

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

Regular Meeting

March 17, 2026
12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia

AGENDA

I. Call to Order / Roll Call

II. Introduction of New Commissioner – Sheba Lane

III. Approval of Minutes – February 17, 2026 (Action)

IV. Public Comments

(3-minute limit per speaker)

V. Board of Commissioners Training – Governance and Legal Responsibilities

Presentation by **Delphine G. Carnes, Esq.**

Supporting Materials Included in the Board Packet:

- Board Training Presentation – Delphine G. Carnes, Esq.
- Executive Director Supplemental Memorandum — SRHA-Specific Context
- HUD / Housing Authority Acronyms Reference

(Informational – No Action Required)

VI. Executive Director’s Report

- A. Financial Reports – January 2026 (Latest Available) (Action)
- B. Housing Choice Voucher (HCV) Program Report
- C. Multi-Family (MF) Program Report
- D. Resident Needs Assessment and Self-Sufficiency Initiatives

VII. Board Committee Reports

Finance Committee
Personnel Committee
Program and Community Development Committee

VIII. Old Business

Recycled and Vehicle Funds Accounts – Policy Direction (Possible Action)

IX. New Business

A. Dunsmore Project Update – LIHTC Application Status

B. Resolution Ratifying and Adopting the March 5, 2026 Resolution Related to the Dunsmore Development Project and Associated Congressional Directed Spending (CDS) Funding (Action)

C. NAHRO Day at the Hill – Advocacy Update

D. April Board Meeting – Scheduling Adjustment (VAHDO Conference) (Action)

X. Closed Session – Personnel Matters – Pursuant to § 2.2-3711(A)(1) of the Code of Virginia

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific employees

XI. Certification of Closed Session – § 2.2-3712

XII. Adjournment

Regular Meeting

Board of Commissioners

Staunton Redevelopment and Housing Authority

February 17, 2026 | 12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia

I. Call to Order and Determination of a Quorum

The Regular Meeting of the Board of Commissioners of the Staunton Redevelopment and Housing Authority (SRHA) was called to order by Vice-Chair Chris Okay on Tuesday, February 17, 2026, at 12:00 p.m., at 100 Elizabeth Miller Gardens, Staunton, Virginia. Vice-Chair Okay presided in the absence of Chair Nicholas Hurston.

Upon roll call, the following Commissioners were present:

- Mr. Chris Okay, Vice-Chair (Presiding)
- Mr. Tyler Gallimore, Commissioner
- Ms. Suzi Armstrong, Commissioner
- Mr. Jonathan Mason, Commissioner

Not present at roll call:

- Mr. Nicholas Hurston, Chair
- Mr. Tracy Toye, Commissioner

A quorum was established.

Also present:

- Nehemias Velez, Executive Director
 - Lance Allen, Deputy Director
 - Mandi Smith, General Counsel
-

II. Approval of Minutes – January 20, 2026

The minutes of the January 20, 2026 Regular Meeting were presented for approval.

Commissioner Armstrong made a motion to approve the minutes as presented. The motion was seconded by Commissioner Mason.

AYES: Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

III. Public Comments

There were no public comments.

IV. Executive Director's Report

A. Financial Reports

Deputy Director Lance Allen advised the Board that the December 2025 financial reports were not yet available for approval due to year-end reconciliation for fiscal year 2025 in conjunction with HUD's Financial Data Schedule (FDS) audit. The December 2025 financial reports will be presented for approval at the next regular meeting.

Mr. Allen provided an overview of interfund accounting and explained the function of the Multi-Family operating account as the central operating account for the Multi-Family program, the Housing Choice Voucher (HCV) program, and the Staunton Housing Corporation (SHC).

Commissioner Tracy Toye arrived during the financial report and was present for the remainder of the meeting.

No action was taken on the financial reports.

B. Housing Choice Voucher (HCV) Report

Mr. Velez reported that the HCV Program is currently administering:

- 196 regular vouchers
- 30 Project-Based Vouchers (PBV)
- 10 Veterans Affairs Supportive Housing (VASH) vouchers
- 4 outgoing portable vouchers administered on behalf of other jurisdictions

Total vouchers administered: 240.

The HCV Program is operating at maximum capacity.

C. Multi-Family (MF) Report

Mr. Velez presented the Multi-Family occupancy report with the following statistics:

- Move-ins: 1
 - Move-outs: 1
 - Occupied units: 145
 - Vacant units: 5
 - Evictions: 0
 - Unit transfers: 0
 - Late rents: 21
 - Repayment agreements: 1
 - Unlawful detainers filed: 3
-

D. Needs Assessment / Self-Sufficiency Report

Mr. Velez presented the Needs Assessment and Self-Sufficiency Program Activity Snapshot:

- Households served: 11
- Individuals served: 22
- Households engaged in 2026: 3
- Needs assessments completed in 2026: 2
- Referrals to partner agencies: 2

Key indicators included:

- Two households reporting increased housing stability.
- Ten students participating in the after-school tutoring program.
- SHC food pantry achieving USDA certification, expanding food security and equipment funding opportunities. SRHA residents have been referred to pantry services.

Commissioner Mason expressed appreciation for the program's progress.

V. Board Committee Reports

Personnel Committee

Vice-Chair Okay reported there was nothing to report.

Program and Community Development Committee

Commissioner Mason reported no formal action items and noted ongoing discussion regarding the Booker T. Washington building.

VI. Continued Business – Recycled and Vehicle Funds Accounts

Mr. Velez advised that while the Board previously authorized the creation of the Recycled Funds and Vehicle Funds accounts, additional discussion is required to determine appropriate use. The Board agreed to continue evaluation at a future meeting.

No action was taken.

VII. New Business**A. Resolution – Cooperation Agreement**

Mr. Velez presented a Resolution Authorizing the Execution of a Cooperation Agreement between SRHA and the City of Staunton.

Commissioner Mason made a motion to adopt the Resolution as presented. The motion was seconded by Commissioner Armstrong.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The motion carried unanimously.

B. Resolution – Dunsmore Project

Mr. Velez presented a Resolution Authorizing SRHA's Participation in the Acquisition, Financing, and Renovation of the Dunsmore Building. The SRHA intends to use Congressionally Directed Spending on the Dunsmore Building if the tax credits are approved.

Vice-Chair Okay made a motion to adopt the Resolution as presented. The motion was seconded by Commissioner Armstrong.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The motion carried unanimously.

C. 2025 Bad Debt Collection Loss

Mr. Velez presented the 2025 Bad Debt Collection Loss report. The Board noted a typographical error listing the year-end date as December 31, 2024. The report was corrected to reflect December 31, 2025 prior to adoption.

The report reflects:

- Total bad debt: \$41,834.50 across 14 accounts
- 2025 collections: \$24,203.03
- Net bad debt collection loss: \$17,631.47

Vice-Chair Okay made a motion to adopt the 2025 Bad Debt Collection Loss report as amended. The motion was seconded by Commissioner Mason.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The motion carried unanimously.

VIII. Closed Session

Vice-Chair Okay made a motion that the Board convene in closed session pursuant to § 2.2-3711(A)(3) and § 2.2-3711(A)(8) of the Code of Virginia for:

- Discussion or consideration of the acquisition or disposition of real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- Consultation with legal counsel regarding specific legal matters requiring legal advice.

The motion was seconded by Commissioner Toye.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The motion carried unanimously, and the Board entered closed session.

IX. Certification of Closed Session – § 2.2-3712

Upon return to open session, Vice-Chair Okay made the following motion:

WHEREAS, the Board of Commissioners convened a closed session pursuant to an affirmative recorded vote and in accordance with the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires certification that the closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge:

- (i) Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the closed meeting; and
- (ii) Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

The motion was seconded by Commissioner Mason.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The certification was adopted unanimously.

X. Adjournment

There being no further business, Vice-Chair Okay made a motion to adjourn the meeting. The motion was seconded by Commissioner Mason.

AYES: Okay, Gallimore, Armstrong, Mason, Toye

NAYS: None

The motion carried unanimously.

The next Regular Meeting of the Board of Commissioners will be held on March 17, 2026.

Secretary

Chair



Delphine Carnes Law Group, PLC
Affordable Housing ■ Project Finance

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

BOARD OF COMMISSIONERS TRAINING

Presented by
Delphine G. Carnes Esq.

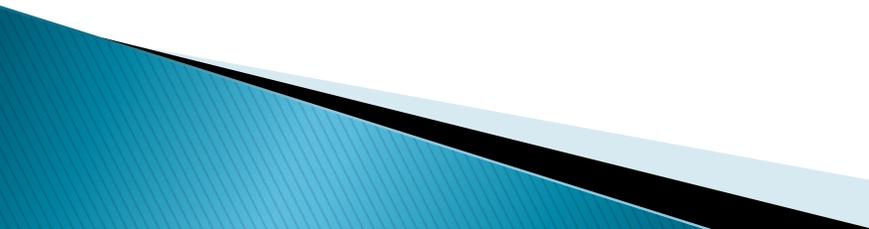
March 17, 2026

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OVERVIEW

- ▶ 1. What is a PHA?
 - Overview of PHAs and laws governing them

 - ▶ 2. What can a PHA do?
 - Overview of powers and limitations

 - ▶ 3. What is the role of a Commissioner?
 - Overview of role and responsibilities
 - FOIA
 - Best Practices
- 

What is a PHA?

- ▶ Public Housing Authority
 - Any state, county, municipal, or other governmental entity or public body, or agency or instrumentality thereof, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.
- ▶ Virginia is one of only few states that permit housing and redevelopment in same entity

What is a PHA?

▶ Creature of statute

- **1937** - Authorized at the federal level
 - Federal Housing Act
- **1938** - Created at the state level
 - Title 36 of Virginia Code
- Needs to be activated at the local level (1961 for SRHA)

What can a PHA do?

- ▶ State and federal statutes enumerate powers
 - ▶ General layers of authorized activity
 - Housing projects (1938)
 - Redevelopment projects (1946)
 - Conservation projects (1964)
- 

What can a PHA do?

Housing Projects: any work or undertakings

- (i) to demolish, clear or remove buildings from any slum area,
 - (ii) to provide decent, safe and sanitary urban or rural living accommodations for persons of low and moderate income, or
 - (iii) to accomplish a combination of the foregoing.
- 

What can a PHA do?

Redevelopment Projects:

- Any work or undertakings to redevelop or rehabilitate areas that are, or have been, designated by a PHA (pursuant to a redevelopment plan) to be in an overall state of blight.
 - Blight is defined as a condition that endangers the public health, safety or welfare because the structures/improvements in the area are dilapidated, deteriorated or violate minimum health and safety standards.
- 

What can a PHA do?

Conservation Projects:

- Any work or undertakings to redevelop or improve areas that are, or have been, designated by a PHA (pursuant to a conservation plan) to be in a state of deterioration and in the early stages of becoming a blighted area.

What can a PHA do?

▶ Eminent Domain

- Purpose is elimination of slums and blight
- Key component to large scale initiatives
- *Kelo v. City of New London, 545 U.S. 469 (2005)*

Community benefits derived from economic growth qualified private redevelopment as a permissible “public use” under the Takings Clause of the Fifth Amendment so as to allow condemnation of privately held property by eminent domain.

What can a PHA do?

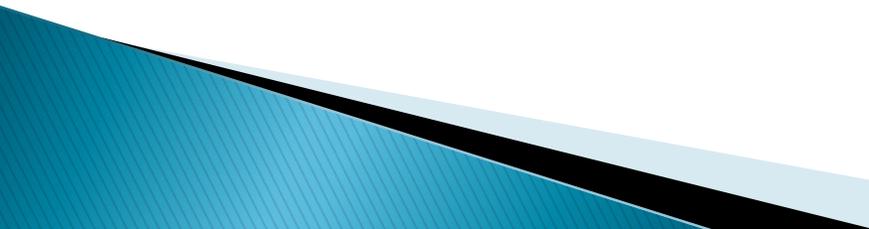
▶ Eminent Domain - Statutory amendments in 2007

- PHAs can no longer acquire non-blighted properties pursuant to a redevelopment plan.
- Property may only be taken by eminent domain if (i) the property itself is blighted *or* (ii) is located in a redevelopment or conservation area and is (a) abandoned, (b) the acquisition is needed to clear title or (c) the acquisition is by agreement of all of the owners.
- New definition of blight – any property that endangers the public health or safety in its condition at the time of the filing of the petition for condemnation and is (i) a public nuisance or (ii) an individual structure that is beyond repair or unfit for human occupancy or use.

What can a PHA do?

- ▶ Eminent Domain - Constitutional amendment in 2012
 - Section 11 of Article I of the Constitution of Virginia amended to provide that no private property shall be taken for public use without just compensation to the owner and that no more private property may be taken than necessary to achieve the stated public use.
 - Just compensation now includes the value of the property, lost profits, and lost access, and the damages to the residue caused by the taking.
 - Taking of private property is not for public use if the primary purpose is for private gain, private benefit, private enterprise, increasing jobs, increasing tax revenue or economic development unless the property creates a public nuisance. Condemnor bears burden of proving that use is public.

What can a PHA do?

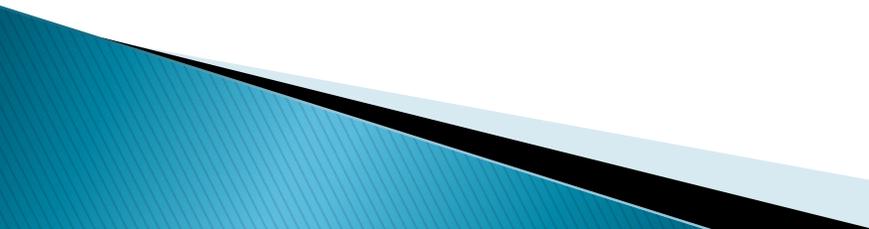
- ▶ Unique powers that City does not have
 - Own and operate housing projects and residential buildings
 - Use eminent domain to acquire blighted property, within limits
 - Make loans or grants to prevent or eliminate slums or blight
 - Make loans or grants for construction or rehabilitation
 - Make rehabilitation loans to persons of low or moderate income as agent for federal or state agency or political subdivision
 - Issue private activity bonds to assist private enterprise
 - With City Council approval, form corporations, partnerships, joint ventures, trusts or any other legal entity on its own or with others
 - Exercise powers in other municipalities upon request
- 

What can a PHA do?

- ▶ Relationship to City Council
 - Appointment of Commissioners
 - Approval of Housing, Redevelopment and Conservation plans after adoption by the PHA
 - Funding under HOME homeowner assistance program
 - Funding under Capital Improvement Plan (“CIP”) and/or General Fund (“GF”) contracts
- 

What can a PHA do?

▶ Relationship to HUD

- Original source for CDBG and HOME funds
 - Regulates and provides subsidy for public housing
 - Regulates and provides funding for Housing Choice Voucher (Section 8) activities
 - Requires reporting, including PHAS and SEMAP
- 

The role of a Commissioner

- ▶ The number of voting members on the Board varies depending on the locality
 - Usually, 7 or 9 voting members (7 for SRHA)
 - At least one resident of assisted housing with all rights of other members
 - ▶ All act as fiduciaries of public funds
 - ▶ All operate within By-Laws of the PHA
 - Officers and Elections
 - Meetings and Quorums
 - ▶ Indemnified by the PHA for reasonable business acts
 - ▶ Liability limited to amount of annual compensation
- 

The role of a Commissioner

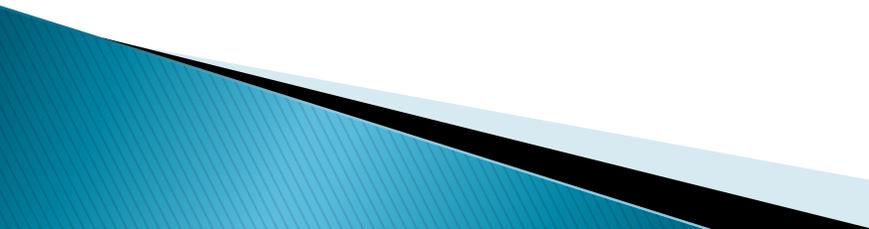
FREEDOM OF INFORMATION ACT (“FOIA”)

▶ FOIA - Public Meetings

- All items of public business must be decided in public, at duly noticed public meeting
- Meeting is public if at least 3 Commissioners discuss PHA business
 - Regardless of where discussion takes place (e.g. cocktail party, office, home) and by what means (e.g. e-mail, telephone)
- Must be noticed in advance
- Generally not permissible by phone or electronically, but there are exceptions for emergency situations and with the adoption of a remote participation policy

The role of a Commissioner

▶ **FOIA - Public Meetings - Emergency**

- Declared state of emergency by Governor
 - Purpose of Meeting limited to business statutorily required or necessary to continue the PHA operations or discharge the PHA's business
 - Must be properly noticed in advance
 - Must make arrangements for public participation through electronic means
 - Minutes must reflect nature of emergency and measures taken to ensure public participation
- 

The role of a Commissioner

▶ FOIA - Public Meetings-Remote Attendance

- 1. Individual Remote Participation Section 2.2-3708.3(B) of the Virginia Code
- Commissioner may participate through electronic means provided:
 - A quorum of the Board is physically assembled in one location
 - The Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary meeting
 - The Board has adopted a written policy
- Remote attendance available in situations involving emergency or personal matter – limited to two (2) meetings per calendar year
- Remote attendance also available in situations involving a temporary or permanent disability or other medical condition that prevents physical attendance, and in cases where a Commissioner resides more than 60 miles away

The role of a Commissioner

▶ FOIA - Public Meetings-Remote Attendance

- 2. All-Virtual Public Meetings Section 2.2-3708.3(C) of the Virginia Code
- The Board has adopted a written policy
- Notice of meeting must specify all-virtual
- Must provide public access to hear the meeting and make comments, as appropriate
- No more than two Commissioners can be present in one single location, unless that location is also open to the public
- Provide Board packet to Commissioners and the public
- No more than twice a year or 50% of meetings, whichever is greater

The role of a Commissioner

▶ FOIA – Closed Meetings

- Only for discussing specific matters
 - Personnel, acquisition and disposition of real estate, new businesses, investment of public funds where competitive bidding involved, legal matters
- Prior to convening, ensure that no conflicts exist that would require recusal by any Commissioner
- No votes can be taken in closed session
- Strict procedure for going into and coming out of closed meeting (Resolution)

The role of a Commissioner

▶ FOIA – Public Records

- Open to inspection and copying
- Reason for request is irrelevant
- Response within 5 business days
 - May request 7 business day extension in writing
- Many records are exempt from disclosure
 - Personnel information
 - Vendor Proprietary information
 - Attorney-client work product and communications

The role of a Commissioner

▶ FOIA – Public Records

- Correspondence between Commissioner and a PHA is generally *not* exempt from disclosure
- E-mails are public records
- Signed contracts, employment contracts must be available
 - Records relative to contract negotiations prior to award are exempt
- A PHA may make reasonable charges for searching and for copies

State and Local Government Conflict of Interests Act VA Code § 2.2-3100 et seq.

The Act prohibits conflicts of interests which may arise between a PHA and its Commissioners or employees

- ▶ Personal interest in a transaction
 - Ownership, or option for ownership, in a business (>3%)
 - Income from property or business (>\$5,000 per year)
 - Salary or benefits (>\$5,000 per year)
 - Ownership of property (>\$5,000)
 - Personal liability on behalf of business (>3% total value of business)

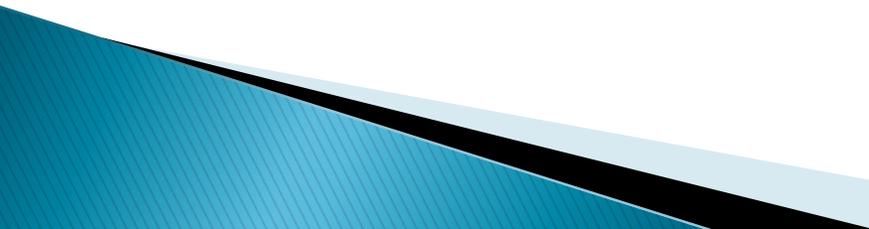
- ▶ Extends to Commissioner/Employee *and* immediate family

State and Local Government Conflict of Interests Act VA Code § 2.2-3100 et seq.

- ▶ “Personal interest in a transaction” means a personal interest of an officer or employee in any matter considered by his agency.
 - ▶ Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business or governmental agency, or represents or provides services to any individual or business and such property, business or represented or served individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction.
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State and Local Government Conflict of Interests Act

Prohibited conduct

1. Solicit or accept money or other thing of value for services performed within the scope of his official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an officer or employee.
 2. Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency;
 3. Offer or accept any money or other thing of value for or in consideration of the use of his public position to obtain a contract for any person or business with any governmental or advisory agency;
 4. Use for his own economic benefit or that of another party confidential information that he has acquired by reason of his public position and which is not available to the public;
 5. Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties;
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State and Local Government Conflict of Interests Act

Prohibited conduct (cont'd)

6. Accept any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him in the performance of his official duties;
 7. Accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor.
 8. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain; or
 9. Use his public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law (provided, however, that this does not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action.
- 

State and Local Government Conflict of Interests Act

- ▶ In addition, Virginia law also prohibits soliciting, accepting or receiving a gift with a value of **\$100 or more** in any given year from any person or entity if the officer or employee knows or has reason to know that said person is or seeking to be a party to a contract with the PHA

VA Code § 2.2-3103.3

Conflict of Interest – Annual Contributions Contract

Section 19 of the ACC (HUD-Form 53012)

- SRHA must maintain written standards of conduct covering conflicts of interest and the performance of its Board Members and employees engaged in the administration and operation of projects covered by the Annual Contributions Contract (ACC)
- SRHA may not enter into any contract with any present or former Commissioner or his/her immediate family during his/her tenure or for one year thereafter
 - Immediate family: spouse, mother, father, brother, sister, sister-in-law, brother-in-law or child (whether related as full blood relative or as a “half” or “step” relative)

The role of a Commissioner

▶ Other statutes

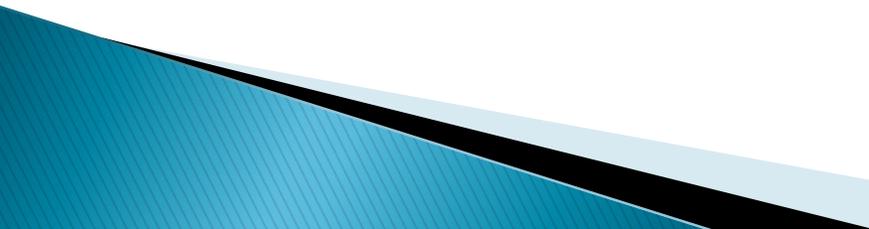
- Government Data Collection and Dissemination Practices Act
 - Protects personal information
- Public Procurement Acts (state and federal)

The role of a Commissioner

The Authority of the **Board** is limited to the following matters:

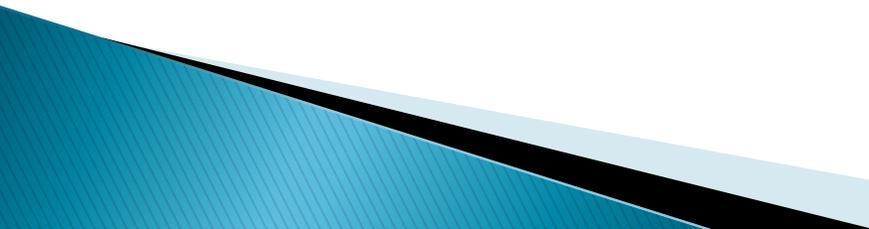
- ▶ 1. Set broad PHA policy
 - ▶ 2. Administer PHA finances and budget
 - ▶ 3. Hire the Executive Director
- 

The role of a Commissioner

- ▶ **Executive Director** is responsible for
 - Implementation of Board policies
 - Financial decisions based on Board-approved budgets
 - All PHA personnel decisions
 - All day-to-day operations based on Board approved policies
- 

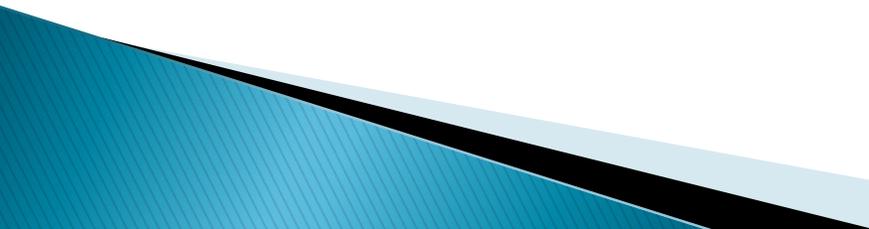
The role of a Commissioner

BEST PRACTICES

- **If a resident approaches you about an issue or concern**, direct him/her to raise the issue with his/her Property Manager or the PHA's Executive Director rather than handling it directly and let the Executive Director know.
 - **If a PHA employee approaches you about an issue or concern**, direct him/her to discuss the issue with his/her immediate supervisor or the PHA's Executive Director and let the Executive Director know about the call.
 - **If you have a question or need additional information about an issue affecting the agency**, direct your question to the PHA's Executive Director rather than PHA staff.
- 

The role of a Commissioner

BEST PRACTICES

- **If you have an article or other item of interest to share with the Board**, provide it to the Executive Director for inclusion in the Board packet rather than sending it directly to the other Commissioners.
 - **If you have a legal question regarding the PHA that needs to be addressed outside of a regular Board meeting**, contact the Executive Director, who will get in touch with legal counsel.
 - **If you are concerned about a potential conflict of interest related to PHA business or your role as a Commissioner**, discuss the matter with the Executive Director or legal counsel to determine if a conflict exists, and if so, how to handle it.
- 

The role of a Commissioner

BEST PRACTICES

Communication among 3 or more Commissioners (by text, by email, by conference call, at a party, etc.) constitutes a public meeting that requires notice and public access

- Do not discuss PHA business with other Commissioners outside of Board meetings
- Do not send emails to more than one Commissioner
- Do not “Reply All” on emails related to PHA business

For additional information or if you have any questions:

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STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

900 Elizabeth Miller Gardens | Staunton, VA 24401 | 540-886-3413

TO: Board of Commissioners, Staunton Redevelopment and Housing Authority
FROM: Nehemias Velez, Executive Director
DATE: March 17, 2026
RE: **Supplement to Board of Commissioners Training — SRHA-Specific Context**

This memorandum supplements the Board of Commissioners Training presented by Delphine G. Carnes, Esq. It provides context specific to the Staunton Redevelopment and Housing Authority (SRHA) that commissioners should understand alongside the general legal framework presented in the training. Please review this document in conjunction with the training materials.

1. Moving to Work (MTW) Designation — Enhanced HUD Relationship

The training outlines SRHA's standard reporting obligations to HUD. Commissioners should be aware that SRHA carries a significant designation that goes beyond the standard PHA relationship:

- SRHA is a HUD-designated Moving to Work (MTW) agency. MTW is a demonstration program that grants participating housing authorities expanded regulatory flexibility and consolidated use of operating, capital, and voucher funds.
- MTW agencies operate under a unique MTW Agreement with HUD, which replaces many standard regulatory requirements and creates a distinct annual compliance cycle — including an MTW Annual Plan (submitted in advance) and an MTW Annual Report (submitted after each fiscal year).
- MTW's consolidated funding flexibility allows SRHA to deploy resources across programs in ways not permitted for standard PHAs — a core strategic asset that the Board should protect and leverage.
- SRHA has a pending MTW waiver request before HUD to increase its Project-Based Voucher (PBV) cap. This type of waiver activity is a direct exercise of MTW authority and reflects the Board's strategic direction. Commissioners should understand that such requests require ED initiation and appropriate Board awareness.

Commissioner Governance Note

Votes authorizing MTW Annual Plans, waiver requests, or significant program policy changes under MTW authority should be documented in board minutes with sufficient specificity to demonstrate deliberate, informed board action — not merely pro forma approval.

2. RAD Conversion — SRHA's Public Housing Portfolio

The training references traditional public housing and Housing Choice Vouchers. Commissioners should understand that SRHA's public housing portfolio has been fundamentally restructured through HUD's Rental Assistance Demonstration (RAD) program:

- All 150 of SRHA's former public housing units — located at Elizabeth Miller Gardens and Farrier Court — were converted to RAD Project-Based Rental Assistance (PBRA). These units now operate under Housing Assistance Payment (HAP) contracts rather than traditional Annual Contributions Contracts (ACCs).
- The conflict-of-interest provisions cited in the training (Slide 28, referencing HUD-Form 53012) derive from Section 19 of the ACC. While SRHA's RAD units operate under a different contract vehicle, equivalent conflict-of-interest standards apply. Commissioners must conduct themselves accordingly.
- SRHA also administers Veterans Affairs Supportive Housing (VASH) vouchers in partnership with the VA. This program serves a vulnerable population and carries its own compliance requirements. Commissioners should be aware of this program as part of SRHA's overall mission portfolio.

Key Distinction

RAD conversion does not diminish SRHA's mission or its obligations to residents. It changes the regulatory and financing structure. Commissioners' fiduciary duties to residents at Elizabeth Miller Gardens and Farrier Court remain unchanged.

3. Staunton Housing Corporation (SHC) — Exercise of Corporate Formation Power

The training notes (Slide 12) that PHAs may, with City Council approval, form corporations, partnerships, joint ventures, or other legal entities. This power has already been exercised by SRHA:

- SRHA established the Staunton Housing Corporation (SHC), a Virginia 501(c)(3) nonprofit corporation and SRHA's affiliate. SHC has its own governance structure, including a Board of Directors and executive leadership.
- SHC holds HUD Community Housing Development Organization (CHDO) certification from DHCD, enabling access to HOME Investment Partnerships Program funds set aside exclusively for CHDOs.
- All SRHA Commissioners also serve as Directors of SHC. This dual governance role is intentional and reflects the integrated relationship between SRHA and its affiliate. However, it requires heightened attention to the conflict-of-interest standards discussed in today's training. When any matter before the Board has a direct bearing on SHC's activities — or vice versa — commissioners must be prepared to assess whether a conflict exists and, if so, to recuse appropriately.
- Decisions regarding SHC's development activity are operationally managed by staff. The Board's role is to set broad policy direction and ensure that SRHA's organizational interests remain the primary driver of all SHC activity.

Why This Matters

SRHA's philosophy is to build organizational assets rather than subsidize private developers. SHC is the primary vehicle for that strategy. The Board's role is to set the broad policy direction that enables SHC to execute — not to manage transactions, but to ensure that SRHA's organizational interests are always the primary driver.

4. FOIA and Best Practices — Active Deal and Advocacy Context

The Best Practices outlined in the training (Slides 32–34) are especially significant given SRHA's current posture. Commissioners are asked to be particularly attentive to the following:

- SRHA has an active LIHTC application under review, a pending MTW waiver request with HUD, and ongoing development predevelopment activity. Any informal discussion of these matters among three or more commissioners — regardless of setting or medium — constitutes a public meeting requiring proper notice and access.
- Do not use “Reply All” on any email that copies multiple commissioners, regardless of the subject matter. This applies to emails related to real estate transactions, financing, legislation, or any other agency business.
- Congressional and legislative advocacy (including SRHA's engagement on the Housing for the 21st Century Act) should be coordinated through the Executive Director. Commissioners approached by elected officials or their staff about SRHA matters should direct them to the ED.
- All real estate, financing, and legal matters flow through the Executive Director to appropriate counsel. Commissioners should not engage directly with developers, syndicators, lenders, or government agencies on behalf of SRHA unless explicitly authorized to do so by the Board in a duly noticed meeting.

5. Remote Participation Policy — Action Item

The training outlines (Slides 18–19) that both individual remote participation and all-virtual board meetings require the Board to have adopted a written policy. SRHA has a fully adopted Policy on FOIA and Web Participation that satisfies this requirement. Commissioners should be familiar with its key provisions:

- Individual Remote Participation: A commissioner may participate remotely if they notify the chair in advance citing (i) a temporary or permanent disability or medical condition preventing physical attendance, (ii) a family member's medical condition requiring care, (iii) a principal residence more than 60 miles from the meeting location, or (iv) a personal matter identified with specificity. Personal matter remote participation is limited to no more than twice per calendar year or 25% of meetings held, whichever is greater.
- All-Virtual Public Meetings (Non-Emergency): The Board may hold all-virtual meetings no more than twice per calendar year or 50% of meetings held, whichever is greater, and not consecutively. Proper notice, public access via electronic means, agenda packet availability, and a phone/contact line for the public are required. No more than two commissioners may be together in any one remote location unless that location is open to the public.

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

900 Elizabeth Miller Gardens | Staunton, VA 24401 | 540-886-3413

- All-Virtual Public Meetings (Emergency): Permitted when the Governor or City of Staunton has declared a state of emergency and the nature of the emergency makes physical assembly impracticable or unsafe. The emergency, meeting method, and public access arrangements must be documented in the minutes.
- Minutes Requirements: All remote participation must be reflected in the minutes, including the identity of members participating remotely, members physically assembled, and the remote location (by general description). Any disapproved remote participation must also be recorded with specificity.

Policy Reference

SRHA's Policy on FOIA and Web Participation is available on the SRHA website. Commissioners are encouraged to review the full policy. Any questions should be directed to the Executive Director.

Questions regarding this memorandum may be directed to the Executive Director prior to or during today's training session.

ACRONYMS USED BY HUD AND HOUSING AUTHORITIES

ACC	Annual Contributions Contract
ACOP	Admissions & Continued Occupancy Plan
ACS	American Community Survey
ADA	Americans with Disabilities Act (Section 504)
ADEA	Age Discrimination in Employment Act
ADMIN PLAN	Section 8 Administrative Plan
AFFH	Affirmatively Furthering Fair Housing
AFR	Applicable Federal Rate
AFS	Annual Audited Financial Statements
AHAP	Agreement to enter into a Housing Assistance Payments Contract
AMI	Area Median Income
AMP	Asset Management Project
ARRA	American Recovery and Reinvestment Act
BEDI	Brownfields Economic Development Initiative
BLI	Budget Line Item
BLS	Bureau of Labor Statistics
CDBG	Community Development Block Program
CFFP	Capital Fund Financing Program
CFP	Capital Fund Program
CFR	Code of Federal Regulations
CHDO	Community Housing Development Organization
CLPHA	Council of Large Public Housing Authorities
CNI	Choice Neighborhoods Initiative
COBRA	Consolidated Omnibus Benefits Reconciliation Act
CoC	Continuum of Care approach to assistance to the homeless
COCC	Central Office Cost Center
COIA	Conflict of Interest Act
CPD	Community Planning and Development (office of HUD)
CPU	Cost Per Unit
CSS	Community & Supportive Services
DCR	Debt Coverage Ratio (DSCR - Debt Service Coverage Ratio)
DDTF	Demolition and Disposition Transitional Funding
DOFA	Date of Full Availability
DOT	Declaration of Trust (HUD)
DOT	Deed of Trust
DUNS	Duns and Bradstreet Numbering System
ECPA	Electronic Communications Privacy Act
EEOC	Equal Employment Opportunity Commission
EIV	Earned Income Verification
EPA	Equal Pay Act
EPC	Energy Performance Contract
EPPA	Employee Polygraph Protection Act
ERISA	Employer Retirement Income Security Act

FAR	Federal Acquisition Regulation
FASS	Financial Assessment Subsystem
FFS	Federal Financial System
FFY	Federal Fiscal Year
FHA	Federal Housing Administration
FHEO	Fair Housing and Equal Opportunity (office of HUD)
FHLB	Federal Home Loan Bank
FLSA	Fair Labor Standards Act
FMLA	Family and Medical Leave Act
FMR	Fair Market Rent
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact (environmental)
FSS	Family Self-Sufficiency
FTE	Full-time Equivalent
FY	Fiscal Year
GIS	Geographic Information System
HAP	Housing Assistance Payments
HCV	Housing Choice Voucher
HFA	Housing Finance Agency
HIPAA	Health Insurance Portability and Accountability Act
HOME	HOME Investment Partnerships program
HOPE VI	Housing Opportunities for People Everywhere
HOTMA	Housing Opportunity Through Modernization Act
HQS	Housing Quality Standards
HUD	U.S. Department of Housing & Urban Development
ICE	Independent Cost Estimate
IDIS	Integrated Disbursement and Information System
IRR	Internal Rate of Return
LIHTC	Low Income Housing Tax Credit
LOCCS	Line of Credit Control System
MBE	Minority Business Enterprise
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTW	Moving to Work
MWBE	Minority/Women Business Enterprise
NAHRO	National Association of Housing & Redevelopment Officials
NLRA	National Labor Relations Act
NMTC	New Markets Tax Credits
NOFA	Notice of Funding Availability
NOFO	Notice of Funding Opportunity
NOI	Net Operating Income
NPV	Net Present Value
NRA	Net Restricted Assets
NSP	Neighborhood Stabilization Program
NSPIRE	National Standards for the Physical Inspection of Real Estate
OGC	Office of General Counsel (of HUD)
OIG	Office of Inspector General
OMB	U.S. Office of Management and Budget
OSHA	Occupational Safety and Control Act

PBCA	Performance-Based Contract Administration
PBRA	Project-Based Rental Assistance
PBV	Project-Based Voucher
PDA	Pregnancy Discrimination Act
PH	Public Housing
PHA	Public Housing Agency
PHAS	Public Housing Assessment Program
PIC	PIH Information Center
PIH	Public and Indian Housing
PILOT	Payment in Lieu of Taxes
PIS	Placed in Service
PUM	Per Unit Month
QHWRA	Quality Housing and Work Responsibility Act
QSP	Quote for Small Purchase
RAD	Rental Assistance Demonstration
REAC	Real Estate Assessment Center
RFP	Request for Proposals
RFQ	Request for Qualifications/Request for Quotations
RHF	Replacement Housing Factor funds
RIF	Reduction in Force
ROSS	Resident Opportunities for Self Sufficiency
SAC	Special Applications Center (office of HUD)
SAFMR	Small Area Fair Market Rent
SAM	System for Award Management
SEMAP	Section Eight Management Assessment Program
TANF	Temporary Assistance for Needy Families (Welfare)
TPV	Tenant Protection Voucher
TRACS	Tenant Rental Assistance Certification System
TTP	Total Tenant Payment
UAP	Utility Assistance Payments
UEL	Utilities Expense Level
VAHCDO	Virginia Association of Housing and Community Development Officials
VASH	Veterans Affairs Supportive Housing program
VAWA	Violence Against Women Act
VMS	Voucher Management System

Housing Choice Voucher (HCV)

Balance Sheet

Period = Jan 2026

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	20,720.80
1111-99-000	Total Unrestricted Cash	20,720.80
1112-00-000	Restricted Cash	
1112-03-100	Cash Restricted-HAP AUB	22,055.09
1112-99-000	Total Restricted Cash	22,055.09
1119-00-000	TOTAL CASH	42,775.89
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	1,206.00
1129-00-000	A/R -Other	-80.00
1130-00-000	A/R Port Ins	-646.71
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	479.29
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	1,570.16
1299-00-000	TOTAL OTHER CURRENT ASSETS	1,570.16
1300-00-000	TOTAL CURRENT ASSETS	44,825.34
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-08-000	Furniture and Equipment-Admin.	9,019.53
1405-03-000	Accum Depreciation-Furn & Equip Admin	-8,108.74
1420-00-000	TOTAL FIXED ASSETS	910.79
1430-00-000	Pension Asset	30,325.00
1440-00-000	Deferred Outflows	11,455.00
1499-00-000	TOTAL NONCURRENT ASSETS	42,690.79
1999-00-000	TOTAL ASSETS	87,516.13
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-514.00
2145-00-000	Interprogram-Due To	144,227.73
2260-00-000	Accrued Compensated Absences-Current	589.95
2299-00-000	TOTAL CURRENT LIABILITIES	144,303.68

Housing Choice Voucher (HCV)

Balance Sheet

Period = Jan 2026

		Current Balance
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	5,309.52
2360-00-000	OPEB Liability	1,707.00
2370-00-000	Deferred Inflows	11,141.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>18,157.52</u>
2499-00-000	TOTAL LIABILITIES	<u>162,461.20</u>
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE	
2807-01-000	Reserved for Operating Activities	3,379.94
2808-00-000	TOTAL RESERVED FUND BALANCE	<u>3,379.94</u>
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	3,643.22
2809-02-000	Retained Earnings-Unrestricted Net Assets	-81,968.23
2809-99-000	TOTAL RETAINED EARNINGS:	<u>-78,325.01</u>
2899-00-000	TOTAL EQUITY	<u>-74,945.07</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>87,516.13</u>

Housing Choice Voucher (HCV)

Income Statement

Period = Jan 2026

		Period to Date
2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3400-00-000	GRANT INCOME	
3410-01-000	Section 8 HAP Earned	194,932.00
3410-02-000	Section 8 Admin. Fee Income	20,852.00
3410-04-000	Port-In Admin Fees Earned	158.84
3410-06-000	Port In HAP Earned	2,606.00
3499-00-000	TOTAL GRANT INCOME	218,548.84
3600-00-000	OTHER INCOME	
3640-10-000	Fraud Recovery HAP	181.50
3640-20-000	Fraud Recovery Admin	181.50
3699-00-000	TOTAL OTHER INCOME	363.00
3999-00-000	TOTAL INCOME	218,911.84
4000-00-000	EXPENSES	
4100-00-000	ADMINISTRATIVE EXPENSES	
4100-99-000	Administrative Salaries	
4110-00-000	Administrative Salaries	8,583.80
4110-05-000	Social Security & Medicare Expense	638.86
4110-06-000	SUTA Expense	382.03
4110-07-000	VRS Retire & Basic Life Expense	158.74
4110-08-000	457b Expense	192.17
4110-09-000	Health Insurance Expense	1,963.40
4110-10-000	Dental Insurance Expense	105.54
4110-99-000	Total Administrative Salaries	12,024.54
4130-00-000	Legal Expense	
4130-02-000	Criminal Background Checks	55.40
4130-04-000	General Legal Expense	337.50
4131-00-000	Total Legal Expense	392.90
4139-00-000	Other Admin Expenses	
4150-00-000	Travel	53.26
4170-00-000	Accounting Fees	60.00
4172-00-000	Port Out Admin Fee Paid	199.28
4182-01-000	Program Consultants	137.75
4189-00-000	Total Other Admin Expenses	450.29
4190-00-000	Miscellaneous Admin Expenses	
4190-01-000	Membership and Fees	870.25
4190-04-000	Office Supplies	116.02

Housing Choice Voucher (HCV)

Income Statement

Period = Jan 2026

		Period to Date
4190-06-000	Computer Parts	750.85
4190-07-000	Telephone	95.40
4190-09-000	Software Lisense Fees	339.75
4190-11-000	Printer Supplies	50.29
4190-13-000	Internet	90.04
4191-00-000	Total Miscellaneous Admin Expenses	2,312.60
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	15,180.33
4700-00-000	HOUSING ASSISTANCE PAYMENTS	
4715-00-000	Housing Assistance Payments	172,593.00
4715-01-000	Tenant Utility Payments-Voucher	4,095.00
4715-02-000	Port Out HAP Payments	7,663.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	184,351.00
8000-00-000	TOTAL EXPENSES	199,531.33
9000-00-000	NET INCOME	19,380.51

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Jan 2026

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	74,661.00
1111-90-000	Petty Cash	500.00
1111-99-000	Total Unrestricted Cash	75,161.00
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	49,275.82
1112-04-000	Cash Restricted-Reserve for Replacement	149,064.95
1112-99-000	Total Restricted Cash	198,340.77
1119-00-000	TOTAL CASH	273,501.77
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	43,394.09
1122-01-000	Allowance for Doubtful Accounts-Tenants	-4,192.02
1135-01-000	A/R -50059 HAP	1,725.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	40,927.07
1160-00-000	OTHER CURRENT ASSETS	
1162-10-000	Investments-Restricted	442,567.44
1211-00-000	Prepaid Expenses and Other Assets	8,897.57
1260-00-000	Inventories-Materials	49,316.82
1275-00-000	Allowance for Obsolete Inventories	-4,505.18
1295-00-000	Interprogram-Due From	152,141.72
1299-00-000	TOTAL OTHER CURRENT ASSETS	648,418.37
1300-00-000	TOTAL CURRENT ASSETS	962,847.21
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	193,547.00
1400-06-000	Buildings	8,612,652.49
1400-07-000	Furniture and Equipment-Dwelling	209,203.47
1400-08-000	Furniture and Equipment-Admin.	262,535.44
1405-01-000	Accum Depreciation-Buildings	-7,791,416.91
1405-02-000	Accum Depreciation-Furn & Equip Dwellings	-147,991.58
1405-03-000	Accum Depreciation-Furn & Equip Admin	-240,706.51
1420-00-000	TOTAL FIXED ASSETS	1,097,823.40
1430-00-000	Pension Asset	331,115.00
1440-00-000	Deferred Outflows	125,075.00
1499-00-000	TOTAL NONCURRENT ASSETS	1,554,013.40

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Jan 2026

		Current Balance
1999-00-000	TOTAL ASSETS	2,516,860.61
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	32,967.05
2114-00-000	Tenant Security Deposits	45,713.00
2114-03-000	Security Deposit-Pet	5,890.72
2117-01-000	A/P-Payroll Wages Payable	16,851.71
2117-03-000	A/P-Misc. Payroll Withholdings	0.04
2117-04-000	Federal Tax Withholding	1,501.00
2117-05-000	State Tax Withholding	1,010.00
2117-06-000	Employee FICA Withholding	3,669.16
2117-09-000	State Unemployment Tax	1,110.01
2117-13-000	Health & Dental Payable	873.01
2240-00-000	Tenant Prepaid Rents	2,132.76
2260-00-000	Accrued Compensated Absences-Current	2,986.67
2299-00-000	TOTAL CURRENT LIABILITIES	114,705.13
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	26,880.02
2360-00-000	OPEB Liability	18,642.00
2370-00-000	Deferred Inflows	121,642.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	167,164.02
2499-00-000	TOTAL LIABILITIES	281,869.15
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	2,234,991.46
2809-99-000	TOTAL RETAINED EARNINGS:	2,234,991.46
2899-00-000	TOTAL EQUITY	2,234,991.46
2999-00-000	TOTAL LIABILITIES AND EQUITY	2,516,860.61

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Jan 2026

		Period to Date
2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3100-00-000	TENANT INCOME	
3101-00-000	Rental Income	
3111-00-000	Tenant Rent	43,787.00
3112-00-000	HUD 50059 HAP Subsidy	61,629.00
3112-03-000	Utility Reimbursement -59 & TC	2,279.00
3112-05-000	Utility Reimbursement Recovery -59 & TC	407.00
3119-00-000	Total Rental Income	103,544.00
3120-00-000	Other Tenant Income	
3120-01-000	Laundry and Vending	1,490.25
3120-04-000	Late Charges	525.00
3120-05-000	Legal Fees - Tenant	260.00
3120-07-000	Tenant Owed Utilities	15,236.04
3120-11-000	Work Orders	323.28
3129-00-000	Total Other Tenant Income	17,834.57
3199-00-000	TOTAL TENANT INCOME	121,378.57
3400-00-000	GRANT INCOME	
3415-00-000	Other Government Grants	1,494.25
3499-00-000	TOTAL GRANT INCOME	1,494.25
3600-00-000	OTHER INCOME	
3611-00-000	Investment Income - Restricted	747.94
3612-00-000	Security Deposit Interest	5.51
3660-00-000	Operating Transfers IN	1,150.00
3699-00-000	TOTAL OTHER INCOME	1,903.45
3999-00-000	TOTAL INCOME	124,776.27
4000-00-000	EXPENSES	
4100-00-000	ADMINISTRATIVE EXPENSES	
4100-99-000	Administrative Salaries	
4110-00-000	Administrative Salaries	26,316.22
4110-05-000	Social Security & Medicare Expense	2,937.93
4110-06-000	SUTA Expense	2,064.42
4110-07-000	VRS Retire & Basic Life Expense	783.44
4110-08-000	457b Expense	1,183.60
4110-09-000	Health Insurance Expense	7,844.32
4110-10-000	Dental Insurance Expense	468.26

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Jan 2026

		Period to Date
4110-99-000	Total Administrative Salaries	41,598.19
4130-00-000	Legal Expense	
4130-02-000	Criminal Background Checks	13.85
4130-04-000	General Legal Expense	2,530.75
4131-00-000	Total Legal Expense	2,544.60
4139-00-000	Other Admin Expenses	
4150-00-000	Travel	53.27
4170-00-000	Accounting Fees	60.00
4182-00-000	Consultants	675.00
4182-01-000	Program Consultants	631.75
4189-00-000	Total Other Admin Expenses	1,420.02
4190-00-000	Miscellaneous Admin Expenses	
4190-01-000	Membership and Fees	895.25
4190-04-000	Office Supplies	165.75
4190-06-000	Computer Parts	785.57
4190-07-000	Telephone	95.40
4190-09-000	Software Lisense Fees	359.70
4190-11-000	Printer Supplies	50.30
4190-13-000	Internet	450.23
4190-20-000	Bank Fees	494.54
4190-22-000	Other Misc Admin Expenses	391.06
4191-00-000	Total Miscellaneous Admin Expenses	3,687.80
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	49,250.61
4200-00-000	TENANT SERVICES	
4240-01-000	Food Pantry	383.41
4299-00-000	TOTAL TENANT SERVICES EXPENSES	383.41
4300-00-000	UTILITY EXPENSES	
4320-00-000	Electricity	9,941.07
4330-00-000	Gas	10,849.56
4340-00-000	Garbage/Trash Removal	1,877.76
4399-00-000	TOTAL UTILITY EXPENSES	22,668.39
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	
4400-99-000	General Maint Expense	
4410-00-000	Maintenance Salaries	13,003.22
4413-00-000	Vehicle Gas, Oil, Grease	294.30
4415-00-000	Maintenance Miscellaneous Expense	1,995.00
4419-00-000	Total General Maint Expense	15,292.52
4420-00-000	Materials	
4420-07-000	Supplies-Maint/Repairs	1,258.05
4429-00-000	Total Materials	1,258.05

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Jan 2026

		Period to Date
4430-00-000	Contract Costs	
4430-07-000	Contract-Pest Control	444.00
4430-09-000	Contract-Grounds	1,686.00
4430-10-000	Contract-Janitorial/Cleaning	785.00
4430-13-000	Contract-HVAC	123.95
4430-14-000	Contract-Vehicle Maintenance	2,792.17
4439-00-000	Total Contract Costs	5,831.12
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	22,381.69
8000-00-000	TOTAL EXPENSES	94,684.10
9000-00-000	NET INCOME	30,092.17

Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401

P: 540-886-3413 F: 540-885-5414

March 10, 2026

Housing Choice Voucher Board Report for February 2026

Total vouchers:

- HCV- 238 (32 of these held for PBV)
- VASH- 15
- Total- 253

Utilization:

- HCV
 - 196
- PBV
 - 30
- VASH
 - 11
- CHOICE MOBILITY (PBRA-RAD TO HCV)
 - 0
- OUTGOING PORTS ADMINISTERED
 - 4
- Total
 - 241

Portability:

- Incoming ports
 - 0 searching
 - 3 administered
- Outgoing ports
 - 0 searching
 - 4 administered

Pre-Issue appointments:

- HCV- 0 (30 paused)
 - Waiting list update letter sent to the 78 paused applicants on 2/3/26. 30 applicants responded and remain paused, the remainder were removed from the waitlist.
- PBV 3br- 100 currently in progress, ongoing
- Choice Mobility- 0

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

Executive Director
900 Elizabeth Miller Gardens
Staunton, VA 24401
Phone: (540)866-3413
Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



Vouchers Issued:

- 2 (2 VASH)

New voucher holders leased:

- HCV- 0
- Port-In- 0
- 3br PBV- 0
- VASH- 1

Total searching vouchers:

- 2 (2 VASH, 0 Port-In., 0 HCV, 0 Port-Out)

PBV referred:

- 3br- 0

Waiting List Applicants:

- 0 new HCV, 1646 total
- 0 new 3br PBV, 0 total
- Choice Mobility Priority List- 38 total

Top of Waiting List letters sent out:

- 0- HCV
- 7- 3br PBV
- 0- Choice Mobility

Note: HCV and PBV Waiting Lists were closed on June 1, 2024. PBV waiting list will re-open on March 30, 2026.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Audra M Hutchens

Audra Hutchens
Housing Programs Manager

03-10-2026

Date

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

Executive Director
900 Elizabeth Miller Gardens
Staunton, VA 24401
Phone: (540)866-3413
Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens

Staunton, VA 24401

P: 540-886-3413

F: 540-885-5414

Multi-Family Board Report for February 2026

March 10, 2026

Total Move-Ins:

- 2

Occupied units:

- 147

Move-Outs:

- 0

Evictions:

- 0

Unit Transfers:

- 0

Total Vacant Units:

- 3

Late Rents:

- 15

Repayment Agreements:

- 2 new

Unlawful Detainers:

- 1 filed

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Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 20 new, 390 total
- 2 bedrooms – 15 new, 312 total
- 3 bedrooms – 8 new, 205 total
- 4 bedrooms – 1 new, 74 total
- 5 bedrooms – 2 new, 42 total

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Audra M Hutchens

Audra Hutchens
Housing Programs Manager

03-10-2026

Date

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Staunton Redevelopment and Housing Authority

Needs Assessment & Self-Sufficiency Program

Board Update | Summary

Program Purpose

The Needs Assessment & Self-Sufficiency Program supports SRHA residents in achieving housing stability and greater independence by identifying barriers, coordinating services, and addressing urgent needs related to employment, education, and food security. Services are delivered directly by SRHA and, where appropriate, in coordination with partner entities, including Staunton Housing Corporation (SHC).

Core Services

- **Needs Assessments:** Conducted at intake and updated every six months to identify barriers affecting stability.
 - **Service Coordination:** Referrals to workforce, education, healthcare, and nonprofit partners.
 - **Emergency Assistance:** Limited, short-term support for critical needs (transportation, utilities, work-related expenses); all assistance requires Executive Director approval.
 - **Food Security Coordination:** Screening for food insecurity and referrals to food resources, including the SHC-operated food pantry.
-

Activity Snapshot

(February 2026)

- **Households Served:** 51
 - **Individuals Served:** 21
 - **Households Engaged (YTD 2026):** 8
 - **Needs Assessments Completed (YTD 2026):** 1
 - **Referrals to Partner Agencies:** 3
-

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120





Key Outcomes & Early Indicators

- **Housing Stability:**
 - 3 household reporting increased stability following service engagement
 - **Youth Education:**
 - 10 students participating in ongoing tutoring
 - Teachers report improved reading skills and increased engagement
 - **Food Security (via SHC):**
 - SHC food pantry achieved **USDA certification**, expanding access to free food supplies
 - Increased capacity to pursue food-security grants and equipment funding
 - SRHA residents referred to pantry services as part of needs assessments
-

Program Highlights

- **Targeted Resident Support:** Coordination with community donors resulted in full holiday assistance for a Farrier Court family experiencing acute financial hardship, addressing immediate basic needs.
 - **Cross-Entity Collaboration:** Alignment between SRHA resident services and SHC-operated programs strengthens service delivery while maintaining appropriate organizational separation.
-

2026 Focus & Performance Targets

- Increase completion of formal needs assessments and individualized service plans
 - Strengthen outcome tracking related to:
 - Housing retention
 - Employment or education engagement
 - Food security referrals and utilization
 - Leverage SHC partnerships and certifications to expand resident support without increasing SRHA operational risk
-

Prepared for the SRHA Board of Commissioners

For oversight, accountability, and strategic planning purposes

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120



FY2026 CONGRESSIONALLY DIRECTED SPENDING FUNDS AGREEMENT

This agreement, entered into this the 5th day of March, 2026 by and between the **Staunton Redevelopment and Housing Authority**, a public body and political subdivision of the Commonwealth of Virginia (the "Recipient"), and **Dunsmore Building, LLC**, a Virginia limited liability company (the "Project Sponsor").

WHEREAS, the Recipient has been awarded FY2026 Congressionally Directed Spending Funds through the Department of Housing and Urban Development Office of Economic Development in the amount of \$500,000 (the "Award") to build new units of affordable housing in the Staunton area; and

WHEREAS, the Project Sponsor is actively engaged in the pre-development of a 15-unit, adaptive reuse of the former Dunsmore Business College into an affordable housing property for seniors, to be located at 912 W. Beverley Street, Staunton, VA 24401 (the "Project"); and

WHEREAS, the Project Sponsor represents, warrants, and covenants that the Project (i) is actively engaged in pre-development processes; (ii) is competing for an award of 9% Low Income Housing Tax Credits (LIHTC) from Virginia Housing in 2026; (iii) all Project housing units shall be leased by older adults earning 60% or less of the Area Median Income; (iv) the maximum rent and utility allowance for each housing unit shall not exceed the limitations set forth by LIHTC program requirements, nor those in the application submitted to Virginia Housing by the Project Sponsor; (v) a tenant's income shall be determined annually in compliance with LIHTC program requirements; and (vi) the funds will only be applied to eligible costs associated with the construction and execution of the Project in accordance with applicable federal requirements; and

WHEREAS, the parties acknowledge that the Award constitutes federal financial assistance subject to all applicable federal requirements, including but not limited to the National Environmental Policy Act (NEPA) and HUD's implementing regulations at 24 CFR Part 58, Build America Buy America, Section 3 of the Housing and Urban Development Act of 1968, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200; and

WHEREAS, the parties acknowledge that the federalization date of the Award is **February 3, 2026**, the date of enactment of the FY2026 appropriations act, and that no costs incurred prior to that date are eligible for reimbursement under the Award; and

WHEREAS, the Recipient maintains an active registration and Unique Entity Identifier (UEI) in SAM.gov, as required for receipt of federal financial assistance;

NOW, THEREFORE, the parties hereby agree, effective as of the date hereof, that Recipient hereby commits, and Project Sponsor hereby accepts from Recipient, the Award in the amount of \$500,000 for the financing of the Project, subject to the following conditions and limitations:



The Award shall be applied to eligible development costs, including administrative costs, planning costs, and soft costs consistent with the purpose of the Project. **Notwithstanding any other provision of this Agreement, no Award funds shall be applied to construction, rehabilitation, demolition, ground disturbance, acquisition, or any other choice-limiting action as defined under 24 CFR 58.22 until the Recipient has completed an environmental review of the Project in accordance with 24 CFR Part 58 and received HUD's approval thereof, and until a grant agreement between the Recipient and HUD has been fully executed.** Any costs incurred between February 3, 2026 and the execution of a HUD grant agreement must comply with all applicable federal requirements in order to be eligible for reimbursement.

FURTHERMORE:

1. No amendment, waiver, modification, termination or cancellation of this Agreement shall be effective unless made in writing and signed by each of the parties hereto.
2. The Project Sponsor shall cooperate fully with the Recipient in connection with all federal compliance requirements applicable to the Award, including NEPA environmental review, Section 3 reporting, Build America Buy America certification, and audit requirements under 2 CFR Part 200.
3. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under such law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
4. This Agreement shall for all purposes be governed by the laws of the Commonwealth of Virginia, without regard to choice of law or conflicts of law principles. This Agreement constitutes the entire understanding among the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, written or oral, with respect thereto.

RECIPIENT:

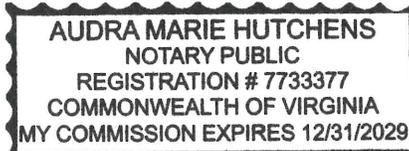
STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY, a public body and political subdivision of the Commonwealth of Virginia

By: Nehemias Velez Nehemias Velez, Executive Director

STATE OF VIRGINIA
CITY/COUNTY OF Staunton, to wit:

The foregoing instrument was acknowledged before me this 5th day of March, 2026, by Nehemias Velez, Executive Director of the Staunton Redevelopment and Housing Authority, on behalf of said authority.

[Signature]
Notary Public



My commission expires: 12/31/29
Registration No.: 7733377

PROJECT SPONSOR:

DUNSMORE BUILDING LLC, a Virginia limited liability company By: STAUNTON HOUSING CORPORATION, Sole Member

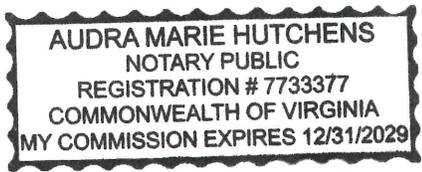
By: [Signature] Nicholas Hurston, President

STATE OF VIRGINIA
CITY/COUNTY OF Staunton, to wit:

The foregoing instrument was acknowledged before me this 5th day of March, 2026, by Nicholas Hurston, President of Staunton Housing Corporation, Sole Member of Dunsmore Building LLC, on behalf of said company.

[Signature]
Notary Public

My commission expires: 12/31/2029
Registration No.: 7733377



STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION OF THE BOARD OF COMMISSIONERS

RATIFYING AND ADOPTING PRIOR RESOLUTION RELATED TO THE DUNSMORE DEVELOPMENT PROJECT

WHEREAS, the Staunton Redevelopment and Housing Authority (the “Authority”) is a public body corporate and politic organized and existing under the Housing Authorities Law of the Commonwealth of Virginia; and

WHEREAS, the Authority has been engaged in the planning and development of an affordable housing project involving the adaptive reuse and rehabilitation of the former Dunsmore Business College building located at **912 W. Beverley Street, Staunton, Virginia** (the “Project”); and

WHEREAS, the Project is intended to create affordable housing units serving older adults and is being undertaken in partnership with the **Staunton Housing Corporation (“SHC”)**, the Authority’s affiliated nonprofit organization; and

WHEREAS, the Authority intends to pursue financing for the Project through a combination of sources, including but not limited to **Low-Income Housing Tax Credits (“LIHTC”)**, federal and state grants, and other financing mechanisms; and

WHEREAS, in connection with the LIHTC application submitted to the **Virginia Housing Development Authority (“Virginia Housing”)**, a resolution dated **March 5, 2026** was executed authorizing the Authority’s participation in the Project and related development activities; and

WHEREAS, said resolution was submitted as part of the Project’s LIHTC application and reflects the Authority’s intent to participate in the development and financing of the Project; and

WHEREAS, the Board of Commissioners desires to formally **ratify, approve, and adopt** the March 5, 2026 resolution as an official action of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Staunton Redevelopment and Housing Authority as follows:

1. Ratification of Prior Resolution

The resolution related to the Dunsmore Development Project dated **March 5, 2026**, previously

executed in connection with the Project's LIHTC application, is hereby **ratified, approved, and adopted in all respects** as an official act of the Board of Commissioners.

2. Confirmation of Authority Participation

The Authority's participation in the development, financing, and implementation of the Dunsmore Development Project is hereby reaffirmed and confirmed consistent with the terms and provisions set forth in the March 5, 2026 resolution.

3. Authorization of Executive Director

The Executive Director of the Authority, or his designee, is hereby authorized to take such actions and execute such documents as may be necessary or appropriate to carry out the intent of this Resolution and the previously executed March 5, 2026 resolution.

4. Ratification of Prior Actions

All actions previously taken by the Executive Director or other officers of the Authority in connection with the Project and the submission of the LIHTC application are hereby **ratified, approved, and confirmed**.

5. Effective Date

This Resolution shall take effect immediately upon its adoption.

ADOPTED this **17th day of March, 2026**, by the Board of Commissioners of the Staunton Redevelopment and Housing Authority.

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

Nicholas Hurston
Chair, Board of Commissioners

Nehemias Velez
Executive Director