



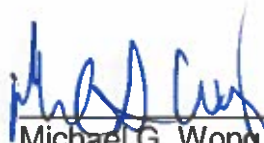
Harrisonburg Redevelopment & Housing Authority

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March 10, 2023

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday March 15th 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
March 15, 2023

I. Call to order and determination of quorum

II. Review and Approval of Minutes
- February 15th, 2023

III. Financial Reports
- February 2023

Reports

- A. Executive Director
 - 1. Great Community Give
 - 2. Lineweaver Annex Renovation Update-Construction Bids
 - 3. HRHA Landlord Policy

- B. Any New Business/ Old Business
 - 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Bluestone Town Center
 - Lineweaver Annex Renovation
 - Commerce Village II
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
 - MTW-Implementation Schedule Update

- C. Management Reports
 - 1. HRHA Owned Properties Utilization
 - 2. Financial Monthly Report & Quarterly Investment Update

IV. Public Comment

MINUTES

Regular Meeting
February 15, 2023

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday, February 15 at 4:00 p.m.

Those present were:

Gil Colman, Commissioner, Acting Presiding Officer
Chris Fasching Maphis, Vice Chair
Luciano Benjamin, Commissioner
Shonda Green, Commissioner
Kevin Coffman, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelsen, Attorney
Tiffany Runion, Deputy Director

The regular meeting was called to order and a quorum declared present by Gil Colman, presiding officer.

Mr. Wong then presented the January 18th meeting minutes for consideration of approval. After a period of discussion, Commissioner Benjamin seconded by Vice Chair Maphis made the motion to approve the January minutes. The motion was unanimously approved.

Mr. Wong then presented the January financials for consideration for approval. After a period of discussion, Commissioner Coffman seconded by Commissioner Green made the motion to approve the February financials. The motion was unanimously approved.

Mr. Wong then presented a resolution for Authorizing Refinancing of Lineweaver Annex Loan with the Bank of the James. Mr. Wong related as part of the plan when receiving the \$1.2 million in Housing Trust and Innovative Energy Efficiency Grants Funds through the Virginia Department of Housing and Community Development to use these monies to assist in payoff of the Bank of the James construction financing of \$2.3 million. After construction is completed the plan is to refinance the remaining amount owed to permanent financing. He stated that the construction bid process will close March 3 with bid results being presented at the March board meeting. After a period of discussion, Commissioner Luciano seconded by Vice Chair Maphis made the motion approving the resolution. The motion was unanimously approved.

A roll call vote was taken:

Gil Colman, Presiding Officer	Aye
Christine Fasching Maphis, Vice Chair	Aye

Luciano Benjamin, Commissioner
Kevin Coffman, Commissioner
Shonda Green, Commissioner

Aye
Aye
Aye

Mr. Wong then presented the 2022 Year End Budget Overruns for board approval. He related that the financial information provided will be part of the Authority's 2022 Financial Assessment Subsystem Submission to HUD. He related of budget overruns occurring in the Local Community Development of \$56,566, Jr Polly Lineweaver of \$49,949 and components units of \$8,817. He stated these overruns are directly related to the renovation expenses at the Lineweaver Annex, negative tenant accounts receivable and contract turnover expenses at the Jr Polly Lineweaver. After a period of discussion, Vice Chair Maphis seconded by Commissioner Coffman made the motion to approve the 2022 Budget overruns as presented. The motion was unanimously approved.

Mr. Wong then presented a draft scholarship policy for the board consideration of approval. He related of implementation of a scholarship program for the youth and young adults participating in the Authority's programs or residing in its properties has been a long-term goal. He stated of the proposed policy being modeled after the Virginia Association of Housing and Community Development Officials and a local organization's scholarship program. He related that last year through the Shenandoah Housing Corporation, the scholarship program received over \$2,000 from participating in the Great Community Give sponsored through the Community Foundation. He related of the plan to participate again in the giving program and of the goal to initiate the program this Spring with award of the initial round of scholarships in May of this year. After a period of discussion, Vice Chair Maphis seconded by Commissioner Coffman made the motion approving the scholarship policy. The motion was unanimously approved.

Mr. Wong then presented the proposed Franklin Heights and Sidewalk extension partnership with the City of Harrisonburg. He related of the City approaching the Authority to provide a shared use path easement accessing through the lower Franklin Heights parking lot through the Kiwanis's park to Myers avenue. He related of staff's review and support for the agreement. After a period of discussion, Commissioner Benjamin seconded by Vice Chair Maphis made the motion approving the proposed partnership. The motion was unanimously approved.

Mr. Wong then provided brief updates on the Authority's initiatives and strategic activities. He stated of some concern with the Lineweaver Annex renovation project due to only one contractor attending the pre-bid meeting. He related of the contractor later communicating of the decision to not bid due to receipt of additional work. He stated of the bid close date of March 3.

Mr. Wong then related of an initial kickoff meeting with the A/E team for Commerce Village II. He stated that due to the lot size, the initial 30 units are not possible due to the City's multifamily zoning restrictions. Currently working on determining if acreage could be shared or access from Commerce Village or the adjoining property owner. Potential of 16-20 PSH units depending on the availability to access additional land.

Mr. Wong then provided a brief update on the strategic plan process. He related of the

initial goals will be presented to the steering committee in early March with presentation to the Board in April. He related of feeling that the process has gone well.

Mr. Wong then presented the management reports for consideration of approval. After a period of discussion, the management reports were approved on a motion by Commissioner Benjamin seconded by Commissioner Green. The motion was unanimously approved.

Gil Colman then opened the public comment period. Anton Ray, Harrisonburg VA, spoke of continued problems with his landlord and of feeling of no actions taken from the Authority. He related of the ongoing problems with his unit and stated of the request that a review needs to be done of the staff's action and that the landlord be suspended from participating in the HCV program. He stated of discrimination and harassment from the landlord and of other residents having similar issues. He further related that when he has brought these issues to HRHA staff, their response has been unsatisfactory and feeling that they are defending the landlord. When asked by Commissioner Coffman of any documentation, Mr. Ray related of being in process of obtaining the documentation. After a period of discussion, Mr. Wong agreed to provide the Board an analysis of the HQS issues with the landlord, an updated statement from the landlord of the status of the lease with Mr. Ray, and information concerning HRHA's policies concerning suspension of landlords. No other public comment was received.

The meeting was adjourned on a motion by Vice Chair Maphis seconded by Commissioner Green. The motion was unanimously approved.

Michael G. Wong
Executive Director

Gil Colman
Presiding Officer



We are participating in the **Great Community Give** again this year on **Wednesday, April 19, from 6:30am to 8pm**. This is a fundraising day for our entire community and any nonprofits that want to participate.

We are raising funds for scholarships for students of our housing choice voucher families. Scholarships are for students continuing their education or professional training after high school. To fully fund this each year, ultimately we will need to raise or generate \$12,000 per year. To date we have raised just under \$5,000 from various activities including the Great Community Give last year.

You can help by promoting our efforts ahead of and on that day and enlisting any interested family and friends to spread the word. We will push out messages you can share. Participation is designed to be as easy as possible. Just sharing our messages and information will help greatly. The minimum donation is \$10.

Our goal is \$4,000 for the day. We have **matching funds of \$500 from Litten & Sipe and \$1,000 from United Bank**. Please thank them! We will match donors' gifts starting at 6:30am when the event starts and continue until matching money runs out. We will run one match after the other. Throughout the day there are also prizes, matching funds, and other benefits given out. We will let you know if we are trying for any certain prize during a certain hour. Prize information comes out mid-March.

While we can accept donations starting April 5 ahead of April 19, only funds that come in online that day are counted for possible prizes. **Any checks need to come before April 18 to the HRHA office and be made out to Shenandoah Housing Corporation and have Great Community Give in the memo line.**

The Great Community Give is an initiative of The Community Foundation and gives you the opportunity to sponsor and donate to your favorite local nonprofit. All donations this day will be through <https://www.greatcommunitygive.org> and are tax-deductible.

Expenses are underwritten by The Community Foundation. Prizes will be available to nonprofit organizations thanks to generous sponsors.

Check out our profile page here:

<https://www.greatcommunitygive.org/organizations/shenandoah-housing-corporation-harrisonburg-redevelopment-and-housing-authority>



3. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical, or nursing services;
4. College or other school dormitories;
5. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions; and
6. Units occupied by the owner or by a person with any interest in the unit.

13.2.1 POLICIES ON THE USE OF SPECIAL HOUSING TYPES

HRHA allows for the use of the following special housing types for individuals with disabilities: Single Room Occupancy, Congregate Housing, Cooperative Housing, Manufactured Housing and Group Home.

13.3 DENYING OWNER PARTICIPATION IN THE PROGRAM

HRHA will deny participation by an owner at the direction of HUD. HRHA will also deny the owner's participation for any of the following reasons:

- The owner has violated any obligations under a Housing Choice Voucher Program Housing Assistance Payments Contract;
- The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- The owner has engaged in drug-related criminal activity or any violent criminal activity;
- The owner has a history or practice of non-compliance with HQS for units leased under the Housing Choice Voucher Program or with applicable housing standards for units leased with project-based Housing Choice Voucher assistance or leased under any other Federal housing program;
- The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - ♦ Premises by tenants, HRHA employees or owner employees
 - ♦ Residences by neighbors
- Other conflicts of interest under Federal, State, or local law

13.4 RENTING TO RELATIVES

HRHA will not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless HRHA determines that approving the unit is a reasonable accommodation for a disabled family member.

13.5 LEASE APPROVAL

The lease must meet any requirements specified at 24 CFR §982.308, and must include the HUD Tenancy Addendum.

BoxScore Summary

For Selected Properties
Date = 02/01/2023-02/28/2023

Availability

Code	Name	Avg. Sq. Ft.	Avg. Rent	Units	Occupied No. Notices	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ w/NonRev	% Leased	% Trend
0b1b-JRP	JR Polly Lineweaver effici	0	121	47	42	0	4	0	1	5	0	0	0	91.48	91.48	89.36
1b1b-FH	Franklin Heights-one bedro	896	0	18	17	0	1	0	0	1	0	0	0	94.44	94.44	94.44
1b1b-JRP	JR Polly Lineweaver One be	0	0	14	12	1	1	0	0	1	0	0	0	85.71	92.85	92.85
1bed-CV	Commerce Village	600	160	30	26	0	2	0	2	4	0	0	0	93.33	93.33	86.66
1bed-LA	Lineweaver Annex-one bedro	414	68	60	58	0	2	0	0	2	0	0	0	96.66	96.66	96.66
2b1b-FH	Franklin Heights-two bedro	988	0	38	37	0	1	0	0	1	0	0	0	97.36	97.36	97.36
3b1b-FH	Franklin Heights-three bed	977	0	24	22	0	2	0	0	2	0	0	0	91.66	91.66	91.66
3b2b-FH	Franklin Heights-three bed	1,248	0	32	31	0	1	0	0	1	0	0	0	96.87	96.87	96.87
4b2b-FH	Franklin Heights-four bed	1,192	0	13	13	0	0	0	0	0	0	0	0	100.00	100.00	100.00
5b2b-FH	Franklin Heights 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00
Total		650	52	280	262	1	14	0	3	17	0	0	0	94.64	95.00	93.92

Resident Activity

Code	Name	Units	Move In	Reverse Move In	Move Out	Cancel Move Out	Notice/Ski p/Early Term	Cancel Notice	Rented	On-Site Transfer	Month To Month	Renewal	Cancel Move In	Evict	Cancel Eviction
0b1b-JRP	JR Polly Lineweaver effici	47	3	0	1	0	1	0	1	0	0	0	0	0	0
1b1b-FH	Franklin Heights-one bedro	18	2	0	0	0	0	0	0	0	0	0	0	0	0
1b1b-JRP	JR Polly Lineweaver One be	14	0	0	1	0	1	0	0	1	0	0	0	0	0
1bed-CV	Commerce Village	30	2	1	0	0	1	0	2	0	0	0	1	0	0
1bed-LA	Lineweaver Annex-one bedro	60	0	0	0	0	0	0	0	0	0	0	0	0	0
2b1b-FH	Franklin Heights-two bedro	38	0	0	1	0	1	0	0	0	0	0	0	0	0
3b1b-FH	Franklin Heights-three bed	24	0	0	1	0	1	0	0	0	0	0	0	0	0
3b2b-FH	Franklin Heights-three bed	32	0	0	0	0	0	0	0	0	0	0	0	0	0
4b2b-FH	Franklin Heights-four bed	13	0	0	0	0	0	0	0	0	0	0	0	0	0
5b2b-FH	Franklin Heights 5bed2bath	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		280	7	1	4	0	5	0	3	1	0	0	1	0	0

Conversion Ratios

Code	Name	Cells	Walk-In	Email	Other	SMAS	Web	Chat	Unq. First Contact	Show	Applied	Approved	% Gross Conv Ratio	Unq. Shows	% Qual. Conv Ratio	Denied	Cancel	Re-Apply	% Net Conv Ratio
Not Specified	Not Specified	1	0	0	0	0	4	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
0b1b-JRP	JR Polly Lineweaver effici	0	0	0	0	0	0	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00

Unit Availability

For Selected Properties
As Of = 02/28/2023

Unit Type	Avg. Sq Ft	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ w/NonRev	% Leased	% Trend
JR Polly Lineweaver effci	0	121	47	42	0	4	0	1	5	0	0	0	91.49	91.49	89.36
Franklin Heights-one bedro	896	0	18	17	0	1	0	0	1	0	0	0	94.44	94.44	94.44
JR Polly Lineweaver One be	0	0	14	12	1	1	0	0	1	0	0	0	85.71	92.86	92.86
Commerce Village	600	160	30	26	0	2	0	2	4	0	0	0	93.33	93.33	86.67
Lineweaver Annex-one bedro	414	68	60	58	0	2	0	0	2	0	0	0	96.67	96.67	96.67
Franklin Heights-two bedro	988	0	38	37	0	1	0	0	1	0	0	0	97.37	97.37	97.37
Franklin Heights-three bed	977	0	24	22	0	2	0	0	2	0	0	0	91.67	91.67	91.67
Franklin Heights-three bed	1,248	0	32	31	0	1	0	0	1	0	0	0	96.88	96.88	96.88
Franklin Heights-four bed	1,192	0	13	13	0	0	0	0	0	0	0	0	100.00	100.00	100.00
Franklin Heights 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00
Total	650	52	280	282	1	14	0	3	17	0	0	0	94.64	95.00	93.93