



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

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

March 13, 2020

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on Wednesday, March 18, 2020 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.

A handwritten signature in blue ink that reads "Michael G. Wong".

Michael G. Wong
Executive Director

Enclosures

AGENDA
Regular Meeting
March 18, 2020

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - February 2020
- III. Review and Approval Financial Statements
 - February 2020
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Emergency Personnel Policy
 - a. Update HRHA Response to COVID-19
 3. Request for Funding: Open Doors
 4. Commerce Village 2019 Audit
 5. 2020 Board of Commissioners List
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
 - 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 19, 2020

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday February 19 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

John Hall, Vice Chair
Costella Fordney, Commissioner
Levi Fuller, Commissioner
Scott Gallagher, Commissioner
Dany Fleming, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by John Hall, Vice Chair. Mr. Hall welcomed Commissioner Dany Fleming to the Board and brief introduction were made. Mr. Wong then presented the minutes from the January 22, 2020 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's 2020 financial statements for consideration of approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fordney made the motion for approval. This motion was unanimously approved.

Vice Chair Hall then opened the floor for general Public Comment. No comment was received. Mr. Wong then presented the Authority's 2019 HUD's Financial Assessment System Submission (FASS) for consideration of approval. He related of the Housing Choice Voucher and Commerce Village programs had budget overruns with the other programs within budgeted expenses. He stated of depreciation, underfunding by HUD for the Service Coordinator grant, elevator renovation and new stairwell at Bridgeport impacted expenses. After a period of discussion, the FASS submission was approved on a motion by Commissioner Fordney seconded by Commissioner Fuller.

Mr. Wong then presented the 2019 Section Eight Management Assessment Program (SEMAP) for consideration of approval. He provided a brief overview of the assessment and reviewed the Authority's Housing Choice Voucher's programs performance on the indicators. He stated that overall the program met or exceeded all indicator standards but staff transition and onboarding new staff had a significant impact on program consistency which increased error rate and impacted timeliness. After a period of discussion a motion was made by Commissioner Fordney seconded by Commissioner Gallagher approving the SEMAP submission. The motion was unanimously approved.

Mr. Wong then requested that the establishment of officers' agenda item be tabled to the next meeting due to the pending NewBridge bond closing. He stated that if the Board elected officers at this meeting it would require redoing all the bond documents. The board agreed to postpone this agenda item and no action was taken.

Mr. Wong then related of the Faith in Action proposal which has established a housing trust fund goal of \$150,000.00 jointly funded by the City of Harrisonburg and Rockingham County targeting the Asset Limited Income Constrained Employed (ALICE) populations. He stated the use of the fund would be for diverse affordable housing purposes with a proposed advisory committee to assist with the distribution. He related that the proposal is in alignment with the Authority's mission. Commissioner Fuller related of being part of the Faith in Action committee representing his church and provided additional background information concerning the development of the proposal and next steps. After a period of discussion, Commissioner Fordney seconded by Commissioner Fuller made a motion approving the Authority's support for the proposal with an agreement that a formal resolution of support will be presented at the next Board meeting. The 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. He related of no updates from HUD concerning the Authority's move to work application. After a period of discussion, 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

John Hall
Vice Chair

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-18	84,072.00	7,006.00	16,035.86	16,035.86	14,012.00	2,023.86
3410 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	6,241.09	12,385.65	13,377.50	(991.85)
3410 COC Planning Grant Funds	20,619.00	1,718.25	0.00	0.00	3,436.50	(3,436.50)
3610 Interest Income	0.00	0.00	12.10	24.40	0.00	24.40
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
3690 Developer's Fees	130,000.00	10,833.33	0.00	0.00	21,666.67	(21,666.67)
3690 Admin. Fees	9,500.00	791.67	35,000.00	35,000.00	1,583.33	33,416.67
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	848.91	1,673.05	1,666.67	6.38
3690 BPort Net Receipts	185,689.00	15,474.08	13,783.88	27,567.76	30,948.17	(3,380.41)
3690 Lineweaver Apts. Net Receipts	379,168.00	31,597.33	30,916.31	61,525.19	63,194.67	(1,669.48)
Total Receipts	919,113.00	76,592.75	103,238.15	155,011.91	153,185.50	1,826.41
Expenses:						
Administration						
4110 Adm Salaries	134,085.00	11,173.75	11,029.09	26,863.58	22,347.50	4,516.08
4540 Adm Benefits	37,895.00	3,157.92	3,323.67	8,188.74	6,315.83	1,872.91
4130 Legal Expense	10,000.00	833.33	0.00	1,652.00	1,666.67	(14.67)
4140 Staff Training	5,000.00	416.67	995.00	995.00	833.33	161.67
4150 Travel	15,000.00	1,250.00	400.00	935.41	2,500.00	(1,564.59)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	600.00	(600.00)
4190 Sundry-Admin. Exp.	30,000.00	2,500.00	1,916.23	3,090.17	5,000.00	(1,909.83)
4190 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	5,480.37	12,783.15	13,377.50	(594.35)
4190 COC Planning Grant Funds	20,619.00	1,718.25	283.79	283.79	3,436.50	(3,152.71)
4190 HMIS Match for Grant Funds	10,000.00	833.33	874.48	1,691.43	1,666.67	24.76
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-18	84,072.00	7,006.00	4,829.28	12,027.21	14,012.00	(1,984.79)
Total Administration	445,536.00	37,128.00	29,131.91	68,510.48	74,256.00	(5,745.52)
Utilities						
4320 Electric	3,200.00	266.67	196.98	481.94	533.33	(51.39)
4330 Gas	1,800.00	150.00	115.43	314.74	300.00	14.74
Total Utilities	5,000.00	416.67	312.41	796.68	833.33	(36.65)
Maintenance						
4410 Maintenance Salaries	34,289.00	2,857.42	2,554.76	6,384.68	5,714.83	669.85
4540 Maintenance Benefits	9,474.00	789.50	664.59	1,533.54	1,579.00	(45.46)
4420 Materials	6,000.00	500.00	212.83	270.99	1,000.00	(729.01)
4430 Contract Costs	9,500.00	791.67	178.29	248.21	1,583.33	(1,335.12)
Total Maintenance	59,263.00	4,938.58	3,610.47	8,437.42	9,877.17	(1,439.75)
General:						
4510 Insurance	7,000.00	583.33	500.56	1,035.64	1,166.67	(131.03)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4000 Bport Expenses	35,274.00	2,939.50	2,343.35	5,797.72	5,879.00	(81.28)
4000 Lineweaver Apartments Expenses	366,686.00	30,557.17	27,228.29	57,539.80	61,114.33	(3,574.53)
Total General	408,960.00	34,080.00	30,072.20	64,373.16	68,160.00	(3,786.84)
TOTAL EXPENSES	918,759.00	76,563.25	63,126.99	142,117.74	153,126.50	(11,008.76)
TOTAL RECEIPTS TO DATE						155,011.91
TOTAL EXPENSES TO DATE						142,117.74
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						12,894.17

Michael G. Wong, Executive Director

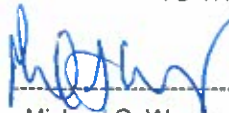
Date

3/11/2020

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of February 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	185,689.00	15,474.08	13,783.88	27,567.76	30,948.17	(3,380.41)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	185,689.00	15,474.08	13,783.88	27,567.76	30,948.17	(3,380.41)
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	41.45	82.90	100.00	(17.10)
Total Op. Expenses	1,600.00	133.33	41.45	82.90	266.67	(183.77)
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	3,000.00	250.00	0.00	1.34	500.00	(498.66)
4430 Contract Costs	12,000.00	1,000.00	765.85	2,634.97	2,000.00	634.97
Total Maintenance	15,000.00	1,250.00	765.85	2,636.31	2,500.00	136.31
General Expenses:						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	17,574.00	1,464.50	1,536.05	3,078.51	2,929.00	149.51
Total General Exp.	17,574.00	1,464.50	1,536.05	3,078.51	2,929.00	149.51
TOTAL EXPENSES	35,274.00	2,939.50	2,343.35	5,797.72	5,879.00	(81.28)
TOTAL RECEIPTS TO DATE						27,567.76
TOTAL EXPENSES TO DATE						5,797.72
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						21,770.04

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



Michael G. Wong
Executive Director



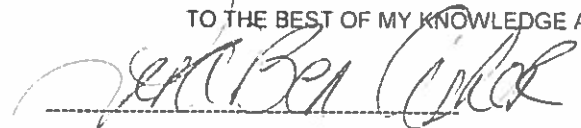
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Please note: A principal payment to Bank of the James was made in the amount of \$2,072.09 for a total of \$4,137.77 for this fiscal year.

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of February 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	243,168.00	20,264.00	16,328.48	33,277.30	40,528.00	(7,250.70)
3410 HAP Funding	120,000.00	10,000.00	12,852.00	25,419.00	20,000.00	5,419.00
3690 Other Income-Laundry	3,800.00	316.67	300.13	608.69	633.33	(24.64)
3690 Other Income-Late fees,workordr	12,200.00	1,016.67	1,435.70	2,220.20	2,033.33	186.87
Total Receipts	379,168.00	31,597.33	30,916.31	61,525.19	63,194.67	(1,669.48)
Expenses:						
Administration:						
4110 Adm Salaries	64,789.00	5,399.08	4,986.92	12,427.29	10,798.17	1,629.12
4540 Adm Benefits	20,769.00	1,730.75	1,786.39	3,989.96	3,461.50	528.46
4130 Legal Fees	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4140 Staff Training	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4150 Travel	1,000.00	83.33	0.00	0.00	166.67	(166.67)
4171 Auditing	1,200.00	100.00	0.00	0.00	200.00	(200.00)
4190 Sundry	15,000.00	1,250.00	2,064.87	2,748.88	2,500.00	248.88
Total Administration	104,758.00	8,729.83	8,838.18	19,166.13	17,459.67	1,706.46
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	561.88	166.67	395.21
Total Tenant Serv	1,000.00	83.33	0.00	561.88	166.67	395.21
Utilities:						
4310 Water	8,000.00	666.67	656.97	1,313.94	1,333.33	(19.39)
4320 Electricity	68,000.00	5,666.67	6,738.53	13,000.32	11,333.33	1,666.99
4390 Sewer	23,500.00	1,958.33	1,938.60	3,877.20	3,916.67	(39.47)
Total Utilities	99,500.00	8,291.67	9,334.10	18,191.46	16,583.33	1,608.13
Maintenance:						
4410 Maintenance Salaries	49,160.00	4,096.67	3,943.67	9,566.22	8,193.33	1,372.89
4540 Maintenance Benefits	15,668.00	1,305.67	800.64	1,836.19	2,611.33	(775.14)
4420 Materials	18,000.00	1,500.00	878.35	1,286.84	3,000.00	(1,713.16)
4430 Contract Costs	60,000.00	5,000.00	2,796.31	5,619.87	10,000.00	(4,380.13)
Total Maintenance	142,828.00	11,902.33	8,418.97	18,309.12	23,804.67	(5,495.55)
General Expenses:						
4510 Insurance Expenses	8,600.00	716.67	637.04	1,311.21	1,433.33	(122.12)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	1,666.67	(1,666.67)
Total General Exp.	18,600.00	1,550.00	637.04	1,311.21	3,100.00	(1,788.79)
TOTAL EXPENSES	366,686.00	30,557.17	27,228.29	57,539.80	61,114.33	(3,574.53)
TOTAL RECEIPTS TO DATE						61,525.19
TOTAL EXPENSES TO DATE						57,539.80
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						3,985.39

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



Lisa Benasher, Lineweaver Manager


3-13-20

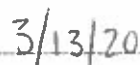
Date

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2020

	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	8,000.00	666.67	2,824.50	3,440.50	1,333.33	2,107.17
3300RC HAP-Fraud/Abuse/Set Off De	8,000.00	666.67	2,824.50	3,440.50	1,333.33	2,107.17
3300 FSS Fort.	2,000.00	166.67	0.00	0.00	333.33	(333.33)
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	35,103.00	2,925.25	0.00	2,844.64	5,850.50	(3,005.86)
3410 HCV HAP Payment-Adm Fees	468,331.00	39,027.58	39,180.00	78,360.00	78,055.17	304.83
3410 HCV HAP Payment-HAP Fees	5,585,682.00	465,473.50	513,831.00	1,027,662.00	930,947.00	96,715.00
Total Receipts	6,107,116.00	508,926.33	558,660.00	1,115,747.64	1,017,852.67	97,894.97
Expenses						
Administration						
4110 Adm Salaries	301,462.00	25,121.83	23,456.93	58,102.59	50,243.67	7,858.92
4110 FSS Salaries (grant portion)	35,103.00	2,925.25	2,925.25	5,850.50	5,850.50	0.00
4540 Adm/FSS Benefits	102,024.00	8,502.00	7,881.91	17,397.41	17,004.00	393.41
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	892.50	333.33	559.17
4150 Travel	2,000.00	166.67	641.90	641.90	333.33	308.57
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	4,132.62	7,238.13	7,333.33	(95.20)
4190,1 Portability Fees	3,200.00	266.67	112.53	262.57	533.33	(270.76)
Total Administration	496,729.00	41,394.08	39,151.14	90,385.60	82,788.17	7,597.43
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	3,200.00	266.67	207.81	207.81	533.33	(325.52)
4330 Gas	1,800.00	150.00	153.90	153.90	300.00	(146.10)
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	5,000.00	416.67	361.71	361.71	833.33	(471.62)
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	7,400.00	856.33	528.93	1,094.34	1,712.66	(618.32)
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	7,400.00	856.33	528.93	1,094.34	1,712.66	(618.32)
Total Expenses (excluding HAP)	509,129.00	42,667.08	40,041.78	91,841.65	85,334.16	6,507.49
4715 HAP	5,595,682.00	466,306.83	456,843.00	914,297.49	932,613.67	(18,316.18)
4715 UAP	0.00	0.00	10,232.00	21,172.00	0.00	21,172.00
4718 FSS Escrow	0.00	0.00	7,101.00	15,551.00	0.00	15,551.00
HAP Total	5,595,682.00	466,306.83	474,176.00	951,020.49	932,613.67	18,406.82
Total Expenses	6,104,811.00	508,973.91	514,217.78	1,042,862.14	1,017,947.83	24,914.31
TOTAL RECEIPTS TO DATE						1,115,747.64
TOTAL EXPENSES TO DATE						1,042,862.14
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						72,885.50
					Adm Funds	(7,196.51)
					HAP Funds	80,082.01

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


Liz Webb, Housing Choice Voucher Mgr


Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	174,758.00	14,563.17	14,932.00	29,850.00	29,126.33	723.67
3410 HAP Funding	262,137.00	21,844.75	22,885.00	46,487.00	43,689.50	2,797.50
3410 Service Coord Grant-2018	66,107.00	5,508.92	0.00	0.00	11,017.83	(11,017.83)
3690 Other Income-Laundry	3,800.00	316.67	300.12	608.69	633.33	(24.64)
3690 Other Income-Late fees,w/orders	12,000.00	1,000.00	1,228.00	1,429.00	2,000.00	(571.00)
Total Receipts	518,802.00	43,233.50	39,345.12	78,374.69	86,467.00	(8,092.31)
Expenses:						
Administration						
4110 Adm Salaries	64,789.00	5,399.08	4,986.92	12,427.29	10,798.17	1,629.12
4540 Adm Benefits	20,988.00	1,749.00	1,792.13	4,001.40	3,498.00	503.40
4130 Legal Fees	2,400.00	200.00	889.40	8,345.88	400.00	7,945.88
4140 Staff Training	250.00	20.83	0.00	0.00	41.67	(41.67)
4150 Travel	250.00	20.83	0.00	0.00	41.67	(41.67)
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	200.00	(200.00)
4190 Sundry	15,000.00	1,250.00	886.11	2,856.32	2,500.00	356.32
Total Administration	104,877.00	8,739.75	8,554.56	27,630.89	17,479.50	10,151.39
Tenant Services:						
4220-40 Service Coord Grant-2018	66,107.00	5,508.92	5,360.49	5,573.50	11,017.83	(5,444.33)
4230 Tenant Services-Other	1,000.00	83.33	0.00	561.87	166.67	395.20
Total Tenant Serv.	67,107.00	5,592.25	5,360.49	6,135.37	11,184.50	(5,049.13)
Utilities:						
4310 Water	8,000.00	666.67	678.51	1,357.02	1,333.33	23.69
4320 Electric	70,000.00	5,833.33	7,844.58	15,236.21	11,666.67	3,569.54
4390 Sewer	25,000.00	2,083.33	2,003.22	4,006.44	4,166.67	(160.23)
Total Utilities	103,000.00	8,583.33	10,526.31	20,599.67	17,166.67	3,433.00
Maintenance:						
4410 Maintenance Salaries	36,711.00	3,059.25	2,986.04	7,166.50	6,118.50	1,048.00
4540 Maintenance Benefits	11,806.00	983.83	518.65	1,188.84	1,967.67	(778.83)
4420 Materials	12,000.00	1,000.00	1,211.57	2,414.65	2,000.00	414.65
4430 Contract	55,000.00	4,583.33	5,123.54	5,478.20	9,166.67	(3,688.47)
Total Maintenance	115,517.00	9,626.42	9,839.80	16,248.19	19,252.83	(3,004.64)
General:						
4510 Insurance	10,000.00	833.33	754.49	1,549.95	1,666.67	(116.72)
4570 Collection Loss	2,000.00	166.67	0.00	0.00	333.33	(333.33)
4580 United Bank Bond Interest	35,889.00	2,990.75	3,821.19	6,924.02	5,981.50	942.52
Total General	47,889.00	3,990.75	4,575.68	8,473.97	7,981.50	492.47
TOTAL EXPENSES	438,390.00	36,532.50	38,856.84	79,088.09	73,065.00	6,023.09
TOTAL RECEIPTS TO DATE						78,374.69
TOTAL EXPENSES TO DATE						79,088.09
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(713.40)

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


 Lisa Benasher, Lineweaver Manager

3-13-20
 Date

Please note: A principal payment to United Bank was made in the amount of \$6,577.03 a total of \$13,140.48 for this fiscal year and a principlaly payment to Virginia Community Capital in the amount of \$5,200.51 for a total of \$5,200.51 for this fiscal year.

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	372,890.00	31,074.17	31,805.98	62,039.98	62,148.33	(108.35)
3410 HAP Funding	1,088,670.00	90,722.50	90,691.00	181,160.00	181,445.00	(285.00)
3610 Interest Income	800.00	66.67	70.06	144.11	133.33	10.78
3690 Other Income-Late fees, etc.	25,000.00	2,083.33	1,901.17	6,168.96	4,166.67	2,002.29
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	2,211.47	23,333.33	(21,121.86)
Total Receipts	1,627,360.00	135,613.33	124,468.21	251,724.52	271,226.67	(19,502.15)
Expenses:						
Administration						
4110 Adm Salaries	224,279.00	18,689.92	14,619.32	38,216.51	37,379.83	836.68
4540 Adm Benefits	68,684.00	5,723.67	5,792.02	12,962.31	11,447.33	1,514.98
4130 Legal Fees	2,500.00	208.33	0.00	0.00	416.67	(416.67)
4140 Staff Training	1,500.00	125.00	0.00	892.50	250.00	642.50
4150 Travel	2,500.00	208.33	150.00	150.00	416.67	(266.67)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	300.00	(300.00)
4190 Sundry	25,000.00	2,083.33	2,606.39	4,140.06	4,166.67	(26.67)
4190 CDBG Down Payment Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	326,263.00	27,188.58	23,167.73	56,361.38	54,377.17	1,984.21
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	2,863.72	(715.02)	0.00	(715.02)
4320 Electric	15,000.00	1,250.00	685.29	1,842.71	2,500.00	(657.29)
4330 Gas	2,500.00	208.33	144.60	343.91	416.67	(72.76)
4390 Sewer	0.00	0.00	(3,433.33)	(574.64)	0.00	(574.64)
Total Utilities	17,500.00	1,458.33	260.28	896.96	2,916.67	(2,019.71)
Maintenance						
4410 Maintenance Salaries	118,222.00	9,851.83	8,945.50	22,319.42	19,703.67	2,615.75
4540 Maintenance Benefits	39,684.00	3,307.00	1,719.79	3,861.05	6,614.00	(2,752.95)
4420 Materials	43,000.00	3,583.33	4,783.41	5,799.39	7,166.67	(1,367.28)
4430 Contract	85,000.00	7,083.33	1,566.95	6,094.67	14,166.67	(8,072.00)
Total Maintenance	285,906.00	23,825.50	17,015.65	38,074.53	47,651.00	(9,576.47)
General						
4510 Insurance	22,000.00	1,833.33	1,721.11	3,560.92	3,666.67	(105.75)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	1,666.67	(1,666.67)
4590 Real Estate Taxes	25,000.00	2,083.33	0.00	0.00	4,166.67	(4,166.67)
4580 Interest Expense-HHR	91,100.00	7,591.67	0.00	45,550.00	15,183.33	30,366.67
4580 Interest Expense-FH	124,625.00	10,385.42	62,312.50	62,312.50	20,770.83	41,541.67
4580 Interest Expense-FORK(UB)	24,341.00	2,028.42	2,180.67	4,351.80	4,056.83	294.97
4580 Interest Expense-FORK(Seller Fin)	42,104.00	3,508.67	3,623.86	7,227.08	7,017.33	209.75
Total General	339,170.00	28,264.17	69,838.14	123,002.30	56,528.33	66,473.97
TOTAL EXPENSES	969,839.00	80,819.92	110,281.80	218,335.17	161,639.83	56,695.34
TOTAL RECEIPTS TO DATE						251,724.52
TOTAL EXPENSES TO DATE						218,335.17
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						33,389.35

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


 Nehemias Velez, FH Manager

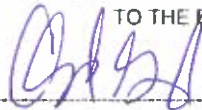
3/13/20
 Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding	
HHR 2006/14 Go Bond Payment	221,100	45,550	175,550	130000
FH 2009/11 Go Bond Payment	449,625	62,313	387,313	325000
United Bank-Forkovitch Units	81,511	13,856	67,655	57170
Seller Financed-Forkovitch Family	102,953	<u>17,158</u>	<u>85,795</u>	60849
Total	855,189	138,877	716,313	

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of February 2020

	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	8,631.00	16,265.00	13,148.67	3,116.33
3410 HAP Funding	110,000.00	9,166.67	7,508.00	15,545.00	18,333.33	(2,788.33)
3610 Interest (Replacement&Operatir	360.00	30.00	85.19	173.93	60.00	113.93
3690 Other Income-Laundry&Donatio	2,500.00	208.33	132.76	253.14	416.67	(163.53)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	50.00	156.00	416.67	(260.67)
Total Receipts	194,252.00	16,187.67	16,406.95	32,393.07	32,375.33	17.74
Expenses:						
Administration:						
4110 Adm Salaries	17,592.00	1,466.00	1,628.60	4,071.50	2,932.00	1,139.50
4540 Adm Benefits	5,676.00	473.00	520.03	1,165.67	946.00	219.67
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
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	1,344.03	2,258.30	483.33	1,774.97
4190 Sundry-Management fees	10,000.00	833.33	848.91	1,673.05	1,666.67	6.38
4190 Sundry-HCC fees	6,100.00	508.33	6,375.70	6,375.70	1,016.67	5,359.03
Total Administration	42,268.00	3,522.33	10,717.27	15,544.22	7,044.67	8,499.55
Tenant Services:						
4240 Case Mgt/Peer Counseling	16,500.00	1,375.00	1,638.58	1,638.58	2,750.00	(1,111.42)
4240 Tenant Services-Client	1,500.00	125.00	0.00	0.00	250.00	(250.00)
Total Tenant Serv.	18,000.00	1,500.00	1,638.58	1,638.58	3,000.00	(1,361.42)
Utilities:						
4310 Water	4,000.00	333.33	355.41	710.82	666.67	44.15
4320 Electricity	20,000.00	1,666.67	1,712.91	3,430.59	3,333.33	97.26
4330 Gas	2,100.00	175.00	151.01	315.13	350.00	(34.87)
4390 Sewer	11,000.00	916.67	969.30	1,938.60	1,833.33	105.27
Total Utilities	37,100.00	3,091.67	3,188.63	6,395.14	6,183.33	211.81
Maintenance:						
4410 Maintenance Salaries	9,669.00	805.75	737.10	1,843.24	1,611.50	231.74
4540 Maintenance Benefits	3,056.00	254.67	163.83	368.90	509.33	(140.43)
4420 Materials	2,500.00	208.33	78.51	88.88	416.67	(327.79)
4430 Contract Costs	16,500.00	1,375.00	276.57	2,379.97	2,750.00	(370.03)
Total Maintenance	31,725.00	2,643.75	1,256.01	4,680.99	5,287.50	(606.51)
General Expenses:						
4510 Insurance Expenses	5,200.00	433.33	224.12	451.83	866.67	(414.84)
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	2,340.13	4,683.85	5,100.67	(416.82)
TOTAL EXPENSES	159,697.00	13,308.08	19,140.62	32,942.78	26,616.17	6,326.61
TOTAL RECEIPTS TO DATE						32,393.07
TOTAL EXPENSES TO DATE						32,942.78
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(549.71)

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



Sandra Lowther, Commerce Village Manager

3/11/2020

Date

**EMERGENCY PERSONNEL POLICY OF HARRISONBURG
REDEVELOPMENT AND HOUSING AUTHORITY**

1.1 Purpose.

This sets forth emergency personnel policies of the Harrisonburg Redevelopment and Housing Authority (the "Authority") to be implemented by the Executive Director upon the occurrence of a triggering event, which shall include either of the following:

- A. Any event which, in the determination of the Executive Director, is likely to result in a significant risk of danger to the Authority's employees, operations or property, including, but not limited to, flooding, hurricanes, tornadoes, earthquakes, fires, severe winter storms, terrorist activity or threats, and civil unrest.
- B. A confirmed case of an infectious respiratory disease in the City of Harrisonburg, Rockingham County, or any jurisdiction contiguous to Rockingham County. As used herein, an "infectious respiratory disease" is defined as a respiratory-borne illness which (i) may be spread by direct or indirect contact with an infected person; and (ii) poses an excessive risk due to a high level of contagiousness, a lack of effective medical treatment, and/or significant potential health consequences.

This policy is intended to protect the safety of the Authority's employees, engender continuity in the Authority's operations, and reduce transmission of infectious respiratory diseases among employees and members of the public.

1.2 General Emergency Procedures.

The following emergency personnel procedures apply upon any triggering event:

A. Essential Personnel. The following positions are considered essential personnel and will be required to report for work and perform their regular employment responsibilities upon the occurrence of a triggering event: Executive Director, Finance Director, Maintenance Director, and Housing Choice Voucher Manager.

B. Alternate Workplace. Employees may be directed to work from home to avoid undue interruption in the Authority's operations following a triggering event. Employees directed to work from home may be subsequently required to report to work when necessary for the Authority's operations. Accordingly, all such employees must be available by phone and prepared to report to work upon request during their regularly scheduled work day.

C. Allocation of Authority Resources. The Executive Director may temporarily discontinue nonessential operations so that available resources may be dedicated to the essential operations of the Authority. The determination as to which operations are essential shall be made by the Executive Director.

D. Use of Leave. Employees experiencing symptoms of an infectious respiratory disease, including cough, shortness of breath or fever, are strongly encouraged to stay home and not return to work until the contagion period lapses, typically 5-14 days, and may be sent home by their supervisor or the Executive Director. This policy ensures that the disease is not widely spread to co-workers, the public, and others; thereby, avoiding undue interruption in the Authority's operations. Absent a declaration by the Executive Director that the offices are closed or for employees to stay home, employees shall use sick leave, any other form of paid leave, or leave without pay. However, if the Executive Director closes Authority offices or otherwise directs employees to stay home or away from the office, all affected employees shall receive their regular rate of pay during a shut-down.

E. Hazard Pay. The Executive Director is authorized to offer hazard pay as an incentive and compensation for employees who are required to work in circumstances which may expose them to a safety risk arising from a triggering event. The hazard pay supplement shall be equal to ___ percent of each employee's regular hourly rate of compensation.

F. Flexibility. Due to the uncertainties associated with any triggering event, the Executive Director is authorized to adapt these procedures as needed to address new or unforeseen circumstances on a case-by-case basis. In addition, the Executive Director is further authorized to be flexible in the application of other impacted personnel procedures and requirements, including, but not limited to, Sec. 16 (Working Hours), Sec. 17 (Accounting and Timekeeping), and Sec. 18 (Leave) of the Personnel Policy Manual as revised on September 18, 2019.

1.3 Additional Emergency Procedures for Infectious Respiratory Diseases

In addition to the procedures listed in Sec. 1.2, the following emergency procedures apply upon a triggering event involving an infectious respiratory disease as described in Sec. 1.1(B):

A. Social Distancing and Sanitation. All Authority employees will be encouraged to avoid nonessential contact with other employees and members of the public. All door handles, door pulls, and other touch surfaces of the Authority's facilities will be disinfected at least once per business day. Authority employees who interact with the public may be required to utilize gloves and face masks to prevent transmission of the illness.

B. Disclosure Requirements. Employees experiencing symptoms of an infectious respiratory disease, including cough, shortness of breath or fever, are required to disclose the symptoms to a supervisor within one business day of onset. Employees must also disclose when

they have interacted with someone who has one or more symptoms of an infectious respiratory disease to a supervisor within one business day of the interaction.

C. Symptoms Exhibited During the Workday. Employees who report to work with symptoms of an infectious respiratory disease or who develop such symptoms during the workday may be sent home by their supervisor and required to stay away from the workplace until they are free of fever (100.4° F or 38.8° C or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines.

D. Confirmed Illness in Workplace. If an employee is confirmed as having contracted an infectious respiratory disease, fellow employees will be notified of their potential exposure in the workplace while maintaining confidentiality requirements. Employees who have been potentially exposed will be referred to any available guidance from the Centers for Disease Control and Prevention and the Virginia Department of Health for conducting a risk assessment based upon their potential exposure.

E. Confirmed COVID-19 in Workplace. If an employee is confirmed as having contracted COVID-19, fellow employees will be notified of their potential exposure to COVID-19 in the workplace while maintaining confidentiality requirements. Employees who have been potentially exposed to COVID-19 will be referred to guidance from the Centers for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html> for conducting a risk assessment based upon their potential exposure.

HRHA General Training Information for HRHA Employees: COVID-19 (novel coronavirus)

Please Note: This protocol will be updated regularly as new information regarding the COVID-19 outbreak emerges and is not intended for use by businesses or organizations other than the Harrisonburg Redevelopment and Housing Authority.

Going to Work

HRHA staff should not report to work and contact their supervisor if they:

- Are sick, especially if experiencing symptoms associated with COVID-19 as described below. Employees are advised to stay home if they are ill and advise their supervisor if they develop symptoms of COVID-19. In addition, staff should contact their doctor or a health care provider, as needed, for medical assistance;
- Have visited mainland China, Iran, northern Italy, the Republic of Korea or other COVID-19 level 2 or higher risk areas of concern identified by the CDC in the last 14 days. For more information, please contact the HR Department or the Virus Response Team. *For additional information regarding COVID-19 high-risk areas, please see the Center for Disease Control website at www.cdc.gov ;*
- Develop symptoms of COVID-19 within 14 days of being anywhere in a country or area of concern;
- Have been in close, personal, and unprotected contact with a confirmed case of coronavirus in the last 14 days;
- Have been asked to self-quarantine as a result of any of the above circumstances.

Staff Training

HRHA will be implementing its preparedness response protocol as a result of the ongoing COVID-19 outbreak. This process includes training, guidance, and regular briefings to HRHA employees on relevant information and procedures to prevent the spread of coronavirus in the public housing and office setting.

About COVID-19 (novel coronavirus)

Coronaviruses can make us sick. Some coronaviruses can cause illness similar to the common cold or influenza, and others can cause more serious diseases, including severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS).

This virus, first seen in mainland China, is called 'novel' because it is new. It was not detected before this outbreak. Cases of COVID-19 are now being reported in Virginia and surrounding areas.

Symptoms of COVID-19

Symptoms include (but are not limited to) fever, cough, and shortness of breath.

How the Virus Spreads

The virus is most likely to spread from person to person through:

- Direct contact with a person while they are infectious
- Contact with droplets when a person with a confirmed infection coughs or sneezes
- Touching objects or surfaces that were contaminated by droplets (like those from a cough or sneeze) from a person with a confirmed infection and then touching your mouth, eyes or face.

The length of time that a person is infectious (can spread the infection to others) is not yet known. However, there is evidence of people with little or no symptoms transmitting the infection to others. It is therefore likely that a person can spread the infection before they first develop symptoms – and that they can continue to do so up until 48 hours after symptoms stop.

High-Risk Populations

Some people who are infected may not get sick at all, some will get mild symptoms from which they will recover easily and others may become very ill, very quickly.

Currently the Public Health Department has identified the people at highest risk of serious infection include:

- People with compromised immune systems
- People over 60 years of age
- Pregnant women
- People with diagnosed heart and lung conditions or who have diabetes *or other underlying health conditions and their family members;*

Preventing the Spread of the Virus

Practicing good hand hygiene and proper sneeze/cough technique is the best defense against most viruses. Employees are advised to:

- Wash hands frequently with soap and water and dry them well, especially before and after eating, before and after using the bathroom. In the work environment, proper hand washing should also be completed after cleaning and disinfecting common areas and after completing maintenance or other work inside a tenant's unit.
- Avoid close (less than 6 foot) contact with others and avoid touching, shaking hands, hugging and other intimate contact.
- Cover coughs and sneezes with clean tissues or your elbow and properly dispose of tissues.
- Wear gloves when working in tenant units, common areas, or community rooms. See additional information below regarding glove selection, removal and disposal.
- Use alcohol-based (at least 60% alcohol) hand sanitizer if you aren't able to wash and dry your hands.

Entering Tenant Units for Administrative Work

HRHA has not yet made the determination to discontinue all administrative work normally completed within residential units, such as unit inspections, etc. However, to the extent possible, non-essential (and non-time sensitive) work that requires entering a tenant unit should be rescheduled until notice is given from management to resume normal operations.

When access to an occupied unit is necessary, staff is advised to implement the following protocol prior to unit entry:

Upon being greeted at the door or contact with the resident by phone, staff should ask, "Is anybody in the unit ill with an active cough or fever or is anyone self-isolating (quarantined) due to possible exposure to COVID-19?"

If the answer is "Yes" – DO NOT ENTER the unit. Advise the resident that the appointment will need to be rescheduled. Contact your Property Manager for assistance in determining other ways for completing the required work.

If the answer is "No" - staff may enter the unit to perform the required work using the following guidelines:

- Disposable gloves should be worn while in the unit - then properly remove and dispose of the gloves in the nearest receptacle upon exit;
- To the extent possible, maintain proper social distancing of 6 feet or more from tenants and their guests;
- Keep interactions as brief as possible – avoid handshaking, touching or other contact with tenants and guests.
- Wash hands thoroughly after leaving the unit. Use a hand sanitizer (containing at least 60% alcohol) if hand washing facilities are not available.

Please note: If staff observes a resident they think may be ill, they have the right to not enter the unit and must report the situation to the Property Manager. If the work is an emergency, proceed with protocol below for Tenants and COVID-19. In addition, if a resident does not want their unit entered due to illness, requests a reschedule, or indicates they have self-quarantined and completion of the work is not urgent, do not enter the unit and report the situation to the property manager.

Additional questions regarding whether or not to enter a unit should be directed to supervisors and/or the HRHA Virus Response Team.

Entering Tenant Units for Maintenance Work

HRHA has not yet made the determination to delay or discontinue maintenance work within its residential units. However, the determination has been made to prioritize work to ensure that (1) time is available for staff to assist with any necessary cleaning and disinfecting of common areas within our residential sites, including office buildings; and (2) emergency work orders continue to be addressed according to HRHA's established standard. As a result, during this time, residents

may experience some delay in the time needed to respond to work order requests. In addition, to the extent possible, non-essential preventative maintenance that requires entering a tenant unit should be rescheduled until notice is given from management to resume normal operations.

When access to an occupied unit is necessary, staff is advised to implement the following protocol prior to unit entry:

Upon being greeted at the door or contact with the resident by phone, staff should ask, "Is anybody in the unit ill with an active cough or fever or is anyone self-isolating (quarantined) due to possible exposure to COVID-19?"

If the answer is "Yes" – DO NOT ENTER the unit. Advise the resident that the appointment will need to be rescheduled. This work MUST be completed by staff qualified to enter a potentially contaminated unit. Non-emergency work will be delayed for these units until further notice. Staff is advised to contact their Property Manager for assistance in rescheduling the work order for a later date. If the work is an EMERGENCY, refer to the section below regarding Tenants with COVID-19.

If the answer is "No" - staff may enter the unit to perform the required work using the following guidelines:

- Disposable gloves should be worn while in the unit – these may be worn under leather or nylon gloves (used for puncture or abrasion resistance). Properly remove and dispose of the disposable gloves in the nearest receptacle upon exit;
- To the extent possible, maintain proper social distancing of 6 feet or more from tenants and their guests;
- Keep interactions as brief as possible – avoid handshaking, touching or other contact with tenants and guests.
- Wash hands thoroughly after leaving the unit. Use a hand sanitizer (containing at least 60% alcohol) if hand washing facilities are not available.

Please note: If maintenance staff observes a resident they think may be ill, they have the right to not enter the unit and must report the situation to the property manager. If the work is an emergency, proceed with protocol below for Tenants and COVID-19. In addition, if a resident does not want their unit entered due to illness, requests a reschedule or indicates that they have self-quarantined and the work is not urgent/emergency work, do not enter the unit and report the situation to the property manager.

Additional questions regarding whether or not to enter a unit should be directed to supervisors and/or the HRHA Executive Director.

Tenants and COVID-19

While the risk of transmission between staff and our tenants and guests is currently low, HRHA is providing our tenants with information about COVID-19 and has implemented protocols designed to further prevent spread of the virus.

If a tenant has a known COVID-19 infection or is in self-isolation in a housing unit, it is important that staff take precautions. Until further notice, HRHA has determined that administrative and non-emergency work in such units will be delayed to a future date. To address Emergency and Urgent work orders, HRHA is currently training a limited number of maintenance staff qualified to respond to emergency work orders under such circumstances. This includes the use and proper disposal of Personal Protection Equipment (PPE) necessary to reduce exposure. If there is a need to enter a unit with known COVID-19 infection or self-isolation due to exposure, those tasks **MUST** only be performed by trained and qualified staff or contractors. Information regarding how to contact HRHA's Emergency Response Team in order to address emergency work order needs will be provided in the near future. In the meantime, please contact your supervisor.

General Building Cleaning Guidelines

Cleaning staff should avoid contact with tenants or guests with known COVID-19 infection or those who have self-isolated. However, staff can clean or perform work in unoccupied units, community rooms, and common areas if gloves are worn while cleaning and you wash your hands or use a sanitizing hand rub (made from at least 60% alcohol) before and after donning the gloves.

Based on what is currently known about COVID-19, spread from person-to-person occurs most frequently among close contacts (within about 6 feet) from respiratory droplets. However, current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of materials. The CDC recommends cleaning visibly dirty surfaces followed by disinfection as one of the best practice measures for prevention of COVID-19 and other viral respiratory illnesses.

HRHA has implemented enhanced cleaning measures of all common areas circulated by memo from the Facilities and Construction Manager.

For information regarding the cleaning and disinfection frequency and locations refer to the cleaning guidelines for your building produced by HRHA's Facilities and Construction Manager.

Cleaning a Room Vacated by a Person Under Quarantine with COVID-19 (Enhanced Cleaning)

Rooms that housed a person under quarantine or with COVID-19 should remain closed to further use until cleaned and disinfected by appropriately trained and qualified cleaning staff or cleaning contractors. No staff other than the qualified cleaning staff should enter the unit until the unit has been cleared for entry following proper cleaning/disinfecting.

- Cleaning or maintenance staff must wear disposable gloves, eye protection, and coveralls for all tasks until the cleaning process is complete.

- Additional PPE might be required based on the cleaning/disinfectant products being used (refer to the product MSDS).
- PPE should be removed and disposed of properly to avoid contamination of the wearer and the surrounding area.
- Clean and disinfect all frequently touched surfaces in quarantine locations (e.g., areas such as doorknobs, light switches, handles, desks, toilets, faucets, and sinks) according to instructions described for the cleaning and disinfecting products.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present. Launder or shampoo items as appropriate in accordance with the manufacturer's instructions.
- When cleaning is completed, collect soiled material and PPE in a sturdy, leak-proof (e.g. plastic) bag that is tied shut and not reopened. This waste can go into the regular solid waste stream (e.g., municipal trash) as it is not biohazardous or regulated medical waste.
- Replace all HVAC filters.

Cleaning a Room Vacated by Persons Who are Not Ill or Have COVID-19 Symptoms

If the tenant vacating the unit has no known COVID-19 symptoms and the unit has been vacant for at least 24 hours, employees need only to wipe down frequently touched areas such as doorknobs, light switches, handles, desks, toilets, faucets, sinks with a disinfectant before performing standard unit turn activities.

The only required PPE are gloves, except for additional PPE that is appropriate for the cleaning and disinfecting chemicals, or that is appropriate for regular unit turn tasks to be performed.

Glove Selection

To the extent possible, all work within tenant units should be conducted wearing disposable gloves. Latex, nitrile, or vinyl type gloves are all acceptable for the cleaning tasks. However, it's important to note that some people suffer from latex allergies. If that's the case, remember to choose the nitrile or vinyl type surgical gloves rather than latex surgical gloves. Furthermore, nitrile gloves are strongly recommended for most maintenance tasks in a potentially infectious unit because nitrile has high levels of chemical and puncture resistance. If leather or nylon gloves are necessary for puncture or abrasion resistance, wear those gloves over surgical gloves and wash them (per the manufacturers recommendations) after each use. If they cannot be washed, then dispose of them in the nearest waste receptacle.

Appropriately dispose of gloves in the nearest waste receptacle after completing the work in unit.

Proper Removal of Disposable Gloves

Remove and properly dispose of gloves immediately following cleaning or disinfecting tasks.

To remove your gloves, pinch the glove cuff and peel the first glove away from your body, pulling it inside out. Without touching either glove with your bare hand, hold the glove that you just removed in your gloved hand. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. Dispose of the gloves in the nearest waste receptacle.

Summary of Preventive Measures for HRHA Employees

- Stay at home if you have a fever, respiratory symptoms, or believe you are sick or may become sick.
- Practice routine cleaning and disinfection of frequently touched surfaces, including tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, etc.
- Wear gloves when cleaning or performing maintenance in all building locations, including tenant units, common areas, or community rooms. Properly remove and dispose of gloves upon leaving the unit.
- Practice hand hygiene frequently: wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid close or personal contact (less than 6 feet) with other people.

CDC References

- [Preventing COVID-19 Spread in Communities](#)
- [Handwashing: Clean Hands Save Lives](#)
- [OSHA COVID-19 Website](#)



P.O. Box 1804 · Harrisonburg, VA 22803
317 South Main Street · Harrisonburg, VA 22801
540-705-1908 · director@valleyopendoors.org

March 11, 2020

Michael Wong
Harrisonburg Housing & Redelopment Authority
wongway@harrisonburgrha.com

Dear Michael,

I am writing today to seek support from the Harrisonburg Redevelopment and Housing Authority for the Open Doors proposed shelter expansion. As you know, we currently run for 22 weeks per year, but beginning in April will operate year round. We are so grateful to be supported by local faith communities and nonprofit organizations, as well as the City of Harrisonburg and Rockingham County. The City and County have pledged the necessary funds to get us through the remainder of the 2019-2020 fiscal year, so we are currently working to secure pledges of funding for the 2020-2021 fiscal year. This expansion will increase our current budget by approximately \$143,000. While I believe that our partnership with the City of Harrisonburg will continue, I don't expect that they'll be able to fully fund this endeavor. We know that HRHA has been extremely supportive of Open Doors in past years when emergency funding was needed. We would like to ask HRHA for \$15,000 to support this effort. We will also be reaching out to other local community partners and individuals to fully fund this expansion. I have also included a short document explaining the expansion and would be happy to talk with you further about these efforts. Thanks so much and I look forward to hearing from you soon!

Sincerely,

Rachel Hundley
Executive Director, Open Doors
PO Box 1804
Harrisonburg, VA 22803
director@valleyopendoors.org
www.valleyopendoors.org
540.705.1908

Introduction

In 2007, several members of our community recognized a need for shelter in the Harrisonburg and Rockingham area that would be low-barrier and available to those who are not eligible to stay at other shelters. This low-barrier philosophy means that all who are experiencing homelessness and over the age of 18 are welcome in our shelter when they have nowhere else to go. At the time, those who work with the homeless population estimated that anywhere from 8 to 20 people were on the streets at night, regardless of temperature and weather conditions.

Thanks to the great work of a task force made up of local clergy, members of faith communities, as well as social services and housing authority representatives, the non-profit organization known as HARTS (Harrisonburg And Rockingham Thermal Shelter) was officially created on November 27, 2007. Since that time, our shelter has grown and evolved in many ways. We now have 40 beds in our shelter and serve over 150 different community members per year. We have experienced a drastic increase in the number of guests seeking shelter per night, sometimes seeing numbers as high as 58. We are proud of our work in our community and the support that we offer to those in crisis, but we know that it's time to do more.

In 2013, HARTS became Open Doors. In choosing our new name, we wanted to convey to those who are in need of shelter that our doors are always open to them. We want to open doors for our clients to provide them resources that will help to end the cycle of chronic homelessness. Furthermore, as we move into the future, we have recognized the need to expand our program in multiple ways.

This proposed expansion comes to you as a product of the ongoing work of the Open Doors Board of Directors, a collaboration of local Shelter Directors and the increase communication between the City of Harrisonburg and the stakeholders invested in solutions for the need for emergency shelter year round in our community. This proposal includes a plan for year-round shelter for 2020, a full-time Director of Client Services and the structure needed for overflow shelter during the cold months of Winter, 2020 when all shelter beds are filled and we are over capacity. As we embark on this expansion, the Open Doors Board of Directors is also beginning a visioning and strategic planning process to discern what the future of our organization looks like, and what a permanent solution to the need for shelter may look like in 2-3 years.

Overview

*Open Doors seeks to expand our services in 3 ways:
Full time Shelter Director, year round shelter and thermal overflow shelter.*

Director of Client Services

The most important piece of this expansion is to hire a full time Director of Client Services. This position will need to be filled immediately. It will allow us to work more closely with other area shelters, provide a higher level of care and support to our guests and to better support our staff and volunteers in their efforts to serve those experiencing homelessness. The Director of Client Services will have social work/case management experience and will work year round to manage the shelter, work with shelter staff and provide a higher level of care and support to our guests. Their efforts will be focused on running the shelter efficiently and safely, while also assisting shelter guests in overcoming the barriers that are stopping them from connecting with support systems and accessing permanent housing.

Year Round Shelter

Providing year round shelter for adults experiencing homelessness beginning immediately will be a game changer for our community and for those in crisis. Our hope is to keep our emergency shelter open beginning in April of 2020 for the remainder of the year by continuing our work with local churches, faith communities, individuals and civic organizations. We would also like to expand our services by paying 2 trained staff members to be on duty at all times, in order to increase safety in the shelter and services offered to our guests. This will also provide extra support to faith communities and volunteer groups as their increased support and involvement is vital to the success of this expansion.

We anticipate that this shelter will have a fewer number of beds during the summer months in order to allow for more faith communities to offer their spaces as host locations. We will also continue our work with the Fire Marshal and Community Development Office to ensure that all shelter locations are safe and up to code.

Overflow Shelter

As our numbers have increased as the temperature have dropped, we recognize the need for shelter for more than 40 individuals on the coldest nights. The overflow shelter will serve as a secondary shelter to the primary Open Doors location. All guests will check in and be served dinner at the primary location. Staff and a secondary location (TBD) will be on call for the nights when overflow protocol is necessary and guests will be transported to that location to sleep.

Our Needs

*In order for this expansion to be possible, Open Doors needs the following:
Funding, community support and public support from other nonprofits*

Funding

The most important piece of this puzzle currently is our need for funding. In order to fully fund the 3 parts of this proposed expansion, Open Doors needs about \$143,000 annually in addition to our current budget. This funding will secure the Shelter Director, staffing and supplies for year round shelter, and staffing and supplies for the overflow shelter as needed. We have presented this need to the City of Harrisonburg via the city funding application and are awaiting the completion of that process. We are optimistic about this partnership with the City and hope that other funding sources in our community will also join this effort and partner with us in this solution to our current emergency shelter crisis.

Community Support

Though funding is the integral piece of this puzzle as of now, we know that Open Doors exists and has been successful thanks to the overwhelming support from our local community. This support is vital to our success. We have already begun the process of communicating our needs to local faith communities that will be able to support this expansion by providing shelter locations for the summer months. Furthermore, we want to make it clear to those providing shelter that our Board of Directors is focusing heavily on the visioning and planning process so that we have an informed, intentional and well thought out permanent solution to the need for year-round emergency shelter in the next 2-3 years.

Support from other Nonprofits

Our partnership with other local organizations, and especially those serving community members experiencing homelessness, is something that we value and are grateful for every day. As we move forward with this expansion, we hope that these organizations will support this effort by directing extra volunteers and donors to us, sharing our needs with their supporters and being in regular communication with Open Doors to help share information with clients and other community members in order to present a united front and share true and factual information with the public.

Conclusion

Where do we go from here?

As you can imagine, this process must happen quickly in order for us to continue providing shelter in April, 2020 past the currently advertised shelter closing date. Groundwork is already well underway with the Open Doors staff and board. We are grateful for our partnership with the City of Harrisonburg and the ways in which they are committed to helping solve the need for emergency shelter. As we await the completion of the funding allocation process, we will also be sharing this proposal with other possible funding sources. We plan to begin the hiring process for Shelter Director and extra shelter staff as soon as possible- certainly before February is over.

Please contact us if you have feedback and/or ideas that might assist us in getting these new facets of our program up and running. Also, if you would like to partner with Open Doors in funding these efforts, please reach out as soon as possible. You can reach our Executive Director, Rachel Hundley, at director@valleyopendoors.org or 540-705-1908.

Thank you!

AUDITED FINANCIAL STATEMENTS

OF

COMMERCE VILLAGE, L.L.C.

DECEMBER 31, 2019

AUDITED FINANCIAL STATEMENTS

OF

COMMERCE VILLAGE, L.L.C.

DECEMBER 31, 2019

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INDEPENDENT AUDITOR'S REPORT

To the Members of the
Commerce Village, L.L.C.

We have audited the accompanying balance sheet of Commerce Village, L.L.C., VHPRF No. 30-0169544 and 70-0169543, as of December 31, 2019, and the related statements of income, changes in members' capital, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Commerce Village, L.L.C., as of December 31, 2019, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 12 to the financial statements, in 2019, the entity adopted new accounting guidance ASU 2016-18. Our opinion is not modified with respect to this matter.

Dooley & Vicars
Certified Public Accountants, L.L.P.

February 18, 2020

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
BALANCE SHEET
AS OF DECEMBER 31, 2019

ASSETS

Current Assets

Cash	\$ 109,112
Accounts Receivable - Tenant, Net Allowance of \$10,141	884
Prepaid Insurance	939
Total Current Assets	<u>110,935</u>

Deposits and Funded Reserves

Tenant Security Deposits	15,200
Escrow Deposits	1,202
Reserve for Replacements	35,589
Operating Reserves	130,617
Total Deposits and Funded Reserves	<u>182,608</u>

Fixed Assets

Land	300,000
Land Improvements	425,796
Buildings	3,159,823
Furnishings	95,857
Accumulated Depreciation	(474,839)
Total Fixed Assets	<u>3,506,637</u>
 TOTAL ASSETS	 <u>\$ 3,800,180</u>

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
BALANCE SHEET
AS OF DECEMBER 31, 2019
(CONTINUED)

LIABILITIES AND MEMBERS' CAPITAL

Current Liabilities

Accounts Payable	\$ 5,180
Accounts Payable - Affiliate	70,533
Accrued Expenses	3,691
Prepaid Rent	810
Total Current Liabilities	80,214

Other Liabilities

Tenant Security Deposit Liability	15,200
Total Other Liabilities	15,200

Long-Term Liabilities

Developer Fee Payable	10,000
Notes Payable	358,000
VHDA Mortgage Payable	1,092,000
Long-Term Interest Payable	46,822
Less: Deferred Loan Costs, Net Amortization of \$6,968	(14,323)
Total Long-Term Liabilities	1,492,499

Total Liabilities	1,587,913
-------------------	-----------

Members' Capital

Commerce Village Management, L.L.C.	(37)
VAHM, L.L.C.	(4)
Housing Equity Fund of Virginia XVIII, L.L.C.	2,212,308
Total Members' Capital	2,212,267

TOTAL LIABILITIES AND MEMBERS' CAPITAL	\$ 3,800,180
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COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2019

Revenues

Rental Income	\$ 188,371
Other Income	7,363
	<u>195,734</u>

Expenses

Administrative	58,327
Management Fee	9,908
Utilities	36,355
Operating and Maintenance	31,424
Real Estate Taxes	12
Property and Liability Insurance	3,020
Miscellaneous Taxes and Insurance	9,593
Interest	28,144
Depreciation	126,553
	<u>303,336</u>
 NET INCOME (LOSS)	 <u>\$ (107,602)</u>

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
STATEMENT OF MEMBERS' CAPITAL
FOR THE YEAR ENDED DECEMBER 31, 2019

	Commerce Village Management, L.L.C.	VAHM, L.L.C.	Housing Equity Fund of Virginia XVIII, L.L.C.	TOTAL
Percentage of Ownership	0.009%	0.001%	99.990%	100.000%
Balance at Beginning of Year	\$ (27)	\$ (3)	\$ 2,189,899	\$ 2,189,869
Capital Contributions	-	-	130,000	130,000
Income (Loss)	<u>(10)</u>	<u>(1)</u>	<u>(107,591)</u>	<u>(107,602)</u>
BALANCE AT END OF YEAR	<u><u>\$ (37)</u></u>	<u><u>\$ (4)</u></u>	<u><u>\$ 2,212,308</u></u>	<u><u>\$ 2,212,267</u></u>

The accompanying notes are an integral part of these financial statements

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

Cash Flows from Operating Activities

Rental Receipts	\$ 189,886
Other Receipts	7,363
Total Income	<u>197,249</u>
Management Fees	9,908
Administrative Expenses	23,315
Utilities	36,355
Salaries and Wages	46,117
Operating and Maintenance	18,230
Real Estate Taxes	12
Property and Liability Insurance	3,587
Misc. Taxes, Licenses, and Permits	9,593
Tenant Security Deposits	(103)
Interest on Mortgages and Notes	16,381
Total Expenses	<u>163,395</u>
Net Cash Provided By (Used In) Operating Activities	<u>33,854</u>

Cash Flows from Financing Activities

Capital Contributions	<u>130,000</u>
Net Cash Provided By (Used In) Financing Activities	<u>130,000</u>
Net Increase/(Decrease) in Cash	163,854
Cash - Beginning of Year	<u>127,866</u>
CASH - END OF YEAR	<u>\$ 291,720</u>

Reconciliation of Cash and Cash Equivalents

Cash	\$ 109,112
Tenant Security Deposits	15,200
Escrow Deposits	1,202
Reserve for Replacements	35,589
Operating Reserves	130,617
Total Cash and Cash Equivalents	<u>\$ 291,720</u>

The accompanying notes are an integral part of these financial statements

COMMERCE VILLAGE, L.L.C.
 VHDA Loan No.: 30-0169544 and 70-0169543
 STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2019
 (CONTINUED)

Reconciliation of Cash Provided By (Used In) Operating Activities

Net Profit<Loss>	\$ (107,602)
<u>Add <Deduct> Adjustment to Reconcile Net <Loss> Income to Net Cash Provided By (Used In) Operating Activities</u>	
Depreciation	126,553
(Increase)/Decrease in Accounts Receivable - Tenants	1,607
(Increase)/Decrease in Prepaid Expenses	(567)
Increase/(Decrease) in Accounts Payable	705
Increase/(Decrease) in Accrued Expenses	1,384
Increase/(Decrease) in Prepaid and Deferred Revenues	(92)
Increase/(Decrease) in Security Deposit Liability	103
Non-Cash Interest Expense	<u>11,763</u>
Net Cash Provided By (Used In) Operating Activities	<u>\$ 33,854</u>

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Note 1: Nature of Business and Significant Accounting Policies

Nature of Business - Commerce Village, L.L.C. is a Virginia limited liability company formed in 2013 to construct and operate rental apartment units, for low-income individuals and families, in Harrisonburg, Virginia. Predevelopment on the building commenced during 2014. As of December 31, 2019, the Company has three members -- Commerce Village, L.L.C., owns a .009% managing member interest; the Housing Equity Fund of Virginia XVIII, L.L.C. owns a 99.990% investor member interest; and the VAHM, L.L.C. owns a .001% special member interest. Profits, losses, tax credits, and cash disbursements are allocated among the members based on their respective ownership interests.

A summary of the Company's significant accounting policies follows:

Cash and Cash Equivalents - For purposes of reporting, the Company includes all cash accounts and all highly liquid debt instruments purchased with a maturity of three months or less as cash and cash equivalents.

Real Estate Costs - Costs that clearly relate to the acquisition, development, and construction of the apartments are capitalized. Interest costs were capitalized while development and construction were in progress.

Income Taxes - No provision or liability for income taxes has been recorded because the members are taxed individually on their proportionate shares of the Company's income. Income for tax purposes will differ from book income due to timing differences in depreciation and amortization expenses. The Company has no material uncertain tax positions requiring disclosure. Fiscal years ending on or after December 31, 2016, remain subject to examination by federal and state tax authorities.

Deferred Charges - Financing costs are amortized over the term of the mortgage loan using the effective yield method.

Tenant Security Deposits - Commerce Village, L.L.C., collects security deposits from each tenant to provide for costs incurred or unpaid rent when a tenant vacates the apartment. The cash collected is kept separate from operating funds and interest is paid on the security deposits in accordance with the lease agreement.

Accounts Receivable and Bad debts - Tenant receivables are charged to bad debt when they are determined to be uncollectible based on a periodic review of the accounts by management. Management's allowance is for delinquent accounts over 90 days old.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019
(CONTINUED)

Note 1: Nature of Business and Significant Accounting Policies (Cont.)

Impairment of Assets - The Company reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flow expected to be generated by the rental property. There were no impairment losses recognized in 2019.

Subsequent Events - Management has evaluated subsequent events through February 18, 2020, the date on which the financial statements were available to be issued.

Use of Estimates in the Preparation of Financial Statements - Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising Costs - Advertising costs are charged to operations when incurred.

Note 2: Fixed Assets

The Commerce Village Apartments consist of 30 rental units located in Harrisonburg, Virginia. The fixed assets of the Company, as of December 31, 2019, are as follows:

Changes in Fixed Assets:

	Balance 1/1/2019	Additions	Transfers	Balance 12/31/2019
Land	\$ 300,000	\$ -	\$ -	\$ 300,000
Land Improvements	425,796	-	-	425,796
Building	3,159,823	-	-	3,159,823
Furnishings	95,857	-	-	95,857
TOTAL	\$ 3,981,476	\$ -	\$ -	\$ 3,981,476

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019
(CONTINUED)

Note 2: Fixed Assets (Cont.)

Changes in Accumulated Depreciation:

	Balance 1/1/2019	Current Provision	Deductions	Balance	Net Book Value 12/31/2019
Land	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Land Improvements	85,158	28,386	-	113,544	312,252
Building	212,230	78,996	-	291,226	2,868,597
Furnishings	50,898	19,171	-	70,069	25,788
TOTAL	\$ 348,286	\$ 126,553	\$ -	\$ 474,839	\$ 3,506,637

Note 3: Mortgage Escrow Deposits

In accordance with provisions of the mortgage, funds are required to be held in escrow for future payments of real estate taxes and insurance. Activity for the escrow account is as follows:

Balance as of December 31, 2018	\$ 6,218
Deposits	4,086
Payments	(2,941)
Rebates	(6,161)
BALANCE AS OF DECEMBER 31, 2019	\$ 1,202

Note 4: Reserve Funds - Reserve for Replacement

The Company is required to make monthly deposits into the reserve for replacement account, and is subject to operating and return to owner restrictions. The following shows the activity for the reserve for replacement account during the year:

Balance as of December 31, 2018	\$ 25,955
Deposits	9,000
Interest Earned During the Year	634
BALANCE AS OF DECEMBER 31, 2019	\$ 35,589

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019
(CONTINUED)

Note 5: Operating Reserve

In accordance with provisions of the operating agreement, the Company has funded an operating deficit reserve. The reserve shall be used to fund an operating deficit and other cash requirements of the Company throughout the term of the partnership. Withdrawals from the reserve shall require the prior approval of the investor member. Activity for the reserve account is as follows:

Balance as of December 31, 2018	\$	-
Deposits		130,000
Interest Earned During the Year		617
		617
 BALANCE AS OF DECEMBER 31, 2019	 \$	 130,617
		130,617

Note 6: Notes and Mortgages Payable

At December 31, 2019, notes payable consist of the following:

HRHA - Note Payable #1	\$	300,000
HRHA - Note Payable #2		58,000
DHCD - Housing Trust Fund		750,000
DHCD - HOME		342,000
Less: Deferred Loan costs, Net Amortization		(14,323)
		(14,323)
	 \$	 1,435,677
		1,435,677

As of December 31, 2019, the Company has an outstanding note payable to the Harrisonburg Redevelopment and Housing Authority in the amount of \$300,000. The note bears interest at 2.74% per annum, compounding annually, and is payable from available net cash flow. Interest accrued on the note, as of December 31, 2019, was \$43,416. The outstanding principle and any accrued interest shall be due and payable in full on December 9, 2044.

HRHA is also owed a note payable in the amount of \$58,000 for the permanent financing of the project. The note is secured by a deed of trust in the project and accrues interest at 1.50% per annum. At December 31, 2019, the balance of accrued interest is \$3,406. The note is administered by the Virginia Department of Housing and Community Development through the Permanent Supportive Housing grant program.

The DHCD Housing Trust Fund loan is secured by a deed of trust and has a stated interest rate of 1.50%. Interest only payments of \$938 are due monthly and the mortgage is due and payable in full on March 1, 2036.

The DHCD HOME loan is secured by a deed of trust and has a stated interest rate of 1.50%. Interest only payments of \$428 are due monthly and the mortgage is due and payable in full on March 1, 2036.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019
(CONTINUED)

Note 7: Interest Cost

The total interest cost incurred during the year ended December 31, 2019 was \$28,144. Of this amount, \$1,735 is attributable to the amortization of loan costs.

Note 8: Related Party Transactions

As of December 31, 2019, the Company owed HRHA, an affiliate of the managing member, \$70,533 for funds advanced during construction of the project. HRHA is the management agent of the project and was paid a management fee of \$9,908 during 2019. At December 31, 2019, HRHA is also owed \$3,691 for accrued payroll liabilities.

Housing Capital Corporation, an affiliate of the investor member, was paid \$6,190 for accounting fees during 2019.

The Company also has notes payable to the Harrisonburg Redevelopment and Housing Authority in the amount of \$300,000 and \$58,000 as discussed in Note 6. At December 31, 2019, accrued interest payable on the notes totaled \$46,822.

HRHA is also owed a development fee with an original amount of \$424,000. The balance at December 31, 2019 is \$10,000. The fee accrues 0.0% interest and is payable from available cash flow as defined in the operating agreement.

Note 9: Risk and Uncertainties

Financial instruments which potentially subject the Company to concentration of credit risks consist principally of temporary cash investments and restricted deposits and funded reserves held by the mortgagee. The Company places its temporary cash investments with high-credit quality financial institutions and, by policy, limits the amount of temporary cash investments held at any one financial institution. Deposit accounts, at times, may exceed federally insured limits. The Company has not experienced any losses in such accounts, and believes it is not exposed to any significant credit risk on cash and cash equivalents. Restricted deposits and funded reserves of \$36,791 are administered by the mortgagee. As of December 31, 2019, the Company had no funds in excess of FDIC insured limits.

COMMERCE VILLAGE, L.L.C.
VHDA Loan No.: 30-0169544 and 70-0169543
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019
(CONTINUED)

Note 10: Current Vulnerability Due to Certain Concentrations

The Company's sole asset is the Commerce Village Apartments. The Company's operations are concentrated in the multifamily real estate market. In addition, the Company operates in a regulated environment. The operations of the Company are subject to administrative directives, rules, and regulations of federal and state regulatory agencies. Such administrative directives, rules, and regulations are subject to change.

Note 11: Contingencies and Commitments

The Company's low-income housing credits are contingent on its ability to maintain compliance with applicable sections of Section 42. Failure to maintain compliance with occupant eligibility, and/or unit gross rent, or to correct noncompliance within a specified time period could result in recapture of previously taken tax credits plus interest. In addition, such potential noncompliance may require an adjustment to the contributed capital by the Investor Member.

Note 12: Change in Accounting Principle

In November 2016, FASB issued ASU 2016-18, Statement of Cash Flows (Topic 230): Restricted Cash (the "Standard"). The Standard was adopted in 2019 and applied on a retrospective basis to the financial statements presented in this annual financial report. The following changes to the financial statement presentation have been incorporated to implement provisions of this Standard. The Standard requires the Company treat all cash, cash equivalents, and restricted cash as cash and cash equivalents for reporting total changes in cash. The following schedule reconciles unadjusted beginning cash with beginning cash adjusted for the changes required by the Standard.

Ending Cash - December 31, 2018	\$ 80,596
Add: Tenant Security Deposits	15,097
Add: Escrow Deposits	6,218
Add: Reserve for Replacements	25,955
Beginning Cash - January 1, 2019	<u>\$ 127,866</u>



February 18, 2020

The Members of
Commerce Village, L.L.C.

We have audited the financial statements of the Commerce Village, L.L.C. (the Company) for the year ended December 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 20, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Company are described in Note 1 to the financial statements. As discussed in Note 12 to the financial statements, in 2019, the entity adopted new accounting guidance ASU 2016-18. Our opinion is not modified with respect to this matter. We noted no transactions entered into by the Company during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Company's financial statements was:

Management's estimate of accumulated depreciation is based on the estimated useful life of the structures and equipment. We evaluated the key factors and assumptions used to develop the accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 18, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Company's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Company's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the management of the Company and is not intended to be and should not be used by anyone other than these specified parties.



Dooley & Vicars
Certified Public Accountants, L.L.P.

**RESOLUTION SUPPORTING FAITH IN ACTION'S
AFFORDABLE HOUSING CAMPAIGN**

WHEREAS, Faith in Action is a coalition of 24 congregations that work together on local justice issues in the Harrisonburg-Rockingham community;

WHEREAS, Faith in Action addresses systemic issues that prevent some segments of our community from flourishing;

WHEREAS, Faith in Action has selected affordable housing as the next issue of focus in Harrisonburg and Rockingham County;

WHEREAS, as part of its affordable housing campaign efforts, Faith in Action intends to request certain funding from the governing bodies of the City of Harrisonburg and Rockingham County;

WHEREAS, the Harrisonburg Redevelopment and Housing Authority (“HRHA”) is committed to expanding the availability of and increasing funding for affordable housing; and

WHEREAS, HRHA supports and encourages Faith in Action in its campaign efforts to have funding appropriated and earmarked for affordable housing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY THAT:

1. The Board of Commissioners recognize the need for affordable and low-income housing in the City of Harrisonburg and Rockingham County;
2. The Board of Commissioners supports and encourages Faith in Action in its campaign and other efforts to address affordable and low-income housing in the City of Harrisonburg and Rockingham County; and
3. The Board of Commissioners supports and encourages Faith in Action in its campaign and other efforts to expand the availability of and increase funding for affordable housing.

Resolved this 18th day of March 2020.

CERTIFICATE OF VOTES

Record of the roll-call vote by the Harrisonburg Redevelopment and Housing Authority, upon reading on a resolution titled “**RESOLUTION SUPPORTING FAITH IN ACTION'S AFFORDABLE HOUSING CAMPAIGN**” taken at a regular meeting of the Authority held on March 18, 2020:

	AYE	NAY	ABSTAIN	ABSENT
John Hall, Vice Chairman				
Scott Gallagher				
Benjamin Fuller				

Costella Forney
Daniel Fleming

Dated: March 18, 2020

(SEAL)

Chairman, Harrisonburg Redevelopment and
Housing Authority

ATTEST: _____
Secretary

The undersigned Secretary of the Harrisonburg Redevelopment and Housing Authority hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by the Authority's commissioners present and voting at a meeting duly called and held on March 18, 2020, in accordance with law, and that such Resolution has not been repealed, revoked, rescinded, or amended, but is in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Authority this 18th day of March, 2020.

**HARRISONBURG REDEVELOPMENT AND
HOUSING AUTHORITY**

By: _____
Michael G. Wong, Secretary

JR "Polly" Lineweaver Program Management Report
Month of February 2020

Applications

	Efficiency	One bedroom
Currently On Waiting List	2	70
New Applications Taken	0	7

Marketing

	Efficiency	One bedroom	Total
# of units vacant	3	0	3
# of Tenants who moved in	0	0	0
# of Tenants who moved out	2	0	2
# of Tenants who transferred	0	0	0
# of Legal Notices	1	0	1
# of Unlawful Detainers	1	0	1

Occupancy

11	# of minorities	18%
36	# of disabled tenants	59%
56	# of elderly tenants	44%
Total Number of Units Leased: <u>58</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$21,626.17		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$13,082.40		
Pet Deposits Held	\$1,750.00		
Rent Billed	\$14,947.00		
Rent Collected	\$15,837.24		

Number of Inspections	<u>0</u>
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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

3-2-2020
Date

Lineweaver Annex Program Management Report...
Month of February 2020

Applications

Currently On Waiting List	100
New Applications Taken	0

Marketing

# of units vacant	2
# of Tenants who moved in	2
# of Tenants who moved out	2
# 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 <u>58</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$34,353.16		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$27,483.11		
Pet Deposits Held	\$1,250.00		
Rent Billed	\$16,213.00		
Rent Collected	\$16,529.46		

Number of Inspections	<u>0</u>
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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 Manager

Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF FEBRUARY 2020**

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>2</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>5</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</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>16</u>	<u>1</u>	<u>0</u>	<u>26</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>\$116,965.00</u>
Rent Billed	<u>\$130,593.90</u>
Rent Collected	<u>\$130,291.42</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>1,400</u> applicants.	<u>429</u>	<u>485</u>	<u>333</u>	<u>120</u>	<u>033</u>

5.) Inspections:

Number Completed	Excellent	Acceptable	Needs work	Issues
7	0	5	1	1

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had one move-in and one move-out for the month of February 2020. 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

3/13/20
Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF FEBRUARY 2020**

1.) Marketing:

	<u>1 BDR VASH</u>	<u>1 BDR HCV</u>
# of Units Vacant	<u>0</u>	<u>1</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: 29

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$10,034.80</u>
Number of Delinquent Accounts by Age:	30: <u>1</u> 60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,450.00</u>
Rent Billed	<u>\$15,671.00</u>
Rent Collected	<u>\$16,557.00</u>

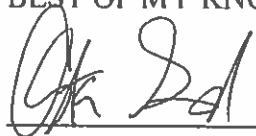
4.) Applications:

Currently on the Waiting List 762

5.) 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



3/5/2020

**WAITING LIST PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF FEBRUARY 2020
Occupancy Information**

Housing Choice Voucher Program as follows:

	<u>Waiting List</u>	<u>New Applicants</u>
1 Bedroom	481	058
2 Bedroom	835	056
3 Bedroom	680	051
4 Bedroom	228	010
5 Bedroom	51	002
6 bedroom	2	001
TOTAL	2277	177

Franklin Heights Program as follows:

	Wait list	New Applicants
1 bedroom	473	045
2 bedroom	523	036
3 bedroom	364	032
4 bedroom	122	002
5 bedroom	034	000
	1,516	115

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



**Sandra Lowther
HCV/Occupancy Specialist**

3/5/2020

Date

**FAMILY SELF – SUFFICIENCY PROGRAM REPORT
February 2020 Monthly Report**

HCV PARTICIPANTS

Employment	Education/Training	Escrow
In Program: 30	Enrolled in ESL: 3	Positive Escrow Balances: 23
Employed: 25	Enrolled in Continuing Ed.:2	Earning Monthly Escrow: 13
Job searching/Pre-employment: 0	Started this month: 1	Newly Earning Escrow: 2
Medical Leave/Disability: 5		Escrow decreases: 2
Maternity Leave: N/A		Interim Escrow Withdrawals:0

FRANKLIN HEIGHTS PARTICIPANTS

Employment	Education/Training	Escrow
In Program: 42	Enrolled in ESL: 6	Positive Escrow Balances: 19
Employed: 32	Enrolled in Continuing Ed.:2	Earning Monthly Escrow: 14
Job searching/Pre-employment: 6	Started this month: 0	Newly Earning Escrow: 0
Medical Leave/ Disability: 3		Escrow decreases: 10
Maternity Leave:1		Interim Escrow Withdrawals: 0

HARRISON HEIGHTS

Employment	Education/Training	Escrow
In Program: 17	Enrolled in ESL: 1	Positive Escrow Balances: 10
Employed: 13	Enrolled in GED: 1	Earning Monthly Escrow: 6
Job searching/Pre-employment: 3	Started this month: 1	Newly Earning Escrow: 0
Medical Leave: 0		Escrow Increases: 0
Maternity Leave: 1		Interim Escrow Withdrawals: 1
New job this month: 0		

Accomplishments

Received and distributed 14 pieces of furniture to 8 HRHA residents. FSS Coordinators attended a Financial Coaching and Trauma Informed Care Training. Referred 3 participant to WTG and 3 to the VA Workforce Center.

Date: 2/28/2020

FSS Coordinator: Zoe Parakuo

FSS Coordinator: Everett Brubaker

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as February 29, 2020**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$72,867.55
		Total	\$72,867.55
	AR Due from:		
	JR Polly Lineweaver Apartments	\$45,320.90	
	Housing Choice Voucher Program	\$39,166.97	
	Commerce Village, LLC	\$19,927.04	
	Franklin Heights, LLC-Operating Expenses	\$62,316.44	
	Franklin Heights, LLC-Debt Servicing	\$282,315.50	
		\$449,046.85	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$395,021.95
	United Bank-FSS Escrow for participants		\$105,570.17
		Total	\$500,592.12

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$17,911.14
		Total	\$17,911.14

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$178,791.78
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$14,531.98
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Commerce Village, LLC

Cash:	First Bank & Trust		\$129,765.23
	BB&T-Operating Reseve Account		\$130,702.58

	<u>Grand Total</u>	<u>\$1,045,162.38</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of February 29, 2020**

		Cash Balance as of 1/31	Cash Balance as of 2/29
LOCAL COMMUNITY DEVELOPMENT			
Cash:	First Bank & Trust	\$75,038.07	\$72,867.55
HOUSING CHOICE VOUCHER PROGRAM			
Cash:	SunTrust-Checking	\$360,537.76	\$395,021.95
	United Bank-FSS Escrow	\$98,957.95	\$105,570.17
J.R. POLLY LINEWEAVER APARTMENTS			
Cash:	United Bank-Checking	\$2,724.04	\$17,911.14
ALL PROGRAMS-FH, LW, JRL, CVO			
Cash:	United Bank-Security Dep.	\$176,627.38	\$178,791.78
COMPONENT UNITS			
Franklin Heights, LLC			
Cash:	United Bank-Checking	\$9,363.99	\$14,531.98
Commerce Village LLC			
Cash:	First Bank & Trust	\$125,061.32	\$129,765.23
	BB&T (Operating Reserve)	\$130,661.16	\$130,702.58
	Total	\$978,971.67	\$1,045,162.38

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of February 2020**

Franklin Heights, LLC

Income	\$	251,724.52
Expenses	\$	218,335.17
Less: Principal Payments	\$	(19,165.22)
Total	\$	450,894.47

J.R. POLLY LINEWEAVER APARTMENTS

Income	\$	78,374.69
Expenses	\$	(66,660.80)
Total	\$	11,713.89
Add: Service Coordinator Grant Funds	\$	-
Less: Service Coordinator Grant Expenses	\$	(12,427.29)
	\$	(12,427.29)
Profit (Loss)/Gain	\$	(713.40)
Less: Principal Payments	\$	(18,340.99)
Total	\$	(19,054.39)