



HARRISONBURG  
REDEVELOPMENT AND  
HOUSING AUTHORITY  
P.O. BOX 1071  
HARRISONBURG, VA 22803

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July 10, 2020

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, July 15, 2020 at 4:00 p.m.**, at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.

A handwritten signature in blue ink, appearing to read "Michael G. Wong".

Michael G. Wong  
Executive Director

Enclosures

AGENDA  
Regular Meeting  
July 15, 2020

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
  - June 2020
- III. Review and Approval Financial Statements
  - June 2020
- IV. Reports
  - A. Executive Director
    - 1. Public Comment
    - 2. Update on 100 Homes Campaign
  - B. Any New Business/ Old Business
    - 1. Strategic Initiatives Updates
      - Homeownership and Neighborhood Revitalization
      - Addressing Homelessness and Affordable Housing
      - Improving Organizational Efficiency and Effectiveness
  - C. Management Reports
    - 1. Housing Choice Voucher Management Report
    - 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
    - 3. Franklin Heights Program Management Report
    - 4. Commerce Village Management Report
    - 5. Family Self Sufficiency Management Report
    - 6. Financial Monthly Report & Quarterly Investment Update

## MINUTES

Regular Meeting  
June 17, 2020

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday, June 17 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

John Hall, Commissioner  
Costella Fordney, Commissioner  
Dany Fleming, Commissioner  
Scott Gallagher, Commissioner

Also present were:

Michael G. Wong, Executive Director  
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by John Hall, Vice Chair. Mr. Wong then presented the March minutes for consideration of approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fleming made the motion for approval. The motion was unanimously approved. Mr. Wong then provided an update on the financials. He related that due to receipt of a Virginia Housing Development Authority grant and additional funding received under the CARES Act, the Authority's overall financial position has not seen a negative impact from the COVID economic shutdown. He stated that due to the HCV staff making interim rent adjustments up to two days prior to the near end of the month, landlords saw a limited impact on rent loss. He related that due to the lack of clarity on the future implications of COVID and the potential long-term funding implications of the need to continue to be agile, flexible and use of austerity practices in operations. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fordney made the motion approving the March, April, and May financials. The motion was unanimously approved.

Vice Chair Hall then opened the floor for general public comment. No comment was received. Mr. Wong then presented the Authority's 2019 HUD Section Eight Management Assessment Program (SEMAP) score for approval. He related of the Authority receiving a high performer score. Commissioner Gallagher seconded by Commissioner Fordney made the motion for approval of the SEMAP score. The motion was unanimously approved.

Mr. Wong then presented the 100 families housed in 100 days' campaign. He stated that due to receipt of CARES Act funding, monies were available to create a landlord outreach and retention program to support leasing up families in the Housing Choice Voucher program. He related of approximately 57 participants looking for housing with another 58 participants about to be issued vouchers. He stated many of the individuals that are searching for housing are currently housed in temporary shelter and are eligible

for the mainstream nonelderly vouchers. He related of the greatest need in leasing up families is one bedroom accessible units. Mr. Wong then related of receipt of a \$50,000 grant from Virginia Housing Development Authority for costs associated with COVID expenses. He related of the plan to use the funds to pay for the purchase of new computers, software expenses, and overtime pay for staff working directly with the public. Mr. Wong then related of the Authority's partnership with thermal shelters located in Front Royal, Winchester and Harrisonburg to ensure congregated housing availability until the Governor Northam's stay at home edict expires in mid-June. He related of HRHA acting as a conduit for the funds.

Mr. Wong then presented the notice from HUD of award of 23 additional mainstream nonelderly vouchers. He stated that the award increased the number of Authority vouchers under management to 956 families served.

Mr. Wong then related of the Arts Council losing its City funding for Court Square Theater and due to the COVID implications has decided to terminate its lease with the Authority. He relates of no plan to actively market the facility and of the hope that the ACV will be able to resume operations in the spring of 2021. Mr. Wong then notified the Board of the Children's museum lease expiration and consistent with the lease agreement the property will be transferred to the Children Museum Inc. He related of the Authority having approximately \$40,000 in project expenses with the Children's Museum being unwilling to reimburse but in exchange provide tickets for access to the museum.

Mr. Wong then presented the current list of Board of Commissioners. He related of Commissioner Fuller resigning due to his acceptance of a housing specialist position with the Harrisonburg Rockingham Community Services Board which will be working with the Authority's mainstream nonelderly program serving individuals with serious mental illnesses. He stated of the board postponing the election of officers in February and of need to establish the leadership of the board. After a period of discussion, Commissioner Gallagher seconded by Commissioner Fleming made the motion for John Hall to be chair and Costella Fordney be vice chair. This motion was unanimously approved.

Mr. Wong then related of a discussion with Commissioner Fleming concerning governance and communications. After a period of discussion, no action was taken on this agenda item.

Mr. Wong then provided a brief update on the Authority's initiatives. Commissioner Gallagher seconded by Commissioner Fordney then made the motion to approve the management reports. This motion was unanimously approved. Commissioner Gallagher seconded by Commissioner Fordney then made the motion to adjourn. The motion was unanimously approved.

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Michael G. Wong  
Executive Director

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John Hall  
Vice Chair

**LOCAL COMMUNITY DEVELOPMENT (LCD)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of June 2020**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3410 HMIS COC Homelessness Grant-18	84,072.00	7,006.00	0.00	39,012.64	42,036.00	(3,023.36)
3410 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	12,914.12	52,203.50	40,132.50	12,071.00
3410 COC Planning Grant Funds	20,619.00	1,718.25	0.00	3,342.28	10,309.50	(6,967.22)
3410 VHSP-COVID-19 ESO Grant	100,000.00	8,333.33	44,198.74	78,426.37	50,000.00	28,426.37
3610 Interest Income	0.00	0.00	11.29	70.78	0.00	70.78
3690 Developer's Fees/Other Income	130,000.00	10,833.33	125,000.00	125,000.00	65,000.00	60,000.00
3690 Admin. Fees	9,500.00	791.67	0.00	35,000.00	4,750.00	30,250.00
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	7,500.00	(7,500.00)
3690 Lease Income	4,800.00	400.00	400.00	2,400.00	2,400.00	0.00
3690 Management Fees-CV	10,000.00	833.33	855.54	5,165.37	5,000.00	165.37
3690 BPort Net Receipts	185,689.00	15,474.08	13,882.51	92,587.75	92,844.50	(256.75)
3690 Lineweaver Apts. Net Receipts	379,168.00	31,597.33	30,870.19	182,821.33	189,584.00	(6,762.67)
<b>Total Receipts</b>	<b>1,019,113.00</b>	<b>84,926.08</b>	<b>228,132.39</b>	<b>616,030.02</b>	<b>509,556.50</b>	<b>106,473.52</b>
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	134,085.00	11,173.75	10,683.00	69,302.76	67,042.50	2,260.26
4540 Adm Benefits	37,895.00	3,157.92	2,847.96	20,576.62	18,947.50	1,629.12
4130 Legal Expense	10,000.00	833.33	(40.50)	2,304.95	5,000.00	(2,695.05)
4140 Staff Training	5,000.00	416.67	0.00	995.00	2,500.00	(1,505.00)
4150 Travel	15,000.00	1,250.00	400.00	2,840.35	7,500.00	(4,659.65)
4171 Auditing Fees	3,600.00	300.00	0.00	0.00	1,800.00	(1,800.00)
4190 Sundry-Admin. Exp.	30,000.00	2,500.00	2,191.32	14,974.67	15,000.00	(25.33)
4190 VHSP-COVID-19 ESO Grant	100,000.00	8,333.33	42,262.70	78,426.37	50,000.00	28,426.37
4190 VHSP-VA Hsg Solutions Prgm Grant	80,265.00	6,688.75	8,651.07	39,817.85	40,132.50	(314.65)
4190 COC Planning Grant Funds	20,619.00	1,718.25	4,422.17	7,764.45	10,309.50	(2,545.05)
4190 HMIS Match for Grant Funds	10,000.00	833.33	296.97	3,232.63	5,000.00	(1,767.37)
4190 Community Donations (OpDr/COC,etc)	15,000.00	1,250.00	0.00	10,000.00	7,500.00	2,500.00
4190 HMIS Homeless Assistance-18	84,072.00	7,006.00	5,355.57	35,530.28	42,036.00	(6,505.72)
<b>Total Administration</b>	<b>545,536.00</b>	<b>45,461.33</b>	<b>77,070.26</b>	<b>285,765.93</b>	<b>272,768.00</b>	<b>12,997.93</b>
<b>Utilities</b>						
4320 Electric	3,200.00	266.67	92.47	931.77	1,600.00	(668.23)
4330 Gas	1,800.00	150.00	31.59	585.31	900.00	(314.69)
<b>Total Utilities</b>	<b>5,000.00</b>	<b>416.67</b>	<b>124.06</b>	<b>1,517.08</b>	<b>2,500.00</b>	<b>(982.92)</b>
<b>Maintenance</b>						
4410 Maintenance Salaries	34,289.00	2,857.42	2,702.15	17,132.67	17,144.50	(11.83)
4540 Maintenance Benefits	9,474.00	789.50	679.96	4,247.53	4,737.00	(489.47)
4420 Materials	6,000.00	500.00	90.65	1,148.40	3,000.00	(1,851.60)
4430 Contract Costs	9,500.00	791.67	1,452.04	2,234.21	4,750.00	(2,515.79)
<b>Total Maintenance</b>	<b>59,263.00</b>	<b>4,938.58</b>	<b>4,924.80</b>	<b>24,762.81</b>	<b>29,631.50</b>	<b>(4,868.69)</b>
<b>General</b>						
4510 Insurance	7,000.00	583.33	(1,512.35)	1,117.21	3,500.00	(2,382.79)
4570 Collection Loss/Bad Debt Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Real Estate Taxes (CST)	0.00	0.00	0.00	2,895.99	0.00	2,895.99
4000 Bport Expenses	35,274.00	2,939.50	1,622.32	13,454.50	17,637.00	(4,182.50)
4000 Lineweaver Apartments Expenses	366,686.00	30,557.17	20,169.66	157,218.39	183,343.00	(26,124.61)
<b>Total General</b>	<b>408,960.00</b>	<b>34,080.00</b>	<b>20,279.63</b>	<b>174,686.09</b>	<b>204,480.00</b>	<b>(29,793.91)</b>
<b>TOTAL EXPENSES</b>	<b>1,018,759.00</b>	<b>84,896.58</b>	<b>102,398.75</b>	<b>486,731.91</b>	<b>509,379.50</b>	<b>(22,647.59)</b>

**TOTAL RECEIPTS TO DATE**

616,030.02

**TOTAL EXPENSES TO DATE**

486,731.91

**TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss**

129,298.11

Michael G. Wong, Executive Director

1/9/2020  
Date

**LINEWEAVER ANNEX APARTMENTS**  
 Statement of Revenues, Expenses, and Changes in Fund Equity  
 Attachment A  
 For the Month of June 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Rental Income	243,168.00	20,264.00	16,664.00	99,628.14	121,584.00	(21,955.86)
3410 HAP Funding	120,000.00	10,000.00	13,612.00	79,039.00	60,000.00	19,039.00
3690 Other Income-Laundry	3,800.00	316.67	518.19	1,777.99	1,900.00	(122.01)
3690 Other Income-Late fees,workorder	12,200.00	1,016.67	76.00	2,376.20	6,100.00	(3,723.80)
Total Receipts	379,168.00	31,597.33	30,870.19	182,821.33	189,584.00	(6,762.67)
<b>Expenses:</b>						
<b>Administration:</b>						
4110 Adm Salaries	64,789.00	5,399.08	4,623.57	31,792.35	32,394.50	(602.15)
4540 Adm Benefits	20,769.00	1,730.75	1,795.70	11,150.89	10,384.50	766.39
4130 Legal Fees	1,000.00	83.33	0.00	127.65	500.00	(372.35)
4140 Staff Training	1,000.00	83.33	0.00	0.00	500.00	(500.00)
4150 Travel	1,000.00	83.33	0.00	90.49	500.00	(409.51)
4171 Auditing	1,200.00	100.00	0.00	0.00	600.00	(600.00)
4190 Sundry	15,000.00	1,250.00	612.24	7,970.66	7,500.00	470.66
Total Adminstration	104,758.00	8,729.83	7,031.51	51,132.04	52,379.00	(1,246.96)
<b>Tenant Services:</b>						
4240 Tenant Services-Other	1,000.00	83.33	0.00	561.88	500.00	61.88
Total Tenant Serv.	1,000.00	83.33	0.00	561.88	500.00	61.88
<b>Utilities:</b>						
4310 Water	8,000.00	666.67	656.97	4,099.59	4,000.00	99.59
4320 Electricity	68,000.00	5,666.67	3,613.35	30,998.64	34,000.00	(3,001.36)
4390 Sewer	23,500.00	1,958.33	1,938.60	11,631.60	11,750.00	(118.40)
Total Utilities	99,500.00	8,291.67	6,208.92	46,729.83	49,750.00	(3,020.17)
<b>Maintenance:</b>						
4410 Maintenance Salaries	49,160.00	4,096.67	4,476.31	27,332.81	24,580.00	2,752.81
4540 Maintenance Benefits	15,668.00	1,305.67	849.65	5,222.40	7,834.00	(2,611.60)
4420 Materials	18,000.00	1,500.00	2,223.34	6,977.09	9,000.00	(2,022.91)
4430 Contract Costs	60,000.00	5,000.00	743.34	17,310.20	30,000.00	(12,689.80)
Total Maintenance	142,828.00	11,902.33	8,292.64	56,842.50	71,414.00	(14,571.50)
<b>General Expenses:</b>						
4510 Insurance Expenses	8,600.00	716.67	(1,363.41)	1,952.14	4,300.00	(2,347.86)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	5,000.00	(5,000.00)
Total General Exp.	18,600.00	1,550.00	(1,363.41)	1,952.14	9,300.00	(7,347.86)
<b>TOTAL EXPENSES</b>	<b>366,686.00</b>	<b>30,557.17</b>	<b>20,169.66</b>	<b>157,218.39</b>	<b>183,343.00</b>	<b>(26,124.61)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>182,821.33</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>157,218.39</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>25,602.94</b>

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

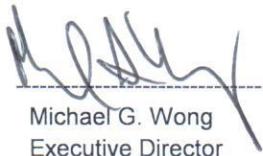
Lisa Benasher, Lineweaver Manager

Date

**BRIDGEPORT COMPLEX**  
 Statement of Revenues, Expenses, and Changes in Fund Equity  
 Attachment B  
 For the Month of June 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3690 Rental Income	185,689.00	15,474.08	13,882.51	92,587.75	92,844.50	(256.75)
3690 Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Receipts</b>	<b>185,689.00</b>	<b>15,474.08</b>	<b>13,882.51</b>	<b>92,587.75</b>	<b>92,844.50</b>	<b>(256.75)</b>
<b>Expenses:</b>						
<b>Operations</b>						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	500.00	(500.00)
4190-Sundry-Phone	600.00	50.00	41.20	247.95	300.00	(52.05)
<b>Total Op. Expenses</b>	<b>1,600.00</b>	<b>133.33</b>	<b>41.20</b>	<b>247.95</b>	<b>800.00</b>	<b>(552.05)</b>
<b>Utilities:</b>						
4310 Water	1,100.00	91.67	0.00	318.00	550.00	(232.00)
4320 Electricity	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4310 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Utilities</b>	<b>1,100.00</b>	<b>91.67</b>	<b>0.00</b>	<b>318.00</b>	<b>550.00</b>	<b>(232.00)</b>
<b>Maintenance:</b>						
4420 Materials	3,000.00	250.00	0.00	1.34	1,500.00	(1,498.66)
4430 Contract Costs	12,000.00	1,000.00	67.38	3,863.87	6,000.00	(2,136.13)
<b>Total Maintenance</b>	<b>15,000.00</b>	<b>1,250.00</b>	<b>67.38</b>	<b>3,865.21</b>	<b>7,500.00</b>	<b>(3,634.79)</b>
<b>General Expenses:</b>						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	17,574.00	1,464.50	1,513.74	9,023.34	8,787.00	236.34
<b>Total General Exp.</b>	<b>17,574.00</b>	<b>1,464.50</b>	<b>1,513.74</b>	<b>9,023.34</b>	<b>8,787.00</b>	<b>236.34</b>
<b>TOTAL EXPENSES</b>	<b>35,274.00</b>	<b>2,939.50</b>	<b>1,622.32</b>	<b>13,454.50</b>	<b>17,637.00</b>	<b>(4,182.50)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>92,587.75</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>13,454.50</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>79,133.25</b>

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

  
 Michael G. Wong  
 Executive Director

  
 1/1/2020  
 Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,094.40 for a total of \$12,625.50 for this fiscal year.

**Housing Choice Voucher Program (HCV)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of June 2020**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts</b>						
3300RC Adm-Fraud/Abuse/Set Off De	8,000.00	666.67	44.57	7,120.53	4,000.00	3,120.53
3300RC HAP-Fraud/Abuse/Set Off De	8,000.00	666.67	44.58	7,120.54	4,000.00	3,120.54
3300 FSS Fort.	2,000.00	166.67	0.00	0.00	1,000.00	(1,000.00)
3300 Portability Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-HAP	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-Adm	0.00	0.00	0.00	0.00	0.00	0.00
3410 HCV FSS Grant Funds	35,103.00	2,925.25	2,925.25	20,396.14	17,551.50	2,844.64
<b>3410 HCV HAP Payment-Adm Fees</b>	<b>468,331.00</b>	<b>39,027.58</b>	<b>40,466.00</b>	<b>352,600.00</b>	<b>234,165.50</b>	<b>118,434.50</b>
<b>3410 HCV HAP Payment-HAP Fees</b>	<b>5,585,682.00</b>	<b>465,473.50</b>	<b>482,764.00</b>	<b>2,977,773.00</b>	<b>2,792,841.00</b>	<b>184,932.00</b>
Total Receipts	6,107,116.00	508,926.33	526,244.40	3,365,010.21	3,053,558.00	311,452.21
<b>Expenses</b>						
<b>Administration</b>						
4110 Adm Salaries	301,462.00	25,121.83	26,366.51	154,187.96	150,731.00	3,456.96
4110 FSS Salaries (grant portion)	35,103.00	2,925.25	2,925.25	20,396.14	17,551.50	2,844.64
4540 Adm/FSS Benefits	102,024.00	8,502.00	8,081.42	50,078.16	51,012.00	(933.84)
4130 Legal Fees	0.00	0.00	0.00	3,153.30	0.00	3,153.30
4140 Staff Training	2,000.00	166.67	0.00	2,234.00	1,000.00	1,234.00
4150 Travel	2,000.00	166.67	0.00	5,201.54	1,000.00	4,201.54
4171 Auditing Fees	6,940.00	578.33	0.00	0.00	3,470.00	(3,470.00)
4190 Sundry	44,000.00	3,666.67	11,478.29	50,828.02	22,000.00	28,828.02
4190.1 Portability Fees	3,200.00	266.67	333.50	1,119.68	1,600.00	(480.32)
Total Administration	496,729.00	41,394.08	49,184.97	287,198.80	248,364.50	38,834.30
<b>Utilities</b>						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	3,200.00	266.67	95.63	679.02	1,600.00	(920.98)
4330 Gas	1,800.00	150.00	42.11	514.64	900.00	(385.36)
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	5,000.00	416.67	137.74	1,193.66	2,500.00	(1,306.34)
<b>Maintenance</b>						
4420 Maintenance Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4540 Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430 Contract Costs (Unit Inspections)	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
<b>General</b>						
4510 Insurance	7,400.00	856.33	528.95	3,301.28	5,137.98	(1,836.70)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4715 HAP Portability In	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,400.00	856.33	528.95	3,301.28	5,137.98	(1,836.70)
<b>Total Expenses (excluding HAP)</b>	<b>509,129.00</b>	<b>42,667.08</b>	<b>49,851.66</b>	<b>291,693.74</b>	<b>256,002.48</b>	<b>35,691.26</b>
4715 HAP	5,595,682.00	466,306.83	494,885.00	2,826,276.49	2,797,841.00	28,435.49
4715 UAP	0.00	0.00	18,991.00	81,492.00	0.00	81,492.00
4718 FSS Escrow	0.00	0.00	5,914.00	43,193.00	0.00	43,193.00
<b>HAP Total</b>	<b>5,595,682.00</b>	<b>466,306.83</b>	<b>519,790.00</b>	<b>2,950,961.49</b>	<b>2,797,841.00</b>	<b>153,120.49</b>
Total Expenses	6,104,811.00	508,973.91	569,641.66	3,242,655.23	3,053,843.48	188,811.75
<b>TOTAL RECEIPTS TO DATE</b>						3,365,010.21
<b>TOTAL EXPENSES TO DATE</b>						3,242,655.23
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss</b>						122,354.98
					Adm Funds	88,422.93
					HAP Funds	33,932.05

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

*Liz Webb*

Liz Webb, Housing Choice Voucher Mgr

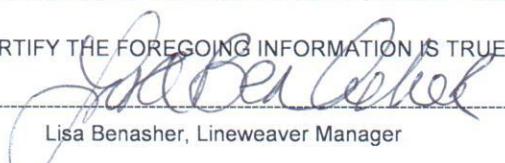
*7/9/20*

Date

**J. R. "POLLY" LINEWEAVER (JRL)**  
 Statement of Revenues, Expenses, and Changes in Fund Equity  
 For the Month of June 2020

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Dwelling Rent	174,758.00	14,563.17	14,402.24	86,982.95	87,379.00	(396.05)
3410 HAP Funding	262,137.00	21,844.75	20,712.00	129,568.00	131,068.50	(1,500.50)
<b>3410 Service Coord Grant-2019</b>	<b>66,107.00</b>	<b>5,508.92</b>	<b>0.00</b>	<b>0.00</b>	<b>33,053.50</b>	<b>(33,053.50)</b>
3690 Other Income-Laundry	3,800.00	316.67	518.20	1,778.04	1,900.00	(121.96)
3690 Other Income-Late fees,w/orders	12,000.00	1,000.00	0.00	2,639.00	6,000.00	(3,361.00)
Total Receipts	518,802.00	43,233.50	35,632.44	220,967.99	259,401.00	(38,433.01)
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	64,789.00	5,399.08	4,623.56	31,792.34	32,394.50	(602.16)
4540 Adm Benefits	20,988.00	1,749.00	1,803.32	11,190.91	10,494.00	696.91
4130 Legal Fees	2,400.00	200.00	0.00	8,473.53	1,200.00	7,273.53
4140 Staff Training	250.00	20.83	0.00	0.00	125.00	(125.00)
4150 Travel	250.00	20.83	0.00	90.49	125.00	(34.51)
4171 Auditing Fees	1,200.00	100.00	0.00	0.00	600.00	(600.00)
4190 Sundry	15,000.00	1,250.00	396.79	8,685.84	7,500.00	1,185.84
Total Administration	104,877.00	8,739.75	6,823.67	60,233.11	52,438.50	7,794.61
<b>Tenant Services:</b>						
<b>4220-40 Service Coord Grant-2019</b>	<b>66,107.00</b>	<b>5,508.92</b>	<b>4,265.57</b>	<b>24,254.70</b>	<b>33,053.50</b>	<b>(8,798.80)</b>
4230 Tenant Services-Other	1,000.00	83.33	0.00	561.87	500.00	61.87
Total Tenant Serv.	67,107.00	5,592.25	4,265.57	24,816.57	33,553.50	(8,736.93)
<b>Utilities:</b>						
4310 Water	8,000.00	666.67	678.51	4,167.06	4,000.00	167.06
4320 Electric	70,000.00	5,833.33	3,553.26	34,461.96	35,000.00	(538.04)
4390 Sewer	25,000.00	2,083.33	2,003.22	12,019.32	12,500.00	(480.68)
Total Utilities	103,000.00	8,583.33	6,234.99	50,648.34	51,500.00	(851.66)
<b>Maintenance:</b>						
4410 Maintenance Salaries	36,711.00	3,059.25	3,518.91	21,104.61	18,355.50	2,749.11
4540 Maintenance Benefits	11,806.00	983.83	568.04	3,449.39	5,903.00	(2,453.61)
4420 Materials	12,000.00	1,000.00	268.78	5,665.16	6,000.00	(334.84)
4430 Contract	55,000.00	4,583.33	4,770.77	16,685.99	27,500.00	(10,814.01)
Total Maintenance	115,517.00	9,626.42	9,126.50	46,905.15	57,758.50	(10,853.35)
<b>General:</b>						
4510 Insurance	10,000.00	833.33	786.98	4,702.82	5,000.00	(297.18)
4570 Collection Loss	2,000.00	166.67	0.00	0.00	1,000.00	(1,000.00)
4580 United Bank/VCC Interest	35,889.00	2,990.75	3,008.78	21,462.51	17,944.50	3,518.01
Total General	47,889.00	3,990.75	3,795.76	26,165.33	23,944.50	2,220.83
<b>TOTAL EXPENSES</b>	<b>438,390.00</b>	<b>36,532.50</b>	<b>30,246.49</b>	<b>208,768.50</b>	<b>219,195.00</b>	<b>(10,426.50)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>220,967.99</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>208,768.50</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss</b>						<b>12,199.49</b>

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

  
 Lisa Benasher, Lineweaver Manager

  
 Date

**Please note:** A principal payment to United Bank was made in the amount of \$6,657.50 a total of \$39,942.39 for this fiscal year and a principal payment to Virginia Community Capital in the amount of \$0.00 for a total of \$26,255.03 for this fiscal year.

**FRANKLIN HEIGHTS, LLC**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of June 2020**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Dwelling Rent	372,890.00	31,074.17	18,502.00	157,203.70	186,445.00	(29,241.30)
3410 HAP Funding	1,088,670.00	90,722.50	105,648.00	584,778.00	544,335.00	40,443.00
3610 Interest Income	800.00	66.67	75.31	447.26	400.00	47.26
<b>3690 Other Income-Late fees, etc.</b>	<b>25,000.00</b>	<b>2,083.33</b>	<b>1,249.44</b>	<b>11,093.60</b>	<b>12,500.00</b>	<b>(1,406.40)</b>
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	72,211.47	70,000.00	2,211.47
<b>Total Receipts</b>	<b>1,627,360.00</b>	<b>135,613.33</b>	<b>125,474.75</b>	<b>825,734.03</b>	<b>813,680.00</b>	<b>12,054.03</b>
<b>Expenses:</b>						
<b>Administration</b>						
4110 Adm Salaries	224,279.00	18,689.92	12,582.63	93,122.23	112,139.50	(19,017.27)
4540 Adm Benefits	68,684.00	5,723.67	5,724.83	35,663.34	34,342.00	1,321.34
4130 Legal Fees	2,500.00	208.33	0.00	382.95	1,250.00	(867.05)
4140 Staff Training	1,500.00	125.00	0.00	892.50	750.00	142.50
4150 Travel	2,500.00	208.33	0.00	1,926.86	1,250.00	676.86
4171 Auditing Fees	1,800.00	150.00	0.00	0.00	900.00	(900.00)
4190 Sundry	25,000.00	2,083.33	740.58	19,012.15	12,500.00	6,512.15
4190 CDBG Down Payment Assistance Program	0.00	0.00	0.00	4,000.00	0.00	4,000.00
<b>Total Administration</b>	<b>326,263.00</b>	<b>27,188.58</b>	<b>19,048.04</b>	<b>155,000.03</b>	<b>163,131.50</b>	<b>(8,131.47)</b>
<b>Tenant Services</b>						
4240 Tenant Services-Recreation	1,000.00	83.33	0.00	117.21	500.00	(382.79)
<b>Total Tenant Services</b>	<b>1,000.00</b>	<b>83.33</b>	<b>0.00</b>	<b>117.21</b>	<b>500.00</b>	<b>(382.79)</b>
<b>Utilities</b>						
4310 Water	0.00	0.00	(417.93)	(1,557.83)	0.00	(1,557.83)
4320 Electric	15,000.00	1,250.00	533.33	4,287.51	7,500.00	(3,212.49)
4330 Gas	2,500.00	208.33	75.40	744.04	1,250.00	(505.96)
4390 Sewer	0.00	0.00	(530.71)	(1,268.12)	0.00	(1,268.12)
<b>Total Utilities</b>	<b>17,500.00</b>	<b>1,458.33</b>	<b>(339.91)</b>	<b>2,205.60</b>	<b>8,750.00</b>	<b>(6,544.40)</b>
<b>Maintenance</b>						
4410 Maintenance Salaries	118,222.00	9,851.83	9,539.95	60,341.12	59,111.00	1,230.12
4540 Maintenance Benefits	39,684.00	3,307.00	1,793.37	11,020.68	19,842.00	(8,821.32)
4420 Materials	43,000.00	3,583.33	1,500.56	16,647.67	21,500.00	(4,852.33)
4430 Contract	85,000.00	7,083.33	870.00	12,260.57	42,500.00	(30,239.43)
<b>Total Maintenance</b>	<b>285,906.00</b>	<b>23,825.50</b>	<b>13,703.88</b>	<b>100,270.04</b>	<b>142,953.00</b>	<b>(42,682.96)</b>
<b>General</b>						
4510 Insurance	22,000.00	1,833.33	(285.87)	8,735.13	11,000.00	(2,264.87)
4570 Collection Loss	10,000.00	833.33	0.00	0.00	5,000.00	(5,000.00)
4590 Real Estate Taxes	25,000.00	2,083.33	0.00	12,142.78	12,500.00	(357.22)
4580 Interest Expense-HHR	91,100.00	7,591.67	0.00	45,550.00	45,550.00	0.00
4580 Interest Expense-FH	124,625.00	10,385.42	0.00	62,312.50	62,312.50	0.00
4580 Interest Expense-FORK(UB)	24,341.00	2,028.42	2,114.57	12,689.29	12,170.50	518.79
4580 Interest Expense-FORK(Seller Fin)	42,104.00	3,508.67	3,519.76	21,431.74	21,052.00	379.74
<b>Total General</b>	<b>339,170.00</b>	<b>28,264.17</b>	<b>5,348.46</b>	<b>162,861.44</b>	<b>169,585.00</b>	<b>(6,723.56)</b>
<b>TOTAL EXPENSES</b>	<b>969,839.00</b>	<b>80,819.92</b>	<b>37,760.47</b>	<b>420,454.32</b>	<b>484,919.50</b>	<b>(64,465.18)</b>
<b>TOTAL RECEIPTS TO DATE</b>						<b>825,734.03</b>
<b>TOTAL EXPENSES TO DATE</b>						<b>420,454.32</b>
<b>TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss</b>						<b>405,279.71</b>

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

Nehemias Velez, FH Manager

Date

7/9/20

Please note P/I payments below:

Debt Pymts Due Debt Pymts YTD Debt Pymts Outstanding

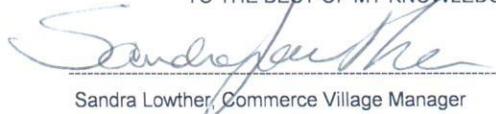
HHR 2006/14 Go Bond Payment	221,100	45,550	175,550	130000
FH 2009/11 Go Bond Payment	449,625	62,313	387,313	325000
United Bank-Forkovitch Units	81,511	40,759	40,752	57170
Seller Financed-Forkovitch Family	102,953	51,474	51,479	60849
<b>Total</b>	<b>855,189</b>	<b>200,096</b>	<b>655,094</b>	

**COMMERCE VILLAGE LLC (CVO)**  
**Statement of Revenues, Expenses, and Changes in Fund Equity**  
**For the Month of June 2020**

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
<b>Receipts:</b>						
3110 Rental Income	78,892.00	6,574.33	7,325.00	49,039.00	39,446.00	9,593.00
3410 HAP Funding	110,000.00	9,166.67	8,940.00	49,165.00	55,000.00	(5,835.00)
3610 Interest (Replacement&Operatin	360.00	30.00	4.21	279.53	180.00	99.53
3690 Other Income-Laundry&Donatio	2,500.00	208.33	214.75	875.90	1,250.00	(374.10)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	204.00	1,504.00	1,250.00	254.00
Total Receipts	194,252.00	16,187.67	16,687.96	100,863.43	97,126.00	3,737.43
<b>Expenses:</b>						
<b>Administration:</b>						
4110 Adm Salaries	17,592.00	1,466.00	1,482.42	10,220.45	8,796.00	1,424.45
4540 Adm Benefits	5,676.00	473.00	518.70	3,180.86	2,143.29	1,037.57
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00
4150 Travel	0.00	0.00	0.00	0.00	0.00	0.00
4171 Auditing	0.00	0.00	0.00	0.00	0.00	0.00
4190 Sundry	2,900.00	241.67	324.30	4,992.95	1,450.00	3,542.95
4190 Sundry-Management fees	10,000.00	833.33	855.54	5,165.37	5,000.00	165.37
4190 Sundry-HCC fees	6,100.00	508.33	0.00	6,375.70	3,050.00	3,325.70
Total Administration	42,268.00	3,522.33	3,180.96	29,935.33	20,439.29	9,496.04
<b>Tenant Services:</b>						
4240-Case Mgt/Peer Counseling	16,500.00	1,375.00	2,031.79	12,861.47	8,250.00	4,611.47
4240 Tenant Services-Client	1,500.00	125.00	0.00	0.00	750.00	(750.00)
Total Tenant Serv.	18,000.00	1,500.00	2,031.79	12,861.47	9,000.00	3,861.47
<b>Utilities:</b>						
4310 Water	4,000.00	333.33	355.41	2,132.46	2,000.00	132.46
4320 Electricity	20,000.00	1,666.67	1,277.54	8,909.01	10,000.00	(1,090.99)
4330 Gas	2,100.00	175.00	145.47	912.44	1,050.00	(137.56)
4390 Sewer	11,000.00	916.67	969.30	5,815.80	5,500.00	315.80
Total Utilities	37,100.00	3,091.67	2,747.72	17,769.71	18,550.00	(780.29)
<b>Maintenance:</b>						
4410 Maintenance Salaries	9,669.00	805.75	813.87	5,077.50	4,834.50	243.00
4540 Maintenance Benefits	3,056.00	254.67	174.16	1,063.59	1,528.00	(464.41)
4420 Materials	2,500.00	208.33	284.48	750.54	1,250.00	(499.46)
4430 Contract Costs	16,500.00	1,375.00	981.00	5,896.20	8,250.00	(2,353.80)
Total Maintenance	31,725.00	2,643.75	2,253.51	12,787.83	15,862.50	(3,074.67)
<b>General Expenses:</b>						
4510 Insurance Expenses	5,200.00	433.33	224.11	1,357.28	2,600.00	(1,242.72)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interest Expense	16,380.00	1,365.00	1,365.00	8,190.00	8,190.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	6.06	12.00	(5.94)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	4,500.00	4,500.00	0.00
Total General Exp.	30,604.00	2,550.33	2,340.12	14,053.34	15,302.00	(1,248.66)
<b>TOTAL EXPENSES</b>	<b>159,697.00</b>	<b>13,308.08</b>	<b>12,554.10</b>	<b>87,407.68</b>	<b>79,153.79</b>	<b>8,253.89</b>

**TOTAL RECEIPTS TO DATE** 100,863.43  
**TOTAL EXPENSES TO DATE** 87,407.68  
**TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss** 13,455.75

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

  
Sandra Lowther, Commerce Village Manager

  
7/9/20  
Date

**HOUSING CHOICE VOUCHER PROGRAM  
MANAGEMENT REPORT FOR 7/15/20 BOARD MEETING  
SUMMARY OF JUNE 2020**

**1. Voucher Utilization (as of 6/30/20)**

	FUP	NED	TP	MS5	HCV	PBV Franklin Heights	PBV VASH Commerce Village	Total	Percent
<b>MANDATED TOTAL</b>	<b>50</b>	<b>170</b>	<b>9</b>	<b>75*</b>	<b>485</b>	<b>129</b>	<b>15</b>	<b>933</b>	<b>100.0</b>
	<b>34</b>	<b>140</b>	<b>9</b>	<b>31</b>	<b>453</b>	<b>125</b>	<b>15</b>	<b>807</b>	<b>86.5</b>
Leased	68%	82%	100%	41%	93%	97%	100%		
- Commerce Village		2			12		15	29	
- Franklin Heights						125			125
- Lineweaver Annex		25		7	23				55
- Private	33	113	9	22	417				595
- Portability Billing	1			1	1				3
Searching	<b>3</b>	<b>29</b>	<b>0</b>	<b>36</b>	<b>22</b>	-	-	<b>90</b>	<b>9.6</b>
Available	<b>13</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>36</b>	<b>3.9</b>

\* 23 new MS5 vouchers, effective 8/1/20, not included in total

**2. HAP Expenditures**

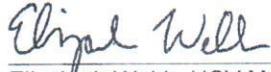
	3/1/20	4/1/20	5/1/20	6/1/20
Mainstream Vouchers	11,532	12,185	12,378	12,429
Everything Else	462,773	477,984	499,684	505,353
Total HAP Expenditures	474,305	490,169	512,062	517,782
Leased Vouchers	812	804	800	802
Average Per Unit Cost	\$584.12	\$609.66	\$640.08	\$645.61

**3. Household Certifications & Voucher Updates**

	March	April	May	June
<b>Voucher Updates</b>				
• Issued	8	8	14	33
• Extended	2	5	3	10
• Expired	0	0	1	
Rent Increases (excludes FH)	23	16	23	23
Unit Changes	1	0	5	
New Admissions	7	0	3	9
Port In	0	0	2	2
Interims	<b>70</b>	<b>102</b>	<b>66</b>	<b>31</b>
• Decrease	40	72	54	22
• Increase	21	23	3	
• HH Change/Other	9	7	9	9
Annuals	56	57	56	70
Terminations	<b>10</b>	<b>3</b>	<b>4</b>	<b>8</b>
• Gave up voucher	3		2	5
• Deceased	1		2	1
• 6 months full rent	1			
• Other	5	3		2

**4. PIC Submission: 100.65% (more PIC records than VMS reported numbers)**

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



Elizabeth Webb, HCV Manager

July 10, 2020  
Date

JR "Polly" Lineweaver Program Management Report  
Month of June 2020

**Applications**

	Efficiency	One bedroom
Currently On Waiting List	0	80
New Applications Taken	0	0

**Marketing**

	Efficiency	One bedroom	Total
# of units vacant	4	0	4
# of Tenants who moved in	2	0	2
# of Tenants who moved out	1	0	1
# of Tenants who transferred	0	0	0
# of Legal Notices	0	0	0
# of Unlawful Detainers	0	0	0

**Occupancy**

11	# of minorities	18%
36	# of disabled tenants	59%
56	# of elderly tenants	44%
<b>Total Number of Units Leased: 57</b>		

**Tenant Accounts Receivable**

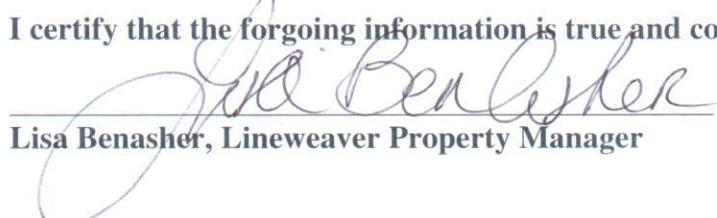
Accounts Receivable at end of Month	\$22,580.23		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$12,971.40		
Pet Deposits Held	\$1,600.00		
Rent Billed	\$14,323.35		
Rent Collected	\$13,672.35		

Number of Inspections 0

**Management**

Comments on any problems experienced during the month:

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

 7-6-2020  
Lisa Benasher, Lineweaver Property Manager Date

Lineweaver Annex Program Management Report...  
Month of June 2020

**Applications**

Currently On Waiting List	<b>100</b>
New Applications Taken	<b>0</b>

**Marketing**

# of units vacant	1
# of Tenants who moved in	1
# of Tenants who moved out	1
# of Tenants who transferred	0
# of Legal Notices	0
# of Unlawful Detainers	0

**Occupancy**

<b>3</b>	# of minorities	<b>9%</b>
<b>45</b>	# of disabled tenants	<b>43%</b>
<b>24</b>	# of elderly tenants	<b>55%</b>
<b>Total Number of Units Leased 59</b>		

**Tenant Accounts Receivable**

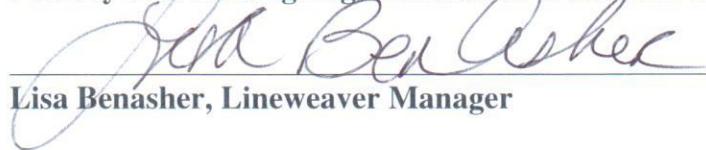
Accounts Receivable at end of Month	<b>\$34,209.04</b>		
Delinquent Accounts By Age	<b>30 7</b>	<b>60 7</b>	<b>&gt;60 8</b>
Security Deposits Held	<b>\$29,339.77</b>		
Pet Deposits Held	<b>\$1,350.00</b>		
Rent Billed	<b>\$16,644.00</b>		
Rent Collected	<b>\$16,722.97</b>		

<b>Number of Inspections</b>	<b>0</b>
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**Management**

**Comments on any problems experienced during the month:**

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

  
Lisa Benasher, Lineweaver Manager

7-6-2020  
Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT**  
 FOR THE MONTH OF JUNE 2020

**1.) Marketing:**

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>5</u>
# of Tenants who moved in	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>
# of Tenants who moved out	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>
# of Tenants evicted	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Legal Notices	<u>3</u>	<u>10</u>	<u>12</u>	<u>1</u>	<u>0</u>	<u>26</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are over-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are under-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Units with handicap access	<u>9</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>16</u>
Tenants who need handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>

**2.) Occupancy:**

TOTAL NUMBER OF UNITS LEASED: 124

**3.) Tenant Accounts Receivable:**

Security and Pet Deposits Held:	<u>\$117,305.91</u>
Rent Billed	<u>\$130,779.42</u>
Rent Collected	<u>\$126,839.81</u>

**4.) Applications:**

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5BR</u>
Currently on the Waiting List there are a total of <u>1,800</u> applicants.	<u>574</u>	<u>646</u>	<u>401</u>	<u>141</u>	<u>038</u>

**5.) Inspections:**

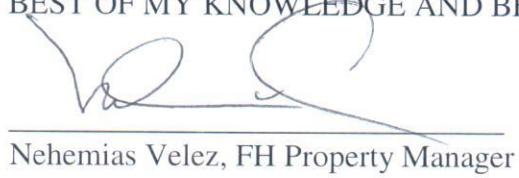
Number Completed	Excellent	Acceptable	Needs work	Issues
0	0	0	0	0

6.) **Management:**

**Comments on any problems experienced during the month:**

Franklin Heights, LLC (FH) had two move-ins and two move-outs for the month of June 2020. FH started taking applications effective November 01, 2018.

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



Nehemias Velez, FH Property Manager

7/9/20  
Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT**  
**FOR THE MONTH OF JUNE 2020**

**1.) Marketing:**

	<u>1 BDR</u> <u>VASH</u>	<u>1</u> <u>BDR</u> HCV
# of Units Vacant	0	2
# of Tenants who moved in	0	0
# of Tenants who moved out	0	0
# of Tenants evicted	0	0
# of Tenants who transferred	0	0
# of Legal Notices	0	0
# of Unlawful Detainers	0	0

2) TOTAL NUMBER OF UNITS LEASED: 28

**3.) Tenant Accounts Receivable:**

Outstanding Balance	<u>\$9,442.80</u>
Number of Delinquent Accounts by Age:	30:0      60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,171.00</u>
Rent Billed	<u>\$16,151.00</u>
Rent Collected	<u>\$17,865.00</u>

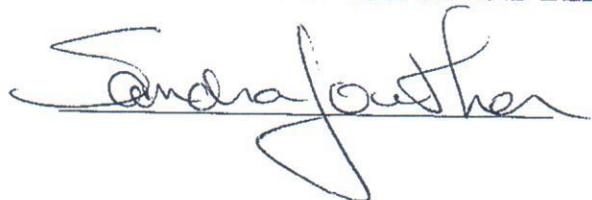
**4.) Applications:**

Currently on the Waiting List      887

**5.) Management:**

Comments on any problems experienced during the month:

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



6/30/2020

**FAMILY SELF- SUFFICIENCY PROGRAM REPORT**  
**Monthly Report –June 2020**

**HCV PARTICIPANTS**

Employment	Education/Training	Escrow
In Program: 30	Enrolled in ESL: 0	Positive Escrow Balances: 24
Employed: 18	Enrolled in Continuing Ed: 0	Earning Monthly Escrow: 8
Unemployed/Furlough : 10	Started this month: 0	Interim Escrow Withdrawals: 1
Medical Leave/Disability: 2		Decrease in Earning Escrow: 1
Maternity Leave: N/A		

**FRANKLIN HEIGHTS PARTICIPANTS**

Employment	Education/Training	Escrow
In Program: 40	Enrolled in ESL: 1	Positive Escrow Balances: 20
Employed: 22	Enrolled in Continuing Ed.:1	Earning Monthly Escrow: 10
Unemployed/Furlough: 16	Started this month: 0	Newly Earning Escrow: 3
Medical Leave/ Disability: 1		Interim Escrow Withdrawals: 0
Maternity Leave: 1		Decrease in Earning Escrow: 2

**HARRISON HEIGHTS**

Employment	Education/Training	Escrow
In Program: 17	Enrolled in ESL: 1	Positive Escrow Balances: 10
Employed: 5	GED: 0	Earning Monthly Escrow: 3
Unemployed/Furlough:10	Started this month: 0	Newly Earning Escrow: 0
Medical Leave/Disability: 0		Escrow Increases: 0
Maternity Leave: 1		Interim Escrow Withdrawals: 0
New job this month: 0		

**Accomplishments**

FSS Coordinators sent out yearly Escrow reports to all FSS participants. 1 couch distributed and additional masks distributed. 1 contract extension.

Date: 7/1/2020

FSS Coordinator: Zoe Parakuo

FSS Coordinator: Everett Brubaker

**Harrisonburg Redevelopment & Housing Authority Report**  
**Financial Report as June 30, 2020**

**LOCAL COMMUNITY DEVELOPMENT**

Cash:	First Bank & Trust-Operating Funds	\$400,992.41
	Total	<b>\$400,992.41</b>
<b>AR Due from:</b>		
	JR Polly Lineweaver Apartments	\$73,254.76
	Housing Choice Voucher Program	\$42,146.41
	Commerce Village, LLC	\$13,032.78
	Franklin Heights, LLC-Operating Expenses	\$75,987.88
	Franklin Heights, LLC-Debt Servicing	\$17,000.00
		<b>\$221,421.83</b>

**HOUSING CHOICE VOUCHER PROGRAM**

Cash:	SunTrust-Checking Account	\$452,504.24
	United Bank-FSS Escrow for participants	\$130,923.00
	Total	<b>\$583,427.24</b>

**J.R. POLLY LINEWEAVER APARTMENTS**

Cash:	United Bank-Checking Account	\$2,875.46
	Total	<b>\$2,875.46</b>

**ALL PROGRAMS-FH, LW, JRL**

Cash:	United Bank-Security Deposit Account	\$184,897.67
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**COMPONENT UNITS**

**Franklin Heights, LLC**

Cash:	United Bank-Checking Account	\$50,138.14
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**Commerce Village, LLC**

Cash:	First Bank & Trust	\$133,497.26
	BB&T-Operating Reseve Account	\$130,720.48

**Grand Total**      **\$1,486,548.66**

**Harrisonburg Redevelopment & Housing Authority Report**  
**YTD Financial Report as of June 30, 2020**

	Cash Balance as of 1/31	Cash Balance as of 2/29	Cash Balance as of 3/31	Cash Balance as of 4/30	Cash Balance as of 5/31	Cash Balance as of 6/30
<b>LOCAL COMMUNITY DEVELOPMENT</b>						
Cash: First Bank & Trust	\$75,038.07	\$72,867.55	\$234,485.29	\$211,565.44	\$294,600.18	\$400,992.41
<b>HOUSING CHOICE VOUCHER PROGRAM</b>						
Cash: SunTrust-Checking United Bank-FSS Escrow	\$360,537.76 \$98,957.95	\$395,021.95 \$105,570.17	\$419,993.37 \$113,374.17	\$437,341.36 \$120,749.86	\$491,126.09 \$125,648.39	\$452,504.24 \$130,923.00
<b>J.R. POLLY LINEWEAVER APARTMENTS</b>						
Cash: United Bank-Checking	\$2,724.04	\$17,911.14	\$9,141.90	\$1,641.98	\$2,412.22	\$2,875.46
<b>ALL PROGRAMS-FH, LW, JRL, CVO</b>						
Cash: United Bank-Security Dep.	\$176,627.38	\$178,791.78	\$180,781.26	\$183,135.96	\$182,856.69	\$184,897.67
<b>COMPONENT UNITS</b>						
<b>Franklin Heights, LLC</b>						
Cash: United Bank-Checking	\$9,363.99	\$14,531.98	\$11,812.57	\$12,668.23	\$13,875.96	\$50,138.14
<b>Commerce Village LLC</b>						
Cash: First Bank & Trust BB&T (Operating Reserve)	\$125,061.32 \$130,661.16	\$129,765.23 \$130,702.58	\$124,844.19 \$130,716.26	\$126,637.69 \$130,716.26	\$129,929.13 \$130,719.41	\$133,497.26 \$130,720.48
Total	<b>\$978,971.67</b>	<b>\$1,045,162.38</b>	<b>\$1,225,149.01</b>	<b>\$1,224,456.78</b>	<b>\$1,371,168.07</b>	<b>\$1,486,548.66</b>

**Harrisonburg Redevelopment & Housing Authority Report**  
**Financial Report as June 30, 2020**

**Franklin Heights, LLC**

Income	\$	825,734.03
Expenses	\$	(420,454.32)
Less: Principal Payments	\$	(58,111.27)
	Total	\$ 347,168.44

**J.R. POLLY LINEWEAVER APARTMENTS**

Income	\$	216,167.50
Expenses	\$	(184,513.80)
Total	\$	31,653.70
Add: Service Coordinator Grant Funds	\$	-
Less: Service Coordinator Grant Expenses	\$	(24,254.70)
	\$	(24,254.70)
Profit (Loss)/Gain	\$	7,399.00
Less: Principal Payments	\$	(66,197.42)
	Total	\$ (58,798.42)