



HARRISONBURG
REDEVELOPMENT AND
HOUSING AUTHORITY
P.O. BOX 1071
HARRISONBURG, VA 22803

Phone / VTDD 540-434-7386
Fax 540-432-1113

March 15, 2019

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on Wednesday, March 20, 2019 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.

A handwritten signature in black ink that reads "Michael G. Wong" followed by a stylized flourish.

Michael G. Wong
Executive Director

Enclosures

AGENDA
Regular Meeting
March 20, 2019

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - February 2019
- III. Review and Approval Financial Statements
 - February 2019
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Update East Gay Street Project-Presentation City Council
 3. SEMAP Corrective Action Plan
 4. 2019 Board of Commissioners List
 5. Approval of Shenandoah Housing and Lineweaver Annex Corporation Board of Directors
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - MTW Application
 - Addressing Homelessness and Affordable Housing
 - C. Management Reports
 1. Housing Choice Voucher Management Report
 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
 3. Franklin Heights Program Management Report
 4. Commerce Village Management Report
 5. Family Self Sufficiency Management Report
 6. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
February 26, 2019

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday February 26, at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

Tim Smith, Chair
Benjamin Fuller, Commissioner
Scott Gallagher, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by Tim Smith, Chair. Mr. Wong then presented the minutes from the January 16, 2018 meeting for consideration of approval. After a period of discussion, the minutes were unanimously approved on a motion from Commissioner Gallagher seconded by Commissioner Fuller. Mr. Wong then presented the January 2019 financial statements for consideration for approval. After a period of discussion, Commissioner Fuller seconded by Commissioner Gallagher made the motion for approval. This motion was unanimously approved.

Chairperson Smith then opened the floor for general Public Comment. Receiving no comment, Mr. Wong provided an update on the Gay Street project. He related of tentatively scheduled for the March 12 City Council meeting for reconsideration of East Gay proposal or consideration of a partnership to develop affordable housing on city owned land. No action was taken from this update.

Mr. Wong then presented the HUD's 2018 financial assessment system submission for consideration of approval. He related of the budget overruns were due to increase personnel costs and unanticipated higher than expected turnover costs. He stated that overall program status is stable with depreciation costs having the most significant impact on the financial status. After a period of discussion, Commissioner Fuller seconded by Commissioner Gallagher made the motion approving the submission. The motion was unanimously approved.

Mr. Wong then presented the HUD's 2018 Section Eight Management Assessment program for consideration of submission. He related of the program meeting or exceeding standards with the exception of quality control of HQS inspections. He related of the staff change and difficulties with coordination impacted the completion of the required inspections. He stated of the requirement and plans to present a corrective action plan for Board and HUD approval at the next meeting. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fuller made the motion approving

the SEMAP submission. This motion was unanimously approved

Mr. Wong then presented the Commerce Village 2018 audit for consideration of approval. He related of no issues or recommendations as a result of the audit. After a period of discussion Commissioner Gallagher seconded by Commissioner Fuller made the motion approving the audit. This motion was unanimously approved.

Mr. Wong then provided brief program updates on Authority's strategic initiatives, Franklin Heights, the Family Self Sufficiency Program, Lineweaver Annex, JR Polly Lineweaver, Commerce Village and the Housing Choice Voucher program. Commissioner Gallagher seconded by Commissioner Fuller then made the motion to approve the management reports and to adjourn. This motion was unanimously approved.

Michael G. Wong
Executive Director

Tim Smith
Chairperson

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-17	84,072.00	7,006.00	0.00	4,751.34	14,012.00	(9,260.66)
3410 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	5,987.14	5,987.14	8,834.00	(2,846.86)
3610 Interest Income	0.00	0.00	0.09	0.19	0.00	0.19
3690 Other Income	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
3690 Developer's Fees	175,000.00	14,583.33	0.00	0.00	29,166.67	(29,166.67)
3690 Admin. Fees	10,000.00	833.33	0.00	4,884.38	1,666.67	3,217.71
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	2,500.00	(2,500.00)
3690 Lease Income	4,800.00	400.00	400.00	800.00	800.00	0.00
3690 Management Fees-CV	10,000.00	833.33	839.23	1,673.78	1,666.67	7.11
3690 BPort Net Receipts	184,265.00	15,355.42	13,686.71	27,373.42	30,710.83	(3,337.41)
3690 Lineweaver Apts Net Receipts	360,800.00	30,066.67	30,451.20	62,879.56	60,133.33	2,746.23
Total Receipts	896,941.00	74,745.08	56,364.37	113,349.81	149,490.17	(36,140.36)
Expenses:						
Administration						
4110 Adm Salaries	129,791.00	10,815.92	10,202.78	19,610.03	21,631.83	(2,021.80)
4540 Adm Benefits	40,011.00	3,334.25	3,018.21	5,769.70	6,668.50	(898.80)
4130 Legal Expense	10,000.00	833.33	115.95	2,000.84	1,666.67	334.17
4140 Staff Training	5,000.00	416.67	0.00	0.00	833.33	(833.33)
4150 Travel	15,000.00	1,250.00	200.00	400.00	2,500.00	(2,100.00)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	600.00	(600.00)
4190 Sundry-Admin. Exp.	28,500.00	2,375.00	1,033.01	5,856.86	4,750.00	1,106.86
4190 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	4,093.67	7,418.02	8,834.00	(1,415.98)
4190 HMIS Match for Grant Funds	10,000.00	833.33	140.50	441.92	1,666.67	(1,224.75)
4190 Community Donations (OpDr/COC,etc)	15,000.00	1,250.00	0.00	0.00	2,500.00	(2,500.00)
4190 HMIS Homeless Assistance-17	84,072.00	7,006.00	5,108.14	9,859.48	14,012.00	(4,152.52)
Total Administration	393,978.00	32,831.50	23,912.26	51,356.85	65,663.00	(14,306.15)
Utilities						
4320 Electric	3,150.00	262.50	284.72	540.96	525.00	15.96
4330 Gas	1,800.00	150.00	155.74	314.33	300.00	14.33
Total Utilities	4,950.00	412.50	440.46	855.29	825.00	30.29
Maintenance						
4410 Maintenance Salaries	39,437.00	3,286.42	3,048.29	6,066.82	6,572.83	(506.01)
4540 Maintenance Benefits	12,309.00	1,025.75	909.99	1,815.60	2,051.50	(235.90)
4420 Materials	6,000.00	500.00	86.47	232.09	1,000.00	(767.91)
4430 Contract Costs	9,500.00	791.67	102.73	440.03	1,583.33	(1,143.30)
Total Maintenance	67,246.00	5,603.83	4,147.48	8,554.54	11,207.67	(2,653.13)
General:						
4510 Insurance	10,500.00	875.00	528.36	1,056.72	1,750.00	(693.28)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4000 Bport Expenses	58,000.00	4,833.33	3,307.23	6,856.10	9,666.67	(2,810.57)
4000 Lineweaver Apartments Expenses	360,579.00	30,048.25	28,954.64	59,038.42	60,096.50	(1,058.08)
Total General	429,079.00	35,756.58	32,790.23	66,951.24	71,513.17	(4,561.93)
TOTAL EXPENSES	895,253.00	74,604.42	61,290.43	127,717.92	149,208.83	(21,490.91)
TOTAL RECEIPTS TO DATE						113,349.81
TOTAL EXPENSES TO DATE						127,717.92
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(14,368.11)

Michael G. Wong, Executive Director

Date

3/19/19


LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	229,200.00	19,100.00	17,849.18	36,051.70	38,200.00	(2,148.30)
3410 HAP Funding	120,000.00	10,000.00	12,115.00	25,860.00	20,000.00	5,860.00
3690 Other Income-Laundry	3,600.00	300.00	270.75	505.69	600.00	(94.31)
3690 Other Income-Late fees workordr	8,000.00	666.67	216.27	462.17	1,333.33	(871.16)
Total Receipts	360,800.00	30,066.67	30,451.20	62,879.56	60,133.33	2,746.23
Expenses:						
Administration:						
4110 Adm Salaries	60,863.00	5,071.92	4,674.72	9,349.44	10,143.83	(794.39)
4540 Adm Benefits	19,548.00	1,629.00	1,552.92	3,101.72	3,258.00	(156.28)
4130 Legal Fees	1,500.00	125.00	0.00	0.00	250.00	(250.00)
4140 Staff Training	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4150 Travel	1,000.00	83.33	40.00	80.00	166.67	(86.67)
4171 Auditing	1,200.00	100.00	0.00	0.00	200.00	(200.00)
4190 Sundry	15,000.00	1,250.00	(247.76)	3,858.76	2,500.00	1,358.76
Total Administration	100,111.00	8,342.58	6,019.88	16,389.92	16,685.17	(295.25)
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	0.00	166.67	(166.67)
Total Tenant Serv.	1,000.00	83.33	0.00	0.00	166.67	(166.67)
Utilities:						
4310 Water	8,000.00	666.67	603.90	1,207.80	1,333.33	(125.53)
4320 Electricity	55,000.00	4,583.33	8,514.38	15,790.00	9,166.67	6,623.33
4390 Sewer	23,500.00	1,958.33	1,863.60	3,727.20	3,916.67	(189.47)
Total Utilities	86,500.00	7,208.33	10,981.88	20,725.00	14,416.67	6,308.33
Maintenance:						
4410 Maintenance Salaries	63,740.00	5,311.67	3,857.74	7,660.11	10,623.33	(2,963.22)
4540 Maintenance Benefits	20,346.00	1,695.50	1,123.80	2,239.27	3,391.00	(1,151.73)
4420 Materials	18,000.00	1,500.00	4,583.82	5,892.30	3,000.00	2,892.30
4430 Contract Costs	60,000.00	5,000.00	1,727.27	4,811.32	10,000.00	(5,188.68)
Total Maintenance	162,086.00	13,507.17	11,292.63	20,603.00	27,014.33	(6,411.33)
General Expenses:						
4510 Insurance Expenses	10,882.00	906.83	660.25	1,320.50	1,813.67	(493.17)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
Total General Exp.	10,882.00	906.83	660.25	1,320.50	1,813.67	(493.17)
TOTAL EXPENSES	360,579.00	30,048.25	28,954.64	59,038.42	60,096.50	(1,058.08)
TOTAL RECEIPTS TO DATE						62,879.56
TOTAL EXPENSES TO DATE						59,038.42
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						3,841.14

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



Lisa Benasher, Lineweaver Manager

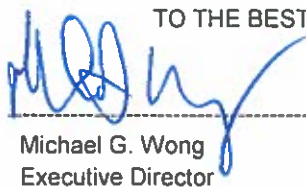


Date

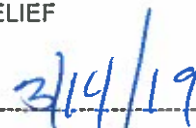
BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	184,265.00	15,355.42	13,686.71	27,373.42	30,710.83	(3,337.41)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	184,265.00	15,355.42	13,686.71	27,373.42	30,710.83	(3,337.41)
Expenses:						
 Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4190-Sundry-Phone	600.00	50.00	30.17	60.34	100.00	(39.66)
Total Op. Expenses	1,600.00	133.33	30.17	60.34	266.67	(206.33)
 Utilities:						
4310 Water	1,100.00	91.67	0.00	0.00	183.33	(183.33)
4320 Electricity	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4310 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	1,100.00	91.67	0.00	0.00	183.33	(183.33)
 Maintenance:						
4420 Materials	2,000.00	166.67	0.00	0.00	333.33	(333.33)
4430 Contract Costs	10,000.00	833.33	1,670.35	3,587.88	1,666.67	1,921.21
Total Maintenance	12,000.00	1,000.00	1,670.35	3,587.88	2,000.00	1,587.88
 General Expenses:						
4510 Insurance Expenses	0.00	0.00	1,606.71	3,207.88	0.00	3,207.88
4580 Interst Expense	19,260.00	1,605.00	0.00	0.00	3,210.00	(3,210.00)
Total General Exp.	19,260.00	1,605.00	1,606.71	3,207.88	3,210.00	(2.12)
TOTAL EXPENSES	33,960.00	2,830.00	3,307.23	6,856.10	5,660.00	1,196.10
TOTAL RECEIPTS TO DATE						27,373.42
TOTAL EXPENSES TO DATE						6,856.10
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						20,517.32

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



Michael G. Wong
Executive Director



Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,006.97 for a total of \$4,008.40 for this fiscal year.

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	174,802.00	14,566.83	14,023.61	27,246.20	29,133.67	(1,887.47)
3410 HAP Funding	262,204.00	21,850.33	21,203.00	41,922.00	43,700.67	(1,778.67)
3410 Service Coord Grant-2018	66,107.00	5,508.92	1,358.24	1,358.24	11,017.83	(9,659.59)
3690 Other Income-Laundry	6,000.00	500.00	270.75	505.69	1,000.00	(494.31)
3690 Other Income-Late fees,w/orders	6,000.00	500.00	15.00	196.89	1,000.00	(803.11)
Total Receipts	515,113.00	42,926.08	36,870.60	71,229.02	85,852.17	(14,623.15)
Expenses:						
Administration						
4110 Adm Salaries	61,380.00	5,115.00	4,714.56	9,429.12	10,230.00	(800.88)
4540 Adm Benefits	19,629.00	1,635.75	1,555.96	3,107.80	3,271.50	(163.70)
4130 Legal Fees	1,000.00	83.33	414.00	414.00	166.67	247.33
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	40.00	80.00	0.00	80.00
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	200.00	(200.00)
4190 Sundry	15,000.00	1,250.00	718.22	1,475.58	2,500.00	(1,024.42)
Total Administration	98,209.00	8,184.08	7,442.74	14,506.50	16,368.17	(1,861.67)
Tenant Services:						
4220-40 Service Coord Grant-2018	66,107.00	5,508.92	4,070.49	4,268.66	11,017.83	(6,749.17)
4230 Tenant Services-Other	1,000.00	83.33	0.00	0.00	166.67	(166.67)
Total Tenant Serv.	67,107.00	5,592.25	4,070.49	4,268.66	11,184.50	(6,915.84)
Utilities:						
4310 Water	7,500.00	625.00	623.70	1,247.40	1,250.00	(2.60)
4320 Electric	65,000.00	5,416.67	10,078.80	19,289.64	10,833.33	8,456.31
4390 Sewer	25,000.00	2,083.33	1,925.72	3,851.44	4,166.67	(315.23)
Total Utilities	97,500.00	8,125.00	12,628.22	24,388.48	16,250.00	8,138.48
Maintenance:						
4410 Maintenance Salaries	46,120.00	3,843.33	2,492.27	4,939.01	7,686.67	(2,747.66)
4540 Maintenance Benefits	14,808.00	1,234.00	686.30	1,365.89	2,468.00	(1,102.11)
4420 Materials	8,000.00	666.67	1,879.97	3,199.78	1,333.33	1,866.45
4430 Contract	55,000.00	4,583.33	1,128.69	7,175.06	9,166.67	(1,991.61)
Total Maintenance	123,928.00	10,327.33	6,187.23	16,679.74	20,654.67	(3,974.93)
General:						
4510 Insurance	12,000.00	1,000.00	719.15	1,337.66	1,000.00	337.66
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 United Bank Bond Interest	37,323.00	3,110.25	3,294.91	6,602.93	3,110.25	3,492.68
Total General	49,323.00	4,110.25	4,014.06	7,940.59	4,110.25	3,830.34
TOTAL EXPENSES	436,067.00	36,338.92	34,342.74	67,783.97	68,567.58	(783.61)
TOTAL RECEIPTS TO DATE						71,229.02
TOTAL EXPENSES TO DATE						67,783.97
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						3,445.05

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


 Lisa Benasher, Lineweaver Manager


 Date

Please note: A principal payment to United Bank was made in the amount of \$5,371.37 for a total of \$12,729.63 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts						
3300RC Adm-Fraud/Abuse/Set Off De	16,000.00	1,333.33	0.00	237.42	2,666.67	(2,429.25)
3300RC HAP-Fraud/Abuse/Set Off De	16,000.00	1,333.33	0.00	237.41	2,666.67	(2,429.26)
3300 FSS Fort.	0.00	0.00	848.00	1,183.00	0.00	1,183.00
3300 Portability Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-HAP	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-Adm	0.00	0.00	0.00	0.00	0.00	0.00
3410 HCV FSS Grant Funds	28,444.00	2,370.33	0.00	0.00	4,740.67	(4,740.67)
3410 HCV HAP Payment-Adm Fees	437,219.00	36,434.92	46,563.00	84,873.00	72,869.83	12,003.17
3410 HCV HAP Payment-HAP Fees	5,564,496.00	463,708.00	495,205.00	990,413.00	927,416.00	62,997.00
Total Receipts	6,062,159.00	505,179.92	542,616.00	1,076,943.83	1,010,359.83	66,584.00
Expenses						
Administration						
4110 Adm Salaries	269,276.00	22,439.67	22,439.58	41,317.88	44,879.33	(3,561.45)
4110 FSS Salaries (grant portion)	28,444.00	2,370.33	2,172.46	4,344.92	4,740.67	(395.75)
4540 Adm/FSS Benefits	95,351.00	7,945.92	6,980.26	13,673.02	15,891.83	(2,218.81)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	2,000.00	166.67	0.00	0.00	333.33	(333.33)
4150 Travel	2,000.00	166.67	40.00	489.98	333.33	156.65
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	1,156.67	(1,156.67)
4190 Sundry	44,000.00	3,666.67	781.07	1,362.97	7,333.33	(5,970.36)
4190.1 Portability Fees	5,500.00	458.33	512.68	1,025.36	916.67	108.69
Total Administration	453,511.00	37,792.58	32,926.05	62,214.13	75,585.17	(13,371.04)
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance						
4420 Maintenance Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4540 Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430 Contract Costs (Unit Inspections)	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
General						
4510 Insurance	11,470.00	856.33	507.64	1,069.67	1,712.66	(642.99)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4715 HAP Portability In	0.00	0.00	0.00	0.00	0.00	0.00
Total	11,470.00	856.33	507.64	1,069.67	1,712.66	(642.99)
Total Expenses (excluding HAP)	464,981.00	38,648.91	33,433.69	63,283.80	77,297.83	(14,014.03)
4715 HAP	5,580,496.00	465,041.33	452,260.00	905,771.14	930,082.67	(24,311.53)
4715 UAP	0.00	0.00	12,662.00	23,516.00	0.00	23,516.00
4718 FSS Escrow	0.00	0.00	6,464.00	13,158.00	0.00	13,158.00
HAP Total	5,580,496.00	465,041.33	471,386.00	942,445.14	930,082.67	12,362.47
Total Expenses	6,045,477.00	503,690.25	504,819.69	1,005,728.94	1,007,380.49	(1,651.55)
TOTAL RECEIPTS TO DATE						1,076,943.83
TOTAL EXPENSES TO DATE						1,005,728.94
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						71,214.89

Adm Funds 21,826.62
HAP Funds 49,388.27

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

Liz Webb

Liz Webb, Housing Choice Voucher Mgr

3/15/19

Date

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	380,005.00	31,667.08	30,749.56	62,892.56	63,334.17	(441.61)
3410 HAP Funding	993,000.00	82,750.00	88,639.00	176,214.00	165,500.00	10,714.00
3610 Interest Income	0.00	0.00	66.50	85.85	0.00	85.85
3690 Other Income-Late fees, etc.	25,000.00	2,083.33	2,157.00	5,493.20	4,166.67	1,326.53
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	0.00	23,333.33	(23,333.33)
Total Receipts	1,538,005.00	128,167.08	121,612.06	244,685.61	256,334.17	(11,648.56)
Expenses:						
Administration						
4110 Adm Salaries	222,262.00	18,521.83	17,041.00	34,082.00	37,043.67	(2,961.67)
4540 Adm Benefits	70,801.00	5,900.08	5,510.98	10,774.26	11,800.17	(1,025.91)
4130 Legal Fees	2,000.00	166.67	0.00	0.00	333.33	(333.33)
4140 Staff Training	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4150 Travel	1,500.00	125.00	80.00	160.00	250.00	(90.00)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	300.00	(300.00)
4190 Sundry	25,000.00	2,083.33	836.02	3,108.44	4,166.67	(1,058.23)
Total Administration	324,363.00	27,030.25	23,468.00	48,124.70	54,060.50	(5,935.80)
Tenant Services						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	0.00	166.67	(166.67)
Total Tenant Services	1,000.00	83.33	0.00	0.00	166.67	(166.67)
Utilities						
4310 Water	0.00	0.00	(359.81)	(1,476.91)	0.00	(1,476.91)
4320 Electric	15,000.00	1,250.00	1,191.72	2,151.45	2,500.00	(348.55)
4330 Gas	3,400.00	283.33	207.90	397.54	566.67	(169.13)
4390 Sewer	0.00	0.00	(936.13)	(843.36)	0.00	(843.36)
Total Utilities	18,400.00	1,533.33	103.68	228.72	3,066.67	(2,837.95)
Maintenance						
4410 Maintenance Salaries	102,899.00	8,574.92	7,426.80	14,742.48	17,149.83	(2,407.35)
4540 Maintenance Benefits	33,318.00	2,776.50	2,133.80	4,261.06	5,553.00	(1,291.94)
4420 Materials	43,500.00	3,625.00	5,924.58	8,774.60	7,250.00	1,524.60
4430 Contract	100,000.00	8,333.33	8,387.69	12,439.35	16,666.67	(4,227.32)
Total Maintenance	279,717.00	23,309.75	23,872.87	40,217.49	46,619.50	(6,402.01)
General						
4510 Insurance	45,000.00	3,750.00	1,619.56	2,198.65	7,500.00	(5,301.35)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4590 Real Estate Taxes	24,000.00	2,000.00	0.00	0.00	4,000.00	(4,000.00)
4580 Interest Expense-HHR	97,100.00	8,091.67	0.00	48,550.00	16,183.33	32,366.67
4580 Interest Expense-FH	133,925.00	11,160.42	0.00	66,962.50	22,320.83	44,641.67
4580 Interest Expense-FORK(UB)	26,227.00	2,185.58	2,315.64	4,640.50	4,371.17	269.33
4580 Interest Expense-FORK(Seller Fin)	45,066.00	3,755.50	3,845.42	7,710.48	7,511.00	199.48
Total General	371,318.00	30,943.17	7,780.62	130,062.13	61,886.33	68,175.80
TOTAL EXPENSES	994,798.00	82,899.83	55,225.17	218,633.04	165,799.67	52,833.37
TOTAL RECEIPTS TO DATE						244,685.61
TOTAL EXPENSES TO DATE						218,633.04
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						26,052.57

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



 Nehemias Velez, FH Manager

3/14/19

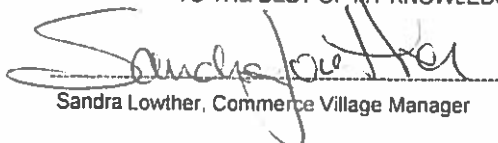
 Date

	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding	
HHR 2006/14 Go Bond Payment	217,100	0	217,100	120000
FH 2009/11 Go Bond Payment	443,925	0	443,925	310000
United Bank-Forkovitch Units	81,512	13,586	67,926	55285
Seller Financed-Forkovitch Family	102,953	<u>17,158</u>	<u>85,795</u>	57887
Total	845,490	30,744	814,746	

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	78,892.00	6,574.33	6,821.00	13,280.00	13,148.67	131.33
3410 HAP Funding	110,000.00	9,166.67	9,134.00	18,575.00	18,333.33	241.67
3610 Interest (VHDA acct)	360.00	30.00	50.88	98.33	60.00	38.33
3690 Other Income-Laundry&Donatio	2,500.00	208.33	93.88	189.14	416.67	(227.53)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	6.00	349.00	416.67	(67.67)
Total Receipts	194,252.00	16,187.67	16,105.76	32,491.47	32,375.33	116.14
Expenses:						
Administration:						
4110 Adm Salaries	17,592.00	1,466.00	1,353.26	2,706.52	2,932.00	(225.48)
4540 Adm Benefits	5,676.00	473.00	205.49	410.77	946.00	(535.23)
4130 Legal Fees	0.00	0.00	100.00	100.00	0.00	100.00
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	0.00	0.00	0.00	0.00
4171 Auditing	0.00	0.00	0.00	0.00	0.00	0.00
4190 Sundry	2,900.00	241.67	56.00	1,564.86	483.33	1,081.53
4190 Sundry-Management fees	10,000.00	833.33	839.23	1,673.78	1,666.67	7.11
4190 Sundry-HCC fees	6,100.00	508.33	0.00	0.00	1,016.67	(1,016.67)
Total Administration	42,268.00	3,522.33	2,553.98	6,455.93	7,044.67	(588.74)
Tenant Services:						
4240-Case Mgt/Peer Counseling	16,500.00	1,375.00	0.00	0.00	2,750.00	(2,750.00)
4240 Tenant Services-Client	1,500.00	125.00	285.00	285.00	250.00	35.00
Total Tenant Serv.	18,000.00	1,500.00	285.00	285.00	3,000.00	(2,715.00)
Utilities:						
4310 Water	4,000.00	333.33	326.70	653.40	666.67	(13.27)
4320 Electricity	20,000.00	1,666.67	1,981.97	3,734.32	3,333.33	400.99
4330 Gas	2,100.00	175.00	179.72	364.38	350.00	14.38
4390 Sewer	11,000.00	916.67	931.80	1,863.60	1,833.33	30.27
Total Utilities	37,100.00	3,091.67	3,420.19	6,615.70	6,183.33	432.37
Maintenance:						
4410 Maintenance Salaries	9,669.00	805.75	753.50	1,489.09	1,611.50	(122.41)
4540 Maintenance Benefits	3,056.00	254.67	240.03	477.67	509.33	(31.66)
4420 Materials	2,500.00	208.33	753.31	879.50	416.67	462.83
4430 Contract Costs	16,500.00	1,375.00	1,180.69	3,647.99	2,750.00	897.99
Total Maintenance	31,725.00	2,643.75	2,927.53	6,494.25	5,287.50	1,206.75
General Expenses:						
4510 Insurance Expenses	5,200.00	433.33	624.53	110.91	866.67	(755.76)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interest Expense	16,380.00	1,365.00	1,365.00	2,730.00	2,730.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	2.02	4.00	(1.98)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	1,500.00	1,500.00	0.00
Total General Exp.	30,604.00	2,550.33	2,740.54	4,342.93	5,100.67	(757.74)
TOTAL EXPENSES	159,697.00	13,308.08	11,927.24	24,193.81	26,616.17	(2,422.36)
TOTAL RECEIPTS TO DATE						32,491.47
TOTAL EXPENSES TO DATE						24,193.81
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						8,297.66

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


Sandra Lowther, Commerce Village Manager

03-14-2019
Date

Correction of SEMAP Deficiency

Per 24 CFR 982.405(b), the requirement for Indicator 5 (HQS Quality Control Inspections) is as follows:

- The PHA supervisor (or other qualified person) re-inspected 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 re-inspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

HRHA was not able to certify that we met this standard, and received zero out of five possible points.

Required actions for SEMAP deficiencies are specified at 24 CFR §985.106.

- (a) When the PHA receives the HUD notification of its SEMAP rating, an PHA must correct any SEMAP deficiency (indicator rating of zero) within 45 calendar days from date of HUD notice.
- (b) The PHA must send a written report to HUD describing its correction of any identified SEMAP deficiency.
- (c) If an PHA fails to correct a SEMAP deficiency within 45 calendar days as required, HUD may then require the PHA to prepare and submit a corrective action plan for the deficiency within 30 calendar days from the date of HUD notice.

The universe is the number of units under HAP contract during HRHA's last completed fiscal year. For 2018, there were 791 HAP contracts in place on 12/31/2017. This would require eighteen QC inspections. Six inspections were completed in May 2018. Twelve additional inspections will be complete by March 31, 2019.

Addressing the challenges of timely QC inspections moving forward, a 2019 schedule for completing QC inspections was created, as follows:

Generate at the Start of	March	May	July	September	November	January
Sample Start Date	1/1/19	3/1/19	5/1/19	7/1/19	9/1/19	11/1/19
Sample End Date	2/28/19	4/30/19	6/30/19	8/31/19	10/31/19	12/31/19
Sample Size	3	3	3	3	3	3
Conduct During	March	May	July	September	November	January

Additionally, software and procedural guidance has been provided, and training/technical assistance has been completed, for staff who may conduct QC inspections.

**HARRISONBURG REDEVELOPMENT
AND
HOUSING AUTHORITY
COMMISSIONERS
January 1, 2019**

<u>COMMISSIONER</u>	<u>ADDRESS</u>	<u>PHONE NUMBER AND EXPIRATION OF TERM</u>
Timothy Smith, Chair	197 Diamond Court Harrisonburg, VA 22801 tsmith@svjc.org	11/29/2019 540-480-9194(C)
John Hall, Vice Chair	1740 Sherry Lane Harrisonburg, VA 22801 hall.john105@gmail.com	11/29/2021 540-908-7062 (C)
Scott Gallagher	905 Oak Hill Drive Harrisonburg, VA 22801 gallagsr@jmu.edu	11/29/2020 540-435-8625 (H) 560-568-8792 (W)
Benjamin Fuller	275 East Johnson Street Harrisonburg, VA 22802 blevifuller@gmail.com	11/29/2022 540-830-8423 (C)
Costella Forney	159 Suter Street Harrisonburg, VA 22802 costellaforney@gmail.com	11/29/2022 540-560-7995 (C)
Michael G. Wong, Executive Director/Secretary-Treasurer (But not Commissioner)	709 Ott Street Harrisonburg, VA 22801 wongway@harrisonburgrha.com	540-434-7386 (W) 540-271-0060 (C)

JR "Polly" Lineweaver Program Management Report
Month of February 2019

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	53
New Applications Taken	0	36

Marketing

	Efficiency	One bedroom	Total
# of units vacant	1	1	2
# of Tenants who moved in	2	0	2
# of Tenants who moved out	1	0	1
# of Tenants who transferred	0	0	0
# of Legal Notices	0	0	0
# of Unlawful Detainers	0	0	0

Occupancy

11	# of minorities	18%
36	# of disabled tenants	59%
56	# of elderly tenants	44%
Total Number of Units Leased: <u>59</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$16,731.42		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$12,911.69		
Pet Deposits Held	\$1,800.00		
Rent Billed	\$13,660.57		
Rent Collected	\$13,736.78		

Number of Inspections	0
-----------------------	---

Management

Comments on any problems experienced during the month:

I certify that the forgoing information is true and correct to the best of my knowledge and belief.


Lisa Benasher, Lineweaver Property Manager

Date

3-4-2019

Lineweaver Annex Program Management Report...
Month of February 2019

Applications

Currently On Waiting List	72
New Applications Taken	0

Marketing

# of units vacant	1
# of Tenants who moved in	1
# of Tenants who moved out	0
# of Tenants who transferred	0
# of Legal Notices	0
# of Unlawful Detainers	0

Occupancy

3	# of minorities	9%
45	# of disabled tenants	43%
24	# of elderly tenants	55%
Total Number of Units Leased 59		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$22,252.86		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$28,522.04		
Pet Deposits Held	\$1,350.00		
Rent Billed	\$17,861.00		
Rent Collected	\$17,612.20		

Number of Inspections	0
-----------------------	---

Management

Comments on any problems experienced during the month:

I certify that the foregoing information is true and correct to the best of my knowledge and belief.



Lisa Benasher, Lineweaver Manager

3-4-19

Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF FEBRUARY 2019**

1.) Marketing:

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>5</u>
# of Tenants who moved in	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
# of Tenants evicted	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Legal Notices	<u>1</u>	<u>8</u>	<u>8</u>	<u>1</u>	<u>0</u>	<u>18</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are over-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are under-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Units with handicap access	<u>9</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>16</u>
Tenants who need handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>

2.) Occupancy:

TOTAL NUMBER OF UNITS LEASED: 124

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$110,759.00</u>
Rent Billed	<u>\$128,126.06</u>
Rent Collected	<u>\$130,689.95</u>

4.) Applications:

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5BR</u>
Currently on the Waiting List there are a total of <u>1,091</u> applicants.	<u>312</u>	<u>414</u>	<u>266</u>	<u>073</u>	<u>026</u>

5.) Inspections:

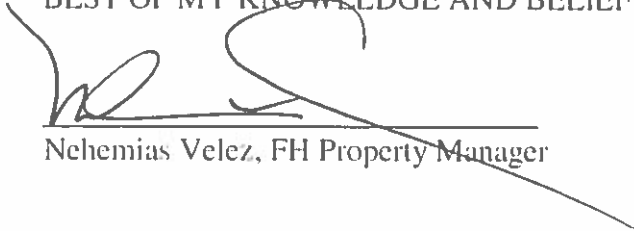
Number Completed	Excellent	Good	Acceptable	Needs work	Issues
7	1	0	3	3	0

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had two move-ins and one move-out for the month of February 2019. FH started taking applications effective November 01, 2018.

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



Nehemias Velez, FH Property Manager

3/14/19
Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF FEBRUARY 2019**

1.) Marketing:

	<u>1 BDR VASH</u>	<u>1 BDR HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>
# of Legal Notices	<u>0</u>	<u>0</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>

2) TOTAL NUMBER OF UNITS LEASED: 30

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$4,672.03</u>
Number of Delinquent Accounts by Age:	30: <u>0</u> 60: <u>2</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,122.00</u>
Rent Billed	<u>\$15,900.00</u>
Rent Collected	<u>\$15,281.00</u>

4.) Applications:

Currently on the Waiting List 624

5.) Management:

Comments on any problems experienced during the month:

**One VASH moved out – already have a referral for unit
Writ of possession for a HCV**

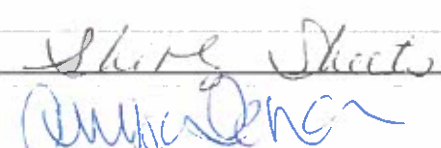
I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF



2/28/2019

FAMILY SELF – SUFFICIENCY PROGRAM REPORT

02/2019

1	HCV Participants	29
	Employed	26
	Job searching/Pre-employment	5
	Established Escrow account	16
	Waiting list	6
	Enrolled in school	2
	Medical Leave	2
	ESL Class	3
2	FRANKLIN HEIGHTS PARTICIPANTS	46
	Employed	42
	Job searching/pre-employment	4
	Established Escrow account	27
	Enrolled in school	3
	Medical Leave	0
	ESL Class	4
3	HARRISON HEIGHTS PARTICIPANTS	16
	Employed	14
	Job Searching/Pre-employment	2
	Establish Escrow account	11
	Enrolled in school	2
	Medical Leave	2
	ESL Class	2
	Graduates	1 (Positive escrow balance)
	Accomplishments/Problems	5 – Kids enrolled at Boys Girls Club
	FSS Staff assisted clients with transportation to interviews, job search and applications for jobs, one HH graduate with escrow, several clients received pay raises and promotions at their jobs, and one client was able to purchase a car using Way to Go to assist her.	FSS staff took out flyers to teens that may be interested in the scholarship program, FSS staff gave flyers to all participants for information on the free health care at the Fair Grounds. Assisted one HCP Participant with a letter of recommendation to get assistance with a grant to purchase a car.
	FSS Coordinators, Shirley, Amber	Signature: 

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of February 28, 2019**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$125,988.41
	Union Bank-FSS Discretionary Fund		\$486.90
Investments:	SunTrust-MMkt		\$5,258.68
		Total	\$131,733.99
	AR Due from:		
	JR Polly Lineweaver Apartments	\$39,875.18	
	Housing Choice Voucher Program	\$30,361.00	
	Commerce Village, LLC	\$11,702.32	
	Franklin Heights, LLC-Operating Expenses	\$68,420.10	
	Franklin Heights, LLC-Debt Servicing	\$443,307.50	
		\$593,666.10	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$473,669.82
	United Bank-FSS Escrow for participants		\$94,108.00
		Total	\$567,777.82

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$12,115.30
		Total	\$12,115.30

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$176,457.12
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$7,708.57
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Commerce Village, LLC

Cash:	First Bank & Trust		\$98,934.61
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		<u>Grand Total</u>	<u>\$994,727.41</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of February 28, 2019**

		Cash Balance as of 1/31	Cash Balance as of 2/28
LOCAL COMMUNITY DEVELOPMENT			
Cash:	1st Bank & Trust	\$56,770.72	\$125,988.41
	Union Market Bank-FSS	\$486.90	\$486.90
Investments:	SunTrust-MMkt	\$5,852.59	\$5,258.68
HOUSING CHOICE VOUCHER PROGRAM			
Cash:	SunTrust-Checking	\$434,571.28	\$473,669.82
	United Bank-FSS Escrow	\$95,802.00	\$94,108.00
J.R. POLLY LINEWEAVER APARTMENTS			
Cash:	United Bank-Checking	\$16,689.00	\$12,115.30
ALL PROGRAMS-FH, LW, JRL, CVO			
Cash:	United Bank-Security Dep.	\$172,919.61	\$176,457.12
COMPONENT UNITS			
Franklin Heights, LLC			
Cash:	United Bank-Checking	\$11,509.10	\$7,708.57
Commerce Village LLC			
Cash:	1st Bank & Trust	\$96,043.52	\$98,934.61
	Total	\$890,644.72	\$994,727.41