



# Harrisonburg Redevelopment & Housing Authority

P.O. BOX 1071 + HARRISONBURG, VA 22803

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

August 9, 2023

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday August 16 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  
August 16, 2023

- I. Call to order and determination of quorum
- II. Public Comment
- III. Review and Approval of Minutes
  - July 19, 2023
- IV. Financial Reports
  - July 2023

Reports

- A. Executive Director
  - 1. Procedures on Commissioner Meetings and Public Comment
  - 2. HRHA Restated Bylaws 2023
  - 3. Public Comment 2024 Annual Plan, MTW Supplement, Housing Choice Voucher Administrative Plan, Commerce Village, JR Polly Lineweaver, Lineweaver Annex and Franklin Heights Admissions and Continued Occupancy Plans
  - 4. Public Comment-2024 Budget
  - 5. Closed Session-Discuss the performance and employment of specific local government **personnel**, as authorized by section 2.2-3711(A)(1)
  - 6. Resolution for Removal of Former Signatures of HRHA Accounts
  - 7. Approval of Commitments and Obligations of Housing Choice Voucher Reserves
- 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
      - Elevate Performance Challenge
- C. Management Reports
  - 1. HRHA Owned Properties Utilization
  - 2. Financial Monthly Report & Quarterly Investment Update

## MINUTES

Regular Meeting  
July 19, 2023

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday, July 19 at 4:00 p.m.

Those present were:

Kevin Coffman, Vice Chair  
Luciano Benjamin, Commissioner  
Kenneth Kettler, Commissioner  
Janet Harvey, Commissioner  
Shonda Green, Commissioner

Also present were:

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

The regular meeting was called to order and a quorum declared present by Kevin Coffman, Vice Chair.

Vice Chair Coffman then opened the public comment period. No public comment was received.

Mr. Wong then presented the June 21st meeting minutes for consideration of approval. After discussion, Commissioner Benjamin seconded by Commissioner Green made the motion to approve the June minutes. The motion was unanimously approved.

Mr. Wong then presented the June financials for consideration of approval. After discussion, Commissioner Benjamin seconded by Commissioner Kettler made the motion to approve the June financials. The motion was unanimously approved.

Mr. Wong then presented the revised procedures on Commissioner Meetings and Public comment for consideration of approval. After discussion, due to the absence of two commissioners, Commissioner Benjamin seconded by Commissioner Green made the motion to table the agenda item to the next meeting. The motion was unanimously approved.

Mr. Wong then presented draft HRHA's restated Bylaws 2023 for consideration of approval. After discussion, Commissioner Benjamin seconded by Commissioner Kettler made the motion to table the agenda item until the full board is available to review. The motion was unanimously approved.

Mr. Wong then provided brief updates on current projects. He said site plan development for Bluestone Town Center has started with the goal for initial submission to

the City for approval by September and final approval by December. He stated that funding from Galway has been delayed, which has impacted the ability to pay off the owners note on the project.

Mr. Wong then provided an update on Commerce Village II and said rezoning for the property has been rescheduled for the Planning Commission meeting on August 9, 2023 and City Council meeting in September. He related of the delay due to a special use permit not being submitted as needed for the proposed office space.

Mr. Wong then provided an update on the Lineweaver Annex renovation project. He has received one proposal but is continuing to do contractor outreach. He said the proposal is significantly higher than previous estimates. He related of being in discussion with the architect to determine if the project can be broken into stages to reduce the costs. He is in discussions with several construction firms and is hopeful that bids will be received for the renovations at the Lineweaver Annex. He described the potential need to negotiate a bid to keep the project on track.

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

The meeting was adjourned on a motion by Commissioner Benjamin seconded by Commissioner Green. The motion was unanimously approved.

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Michael G. Wong  
Executive Director

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Kevin Coffman  
Vice Chair

**Procedures for the Harrisonburg Redevelopment and Housing Authority  
Board of Commissioners Meetings Agendas and Meetings**

**Board Meetings**

Regular meetings of the Authority's Board of Commissioners (the "Board") will convene on the third Wednesday of each month, at 4:00 p.m., in City Hall, City Council Chambers, 409 S. Main St., Harrisonburg, VA 22801, the Authority's Administrative office, 286 Kelley Street, Harrisonburg, VA 22802, or other location to be noticed. ~~The~~ During regular meetings, the Board shall take up all agenda items and matters on public hearings in the Authority's Administrative office, 286 Kelley Street, Harrisonburg, VA 22802. The Board reserves the right to alter the agenda at any time without prior notice. Special or emergency meetings may be held, or meeting times may be altered, with prior notification to the public as required by law. ~~Regular m~~ Meetings of the Board are formal proceedings; accordingly, the Board asks for the public's cooperation in complying with these procedures.

**Notice of Intent to comply with Americans with Disabilities Act**

Special assistance is available for disabled persons addressing the Board. Efforts will be made to provide reasonable adaptations or accommodations based on the individual needs of qualified individuals ~~persons~~ with disabilities, provided that notification at least (5) days prior to the date of the meeting has been received by the Authority. For assistance, please contact the Authority's Administrative Office, 286 Kelley Street, at 540-434-7386.

**Guidelines for Citizen Participation**

1. Any person wishing to address Board on matters of Authority business will be able to do so during ~~the~~ Public Comment item on the Agenda item 'comments from the public, limited to five minutes, on matters not on the regular agenda'. During Public Hearings, citizens are also able to participate ~~comment on the particular item topic only.~~ ~~The Chairman will close the regular session and call on any one desiring to speak for or against the item as presented to come forward.~~
2. Individual speakers have 5 minutes to address the Board. However, the Board may provide additional time to any person needing a reasonable accommodation. A spokesperson may be named to present a group position, with others in agreement being recognized by standing, and will be allotted 15 minutes to speak for the group. ~~The Board of Commissioners will try to hear everyone who wishes to speak on a subject, but occasionally discussion is limited because of time.~~
3. When called upon by the Chair~~man~~: a. State your name and address, ~~and direct questions to the Chairman;~~ and b. Address your remarks to the Chair~~man~~ and Members of Board, not to the audience or staff.
4. Persons appearing before Board ~~will should~~ not be allowed to: a. Campaign for public office; b. Promote private business ventures; c. Engage in personal attacks; d. Debate among the audience; e. Use profanity or abusive language; or f. Jeer, cheer, or applaud, except during ceremonial matters.
5. The main purpose is to hear input from and address the concerns of the public. If able, given the issue and time constraints, the Board may be able to address the issue raised during the meeting. However, the Board, or its designee, will follow-up on all issues not resolved during the meeting.

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Board of Commissioners Meetings Agendas and Meetings**

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3. When called upon by the Chair: a. State your name and address; and b. Address your remarks to the Chair and Members of Board, not to the audience or staff.
4. Persons appearing before Board should not: a. Campaign for public office; b. Promote private business ventures; c. Engage in personal attacks; d. Debate among the audience; e. Use profanity or abusive language; or f. Jeer, cheer, or applaud, except during ceremonial matters.
5. The main purpose is to hear input from and address the concerns of the public. If able, given the issue and time constraints, the Board may be able to address the issue raised during the meeting. However, the Board, or its designee, will follow-up on all issues not resolved during the meeting.
6. The Board aims to provide a high quality of service, in a safe and secure environment. In order to achieve this, the following behavior will not be accepted: a. Behavior which is disruptive and interferes with the process, function, and enjoyment of the meeting; b. Harassment or the threat of violence toward Commissioners, staff, or members of the public; and c. Use of mobile communication devices while in a Board of Commissioners Meeting. Your cooperation is greatly appreciated.

**RESTATED BY-LAWS**  
**of the**  
**HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY**

**ARTICLE I – THE AUTHORITY**

**Section 1. Name of the Authority.** The name of the Authority shall be the “Harrisonburg Redevelopment and Housing Authority”.

**Section 2. Seal of the Authority.** The seal of the Authority shall be in the form of a circle with the wording “Harrisonburg Redevelopment & Housing Authority” around the outside of the circle, and in the center the wording “Seal” and “Harrisonburg, Virginia.” The Secretary is hereby authorized and directed to imprint said seal on the margin of the page opposite this Section.

**Section 3. Office of the Authority.** The offices of the Authority shall be in the City of Harrisonburg, Commonwealth of Virginia, but the Authority may hold its meetings at such other place as it may designate by resolution.

**ARTICLE II – OFFICERS**

**Section 1. Officers.** The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary-Treasurer. The Authority may appoint such other officers and agents as may be required by majority vote.

**Section 2. Chairman.** The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

**Section 3. Vice-Chairman.** The Vice-Chairman shall perform the duties of Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

**Section 4. Executive Director.** The Authority shall appoint an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners. He shall be charged with the management of the housing projects of the Authority. The Compensation of the Executive Director shall be determined by the Authority. However, any temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

**Section 5. Secretary-Treasurer.** The Executive Director shall serve as Secretary-Treasurer. The Secretary-Treasurer shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority, except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or Vice Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Authority. He shall make available to the public for inspection during regular business hours all records of completed contracts and completed transactions. He shall give such bond for the faithful performance of his duties as the Authority may determine.

The compensation and additional duties of the Secretary-Treasurer shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

**Section 6. Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the By-Laws or rules and regulations of the Authority.

**Section 7. Election or Appointment.** The Chairman and Vice-Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

**Section 8. Vacancies.** Should the offices of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Commissioners shall appoint a successor by majority vote of the Commissioners in office.

**Section 9. Additional Personnel.** The Authority, through the Executive Director, may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of Virginia and all other laws of the Commonwealth of Virginia applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the Commonwealth of Virginia.



## ARTICLE III – MEETINGS

**Section 1. Annual Meeting.** The Annual Meeting of the Authority shall be held at such time as determined by the Commissioners each year, and shall be held at the regular meeting place of the Authority. Officers shall be elected at the Annual Meeting.

**Section 2. Regular Meeting.** Monthly meetings shall be held ~~with~~ in accordance with Section 2.2-3707 of the Virginia Code, the Virginia Freedom of Information Act ("FOIA") on the ~~fourth~~ third Wednesday of each month at 4:00 p.m. or at such times and places as may be designated by resolution adopted by the Authority.

**Section 3. Special or Emergency Meetings.** The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special or emergency meeting of the Authority for the purpose of transacting any business designated in the call. Notice of the call for a special or emergency meeting shall be ~~given to each member of the Authority at least three working days prior to the date of such special meeting. Notice must be in writing and delivered in person or by telephone, or other form of wire or wireless communication, including but not limited to facsimile and email in accordance with FOIA and may be delivered to a Commissioner in person or via email or telephone. In addition, notice must be given as required by Section 2.2-3707 of the Virginia Code (also known as the Virginia Freedom of Information Act).~~ At such special or emergency meeting no business shall be considered other than as designated in the call, ~~but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting even if not designated in the call.~~

**Section 4. Quorum.** The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. A majority of Commissioners in office shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

**Section 5. Order of Business.** At the regular meetings of the Authority, the following shall be the order of business:

1. ~~Roll call.~~ Determination of a quorum
2. Reading and approval of the minutes of the previous meeting
3. ~~Bills and Communications~~ Review and approval of financials
4. Report of the ~~Secretary-Treasurer~~ Executive Director
5. Reports of Committees and/or management
6. Unfinished business
7. New business
8. Adjournment

The Authority shall provide for public comment in accordance with federal and state law. All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

**Section 6. Manner of Voting.** The voting on all questions coming before the Authority shall be by collective ayes and nays, unless on a roll call vote is required under the law, and at the request of any Commissioner ~~the result of the vote ayes and nays~~ shall be recorded and shown in the minutes.

#### **ARTICLE IV – AMENDMENTS**

**Amendments to By-Laws.** The By-Laws of the Authority shall be amended only with the approval of a majority of the Commissioners at a regular, or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of Commissioners.

Amended: ~~November 19, 2008~~

**RESTATED BY-LAWS**  
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**Section 3. Vice-Chairman.** The Vice-Chairman shall perform the duties of Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

**Section 4. Executive Director.** The Authority shall appoint an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners. He shall be charged with the management of the housing projects of the Authority. The Compensation of the Executive Director shall be determined by the Authority. However, any temporary appointee selected from among the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

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**Section 9. Additional Personnel.** The Authority, through the Executive Director, may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of Virginia and all other laws of the Commonwealth of Virginia applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the Commonwealth of Virginia.

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**Section 3. Special or Emergency Meetings.** The Chairman of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Authority, call a special or emergency meeting of the Authority for the purpose of transacting any business designated in the call. Notice of the call for a special or emergency meeting shall be in accordance with FOIA and may be delivered to a Commissioner in person or via email or telephone. At such special or emergency meeting no business shall be considered other than as designated in the call.

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1. Determination of a quorum
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4. Report of the Executive Director
5. Reports of Committees and/or management
6. Unfinished business
7. New business
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Amended:

**Streamlined Annual  
PHA Plan  
(HCV Only PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
Expires 03/31/2024

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**Definitions.**

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

A.	PHA Information.																																			
A.1	<p>PHA Name: <u>Harrisonburg Redevelopment and Housing Authority</u>      PHA Code: <u>VA014</u>            PHA Plan for Fiscal Year Beginning (MM/YYYY): <u>01/2024</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Housing Choice Vouchers (HCVs) <u>956</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission      <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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Lead HA:																																				

<b>B.</b>	<b>Plan Elements.</b>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
<b>B.2</b>	<b>New Activities – Not Applicable</b>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan See Attached</p>
<b>B.4</b>	<b>Capital Improvements. – Not Applicable</b>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>



C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="padding-left: 20px;">Y   N</p> <p style="padding-left: 20px;"><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
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<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
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D.1	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" style="width: 100%;"> <tr> <td style="padding: 5px;"><b>Fair Housing Goal:</b></td> </tr> <tr> <td style="padding: 5px;"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td style="padding: 10px;"> <p>HRHA will collaborate with other community organizations including the City of Harrisonburg to promote knowledge and awareness of fair housing and the legal requirements. In partnership, it will conduct one community virtual or in-person event to promote Fair Housing and develop marketing material for community residents.</p> </td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td style="padding: 5px;"><b>Fair Housing Goal:</b></td> </tr> <tr> <td style="padding: 5px;"><u>Describe fair housing strategies and actions to achieve the goal</u></td> </tr> <tr> <td style="padding: 10px;"> <p>HRHA and Blue Ridge Legal Services and/or the Virginia Poverty Law Center will conduct a landlord education program to ensure awareness and understanding of Fair Housing and landlord/tenant laws.</p> </td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td style="padding: 5px;"><b>Fair Housing Goal:</b></td> </tr> </table>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<p>HRHA will collaborate with other community organizations including the City of Harrisonburg to promote knowledge and awareness of fair housing and the legal requirements. In partnership, it will conduct one community virtual or in-person event to promote Fair Housing and develop marketing material for community residents.</p>	<b>Fair Housing Goal:</b>	<u>Describe fair housing strategies and actions to achieve the goal</u>	<p>HRHA and Blue Ridge Legal Services and/or the Virginia Poverty Law Center will conduct a landlord education program to ensure awareness and understanding of Fair Housing and landlord/tenant laws.</p>	<b>Fair Housing Goal:</b>
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<b>Fair Housing Goal:</b>								

Describe fair housing strategies and actions to achieve the goal

HRHA Board of Commissioners and staff will participate in Fair Housing training during 2024. HRHA will schedule in-person or remote learning options for Commissioners and staff on Fair Housing.

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

**A. PHA Information.** All PHAs must complete this section. (24 CFR §903.4)

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

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

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

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

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

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

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

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

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

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

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

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

**Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

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

**Significant Amendment/Modification** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan.

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

**B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

**C. Other Document and/or Certification Requirements.**

**C.1 Resident Advisory Board (RAB) comments** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.2 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs, (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154, or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available, (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement, (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section, (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180, (vii) maintains records reflecting these analyses, actions, and the results of these actions, and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations/impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available, works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing, and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**C.4 Challenged Elements** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

**D. Affirmatively Furthering Fair Housing (AFFH).**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing ... " Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D . nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs, identifies any impediments to fair housing choice within those programs, addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document

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

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

## **B.2 New Activities**

Having secured Moving to Work (MTW) plan approval, the Authority plans to expand its project basing of vouchers for the following proposed developments: Lineweaver Annex consisting of 60 one bedroom vouchers; Bluestone Town Center – 75 vouchers consisting of 25 one bedroom vouchers, 25 two bedroom vouchers, and 25 three bedroom vouchers; Commerce Village consisting of 15 one bedroom vouchers and Commerce Village II consisting of 16 one bedroom vouchers, 8 of those expected to be VASH. The project basing of these vouchers will be phased in over the next three years. Expansion of the Authority's project basing will secure necessary housing for voucher participants. HRHA's earlier plans to base vouchers at Simms Point fell through when that development did not receive tax credit financing.

HRHA plans to modify its MTW plan to allow for use of reserve HAP funds for development of an Authority-owned permanent supportive housing (PSH) development of 16 units.

## **B.3 Progress Report**

From 2023-2024, the Authority successfully met or exceeded its annual goals. Accomplishments include the following:

### **A. Implement Moving to Work (MTW) flexibilities to expand housing choice, increase self-sufficiency and improve cost effectiveness**

#### **I. Develop and implement year 1 of MTW activities**

In 2019 HRHA applied to HUD to participate in Cohort 1 of the Moving to Work Expansion authorized by Congress in 2016. In 2020 the Authority was selected by HUD into the MTW program and invited to submit a plan in late 2020. Formal notification of acceptance followed in January 2021. In 2021 HRHA signed off on memorandums of understanding and implementation of new policies, strategies, evaluation plan, and activities to implement the program efficiencies, effectiveness, landlord outreach and retention, self-sufficiency, and rent reform strategies. The Authority submitted the MTW Supplement in Fall 2021 and submitted HUD-requested revisions in January 2022.

HRHA anticipated launching implementation in early 2022, but delays by HUD resulted in not receiving official approval to begin until late November 2022. Details on planned MTW activities can be found in the MTW Supplement. During the wait for approval, HRHA has migrated to a new software platform and trained staff; updated administrative plans and admissions and occupancy plans; and updated the Family Self-Sufficiency (FSS) Action Plan to meet the new FSS Final Rule and incorporate MTW activities. MTW activities were implemented on May 1, 2023. **May 2023**

- Expand engagement and input from residents and program participants. Develop an advisory board of residents to increase guidance and direction received from persons with lived experiences. Hold at least two community engagement events with residents and

program participants. **July 2023 – April 2024**

- Establish an MTW program evaluation plan. Develop in partnership with HUD and other community stakeholders a program evaluation of MTW activities. Create a monthly and annual report on outcomes and impacts of MTW flexibilities. **December 2023**
- Participate in an accreditation process to ensure services and processes meet ethical and performance standards. HRHA had anticipated beginning the certification process and receiving the designation by the end of 2022. However, MTW changes and delays, migration to a new database and reporting software, opportunities to build new housing and renovate existing housing, staff turnover, and other challenges have postponed this goal. The certification process is time limited and so will have to wait until staffing is adequate to complete it in the time allowed. **December 2024 – December 2025**

## **B. Increase Housing Opportunities**

1. Expand housing opportunities for very low and extremely low income families by increasing permanent supportive housing (PSH) options by project basing the maximum allowed/ available vouchers for chronically homeless, highly vulnerable individuals and families. **Fall 2024**

- In October 2021 HRHA reapplied for Virginia Department of Housing and Community Development Affordable and Special Needs Housing funds to renovate 60 units at its Lineweaver Annex apartments. Notice of funding award was received in January 2022. Planned renovations to the 30-year-old structure include energy efficiency upgrades to the building and apartment units and project basing 20 vouchers with permanent supportive services there in collaboration with the Harrisonburg-Rockingham Community Services Board and Valley Associates for Independent Living. Planning, design, and renovations are expected to take roughly a year followed by implementation of supportive services. Delays have been due to lack of contractor availability. HRHA is currently awaiting bids. This project preserves affordable housing units in the city and increases the number of PSH units. **September 2023 – August 2024**
- After an RFP process, in April 2022 HRHA awarded 15 PBVs that require supportive services to an apartment development in Harrisonburg City. Unfortunately, the tax credit financing for that development fell through and the PBVs were not placed.
- The Authority actively seeks diversification of HRHA owned properties outside the Northeast neighborhood. HRHA continues to meet with City staff and outside developers to pursue housing development options within the City or County. Currently HRHA and private developer EquityPlus have an operating agreement to build 897 units in a mixed-income, mixed-use town center-style development on the western edge of Harrisonburg. The development will include workforce for sale and rental housing as well as PSH units for the elderly/disabled and will be built over 10 years. HRHA moved through the rezoning, planning commission, and city council approval process during 2022, and the Bluestone Town Center development was approved in February 2023. **Fall 2024**
- HRHA is moving ahead with constructing 16 one-bedroom units of permanent supportive housing that will meet EarthCraft building standards. The Commerce Village Annex PSH

development will house the elderly, veterans, and those with disabilities or serious mental illness with incomes at or below 60 percent of the median income. It will have rent and income restrictions, but no age restrictions. This development will provide onsite supportive services for residents in collaboration with the Harrisonburg-Rockingham Community Services Board and Valley Associates for Independent Living. **December 2024**

- HRHA has established a collaboration with Pleasant View Inc., which offers residential support programs, to sublease two homes with three or four bedrooms each and two apartment units with two bedrooms each for its voucher holders to rent. HRHA is providing property management services, and local agencies Our Community Place and the Harrisonburg Rockingham Community Services Board are providing supportive services. **Ongoing**

2. Apply for additional Housing Choice Vouchers to expand VASH, Mainstream Non-Elderly Disabled, and Family Unification Program with the expansion goal of at least 120 additional vouchers within the next 5 years. When available, apply in partnership with community stakeholders (Community Services Board, Social Services, Valley Associates for Independent Living, Western Virginia Continuum of Care, etc.) to address the special needs population within the local jurisdiction. **Fall 2024**

- In 2020 HRHA received its SEMAP score from HUD maintaining its high performance status. Due to CARES Act flexibilities and becoming an MTW agency, HRHA is not required to submit any further SEMAP submissions.
- HRHA applied for and was awarded a HUD 2023 Multi-Family Service Coordinator grant award of \$78,321 for 1.5 positions at the Lineweaver Annex and J.R. Polly Lineweaver apartments. HRHA will continue its contract with Valley Associates for Independent Living for coordinator services.
- In 2022, HRHA applied for and received a Family Self-Sufficiency (FSS) grant of \$63,000 from HUD to support services to Franklin Heights project-based housing and Housing Choice Voucher (HCV) participants for calendar year 2023.
- HRHA continues fine tuning and updating the landlord portal on its website and keeping the information there up to date. A primary staff contact has been assigned to each landlord. As of July 1, 2022, the Authority had secured housing for 94 new families. The Authority's MTW activities include landlord incentives such as security deposits; additional damage coverage; payment to hold empty units; and bonuses for referring new landlords, new landlords signing, and a new contract bonus. MTW flexibilities will allow more landlord outreach, education, and recruiting as well as housing search help. In July 2023, HRHA hosted a landlord training event to go over required HUD updates for the inspection of subsidized units. A landlord newsletter went out as well, the first of regularly planned communications with all landlords.
- Using HCV administrative fees, HRHA in May hired a full time Occupancy Specialist to improve the intake and admission process for program participants. It is anticipated that the position will also assist in conducting outreach to improve utilization of mainstream nonelderly and family unification program vouchers.
- In 2022 HRHA received \$140,000 from the City of Harrisonburg's Community

Development Block Grant for the debt servicing of Franklin Heights.

- In 2019 HRHA received \$25,000 from the City of Harrisonburg's Community Development Block Grant and used those funds to help seven households become first time homebuyers in the City of Harrisonburg. HRHA closed out that grant in November 2021.
- In 2020 HRHA received \$24,000 from the City of Harrisonburg's Community Development Block Grant to assist first time home buyers at 120 percent or less of the median family income in providing down payment and closing cost assistance to purchase a home in the City of Harrisonburg. HRHA has used those funds to help three households close on homes so far. Funding has been extended for use until December 2023.
- In 2022 HRHA received \$24,000 from the City of Harrisonburg's Community Development Block Grant to assist first time home buyers at 120 percent or less of the median family income in providing down payment and closing cost assistance to purchase a home in the City of Harrisonburg. This grant will be used when 2020 Block Grant funds are closed out.
- FSS participants have continued to take classes for job and career training, such as GED, certifications/technical training, and healthcare certifications through Blue Ridge Community College and Eastern Mennonite University. HRHA received a SentaraCares grant for \$23,000 for adult job skills and career training. Funds were used to purchase 10 laptops for student use in courses. Twelve students are enrolled in courses or plan to enroll and/or are using laptops for courses or jobs. In addition, 10 spots have been reserved in the Shenandoah Community Capital Fund's business boot camp for the coming year. **Ongoing.**
- In 2023 HRHA applied for additional mainstream, stability, and VASH vouchers.

3. Partner with the City of Harrisonburg and other community based organizations to expand and affirmatively further Fair Housing. **Fall 2024**

- From July 2020 to June 2021, 12 staff attended fair housing training, two staff earned property management certificates, and one earned fair housing certification.
- From July 2021 to June 2022, seven staff attended fair housing training, one earned a property management certificate, and one earned a fair housing certificate.
- From July 2022 to June 2023, 10 staff attended fair housing training, four earned a property management certificate, and one earned a fair housing certificate.

4. Continue dialogue and participation in training when available and in partnership with local community organizations such as the Northeast Neighborhood Association and Faith in Action to address social justice and racial reconciliation issues as they relate to housing and neighborhood revitalization. **On-going, annually**

- In 2021 two staff attended trainings on trauma-informed care.
- In June 2022, HRHA joined a coalition of eight other public housing agencies to become more mental health resilient. The program is in partnership with the Medical College of Virginia Eastern Shore and Old Dominion University and focuses on education and



training for residents and staff.

- In June 2023 six HRHA staff attended “Improving health outcomes in Income Assisted Housing” provided by Eastern Virginia Medical School and Old Dominion University. Information obtained will be used to help develop resident councils and a community advisory board. A small workgroup of HRHA staff are developing the initiative.
- Seven HRHA staff attended a Mental Health First Aid Training course facilitated by The Harrisonburg Rockingham Community Services Board.
- HRHA in partnership with James Madison University and community volunteers held its third annual community dinner celebrating the Kelley Street garden in July 2023. The event included a chef’s cooking demonstration and recognition of the master gardeners and volunteers who made the garden and the event possible.

5. Implement a communication plan that promotes housing for very low and extremely low income families and facilitates community support to address the needs of the most vulnerable in our community. **Ongoing, annually**

- In 2023 HRHA continued using its website, implemented regular Facebook postings, and distributed bi-monthly newsletters about the Authority’s programs and initiatives and also promoted the need for affordable housing in the community.
- HRHA has an online feedback form on its website and a customer satisfaction form to improve communication with residents and community members.
- In 2023 HRHA partnered with Schewels Furniture and Town and Country Furniture to distribute slightly dented furniture to families in Franklin Heights.
- In 2023 HRHA continued its partnership with the Medical Suitcase Clinic to make Commerce Village a mobile site for health care assistance.
- In Fall 2022 to Spring 2023 HRHA continued to hold COVID vaccination clinics at Lineweaver and Commerce Village apartments where a majority of residents received vaccinations. The clinics were held in partnership with the Central Shenandoah Health District and the Harrisonburg Fire Department.
- In 2020 HRHA received \$5,800 in donations and grants for development of a community garden for Harrison Heights residents. Raised beds were built and planting days held in each Spring since 2021 with donations and help from many local groups and businesses. A celebration dinner each July featured a JMU Dining chef demonstration of recipes using garden produce. Work days were held to close and reopen the garden. **Ongoing**
- In 2023 the FSS program continued referring dozens of participants to local transportation nonprofit Way to Go. The Way to Go team connected participants with gas vouchers, covered oil changes and repairs, provided shuttle service to work, and awarded a few participants with vehicles of their own. **Ongoing**
- In community outreach and collaboration this year, HRHA staff members have led local Eastern Mennonite University students on a tour of housing and the issues affecting affordable housing; addressed the American Association of University Women about housing the Authority is building and issues affecting affordable housing locally, statewide, and nationally; collaborated with James Madison University copyediting students in editing and proofreading policies and procedures for the Admissions and Continued Occupancy updates; conducted training on the board’s role and responsibilities

for fellow housing nonprofit Bridge of Hope; spoken to the Migrant Education Program staff at James Madison University; and served on the Healthy Community Collaborative and its steering committee. **Ongoing**

6. Address homelessness – In partnership, ensure that homelessness is brief, rare and nonrecurring.

- In March 2023 HRHA received \$24,268 from HUD for Continuum of Care (CoC) Planning services and \$84,072 for the Homeless Management Information System (HMIS) service. HRHA uses these monies to fund a full-time CoC Coordinator and a full-time HMIS Coordinator, as well as support the cost of licensing, training, and equipment for operating the HMIS program for the Western Virginia CoC.
- In March 2023, HRHA received \$277,164 in Community Development Block Grant funds from the Department of Housing and Community Development to support non-congregate shelters in the Western CoC. These projects serve victims of domestic violence, individuals experiencing homelessness who need housing post-hospitalization, and youth experiencing homelessness.
- In July 2022, HRHA received Special Fee funding to support an Occupancy Specialist. The specialist will perform outreach, intake, processing and housing search help and coordinate the efforts of the CoC and collaborating agencies to increase use of FUP/FYI vouchers.
- HRHA continues to collaborate with the City of Harrisonburg and its new Housing Coordinator in implementing recommendations from the January 2021 Housing Needs Study. **Ongoing**
- HRHA continues to collaborate with Faith in Action, local elected officials, and community stakeholders to develop a coordinated response to the affordable housing crisis in our community. **Ongoing**
- In 2023 HRHA maintained its Homebuyer Center for residents to access important information for their progress to home ownership and find support for taking their next steps.

# PHA Name : Harrisonburg

PHA Code : VA014

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 1/1/2024

PHA Program Type: Housing Choice Voucher (HCV) only

MTW Cohort Number: MTW Flexibility for Smaller PHAs

MTW Supplement Submission Type: Annual Submission

## B. MTW Supplement Narrative.

The Harrisonburg Redevelopment and Housing Authority (HRHA) is a progressive agency experienced in providing housing for individuals with extremely low incomes, developing affordable housing, building community and coalitions, and revitalizing neighborhoods. HRHA is a leader in advocating for affordable housing and empowering self-sufficiency for residents. It provides service coordination or peer support services at all its residential properties.

HRHA's vision for the Moving to Work (MTW) program is to proactively identify, develop, and implement evidence-based housing policies that address local needs; increase self-sufficiency outcomes for participants; provide greater mobility and access to housing options, including supportive services; and promote efficiency and efficacy throughout service delivery and operations.

In May 2023, HRHA implemented a rent reform and incentive program that encourages and supports participant self-sufficiency and increases landlord involvement through community based services and incentives. Higher voucher use and retention, increased landlord participation and retention, and decreased administrative burden improve cost effectiveness. MTW participation allows HRHA to adapt to change and develop local solutions to address housing and self-sufficiency challenges. MTW goals and activities are:

### 1. Improve Program Cost Effectiveness & Reduce Administrative Burden

- Accept partner agencies' inspections to meet Housing Quality Standard (HQS) requirements. Using the Harrisonburg-Rockingham Community Services Board's (HRCSB) certified HQS inspectors saves staff time by collaborating with a known, qualified agency to conduct inspections. This partnership increases HRHA efficiency and allows staff to focus on more critical tasks that benefit tenants, to increase strategic initiatives, and to better coordinate efforts.
- HRHA has reduced the frequency of household certifications so participants keep more of their income increases. This activity also reduces the burden on participants and Housing Choice Voucher (HCV) specialists in processing paperwork. A triennial certification schedule and limited interim certifications of one annually save costs as interims previously were extremely time consuming for staff and stressful for residents. Tenants have a longer time with consistent rent to allow better financial planning and housing security as well as a greater ability to save for life goals. The paperwork burden on voucher holders is less without having to submit income and employment changes for incremental fluctuations. Tenants are grouped into a logical certification schedule and still allowed to request interim certification if needed.
- Rent for all non-elderly non-disabled households has been simplified to:
  - o Minimum rent raised from \$50 to \$100;
  - o Total tenant payment raised to 35 percent of income, saving both time and money for participants and HRHA;
  - o Child care deductions for non-elderly/non-disabled households are eliminated;
  - o Utility allowance schedule has been simplified.

With these changes, rent calculations are more clear for tenants and save tenants' time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or train in possible new areas or expanded services. Simplified paperwork benefits landlords by determining household eligibility more quickly. Higher minimum rent encourages employment. Hardship exceptions are allowed if changes create a rent burden.

- Documentation of assets over \$50,000 only is required, saving time for staff and the majority of tenants whose assets are below a level that makes a difference in qualifying for support.
- Earned income disallowance is eliminated and school grants and school funding of all kinds are excluded from income for all non-elderly non-disabled households. This applies to students of any age, attending full time or part time. Scholarships; financial aid; grants and contributions from any source, including family members; work study income; and all other funding will be excluded and not counted as income. For non-student household members, income from dependents 20 and younger will not be included in the rent calculation. Wage income from household members 21 and older will be counted. This change saves staff and tenant time tracking receipts and doing repeated, changing calculations that do not significantly change tenants' situations.
- The portability term in Franklin Heights units is raised from one year to two years, increasing the initial term of housing stability for residents and decreasing the administrative burden for staff after initial intake.

### 2. Increase Participant Self-Sufficiency

- The Family Self-Sufficiency (FSS) escrow model has been replaced with a Goal Rewards Program where participants earn immediate cash incentives for reaching milestones related to income, finance, education, health, employment, and other self-sufficiency goals. Incentives immediately reward participants for progress and inspire them to take the next steps. Participants have the choice to receive the incentive directly by check or deposit it into an HRHA managed savings account. Increases in income are not recorded and will not contribute to increases in escrow. Incentives are based on maintaining and earning income but not directly tied to increases in income from start of program. Participants will save faster for life goals while preserving the ability to access savings if necessary. The new Goal Rewards Program includes 36 continuing or new FSS participants. Four continuing participants chose to remain in the traditional escrow system. Others are still deciding at this early stage of implementation or awaiting meetings with FSS coordinators. Participants are excited about the cash incentives. They are more motivated to move forward with personal goals such as buying a home, improving credit scores, and pursuing higher education.
- A new participant-driven coaching model better supports and empowers participants in meeting goals. This coaching model gives participants more ownership of their path forward while still providing guidance. It increases

collaboration and trust between staff and participants to make progress toward goals. These changes shift the agency-participant relationship away from rule enforcement and toward life coaching. FSS staff help participants clarify program goals based on their needs, abilities, and skills.

- Provide coaching support up to six months after a participant graduates from the FSS program. Continued support provides stability and familiarity during the challenges of transition, increasing participants' chances of success by maintaining a trusted relationship.

### 3. Increase Housing Choice

- Expanded landlord recruitment and retention efforts are offering:

- o Security deposits up to one month's contract rent, once per tenant

- o Rent for empty units for one month

- o Damage coverage beyond the security deposit up to one month's rent

- o Payment incentives including a referring landlord bonus of \$250; a new landlord signing bonus of \$250; and a new contract bonus of \$250

These incentives increase retention of current landlords and attract new ones by reducing risk of loss. Security deposits make landlords more willing to hold units for voucher participants. A larger reliable pool of landlords helps HRHA house more families more quickly and reduce its large waiting list.

- 1BR payment standard is raised to 120 percent of FMR. Accessible unit payment standard is 140 percent for units of all sizes for households requiring those features. HRHA determines if units qualify. This increases housing choice in local tight rental market, especially for high demand 1BR units and scarce accessible units. It also is an incentive for current and prospective landlords.

- Provide more help with the housing search, including one-on-one support in locating affordable rentals. Cost is covered by funding flexibilities. Targeted help will result in faster and better matches of renters to available units. These efforts fill empty units more quickly, improving long term relationships with landlords. HRHA may use funding flexibility to add a dedicated housing locator to customize housing searches to clients' needs.

- Increase the flexibility to project-base voucher (PBV) rental assistance up to the 50 percent maximum. This allows HRHA to project base more vouchers, increasing housing options and units available for those with extremely low income. Allows for increased access for scarce units, such as accessible one bedroom units. HRHA expects it to create additional permanent supportive housing units, increase administrative efficiencies, and house tenants more quickly when appropriate units are available.

- Remove limits to the number of PBV units in property buildings, allowing HRHA to increase the number of units in a building without HUD approval. This change increases units available for extremely low income individuals needing deep rental assistance and allows more flexible use of units and increased choice for tenants.

- The procurement process for HRHA owned units is eliminated. This allows HRHA to use project-based vouchers to assist in renovating Authority owned properties. The reduces development costs and increases efficiencies in renovating or developing new units in Harrisonburg's tight housing market.

- HRHA will use \$100,000 of its HCV housing assistance payment reserves as gap funding to develop a 16-unit permanent supportive housing project located on Commerce Drive, Harrisonburg VA. The activity will expand housing choice and house our most vulnerable – those chronically unhoused needing supportive services and veterans. The Martinsburg VA Medical Center has provided a letter of support for VASH vouchers to be used at the site. HRHA is adding this activity within the MTW Safe Harbor.

**C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).**

<b>1. Tenant Rent Policies</b>	
f. Minimum Rent (HCV)	Currently Implementing
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Currently Implementing
j. Alternative Utility Allowance (HCV)	Currently Implementing
n. Utility Reimbursements (HCV)	Currently Implementing
s. Elimination of Deduction(s) (HCV)	Currently Implementing
w. Alternative Income Inclusions/Exclusions (HCV)	Currently Implementing
<b>2. Payment Standards and Rent Reasonableness</b>	
b. Payment Standards- Fair Market Rents (HCV)	Currently Implementing
<b>3. Reexaminations</b>	
b. Alternative Reexamination Schedule for Households (HCV)	Currently Implementing
d. Self-Certification of Assets (HCV)	Currently Implementing
<b>4. Landlord Leasing Incentives</b>	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Currently Implementing
b. Damage Claims (HCV-Tenant-based Assistance)	Currently Implementing
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Currently Implementing
<b>5. Housing Quality Standards (HQS)</b>	
a. Pre-Qualifying Unit Inspections (HCV)	Currently Implementing
c. Third-Party Requirement (HCV)	Currently Implementing
<b>6. Short-Term Assistance</b>	
<b>7. Term-Limited Assistance</b>	
<b>8. Increase Elderly Age (PH &amp; HCV)</b>	
<b>9. Project-Based Voucher Program Flexibilities</b>	
a. Increase PBV Program Cap (HCV)	Currently Implementing
b. Increase PBV Project Cap (HCV)	Currently Implementing
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Currently Implementing
h. Limit Portability for PBV Units (HCV)	Currently Implementing
<b>10. Family Self-Sufficiency Program with MTW Flexibility</b>	
d.HCV Modify or Eliminate the Contract of Participation (HCV)	Currently Implementing
e.HCV Policies for Addressing Increases in Family Income (HCV)	Currently Implementing
<b>11. MTW Self-Sufficiency Program</b>	
<b>12. Work Requirement</b>	
<b>13. Use of Public Housing as an Incentive for Economic Progress (PH)</b>	
<b>14. Moving on Policy</b>	
<b>15. Acquisition without Prior HUD Approval (PH)</b>	
<b>16. Deconcentration of Poverty in Public Housing Policy (PH)</b>	
<b>17. Local, Non-Traditional Activities</b>	
c. Housing Development Programs	Plan to Implement in the Submission Year

**C. MTW Activities Plan that Harrisonburg Plans to Implement in the Submission Year or Is Currently Implementing**

<b>1.f. - Minimum Rent (HCV)</b>
Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative The minimum rent is set at \$100 for all non-elderly, non-disabled households. Along with the total package of tenant rent

policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Increased minimum rent is offset to some degree by other changes and may encourage employment. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased revenue

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies only to selected family types

**Please select the family types subject to this MTW activity.**

Non-elderly, non-disabled families

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

Provided Already

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does the MTW activity require an impact analysis?**

Provided Already

**How much is the minimum rent or minimum Total Tenant Payment (TTP)?**

\$100.00

**1.h. - Total Tenant Payment as a Percentage of Gross Income (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Raising TTP to 35 percent for all non-elderly non-disabled households and elimination of deductions for expenses, with some changes to income inclusions and exclusions. See Impact Analysis 1 for data. Legislation proposed in 2018 for HUD requested a 35 percent threshold: "(A) RENTS FOR FAMILIES.—Except as provided otherwise in this paragraph, a family shall pay as monthly

rent for a dwelling unit assisted under this Act (other than dwelling units receiving tenant-based assistance under sections 8(o), 8(t), or 8(y)), the higher of— “(i) 35 percent of the family’s monthly income; or “(ii) 35 percent of the amount earned by an individual working 15 hours a week for four weeks at the federal minimum wage...” Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Increased TTP is offset by other changes, and overall changes are designed to encourage employment for residents and increase efficiency for staff. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies only to selected family types

**Please select the family types subject to this MTW activity.**

Non-elderly, non-disabled families

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

Provided Already

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

Yes

**What is the status of the Safe Harbor Waiver request?**

The waiver was previously approved.

**Please describe the extent to which the Safe Harbor Waiver is supporting the MTW agency's goal in implementing this MTW activity.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW activity require an impact analysis?**

Provided Already



**What percentage of income will equal the Total Tenant Payment (TTP)?**

35.00%

**What is the income basis for calculating Total Tenant Payment?**

This activity uses a different definition of income because we are using the following MTW waivers (check all that apply)

1.r. and/or 1.s. "elimination of deductions"; 1.v. and/or 1.w "alternative inclusions and exclusions"

**1.j. - Alternative Utility Allowance (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

HRHA uses one utility allowance for all unit types. Allowance still varies by bedroom size and by whether unit rent includes utilities. PBV units may have a separate utility allowance. Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Alternate utility allowance is balanced by other changes. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness; Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Please describe the alternative method of calculating the utility allowances. Please explain how the method of calculating utility allowances is different from the standard method and what objective the MTW agency aims to achieve by using this alternative method.**

HRHA uses one utility allowance for all unit types. Allowance still varies by bedroom size and by whether unit rent includes utilities. PBV units may have a separate utility allowance. Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**1.n. - Utility Reimbursements (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Utility reimbursements under \$20 per month are eliminated. Along with the total package of tenant rent policy changes,

these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. Eliminating utility reimbursements under \$20 is balanced to some degree by other changes. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**1.s. - Elimination of Deduction(s) (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Deductions for unreimbursed childcare expenses are eliminated for all non-elderly non-disabled households. Along with the total package of tenant rent policy changes, these simplifications make rent calculations more understandable for tenants and still allow hardship exceptions if necessary. This expense is claimed by under 3 percent of households. Eliminating deductions is balanced by other changes. The changes save tenant time and in many cases lower costs. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies only to selected family types

**Please select the family types subject to this MTW activity.**

Non-elderly, non-disabled families; Other – another specifically defined target population or populations.

**If Other Selected in Previous Question: Please describe this target population in the text box.**

Applies to all tenant based units and project based vouchers

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

Provided Already

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

Yes

**What is the status of the Safe Harbor Waiver request?**

The waiver was previously approved.

**Please describe the extent to which the Safe Harbor Waiver is supporting the MTW agency's goal in implementing this MTW activity.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW activity require an impact analysis?**

Provided Already

**Which deduction(s) will be eliminated, modified, or added?**

Unreimbursed childcare costs

**1.w. - Alternative Income Inclusions/Exclusions (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Simplifying reporting and verification of income by excluding incomes that are challenging to verify or calculate but have little impact on households in terms of what they can afford. Applies to all non-elderly non-disabled households. Eliminate the earned income disallowance and exclude school grants and school funding of all kinds from income. This applies to students of any age, attending full time or part time. Scholarships; financial aid; grants and contributions from any source, including family members; work study income; and all other funding will be excluded and not counted as income. For non-student household members, income from dependents 20 and younger will not be included in the rent calculation. Wage income from household members 21 and older will be counted. This change saves staff and tenant time tracking receipts and doing repeated, changing calculations that do not significantly change tenants' situations. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness; Self-sufficiency

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies only to selected family types

**Please select the family types subject to this MTW activity.**

Non-elderly, non-disabled families

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

Yes

**What is the status of the Safe Harbor Waiver request?**

The waiver was previously approved.

**Please describe the extent to which the Safe Harbor Waiver is supporting the MTW agency's goal in implementing this MTW activity.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**What inclusions or exclusions will be eliminated, modified, or added?**

Eliminate the earned income disallowance and exclude school grants and school funding of all kinds from income for students of any age. For non-student household members, wage income from dependents 20 and younger will not be included in the rent calculation. Wage income from household members 21 and older will be counted in the rent

calculation. Applies to non-elderly non-disabled households.

**2.b. - Payment Standards- Fair Market Rents (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Payment standard is 120 percent of FMR. Accessible unit payment standard is 140 percent for all sized units for tenants requiring those features. Although this change increases agency expenses, agency can manage the increase. This change increases housing choice in local tight rental market, especially for high demand 1BR units and scarce accessible units of any size. It also serves as an incentive for current and prospective landlords to participate. With 14 households searching for a 1BR unit, and 938 total households on the 1BR waiting list, this attempt to increase housing choice and number of accessible units is necessary in our tight rental market. HRHA will determine if units qualify as accessible using the following criteria: a unit that is designed and built to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. HRHA will accept Type A or Type B units as classified within ANSI Section 1003 and ICC/ANSI A117.1, as amended.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

Provided Already

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

Yes

**What is the status of the Safe Harbor Waiver request?**

The waiver was previously approved.

**Please describe the extent to which the Safe Harbor Waiver is supporting the MTW agency's goal in implementing this MTW activity.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW activity require an impact analysis?**

Provided Already

**Please explain the payment standards by FMR:**

Currently for 2023, HRHA's payment standards (120 percent) are \$936 for a 1BR unit; \$1,232 for a 2BR; \$1,639 for a 3BR; \$2,099 for 4BR; \$2,413 for 5BR.

Accessible unit payment standards (140 percent) are: \$1,092 for a 1BR unit; \$1,438 for a 2BR; \$1,912 for a 3BR; \$2,449 for a 4BR; \$2,703 for a 5BR.

### **3.b. - Alternative Reexamination Schedule for Households (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Household reexaminations once every 3 years. Interim decreases once per year when there is a 20 percent or more decrease of gross income for household total income. Households without employment income or social security (earned) received by head of household or co-head (zero income households) will have an interim when new income begins. Applies to all tenant based units and all properties with project based vouchers. Interim policy applies to everyone right away. Triennials kick in one year after new admission. Reducing the frequency of household certifications allows participants to keep more income increases. It also reduces the burden on both participants and Housing Choice Voucher (HCV) specialists in acquiring, submitting, and processing paperwork. Currently interims are extremely time consuming for HCV staff and stressful for resident families.

From July to December 2021, 333 interims were completed. 17 percent were household composition changes, rent increases, and other reasons. 37 percent were income increases. 46 percent were income decreases. Of the decreases, 11 percent were for 10 percent or less; 11 percent were for 10-20 percent; and the rest were over 20 percent. Setting a 20 percent threshold would not negatively affect a significant number of residents and would greatly increase staff efficiency. Legislation proposed in 2018 for HUD requested a 20 percent or more decrease as threshold: "Except as provided in clause (ii) and upon the request of a family, a public housing agency or owner is only required to conduct an interim reexamination of income if the family's income has decreased by 20 percent or more."

This change gives tenants a longer time with consistent rent to allow for better financial planning and housing security. The paperwork burden on voucher holders will lessen if they do not have to submit income and employment changes for incremental increases and fluctuations. Tenants will have a greater ability to save for and accomplish life goals such as pursuing education and rent independence or home ownership. HRHA will group tenants into a logical certification schedule while still allowing tenants to request certification if needed. Improved staff efficiency will allow planning for new initiatives or needed training in existing or new areas of focus.

**Which of the MTW statutory objectives does this MTW activity serve?**

Self-sufficiency; Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

Provided Already

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

Yes

**What is the status of the Safe Harbor Waiver request?**

The waiver was previously approved.

**Please describe the extent to which the Safe Harbor Waiver is supporting the MTW agency's goal in implementing this MTW activity.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW activity require an impact analysis?**

Provided Already

**What is the recertification schedule?**

Once every three years

**How many interim recertifications per year may a household request?**

1

**Please describe briefly how the MTW agency plans to address changes in family/household circumstances under the alternative reexamination schedule.**

Interim decreases once per year when there is a 20 percent or more decrease of gross income for household total income. For zero income households an interim occurs when new income begins, or after 3 months of zero income an interim will be completed with income from previous certification.

**3.d. - Self-Certification of Assets (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

At reexamination, the agency allows the self-certification of assets up to \$50,000. Reduced documentation requirements are cost effective by reducing staff time for processing, a primary goal, though in a secondary way, self reporting may empower and promote self sufficiency. Reducing documentation saves time for staff and the majority of tenants whose assets are below a level that makes a difference in qualifying for support. Decreased staff paperwork allows more time to work with tenants, explore new projects, or participate in training in possible new areas or expanded services.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Please state the dollar threshold for the self-certification of assets.**

\$50,000.

**4.a. - Vacancy Loss (HCV-Tenant-based Assistance)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Vacancy loss of one month contract rent for the prior lease, upon execution of a new HAP contract. The only exclusions are unit changes within the same owner's portfolio. These incentives increase retention of current program landlords and attract new landlords by reducing risk of monetary loss, in this case for the time units are vacant. A larger reliable pool of landlords helps HRHA house more families more quickly and possibly reduce its large waiting list in our tight rental market.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased revenue; Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)**

To all units

**What is the maximum payment that can be made to a landlord under this policy?**

\$Equivalent of one month of contract rent of the prior lease.

**How many payments were issued under this policy in the most recently completed PHA fiscal year?**

0

**What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?**

\$0

#### **4.b. - Damage Claims (HCV-Tenant-based Assistance)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Payment of up to one month of contract rent for damage claims, if cost of repairs exceeds security deposit, upon execution of a new HAP contract. Landlords must show intention to collect from household sufficient for HCV to hold household accountable to termination if needed. These incentives increase retention of current program landlords and attract new landlords by reducing risk of monetary loss. This incentive compensates for needed repairs or damages beyond the security deposit. A larger reliable pool of landlords helps HRHA house more families more quickly and possibly reduce its large waiting list in our tight rental market.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased revenue; Increased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**



The MTW activity applies to all family types
<b>Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</b> The MTW activity applies to all tenant-based units
<b>Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.</b> Activity has just been implemented in the past 2 months. The next submission will contain an update.
<b>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</b> No
<b>Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)</b> To all units
<b>What is the maximum payment that can be made to a landlord under this policy?</b> \$Equivalent of one month of contract rent for prior lease.
<b>How many payments were issued under this policy in the most recently completed PHA fiscal year?</b> 0
<b>What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?</b> \$0

<b>4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)</b>
<b>Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative</b> Payment incentives including a referring landlord bonus of \$250; a new landlord signing bonus of \$250; a new contract bonus of \$250; and a security deposit, one time per tenant, of up to one month's rent. These incentives increase retention of current program landlords and attract new landlords by reducing risk of monetary loss. Incentives compensate for the time units are vacant and for needed repairs or damages beyond the security deposit. Security deposits make landlords more willing to hold units for voucher participants. A larger reliable pool of landlords helps HRHA house more families more quickly and possibly reduce its large waiting list in our tight rental market.
<b>Which of the MTW statutory objectives does this MTW activity serve?</b> Housing choice
<b>What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</b> Increased revenue; Increased expenditures
<b>Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</b> The MTW activity applies only to a subset or subsets of assisted households
<b>Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?</b>

New admissions and currently assisted households
<b>Does the MTW activity apply to all family types or only to selected family types?</b> The MTW activity applies to all family types
<b>Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?</b> The MTW activity applies to all tenant-based units
<b>Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.</b> Activity has just been implemented in the past 2 months. The next submission will contain an update.
<b>Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?</b> No
<b>Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program)?</b> To all units
<b>What is the maximum payment that can be made to a landlord under this policy?</b> \$Equivalent of up to one month of rent.
<b>How many payments were issued under this policy in the most recently completed PHA fiscal year?</b> 0
<b>What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?</b> \$0

<b>5.a. - Pre-Qualifying Unit Inspections (HCV)</b>
<b>Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative</b> Pre-qualifying unit inspections increase HRHA efficiency, cost savings, and housing choice by allowing greater flexibility for lease up for the tenant and reducing unnecessary costs for re-inspections. HRHA expects this activity to increase ability of households to access housing, expand utilization, and reduce inspection costs.
<b>Which of the MTW statutory objectives does this MTW activity serve?</b> Cost effectiveness; Housing choice
<b>What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.</b> Neutral (no cost implications)
<b>Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?</b> The MTW activity applies to all assisted households
<b>Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about</b>

**what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**How long is the pre-inspection valid for?**

The pre-inspection is valid for 60 days.

**5.c. - Third-Party Requirement (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

This third -party inspection collaboration saves staff time by using a known, qualified agency to conduct inspections. The Harrisonburg-Rockingham Community Services Board (HRCSB) has certified HQS Inspectors on staff, and HRHA is looking to them for partner inspections. This partnership increases HRHA efficiency and frees some staff time to focus on more critical tasks that benefit tenants, to increase strategic initiatives, and to better coordinate efforts. This change allows HRHA to operate more efficiently and strategically to serve its mission and focus on any new opportunities that arise.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Please explain or upload the description of the quality assurance method:**

Following will explain the quality assurance method

This policy provides authority for the HCVP manager to develop and implement procedures for the conduct of regularly scheduled quality control of other agencies' inspections. The HCVP manager will establish the sampling size and frequency within the procedures and designate the QC inspector roles and responsibilities. The executive director is the designated approval authority for HCVP QC procedures.

No document is attached.

**9.a. - Increase PBV Program Cap (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

This flexibility allows HRHA to expand the number of vouchers available to project base, which will increase the number of housing options and units available for those with extremely low income. This change allows for increased access for hard to find units, such as accessible one bedroom units. HRHA anticipates it will allow for the development of additional permanent supportive housing units. It also increases administrative efficiencies for HRHA and allows tenants to be housed more quickly when appropriate units are available. Project basing also preserves existing affordable housing allowing for redevelopment of aging out housing developments.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness; Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased revenue

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**What percentage of total authorized HCV units will be authorized for project-basing?**

50.00%

**9.b. - Increase PBV Project Cap (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Increasing PBV project caps allows HRHA to increase the number of units within a building without HUD approval. It provides for more flexible use of housing units and increased choice for tenants. This change will increase the number of units available for extremely low income individuals needing deep rental assistance. It will also preserve existing affordable housing allowing for redevelopment of aging out housing developments.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness; Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Increased revenue

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**9.c. - Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

This change allows HRHA to use project based vouchers to assist in renovating HRHA owned properties. The elimination reduces development costs and increases efficiencies for HRHA in renovating or developing new units. Simplifying procurement saves administrative time and costs in the long run. It also preserves existing affordable housing allowing for redevelopment of aging out housing developments.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness; Housing choice

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**9.h. - Limit Portability for PBV Units (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

Restrict moves from PBV units in Franklin Heights properties for 24 months. This change increases the initial term of housing stability for residents and decreases the administrative burden for staff after initial intake. The extended time from one to two years allows for potential increase in household self-sufficiency due to the ability to participate in the Family Self-Sufficiency program. If tenants move out of Franklin Heights, they may not be able to continue in the program if space is not available. Participants still retain the ability to request a tenant-based voucher for reasonable accommodation

according to existing rules as outlined in existing agency HCV administrative plan.

**Which of the MTW statutory objectives does this MTW activity serve?**

Cost effectiveness

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on**

what you know today.

Decreased expenditures

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies to all family types

**Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?**

The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers

**Please describe which tenant-based units and/or properties with project-based vouchers participate in the MTW activity.**

Franklin Heights properties

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

#### **10.d.HCV - Modify or Eliminate the Contract of Participation (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

HRHA modified the FSS contract of participation to reflect the removal of the traditional escrow model and the implementation of the new Goal Rewards Model. This involves modifying the following sections in the FSS Contract: FSS Escrow Account; Withdrawal of Funds from FSS Escrow Account; Loss of FSS Escrow Account; and HA Responsibilities. This change is part of a shift to a participant-driven coaching model that gives participants more empowerment and ownership of their path forward while still providing needed guidance. It increases collaboration and trust between staff and participants to make progress toward goals. These changes shift the agency-participant relationship away from rule enforcement and toward life coaching. FSS staff help participants clarify program goals based on their needs, abilities, and skills.

**Which of the MTW statutory objectives does this MTW activity serve?**

Self-sufficiency

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?**

New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**

The MTW activity applies to all family types

**Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?**

The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers

**Please describe which tenant-based units and/or properties with project-based vouchers participate in the MTW activity.**

Households participating in the FSS program

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

Activity has just been implemented in the past 2 months. The next submission will contain an update.

**Does this MTW activity require a hardship policy?**

No

No document is attached.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does the MTW activity require an impact analysis?**

No

No document is attached.

**10.e.HCV - Policies for Addressing Increases in Family Income (HCV)**

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

HRHA replaced the Family Self-Sufficiency (FSS) escrow model with a Goal Rewards Program. In the new model, participants earn immediate cash incentives for reaching milestones related to income, finance, education, health, employment, and other self-sufficiency goals. Incentives can immediately and tangibly reward participants for progress toward self-sufficiency and inspire them to take the next steps. Participants have the choice to either receive the incentive immediately via check or deposit the amount into an HRHA managed savings account. At this time, increases in income will not be recorded and will not contribute to increases in escrow. There will be incentives based on maintaining and earning income, however they will not be directly tied to increases in income from start of program.

**Which of the MTW statutory objectives does this MTW activity serve?**

Self-sufficiency

**What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.**

Neutral (no cost implications)

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies to all assisted households

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**

The new Goal Rewards Program includes 36 continuing or new FSS participants. Four continuing participants chose to remain in the traditional escrow system. Others are still deciding in this early stage of implementation or awaiting meetings with FSS coordinators. Participants are excited about the cash incentives. They are more motivated to move forward with personal goals of buying a home, improving credit scores, and pursuing higher education.

**Does this MTW activity require a hardship policy?**

No

No document is attached.

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**

No

**Does the MTW activity require an impact analysis?**

No

No document is attached.

**How will the MTW agency treat increased earnings for families participating in the FSS Program with MTW flexibility?**

HRHA modified the FSS contract of participation to reflect the new escrow system, which includes a Goal Rewards Model based on achievement of self-sufficiency activities. This involves modifying the following sections in the FSS Contract: FSS Escrow Account; Withdrawal of Funds from FSS Escrow Account; Loss of FSS Escrow Account; and HA Responsibilities.

### 17.c. - Housing Development Programs

**Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative**

HRHA will use \$100,000 of its HCV housing assistance payment reserves as gap funding to develop a 16-unit permanent supportive housing project located on Commerce Drive, Harrisonburg VA. The activity will expand housing choice and house our most vulnerable – those chronically unhoused needing supportive services and unhoused veterans. The Martinsburg Veterans Administration Medical Center has provided a letter of support for VASH vouchers to be used at the site. HRHA is adding this activity within the MTW Safe Harbor.

**Which of the MTW statutory objectives does this MTW activity serve?**

Housing choice

**Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?**

The MTW activity applies only to a subset or subsets of assisted households

**Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new**



**admissions and currently assisted households?**  
New admissions and currently assisted households

**Does the MTW activity apply to all family types or only to selected family types?**  
The MTW activity applies to all family types

**Does the MTW activity apply to all public housing developments?**  
The MTW activity applies to specific developments

**Which developments participate in the MTW activity?**  
Commerce Village II Annex, FY2024  
  
298 E Washington St, 241 Commerce Ave

**Does the MTW activity apply to all HCV tenant-based units and properties with project-based vouchers?**  
The MTW activity applies to specific tenant-based units and/or properties with project-based vouchers

**Please describe which tenant-based units and/or properties with project-based vouchers participate in the MTW activity.**  
Commerce Village II Annex, FY2024  
298 E Washington St, 241 Commerce Ave  
  
16 units

**Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.**  
  
New activity

**Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?**  
  
No

**Table 17.c.1 - Housing Development Programs that the MTW Agency plans to commit Funds to in Fiscal Year**

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
Commerce Village II Annex	New construction	Gap financing	16.00	16.00	0.00	0.00	16.00	0.00

**Housing Development Programs that the MTW Agency plans to spend funds on in the Fiscal Year**

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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**Table 17.c.2 - Housing Development Programs that the MTW Agency committed funds to in prior Fiscal Year**

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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**Housing Development Programs that the MTW Agency spent funds on in prior Fiscal Year**

Name of Development and Address	MTW Role: Acquisition, Rehabilitation, New Construction?	Type of MTW Agency Financing: Gap Financing, Tax Credit Partnership, Other	Number of Affordable Units	Total Number of Units	Number of Units by Affordability - 80% of AMI	Number of Units by Affordability - 50% of AMI	Number of Units by Affordability - 30% of AMI	Number of Units by Affordability - Other
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<b>D.</b>	<b>Safe Harbor Waivers.</b>
<b>D.1</b>	<p><b>Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?</b></p> <p>No Safe Harbor Waivers are being requested.</p>

<b>E.</b>	<b>Agency-Specific Waiver(s).</b>
<b>E.1</b>	<p><b>Agency-Specific Waiver(s) for HUD Approval:</b></p> <p>The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.</p> <p>In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.</p> <p>For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.</p> <p><b>Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?</b></p> <p>No Agency-Specific Waivers are being requested.</p>
<b>E.2</b>	<p><b>Agency-Specific Waiver(s) for which HUD Approval has been Received:</b></p> <p><b>Does the MTW agency have any approved Agency-Specific Waivers?</b></p> <p>MTW Agency does not have approved Agency-Specific Waivers</p>

<b>F.</b>	<b>Public Housing Operating Subsidy Grant Reporting.</b>
<b>F.1</b>	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

<b>Federal Fiscal Year (FFY)</b>	<b>Total Operating Subsidy Authorized Amount</b>	<b>How Much PHA Disbursed by the 9/30 Reporting Period</b>	<b>Remaining Not Yet Disbursed</b>	<b>Deadline</b>
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<b>G.</b>	<b>MTW Statutory Requirements.</b>	
<b>G.1</b>	<b>75% Very Low Income – Local, Non-Traditional.</b> HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	<b>Income Level</b>	<b>Number of Local, Non-Traditional Households Admitted in the Fiscal Year*</b>
	80%-50% Area Median Income	
	49%-30% Area Median Income	
	Below 30% Area Median Income	
	<b>Total Local, Non-Traditional Households</b>	<b>0</b>

\*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

<b>G.2</b>	<b>Establishing Reasonable Rent Policy.</b>

<b>G.3</b>	<b>Substantially the Same (STS) – Local, Non-Traditional.</b>	
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	# of unit months	
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	# of unit months	

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	If 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested Into the Property?

<b>G.4</b>	<b>Comparable Mix (by Family Size) – Local, Non-Traditional.</b>	
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix' of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.		
		<b>Occupied Number of Local, Non-Traditional units by</b>

<b>Family Size:</b>	<b>Household Size</b>
1 Person	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
Totals	<b>0</b>

<b>H.</b>	<b>Public Comment</b>
	Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.

<b>I.</b>	<b>Evaluations.</b>
	No known evaluations.

Summary of Updates to:

HCV Administrative Plan  
Commerce Village Admissions and Continued Occupancy  
Franklin Heights Admissions and Continued Occupancy  
JR “Polly” Lineweaver Admissions and Continued Occupancy  
Lineweaver Annex Admissions and Continued Occupancy

Updates effective January 1, 2024

- HOTMA changes Alignment with HRHA’s MTW supplement
- Update to applicant criminal history requirements (reduction of wait time from conviction for drug-related and violent crimes from 5 years to 3 years)
- Clarification of documentation regarding applicant preferences
- Clarification of admission process (use of software applications)

## **Resolution for Obligation and Commitment of Reserved Housing Choice Voucher Program Funds**

### **Housing Development Resolution #**

Approval of 100,000 of HUD held reserves for gap financing to assist in the development of 16 units at Commerce Village II

- Unspent Fund Source - Housing Choice Voucher Program (HCVP)
- Type of Account – HUD Held Reserves
- Activity – Construction of 16 units at Commerce Village II located in the City of Harrisonburg
- Funds Committed - \$100,000
- Type of Commitment - Board Resolution Number
- Date of Commitment – 8/16/2023
- Funds Obligated - \$100,000
- Type of Obligation - Approved Development Proposal-Gap Financing
- Date of Obligation – 1/1/2024
- Funds Expended from Commitment/Obligation - \$100,000
- Projected Date of Full Expenditure - 12/31/2025

## **Resolution for Obligation and Commitment of Reserved Housing Choice Voucher Program Funds**

### **Housing Development Resolution #**

Approval of commitment of \$100,000 of HUD held reserves for gap financing to assist in the development of 16 units at Commerce Village II located at 298 E Washington St, 241 Commerce Ave

- Unspent Fund Source - Housing Choice Voucher Program (HCVP)
- Type of Account – HUD Held Reserves
- Activity – Construction of 16 units at Commerce Village II located in the City of Harrisonburg
- Funds Committed - \$100,000
- Type of Commitment - Board Resolution Number
- Date of Commitment – 8/16/2023
- Funds Obligated - \$100,000
- Type of Obligation - Approved Development Proposal-Gap Financing
- Date of Obligation – 1/1/2024
- Funds Expended from Commitment/Obligation - \$100,000
- Projected Date of Full Expenditure - 12/31/2025



# BoxScore Summary

For Selected Properties

Date = 07/01/2023-07/31/2023

Availability		Avg. Sq Ft	Avg. Rent	Units	Occupied No Notices	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% Occ w/NonRev	% Leased	% Trend
0b1b-JRP	JR Poly Lineweaver effci	0	121	47	42	0	4	0	1	5	0	0	0	91.48	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	94.44
1b1b-JRP	JR Poly Lineweaver One be	0	0	14	12	0	1	0	1	2	0	0	0	92.85	92.85	92.85	85.71
1bed-CV	Commerce Village	600	160	30	30	0	0	0	0	9	0	0	0	100.00	100.00	100.00	100.00
1bed-LA	Lineweaver Annex-one bedro	414	68	60	51	0	2	0	7	9	0	0	0	96.66	96.66	96.66	85.00
2b1b-FH	Franklin Heights-two-bedroom	988	0	38	37	0	0	0	1	1	0	0	0	100.00	100.00	100.00	97.36
3b1b-FH	Franklin Heights-three bed	977	0	24	21	0	3	0	0	3	0	0	0	87.50	87.50	87.50	87.50
3b2b-FH	Franklin Heights-three bed	1,248	0	32	29	0	1	0	2	3	0	0	0	96.87	96.87	96.87	90.62
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	100.00
5b2b-FH	Franklin Heights Shed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
	<b>Total</b>	<b>650</b>	<b>52</b>	<b>280</b>	<b>256</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95.71</b>	<b>95.71</b>	<b>95.71</b>	<b>81.42</b>

## Resident Activity

Code	Name	Units	Move In	Reverse Move In	Move Out	Cancel Move Out	Notice/Ski p/Entry Term	Cancel Notices	Rented	On-Site Transfer	Month To Month	Renewal	Cancel Move In	Exit	Cancel Eviction
0b1b-JRP	JR Poly Lineweaver effci	47	0	0	1	0	1	0	0	0	0	0	0	1	0
1b1b-FH	Franklin Heights-one bedro	18	0	0	1	0	0	0	0	0	0	0	0	0	0
1b1b-JRP	JR Poly Lineweaver One be	14	1	0	0	0	1	0	0	0	0	0	0	0	0
1bed-CV	Commerce Village	30	0	0	0	0	0	0	0	0	0	0	0	0	0
1bed-LA	Lineweaver Annex-one bedro	60	0	0	0	0	4	0	0	0	0	0	0	1	0
2b1b-FH	Franklin Heights-two-bedroom	38	0	0	0	0	1	1	0	0	0	0	0	0	0
3b1b-FH	Franklin Heights-three bed	24	0	0	0	0	1	1	0	0	0	0	0	0	0
3b2b-FH	Franklin Heights-three bed	32	0	0	1	1	2	1	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 Shed2bath	4	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>280</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>

## Conversion Ratios

Code	Name	Calls	Walk-In	Email	Other	SMS	Web	Chat	Unq. First Contact	Show	Applied	Approved	% Gross Conv Ratio	Unq. Shows	% Qual. Conv Ratio	Denied	Cancelled	Re-Apply	% Net Conv Ratio
Not Specified	Not Specified	0	0	0	0	0	5	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
0b1b-JRP	JR Poly Lineweaver effci	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00

# Unit Availability

For Selected Properties

As Of = 07/31/2023

Unit Type	Avg. Sq Ft	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% 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	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	94.44
JR Polly Lineweaver One be	0	0	14	12	0	1	0	1	2	0	0	0	92.86	92.86	92.85	85.71
Commerce Village	600	160	30	30	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Lineweaver Annex-one bedro	414	68	60	51	0	2	0	7	9	0	0	0	96.67	96.67	96.67	85.00
Franklin Heights-two bedro	988	0	38	37	0	0	0	1	1	0	0	0	100.00	100.00	100.00	97.37
Franklin Heights-three bed	977	0	24	21	0	3	0	0	3	0	0	0	87.50	87.50	87.50	87.50
Franklin Heights-three bed	1,248	0	32	29	0	1	0	2	3	0	0	0	96.88	96.88	96.88	90.62
Franklin Heights-four bed	1,192	0	13	13	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Franklin Heights Shed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
<b>Total</b>	<b>650</b>	<b>52</b>	<b>280</b>	<b>256</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>95.71</b>	<b>95.71</b>	<b>95.71</b>	<b>91.43</b>