



Harrisonburg Redevelopment & Housing Authority

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June 11, 2021

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, June 16, 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

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

AGENDA
Regular Meeting
June 16, 2021

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - May 19, 2021
- III. Review and Approval Financial Statements
 - May 2021
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Executive Director Response to Public Comment
 3. Franklin Heights Resolution and Affidavit
 4. Presentation MTW
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
 - C. Management Reports
 1. Housing Choice Voucher Management Report
 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
 3. Franklin Heights Program Management Report
 4. Commerce Village Management Report
 5. Family Self Sufficiency Management Report
 6. Financial Monthly Report & Quarterly Investment Update
 7. Complaints Monthly Report Update
 - D. Strategic Planning: Adjourn to City Hall Rm #11/12

MINUTES

Regular Meeting
May 19, 2021

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on **Wednesday May 19 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
Kevin Coffman, Commissioner
Christine Fasching Maphis, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelsen, Attorney

The Regular Meeting was called to order and quorum declared present by Dany Fleming Chair. Mr. Wong then presented the April 21st minutes for consideration of approval. After a period of discussion, Commissioner Fasching Maphis seconded by Commissioner Benjamin made the motion for approval. The motion was unanimously approved.

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

Chairperson Fleming then opened the floor for general public comment. Stephanie Stotts, JR Polly Lineweaver questioned about the utility allowance at JR Polly and related of concerns with the availability of utility schedules, front entrance door being broken, and late fees causing evictions. She related of the need for HRHA to spend its COVID funds on those repairs and of the need for an online complaint form. No other public comment was received.

Mr. Wong then responded to the comment and related that Ms. Stott's resides in a property in which utilities are included. He stated that the HCV utility standards are updated annually and posted on the Authority's website. He related of being unaware of any current issues with the front door, however, he did state that the door is used frequently and has been repaired on multiple occasions. He stated of the need to check on the status of the door. Mr. Wong then clarified that the Authority had discontinued late fee charges since March 2020. He related that the COVID funds received are restrictive to specific programs and services. He stated that the funds cannot be used to support ineligible activities. Mr. Wong then related that the Authority's online feedback form is

available and accessible on HRHA's website.

Mr. Wong then introduced Ms. Amy Snyder, Assistant to the City Manager, who provided an overview of the recently completed City of Harrisonburg Housing study. She related that the City is currently developing its action plans and noted the different recommendations associated with HRHA. Mr. Wong related of being appreciative of the presentation due to it creating a common understanding for the Commissioners of the local housing needs.

Mr. Wong then presented a resolution requesting approval to modify the Authority's retirement program by eliminating the 1000-hour requirement to qualify. He related that the change will assist hourly workers in accessing the benefit more quickly. After a period of discussion, Commissioner Colman seconded by Commissioner Benjamin made the motion approving the resolution. The resolution was unanimously approved.

Mr. Wong then provided a brief update and overview of the program initiatives and reports. Chairperson Fleming asked about the JR Polly Lineweaver report due to the numbers not being consistent. Mr. Wong related of a possible error and will need to check the report. Mr. Wong then discussed possible options for a strategic planning meeting. After a period of discussion, it was agreed to hold the strategic planning meeting following the June 16th board meeting. No formal action was taken on this item.

Commissioner Benjamin seconded by Commissioner Fasching Maphis then made the motion to approve the management reports and adjourn. The motion was unanimously approved.

Michael G. Wong
Executive Director

Dany Fleming
Chair

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

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-19	84,072.00	7,006.00	0.00	21,442.97	35,030.00	(13,587.03)
3410 VHSP-VA Hsg Solutions Prgm Grant	59,391.00	4,949.25	4,547.59	13,073.13	24,746.25	(11,673.12)
3410 COC Planning Grant Funds	21,161.00	1,763.42	0.00	0.00	8,817.08	(8,817.08)
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	9.05	47.31	0.00	47.31
3690 Developer's Fees/Other Income	130,000.00	10,833.33	0.00	0.00	54,166.67	(54,166.67)
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	6,250.00	1,250.00
3690 Lease Income	4,800.00	400.00	600.00	2,200.00	2,000.00	200.00
3690 Management Fees-CV	10,000.00	833.33	947.85	4,545.37	4,166.67	378.70
3690 BPort Net Receipts	187,590.00	15,632.50	14,262.13	79,904.73	78,162.50	1,742.23
3690 Lineweaver Apts. Net Receipts	378,740.00	31,561.67	32,303.93	156,881.04	157,808.33	(927.29)
Total Receipts	890,754.00	74,229.50	52,670.55	308,668.55	371,147.50	(62,478.95)
Expenses:						
Administration						
4110 Adm Salaries	136,850.00	11,404.17	7,851.54	51,209.46	57,020.83	(5,811.37)
4540 Adm Benefits	41,900.00	3,491.67	1,945.07	10,617.69	17,458.33	(6,840.64)
4130 Legal Expense	5,000.00	416.67	3,248.00	9,521.40	2,083.33	7,438.07
4140 Staff Training	3,000.00	250.00	759.00	1,188.99	1,250.00	(61.01)
4150 Travel	5,000.00	416.67	400.00	2,000.00	2,083.33	(83.33)
4171 Auditing Fees	4,000.00	333.33	0.00	0.00	1,666.67	(1,666.67)
4190 Sundry-Admin Exp.	22,400.00	1,866.67	1,233.79	10,495.03	9,333.33	1,161.70
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	7,835.39	26,630.02	24,746.25	1,883.77
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	8,817.08	(8,817.08)
4190 HMIS Match for Grant Funds	10,000.00	833.33	143.10	6,667.81	4,166.67	2,501.14
4190 Community Donations (OpDr/COC etc)	15,000.00	1,250.00	0.00	10,000.00	6,250.00	3,750.00
4190 HMIS Homeless Assistance-19	84,072.00	7,006.00	5,220.43	26,663.40	35,030.00	(8,366.60)
Total Administration	407,774.00	33,981.17	28,636.32	178,067.80	169,905.83	8,161.97
Utilities						
4310 Water-CST	0.00	0.00	25.92	206.16	0.00	206.16
4320 Electric includes CST	3,200.00	266.67	118.81	667.68	1,333.33	(665.65)
4330 Gas includes CST	1,800.00	150.00	(58.13)	96.43	750.00	(653.57)
4390 Sewer-CST	0.00	0.00	82.59	316.90	0.00	316.90
Total Utilities	5,000.00	416.67	169.19	1,287.17	2,083.33	(796.16)
Maintenance						
4410 Maintenance Salaries	35,575.00	2,964.58	2,782.59	12,459.01	14,822.92	(2,363.91)
4540 Maintenance Benefits	9,600.00	800.00	677.83	3,029.10	4,000.00	(970.90)
4420 Materials	4,000.00	333.33	847.86	2,125.59	1,666.67	458.92
4430 Contract Costs	6,000.00	500.00	452.54	3,555.17	2,500.00	1,055.17
Total Maintenance	55,175.00	4,597.92	4,760.62	21,168.87	22,989.58	(1,820.71)
General						
4510 Insurance	8,600.00	716.67	613.90	3,940.07	3,583.33	356.74
4570 Collection Loss/Bad Debt Expense	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	2,500.00	(2,500.00)
4000 Bport Expenses	34,600.00	2,883.33	3,313.44	15,921.92	14,416.67	1,505.25
4000 Lineweaver Apartments Expenses	373,590.00	31,132.50	34,226.74	146,513.61	155,662.50	(9,148.89)
Total General	422,790.00	35,232.50	38,154.08	166,375.60	176,162.50	(9,786.90)
TOTAL EXPENSES	890,739.00	74,228.25	71,720.21	366,899.44	371,141.25	(4,241.81)
TOTAL RECEIPTS TO DATE						308,668.55
TOTAL EXPENSES TO DATE						366,899.44
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(58,230.89)

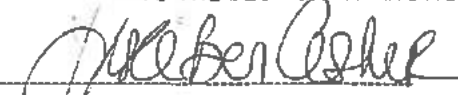
Michael G. Wong, Executive Director

Date

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

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	222,264.00	18,522.00	17,470.31	84,628.31	92,610.00	(7,981.69)
3410 HAP Funding	148,176.00	12,348.00	14,599.00	69,499.00	61,740.00	7,759.00
3690 Other Income-Laundry	3,800.00	316.67	178.62	1,604.73	1,583.33	21.40
3690 Other Income-Late fees,workordr	4,500.00	375.00	56.00	1,149.00	1,875.00	(726.00)
Total Receipts	378,740.00	31,561.67	32,303.93	156,881.04	157,808.33	(927.29)
Expenses:						
Administration:						
4110 Adm Salaries	81,300.00	6,775.00	6,104.76	28,751.72	33,875.00	(5,123.28)
4540 Adm Benefits	23,650.00	1,970.83	1,915.85	8,592.21	9,854.17	(1,261.96)
4130 Legal Fees	1,000.00	83.33	2,311.50	3,311.50	416.67	2,894.83
4140 Staff Training	1,000.00	83.33	0.00	0.00	416.67	(416.67)
4150 Travel	1,000.00	83.33	0.00	0.00	416.67	(416.67)
4171 Auditing	1,200.00	100.00	0.00	0.00	500.00	(500.00)
4190 Sundry	15,300.00	1,275.00	620.79	5,587.58	6,375.00	(787.42)
Total Administration	124,450.00	10,370.83	10,952.90	46,243.01	51,854.17	(5,611.16)
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	13.24	416.67	(403.43)
Total Tenant Serv.	1,000.00	83.33	0.00	13.24	416.67	(403.43)
Utilities:						
4310 Water	8,300.00	691.67	656.97	4,247.81	3,458.33	789.48
4320 Electricity	60,000.00	5,000.00	3,792.94	28,751.97	25,000.00	3,751.97
4390 Sewer	23,970.00	1,997.50	1,698.60	10,015.80	9,987.50	28.30
Total Utilities	92,270.00	7,689.17	6,148.51	43,015.58	38,445.83	4,569.75
Maintenance:						
4410 Maintenance Salaries	54,350.00	4,529.17	4,413.45	21,851.61	22,645.83	(794.22)
4540 Maintenance Benefits	15,850.00	1,320.83	919.75	4,315.17	6,604.17	(2,289.00)
4420 Materials	18,000.00	1,500.00	1,576.96	4,591.59	7,500.00	(2,908.41)
4430 Contract Costs	50,000.00	4,166.67	9,494.78	22,983.48	20,833.33	2,150.15
Total Maintenance	138,200.00	11,516.67	16,404.94	53,741.85	57,583.33	(3,841.48)
General Expenses:						
4510 Insurance Expenses	7,670.00	639.17	720.39	3,499.93	3,195.83	304.10
4570 Collection Loss	10,000.00	833.33	0.00	0.00	4,166.67	(4,166.67)
Total General Exp.	17,670.00	1,472.50	720.39	3,499.93	7,362.50	(3,862.57)
TOTAL EXPENSES	373,590.00	31,132.50	34,226.74	146,513.61	155,662.50	(9,148.89)
TOTAL RECEIPTS TO DATE						156,881.04
TOTAL EXPENSES TO DATE						146,513.61
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						10,367.43

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 May 2021

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	187,590.00	15,632.50	14,262.13	79,904.73	78,162.50	1,742.23
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts	187,590.00	15,632.50	14,262.13	79,904.73	78,162.50	1,742.23
Expenses:						
Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	416.67	(416.67)
4190-Sundry-Phone	600.00	50.00	42.62	212.35	250.00	(37.65)
Total Op. Expenses	1,600.00	133.33	42.62	212.35	666.67	(454.32)
Utilities:						
4310 Water	1,200.00	100.00	0.00	0.00	500.00	(500.00)
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
Total Utilities	1,200.00	100.00	0.00	0.00	500.00	(500.00)
Maintenance:						
4420 Materials	3,000.00	250.00	802.50	802.50	1,250.00	(447.50)
4430 Contract Costs	12,000.00	1,000.00	1,061.60	7,767.06	5,000.00	2,767.06
Total Maintenance	15,000.00	1,250.00	1,864.10	8,569.56	6,250.00	2,319.56
General Expenses:						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	16,800.00	1,400.00	1,406.72	7,140.01	7,000.00	140.01
Total General Exp.	16,800.00	1,400.00	1,406.72	7,140.01	7,000.00	140.01
TOTAL EXPENSES	34,600.00	2,883.33	3,313.44	15,921.92	14,416.67	1,505.25
TOTAL RECEIPTS TO DATE						79,904.73
TOTAL EXPENSES TO DATE						15,921.92
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						63,982.81

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 \$2,201.42 for a total of \$10,900.68 for this fiscal year.

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

	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	7,000.00	583.33	4.49	1,414.27	2,916.67	(1,502.40)
3300RC HAP-Fraud/Abuse/Set Off De	7,000.00	583.33	4.49	1,414.28	2,916.67	(1,502.39)
3300 FSS Fort.	2,000.00	166.67	0.00	917.82	833.33	84.49
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	14,626.25	14,626.25	0.00
3410 HCV HAP Payment-Adm Fees	531,060.00	44,255.00	44,212.00	318,906.93	221,275.00	97,631.93
3410 HCV HAP Payment-HAP Fees	5,933,400.00	494,450.00	127,392.00	2,132,890.00	2,472,250.00	(339,360.00)
Total Receipts	6,515,583.00	542,963.58	174,538.23	2,470,169.55	2,714,817.92	(244,648.37)
Expenses						
Administration						
4110 Adm Salaries	312,023.00	26,001.92	25,570.18	138,042.29	130,009.58	8,032.71
4110 FSS Salaries (grant portion)	35,103.00	2,925.25	2,925.25	14,626.25	14,626.25	0.00
4540 Adm/FSS Benefits	103,200.00	8,600.00	9,758.84	44,815.29	43,000.00	1,815.29
4130 Legal Fees	5,000.00	416.67	0.00	1,285.50	2,083.33	(797.83)
4140 Staff Training	5,000.00	416.67	420.00	2,164.99	2,083.33	81.66
4150 Travel	5,000.00	416.67	0.00	0.00	2,083.33	(2,083.33)
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	2,891.67	(2,891.67)
4190 Sundry/Rent & Utility Adj	60,000.00	5,000.00	4,711.42	62,700.43	25,000.00	37,700.43
4190.2 Portability Fees	5,000.00	416.67	115.50	893.00	2,083.33	(1,390.33)
4190.4 LL Incentives-CARES Act	0.00	0.00	1,500.00	10,750.00	0.00	10,750.00
Total Administration	537,266.00	44,772.17	45,001.19	275,077.75	223,860.83	51,216.92
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	4,000.00	333.33	305.47	2,147.09	1,866.67	480.42
4330 Gas	2,000.00	166.67	162.81	1,682.93	833.33	849.60
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	6,000.00	500.00	468.28	3,830.02	2,500.00	1,330.02
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	7,700.00	856.33	619.14	3,015.81	4,281.65	(1,265.84)
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	7,700.00	856.33	619.14	3,015.81	4,281.65	(1,265.84)
Total Expenses (excluding HAP)	550,966.00	46,128.50	46,088.61	281,923.58	230,642.48	51,281.10
4715 HAP	5,942,400.00	495,200.00	470,900.00	2,364,023.00	2,476,000.00	(111,977.00)
4715 UAP	0.00	0.00	10,133.00	55,258.00	0.00	55,258.00
4718 FSS Escrow	0.00	0.00	5,744.00	28,035.00	0.00	28,035.00
HAP Total	5,942,400.00	495,200.00	486,777.00	2,447,316.00	2,476,000.00	(28,684.00)
Total Expenses	6,493,366.00	541,328.50	532,865.61	2,729,239.58	2,706,642.48	22,597.10
TOTAL RECEIPTS TO DATE						2,470,169.55
TOTAL EXPENSES TO DATE						2,729,239.58
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						(259,070.03)

Adm Funds 53,023.87
HAP Funds (312,093.90)

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


Liz Webb, Housing Choice Voucher Mgr


Date

12/31/2020 HCV HUD Held Reserve \$381,406 and MS% HUD Held Reserve \$266,945
3/30/2021 HCV FY2021 Renewal Funding \$5,787,538

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

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	184,248.00	15,354.00	15,253.49	73,776.65	76,770.00	(2,993.35)
3410 HAP Funding	276,372.00	23,031.00	19,568.00	105,474.00	115,155.00	(9,681.00)
3410 Service Coord Grant-2020	67,105.00	5,592.08	1,123.71	5,347.85	27,960.42	(22,612.57)
3690 Other Income-Laundry	3,800.00	316.57	178.63	1,604.80	1,583.33	21.47
3690 Other Income-Late fees,w/orders	12,000.00	1,000.00	59.00	2,164.00	5,000.00	(2,836.00)
Total Receipts	543,525.00	45,293.75	36,182.83	188,367.30	226,468.75	(38,101.45)
Expenses:						
Administration						
4110 Adm Salaries	50,955.00	4,246.25	3,770.34	17,079.70	21,231.25	(4,151.55)
4540 Adm Benefits	17,800.00	1,483.33	1,301.04	5,738.81	7,416.67	(1,677.86)
4130 Legal Fees	0.00	0.00	(125.00)	895.15	0.00	895.15
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	500.00	(500.00)
4190 Sundry	7,500.00	625.00	594.62	5,961.49	3,125.00	2,836.49
Total Administration	77,455.00	6,454.58	5,541.00	29,675.15	32,272.92	(2,597.77)
Tenant Services:						
4220-40 Service Coord Grant-2019	67,105.00	5,592.08	42.00	14,490.24	27,960.42	(13,470.18)
4230 Tenant Services-Other	1,000.00	83.33	0.00	13.23	416.67	(403.44)
Total Tenant Serv.	68,105.00	5,675.42	42.00	14,503.47	28,377.08	(13,873.61)
Utilities:						
4310 Water	8,000.00	666.67	676.51	3,392.55	3,333.33	59.22
4320 Electric	65,000.00	5,416.67	3,967.07	31,503.21	27,083.33	4,419.88
4390 Sewer	25,000.00	2,083.33	1,755.22	8,776.10	10,416.67	(1,640.57)
Total Utilities	98,000.00	8,166.67	6,400.80	43,671.86	40,833.33	2,838.53
Maintenance:						
4410 Maintenance Salaries	40,740.00	3,395.00	3,370.25	16,429.62	16,975.00	(545.38)
4540 Maintenance Benefits	10,020.00	835.00	626.57	2,905.36	4,175.00	(1,269.64)
4420 Materials	12,000.00	1,000.00	1,548.37	6,901.61	5,000.00	1,901.61
4430 Contract	41,000.00	3,416.67	2,592.97	24,192.43	17,083.33	7,109.10
Total Maintenance	103,760.00	8,646.67	8,138.16	50,429.02	43,233.33	7,195.69
General:						
4510 Insurance	8,500.00	708.33	858.36	4,198.88	3,541.67	657.21
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	3,564.07	16,131.90	15,239.58	892.32
Total General	45,075.00	3,756.25	4,422.43	20,330.78	18,781.25	1,549.53
TOTAL EXPENSES	392,395.00	32,699.58	24,544.39	158,610.28	163,497.92	(4,887.64)
TOTAL RECEIPTS TO DATE						188,367.30
TOTAL EXPENSES TO DATE						158,610.28
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						29,757.02

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 \$6,944.88 a total of \$34,437.28 for this fiscal year and a principal payment to Virginia Community Capital in the amount of \$11,022.23 for a total of \$27,424.47 for this fiscal year.

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

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	374,025.00	31,168.75	26,136.20	138,887.20	155,843.75	(16,956.55)
3410 HAP Funding	1,122,066.00	93,505.50	101,914.00	491,157.00	467,527.50	23,629.50
3610 Interest Income	900.00	75.00	47.98	217.26	375.00	(157.74)
3690 Other Income-Late fees, etc.	20,000.00	1,666.67	2,769.00	13,356.00	8,333.33	5,022.67
3410 Other Receipts-CDBG Funds	164,000.00	13,666.67	0.00	74,000.00	68,333.33	5,666.67
Total Receipts	1,680,991.00	140,082.58	130,867.18	717,617.46	700,412.92	17,204.54
Expenses:						
Administration						
4110 Adm Salaries	227,580.00	18,965.00	13,867.97	62,599.73	94,825.00	(32,225.27)
4540 Adm Benefits	69,475.00	5,789.58	3,497.02	19,724.29	28,947.92	(9,223.63)
4130 Legal Fees	1,000.00	83.33	0.00	1,000.00	416.67	583.33
4140 Staff Training	1,000.00	83.33	0.00	99.00	416.67	(317.67)
4150 Travel	1,500.00	125.00	0.00	0.00	625.00	(625.00)
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	750.00	(750.00)
4190 Sundry	35,000.00	2,916.67	1,053.03	13,467.67	14,583.33	(1,115.66)
4190 CDBG Down Payment Assistance Program	24,000.00	2,000.00	0.00	4,000.00	10,000.00	(6,000.00)
Total Administration	361,355.00	30,112.92	18,418.02	100,890.69	150,564.58	(49,673.89)
Tenant Services						
4240 Tenant Services-Recreation	1,000.00	83.33	221.72	221.72	416.67	(194.95)
Total Tenant Services	1,000.00	83.33	221.72	221.72	416.67	(194.95)
Utilities						
4310 Water	0.00	0.00	0.00	(1,442.01)	0.00	(1,442.01)
4320 Electric	10,000.00	833.33	460.48	3,076.71	4,166.67	(1,089.96)
4330 Gas	2,000.00	166.67	0.00	48.68	833.33	(784.67)
4390 Sewer	0.00	0.00	(1,238.48)	(1,705.42)	0.00	(1,705.42)
Total Utilities	12,000.00	1,000.00	(778.00)	(22.06)	5,000.00	(5,022.06)
Maintenance						
4410 Maintenance Salaries	113,386.00	9,448.83	9,149.24	44,319.44	47,244.17	(2,924.73)
4540 Maintenance Benefits	37,410.00	3,117.50	3,242.22	10,182.38	15,587.50	(5,405.12)
4420 Materials	40,000.00	3,333.33	4,681.82	14,089.45	16,666.67	(2,577.22)
4430 Contract	75,000.00	6,250.00	2,446.81	26,036.12	31,250.00	(5,213.88)
Total Maintenance	265,796.00	22,149.67	19,520.09	94,627.39	110,748.33	(16,120.94)
General						
4510 Insurance	25,000.00	2,083.33	2,037.58	9,924.98	10,416.67	(491.69)
4570 Collection Loss	15,000.00	1,250.00	0.00	0.00	6,250.00	(6,250.00)
4590 Real Estate Taxes	25,000.00	2,083.33	0.00	0.00	10,416.67	(10,416.67)
4580 Interest Expense-HHR	84,600.00	7,050.00	0.00	42,300.00	35,250.00	7,050.00
4580 Interest Expense-FH	111,625.00	9,302.08	0.00	55,812.50	46,510.42	9,302.08
4580 Interest Expense-FORK(UB)	25,544.00	2,128.67	1,912.63	9,764.95	10,643.33	(878.38)
4580 Interest Expense-FORK(Seller Fin)	38,991.00	3,249.25	0.00	13,350.73	16,246.25	(2,895.52)
Total General	325,760.00	27,146.67	3,950.21	131,153.16	135,733.33	(4,580.17)
TOTAL EXPENSES	965,911.00	80,492.58	41,332.04	326,870.90	402,462.92	(75,592.02)

TOTAL RECEIPTS TO DATE	717,617.46
TOTAL EXPENSES TO DATE	326,870.90
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss	390,746.56

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

Nehemias Velez, FH Manager

Date

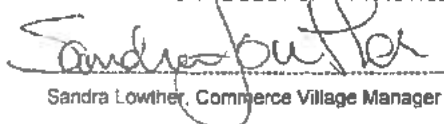
Please note P/I payments below:

	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	33,965	47,551	55972
Seller Financed-Forkovitch Family	102,948	<u>42,895</u>	<u>60,053</u>	63957
Total	850,689	174,973	675,717	

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

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	102,224.00	8,518.67	7,973.00	39,906.00	42,593.33	(2,687.33)
3410 HAP Funding	102,224.00	8,518.67	10,047.00	46,508.00	42,593.33	3,914.67
3610 Interest (Replacement&Operatir	400.00	33.33	2.54	18.01	166.67	(148.66)
3690 Other Income-Laundry&Donatio	2,000.00	166.67	89.63	831.02	833.33	(202.31)
3690 Other Inc-Late fees,workorders	3,000.00	250.00	0.00	1,088.00	1,250.00	(162.00)
Total Receipts	209,848.00	17,487.33	18,112.17	88,151.03	87,436.67	714.36
Expenses:						
Administration:						
4110 Adm Salaries	21,600.00	1,800.00	1,547.10	7,595.32	9,000.00	(1,404.68)
4540 Adm Benefits	7,500.00	625.00	512.26	2,314.68	3,125.00	(810.32)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	500.00	41.67	100.00	100.00	208.33	(108.33)
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	767.16	3,863.55	1,916.67	1,946.88
4190 Sundry-Management fees	10,000.00	833.33	947.85	4,545.37	4,166.67	378.70
4190 Sundry-HCC fees	6,400.00	533.33	0.00	6,666.97	2,666.67	3,900.30
Total Administration	50,600.00	4,216.67	3,874.37	24,985.89	21,083.33	3,902.56
Tenant Services:						
4240-Case Mg/Peer Counseling	20,000.00	1,666.67	5,000.00	6,250.00	8,333.33	(2,083.33)
4240 Tenant Services-Client	1,500.00	125.00	0.00	555.00	625.00	(70.00)
Total Tenant Serv	21,500.00	1,791.67	5,000.00	6,805.00	8,958.33	(2,153.33)
Utilities:						
4310 Water	4,300.00	358.33	355.41	1,777.05	1,791.67	(14.62)
4320 Electricity	20,000.00	1,666.67	1,246.94	7,246.81	8,333.33	(1,086.52)
4330 Gas	2,100.00	175.00	167.86	849.62	875.00	(25.38)
4390 Sewer	11,650.00	970.83	849.30	4,246.50	4,854.17	(607.67)
Total Utilities	38,050.00	3,170.83	2,619.51	14,119.98	15,854.17	(1,734.19)
Maintenance:						
4410 Maintenance Salaries	15,450.00	1,287.50	1,255.22	6,364.61	6,437.50	(72.89)
4540 Maintenance Benefits	3,550.00	295.83	226.72	1,038.74	1,479.17	(440.43)
4420 Materials	2,500.00	208.33	603.14	1,507.70	1,041.67	466.03
4430 Contract Costs	15,000.00	1,250.00	907.27	9,981.14	6,250.00	3,731.14
Total Maintenance	36,500.00	3,041.67	2,992.35	18,892.19	15,208.33	3,683.86
General Expenses:						
4510 Insurance Expenses	2,800.00	233.33	244.96	1,216.56	1,166.67	49.89
4570 Collection Loss	500.00	41.67	0.00	0.00	208.33	(208.33)
4580 Interest Expense	16,380.00	1,365.00	1,365.00	6,825.00	6,825.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	5.05	10.00	(4.95)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	3,750.00	3,750.00	0.00
Total General Exp.	28,704.00	2,392.00	2,360.97	11,796.61	11,960.00	(163.39)
TOTAL EXPENSES	175,354.00	14,612.83	16,847.20	76,599.67	73,064.17	3,535.50
TOTAL RECEIPTS TO DATE						88,151.03
TOTAL EXPENSES TO DATE						76,599.67
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						11,551.36

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


Sandra Lowther, Commerce Village Manager


Date

RESOLUTION

The undersigned, being the sole member of **Franklin Heights, LLC**, a Virginia limited liability company, (the "Company") agrees that the following Company actions are taken:

1. By Resolution dated February 17, 2021, Michael G. Wong, as Executive Director of the Harrisonburg Redevelopment and Housing Authority, has been authorized and directed to execute various legal documents pertaining to a loan in the maximum principal amount of \$1,559,000.00 from the Bank of the James to the Harrisonburg Redevelopment and Housing Authority to refinance loans relating to various properties, including the Company's properties.

2. In connection with the refinancing of the loans, the Company agrees to provide collateral and execute security agreements, including, without limitation, a Deed of Trust and Assignment of Rents, on properties owned by the Company.

3. The Harrisonburg Redevelopment and Housing Authority is the sole owner of the Company and declares it is familiar with this transaction. The Company has and will further benefit from the refinancing of a loan relating to its properties.

4. Michael G. Wong shall approve the forms of the instruments and his signature on the legal documents, and participation in the closing shall manifest such approval.

All with like effect and validity as though the foregoing Company actions were duly taken at a special meeting of the sole member and manager of the Company held after due and proper notice.

DATE: _____

**Harrisonburg Redevelopment and
Housing Authority**

By: _____
Michael G. Wong, Executive Director

Frankling Heights, LLC

By: _____
Michael G. Wong, Manager

AFFIDAVIT

Franklin Heights, LLC, a Virginia limited liability company, (the "Company") makes this Affidavit in connection with all matters pertaining to obtaining funds to refinance loans relating to its properties, including without limitation, any matter pertaining to the loan with Bank of the James (the "Transaction").

COMMONWEALTH OF VIRGINIA CITY OF HARRISONBURG, to-wit:

This ____ day of _____, 2021, the undersigned personally appeared before the undersigned Notary Public, who being first duly sworn, deposed as follows:

1. I am the Executive Director of the Harrisonburg Redevelopment and Housing Authority, a political subdivision created and existing under the laws of Commonwealth of Virginia (the "HRHA"), sole member of Franklin Heights, LLC. No event has occurred as to Company or action taken by the members of the Company to dissolve or liquidate the Company. The Articles of Organization and Operating Agreement concerning the management and operation of Company, which are attached hereto, are the sole agreements among the members and are in full force and effect.

2. The resolution attached is true and correct, has not been amended or repealed and is in full force and effect. Michael G. Wong, as Executive Director of the Harrisonburg Redevelopment and Housing Authority, the sole member of the Company, is authorized to execute and deliver all Transaction documents required of the Company by any entity or person without the consent of anyone else.

FRANKLIN HEIGHTS, LLC

By: Harrisonburg Redevelopment and Housing Authority,
sole member

By: _____
Michael G. Wong, Executive Director

Subscribed and sworn to before me, a Notary Public as aforesaid, by Michael G. Wong, Executive Director of the Harrisonburg, Redevelopment and Housing Authority, sole member of Franklin Heights, LLC, on behalf of the company, the ____ day of June, 2021.

My commission expires _____.
Notary Registration No. _____.

Notary Public

The background of the slide is a scenic landscape. The top half shows a clear blue sky with a few wispy clouds. Below the sky is a range of blue, hazy mountains. In the foreground, there is a field of dry, brown grass. A single, tall, green tree stands on the right side of the field. The overall scene is peaceful and natural.

Harrisonburg Redevelopment and Housing Authority Moving to Work Plan

Achieving Exceptional Results

Michael Wong, Harrisonburg RHA



What Is Moving to Work (MtW)?

- MtW promotes use of innovative strategies to address local needs
- MtW ≠ Program-Wide Employment Requirements!
- Demonstration program for selected public housing agencies (PHAs)
 - 39 previously designated agencies
 - Congress authorized expansion to additional 100 agencies in 2016
- Evaluates the impact of adopted changes for program improvements on statutory goals
 - Self Sufficiency
 - Housing Choice and
 - Cost Effectiveness



Moving to Work - Changes at PHA Level

- Able to modify or waive certain program rules
 - Housing and self-sufficiency strategies
 - Approaches for providing and administering housing assistance
- Design and develop local policies / procedures
 - Innovative, tailored strategies to address community needs and challenges
- Allows PHAs to use funds flexibly (“fungibility”)
 - Housing assistance payments (operational) & administrative fees (overhead)



MtW Mission Statement

To be a proactive innovative agency that uses evidence based housing policies that addresses local needs, increases resident/ program participant's self-sufficiency outcomes, provides greater mobility and access to housing options including supportive services, and promotes efficiency and efficacy in the delivery and operations of all services.



MtW



HRHA Values

- Treat all individuals with respect and dignity
- Base decisions on rational and provable data
- Policies and procedures promote self-sufficiency and maximize resident/program participant's housing potential with a goal of homeownership
- Resident/program participants have choice with mobility, access to housing, and option to not participate in supportive services/specific housing programs that have term limits
- All policies will be viewed through a racial equity lens
- Housing assistance services prioritize the most vulnerable & those with the greatest need
- Affirmatively furthering fair housing
- Continuous improvement - we routinely and regularly evaluate and modify as necessary policies, procedures, and business practices
- Efficient and effective operations



Local Needs - Community and Program Challenges



- Limited availability of affordable housing - one bedroom accessible units and landlord participation
- Need for housing search and stabilization services for high-barrier participants
- Current certification processes create disincentives to self sufficiency
- Self esteem - programming for success





MtW **Statutory** Goals

- **Self Sufficiency:**
 - Improve self sufficiency outcomes and incentivize employment for residents and program participants
- **Housing Choice:**
 - Increase mobility to promote safe, quality housing choices
 - Improve access to supportive housing / supportive services and community resources
- **Cost Effectiveness:**
 - Improve efficiency, reduce costs, leverage other funds
 - Changes in staffing and resources



MtW Program Standards

- HRHA must:
 - Continue supporting low-income families; at least 75 percent of families assisted must be very low-income
 - Establish a “Reasonable Rent Policy” designed to encourage employment & self-sufficiency by participating families
 - Continue to assist substantially the same total number of families
 - Maintain comparable mix of families (by family size)
 - Continue adhering to Housing Quality Standards; these cannot be waived
- MtW agencies remain subject to the full range of HUD monitoring, oversight, and evaluation efforts



MtW Resident/Participant Protections

- In The Plan, HRHA includes:
 - Exemptions (e.g., elderly/disabled)
 - Impact analysis
 - Hardship policy if potential impact (e.g., rent burden)
- In The Process, HRHA monitors:
 - Changes and improvements in response to MtW outcomes
 - Resident/participant input
 - Ability to change program activities or policies if an undesirable burden is identified





MtW – Proposed Activities Overview

Self Sufficiency

Escrow

Incentives

Leveraging community
partnerships for health, education,
economic & housing success

Housing Choice

Landlord incentives for recruitment
& retention

Development and project-basing of
vouchers

Housing search support and
security deposit assistance

Cost Savings

Accepting partner inspections

Reducing frequency of
certifications and changes

Simplifying rent calculation

Self Sufficiency: Achieving Exceptional Results



- Change from Escrow program to an Incentive based program
 - Short term awards based on individual achievement
 - Health, Education, Employment and Housing Focus
- Use of a Coaching Model
 - Case management services 6 months post graduation
- Linkages to Community based Partnerships to improve access to
 - Health services
 - Education - Job training, BRCC
 - Support Services (ex. childcare, Way to Go)





FSS Incentives

- Major Categories: 1. Education 2. Financial Wellness/Employment 3. Home Ownership 4. FSS Participation/Activities 5. Family Wellness & Stability
- Per contract = 5 or 7 years.
- Average total incentive annual earning / contract earning: \$1,275 / \$4,100
- Maximum total incentive annual earnings possible per year / per contract: \$5,650 / \$10,850
- Current cap for all escrow earned per contract family: \$25,000





FSS Education Incentives

Average participant annual earning / contract earning: \$250 / \$300

Maximum earnings possible per year / per contract: \$1,500 / \$1,500 (all activities, 3 certifications)

Activity	Amount	Requirements	Notes
GED or ESL Completion	\$50	Certificate	
Associates or Technical training	\$250	Certificate	Cap 3 certificates, ex: CCMA, CDL, CPT
Bachelors	\$300	Certificate	
Masters	\$400	Certificate	





FSS Financial Wellness

Average participant annual earning / contract earning: ~ \$400 / \$2,000

Maximum earnings possible per year / per contract: ~ \$1,000 / \$4,200

Activity	Amount	Requirements
Credit Repair	\$200	Credit Report, Plan in collaboration with GreenPath or other agency, starting & ending credit score
Budget every month for six months	\$100 for 6 mo / \$200 for 12mo \$1,000 possible over 5 years	Completed budget by month including income, all expenses
Deposit in savings account for six months	\$150 for 6 mo / \$300 for 12mo \$1500 possible over 5 years	6-month statements with min monthly \$25 deposit, no withdrawal
Maintain full-time work for 12 months. (30 hours+)	\$300 for 12 months \$1,500 possible over 5 years	Paystubs start to finish or letter from employer





FSS Homebuyer Incentives

Average participant annual earning / contract earning: ~ \$125 / \$250

Maximum earnings possible per year / per contract: ~ \$2,500 / \$2,500

Activity	Amount	Requirements
Rental Education Course	\$125	Certificate
Home Buyer Course	\$125	Certificate
Pre-qualification	\$250	Pre-qualification document
Contract on a Home & Closing Date Set	\$2,000	Contact, Communication with Title Company





FSS Family Wellness & Stability Incentives

Average participant annual earning / contract earning: ~ \$350 / \$550

Maximum earnings possible per year / per contract: ~ \$350 / \$1,150

Activity	Amount	Requirements
Counseling/ Therapy/ Support Group for 3 months	\$200 max per year \$1,000 per contract	Signed letter from the provider (FSS provide letter)
Drivers License (does not include renewal)	\$150	Copy of license and any driver's ed certificates. One-time payment.





FSS Participation Incentives

FSS Participation/Activities - \$300/yr, \$1,500 over 5 years

Average participant annual earning / contract earning: ~ \$300 / \$1,000

Maximum earnings possible per year / per contract: ~ \$300 / \$1,500

Activity	Amount	Requirements
Goal Sheet Every month by the 10th for a year	\$200	Goal Sheets for 12 months, 1 late goal sheet allowed
Attend 2 FSS/HRHA events in a year	\$100	Attendance signature





FSS Tier Escrow Model

- Participants who pay rent late (Franklin Heights) will not earn escrow through tier model for that month.
- Escrow earned through the tier model does NOT get disbursed via check but is held in savings as with the traditional model.
- Participants can withdraw escrow from their savings following the established guidelines of the interim withdrawal process.

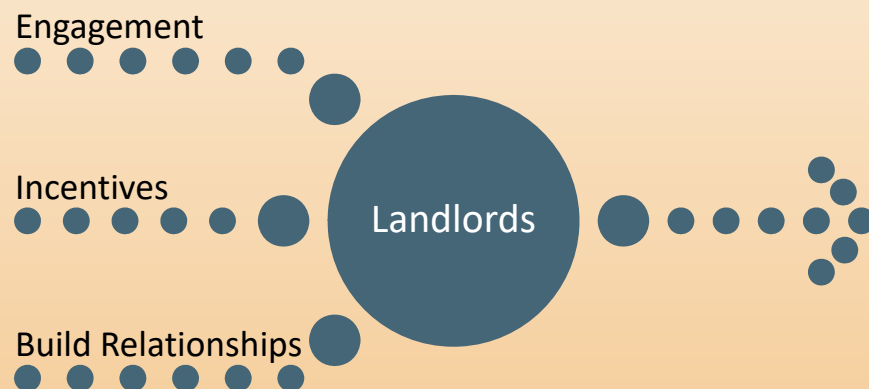
Income Range (annually/household)	Amount (per month)
\$10,000 - \$14,999	\$50
\$15,000 - \$19,999	\$75
\$20,000 - \$24,999	\$100
\$25,000 - \$29,999	\$125
\$30,000 - \$34,999	\$150
\$35,000 - \$39,999	\$175
\$40,000 - \$44,999	\$200
\$45,000 - \$49,999	\$225
\$50,000+	\$250





Housing Choice: Achieving Exceptional Results

- Continuation of Landlord Recruitment and Retention program:
 - Payments/reimbursements for vacancy loss, damage claims, extra month rent, signing bonus
- Covering costs for rental security deposit
- Dedicating personnel to assist with housing search and location
- Project-basing: Increase flexibility to project base rental assistance by removal of limits to the number of project base units in building, increase the number of vouchers available to project base and eliminate the procurement process for PHA owned units.



Landlord Incentives for Tenant Based Vouchers



Vacancy Loss

- Payment of up to one month's contract rent for the prior lease upon execution of a new HAP contract. The only exclusion would be unit changes within the same owner's portfolio.

Damage Claims

- Payment of up to one month's contract rent for damage claims, if cost of repairs exceeds security deposit, upon execution of a new HAP contract.

Other Incentives

- Maximum possible payments:
- Landlord bonus for referring another landlord: \$250
 - Paid to referring landlord upon execution of a HAP contract with a new landlord
- New landlord signing bonus: \$250 *
- New contract bonus: \$250 *
- Accessible unit bonus; 1BR Unit; or "Exception Area" Incentive: \$150 *
 - Or higher payment standard of 140% of FMR???
- Security Deposit Assistance: up to one month's contract rent

**Excludes HRHA-owned and tax credit properties*



Cost Saving: Achieving Exceptional Results

Rent Policies

- Increase elderly/disabled allowance to \$1,500
- Eliminate medical expenses deduction
- Removal of childcare expense deduction
- Minimum household rent will increase from \$50. to \$100.
- Participant rent responsibilities will increase from 30% to 35% of adjusted income

Exclusion of Certain Incomes

- Self certification of assets under \$50,000.00. Documentation of bank statements and other assets are required only if greater than \$50,000.00
 - Elimination of earned income disallowance
- Exclusion of school grant as income
- Income for household dependents 20 and under will not be counted

Certifications

- Adoption of triennial certification schedule and reduce the number of interims certification (one annually)
 - Increased earnings will not impact rent until the next three year certification
 - Income decrease can result in a rent change once per calendar year
- No longer need to report increase changes in income(unless increase from zero income)
- Adoption of HQS inspections from other agencies
- Simplified Utility Allowance





Rent Policy Waiver - Examples of Impacts

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment Percent of Income	Total Tenant Payment (rounded)
Disabled Single Person Family	Monthly Income \$794	Current	\$400	\$9,128	760.67	30%	\$228
	Annual Income (monthly x 12) \$9,528	MtW	\$1,500	\$8,028	669.00	35%	\$234

**Monthly
change:
\$6 increase**

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment Percent of Income	Total Tenant Payment (rounded)
Elderly Family	Monthly Income \$1,424	Current	\$400	\$16,688	1390.67	30%	\$417
	Annual Income (monthly x 12) \$17,088	MtW	\$1,500	\$15,588	1299.00	35%	\$455

**Monthly
change:
\$38 increase**





Rent Policy Waiver - Examples of Impacts

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment Percent of Income	Total Tenant Payment (rounded)
Adult + 1 minor dependent	Monthly Income \$944	Current	\$480	\$10,848	904	30%	\$271
	Annual Income (monthly x 12) \$11,328	MtW	\$480	\$10,848	904	35%	\$316

**Monthly
change:
\$45 increase**

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment Percent of Income	Total Tenant Payment (rounded)
Disabled Single (no medical expenses)	Monthly Income \$777	Current	\$400	\$8,942	743.67	30%	\$223
	Annual Income (monthly x 12) \$9324	MtW	\$1,500	\$7,824	652.00	35%	\$228

**Monthly
change:
\$5 increase**





Rent Policy Waiver - Examples of Impacts

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment % of Income	Total Tenant Payment (rounded)
Adult with 3 Dependent Minors, no childcare	Monthly Income \$2,200	Current	\$1,400	\$24,960	\$2,080	30%	\$624
	Annual Income (monthly x 12) \$26,400	MtW	\$1,400	\$24,960	\$2,080	35%	\$728

**Monthly
change:
\$104 increase**

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment Percent of Income	Total Tenant Payment (rounded)
2 Adults + 4 Dependent Minors, no childcare expenses	Monthly Income \$1,500	Current	\$1,920	\$16,080	\$1,340	30%	\$402
	Annual Income (monthly x 12) \$18,000	MtW	\$1,920	\$16,080	\$1,340	35%	\$469

**Monthly
change:
\$67 increase**





Rent Policy Waiver - Examples of Impacts

			Deductions (allowances & expenses)	Adjusted Annual Income (subtract deductions)	Adjusted Monthly Income	Total Tenant Payment % of Income	Total Tenant Payment (higher of % income or MINIMUM RENT)
Zero Income Family	Monthly Income \$0	Current	\$0	\$0	\$0	30%	\$50
	Annual Income (monthly x 12) \$0	MtW	\$0	\$0	\$0	35%	\$100

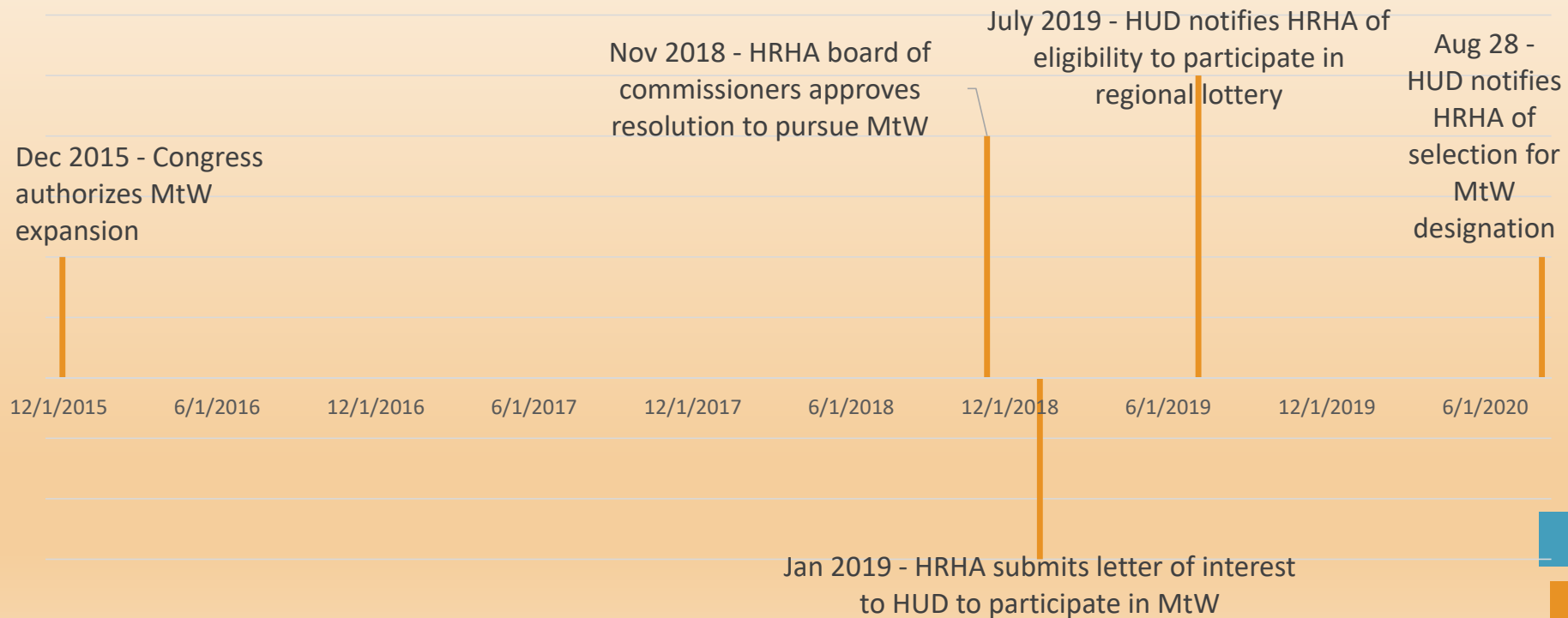
**Monthly
change:
\$50 increase**

- Increased elderly/disabled deduction (from \$400 to \$1,500) greatly offsets the impact of rent changes on most elderly/disabled households
- Rent changes for other families are balanced by reduced certification frequency: increases in income will not trigger a subsequent interim to increase rent portion
- Hardship waivers will be put in place to specify when & how to make exceptions to





Timeline Through Selection





HRHA MtW Application Submission (2020)

- September 4, 2020 - Notices sent to HRHA residents/program participants of the Authority's intention to participate in the MtW demonstration
- September 16, 2020 - Resident/program participant meeting- HRHA Board of Commissioners Meeting
- September 30, 2020 - Resident/program participant meeting
- October 16, 2020 - Draft MtW plan available for public inspection - 30 day public comment period (10/16-11/16/2020)
- October 21, 2020 - Public Comment- HRHA Board of Commissioners Meeting
- October 27, 2020 - City Council Presentation
- October 29, 2020 - Resident/program participant meeting @4:00 PM and 6:00 PM
- November 16, 2020 - Public Comment period ended
- November 18, 2020 - HRHA Board of Commissioners approved MtW plan by resolution
- December 4, 2020 - Application was due to HUD





HRHA MtW Plan - Significant Dates and Key Milestones - 2021

- March 2021 - HRHA received notice from HUD of plan approval and MTW agency status
- July 2021 - HRHA implements MtW financial fungibility
- August 2021 - Public hearing/comment-HRHA revises annual and administrative plan to reflect 2022 goals and initiatives-propose any new activities or waivers to be initiated in 2022
- October 2021 - HRHA submits annual plan and MTW proposals to HUD and HRHA initiates Triennial Recertification process for 1/1/2022 HCV participants
- January 2022 - HRHA initiates all other proposed MTW activities





HRHA MtW plan updates are at
www.harrisonburgrha.com/mtw

Questions on HRHA participation in MtW?

Contact Michael Wong, Executive Director at
540-434-7386 or
wongway@harrisonburgrha.com



VOUCHER PROGRAM MANAGEMENT SUMMARY
MAY 2021 FOR 6/16/21 BOARD MEETING

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

	1BR	2BR	3BR	4BR	5BR	6BR	Total
Applications by Unit Size	510	761	537	202	41	3	2,054
New Applicants This Month	47	62	28	14	2		153

2. Voucher Utilization (month-end)

All Vouchers	956	100.0%
Vouchers Leased (under HAP):	809	84.6%
Vouchers Issued (no HAP, searching):	61	6.4%
Vouchers Not In Use:	86	9.0%

3. Voucher Issuance (this month)

Vouchers Issued	24
Tenant-Based	22
Port-In	2

Briefings Held	23
Tenant-Based	22
Project-Based	1

4. Searching Voucher Details (month end)

Size	# Households	Average Voucher Age (Days)
1BR	35	110
2BR	13	100
3BR	8	67
4BR+	5	58

5. HAP Expenditures

Total HAP Expenditures (excluding FSS)	\$486,966
Leased Vouchers (month end)	808
Average Per Unit Cost	\$602.68

6. Landlord Information

<u>225</u>	Landlords currently in program
<u>2</u>	New landlords to the program this month
<u>6</u>	Landlord bonuses (\$250 each) paid this month
<u>42</u>	Landlords using Assistance Connect Portal as of 6/11/21

7. Inspections Completed this Month

- 5 New lease inspections by HRHA (4 initial, 1 follow-up)
- 2 Customer-requested inspections
- 1 New lease inspections by Waynesboro for HRHA-owned units (100% passed)
- 29 Owner certifications of acceptable condition (COVID periodic inspection waiver for occupied units)

8. PIC Submission: 99.2%

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


Elizabeth Webb, HCV Manager

June 11, 2021
Date

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

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	71
New Applications Taken	0	15

Marketing

	Efficiency	One bedroom	Total
# of units vacant	1	1	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

15	# of minorities	25%
55	# of disabled tenants	93%
34	# of elderly tenants	58%
Total Number of Units Leased: <u>59</u>		

Tenant Accounts Receivable

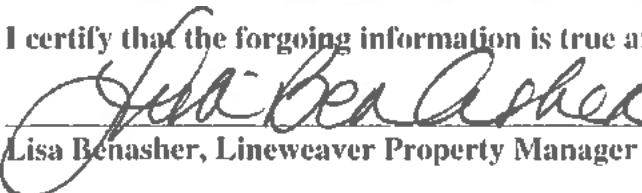
Accounts Receivable at end of Month	\$21,604.84		
Delinquent Accounts By Age	30 5	60 5	>60 5
Security Deposits Held	\$13,831.91		
Pet Deposits Held	\$1,425.00		
Rent Billed	\$15,253.49		
Rent Collected	\$15,027.32		

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

Comments on any problems experienced during the month:

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


Lisa Benasher, Lineweaver Property Manager

6-11-2021
Date

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

Applications

Currently On Waiting List	100
New Applications Taken	1

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

14	# of minorities	23%
49	# of disabled tenants	82%
15	# of elderly tenants	25%
Total Number of Units Leased 60		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$26,654.23		
Delinquent Accounts By Age	30 6	60 6	>60 6
Security Deposits Held	\$29,035.76		
Pet Deposits Held	\$1,570.00		
Rent Billed	\$16,741.00		
Rent Collected	\$15,724.50		

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 Manager

6-11-2021
Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF MAY 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>2</u>	<u>1</u>	<u>1</u>	<u>7</u>
# of Tenants who moved in	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
# of Tenants who moved out	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</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>8</u>	<u>12</u>	<u>3</u>	<u>0</u>	<u>25</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: 122

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$117,698.22</u>
Rent Billed	<u>\$135,399.40</u>
Rent Collected	<u>\$132,234.40</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>1,547</u> applicants.	<u>536</u>	<u>559</u>	<u>298</u>	<u>126</u>	<u>028</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 three move-outs for the month of May 2021. For the month of May 2021 FH collected \$529.20 in state taxes recoupment, and other agencies paying for applicants as well as tenants who had bad debt. 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

6/10/21

Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF MAY 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>\$1,742.00</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>\$18,020.00</u>		
Rent Collected	<u>\$18044.00</u>		

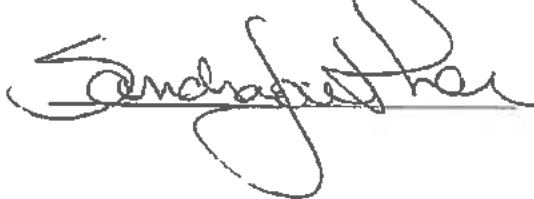
4.) Applications:

Currently on the Waiting List 676

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**



6/3/2021

FAMILY SELF- SUFFICIENCY PROGRAM REPORT

Monthly Report –May 2021

HCV PARTICIPANTS

Employment	Education/Training	Escrow
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: 2
Medical Leave/Disability: 0		Increase in Earning Escrow: 0
Maternity Leave: N/A		Decrease in Earning Escrow: 1
		Newly Earning Escrow: 0

FRANKLIN HEIGHTS PARTICIPANTS

Employment	Education/Training	Escrow
In Program: 31	Enrolled in ESL: 1	Positive Escrow Balances: 16
Employed: 19	Enrolled in Continuing Ed.:3	Earning Monthly Escrow: 10
Unemployed/Furlough: 14	Started this month: 0	Newly Earning Escrow: 1
Medical Leave/ Disability: 0		Interim Escrow Withdrawals: 1
New job this month: 0		Increase in Earning Escrow: 1
Maternity Leave: 1		Decrease in Earning Escrow: 1

HARRISON HEIGHTS

Employment	Education/Training	Escrow
In Program: 15	Enrolled in ESL: 1	Positive Escrow Balances: 12
Employed: 4	GED: 0	Earning Monthly Escrow: 4
Unemployed: 11	Enrolled in Continuing Ed:2	Newly Earning Escrow: 0
Medical Leave/Disability: 0	Started this month: 0	Escrow Increases: 0
Maternity Leave: 2		Interim Escrow Withdrawals: 0

Program Highlights

4 pieces of furniture were distributed, FSS staff held MtW Focus group, Planting Day (Garden) in the community garden was held. 2 new FSS participants, 2 ported out. 1 education scholarship offered to a participant through HRHA.

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as May 31, 2021**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$506,120.45
		Total	\$506,120.45
	AR Due from:		
	JR Polly Lineweaver Apartments	\$102,426.23	
	Housing Choice Voucher Program	\$41,179.53	
	Commerce Village, LLC	\$16,687.75	
	Franklin Heights, LLC-Operating Expenses	\$50,091.86	
	Franklin Heights, LLC-Debt Servicing	\$0.00	
		\$210,385.37	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$406,384.11
	United Bank-FSS Escrow for participants		\$123,339.44
		Total	\$529,723.55

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$5,765.37
		Total	\$5,765.37

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$189,990.12
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$280,428.12
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Commerce Village, LLC

Cash:	First Bank & Trust		\$187,522.92
	BB&T-Operating Reseve Account		\$130,732.46

	<u>Grand Total</u>		<u>\$1,830,282.99</u>
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Harrisonburg Redevelopment & Housing Authority Report

YTD Financial Report as of May 31, 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	Cash Balance as of 5/31
LOCAL COMMUNITY DEVELOPMENT					
Cash: First Bank & Trust	\$454,455.31	\$375,785.96	\$477,755.38	\$538,647.51	\$506,120.45
HOUSING CHOICE VOUCHER PROGRAM					
Cash: SunTrust-Checking	\$779,964.88	\$834,696.23	\$805,669.12	\$774,742.36	\$406,384.11
United Bank-FSS Escrow	\$125,387.61	\$119,258.82	\$121,765.04	\$125,248.87	\$123,339.44
J.R. POLLY LINEWEAVER APARTMENTS					
Cash: United Bank-Checking	\$2,349.54	\$7,671.70	\$5,482.47	\$5,046.34	\$5,765.37
ALL PROGRAMS-FH, LW, JRL, CVO					
Cash: United Bank-Security Dep.	\$149,153.59	\$181,586.84	\$183,375.50	\$187,260.48	\$189,990.12
COMPONENT UNITS					
Franklin Heights, LLC					
Cash: United Bank-Checking	\$5,353.25	\$136,134.48	\$118,328.81	\$200,770.16	\$280,428.12
Commerce Village LLC					
Cash: First Bank & Trust	\$177,038.22	\$193,129.22	\$179,738.47	\$182,548.83	\$187,522.92
BB&T (Operating Reserve)	\$130,728.17	\$130,729.17	\$130,730.28	\$130,731.35	\$130,732.46
Total	\$1,824,430.57	\$1,978,992.42	\$2,022,845.07	\$2,144,995.90	\$1,830,282.99

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of May 31, 2021**

Franklin Heights, LLC

Income	\$	717,617.46
Expenses	\$	326,870.90
Less: Principal Payments	\$	(45,165.15)
Total	\$	999,323.21

J.R. POLLY LINEWEAVER APARTMENTS

Income	\$	183,019.45
Expenses	\$	(144,120.04)
Total	\$	38,899.41
Add: Service Coordinator Grant Funds	\$	5,347.85
Less: Service Coordinator Grant Expenses	\$	(14,490.24)
	\$	(9,142.39)
Profit (Loss)/Gain	\$	29,757.02
Less: Principal Payments	\$	(61,861.75)
Total	\$	(32,104.73)