




# Harrisonburg Redevelopment & Housing Authority

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May 14, 2021

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, May 19, 2021 at 4:00 p.m.**, at the Municipal Building, City Council Chambers located at 409 South Main Street, Harrisonburg, Virginia.

  
Michael G. Wong  
Executive Director

Enclosures

EQUAL HOUSING OPPORTUNITY PROVIDER

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

AGENDA  
Regular Meeting  
May 19, 2021

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
  - April 21, 2021
- III. Review and Approval Financial Statements
  - April 2021
- IV. Reports
  - A. Executive Director
    1. Public Comment
    2. Executive Director Response to Public Comment
    3. Presentation City of Harrisonburg Housing Study: Amy Snider, Assistant to the City Manager
  - B. Any New Business/ Old Business
    1. Strategic Initiatives Updates
      - Homeownership and Neighborhood Revitalization
      - Addressing Homelessness and Affordable Housing
      - Improving Organizational Efficiency and Effectiveness
    2. Strategic Planning: June 16, 2021
  - 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
    7. Complaints Monthly Report Update

## MINUTES

Regular Meeting  
April 21, 2021

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday April 21 at 4:00 p.m., at the City of Harrisonburg's Hall Chambers located at 409 South Main Street, Harrisonburg Virginia.

Those present were:

Dany Fleming, Chair  
Costella Forney, Vice Chair  
Scott Gallagher, Commissioner  
Gil Colman, Commissioner  
Luciano Benjamin, Commissioner

Also present were:

Michael G. Wong, Executive Director  
Jason Bowman, Attorney

The Regular Meeting was called to order and quorum declared present by Dany Fleming Chair. Mr. Wong then presented the March 17<sup>th</sup> minutes for consideration of approval. After a period of discussion, Commissioner Colman seconded by Vice Chair Forney made the motion for approval. The motion was unanimously approved.

Mr. Wong then presented the March financials for consideration of approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Benjamin made the motion for approval. The motion was unanimously approved.

Chairperson Fleming then opened the floor for general public comment. Karen Thomas, Northeast Neighborhood, related of concerns with the appearances and conditions of the Franklin Heights units, camera system not working, safety issues with the trees in the neighborhood, unsafe conditions at Lineweaver, hourly staff having keys to apartments, question why the work yard behind the administrative building was shielded, and concerns of racial prejudice by staff. She also stated that the City of Harrisonburg offered land to the Authority and HRHA refused due to Mr. Wong. No other public comment was received.

Mr. Wong then presented a resolution consenting to the issuance of public bonds by Suffolk RHA. He related that the previous issuer in the locality has to provide consent for **another agency to issue** bonds. He stated that routinely Suffolk and Harrisonburg has provided consent for the other agency. After a period of discussion, Vice Chair Forney seconded by Commissioner Benjamin made the motion approving the resolution. A roll call was taken and the motion was unanimously approved.

Dany Fleming, Chair  
Costello Forney, Vice Chairman

Aye  
Aye

Scott Gallagher, Commissioner	Aye
Christine Fasching Maphis, Commissioner	Absent
Luciano Benjamin, Commissioner	Aye
Kevin Coffman, Commissioner	Absent
Gil Colman, Commissioner	Aye

Mr. Wong then related of the plan submission of an Affordable Housing and Special Needs and High Energy Innovation and Efficiency grant to renovate the Lineweaver Annex Apartment Complex. He stated that the property was built in 1993 as one of the initial Low Income Housing Tax Credit housing developments within Virginia and the United States. He related of the grant providing the possibility of 1.3 million in funding to support a new roof, new building exterior, replacement of the HVAC system with a high energy efficiency system and upgrading of lighting to LED. Total renovation project budget of 2.2 million. He related of the proposal including project basing of vouchers at the Lineweaver Annex to support an increase in rents without impacting the residents and a partnership with the Harrisonburg Rockingham Community Services Board to provide supportive services. He stated currently 56 of the 60 units are voucher holders. No action was taken on this update.

Mr. Wong then related of the need to reschedule the presentation on the City's housing study. He stated that Ms. Amy Snyder had a family emergency and the presentation will be postponed to the May meeting. He stated of the hope that the report will provide a common understanding of the needs within Harrisonburg and assist in the Authority's strategic planning process. He did briefly review the recommendations and asked if the board had any specific questions about the report so that he could provide to Ms. Snyder in advance to address. No specific questions were related concerning the study.

Mr. Wong then presented a resolution to switch retirement programs from John Hancock to American funds and to confirm Christine Halterman and Michael Wong as trustees. He stated that 86% of the staff are in America funds and the change will reduce overall program costs. After a period of discussion, Commissioner Colman seconded by Vice Chair Forney made the motion approving the resolution. The motion was unanimously approved.

Mr. Wong then presented the United States Department of Housing and Urban Development (HUD) Remote Housing Choice Voucher Program Voucher Management System Validation review dated April 20, 2021. He related of the review identifying two concerns with the Authority with over reporting by 1 unit and housing assistance payments being incorrectly reported by \$399.00 in one month. He stated the error was caused by a transposing mistake which would have been identified and corrected in the next month. He stated that HUD's standard for error is 5% which of the Authority's 6.5 million program is \$325,000.00 and of the review identifying concerns and no findings. He stated of the need to commend Christine Halterman for responding to the review and of the plan to update the Authority's VMS policies and procedures from the learnings of the review.

Mr. Wong then provided a brief update on program initiatives. He stated of staff continuing to meet to refine the proposed MTW activities. He related of the goal to begin the community stakeholder process in June, initiate the financial MTW fungibility by July 1, present to the board and start the 45-day comment period at the August meeting, and implement the activities in October for participants starting January 1, 2022. He stated of the primary concern is the ability of the software provider to meet the schedule. He stated of the plan to coordinate with other MTW agencies to assist in addressing the software concerns.

Mr. Wong then provided an update on the requested online feedback and grievance form. He related of the link provided in the agenda is live and the feedback form is available for any commissioner's suggestions for change. He stated of having received comments from Commissioner Maphis and has accepted the suggested changes. He requested that any comments be provided by April 23<sup>rd</sup>. Mr. Wong related that Melisa Michelsen, Attorney has completed a legal review of the possible use of an online grievance form and did not find any legal issues. Her review did relate of the required need for a 45-day comment period if any changes are made to the current policy. He stated that she also conducted a scan of several housing agencies websites and did not find any agencies using an online grievance form or process. A concern with an online form is the potential accessibility issues for individuals with disabilities. He stated of the recommendation to further investigate and analyze options. No action was taken on the online grievance form.

Mr. Wong then provided a brief update and overview of the program reports. Commissioner Gallagher asked about the Franklin Heights report due to not being able to see the financial impact of the tenants not paying rent. Mr. Wong related of the need to check the report for a possible error or clarification of the data point.

Mr. Wong then responded to the complaints received in public comment and related that last year the City of Harrisonburg did a review of the trees discussed by Ms. Thomas and related of them being low risk and of no safety concerns. He stated of sharing the email concerning the City's assessment with Chair Fleming. He related that the Authority also uses a tree consultant and did have some of the trees trimmed and several removed. He related that the Authority annually has all the trees within its properties reviewed and trimmed if needed.

Mr. Wong stated that the current Franklin Heights camera system is antiquated and when significant equipment failure was encountered last year it was determine best to secure a new system. He related of the decision to lease the equipment versus purchasing was due to proprietary issues with replacement cost and bidding issues. He stated of the installation of the new system being delayed due to pricing for installation coming in higher than anticipated. He stated that the contractors have started the work with the plan for the new system to be installed by June.

Mr. Wong related that HRHA does hire residents and is encourage by HUD's Section 3 policy to employ residents. He related of 4 hourly employees currently being residents. He stated that one employee has been employed by the Authority for 5+ years and assists in emergency work orders at Lineweaver during off hours. The other three

employees do not have keys and all work in areas outside their housing.

Mr. Wong stated that last year, fencing material was installed around the work yard behind the administration building after complaints were received of items in the yard. He stated of it being a working yard and of the need at times for storage when items are needing replacement after hours. He stated of the installation was the Authority's attempt to be responsive.

Mr. Wong related of desire to be solution focused regarding the concerns with the Franklin Heights unit's appearances. He stated of staff working with the residents concerning the unit appearances and the challenges due to no clear appearance standard being established. He related that it would be helpful if any specific units which are of concern be reported immediately so that the issue can be addressed.

Mr. Wong stated of when the City denied the East Gay Street project in 2019, he asked about other land in the City. He related of approaching several council members concerning City owned property. He relate that no proposal or land offer was received from the request.

Vice Chair Forney related of concern with the ongoing complaints, feeling that the properties look like a "ghetto" due to items on the porches, and of the inconsistency between Mr. Wong statements and of what she is hearing. She stated of concerns that there has not been an adequate response to the complaints. She related that the unit adjacent to the John Wesley Church is problematic due to trash (cardboard) and the tenants using the church property. She stated that Church staff have talked with the tenants but issues continue. She also voiced concerns with the unit beside the administration office with a "red rug" and other items on the porch for months.

The board participated in an extended discussion which included establishing a policy for what can be on the tenant porches, terminating resident due to unit appearances, implementation of an incentive program to encourage residents to take pride/ownership of their unit appearance, and responding to public comment in the Executive Director's report. It was agreed that the agenda will be modified to allow for the Executive Director to respond to public comment if appropriate. No other actions were taken from the discussion.

Commissioner Colman seconded by Commissioner Benjamin then made the motion to approve the management reports. The motion was unanimously approved. Commissioner Gallagher seconded by Commissioner Benjamin made the motion to adjourn. The motion was unanimously approved.

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Michael G. Wong  
Executive Director

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Dany Fleming  
Chair

**LOCAL COMMUNITY DEVELOPMENT (LCD)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of April 2021**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3410 HMIS COC Homelessness Grant-19	84,072.00	7,006.00	21,442.97	21,442.97	28,024.00	(6,581.03)
3410 VHSP-VA Hsg Solutions Prgm Grant	59,391.00	4,949.25	4,640.21	8,525.54	19,797.00	(11,271.46)
3410 COC Planning Grant Funds	21,161.00	1,763.42	0.00	0.00	7,053.67	(7,053.67)
3410 VHSP-COVID-19 ESO Grant	0.00	0.00	0.00	23,074.00	0.00	23,074.00
3610 Interest Income	0.00	0.00	9.26	38.26	0.00	38.26
3690 Developer's Fees/Other Income	130,000.00	10,833.33	0.00	0.00	43,333.33	(43,333.33)
3690 Admin. Fees	0.00	0.00	0.00	0.00	0.00	0.00
3690 Application Fees	15,000.00	1,250.00	0.00	7,500.00	5,000.00	2,500.00
3690 Lease Income	4,800.00	400.00	1,200.00	1,600.00	1,600.00	0.00
3690 Management Fees-CV	10,000.00	833.33	950.85	3,597.52	3,333.33	264.19
3690 BPort Net Receipts	187,590.00	15,632.50	23,681.82	65,642.60	62,530.00	3,112.60
3690 Lineweaver Apts. Net Receipts	378,740.00	31,561.67	32,080.31	124,577.11	126,246.67	(1,669.56)
<b>Total Receipts</b>	<b>890,754.00</b>	<b>74,229.50</b>	<b>84,005.42</b>	<b>255,998.00</b>	<b>296,918.00</b>	<b>(40,920.00)</b>
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	136,850.00	11,404.17	9,620.58	43,357.92	45,616.67	(2,258.75)
4540 Adm Benefits	41,900.00	3,491.67	2,034.82	8,672.62	13,966.67	(5,294.05)
4130 Legal Expense	5,000.00	416.67	0.00	6,273.40	1,666.67	4,606.73
4140 Staff Training	3,000.00	250.00	189.99	429.99	1,000.00	(570.01)
4150 Travel	5,000.00	416.67	400.00	1,600.00	1,666.67	(66.67)
4171 Auditing Fees	4,000.00	333.33	0.00	0.00	1,333.33	(1,333.33)
4190 Sundry-Admin. Exp.	22,400.00	1,866.67	5,824.50	9,261.24	7,466.67	1,794.57
4190 VHSP-COVID-19 ESO Grant	0.00	0.00	0.00	23,074.00	0.00	23,074.00
4190 VHSP-VA Hsg Solutions Prgm Grant	59,391.00	4,949.25	5,721.50	18,794.63	19,797.00	(1,002.37)
4190 VHDA COC COVID-19 Grant	0.00	0.00	0.00	0.00	0.00	0.00
4190 COC Planning Grant Funds	21,161.00	1,763.42	0.00	0.00	7,053.67	(7,053.67)
4190 HMIS Match for Grant Funds	10,000.00	833.33	365.18	6,524.71	3,333.33	3,191.38
4190 Community Donations (OpDr/COC, etc)	15,000.00	1,250.00	0.00	10,000.00	5,000.00	5,000.00
4190 HMIS Homeless Assistance-19	84,072.00	7,006.00	4,469.08	21,442.97	28,024.00	(6,581.03)
<b>Total Administration</b>	<b>407,774.00</b>	<b>33,981.17</b>	<b>28,625.65</b>	<b>149,431.48</b>	<b>135,924.67</b>	<b>13,506.81</b>
<b>Utilities</b>						
4310 Water-CST	0.00	0.00	67.13	180.24	0.00	180.24
4320 Electric	3,200.00	266.67	227.93	548.87	1,066.67	(517.80)
4330 Gas	1,800.00	150.00	35.55	154.56	600.00	(445.44)
4390 Sewer-CST	0.00	0.00	71.47	234.31	0.00	234.31
<b>Total Utilities</b>	<b>5,000.00</b>	<b>416.67</b>	<b>402.08</b>	<b>1,117.98</b>	<b>1,666.67</b>	<b>(548.69)</b>
<b>Maintenance</b>						
4410 Maintenance Salaries	35,575.00	2,964.58	2,370.63	9,676.42	11,858.33	(2,181.91)
4540 Maintenance Benefits	9,600.00	800.00	646.30	2,351.27	3,200.00	(848.73)
4420 Materials	4,000.00	333.33	403.31	1,277.93	1,333.33	(55.40)
4430 Contract Costs	6,000.00	500.00	1,163.65	3,102.63	2,000.00	1,102.63
<b>Total Maintenance</b>	<b>55,175.00</b>	<b>4,597.92</b>	<b>4,583.89</b>	<b>16,408.25</b>	<b>18,391.67</b>	<b>(1,983.42)</b>
<b>General</b>						
4510 Insurance	8,600.00	716.67	594.10	3,326.17	2,866.67	459.50
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4580 Real Estate Taxes (CST)	6,000.00	500.00	0.00	0.00	2,000.00	(2,000.00)
4000 Bport Expenses	34,600.00	2,883.33	2,923.00	12,608.48	11,533.33	1,075.15
4000 Lineweaver Apartments Expenses	373,590.00	31,132.50	25,747.18	112,286.87	124,530.00	(12,243.13)
<b>Total General</b>	<b>422,790.00</b>	<b>35,232.50</b>	<b>29,264.28</b>	<b>128,221.52</b>	<b>140,930.00</b>	<b>(12,708.48)</b>
<b>TOTAL EXPENSES</b>	<b>890,739.00</b>	<b>74,228.25</b>	<b>62,875.90</b>	<b>295,179.23</b>	<b>296,913.00</b>	<b>(1,733.77)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>255,998.00</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>295,179.23</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>(39,181.23)</b>

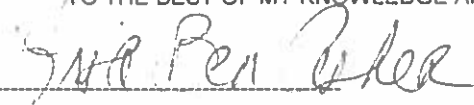
Michael G. Wong, Executive Director

5/10/2021  
Date

**LINEWEAVER ANNEX APARTMENTS**  
Statement of Revenues, Expenses, and Changes in Fund Equity  
Attachment A  
For the Month of April 2021

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Rental Income	222,264.00	18,522.00	16,923.00	67,158.00	74,088.00	(6,930.00)
3410 HAP Funding	148,176.00	12,348.00	14,402.00	54,900.00	49,392.00	5,508.00
3690 Other Income-Laundry	3,800.00	316.67	482.31	1,426.11	1,266.67	159.44
3690 Other Income-Late fees,workord	4,500.00	375.00	273.00	1,093.00	1,500.00	(407.00)
<b>Total Receipts</b>	<b>378,740.00</b>	<b>31,561.67</b>	<b>32,080.31</b>	<b>124,577.11</b>	<b>126,246.67</b>	<b>(1,669.56)</b>
<b>Expenses:</b>						
<b>Administration:</b>						
4110 Adm Salaries	81,300.00	6,775.00	5,661.74	22,646.96	27,100.00	(4,453.04)
4540 Adm Benefits	23,650.00	1,970.83	1,864.73	6,676.36	7,883.33	(1,206.97)
4130 Legal Fees	1,000.00	83.33	0.00	1,000.00	333.33	666.67
4140 Staff Training	1,000.00	83.33	0.00	0.00	333.33	(333.33)
4150 Travel	1,000.00	83.33	0.00	0.00	333.33	(333.33)
4171 Auditing	1,200.00	100.00	0.00	0.00	400.00	(400.00)
4190 Sundry	15,300.00	1,275.00	3,611.03	4,966.79	5,100.00	(133.21)
<b>Total Administration</b>	<b>124,450.00</b>	<b>10,370.83</b>	<b>11,137.50</b>	<b>35,290.11</b>	<b>41,483.33</b>	<b>(6,193.22)</b>
<b>Tenant Services:</b>						
4240 Tenant Services-Other	1,000.00	83.33	0.00	13.24	333.33	(320.09)
<b>Total Tenant Serv.</b>	<b>1,000.00</b>	<b>83.33</b>	<b>0.00</b>	<b>13.24</b>	<b>333.33</b>	<b>(320.09)</b>
<b>Utilities:</b>						
4310 Water	8,300.00	691.67	728.93	3,590.84	2,766.67	824.17
4320 Electricity	60,000.00	5,000.00	4,595.86	24,959.03	20,000.00	4,959.03
4390 Sewer	23,970.00	1,997.50	1,791.00	8,317.20	7,990.00	327.20
<b>Total Utilities</b>	<b>92,270.00</b>	<b>7,689.17</b>	<b>7,115.79</b>	<b>36,867.07</b>	<b>30,756.67</b>	<b>6,110.40</b>
<b>Maintenance:</b>						
4410 Maintenance Salaries	54,350.00	4,529.17	4,430.01	17,438.16	18,116.67	(678.51)
4540 Maintenance Benefits	15,850.00	1,320.83	915.60	3,395.42	5,283.33	(1,887.91)
4420 Materials	18,000.00	1,500.00	1,035.03	3,014.63	6,000.00	(2,985.37)
4430 Contract Costs	50,000.00	4,166.67	368.12	13,488.70	16,666.67	(3,177.97)
<b>Total Maintenance</b>	<b>138,200.00</b>	<b>11,516.67</b>	<b>6,748.76</b>	<b>37,336.91</b>	<b>46,066.67</b>	<b>(8,729.76)</b>
<b>General Expenses:</b>						
4510 Insurance Expenses	7,670.00	639.17	745.13	2,779.54	2,556.67	222.87
4570 Collection Loss	10,000.00	833.33	0.00	0.00	3,333.33	(3,333.33)
<b>Total General Exp.</b>	<b>17,670.00</b>	<b>1,472.50</b>	<b>745.13</b>	<b>2,779.54</b>	<b>5,890.00</b>	<b>(3,110.46)</b>
<b>TOTAL EXPENSES</b>	<b>373,590.00</b>	<b>31,132.50</b>	<b>25,747.18</b>	<b>112,286.87</b>	<b>124,530.00</b>	<b>(12,243.13)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>124,577.11</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>112,286.87</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>12,290.24</b>

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

  
\_\_\_\_\_  
Lisa Benasher, Lineweaver Manager

  
\_\_\_\_\_  
Date



**BRIDGEPORT COMPLEX**  
Statement of Revenues, Expenses, and Changes in Fund Equity  
Attachment B  
For the Month of April 2021

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3690 Rental Income	187,590.00	15,632.50	23,681.82	65,642.60	62,530.00	3,112.60
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Receipts</b>	<b>187,590.00</b>	<b>15,632.50</b>	<b>23,681.82</b>	<b>65,642.60</b>	<b>62,530.00</b>	<b>3,112.60</b>
<b>Expenses:</b>						
<b>Operations</b>						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	333.33	(333.33)
4190-Sundry-Phone	600.00	50.00	42.62	169.73	200.00	(30.27)
<b>Total Op. Expenses</b>	<b>1,600.00</b>	<b>133.33</b>	<b>42.62</b>	<b>169.73</b>	<b>533.33</b>	<b>(363.60)</b>
<b>Utilities:</b>						
4310 Water	1,200.00	100.00	0.00	0.00	400.00	(400.00)
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
<b>Total Utilities</b>	<b>1,200.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>(400.00)</b>
<b>Maintenance:</b>						
4420 Materials	3,000.00	250.00	0.00	0.00	1,000.00	(1,000.00)
4430 Contract Costs	12,000.00	1,000.00	1,421.00	6,705.46	4,000.00	2,705.46
<b>Total Maintenance</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>1,421.00</b>	<b>6,705.46</b>	<b>5,000.00</b>	<b>1,705.46</b>
<b>General Expenses:</b>						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	16,800.00	1,400.00	1,459.38	5,733.29	5,600.00	133.29
<b>Total General Exp.</b>	<b>16,800.00</b>	<b>1,400.00</b>	<b>1,459.38</b>	<b>5,733.29</b>	<b>5,600.00</b>	<b>133.29</b>
<b>TOTAL EXPENSES</b>	<b>34,600.00</b>	<b>2,883.33</b>	<b>2,923.00</b>	<b>12,608.48</b>	<b>11,533.33</b>	<b>1,075.15</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>65,642.60</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>12,608.48</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>53,034.12</b>

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

  
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Michael G. Wong  
Executive Director

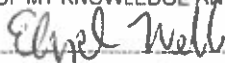
  
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Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,148.76 for a total of \$8,699.27 for this fiscal year.

**Housing Choice Voucher Program (HCV)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of April 2021**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts</b>						
3300RC Adm-Fraud/Abuse/Set Off Del	7,000.00	583.33	781.34	1,409.78	2,333.33	(923.55)
3300RC HAP-Fraud/Abuse/Set Off Dei	7,000.00	583.33	781.35	1,409.79	2,333.33	(923.54)
3300 FSS Fort.	2,000.00	166.67	30.00	917.82	666.67	251.15
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	5,850.50	11,701.00	11,701.00	0.00
3410 HCV HAP Payment-Adm Fees	531,060.00	44,255.00	41,713.00	274,694.93	177,020.00	97,674.93
3410 HCV HAP Payment-HAP Fees	5,933,400.00	494,450.00	497,102.00	2,005,498.00	1,977,800.00	27,698.00
<b>Total Receipts</b>	<b>6,515,563.00</b>	<b>542,963.58</b>	<b>546,258.19</b>	<b>2,295,631.32</b>	<b>2,171,854.33</b>	<b>123,776.99</b>
<b>Expenses</b>						
<b>Administration</b>						
4110 Adm Salaries	312,023.00	26,001.92	28,523.59	112,472.11	104,007.67	8,464.44
4110 FSS Salaries (grant portion)	35,103.00	2,925.25	2,925.25	11,701.00	11,701.00	0.00
4540 Adm/FSS Benefits	103,200.00	8,600.00	9,882.89	35,056.45	34,400.00	656.45
4130 Legal Fees	5,000.00	416.67	0.00	1,285.50	1,666.67	(381.17)
4140 Staff Training	5,000.00	416.67	0.00	1,744.99	1,666.67	78.32
4150 Travel	5,000.00	416.67	0.00	0.00	1,666.67	(1,666.67)
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	2,313.33	(2,313.33)
4190 Sundry/Rent & Utility Adj	60,000.00	5,000.00	12,853.69	57,989.01	20,000.00	37,989.01
4190 2 Portability Fees	5,000.00	416.67	115.50	577.50	1,666.67	(1,089.17)
4190 4 LL Incentives-CARES Act	0.00	0.00	2,750.00	9,250.00	0.00	9,250.00
<b>Total Administration</b>	<b>537,266.00</b>	<b>44,772.17</b>	<b>57,050.92</b>	<b>230,076.56</b>	<b>179,088.67</b>	<b>50,987.89</b>
<b>Utilities</b>						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	4,000.00	333.33	446.77	1,841.62	1,333.33	508.29
4330 Gas	2,000.00	166.67	278.09	1,520.12	666.67	853.45
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Utilities</b>	<b>6,000.00</b>	<b>500.00</b>	<b>724.86</b>	<b>3,361.74</b>	<b>2,000.00</b>	<b>1,361.74</b>
<b>Maintenance</b>						
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
<b>Total Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>General</b>						
4510 Insurance	7,700.00	856.33	599.17	2,396.67	3,425.32	(1,028.65)
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
<b>Total</b>	<b>7,700.00</b>	<b>856.33</b>	<b>599.17</b>	<b>2,396.67</b>	<b>3,425.32</b>	<b>(1,028.65)</b>
<b>Total Expenses (excluding HAP)</b>	<b>550,966.00</b>	<b>46,128.50</b>	<b>58,374.95</b>	<b>235,834.97</b>	<b>184,513.99</b>	<b>51,320.98</b>
4715 HAP	5,942,400.00	495,200.00	476,808.00	1,893,123.00	1,980,800.00	(87,677.00)
4715 UAP	0.00	0.00	10,526.00	45,125.00	0.00	45,125.00
4718 FSS Escrow	0.00	0.00	6,068.00	22,291.00	0.00	22,291.00
<b>HAP Total</b>	<b>5,942,400.00</b>	<b>495,200.00</b>	<b>493,402.00</b>	<b>1,960,539.00</b>	<b>1,980,800.00</b>	<b>(20,261.00)</b>
<b>Total Expenses</b>	<b>6,493,366.00</b>	<b>541,328.50</b>	<b>551,776.95</b>	<b>2,196,373.97</b>	<b>2,165,313.99</b>	<b>31,059.98</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>2,295,631.32</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>2,196,373.97</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss</b>						<b>99,257.35</b>
					Adm Funds	51,970.74
					HAP Funds	47,286.61

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

  
Liz Webb, Housing Choice Voucher Mgr

5/12/21  
Date

12/31/2020 HUD Held Reserve \$381,406  
3/30/2021 HCV FY2021 Renewal Funding \$5,787,538  
4/2/2021 MS5 FY2021 Renewal Funding \$193,167

**J. R. "POLLY" LINEWEAVER (JRL)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of April 2021**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Dwelling Rent	184,248.00	15,354.00	13,585.72	58,354.16	61,416.00	(3,061.84)
3410 HAP Funding	276,372.00	23,031.00	20,849.00	85,906.00	92,124.00	(6,218.00)
<b>3410 Service Coord Grant-2020</b>	<b>67,105.00</b>	<b>5,592.08</b>	<b>0.00</b>	<b>4,224.14</b>	<b>22,368.33</b>	<b>(18,144.19)</b>
3690 Other Income-Laundry	3,800.00	316.67	482.33	1,426.17	1,266.67	159.50
3690 Other Income-Late fees w/orders	12,000.00	1,000.00	75.00	2,105.00	4,000.00	(1,895.00)
<b>Total Receipts</b>	<b>543,525.00</b>	<b>45,293.75</b>	<b>34,992.05</b>	<b>152,015.47</b>	<b>181,175.00</b>	<b>(29,159.53)</b>
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	50,955.00	4,246.25	3,327.34	13,309.36	16,985.00	(3,675.64)
4540 Adm Benefits	17,800.00	1,483.33	1,263.58	4,437.77	5,933.33	(1,495.56)
4130 Legal Fees	0.00	0.00	0.00	1,020.15	0.00	1,020.15
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 Fees	1,200.00	100.00	0.00	0.00	400.00	(400.00)
4190 Sundry	7,500.00	625.00	3,873.56	5,366.87	2,500.00	2,866.87
<b>Total Administration</b>	<b>77,455.00</b>	<b>6,454.58</b>	<b>8,464.48</b>	<b>24,134.15</b>	<b>25,818.33</b>	<b>(1,684.18)</b>
<b>Tenant Services:</b>						
<b>4220-40 Service Coord Grant-2019</b>	<b>67,105.00</b>	<b>5,592.08</b>	<b>5,953.28</b>	<b>14,448.24</b>	<b>22,368.33</b>	<b>(7,920.09)</b>
4230 Tenant Services-Other	1,000.00	83.33	0.00	13.23	333.33	(320.10)
<b>Total Tenant Serv.</b>	<b>68,105.00</b>	<b>5,675.42</b>	<b>5,953.28</b>	<b>14,461.47</b>	<b>22,701.67</b>	<b>(8,240.20)</b>
<b>Utilities:</b>						
4310 Water	8,000.00	666.67	678.51	2,714.04	2,666.67	47.37
4320 Electric	65,000.00	5,416.67	5,076.42	27,536.14	21,666.67	5,869.47
4390 Sewer	25,000.00	2,083.33	1,755.22	7,020.88	8,333.33	(1,312.45)
<b>Total Utilities</b>	<b>98,000.00</b>	<b>8,166.67</b>	<b>7,510.15</b>	<b>37,271.06</b>	<b>32,666.67</b>	<b>4,604.39</b>
<b>Maintenance:</b>						
4410 Maintenance Salaries	40,740.00	3,395.00	3,112.14	13,059.37	13,580.00	(520.63)
4540 Maintenance Benefits	10,020.00	835.00	601.82	2,278.79	3,340.00	(1,061.21)
4420 Materials	12,000.00	1,000.00	2,778.35	5,353.24	4,000.00	1,353.24
4430 Contract	41,000.00	3,416.67	4,557.60	21,599.46	13,666.67	7,932.79
<b>Total Maintenance</b>	<b>103,760.00</b>	<b>8,646.67</b>	<b>11,049.91</b>	<b>42,290.86</b>	<b>34,586.67</b>	<b>7,704.19</b>
<b>General:</b>						
4510 Insurance	8,500.00	708.33	836.19	3,340.52	2,833.33	507.19
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 United Bank/VCC Interest	36,575.00	3,047.92	2,829.74	12,567.83	12,191.67	376.16
<b>Total General</b>	<b>45,075.00</b>	<b>3,756.25</b>	<b>3,665.93</b>	<b>15,908.35</b>	<b>15,025.00</b>	<b>883.35</b>
<b>TOTAL EXPENSES</b>	<b>392,395.00</b>	<b>32,699.58</b>	<b>36,643.75</b>	<b>134,065.89</b>	<b>130,798.33</b>	<b>3,267.56</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>152,015.47</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>134,065.89</b>
<b>TOTAL RECEIPTS-LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>17,949.58</b>

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

\_\_\_\_\_  
 Lisa Benasher, Lineweaver Manager

\_\_\_\_\_  
 Date

**Please note:** A principal payment to United Bank was made in the amount of \$6,836.54 a total of \$27,492.40 for this fiscal year and a principal payment to Virginia Community Capital in the amount of \$0.00 for a total of \$16,402.24 for this fiscal year.

**FRANKLIN HEIGHTS, LLC**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of April 2021**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Dwelling Rent	374,025.00	31,168.75	28,345.15	112,751.00	124,675.00	(11,924.00)
3410 HAP Funding	1,122,066.00	93,505.50	99,342.00	389,243.00	374,022.00	15,221.00
3610 Interest Income	900.00	75.00	45.76	169.28	300.00	(130.72)
3690 Other Income-Late fees, etc.	20,000.00	1,666.67	1,451.00	10,517.00	6,666.67	3,850.33
3410 Other Receipts-CDBG Funds	164,000.00	13,666.67	4,000.00	74,000.00	54,666.67	19,333.33
<b>Total Receipts</b>	<b>1,680,991.00</b>	<b>140,082.58</b>	<b>133,183.91</b>	<b>586,680.28</b>	<b>560,330.33</b>	<b>26,349.95</b>
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	227,580.00	18,965.00	11,800.52	48,731.76	75,860.00	(27,128.24)
4540 Adm Benefits	69,475.00	5,789.58	4,304.84	16,227.27	23,158.33	(6,931.06)
4130 Legal Fees	1,000.00	83.33	0.00	1,000.00	333.33	666.67
4140 Staff Training	1,000.00	83.33	99.00	99.00	333.33	(234.33)
4150 Travel	1,500.00	125.00	0.00	0.00	500.00	(500.00)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	600.00	(600.00)
4190 Sundry	35,000.00	2,916.67	8,803.12	12,414.64	11,666.67	747.97
4190 CDBG Down Payment Assistance Program	24,000.00	2,000.00	0.00	4,000.00	8,000.00	(4,000.00)
<b>Total Administration</b>	<b>361,355.00</b>	<b>30,112.92</b>	<b>25,007.48</b>	<b>82,472.67</b>	<b>120,451.67</b>	<b>(37,979.00)</b>
<b>Tenant Services</b>						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	0.00	333.33	(333.33)
<b>Total Tenant Services</b>	<b>1,000.00</b>	<b>83.33</b>	<b>0.00</b>	<b>0.00</b>	<b>333.33</b>	<b>(333.33)</b>
<b>Utilities</b>						
4310 Water	0.00	0.00	(1,239.31)	(1,442.01)	0.00	(1,442.01)
4320 Electric	10,000.00	833.33	518.85	2,616.23	3,333.33	(717.10)
4330 Gas	2,000.00	166.67	33.47	48.66	666.67	(618.01)
4390 Sewer	0.00	0.00	0.00	(466.94)	0.00	(466.94)
<b>Total Utilities</b>	<b>12,000.00</b>	<b>1,000.00</b>	<b>(686.99)</b>	<b>755.94</b>	<b>4,000.00</b>	<b>(3,244.06)</b>
<b>Maintenance</b>						
4410 Maintenance Salaries	113,386.00	9,448.83	9,116.07	35,170.20	37,795.33	(2,625.13)
4540 Maintenance Benefits	37,410.00	3,117.50	2,231.29	6,940.16	12,470.00	(5,529.84)
4420 Materials	40,000.00	3,333.33	609.16	9,407.63	13,333.33	(3,925.70)
4430 Contract	75,000.00	6,250.00	52.86	23,589.31	25,000.00	(1,410.69)
<b>Total Maintenance</b>	<b>265,796.00</b>	<b>22,149.67</b>	<b>12,009.38</b>	<b>75,107.30</b>	<b>88,598.67</b>	<b>(13,491.37)</b>
<b>General</b>						
4510 Insurance	25,000.00	2,083.33	1,971.85	7,887.40	8,333.33	(445.93)
4570 Collection Loss	15,000.00	1,250.00	0.00	0.00	5,000.00	(5,000.00)
4590 Real Estate Taxes	25,000.00	2,083.33	0.00	0.00	8,333.33	(8,333.33)
4580 Interest Expense-HHR	84,600.00	7,050.00	0.00	42,300.00	28,200.00	14,100.00
4580 Interest Expense-FH	111,625.00	9,302.08	0.00	55,812.50	37,208.33	18,604.17
4580 Interest Expense-FORK(UB)	25,544.00	2,128.67	1,988.78	7,852.32	8,514.67	(662.35)
4580 Interest Expense-FORK(Seller Fin)	38,991.00	3,249.25	3,304.94	13,350.73	12,997.00	353.73
<b>Total General</b>	<b>325,760.00</b>	<b>27,146.67</b>	<b>7,265.57</b>	<b>127,202.95</b>	<b>108,586.67</b>	<b>18,616.28</b>
<b>TOTAL EXPENSES</b>	<b>965,911.00</b>	<b>80,492.58</b>	<b>43,595.44</b>	<b>285,538.86</b>	<b>321,970.33</b>	<b>(36,431.47)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>586,680.28</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>285,538.86</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss</b>						<b>301,141.42</b>

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

Nehemias Velez, FH Manager

Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding	
HHR 2006/14 Go Bond Payment	219,600	42,300	177,300	135000
FH 2009/11 Go Bond Payment	446,625	55,813	390,813	335000
United Bank-Forkovitch Units	81,516	27,172	54,344	55972
Seller Financed-Forkovitch Family	102,948	34,316	68,632	63957
<b>Total</b>	<b>850,689</b>	<b>159,601</b>	<b>691,089</b>	

**COMMERCE VILLAGE LLC (CVO)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of April 2021**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Rental Income	102,224.00	8,518.67	7,968.00	31,933.00	34,074.67	(2,141.67)
3410 HAP Funding	102,224.00	8,518.67	10,109.00	36,461.00	34,074.67	2,386.33
3610 Interest (Replacement&Operatir	400.00	33.33	2.96	15.47	133.33	(117.86)
3690 Other Income-Laundry&Donatio	2,000.00	166.67	196.13	541.39	666.67	(125.28)
3690 Other Inc-Late fees,workorders	3,000.00	250.00	1,058.00	1,088.00	1,000.00	88.00
<b>Total Receipts</b>	<b>209,848.00</b>	<b>17,487.33</b>	<b>19,334.09</b>	<b>70,038.86</b>	<b>69,949.33</b>	<b>89.53</b>
<b>Expenses:</b>						
<b>Administration:</b>						
4110 Adm Salaries	21,600.00	1,800.00	1,512.06	6,048.22	7,200.00	(1,151.78)
4540 Adm Benefits	7,500.00	625.00	509.47	1,802.42	2,500.00	(697.58)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	500.00	41.67	0.00	0.00	166.67	(166.67)
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	4,600.00	383.33	1,594.74	3,096.39	1,533.33	1,563.06
4190 Sundry-Management fees	10,000.00	833.33	950.85	3,597.52	3,333.33	264.19
4190 Sundry-HCC fees	6,400.00	533.33	0.00	6,566.97	2,133.33	4,433.64
<b>Total Administration</b>	<b>50,600.00</b>	<b>4,216.67</b>	<b>4,567.12</b>	<b>21,111.52</b>	<b>16,866.67</b>	<b>4,244.85</b>
<b>Tenant Services:</b>						
4240-Case Mgt/Peer Counseling	20,000.00	1,666.67	0.00	1,250.00	6,666.67	(5,416.67)
4240 Tenant Services-Client	1,500.00	125.00	0.00	555.00	500.00	55.00
<b>Total Tenant Serv</b>	<b>21,500.00</b>	<b>1,791.67</b>	<b>0.00</b>	<b>1,805.00</b>	<b>7,166.67</b>	<b>(5,361.67)</b>
<b>Utilities:</b>						
4310 Water	4,300.00	358.33	355.41	1,421.64	1,433.33	(11.69)
4320 Electricity	20,000.00	1,666.67	1,350.09	5,999.87	6,666.67	(666.80)
4330 Gas	2,100.00	175.00	176.64	681.76	700.00	(18.24)
4390 Sewer	11,650.00	970.83	849.30	3,397.20	3,883.33	(486.13)
<b>Total Utilities</b>	<b>38,050.00</b>	<b>3,170.83</b>	<b>2,731.44</b>	<b>11,500.47</b>	<b>12,683.33</b>	<b>(1,182.86)</b>
<b>Maintenance:</b>						
4410 Maintenance Salaries	15,450.00	1,287.50	1,215.14	5,109.39	5,150.00	(40.61)
4540 Maintenance Benefits	3,550.00	295.83	220.70	812.02	1,183.33	(371.31)
4420 Materials	2,500.00	208.33	384.49	904.56	833.33	71.23
4430 Contract Costs	15,000.00	1,250.00	1,850.00	9,073.87	5,000.00	4,073.87
<b>Total Maintenance</b>	<b>36,500.00</b>	<b>3,041.67</b>	<b>3,670.33</b>	<b>15,899.84</b>	<b>12,166.67</b>	<b>3,733.17</b>
<b>General Expenses:</b>						
4510 Insurance Expenses	2,800.00	233.33	242.90	971.60	933.33	38.27
4570 Collection Loss	500.00	41.67	0.00	0.00	166.67	(166.67)
4580 Interest Expense	16,380.00	1,365.00	1,365.00	5,460.00	5,460.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	4.04	8.00	(3.96)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	3,000.00	3,000.00	0.00
<b>Total General Exp</b>	<b>28,704.00</b>	<b>2,392.00</b>	<b>2,358.91</b>	<b>9,435.64</b>	<b>9,568.00</b>	<b>(132.36)</b>
<b>TOTAL EXPENSES</b>	<b>175,364.00</b>	<b>14,612.83</b>	<b>13,327.80</b>	<b>59,752.47</b>	<b>58,451.33</b>	<b>1,301.14</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>70,038.86</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>59,752.47</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>10,286.39</b>

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

  
\_\_\_\_\_  
Sandra Lowther, Commerce Village Manager

  
\_\_\_\_\_  
Date

**HARRISONBURG REDEVELOPMENT & HOUSING AUTHORITY  
FORMAL RECORD OF ACTION**

The following is a formal record of action taken by the governing body of Harrisonburg Redevelopment & Housing Authority (the "Company").

With respect to the amendment and restatement of the Harrisonburg Redevelopment and Housing Authority Pension Plan (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED:** That the Plan be amended and restated effective 05/07/2021, in the form attached hereto, which Plan is hereby adopted and approved;

**RESOLVED FURTHER:** That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company;

**RESOLVED FURTHER:** That Michael Wong and Christine Halterman are hereby retained as the Trustees of the Plan; and

**RESOLVED FURTHER:** That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VOUCHER PROGRAM MANAGEMENT SUMMARY**  
**APRIL 2021 FOR 5/19/21 BOARD MEETING**

**1. Waiting List, Housing Choice Voucher (month-end)**

	1BR	2BR	3BR	4BR	5BR	6BR	Total
Applications by Unit Size	499	715	518	189	40	3	1,964
New Applicants This Month	48	48	26	6	4		132

**2. Voucher Utilization (month-end)**

All Vouchers	956	100.0%
Vouchers Leased (under HAP):	816	85.4%
Vouchers Issued (no HAP, searching):	52	5.4%
Vouchers Not In Use:	88	9.2%

**3. Voucher Issuance (this month)**

Vouchers Issued	10
Tenant-Based	10
Port-In	0

Briefings Held	
Tenant-Based	11
Project-Based	3

**4. Searching Voucher Details (month end)**

Voucher Size	Households	Average Search Days
1BR	29	148
2BR	10	135
3BR	9	120
4BR+	4	39

**5. Certification Details (for the month)**

<b>Caseload Action Type</b>	<b>Number</b>
<b>Leased This Month (new)</b>	<b>13</b>
Private Landlord	8
Franklin Heights (project-based)	4
Commerce Village (project-based)	0
Using Voucher at Lineweaver	0
Port-In Voucher	1
<b>Leased Unit Change/Transfer</b>	<b>2</b>
<b>Interims Certifications</b>	<b>46</b>
Decrease	18
Increase	17
Household Change/Other	11
<b>Annual Certifications</b>	<b>49</b>
<b>End of Participation</b>	<b>8</b>
Gave up voucher	4
6 months full rent	1
Other	3

<b>Other Lease Terminations</b> (voucher placed back into searching)	<b>3</b>
<b>Rent Increases Processed</b> (excluding project-based; 90% at annual)	<b>13</b>
Tax Credit (no rent study)	5
Standard (rent study conducted)	8

**6. Voucher Caseload (leased contracts at month end, excluding port-outs)**

- Jon Myers 259; Kim Ashlin 252; Kristin Derflinger 271; Sandra Lowther 30

**7. HAP Expenditures**

Total HAP Expenditures	491,394
Leased Vouchers (month end)	814
Average Per Unit Cost (\$)	603.67

**8. Landlord Information**

- 228 Landlords currently in program
- 2 New landlords to the program this month
- 11 Landlord bonuses (\$250 each) paid this month
- 42 Landlords using Assistance Connect Portal as of 5/14/21

**9. Inspections Completed this Month**

- 10 New lease inspections by HRHA (100% passed)
- 2 New lease inspections by Waynesboro for HRHA-owned units (100% passed)
- 44 Owner certifications of acceptable condition (COVID periodic inspection waiver for occupied units)

**10. PIC Submission: 100%**

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

  
 \_\_\_\_\_  
 Elizabeth Webb, HCV Manager

May 14, 2021  
 Date



JR "Polly" Lineweaver Program Management Report  
Month of April 2021

**Applications**

	Efficiency	One bedroom
Currently On Waiting List	0	83
New Applications Taken	0	2

**Marketing**

	Efficiency	One bedroom	Total
# of units vacant	2	1	3
# of Tenants who moved in	2	0	2
# 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%
<b>Total Number of Units Leased: <u>58</u></b>		

**Tenant Accounts Receivable**

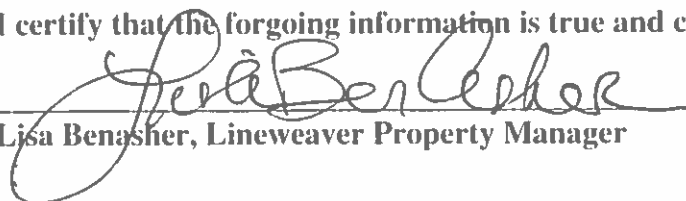
Accounts Receivable at end of Month	\$22,489.99		
Delinquent Accounts By Age	30 6	60 6	>60 6
Security Deposits Held	\$13,680.25		
Pet Deposits Held	\$1,425.00		
Rent Billed	\$13,585.72		
Rent Collected	\$14,714.87		

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

Comments on any problems experienced during the month:

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


5-3-2021  
 Lisa Benasher, Lineweaver Property Manager Date

Lineweaver Annex Program Management Report...  
Month of April 2021

**Applications**

Currently On Waiting List	<b>100</b>
New Applications Taken	<b>1</b>

**Marketing**

# of units vacant	0
# 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**

<b>3</b>	# of minorities	<b>9%</b>
<b>45</b>	# of disabled tenants	<b>43%</b>
<b>24</b>	# of elderly tenants	<b>55%</b>
<b>Total Number of Units Leased 60</b>		

**Tenant Accounts Receivable**

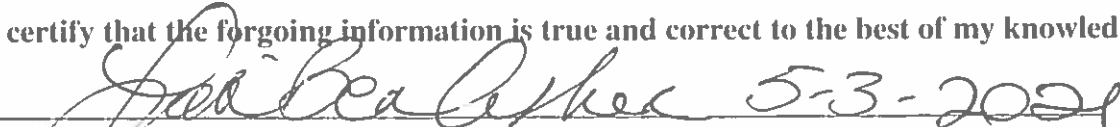
Accounts Receivable at end of Month	<b>\$27,220.97</b>		
Delinquent Accounts By Age	<b>30 0</b>	<b>60 6</b>	<b>&gt;60 6</b>
Security Deposits Held	<b>\$29,035.76</b>		
Pet Deposits Held	<b>\$1,510.00</b>		
Rent Billed	<b>\$16,923.00</b>		
Rent Collected	<b>\$17,762.74</b>		

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

Comments on any problems experienced during the month:

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

  
 Lisa Benasher, Lineweaver Manager Date 5-3-2021

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT  
FOR THE MONTH OF APRIL 2021**

**1.) Marketing:**

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>5</u>
# of Tenants who moved in	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</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>6</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>17</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>5</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

**2.) Occupancy:**

TOTAL NUMBER OF UNITS LEASED: 124

**3.) Tenant Accounts Receivable:**

Security and Pet Deposits Held:	<u>\$116,501.22</u>
Rent Billed	<u>\$133,773.89</u>
Rent Collected	<u>\$140,114.64</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>1,453</u> applicants.	<u>500</u>	<u>526</u>	<u>281</u>	<u>119</u>	<u>027</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 three move-ins, and no move-outs for the month of April 2021. For the month of April 2021 FH collected \$9,848.55 in state taxes recoupment, and other agencies paying for applicants as well as tenants who had bad debt (03/21 - \$3,720.79, 02/21- \$0.00, and 01/21 - \$0.00). Due to Covid-19 FH has issues in collecting rent and adjudicating rental issues. FH continues to take applications for the program.

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

  
\_\_\_\_\_  
Nehemias Velez, FH Property Manager

5/13/21  
\_\_\_\_\_  
Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT  
FOR THE MONTH OF APRIL 2021**

**1.) Marketing:**

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

2) TOTAL NUMBER OF UNITS LEASED: 30

**3.) Tenant Accounts Receivable:**

Outstanding Balance	<u>\$1,766.00</u>
Number of Delinquent Accounts by Age:	30:0      60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,545.00</u>
Rent Billed	<u>\$18,078.00</u>
Rent Collected	<u>\$17,409.00</u>

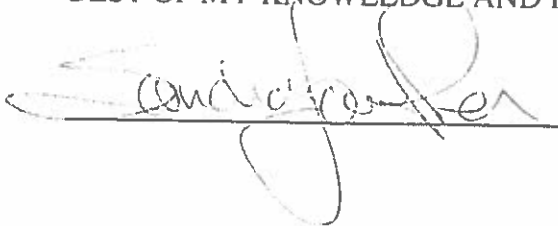
**4.) Applications:**

Currently on the Waiting List      610

**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



5-13-21

**FAMILY SELF- SUFFICIENCY PROGRAM REPORT**  
**Monthly Report –April 2021**

**HCV PARTICIPANTS**

<b>Employment</b>	<b>Education/Training</b>	<b>Escrow</b>
In Program: 24	Enrolled in ESL: 0	Positive Escrow Balances: 21
Employed: 14	Enrolled in Continuing Ed: 2	Earning Monthly Escrow: 11
Unemployed/Furlough: 10	Started this month: 0	Interim Escrow Withdrawals: 1
Medical Leave/Disability: 0		Increase in Earning Escrow: 3
Maternity Leave: N/A		Decrease in Earning Escrow: 1
		Newly Earning Escrow: 3

**FRANKLIN HEIGHTS PARTICIPANTS**

<b>Employment</b>	<b>Education/Training</b>	<b>Escrow</b>
In Program: 31	Enrolled in ESL: 1	Positive Escrow Balances: 17
Employed: 19	Enrolled in Continuing Ed.:3	Earning Monthly Escrow: 10
Unemployed/Furlough: 14	Started this month: 0	Newly Earning Escrow: 2
Medical Leave/ Disability: 0		Interim Escrow Withdrawals: 0
New job this month: 0		Increase in Earning Escrow: 2
Maternity Leave: 1		Decrease in Earning Escrow: 1

**HARRISON HEIGHTS**

<b>Employment</b>	<b>Education/Training</b>	<b>Escrow</b>
In Program: 17	Enrolled in ESL: 1	Positive Escrow Balances: 12
Employed: 9	GED: 0	Earning Monthly Escrow: 5
Unemployed/Furlough:7	Enrolled in Continuing Ed:2	Newly Earning Escrow: 0
Medical Leave/Disability: 0	Started this month: 1	Escrow Increases: 0
Maternity Leave: 2		Interim Escrow Withdrawals: 0

**Program Highlights**

2<sup>nd</sup> Quarterly PCC Meeting held on April 13, Community Clean-up Day April 3, Kelley Street Garden Launch April 17, and FSS Handbook Revision and Translation into Arabic and Spanish. Computer set up at the FSS office for participant use. 1 HCV participant graduate. 3 new participants.

Date: 4/30/2021

FSS Coordinator: Zoe Parakuo

FSS Coordinator: Everett Brubaker

**Harrisonburg Redevelopment & Housing Authority Report  
Financial Report as April 30, 2021**

**LOCAL COMMUNITY DEVELOPMENT**

Cash:	First Bank & Trust-Operating Funds		\$538,647.51
		Total	<b>\$538,647.51</b>
	<b>AR Due from:</b>		
	JR Polly Lineweaver Apartments	\$95,951.72	
	Housing Choice Voucher Program	\$48,945.54	
	Commerce Village, LLC	\$13,063.91	
	Franklin Heights, LLC-Operating Expenses	\$53,612.64	
	Franklin Heights, LLC-Debt Servicing	\$0.00	
		<b>\$211,573.81</b>	

**HOUSING CHOICE VOUCHER PROGRAM**

Cash:	SunTrust-Checking Account		\$774,742.36
	United Bank-FSS Escrow for participants		\$125,248.87
		Total	<b>\$899,991.23</b>

**J.R. POLLY LINEWEAVER APARTMENTS**

Cash:	United Bank-Checking Account		\$5,046.34
		Total	<b>\$5,046.34</b>

**ALL PROGRAMS-FH, LW, JRL**

Cash:	United Bank-Security Deposit Account		<b>\$187,260.48</b>
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**COMPONENT UNITS**

<b>Franklin Heights, LLC</b>			
Cash:	United Bank-Checking Account		\$200,770.16
<b>Commerce Village, LLC</b>			
Cash:	First Bank & Trust		\$182,548.83
	BB&T-Operating Reseve Account		\$130,731.35

<b><u>Grand Total</u></b>	<b><u>\$2,144,995.90</u></b>
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**Harrisonburg Redevelopment & Housing Authority Report  
YTD Financial Report as of April 30, 2021**

		Cash Balance as of 1/31	Cash Balance as of 2/28	Cash Balance as of 3/31	Cash Balance as of 4/30
<b>LOCAL COMMUNITY DEVELOPMENT</b>					
Cash:	First Bank & Trust	\$454,455.31	\$375,785.96	\$477,755.38	\$538,647.51
<b>HOUSING CHOICE VOUCHER PROGRAM</b>					
Cash:	SunTrust-Checking	\$779,964.88	\$834,696.23	\$805,669.12	\$774,742.36
	United Bank-FSS Escrow	\$125,387.61	\$119,258.82	\$121,765.04	\$125,248.87
<b>J.R. POLLY LINEWEAVER APARTMENTS</b>					
Cash:	United Bank-Checking	\$2,349.54	\$7,671.70	\$5,482.47	\$5,046.34
<b>ALL PROGRAMS-FH, LW, JRL, CVO</b>					
Cash:	United Bank-Security Dep.	\$149,153.59	\$181,586.84	\$183,375.50	\$187,260.48
<b>COMPONENT UNITS</b>					
<b>Franklin Heights, LLC</b>					
Cash:	United Bank-Checking	\$5,353.25	\$136,134.48	\$118,328.81	\$200,770.16
<b>Commerce Village LLC</b>					
Cash:	First Bank & Trust	\$177,038.22	\$193,129.22	\$179,738.47	\$182,548.83
	BB&T (Operating Reserve)	\$130,728.17	\$130,729.17	\$130,730.28	\$130,731.35
	<b>Total</b>	<b>\$1,824,430.57</b>	<b>\$1,978,992.42</b>	<b>\$2,022,845.07</b>	<b>\$2,144,995.90</b>



**Harrisonburg Redevelopment & Housing Authority Report  
Financial Report as of April 30, 2021**

**Franklin Heights, LLC**

Income	\$	586,680.28
Expenses	\$	(285,538.86)
Less: Principal Payments	\$	(40,285.15)
Total	\$	260,856.27

**J.R. POLLY LINEWEAVER APARTMENTS**

Income	\$	147,791.33
Expenses	\$	(119,617.65)
Total	\$	28,173.68
Add: Service Coordinator Grant Funds	\$	4,224.14
Less: Service Coordinator Grant Expenses	\$	(14,448.24)
	\$	(10,224.10)
Profit (Loss)/Gain	\$	17,949.58
Less: Principal Payments	\$	(29,094.64)
Total	\$	(11,145.06)