



Harrisonburg Redevelopment & Housing Authority

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April 12, 2024

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, April 17, 2024 at 4:00 p.m.**, at the Municipal Building, City Council Chambers located at 409 South Main Street, Harrisonburg, Virginia.

Michael Wong/cmh

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
April 17, 2024

- I. Call to order and determination of quorum
- II. Public Comment
- III. Review and Approval of Minutes
 - March 20, 2024
- IV. Financial Reports
 - March 2024

Reports

- A. Executive Director
 - 1. City of Harrisonburg Shared Use Path Proposal
 - 2. HOTMA- JR Polly Lineweaver Admissions and Continued Occupancy Policies
 - 3. Strategic Planning
- 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
- C. Management Reports
 - 1. HRHA Owned Properties Utilization
 - 2. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
March 20, 2024

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on **Wednesday, March 20, at 4:00 p.m.**

Those present were:

Gil Colman, Chair
Kevin Coffman, Vice Chair
Luciano Benjamin, Commissioner
Kenneth Kettler, Commissioner
Amanda Leech, 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 February 21st meeting minutes for consideration of approval. After discussion, Commissioner Leech seconded by Commissioner Coffman made the motion to approve the February minutes. The motion was unanimously approved.

Mr. Wong then presented the February 2024 financials for consideration of approval. After discussion, Commissioner Benjamin seconded by Commissioner Leech made the motion to approve the February financials as presented. The motion was unanimously approved.

Mr. Wong then presented a resolution for Bluestone Town Center Senior Housing. He related that the resolution supports the Low Income Housing Tax Credit application and authorizes the formation of BTC Housing LLC. After discussion, Commissioner Benjamin seconded by Vice Chair Coffman made the motion approving the resolution. A roll call was taken:

Gil Colman, Chair	Aye
Kevin Coffman, Vice Chair	Aye
Luciano Benjamin, Commissioner	Aye
Janet Awkard-Rogers, Commissioner	Aye

Amanda Leech, Commissioner
Shonda Green, Commissioner
Kenneth Kettler, Commissioner

Aye
Absent
Aye

The resolution was unanimously approved.

Mr. Wong then presented a proposed City of Harrisonburg sidewalk and shared use path project. He related of the City's request for the Housing Authority to grant easements to install sidewalks on property adjacent to Hill and Sterling Streets and a shared use path from Kelley Street to Ralph Sampson Park. He related of no concerns with the sidewalk installation but voiced issues with the shared use path due to the impact on the property for any future use. He related of recommending that the shared use path be moved to the east of the property, which will allow for potential development of the lot, however the City voiced concerns due to the gradient. After discussion, Commissioner Benjamin seconded by Commissioner Leech made the motion approving the sidewalk easements but denial of the shared use path. The motion was unanimously approved.

Mr. Wong then presented a reissued 2022 audit. He related of the Department of Housing and Urban Development rejecting the audit due to an HCV misclassification and Auditor's error in use of the incorrect finding numeration. After discussion Vice Chair Coffman seconded by Commissioner Leech made the motion approving the reissued audit. The motion was unanimously approved.

Mr. Wong then presented an inducement resolution authorizing the Authority to enter into a loan transaction with LOCUS (formerly Virginia Community Capital) bank. He related that the loan will allow for the payoff of the BTC owner's note and fund interest reserves. After discussion, Commissioner Leech seconded by Commissioner Awkard-Rogers made the motion approving the resolution. A roll call vote was taken:

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

Aye
Aye
Aye
Aye
Aye
Absent
Aye

The motion was unanimously approved.

Mr. Wong then related that the June Board of Commissioner's meeting is scheduled for June 19th, which is a City holiday and the chambers will be unavailable. After discussion the board agreed to move the meeting to Thursday, June 27th at 4:00 PM.

Mr. Wong then provided brief updates on current projects. He related that the BTC project successfully submitted its Low Income Tax Credit application. He stated that the site plan has received its initial City comments with the development team responding to the issues identified. He related of anticipating approval in June. He also related of meeting with the Garber's Church representatives to coordinate and address their concerns with protection of the historic grave site on the property.

Mr. Wong related of meeting with a financial institute for potential use of HUD 221 funding for the Lineweaver Annex renovation. He stated of the potential need to also use 4% credits to support the financing.

Mr. Wong then provided a brief update on the Commerce Village II project. He related that building and site permit applications have been submitted to the City for approval. He stated of a recent award of \$1 million from the Virginia Department of Housing and Community Development consisting of \$900,000.00 in housing trust funds and \$100,000.00 in housing innovations in energy efficiency funds. He stated of a plan to apply for additional funds to address the reduced ARPA funding received and potential construction costs increase of \$300,000.00. He reported that the project construction bidding has been posted with the closing of the bids in mid-April. He related of an anticipated completion date of April 2025.

Mr. Wong then shared information concerning the Great Community Give. He expressed thanks to Litten and Sipe and United bank for their contributions. He related of a number of successful outcomes of residents through use of those funds to assist in the costs of tuition, certifications and trainings. He encouraged the board members to participate. He then presented an MOU with Money Smart to provide financial literacy to FSS participants and the community at large. He related that most of the services are free with the exception of the homeownership certification and credit consolidation services. He stated that these costs could be paid for with grant funds and FSS incentives.

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 Leech. The motion was unanimously approved.

The meeting was adjourned on a motion by Vice Chair Coffman seconded by Commissioner Awkard-Rogers. 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 - March 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	37,853.09	39,673.08	-1,819.99	116,892.43	119,019.24	-2,126.81	476,077.00
3112-06-000 PBV HAP Subsidy	21,569.53	25,740.00	-4,170.47	63,053.47	77,220.00	-14,166.53	308,880.00
3119-00-000 Total Rental Income	59,422.62	65,413.08	-5,990.46	179,945.90	196,239.24	-16,293.34	784,957.00
3120-00-000 Other Tenant Income							
3120-01-000 Laundry and Vending	418.37	333.33	85.04	1,013.87	999.99	13.88	4,000.00
3120-03-000 Damages	28.00	125.00	-97.00	1,901.40	375.00	1,526.40	1,500.00
3120-04-000 Late Charges	0.00	83.33	-83.33	252.00	249.99	2.01	1,000.00
3120-08-000 Workorders/Maint Charges	0.00	291.67	-291.67	1,616.00	875.01	740.99	3,500.00
3129-00-000 Total Other Tenant Income	446.37	833.33	-386.96	4,783.27	2,499.99	2,283.28	10,000.00
3199-00-000 TOTAL TENANT INCOME	59,868.99	66,246.41	-6,377.42	184,729.17	198,739.23	-14,010.06	794,957.00
3400-00-000 GRANT INCOME							
3410-50-100 VA Homelessness Solutions Program	6,187.03	4,949.25	1,237.78	43,294.45	14,847.75	28,446.70	59,391.00
3410-60-200 Homelessness Assistance Grant (HMIS/SN)	7,204.93	7,006.00	198.93	14,279.96	21,018.00	-6,738.04	84,072.00
3410-61-200 COC Planning Grant	1,179.40	2,022.33	-842.93	2,358.80	6,066.99	-3,708.19	24,268.00
3499-00-000 TOTAL GRANT INCOME	14,571.36	13,977.58	593.78	59,933.21	41,932.74	18,000.47	167,731.00
3600-00-000 OTHER INCOME							
3610-00-000 Investment Income - Unrestricted	31.19	0.00	31.19	95.72	0.00	95.72	0.00
3620-00-000 Management Fee Income	957.37	958.33	-0.96	3,019.24	2,874.99	144.25	11,500.00
3621-00-000 Bond Application Fees	0.00	3,750.00	-3,750.00	0.00	11,250.00	-11,250.00	45,000.00
3650-00-000 Miscellaneous Other Income	0.00	17,500.00	-17,500.00	10,573.00	52,500.00	-41,927.00	210,000.00
3699-00-000 TOTAL OTHER INCOME	988.56	22,208.33	-21,219.77	13,687.96	66,624.99	-52,937.03	266,500.00
3999-00-000 TOTAL INCOME	75,428.91	102,432.32	-27,003.41	258,350.34	307,296.96	-48,946.62	1,229,188.00
4000-00-000 EXPENSES							
4100-00-000 ADMINISTRATIVE EXPENSES							
4100-99-000 Administrative Salaries							
4110-00-000 Administrative Salaries	18,810.64	21,314.50	2,503.86	56,324.68	63,943.50	7,618.82	255,774.00
4110-04-000 Employee Benefit Contribution-Admin	6,888.06	8,224.16	1,336.10	16,663.37	24,672.48	8,009.11	98,690.00
4110-50-100 Salary-VA Homelessness Solutions Program	4,327.36	4,479.08	151.72	12,982.08	13,437.24	455.16	53,749.00
4110-50-101 Adm Benefits-VA Homelessness Solutions Program	1,759.39	220.17	-1,539.22	4,257.59	660.51	-3,597.08	2,642.00
4110-60-200 Salary-Homelessness Assistance Grant	5,202.06	4,021.42	-1,180.64	15,666.38	12,064.26	-3,602.12	48,257.00
4110-60-201 Adm Benefits-Homelessness Assistance Grant	1,884.15	959.67	-924.48	4,978.19	2,879.01	-2,099.18	11,516.00
4110-61-200 Salary-COC Planning Grant	907.20	1,889.75	982.55	2,721.60	5,669.25	2,947.65	22,677.00
4110-61-201 Adm Benefits-COC Planning Grant	272.20	132.58	-139.62	816.60	397.74	-418.86	1,591.00
4110-99-000 Total Administrative Salaries	40,051.06	41,241.33	1,190.27	114,410.49	123,723.99	9,313.50	494,896.00
4130-00-000 Legal Expense							
4130-01-000 Unlawful Detainers/Writs	25.00	66.67	41.67	114.00	200.01	86.01	800.00

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

January - March 2024

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4130-02-000 Criminal Background Checks	0.00	16.67	16.67	0.00	50.01	50.01	200.00
4130-04-000 General Legal Expense	0.00	1,375.00	1,375.00	1,460.10	4,125.00	2,664.90	16,500.00
4131-00-000 Total Legal Expense	25.00	1,458.34	1,433.34	1,574.10	4,375.02	2,800.92	17,500.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	500.00	916.66	416.66	1,119.00	2,749.98	1,630.98	11,000.00
4150-00-000 Travel	934.16	916.66	-17.50	1,734.16	2,749.98	1,015.82	11,000.00
4171-00-000 Auditing Fees	0.00	708.34	708.34	0.00	2,125.02	2,125.02	8,500.00
4189-00-000 Total Other Admin Expenses	1,434.16	2,541.66	1,107.50	2,853.16	7,624.98	4,771.82	30,500.00
4190-00-000 Miscellaneous Admin Expenses							
4190-01-000 Membership and Fees	0.00	100.00	100.00	156.00	300.00	144.00	1,200.00
4190-02-000 Publications	0.00	58.34	58.34	0.00	175.02	175.02	700.00
4190-03-000 Advertising	0.00	58.34	58.34	0.00	175.02	175.02	700.00
4190-04-000 Office Supplies	87.32	208.33	121.01	179.39	624.99	445.60	2,500.00
4190-06-000 Compliance	1,800.00	100.00	-1,700.00	1,800.00	300.00	-1,500.00	1,200.00
4190-07-000 Telephone & Internet	689.60	783.33	93.73	1,843.93	2,349.99	506.06	9,400.00
4190-08-000 Postage	480.00	166.67	-313.33	589.48	500.01	-89.47	2,000.00
4190-10-000 Copiers	179.73	266.67	86.94	579.12	800.01	220.89	3,200.00
4190-12-000 Software	66.28	1,750.00	1,683.72	167.02	5,250.00	5,082.98	21,000.00
4190-13-000 IT/Website Maintenance	389.94	375.00	-14.94	1,294.56	1,125.00	-169.56	4,500.00
4190-14-000 Community Donations	10,950.00	833.33	-10,116.67	10,950.00	2,499.99	-8,450.01	10,000.00
4190-18-000 Small Office Equipment	0.00	250.00	250.00	0.00	750.00	750.00	3,000.00
4190-22-000 Other Misc Admin Expenses	727.39	500.00	-227.39	1,486.48	1,500.00	13.52	6,000.00
4190-50-100 VA Homelessness Solutions Program(V	0.00	250.00	250.00	440.47	750.00	309.53	3,000.00
4190-53-100 CHERP-HMIS-Fees, Licenses, etc	5,524.60	0.00	-5,524.60	5,524.60	0.00	-5,524.60	0.00
4190-60-200 Homelessness Assistance Grant (HMIS,	40.00	2,024.92	1,984.92	421.58	6,074.76	5,653.18	24,299.00
4191-00-000 Total Miscellaneous Admin Expenses	60,985.92	48,966.26	-12,019.66	139,843.12	146,898.78	7,055.66	587,595.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	62,445.08	52,966.26	-9,478.82	144,270.38	158,898.78	14,628.40	635,595.00
4200-00-000 TENANT SERVICES							
4220-01-000 Other Tenant Svcs.	1,778.65	1,666.67	-111.98	5,514.09	5,000.01	-514.08	20,000.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	1,778.65	1,666.67	-111.98	5,514.09	5,000.01	-514.08	20,000.00
4300-00-000 UTILITY EXPENSES							
4310-00-000 Water	730.17	916.66	186.49	2,573.55	2,749.98	176.43	11,000.00
4320-00-000 Electricity	6,681.75	6,050.00	-631.75	22,868.20	18,150.00	-4,718.20	72,600.00
4330-00-000 Gas	0.00	133.33	133.33	0.00	399.99	399.99	1,600.00
4390-00-000 Sewer & Trash	1,774.20	2,083.33	309.13	5,916.84	6,249.99	333.15	25,000.00
4399-00-000 TOTAL UTILITY EXPENSES	9,186.12	9,183.32	-2.80	31,358.59	27,549.96	-3,808.63	110,200.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000 General Maint Expense							
4410-00-000 Maintenance Salaries	6,731.90	7,983.25	1,251.35	19,709.53	23,949.75	4,240.22	95,799.00
4410-05-000 Employee Benefit Contribution-Maint.	2,555.17	2,747.08	191.91	5,951.08	8,241.24	2,290.16	32,965.00
4419-00-000 Total General Maint Expense	9,287.07	10,730.33	1,443.26	25,660.61	32,190.99	6,530.38	128,764.00
4420-00-000 Materials							
4420-01-000 Supplies-Grounds	0.00	25.00	25.00	81.91	75.00	-6.91	300.00
4420-02-000 Supplies-Appliance	0.00	16.67	16.67	182.68	50.01	-132.67	200.00

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

January - March 2024

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4420-03-000	Supplies-Unit Turnover	85.46	291.67	206.21	861.97	875.01	13.04	3,500.00
4420-04-000	Supplies-Electrical	685.48	525.00	-160.48	1,218.42	1,575.00	356.58	6,300.00
4420-05-000	Supplies-Fuel & Parts	31.68	62.50	30.82	116.16	187.50	71.34	750.00
4420-06-000	Supplies-Janitorial/Cleaning	176.98	250.00	73.02	285.13	750.00	464.87	3,000.00
4420-07-000	Supplies-Maint/Repairs	428.84	875.00	446.16	3,171.02	2,625.00	-546.02	10,500.00
4420-08-000	Supplies-Plumbing	31.86	62.50	30.64	1,073.78	187.50	-886.28	750.00
4420-09-000	Tools and Equipment	94.47	41.67	-52.80	173.04	125.01	-48.03	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	0.00	200.01	200.01	800.00
4429-00-000	Total Materials	1,534.77	2,216.68	681.91	7,164.11	6,650.04	-514.07	26,600.00
4430-00-000	Contract Costs							
4430-01-000	Contract-Routine Maintenance	0.00	150.00	150.00	0.00	450.00	450.00	1,800.00
4430-03-000	Contract-Trash Collection	587.58	225.00	-362.58	1,223.79	675.00	-548.79	2,700.00
4430-04-000	Contract-Snow Removal	0.00	125.00	125.00	1,230.00	375.00	-855.00	1,500.00
4430-05-000	Contract-Unit Turnover	0.00	1,833.33	1,833.33	6,141.05	5,499.99	-641.06	22,000.00
4430-06-000	Contract-Electrical	158.75	166.67	7.92	-128.25	500.01	628.26	2,000.00
4430-07-000	Contract-Pest Control	1,600.00	1,141.66	-458.34	6,562.28	3,424.98	-3,137.30	13,700.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-09-000	Contract-Grounds	0.00	50.00	50.00	0.00	150.00	150.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	242.61	341.66	99.05	905.97	1,024.98	119.01	4,100.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-12-000	Contract-Inspections	400.00	416.67	16.67	1,480.00	1,250.01	-229.99	5,000.00
4430-13-000	Contract-HVAC	0.00	1,333.34	1,333.34	1,694.17	4,000.02	2,305.85	16,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	875.00	875.00	1,000.00	2,625.00	1,625.00	10,500.00
4430-18-000	Contract-Alarm Monitoring	38.00	133.33	95.33	572.28	399.99	-172.29	1,600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	300.00	300.00	1,200.00
4430-23-000	Contract-Consultants	240.00	0.00	-240.00	720.00	0.00	-720.00	0.00
4430-99-000	Contract Costs-Other	270.00	166.66	-103.34	870.00	499.98	-370.02	2,000.00
4439-00-000	Total Contract Costs	3,536.94	7,224.99	3,688.05	22,271.29	21,674.97	-596.32	86,700.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	14,358.78	20,172.00	5,813.22	55,096.01	60,516.00	5,419.99	242,064.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	259.91	321.33	61.42	771.49	963.99	192.50	3,856.00
4510-10-000	Property Insurance	406.99	483.00	76.01	1,194.70	1,449.00	254.30	5,796.00
4510-20-000	Liability Insurance	190.75	231.75	41.00	559.95	695.25	135.30	2,781.00
4510-30-000	Workmen's Compensation	499.90	542.42	42.52	1,467.43	1,627.26	159.83	6,509.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	0.00	1,250.01	1,250.01	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	1,357.55	1,995.17	637.62	3,993.57	5,985.51	1,991.94	23,942.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	5,181.03	5,079.91	-101.12	15,760.64	15,239.73	-520.91	60,959.00
4899-00-000	TOTAL FINANCING EXPENSES	5,181.03	5,079.91	-101.12	15,760.64	15,239.73	-520.91	60,959.00
8000-00-000	TOTAL EXPENSES	94,307.21	91,063.33	-3,243.88	255,993.28	273,189.99	17,196.71	1,092,760.00
9000-00-000	NET INCOME	-18,878.30	11,368.99	-30,247.29	2,357.06	34,106.97	-31,749.91	136,428.00

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

January - March 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	18,306.09	18,613.08	-306.99	54,702.43	55,839.24	-1,136.81	223,357.00
3119-00-000 Total Rental Income	18,306.09	18,613.08	-306.99	54,702.43	55,839.24	-1,136.81	223,357.00
3199-00-000 TOTAL TENANT INCOME	18,306.09	18,613.08	-306.99	54,702.43	55,839.24	-1,136.81	223,357.00
3999-00-000 TOTAL INCOME	18,306.09	18,613.08	-306.99	54,702.43	55,839.24	-1,136.81	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	375.00	375.00	1,500.00
4131-00-000 Total Legal Expense	0.00	125.00	125.00	0.00	375.00	375.00	1,500.00
4190-00-000 Miscellaneous Admin Expenses							
4190-07-000 Telephone & Internet	51.55	50.00	-1.55	154.67	150.00	-4.67	600.00
4191-00-000 Total Miscellaneous Admin Expenses	51.55	50.00	-1.55	154.67	150.00	-4.67	600.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	51.55	175.00	123.45	154.67	525.00	370.33	2,100.00
4300-00-000 UTILITY EXPENSES							
4310-00-000 Water	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4399-00-000 TOTAL UTILITY EXPENSES	0.00	83.33	83.33	0.00	249.99	249.99	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	500.01	500.01	2,000.00
4429-00-000 Total Materials	0.00	166.67	166.67	0.00	500.01	500.01	2,000.00
4430-00-000 Contract Costs							
4430-04-000 Contract-Snow Removal	0.00	41.67	41.67	655.00	125.01	-529.99	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	174.99	110.08	700.00
4430-10-000 Contract-Janitorial/Cleaning	143.88	208.33	64.45	514.66	624.99	110.33	2,500.00
4430-13-000 Contract-HVAC	0.00	500.00	500.00	0.00	1,500.00	1,500.00	6,000.00
4430-17-000 Contract-Elevator Maintenance	0.00	250.00	250.00	1,000.00	750.00	-250.00	3,000.00
4430-18-000 Contract-Alarm Monitoring	23.00	20.83	-2.17	444.00	62.49	-381.51	250.00
4430-99-000 Contract Costs-Other	0.00	83.33	83.33	600.00	249.99	-350.01	1,000.00
4439-00-000 Total Contract Costs	166.88	1,162.49	995.61	2,991.57	3,487.47	495.90	13,950.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL E	166.88	1,329.16	1,162.28	2,991.57	3,987.48	995.91	15,950.00
4800-00-000 FINANCING EXPENSE							
4851-00-000 Interest Expense-Loan 1	2,361.34	2,404.33	42.99	7,440.80	7,212.99	-227.81	28,852.00
4899-00-000 TOTAL FINANCING EXPENSES	2,361.34	2,404.33	42.99	7,440.80	7,212.99	-227.81	28,852.00

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

January - March 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
8000-00-000	TOTAL EXPENSES	2,579.77	3,991.82	1,412.05	10,587.04	11,975.46	1,388.42	47,902.00
9000-00-000	NET INCOME	15,726.32	14,621.26	1,105.06	44,115.39	43,863.78	251.61	175,455.00

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - March 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	19,547.00	21,060.00	-1,513.00	61,220.00	63,180.00	-1,960.00	252,720.00
3112-06-000 PBV HAP Subsidy	21,569.53	25,740.00	-4,170.47	63,053.47	77,220.00	-14,166.53	308,880.00
3119-00-000 Total Rental Income	41,116.53	46,800.00	-5,683.47	124,273.47	140,400.00	-16,126.53	561,600.00
3120-00-000 Other Tenant Income							
3120-01-000 Laundry and Vending	418.37	333.33	85.04	1,013.87	999.99	13.88	4,000.00
3120-03-000 Damages	28.00	125.00	-97.00	1,901.40	375.00	1,526.40	1,500.00
3120-04-000 Late Charges	0.00	83.33	-83.33	102.00	249.99	-147.99	1,000.00
3120-08-000 Workorders/Maint Charges	0.00	291.67	-291.67	0.00	875.01	-875.01	3,500.00
3129-00-000 Total Other Tenant Income	446.37	833.33	-386.96	3,017.27	2,499.99	517.28	10,000.00
3199-00-000 TOTAL TENANT INCOME	41,562.90	47,633.33	-6,070.43	127,290.74	142,899.99	-15,609.25	571,600.00
3999-00-000 TOTAL INCOME	41,562.90	47,633.33	-6,070.43	127,290.74	142,899.99	-15,609.25	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	13,966.56	15,019.50	1,052.94	60,078.00
4110-04-000 Employee Benefit Contribution-Admin	1,771.80	1,546.83	-224.97	4,573.20	4,640.49	67.29	18,562.00
4110-99-000 Total Administrative Salaries	6,427.32	6,553.33	126.01	18,539.76	19,659.99	1,120.23	78,640.00
4130-00-000 Legal Expense							
4130-01-000 Unlawful Detainers/Writs	25.00	66.67	41.67	114.00	200.01	86.01	800.00
4130-02-000 Criminal Background Checks	0.00	16.67	16.67	0.00	50.01	50.01	200.00
4130-04-000 General Legal Expense	0.00	416.67	416.67	0.00	1,250.01	1,250.01	5,000.00
4131-00-000 Total Legal Expense	25.00	500.01	475.01	114.00	1,500.03	1,386.03	6,000.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	250.00	83.33	-166.67	309.00	249.99	-59.01	1,000.00
4150-00-000 Travel	534.16	83.33	-450.83	534.16	249.99	-284.17	1,000.00
4171-00-000 Auditing Fees	0.00	166.67	166.67	0.00	500.01	500.01	2,000.00
4189-00-000 Total Other Admin Expenses	784.16	333.33	-450.83	843.16	999.99	156.83	4,000.00
4190-00-000 Miscellaneous Admin Expenses							
4190-01-000 Membership and Fees	0.00	16.67	16.67	54.00	50.01	-3.99	200.00
4190-02-000 Publications	0.00	16.67	16.67	0.00	50.01	50.01	200.00
4190-03-000 Advertising	0.00	16.67	16.67	0.00	50.01	50.01	200.00
4190-04-000 Office Supplies	87.32	83.33	-3.99	124.31	249.99	125.68	1,000.00
4190-06-000 Compliance	1,800.00	100.00	-1,700.00	1,800.00	300.00	-1,500.00	1,200.00
4190-07-000 Telephone & Internet	236.63	233.33	-3.30	642.38	699.99	57.61	2,800.00
4190-08-000 Postage	180.00	41.67	-138.33	196.20	125.01	-71.19	500.00
4190-10-000 Copiers	42.82	125.00	82.18	148.68	375.00	226.32	1,500.00
4190-12-000 Software	16.58	500.00	483.42	70.91	1,500.00	1,429.09	6,000.00
4190-13-000 IT/Website Maintenance	99.36	83.33	-16.03	332.10	249.99	-82.11	1,000.00

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - March 2024

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-18-000 Small Office Equipment	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4190-22-000 Other Misc Admin Expenses	180.00	83.33	-96.67	180.00	249.99	69.99	1,000.00
4191-00-000 Total Miscellaneous Admin Expenses	9,070.03	7,895.00	-1,175.03	22,088.34	23,685.00	1,596.66	94,740.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	9,879.19	8,728.34	-1,150.85	23,045.50	26,185.02	3,139.52	104,740.00
4200-00-000 TENANT SERVICES							
4220-01-000 Other Tenant Svcs.	1,778.65	1,666.67	-111.98	5,514.09	5,000.01	-514.08	20,000.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	1,778.65	1,666.67	-111.98	5,514.09	5,000.01	-514.08	20,000.00
4300-00-000 UTILITY EXPENSES							
4310-00-000 Water	730.17	833.33	103.16	2,573.55	2,499.99	-73.56	10,000.00
4320-00-000 Electricity	6,483.45	5,833.33	-650.12	22,142.57	17,499.99	-4,642.58	70,000.00
4390-00-000 Sewer & Trash	1,774.20	2,083.33	309.13	5,916.84	6,249.99	333.15	25,000.00
4399-00-000 TOTAL UTILITY EXPENSES	8,987.82	8,749.99	-237.83	30,632.96	26,249.97	-4,382.99	105,000.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000 General Maint Expense							
4410-00-000 Maintenance Salaries	4,243.89	5,064.58	820.69	12,192.60	15,193.74	3,001.14	60,775.00
4410-05-000 Employee Benefit Contribution-Maint.	1,646.38	1,837.00	190.62	3,818.80	5,511.00	1,692.20	22,044.00
4419-00-000 Total General Maint Expense	5,890.27	6,901.58	1,011.31	16,011.40	20,704.74	4,693.34	82,819.00
4420-00-000 Materials							
4420-01-000 Supplies-Grounds	0.00	25.00	25.00	41.94	75.00	33.06	300.00
4420-02-000 Supplies-Appliance	0.00	16.67	16.67	182.68	50.01	-132.67	200.00
4420-03-000 Supplies-Unit Turnover	0.00	291.67	291.67	776.51	875.01	98.50	3,500.00
4420-04-000 Supplies-Electrical	672.86	500.00	-172.86	1,205.80	1,500.00	294.20	6,000.00
4420-05-000 Supplies-Fuel & Parts	31.68	62.50	30.82	116.16	187.50	71.34	750.00
4420-06-000 Supplies-Janitorial/Cleaning	176.98	83.33	-93.65	285.13	249.99	-35.14	1,000.00
4420-07-000 Supplies-Maint/Repairs	373.84	625.00	251.16	3,039.54	1,875.00	-1,164.54	7,500.00
4420-08-000 Supplies-Plumbing	0.00	62.50	62.50	1,041.92	187.50	-854.42	750.00
4420-09-000 Tools and Equipment	94.47	41.67	-52.80	173.04	125.01	-48.03	500.00
4420-10-000 Maintenance Paper/Supplies	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4429-00-000 Total Materials	1,349.83	1,750.01	400.18	6,862.72	5,250.03	-1,612.69	21,000.00
4430-00-000 Contract Costs							
4430-01-000 Contract-Routine Maintenance	0.00	150.00	150.00	0.00	450.00	450.00	1,800.00
4430-03-000 Contract-Trash Collection	587.58	225.00	-362.58	1,199.49	675.00	-524.49	2,700.00
4430-04-000 Contract-Snow Removal	0.00	83.33	83.33	575.00	249.99	-325.01	1,000.00
4430-05-000 Contract-Unit Turnover	0.00	1,833.33	1,833.33	6,141.05	5,499.99	-641.06	22,000.00
4430-06-000 Contract-Electrical	158.75	166.67	7.92	158.75	500.01	341.26	2,000.00
4430-07-000 Contract-Pest Control	1,600.00	1,000.00	-600.00	6,432.46	3,000.00	-3,432.46	12,000.00
4430-08-000 Contract-Floor Covering	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-09-000 Contract-Grounds	0.00	50.00	50.00	0.00	150.00	150.00	600.00
4430-10-000 Contract-Janitorial/Cleaning	98.73	133.33	34.60	391.31	399.99	8.68	1,600.00
4430-11-000 Contract-Plumbing	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-12-000 Contract-Inspections	400.00	416.67	16.67	1,480.00	1,250.01	-229.99	5,000.00
4430-13-000 Contract-HVAC	0.00	666.67	666.67	1,694.17	2,000.01	305.84	8,000.00
4430-15-000 Contract-Video Surveillance	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-17-000 Contract-Elevator Maintenance	0.00	625.00	625.00	0.00	1,875.00	1,875.00	7,500.00

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - March 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	45.00	150.00	105.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	300.00	300.00	1,200.00
4430-23-000	Contract-Consultants	240.00	0.00	-240.00	720.00	0.00	-720.00	0.00
4439-00-000	Total Contract Costs	3,100.06	5,666.67	2,566.61	18,837.23	17,000.01	-1,837.22	68,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	10,340.16	14,318.26	3,978.10	41,711.35	42,954.78	1,243.43	171,819.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	207.42	221.33	13.91	617.41	663.99	46.58	2,656.00
4510-10-000	Property Insurance	316.28	341.33	25.05	928.43	1,023.99	95.56	4,096.00
4510-20-000	Liability Insurance	145.23	156.75	11.52	426.32	470.25	43.93	1,881.00
4510-30-000	Workmen's Compensation	155.15	167.42	12.27	455.42	502.26	46.84	2,009.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	0.00	1,250.01	1,250.01	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	824.08	1,303.50	479.42	2,427.58	3,910.50	1,482.92	15,642.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,819.69	2,675.58	-144.11	8,319.84	8,026.74	-293.10	32,107.00
4899-00-000	TOTAL FINANCING EXPENSES	2,819.69	2,675.58	-144.11	8,319.84	8,026.74	-293.10	32,107.00
8000-00-000	TOTAL EXPENSES	34,629.59	37,442.34	2,812.75	111,651.32	112,327.02	675.70	449,308.00
9000-00-000	NET INCOME	6,933.31	10,190.99	-3,257.68	15,639.42	30,572.97	-14,933.55	122,292.00

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

January - March 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	6,187.03	4,949.25	1,237.78	43,294.45	14,847.75	28,446.70	59,391.00
3410-60-200	Homelessness Assistance Grant (HMIS/SN)	7,204.93	7,006.00	198.93	14,279.96	21,018.00	-6,738.04	84,072.00
3410-61-200	COC Planning Grant	1,179.40	2,022.33	-842.93	2,358.80	6,066.99	-3,708.19	24,268.00
3499-00-000	TOTAL GRANT INCOME	14,571.36	13,977.58	593.78	59,933.21	41,932.74	18,000.47	167,731.00
3999-00-000	TOTAL INCOME	14,571.36	13,977.58	593.78	59,933.21	41,932.74	18,000.47	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	12,982.08	13,437.24	455.16	53,749.00
4110-50-101	Adm Benefits-VA Homelessness Solutions	1,759.39	220.17	-1,539.22	4,257.59	660.51	-3,597.08	2,642.00
4110-60-200	Salary-Homelessness Assistance Grant	5,202.06	4,021.42	-1,180.64	15,666.38	12,064.26	-3,602.12	48,257.00
4110-60-201	Adm Benefits-Homelessness Assistance Grant	1,884.15	959.67	-924.48	4,978.19	2,879.01	-2,099.18	11,516.00
4110-61-200	Salary-COC Planning Grant	907.20	1,889.75	982.55	2,721.60	5,669.25	2,947.65	22,677.00
4110-61-201	Adm Benefits-COC Planning	272.20	132.58	-139.62	816.60	397.74	-418.86	1,591.00
4110-99-000	Total Administrative Salaries	14,352.36	11,702.67	-2,649.69	41,422.44	35,108.01	-6,314.43	140,432.00
4190-00-000	Miscellaneous Admin Expenses							
4190-50-100	VA Homelessness Solutions Program(V	0.00	250.00	250.00	440.47	750.00	309.53	3,000.00
4190-53-100	CHERP-HMIS-Fees, Licenses, etc	5,524.60	0.00	-5,524.60	5,524.60	0.00	-5,524.60	0.00
4190-60-200	Homelessness Assistance Grant (HMIS)	40.00	2,024.92	1,984.92	421.58	6,074.76	5,653.18	24,299.00
4191-00-000	Total Miscellaneous Admin Expenses	19,916.96	13,977.59	-5,939.37	47,809.09	41,932.77	-5,876.32	167,731.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	19,916.96	13,977.59	-5,939.37	47,809.09	41,932.77	-5,876.32	167,731.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
8000-00-000	TOTAL EXPENSES	19,916.96	13,977.59	-5,939.37	47,809.09	41,932.77	-5,876.32	167,731.00
9000-00-000	NET INCOME	-5,345.60	-0.01	-5,345.59	12,124.12	-0.03	12,124.15	0.00

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

January - March 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	1,118,770.00	502,024.00	616,746.00	2,291,658.00	1,506,072.00	785,586.00	6,024,288.00
3410-02-000 Section 8 Admin. Fee Income	103,062.00	50,033.17	53,028.83	209,049.00	150,099.51	58,949.49	600,398.00
3410-03-000 Section 8 FSS Grant Income	0.00	5,250.00	-5,250.00	7,325.94	15,750.00	-8,424.06	63,000.00
3499-00-000 TOTAL GRANT INCOME	1,221,832.00	557,307.17	664,524.83	2,508,032.94	1,671,921.51	836,111.43	6,687,686.00
3600-00-000 OTHER INCOME							
3640-00-000 Fraud Recovery-HAP	2,474.38	583.33	1,891.05	3,104.28	1,749.99	1,354.29	7,000.00
3640-01-000 Fraud Recovery-ADM	2,474.38	583.33	1,891.05	3,104.28	1,749.99	1,354.29	7,000.00
3699-00-000 TOTAL OTHER INCOME	4,948.76	1,166.66	3,782.10	6,208.56	3,499.98	2,708.58	14,000.00
3999-00-000 TOTAL INCOME	1,226,780.76	558,473.83	668,306.93	2,514,241.50	1,675,421.49	838,820.01	6,701,686.00
4000-00-000 EXPENSES							
4100-00-000 ADMINISTRATIVE EXPENSES							
4100-99-000 Administrative Salaries							
4110-00-000 Administrative Salaries	35,933.68	38,713.33	2,779.65	102,756.93	116,139.99	13,383.06	464,560.00
4110-04-000 Employee Benefit Contribution-Admin	12,416.37	13,471.50	1,055.13	30,078.00	40,414.50	10,336.50	161,658.00
4110-20-400 Administrative Salaries-FSS	3,893.48	4,217.92	324.44	11,680.44	12,653.76	973.32	50,615.00
4110-21-400 Employee Benefits Contribution-FSS	1,667.82	1,032.08	-635.74	4,148.43	3,096.24	-1,052.19	12,385.00
4110-99-000 Total Administrative Salaries	53,911.35	57,434.83	3,523.48	148,663.80	172,304.49	23,640.69	689,218.00
4130-00-000 Legal Expense							
4130-02-000 Criminal Background Checks	263.15	291.67	28.52	609.40	875.01	265.61	3,500.00
4130-04-000 General Legal Expense	0.00	166.67	166.67	0.00	500.01	500.01	2,000.00
4131-00-000 Total Legal Expense	263.15	458.34	195.19	609.40	1,375.02	765.62	5,500.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	1,000.00	1,416.67	416.67	1,476.00	4,250.01	2,774.01	17,000.00
4150-00-000 Travel	1,063.05	833.33	-229.72	1,084.36	2,499.99	1,415.63	10,000.00
4171-00-000 Auditing Fees	0.00	833.33	833.33	0.00	2,499.99	2,499.99	10,000.00
4172-00-000 Port Out Admin Fee Paid	42.66	266.67	224.01	127.98	800.01	672.03	3,200.00
4189-00-000 Total Other Admin Expenses	2,105.71	3,350.00	1,244.29	2,688.34	10,050.00	7,361.66	40,200.00
4190-00-000 Miscellaneous Admin Expenses							
4190-01-000 Membership and Fees	0.00	83.33	83.33	228.00	249.99	21.99	1,000.00
4190-03-000 Advertising	261.94	125.00	-136.94	643.75	375.00	-268.75	1,500.00
4190-04-000 Office Supplies	171.90	166.67	-5.23	355.55	500.01	144.46	2,000.00
4190-05-000 Fuel-Administrative	45.26	150.00	104.74	165.94	450.00	284.06	1,800.00
4190-06-000 Compliance	360.00	1,750.00	1,390.00	4,589.51	5,250.00	660.49	21,000.00
4190-07-000 Telephone & Internet	372.37	541.67	169.30	1,060.52	1,625.01	564.49	6,500.00
4190-08-000 Postage	720.00	416.66	-303.34	784.80	1,249.98	465.18	5,000.00
4190-10-000 Copiers	199.06	208.33	9.27	642.94	624.99	-17.95	2,500.00

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

January - March 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-12-000	Software	51.56	2,208.34	2,156.78	2,346.03	6,625.02	4,278.99	26,500.00
4190-13-000	IT/Website Maintenance	324.12	458.34	134.22	1,100.88	1,375.02	274.14	5,500.00
4190-18-000	Small Office Equipment	0.00	266.67	266.67	135.98	800.01	664.03	3,200.00
4190-22-000	Other Misc Admin Expenses	866.96	208.34	-658.62	-3,509.53	625.02	4,134.55	2,500.00
4191-00-000	Total Miscellaneous Admin Expenses	57,284.52	64,018.18	6,733.66	157,208.17	192,054.54	34,846.37	768,218.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	59,653.38	67,826.52	8,173.14	160,505.91	203,479.56	42,973.65	813,918.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	200.00	250.00	50.00	450.00	750.00	300.00	3,000.00
4220-03-000	Local Non-Traditional Expense	0.00	8,333.33	8,333.33	0.00	24,999.99	24,999.99	100,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	200.00	8,583.33	8,383.33	450.00	25,749.99	25,299.99	103,000.00
4300-00-000	UTILITY EXPENSES							
4320-00-000	Electricity	517.51	333.33	-184.18	1,671.95	999.99	-671.96	4,000.00
4330-00-000	Gas	364.18	166.67	-197.51	1,270.17	500.01	-770.16	2,000.00
4399-00-000	TOTAL UTILITY EXPENSES	881.69	500.00	-381.69	2,942.12	1,500.00	-1,442.12	6,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	75.83	83.33	7.50	222.59	249.99	27.40	1,000.00
4510-10-000	Property Insurance	23.27	25.00	1.73	68.32	75.00	6.68	300.00
4510-20-000	Liability Insurance	15.12	16.67	1.55	44.38	50.01	5.63	200.00
4510-30-000	Workmen's Compensation	551.60	595.33	43.73	1,619.22	1,785.99	166.77	7,144.00
4599-00-000	TOTAL GENERAL EXPENSES	665.82	720.33	54.51	1,954.51	2,160.99	206.48	8,644.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS							
4715-00-000	Housing Assistance Payments	574,084.00	494,524.00	-79,560.00	1,685,986.00	1,483,572.00	-202,414.00	5,934,288.00
4715-01-000	Tenant Utility Payments-Voucher	10,642.00	6,833.34	-3,808.66	27,016.00	20,500.02	-6,515.98	82,000.00
4715-02-000	Port Out HAP Payments	1,171.00	1,250.00	79.00	3,513.00	3,750.00	237.00	15,000.00
4715-07-000	Tenant FSS Goal Incentives	1,275.00	2,500.00	1,225.00	8,100.00	7,500.00	-600.00	30,000.00
4715-08-000	Landlord Incentives	750.00	5,000.00	4,250.00	2,750.00	15,000.00	12,250.00	60,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	587,922.00	510,107.34	-77,814.66	1,727,365.00	1,530,322.02	-197,042.98	6,121,288.00
8000-00-000	TOTAL EXPENSES	649,322.89	587,737.52	-61,585.37	1,893,217.54	1,763,212.56	-130,004.98	7,052,850.00
9000-00-000	NET INCOME	577,457.87	-29,263.69	606,721.56	621,023.96	-87,791.07	708,815.03	-351,164.00

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

January - March 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	15,440.00	13,817.42	1,622.58	48,692.00	41,452.26	7,239.74	165,809.00
3112-00-000 50059 HAP Subsidy	22,784.00	25,660.83	-2,876.83	67,868.00	76,982.49	-9,114.49	307,930.00
3119-00-000 Total Rental Income	38,224.00	39,478.25	-1,254.25	116,560.00	118,434.75	-1,874.75	473,739.00
3120-00-000 Other Tenant Income							
3120-01-000 Laundry and Vending	418.38	463.50	-45.12	1,013.89	1,390.50	-376.61	5,562.00
3120-03-000 Damages	418.00	500.00	-82.00	898.00	1,500.00	-602.00	6,000.00
3120-04-000 Late Charges	0.00	83.33	-83.33	123.00	249.99	-126.99	1,000.00
3120-05-000 Legal Fees - Tenant	0.00	50.00	-50.00	0.00	150.00	-150.00	600.00
3120-08-000 Workorders/Maint Charges	0.00	541.67	-541.67	0.00	1,625.01	-1,625.01	6,500.00
3129-00-000 Total Other Tenant Income	836.38	1,638.50	-802.12	2,034.89	4,915.50	-2,880.61	19,662.00
3199-00-000 TOTAL TENANT INCOME	39,060.38	41,116.75	-2,056.37	118,594.89	123,350.25	-4,755.36	493,401.00
3400-00-000 GRANT INCOME							
3410-20-300 Service Coordinator Grant (SC)	5,481.12	6,526.75	-1,045.63	5,481.12	19,580.25	-14,099.13	78,321.00
3499-00-000 TOTAL GRANT INCOME	5,481.12	6,526.75	-1,045.63	5,481.12	19,580.25	-14,099.13	78,321.00
3999-00-000 TOTAL INCOME	44,541.50	47,643.50	-3,102.00	124,076.01	142,930.50	-18,854.49	571,722.00
4000-00-000 EXPENSES							
4100-00-000 ADMINISTRATIVE EXPENSES							
4100-99-000 Administrative Salaries							
4110-00-000 Administrative Salaries	3,055.32	3,482.92	427.60	9,049.10	10,448.76	1,399.66	41,795.00
4110-04-000 Employee Benefit Contribution-Admin	1,315.93	1,188.83	-127.10	3,587.00	3,566.49	-20.51	14,266.00
4110-99-000 Total Administrative Salaries	4,371.25	4,671.75	300.50	12,636.10	14,015.25	1,379.15	56,061.00
4130-00-000 Legal Expense							
4130-01-000 Unlawful Detainers/Writs	0.00	66.67	66.67	25.00	200.01	175.01	800.00
4130-02-000 Criminal Background Checks	21.00	16.67	-4.33	21.00	50.01	29.01	200.00
4130-04-000 General Legal Expense	2,699.21	250.00	-2,449.21	3,893.15	750.00	-3,143.15	3,000.00
4131-00-000 Total Legal Expense	2,720.21	333.34	-2,386.87	3,939.15	1,000.02	-2,939.13	4,000.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4150-00-000 Travel	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4171-00-000 Auditing Fees	0.00	166.67	166.67	0.00	500.01	500.01	2,000.00
4189-00-000 Total Other Admin Expenses	0.00	333.33	333.33	0.00	999.99	999.99	4,000.00
4190-00-000 Miscellaneous Admin Expenses							
4190-01-000 Membership and Fees	0.00	0.00	0.00	36.00	0.00	-36.00	0.00
4190-04-000 Office Supplies	0.00	41.67	41.67	30.87	125.01	94.14	500.00
4190-07-000 Telephone & Internet	321.16	233.33	-87.83	905.79	699.99	-205.80	2,800.00
4190-08-000 Postage	180.00	41.67	-138.33	190.80	125.01	-65.79	500.00
4190-10-000 Copiers	37.09	83.33	46.24	124.76	249.99	125.23	1,000.00

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

January - March 2024

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-12-000 Software	11.04	333.33	322.29	47.27	999.99	952.72	4,000.00
4190-13-000 IT/Website Maintenance	66.24	83.33	17.09	221.40	249.99	28.59	1,000.00
4190-18-000 Small Office Equipment	99.00	0.00	-99.00	99.00	0.00	-99.00	0.00
4190-22-000 Other Misc Admin Expenses	-20.00	0.00	20.00	-20.00	0.00	20.00	0.00
4191-00-000 Total Miscellaneous Admin Expenses	5,065.78	5,488.41	422.63	14,271.99	16,465.23	2,193.24	65,861.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	7,785.99	6,155.08	-1,630.91	18,211.14	18,465.24	254.10	73,861.00
4200-00-000 TENANT SERVICES							
4210-20-300 Tenant Services-Salaries	0.00	4,553.33	4,553.33	3,334.53	13,659.99	10,325.46	54,640.00
4211-20-300 Tenant Services-Benefits	0.00	1,104.58	1,104.58	922.76	3,313.74	2,390.98	13,255.00
4220-01-000 Other Tenant Svcs.	1,693.31	1,666.67	-26.64	5,428.75	5,000.01	-428.74	20,000.00
4240-20-300 Tenant Services-Other Direct Costs	88.80	472.17	383.37	423.64	1,416.51	992.87	5,666.00
4241-20-300 Tenant Services-Training	0.00	188.33	188.33	781.81	564.99	-216.82	2,260.00
4242-20-300 Tenant Services-Supplies & Materials	0.00	83.33	83.33	107.18	249.99	142.81	1,000.00
4243-20-300 Tenant Services-Travel	0.00	125.00	125.00	0.00	375.00	375.00	1,500.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	1,782.11	8,193.41	6,411.30	10,998.67	24,580.23	13,581.56	98,321.00
4300-00-000 UTILITY EXPENSES							
4310-00-000 Water	754.11	833.33	79.22	2,262.33	2,499.99	237.66	10,000.00
4320-00-000 Electricity	8,276.54	5,833.33	-2,443.21	27,921.37	17,499.99	-10,421.38	70,000.00
4390-00-000 Sewer & Trash	1,833.34	2,083.33	249.99	5,500.02	6,249.99	749.97	25,000.00
4399-00-000 TOTAL UTILITY EXPENSES	10,863.99	8,749.99	-2,114.00	35,683.72	26,249.97	-9,433.75	105,000.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000 General Maint Expense							
4410-00-000 Maintenance Salaries	4,682.93	5,064.58	381.65	13,281.43	15,193.74	1,912.31	60,775.00
4410-05-000 Employee Benefit Contribution-Maint.	1,675.64	1,837.00	161.36	3,628.59	5,511.00	1,882.41	22,044.00
4419-00-000 Total General Maint Expense	6,358.57	6,901.58	543.01	16,910.02	20,704.74	3,794.72	82,819.00
4420-00-000 Materials							
4420-01-000 Supplies-Grounds	0.00	25.00	25.00	41.94	75.00	33.06	300.00
4420-02-000 Supplies-Appliance	0.00	16.67	16.67	182.68	50.01	-132.67	200.00
4420-03-000 Supplies-Unit Turnover	359.49	291.67	-67.82	359.49	875.01	515.52	3,500.00
4420-04-000 Supplies-Electrical	725.67	250.00	-475.67	1,409.81	750.00	-659.81	3,000.00
4420-05-000 Supplies-Fuel & Parts	29.42	62.50	33.08	107.86	187.50	79.64	750.00
4420-06-000 Supplies-Janitorial/Cleaning	203.55	83.33	-120.22	311.70	249.99	-61.71	1,000.00
4420-07-000 Supplies-Maint/Repairs	408.87	625.00	216.13	3,025.01	1,875.00	-1,150.01	7,500.00
4420-08-000 Supplies-Plumbing	2.05	62.50	60.45	785.97	187.50	-598.47	750.00
4420-09-000 Tools and Equipment	69.78	41.67	-28.11	148.35	125.01	-23.34	500.00
4420-10-000 Maintenance Paper/Supplies	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4429-00-000 Total Materials	1,798.83	1,500.01	-298.82	6,372.81	4,500.03	-1,872.78	18,000.00
4430-00-000 Contract Costs							
4430-01-000 Contract-Routine Maintenance	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-03-000 Contract-Trash Collection	550.33	225.00	-325.33	1,139.55	675.00	-464.55	2,700.00
4430-04-000 Contract-Snow Removal	0.00	83.33	83.33	1,130.00	249.99	-880.01	1,000.00
4430-05-000 Contract-Unit Turnover	0.00	1,250.00	1,250.00	0.00	3,750.00	3,750.00	15,000.00
4430-06-000 Contract-Electrical	158.75	166.67	7.92	876.07	500.01	-376.06	2,000.00
4430-07-000 Contract-Pest Control	1,600.00	750.00	-850.00	4,032.46	2,250.00	-1,782.46	9,000.00

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

January - March 2024

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4430-09-000	Contract-Grounds	0.00	50.00	50.00	0.00	150.00	150.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	131.64	133.33	1.69	424.22	399.99	-24.23	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-12-000	Contract-Inspections	0.00	0.00	0.00	180.00	0.00	-180.00	0.00
4430-13-000	Contract-HVAC	0.00	416.67	416.67	1,694.17	1,250.01	-444.16	5,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	1,250.00	1,250.00	4,728.36	3,750.00	-978.36	15,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	45.00	150.00	105.00	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	300.00	300.00	1,200.00
4439-00-000	Total Contract Costs	<u>2,455.72</u>	<u>4,641.67</u>	<u>2,185.95</u>	<u>14,249.83</u>	<u>13,925.01</u>	<u>-324.82</u>	<u>55,700.00</u>
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	10,613.12	13,043.26	2,430.14	37,532.66	39,129.78	1,597.12	156,519.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	313.49	288.67	-24.82	902.89	866.01	-36.88	3,464.00
4510-10-000	Property Insurance	386.61	417.25	30.64	1,134.88	1,251.75	116.87	5,007.00
4510-20-000	Liability Insurance	175.47	189.42	13.95	515.09	568.26	53.17	2,273.00
4510-30-000	Workmen's Compensation	137.90	148.83	10.93	404.80	446.49	41.69	1,786.00
4570-00-000	Bad Debt-Tenant Rents	0.00	416.67	416.67	0.00	1,250.01	1,250.01	5,000.00
4599-00-000	TOTAL GENERAL EXPENSES	<u>1,013.47</u>	<u>1,460.84</u>	<u>447.37</u>	<u>2,957.66</u>	<u>4,382.52</u>	<u>1,424.86</u>	<u>17,530.00</u>
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,113.39	2,283.33	169.94	6,694.61	6,849.99	155.38	27,400.00
4899-00-000	TOTAL FINANCING EXPENSES	<u>2,113.39</u>	<u>2,283.33</u>	<u>169.94</u>	<u>6,694.61</u>	<u>6,849.99</u>	<u>155.38</u>	<u>27,400.00</u>
8000-00-000	TOTAL EXPENSES	<u>34,172.07</u>	<u>39,885.91</u>	<u>5,713.84</u>	<u>112,078.46</u>	<u>119,657.73</u>	<u>7,579.27</u>	<u>478,631.00</u>
9000-00-000	NET INCOME	<u>10,369.43</u>	<u>7,757.59</u>	<u>2,611.84</u>	<u>11,997.55</u>	<u>23,272.77</u>	<u>-11,275.22</u>	<u>93,091.00</u>

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)
Statement of Revenues, Expenditures, and Changes in Fund Net Position

January - March 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	39,751.66	47,522.60	-7,770.94	123,711.22	142,567.80	-18,856.58	570,271.20
3112-06-000 PBV HAP Subsidy	115,028.00	110,886.07	4,141.93	331,280.00	332,658.21	-1,378.21	1,330,632.80
3119-00-000 Total Rental Income	154,779.66	158,408.67	-3,629.01	454,991.22	475,226.01	-20,234.79	1,900,904.00
3120-00-000 Other Tenant Income							
3120-03-000 Damages	5,061.76	2,083.33	2,978.43	9,309.76	6,249.99	3,059.77	25,000.00
3120-04-000 Late Charges	852.00	666.67	185.33	3,150.00	2,000.01	1,149.99	8,000.00
3120-05-000 Legal Fees - Tenant	0.00	83.33	-83.33	0.00	249.99	-249.99	1,000.00
3120-06-000 NSF Charges	25.00	8.33	16.67	25.00	24.99	0.01	100.00
3120-07-000 Tenant Owed Utilities	261.80	166.67	95.13	929.72	500.01	429.71	2,000.00
3120-08-000 Workorders/Maint Charges	0.00	325.00	-325.00	0.00	975.00	-975.00	3,900.00
3120-11-000 Collection Loss-Tenants	95.51	0.00	95.51	310.92	0.00	310.92	0.00
3129-00-000 Total Other Tenant Income	6,296.07	3,333.33	2,962.74	13,725.40	9,999.99	3,725.41	40,000.00
3199-00-000 TOTAL TENANT INCOME	161,075.73	161,742.00	-666.27	468,716.62	485,226.00	-16,509.38	1,940,904.00
3400-00-000 GRANT INCOME							
3415-00-000 Other Government Grants	70,000.00	7,916.67	62,083.33	70,000.00	23,750.01	46,249.99	95,000.00
3499-00-000 TOTAL GRANT INCOME	70,000.00	7,916.67	62,083.33	70,000.00	23,750.01	46,249.99	95,000.00
3600-00-000 OTHER INCOME							
3610-00-000 Investment Income - Unrestricted	256.31	208.33	47.98	740.70	624.99	115.71	2,500.00
3699-00-000 TOTAL OTHER INCOME	256.31	208.33	47.98	740.70	624.99	115.71	2,500.00
3999-00-000 TOTAL INCOME	231,332.04	169,867.00	61,465.04	539,457.32	509,601.00	29,856.32	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	67,588.67	71,931.75	4,343.08	287,727.00
4110-04-000 Employee Benefit Contribution-Admin	7,665.20	7,334.83	-330.37	19,544.14	22,004.49	2,460.35	88,018.00
4110-99-000 Total Administrative Salaries	30,155.38	31,312.08	1,156.70	87,132.81	93,936.24	6,803.43	375,745.00
4130-00-000 Legal Expense							
4130-01-000 Unlawful Detainers/Writs	-25.00	41.67	66.67	-2.06	125.01	127.07	500.00
4130-04-000 General Legal Expense	2,370.00	1,250.00	-1,120.00	2,595.00	3,750.00	1,155.00	15,000.00
4131-00-000 Total Legal Expense	2,345.00	1,291.67	-1,053.33	2,592.94	3,875.01	1,282.07	15,500.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	788.00	1,250.00	462.00	1,097.00	3,750.00	2,653.00	15,000.00
4150-00-000 Travel	503.08	833.33	330.25	503.08	2,499.99	1,996.91	10,000.00
4171-00-000 Auditing Fees	0.00	208.33	208.33	0.00	624.99	624.99	2,500.00
4189-00-000 Total Other Admin Expenses	1,291.08	2,291.66	1,000.58	1,600.08	6,874.98	5,274.90	27,500.00
4190-00-000 Miscellaneous Admin Expenses							

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)
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	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual	
4190-01-000	Membership and Fees	0.00	83.33	83.33	730.00	249.99	-480.01	1,000.00
4190-02-000	Publications	0.00	83.33	83.33	81.40	249.99	168.59	1,000.00
4190-03-000	Advertising	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4190-04-000	Office Supplies	319.58	333.33	13.75	900.74	999.99	99.25	4,000.00
4190-06-000	Compliance	0.00	208.33	208.33	167.30	624.99	457.69	2,500.00
4190-07-000	Telephone & Internet	417.03	416.67	-0.36	1,145.01	1,250.01	105.00	5,000.00
4190-08-000	Postage	460.00	500.00	40.00	501.40	1,500.00	998.60	6,000.00
4190-10-000	Copiers	136.88	208.33	71.45	430.38	624.99	194.61	2,500.00
4190-12-000	Software	193.72	1,666.67	1,472.95	2,484.05	5,000.01	2,515.96	20,000.00
4190-13-000	IT/Website Maintenance	290.58	416.67	126.09	1,024.96	1,250.01	225.05	5,000.00
4190-18-000	Small Office Equipment	0.00	250.00	250.00	0.00	750.00	750.00	3,000.00
4190-22-000	Other Misc Admin Expenses	-1,889.72	833.33	2,723.05	-1,202.30	2,499.99	3,702.29	10,000.00
4191-00-000	Total Miscellaneous Admin Expenses	30,083.45	36,395.40	6,311.95	93,395.75	109,186.20	15,790.45	436,745.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	33,719.53	39,978.73	6,259.20	97,588.77	119,936.19	22,347.42	479,745.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	169.64	125.00	-44.64	190.96	375.00	184.04	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	169.64	125.00	-44.64	190.96	375.00	184.04	1,500.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	2,372.85	2,666.67	293.82	7,441.52	8,000.01	558.49	32,000.00
4320-00-000	Electricity	1,262.28	833.33	-428.95	3,750.43	2,499.99	-1,250.44	10,000.00
4330-00-000	Gas	92.55	166.67	74.12	152.33	500.01	347.68	2,000.00
4390-00-000	Sewer & Trash	2,668.28	3,333.33	665.05	8,785.57	9,999.99	1,214.42	40,000.00
4399-00-000	TOTAL UTILITY EXPENSES	6,395.96	7,000.00	604.04	20,129.85	21,000.00	870.15	84,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	14,439.49	17,226.17	2,786.68	43,568.53	51,678.51	8,109.98	206,714.00
4410-05-000	Employee Benefit Contribution-Maint.	5,961.05	5,722.92	-238.13	14,589.23	17,168.76	2,579.53	68,675.00
4419-00-000	Total General Maint Expense	20,400.54	22,949.09	2,548.55	58,157.76	68,847.27	10,689.51	275,389.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4420-02-000	Supplies-Appliance	119.55	166.67	47.12	517.76	500.01	-17.75	2,000.00
4420-03-000	Supplies-Unit Turnover	62.58	625.00	562.42	350.89	1,875.00	1,524.11	7,500.00
4420-04-000	Supplies-Electrical	1,077.00	1,250.00	173.00	3,884.38	3,750.00	-134.38	15,000.00
4420-05-000	Supplies-Fuel & Parts	108.62	291.67	183.05	1,447.19	875.01	-572.18	3,500.00
4420-06-000	Supplies-Janitorial/Cleaning	873.96	333.33	-540.63	1,058.65	999.99	-58.66	4,000.00
4420-07-000	Supplies-Maint/Repairs	1,973.95	1,250.00	-723.95	7,523.28	3,750.00	-3,773.28	15,000.00
4420-08-000	Supplies-Plumbing	57.65	416.67	359.02	1,166.78	1,250.01	83.23	5,000.00
4420-09-000	Tools and Equipment	198.11	208.33	10.22	620.51	624.99	4.48	2,500.00
4420-10-000	Maintenance Paper/Supplies	0.00	83.33	83.33	26.84	249.99	223.15	1,000.00
4429-00-000	Total Materials	4,471.42	4,708.33	236.91	16,596.28	14,124.99	-2,471.29	56,500.00
4430-00-000	Contract Costs							
4430-01-000	Contract-Routine Maintenance	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-03-000	Contract-Trash Collection	568.14	250.00	-318.14	571.39	750.00	178.61	3,000.00
4430-04-000	Contract-Snow Removal	0.00	83.33	83.33	270.00	249.99	-20.01	1,000.00

FRANKLIN HEIGHTS LLC (incl. CDBG Grants)
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		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4430-05-000	Contract-Unit Turnover	0.00	1,666.67	1,666.67	3,500.69	5,000.01	1,499.32	20,000.00
4430-06-000	Contract-Electrical	432.78	83.33	-349.45	432.78	249.99	-182.79	1,000.00
4430-07-000	Contract-Pest Control	62.50	1,000.00	937.50	127.41	3,000.00	2,872.59	12,000.00
4430-08-000	Contract-Floor Covering	0.00	333.33	333.33	0.00	999.99	999.99	4,000.00
4430-09-000	Contract-Grounds	0.00	833.33	833.33	0.00	2,499.99	2,499.99	10,000.00
4430-10-000	Contract-Janitorial/Cleaning	213.09	333.33	120.24	988.58	999.99	11.41	4,000.00
4430-11-000	Contract-Plumbing	0.00	250.00	250.00	0.00	750.00	750.00	3,000.00
4430-12-000	Contract-Inspections	1,650.00	1,166.67	-483.33	2,800.00	3,500.01	700.01	14,000.00
4430-13-000	Contract-HVAC	170.00	1,666.67	1,496.67	3,712.35	5,000.01	1,287.66	20,000.00
4430-14-000	Contract-Vehicle Maintenance	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-15-000	Contract-Video Surveillance	0.00	7,583.33	7,583.33	0.00	22,749.99	22,749.99	91,000.00
4430-99-000	Contract Costs-Other	2,240.00	0.00	-2,240.00	2,240.00	0.00	-2,240.00	0.00
4439-00-000	Total Contract Costs	5,336.51	15,416.65	10,080.14	14,643.20	46,249.95	31,606.75	185,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	30,208.47	43,074.07	12,865.60	89,397.24	129,222.21	39,824.97	516,889.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	170.48	184.00	13.52	500.43	552.00	51.57	2,208.00
4510-10-000	Property Insurance	1,161.69	1,239.42	77.73	3,410.12	3,718.26	308.14	14,873.00
4510-20-000	Liability Insurance	515.19	549.33	34.14	1,512.34	1,647.99	135.65	6,592.00
4510-30-000	Workmen's Compensation	482.66	520.83	38.17	1,416.84	1,562.49	145.65	6,250.00
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	2,500.00	2,500.00	0.00	7,500.00	7,500.00	30,000.00
4570-00-000	Bad Debt-Tenant Rents	0.00	2,083.33	2,083.33	0.00	6,249.99	6,249.99	25,000.00
4599-00-000	TOTAL GENERAL EXPENSES	2,330.02	7,076.91	4,746.89	6,839.73	21,230.73	14,391.00	84,923.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	15,052.94	10,592.04	-4,460.90	18,083.10	31,776.12	13,693.02	127,104.53
4852-00-000	Interest Expense-Loan 2	70,000.00	5,833.33	-64,166.67	70,000.00	17,499.99	-52,500.01	70,000.00
4899-00-000	TOTAL FINANCING EXPENSES	85,052.94	16,425.37	-68,627.57	88,083.10	49,276.11	-38,806.99	197,104.53
8000-00-000	TOTAL EXPENSES	157,876.56	113,680.08	-44,196.48	302,229.65	341,040.24	38,810.59	1,364,161.53
9000-00-000	NET INCOME	73,455.48	56,186.92	17,268.56	237,227.67	168,560.76	68,666.91	674,242.47

COMMERCE VILLAGE LLC
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	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	9,190.00	10,142.55	-952.55	29,231.00	30,427.65	-1,196.65	121,710.60
3112-06-000 PBV HAP Subsidy	9,011.00	10,142.55	-1,131.55	28,169.00	30,427.65	-2,258.65	121,710.60
3119-00-000 Total Rental Income	18,201.00	20,285.10	-2,084.10	57,400.00	60,855.30	-3,455.30	243,421.20
3120-00-000 Other Tenant Income							
3120-01-000 Laundry and Vending	197.26	150.00	47.26	494.28	450.00	44.28	1,800.00
3120-03-000 Damages	636.00	208.33	427.67	730.00	624.99	105.01	2,500.00
3120-04-000 Late Charges	35.00	25.00	10.00	35.00	75.00	-40.00	300.00
3120-05-000 Legal Fees - Tenant	0.00	21.67	-21.67	0.00	65.01	-65.01	260.00
3120-08-000 Workorders/Maint Charges	0.00	100.00	-100.00	30.00	300.00	-270.00	1,200.00
3129-00-000 Total Other Tenant Income	868.26	505.00	363.26	1,289.28	1,515.00	-225.72	6,060.00
3199-00-000 TOTAL TENANT INCOME	19,069.26	20,790.10	-1,720.84	58,689.28	62,370.30	-3,681.02	249,481.20
3600-00-000 OTHER INCOME							
3611-00-000 Investment Income - Restricted	532.44	250.00	282.44	1,637.19	750.00	887.19	3,000.00
3699-00-000 TOTAL OTHER INCOME	532.44	250.00	282.44	1,637.19	750.00	887.19	3,000.00
3999-00-000 TOTAL INCOME	19,601.70	21,040.10	-1,438.40	60,326.47	63,120.30	-2,793.83	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	8,660.28	9,381.99	721.71	37,528.00
4110-04-000 Employee Benefit Contribution-Admin	1,097.31	974.00	-123.31	2,844.06	2,922.00	77.94	11,688.00
4110-99-000 Total Administrative Salaries	3,984.07	4,101.33	117.26	11,504.34	12,303.99	799.65	49,216.00
4130-00-000 Legal Expense							
4130-04-000 General Legal Expense	698.50	0.00	-698.50	698.50	0.00	-698.50	0.00
4131-00-000 Total Legal Expense	698.50	0.00	-698.50	698.50	0.00	-698.50	0.00
4139-00-000 Other Admin Expenses							
4140-00-000 Staff Training	370.00	125.00	-245.00	370.00	375.00	5.00	1,500.00
4150-00-000 Travel	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4173-00-000 Management Fee	957.37	958.33	0.96	3,019.24	2,874.99	-144.25	11,500.00
4189-00-000 Total Other Admin Expenses	1,327.37	1,166.66	-160.71	3,389.24	3,499.98	110.74	14,000.00
4190-00-000 Miscellaneous Admin Expenses							
4190-01-000 Membership and Fees	0.00	8.33	8.33	0.00	24.99	24.99	100.00
4190-02-000 Publications	0.00	8.33	8.33	0.00	24.99	24.99	100.00
4190-04-000 Office Supplies	0.00	50.00	50.00	12.83	150.00	137.17	600.00
4190-06-000 Compliance	50.00	125.00	75.00	1,400.00	375.00	-1,025.00	1,500.00
4190-07-000 Telephone & Internet	21.82	300.00	278.18	374.74	900.00	525.26	3,600.00
4190-08-000 Postage	160.00	41.67	-118.33	165.40	125.01	-40.39	500.00
4190-10-000 Copiers	54.52	100.00	45.48	131.74	300.00	168.26	1,200.00

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	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-12-000 Software	5.52	166.67	161.15	23.62	500.01	476.39	2,000.00
4190-13-000 IT/Website Maintenance	33.12	91.67	58.55	110.70	275.01	164.31	1,100.00
4190-21-000 HCC Fees	7,175.91	625.00	-6,550.91	7,175.91	1,875.00	-5,300.91	7,500.00
4190-22-000 Other Misc Admin Expenses	6.00	83.33	77.33	18.00	249.99	231.99	1,000.00
4191-00-000 Total Miscellaneous Admin Expenses	11,490.96	5,701.33	-5,789.63	20,917.28	17,103.99	-3,813.29	68,416.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	13,516.83	6,867.99	-6,648.84	25,005.02	20,603.97	-4,401.05	82,416.00
4200-00-000 TENANT SERVICES							
4210-00-000 Tenant Services Salaries	0.00	1,520.83	1,520.83	0.00	4,562.49	4,562.49	18,250.00
4220-01-000 Other Tenant Svcs.	60.00	125.00	65.00	60.00	375.00	315.00	1,500.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	60.00	1,645.83	1,585.83	60.00	4,937.49	4,877.49	19,750.00
4300-00-000 UTILITY EXPENSES							
4310-00-000 Water	395.01	358.33	-36.68	1,185.03	1,074.99	-110.04	4,300.00
4320-00-000 Electricity	1,852.11	1,666.67	-185.44	6,230.79	5,000.01	-1,230.78	20,000.00
4330-00-000 Gas	217.73	200.00	-17.73	655.19	600.00	-55.19	2,400.00
4390-00-000 Sewer & Trash	887.10	916.67	29.57	2,661.30	2,750.01	88.71	11,000.00
4399-00-000 TOTAL UTILITY EXPENSES	3,351.95	3,141.67	-210.28	10,732.31	9,425.01	-1,307.30	37,700.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000 General Maint Expense							
4410-00-000 Maintenance Salaries	736.10	994.33	258.23	2,212.30	2,982.99	770.69	11,932.00
4410-05-000 Employee Benefit Contribution-Maint.	278.98	355.58	76.60	858.97	1,066.74	207.77	4,267.00
4419-00-000 Total General Maint Expense	1,015.08	1,349.91	334.83	3,071.27	4,049.73	978.46	16,199.00
4420-00-000 Materials							
4420-01-000 Supplies-Grounds	0.00	8.33	8.33	0.00	24.99	24.99	100.00
4420-02-000 Supplies-Appliance	0.00	8.33	8.33	86.99	24.99	-62.00	100.00
4420-03-000 Supplies-Unit Turnover	838.81	16.67	-822.14	838.81	50.01	-788.80	200.00
4420-04-000 Supplies-Electrical	505.40	50.00	-455.40	2,573.17	150.00	-2,423.17	600.00
4420-05-000 Supplies-Fuel & Parts	11.32	16.67	5.35	41.49	50.01	8.52	200.00
4420-06-000 Supplies-Janitorial/Cleaning	39.91	50.00	10.09	78.40	150.00	71.60	600.00
4420-07-000 Supplies-Maint/Repairs	211.93	108.33	-103.60	612.66	324.99	-287.67	1,300.00
4420-08-000 Supplies-Plumbing	0.00	25.00	25.00	138.55	75.00	-63.55	300.00
4420-10-000 Maintenance Paper/Supplies	0.00	8.33	8.33	0.00	24.99	24.99	100.00
4429-00-000 Total Materials	1,607.37	291.66	-1,315.71	4,370.07	874.98	-3,495.09	3,500.00
4430-00-000 Contract Costs							
4430-03-000 Contract-Trash Collection	225.80	225.00	-0.80	512.13	675.00	162.87	2,700.00
4430-04-000 Contract-Snow Removal	0.00	83.33	83.33	2,000.00	249.99	-1,750.01	1,000.00
4430-05-000 Contract-Unit Turnover	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-07-000 Contract-Pest Control	0.00	91.67	91.67	864.91	275.01	-589.90	1,100.00
4430-10-000 Contract-Janitorial/Cleaning	132.80	133.33	0.53	410.14	399.99	-10.15	1,600.00
4430-11-000 Contract-Plumbing	0.00	41.67	41.67	0.00	125.01	125.01	500.00
4430-12-000 Contract-Inspections	300.00	291.67	-8.33	600.00	875.01	275.01	3,500.00
4430-13-000 Contract-HVAC	0.00	333.33	333.33	770.06	999.99	229.93	4,000.00
4430-15-000 Contract-Video Surveillance	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
4430-18-000 Contract-Alarm Monitoring	0.00	50.00	50.00	479.04	150.00	-329.04	600.00
4430-19-000 Contract-Sprinkler Monitoring	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00

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4439-00-000	Total Contract Costs	658.60	1,499.99	841.39	5,636.28	4,499.97	-1,136.31	18,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL E	3,281.05	3,141.56	-139.49	13,077.62	9,424.68	-3,652.94	37,699.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	19.42	21.00	1.58	57.01	63.00	5.99	252.00
4510-10-000	Property Insurance	651.71	477.92	-173.79	2,606.84	1,433.76	-1,173.08	5,735.00
4510-20-000	Liability Insurance	183.81	214.17	30.36	735.24	642.51	-92.73	2,570.00
4510-30-000	Workmen's Compensation	51.72	55.83	4.11	151.82	167.49	15.67	670.00
4521-00-000	Misc. Taxes/Licenses/Insurance	83.92	2.00	-81.92	169.86	6.00	-163.86	24.00
4570-00-000	Bad Debt-Tenant Rents	0.00	208.33	208.33	0.00	624.99	624.99	2,500.00
4599-00-000	TOTAL GENERAL EXPENSES	990.58	979.25	-11.33	3,720.77	2,937.75	-783.02	11,751.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	1,365.00	1,365.00	0.00	5,460.00	4,095.00	-1,365.00	16,380.00
4899-00-000	TOTAL FINANCING EXPENSES	1,365.00	1,365.00	0.00	5,460.00	4,095.00	-1,365.00	16,380.00
8000-00-000	TOTAL EXPENSES	22,565.41	17,141.30	-5,424.11	58,055.72	51,423.90	-6,631.82	205,696.00
9000-00-000	NET INCOME	-2,963.71	3,898.80	-6,862.51	2,270.75	11,696.40	-9,425.65	46,785.20

ASSET LIMITATION FOR NEW ADMISSIONS

Applicants to JR “Polly” Lineweaver shall be denied for the following:

- Net assets that exceed \$100,000 (adjusted annually for inflation); and/or
- The family has present ownership interest in, a legal right to reside in, and the effective legal authority to sell the real property (based on laws of the state of Virginia or the locality in which the property is located (that is suitable for occupancy for the family as a resident).

ASSET LIMITATION AT ANNUAL AND INTERIM REEXAMINATIONS

- Non-enforcement of the asset limitation policy will be enacted for all families at annual and interim reexamination and will be based on factors including: age, disability, income, the ability of the family to find suitable alternative housing, and whether or not supportive services are being provided.

DE MINIMIS ERRORS IN INCOME DETERMINATIONS

- Corrective action shall be taken to credit or repay a family if the family was overcharged tenant rent because of de minimis errors in calculating family income.
- Families will not be required to repay in instances resulting in a family being undercharged for rent where JR “Polly” Lineweaver staff miscalculated the family’s income.
- Tenant accounts will be credited for any amount that was overcharged due to de minimis calculation errors and inform the tenant of their adjusted rent amount until the credit has reached \$0.

HARDSHIP EXEMPTIONS FOR HEALTH/MEDICAL CARE EXPENSES & REASONABLE ATTENDANT CARE & AUXILIARY APPARATUS EXPENSES – PHASED-IN RELIEF

Required HOTMA Policy

- All families that demonstrate eligibility for health and medical care expenses, or reasonable attendant care and auxiliary apparatus expenses are entitled to hardship relief if the expenses exceed 5% of the family’s annual income. Expenses must meet the definition of health and medical care expenses as provided by 24CFR 5.603(b). To meet with requirements for the reasonable attendant care and auxiliary apparatus expenses hardship exemption, the family must have expenses that meet the definition of reasonable attendant care and auxiliary apparatus expense at 24 CFR 5.603(b)
- All families who received a deduction for unreimbursed health and medical care and/or reasonable attendant care or auxiliary apparatus expenses based on their most recent income review prior to January 1, 2025, will begin receiving the 24 month phased-in

relief at their next annual or interim reexamination, whichever occurs first on or after the date JR “Polly” Lineweaver complies with HOTMA.

- Families who receive phased-in relief will have eligible expenses deducted as follows:
 - 1st 12 months – in excess of 5% of annual income
 - 2nd 12 months – in excess of 7.5% of annual income
 - After 24 months – in excess of 10% threshold will phase in and remain in effect unless the family qualifies for General Relief
- Once a family chooses to obtain general relief, a family may no longer receive the phased-in relief.
- Phased-in relief will continue for a newly admitted resident who was receiving phased-in relief at their prior assisted housing unit at the time that the family is admitted into JR “Polly” Lineweaver.

SELF-CERTIFICATION OF NET FAMILY ASSETS EQUAL TO OR LESS THAN \$50,000

- A family’s self-certification of net family assets equal to or less than \$50,000 (adjusted annually for inflation) and anticipated income earned from assets will be accepted at admission without taking additional steps to verify accuracy. This will be done in an effort to reduce burden on applicants and speed up the lease-up process.
- Net family assets will be fully verified annually at re-examination.

INTERIM REEXAMINATIONS - DECREASES IN ADJUSTED INCOME

- Interim reexaminations will be processed for *all* decreases in adjusted income when a family member permanently moves out.
- Interim re-examinations will not be processed when a decrease is less than 10% of annual income. Percentage decreases will be rounded up or down to the nearest unit to determine if an interim reexamination is warranted (decreases of 9.5% will be rounded to 10%).

INTERIM REEXAMINATIONS – INCREASES IN ADJUSTED INCOME

- An interim reexamination of family income will be conducted when the family’s annual adjusted income has changed by an amount that would result in an estimated increase of ten percent (10%) or more in annual adjusted income or another amount established through a HUD notice. An increase in earned income shall not be considered when estimating or calculating whether the family’s adjusted income has increased, unless the family has previously received an interim reduction during the same reexamination cycle.

- An interim reexamination will not be conducted if a family reports an increase in income within three months of their next annual reexamination effective date.
- Earned income increases shall not be considered when determining whether the ten percent threshold is met for increases in adjusted income when the family previously had an interim reexamination performed for a decrease in annual adjusted income (earned, unearned, or combined) since the last annual reexamination.

INTERIM REEXAMINATIONS – REPORTING CHANGES & EFFECTIVE DATE

- Families must report household composition changes and changes to adjust income consistent with HOTMA’s requirements.
- Residents living at JR “Polly” Lineweaver must report changes in household composition and income (increase or decrease) within 10 days of the change.
- Rent decreases will not be performed retroactively, but will apply to the 1st day of the following month prior to when the change was reported provided that the change was reported before the 15th of the month. Changes reported after the 15th of the month will made no later than 45 days after the change was reported.

REVOCAION OF CONSENT FORM (FORM – 9887)

- The executed consent form will remain effective until the family is denied assistance, the assistance is terminated, or the family provides written notification to JR “Polly” Lineweaver to revoke consent.
- Families have the right to revoke consent by notice to the Owner; however, revoking consent will result in termination or denial of assistance.
- No interim or annual reexaminations of income, including when a family’s income decreases and the family requests an interim reexamination to decrease the tenant rent, will be processed without the family’s executed consent forms.
- Revocation of consent for FORM – 9887 will result in termination of assistance or denial of admission to JR “Polly” Lineweaver.
- Existing tenants may continue to receive assistance after revoking their consent until the next interim or annual reexamination, whichever is sooner.
- The local HUD notice will be notified when an applicant or participant family member revokes their consent.

DETERMINATION OF FAMILY INCOME USING OTHER MEANS TESTED PUBLIC ASSISTANCE, I.E, “SAFE HARBOR”

- JR “Polly” Lineweaver staff will not accept or use determinations of income from other Federal means-tested forms of assistance.

ENTERPRISE INCOME VERIFICATION (EIV USAGE)

- Enterprise Income Verification (EIV) will not be used during interim recertifications.

- Enterprise Income Verifications (EIV) will not use the New Hire report between annual reexaminations.
- The Income Report and New Hires report will be utilized at annual reexaminations.
- HUD's EIV system in its entirety.
- MFH Owners must update their EIV policies and procedures to reflect their discretionary use of EIV reports (e.g., Income Report, zero income reports, New Hires Report, etc.) under HOTMA



Harrisonburg Redevelopment
& Housing Authority

STRATEGIC PLAN OVERVIEW 2023- 2026

INTRODUCTION

The Harrisonburg Redevelopment and Housing Authority (HRHA) is a political subdivision of the Commonwealth of Virginia created, following Title 36 of the Code of Virginia. As part of the act, a local election was held on November 8, 1955 and a majority of those voting in the election approved the need for a Redevelopment and Housing Authority to be activated in the City. HRHA was organized on November 29, 1955, and it has been in continual operation since that date.

HRHA assists eligible low-income families in our area with their rent through housing vouchers distributed by the Department of Housing & Urban Development (HUD). Currently, HRHA receives 956 vouchers. The voucher program serves the City of Harrisonburg and Rockingham County, including Bridgewater, Broadway, Dayton, Elkton, Fulks Run, Grottoes, Keezletown, McGaheysville, Mount Crawford, Penn Laird and Timberville.

MISSION

To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.

VALUES

To treat all individuals with respect and dignity, to base all decisions on rational and provable data and to operate with efficiency in the delivery of all services.

GOALS, IMPACTS, OUTCOMES, AND STRATEGIES

GOAL #1 Expand housing choice by implementing Moving to Work (MTW)

IMPACT: Housing choices for residents are expanded, there is an increase in self-sufficiency, and cost-effectiveness is improved.

STRATEGIES

- 1.1 Expand engagement input from community agencies, residents and program participants
- 1.2 Establish an MTW program evaluation plan to provide continuous improvement opportunities
- 1.3 Receive certification through the Affordable Housing Accreditation Board
- 1.4 Apply for additional housing choice vouchers and administrative fees to support serving additional families
- 1.5 Implement a landlord incentive program to increase the number of landlords who participate in the voucher program.
- 1.6 Increase self-sufficiency of Move to Work program participants through the Family Self-Sufficiency incentive program

GOAL #2 Develop permanent supportive housing options for very low and extremely low-income families

IMPACT: Chronically homeless, highly vulnerable individuals and families will have expanded opportunities for permanent supportive housing.

STRATEGIES

- 2.1 Identify funding and implement renovation activities to preserve and expand 60 one-bedroom units of permanent supportive housing at the Lineweaver Annex
- 2.2 Expand partnership with the Martinsburg Medical Center and community service providers to develop 16-20 new permanent supportive housing units at Commerce Village II
- 2.3 Implement a public/private partnership to expand workforce, senior and supportive housing units at Bluestone Town Center

GOAL #3 Collaborate with the City of Harrisonburg and Rockingham County to provide affordable housing for all community members

IMPACT: The City of Harrisonburg and all of its residents will benefit when everyone has access to safe and dignified housing.

STRATEGIES

- 3.1 Develop and execute an engagement plan for key City of Harrisonburg and Rockingham County stakeholders and decision-makers
- 3.2 Leverage the power of staff, board, and residents by training and deploying them as ambassadors of the agency in the community
- 3.3 Continue dialogue and participation in training when available and in partnership with local community organizations to address social justice and racial reconciliation issues as they relate to housing and neighborhood revitalization
- 3.4 Combat NIMBYISM
- 3.5 Support Harrisonburg Continuum of Care to identify and transition to a new lead agency

GOAL #4 Foundations for Success: Strengthen internal capacity in order to achieve strategic goals

OUTCOME: HRHA is an efficient organization with an aligned and well-trained staff and Board of Commissioners

STRATEGIES

- 4.1 Work with City Council to appoint Board of Commissioners who have professional expertise in areas of high need
- 4.2 Develop and implement Board of Commissioners onboarding plan which will include mandatory first-year training necessary for high engagement
- 4.3 Audit communications and create a revised process for resident involvement
- 4.4 Realign staff job roles and responsibilities to disperse external facing engagements and responsibilities
- 4.5 Strengthen internal efficiencies to maintain high-quality service to clients and landlords
- 4.6 Engage full staff in the overall vision and strategic goals of the agency
- 4.7 Be an employer of choice in Harrisonburg
- 4.8 Create a succession plan for key leadership positions

Harrisonburg Redevelopment and Housing Authority

To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.



Harrisonburg Redevelopment and Housing Authority

Housing Programs

- 129 Project Base Housing
- 958 Housing Choice Voucher
- 60 unit Elderly and Disabled
- 60 unit Elderly and Disabled
- 30 units PSH
- Community and Redevelopment Initiatives
 - Lead Agency Western CoC
 - Renovation of Lineweaver Annex
 - Development of new 16 unit PSH
 - Bluestone Town Center-900 units



HRHA Balcony View

- History of R-2 and R-4
 - Racial and Equity legacy
- Political Environment
 - Relationship with local government
- Nimbyism
 - Strategic Plan
- Succession Planning
 - Staff Turnover
- HUD Changes
 - HOTMA, NSPIRE, HIP, EVMS



HRHA Priorities:

- Transformational Organizational Change
 - Roles and Responsibilities of Staff
 - Expanded Flexibility
 - Increased Development
 - Fungibility of Finances
 - Improved Resident Outcomes
 - Expand Community Partnerships
- YARDI



Challenge Strategies



- **Strategic Plan**
 - Team Assignments
 - Staff as Captains/Lead
 - Engagement Plan
 - Use of Universities, community partners
 - Being Intentional about partnership development
 - Identify specific project for collaboration with Local Government
 - Organizational activities to build values, shared mission and celebration of success

Progress To Date

Increased utilization of HCV vouchers and vacant units

Improved understanding and better use of Yardi

Outreach and collaborations with City of Harrisonburg and other community groups

Funding secured to move plans forward with adding more affordable housing to our area

- BTC, Commerce Village, Lineweaver Annex

Resident successes and opportunities

- Established Community Action Board (CAB)
- FSS participants are achieving goals (will provide specific examples)

Next Steps

- New HUD 5-Year Plan 2025-2029
- Changes to MTW Supplement 2025
- Improve resident and program outcomes



BoxScore Summary

For Selected Properties
Date = 03/01/2024-03/31/2024

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	46	1	0	0	0	0	0	0	0	97.87	97.87	100.00	100.00
1b1b-FH	Franklin Heights-one bedro	896	0	18	17	0	0	0	1	1	0	0	0	100.00	100.00	100.00	94.44
1b1b-JRP	JR Polly Lineweaver One be	0	714	14	11	0	2	0	1	3	0	0	0	85.71	85.71	85.71	78.57
1bed-CV	Commerce Village	600	160	30	27	0	3	0	0	3	0	0	0	90.00	90.00	90.00	90.00
1bed-LA	Lineweaver Annex-one bedro	414	68	60	56	0	4	0	0	4	0	0	0	93.33	93.33	93.33	93.33
2b1b-FH	Franklin Heights-twobedroo	988	0	38	37	0	1	0	0	1	0	0	0	97.36	97.36	97.36	97.36
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	31	0	1	0	0	1	0	0	0	96.87	96.87	96.87	96.87
4b2b-FH	Franklin Heights-four bed	1,192	0	13	12	0	1	0	0	1	0	0	0	92.30	92.30	92.30	92.30
5b2b-FH	Franklin Heighths 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	264	1	13	0	2	15	0	95.00	95.00	95.35	94.64

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	1	0	0	0	0	0	2	0	0	0	0	0	0
1b1b-FH	Franklin Heights-one bedro	18	0	0	0	0	1	0	0	0	0	0	0	0	0
1b1b-JRP	JR Polly Lineweaver One be	14	0	0	1	0	1	0	0	0	0	0	0	0	0
1bed-CV	Commerce Village	30	2	0	1	0	1	0	2	0	0	0	0	0	0
1bed-LA	Lineweaver Annex-one bedro	60	1	0	1	0	0	3	1	0	0	0	0	0	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	1	0	1	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 Heighths 5bed2bath	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		280	4	0	4	0	4	3	5	0	0	0	0	0	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	Unq. First Contact											
Not Specified	Not Specified	0	0	0	3	0	9	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	0	0	0	0	2	2	200.00	0	200.00	0	0	0	200.00	

BoxScore Summary

For Selected Properties

Date = 03/01/2024-03/31/2024

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	2	0	0	0	0	0	0	1	2	2	200.00	0	200.00	0	0	0	200.00
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	2	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	1	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	2	0	8	0	9	0	0	1	5	5	500.00	0	500.00	0	0	0	500.00

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of March 31, 2024**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds	\$245,842.86
	Total	\$245,842.86
	AR Due from:	
	JR Polly Lineweaver Apartments	\$375,964.60
	Housing Choice Voucher Program	\$54,162.12
	Commerce Village, LLC	\$28,868.44
	Franklin Heights, LLC-Operating/Debt Servicing	\$97,651.84
	Commerce Village II	\$229,594.49
		\$786,241.49

HOUSING CHOICE VOUCHER PROGRAM

Cash:	Truist/SunTrust-Checking Account	\$1,227,135.89
	United Bank-FSS Escrow for participants	\$6.34
	Total	\$1,227,142.23

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account	\$5,073.43
	Total	\$5,073.43

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account	\$205,382.20
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account	\$412,092.39
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Commerce Village, LLC

Cash:	First Bank & Trust	\$274,292.51
	Virginia Housing-Replacement Reserve Account	\$80,639.18
	Truist/BB&T-Operating Reseve Account	\$132,148.67

	<u>Grand Total</u>	<u>\$2,582,613.47</u>
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**Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of March 31, 2024**

	Cash Balance as of 1/31	Cash Balance as of 2/29	Cash Balance as of 3/31
LOCAL COMMUNITY DEVELOPMENT			
First Bank & Trust	\$290,608.08	\$334,345.09	\$245,842.86
HOUSING CHOICE VOUCHER PROGRAM			
Truist-Checking	\$550,596.80	\$643,268.46	\$1,227,135.89
United Bank-FSS Escrow	\$6.34	\$6.34	\$6.34
J.R. POLLY LINEWEAVER APARTMENTS			
United Bank-Checking	\$37,081.56	\$4,684.56	\$5,073.43
ALL PROGRAMS-FH, LW, JRL, CVO			
United Bank-Security Dep.	\$197,194.54	\$200,145.89	\$205,382.20
COMPONENT UNITS			
Franklin Heights, LLC			
United Bank-Checking	\$255,601.73	\$331,246.32	\$412,092.39
Commerce Village LLC			
First Bank & Trust	\$272,162.43	\$266,164.68	\$274,292.51
VA Housing-Repl Reserve	\$77,628.06	\$78,023.41	\$80,639.18
Truist-Operating Reserve	\$131,826.28	\$131,982.00	\$132,148.67
Total	\$1,812,705.82	\$1,989,866.75	\$2,582,613.47