

CITY OF ROANOKE
REDEVELOPMENT AND HOUSING
AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

November 24, 2025



PUBLIC NOTICE OF MEETING

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

will be held on

Monday, November 24, 2025
at 3:00 p.m.

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: November 17, 2025



AGENDA

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

November 24, 2025
3:00 pm

I. CALL TO ORDER – ROLL CALL

Carr; Carter; Coles; Jennings; Karney; Walker; Wright

II. REPORTS

1. Presentation: City Zoning Revisions– Wayne Leftwich, Planning Manager for City of Roanoke
2. Executive Report
3. Staff Reports
4. Committee Reports
5. Commissioner Comments
6. City Council Liaison Comments or Discussion
7. Residents or other community members to address the Board

III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, October 27, 2025.

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

- C-2 Monthly Operations Report for the month of October 2025.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

Carr; Carter; Coles; Jennings; Karney; Walker; Wright

IV. **REGULAR AGENDA**

1. **Resolution No. 4269**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RATIFYING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

Motion _____ Second _____

Carr; Carter; Coles; Jennings; Karney; Walker; Wright

2. **Resolution No. 4270**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR SECURITY GUARD SERVICES AT MELROSE TOWERS AND MORNINGSIDE MANOR TO BE FUNDED FROM PUBLIC HOUSING OPERATING FUNDS

Motion _____ Second _____

Carr; Carter; Coles; Jennings; Karney; Walker; Wright

V. **ADJOURNMENT**

Motion _____ Second _____

Carr; Carter; Coles; Jennings; Karney; Walker; Wright

APPROVAL OF MINUTES

REGULAR MEETING

OCTOBER 27, 2025

MINUTES OF A REGULAR MEETING OF THE
 COMMISSIONERS OF THE
 CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met on Monday, October 27, 2025.

I. CALL TO ORDER – ROLL CALL

Chair Carr called the meeting to order at 3:00 p.m. and declared a quorum was present.

PRESENT:	Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter
ABSENT:	Commissioner Wright
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Joel Shank, VP of Operations; Jackie Austin, VP of Finance/CFO; Tina Bousman, Human Resources Manager, Meghan Castañeda, Administrative Manager/Executive Assistant; Fredrick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Brenda Prieto, Manager of PR/MKTG/SM; Phazon Nash, City Council Liaison, Katherine Gibson-Cromer, Morningside Manor Resident.

Chair Carr welcomed everyone to today's meeting and invited Mr. Bustamante to share the Executive Report.

II. REPORTS

1. Executive Report

Mr. Bustamante stated he wished he had better news to share with the Board

and proceeded to review several key developments. He reported the Senate had failed, for the twelfth time, to pass the Republican-led Clean Continuing Resolution. As a result, Congress had surpassed the 21-day government shutdown of 1995–96, making it the second longest in U.S. history. The proposal, which offered an extension of federal funding through November 21, failed by a vote of 51 to 45, with all but three Democratic caucus members voting against it. He explained Democrats are withholding their support pending an extension of Affordable Care Act tax credits set to expire at the end of the year. Without an extension, health insurance premiums are expected to rise and millions could lose coverage.

Mr. Bustamante reported, in response to the shutdown, the White House had issued a new round of Reduction in Force (RIF) notices on the 10th of October. Within the previous four weeks, approximately 4,200 HUD employees have been terminated, with most of the reductions occurring in the REAC office that handles inspections, appeals, and performance designations such as “High Performer,” “Standard Performer,” and “Troubled Performer.” He noted it was unclear how many individuals remained in that office following the cuts.

Mr. Bustamante shared one positive development was HUD had notified agencies in mid-October funds would be available through the end of December, rather than only through November as initially believed. He said the agency also submitted its Family Self-Sufficiency (FSS) grant application but had not received confirmation due to the shutdown. Additionally, Mr. Bustamante shared RRHA is in the process of applying for the Jobs Plus grant, though it is uncertain whether that application period would be extended.

Mr. Bustamante stated staff has begun to review the agency's Administrative Plan section on "insufficient funding" in anticipation of a potential funding shortfall. He explained the first step under that policy was to stop leasing new units, which RRHA has already done for the past two years due to operating under continuing resolutions. Out of 2,145 available vouchers, only 1,791 are leased, despite using 100% of the budget authority.

He further explained, in the event of continued insufficient funding, the next steps would include terminating families who had committed program fraud or abuse within the previous six months, followed by those with violations within six to twelve months. If the situation worsened, the authority would have to terminate assistance based on program longevity, starting with non-elderly, non-disabled single-member households, then non-elderly, non-disabled households without children, followed by non-elderly, non-disabled households with children. Elderly and disabled households would be the last to be affected. He stated this was the first time the Authority had seriously considered applying this section of the Administrative Plan, and it was a deeply troubling scenario.

Vice Chair Carter asked whether the HUD employees affected by the RIF had been furloughed or terminated. Mr. Bustamante confirmed they had been terminated. She then asked if RRHA would consider cutting resident programs before resorting to evictions. Mr. Bustamante agreed such measures would be evaluated and added the Authority would likely also need to assess essential versus non-essential staff positions if funding constraints persisted.

Chair Carr asked about the process and timeline for terminating tenants if the

funding situation required it. Mr. Bustamante explained for the Housing Choice Voucher Program, once a Housing Assistance Payment (HAP) contract was terminated, the tenant became responsible for the full rent immediately. The landlord would then need to initiate eviction proceedings through the court system if necessary. For public housing residents, he explained the process would take significantly longer, as only a limited number of unlawful detainers—approximately thirty—could be processed through court each month.

Vice Chair Carter expressed concern for elderly and long-term residents, noting many in her building had lived there for decades. Mr. Bustamante reiterated elderly and disabled residents would be the last affected under the policy. Vice Chair Carter then asked whether the Authority might need to sell properties. Mr. Bustamante responded no housing authority had ever faced such a situation. He emphasized these were unprecedented times and expressed concern for the thousands of residents who might lose housing if the shutdown continued.

Chair Carr asked whether landlords could be reimbursed retroactively if funding was restored. Mr. Bustamante said this question had been raised in several meetings, but there were no HUD officials available to provide an answer.

Commissioner Karney asked whether the City of Roanoke had been informed of the potential impacts. Mr. Bustamante stated he had raised the issue at a joint meeting with City Council, emphasizing approximately 5,000 individuals could face homelessness if federal funding did not resume. He noted the city lacked sufficient shelter capacity to handle such a crisis.

Chair Carr asked whether congressional representatives had responded to

letters from the Authority, and Mr. Bustamante reported no responses had been received.

Commissioner Coles then asked about long-term residents and whether public housing was intended to be temporary. Mr. Bustamante explained the program was originally designed as transitional housing, but over time had become generational, with housing assistance often passed from one family member to another. He clarified federal regulations did not impose time limits on participation as long as residents remained compliant and paid rent. Chair Carr noted proposals had been introduced at the federal level to limit the duration of assistance. Mr. Bustamante confirmed such proposals had been discussed.

Vice Chair Carter noted residents with fixed incomes had limited opportunities for upward mobility. The conversation continued with discussion of income levels, past support programs, and the challenges of self-sufficiency.

Mr. Bustamante then reported on a recent meeting with the City Manager, Assistant City Manager, and Council Member Nash. They discussed the Cherry Hill project, environmental review sign-offs needed for grant funding, and the ongoing issue of trash collection services. Mr. Bustamante said the City Manager had indicated a housing director or specialist position would soon be filled, after which further discussions could occur regarding Cherry Hill. Regarding the environmental reviews, Mr. Bustamante noted several had been awaiting city signatures for over a year, preventing RRHA from drawing down funds. At the meeting, he added, the City Manager had agreed to look into the matter, but as of the October Board Meeting, the issue remained unresolved.

Mr. Bustamante also addressed trash collection concerns. Following discussion with the City Manager, he learned because RRHA properties are tax-exempt, the Authority is responsible for trash removal. He stated he intended to move forward with awarding contracts for trash collection, as previously approved by the Board, but would revisit the issue with the City in the future.

Vice Chair Carter observed the Authority was not seeking free service, but questioned whether paying the City directly could be more cost-effective than contracting separately. Mr. Bustamante responded he would revisit the issue with the City Manager in the coming year.

Commissioner Karney asked whether the Authority should engage the media to raise public awareness of the uncertainty of funding and the Authority's plan should funds not be distributed. Mr. Bustamante stated he had considered it but was concerned about causing panic among residents and landlords, which could lead to premature evictions. He suggested revisiting the discussion at the November meeting. Vice Chair Carter noted the issue had already surfaced in some social media groups.

Commissioner Karney asked whether the Authority could accept donations or grants to help offset costs, and Mr. Bustamante explained Housing Assistance Payments could only be made with HUD funds.

Commissioner Jennings then asked whether partnerships with local or state programs could help residents maintain housing temporarily if vouchers were suspended. Mr. Bustamante said such arrangements were possible but would remove participants from the Section 8 program, requiring them to reapply later.

Vice Chair Carter suggested organizing a citywide fundraiser to help residents

who lacked family support. Mr. Bustamante said such efforts could be helpful if funds were used for expenses other than rent or for relocation assistance. Commissioners discussed the potential challenges and limitations of such efforts, noting long-term sustainability would depend on federal funding resuming.

Finally, Chair Carr asked whether the Authority should begin tenant outreach to explain potential impacts. Mr. Bustamante responded HUD had issued a “tenant rights” flyer advising residents to continue paying their rent share and to contact legal aid if landlords attempted evictions. However, he noted the flyer’s assurances did not fully reflect the gravity of the situation.

Mr. Bustamante concluded by expressing hope federal leaders would reach an agreement soon, though he acknowledged discussions in Washington appeared to be stalled. Chair Carr emphasized the importance of continuing to contact congressional representatives to advocate for residents and thanked Mr. Bustamante for his report.

2. Staff Reports

Chair Carr asked for staff reports. Mr. Goodman reported he was pleased to share some good news following the earlier discussions. He noted Commissioner Coles was holding the award recently received from NARHO recognizing the Authority’s resident services collaboration with Virginia Western Community College. The program, which offered certification as a Medical Administrative Assistant, has been a strong example of partnership between resident services staff, the community college, and dedicated residents. Mr. Goodman expressed appreciation to the Board for its continued support of resident advancement initiatives.

Commissioner Coles commented the program addressed a much-needed area

of workforce demand, noting it provided opportunities for both Certified Medical and Certified Nursing Assistants.

Chair Carr then asked how many residents had participated in the program. Mr. Goodman stated the Authority has completed two cohorts, serving approximately 24 residents in total. He added the College has also begun a Sterile Equipment Certification course, which started a few weeks ago and includes a majority of public housing residents. Mr. Goodman further reported the Envision Center has recently hosted a Manufacturing Trade Expo, during which participants were asked to vote on the next training they would like offered. He indicated another training session is expected to begin soon.

Chair Carr thanked Mr. Goodman for his report.

3. Committee Reports

Chair Carr asked for committee reports. There were none.

4. Commissioner Comments

Chair Carr asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Chair Carr asked for comments from the City Council Liaison. Councilman Nash reported he has been developing a Council Member initiative to establish an Expungement Clinic. He explained similar programs in other localities work with the Commonwealth's Attorney, legal aid societies, and other legal groups to expunge minor criminal charges from individuals' records. The initiative is intended to remove barriers that prevent residents from accessing employment or other opportunities due to non-serious offenses.

Councilman Nash indicated the initiative will include a job fair component, with employers present to hire on the spot and representatives from the Envision Center available to share resources and opportunities. He noted flyers for the initiative will be distributed to the Board once they are finalized. Planning is anticipated to begin in the winter, with the event scheduled for spring when weather conditions are more favorable for public participation.

Commissioner Coles inquired about the nature of the initiative. Councilman Nash clarified the Expungement Clinic will provide on-site expungement of eligible charges and is intended to be a semi-annual event, occurring in both spring and fall. He emphasized the first session may face lower attendance but repetition will improve both participation and process efficiency over time.

Councilman Nash further noted legal staff will determine participant eligibility and that he is not responsible for the legal intricacies of the expungement process. Vice Chair Carter inquired whether restoration of civil rights could be incorporated, and Councilman Nash confirmed he had considered including civil rights restoration, enabling residents to regain voting rights and pursue additional opportunities such as notary certification.

Chair Carr asked if there were additional questions, and the Board expressed appreciation for Councilman Nash's report. Councilman Nash also reported he has coordinated with Councilman Hagan to ensure continuous representation at future meetings, confirming they will alternate attendance as needed to maintain consistent communication with the Authority and the City Manager's office.

Chair Carr thanked Councilman Nash for his presentation and ongoing

engagement with the Authority's initiatives.

6. Residents or other community members to address the Board

Chair Carr asked for comments from community members. Katherine Gibson-Cromer, a graduate of the first CNA class and Morningside Manor resident, shared her experience with the program. She reported she has completed four certifications between August and May, which she would not have been able to afford otherwise. Ms. Gibson-Cromer noted she has been able to use contacts gained through the program to navigate her career path and expressed appreciation for the support she has received from staff and instructors. She also completed CMAA certification and pursued EKG technician training, receiving BLS certification and gaining clinical experience at two facilities. Although one employment opportunity fell through, she remains in contact with program staff for continued guidance and support.

Commissioner Coles inquired whether the classes were accessible and non-intimidating. Ms. Gibson-Cromer confirmed the instruction was supportive, and staff assisted her in navigating certifications and clinical placements.

Mr. Goodman provided an update on the EnVision Center's It Takes a Village initiative, funded by the Department of Criminal Justice Services. He reported infrastructure for wheelchair- and handicap-accessible gardens has been established at Melrose Towers and Villages at Lincoln, and fruit trees have been planted behind the EnVision Center. The gardens will be fully operational in the spring, providing accessible opportunities for residents to harvest vegetables.

Additionally, six elementary and four middle school students are participating in full-time after-school tutoring with Taylor's Tutoring. The students have completed

initial assessments, attend twice weekly, and have earned their first \$100 monthly stipend. Tutoring focuses on reading to bring students to grade-level proficiency before introducing math instruction.

Mr. Goodman also reported bi-weekly financial literacy classes for youth, bi-weekly arts classes, weekly agriculture classes, and weekly “Pals with Patrol” sessions with the Roanoke Police Department are ongoing. A life skills workshop for young adult single mothers, hosted by Carilion, was recently held, and two of six participants secured full-time employment as a result.

Chair Carr thanked Mr. Goodman for the updates and for the ongoing efforts with residents and program participants. He also thanked Ms. Gibson-Cromer for sharing about her experience with the programs offered at the EnVision Center.

CONSENT AGENDA

C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, September 22, 2025.

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

C-2 Monthly Operations Report for the month of September 2025.

RECOMMENDED ACTION: File as submitted.

Vice Chair Carter introduced a motion to approve the Consent Agenda. The motion was seconded by Commissioner Karney and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

REGULAR AGENDA

1. Resolution No. 4264

Mr. Shank presented a resolution for the board's consideration regarding the use of architectural and engineering services for smaller capital improvement projects in public housing. He explained this resolution is brought to the board every two years to authorize access to such professional services for minor projects—typically those with fees in the range of \$7,000 to \$8,000—which would not warrant a full public procurement process for each individual job.

He further noted the contract also provides access to surveying services and engineering studies may support future planning and project development. The resolution, he said, effectively establishes a funding pool from which payments are made as projects are completed over a two-year period.

Mr. Shank reported the agency issued a publicly advertised Request for Qualifications on August 31, sending it to nine firms directly and receiving inquiries from seven additional firms. However, only one firm—Hughes and Associates—submitted a response. After evaluating their qualifications and comparing proposed fees to prior rates, adjusted for inflation, staff found the fees to be fair and reasonable.

Mr. Shank stated Hughes and Associates has provided satisfactory services to the agency in the past, noting their responsiveness and quality of work. He therefore requested board approval to award a one-year contract, with a one-year renewal option, to Hughes and Associates Architects & Engineers, in an amount not to exceed \$225,000 for services and reimbursable expenses. With no board questions, Commissioner Karney moved to approve Resolution No. 4264. Vice Chair Carter seconded the motion, and upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4264 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDED A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR MULTIPLE PROJECTS UNDER THE FY 2023 CAPITAL FUND PROGRAM NO. VA36P01150123 AND THE FY 2024 CAPITAL FUND PROGRAM NO. VA36P01150124.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150123 (574) in the amount of \$4,824,916.00; and

WHEREAS, Open-End Architectural and Engineering Services was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development (“HUD”) Capital Fund Program (CFP), grant number VA36P01150124 (576) in the amount of \$4,936,100.00; and

WHEREAS, Open-End Architectural and Engineering Services was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150124, which was approved by the RRHA Board of Commissioners by Resolution 4202 on May 20, 2025; and

WHEREAS, architectural and engineering services are essential to the overall maintenance and modernization of the public housing developments and other RRHA properties and provide a vehicle for the timely obligation of available funding; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on August 31, 2025, with Statement of Qualifications being due on October 1, 2025; and

WHEREAS, RRHA received one (1) Statement of Qualifications in response to the RFQ from the following company:

- Hughes Associates Architects & Engineers;

WHEREAS, RRHA requested that the hourly rates for fees for services be submitted by Hughes Associates Architects & Engineers for evaluation; and

WHEREAS, after evaluation, it was determined that the submitted hourly rates for fees for services were fair and reasonable, based on comparison to prior hourly rates for fees for services for previous architectural and engineering contracts; and

WHEREAS, Hughes Associates Architects & Engineers has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommended to the Executive Director that a contract be awarded to Hughes Associates Architects & Engineers;

WHEREAS, the Executive Director has determined that this procurement complies with RRHA’s Procurement Policy and that it is in the best interests of RRHA to accept such qualification and execute an appropriate contract.

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

- (1) The Statement of Qualifications submitted by Hughes Associates Architects & Engineers be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form HUD-51915, Model Form of Agreement Between Owner and Design Professional, between Hughes Associates Architects & Engineers and RRHA for a term of one (1) year, with one (1) option year, in the not to

exceed amount of \$225,000, including reimbursables, subject to availability of funds.

- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

EXPLANATION: Many of RRHA's projects are small in nature, with small attendant Architectural & Engineering fees, generating little interest in the design community on a per project basis. The selected projects typically require a variety of A & E services including initial investigation, design development, production of construction documents, space planning, and evaluation of damage to various building systems. Execution of a contract for Architectural and Engineering services for multiple projects best serves RRHA's need to have such services available as needed for this type of small projects.

If approved, this contract will be funded from CFP 574 and CFP 576. The projected timeframe fits into RRHA's plan of action for obligation and expenditure of all CFP funds as reported to HUD.

2. Resolution No. 4265

Mr. Shank presented a resolution for board consideration and clarified the title should include the word "modification" after the word "contract," since this item concerns an existing agreement to which an additional option year is being added.

He explained the resolution relates to a cooperative agreement, a type of procurement arrangement that allows one government entity to take advantage of a contract established by another. Through this process, an original government entity conducts the competitive procurement with language permitting other public agencies to participate later. Vendors benefit from a broader customer base and therefore typically offer more favorable pricing.

In this case, Ferguson Enterprises was originally awarded the procurement through Omnia Partners, with the Region 14 Educational Service Center—a Texas-based governmental entity—serving as the procuring agency. Mr. Shank noted the cooperative agreement meets HUD's five intergovernmental cooperative agreement

requirements, which include:

- Demonstrated economic efficiency and cost savings to the housing authority.
- Use limited to common, routine supplies and services—such as maintenance, repair, and operations (MRO) materials—that are repetitive in nature.
- Verification that the original procurement met HUD’s procurement standards.
- An agreement between RRHA and another state or local governmental entity (in this case, Region 14 ESC).
- Inclusion of a copy of the agreement and a cost evaluation in the contract file prior to execution.

Mr. Shank emphasized RRHA staff conduct due diligence to ensure the original procurement satisfies all HUD requirements before the Agency participates. He added items purchased through this agreement typically include maintenance-related materials such as HVAC parts, plumbing supplies, cleaning products, or hardware items.

He requested board approval to modify the existing contract with Ferguson Enterprises by increasing the contract amount by \$225,000.

Commissioner Coles inquired about the origin of Region 14, to which Mr. Shank responded it is based in Texas. He noted many cooperative procurements originate from various states and agencies, provided they contain the proper language allowing participation by others.

Chair Carr asked whether Ferguson’s supplies primarily include items such as faucets, to which Mr. Shank replied the contract covers a range of common maintenance materials, including plumbing, HVAC, cleaning, and hardware supplies.. The motion was introduced by Vice Chair Carter and seconded by Commissioner Coles.

Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4265 was adopted as introduced.

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

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

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

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

WHEREAS, RRHA has requested an option year extension and Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises has accepted the option year extension; and

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

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

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

and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract modification increasing contract not-to-exceed amount by \$225,000.00 with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, contingent upon acceptance of RRHA's Memorandum of Understanding by Ferguson Enterprises. LLC.

2. Resolution No. 4266

Mr. Bustamante presented a resolution to the Board seeking approval for a modification to the Administrative Plan regarding the administration of Emergency Housing Vouchers (EHVs). He explained the agency was originally awarded 26 EHVs from HUD to assist individuals who were homeless or at risk of homelessness, with referrals coming from the local Continuum of Care.

He noted HUD subsequently stopped funding these vouchers, and RRHA has a total of 19 EHVs remaining from the original 26 that were issued. In response, Mr. Bustamante applied for and received a waiver from HUD on September 25, which allowed the agency to transfer these individuals from the EHV program into the agency's regular Housing Choice Voucher (HCV) program without requiring them to reapply for the waitlist.

In order to implement this change, the agency also needed to modify its Administrative Plan to include a new preference. The provision, highlighted in the board packet, states, "at the sole discretion of the Executive Director, families currently participating in any special purpose voucher programs who are at risk of losing rental assistance due to funding constraints or program/eligibility changes will be issued the next available HCV or special purpose voucher. If more families are at risk than

vouchers available, assistance will be provided in order of household date of admission.”

Mr. Bustamante requested the board’s approval to amend the HCV Administrative Plan to incorporate this new preference, enabling the affected families to be transferred to the HCV program. A motion to approve the resolution was introduced by Commissioner Karney and seconded by Commissioner Jennings. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4266 was adopted as introduced.

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

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

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

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

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

and 985; and

WHEREAS, the current Administrative Plan for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4240 on March 24, 2025; and

WHEREEAS, HUD released PIH 2025-19, Guidance on Transitioning EHV Families into HCV and End of EHV Services Fee Expenditure with changes in HUD regulations and policy, and

WHEREAS RRHA staff have reviewed the Administrative Plan and incorporated revisions determined necessary by RRHA staff.

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

1. The Revised Administrative Plan for the RRHA Section 8 Housing Choice Voucher Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.
3. Resolution No. 4267

Ms. Bousman requested board approval for PTO payout balances for employees who were unable to use all of their accrued paid time off in excess of the standard 75-hour carryover limit. She clarified this request applies to the 2025 calendar year.

Chair Carr confirmed the payout pertains only to hours above the 75-hour limit, and Ms. Bousman affirmed. When asked about the rationale, she explained the payout is necessary due to employee turnover and project or work commitments that prevented staff from utilizing their PTO within the year. Resolution 4267 was introduced by Vice Chair Carter and seconded by Commissioner Walker. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Karney, Walker, Chair Carr, Vice Chair

Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4267 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING PAID TIME OFF PAYMENT

WHEREAS, the City of Roanoke Redevelopment and housing Authority (RRHA) has undertaken a review of current employee Paid Time Off (PTO) balances for the 2025 calendar year and reviewed the basis for those who have excessive balances at the end of the year; and

WHEREAS, RRHA has determined that project commitments and employee turnover and employee recruitment issues have caused many to be unable to utilize balances in order to meet the needs of the Agency; and

WHEREAS, the Executive Director, under his authority has approved a PTO payout to employees who are in excess of the 75 hours carryover allotment; and

WHEREAS, the Executive Director meets the excess PTO balance as referenced above.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that a PTO payout for the current Executive Director, is approved effective for the 2025 calendar year.

4. Resolution No. 4268

Mr. Shank presented a contract modification for Cantey Tech Consulting, which provides the RRHA's IT services. He explained when the original contract was executed, certain costs included in the RFP were not factored into the not-to-exceed contract amount. The modification seeks to add the previously unaccounted-for funds to cover expenses incurred under the current use of the contract.

Commissioner Coles asked whether Cantey Tech is a local company. Mr. Bustamante responded while the company's main office is in North Carolina, they

maintain a local office in Roanoke.

Vice Chair Carter inquired if the modification includes security systems in addition to computer systems. Mr. Shank clarified the door access system, including the fob system for Melrose Towers, is managed under a separate contract. There being no further questions, the resolution was introduced by Commissioner Karney and seconded by Vice Chair Carter. Upon roll call, the following vote was recorded:

AYES: Commissioners Coles, Jennings, Karney, Walker, Chair Carr, Vice Chair Carter

NAYS: None

Chair Carr thereupon declared said motion carried and Resolution No. 4268 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE
REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING
CONTRACT 900-2502-1-5 USING PUBLIC HOUSING OPERATING
FUNDS

WHEREAS, IT Services are essential to the overall operation and security of information of RRHA; and

WHEREAS, the Executive Director was authorized and directed to execute a contract for IT Managed Services based on the number of workstations and servers and additional IT related projects that arise each year between Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a five-year contract term, by the Board of Commissioners in Resolution No. 4233 on December 16, 2024; and

WHEREAS, Contract 900-2502-1-5 was executed between Cantey Tech Consulting, LLC. and RRHA with a not to exceed amount of \$654,288.00 with a term of one (1) year beginning January 10, 2025, with four (4) option years ending January 9, 2030; and

WHEREAS, RRHA underestimated the Not-to-Exceed amount at the time the contract was executed; and

WHEREAS, it is estimated an additional \$160,000.00 will need to be added to the not-to-exceed amount to cover the cost of estimated monthly service fees for year five (5) and to have an allowance for additional equipment

replacement costs that are unknown at this time; and

WHEREAS, RRHA has sufficient Public Housing Operating Funds to obligate for the contract modification; and

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

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$200,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The Executive Director be and hereby is authorized and directed to execute a contract modification to be funded by Public Housing Operating Funds, to the contract between Cantey Tech Consulting, LLC and RRHA, increasing the not-to-exceed amount of Contract 900-2502-1-5 from \$654,288.00 to \$814,288.00.

The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

III. ADJOURNMENT

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

Walker moved the meeting be adjourned.

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

AYES: Commissioners Coles, Jennings, Karney, Walker, Wright, Chair Carr

NAYS: Vice Chair Carter

Chair Carr declared the meeting adjourned at 4:09 p.m.

Thomas Carr, Chair

David Bustamante, Secretary-Treasurer

Exhibits from September 22, 2025 Minutes previously circulated

RESOLUTION
NO. 4269

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4269

Meeting Date: November 24, 2025

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY RATIFYING THE SUBMISSION OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) currently administers two thousand seventy-seven (2,077) units of Section 8 Housing; and

WHEREAS, pursuant to 24 Code of Federal Regulations (CFR), Part 985, RRHA is mandated to submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assessment Program (SEMAP) Certification concerning its performance in key Section 8 Program areas; and

WHEREAS, the purpose of the Certification is to allow HUD to objectively identify and measure RRHA's compliance with the Section 8 Program requirement, which measure is accomplished through the rating of performance indicators; and

WHEREAS, RRHA is required to submit this SEMAP Certification within sixty (60) days after the end of the fiscal year on September 30, 2025, resulting in a submission deadline of November 29, 2025; and

WHEREAS, the Section 8 staff complies with RRHA's written policies and procedures for the SEMAP performance indicators in the administration of the Section 8 Program. The staff conducts monitoring reviews of the following indicators and certifies to the Board of Commissioners that the information included on the SEMAP certification form is accurate and complete:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedules
5. Housing Quality Standard (Quality Control Inspection)
6. Housing Quality Standard Enforcement
7. Expanding Housing Opportunities
8. Fair Market Rent Limit and Payment Standard
9. Annual Re-examinations
10. Correct Tenant Rent Calculations
11. Pre-contract Housing Quality Standards Inspections
12. Annual Housing Quality Standard Inspections

- 13. Lease-up
- 14. Family self-sufficiency (N/A)

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to submit the Section 8 Management Assessment Program (SEMAP) Certification containing information listed on the attached form to the U.S. Department of Housing and Urban Development.

EXPLANATION: RRHA's SEMAP scores for the past 5 years are as follows:

<u>Fiscal Year</u>	<u>SEMAP Score</u>
2020	100%
2021	100%
2022	100%
2023	100%
2024	100%

Approved by: _____



Executive Director

Date

11-24-25

COMMISSIONERS ACTION:

Approved

Disapproved

Remarks: _____

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response Yes No

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

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).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy)

Date (mm/dd/yyyy)

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

RESOLUTION
NO. 4270

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4270

Meeting Date: November 24, 2025

Agenda Item Number: 2

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARING A CONTRACT FOR SECURITY GUARD SERVICES AT MELROSE TOWERS AND MORNINGSIDE MANOR TO BE FUNDED FROM PUBLIC HOUSING OPERATING FUNDS

WHEREAS, RRHA has applied for a grant to repair and upgrade the existing camera systems at these sites; however, the funding has not yet been approved; and

WHEREAS, Security Guard Services are needed at Melrose Towers and Morningside Manor to deter unauthorized activity and entrance on the premises; and

WHEREAS, both properties are home to elderly and disabled residents who have expressed that they feel more comfortable and secure with security personnel on site; and

WHEREAS, the current contract of the City of Roanoke Redevelopment and Housing Authority (RRHA) for provision of Security Guard Services at Melrose Towers and Morningside Manor expires November 30, 2025; and

WHEREAS, RRHA issued an Invitation for Bid for Security Guard Services on July 27, 2025, with bids being due on September 21, 2025; and

WHEREAS, RRHA received seven (7) responsive bids to the invitation which were opened for consideration, such bids being as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Professional Security Service	\$369,312.00
Counter Measures Direct CMD Foundation Unlimited LLC	\$643,362.00 (Amended to \$555,762.00)
American Global Security, Inc	\$362,978.08
B3 Security Group, LLC	\$386,433.60
Georgetown Protective Services	\$493,632.00 (Amended to \$484,032.00)
A&A Associates, Inc. dba A&A Security Group	\$375,398.90 (Amended to \$379,156.36)
Enterprise Security Services Corp.	\$400,845.00

WHEREAS, the amount of the bid submitted by American Global Security, Inc., was determined to be fair and reasonable for the work specified when compared to the

amount of the independent cost estimate based on previous contract costs for Security Guard services; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed and American Global Security, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to American Global Security, Inc.; and

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

WHEREAS, RRHA's Procurement Policy requires that all contracts having a dollar value of \$200,000.00 or more must be submitted to the Board of Commissioners for review and approval prior to awarding a contract.

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

- (1) The bid submitted by American Global Security, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute RRHA's standard contract for services, which by reference is inclusive of the scope of services, addenda and related project documents, between American Global Security, Inc. and RRHA for the fixed price of \$362,798.08 for a one-year term with two option years effective December 1, 2025;
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

Recommended by: Joel Slank
VP of Operations

Date 11/12/25

Approved by: [Signature]
Executive Director

Date 11.12.25

COMMISSIONERS ACTION: Approved Disapproved

Remarks: _____

