11, 2025
PHA7S 150 - Online HCV Briefing Workflow	Aug 11, 2025
PHA7S 170 - Add 50058 and Move In a Future Resident in 7S	Aug 11, 2025
PHA7S 250 - Unit Transfers, Part 1: Assign to Leased Property in 7S	Aug 11, 2025
PHA7S 252 - Unit Transfers, Part 2: Assign Unit in 7S	Aug 11, 2025
PHA7S 254 - Unit Transfers, Part 3: Transfer to Property in 7S	Aug 11, 2025
eL 100 - Welcome to eLearning	Aug 11, 2025
HR 130 - Drug-Free Workplace	Aug 11, 2025
FH 100 - Federal Fair Housing Compliance	Aug 11, 2025
PHAO 120 - HCV Occupancy Cycle: Annual Activities in 7S	Aug 11, 2025
PHAO 130 - HCV Occupancy Cycle: Terminations in 7S	Aug 11, 2025
PHA7S 140 - Determining Eligibility and Approving Intake Applications in 7S	Aug 11, 2025
PHA7S 155 - Online Request for Tenancy Approval (RFTA) in RentCafe PHA	Aug 11, 2025
PHA7S 160 - Processing and Approving the RFTA in 7S	Aug 11, 2025
PHA7S 165 - Generating the HAP Contract	Aug 11, 2025



**CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY**  
**August 2025**

Lambert, Tiffany	eL 100 - Welcome to eLearning	Aug 11, 2025
HR 130 - Drug-Free Workplace		Aug 11, 2025
FH 100 - Federal Fair Housing Compliance		Aug 11, 2025
Woodlin, Jean	AO 395 - 1099 Process in Voyager 7S	Aug 7, 2025
Chavez, Markelle	eL 100 - Welcome to eLearning	Aug 7, 2025

**WORK COMP CLAIMS FY 2025**

<u>MONTH</u>	<u>LOST WORK TIME</u>	<u>MEDICAL CLAIM ONLY</u>
January 2025	0	0
February 2025	0	0
March 2025	0	0
April 2025	15 hours	1
May 2025	0	0
June 2025	0	0
July 2025	0	1
August 2025	0	0
September 2025		
October 2025		
November 2025		
December 2025		
<b>Fiscal Year Total</b>	15 hours	2

# OPERATIONS DIVISION

PROCUREMENT  
MONTHLY REPORT  
AUGUST 2025

# PROCUREMENT AUGUST 2025 MONTHLY ACTIVITY REPORT

## I. Capital Fund

### A. Contracts Awarded

**None**

### B. Solicitations Pending

**RED-25-08-19**

**Open-End Contract for Architectural and Engineering Services for RRHA** was issued August 31, 2025. Comments are due by September 19, 2025. Statement of Qualifications are due October 1, 2025.

## II. Operating Budget

### A. Contracts Awarded

### B. Solicitations Pending

**REM-25-05-21**

**Invitation for Bids for Curbside Toter and Back Door Service for Villages At Lincoln** was issued July 27, 2025. Comments were received by August 13, 2025. Two (2) responsive bids were received by August 20, 2025. Bids are being evaluated.

**REM-25-07-08**

**Invitation for Bids for Curbside Toter and Back Door Service for Lansdowne Park** was issued August 10, 2025. Comments were received by August 27, 2025. Bids are due September 3, 2025.

## III. Other Grants and Projects

### A. Contracts Awarded

**None**

### B. Solicitations Pending

**RED-24-03-19**

**Invitation for Bids for Installation of Passive Radon Vent Systems for Jamestown Place,**

**AMP 207 and Indian Rock Village, AMP 210** was issued March 31, 2024. A pre-bid meeting was held April 9, 2024. Comments were received by April 23, 2024. One (1) responsive bid was received by April 30, 2024. Russell's Remodeling, LLC submitted the only responsive bid with an amount of \$316,000.00. As a result of negotiations, Russell's Remodeling, LLC revised the amount of the bid to \$280,000.00. Commissioners approved Resolution 4205 on May 20, 2024 accepting the revised bid submitted by Russell's Remodeling, LLC. A contract with a fixed amount of \$280,000.00 is scheduled to be executed once environmental review process for the grant funding the work is complete.

**IV. Protests**

**None**

REDEVELOPMENT AND REVITALIZATION  
MONTHLY ACTIVITY REPORT  
AUGUST 2025

# **Redevelopment and Revitalization Department**

## **August 2025 MONTHLY ACTIVITY REPORT**

### **Homeownership Programs**

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

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

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

RRHA was notified in 2022 that it will be awarded \$111,629 from the Roanoke Valley Alleghany Regional Commission (RVARC). The funds were made available by Virginia Housing and will be used on two (2) new homeownership units for first-time buyers of low-to-moderate income. The RVARC and RRHA amended the scope of the grant in August 2024 to allow RRHA to use the funds towards the renovation of existing homes rather than build new as originally planned. The RVARC grant expired on June 30, 2025.

The RRHA Board of Commissioners approved a resolution in March 2024 to allow for the purchase and renovation of two (2) properties for first-time home buyers. Two (2) qualified applicants have made deposits and are currently working with RRHA staff. RRHA closed on the purchase of 4947 Showalter on May 31 after the Board of Commissioners approved a resolution on May 20. In July 2024 the Board approved a resolution of the sale to a qualified first time homebuyer. On September 13, 2024 RRHA closed on the sale of the property to a first-time homebuyer. RRHA presented a resolution to the Board in June 2024 for the acquisition of 2024 Top Hill Drive, NW, for the other applicant in this program. RRHA closed on the sale of the property on July 23, 2024. Renovations are nearing completion. The initial applicant intends to move out on September 5, 2025 as she could not qualify for a mortgage. RRHA staff has another applicant that is pre-approved for a loan and interested in the property.

### **Section 32**

RRHA's Section 32 Program allows RRHA to sell certain public housing units to qualified low to moderate income first-time homebuyers. HUD gave approval for the five (5) single family homes that are included in the program several years ago. All five (5) of the single family

homes were constructed during the time that the HOPE 6 Program was active. The Section 32 Program replaced the former 5(h) Homeownership Program that was in effect at that time.

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

In February 2025, RRHA closed on the sale of 2004 Melrose Avenue, NW. Since October, 2020, RRHA has sold four (4) of the five (5) Section 32 homes. For all of the sales RRHA took out a second mortgage for 20% of the loan, which is forgivable after ten years if the owner maintains it as their primary residence. In addition, buyers benefitted from a forgivable down payment assistance (DPA) loan from the FHLB, and in once case DPA from the City of Roanoke.

The only remaining property in the Section 32 program is 1922 Melrose Avenue, NW. On July 25, 2025 this property caught on fire while the tenant was there. The tenant got out safely and the fire did not spread too far. An insurance claim was made and a settlement issued for \$44,487.52 of damages with RRHA's deductible accounting for \$5,000 out of that amount. RRHA advised the tenant that she could not live in the unit and ideally should not be living alone. The tenant has moved out and agreed to remove her personal items by September 16, 2025. Thereafter RRHA will do an assessment of work that needs to be done on the house and attempt to sell it to a first-time homebuyer in the program.

### **Lease-Purchase**

In the lease-purchase program, tenants must lease the property for at least six (6) months prior to signing a contract to purchase. There are five (5) single-family homes left in the program, with all of them now occupied by program participants under lease, and one (1) that is under contract. Thus, at present there are no lease-purchase properties available to new applicants.

In March 2024, 1924 Melrose Avenue was leased and an option to purchase was signed by the tenant. In April 2024, 2008 Melrose Avenue was also leased with an option to purchase signed by the tenant. In September 2024, an applicant was accepted to the program to begin leasing 1219 Melrose Avenue. The previous tenant at 1219 Melrose Avenue has been relocated and renovation of the unit was completed July 2025. The new participant is now under lease. In August 2025 renovation of the 1207 Melrose Avenue, NW, was completed and the new tenants moved in and signed an option to purchase.

A tenant in the program has been leasing 1203 Melrose Avenue, NW since August, 2023. A purchase order for final repairs to the property was issued in May and work is complete on the unit. She was pre-approved for a mortgage loan and signed a contract to purchase the property in June. Closing is scheduled for September 5, 2025.



RRHA closed on the sale of 1720 Dupree Street, NW in August 2022, which was the first sale in the Lease-Purchase program since 2016. RRHA closed on the sale of 1809 Downing Street, NW on October 30, 2023. The buyer was a lease-purchase applicant that had leased the house for over two (2) years. After leasing the house, the buyer's income increased over the 80% average median income threshold the program requires. However, RRHA was able to make the sale to her as an existing public housing tenant per HUD regulations.

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

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

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

There is presumably only one (1) second mortgage loan in the program that RRHA has a lien on. The second mortgages in this program were with City HUD funds and were typically forgiven once the first loans were paid and all grant obligations were met.

RRHA currently owns 84 vacant parcels in the City. Of these, 77 are part of the Cherry Hill property between Gainsboro Road, 5<sup>th</sup> Street, and Orange and McDowell Avenues, NW, known as "Cherry Hill." Recently, RRHA has been contacted about some of these properties by interested parties. RRHA has advertised that the Cherry Hill and Shenandoah Avenue lots are available for proposals.

Over the last few years RRHA has been in discussion with several potential developers for the Cherry Hill properties, though none has submitted a proposal. RRHA is currently working on a request for proposal (RFP) to ensure fair competition to facilitate development of the property. The RFP should be advertised during fall of 2025.

The property currently has an issue with homeless people setting up a camp on the site, and the City has notified RRHA that it will have to be cleaned up due to complaints from nearby residents. RRHA has reached out to the City Manager and City staff about the future of the site and the RRHA Board of Commissioners has brought it to City Council's attention in the last two (2) joint meetings. RRHA hopes to meet with City staff on the matter soon.

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

### **Repositioning and Faircloth to RAD**

*Repositioning public housing* is the conversion and transfer of ownership of public housing properties to housing that is subsidized with a long-term contract under the Section 8 Program. The properties go through a HUD authorized process and in the end are owned or controlled by a PHA or a PHA's non-profit affiliate after HUD releases the declaration of trust. The most

common conversion method is the Rental Assistance Demonstration (RAD) Program, though there are several other methods of conversion, such as Section 18 demolition/disposition or RAD/section 18 blends.

In late 2021, RRHA procured Dominion Due Diligence Group (D3G) to conduct a repositioning study of RRHA's public housing portfolio. The study was finished in June 2022 and presented to the Board of Commissioners in July. It provides RRHA with an evaluation of each property and a repositioning plan with a potential order and repositioning method for each property.

One action included in the study is using the *Faircloth to RAD* process as a means to create new affordable housing units in Roanoke. This method entails building new public housing units and converting them to the Section 8 Program with a long-term contract before occupancy through the RAD process. RRHA initially decided to pursue a Faircloth to RAD project to build 85-90 new units but has since amended that plan to apply for low-income housing tax credits (LIHTC) and use project-based vouchers as a means of financing the development.

On February 27 the Board of Commissioners approved a resolution to allow the Executive Director to submit a proposal to Virginia Housing (VH) for property at 4301 Old Spanish Trail, NW, and set a price cap in executive session. RRHA proposed a Faircloth to RAD development (which has since been amended as noted above) of 86 units at the site and a purchase price of \$750,000. A subsequent additional phase of housing to be developed in the future was also referenced in the proposal.

RRHA was notified by VH in April that it would be awarded the project at the property at the price proposed. VH advised that it would send a contract to RRHA soon and also coordinate a press release for the sale. In the May 2023 Board Meeting the Board of Commissioners approved Resolution 4158 to authorizing the Executive Director to execute a contract for the purchase of the property. The sale will officially be for the assessed amount, \$1,040,000, but RRHA will only pay \$750,000 as VH will cover the difference with grant funds. The contract was executed on August 29, after which RRHA has a 45 day due diligence period. Closing must be scheduled within 30 days thereafter. RRHA received a Phase 1 environmental site assessment last month that states there are no recognized environmental conditions on the property. RRHA closed on the purchase of the property on December 1, 2023.

A Request for Proposals (RFP) for the Consulting Services was advertised November 12, 2023. One (1) responsive proposal was received by the December 12, 2023 deadline. The Board of Commissioners passed a resolution in January to allow the Executive Director to enter into a contract with Dominion Due Diligence (D3G) for these services. A contract for Repositioning and Rental Assistance Demonstration Consulting Services was executed January 31, 2024. RRHA met with D3G staff several times and discussed the first steps of the process to finance and develop the site at 4301 Old Spanish Trail. D3G submitted an application to HUD on behalf of RRHA for a Notice of Anticipated RAD Rents (NARR). The NARR was received in June; rent rates for the development were deemed too low by RRHA to continue with the Faircloth to RAD application.

RRHA issued a Request for Qualifications for architectural and engineering services to design the project in March. RRHA Evaluation Panel ranked the five (5) responsive Statements of Qualifications that were received. During the April 2024 meeting, the Board of Commissioners

approved a resolution for awarding a contract with CJMW Architecture, a design firm with an office in Lynchburg.

CJMW submitted a preliminary site plan to the City in January, and RRHA submitted the LIHTC application to Virginia Housing (VH) on March 13, 2025 through its consultant. In April 2025 RRHA received a notice of “cure period” items from VH. The items were all relatively minor and RRHA, with help from its consultants, submitted the requested items by the 48 hour deadline.

Virginia Housing released its final LIHTC scores in June 2025 and RRHA’s project was 5<sup>th</sup> out of 5 projects in the public housing authority pool. Prior to the final scores being released RRHA submitted questions to Virginia Housing and met with their staff to get clarity on several items that scored low.

RRHA staff met to discuss the future of the site and for various reasons decided that the best course of action at this point is to submit a site acquisition proposal to HUD and discuss an extension of our grant agreement with Virginia Housing. That would almost certainly mean that a LIHTC application would not be submitted next year but would allow for more options long-term. The site acquisition proposal is now awaiting the City’s approval of an environmental review. Further discussions of the property will take place after HUD’s review of the site acquisition proposal.

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

8/31/2025

Fund #	Total Budgeted	Total Obligated	Balance Unobligated	Total Expended	Balance Available	90% Obligation End Date	Expenditure End Date
VA36R01150212	\$266,474.00	\$266,474.00	\$0.00	\$266,474.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150213	\$150,166.00	\$150,166.00	\$0.00	\$150,166.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150214	\$157,624.00	\$157,624.00	\$0.00	\$157,624.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150215	\$172,897.00	\$172,897.00	\$0.00	\$172,897.00	\$0.00	29-Oct-2018	29-Oct-2020
VA36R01150216	\$179,479.00	\$179,479.00	\$0.00	\$179,479.00	\$0.00	29-Oct-2018	29-Oct-2020
VA3F011CNP112	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00	30-Sep-2019	30-Sep-2021
VA36P01150115	\$1,921,376.00	\$1,921,376.00	\$0.00	\$1,921,376.00	\$0.00	12-Apr-2017	12-Apr-2019
VA36P01150116	\$1,996,769.00	\$1,996,769.00	\$0.00	\$1,996,769.00	\$0.00	12-Apr-2018	12-Apr-2020
VA36P01150117	\$2,066,639.00	\$2,066,639.00	\$0.00	\$2,066,639.00	\$0.00	15-Aug-2020	15-Aug-2022
VA36E01150117	\$250,000.00	\$250,000.00	\$0.00	\$250,000.00	\$0.00	13-Aug-2018	13-Aug-2019
VA36P01150118	\$3,302,705.00	\$3,302,705.00	\$0.00	\$3,302,705.00	\$0.00	28-May-2021	28-May-2023
VA36P01150119	\$3,444,054.00	\$3,444,054.00	\$0.00	\$3,444,054.00	\$0.00	15-Apr-2022	15-Apr-2024
VA36P01150120	\$3,729,394.00	\$3,729,394.00	\$0.00	\$3,729,394.00	\$0.00	25-Mar-2024	25-Mar-2026
VA36E01150120	\$275,000.00	\$275,000.00	\$0.00	\$275,000.00	\$0.00	21-Sep-2021	21-Sep-2022
VA36P01150121	\$3,853,905.00	\$3,853,905.00	\$0.00	\$3,853,905.00	\$0.00	22-Feb-2023	22-Feb-2025
VA36P01150122	\$4,757,703.00	\$4,757,703.00	\$0.00	\$4,757,703.00	\$0.00	11-May-2024	11-May-2026
VA36P01150123	\$4,840,100.00	\$4,818,536.47	\$21,563.53	\$4,673,637.42	\$166,462.58	16-Feb-2025	16-Feb-2027
VALRT0010-23	\$449,000.00	\$184,400.00	\$264,600.00	\$14,550.00	\$434,450.00	15-May-2025	15-May-2026
VA36H01150122	\$2,317,269.00	\$2,314,269.00	\$3,000.00	\$147,060.71	\$2,170,208.29	7-Sep-2025	7-Sep-2027
VA36P01150124	\$4,936,100.00	\$4,688,734.70	\$247,365.30	\$2,518,615.97	\$2,417,484.03	5-May-2026	5-May-2028
VA36P01150125	\$4,666,662.00	\$0.00	\$4,666,662.00	\$0.00	\$4,666,662.00	12-May-2027	12-May-2029
<b>Totals</b>	<b>\$43,933,316.00</b>	<b>\$38,730,125.17</b>	<b>\$5,203,190.83</b>	<b>\$34,078,049.10</b>	<b>\$9,855,266.90</b>		
		<b>88.2%</b>		<b>77.6%</b>			

VA36P01150119 (Closing Documentation Submitted to HUD for Approval 6/18/2024)

VA36P01150121 (Closing Documentation Submitted to HUD for Approval 6/14/2024)

**City of Roanoke Redevelopment and Housing Authority**  
**Contracts Administered by the Operations Division**  
**Status Report as of 8/31/25**

Construction Contract Number	Project Name	Name of Contractor	A/E	NTP Date	Modification Number	Current Contract Amount	Present % Complete	Scheduled % Complete	PROJECT STATUS (To include pending change orders, problems, and concerns)
contract 574-2304-1-5 (project 230901)	Open End A & E Services Original Contract Amount \$175,000.00	Hughes Associates Architects & Engineers	N/A	12/1/23	#1 (\$75,000.00)	\$250,000.00	90%	85%	Design work for security improvements for Villages At Lincoln Administration Building is underway
contract 575-2401-1-7 (project 230701)	Installation of Passive Radon Vent Systems for Bluestone Park Original Contract Amount \$601,860.00	Russell's Remodeling, LLC	Hughes Associates Architects & Engineers	TBD		\$601,860.00	0%	0%	Work is delayed due to environmental review process delays.
contract 574-2402-1-5 (project 231102)	Repositioning and Rental Assistance Demonstration Consulting Services Original Contract Amount \$250,000.00	Dominion Due Diligence Group	N/A	2/1/24		\$250,000.00	51%	53%	Preparing for section 18 process for 24 units at Indian Rock Village located in floodway.
contract 225-2401-1-7 (project 240301)	Bathroom Renovations for Bluestone Park Original Contract Amount \$544,000.00	Russell's Remodeling, LLC	N/A	TBD		\$544,000.00	20%	20%	Work is complete in 11 units. Work is underway in three (3) units.
contract 574-2406-1-5 (project 240201)	A/E Services New Construction 86 Units Original Contract Amount \$985,000.00	CJMW Architecture	N/A	5/29/24	#1 (\$20,000.00)	\$1,005,000.00	52%	38%	LIHTC application was unsuccessful. Design work paused.
contract 575-2402-1-7 (project 240501)	Installation of Range Hoods for Lansdowne Park Original Contract Amount \$1,510,151.00	Central Builders, Inc.	Hughes Associates Architects & Engineers	TBD	#1 (\$44,642.00) #2 (\$563,302.00) #3 (\$33,376.00) #4 (\$19,774.00)	\$2,171,245.00	0%	0%	Some kitchen cabinets has been manufactured. Build America, Buy America (BABA) requirements has delayed purchase of materials.
contract 225-2402-1-7 (project 240601)	Window Replacement for Bluestone Park Original Contract Amount \$596,595.00	Central Builders, Inc.	Hughes Associates Architects & Engineers	4/22/25	#1 (\$52,267.00) #2 (\$8,435.00)	\$657,297.00	100%	100%	Work is complete. Project closeout underway.
contract 576-2502-1-7 (project 240801)	Natural Gas Utility Infrastructure Improvements for Lansdowne Park Original Contract Amount \$772,400.00	Classic City Mechanical, Inc.	Hughes Associates Architects & Engineers	3/3/25	#1 (\$2,360.00)	\$774,760.00	100%	76%	Work is complete on the project. Project closeout to begin.
contract 576-2503-1-7 (project 250201)	Replacement of Heating and Domestic Hot Water Systems for Lansdowne Park Original Contract Amount \$649,975.00	Control Maintenance, Inc.	Hughes Associates Architects & Engineers	TBD	#1 (\$6,000.00) #2 (\$159,299.00)	\$815,274.00	0%	0%	Build America, Buy America (BABA) requirements are delaying material approval process. Some materials have been delivered.
contract 207-2501-1-7 (project 250101)	Repairs due to Fire and Smoke Damage for 1509/1511 Queen Anne Drive at Jamestown Place Original Contract Amount \$350,000.00	Corell Electrical Contractors, Inc. DBA Atlantic Design Builders, LLC	N/A	7/21/25		\$350,000.00	25%	28%	Replacemnt of fire-daqmaged framing, electrical and plumbing components is underway.

# HOUSING DIVISION

PUBLIC HOUSING PROGRAM  
MONTHLY OPERATIONS REPORT  
AUGUST 2025

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

RRHA-Owned Properties	AMP #	Actual Unit Count	Adjusted Unit Count/ Units in MOD status	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
<b>Public Housing</b>									
Lansdowne Park	201	300	2	285	9300	391	8909	<b>95.80%</b>	<b>4.20%</b>
*The Villages at Lincoln/ Handicapped/Elderly Cottages	202	165	1	157	5115	173	4942	<b>96.62%</b>	<b>3.38%</b>
Hunt Manor/Bluestone Park	259	174	9	156	5394	820	4574	84.80%	15.20%
Melrose Towers	206	212	6	204	6572	108	6464	<b>98.36%</b>	<b>1.64%</b>
Jamestown Place	207	150	5	138	4650	641	4009	86.22%	13.78%
Morningside	208	105	1	101	3255	267	2988	<b>91.80%</b>	8.20%
Indian Rock Village/53 Scattered	210	156	1	155	4836	73	4763	<b>98.49%</b>	<b>1.51%</b>
The Villages at Lincoln- 24 Transitional/Homeownership	215	17	0	17	527	0	527	<b>100.00%</b>	<b>0.00%</b>
<b>Portfolio Total:</b>		1279	25	1213	39649	2473	37176	<b>93.76%</b>	<b>6.24%</b>

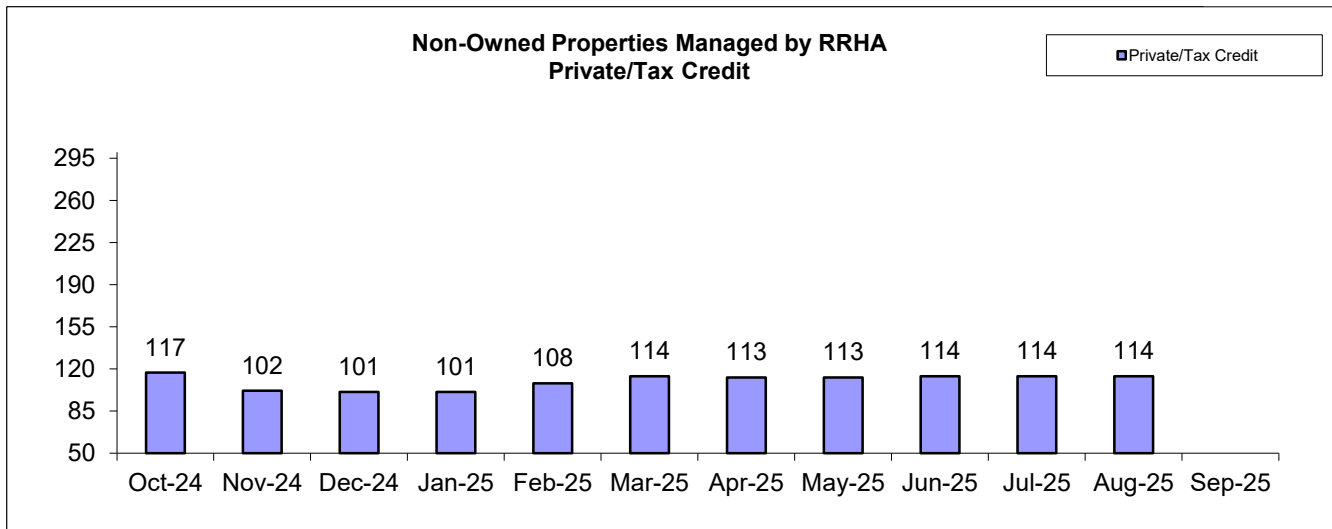
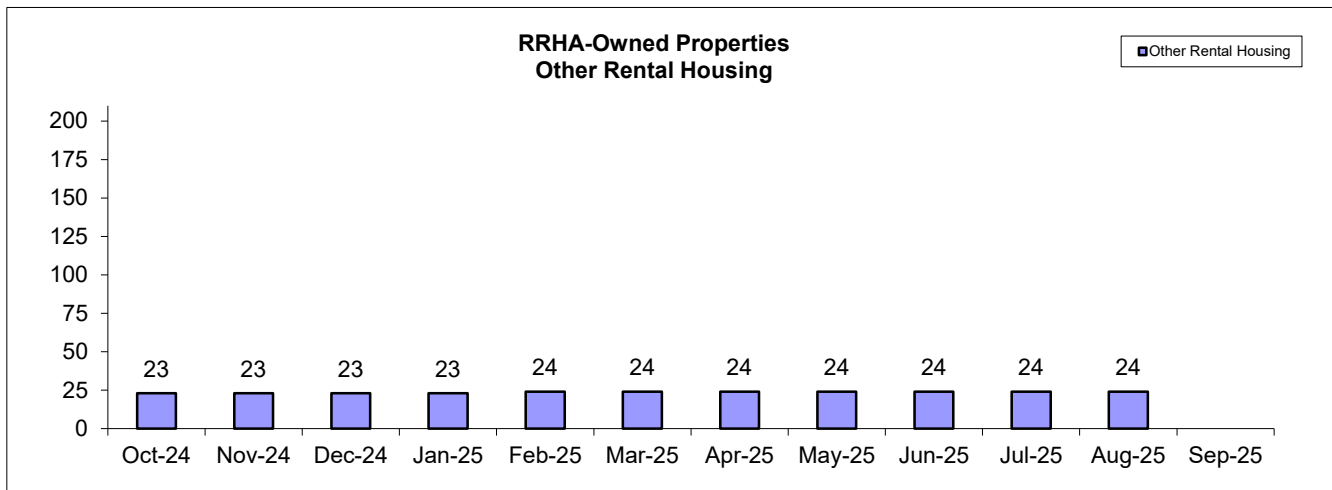
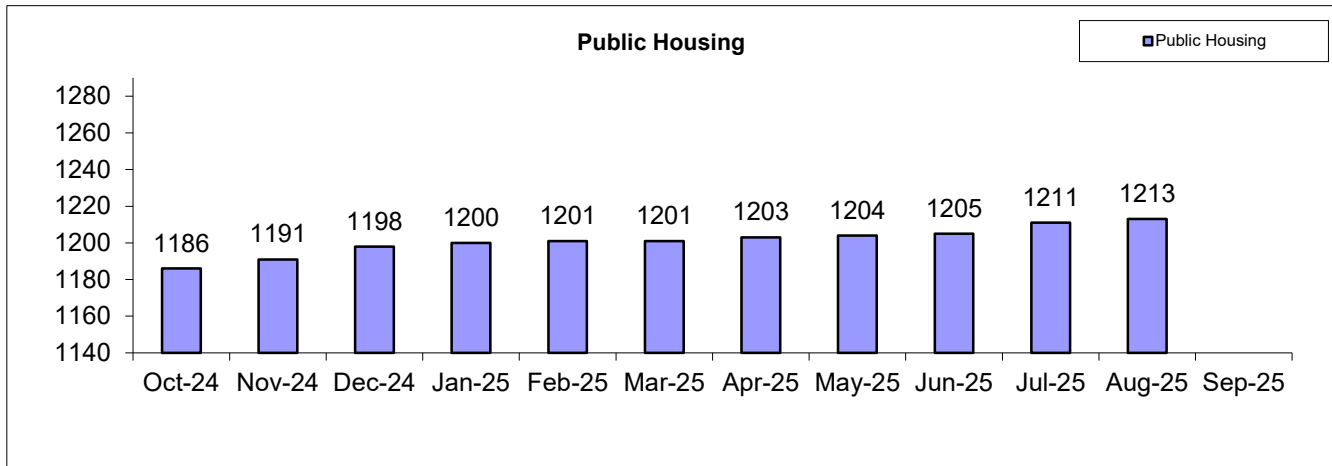
<b>Other Rental Housing</b>	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Hackley Avenue	400	24	24	744	0	744	<b>100.00%</b>	<b>0.00%</b>
<b>Portfolio Total:</b>		24	24	744	0	744	<b>100.00%</b>	<b>0.00%</b>

<b>Non-Owned Properties Managed by RRHA/Tax Credit</b>	AMP #	Actual Unit Count	Occupied Units	Total Days	Unoccupied Days	Occupied Days	Occupancy Rate	Vacancy Rate
Stepping Stone (LIHTC)	455	30	30	930	30	900	<b>96.77%</b>	<b>3.23%</b>
Hillcrest Heights (LIHTC)	456	24	22	744	0	744	<b>100.00%</b>	<b>0.00%</b>
Park Street Square (LIHTC)	457	25	25	775	0	775	<b>100.00%</b>	<b>0.00%</b>
Hurt Park LP (LIHTC)	459	40	37	1240	30	1210	<b>97.58%</b>	<b>2.42%</b>
<b>Portfolio Total:</b>		119	114	3689	60	3629	<b>98.37%</b>	<b>1.63%</b>

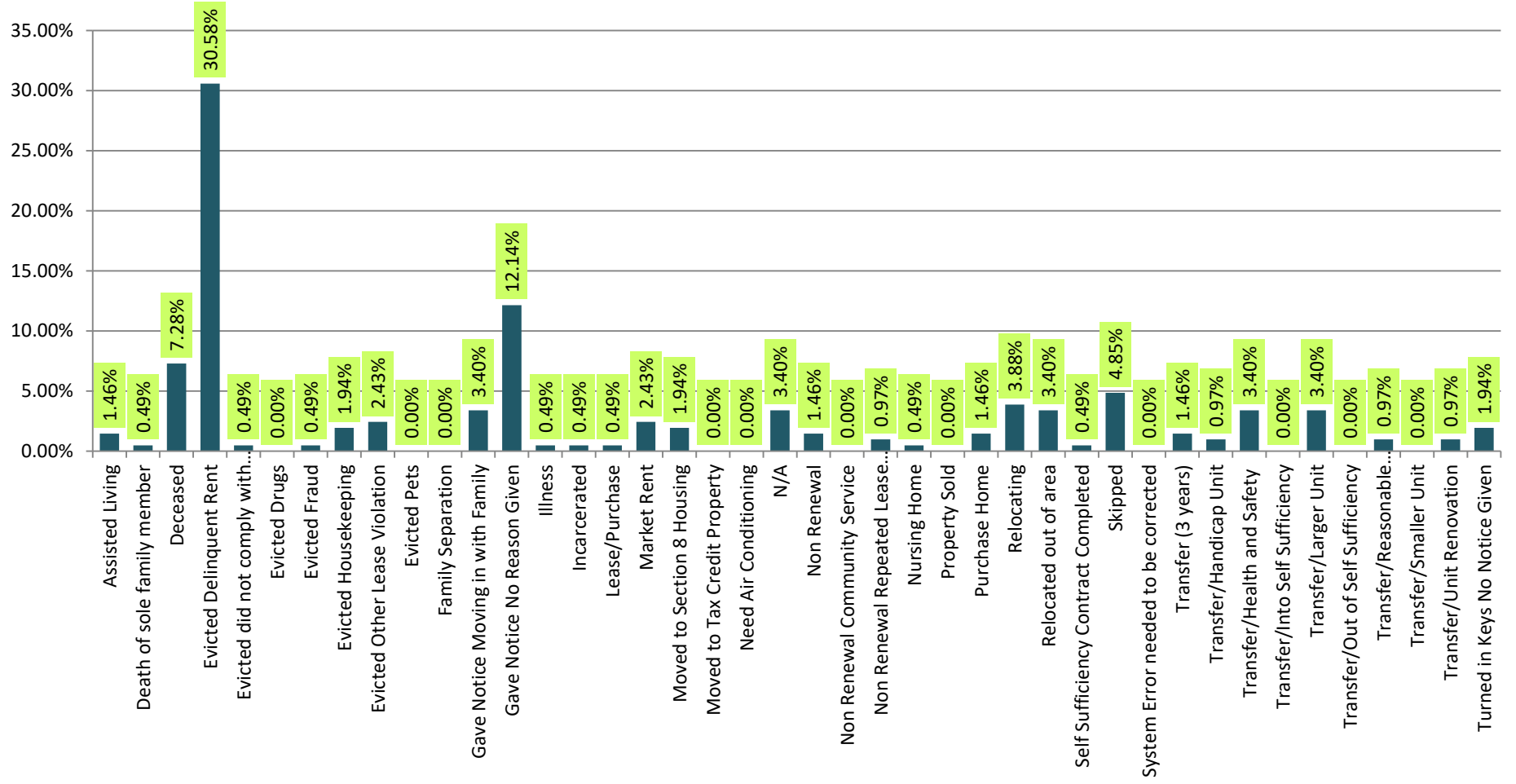
<b>PHAS Scoring</b>	
Occupancy	Points
≥ 98%	16
< 98% but ≥ 96%	12
< 96% but ≥ 94%	8
< 94% but ≥ 92%	4
< 92% but ≥ 90%	1
< 90%	0



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



## Public Housing Move-out Analysis 10/1/2024-9/30/2025



**Monthly  
Management Report  
Charges vs. Receipts  
August 2025**

<b>RRHA-Owned Properties</b>	<b>AMP Number</b>	<b>Vacated Unit Cumulative Collections as of 8/01/2025</b>	<b>Vacated Unit Cumulative Charge- Offs as of 8/31/2025</b>
<i>Non-Public Housing Tax Credit</i>		\$263.66	\$66,222.29
Lansdowne Park	201	\$24,676.28	\$201,903.52
The Villages at Lincoln/ Handicapped/Elderly Cottages	202	\$4,302.66	\$32,073.46
Hunt Manor/Bluestone Park	259	\$15,605.53	\$68,797.80
Melrose Towers	206	\$1,701.35	\$28,318.42
Jamestown Place	207	\$14,061.18	\$35,285.20
Morningside Manor	208	\$498.19	\$2,169.01
Indian Rock Village / 53 Scattered	210	\$16,948.74	\$24,308.11
The Villages at Lincoln- 24 Transitional/Homeownership	215	\$0.00	\$0.00
Public Housing	TOTAL	\$78,057.59	\$459,077.81

**Fiscal Year to Date  
Public Housing Inspections  
10/01/24 - 10/31/2025**

<b>AMP #</b>	<b>Location</b>	<b># Units</b>	<b>Inspected</b>	<b>Uninspected</b>	<b>% Inspected</b>
201	Lansdowne Park	300	300	0	100%
202	Villages at Lincoln	165	165	0	100%
259	Hunt Manor/Bluestone Park	172	172	0	100%
206	Melrose Towers	212	212	0	100%
207	Jamestown Place	150	150	0	100%
208	Morningside Manor	105	105	0	100%
210	Indian Rock Village/68 Scattered	156	156	0	100%
215	Villages at Lincoln - Scattered	17	17	0	100%
219	New Units at Bluestone	2	2	0	100%
	Total	1279	1279	0	100%

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

# Utility Consumption Report

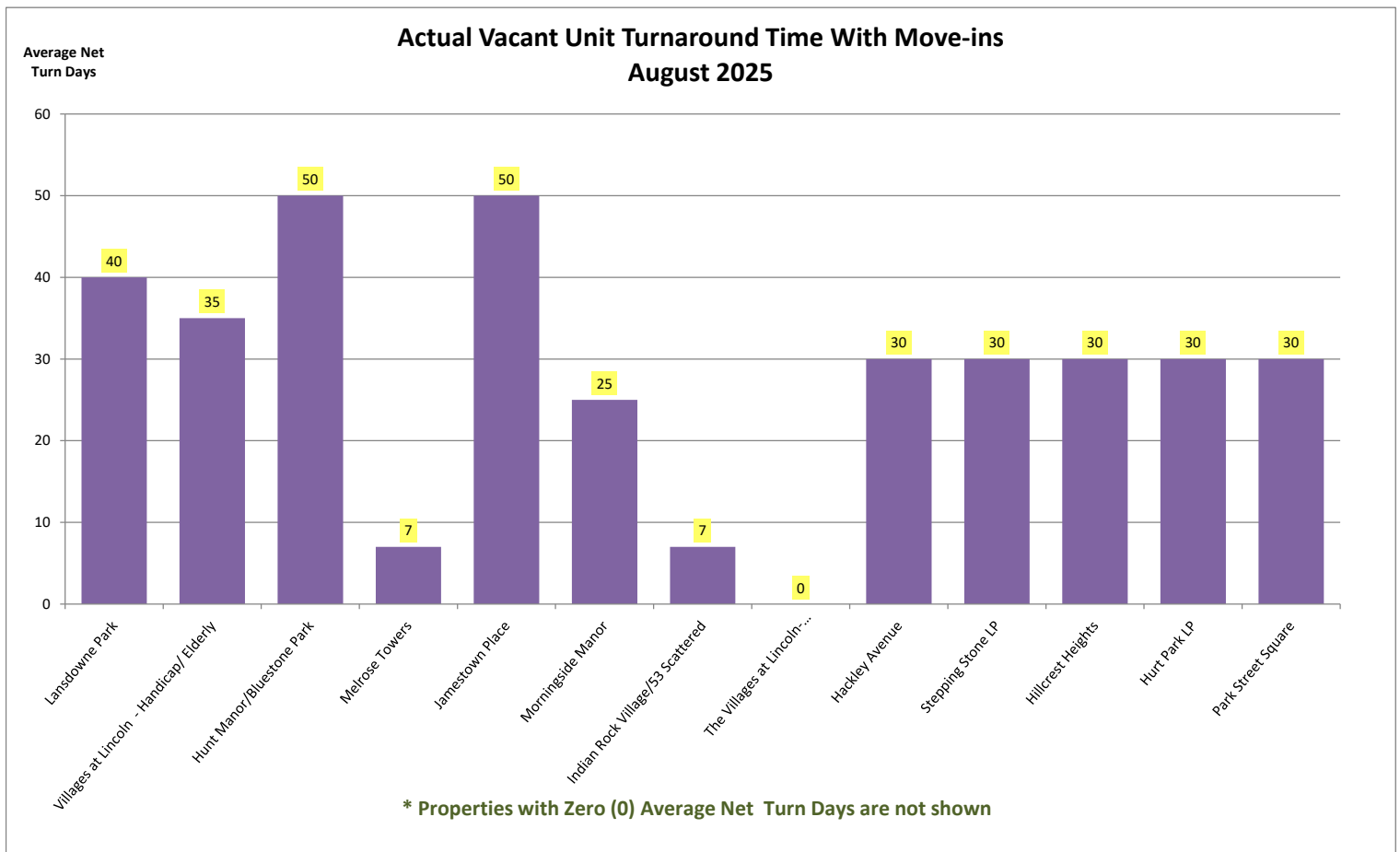
## October 2024 - September 2025

### Consumption and Costs as of July 31, 2025

Utility Costs							
AMP	Number of Units	Cost PUM Electric	Cost PUM Gas	Cost PUM Water	Total PUM AMP	RRHA PUM Average	Percent Difference
201	300	59.18	81.88	69.38	210.44	197.38	106.62%
202	165	99.11	4.42	68.92	172.45	197.38	87.37%
259	174	47.78	57.07	85.84	190.69	197.38	96.61%
206	212	67.84	46.12	37.83	151.79	197.38	76.90%
207	150	53.10	59.45	63.81	176.36	197.38	89.35%
208	105	62.00	39.61	37.75	139.36	197.38	70.60%
210	156	73.66	55.76	79.07	208.49	197.38	105.63%
215	16	N/A	N/A	N/A	N/A	197.38	N/A
Total Units:		1278					
Average Cost PUM:		68.08	63.82	65.48		197.38	

Consumption										
AMP	Gas			Percent Difference	Electric			Percent Difference	Water	
	Number of Units	THERMS PUM	RRHA PUM Average		KWH PUM	RRHA PUM Average	Usage PUM		RRHA PUM Average	Percent Difference
201	300	70.03	52.61	133.11%	539	599	89.98%	5.69	5.41	105.18%
202	165	N/A	52.61	N/A	895	599	149.42%	4.46	5.41	82.44%
259	174	51.06	52.61	97.05%	402	599	67.11%	6.35	5.41	117.38%
206	212	38.04	52.61	72.31%	617	599	103.01%	3.32	5.41	61.37%
207	150	40.73	52.61	77.42%	494	599	82.47%	6.54	5.41	120.89%
208	105	36.74	52.61	69.83%	524	599	87.48%	3.51	5.41	64.88%
210	156	41.59	52.61	79.05%	555	599	92.65%	7.00	5.41	129.39%
215	16	N/A	52.61	N/A	N/A	599	N/A	N/A	5.41	N/A
Total Units:		1278								
Average THERM PUM:		52.61			Average KWH PUM:		599	Average water usage PUM: 5.41		
Note: AMP 202 - Residential units do not use gas utility - HVAC is total electric (heat pumps).										
Note: AMP 202 - Administration building and maintenance shop use gas utility.										
Note: AMP 208 - Residential units have central air conditioning.										
Note: AMP 210 - Includes 29 scattered sites - residents pay utilities - no utility data available.										
Note: AMP 215 - Transitional/Homeownership - residents pay utilities - no utility data available.										
Note: Stormwater Utility Fee for RRHA public housing properties for FY 2025 = \$58,752.00										

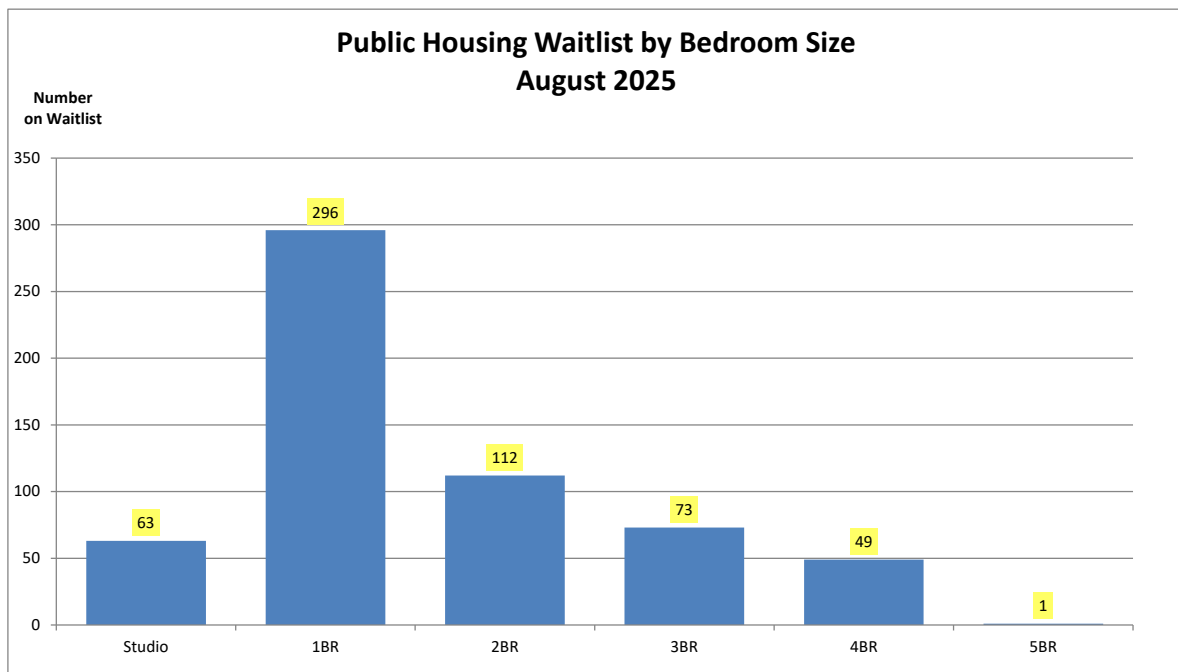
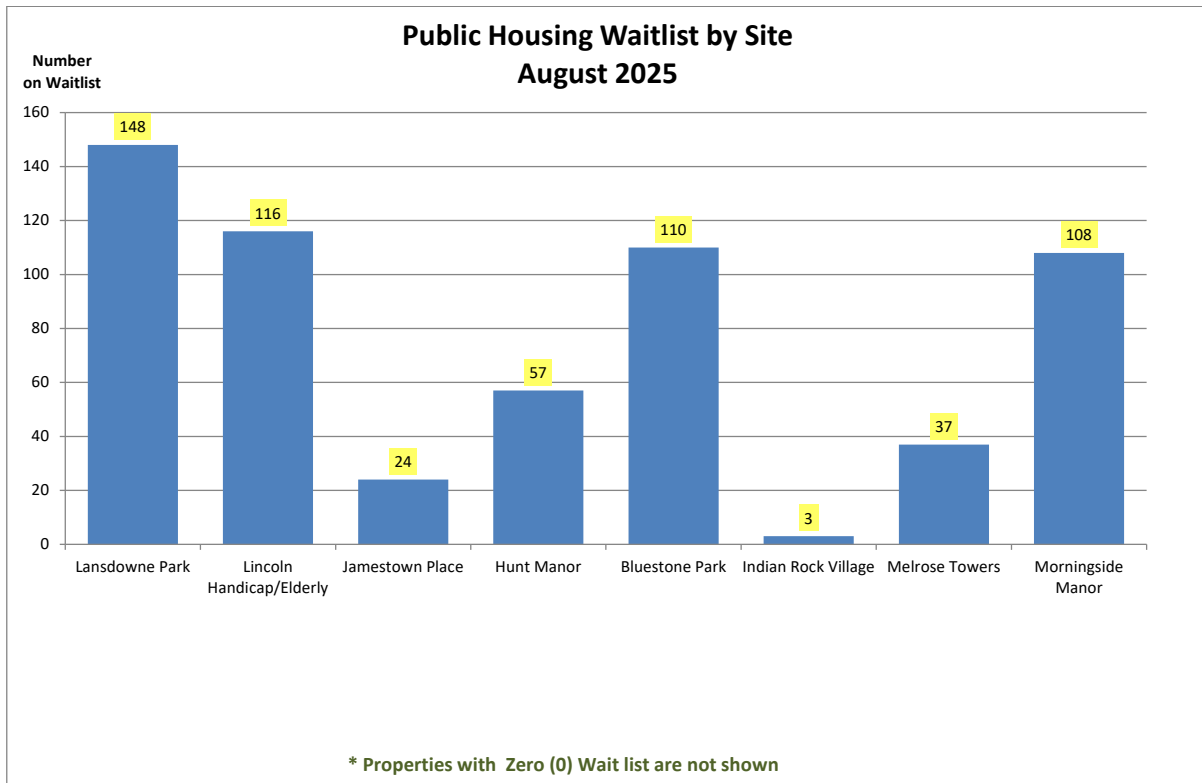
A property is identified as a PERFORMING Property if it has utility consumption not exceeding 120% of the agency average.



#### Work Order Report from 8/01/2025 - 8/31/2025

Development	Number Emergency Work Orders	Number Emergency Work Orders completed within 24 hours	% of Emergency Work Orders completed within 24 hours	Total Non-Emergency Work Orders	Total Number of calendar days to complete Non-Emergency Work Orders	Average Completion Days
Lansdowne Park	15	14	93%	115	15	0
Village at Lincoln/Handicapped/ Elderly Cottages	9	9	100%	57	10	0
Hunt Manor/Bluestone Park	26	25	96%	71	12	0
Melrose Towers	12	12	100%	36	5	0
Jamestown Place	33	31	94%	41	7	0
Morningside Manor	8	8	100%	19	3	0
Indian Rock Village/53 Scattered	9	9	100%	27	7	0
<b>Total</b>	<b>112</b>	<b>108</b>	<b>96%</b>	<b>366</b>	<b>59</b>	<b>0</b>

A Property is identified as a PERFORMING Property if 98% of the Emergency Work Orders are completed within 24 hours or less and Non-Emergency Work Orders are completed in less than 25 days.



SECURITY ACTIVITIES  
MONTHLY REPORT  
AUGUST 2025



Public Housing Criminal Activity for the Month of August 2025 and the Fiscal Year 10/01/24 - 09/30/25

	Jamestown Place		Morningside Manor		Indian Rock Village		Bluestone Park		Lansdowne Park		Villages at Lincoln		Hunt Manor		Melrose Towers	
	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total	Monthly	Fiscal Year Total
Aggravated Assault	2	2	0	0	0	1	0	0	0	5	0	1	1	6	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0
Auto Theft	1	2	0	1	0	1	0	0	0	4	0	1	0	0	0	1
Burglary	0	1	0	0	0	0	0	0	0	1	0	0	2	2	0	0
Homicide/Murder	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Larceny	0	14	1	7	0	2	0	4	2	22	2	8	0	4	1	4
Rape	0	0	0	0	0	0	0	0	0	1	0	2	0	0	0	1
Robbery	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Part 1 Crime Total	3	19	1	8	1	5	0	4	2	34	2	14	3	13	1	6
Destruction of Property	1	13	0	1	0	6	0	5	1	17	2	7	0	3	1	2
Disorderly Persons	0	4	0	0	0	1	0	2	0	3	1	1	0	1	0	0
Domestic Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Simple Assault	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Drug Offense	0	0	0	0	0	2	0	0	3	10	0	3	1	2	0	0
Family Offense (nonviolent)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Fraud	0	0	1	1	1	4	0	1	0	10	0	1	0	0	0	1
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	4	0	0	0	4	0	1	1	18	1	9	2	4	0	0
Liquor Law	0	2	0	0	0	0	0	2	0	5	1	2	0	1	0	2
Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Simple Assault	2	15	0	3	0	1	0	5	1	19	0	4	1	6	2	4
Suicide/Attempt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tampering w/Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Towed Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespassing	1	1	0	0	0	0	0	0	0	2	0	1	0	1	0	1
Weapons	0	0	0	0	0	2	0	0	1	3	0	2	1	1	0	0
Part II Crime Total	4	39	1	5	1	20	0	16	7	88	6	31	5	19	3	11
Auto Accident	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part III Crime Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Total	7	58	2	13	2	25	0	20	9	122	8	45	8	32	4	17

0

## Public Housing Community vs. Site - Part 1 and Part II Crimes Percentage - July 2025

	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
	Community	Site		Community	Site					
Part I Crime										
Jamestown Place	0.0110	0.0200	181.45%	0.1153	0.1267	109.82%	0.0867	46.10% ↑	0.0522	120.96% ↓
Morningside Manor	0.0110	0.0095	86.41%	0.1153	0.0762	66.06%	0.0095	702.01% ↑	0.0772	49.41% ↓
Indian Rock Village	0.0110	0.0125	113.41%	0.1153	0.0625	54.19%	0.0625	0.00% ↓	0.0772	49.41% ↓
Bluestone	0.0075	0.0000	0.00%	0.0759	0.0526	69.35%	0.0395	33.24% ↓	0.0776	2.20% ↓
Lansdowne Park	0.0077	0.0067	86.96%	0.0554	0.1133	204.64%	0.1433	20.91% ↑	0.0576	3.85% ↓
Villages at Lincoln	0.0077	0.0121	158.11%	0.0554	0.0848	153.20%	0.0909	6.66% ↓	0.0576	3.85% ↓
Hunt Manor	0.0077	0.0313	407.62%	0.0554	0.1354	244.51%	0.0729	85.76% ↑	0.0576	3.85% ↓
Melrose Towers	0.0077	0.0047	61.53%	0.0554	0.0283	51.10%	0.0236	19.92% ↑	0.0576	3.85% ↓

	MONTH		Site Rate Compared to Community	YEAR TO DATE		Site Rate Compared to Community	Site No. Per Household prior YTD	Site Rate YTD Compared to prior YTD	Community No. Per Household prior YTD	Community Rate YTD Compared to prior YTD
	No. Per Household			No. Per Household						
Part II Crime	Community	Site		Community	Site					
Jamestown Place	0.0178	0.0267	149.70%	0.1819	0.2600	142.92%	0.5067	48.69% ↑	0.2103	13.50% ↑
Morningside Manor	0.0178	0.0095	53.46%	0.1819	0.0476	26.18%	0.0762	37.51% ↑	0.2103	13.50% ↑
Indian Rock Village	0.0178	0.0125	70.17%	0.1819	0.2500	137.42%	0.3625	31.03% ↑	0.2103	13.50% ↑
Bluestone	0.0094	0.0000	0.00%	0.0874	0.2105	240.95%	0.3421	38.46% ↑	0.1411	38.08% ↓
Lansdowne Park	0.0108	0.0233	216.60%	0.1018	0.2933	288.21%	0.5467	46.34% ↑	0.1870	45.57% ↓
Villages at Lincoln	0.0108	0.0364	337.56%	0.1018	0.1879	184.60%	0.4000	53.03% ↓	0.1870	45.57% ↓
Hunt Manor	0.0108	0.0521	483.48%	0.1018	0.1979	194.46%	0.3021	34.49% ↑	0.1870	45.57% ↓
Melrose Towers	0.0108	0.0142	131.36%	0.1018	0.0519	50.98%	0.0425	22.09% ↑	0.1870	45.57% ↓

SECTION 8 PROGRAMS  
MONTHLY OPERATIONS REPORT  
AUGUST 2025

**Housing Choice Voucher Department  
Summary of Operations, Accomplishments and Challenges  
August 2025**

**Program Utilization**

The utilization rate for the Housing Choice Voucher (HCV) Department during the month of August 2025, reported at 85%. Currently, there are forty one (41) Vouchers out for lease up. The average percentage of the Housing Assistance Payments (HAP), budget authority expense, for fiscal year 2025, is 102%.

**Inspections**

During the month of August 2025 the HCV Housing Quality Standards (HQS) Inspector conducted a total of one hundred and fifty three (153) inspections. This includes one hundred and four (104) biennials and thirty three (33) initial inspections processed for moving families, in the HCV Program. Two (2) special inspection(s) and fourteen (14) re-inspections were also conducted. There were ten (10) HQS Quality Control Inspections that were conducted during the month of August 2025.

**Housing Choice Voucher Waiting List**

For the month of August 2025 the HCV Department conducted frequent briefings for all Special Program/Targeted Selection Vouchers and regular Choice Vouchers. There were zero (0) port-ins and one (1) port out(s) recorded for the month of August 2025.

**Tenant Briefings**

The HCV Clerical Assistant and Client Specialists provided customer service to a total of seven hundred and ninety eight (798) clients; including seven hundred and fifty one (751) tenants/applicants and forty seven (47) landlords during the month of August 2025. This number represents scheduled appointments and walk-in participants, such as landlords and HCV clients to sign leases, contracts or to drop off recertification paperwork, etc.

**Landlord Briefings**

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

**Homeownership**

The program currently has eleven (11) HCV participants in the Homeownership Program with zero (0) in the process of becoming a new homeowner. The Housing Choice Voucher (HCV) homeownership program allows families that are assisted under the HCV program to use their voucher to buy a home and receive monthly assistance in meeting homeownership expenses. Funding through the HCV program is used to assist with the mortgage payments.

**Veteran Affairs Supportive Housing (VASH)**

The Veterans Affairs Supportive Housing (VASH) program was created by a partnership between HUD and the Veterans Administration for the sole purpose of providing housing for homeless veterans. HUD's total allocation of vouchers to RRHA for this program, is two hundred and forty two (242) vouchers. For the month of August 2025, this program has one hundred and ninety seven (197) leased vouchers. There are nineteen (19) veterans searching for housing and three (3) pending pass HQS inspections. Referrals are steadily being received from our community partner, The Department of Veterans Affairs-Salem VA Medical Center.

**Mainstream Vouchers**

The Mainstream Voucher program was awarded an additional thirty (30) Vouchers for the FY 2023, increasing the total allocation of vouchers for this program, to two hundred and seventeen (217) vouchers. For the month of August 2025, this program has one hundred and eighty seven (187) leased participants. There are zero (0) Mainstream applicants searching for housing and zero (0) pending pass HQS inspections. Referrals for Mainstream vouchers are currently open and our community partners will refer any applicants at this time since the number of searching families is less than the total allocation of vouchers.

**Family Unification Program (FUP)**

HUD's Family Unification Program focuses on preventing family separation due to homelessness and easing the transition to adulthood for aging-out youth in Foster Care. A total of eighty one (81) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority to serve this population. For the month of August 2025, this program has seventy one (72) leased participants. Ten (09) referrals will be accepted from our community partners, the Roanoke City and Roanoke County Departments of Social Services (DSS).

**Emergency Housing Voucher Program (EHV)**

The Emergency Housing Voucher program is specifically designed for households who are homeless; at risk of homelessness; recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking. Effective August 1, 2021 a total of twenty two (22) vouchers have been allocated to the City of Roanoke Redevelopment and Housing Authority. For the month of August 2025, this program has nineteen (19) leased participants. Zero (0) referrals will be accepted from our Continuum of Care (CoC) community partner.

**HCV HQS Inspection Department  
Monthly Activity Report  
August 2025**

INSPECTION TYPE	# COMPLETE	# Passed	% PASSED	# FAILED	% FAILED
BIENNIAL	104	66	63.46%	38	36.54%
INITIALS	33	28	84.85%	5	15.15%
COMPLAINT	2	0	0.00%	2	0.00%
EMERGENCY	0	0	0.00%	0	0.00%
HQS REINSPECTIONS	14	7	50.00%	7	50.00%
HQS QUALITY CONTROL	10	8	80.00%	2	20.00%

TOTAL INSPECTIONS SCHEDULED	163
AVERAGE INSPECTIONS PER INSPECTOR PER DAY	7.76
AVERAGE INSPECTIONS PER FIELD DAY	3.88
NUMBER OF INSPECTORS	2
TOTAL WORKING DAYS	21

## SECTION 8 MONTHLY STATISTIC REPORT (CY)

PROGRAM NAME	UNIT MONTHS	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
HOUSING CHOICE VOUCHERS	ALLOCATED	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903	1,903
	LEASED	1,645	1,638	1,641	1,653	1,637	1,636	1,627	1,623	-			
MAINSTREAM <small>Fund 310, 321, 322, 324, 327</small>	ALLOCATED	217	217	217	217	217	217	217	217	217	217	217	217
	LEASED	194	192	194	193	191	189	187	187	-			
VASH (35) Fund 308	ALLOCATED	35	35	35	35	35	35	35	35	35	35	35	35
	LEASED	33	33	34	34	35	35	35	35	-			
VASH (25) Fund 309	ALLOCATED	25	25	25	25	25	25	25	25	25	25	25	25
	LEASED	24	24	23	23	23	24	22	23	-			
FUP (31) Fund 311	ALLOCATED	31	31	31	31	31	31	31	31	31	31	31	31
	LEASED	30	30	30	30	30	30	29	29	-			
FUP (50) Fund 312	ALLOCATED	50	50	50	50	50	50	50	50	50	50	50	50
	LEASED	37	38	40	41	41	41	41	42	-			
VASH (48) Fund 315	ALLOCATED	43	43	48	48	48	48	48	48	48	48	48	48
	LEASED	32	32	32	35	37	38	39	40	-			
VASH (10) B Fund 316	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	7	7	7	7	7	7	7	7	-			
VASH (10) C Fund 317	ALLOCATED	10	10	10	10	10	10	10	10	10	10	10	10
	LEASED	5	5	5	5	5	4	4	4	-			
VASH (8) Fund 318	ALLOCATED	8	8	8	8	8	8	8	8	8	8	8	8
	LEASED	6	6	6	6	6	7	6	6	-			
VASH (5) Fund 319	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	4	4	4	4	4	4	4	4	-			
VASH (5) B Fund 320	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	2	2	3	3	3	3	3	3	-			
VASH (5) C Fund 323	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	1	1	1	1	1	1	1	1	-			
VASH (5) D Fund 326	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	-	-	-	-	-	-	-	-	-			
VASH (5) E Fund 328	ALLOCATED	5	5	5	5	5	5	5	5	5	5	5	5
	LEASED	-	-	-	-	-	-	-	-	-			
EMERGENCY HOUSING VOUCHER Fund 360	ALLOCATED	22	22	22	22	22	22	22	22	22	22	22	22
	LEASED	19	19	19	19	19	19	19	19	-			

**VOUCHER UNITS LEASED**  
**CY 2025**

MONTH	TOTAL HUD AWARDED UNITS	TOTAL LEASED UNITS	DIFFERENCE AWARDED V/S LEASED	VOUCHERS ON STREET	MONTHLY ATTRITION	
					MOVE - IN	MOVE - OUT
JANUARY	2,140	1,831	309	67	7	1
FEBRUARY	2,140	1,827	313	54	12	5
MARCH	2,145	1,826	319	42	10	1
APRIL	2,145	1,842	303	41	6	5
MAY	2,145	1,829	316	36	2	3
JUNE	2,145	1,830	315	49	-	6
JULY	2,145	1,818	327	31	3	3
AUGUST	2,145	1,817	328	41	6	4
SEPTEMBER			-			
OCTOBER			-			
NOVEMBER			-			
DECEMBER			-			



## SECTION 8 FY MONTHLY HAP EXPENDITURE ANALYSIS

HAP	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	YTD
FUNDING RECEIVED	\$ 1,400,082	\$ 1,067,505	\$ 1,450,113	\$ 1,465,624	\$ 1,465,624	\$ 1,512,818	\$ 1,512,808	\$ 1,460,846	\$ 1,804,978	\$ 1,554,969	\$ 1,542,448	\$ -	\$ 16,237,815
ACTUAL HAP EXPENSE	\$ 1,481,234	\$ 1,486,368	\$ 1,505,102	\$ 1,462,377	\$ 1,431,323	\$ 1,558,710	\$ 1,497,881	\$ 1,583,554	\$ 1,472,165	\$ 1,549,616	\$ 1,544,172	\$ -	\$ 16,572,503
VARIANCE	\$ (81,152)	\$ (418,863)	\$ (54,989)	\$ 3,247	\$ 34,301	\$ (45,892)	\$ 14,927	\$ (122,708)	\$ 332,813	\$ 5,353	\$ (1,724)	\$ -	\$ (334,688)
PERCENT VARIANCE	-5.80%	-39.24%	-3.79%	0.22%	2.34%	-3.03%	0.99%	-8.40%	18.44%	0.34%	-0.11%	#DIV/0!	-2.06%
YTD VARIANCE	\$ (81,152)	\$ (500,016)	\$ (555,005)	\$ (551,758)	\$ (517,456)	\$ (563,348)	\$ (548,421)	\$ (671,130)	\$ (338,317)	\$ (332,964)	\$ (334,688)	\$ (334,688)	\$ (334,688)
<b>PUC</b>													
HUD FUNDED PUC	\$ 654.24	\$ 498.83	\$ 677.62	\$ 684.87	\$ 684.87	\$ 705.28	\$ 705.27	\$ 681.05	\$ 841.48	\$ 724.93	\$ 719.09	\$ -	\$ 631.45
ACTUAL PUC	\$ 805.02	\$ 808.25	\$ 820.67	\$ 800.86	\$ 786.44	\$ 853.62	\$ 813.18	\$ 865.80	\$ 804.46	\$ 852.37	\$ 849.85	#DIV/0!	\$ 823.64
VARIANCE	\$ (150.77)	\$ (309.41)	\$ (143.04)	\$ (115.99)	\$ (101.57)	\$ (148.34)	\$ (107.91)	\$ (184.76)	\$ 37.02	\$ (127.45)	\$ (130.76)	#DIV/0!	\$ (192.19)
PERCENT VARIANCE	-18.73%	-38.28%	-17.43%	-14.48%	-12.92%	-17.38%	-13.27%	-21.34%	4.60%	-14.95%	-15.39%	#DIV/0!	-23.33%
<b>UNITS</b>													
HUD BASELINE UNITS	2,140	2,140	2,140	2,140	2,140	2,145	2,145	2,145	2,145	2,145	2,145	2,145	25,715
HUD FUNDED UNITS	2,140	2,140	2,140	2,140	2,140	2,145	2,145	2,145	2,145	2,145	2,145	2,145	25,715
FUNDED UNITS BASED ON ACTUAL HAP	1,739	1,321	1,767	1,830	1,864	1,772	1,860	1,687	2,244	1,824	1,815	#DIV/0!	#DIV/0!
ACTUAL UNITS LEASED	1,840	1,839	1,834	1,826	1,820	1,826	1,842	1,829	1,830	1,818	1,817	-	20,121
VARIANCE TO BUDGET	(101)	(518)	(67)	4	44	(54)	18	(142)	414	6	(2)	#DIV/0!	#DIV/0!
VARIANCE TO BASELINE	401	819	373	310	276	373	285	458	(99)	321	330	#DIV/0!	#DIV/0!
YTD VAR TO BASELINE	401	1,220	1,593	1,903	2,179	2,552	2,837	3,295	3,196	3,517	3,847	#DIV/0!	#DIV/0!
VARIANCE FUNDED	300	301	306	314	320	319	303	316	315	327	328	2,145	5,594
YTD VAR TO FUNDED	300	601	907	1,221	1,541	1,860	2,163	2,479	2,794	3,121	3,449	5,594	5,594
<b>ADMIN FEES</b>													
HUD FUNDS	\$ 114,890	\$ 135,871	\$ 118,842	\$ 120,542	\$ 138,544	\$ 120,542	\$ 120,542	\$ 119,218	\$ 123,242	\$ 118,404	\$ 126,104	\$ -	\$ 1,356,741
ACTUAL EXPENSE	\$ 88,307	\$ 136,508	\$ 81,233	\$ 83,429	\$ 82,216	\$ 83,453	\$ 79,306	\$ 97,371	\$ 77,270	\$ 69,865	\$ 82,040	\$ -	\$ 960,998
VARIANCE	\$ 26,583	\$ (637)	\$ 37,609	\$ 37,113	\$ 56,328	\$ 37,089	\$ 41,236	\$ 21,847	\$ 45,972	\$ 48,539	\$ 44,064	\$ -	\$ 395,743
PERCENT	76.86%	100.47%	68.35%	69.21%	59.34%	69.23%	65.79%	81.67%	62.70%	59.01%	65.06%	#DIV/0!	70.83%
CUMULATIVE VARIANCE	\$ 26,583	\$ 25,946	\$ 63,555	\$ 100,668	\$ 156,996	\$ 194,084	\$ 235,321	\$ 257,168	\$ 303,140	\$ 351,680	\$ 395,743	\$ 395,743	\$ 395,743

THIS SHEET INCLUDES HCV, VASH, & FUP

## SECTION 8 CY MONTHLY HAP EXPENDITURE ANALYSIS

BUDGET VS ACTUAL	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD
FUNDING BUDGET	\$ 1,465,177	\$ 1,465,177	\$ 1,471,248	\$ 1,471,248	\$ 1,481,151	\$ 1,515,420	\$ 1,515,420	\$ 1,515,420	\$ -	\$ -	\$ -	\$ -	\$ 11,900,260
FUNDING RECEIVED	\$ 1,465,624	\$ 1,465,624	\$ 1,512,818	\$ 1,512,808	\$ 1,460,846	\$ 1,804,978	\$ 1,554,969	\$ 1,542,448	\$ -	\$ -	\$ -	\$ -	\$ 12,320,115
VARIANCE	\$ (447)	\$ (447)	\$ (41,570)	\$ (41,560)	\$ 20,305	\$ (289,559)	\$ (39,550)	\$ (27,029)	\$ -	\$ -	\$ -	\$ -	\$ (419,856)
PERCENT VARIANCE	-0.03%	-0.03%	-2.83%	-2.82%	1.37%	-19.11%	-2.61%	-1.78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-3.53%
YTD VARIANCE	\$ (447)	\$ (894)	\$ (42,464)	\$ (84,024)	\$ (63,719)	\$ (353,278)	\$ (392,827)	\$ (419,856)	\$ (419,856)	\$ (419,856)	\$ (419,856)	\$ (419,856)	\$ (839,711)
<b>REVENUE VS EXPENSE</b>													
FUNDING RECEIVED	\$ 1,465,624	\$ 1,465,624	\$ 1,512,818	\$ 1,512,808	\$ 1,460,846	\$ 1,804,978	\$ 1,554,969	\$ 1,542,448	\$ -	\$ -	\$ -	\$ -	\$ 12,320,115
ACTUAL HAP EXPENSE	\$ 1,462,377	\$ 1,431,323	\$ 1,558,710	\$ 1,497,881	\$ 1,583,554	\$ 1,472,165	\$ 1,549,616	\$ 1,544,172	\$ -	\$ -	\$ -	\$ -	\$ 12,099,798
VARIANCE	\$ 3,247	\$ 34,301	\$ (45,892)	\$ 14,927	\$ (122,708)	\$ 332,813	\$ 5,353	\$ (1,724)	\$ -	\$ -	\$ -	\$ -	\$ 220,317
PERCENT VARIANCE	0.22%	2.34%	-3.03%	0.99%	-8.40%	18.44%	0.34%	-0.11%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.79%
YTD VARIANCE	\$ 3,247	\$ 37,548	\$ (8,343)	\$ 6,583	\$ (116,125)	\$ 216,688	\$ 222,041	\$ 220,317	\$ 220,317	\$ 220,317	\$ 220,317	\$ 220,317	\$ 220,317
<b>PUC</b>													
HUD FUNDED PUC	\$ 684.87	\$ 684.87	\$ 705.28	\$ 705.27	\$ 681.05	\$ 841.48	\$ 724.93	\$ 719.09	\$ -	\$ -	\$ -	\$ -	\$ 478.82
ACTUAL PUC	\$ 800.86	\$ 786.44	\$ 853.62	\$ 813.18	\$ 865.80	\$ 804.46	\$ 852.37	\$ 849.85	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 828.30
VARIANCE	\$ (115.99)	\$ (101.57)	\$ (148.34)	\$ (107.91)	\$ (184.76)	\$ 37.02	\$ (127.45)	\$ (130.76)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ (349.48)
PERCENT VARIANCE	-14.48%	-12.92%	-17.38%	-13.27%	-21.34%	4.60%	-14.95%	-15.39%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-42.19%
<b>UNITS</b>													
HUD BASELINE UNITS	2,140	2,140	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	25,730
HUD FUNDED UNITS	2,140	2,140	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	2,145	25,730
FUNDED UNITS BASED ON ACTUAL HAP	1,830	1,864	1,772	1,860	1,687	2,244	1,824	1,815	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14,874
ACTUAL UNITS LEASED	1,826	1,820	1,826	1,842	1,829	1,830	1,818	1,817	-	-	-	-	14,608
VARIANCE TO BUDGET	4	44	(54)	18	(142)	414	6	(2)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	266
VARIANCE TO BASELINE	310	276	373	285	458	(99)	321	330	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,856
YTD VAR TO BASELINE	310	586	959	1,244	1,701	1,603	1,923	2,254	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	10,856
VARIANCE FUNDED	314	320	319	303	316	315	327	328	2,145	2,145	2,145	2,145	11,122
YTD VAR TO FUNDED	314	634	953	1,256	1,572	1,887	2,214	2,542	4,687	6,832	8,977	11,122	11,122
<b>ADMIN</b>													
HUD FUNDED FEES	120,542	138,544	120,542	120,542	119,218	123,242	118,404	126,104	-	-	-	-	987,138
ACTUAL EXPENSE	83,429	82,216	83,453	79,306	97,371	77,270	69,865	82,040	-	-	-	-	\$ 654,950
VARIANCE	\$ 37,113	\$ 56,328	\$ 37,089	\$ 41,236	\$ 21,847	\$ 45,972	\$ 48,539	\$ 44,064	\$ -	\$ -	\$ -	\$ -	\$ 332,188
PERCENT	69.21%	59.34%	69.23%	65.79%	81.67%	62.70%	59.01%	65.06%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	66.35%
CUMULATIVE VARIANCE	\$ 37,113	\$ 93,441	\$ 130,529	\$ 171,766	\$ 193,613	\$ 239,585	\$ 288,125	\$ 332,188	\$ 332,188	\$ 332,188	\$ 332,188	\$ 332,188	\$ 332,188

THIS SHEET INCLUDES HCV, VASH, & FUP

RESIDENT SERVICES REPORT  
AUGUST 2025

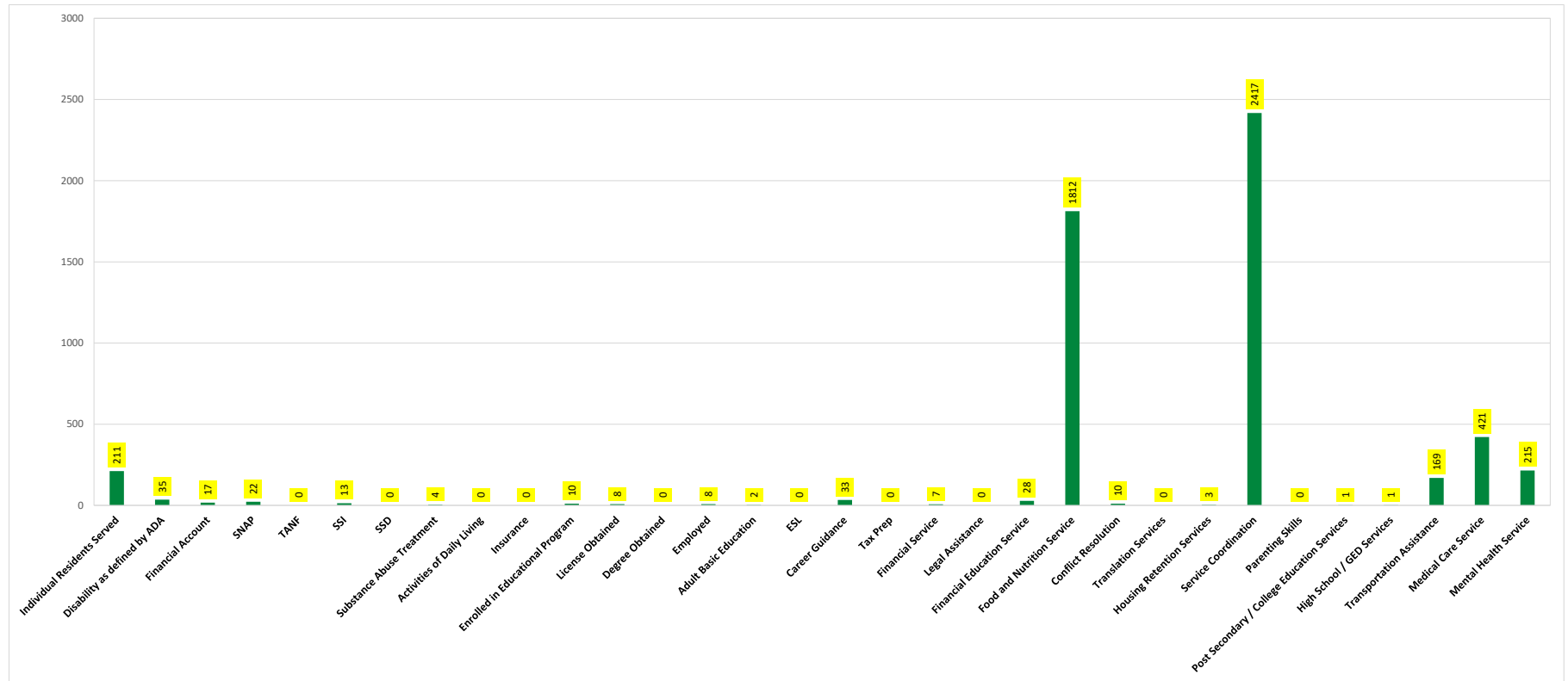
## 2025 ROSS Service Coordinator - All Public Housing Sites (Grant Funded)

1-Aug

Grant Period: 6/1/2024 - 5/30/2027

Reporting Period: Aug-25

Service Coordinators: Letia Harris, Denise White



\*ITSP - Individual Training and Service Plan

\*GED - General Education Development

## 2025 Family Self-Sufficiency (Grant Funded)

Grant Period - 01/01/25-12/31/25

August 2025

Coordinators: Heather Brush, Lynelle Lewis, Natalie Kline, Tiffany Lambert

Current Number of Participants 161

Total Number of Participants With Escrow Accounts 85

Total Amount in Escrow 353,574.90

FSS Terminations: 13

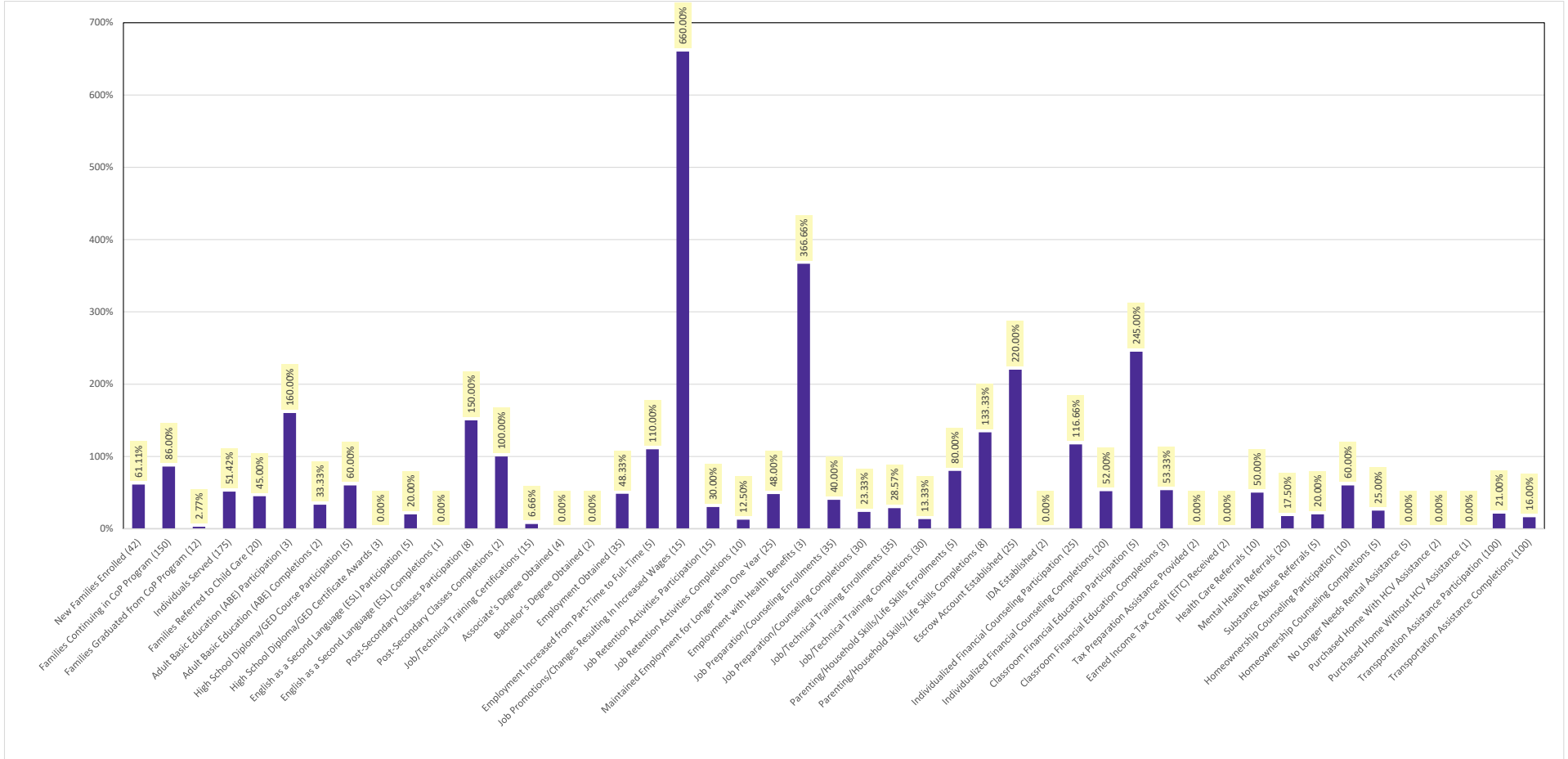
FSS Graduations: 1

FSS Enrollments: 44

35 in 2024

12 in 2024

37 in 2024



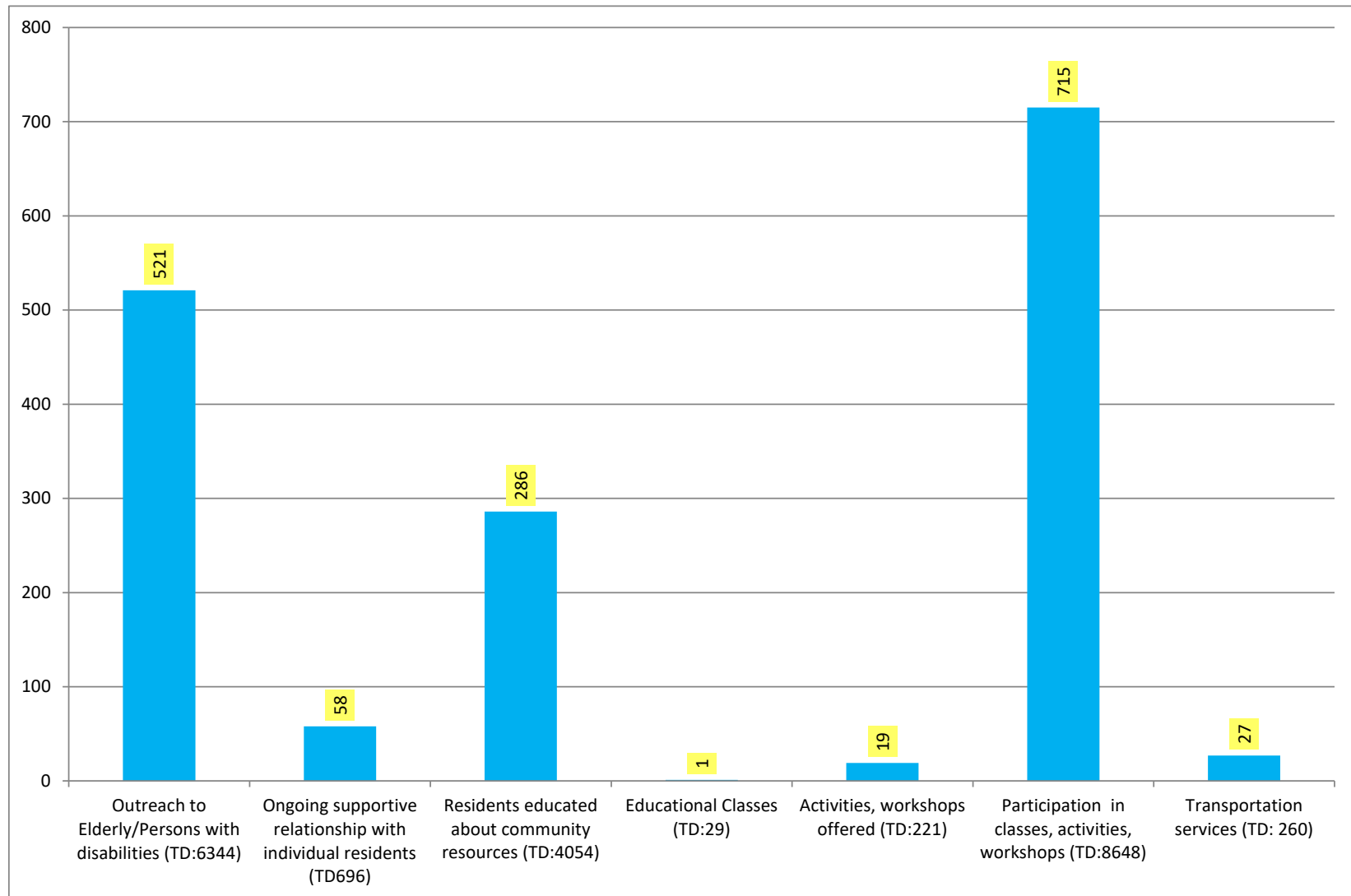
# Elderly & Disabled - Melrose Towers (*Operations Funded*)

Activity Coordinator: Barbara James

August 2025

## Outcome Goals:

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



## Jobs Plus Report

August 2025, 3rd Quarter

Grant Period: 4/26/20-6/30/2026

Program Manager Sylvia Williams

Case Managers Salome Sheff, Victoria Croy, Carday Taylor

ITEM	DESCRIPTION	GOAL	TOTALS
1	Number of Work-able Residents (PIC)		297
2	Current Residents with Jobs Plus Assessment (CM)		151
3	Percent of Work-able Residents Who Are Employed (PIC)		37.04% Data: 110/297
4	Percent of Current Residents with a Jobs Plus Assessment and Who Are Employed (CM)		45.03% Data: 68/151
5	Percent of Work-able Residents Employed at Living Wage (PIC)		1.35% Data: 4/297
6	Number of Youth 14-17 Years Old (PIC)		84
7	Work-able Residents Who Connected with a Jobs Plus Community Coach	15	Quarter: 22
8	Number of Jobs Plus Events	15	Quarter: 2 Total: 65
9	Adults Who Attended a Jobs Plus Event	30	Quarter: 8
10	Residents Who Completed a Jobs Plus Assessment	20	Quarter: 2 Total: 180
11	Participants With a Post-Assessment Service Through Jobs Plus	10	Quarter: 13 Total: 139
12	Participants Who Met with a Case Manager	20	Quarter: 95 Total: 175
13	Participants Enrolled in Employment Readiness Program	2	Quarter: 0 Total: 12
14	Participants Enrolled in Training/Certification Program	0	Quarter: 4 Total: 29
15	Participants Who Completed a Training/Certification Program	0	Quarter: 4 Total: 12
16	Participants Provided with Job Search Assistance	15	Quarter: 1 Total: 39
17	Participants Beginning New Part-Time Employment	5	Quarter: 2 Total: 56
18	Participants Beginning New Full-Time Employment	5	Quarter: 2 Total: 56
19	Participants Moving to a New Job or Changing From Part-Time to Full-Time Employment	1	Quarter: 4 Total: 31
20	Participants Continuously Employed for 90 Days or Longer	2	Quarter: 20
21	Participants Continuously Employed for 180 Days or Longer	1	Quarter: 28

22	Participants Employed On or Before Their Assessment Date and Were Employed in the Current Quarter	4	Quarter: 33 Need: 24
23	Participants Enrolled in a High School Equivalency Program	2	Quarter: 0 Total: 10
24	Participants Who Received a High School Equivalency Credential	0	Quarter: 0 Total: 0
25	Participants Enrolled in a College Degree Program	1	Need: 5 Quarter: 0 Total: 0
26	Participants Who Graduated from a College Degree Program	0	Quarter: 0 Total: 0
27	Participants Receiving Financial Coaching or Education	4	Need: 42 Quarter: 1 Total: 47
28	Participants in an IDA Program	0	Quarter: 0 Total: 0
29	Participants Opening a Bank Account	0	Need: 23 Quarter: 0 Total: 0
30	Participants Receiving Legal Assistance	0	Need: 2 Quarter: 0 Total: 0
31	Participants with Access to Physical Health Care	1	Need: 3 Quarter: 0 Total: 8
32	Participants with Access to Behavioral Health Care	1	Need: 9 Quarter: 7 Total: 31
33	Participants Receiving Child Care Assistance	2	Need: 6 Quarter: 0 Total: 7
34	Participants Receiving Transportation Assistance	4	Need: 19 Quarter: 2 Total: 35
35	Youth Employed in Jobs/Internships	0	Quarter: 0 Total: 0
36	Youth Receiving Financial Literacy Information	0	Quarter: 0 Total: 0
37	Youth Enrolled in Job Training Opportunities	0	Quarter: 0 Total: 0
38	Youth Enrolled in Extracurricular Educational Opportunities	0	Quarter: 0 Total: 0
39	Individuals Enrolled in JPEID	20	Quarter: 0 Total: 149
40	Households Enrolled in JPEID	20	Quarter: 0 Total: 0
41	Participants who Chose FSS Escrow Rather Than JPEID	0	Quarter: 0 Total: 1