



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

Phone/V TDD 540-434-7386
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August 14, 2020

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, August 19, 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
August 19, 2020

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - July 2020
- III. Review and Approval Financial Statements
 - July 2020
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Public Comment on the 2021 Annual Plan and Housing Choice Voucher Administrative Plan, Franklin Heights, JR "Polly Lineweaver, Lineweaver Annex and Commerce Village Admissions and Continued Occupancy Policies
 3. Public Comment on the proposed 2021 Budget
 4. Closed Session 2.2-3711(A)(1): Compensation and Executive Director Performance Review
 5. Resolution 150 South Main -Children's Museum
 6. Inducement Resolution-Lambert Landing
 7. Temporary Emergency Standards and Remote Work Policy
 8. Allegations of Unsanitary Housing Conditions and Tenant Complaints-City Council Presentation
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - MTW Application
 - Addressing Homelessness and Affordable Housing
 - C. Management Reports
 1. Housing Choice Voucher Management Report
 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
 3. Franklin Heights Program Management Report
 4. Commerce Village Management Report
 5. Family Self Sufficiency Management Report
 6. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
July 15, 2020

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday July 15 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

Costella Fordney, Vice Chair
Dany Fleming, Commissioner
Scott Gallagher, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by Costella Fordney, Vice Chair. Mr. Wong then presented the June minutes for consideration of approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fleming made the motion for approval. The motion was unanimously approved. Mr. Wong then presented the June financials for consideration of approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fleming made the motion approving the June financials. The motion was unanimously approved.

Vice Chair Fordney then opened the floor for general public comment. She related of reception of an email message from Karen Thomas concerning the possible need for a MOU for access to water behind the HRHA's administrative building for a community garden and voiced concern with the commissioner's meeting location. No action was taken from these comments.

Mr. Wong then presented an update on 100 families housed in 100 days' campaign. He stated of the staff in discussion with student housing complexes for possible use of congregate housing to address the one-bedroom need. He related of the vacancy rate with student housing being significantly lower than normal which will potentially assist residents in accessing housing. He also stated of HCV staff conducting landlord briefing and of meeting with members of the Virginia Apartment Management Association to discuss how the new Commonwealth of Virginia's Fair Housing protect class of "source of funds" will impact access to housing. Mr. Wong stated of working closely with the Harrisonburg Rockingham Community Services Board in a grant application for permanent supportive housing for seriously mentally ill(SMI). He related of the grant award will provide housing search and stabilization services to 25 mainstream non elderly voucher holders and support for a full-time peer support position at Commerce Village.

Mr. Wong then related of the eviction moratorium ending on July 25 and proposed to

the board an extension of the moratorium. After a period of discussion, Commissioner Fleming seconded by Commissioner Gallagher made the motion to extend the moratorium 30 additional days. This motion was unanimously approved.

Mr. Wong then provided a brief update on the Authority's initiatives. Commissioner Gallagher seconded by Commissioner Fleming then made the motion to approve the management reports. This motion was unanimously approved. Commissioner Gallagher seconded by Commissioner Fleming then made the motion to adjourn. The 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 July 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	5,355.57	44,368.21	49,042.00	(4,673.79)
3410 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	0.00	52,203.50	46,821.25	5,382.25
3410 COC Planning Grant Funds	20,619.00	1,718.25	9,749.59	13,091.87	12,027.75	1,064.12
3410 VHSP-COVID-19 ESO Grant	100,000.00	8,333.33	0.00	78,426.37	58,333.33	20,093.04
3610 Interest Income	0.00	0.00	11.09	81.87	0.00	81.87
3690 Developer's Fees/Other Income	130,000.00	10,833.33	0.00	125,000.00	75,833.33	49,166.67
3690 Admin. Fees	9,500.00	791.67	0.00	35,000.00	5,541.67	29,458.33
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	8,750.00	(8,750.00)
3690 Lease Income	4,800.00	400.00	400.00	2,800.00	2,800.00	0.00
3690 Management Fees-CV	10,000.00	833.33	856.96	6,022.33	5,833.33	189.00
3690 BPort Net Receipts	185,689.00	15,474.08	13,952.52	106,540.27	108,318.58	(1,778.31)
3690 Lineweaver Apts. Net Receipts	379,168.00	31,597.33	30,535.25	213,356.58	221,181.33	(7,824.75)
Total Receipts	1,019,113.00	84,926.08	60,860.98	676,891.00	594,482.58	82,408.42
Expenses:						
Administration						
4110 Adm Salaries	134,085.00	11,173.75	15,892.94	85,195.70	78,216.25	6,979.45
4540 Adm Benefits	37,895.00	3,157.92	3,879.32	24,455.94	22,105.42	2,350.52
4130 Legal Expense	10,000.00	833.33	0.00	2,304.95	5,833.33	(3,528.38)
4140 Staff Training	5,000.00	416.67	0.00	995.00	2,916.67	(1,921.67)
4150 Travel	15,000.00	1,250.00	400.00	3,240.35	8,750.00	(5,509.65)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	2,100.00	(2,100.00)
4190 Sundry-Admin. Exp.	30,000.00	2,500.00	2,223.54	17,198.21	17,500.00	(301.79)
4190 VHSP-COVID-19 ESO Grant	100,000.00	8,333.33	21,573.63	100,000.00	58,333.33	41,666.67
4190 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	3,650.52	43,468.37	46,821.25	(3,352.88)
4190 VHDA COC COVID-19 Grant	0.00	0.00	71,250.00	71,250.00	0.00	71,250.00
4190 COC Planning Grant Funds	20,619.00	1,718.25	5,327.42	13,091.87	12,027.75	1,064.12
4190 HMIS Match for Grant Funds	10,000.00	833.33	456.70	3,689.33	5,833.33	(2,144.00)
4190 Community Donations (OpDr/COC,etc)	15,000.00	1,250.00	0.00	10,000.00	8,750.00	1,250.00
4190 HMIS Homeless Assistance-18	84,072.00	7,006.00	7,123.34	42,653.62	49,042.00	(6,388.38)
Total Administration	545,536.00	45,461.33	131,777.41	417,543.34	318,229.33	99,314.01
Utilities						
4320 Electric	3,200.00	266.67	129.11	1,060.88	1,866.67	(805.79)
4330 Gas	1,800.00	150.00	11.25	596.56	1,050.00	(453.44)
Total Utilities	5,000.00	416.67	140.36	1,657.44	2,916.67	(1,259.23)
Maintenance						
4410 Maintenance Salaries	34,289.00	2,857.42	4,048.38	21,181.05	20,001.92	1,179.13
4540 Maintenance Benefits	9,474.00	789.50	868.81	5,116.34	5,526.50	(410.16)
4420 Materials	6,000.00	500.00	415.23	1,563.63	3,500.00	(1,936.37)
4430 Contract Costs	9,500.00	791.67	318.15	2,552.36	5,541.67	(2,989.31)
Total Maintenance	59,263.00	4,938.58	5,650.57	30,413.38	34,570.08	(4,156.70)
General						
4510 Insurance	7,000.00	583.33	613.90	1,731.11	4,083.33	(2,352.22)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4580 Real Estate Taxes (CST)	0.00	0.00	0.00	2,895.99	0.00	2,895.99
4000 Bport Expenses	35,274.00	2,939.50	1,654.45	15,108.95	20,576.50	(5,467.55)
4000 Lineweaver Apartments Expenses	366,686.00	30,557.17	27,093.57	184,311.96	213,900.17	(29,588.21)
Total General	408,960.00	34,080.00	29,361.92	204,048.01	238,560.00	(34,511.99)
TOTAL EXPENSES	1,018,759.00	84,896.58	166,930.26	653,662.17	594,276.08	59,386.09
TOTAL RECEIPTS TO DATE						676,891.00
TOTAL EXPENSES TO DATE						653,662.17
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						23,228.83

[Signature]

[Signature]
8/10/2020

Michael G. Wong, Executive Director

Date

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of July 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	13,952.52	106,540.27	108,318.58	(1,778.31)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	185,689.00	15,474.08	13,952.52	106,540.27	108,318.58	(1,778.31)
Expenses:						
Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	583.33	(583.33)
4190-Sundry-Phone	600.00	50.00	41.20	289.15	350.00	(60.85)
Total Op. Expenses	1,600.00	133.33	41.20	289.15	933.33	(644.18)
Utilities:						
4310 Water	1,100.00	91.67	0.00	318.00	641.67	(323.67)
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	318.00	641.67	(323.67)
Maintenance:						
4420 Materials	3,000.00	250.00	0.00	1.34	1,750.00	(1,748.66)
4430 Contract Costs	12,000.00	1,000.00	152.38	4,016.25	7,000.00	(2,983.75)
Total Maintenance	15,000.00	1,250.00	152.38	4,017.59	8,750.00	(4,732.41)
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	1,460.87	10,484.21	10,251.50	232.71
Total General Exp.	17,574.00	1,464.50	1,460.87	10,484.21	10,251.50	232.71
TOTAL EXPENSES	35,274.00	2,939.50	1,654.45	15,108.95	20,576.50	(5,467.55)
TOTAL RECEIPTS TO DATE						106,540.27
TOTAL EXPENSES TO DATE						15,108.95
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						91,431.32

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



Michael G. Wong
Executive Director



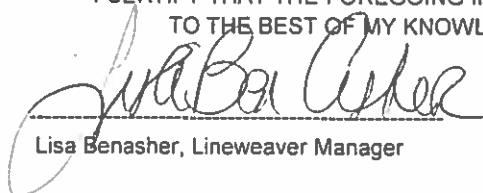
Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,147.27 for a total of \$14,772.77 for this fiscal year.

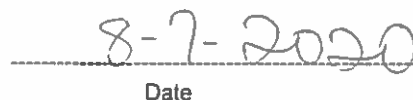
LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of July 2020

	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	16,616.00	116,244.14	141,848.00	(25,603.86)
3410 HAP Funding	120,000.00	10,000.00	13,504.00	92,543.00	70,000.00	22,543.00
3690 Other Income-Laundry	3,800.00	316.67	285.25	2,063.24	2,216.67	(153.43)
3690 Other Income-Late fees,workordr	12,200.00	1,016.67	130.00	2,506.20	7,116.67	(4,610.47)
Total Receipts	379,168.00	31,597.33	30,535.25	213,356.58	221,181.33	(7,824.75)
Expenses:						
Administration:						
4110 Adm Salaries	64,789.00	5,399.08	7,261.11	39,053.46	37,793.58	1,259.88
4540 Adm Benefits	20,769.00	1,730.75	2,233.35	13,384.24	12,115.25	1,268.99
4130 Legal Fees	1,000.00	83.33	0.00	127.65	583.33	(455.68)
4140 Staff Training	1,000.00	83.33	0.00	0.00	583.33	(583.33)
4150 Travel	1,000.00	83.33	0.00	90.49	583.33	(492.84)
4171 Auditing	1,200.00	100.00	0.00	0.00	700.00	(700.00)
4190 Sundry	15,000.00	1,250.00	717.02	8,687.68	8,750.00	(62.32)
Total Administration	104,758.00	8,729.83	10,211.48	61,343.52	61,108.83	234.69
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	561.88	583.33	(21.45)
Total Tenant Serv.	1,000.00	83.33	0.00	561.88	583.33	(21.45)
Utilities:						
4310 Water	8,000.00	666.67	683.97	4,783.56	4,666.67	116.89
4320 Electricity	68,000.00	5,666.67	3,648.78	34,647.42	39,666.67	(5,019.25)
4390 Sewer	23,500.00	1,958.33	1,938.60	13,570.20	13,708.33	(138.13)
Total Utilities	99,500.00	8,291.67	6,271.35	53,001.18	58,041.67	(5,040.49)
Maintenance:						
4410 Maintenance Salaries	49,160.00	4,096.67	6,731.00	34,063.81	28,676.67	5,387.14
4540 Maintenance Benefits	15,668.00	1,305.67	1,109.54	6,331.94	9,139.67	(2,807.73)
4420 Materials	18,000.00	1,500.00	944.22	7,921.31	10,500.00	(2,578.69)
4430 Contract Costs	60,000.00	5,000.00	1,113.45	18,423.65	35,000.00	(16,576.35)
Total Maintenance	142,828.00	11,902.33	9,898.21	66,740.71	83,316.33	(16,575.62)
General Expenses:						
4510 Insurance Expenses	8,600.00	716.67	712.53	2,664.67	5,016.67	(2,352.00)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	5,833.33	(5,833.33)
Total General Exp.	18,600.00	1,550.00	712.53	2,664.67	10,850.00	(8,185.33)
TOTAL EXPENSES	366,686.00	30,557.17	27,093.57	184,311.96	213,900.17	(29,588.21)
TOTAL RECEIPTS TO DATE						213,356.58
TOTAL EXPENSES TO DATE						184,311.96
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						29,044.62

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



Lisa Benasher, Lineweaver Manager



Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of July 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	14,621.60	101,604.55	101,942.17	(337.62)
3410 HAP Funding	262,137.00	21,844.75	20,091.00	149,659.00	152,913.25	(3,254.25)
3410 Service Coord Grant-2019	66,107.00	5,508.92	7,333.00	7,333.00	38,562.42	(31,229.42)
3690 Other Income-Laundry	3,800.00	316.67	285.25	2,063.29	2,216.67	(153.38)
3690 Other Income-Late fees,w/orders	12,000.00	1,000.00	271.00	2,910.00	7,000.00	(4,090.00)
Total Receipts	518,802.00	43,233.50	42,601.85	263,569.84	302,634.50	(39,064.66)
Expenses:						
Administration						
4110 Adm Salaries	64,789.00	5,399.08	7,261.10	39,053.44	37,793.58	1,259.86
4540 Adm Benefits	20,988.00	1,749.00	2,241.97	13,432.88	12,243.00	1,189.88
4130 Legal Fees	2,400.00	200.00	0.00	8,473.53	1,400.00	7,073.53
4140 Staff Training	250.00	20.83	0.00	0.00	145.83	(145.83)
4150 Travel	250.00	20.83	0.00	90.49	145.83	(55.34)
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	700.00	(700.00)
4190 Sundry	15,000.00	1,250.00	640.12	9,325.96	8,750.00	575.96
Total Administration	104,877.00	8,739.75	10,143.19	70,376.30	61,178.25	9,198.05
Tenant Services:						
4220-40 Service Coord Grant-2019	66,107.00	5,508.92	4,748.31	29,003.01	38,562.42	(9,559.41)
4230 Tenant Services-Other	1,000.00	83.33	0.00	561.87	583.33	(21.46)
Total Tenant Serv.	67,107.00	5,592.25	4,748.31	29,564.88	39,145.75	(9,580.87)
Utilities:						
4310 Water	8,000.00	666.67	703.93	4,870.99	4,666.67	204.32
4320 Electric	70,000.00	5,833.33	3,205.79	37,667.75	40,833.33	(3,165.58)
4390 Sewer	25,000.00	2,083.33	2,003.22	14,022.54	14,583.33	(560.79)
Total Utilities	103,000.00	8,583.33	5,912.94	56,561.28	60,083.33	(3,522.05)
Maintenance:						
4410 Maintenance Salaries	36,711.00	3,059.25	5,292.02	26,396.63	21,414.75	4,981.88
4540 Maintenance Benefits	11,806.00	983.83	753.79	4,203.18	6,886.83	(2,683.65)
4420 Materials	12,000.00	1,000.00	966.69	6,631.85	7,000.00	(368.15)
4430 Contract	55,000.00	4,583.33	4,882.96	21,568.95	32,083.33	(10,514.38)
Total Maintenance	115,517.00	9,626.42	11,895.46	58,800.61	67,384.92	(8,584.31)
General:						
4510 Insurance	10,000.00	833.33	854.11	5,556.93	5,833.33	(276.40)
4570 Collection Loss	2,000.00	166.67	0.00	0.00	1,166.67	(1,166.67)
4580 United Bank/VCC Interest	35,889.00	2,990.75	4,134.74	25,597.25	20,935.25	4,662.00
Total General	47,889.00	3,990.75	4,988.85	31,154.18	27,935.25	3,218.93
TOTAL EXPENSES	438,390.00	36,532.50	37,688.75	246,457.25	255,727.50	(9,270.25)
TOTAL RECEIPTS TO DATE						263,569.84
TOTAL EXPENSES TO DATE						246,457.25
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						17,112.59

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


 Lisa Benasher, Lineweaver Manager

8-7-2020
 Date


Please note: A principal payment to United Bank was made in the amount of \$6,769.56 a total of \$46,711.95 for this fiscal year and a principal payment to Virginia Community Capital in the amount of \$5,310.40 for a total of \$31,565.43 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of July 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	0.00	7,120.53	4,666.67	2,453.86
3300RC HAP-Fraud/Abuse/Set Off De	8,000.00	666.67	0.00	7,120.54	4,666.67	2,453.87
3300 FSS Fort.	2,000.00	166.67	0.00	0.00	1,166.67	(1,166.67)
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	2,925.25	23,321.39	20,476.75	2,844.64
3410 HCV HAP Payment-Adm Fees	468,331.00	39,027.58	47,151.00	399,751.00	273,193.08	126,557.92
3410 HCV HAP Payment-HAP Fees	5,585,682.00	465,473.50	421,577.00	3,399,350.00	3,258,314.50	141,035.50
Total Receipts	6,107,116.00	508,926.33	471,653.25	3,836,663.46	3,562,484.33	274,179.13
Expenses						
Administration						
4110 Adm Salaries	301,462.00	25,121.83	37,378.93	191,566.89	175,852.83	15,714.06
4110 FSS Salaries (grant portion)	35,103.00	2,925.25	2,925.25	23,321.39	20,476.75	2,844.64
4540 Adm/FSS Benefits	102,024.00	8,502.00	9,547.01	59,625.17	59,514.00	111.17
4130 Legal Fees	0.00	0.00	0.00	3,153.30	0.00	3,153.30
4140 Staff Training	2,000.00	166.67	1,192.50	3,426.50	1,166.67	2,259.83
4150 Travel	2,000.00	166.67	0.00	5,201.54	1,166.67	4,034.87
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	4,048.33	(4,048.33)
4190 Sundry/Rent & Utility Adj	44,000.00	3,666.67	5,231.70	56,114.72	25,666.67	30,448.05
4190.2 Portability Fees	3,200.00	266.67	223.50	1,288.18	1,866.67	(578.49)
4190.3 Rent/Utility Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
4190.4 LL Incentives-CARES Act	0.00	0.00	2,500.00	2,500.00	0.00	2,500.00
Total Administration	496,729.00	41,394.08	58,998.89	346,197.69	289,758.58	56,439.11
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	3,200.00	266.67	157.15	836.17	1,866.67	(1,030.50)
4330 Gas	1,800.00	150.00	15.01	529.65	1,050.00	(520.35)
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	5,000.00	416.67	172.16	1,365.82	2,916.67	(1,550.85)
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	619.14	3,920.42	5,994.31	(2,073.89)
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	619.14	3,920.42	5,994.31	(2,073.89)
Total Expenses (excluding HAP)	509,129.00	42,667.08	59,790.19	351,483.93	298,669.56	52,814.37
4715 HAP	5,595,682.00	466,306.83	486,423.00	3,312,699.49	3,264,147.83	48,551.66
4715 UAP	0.00	0.00	16,944.00	98,436.00	0.00	98,436.00
4718 FSS Escrow	0.00	0.00	7,160.00	50,353.00	0.00	50,353.00
HAP Total	5,595,682.00	466,306.83	510,527.00	3,461,488.49	3,264,147.83	197,340.66
Total Expenses	6,104,811.00	508,973.91	570,317.19	3,812,972.42	3,562,817.39	250,155.03
TOTAL RECEIPTS TO DATE						3,836,663.46
TOTAL EXPENSES TO DATE						3,812,972.42
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						23,691.04

Adm Funds 78,708.99
HAP Funds (55,017.95)

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


Liz Webb, Housing Choice Voucher Mgr

8/10/20
Date

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of July 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	19,470.00	176,690.70	217,519.17	(40,828.47)
3410 HAP Funding	1,088,670.00	90,722.50	103,981.00	688,742.00	635,057.50	53,684.50
3610 Interest Income	800.00	66.67	78.40	525.66	466.67	58.99
3690 Other Income-Late fees, etc.	25,000.00	2,083.33	326.00	11,419.60	14,583.33	(3,163.73)
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	72,211.47	81,666.67	(9,455.20)
Total Receipts	1,627,360.00	135,613.33	123,855.40	949,589.43	949,293.33	296.10
Expenses:						
Administration						
4110 Adm Salaries	224,279.00	18,689.92	20,394.09	113,516.32	130,829.42	(17,313.10)
4540 Adm Benefits	68,684.00	5,723.67	7,153.15	42,816.49	40,065.67	2,750.82
4130 Legal Fees	2,500.00	208.33	0.00	382.95	1,458.33	(1,075.38)
4140 Staff Training	1,500.00	125.00	0.00	892.50	875.00	17.50
4150 Travel	2,500.00	208.33	0.00	1,926.86	1,458.33	468.53
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	1,050.00	(1,050.00)
4190 Sundry	25,000.00	2,083.33	2,275.33	21,287.48	14,583.33	6,704.15
4190 CDBG Down Payment Assistance Program	0.00	0.00	0.00	4,000.00	0.00	4,000.00
Total Administration	326,263.00	27,188.58	29,822.57	184,822.60	190,320.08	(5,497.48)
Tenant Services						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	117.21	583.33	(466.12)
Total Tenant Services	1,000.00	83.33	0.00	117.21	583.33	(466.12)
Utilities						
4310 Water	0.00	0.00	(22.83)	(1,580.66)	0.00	(1,580.66)
4320 Electric	15,000.00	1,250.00	671.13	4,958.64	8,750.00	(3,791.36)
4330 Gas	2,500.00	208.33	56.29	800.33	1,458.33	(658.00)
4390 Sewer	0.00	0.00	(547.58)	(1,815.70)	0.00	(1,815.70)
Total Utilities	17,500.00	1,458.33	157.01	2,362.61	10,208.33	(7,845.72)
Maintenance						
4410 Maintenance Salaries	118,222.00	9,851.83	14,317.77	74,658.89	68,962.83	5,696.06
4540 Maintenance Benefits	39,684.00	3,307.00	2,159.74	13,180.42	23,149.00	(9,968.58)
4420 Materials	43,000.00	3,583.33	1,711.12	18,358.79	25,083.33	(6,724.54)
4430 Contract	85,000.00	7,083.33	2,909.36	15,169.93	49,583.33	(34,413.40)
Total Maintenance	285,906.00	23,825.50	21,097.99	121,368.03	166,778.50	(45,410.47)
General						
4510 Insurance	22,000.00	1,833.33	2,037.58	10,772.71	12,833.33	(2,060.62)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	5,833.33	(5,833.33)
4590 Real Estate Taxes	25,000.00	2,083.33	0.00	12,142.78	14,583.33	(2,440.55)
4580 Interest Expense-HHR	91,100.00	7,591.67	45,550.00	91,100.00	53,141.67	37,958.33
4580 Interest Expense-FH	124,625.00	10,385.42	0.00	62,312.50	72,697.92	(10,385.42)
4580 Interest Expense-FORK(UB)	24,341.00	2,028.42	2,035.84	14,725.13	14,198.92	526.21
4580 Interest Expense-FORK(Seller Fin)	42,104.00	3,508.67	3,802.69	25,234.43	24,560.67	673.76
Total General	339,170.00	28,264.17	53,426.11	216,287.55	197,849.17	18,438.38
TOTAL EXPENSES	969,839.00	80,819.92	104,503.68	524,958.00	565,739.42	(40,781.42)

TOTAL RECEIPTS TO DATE **949,589.43**
TOTAL EXPENSES TO DATE **524,958.00**
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss **424,631.43**

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



 Nehemias Velez, FH Manager

8/14/20

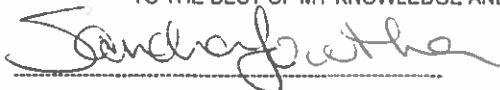
 Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding	
HHR 2006/14 Go Bond Payment	221,100	221,100	0	130000
FH 2009/11 Go Bond Payment	449,625	62,313	387,313	325000
United Bank-Forkovitch Units	81,511	47,552	33,959	57170
Seller Financed-Forkovitch Family	102,953	<u>60,053</u>	<u>42,900</u>	60849
Total	855,189	391,018	464,172	

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of July 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	7,597.00	56,171.00	46,020.33	10,150.67
3410 HAP Funding	110,000.00	9,166.67	8,657.00	57,772.00	64,166.67	(6,394.67)
3610 Interest (Replacement&Operatin	360.00	30.00	4.20	283.73	210.00	73.73
3690 Other Income-Laundry&Donatio	2,500.00	208.33	117.63	993.53	1,458.33	(464.80)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	433.00	1,937.00	1,458.33	478.67
Total Receipts	194,252.00	16,187.67	16,808.83	117,157.26	113,313.67	3,843.59
Expenses:						
Administration:						
4110 Adm Salaries	17,592.00	1,466.00	2,223.61	12,444.06	10,262.00	2,182.06
4540 Adm Benefits	5,676.00	473.00	639.39	3,820.25	3,311.00	509.25
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	742.17	5,735.12	1,691.67	4,043.45
4190 Sundry-Management fees	10,000.00	833.33	856.96	6,022.33	5,833.33	189.00
4190 Sundry-HCC fees	6,100.00	508.33	0.00	6,375.70	3,558.33	2,817.37
Total Administration	42,268.00	3,522.33	4,462.13	34,397.46	24,656.33	9,741.13
Tenant Services:						
4240-Case Mgt/Peer Counseling	16,500.00	1,375.00	0.00	12,861.47	9,625.00	3,236.47
4240 Tenant Services-Client	1,500.00	125.00	0.00	0.00	875.00	(875.00)
Total Tenant Serv	18,000.00	1,500.00	0.00	12,861.47	10,500.00	2,361.47
Utilities:						
4310 Water	4,000.00	333.33	362.17	2,494.63	2,333.33	161.30
4320 Electricity	20,000.00	1,666.67	1,232.50	10,141.51	11,666.67	(1,525.16)
4330 Gas	2,100.00	175.00	133.00	1,045.44	1,225.00	(179.56)
4390 Sewer	11,000.00	916.67	969.30	6,785.10	6,416.67	368.43
Total Utilities	37,100.00	3,091.67	2,696.97	20,466.68	21,641.67	(1,174.99)
Maintenance:						
4410 Maintenance Salaries	9,669.00	805.75	1,217.10	6,294.60	5,640.25	654.35
4540 Maintenance Benefits	3,056.00	254.67	211.92	1,275.51	1,782.67	(507.16)
4420 Materials	2,500.00	208.33	139.25	889.79	1,458.33	(568.54)
4430 Contract Costs	16,500.00	1,375.00	381.00	6,277.20	9,625.00	(3,347.80)
Total Maintenance	31,725.00	2,643.75	1,949.27	14,737.10	18,506.25	(3,769.15)
General Expenses:						
4510 Insurance Expenses	5,200.00	433.33	235.98	1,593.26	3,033.33	(1,440.07)
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	9,555.00	9,555.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	7.07	14.00	(6.93)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	5,250.00	5,250.00	0.00
Total General Exp	30,604.00	2,550.33	2,351.99	16,405.33	17,852.33	(1,447.00)
TOTAL EXPENSES	159,697.00	13,308.08	11,460.36	98,868.04	93,156.58	5,711.46
TOTAL RECEIPTS TO DATE						117,157.26
TOTAL EXPENSES TO DATE						98,868.04
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						18,289.22

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



Sandra Lowther, Commerce Village Manager



Date

Board of Commissioners

August 19 2020

2021 Administrative Plan, Admissions and Continued Occupancy Policies Proposed Changes

Housing Choice Voucher proposed Administrative Plan Changes:

- Increase Live and Work in the City of Harrisonburg and Rockingham County preference to 85 points
- Clarification of use of congregate housing as a special housing type for persons with disabilities

Franklin Height proposed Admissions and Continued Occupancy Policy Changes:

- Increase Live and Work in the City of Harrisonburg and Rockingham County preference to 65 points

JR Polly Lineweaver Admissions and Continued Occupancy Policy Changes:

- Increase Live and Work in the City of Harrisonburg and Rockingham County preference to 45 points

Lineweaver Annex Admissions and Continued Occupancy Policy Changes:

No Changes

Commerce Village Admissions and Continued Occupancy Policy Changes:

- Increase Live and Work in the City of Harrisonburg and Rockingham County preference to 65 points

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.			
A.1	PHA Name <u>Harrisonburg Redevelopment and Housing Authority</u> PHA Code <u>VA-014</u> PHA Plan for Fiscal Year Beginning (MM/YYYY) <u>01-2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>956</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission			
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>				
<input type="checkbox"/> PHA Consortia (Check box if submitting a joint Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia
	No. of Units in Each Program			
	Lead PHA:			

B. Annual Plan.	
B.1	<p>Revision of PHIA Plan Elements.</p> <p>(a) Have the following PHIA Plan elements been revised by the PHIA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources <input type="checkbox"/> <input type="checkbox"/> Rent Determination <input type="checkbox"/> <input type="checkbox"/> Operation and Management <input type="checkbox"/> <input type="checkbox"/> Informal Review and Hearing Procedures <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs <input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHIA answered yes for any element, describe the revisions for each element(s):</p> <p>No significant deviations from the last year's submission. The Harrisonburg Redevelopment and Housing Authority (HRHA) has identified the a need for increase homeownership and housing for the special needs population(homeless, elderly, persons with disabilities). HRHA is evaluating the need to establish an homeownership center for housing counseling services.</p>
B.2	<p>New Activities</p> <p>(a) Does the PHIA intend to undertake any new activities related to the following in the PHIA's current Fiscal Year?</p> <p>Y N Project Based Vouchers</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHIA Plan</p> <p>HRHA continues to research possible permanent supportive housing development options and strategically targeting project basing 30-60 vouchers through an RFP process.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe</p> <p>HRHA has not received its 2019 audit. Anticipate reception in September 2020.</p>
B.4	<p>Civil Rights Certification</p> <p><u>Form HUD-50077</u> <i>PHIA Certifications of Compliance with the PHIA Plans and Related Regulations</i>, must be submitted by the PHIA as an electronic attachment to the PHIA Plan</p>
B.5	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u> <i>Certification by State or Local Officials of PHIA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHIA as an electronic attachment to the PHIA Plan.</p>
B.6	<p>Progress Report.</p> <p>Provide a description of the PHIA's progress in meeting its Mission and Goals described in its 5-Year PHIA Plan.</p> <p>See attached below</p>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHIA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHIA as an attachment to the PHIA Plan PHIA's must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.23(4)(e))

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(1) and 24 CFR §903.7(a)(2)(i)) Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)(3)(4))

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Self-Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list, or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PHH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing, and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

B.3 Progress Report

From 2020-2021, the Authority successfully met or exceeded its annual goals. Accomplishments include the following:

A. Become a Move to Work Agency (MTW)

1. In July 2020, HRHA received notice from the United States Department of Housing and Community Development (HUD) reconfirming the Authority's eligibility and inclusion in the lottery process. The notice related to anticipated notification of selected Move to Work participants in the Fall of 2020. *

** If HRHA does not receive MTW designation, the Authority will work within the regulatory process to maximize program efficiency and effectiveness, improve participant's self-sufficiency, and increase landlord participation and retention. HRHA will modify its 5 year plan consistent with its significant amendment or modification criteria.*

B. Increase Housing Opportunities

1. Expand housing opportunities for very low and extremely low income families by increasing permanent supportive housing options by projecting basing the maximum allowed/available vouchers for chronically homeless highly vulnerable individuals and families. Fall 2024
 - o No progress in development of additional permanent supportive housing units during this past year. HRHA continues to meet with developers and other entities to evaluate potential development projects.
2. Apply for additional Housing Choice Vouchers to expand VASH, Mainstream Non-Elderly Disabled, and Family Unification Program with the expansion goal of at least 120 additional vouchers within the next 5 years. When available, apply in partnership with community stakeholders (Community Services Board, Social Services, Valley Association of Independent Living, Western Virginia Continuum of Care, etc.) to address the special needs population within the local jurisdiction. Fall 2024
 - o In 2020, HRHA received its SEMAP score from HUD maintaining its high performance status.
 - o In the Fall of 2019, HRHA received an HUD award from a competitive application process of 50 additional mainstream nonelderly vouchers. In the Summer of 2020, HRHA received an additional award from HUD of 23 mainstream nonelderly vouchers increasing HRHA's voucher program totals to 955.

- In the Spring of 2020, HRHA partnered with the Harrisonburg Rockingham Community Services Board (HRCSB) for a Permanent Supportive Housing grant through the Virginia Department of Behavioral Health and Substance Abuse. HRCSB successfully received the grant award which will support 25 Mainstream (non-elderly, disabled) Voucher holders through housing search and stability supportive services and expand peer support at Commerce Village to a fulltime position (co-funded between HRHA and HRCSB). Services started July 1, 2020.
- HRHA received a HUD 2020 Multi-family Service Coordinator grant award of \$67,343.00 for 1 and ½ positions at the Lineweaver Annex and JR. Polly Lineweaver apartments. HRHA will continue its contract services with the Valley Association of Independent Living for the coordinator services.
- In 2019, HRHA received a Family Self-Sufficiency grant of \$35, 607.00 from HUD to support services to Franklin Heights project based housing and Housing Choice Voucher (HCV) participants for CY2020.
- In June 2020, HRHA received \$95,000.00 in COVID administrative funds to address eligible costs associated with the pandemic. HRHA used the funds to set up a landlord incentive program “100 families housed in 100 days” providing an \$250.00 lease up incentive and \$750.00 damages fund. HRHA also used the funds to pay for software and computer costs to support staff working from home. The funds also allowed HRHA to implement a new landlord portal, tenant access and DocuSign features to improve online access.
- HRHA received an \$50,000.00 grant for COVID expenses from Virginia Housing (formerly VHDA). HRHA used the funds for staff expenses for cleaning and overtime work, establishment of disinfected stations at all offices, and sanitary supplies (masks, cleaning supplies, drop boxes).
- In 2020, HRHA received \$140,000.00 from the City of Harrisonburg’s Community Development Block Grant for the debt servicing of Franklin Heights.
- In 2019, HRHA received \$25,0000.00 from the City of Harrisonburg’s Community Development Block Grant and assisted four families in becoming first time homebuyers in the City of Harrisonburg.
- In 2020, HRHA received \$25,000.00 from the City of Harrisonburg to assist first time home buyers at 120% or less of the median family income in providing down payment and closing costs assistance to purchase a home in the City of Harrisonburg.

3. Partner with City of Harrisonburg and other community based organizations to expand and affirmatively affirmed Fair Housing. Completion Fall 2024

- In 2019, HRHA conducted Fair Housing training for City Council and HRHA Board of Commissioners.
 - In 2019, all property management and HCV staff attended Fair Housing training.
 - In July 2020, HRHA distributed to all landlords participating in Housing Choice Voucher (HCV) program information concerning the Commonwealth of Virginia's new protected class of "source of funds".
 - In July 2020, HRHA held partnership meetings between HCV staff and Virginia Apartment Management Association membership concerning the new "source of funds" and how association members can work with the HCV program.
4. Continued dialogue and participate in training when available and in partnership with local community organizations such as NENA, Faith in Action to address social justice and racial reconciliation issues as it relates to housing and neighborhood revitalization. On-going, annually
- In 2019, three staff and one board member attended trainings on social justice and evasive racism. One staff attend training on trauma informed care in early 2020.
 - In 2020, HRHA in partnership with James Madison University conducted a Martin Luther King Day celebration for the children and youth residing in Franklin Heights. The activity was identified as a successful outreach and education event for the residents.
5. Implementation of a communication plan that promotes housing for very low and extremely low income families and facilitates community support to address the needs of the most vulnerable within our community.
- In 2019, HRHA updated its website, implemented daily Facebook postings, and distributed bi-monthly newsletters concerning the Authority's program and initiatives, and promoting the need for affordable housing within our community.
 - In 2019, HRHA partnered with James Madison University's Occupational Therapy and Nurses classes to provide nutrition, health, and physical fitness classes to residents at the Lineweaver apartments.
 - In 2020, HRHA held a mask donation campaign with over 1000 masks being donated to HRHA for distribution to tenants. Masks and public health information were distributed to all tenants in June 2020.
 - In 2019 and 2020, HRHA partnered with Grand Furniture for distribution of slightly dented furniture to families in Franklin Heights.

- In 2020, HRHA partnered with Radical Roots to provide fresh vegetables on a weekly basis to residents at the Lineweaver Apartments.
- In 2020, HRHA continued its partnership with the Medical Suitcase Clinic with Commerce Village being a mobile site for health care assistance.
- In 2020, HRHA received \$5,800.00 in donations and grants for development of a community garden for Franklin Heights residents. HRHA is currently in the process of developing the program standards and site plan with a garden groundbreaking goal of Fall 2020.
- In 2020, HRHA partnered with the USDA to distribute “local cheese” to Franklin Heights residents.

6. Address homelessness

- HRHA received an \$75,000.00 grant for COVID expenses from the Virginia Housing for the Western Virginia Continuum of Care (CoC). As the lead agency of the Western Virginia CoC, HRHA distributed the funds to the Centralized Intake and Street Outreach agencies within the CoC. These programs play a prominent role in identifying individuals experiencing homelessness and connecting individuals in housing crisis to the appropriate services within the continuum.
- In the spring of 2020, HRHA received \$100,000 from the Virginia Department of Housing and Community Development (DHCD) to support emergency shelter services within the Western Virginia CoC during the pandemic. HRHA partner with three thermal shelters and expanded shelter services for the Front Royal, Winchester, and Harrisonburg area till mid-June 2020. In July, HRHA received an additional \$66,684 from DHCD to continue supporting thermal shelters in our region during the COVID-19 pandemic.
- In 2020, HRHA received \$59,391 from DHCD for CoC Planning services for the Western Continuum of Care. HRHA uses these monies to funds a full-time CoC Coordinator.
- In February 2020, HRHA received \$20,619 from HUD for CoC Planning services and \$84,072 for Homeless Management Information System (HMIS) service. HRHA uses these monies to fund a full-time CoC Coordinator and a full-time HMIS Coordinator, as well as support the cost of licensing, training, and equipment for operating the HMIS program for the Western Virginia CoC.
- HRHA continues to collaborate with the City of Harrisonburg in the implementation of a Housing Needs and Study in the City.
- HRHA continues to participate in meetings with Faith in Action, local elected officials, and community stakeholders to develop a community response to the affordable housing crisis within our community.

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

2021 Budgets for All Programs

	LCD	BP	Lineweaver	HCV	JRL	Franklin Heights	Commerce Village	SHC	LAC	CV Mgt	Total
Receipts											
3110 Rent Receipts	0.00	187,590.00	370,440.00	0.00	184,248.00	1,496,091.00	204,448.00	0.00	0.00	0.00	2,442,817.00
3410 HMI/FFSS/SC/CDBG/MHSP gra	164,624.00	0.00	0.00	35,103.00	67,105.00	164,000.00	0.00	0.00	0.00	0.00	430,832.00
3410 HAP Income	0.00	0.00	0.00	5,933,400.00	276,372.00	0.00	0.00	0.00	0.00	0.00	6,209,772.00
3410 HAP Adm Income	0.00	0.00	0.00	531,060.00	0.00	0.00	0.00	0.00	0.00	0.00	531,060.00
3610 Interest Income	0.00	0.00	0.00	0.00	0.00	900.00	400.00	0.00	0.00	0.00	1,300.00
3690 Other Income	130,000.00	0.00	8,300.00	16,000.00	15,800.00	20,000.00	5,000.00	3,000.00	0.00	0.00	198,100.00
3690 Admin. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3690 Application Fees	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
3690 Management Fees	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
3690 Lease Income	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
Total Receipts	324,424.00	187,590.00	378,740.00	6,515,563.00	543,525.00	1,680,991.00	209,848.00	3,000.00	0.00	0.00	9,843,681.00
Expenses											
Administration											
4110 Salaries	136,850.00	0.00	81,300.00	312,023.00	50,955.00	227,580.00	21,600.00	0.00	0.00	0.00	830,308.00
4540 Benefits	41,900.00	0.00	23,650.00	103,200.00	17,800.00	69,475.00	7,500.00	0.00	0.00	0.00	263,525.00
4130 Legal Expense	5,000.00	1,000.00	1,000.00	5,000.00	0.00	1,000.00	0.00	160.00	160.00	160.00	13,480.00
4140 Staff Training	3,000.00	0.00	1,000.00	3,000.00	0.00	1,000.00	500.00	0.00	0.00	0.00	10,500.00
4150 Travel	5,000.00	0.00	1,000.00	5,000.00	0.00	1,500.00	0.00	0.00	0.00	0.00	12,500.00
4171 Auditing Fees	4,000.00	0.00	1,200.00	6,940.00	1,200.00	1,800.00	0.00	400.00	400.00	0.00	15,940.00
4190 Sundry-Admin. Exp.	22,400.00	600.00	15,300.00	65,000.00	7,500.00	35,000.00	21,000.00	500.00	500.00	225.00	168,025.00
4190 HMI/FFSS/SC/CDBG/MHSP gra	164,624.00	0.00	0.00	35,103.00	67,105.00	24,000.00	0.00	0.00	0.00	0.00	290,832.00
4190 HMI/SCOC Match for Grant Fun	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
4190 Community Donations	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
4230 Tenant Services	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	21,500.00	0.00	0.00	0.00	24,500.00
Total Administration	407,774.00	1,600.00	125,450.00	537,266.00	145,560.00	362,355.00	72,100.00	1,060.00	1,060.00	385.00	1,654,610.00
Utilities											
4310 Water	0.00	1,200.00	8,300.00	0.00	8,000.00	0.00	4,300.00	0.00	0.00	0.00	21,800.00
4320 Electric	3,200.00	0.00	60,000.00	4,000.00	65,000.00	10,000.00	20,000.00	0.00	0.00	0.00	162,200.00
4330 Gas	1,800.00	0.00	0.00	2,000.00	0.00	2,000.00	2,100.00	0.00	0.00	0.00	7,900.00
4390 Sewer	0.00	0.00	23,970.00	0.00	25,000.00	0.00	11,650.00	0.00	0.00	0.00	60,620.00
Total Utilities	5,000.00	1,200.00	92,270.00	6,000.00	98,000.00	12,000.00	38,050.00	0.00	0.00	0.00	252,520.00
Maintenance											
4410 Labor	35,575.00	0.00	54,350.00	0.00	40,740.00	113,386.00	15,450.00	0.00	0.00	0.00	259,501.00
4540 Benefits	9,600.00	0.00	15,850.00	0.00	10,020.00	37,410.00	3,550.00	0.00	0.00	0.00	76,430.00
4420 Materials	4,000.00	3,000.00	18,000.00	0.00	12,000.00	40,000.00	2,500.00	0.00	0.00	0.00	79,500.00
4430 Contract Costs	6,000.00	12,000.00	50,000.00	0.00	41,000.00	75,000.00	15,000.00	0.00	0.00	0.00	199,000.00
Total Maintenance	55,175.00	15,000.00	138,200.00	0.00	103,760.00	265,796.00	36,500.00	0.00	0.00	0.00	614,431.00
General Expenses											
4510 Insurance	8,600.00	0.00	7,670.00	7,700.00	8,500.00	25,000.00	2,800.00	1,010.00	1,010.00	0.00	62,290.00
4571 Bad Debt Expense	0.00	0.00	10,000.00	0.00	0.00	15,000.00	500.00	0.00	0.00	0.00	25,500.00
4570 Real Estate Taxes	6,000.00	0.00	0.00	0.00	0.00	25,000.00	24.00	0.00	0.00	0.00	31,024.00
4715-4718 HAP, UAP, FSS	0.00	0.00	0.00	5,942,400.00	0.00	0.00	0.00	0.00	0.00	0.00	5,942,400.00
4580 Interest Expense	0.00	16,800.00	0.00	0.00	36,575.00	260,760.00	16,380.00	0.00	0.00	0.00	330,515.00
Total General	14,600.00	16,800.00	17,670.00	5,950,100.00	45,075.00	325,760.00	19,704.00	1,010.00	1,010.00	0.00	6,391,729.00
Total Expenditures	482,549.00	34,600.00	373,590.00	6,493,366.00	392,395.00	965,911.00	166,354.00	2,070.00	2,070.00	385.00	8,913,290.00
TOTAL RECEIPTS	324,424.00	187,590.00	378,740.00	6,515,563.00	543,525.00	1,680,991.00	209,848.00	3,000.00	0.00	0.00	9,843,681.00
TOTAL EXPENSES	482,549.00	34,600.00	373,590.00	6,493,366.00	392,395.00	965,911.00	166,354.00	2,070.00	2,070.00	385.00	8,913,290.00
NET OPERATING INCOME/(LOS)	(158,125.00)	152,990.00	5,150.00	22,197.00	151,130.00	7,150.00	43,494.00	930.00	(2,070.00)	(385.00)	930,391.00
Principal Pymts/Reserve Account	15.00	0.00	0.00	0.00	150,610.00	592,930.00	9,000.00	0.00	0.00	0.00	779,037.00
Total After Principal Payments	(158,125.00)	126,493.00	5,150.00	22,197.00	520.00	122,150.00	34,494.00	930.00	(2,070.00)	(385.00)	151,354.00

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY
LOCAL COMMUNITY DEVELOPMENT - BUDGET
 Fiscal Year Ending December 31, 2021

	FY 2020	PROPOSED FY 2021
OPERATING RECEIPTS		
HMIS Grant Funds	84,072	84,072
VHSP Grant Funds	80,265	59,391
COC Planning Grant Funds	20,619	21,161
Other Income/Developer's Fees	130,000	130,000
Administration Fees for 103 b(4)A	9,500	0
Application Fees for 103 b(4)A	15,000	15,000
Mangement Fees (CV)	10,000	10,000
Lease Income(315 Broad)	4,800	4,800
Bridge Port Net Receipts	185,689	187,590
Lineweaver Apartments Net Receipts	379,168	378,740
TOTAL OPERATING RECEIPTS	919,113	890,754
ADMINISTRATIVE EXPENDITURES		
Salaries	134,085	136,850
Benefits	37,895	41,900
Legal	10,000	5,000
Staff Training	5,000	3,000
Travel	15,000	5,000
Auditing	3,600	4,000
Sundry	30,000	22,400
HMIS Grant Expenses	84,072	84,072
HMIS Grant Match	10,000	10,000
VHSP Grant Expenses	80,265	59,391
COC Planning Grant Expenses	20,619	21,161
Community Donations (Homeless Initiatives)	15,000	15,000
Total Administrative Expenditures	445,536	407,774
UTILITIES		
Electric	3,200	3,200
Gas	1,800	1,800
Total Utilities Expense	5,000	5,000
OPERATING EXPENDITURES		
Maintenance Labor	34,289	35,575
Maintenance Benefits	9,474	9,600
Maintenance Materials	6,000	4,000
Contract Costs-LCD	9,500	6,000
RE Taxes (CST)	0	6,000
Insurance	7,000	8,600
Bport Operating Expenses	35,274	34,600
Lineweaver Apartments Operating Expenses	366,686	373,590
Total Operating Expenditures	468,223	477,965
TOTAL OPERATING RECEIPTS	919,113	890,754
TOTAL OPERATING EXPENDITURES	918,759	890,739
NET INCOME/LOSS	<u>354</u>	<u>15</u>

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY
BRIDGEPORT COMPLEX-BUDGET
 Fiscal Year Ending December 31, 2021

	FY 2020	PROPOSED FY 2021
OPERATING RECEIPTS		
Rent	185,689	187,590
TOTAL OPERATING RECEIPTS	185,689	187,590
 OPERATING EXPENDITURES		
Administration		
Legal	1,000	1,000
Sundry-Elev Phone	600	600
TOTAL OPERATING EXPENDITURES	1,600	1,600
 UTILITIES		
Water	1,100	1,200
Electric	0	0
Gas	0	0
Sewer	0	0
TOTAL UTILITIES	1,100	1,200
 MAINTENANCE EXPENDITURES		
Materials	3,000	3,000
Contract Costs	12,000	12,000
TOTAL MAINTENANCE EXPENDITURES	15,000	15,000
 GENERAL EXPENDITURES		
4580 Interst Expense	17,574	16,800
TOTAL GENERAL EXPENDITURES	17,574.00	16,800.00
 TOTAL OPERATING RECEIPTS	185,689	187,590
TOTAL OPERATING EXPENDITURES	35,274	34,600
NET INCOME/LOSS	<u>150,415</u>	<u>152,990</u>
 Principal Payment	25,725	26,497
	124,690	126,493

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY
LINEWEAVER ANNEX APARTMENTS - BUDGET
 Fiscal Year Ending December 31, 2021

OPERATING RECEIPTS	FY 2020	PRPOSED FY 2021
Dwelling Rent @ 2% Vacancy Rate	363,168	370,440
Other Income-Laundry Receipts	3,800	3,800
Other Income-Late fees, workorders, etc.	12,200	4,500
TOTAL OPERATING RECEIPTS	379,168	378,740
Administration		
Salaries	64,789	81,300
Benefits	20,769	23,650
Legal	1,000	1,000
Training	1,000	1,000
Travel	1,000	1,000
Auditing	1,200	1,200
Sundry	15,000	15,300
Total Administration Fees	104,758	124,450
Tenant Services		
Recreation (Bus tickets and fruit baskets)	1,000	1,000
Total Tenant Services	1,000	1,000
Utilities		
Water	8,000	8,300
Electric	68,000	60,000
Sewer	23,500	23,970
Total Utilities	99,500	92,270
Ordinary Maintenance		
Salaries	49,160	54,350
Benefits	15,668	15,850
Materials	18,000	18,000
Contract Costs	60,000	50,000
Total Ordinary Maintenance	142,828	138,200
General Expenses		
Insurance	8,600	7,670
Collection Losses	10,000	10,000
Total General Expenses	18,600	17,670
TOTAL EXPENDITURES	366,686	373,590
TOTAL OPERATING RECEIPTS	379,168	378,740
TOTAL OPERATING EXPENDITURES	366,686	373,590
NET INCOME/LOSS	<u>12,482</u>	<u>5,150</u>



Harrisonburg Redevelopment & Housing Authority

P.O. BOX 1071 + HARRISONBURG, VA 22803

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

September 30, 2020

Dear Lineweaver Annex Apartment Residents:

The Harrisonburg Redevelopment and Housing Authority is committed to providing decent, safe and sanitary housing at the lowest possible prices. Due to substantial increases in contract costs, the Authority has found it necessary to increase the rent from \$520 to **\$525**. This rent increase will take effect **January 1, 2021**, and will be implemented on your anniversary move-in date.

If you have any questions or concerns with regard to this matter, please do not hesitate to contact me.

Sincerely yours,

Lisa Benasher
Lineweaver Manager

EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR Part 8) and the Fair Housing Amendments Act

HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY
HOUSING CHOICE VOUCHER PROGRAM - BUDGET
Fiscal Year Ending December 31, 2021

OPERATING RECEIPTS	FY 2020	PROPOSED FY 2021
Housing Assistance Pymts (Avg. 2020 Expenditures)	5,585,682	5,933,400
FSS Forfeitures/Portability Income/Fraud Recovery	10,000	9,000
Interest Income	0	0
Total HAP Fees	5,595,682	5,942,400
Administrative Fees		
600 vouchers x 12 months x \$63.66 (79% funding level)	357,206	362,098
300 vouchers x 12 months x \$59.41 (79% funding level)	111,125	168,962
FSS Grant	35,103	35,103
Fraud Recovery Payments	8,000	7,000
Total Administrative Fees	511,434	573,163
TOTAL OPERATING RECEIPTS	6,107,116	6,515,563
OPERATING EXPENDITURES		
Housing Assistance Payments	5,595,682	5,942,400
Administrative Salaries	301,462	312,023
Administrative Salaries-FSS Grant	35,103	35,103
Administrative Benefits (includes FSS position)	102,024	103,200
Legal	0	5,000
Staff Training	2,000	5,000
Travel	2,000	5,000
Auditing Costs	6,940	6,940
Sundry	44,000	60,000
Sundry-Portability fees	5,000	5,000
Electric	3,200	4,000
Gas	1,800	2,000
Insurance	7,400	7,700
Total Administrative & General Expenses	510,929	550,966
TOTAL OPERATING EXPENDITURES	6,106,611	6,493,366
TOTAL OPERATING RECEIPTS	6,107,116	6,515,563
TOTAL OPERATING EXPENDITURES	6,106,611	6,493,366
NET INCOME/LOSS	<u>505</u>	<u>22,197</u>

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY
J. R. "POLLY" LINEWEAVER APARTMENTS - BUDGET
 Fiscal Year Ending December 31, 2021

	FY 2020	PROPOSED FY 2021
OPERATING RECEIPTS		
Dwelling Rent	174,758	184,248
HAP Funding	262,137	276,372
Total Rent @ 2% Vacancy Rate	436,895	460,620
Service Coordinator Grant	66,107	67,105
Other Income-Laundry Receipts	3,800	3,800
Other Income-Late Fees, workorders	12,000	12,000
TOTAL OPERATING RECEIPTS	518,802	543,525
Administration		
Salaries	64,789	50,955
Benefits	20,988	17,800
Legal	2,400	0
Training	250	0
Travel	250	0
Auditing	1,200	1,200
Sundry	15,000	7,500
Total Administration	104,877	77,455
Tenant Services		
Service Coordinator Grant	66,107	67,105
Recreation (Bus tickets and fruit baskets)	1,000	1,000
Total Tenant Services	67,107	68,105
Utilities		
Water	8,000	8,000
Electric	70,000	65,000
Sewer	25,000	25,000
Total Utilities	103,000	98,000
Ordinary Maintenance		
Salaries	36,711	40,740
Benefits	11,806	10,020
Materials	12,000	12,000
Contract Cost	55,000	41,000
Total Ordinary Maintenance	115,517	103,760
General Expense		
Insurance	10,000	8,500
Collection Losses	2,000	0
Interest Payment	35,889	36,575
Total General Expense	47,889	45,075
TOTAL EXPENDITURES	438,390	392,395
TOTAL OPERATING RECEIPTS	518,802	543,525
TOTAL OPERATING EXPENDITURES	438,390	392,395
NET INCOME/LOSS	<u>80,412</u>	<u>151,130</u>
Principal Payment	80,107	150,610
	305	520



Harrisonburg Redevelopment & Housing Authority

P.O. BOX 1071 + HARRISONBURG, VA 22803

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

September 30, 2020

Dear J.R. Polly Lineweaver Apartment Residents:

The Harrisonburg Redevelopment and Housing Authority is committed to providing decent, safe and sanitary housing at the lowest possible prices. Per our Housing Assistance Payment Contract, HRHA is eligible for an automatic OCAF rent increase. The rent will increase for an efficiency unit from \$612 to **\$621** and the one bedroom unit from \$648 to **\$657**. This rent increase will take effect **January 7, 2021** and will be implemented on your anniversary move-in date.

Please keep in mind that you will still only pay approximately 30% of your income. Your portion of rent only changes when your income changes.

If you have any questions or concerns with regard to this matter, please do not hesitate to contact me.

Sincerely yours,

Lisa Benasher
Lineweaver Manager

EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR Part 8) and the Fair Housing Amendments Act

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY
FRANKLIN HEIGHTS, LLC - BUDGET
PROJECT-BASED VOUCHER UNITS
FISCAL YEAR ENDING DECEMBER 31, 2021

OPERATING RECEIPTS:	FY 2020	PROPOSED FY 2021
DWELLING RENT @ 4% Vacancy Rate	1,461,560	1,496,091
INVESTMENT INCOME	800	900
OTHER INCOME-CDBG Funds	140,000	164,000
OTHER INCOME-Late Fees	25,000	20,000
TOTAL OPERATING RECEIPTS	1,627,360	1,680,991
OPERATING EXPENSES:		
ADMINISTRATIVE		
Administration Salaries	224,279	227,580
Administration Benefits	68,684	69,475
Legal Fees	2,500	1,000
Training	1,500	1,000
Travel	2,500	1,500
Auditing	1,800	1,800
CDBG Homebuyer Assistance Program	0	24,000
Sundry (utility allow/software renewal, etc.)	25,000	35,000
TOTAL ADMINISTRATIVE	326,263	361,355
TENANT SERVICES-FSS ACTIVITIES		
Recreation	1,000	1,000
TOTAL TENANT SERVICES	1,000	1,000
UTILITIES		
Water	0	0
Electricity	15,000	10,000
Gas	2,500	2,000
Sewer	0	0
TOTAL UTILITIES	17,500	12,000
ORDINARY MAINTENANCE AND OPERATIONS		
Maintenance Salaries	118,222	113,386
Maintenance Benefits	39,684	37,410
Materials	43,000	40,000
Contract	85,000	75,000
TOTAL ORDINARY MAINTENANCE	285,906	265,796
GENERAL		
Insurance	22,000	25,000
Collection Loss	10,000	15,000
Real Estate Taxes	25,000	25,000
Interest Expense-HHR	91,100	84,600
Interest Expense-FH	124,625	111,625
Interest Expense-FORK(UB)	24,341	25,544
Interest Expense-FORK(Seller Financed)	42,104	38,991
TOTAL GENERAL EXPENSES	339,170	325,760
TOTAL EXPENDITURES	969,839	965,911
TOTAL OPERATING RECEIPTS	1,627,360	1,680,991
TOTAL OPERATING EXPENDITURES	969,839	965,911
NET INCOME/LOSS	<u>657,521</u>	<u>715,080</u>
Principal Payments		
HHR 2006/14 Go Bond Principal Payment	130,000	135,000
FH 2009/11 Go Bond Principal Payment	325,000	335,000
United Bank-25 additional units	57,170	58,968
Seller Financed-Forkovitch Family	60,849	63,962
Total Principal Payments	573,019	592,930
	84,502	122,150



Harrisonburg Redevelopment & Housing Authority

P.O. BOX 1071 + HARRISONBURG, VA 22803

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

September 30, 2020

Dear Franklin Heights Residents:

The Harrisonburg Redevelopment and Housing Authority is committed to providing decent, safe and sanitary housing at the lowest possible prices. Due to the increase in HUD published fair market rents and annual utility allowance updates, the Authority has found it necessary to increase/decrease the rents for the following units:

Unit Size	Gross Rent	Utility Allowance	Contract Rent
1 BR-apartment-all electric	\$ 753	\$121	\$ 632
2 BR-townhouse/duplex-all electric	\$ 992	\$157	\$ 835
2 BR-townhouse/duplex-all electric, not LEED	\$ 992	\$177	\$ 815
3 BR-townhouse/duplex-all electric, not LEED	\$1,306	\$229	\$1,077
3 BR-townhouse/duplex-all electric	\$1,306	\$203	\$1,103
3 BR-townhouse/duplex-gas heat & water	\$1,306	\$253	\$1,053
3 BR-apartment-all electric	\$1,306	\$202	\$1,104
3 BR-apartment-gas heat & water	\$1,306	\$260	\$1,046
3 BR-house-all electric, not LEED	\$1,306	\$240	\$1,066
3 BR-house-gas heat & water, not LEED	\$1,306	\$308	\$ 998
4 BR-townhouse-all electric	\$1,742	\$249	\$1,493
4 BR-house-gas heat & water	\$1,742	\$321	\$1,421
5 BR-house-all electric	\$2,003	\$309	\$1,694

This rent change will take effect **December 1, 2020** and will be implemented on your anniversary move-in date.

If you have any questions or concerns with regard to this matter, please do not hesitate to contact me.

Sincerely yours,

Nehemias Velez
Property Manager

EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR Part 8) and the Fair Housing Amendments Act

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY

Commerce Village LLC

Fiscal Year Ending December 31, 2021

OPERATING RECEIPTS	FY 2020	PROPOSED FY 2021
Dwelling Rent @ 2% Vacancy Rate	188,892	204,448
Reserve Interest-Replacement and Operating	360	400
Other Income-Laundry Receipts, donations	2,500	2,000
Other Income-Late fees, workorders, etc.	2,500	3,000
TOTAL OPERATING RECEIPTS	194,252	209,848
 OPERATING EXPENDITURES		
Administration		
Salaries	17,592	21,600
Benefits	5,676	7,500
Legal	0	0
Training	0	500
Travel	0	0
Auditing	0	0
Sundry (incl. Mgt & Partnership Fee, VHDA monitoring, Total Administration Fees	19,000 42,268	21,000 50,600
 Tenant Services		
Salaries-Case Management/Peer Counseling	16,500	20,000
Recreation	1,500	1,500
Total Tenant Services	18,000	21,500
 Utilities		
Water	4,000	4,300
Electric	20,000	20,000
Gas	2,100	2,100
Sewer	11,000	11,650
Total Utilities	37,100	38,050
 Ordinary Maintenance		
Salaries	9,669	15,450
Benefits	3,056	3,550
Materials	2,500	2,500
Contract Costs	16,500	15,000
Total Ordinary Maintenance	31,725	36,500
 General Expenses		
Insurance	5,200	2,800
Collection Losses	0	500
Interest (DHCD Hsg Trust Fund-Debt Service-Interest	16,380	16,380
Real Estate Taxes	24	24
Reserve Account	9,000	9,000
Total General Expenses	30,604	28,704
 TOTAL OPERATING RECEIPTS		
TOTAL OPERATING RECEIPTS	194,252	209,848
 TOTAL OPERATING EXPENDITURES		
TOTAL OPERATING EXPENDITURES	159,697	175,354
NET INCOME/LOSS	<u>34,555</u>	<u>34,494</u>

Property Name: **Commerce Village**

Property Unit Information	
Low-Income Housing Units	30
Market-Rate Residential Units	0
Commercial Units	0
Management/Community Units	0

Budget Year: **2021**

UPDATED FOR 2016

Operating Income	3/31/21	6/30/21	9/30/21	12/31/21	Annual Budget	Annual Per Unit Avg	Narrative/Descriptor
Gross Rent Potential - Residential	52,155	52,155	52,155	52,155	208,620	6,954	
Vacancy Allowance - Residential	1,043	1,043	1,043	1,043	4,172	139	2% vacancy rate
Gross Rent Potential - Commercial					0		
Vacancy Allowance - Commercial					0		
Other Income: Fees					0		
Other Income: Damages/SD Forfeit/Legal	750	750	750	750	3,000	100	
Other Income: Laundry & Vending	500	500	500	500	2,000	67	
Other Income: All Other Operating					0		
Total Operating Income	52,362	52,362	52,362	52,362	209,448	6,982	

Non-Operating & Interest Income							
Replacement Reserve Interest	50	50	50	50	200	7	
Operating Reserve Interest	50	50	50	50	200	7	
Other Interest Income					0		
Non-Operating Income					0		
Total Non-Operating & Interest Income	100	100	100	100	400	13	

Taxes & Insurance Expenses							
Real Estate Taxes	6	6	6	6	24	1	
Payroll Taxes	709	709	709	708	2,835	95	
Miscellaneous Taxes/License/Permits					0		
Property & Liability Insurance	502	502	502	502	2,008	67	
Fidelity Bond	15	15	16	16	62	2	
Workers' Compensation	150	150	150	150	600	20	
Health Insurance & Employee Benefits	2,053	2,054	2,054	2,054	8,215	274	
Other Insurance	32	32	33	33	130	4	
Total Taxes & Insurance Expense	3,467	3,468	3,470	3,469	13,874	462	

Operating & Maintenance Expenses							
Janitor/Cleaning Payroll					0		
Janitor/Cleaning Supplies	250	250	250	250	1,000	33	
Janitor/Cleaning Contract	250	250	250	250	1,000	33	
Exterminating	1,000	1,000	1,000	1,000	4,000	133	
Trash Removal	550	550	550	550	2,200	73	
Security Payroll/Contract					0		
Grounds Payroll					0		
Grounds Supplies					0		
Grounds Contract					0		
Maintenance/Repairs Payroll	3,862	3,862	3,863	3,863	15,450	515	
Repairs/Material	375	375	375	375	1,500	50	
Repairs Contract	550	550	550	550	2,200	73	
Elevator Maintenance/Contract					0		
Heating/Cooling Repairs & Maintenance	350	350	350	350	1,400	47	
Pool Maintenance/Contract/Staff					0		
Snow Removal	500			500	1,000	33	
Decorating/Payroll/Contract	200	200	200	200	800	27	
Decorating Supplies					0		
Miscellaneous	600	600	600	600	2,400	80	
Total Operating & Maintenance Expense	8,487	7,987	7,988	8,488	32,950	1,098	

Utility Expenses						
Electricity	5,000	5,000	5,000	5,000	20,000	667
Gas	525	525	525	525	2,100	70
Fuel Oil					0	-----
Water	1,075	1,075	1,075	1,075	4,300	143
Sewer	2,912	2,912	2,913	2,913	11,650	388
Total Utility Expense	9,512	9,512	9,513	9,513	38,050	1,268

Administrative Expenses						
Management Fee	2,500	2,500	2,500	2,500	10,000	333
Advertising/Marketing					0	-----
Legal Expense					0	-----
Managers Salary	5,400	5,400	5,400	5,400	21,600	720
Telephone/Pagers/Internet/ Ans Svc	750	750	750	750	3,000	100
Office Supplies	87	87	88	88	350	12
Bookkeeping/Accounting Fees					0	-----
State Agency Tax Credit Monitoring Fee	1,050				1,050	35
Bad Debts				500	500	17
Miscellaneous Admin.	5,375	5,375	5,375	5,875	22,000	733
Total Administrative Expense	15,162	14,112	14,113	15,113	58,500	1,950

incl Tenant Coordinator position/tenant service

Total Operating Expenses	36,628	35,079	35,084	36,583	143,374	4,779
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AHIC* Net Operating Income Before Debt (NOI)	15,734	17,283	17,278	15,779	66,074	2,202
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AHIC stands for the Affordable Housing Investors Council. AHIC NOI = Total Operating Income - Total Operating Expenses.

Operating & Replacement Reserves						
Replacement Reserves Contributions	2,250	2,250	2,250	2,250	9,000	300
Replacement Reserves Withdrawals					0	-----
Operating Reserves Contributions					0	-----
Operating Reserves Withdrawals					0	-----

Expected Debt Payments for All Hard Debts (Principal & Interest Only) – Hard Debts are Mortgages and other Must-Pay Debts						
Loan # 300-169544/VHDA/HOME	1,282	1,283	1,282	1,283	5,130	171
Loan # 700-169543/VHDA	2,812	2,813	2,812	2,813	11,250	375
					0	-----
					0	-----
					0	-----
					0	-----
Total Hard Debt Payments	4,094	4,096	4,094	4,096	16,380	546
AHIC Debt Service Coverage Ratio (DSCR)	3.29	3.67	3.67	3.30	3.48	Note: AHIC Watch List Standards require a DSCR above :

AHIC DSCR = (AHIC NOI - Reserve Contributions) / Total Hard Debt Payments.

Expected Debt Payments (If Any) for All Soft Debts -- Soft Debts Include Deferred Developer Fees, AHP Loans from Federal Home Loan Banks, etc.)						
					0	-----
					0	-----
					0	-----
					0	-----
Total Soft Debt Payments	0	0	0	0	0	-----

Estimated AHIC Operating Cash Flow	9,390	10,937	10,934	9,433	40,694	1,356
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AHIC Operating Cash Flow = AHIC NOI - Reserve Contributions - Total Debt Payments.

Non-Operating Expenses						
VCDC Partnership Fee				6,600	6,600	220
Other Non-Operating Expenses					0	
Total Non-Operating Expenses	0	0	0	6,600	6,600	220

Capital Expenditures* (Enter data in Capital Expenditures Box below)						
Expected Capital Expenditures	0	0	0	0	0	
Net Cap. Exp. (Net of Rep. Reserve Withdrawal)	0	0	0	0	0	

Estimated Cash Flow	9,390	10,937	10,934	2,833	34,094	1,136
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Cash Flow = AHIC Operating Cash Flow + Other Interest Income + Non-Operating Income - Total Non-Operating Expenses - Net Capital Expenditures.

Depreciation & Amortization						
Depreciation & Amortization				127,000	127,000	4,233

Capital Expenditures Projections		
Date (mm/dd/yy)	Expenditure Description	Cost
Total Capital Expenditures		0

SOME CAPITAL ITEM EXAMPLES

Items that are often covered by Re

- Carpet and vinyl
- Window replacement
- Parking lot repav
- Kitchen cabinets, s
- Roof replacement

Items that are often not covered by

- Electrical panel
- Plumbing system re
- Roof repairs
- Security system Insta
- Computers

Note that the state tax credit allocation determination on which capital expenditure replacement reser



Harrisonburg Redevelopment & Housing Authority

P.O. BOX 1071 + HARRISONBURG, VA 22803

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

September 30, 2020

Dear Commerce Village Residents:

The Harrisonburg Redevelopment and Housing Authority is committed to providing decent, safe and sanitary housing at the lowest possible prices. At this time, the Authority will maintain rents at the current levels. The HOME units will remain at \$515 and Non-HOME units will remain at \$644.

Please keep in mind that you will still only pay approximately 30% of your income. Your portion of rent only changes when your income changes.

If you have any questions or concerns with regard to this matter, please do not hesitate to contact me.

Sincerely yours,

Sandra Lowther
Commerce Village Manager

EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR Part 8) and the Fair Housing Amendments Act

Description	2020 Tenant Charge	2021 Tenant Charge
BATHROOM - COMMODESEAT	15.00	15.00
BATHROOM - MIRROR	17.00	17.00
BATHROOM - NEW TOILET WITH INSTALLATION	185.00	190.00
BATHROOM - SHOWER DIVERTER	15.00	15.00
BATHROOM - VANITY SINK TOP	100.00	105.00
BATHROOM MEDICINE CABINET	70.00	75.00
BATHROOM OR KITCHEN DRAIN UNCLOG	26.00	28.00
BATHROOM SHOWER ROD	6.00	6.00
BATHROOM SINKLEGS	13.00	13.00
BATHROOM TOWEL BAR	10.00	10.00
BATHROOM TP HOLDER	6.00	6.00
BATHROOM TP ROLLER	3.00	3.00
BLIND - 72"	50.00	50.00
BLIND - MEDIUM	35.00	35.00
BLIND - SMALL	21.00	21.00
Cabinet cleaning charge/cabinet	10.00	11.00
Cabinet door repair	30.00	30.00
Cabinet drawer repair	50.00	50.00
Cleaning charge (1 hour labor and materials)	30.00	32.00
DOOR - BIFOLD TRACK KIT	18.00	20.00
DOOR - Exterior - repaint 1 side	60.00	60.00
DOOR - PREHUNG-INSTALLED	130.00	135.00
DOOR - SINGLE BI-FOLD DOOR - UNINSTALLED	40.00	40.00
DOOR DOUBLE BI-FOLD DOOR UNINSTALLED	82.00	82.00
DOOR KNOB/LEVER - BATHROOM	14.00	14.00
DOOR KNOB/LEVER - BEDROOM	14.00	14.00
DOOR KNOB/LEVER - EXTERIOR	25.00	25.00
DOOR SLAB- UNINSTALLED	40.00	40.00
Doorbell replacement	10.00	10.00
DOWN SPOUT REPAIR	12.00	12.00
ELEC LARGE LIGHT COVER (includes labor)	30.00	32.00
ELEC - SMALL ROUND LIGHT COVER (includes labor)	20.00	22.00
ELEC EXT OUTLET COVER (includes labor)	12.00	12.00
Elec - glass light cover (includes labor)	15.00	15.00

ELEC - LIGHT FIXTURE - LARGE (includes labor)	77.00	77.00
ELEC LIGHT FIXTURE - SMALL (includes labor)	49.00	49.00
ELEC LIGHT SWITCH (includes labor)	21.00	21.00
ELEC - Vanity seashell light cover (includes labor)	30.00	30.00
ELEC LIGHT BULB	5.00	5.00
ELEC LIGHT SWITCH/OUTLET COVER PLATE (includes labor)	12.00	12.00
FLOOR - CARPET - LINEWEAVER ANNEX	630.00	630.00
FLOOR - CARPET & VINYL LINEWEAVER ANNEX	903.78	903.78
FLOOR - CARPET CLEANING	65.00	70.00
FLOOR - CARPET LINEWEAVER EFFICIENCY	589.63	589.63
FLOOR - VINYL - LINEWEAVER ANNEX	528.00	528.00
FLOOR TILE REPLACE PER TILE (does not include labor)	15.00	15.00
FLOOR WAX	12.00	12.00
HANDRAIL - INTERIOR	65.00	65.00
Handrail bracket - interior (includes labor)	19.00	21.00
HVAC AIR FILTER	3.00	3.00
HVAC FLOOR REGISTER	12.00	12.00
HVAC RETURN REGISTER	25.00	25.00
KEY - new - mail	10.00	10.00
KEY - new - building entrance	10.00	10.00
KEY - new - unit/apt entrance	10.00	10.00
KITCHEN - DRAWER SLIDE	11.00	11.00
Kitchen faucet	75.00	75.00
KITCHEN SINK STRAINER	4.00	4.00
KITCHEN SINK UNSTOP	26.00	26.00
Labor	26.00	28.00
LABOR - after hours	39.00	42.00
Landfill fee	30.00	30.00
LAWN - MOWING	15.00	15.00
Lock - change	31.00	31.00
LOCK - FH - replace custom lock	250.00	250.00
LOCK - MAILBOX LOCK	15.00	15.00
LOCK - NEW	50.00	50.00
LOCK - REKEY	34.00	34.00
Lock - rekey - labor to switch keys on Franklin Heights locks	26.00	26.00

LOCKOUT - after office hours	50.00	50.00
LOCKOUT - office hours	25.00	25.00
Move out charge - Bathroom excessively dirty	125.00	128.00
Move out charge - Oven/Range - cleaning charge	104.00	112.00
Move out charge - Refrigerator - cleaning charge	52.00	56.00
Move out charge - Window cleaning charge	10.00	11.00
OVEN DOOR GASKET (includes labor)	56.00	58.00
PAINT 5 GAL	115.00	115.00
PAINT GALLON	25.00	25.00
Range - burner switch (includes labor)	35.00	35.00
RANGE - DRIP PAN	3.00	3.00
RANGE - replace	410.00	410.00
Range burner (includes labor)	15.00	16.00
Range Burner Socket (terminal block kit)	24.00	24.00
RANGEHOOD - REPLACE	75.00	75.00
RANGEHOOD FILTER	4.00	4.00
REFRIGERATOR - BUTTER TRAY COVER	40.00	40.00
REFRIGERATOR - CRISPER DRAWER	50.00	50.00
REFRIGERATOR - CRISPERCOVER	40.00	40.00
REFRIGERATOR - FREEZER DOOR BAR	24.00	24.00
REFRIGERATOR - FREEZER DOOR GASKET (includes labor)	86.00	88.00
REFRIGERATOR - SHELF	20.00	20.00
REFRIGERATOR DOOR BAR	24.00	24.00
REFRIGERATOR DOOR GASKET (includes labor)	96.00	98.00
SIDING/FOOT	5.00	5.00
SMOKE DETECTOR - NEW	25.00	25.00
SMOKE DETECTOR DISABLED	10.00	10.00
SMOKE DETECTOR RECONNECT	10.00	10.00
STRICKLER CARPET, INC. [2BR]	701.25	701.25
STRICKLER CARPET, INC. [3BR]	5,534.50	5,534.50
STRICKLER CARPET, INC. [Basic]	200.00	200.00
Toilet Seat	15.00	15.00
Trash and litter pickup (after 2nd notification)	25.00	25.00
Trash and litter pickup at unit turnover	50.00	50.00
TRASH CAN	14.00	14.00

Trash pick up: Bulk (tenant put out on wrong day)	30.00	30.00
Trip charge when unable to do work	10.00	10.00
WALL DAMAGE - LARGE (more than 8 sq. ft @ \$8/ft.)	8.00	8.00
WALL DAMAGE - MAJOR (less than 2-8 sq. foot)	64.00	64.00
WALL DAMAGE - MEDIUM (less than 1 sq. foot)	32.00	32.00
WALL DAMAGE - MINOR (less than golf ball size)	10.00	10.00
WALL DAMAGE - TRIP CHARGE	10.00	10.00
Window - broken window replacement - material only	240.00	240.00
WINDOW HARDWARE-HANDLE	6.00	6.00
WINDOW SCREEN REPAIR (includes labor)	31.00	33.00
WINDOW SCREEN REPLACE (includes labor)	45.00	48.00
WNDOW HARDWARE-OPERATOR	36.00	36.00

**RESOLUTION AUTHORIZING TRANSFER OF REAL PROPERTY
LOCATED AT 150 SOUTH MAIN STREET**

WHEREAS, One Fifty South Main, LLC is the owner of the real property located at 150 S. Main Street, Harrisonburg, Virginia (the "Property");

WHEREAS, the Harrisonburg Redevelopment Housing Authority ("HRHA") is the sole member of One Fifty South Main, LLC;

WHEREAS, by Deed of Lease dated February 4, 2010, HRHA leased the Property to the Harrisonburg Children's Museum, Inc. ("HCM");

WHEREAS, the Lease contained an option for HCM to purchase the Property for \$10 on the condition that HRHA's Loan on the Property was paid in full. Essentially, HCM's rent covered HRHA's loan costs;

WHEREAS, by letter dated April 30, 2020, HCM sent notice of its intent to exercise the option to purchase the Property;

WHEREAS, HRHA's Loan on the Property has been paid in full with the rent from HCM;

WHEREAS, HCM has agreed to provide 1,250 admission passes to the Children's Museum to HRHA for use by the residents of HRHA;

WHEREAS, HCM has agreed to continue to provide admission passes to the Children's Museum in 1,250 increments to HRHA for as long as HRHA has use for them;

WHEREAS, HCM has agreed to pay all of HRHA's closing costs related to the transfer of the Property; and

WHEREAS, all other conditions of the option to purchase have been met by HCM.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY, THE SOLE MEMBER OF ONE FIFTY SOUTH MAIN, LLC, THAT:

1. The transfer of the real property located at 150 S. Main Street, Harrisonburg, Virginia to the Harrisonburg Children's Museum, Inc. by Deed of Gift is hereby approved; and
2. The Member or the Executive Director of the Member is hereby authorized to execute the deed and any and all documents deemed necessary to effectuate the transfer of the Property or the purpose of this resolution.

Resolved this 19th day of August 2020.

CERTIFICATE OF VOTES

Record of the roll-call vote by the Commissioners of the Harrisonburg Redevelopment and Housing Authority, upon reading of a resolution titled **“RESOLUTION AUTHORIZING TRANSFER OF REAL PROPERTY LOCATED AT 150 SOUTH MAIN STREET”** taken at a special meeting of the company held on August 19, 2020:

	AYE	NAY	ABSTAIN	ABSENT
John Hall, Chair				
Costella Forney, Vice Chair				
Scott Gallagher				
 Daniel Fleming				

Dated: August 19, 2020

(SEAL)

Chair, 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 One Fifty South Main, LLC directors present and voting at a meeting duly called and held on August 19, 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 Harrisonburg Redevelopment and Housing Authority this 19th day of August, 2020.

**HARRISONBURG REDEVELOPMENT AND
HOUSING AUTHORITY**

By: _____
Michael G. Wong, Secretary



mail to: **Explore More**
P.O. Box 957
Harrisonburg, VA 22803

location: 150 South Main Street
Harrisonburg, VA 22801
(540) 442-8900
www.iExploreMore.com

Mr. Michael Wong, Executive Director
Harrisonburg Redevelopment and Housing Authority
P.O. Box 1071
Harrisonburg, VA 22803

Dear Michael:

Please accept this document as our commitment to provide 1,250 Explore More single-use tickets that you may use at your discretion to benefit local children and their families. We appreciate the work you do to support the underserved in our community and we look forward to partnering with you to ensure access for all. Please notify us when you would like to receive printed tickets and we'll be happy to deliver to you. We are also willing to provide additional tickets as needed to ensure that all children can Explore More!

We extend our deepest appreciation to you and your Board of Directors. Your long-time support of Harrisonburg Children's Museum (Explore More) has played a vital role in our success and has helped advance our educational mission for over fifteen years.

Thank you!

A handwritten signature in black ink that reads "Lisa Shull".

Lisa Shull
Executive Director

**INDUCEMENT RESOLUTION
REGARDING THE ISSUANCE OF TAX-EXEMPT MULTIFAMILY
HOUSING REVENUE BONDS FOR THE ACQUISITION AND
CONSTRUCTION OF LAMBERT LANDING II
LOCATED IN THE COUNTY OF CHESTERFIELD, VIRGINIA**

WHEREAS, there have been described to the Harrisonburg Redevelopment and Housing Authority (the "Authority") the plans to acquire and construct a 48-unit multifamily housing apartment project and related or ancillary facilities known as Lambert Landing II (the "Project"), located at 11501 Jefferson Davis Highway, Chester, VA 23831, in the County of Chesterfield, Virginia (the "County") by Lambert Landing II Limited Partnership, a Virginia limited partnership (the "Purchaser"); and

WHEREAS, the Project shall be established and maintained as a "qualified residential rental project" within the meaning of Section 142(d) of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, the Authority is empowered, pursuant to the Virginia Housing Authorities Law, Chapter 1, Title 36 of the Code of Virginia of 1950, as amended (the "Act"), to issue its bonds for the purpose, among others, of financing the acquisition, construction and equipping of multifamily housing apartment projects such as the Project, located within the territorial boundaries of the County; and

WHEREAS, pursuant to Section 36-23 of the Act, the Authority may exercise its powers within the territorial boundaries of another jurisdiction not included in its area of operation provided that the governing body of such jurisdiction adopts a resolution (the "Section 36-23 Resolution") declaring that there is a need for the Authority to exercise its powers within such jurisdiction; and

WHEREAS, the Purchaser has requested, and the County has begun the process necessary for, the adoption of a Section 36-23 Resolution authorizing the Authority to exercise its powers in the County with respect to the Project; and

WHEREAS, the Purchaser has requested the Authority to agree to issue its tax-exempt multifamily housing revenue bonds under the Act in an amount not to exceed \$8,300,000, the proceeds of which will be used to finance a portion of the costs to be incurred in acquiring and constructing the Project as permitted under the Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE HARRISONBURG
REDEVELOPMENT AND HOUSING AUTHORITY THAT:**

1. The foregoing recitals are approved by the Authority and are incorporated in, and deemed a part of, this resolution.

2. It is hereby found and determined that the acquisition and construction of the Project by the Purchaser will further the public purposes of the Act by assisting in providing housing to “persons of low income” and “persons of moderate income” (as each such term is defined in the Act) in the County.

3. It is hereby found and determined that the Project will constitute a “housing project” (as defined in the Act).

4. To induce the Purchaser to acquire and construct the Project and maintain the Project as a “qualified residential rental project” within the meaning of Section 142(d) of the Code, the Authority hereby agrees, subject to approvals required by applicable law, to assist the Purchaser in financing the acquisition and construction of the Project, including, as necessary, the financing of capitalized interest on the Bonds (as hereinafter defined), any necessary reserve funds for the Bonds, and costs of issuance of the Bonds, in each case only as permitted by applicable law, by undertaking the issuance of (and hereby declares its official intent to issue) its tax-exempt multifamily housing revenue bonds for such purposes in the maximum principal amount not to exceed \$8,300,000 (the “Bonds”) upon the terms and conditions to be mutually agreed upon by the Authority and the Purchaser. The Bonds shall be issued in form and pursuant to terms to be set by the Authority.

5. It having been represented to the Authority that it is necessary to proceed with the acquisition and construction of the Project, the Authority hereby agrees that the Purchaser may proceed with the plans for the Project, enter into contracts related to the acquisition and construction and take such other steps as it may deem appropriate in connection therewith, provided that nothing herein shall be deemed to authorize the Purchaser to obligate the Authority without its consent in each instance to the payment of any moneys or the performance of any acts in connection with the Project.

6. The Authority hereby agrees, if requested, to accept the recommendation of the Purchaser with respect to the appointment of a placement agent or underwriter for the sale of the Bonds, pursuant to the terms to be mutually agreed upon.

7. All costs and expenses in connection with the financing and the acquisition and construction of the Project, including the fees and expenses of bond counsel, counsel for the Authority and the placement agent or underwriter for the sale of the Bonds shall be paid from the proceeds of the Bonds (but only to the extent permitted by applicable law) or by the Purchaser. If for any reason such Bonds are not issued, it is understood that all such expenses shall be paid by the Purchaser and that the Authority shall have no responsibility therefore.

8. In adopting this resolution the Authority intends to evidence its “official intent” to reimburse the Project expenditures with proceeds from the issuance of the Bonds within the meaning of Treasury Regulations Section 1.150-2.

9. The Bonds shall be limited obligations of the Authority and shall be payable solely out of revenues, receipts and payments specifically pledged therefore. Neither the commissioners, officers, agents or employees of the Authority, past, present and future, nor any person executing

the Bonds, shall be liable personally on the Bonds by reason of the issuance thereof. The Bonds shall not be a debt or a pledge of the faith and credit of the Commonwealth of Virginia or any political subdivision thereof (other than the Authority), including the County and the City of Harrisonburg, Virginia (the "City"), and neither the Commonwealth of Virginia or any political subdivision thereof (other than the Authority) shall be liable thereon, nor in any event shall the Bonds be payable out of any funds or properties other than the special funds and sources provided therefore. Neither the faith and credit nor the taxing power of the Commonwealth of Virginia, or any political subdivision thereof, shall be pledged to the payment of the principal of the Bonds or the interest thereon or other costs incident thereto. The Bonds shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

10. Any obligation of the Authority to exercise its powers in the County to issue the Bonds as requested by the Purchaser is contingent upon the satisfaction of all legal requirements and the Authority (including its officers, commissioners, employees and agents) shall not be liable and hereby disclaims all liability to the Purchaser for any damages, direct or consequential, resulting from the Authority's failure to issue Bonds for the Project for any reason, including without limitation the failure of the City Council of the City to approve the issuance of the Bonds by the Authority, the failure of the Board of Supervisors of the County to adopt the Section 36-23 Resolution or approve the issuance of the Bonds by the Authority, or the failure of the Purchaser to obtain any other approvals, including without limitation obtaining any required approvals of any housing authority that has currently outstanding bonds that financed any housing project(s) located in the territorial boundaries of the County, as required by Section 36-23 of the Act.

11. No Bonds may be issued pursuant to this resolution until such time as (a) the issuance of the Bonds has been approved by the City Council of the City and the Board of Supervisors of the County, (b) the Board of Supervisors of the County has adopted the Section 36-23 Resolution, and (c) the final terms and details of the Bonds have been approved by subsequent resolution of the Authority.

12. This Resolution shall take effect immediately upon its adoption.

Adopted: August 19, 2020

CERTIFICATE OF VOTES

Record of the roll-call vote by the Harrisonburg Redevelopment and Housing Authority, upon reading on a resolution titled **“INDUCEMENT RESOLUTION REGARDING THE ISSUANCE OF TAX-EXEMPT MULTIFAMILY HOUSING REVENUE BONDS FOR THE ACQUISITION AND CONSTRUCTION OF LAMBERT LANDING II LOCATED IN THE COUNTY OF CHESTERFIELD, VIRGINIA,”** taken at a meeting of the Authority held on August 19, 2020:

	AYE	NAY	ABSTAIN	ABSENT
John Hall , Chairman				
Costella Forney , Vice Chairman				
Scott Gallagher				
Dany Fleming				

Dated: August 19, 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 August 19, 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 ____ day of _____, 2020.

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY

By: _____
Secretary

Temporary Emergency Standards Policy

The Virginia Department of Labor and Industry (DOLI) at the direction of Virginia Governor Ralph Northam has developed and implemented the policies set forth in 16 VAC 25-220. This Emergency Temporary Standard for preventing the infectious disease SARS-CoV-2 (otherwise known as COVID-19) is designed to prevent the spread of COVID-19 and protect Virginia's workers. The Harrisonburg Redevelopment and Housing Authority ("HRHA") is dedicated to ensuring that our employees (full-time, part-time, and temporary) are fully protected, and can return to their families at the conclusion of their shifts. This policy sets forth the measures, policies, assessments, and enforcement measures that HRHA will utilize to ensure the best possible outcome. Employees failing to abide by the requirements of this policy may receive disciplinary action in conformance with the employee handbook.

Should you have any questions please contact your supervisor or the Executive Director to address any questions or concerns that you may have.

Definitions

Administrative Control: Any procedures which significantly limits daily exposure to COVID-19 related to workplace hazards and job tasks by control or manipulation of the work schedule or manner in which the work is performed. Personal Protective Equipment (PPE) is not considered an administrative control.

Asymptomatic: A Person who does not have symptoms.

Close Contact: Any individual within six (6) feet of an infected person for at least fifteen (15) minutes starting from two (2) days before the person became sick until the person was isolated.

Engineering Control: The use of substitution, isolation, ventilation, and equipment modification to reduce exposure to COVID-19 related workplace hazards and job tasks.

Exposure Risk Level: Assessment of the possibility that an employee could be exposed to the hazards associated with COVID-19 disease which are based on risk factors present during the course of employment regardless of location. These have been broken down to "very high", "high", "medium", and "lower".

- **Very High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the COVID-19 including but not limited to specific medical, postmortem, or laboratory procedures.
- **High:** Exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure with known or suspected sources of COVID-19 that are not otherwise classified as "very high".
- **Medium:** Exposure risk hazards or job tasks that are not otherwise classified as very high or high and require more than minimal occupational contact with other employees or persons who may be infected with, but are not known or suspected COVID-19 carriers.

- **Lower:** Exposure risk hazards or job tasks are those not otherwise classified as very high, high, or medium, that do not require contact with person known to be, or suspected of being, or who may be infected with, nor contact with other employees, other persons or the general public except as otherwise provided in this definition.

Face Covering: Item normally made of cloth or various other materials with elastic bands or cloth ties to secure over the wearer's nose and mouth in an effort to contain or reduce the spread of potentially infectious respiratory secretions at the source. A face covering is not subject to testing and approval by a state government agency, so it is not considered a form of personal protective equipment or respiratory protection equipment under VOSH laws, rules, regulations, and standards.

Physical Distancing: Keeping space between yourself and other persons while conducting work-related activities inside and outside of the physical establishment by staying at least six (6) feet from other persons.

Symptomatic: Employee is experiencing symptoms similar to those attributed to COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in two (2) to fourteen (14) days after exposure to the virus.

Requirements

Employees are encouraged to self-monitor for signs and symptoms of suspected COVID-19 infection. These signs and symptoms may include the following: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Symptoms may appear in 2 to 14 days after exposure to the virus.

Employees who are experiencing symptoms listed above are encouraged to stay home and notify a supervisor of your absence. On a case-by-case basis, you may be authorized to work remotely. Should the need arise to remain away from work for an extended period of time due to COVID-19, leave may be paid under the Families First Coronavirus Relief Act or HRHA leave policies. Your particular situation will be discussed at the time the leave is needed.

Any department conducting contracting work with HRHA are required to impress upon the contractor(s) about the importance of suspected COVID-19 contractors or temporary employees staying home. Known or suspected COVID-19 contractors or temporary workers shall not report to work or be allowed to remain on HRHA job sites until cleared to return to work.

To reduce the spread of COVID-19, employees, unless infeasible, will be required to practice physical distancing. When physical distancing is infeasible, employees will be required to ensure the use of a face covering. All employees when occupying a vehicle together for work purposes are required to utilize a face covering. If a face covering is contrary to an employee's safety or

health, a face covering is not required; however, based on physical distancing, the employee may be required to utilize a face shield or other PPE device to ensure protection.

Employees who are required to interact with customers, contractors, or the general public will be provided with, and must immediately use, supplies to clean and disinfect areas where there is potential for exposure to COVID-19. All common areas (bathrooms, and other frequently touched surfaces must be cleaned at least at the end of each shift or as determined by enhanced cleaning procedures.

Return to Work

If an employee of HRHA is suspected or has tested positive for COVID-19, the following guidelines are to be followed:

If an employer (supervisor) is notified of a positive test for one of its own employees, contractors, temporary employees, or other person who was present at the place of employment within the previous fourteen (14) days, HRHA shall notify:

- Its own employees at the same place of employment who may have been exposed within twenty-four (24) hours of discovery while keeping confidential the identity of the COVID-19 person in accordance with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.
- Other employers whose employees were present at the work site during the same time period; and the building/facility owner (if different from the employer).

Employees may return to work based on the time-based strategy or the test-based strategy:

1) employees who are suspected or known COVID-19 employees may return to work when (seventy-two) 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms); AND at least ten (10) days have passed since the symptoms first appeared; or

2) employees who are suspected or known COVID-19 employees may return to work when there is a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, AND two (2) consecutive negative results from a U.S. Food and Drug Administration Emergency Use COVID-19 test taken at least (twenty-four) 24 hours apart. An employee has the right to refuse the COVID-19 test; however, the employer will then be required to follow the symptom-based strategy.

Job Safety COVID-19 Analysis

Exposure	Potential Risks	Infection Protection Measures	Department/Work Class Groups
<p>Lower Exposure Risk (Caution)</p>	<p>Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.</p>	<ul style="list-style-type: none"> • Promote frequent and thorough hand washing • provide alcohol-based hand rubs containing at least 60% alcohol • Encourage employees to stay home if they are sick • Encourage respiratory etiquette, including covering coughs and sneezes. • Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees. • Discourage employees from using other's phones, desks, offices, or other work tools and equipment, when possible. • Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. 	<p>All with the exception of maintenance staff</p>

			Department/Work Class Groups
Medium Exposure Risk Caution:	<p>Medium exposure risk (caution) jobs are those that require more than minimum contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (within six (6) feet of) the general public. Workers in this category have more than minimal occupational contact with the public and other coworkers.</p>	<ul style="list-style-type: none"> • Promote frequent and thorough hand washing • provide alcohol-based hand rubs containing at least 60% alcohol • Encourage employees to stay home if they are sick • Encourage respiratory etiquette, including covering coughs and sneezes. • Take advantage of policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees. • Discourage employees from using other's phones, desks, offices, or other work tools and equipment, when possible. • Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. • Wear masks, eye protection, and gloves when unable to maintain six feet distance or in public. • Ask prior to entering room if the tenant/resident has been 	<p>Maintenance Staff</p>

		recently ill or related symptoms.	
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Training

HRHA is dedicated to ensuring employee protection. This is done to ensure that employees can return home to their families safely at the conclusion of their shifts. To do that, employees must be effectively trained. Training will be accomplished as prescribed below:

- To all employees initially
- To all employees who lack understanding of the policy
- To all newly hired employees

Training will cover the information as prescribed below:

- COVID-19 signs and symptoms
- Self-monitoring for signs and symptoms
- Employer responsibilities and return to work policy
- Cleaning and disinfecting
- Specific COVID-19 analysis for employee jobs
- HRHA enforcement policy
- Allow for questions and answers

Responsible Party

HRHA has developed this policy based on the temporary 16 VAC 25-220 Emergency Temporary Standard developed by the Virginia DOLI. This policy is designed to be in place through January 15, 2021; however, this policy may be continued by HRHA based on federal, state, or local guidelines. HRHA is responsible to ensure the adoption, dissemination, and enforcement of this policy for the safety and health of HRHA employees.

Modified Schedule & Remote Work Policy

Expectations for employees working remotely are outlined in this document. The goal is to maximize flexibility while maintaining accountability and high levels of accuracy, timeliness, and customer service.

Eligibility

Supervisors will determine if their team members are able to perform their work responsibilities remotely or not; supervisors will also determine if it is necessary for their team members to work remotely.

- Employees whose work responsibilities will allow them to work remotely are required to adhere to the policies detailed in this document and, as applicable, the policies set forth in the Personnel Manual, as well as any additional requirements set forth by their supervisor.
- Employees whose work responsibilities do not allow them to work remotely must continue to work their regular schedule and strictly adhere to HRHA's policies relating to COVID-19 and all VOSHA safety precautions to reduce possible exposure to COVID-19 (i.e., face masks, temperature taking, etc.).

Approval for remote work requires access to reliable internet and a safe and distraction-free workspace.

Minimum On-Site Attendance

Team members will be required to come to the office at least once a week, and as needed upon request, with reasonable notice from the supervisor or Executive Director, for meetings, end of month processing, etc.

Trial Period and Ongoing Reviews

In addition to regular performance standards that must be met at all times, team members working remotely must demonstrate organizational skills; capacity to work independently; and exceptional communication.

A trial period of two to four weeks may be considered to ensure that the team member can demonstrate meeting standards for availability, responsiveness, and communication/coordination, and to ensure that any routine responsibilities/tasks that cannot be fulfilled while working remotely do not have a negative impact on other team members, supervisor, or staff. Remote work plans can be modified accordingly or cancelled without notice or cause at the discretion of the supervisor and/or Executive Director.

Availability and Timekeeping

Employees working remotely are expected to be available and work their normal scheduled working hours, as if working in the office. Employees are expected to work Monday through Friday, 9:00am - 5:00pm.

Employees must clock in and out each day at the appropriate time (by email to their supervisor) and are required to take an hour lunch. Reported times must match biweekly timesheets.

No work is to be done outside of regular scheduled business hours. No overtime is allowed unless previously approved by the supervisor. A day working remotely should be structured just as a day in the office is structured. Working remotely is not allowed when taking personal leave time; it is the same as not being in the office.

All of HRHA regular policies, including without limitation, regarding paid time off, illness, vacation, etc., must still be adhered to. Refer to the Personnel Handbook for liability/worker's compensation and insurance policies or see the Finance Director.

Responsiveness

Response time expectations for employees working remotely are as follows:

*Email – Urgent**

All urgent emails received during scheduled working hours are to be responded to immediately, unless the employee is at lunch or already in a previously scheduled meeting (such as a webinar).

*Emails – Non-Urgent**

Executive Director – within 30 minutes

Supervisor – within 60 minutes

Coworkers – within 90 minutes

* These timeframes do not apply when an employee is at lunch, in a meeting, or viewing a webinar. It is important that you communicate your schedule with your supervisor.

Phone Calls

Team members who are in possession of a work cell phone are required to keep the work cell phone on at all times during scheduled business hours. Team members are expected to answer the work cell phone at all times, unless at lunch, in a previously scheduled meeting (such as a webinar) or on another call. Attempts to return missed calls should be made within 90 minutes of receipt.

Unless or until HRHA has a telephone system which allows the remote checking of voicemails, each team member is responsible for ensuring the receipt and handling of any messages left on the business land line.

All calls to the main number will be given my work cell by the receptionist; calls will not be sent to my office voicemail. In the event that calls go to my work voicemail, the recording will direct callers to call my work cell. For calls left on the switchboard voicemail or directed to the wrong team member, the responsible party will email me the message.

Productivity Measures and Accountability

Supervisor Oversight

The supervisor and team member will establish a regular pattern for check-ins, such as first thing each morning by phone. Team meetings will be scheduled so that everyone is in the office or able to call in if remote, to accommodate any approved alternate schedules.

Current performance standards are expected to be maintained by all employees. The supervisor will specify how often team members should send updates on work plan progress and what those updates should include.

Employees working remotely are expected to keep a daily log of the tasks accomplished, the time spent on each task, and the applicable department. Employees are required to enter this information on their Outlook calendar attached to their email.

The log is to be sent to your supervisor at the end of each week, no later than the close of business on the last day of the week (see attached example).

As this is an ever-changing situation due to the complexities and uncertainties caused by the pandemic, additional expectations may be required. Your supervisor will communicate with you in writing for any changes, revisions, etc. that may arise.

Printing

If documents need to be printed, they will be sent to the printers within the HRHA office building and arrangements for pickup with your supervisor in advance.

Equipment

Remote employees may be provided with all or some of the following HRHA-issued equipment on loan: laptop, laptop bag, wireless keyboard/mouse, wheeled locking file cart for secure transportation of documents, scanner, HRHA cell phone. Supervisors will determine what equipment is necessary for each staff member. Only work-related activity is to occur on any HRHA issued equipment; it is to be treated just as your desk computer. All HRHA equipment loaned to employees must be signed out with Suzi, Procurement Specialist, prior to taking possession.

All HRHA-issued equipment must be returned fully sanitized upon completion of remote work necessity.

Expense Reimbursement

If a team member is able to work remotely and does so by choice, expenses are not covered. If a team member is required to work remotely, some expenses (e.g., internet service) may be covered. Any necessary supplies must be requested/ordered/approved following standard HRHA procedures.

Security of Data and Records / Privacy Policy

Due to the nature of the business, to protect our clients' information and ensure confidentiality with sensitive information, only HRHA-issued laptops, cell phones, printers, etc. are to be used for work purposes.

All files, documents, and anything with resident/client personal information **MUST** be transported inside a locked file cart and **MUST** remain in the locked cart when not being used by staff. Disposal of any resident/client paperwork **MUST** happen at HRHA offices using HRHA shredder. The remote work site must allow for the privacy and security of all files, records, and information, whether electronic or hard copy.

All of HRHA's policies, including without limitation, confidentiality and email security, must be strictly adhered to under all circumstances.

These expectations are required for employees working remotely. All HRHA personnel policies, which can be located on the F drive, must be followed.

By signing below, you indicate that you understand and agree to follow the procedures and requirements as a remote employee. The failure to adhere to any of the requirements in this policy may result in disciplinary action, including but not limited to, verbal and/or written warning from your supervisor, loss of remote work privileges, and/or further corrective action as deemed necessary.

Employee:

**HOUSING CHOICE VOUCHER PROGRAM
MANAGEMENT REPORT FOR 8/19/20 BOARD MEETING
SUMMARY OF JULY 2020**

1. HCV Waiting List (as of 7/31/20)

	1 BR	2 BR	3 BR	4BR	5+ BR	Total	
Applications by Unit Size	635	1039	809	262	54	2,799	
New Applicants This Month	68	61	45	8	1	183	40% increase from June

2. Voucher Utilization (as of 7/31/20)

	FUP	NED	TP	MS5	HCV	PBV Franklin Heights	PBV VASH Commerce Village	Total	Percent
MANDATED TOTAL	50	170	9	75*	485	129	15	933	100.0
Leased	33 66%	138 81%	9 100%	35 47%	452 93%	125 97%	15 100%	807	86.5
• <i>Commerce Village</i>		2		2	11		15	29	
• <i>Franklin Heights</i>						125		125	
• <i>Lineweaver Annex</i>		25		7	23			55	
• <i>Private</i>	32	111	9	25	417			595	
• <i>Portability Billing</i>	1			1	1			3	
Searching	4	31	0	44	20	-	-	99	10.6
Available	13	1	0	-4	13	4	0	27	2.9

* 23 new MS5 vouchers, effective 8/1/20, not included in total

3. Searching Voucher Details

Voucher Size	# Households
1	74
2	16
3	8
4	1

Program	# Households
Mainstream	4
Family Unification	44
Non-Elderly Disabled	31
Housing Choice	20

4. Household Certifications & Voucher Updates

	March	April	May	June	July
Voucher Updates					
• Issued	8	8	14	33	18
• Extended	2	5	3	10	15
• Expired	0	0	1	0	2
Rent Increases (excludes FH)	23	16	23	23	27
Unit Changes	1	0	5	0	5
New Admissions	7	0	3	9	6
Port In	0	0	2	2	1
Interims	70	102	66	31	78
• <i>Decrease</i>	40	72	54	22	23
• <i>Increase</i>	21	23	3		46
• <i>HH Change/Other</i>	9	7	9	9	9
Annuals	56	57	56	70	67
Terminations	10	3	4	8	3
• <i>Gave up voucher</i>	3		2	5	1
• <i>Deceased</i>	1		2	1	1
• <i>6 months full rent</i>	1				
• <i>Other</i>	5	3		2	1

5. Voucher Caseload (leased)

- Jon Myers 249; Kim Ferley 240; Kristin Derflinger 276; Sandra Lowther 30

6. PIC Submission: 99.35%

7. HAP Expenditures

	March	April	May	June	July
Total HAP Expenditures*	474,305	490,169	512,062	517,782	510,607
Leased Vouchers (month end)**	812	804	800	802	802
Average Per Unit Cost (\$)	584.12	609.66	640.08	645.61	636.67

* Includes mainstream vouchers

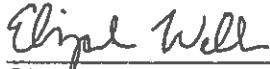
** Mainstream vouchers are counted at the first of the month

8. Lease-Up Push / Landlord Outreach / 100 Families in 100 Days

	June 15-30	July
New Admissions	5	7
Leasing Incentives	3	8
New Landlords	1	1

- Landlords using Assistance Connect Portal: 12
- Online training/orientation sessions (July): 1
- WMRA spot on July 24; new flyer on leasing process; updates to website; Facebook campaign

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



Elizabeth Webb, HCV Manager

August 14, 2020
Date

I WANT TO LEARN MORE

Will the Voucher Program Work for Me?

- Read about the Voucher Program on the HRHA website
- Estimate if a voucher holder can afford your unit with the online Rent Calculator
- Sign up for the mailing list to stay in the loop about initiatives and upcoming online landlord orientation & training sessions

I Want to Be a Voucher Landlord!

Advertise available units (for free) on HRHA's listing, and wait to be contacted by a voucher holder.

I WAS CONTACTED BY A VOUCHER HOLDER

Do I Want to Rent to Them? Some Considerations

- Accepting vouchers is not the same as accepting anyone with a voucher. Fit is important when choosing a tenant.
- HRHA does not screen for suitability. Landlords are encouraged to screen prospective voucher tenants as they would screen any other rental applicant, in accordance with fair housing rules.
- HRHA can provide current & prior landlord contact details, if known.

Request Approval of the Tenancy

Submit a completed Request for Tenancy Approval along with:

- Completed Unit Details and Amenities Worksheet
- Blank (not executed) lease that includes a HUD Tenancy Addendum
- W-9 and Direct Deposit Authorization forms (new HRHA landlords)

HRHA may request additional items if the owner is not the manager, or if the property was recently purchased.

APPROVAL OF THE TENANCY REQUEST		
Rent Reasonableness	Affordability	Inspection*
HRHA conducts a rent reasonableness study to ensure that the asking rent is comparable to similar, privately leased units in the current rental market. Voucher holders cannot be charged more than other renters on the premises.	HRHA compares the rent, including an allowance for tenant-paid utilities, to the maximum subsidy, to ensure that the household's portion of the rent does not exceed 40% of their monthly adjusted income.	HRHA must ensure the unit meets basic health & safety criteria, and will schedule a pre-lease inspection if feasible.* Currently, HRHA may require written landlord certification that the unit is in decent condition, with no life-threatening or emergency safety violations, and inspect the unit at a later date.

LEASE & CONTRACT

HRHA reviews the lease, confirms ownership, and approves the tenancy after these conditions are met. Tenant and landlord execute the lease, including the tenancy addendum and the tenant takes possession of the unit. After the landlord submits a copy of the executed lease, HRHA prepares a housing assistance payments contract, and begins making payments once the contract is executed with the landlord.

Ongoing Tenancy

Voucher landlords

- Receive subsidy payments via direct deposit
- Are notified in writing of any changes in rent portions
- Have a designated voucher specialist for discussing tenancy questions or concerns
- Receive a PIN to access an online portal to view rent payment records and more

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

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	77
New Applications Taken	0	17

Marketing

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

Occupancy

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

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$23,240.23		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$13,352.07		
Pet Deposits Held	\$1,650.00		
Rent Billed	\$14,621.60		
Rent Collected	\$14,418.60		

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

Comments on any problems experienced during the month:

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


Lisa Benasher, Lineweaver Property Manager

8-5-2020
Date

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

Applications

Currently On Waiting List	100
New Applications Taken	0

Marketing

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

Occupancy

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

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$34,724.07		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$29,339.77		
Pet Deposits Held	\$1,200.00		
Rent Billed	\$16,616.00		
Rent Collected	\$17,861.17		

Number of Inspections	0
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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

8-5-2020
Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF JULY 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>1</u>	<u>1</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>1</u>	<u>0</u>	<u>0</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>2</u>	<u>11</u>	<u>10</u>	<u>2</u>	<u>1</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>\$117,396.91</u>
Rent Billed	<u>\$129,743.70</u>
Rent Collected	<u>\$128,021.25</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>1,894</u> applicants.	<u>616</u>	<u>677</u>	<u>417</u>	<u>146</u>	<u>038</u>

5.) Inspections:

Number Completed	Excellent	Acceptable	Needs work	Issues
0	0	0	0	0

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 July 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

8/14/20
Date

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

1.) Marketing:

	<u>1 BDR</u> <u>VASH</u>	<u>1</u> <u>BDR</u> <u>HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>0</u>	<u>2</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>
# of Legal Notices	<u>0</u>	<u>0</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>

2) TOTAL NUMBER OF UNITS LEASED: 30

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$8,484.80</u>
Number of Delinquent Accounts by Age:	30:0 60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$14,702.00</u>
Rent Billed	<u>\$16,418.00</u>
Rent Collected	<u>\$15,883.00</u>

4.) Applications:

Currently on the Waiting List 933

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



8/3/20

FAMILY SELF- SUFFICIENCY PROGRAM REPORT
Monthly Report –July 2020

HCV PARTICIPANTS

Employment	Education/Training	Escrow
In Program: 30	Enrolled in ESL: 0	Positive Escrow Balances: 24
Employed: 18	Enrolled in Continuing Ed: 0	Earning Monthly Escrow: 8
Unemployed/Furlough : 10	Started this month: 0	Interim Escrow Withdrawals: 2
Medical Leave/Disability: 2		Increase in Earning Escrow: 3
Maternity Leave: N/A		Decrease in Earning Escrow:0

FRANKLIN HEIGHTS PARTICIPANTS

Employment	Education/Training	Escrow
In Program: 39	Enrolled in ESL: 1	Positive Escrow Balances: 22
Employed: 23	Enrolled in Continuing Ed.:1	Earning Monthly Escrow: 10
Unemployed/Furlough: 10	Started this month: 0	Newly Earning Escrow: 2
Medical Leave/ Disability: 3		Interim Escrow Withdrawals: 2
Maternity Leave: 1		Decrease in Earning Escrow: 0

HARRISON HEIGHTS

Employment	Education/Training	Escrow
In Program: 17	Enrolled in ESL: 1	Positive Escrow Balances: 10
Employed: 6	GED: 0	Earning Monthly Escrow: 5
Unemployed/Furlough:11	Started this month: 0	Newly Earning Escrow: 2
Medical Leave/Disability: 0		Escrow Increases: 2
Maternity Leave: 1		Interim Escrow Withdrawals: 0
New job this month: 0		

Accomplishments

A Bunk bed, dresser and couch were distributed and additional masks. No FSS participants had a decrease in escrow this month. An increase of number of participant have returned to work this month.

Date: 7/31/2020

FSS Coordinator: Zoe Parakuo

FSS Coordinator: Everett Brubaker

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as July 31, 2020**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$95,541.14
		Total	\$95,541.14
	AR Due from:		
	JR Polly Lineweaver Apartments	\$87,200.59	
	Housing Choice Voucher Program	\$54,378.86	
	Commerce Village, LLC	\$11,272.91	
	Franklin Heights, LLC-Operating Expenses	\$72,490.32	
	Franklin Heights, LLC-Debt Servicing	\$175,550.00	
		\$400,892.68	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$351,527.86
	United Bank-FSS Escrow for participants		\$136,336.41
		Total	\$487,864.27

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$4,668.06
		Total	\$4,668.06

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$185,888.74
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$102,258.64
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Commerce Village, LLC

Cash:	First Bank & Trust		\$136,341.48
	BB&T-Operating Reseve Account		\$130,702.48

		<u>Grand Total</u>	<u>\$1,143,264.81</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of July 31, 2020**

	Cash Balance as of 1/31	Cash Balance as of 2/29	Cash Balance as of 3/31	Cash Balance as of 4/30	Cash Balance as of 5/31	Cash Balance as of 6/30	Cash Balance as of 7/31
LOCAL COMMUNITY DEVELOPMENT							
Cash: First Bank & Trust	\$75,038.07	\$72,867.55	\$234,485.29	\$211,565.44	\$294,600.18	\$400,992.41	\$95,541.14
HOUSING CHOICE VOUCHER PROGRAM							
Cash: SunTrust-Checking	\$360,537.76	\$395,021.95	\$419,993.37	\$437,341.36	\$491,126.09	\$452,504.24	\$351,527.86
United Bank-FSS Escrow	\$98,957.95	\$105,570.17	\$113,374.17	\$120,749.86	\$125,648.39	\$130,923.00	\$136,336.41
J.R. POLLY LINEWEAVER APARTMENTS							
Cash: United Bank-Checking	\$2,724.04	\$17,911.14	\$9,141.90	\$1,641.98	\$2,412.22	\$2,875.46	\$4,668.06
ALL PROGRAMS-FH, LW, JRL, CVO							
Cash: United Bank-Security Dep.	\$176,627.38	\$178,791.78	\$180,781.26	\$183,135.96	\$182,856.69	\$184,897.67	\$185,888.74
COMPONENT UNITS							
Franklin Heights, LLC							
Cash: United Bank-Checking	\$9,363.99	\$14,531.98	\$11,812.57	\$12,668.23	\$13,875.96	\$50,138.14	\$102,258.64
Commerce Village LLC							
Cash: First Bank & Trust	\$125,061.32	\$129,765.23	\$124,844.19	\$126,637.69	\$129,929.13	\$133,497.26	\$136,341.48
BB&T (Operating Reserve)	\$130,661.16	\$130,702.58	\$130,716.26	\$130,716.26	\$130,719.41	\$130,720.48	\$130,702.48
Total	\$978,971.67	\$1,045,162.38	\$1,225,149.01	\$1,224,456.78	\$1,371,168.07	\$1,486,548.66	\$1,143,264.81

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as June 30, 2020**

Franklin Heights, LLC

Income	\$	949,589.43
Expenses	\$	(524,958.00)
Less: Principal Payments	\$	(197,644.79)
Total	\$	226,986.64

J.R. POLLY LINEWEAVER APARTMENTS

Income	\$	256,236.84
Expenses	\$	(216,454.24)
Total	\$	39,782.60
Add: Service Coordinator Grant Funds	\$	7,333.00
Less: Service Coordinator Grant Expenses	\$	(29,003.01)
	\$	(21,670.01)
Profit (Loss)/Gain	\$	18,112.59
Less: Principal Payments	\$	(78,277.38)
Total	\$	(60,164.79)