



Harrisonburg Redevelopment & Housing Authority

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March 15, 2024

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, March 20, 2024 at 4:00 p.m.**, at the Municipal Building, City Council Chambers located at 409 South Main Street, Harrisonburg, Virginia.

Michael G. Wong
Executive Director

Enclosures

EQUAL HOUSING OPPORTUNITY PROVIDER

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

AGENDA
Regular Meeting
March 20, 2024

- I. Call to order and determination of quorum
- II. Public Comment
- III. Review and Approval of Minutes
 - February 21, 2024
- IV. Financial Reports
 - February 2024

Reports

- A. Executive Director
 - 1. Resolution Bluestone Town Center Senior Housing
 - 2. City of Harrisonburg Sidewalk and Shared Use Path Proposal

- 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
 - Great Community Give
 - MOU Money Fit

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

MINUTES

Regular Meeting
February 21, 2024

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on **Wednesday, February 21, at 4:00 p.m.**

Those present were:

Gil Colman, Chair
Kevin Coffman, Vice Chair
Kenneth Kettler, Commissioner
Amanda Leech, Commissioner
Shonda Green, Commissioner
Janet Awkard-Rogers, 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 Gil Colman, Chair.

Chair Colman then opened the public comment period. No public comment was received.

Mr. Wong then presented the January 15th meeting minutes for consideration of approval. After discussion, Commissioner Leech seconded by Commissioner Kettler made the motion to approve the January minutes. The motion was unanimously approved.

Mr. Wong then presented the January 2024 financials for consideration of approval. After discussion, Vice Chair Coffman seconded by Commissioner Green made the motion to approve the January financials as presented. The motion was unanimously approved.

Mr. Wong then presented a proposal from the Beverly J. Searles Foundation in response to the invitation for proposals for project basing issued by HRHA in January 2024. He related of receiving only one response. Staff review of the Searles submitted proposal identified compliance with the RFP guidelines. The proposal related of a new construction project consisting of eight one-bedroom units, 42 two-bedroom units and 30 three-bedroom units in a single four story building. If allocated, the vouchers will serve 3 two-bedroom units and five three-bedroom units. He related of the recommendation of approval of the proposal. After discussion Commissioner Kettler seconded by Commissioner Green made the motion to approve the Beverly J. Searles Foundation proposal. The motion was unanimously approved.

Mr. Wong then presented the 2023 budget overruns for consideration of approval. He related the exceeded budget amounts were due to new staff training and travel expenses in addition to increased software costs, legal fees and depreciation expenses. After discussion Commissioner Leech seconded by Commissioner Awkward-Rogers made the motion approving the budget overruns. The motion was unanimously approved.

Mr. Wong then provided brief updates on current projects. He related that the BTC focus is on submitting the Low Income Housing Tax Credit application due March 15, 2024. He related of the tax credit application process being highly competitive and that due to the site plan not being approved, the project score may impact award of credits.

For the Lineweaver Annex renovation, Mr. Wong then stated of working with a financial analyst to identify further funding options to address the increased renovation costs. He related of the hope to provide a term sheet at the next board meeting.

Mr. Wong then provided a brief update on the Commerce Village II project. He related that construction of the project is scheduled to be bid in mid-March with the closing of the bids in April. He related of an anticipated completion date of April 2025.

Mr. Wong then shared the preliminary Point in Time count results, which showed an increase in unsheltered count in the Harrisonburg and Rockingham County area. He stated that this year the PIT count identified 153 individuals experiencing homelessness, which was a 49 person increase from 2023. The majority of the increase was in the unsheltered count, and the increase could be due to a more effective count this year.

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

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

Michael G. Wong
Executive Director

Gil Colman
Chair

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3111-00-000	Tenant Rent	37,632.17	39,673.08	-2,040.91	79,039.34	79,346.16	-306.82	476,077.00	
3112-06-000	PBV HAP Subsidy	20,547.47	25,740.00	-5,192.53	41,483.94	51,480.00	-9,996.06	308,880.00	
3119-00-000	Total Rental Income	58,179.64	65,413.08	-7,233.44	120,523.28	130,826.16	-10,302.88	784,957.00	
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	312.69	333.33	-20.64	595.50	666.66	-71.16	4,000.00	
3120-03-000	Damages	1,796.40	125.00	1,671.40	1,873.40	250.00	1,623.40	1,500.00	
3120-04-000	Late Charges	0.00	83.33	-83.33	252.00	166.66	85.34	1,000.00	
3120-05-000	Legal Fees - Tenant	25.00	0.00	25.00	0.00	0.00	0.00	0.00	
3120-08-000	Workorders/Maint Charges	0.00	291.67	-291.67	1,616.00	583.34	1,032.66	3,500.00	
3129-00-000	Total Other Tenant Income	2,134.09	833.33	1,300.76	4,336.90	1,666.66	2,670.24	10,000.00	
3199-00-000	TOTAL TENANT INCOME	60,313.73	66,246.41	-5,932.68	124,860.18	132,492.82	-7,632.64	794,957.00	
3400-00-000	GRANT INCOME								
3410-50-100	VA Homelessness Solutions Program	37,107.42	4,949.25	32,158.17	37,107.42	9,898.50	27,208.92	59,391.00	
3410-60-200	Homelessness Assistance Grant (HMIS/SN)	7,075.03	7,006.00	69.03	7,075.03	14,012.00	-6,936.97	84,072.00	
3410-61-200	COC Planning Grant	1,179.40	2,022.33	-842.93	1,179.40	4,044.66	-2,865.26	24,268.00	
3499-00-000	TOTAL GRANT INCOME	45,361.85	13,977.58	31,384.27	45,361.85	27,955.16	17,406.69	167,731.00	
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	36.50	0.00	36.50	64.53	0.00	64.53	0.00	
3620-00-000	Management Fee Income	1,035.38	958.33	77.05	2,061.87	1,916.66	145.21	11,500.00	
3621-00-000	Bond Application Fees	0.00	3,750.00	-3,750.00	0.00	7,500.00	-7,500.00	45,000.00	
3650-00-000	Miscellaneous Other Income	10,573.00	17,500.00	-6,927.00	10,573.00	35,000.00	-24,427.00	210,000.00	
3699-00-000	TOTAL OTHER INCOME	11,644.88	22,208.33	-10,563.45	12,699.40	44,416.66	-31,717.26	266,500.00	
3999-00-000	TOTAL INCOME	117,320.46	102,432.32	14,888.14	182,921.43	204,864.64	-21,943.21	1,229,188.00	
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	18,733.50	21,314.50	2,581.00	37,514.04	42,629.00	5,114.96	255,774.00	
4110-04-000	Employee Benefit Contribution-Admin	3,957.01	8,224.16	4,267.15	9,775.31	16,448.32	6,673.01	98,690.00	
4110-50-100	Salary-VA Homelessness Solutions Program	4,327.36	4,479.08	151.72	8,654.72	8,958.16	303.44	53,749.00	
4110-50-101	Adm Benefits-VA Homelessness Solutions	1,079.00	220.17	-858.83	2,498.20	440.34	-2,057.86	2,642.00	
4110-60-200	Salary-Homelessness Assistance Grant	5,232.16	4,021.42	-1,210.74	10,464.32	8,042.84	-2,421.48	48,257.00	
4110-60-201	Adm Benefits-Homelessness Assistance	1,377.01	959.67	-417.34	3,094.04	1,919.34	-1,174.70	11,516.00	
4110-61-200	Salary-COC Planning Grant	907.20	1,889.75	982.55	1,814.40	3,779.50	1,965.10	22,677.00	
4110-61-201	Adm Benefits-COC Planning	272.20	132.58	-139.62	544.40	265.16	-279.24	1,591.00	
4110-99-000	Total Administrative Salaries	35,885.44	41,241.33	5,355.89	74,359.43	82,482.66	8,123.23	494,896.00	
4130-00-000	Legal Expense								

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4130-01-000	Unlawful Detainers/Writs	25.00	66.67	41.67	89.00	133.34	44.34	800.00	
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	0.00	33.34	33.34	200.00	
4130-04-000	General Legal Expense	0.00	1,375.00	1,375.00	1,460.10	2,750.00	1,289.90	16,500.00	
4131-00-000	Total Legal Expense	25.00	1,458.34	1,433.34	1,549.10	2,916.68	1,367.58	17,500.00	
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	619.00	916.66	297.66	619.00	1,833.32	1,214.32	11,000.00	
4150-00-000	Travel	400.00	916.66	516.66	800.00	1,833.32	1,033.32	11,000.00	
4171-00-000	Auditing Fees	0.00	708.34	708.34	0.00	1,416.68	1,416.68	8,500.00	
4189-00-000	Total Other Admin Expenses	1,019.00	2,541.66	1,522.66	1,419.00	5,083.32	3,664.32	30,500.00	
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	156.00	100.00	-56.00	156.00	200.00	44.00	1,200.00	
4190-02-000	Publications	0.00	58.34	58.34	0.00	116.68	116.68	700.00	
4190-03-000	Advertising	0.00	58.34	58.34	0.00	116.68	116.68	700.00	
4190-04-000	Office Supplies	81.71	208.33	126.62	92.07	416.66	324.59	2,500.00	
4190-06-000	Compliance	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00	
4190-07-000	Telephone & Internet	767.06	783.33	16.27	1,186.39	1,566.66	380.27	9,400.00	
4190-08-000	Postage	66.80	166.67	99.87	109.48	333.34	223.86	2,000.00	
4190-10-000	Copiers	168.53	266.67	98.14	399.39	533.34	133.95	3,200.00	
4190-12-000	Software	64.91	1,750.00	1,685.09	100.74	3,500.00	3,399.26	21,000.00	
4190-13-000	IT/Website Maintenance	369.87	375.00	5.13	904.62	750.00	-154.62	4,500.00	
4190-14-000	Community Donations	0.00	833.33	833.33	0.00	1,666.66	1,666.66	10,000.00	
4190-18-000	Small Office Equipment	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00	
4190-22-000	Other Misc Admin Expenses	111.11	500.00	388.89	759.09	1,000.00	240.91	6,000.00	
4190-50-100	VA Homelessness Solutions Program(V	0.00	250.00	250.00	440.47	500.00	59.53	3,000.00	
4190-60-200	Homelessness Assistance Grant (HMIS	255.74	2,024.92	1,769.18	381.58	4,049.84	3,668.26	24,299.00	
4191-00-000	Total Miscellaneous Admin Expenses	37,927.17	48,966.26	11,039.09	78,889.26	97,932.52	19,043.26	587,595.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	38,971.17	52,966.26	13,995.09	81,857.36	105,932.52	24,075.16	635,595.00	
4200-00-000	TENANT SERVICES								
4220-01-000	Other Tenant Svcs.	1,997.38	1,666.67	-330.71	3,735.44	3,333.34	-402.10	20,000.00	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	1,997.38	1,666.67	-330.71	3,735.44	3,333.34	-402.10	20,000.00	
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	751.66	916.66	165.00	1,797.04	1,833.32	36.28	11,000.00	
4320-00-000	Electricity	4,488.18	6,050.00	1,561.82	11,933.78	12,100.00	166.22	72,600.00	
4330-00-000	Gas	-1,115.63	133.33	1,248.96	-1,115.63	266.66	1,382.29	1,600.00	
4390-00-000	Sewer & Trash	1,879.43	2,083.33	203.90	4,142.64	4,166.66	24.02	25,000.00	
4399-00-000	TOTAL UTILITY EXPENSES	6,003.64	9,183.32	3,179.68	16,757.83	18,366.64	1,608.81	110,200.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	6,805.23	7,983.25	1,178.02	12,977.63	15,966.50	2,988.87	95,799.00	
4410-05-000	Employee Benefit Contribution-Maint.	1,931.32	2,747.08	815.76	3,395.91	5,494.16	2,098.25	32,965.00	
4419-00-000	Total General Maint Expense	8,736.55	10,730.33	1,993.78	16,373.54	21,460.66	5,087.12	128,764.00	
4420-00-000	Materials								
4420-01-000	Supplies-Grounds	41.94	25.00	-16.94	81.91	50.00	-31.91	300.00	
4420-02-000	Supplies-Appliance	182.68	16.67	-166.01	182.68	33.34	-149.34	200.00	

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - February 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4420-03-000	Supplies-Unit Turnover	776.51	291.67	-484.84	776.51	583.34	-193.17	3,500.00
4420-04-000	Supplies-Electrical	439.15	525.00	85.85	532.94	1,050.00	517.06	6,300.00
4420-05-000	Supplies-Fuel & Parts	41.56	62.50	20.94	84.48	125.00	40.52	750.00
4420-06-000	Supplies-Janitorial/Cleaning	85.84	250.00	164.16	108.15	500.00	391.85	3,000.00
4420-07-000	Supplies-Maint/Repairs	1,381.47	875.00	-506.47	2,742.18	1,750.00	-992.18	10,500.00
4420-08-000	Supplies-Plumbing	684.53	62.50	-622.03	1,041.92	125.00	-916.92	750.00
4420-09-000	Tools and Equipment	78.57	41.67	-36.90	78.57	83.34	4.77	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	0.00	133.34	133.34	800.00
4429-00-000	Total Materials	3,712.25	2,216.68	-1,495.57	5,629.34	4,433.36	-1,195.98	26,600.00
4430-00-000	Contract Costs							
4430-01-000	Contract-Routine Maintenance	0.00	150.00	150.00	0.00	300.00	300.00	1,800.00
4430-03-000	Contract-Trash Collection	586.26	225.00	-361.26	636.21	450.00	-186.21	2,700.00
4430-04-000	Contract-Snow Removal	0.00	125.00	125.00	1,230.00	250.00	-980.00	1,500.00
4430-05-000	Contract-Unit Turnover	3,708.68	1,833.33	-1,875.35	6,141.05	3,666.66	-2,474.39	22,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	-287.00	333.34	620.34	2,000.00
4430-07-000	Contract-Pest Control	4,800.00	1,141.66	-3,658.34	4,962.28	2,283.32	-2,678.96	13,700.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	0.00	100.00	100.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	394.79	341.66	-53.13	663.36	683.32	19.96	4,100.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	83.34	83.34	500.00
4430-12-000	Contract-Inspections	180.00	416.67	236.67	1,080.00	833.34	-246.66	5,000.00
4430-13-000	Contract-HVAC	0.00	1,333.34	1,333.34	1,694.17	2,666.68	972.51	16,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	83.34	83.34	500.00
4430-17-000	Contract-Elevator Maintenance	1,000.00	875.00	-125.00	1,000.00	1,750.00	750.00	10,500.00
4430-18-000	Contract-Alarm Monitoring	93.52	133.33	39.81	534.28	266.66	-267.62	1,600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
4430-23-000	Contract-Consultants	480.00	0.00	-480.00	480.00	0.00	-480.00	0.00
4430-99-000	Contract Costs-Other	0.00	166.66	166.66	600.00	333.32	-266.68	2,000.00
4439-00-000	Total Contract Costs	11,243.25	7,224.99	-4,018.26	18,734.35	14,449.98	-4,284.37	86,700.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	23,692.05	20,172.00	-3,520.05	40,737.23	40,344.00	-393.23	242,064.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	251.66	321.33	69.67	511.58	642.66	131.08	3,856.00
4510-10-000	Property Insurance	380.72	483.00	102.28	787.71	966.00	178.29	5,796.00
4510-20-000	Liability Insurance	178.45	231.75	53.30	369.20	463.50	94.30	2,781.00
4510-30-000	Workmen's Compensation	467.64	542.42	74.78	967.53	1,084.84	117.31	6,509.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	0.00	833.34	833.34	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	1,278.47	1,995.17	716.70	2,636.02	3,990.34	1,354.32	23,942.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	5,460.20	5,079.91	-380.29	10,579.61	10,159.82	-419.79	60,959.00
4899-00-000	TOTAL FINANCING EXPENSES	5,460.20	5,079.91	-380.29	10,579.61	10,159.82	-419.79	60,959.00
8000-00-000	TOTAL EXPENSES	77,402.91	91,063.33	13,660.42	156,303.49	182,126.66	25,823.17	1,092,760.00
9000-00-000	NET INCOME	39,917.55	11,368.99	28,548.56	26,617.94	22,737.98	3,879.96	136,428.00

BRIDGEPORT BUILDING									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3111-00-000	Tenant Rent	18,198.17	18,613.08	-414.91	36,396.34	37,226.16	-829.82	223,357.00	
3119-00-000	Total Rental Income	18,198.17	18,613.08	-414.91	36,396.34	37,226.16	-829.82	223,357.00	
3199-00-000	TOTAL TENANT INCOME	18,198.17	18,613.08	-414.91	36,396.34	37,226.16	-829.82	223,357.00	
3999-00-000	TOTAL INCOME	18,198.17	18,613.08	-414.91	36,396.34	37,226.16	-829.82	223,357.00	
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4130-00-000	Legal Expense								
4130-04-000	General Legal Expense	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	
4131-00-000	Total Legal Expense	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	
4190-00-000	Miscellaneous Admin Expenses								
4190-07-000	Telephone & Internet	51.56	50.00	-1.56	103.12	100.00	-3.12	600.00	
4191-00-000	Total Miscellaneous Admin Expenses	51.56	50.00	-1.56	103.12	100.00	-3.12	600.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	51.56	175.00	123.44	103.12	350.00	246.88	2,100.00	
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	-46.34	83.33	129.67	-46.34	166.66	213.00	1,000.00	
4320-00-000	Electricity	-4,252.67	0.00	4,252.67	-4,252.67	0.00	4,252.67	0.00	
4330-00-000	Gas	-1,115.63	0.00	1,115.63	-1,115.63	0.00	1,115.63	0.00	
4399-00-000	TOTAL UTILITY EXPENSES	-5,414.64	83.33	5,497.97	-5,414.64	166.66	5,581.30	1,000.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4420-00-000	Materials								
4420-07-000	Supplies-Maint/Repairs	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00	
4429-00-000	Total Materials	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00	
4430-00-000	Contract Costs								
4430-04-000	Contract-Snow Removal	0.00	41.67	41.67	655.00	83.34	-571.66	500.00	
4430-06-000	Contract-Electrical	0.00	0.00	0.00	-287.00	0.00	287.00	0.00	
4430-07-000	Contract-Pest Control	0.00	58.33	58.33	64.91	116.66	51.75	700.00	
4430-10-000	Contract-Janitorial/Cleaning	234.64	208.33	-26.31	370.78	416.66	45.88	2,500.00	
4430-13-000	Contract-HVAC	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00	
4430-17-000	Contract-Elevator Maintenance	1,000.00	250.00	-750.00	1,000.00	500.00	-500.00	3,000.00	
4430-18-000	Contract-Alarm Monitoring	23.00	20.83	-2.17	421.00	41.66	-379.34	250.00	
4430-99-000	Contract Costs-Other	0.00	83.33	83.33	600.00	166.66	-433.34	1,000.00	
4439-00-000	Total Contract Costs	1,257.64	1,162.49	-95.15	2,824.69	2,324.98	-499.71	13,950.00	
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	1,257.64	1,329.16	71.52	2,824.69	2,658.32	-166.37	15,950.00	
4800-00-000	FINANCING EXPENSE								
4851-00-000	Interest Expense-Loan 1	2,534.24	2,404.33	-129.91	5,079.46	4,808.66	-270.80	28,852.00	

BRIDGEPORT BUILDING									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance		Annual
4899-00-000	TOTAL FINANCING EXPENSES	2,534.24	2,404.33	-129.91	5,079.46	4,808.66	-270.80		28,852.00
8000-00-000	TOTAL EXPENSES	-1,571.20	3,991.82	5,563.02	2,592.63	7,983.64	5,391.01		47,902.00
9000-00-000	NET INCOME	19,769.37	14,621.26	5,148.11	33,803.71	29,242.52	4,561.19		175,455.00

LINEWEAVER ANNEX APARTMENTS

Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - February 2024

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999	Revenue & Expenses									
3000-00-000	INCOME									
3100-00-000	TENANT INCOME									
3101-00-000	Rental Income									
3111-00-000	Tenant Rent	19,434.00	21,060.00	-1,626.00	-7.72	41,673.00	42,120.00	-447.00	-1.06	252,720.00
3112-06-000	PBV HAP Subsidy	20,547.47	25,740.00	-5,192.53	-20.17	41,483.94	51,480.00	-9,996.06	-19.42	308,880.00
3119-00-000	Total Rental Income	39,981.47	46,800.00	-6,818.53	-14.57	83,156.94	93,600.00	-10,443.06	-11.16	561,600.00
3120-00-000	Other Tenant Income									
3120-01-000	Laundry and Vending	312.69	333.33	-20.64	-6.19	595.50	666.66	-71.16	-10.67	4,000.00
3120-03-000	Damages	1,796.40	125.00	1,671.40	1,337.12	1,873.40	250.00	1,623.40	649.36	1,500.00
3120-04-000	Late Charges	0.00	83.33	-83.33	-100.00	102.00	166.66	-64.66	-38.80	1,000.00
3120-05-000	Legal Fees - Tenant	25.00	0.00	25.00	N/A	0.00	0.00	0.00	N/A	0.00
3120-08-000	Workorders/Maint Charges	0.00	291.67	-291.67	-100.00	0.00	583.34	-583.34	-100.00	3,500.00
3129-00-000	Total Other Tenant Income	2,134.09	833.33	1,300.76	156.09	2,570.90	1,666.66	904.24	54.25	10,000.00
3199-00-000	TOTAL TENANT INCOME	42,115.56	47,633.33	-5,517.77	-11.58	85,727.84	95,266.66	-9,538.82	-10.01	571,600.00
3999-00-000	TOTAL INCOME	42,115.56	47,633.33	-5,517.77	-11.58	85,727.84	95,266.66	-9,538.82	-10.01	571,600.00
4000-00-000	EXPENSES									
4100-00-000	ADMINISTRATIVE EXPENSES									
4100-99-000	Administrative Salaries									
4110-00-000	Administrative Salaries	4,655.52	5,006.50	350.98	7.01	9,311.04	10,013.00	701.96	7.01	60,078.00
4110-04-000	Employee Benefit Contribution-Admin	1,098.25	1,546.83	448.58	29.00	2,801.40	3,093.66	292.26	9.45	18,562.00
4110-99-000	Total Administrative Salaries	5,753.77	6,553.33	799.56	12.20	12,112.44	13,106.66	994.22	7.59	78,640.00
4130-00-000	Legal Expense									
4130-01-000	Unlawful Detainers/Writs	25.00	66.67	41.67	62.50	89.00	133.34	44.34	33.25	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	100.00	0.00	33.34	33.34	100.00	200.00
4130-04-000	General Legal Expense	0.00	416.67	416.67	100.00	0.00	833.34	833.34	100.00	5,000.00
4131-00-000	Total Legal Expense	25.00	500.01	475.01	95.00	89.00	1,000.02	911.02	91.10	6,000.00
4139-00-000	Other Admin Expenses									
4140-00-000	Staff Training	59.00	83.33	24.33	29.20	59.00	166.66	107.66	64.60	1,000.00
4150-00-000	Travel	0.00	83.33	83.33	100.00	0.00	166.66	166.66	100.00	1,000.00
4171-00-000	Auditing Fees	0.00	166.67	166.67	100.00	0.00	333.34	333.34	100.00	2,000.00
4189-00-000	Total Other Admin Expenses	59.00	333.33	274.33	82.30	59.00	666.66	607.66	91.15	4,000.00
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	54.00	16.67	-37.33	-223.94	54.00	33.34	-20.66	-61.97	200.00
4190-02-000	Publications	0.00	16.67	16.67	100.00	0.00	33.34	33.34	100.00	200.00
4190-03-000	Advertising	0.00	16.67	16.67	100.00	0.00	33.34	33.34	100.00	200.00
4190-04-000	Office Supplies	26.63	83.33	56.70	68.04	36.99	166.66	129.67	77.81	1,000.00
4190-06-000	Compliance	0.00	100.00	100.00	100.00	0.00	200.00	200.00	100.00	1,200.00
4190-07-000	Telephone & Internet	246.92	233.33	-13.59	-5.82	405.75	466.66	60.91	13.05	2,800.00
4190-08-000	Postage	16.20	41.67	25.47	61.12	16.20	83.34	67.14	80.56	500.00
4190-10-000	Copiers	36.30	125.00	88.70	70.96	105.86	250.00	144.14	57.66	1,500.00
4190-12-000	Software	16.22	500.00	483.78	96.76	54.33	1,000.00	945.67	94.57	6,000.00
4190-13-000	IT/Website Maintenance	93.96	83.33	-10.63	-12.76	232.74	166.66	-66.08	-39.65	1,000.00
4190-18-000	Small Office Equipment	0.00	41.67	41.67	100.00	0.00	83.34	83.34	100.00	500.00
4190-22-000	Other Misc Admin Expenses	0.00	83.33	83.33	100.00	0.00	166.66	166.66	100.00	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	6,244.00	7,895.00	1,651.00	20.91	13,018.31	15,790.00	2,771.69	17.55	94,740.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	6,328.00	8,728.34	2,400.34	27.50	13,166.31	17,456.68	4,290.37	24.58	104,740.00
4200-00-000	TENANT SERVICES									
4220-01-000	Other Tenant Svcs.	1,997.38	1,666.67	-330.71	-19.84	3,735.44	3,333.34	-402.10	-12.06	20,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	1,997.38	1,666.67	-330.71	-19.84	3,735.44	3,333.34	-402.10	-12.06	20,000.00
4300-00-000	UTILITY EXPENSES									

LINEWEAVER ANNEX APARTMENTS										
Statement of Revenues, Expenditures, and Changes in Fund Net Position										
January - February 2024										
		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4310-00-000	Water	798.00	833.33	35.33	4.24	1,843.38	1,666.66	-176.72	-10.60	10,000.00
4320-00-000	Electricity	8,450.67	5,833.33	-2,617.34	-44.87	15,659.12	11,666.66	-3,992.46	-34.22	70,000.00
4390-00-000	Sewer & Trash	1,879.43	2,083.33	203.90	9.79	4,142.64	4,166.66	24.02	0.58	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	11,128.10	8,749.99	-2,378.11	-27.18	21,645.14	17,499.98	-4,145.16	-23.69	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000	General Maint Expense									
4410-00-000	Maintenance Salaries	4,288.72	5,064.58	775.86	15.32	7,948.71	10,129.16	2,180.45	21.53	60,775.00
4410-05-000	Employee Benefit Contribution-Maint.	1,316.45	1,837.00	520.55	28.34	2,172.42	3,674.00	1,501.58	40.87	22,044.00
4419-00-000	Total General Maint Expense	5,605.17	6,901.58	1,296.41	18.78	10,121.13	13,803.16	3,682.03	26.68	82,819.00
4420-00-000	Materials									
4420-01-000	Supplies-Grounds	41.94	25.00	-16.94	-67.76	41.94	50.00	8.06	16.12	300.00
4420-02-000	Supplies-Appliance	182.68	16.67	-166.01	-995.86	182.68	33.34	-149.34	-447.93	200.00
4420-03-000	Supplies-Unit Turnover	776.51	291.67	-484.84	-166.23	776.51	583.34	-193.17	-33.11	3,500.00
4420-04-000	Supplies-Electrical	439.15	500.00	60.85	12.17	532.94	1,000.00	467.06	46.71	6,000.00
4420-05-000	Supplies-Fuel & Parts	41.56	62.50	20.94	33.50	84.48	125.00	40.52	32.42	750.00
4420-06-000	Supplies-Janitorial/Cleaning	85.84	83.33	-2.51	-3.01	108.15	166.66	58.51	35.11	1,000.00
4420-07-000	Supplies-Maint/Repairs	1,381.47	625.00	-756.47	-121.04	2,665.70	1,250.00	-1,415.70	-113.26	7,500.00
4420-08-000	Supplies-Plumbing	684.53	62.50	-622.03	-995.25	1,041.92	125.00	-916.92	-733.54	750.00
4420-09-000	Tools and Equipment	78.57	41.67	-36.90	-88.55	78.57	83.34	4.77	5.72	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	100.00	0.00	83.34	83.34	100.00	500.00
4429-00-000	Total Materials	3,712.25	1,750.01	-1,962.24	-112.13	5,512.89	3,500.02	-2,012.87	-57.51	21,000.00
4430-00-000	Contract Costs									
4430-01-000	Contract-Routine Maintenance	0.00	150.00	150.00	100.00	0.00	300.00	300.00	100.00	1,800.00
4430-03-000	Contract-Trash Collection	586.26	225.00	-361.26	-160.56	611.91	450.00	-161.91	-35.98	2,700.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	100.00	575.00	166.66	-408.34	-245.01	1,000.00
4430-05-000	Contract-Unit Turnover	3,708.68	1,833.33	-1,875.35	-102.29	6,141.05	3,666.66	-2,474.39	-67.48	22,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	100.00	0.00	333.34	333.34	100.00	2,000.00
4430-07-000	Contract-Pest Control	4,800.00	1,000.00	-3,800.00	-380.00	4,832.46	2,000.00	-2,832.46	-141.62	12,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	100.00	0.00	166.66	166.66	100.00	1,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	100.00	0.00	100.00	100.00	100.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	160.15	133.33	-26.82	-20.12	292.58	266.66	-25.92	-9.72	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	100.00	0.00	83.34	83.34	100.00	500.00
4430-12-000	Contract-Inspections	180.00	416.67	236.67	56.80	1,080.00	833.34	-246.66	-29.60	5,000.00
4430-13-000	Contract-HVAC	0.00	666.67	666.67	100.00	1,694.17	1,333.34	-360.83	-27.06	8,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	100.00	0.00	83.34	83.34	100.00	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	625.00	625.00	100.00	0.00	1,250.00	1,250.00	100.00	7,500.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	70.00	30.00	100.00	70.00	70.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	100.00	0.00	200.00	200.00	100.00	1,200.00
4430-23-000	Contract-Consultants	480.00	0.00	-480.00	N/A	480.00	0.00	-480.00	N/A	0.00
4439-00-000	Total Contract Costs	9,930.09	5,666.67	-4,263.42	-75.24	15,737.17	11,333.34	-4,403.83	-38.86	68,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	19,247.51	14,318.26	-4,929.25	-34.43	31,371.19	28,636.52	-2,734.67	-9.55	171,819.00
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance-Other	202.56	221.33	18.77	8.48	409.99	442.66	32.67	7.38	2,656.00
4510-10-000	Property Insurance	295.87	341.33	45.46	13.32	612.15	682.66	70.51	10.33	4,096.00
4510-20-000	Liability Insurance	135.86	156.75	20.89	13.33	281.09	313.50	32.41	10.34	1,881.00
4510-30-000	Workmen's Compensation	145.13	167.42	22.29	13.31	300.27	334.84	34.57	10.32	2,009.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	100.00	0.00	833.34	833.34	100.00	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	779.42	1,303.50	524.08	40.21	1,603.50	2,607.00	1,003.50	38.49	15,642.00
4800-00-000	FINANCING EXPENSE									
4851-00-000	Interest Expense-Loan 1	2,925.96	2,675.58	-250.38	-9.36	5,500.15	5,351.16	-148.99	-2.78	32,107.00
4899-00-000	TOTAL FINANCING EXPENSES	2,925.96	2,675.58	-250.38	-9.36	5,500.15	5,351.16	-148.99	-2.78	32,107.00
8000-00-000	TOTAL EXPENSES	42,406.37	37,442.34	-4,964.03	-13.26	77,021.73	74,884.68	-2,137.05	-2.85	449,308.00
9000-00-000	NET INCOME	-290.81	10,190.99	-10,481.80	-102.85	8,706.11	20,381.98	-11,675.87	-57.29	122,292.00

COMMUNITY GRANTS									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3400-00-000	GRANT INCOME								
3410-50-100	VA Homelessness Solutions Program	37,107.42	4,949.25	32,158.17	37,107.42	9,898.50	27,208.92	59,391.00	
3410-60-200	Homelessness Assistance Grant (HMIS/SN)	7,075.03	7,006.00	69.03	7,075.03	14,012.00	-6,936.97	84,072.00	
3410-61-200	COC Planning Grant	1,179.40	2,022.33	-842.93	1,179.40	4,044.66	-2,865.26	24,268.00	
3499-00-000	TOTAL GRANT INCOME	45,361.85	13,977.58	31,384.27	45,361.85	27,955.16	17,406.69	167,731.00	
3999-00-000	TOTAL INCOME	45,361.85	13,977.58	31,384.27	45,361.85	27,955.16	17,406.69	167,731.00	
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-50-100	Salary-VA Homelessness Solutions Program	4,327.36	4,479.08	151.72	8,654.72	8,958.16	303.44	53,749.00	
4110-50-101	Adm Benefits-VA Homelessness Solutions	1,079.00	220.17	-858.83	2,498.20	440.34	-2,057.86	2,642.00	
4110-60-200	Salary-Homelessness Assistance Grant	5,232.16	4,021.42	-1,210.74	10,464.32	8,042.84	-2,421.48	48,257.00	
4110-60-201	Adm Benefits-Homelessness Assistance	1,377.01	959.67	-417.34	3,094.04	1,919.34	-1,174.70	11,516.00	
4110-61-200	Salary-COC Planning Grant	907.20	1,889.75	982.55	1,814.40	3,779.50	1,965.10	22,677.00	
4110-61-201	Adm Benefits-COC Planning	272.20	132.58	-139.62	544.40	265.16	-279.24	1,591.00	
4110-99-000	Total Administrative Salaries	13,194.93	11,702.67	-1,492.26	27,070.08	23,405.34	-3,664.74	140,432.00	
4190-00-000	Miscellaneous Admin Expenses								
4190-50-100	VA Homelessness Solutions Program	0.00	250.00	250.00	440.47	500.00	59.53	3,000.00	
4190-60-200	Homelessness Assistance Grant (HMIS)	255.74	2,024.92	1,769.18	381.58	4,049.84	3,668.26	24,299.00	
4191-00-000	Total Miscellaneous Admin Expenses	13,450.67	13,977.59	526.92	27,892.13	27,955.18	63.05	167,731.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	13,450.67	13,977.59	526.92	27,892.13	27,955.18	63.05	167,731.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
8000-00-000	TOTAL EXPENSES	13,450.67	13,977.59	526.92	27,892.13	27,955.18	63.05	167,731.00	
9000-00-000	NET INCOME	31,911.18	-0.01	31,911.19	17,469.72	-0.02	17,469.74	0.00	

HOUSING CHOICE VOUCHER PROGRAM (MTW, MS5 and FSS Grant)
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - February 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3100-00-000	TENANT INCOME							
3400-00-000	GRANT INCOME							
3410-01-000	Section 8 HAP Earned	637,144.00	502,024.00	135,120.00	1,172,888.00	1,004,048.00	168,840.00	6,024,288.00
3410-02-000	Section 8 Admin. Fee Income	54,432.00	50,033.17	4,398.83	105,987.00	100,066.34	5,920.66	600,398.00
3410-03-000	Section 8 FSS Grant Income	0.00	5,250.00	-5,250.00	7,325.94	10,500.00	-3,174.06	63,000.00
3499-00-000	TOTAL GRANT INCOME	691,576.00	557,307.17	134,268.83	1,286,200.94	1,114,614.34	171,586.60	6,687,686.00
3600-00-000	OTHER INCOME							
3640-00-000	Fraud Recovery-HAP	65.00	583.33	-518.33	629.90	1,166.66	-536.76	7,000.00
3640-01-000	Fraud Recovery-ADM	65.00	583.33	-518.33	629.90	1,166.66	-536.76	7,000.00
3699-00-000	TOTAL OTHER INCOME	130.00	1,166.66	-1,036.66	1,259.80	2,333.32	-1,073.52	14,000.00
3999-00-000	TOTAL INCOME	691,706.00	558,473.83	133,232.17	1,287,460.74	1,116,947.66	170,513.08	6,701,686.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	33,337.52	38,713.33	5,375.81	66,823.25	77,426.66	10,603.41	464,560.00
4110-04-000	Employee Benefit Contribution-Admin	7,648.07	13,471.50	5,823.43	17,661.63	26,943.00	9,281.37	161,658.00
4110-20-400	Administrative Salaries-FSS	3,893.48	4,217.92	324.44	7,786.96	8,435.84	648.88	50,615.00
4110-21-400	Employee Benefits Contribution-FSS	1,094.30	1,032.08	-62.22	2,480.61	2,064.16	-416.45	12,385.00
4110-99-000	Total Administrative Salaries	45,973.37	57,434.83	11,461.46	94,752.45	114,869.66	20,117.21	689,218.00
4130-00-000	Legal Expense							
4130-02-000	Criminal Background Checks	124.65	291.67	167.02	346.25	583.34	237.09	3,500.00
4130-04-000	General Legal Expense	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00
4131-00-000	Total Legal Expense	124.65	458.34	333.69	346.25	916.68	570.43	5,500.00
4139-00-000	Other Admin Expenses							
4140-00-000	Staff Training	177.00	1,416.67	1,239.67	476.00	2,833.34	2,357.34	17,000.00
4150-00-000	Travel	21.31	833.33	812.02	21.31	1,666.66	1,645.35	10,000.00
4171-00-000	Auditing Fees	0.00	833.33	833.33	0.00	1,666.66	1,666.66	10,000.00
4172-00-000	Port Out Admin Fee Paid	42.66	266.67	224.01	85.32	533.34	448.02	3,200.00
4189-00-000	Total Other Admin Expenses	240.97	3,350.00	3,109.03	582.63	6,700.00	6,117.37	40,200.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	228.00	83.33	-144.67	228.00	166.66	-61.34	1,000.00
4190-03-000	Advertising	0.00	125.00	125.00	381.81	250.00	-131.81	1,500.00
4190-04-000	Office Supplies	183.65	166.67	-16.98	183.65	333.34	149.69	2,000.00
4190-05-000	Fuel-Administrative	59.37	150.00	90.63	120.68	300.00	179.32	1,800.00
4190-06-000	Compliance	903.04	1,750.00	846.96	4,229.51	3,500.00	-729.51	21,000.00
4190-07-000	Telephone & Internet	451.85	541.67	89.82	739.94	1,083.34	343.40	6,500.00
4190-08-000	Postage	64.80	416.66	351.86	64.80	833.32	768.52	5,000.00
4190-10-000	Copiers	192.82	208.33	15.51	443.88	416.66	-27.22	2,500.00

HOUSING CHOICE VOUCHER PROGRAM (MTW, MS5 and FSS Grant)									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4190-12-000	Software	2,175.91	2,208.34	32.43	2,294.47	4,416.68	2,122.21	26,500.00	
4190-13-000	IT/Website Maintenance	304.26	458.34	154.08	776.76	916.68	139.92	5,500.00	
4190-18-000	Small Office Equipment	0.00	266.67	266.67	135.98	533.34	397.36	3,200.00	
4190-22-000	Other Misc Admin Expenses	-2,985.39	208.34	3,193.73	-4,376.49	416.68	4,793.17	2,500.00	
4191-00-000	Total Miscellaneous Admin Expenses	47,551.68	64,018.18	16,466.50	99,975.44	128,036.36	28,060.92	768,218.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	47,917.30	67,826.52	19,909.22	100,904.32	135,653.04	34,748.72	813,918.00	
4200-00-000	TENANT SERVICES								
4220-01-000	Other Tenant Svcs.	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00	
4220-03-000	Local Non-Traditional Expense	0.00	8,333.33	8,333.33	0.00	16,666.66	16,666.66	100,000.00	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	8,583.33	8,583.33	0.00	17,166.66	17,166.66	103,000.00	
4300-00-000	UTILITY EXPENSES								
4320-00-000	Electricity	617.11	333.33	-283.78	1,154.44	666.66	-487.78	4,000.00	
4330-00-000	Gas	448.44	166.67	-281.77	905.99	333.34	-572.65	2,000.00	
4399-00-000	TOTAL UTILITY EXPENSES	1,065.55	500.00	-565.55	2,060.43	1,000.00	-1,060.43	6,000.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance-Other	70.93	83.33	12.40	146.76	166.66	19.90	1,000.00	
4510-10-000	Property Insurance	21.78	25.00	3.22	45.05	50.00	4.95	300.00	
4510-20-000	Liability Insurance	14.14	16.67	2.53	29.26	33.34	4.08	200.00	
4510-30-000	Workmen's Compensation	516.02	595.33	79.31	1,067.62	1,190.66	123.04	7,144.00	
4599-00-000	TOTAL GENERAL EXPENSES	622.87	720.33	97.46	1,288.69	1,440.66	151.97	8,644.00	
4700-00-000	HOUSING ASSISTANCE PAYMENTS								
4715-00-000	Housing Assistance Payments	553,318.00	494,524.00	-58,794.00	1,108,681.00	989,048.00	-119,633.00	5,934,288.00	
4715-01-000	Tenant Utility Payments-Voucher	8,621.00	6,833.34	-1,787.66	16,374.00	13,666.68	-2,707.32	82,000.00	
4715-02-000	Port Out HAP Payments	1,171.00	1,250.00	79.00	2,342.00	2,500.00	158.00	15,000.00	
4715-07-000	Tenant FSS Goal Incentives	2,775.00	2,500.00	-275.00	7,075.00	5,000.00	-2,075.00	30,000.00	
4715-08-000	Landlord Incentives	1,500.00	5,000.00	3,500.00	2,250.00	10,000.00	7,750.00	60,000.00	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	567,385.00	510,107.34	-57,277.66	1,136,722.00	1,020,214.68	-116,507.32	6,121,288.00	
8000-00-000	TOTAL EXPENSES	616,990.72	587,737.52	-29,253.20	1,240,975.44	1,175,475.04	-65,500.40	7,052,850.00	
9000-00-000	NET INCOME	74,715.28	-29,263.69	103,978.97	46,485.30	-58,527.38	105,012.68	-351,164.00	

JR POLLY LINEWEAVER APARTMETS (incl. Service Coordinator Grant)
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - February 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3100-00-000	TENANT INCOME							
3101-00-000	Rental Income							
3111-00-000	Tenant Rent	15,851.00	13,817.42	2,033.58	33,252.00	27,634.84	5,617.16	165,809.00
3112-00-000	50059 HAP Subsidy	22,983.00	25,660.83	-2,677.83	45,084.00	51,321.66	-6,237.66	307,930.00
3119-00-000	Total Rental Income	38,834.00	39,478.25	-644.25	78,336.00	78,956.50	-620.50	473,739.00
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	312.69	463.50	-150.81	595.51	927.00	-331.49	5,562.00
3120-03-000	Damages	480.00	500.00	-20.00	480.00	1,000.00	-520.00	6,000.00
3120-04-000	Late Charges	0.00	83.33	-83.33	123.00	166.66	-43.66	1,000.00
3120-05-000	Legal Fees - Tenant	0.00	50.00	-50.00	0.00	100.00	-100.00	600.00
3120-08-000	Workorders/Maint Charges	0.00	541.67	-541.67	0.00	1,083.34	-1,083.34	6,500.00
3129-00-000	Total Other Tenant Income	792.69	1,638.50	-845.81	1,198.51	3,277.00	-2,078.49	19,662.00
3199-00-000	TOTAL TENANT INCOME	39,626.69	41,116.75	-1,490.06	79,534.51	82,233.50	-2,698.99	493,401.00
3400-00-000	GRANT INCOME							
3410-20-300	Service Coordinator Grant (SC)	0.00	6,526.75	-6,526.75	0.00	13,053.50	-13,053.50	78,321.00
3499-00-000	TOTAL GRANT INCOME	0.00	6,526.75	-6,526.75	0.00	13,053.50	-13,053.50	78,321.00
3999-00-000	TOTAL INCOME	39,626.69	47,643.50	-8,016.81	79,534.51	95,287.00	-15,752.49	571,722.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	2,938.46	3,482.92	544.46	5,993.78	6,965.84	972.06	41,795.00
4110-04-000	Employee Benefit Contribution-Admin	1,048.07	1,188.83	140.76	2,271.07	2,377.66	106.59	14,266.00
4110-99-000	Total Administrative Salaries	3,986.53	4,671.75	685.22	8,264.85	9,343.50	1,078.65	56,061.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	25.00	66.67	41.67	25.00	133.34	108.34	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	0.00	33.34	33.34	200.00
4130-04-000	General Legal Expense	0.00	250.00	250.00	1,193.94	500.00	-693.94	3,000.00
4131-00-000	Total Legal Expense	25.00	333.34	308.34	1,218.94	666.68	-552.26	4,000.00
4139-00-000	Other Admin Expenses							
4140-00-000	Staff Training	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
4150-00-000	Travel	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
4171-00-000	Auditing Fees	0.00	166.67	166.67	0.00	333.34	333.34	2,000.00
4189-00-000	Total Other Admin Expenses	0.00	333.33	333.33	0.00	666.66	666.66	4,000.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	36.00	0.00	-36.00	36.00	0.00	-36.00	0.00
4190-04-000	Office Supplies	20.51	41.67	21.16	30.87	83.34	52.47	500.00
4190-07-000	Telephone & Internet	389.69	233.33	-156.36	584.63	466.66	-117.97	2,800.00
4190-08-000	Postage	10.80	41.67	30.87	10.80	83.34	72.54	500.00
4190-10-000	Copiers	30.58	83.33	52.75	87.67	166.66	78.99	1,000.00

JR POLLY LINEWEAVER APARTMETS (incl. Service Coordinator Grant)
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - February 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-12-000	Software	10.82	333.33	322.51	36.23	666.66	630.43	4,000.00
4190-13-000	IT/Website Maintenance	62.64	83.33	20.69	155.16	166.66	11.50	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	4,547.57	5,488.41	940.84	9,206.21	10,976.82	1,770.61	65,861.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	4,572.57	6,155.08	1,582.51	10,425.15	12,310.16	1,885.01	73,861.00
4200-00-000	TENANT SERVICES							
4210-20-300	Tenant Services-Salaries	3,334.53	4,553.33	1,218.80	3,334.53	9,106.66	5,772.13	54,640.00
4211-20-300	Tenant Services-Benefits	922.76	1,104.58	181.82	922.76	2,209.16	1,286.40	13,255.00
4220-01-000	Other Tenant Svcs.	1,997.38	1,666.67	-330.71	3,735.44	3,333.34	-402.10	20,000.00
4240-20-300	Tenant Services-Other Direct Costs	246.29	472.17	225.88	334.84	944.34	609.50	5,666.00
4241-20-300	Tenant Services-Training	781.81	188.33	-593.48	781.81	376.66	-405.15	2,260.00
4242-20-300	Tenant Services-Supplies & Materials	107.18	83.33	-23.85	107.18	166.66	59.48	1,000.00
4243-20-300	Tenant Services-Travel	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	7,389.95	8,193.41	803.46	9,216.56	16,386.82	7,170.26	98,321.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	754.11	833.33	79.22	1,508.22	1,666.66	158.44	10,000.00
4320-00-000	Electricity	10,540.14	5,833.33	-4,706.81	19,644.83	11,666.66	-7,978.17	70,000.00
4390-00-000	Sewer & Trash	1,833.34	2,083.33	249.99	3,666.68	4,166.66	499.98	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	13,127.59	8,749.99	-4,377.60	24,819.73	17,499.98	-7,319.75	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	4,499.44	5,064.58	565.14	8,598.50	10,129.16	1,530.66	60,775.00
4410-05-000	Employee Benefit Contribution-Maint.	1,475.60	1,837.00	361.40	1,952.95	3,674.00	1,721.05	22,044.00
4419-00-000	Total General Maint Expense	5,975.04	6,901.58	926.54	10,551.45	13,803.16	3,251.71	82,819.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	41.94	25.00	-16.94	41.94	50.00	8.06	300.00
4420-02-000	Supplies-Appliance	182.68	16.67	-166.01	182.68	33.34	-149.34	200.00
4420-03-000	Supplies-Unit Turnover	0.00	291.67	291.67	0.00	583.34	583.34	3,500.00
4420-04-000	Supplies-Electrical	590.35	250.00	-340.35	684.14	500.00	-184.14	3,000.00
4420-05-000	Supplies-Fuel & Parts	38.59	62.50	23.91	78.44	125.00	46.56	750.00
4420-06-000	Supplies-Janitorial/Cleaning	85.84	83.33	-2.51	108.15	166.66	58.51	1,000.00
4420-07-000	Supplies-Maint/Repairs	1,590.96	625.00	-965.96	2,616.14	1,250.00	-1,366.14	7,500.00
4420-08-000	Supplies-Plumbing	684.53	62.50	-622.03	783.92	125.00	-658.92	750.00
4420-09-000	Tools and Equipment	78.57	41.67	-36.90	78.57	83.34	4.77	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	0.00	83.34	83.34	500.00
4429-00-000	Total Materials	3,293.46	1,500.01	-1,793.45	4,573.98	3,000.02	-1,573.96	18,000.00
4430-00-000	Contract Costs							
4430-01-000	Contract-Routine Maintenance	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
4430-03-000	Contract-Trash Collection	573.83	225.00	-348.83	589.22	450.00	-139.22	2,700.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	1,130.00	166.66	-963.34	1,000.00
4430-05-000	Contract-Unit Turnover	0.00	1,250.00	1,250.00	0.00	2,500.00	2,500.00	15,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	717.32	333.34	-383.98	2,000.00
4430-07-000	Contract-Pest Control	800.00	750.00	-50.00	2,432.46	1,500.00	-932.46	9,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	0.00	100.00	100.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	160.15	133.33	-26.82	292.58	266.66	-25.92	1,600.00

JR POLLY LINEWEAVER APARTMETS (incl. Service Coordinator Grant) Statement of Revenues, Expenditures, and Changes in Fund Net Position January - February 2024								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	83.34	83.34	500.00
4430-12-000	Contract-Inspections	180.00	0.00	-180.00	180.00	0.00	-180.00	0.00
4430-13-000	Contract-HVAC	0.00	416.67	416.67	1,694.17	833.34	-860.83	5,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	83.34	83.34	500.00
4430-17-000	Contract-Elevator Maintenance	500.00	1,250.00	750.00	4,728.36	2,500.00	-2,228.36	15,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	30.00	100.00	70.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	200.00	200.00	1,200.00
4439-00-000	Total Contract Costs	2,228.98	4,641.67	2,412.69	11,794.11	9,283.34	-2,510.77	55,700.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	11,497.48	13,043.26	1,545.78	26,919.54	26,086.52	-833.02	156,519.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	308.75	288.67	-20.08	589.40	577.34	-12.06	3,464.00
4510-10-000	Property Insurance	361.66	417.25	55.59	748.27	834.50	86.23	5,007.00
4510-20-000	Liability Insurance	164.15	189.42	25.27	339.62	378.84	39.22	2,273.00
4510-30-000	Workmen's Compensation	129.00	148.83	19.83	266.90	297.66	30.76	1,786.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	0.00	833.34	833.34	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	963.56	1,460.84	497.28	1,944.19	2,921.68	977.49	17,530.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,281.51	2,283.33	1.82	4,581.22	4,566.66	-14.56	27,400.00
4899-00-000	TOTAL FINANCING EXPENSES	2,281.51	2,283.33	1.82	4,581.22	4,566.66	-14.56	27,400.00
8000-00-000	TOTAL EXPENSES	39,832.66	39,885.91	53.25	77,906.39	79,771.82	1,865.43	478,631.00
9000-00-000	NET INCOME	-205.97	7,757.59	-7,963.56	1,628.12	15,515.18	-13,887.06	93,091.00

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - February 2024								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3100-00-000	TENANT INCOME							
3101-00-000	Rental Income							
3111-00-000	Tenant Rent	41,484.00	47,522.60	-6,038.60	83,959.56	95,045.20	-11,085.64	570,271.20
3112-06-000	PBV HAP Subsidy	106,366.00	110,886.07	-4,520.07	216,252.00	221,772.14	-5,520.14	1,330,632.80
3119-00-000	Total Rental Income	147,850.00	158,408.67	-10,558.67	300,211.56	316,817.34	-16,605.78	1,900,904.00
3120-00-000	Other Tenant Income							
3120-03-000	Damages	655.00	2,083.33	-1,428.33	4,248.00	4,166.66	81.34	25,000.00
3120-04-000	Late Charges	819.00	666.67	152.33	2,298.00	1,333.34	964.66	8,000.00
3120-05-000	Legal Fees - Tenant	-130.06	83.33	-213.39	0.00	166.66	-166.66	1,000.00
3120-06-000	NSF Charges	0.00	8.33	-8.33	0.00	16.66	-16.66	100.00
3120-07-000	Tenant Owed Utilities	302.02	166.67	135.35	667.92	333.34	334.58	2,000.00
3120-08-000	Workorders/Maint Charges	0.00	325.00	-325.00	0.00	650.00	-650.00	3,900.00
3120-11-000	Collection Loss-Tenants	0.00	0.00	0.00	215.41	0.00	215.41	0.00
3129-00-000	Total Other Tenant Income	1,645.96	3,333.33	-1,687.37	7,429.33	6,666.66	762.67	40,000.00
3199-00-000	TOTAL TENANT INCOME	149,495.96	161,742.00	-12,246.04	307,640.89	323,484.00	-15,843.11	1,940,904.00
3400-00-000	GRANT INCOME							
3415-00-000	Other Government Grants	0.00	7,916.67	-7,916.67	0.00	15,833.34	-15,833.34	95,000.00
3499-00-000	TOTAL GRANT INCOME	0.00	7,916.67	-7,916.67	0.00	15,833.34	-15,833.34	95,000.00
3600-00-000	OTHER INCOME							
3610-00-000	Investment Income - Unrestricted	235.35	208.33	27.02	484.39	416.66	67.73	2,500.00
3699-00-000	TOTAL OTHER INCOME	235.35	208.33	27.02	484.39	416.66	67.73	2,500.00
3999-00-000	TOTAL INCOME	149,731.31	169,867.00	-20,135.69	308,125.28	339,734.00	-31,608.72	2,038,404.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	22,490.18	23,977.25	1,487.07	45,098.49	47,954.50	2,856.01	287,727.00
4110-04-000	Employee Benefit Contribution-Admin	5,209.78	7,334.83	2,125.05	11,878.94	14,669.66	2,790.72	88,018.00
4110-99-000	Total Administrative Salaries	27,699.96	31,312.08	3,612.12	56,977.43	62,624.16	5,646.73	375,745.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	-105.06	41.67	146.73	22.94	83.34	60.40	500.00
4130-04-000	General Legal Expense	0.00	1,250.00	1,250.00	225.00	2,500.00	2,275.00	15,000.00
4131-00-000	Total Legal Expense	-105.06	1,291.67	1,396.73	247.94	2,583.34	2,335.40	15,500.00
4139-00-000	Other Admin Expenses							
4140-00-000	Staff Training	59.00	1,250.00	1,191.00	309.00	2,500.00	2,191.00	15,000.00
4150-00-000	Travel	0.00	833.33	833.33	0.00	1,666.66	1,666.66	10,000.00
4171-00-000	Auditing Fees	0.00	208.33	208.33	0.00	416.66	416.66	2,500.00
4189-00-000	Total Other Admin Expenses	59.00	2,291.66	2,232.66	309.00	4,583.32	4,274.32	27,500.00
4190-00-000	Miscellaneous Admin Expenses							

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4190-01-000	Membership and Fees	180.00	83.33	-96.67	730.00	166.66	-563.34	1,000.00	
4190-02-000	Publications	81.40	83.33	1.93	81.40	166.66	85.26	1,000.00	
4190-03-000	Advertising	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4190-04-000	Office Supplies	275.53	333.33	57.80	581.16	666.66	85.50	4,000.00	
4190-06-000	Compliance	167.30	208.33	41.03	167.30	416.66	249.36	2,500.00	
4190-07-000	Telephone & Internet	505.82	416.67	-89.15	767.44	833.34	65.90	5,000.00	
4190-08-000	Postage	41.40	500.00	458.60	41.40	1,000.00	958.60	6,000.00	
4190-10-000	Copiers	132.20	208.33	76.13	293.50	416.66	123.16	2,500.00	
4190-12-000	Software	2,174.11	1,666.67	-507.44	2,290.33	3,333.34	1,043.01	20,000.00	
4190-13-000	IT/Website Maintenance	338.41	416.67	78.26	734.38	833.34	98.96	5,000.00	
4190-18-000	Small Office Equipment	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00	
4190-22-000	Other Misc Admin Expenses	717.42	833.33	115.91	687.42	1,666.66	979.24	10,000.00	
4191-00-000	Total Miscellaneous Admin Expenses	32,313.55	36,395.40	4,081.85	63,351.76	72,790.80	9,439.04	436,745.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	32,267.49	39,978.73	7,711.24	63,908.70	79,957.46	16,048.76	479,745.00	
4200-00-000	TENANT SERVICES								
4220-01-000	Other Tenant Svcs.	21.32	125.00	103.68	21.32	250.00	228.68	1,500.00	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	21.32	125.00	103.68	21.32	250.00	228.68	1,500.00	
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	2,810.82	2,666.67	-144.15	5,068.67	5,333.34	264.67	32,000.00	
4320-00-000	Electricity	1,376.46	833.33	-543.13	2,488.15	1,666.66	-821.49	10,000.00	
4330-00-000	Gas	36.99	166.67	129.68	59.78	333.34	273.56	2,000.00	
4390-00-000	Sewer & Trash	3,475.14	3,333.33	-141.81	6,117.29	6,666.66	549.37	40,000.00	
4399-00-000	TOTAL UTILITY EXPENSES	7,699.41	7,000.00	-699.41	13,733.89	14,000.00	266.11	84,000.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	14,583.33	17,226.17	2,642.84	29,129.04	34,452.34	5,323.30	206,714.00	
4410-05-000	Employee Benefit Contribution-Maint.	3,811.69	5,722.92	1,911.23	8,628.18	11,445.84	2,817.66	68,675.00	
4419-00-000	Total General Maint Expense	18,395.02	22,949.09	4,554.07	37,757.22	45,898.18	8,140.96	275,389.00	
4420-00-000	Materials								
4420-01-000	Supplies-Grounds	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4420-02-000	Supplies-Appliance	398.21	166.67	-231.54	398.21	333.34	-64.87	2,000.00	
4420-03-000	Supplies-Unit Turnover	246.71	625.00	378.29	288.31	1,250.00	961.69	7,500.00	
4420-04-000	Supplies-Electrical	957.38	1,250.00	292.62	2,807.38	2,500.00	-307.38	15,000.00	
4420-05-000	Supplies-Fuel & Parts	1,191.42	291.67	-899.75	1,338.57	583.34	-755.23	3,500.00	
4420-06-000	Supplies-Janitorial/Cleaning	133.71	333.33	199.62	184.69	666.66	481.97	4,000.00	
4420-07-000	Supplies-Maint/Repairs	1,853.14	1,250.00	-603.14	5,549.33	2,500.00	-3,049.33	15,000.00	
4420-08-000	Supplies-Plumbing	436.59	416.67	-19.92	1,109.13	833.34	-275.79	5,000.00	
4420-09-000	Tools and Equipment	0.00	208.33	208.33	422.40	416.66	-5.74	2,500.00	
4420-10-000	Maintenance Paper/Supplies	0.00	83.33	83.33	26.84	166.66	139.82	1,000.00	
4429-00-000	Total Materials	5,217.16	4,708.33	-508.83	12,124.86	9,416.66	-2,708.20	56,500.00	
4430-00-000	Contract Costs								
4430-01-000	Contract-Routine Maintenance	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4430-03-000	Contract-Trash Collection	3.25	250.00	246.75	3.25	500.00	496.75	3,000.00	
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	270.00	166.66	-103.34	1,000.00	

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4430-05-000	Contract-Unit Turnover	2,033.12	1,666.67	-366.45	3,500.69	3,333.34	-167.35	20,000.00	
4430-06-000	Contract-Electrical	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4430-07-000	Contract-Pest Control	0.00	1,000.00	1,000.00	64.91	2,000.00	1,935.09	12,000.00	
4430-08-000	Contract-Floor Covering	0.00	333.33	333.33	0.00	666.66	666.66	4,000.00	
4430-09-000	Contract-Grounds	0.00	833.33	833.33	0.00	1,666.66	1,666.66	10,000.00	
4430-10-000	Contract-Janitorial/Cleaning	405.92	333.33	-72.59	775.49	666.66	-108.83	4,000.00	
4430-11-000	Contract-Plumbing	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00	
4430-12-000	Contract-Inspections	0.00	1,166.67	1,166.67	1,150.00	2,333.34	1,183.34	14,000.00	
4430-13-000	Contract-HVAC	0.00	1,666.67	1,666.67	3,542.35	3,333.34	-209.01	20,000.00	
4430-14-000	Contract-Vehicle Maintenance	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4430-15-000	Contract-Video Surveillance	0.00	7,583.33	7,583.33	0.00	15,166.66	15,166.66	91,000.00	
4439-00-000	Total Contract Costs	2,442.29	15,416.65	12,974.36	9,306.69	30,833.30	21,526.61	185,000.00	
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	26,054.47	43,074.07	17,019.60	59,188.77	86,148.14	26,959.37	516,889.00	
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance-Other	159.47	184.00	24.53	329.95	368.00	38.05	2,208.00	
4510-10-000	Property Insurance	1,086.74	1,239.42	152.68	2,248.43	2,478.84	230.41	14,873.00	
4510-20-000	Liability Insurance	481.96	549.33	67.37	997.15	1,098.66	101.51	6,592.00	
4510-30-000	Workmen's Compensation	451.52	520.83	69.31	934.18	1,041.66	107.48	6,250.00	
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	2,500.00	2,500.00	0.00	5,000.00	5,000.00	30,000.00	
4570-00-000	Bad Debt-Tenant Rents	0.00	2,083.33	2,083.33	0.00	4,166.66	4,166.66	25,000.00	
4599-00-000	TOTAL GENERAL EXPENSES	2,179.69	7,076.91	4,897.22	4,509.71	14,153.82	9,644.11	84,923.00	
4800-00-000	FINANCING EXPENSE								
4851-00-000	Interest Expense-Loan 1	3,030.16	10,592.04	7,561.88	3,030.16	21,184.08	18,153.92	127,104.53	
4852-00-000	Interest Expense-Loan 2	0.00	5,833.33	5,833.33	0.00	11,666.66	11,666.66	70,000.00	
4899-00-000	TOTAL FINANCING EXPENSES	3,030.16	16,425.37	13,395.21	3,030.16	32,850.74	29,820.58	197,104.53	
8000-00-000	TOTAL EXPENSES	71,252.54	113,680.08	42,427.54	144,392.55	227,360.16	82,967.61	1,364,161.53	
9000-00-000	NET INCOME	78,478.77	56,186.92	22,291.85	163,732.73	112,373.84	51,358.89	674,242.47	

Commerce Village LLC									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3111-00-000	Tenant Rent	10,035.00	10,142.55	-107.55	20,041.00	20,285.10	-244.10	121,710.60	
3112-06-000	PBV HAP Subsidy	9,649.00	10,142.55	-493.55	19,158.00	20,285.10	-1,127.10	121,710.60	
3119-00-000	Total Rental Income	19,684.00	20,285.10	-601.10	39,199.00	40,570.20	-1,371.20	243,421.20	
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	150.01	150.00	0.01	297.02	300.00	-2.98	1,800.00	
3120-03-000	Damages	94.00	208.33	-114.33	94.00	416.66	-322.66	2,500.00	
3120-04-000	Late Charges	0.00	25.00	-25.00	0.00	50.00	-50.00	300.00	
3120-05-000	Legal Fees - Tenant	0.00	21.67	-21.67	0.00	43.34	-43.34	260.00	
3120-08-000	Workorders/Maint Charges	0.00	100.00	-100.00	30.00	200.00	-170.00	1,200.00	
3129-00-000	Total Other Tenant Income	244.01	505.00	-260.99	421.02	1,010.00	-588.98	6,060.00	
3199-00-000	TOTAL TENANT INCOME	19,928.01	20,790.10	-862.09	39,620.02	41,580.20	-1,960.18	249,481.20	
3600-00-000	OTHER INCOME								
3611-00-000	Investment Income - Restricted	551.07	250.00	301.07	1,104.75	500.00	604.75	3,000.00	
3699-00-000	TOTAL OTHER INCOME	551.07	250.00	301.07	1,104.75	500.00	604.75	3,000.00	
3999-00-000	TOTAL INCOME	20,479.08	21,040.10	-561.02	40,724.77	42,080.20	-1,355.43	252,481.20	
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	2,886.76	3,127.33	240.57	5,773.52	6,254.66	481.14	37,528.00	
4110-04-000	Employee Benefit Contribution-Admin	695.04	974.00	278.96	1,746.75	1,948.00	201.25	11,688.00	
4110-99-000	Total Administrative Salaries	3,581.80	4,101.33	519.53	7,520.27	8,202.66	682.39	49,216.00	
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	
4150-00-000	Travel	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4173-00-000	Management Fee	1,035.38	958.33	-77.05	2,061.87	1,916.66	-145.21	11,500.00	
4189-00-000	Total Other Admin Expenses	1,035.38	1,166.66	131.28	2,061.87	2,333.32	271.45	14,000.00	
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	0.00	8.33	8.33	0.00	16.66	16.66	100.00	
4190-02-000	Publications	0.00	8.33	8.33	0.00	16.66	16.66	100.00	
4190-04-000	Office Supplies	7.89	50.00	42.11	12.83	100.00	87.17	600.00	
4190-06-000	Compliance	1,350.00	125.00	-1,225.00	1,350.00	250.00	-1,100.00	1,500.00	
4190-07-000	Telephone & Internet	180.36	300.00	119.64	511.46	600.00	88.54	3,600.00	
4190-08-000	Postage	5.40	41.67	36.27	5.40	83.34	77.94	500.00	
4190-10-000	Copiers	37.09	100.00	62.91	77.22	200.00	122.78	1,200.00	
4190-12-000	Software	5.40	166.67	161.27	18.10	333.34	315.24	2,000.00	
4190-13-000	IT/Website Maintenance	31.32	91.67	60.35	77.58	183.34	105.76	1,100.00	
4190-21-000	HCC Fees	0.00	625.00	625.00	0.00	1,250.00	1,250.00	7,500.00	

Commerce Village LLC									
Statement of Revenues, Expenditures, and Changes in Fund Net Position									
January - February 2024									
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4190-22-000	Other Misc Admin Expenses	6.00	83.33	77.33	12.00	166.66	154.66	1,000.00	
4191-00-000	Total Miscellaneous Admin Expenses	5,205.26	5,701.33	496.07	9,584.86	11,402.66	1,817.80	68,416.00	
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	6,240.64	6,867.99	627.35	11,646.73	13,735.98	2,089.25	82,416.00	
4200-00-000	TENANT SERVICES								
4210-00-000	Tenant Services Salaries	0.00	1,520.83	1,520.83	0.00	3,041.66	3,041.66	18,250.00	
4220-01-000	Other Tenant Svcs.	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	1,645.83	1,645.83	0.00	3,291.66	3,291.66	19,750.00	
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	395.01	358.33	-36.68	790.02	716.66	-73.36	4,300.00	
4320-00-000	Electricity	2,300.50	1,666.67	-633.83	4,378.68	3,333.34	-1,045.34	20,000.00	
4330-00-000	Gas	214.13	200.00	-14.13	437.46	400.00	-37.46	2,400.00	
4390-00-000	Sewer & Trash	887.10	916.67	29.57	1,774.20	1,833.34	59.14	11,000.00	
4399-00-000	TOTAL UTILITY EXPENSES	3,796.74	3,141.67	-655.07	7,380.36	6,283.34	-1,097.02	37,700.00	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	740.13	994.33	254.20	1,476.20	1,988.66	512.46	11,932.00	
4410-05-000	Employee Benefit Contribution-Maint.	246.86	355.58	108.72	579.99	711.16	131.17	4,267.00	
4419-00-000	Total General Maint Expense	986.99	1,349.91	362.92	2,056.19	2,699.82	643.63	16,199.00	
4420-00-000	Materials								
4420-01-000	Supplies-Grounds	0.00	8.33	8.33	0.00	16.66	16.66	100.00	
4420-02-000	Supplies-Appliance	86.99	8.33	-78.66	86.99	16.66	-70.33	100.00	
4420-03-000	Supplies-Unit Turnover	0.00	16.67	16.67	0.00	33.34	33.34	200.00	
4420-04-000	Supplies-Electrical	209.12	50.00	-159.12	2,067.77	100.00	-1,967.77	600.00	
4420-05-000	Supplies-Fuel & Parts	14.84	16.67	1.83	30.17	33.34	3.17	200.00	
4420-06-000	Supplies-Janitorial/Cleaning	27.87	50.00	22.13	38.49	100.00	61.51	600.00	
4420-07-000	Supplies-Maint/Repairs	302.72	108.33	-194.39	400.73	216.66	-184.07	1,300.00	
4420-08-000	Supplies-Plumbing	91.22	25.00	-66.22	138.55	50.00	-88.55	300.00	
4420-10-000	Maintenance Paper/Supplies	0.00	8.33	8.33	0.00	16.66	16.66	100.00	
4429-00-000	Total Materials	732.76	291.66	-441.10	2,762.70	583.32	-2,179.38	3,500.00	
4430-00-000	Contract Costs								
4430-03-000	Contract-Trash Collection	278.77	225.00	-53.77	286.33	450.00	163.67	2,700.00	
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	2,000.00	166.66	-1,833.34	1,000.00	
4430-05-000	Contract-Unit Turnover	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4430-07-000	Contract-Pest Control	800.00	91.67	-708.33	864.91	183.34	-681.57	1,100.00	
4430-10-000	Contract-Janitorial/Cleaning	163.02	133.33	-29.69	277.34	266.66	-10.68	1,600.00	
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	83.34	83.34	500.00	
4430-12-000	Contract-Inspections	0.00	291.67	291.67	300.00	583.34	283.34	3,500.00	
4430-13-000	Contract-HVAC	0.00	333.33	333.33	770.06	666.66	-103.40	4,000.00	
4430-15-000	Contract-Video Surveillance	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4430-18-000	Contract-Alarm Monitoring	0.00	50.00	50.00	479.04	100.00	-379.04	600.00	
4430-19-000	Contract-Sprinkler Monitoring	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00	
4439-00-000	Total Contract Costs	1,241.79	1,499.99	258.20	4,977.68	2,999.98	-1,977.70	18,000.00	
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	2,961.54	3,141.56	180.02	9,796.57	6,283.12	-3,513.45	37,699.00	

Commerce Village LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - February 2024								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	18.17	21.00	2.83	37.59	42.00	4.41	252.00
4510-10-000	Property Insurance	-651.71	477.92	1,129.63	651.71	955.84	304.13	5,735.00
4510-20-000	Liability Insurance	-183.81	214.17	397.98	183.81	428.34	244.53	2,570.00
4510-30-000	Workmen's Compensation	48.38	55.83	7.45	100.10	111.66	11.56	670.00
4521-00-000	Misc. Taxes/Licenses/Insurance	-1.01	2.00	3.01	1.01	4.00	2.99	24.00
4570-00-000	Bad Debt-Tenant Rents	0.00	208.33	208.33	0.00	416.66	416.66	2,500.00
4599-00-000	TOTAL GENERAL EXPENSES	-769.98	979.25	1,749.23	974.22	1,958.50	984.28	11,751.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	-1,365.00	1,365.00	2,730.00	1,365.00	2,730.00	1,365.00	16,380.00
4899-00-000	TOTAL FINANCING EXPENSES	-1,365.00	1,365.00	2,730.00	1,365.00	2,730.00	1,365.00	16,380.00
8000-00-000	TOTAL EXPENSES	10,863.94	17,141.30	6,277.36	31,162.88	34,282.60	3,119.72	205,696.00
9000-00-000	NET INCOME	9,615.14	3,898.80	5,716.34	9,561.89	7,797.60	1,764.29	46,785.20

RESOLUTION AUTHORIZING THE FORMATION OF BTC HOUSING LLC

WHEREAS, the Harrisonburg Redevelopment and Housing Authority (“HRHA”) is duly organized under the Virginia Housing Authorities Law, Chapter 1, Title 36, Code of Virginia of 1950, as amended (the “Act”);

WHEREAS, HRHA was organized for the purpose, among others, of developing and operating low-income housing;

WHEREAS, HRHA wishes to develop low-income housing projects through the construction of buildings and improvements located on the property commonly known as Bluestone Town Center in Harrisonburg, Virginia (the "Project"), in partnership with EquityPlus Manager LLC, through a limited liability company that is a subsidiary of HRHA, BTC Senior Housing I LLC, and for which another subsidiary of HRHA is needed to serve as the managing member (“Managing Member”);

WHEREAS, the Project shall be established and maintained as a “qualified low-income housing project” within the meaning of Section 42 of the Internal Revenue Code, as amended;

WHEREAS, BTC Senior Housing I LLC is in the process of applying for low-income housing tax credits (“LIHTC”) as part of the financing of the Project; and

WHEREAS, HRHA wishes to form BTC Housing LLC as a nonstock, nonprofit subsidiary to be the Managing Member.

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

1. HRHA is authorized to form BTC Housing LLC, and the formation is hereby ratified, for the low-income housing at the Bluestone Town Center Project.
2. HRHA shall be the sole manager of BTC Housing LLC, and the Commissioners of HRHA shall be the Commissioners of BTC Housing LLC.
3. The registered agent shall be Michael G. Wong. The registered office of the BTC Housing LLC shall be 286 Kelley Street, Harrisonburg, Virginia 22802.
4. The Commissioners declare they are all familiar with this transaction.
5. All acts and deeds heretofore or hereafter done by BTC Housing LLC for or on behalf of BTC Housing LLC in entering into, executing, acknowledging, or attesting any of the foregoing agreements, instruments, or documents, or in carrying out the terms and intentions of the LIHTC application or this Resolution are hereby ratified, authorized, approved, and confirmed.
6. The Executive Director is hereby authorized to take any other actions that are reasonable and necessary to effectuate the low-income housing at the Bluestone Town Center Project or this Resolution.
7. This Resolution shall take effect immediately upon its adoption.

Resolved this 20th day of March, 2024.

CERTIFICATE OF VOTES

Record of the roll-call vote by the Harrisonburg Redevelopment and Housing Authority, upon reading on a resolution titled “**RESOLUTION AUTHORIZING THE FORMATION OF BTC HOUSING LLC**” taken at a regular meeting of the Authority held on March 20, 2024.

	AYE	NAY	ABSTAIN	ABSENT
Gil Colman, Chair				
Kevin Coffman, Vice Chair				
Luciano Benjamin				
Shonda Green				
Kenneth Kettler				
Amanda Leech				
Janet Awkward-Rogers				

Dated: March 20, 2024
(SEAL)

Chair, Harrisonburg Redevelopment and
Housing Authority

ATTEST: _____
Secretary

The undersigned Secretary of the Harrisonburg Redevelopment and Housing Authority hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by the Authority’s Commissioners present and voting at a meeting duly called and held on March 20, 2024, in accordance with law, and that such Resolution has not been repealed, revoked, rescinded, or amended, but is in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Authority this 20th day of March, 2024.

**HARRISONBURG REDEVELOPMENT AND
HOUSING AUTHORITY**

By: _____
Michael G. Wong, Secretary



Sterling Street Sidewalk Gap

Cost Estimate = \$110,000





Hill Street Sidewalk Gap



Cost Estimate = \$100,000



Kelley St to Ralph Sampson Park Connector Path

Cost Estimate = \$250,000





Success! As you know, we gave out our first college scholarship in fall 2023 to Grace. In addition to her JMU classes, Grace enjoys writing and participating in the competitive Mozaic Dance Team. “I took some dance classes in high school and discovered I had a passion for dance. From then I knew I wanted to continue with this hobby in college,” she says. Grace looks forward to both academic studies and exploring more interests during her college career.

We are participating in the **Great Community Give again this year on Wednesday, April 17 from 6am to 8pm**. This is a fundraising day for our entire community and any nonprofits that want to participate. Our **goal is \$4,000** for the day. We have **matching funds of \$500 from Litten & Sipe**. Please thank them! We will match donors’ gifts starting at 6am when the event starts and continue until matching money runs out. We will run one match after the other. Make sure we get all of our matching funds. See details on prizes below.

We are raising funds for scholarships for students of our housing choice voucher families. Scholarships are for students continuing their education or professional training after high school. To fully fund this each year, ultimately we will need to raise or generate \$12,000 per year. To date we have raised \$8,500 from various activities, including the Great Community Give the past two years. This event raised just over \$2 million in 2023 for Harrisonburg and Rockingham County nonprofits. Over six years, the Great Community Give has raised just over \$7 million.

You can help by promoting our efforts ahead of and on that day and enlisting any interested family and friends to spread the word. We will push out messages you can share. Participation is designed to be as easy as possible. Just sharing our messages and information will help greatly. The minimum donation is \$7 to recognize the 7th year of the Great Community Give. **All gifts go directly to scholarships.**

While we can accept donations starting April 3 ahead of the Give on April 17, only funds that come in online that day are counted for possible prizes. **Any checks need to come after April 3 and before April 16 to the HRHA office and be made out to Shenandoah Housing Corporation and have Great Community Give in the memo line.**

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

Expenses are underwritten by The Community Foundation. Prizes will be available to nonprofit organizations thanks to generous sponsors. **See prize details below.**

Check out our profile page here:

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

Strategy for April 17 and Prizes

The Great Community Give gives out *cash prizes* throughout the day. We have the best chance at these random drawing prizes:

1. 100% Board Member Giving Prize - \$1,000

If 100% of our board makes a gift to the Give *before 4pm April 17*, we have a chance at that \$1,000 cash prize. (Minimum donation is \$7.) GCG officials will randomly draw a nonprofit's name and check to see if all board members have given. If not, they draw another name and continue until an organization wins. *Please make donations by 3:30pm.*

2. Golden Ticket Prizes – \$500 each hour

Golden ticket hours are 10am-11am, 2pm-3pm, and 4pm-5pm. GCG officials will randomly draw the name of a donor who gives during each of those hours. That donor's gift to the nonprofit will then be enhanced with a cash prize, which is \$500 this year. *Reminder: Board members should give by 3:30pm.*

3. Early Giving - \$500

Prize is awarded based on a random drawing of all nonprofits that received a gift during Early Giving. Award will be given to the winning nonprofit the week of April 22.

4. Early Bird - \$500

Prize is awarded based on a random drawing of all nonprofits that registered for the Great Community Give by December 15, 2023. Award will be given to the winning nonprofit the week of April 22.

MEMORANDUM OF UNDERSTANDING

Between

Debt Reduction Services Inc., dba Money Fit by DRS

And

Harrisonburg Redevelopment & Housing Authority

I. PURPOSE

This Memorandum of Understanding (MOU) establishes a cooperative relationship between Debt Reduction Services Inc., dba Money Fit by DRS (hereinafter referred to as "DRS") and the Harrisonburg Redevelopment & Housing Authority (hereinafter referred to as "AGENCY"). This MOU is designed to outline the services DRS will provide to AGENCY program participants and the financial arrangements associated with these services.

II. SCOPE OF SERVICES

DRS agrees to provide the following services to AGENCY program participants:

Counseling & Education Services	Phone	Text	Email	Virtual Live	24/7 Virtual Education
Budget and Credit-building	✓	✓	✓	✓	✓
Credit Counseling & Debt Management*	✓	✓	✓	✓	
Debt Management Program (DMP)**	✓		✓		
Fair Housing	✓	✓	✓	✓	✓ [†]
Pre-Purchase Homebuyer Preparation	✓	✓	✓	✓	✓
Rental Rights and Responsibilities	✓	✓	✓	✓	✓ [†]

III. REFERRAL, UPDATE REPORT, AND PAYMENT ARRANGEMENTS

AGENCY agrees to refer their program participants to DRS for, and DRS agrees to provide, the above-mentioned services via toll-free number (855) 685-7838 and online at moneyfit.org

DRS will provide a mechanism for AGENCY to pay the course fee for their participants who take the HUD-approved homebuyer education course provided by DRS. The current course fee is \$59.

DRS will provide AGENCY with brief monthly updates via email on relevant counseling, education, and coaching activities involving their referred program participants. DRS will make

a housing counselor available by phone to discuss, as permitted by DRS privacy policy, participant progress prior to completing DRS services.

- All phone referrals to DRS can be made to our Housing Counseling Department: (855) 685-7838
- All internet referrals can be made to our site at MoneyFit.org
- All email referrals can be made to Housing@MoneyFit.org

IV. NON-EXCLUSIVITY

This agreement is not exclusive. Both DRS and AGENCY reserve the right to engage in similar agreements or partnerships with other entities.

V. INTELLECTUAL PROPERTY RIGHTS

DRS retains all rights, title, and interest in its intellectual property, including but not limited to its online homebuyer education course, associated materials, content, and any trademarks or service marks. This Memorandum of Understanding does not transfer any such rights to AGENCY or any third party. AGENCY is granted a non-exclusive, non-transferable, limited right to use DRS's intellectual property solely to promote and facilitate access to the services outlined in this MOU. This grant of rights is restricted to the aforementioned purposes and does not include the ability to modify, distribute, or create derivative works based on DRS's intellectual property, except as may be expressly permitted in writing by DRS.

VI. CONFIDENTIALITY AND DATA PROTECTION CLAUSE

Both DRS and the AGENCY are committed to maintaining the confidentiality and security of any information shared or accessed as part of this agreement. Each party agrees to comply with all applicable laws and regulations regarding data protection and privacy. This includes taking appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. Sensitive information, including personal data shared for the purpose of executing the responsibilities under this MOU, shall be used solely for the intended purpose and not disclosed to any third party without the express consent of the providing party. In the event of any data breach, the affected party will promptly notify the other, and both parties will cooperate fully to investigate and rectify the situation. This clause underscores the mutual commitment to uphold the highest standards of data privacy and integrity, reflecting the trust and responsibility inherent in this partnership.

VII. TERM AND TERMINATION

This Memorandum of Understanding (MOU) shall become effective as of March 7, 2024 and, unless terminated earlier as stipulated herein, will remain in effect for a period of one year (the "Initial Term"). Following the Initial Term, this MOU shall automatically renew for additional one-year periods (each a "Renewal Term"), unless either party provides written notice of their intention not to renew at least 30 days prior to the end of the then-current term. Additionally, either party may terminate this MOU at any time during the Initial Term or any Renewal Term by providing written notice of termination to the other party, with the termination becoming effective at the end of the 30 days following the receipt of such notice.

VIII. AMENDMENTS

This MOU may be amended at any time by mutual consent of the parties. Amendments must be made in writing and signed by authorized representatives of both DRS and AGENCY.

IX. SIGNATURES

This MOU is executed on behalf of DRS and AGENCY by their duly authorized representatives:

Signatures[‡]



Todd R. Christensen (Housing Counselor Manager)
For DRS
(208) 286-3283

March 7, 2024

Date



Michael G Wong Executive Director, Harrisonburg
Redevelopment and Housing Authority
540-434-7386

March 11, 2024

Date

*Unsecured debts may include credit cards, retail store cards, collections, medical debts, payday loans, old utility bills, old cell phone bills, signature loans, and even repossession debts.

**DMP enrollment fee and monthly administrative fees are regulated and capped by each state. For example, currently, Virginia clients pay a \$75 enrollment fee and a maximum of \$60 monthly fee (could be as low at \$5). Subject to changing regulations

†HUD-approved in 2023 and under development for 2024 launch

‡Copy Signed by AGENCY to be shared by email with Todd@MoneyFit.org

BoxScore Summary

For Selected Properties

Date = 02/01/2024-02/29/2024

Availability

Code	Name	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
0b1b-JRP	JR Polly Lineweaver effici	0	673	47	45	0	2	0	0	2	0	0	0	95.74	95.74	95.74	95.74
1b1b-FH	Franklin Heights-one bedro	896	0	18	18	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
1b1b-JRP	JR Polly Lineweaver One be	0	714	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	26	0	4	0	0	4	0	0	0	86.66	86.66	86.66	86.66
1bed-LA	Lineweaver Annex-one bedro	414	68	60	55	0	4	0	1	5	0	0	0	93.33	93.33	93.33	91.66
2b1b-FH	Franklin Heights-twobedroo	988	0	38	35	0	3	0	0	3	0	0	0	92.10	92.10	92.10	92.10
3b1b-FH	Franklin Heights-three bed	977	0	24	24	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
3b2b-FH	Franklin Heights-three bed	1,248	0	32	30	0	2	0	0	2	0	0	0	93.75	93.75	93.75	93.75
4b2b-FH	Franklin Heights-four bed	1,192	0	13	11	0	2	0	0	2	0	0	0	84.61	84.61	84.61	84.61
5b2b-FH	Franklin Heights 5bed2bath	1,680	0	4	3	0	1	0	0	1	0	0	0	75.00	75.00	75.00	75.00
Total		650	180	280	259	0	19	0	2	21	0	0	0	93.21	93.21	93.21	92.50

Resident Activity

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

Conversion Ratios

Code	Name	Calls	Walk-In	Email	First Contact					Unq. First Contact	Show	Applied	Approved	% Gross Conv Ratio	Unq. Shows	% Qual. Conv Ratio	Denied	Cancels	Re-Apply	% Net Conv Ratio
					Other	SMS	Web	Chat												
Not Specified	Not Specified	0	0	0	0	0	10	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
0b1b-JRP	JR Polly Lineweaver effici	0	0	0	0	0	1	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00	

BoxScore Summary

For Selected Properties

Date = 02/01/2024-02/29/2024

1b1b-FH	Franklin Heights-one bedro	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1b1b-JRP	JR Polly Lineweaver One be	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1bed-CV	Commerce Village	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1bed-LA	Lineweaver Annex-one bedro	0	0	0	1	0	0	0	0	0	1	1	100.00	0	100.00	0	0	0	100.00
2b1b-FH	Franklin Heights-twobedroo	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b1b-FH	Franklin Heights-three bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b2b-FH	Franklin Heights-three bed	0	0	0	1	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
4b2b-FH	Franklin Heights-four bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
5b2b-FH	Franklin Heights 5bed2bath	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
Total		0	0	0	2	0	11	0	0	0	2	2	200.00	0	200.00	0	0	0	200.00

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of February 29, 2024**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds	\$334,345.09
	Total	\$334,345.09
	AR Due from:	
	JR Polly Lineweaver Apartments	\$372,259.86
	Housing Choice Voucher Program	\$51,925.58
	Commerce Village, LLC	\$7,820.17
	Franklin Heights, LLC-Operating/Debt Servicing	\$75,803.31
	Commerce Village II	\$230,480.99
		\$738,289.91

HOUSING CHOICE VOUCHER PROGRAM

Cash:	Truist/SunTrust-Checking Account	\$643,268.46
	United Bank-FSS Escrow for participants	\$6.34
	Total	\$643,274.80

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account	\$4,684.56
	Total	\$4,684.56

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account	\$200,145.89
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account	\$331,246.32
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Commerce Village, LLC

Cash:	First Bank & Trust	\$266,164.68
	Virginia Housing-Replacement Reserve Account	\$78,023.41
	Truist/BB&T-Operating Reseve Account	\$131,982.00

	<u>Grand Total</u>	<u>\$1,989,866.75</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of February 29, 2024**

	Cash Balance as of 1/31	Cash Balance as of 2/29
LOCAL COMMUNITY DEVELOPMENT		
First Bank & Trust	\$290,608.08	\$334,345.09
HOUSING CHOICE VOUCHER PROGRAM		
Truist-Checking	\$550,596.80	\$643,268.46
United Bank-FSS Escrow	\$6.34	\$6.34
J.R. POLLY LINEWEAVER APARTMENTS		
United Bank-Checking	\$37,081.56	\$4,684.56
ALL PROGRAMS-FH, LW, JRL, CVO		
United Bank-Security Dep.	\$197,194.54	\$200,145.89
COMPONENT UNITS		
Franklin Heights, LLC		
United Bank-Checking	\$255,601.73	\$331,246.32
Commerce Village LLC		
First Bank & Trust	\$272,162.43	\$266,164.68
VA Housing-Repl Reserve	\$77,628.06	\$78,023.41
Truist-Operating Reserve	\$131,826.28	\$131,982.00
Total	\$1,812,705.82	\$1,989,866.75