



Harrisonburg Redevelopment & Housing Authority

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May 16, 2025

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on **Wednesday, May 21, 2025 at 4:00 p.m.**, at the Municipal Building, City Council Chambers located at 409 South Main Street, Harrisonburg, Virginia.

Michael G. Wong
Executive Director

Enclosures

EQUAL HOUSING OPPORTUNITY PROVIDER

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

AGENDA
Regular Meeting
May 21, 2025

- I. Call to order and determination of quorum
- II. Public Comment
- III. Review and Approval of Minutes
 - April 16, 2025
- IV. Financial Reports
 - April 2025

Reports

- A. Executive Director
 - 1. Enterprise Resolution
 - 2. VRSA Insurance Review
- 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
- C. Management Reports
 - 1. Housing Choice Voucher
 - 2. Family Self Sufficiency
 - 3. Maintenance
 - 4. HRHA Owned Properties Utilization (Box Score & Unit Availability)
 - 5. Commerce Village
 - 6. Franklin Heights
 - 7. JR Polly Lineweaver
 - 8. Lineweaver Annex
 - 9. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
April 16, 2025

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on **Wednesday, April 16, at 4:00 p.m.**

Those present were:

Gil Colman, Chair
Luciano Benjamin, Commissioner
Kenneth Kettler, Commissioner
Janet Awkward-Rogers, Commissioner
Shonda Green, Commissioner

Also present were:

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

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

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

Mr. Wong then presented the March 19 meeting minutes for consideration of approval. After discussion, Commissioner Kettler, seconded by Commissioner Benjamin, motioned to approve the March minutes. The motion was unanimously approved.

Mr. Wong then presented the March 2025 financials for consideration of approval. After the discussion, Commissioner Benjamin, seconded by Commissioner Kettler, motioned to approve the March financials as presented. The motion was unanimously approved.

Commissioner Benjamin, seconded by Commissioner Kettler, made the motion to go into closed session to discuss the acquisition of real property for the purpose of affordable housing as authorized by section 2.2-3711(A)(3). A roll call vote was taken:

Gil Colman, Chair	Aye
Kevin Coffman, Vice Chair	Absent
Luciano Benjamin, Commissioner	Aye
Shonda Green, Commissioner	Aye
Kenneth Kettler, Commissioner	Aye
Janet Awkward-Rogers, Commissioner	Aye

Amanda Leech, Commissioner

Absent

Commissioner Benjamin, seconded by Commissioner Green, made the motion to go out of closed session. A roll call vote was taken with respect to the just concluded closed session and to the best of each member's knowledge, only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Authority.

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

Commissioner Benjamin seconded by Commissioner Kettler made the motion authorizing Mr. Wong to sign the letter of intent from Ryan Homes for the townhome development at Bluestone Town Center upon confirmation of pricing and expenses associated with the lot sale. The motion was unanimously approved.

Mr. Wong then presented a proposal from Enterprise for the syndication of 4% credits at the Bluestone Town Center Multifamily development. He related that since Enterprise is also involved in syndicating the 9% credits for the Senior project, using them reduces the overall underwriting work involved with the sale of the credits. After discussion, Commissioner Benjamin, seconded by Commissioner Green, made the motion approving the proposal from Enterprise. The motion was unanimously approved.

Mr. Wong then related that the 70th Anniversary planning committee has selected December 6, 2025, as the celebration date with the Loft as the event space. He stated that the primary goal of the event is to celebrate the successes of the Authority and recognize its partners.

Mr. Wong then provided program updates. He related that the Bluestone project is making significant progress in lining up its financing for the homeownership, senior, and multifamily housing projects. He stated of an issue with United's appraisal causing a delay in their underwriting process, which is impacting closing on Locus financing. He stated of no issues with the construction of CVII with the project on schedule for completion in late fall. He related of issuing an RFP for financing for the Lineweaver Annex renovation project and of the plan to have a final proposal for consideration of approval in June.

Mr. Wong then presented the March management and financial reports for approval. After discussion, Commissioner Benjamin, seconded by Commissioner

Kettler, made the motion approving the reports. The motion was unanimously approved.

Commissioner Benjamin, seconded by Commissioner Kettler, made the motion to adjourn the meeting. 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 - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3100-00-000	TENANT INCOME							
3101-00-000	Rental Income							
3111-00-000	Tenant Rent	41,025.83	46,933.75	-5,907.92	162,234.70	187,735.00	-25,500.30	563,205.00
3112-06-000	PBV HAP Subsidy	39,897.68	30,203.17	9,694.51	141,409.00	120,812.68	20,596.32	362,438.00
3119-00-000	Total Rental Income	80,923.51	77,136.92	3,786.59	303,643.70	308,547.68	-4,903.98	925,643.00
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	450.57	333.33	117.24	1,740.56	1,333.32	407.24	4,000.00
3120-03-000	Damages	1,616.50	250.00	1,366.50	4,749.62	1,000.00	3,749.62	3,000.00
3120-04-000	Late Charges	179.00	83.33	95.67	895.00	333.32	561.68	1,000.00
3120-08-000	Workorders/Maint Charges	0.00	333.33	-333.33	160.00	1,333.32	-1,173.32	4,000.00
3129-00-000	Total Other Tenant Income	2,246.07	999.99	1,246.08	7,545.18	3,999.96	3,545.22	12,000.00
3199-00-000	TOTAL TENANT INCOME	83,169.58	78,136.91	5,032.67	311,188.88	312,547.64	-1,358.76	937,643.00
3400-00-000	GRANT INCOME							
3410-50-100	VA Homelessness Solutions Program	0.00	4,949.25	-4,949.25	34,916.72	19,797.00	15,119.72	59,391.00
3410-60-200	Homelessness Assistance Grant (HMIS/SNAP)	5,124.09	7,006.00	-1,881.91	14,638.66	28,024.00	-13,385.34	84,072.00
3410-61-200	COC Planning Grant	3,949.94	4,168.25	-218.31	12,173.96	16,673.00	-4,499.04	50,019.00
3499-00-000	TOTAL GRANT INCOME	9,074.03	16,123.50	-7,049.47	61,729.34	64,494.00	-2,764.66	193,482.00
3600-00-000	OTHER INCOME							
3610-00-000	Investment Income - Unrestricted	265.29	0.00	265.29	1,109.63	0.00	1,109.63	0.00
3620-00-000	Management Fee Income	1,097.92	1,000.00	97.92	4,167.97	4,000.00	167.97	12,000.00
3621-00-000	Bond Application Fees	0.00	3,750.00	-3,750.00	0.00	15,000.00	-15,000.00	45,000.00
3650-00-000	Miscellaneous Other Income	0.00	16,666.67	-16,666.67	0.00	66,666.68	-66,666.68	200,000.00
3699-00-000	TOTAL OTHER INCOME	1,363.21	21,416.67	-20,053.46	5,277.60	85,666.68	-80,389.08	257,000.00
3999-00-000	TOTAL INCOME	93,606.82	115,677.08	-22,070.26	378,195.82	462,708.32	-84,512.50	1,388,125.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	17,860.09	21,132.42	3,272.33	74,259.12	84,529.68	10,270.56	253,589.00
4110-04-000	Employee Benefit Contribution-Admin	3,550.67	6,778.92	3,228.25	18,801.90	27,115.68	8,313.78	81,347.00
4110-50-100	Salary-VA Homelessness Solutions Program(VHSP)	3,278.15	3,484.00	205.85	13,944.32	13,936.00	-8.32	41,808.00

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4110-50-101	Adm Benefits-VA Homelessness Solutions Program	1,617.01	1,215.25	-401.76	4,967.38	4,861.00	-106.38	14,583.00
4110-60-200	Salary-Homelessness Assistance Grant(HMIS)	3,604.30	3,731.75	127.45	13,941.42	14,927.00	985.58	44,781.00
4110-60-201	Adm Benefits-Homelessness Assistance Grant(HMIS)	1,500.05	1,249.33	-250.72	5,566.09	4,997.32	-568.77	14,992.00
4110-61-200	Salary-COC Planning Grant	3,647.59	3,452.67	-194.92	14,234.48	13,810.68	-423.80	41,432.00
4110-61-201	Adm Benefits-COC Planning	278.00	715.58	437.58	1,865.07	2,862.32	997.25	8,587.00
4110-99-000	Total Administrative Salaries	35,335.86	41,759.92	6,424.06	147,579.78	167,039.68	19,459.90	501,119.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	0.00	66.67	66.67	64.00	266.68	202.68	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	0.00	66.68	66.68	200.00
4130-04-000	General Legal Expense	0.00	1,458.33	1,458.33	432.81	5,833.32	5,400.51	17,500.00
4131-00-000	Total Legal Expense	0.00	1,541.67	1,541.67	496.81	6,166.68	5,669.87	18,500.00
4140-00-000	Staff Training	0.00	916.66	916.66	1,439.02	3,666.64	2,227.62	11,000.00
4140-50-100	Staff Training-VHSP	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00
4150-00-000	Travel	2,500.26	916.66	-1,583.60	8,311.34	3,666.64	-4,644.70	11,000.00
4171-00-000	Auditing Fees	0.00	721.67	721.67	0.00	2,886.68	2,886.68	8,660.00
4189-00-000	Total Other Admin Expenses	2,500.26	1,763.33	-736.93	8,311.34	7,053.32	-1,258.02	21,160.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00
4190-02-000	Publications	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4190-03-000	Advertising	218.41	83.33	-135.08	218.41	333.32	114.91	1,000.00
4190-04-000	Office Supplies	41.36	166.66	125.30	230.01	666.64	436.63	2,000.00
4190-06-000	Compliance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4190-07-000	Telephone & Internet	853.17	805.00	-48.17	3,325.17	3,220.00	-105.17	9,660.00
4190-08-000	Postage	589.92	166.67	-423.25	1,229.92	666.68	-563.24	2,000.00
4190-10-000	Copiers	138.39	166.66	28.27	549.27	666.64	117.37	2,000.00
4190-12-000	Software	422.20	1,250.00	827.80	645.04	5,000.00	4,354.96	15,000.00
4190-13-000	IT/Website Maintenance	198.82	416.67	217.85	1,885.65	1,666.68	-218.97	5,000.00
4190-14-000	Community Donations	0.00	1,000.00	1,000.00	10,750.00	4,000.00	-6,750.00	12,000.00
4190-18-000	Small Office Equipment	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00
4190-22-000	Other Misc Admin Expenses	-958.80	291.66	1,250.46	-5,209.58	1,166.64	6,376.22	3,500.00
4190-50-100	Other Expenses-VHSP	90.00	125.00	35.00	692.34	500.00	-192.34	1,500.00
4190-60-200	Equipment (HMIS/SNAP)	0.00	202.08	202.08	0.00	808.32	808.32	2,425.00
4190-60-201	Software (HMIS/SNAP)	0.00	1,065.42	1,065.42	0.00	4,261.68	4,261.68	12,785.00
4190-60-202	Services (HMIS/SNAP)	40.00	757.42	717.42	275.50	3,029.68	2,754.18	9,089.00
4191-00-000	Total Miscellaneous Admin Expenses	1,633.47	6,929.91	5,296.44	14,591.73	27,719.64	13,127.91	83,159.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	39,469.59	52,911.49	13,441.90	172,418.68	211,645.96	39,227.28	634,938.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	99.07	1,833.33	1,734.26	6,936.43	7,333.32	396.89	22,000.00

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4299-00-000	TOTAL TENANT SERVICES EXPENSES	99.07	1,833.33	1,734.26	6,936.43	7,333.32	396.89	22,000.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	1,174.59	916.66	-257.93	3,485.88	3,666.64	180.76	11,000.00
4320-00-000	Electricity	5,209.85	6,000.00	790.15	29,470.90	24,000.00	-5,470.90	72,000.00
4330-00-000	Gas	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4390-00-000	Sewer & Trash	2,418.12	2,083.33	-334.79	7,837.92	8,333.32	495.40	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	8,802.56	9,083.32	280.76	40,794.70	36,333.28	-4,461.42	109,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	6,690.87	7,130.75	439.88	26,743.00	28,523.00	1,780.00	85,569.00
4410-05-000	Employee Benefit Contribution-Maint.	1,606.49	2,569.08	962.59	7,691.75	10,276.32	2,584.57	30,829.00
4419-00-000	Total General Maint Expense	8,297.36	9,699.83	1,402.47	34,434.75	38,799.32	4,364.57	116,398.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	0.00	25.00	25.00	99.44	100.00	0.56	300.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	132.00	333.32	201.32	1,000.00
4420-03-000	Supplies-Unit Turnover	579.85	291.67	-288.18	2,566.01	1,166.68	-1,399.33	3,500.00
4420-04-000	Supplies-Electrical	0.00	441.67	441.67	1,509.51	1,766.68	257.17	5,300.00
4420-05-000	Supplies-Fuel & Parts	57.62	62.50	4.88	255.76	250.00	-5.76	750.00
4420-06-000	Supplies-Janitorial/Cleaning	112.32	166.66	54.34	344.24	666.64	322.40	2,000.00
4420-07-000	Supplies-Maint/Repairs	216.24	916.67	700.43	1,568.15	3,666.68	2,098.53	11,000.00
4420-08-000	Supplies-Plumbing	163.43	175.00	11.57	929.95	700.00	-229.95	2,100.00
4420-09-000	Tools and Equipment	0.00	41.67	41.67	590.00	166.68	-423.32	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	0.00	266.68	266.68	800.00
4420-11-000	Supplies-HVAC	0.00	41.67	41.67	49.62	166.68	117.06	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4429-00-000	Total Materials	1,129.46	2,354.18	1,224.72	8,044.68	9,416.72	1,372.04	28,250.00
4430-00-000	Contract Costs							
4430-03-000	Contract-Trash Collection	460.72	416.67	-44.05	1,819.48	1,666.68	-152.80	5,000.00
4430-04-000	Contract-Snow Removal	702.50	125.00	-577.50	702.50	500.00	-202.50	1,500.00
4430-05-000	Contract-Unit Turnover	722.19	1,250.00	527.81	3,028.65	5,000.00	1,971.35	15,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
4430-07-000	Contract-Pest Control	677.89	1,450.00	772.11	1,462.03	5,800.00	4,337.97	17,400.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4430-09-000	Contract-Grounds	-702.50	50.00	752.50	0.00	200.00	200.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	203.28	341.66	138.38	740.19	1,366.64	626.45	4,100.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-12-000	Contract-Inspections	0.00	291.67	291.67	0.00	1,166.68	1,166.68	3,500.00

LOCAL COMMUNITY DEVELOPMENT (incl. BP, LAO, and Grants)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4430-13-000	Contract-HVAC	0.00	750.00	750.00	1,455.75	3,000.00	1,544.25	9,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-17-000	Contract-Elevator Maintenance	195.00	916.67	721.67	335.00	3,666.68	3,331.68	11,000.00
4430-18-000	Contract-Alarm Monitoring	90.15	133.33	43.18	702.35	533.32	-169.03	1,600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	266.67	266.67	375.00	1,066.68	691.68	3,200.00
4430-99-000	Contract Costs-Other	0.00	250.00	250.00	2,553.75	1,000.00	-1,553.75	3,000.00
4439-00-000	Total Contract Costs	2,349.23	6,575.01	4,225.78	13,174.70	26,300.04	13,125.34	78,900.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	11,776.05	18,629.02	6,852.97	55,654.13	74,516.08	18,861.95	223,548.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	282.92	331.17	48.25	1,127.29	1,324.68	197.39	3,974.00
4510-10-000	Property Insurance	444.76	548.34	103.58	1,710.85	2,193.36	482.51	6,580.00
4510-20-000	Liability Insurance	195.37	192.92	-2.45	771.43	771.68	0.25	2,315.00
4510-30-000	Workmen's Compensation	453.67	494.25	40.58	1,842.77	1,977.00	134.23	5,931.00
4570-00-000	Bad Debt-Tenant Rents	0.00	833.33	833.33	0.00	3,333.32	3,333.32	10,000.00
4599-00-000	TOTAL GENERAL EXPENSES	1,376.72	2,400.01	1,023.29	5,452.34	9,600.04	4,147.70	28,800.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	4,929.80	4,845.50	-84.30	19,558.49	19,382.00	-176.49	58,146.00
4899-00-000	TOTAL FINANCING EXPENSES	4,929.80	4,845.50	-84.30	19,558.49	19,382.00	-176.49	58,146.00
8000-00-000	TOTAL EXPENSES	66,453.79	89,702.67	23,248.88	300,814.77	358,810.68	57,995.91	1,076,432.00
9000-00-000	NET INCOME	27,153.03	25,974.41	1,178.62	77,381.05	103,897.64	-26,516.59	311,693.00

BRIDGEPORT BUILDING								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	% Var	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	22,925.83	19,053.92	20.32	81,463.20	76,215.68	5,247.52	228,647.00
3119-00-000	Total Rental Income	22,925.83	19,053.92	20.32	81,463.20	76,215.68	5,247.52	228,647.00
3199-00-000	TOTAL TENANT INCOME	22,925.83	19,053.92	20.32	81,463.20	76,215.68	5,247.52	228,647.00
3999-00-000	TOTAL INCOME	22,925.83	19,053.92	20.32	81,463.20	76,215.68	5,247.52	228,647.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4130-00-000	Legal Expense							
4130-04-000	General Legal Expense	0.00	208.33	100.00	0.00	833.32	833.32	2,500.00
4131-00-000	Total Legal Expense	0.00	208.33	100.00	0.00	833.32	833.32	2,500.00
4190-00-000	Miscellaneous Admin Expenses							
4190-07-000	Telephone & Internet	56.00	55.00	-1.82	223.85	220.00	-3.85	660.00
4191-00-000	Total Miscellaneous Admin Expenses	56.00	55.00	-1.82	223.85	220.00	-3.85	660.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	56.00	263.33	78.73	223.85	1,053.32	829.47	3,160.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	0.00	83.33	100.00	0.00	333.32	333.32	1,000.00
4399-00-000	TOTAL UTILITY EXPENSES	0.00	83.33	100.00	0.00	333.32	333.32	1,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4420-00-000	Materials							
4420-07-000	Supplies-Maint/Repairs	0.00	166.67	100.00	0.00	666.68	666.68	2,000.00
4429-00-000	Total Materials	0.00	166.67	100.00	0.00	666.68	666.68	2,000.00
4430-00-000	Contract Costs							
4430-04-000	Contract-Snow Removal	415.00	41.67	-895.92	415.00	166.68	-248.32	500.00
4430-07-000	Contract-Pest Control	71.16	75.00	5.12	284.82	300.00	15.18	900.00
4430-09-000	Contract-Grounds	-415.00	0.00	N/A	0.00	0.00	0.00	0.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	208.33	100.00	0.00	833.32	833.32	2,500.00
4430-13-000	Contract-HVAC	0.00	250.00	100.00	255.75	1,000.00	744.25	3,000.00
4430-17-000	Contract-Elevator Maintenance	195.00	250.00	22.00	335.00	1,000.00	665.00	3,000.00
4430-18-000	Contract-Alarm Monitoring	46.00	20.83	-120.84	92.00	83.32	-8.68	250.00

BRIDGEPORT BUILDING								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	% Var	YTD Actual	YTD Budget	Variance	Annual
4430-19-000	Contract-Sprinkler Monitoring	0.00	166.67	100.00	375.00	666.68	291.68	2,000.00
4430-99-000	Contract Costs-Other	0.00	83.33	100.00	600.00	333.32	-266.68	1,000.00
4439-00-000	Total Contract Costs	312.16	1,095.83	71.51	2,357.57	4,383.32	2,025.75	13,150.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	312.16	1,262.50	75.27	2,357.57	5,050.00	2,692.43	15,150.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,389.29	2,328.25	-2.62	9,391.35	9,313.00	-78.35	27,939.00
4899-00-000	TOTAL FINANCING EXPENSES	2,389.29	2,328.25	-2.62	9,391.35	9,313.00	-78.35	27,939.00
8000-00-000	TOTAL EXPENSES	2,757.45	3,937.41	29.97	11,972.77	15,749.64	3,776.87	47,249.00
9000-00-000	NET INCOME	20,168.38	15,116.51	33.42	69,490.43	60,466.04	9,024.39	181,398.00

LINEWEAVER ANNEX APARTMENTS								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		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	18,100.00	27,879.83	-9,779.83	80,771.50	111,519.32	-30,747.82	334,558.00
3112-06-000	PBV HAP Subsidy	39,897.68	30,203.17	9,694.51	141,409.00	120,812.68	20,596.32	362,438.00
3119-00-000	Total Rental Income	57,997.68	58,083.00	-85.32	222,180.50	232,332.00	-10,151.50	696,996.00
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	450.57	333.33	117.24	1,740.56	1,333.32	407.24	4,000.00
3120-03-000	Damages	1,616.50	250.00	1,366.50	3,071.62	1,000.00	2,071.62	3,000.00
3120-04-000	Late Charges	179.00	83.33	95.67	809.00	333.32	475.68	1,000.00
3120-08-000	Workorders/Maint Charges	0.00	333.33	-333.33	160.00	1,333.32	-1,173.32	4,000.00
3129-00-000	Total Other Tenant Income	2,246.07	999.99	1,246.08	5,781.18	3,999.96	1,781.22	12,000.00
3199-00-000	TOTAL TENANT INCOME	60,243.75	59,082.99	1,160.76	227,961.68	236,331.96	-8,370.28	708,996.00
3600-00-000	OTHER INCOME							
3610-00-000	Investment Income - Unrestricted	258.92	0.00	258.92	1,050.71	0.00	1,050.71	0.00
3699-00-000	TOTAL OTHER INCOME	258.92	0.00	258.92	1,050.71	0.00	1,050.71	0.00
3999-00-000	TOTAL INCOME	60,502.67	59,082.99	1,419.68	229,012.39	236,331.96	-7,319.57	708,996.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	4,509.82	5,491.25	981.43	19,378.18	21,965.00	2,586.82	65,895.00
4110-04-000	Employee Benefit Contribution-Admin	845.62	1,867.50	1,021.88	5,557.16	7,470.00	1,912.84	22,410.00
4110-99-000	Total Administrative Salaries	5,355.44	7,358.75	2,003.31	24,935.34	29,435.00	4,499.66	88,305.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	0.00	66.67	66.67	64.00	266.68	202.68	800.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	0.00	66.68	66.68	200.00
4130-04-000	General Legal Expense	0.00	416.67	416.67	0.00	1,666.68	1,666.68	5,000.00
4131-00-000	Total Legal Expense	0.00	500.01	500.01	64.00	2,000.04	1,936.04	6,000.00
4140-00-000	Staff Training	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4150-00-000	Travel	0.00	83.33	83.33	20.00	333.32	313.32	1,000.00
4171-00-000	Auditing Fees	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
4189-00-000	Total Other Admin Expenses	0.00	250.00	250.00	20.00	1,000.00	980.00	3,000.00

LINEWEAVER ANNEX APARTMENTS								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	0.00	16.67	16.67	0.00	66.68	66.68	200.00
4190-03-000	Advertising	218.41	0.00	-218.41	218.41	0.00	-218.41	0.00
4190-04-000	Office Supplies	0.00	83.33	83.33	50.22	333.32	283.10	1,000.00
4190-06-000	Compliance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4190-07-000	Telephone & Internet	250.70	250.00	-0.70	986.55	1,000.00	13.45	3,000.00
4190-08-000	Postage	162.79	41.67	-121.12	342.79	166.68	-176.11	500.00
4190-10-000	Copiers	74.04	83.33	9.29	177.73	333.32	155.59	1,000.00
4190-12-000	Software	19.80	416.67	396.87	40.95	1,666.68	1,625.73	5,000.00
4190-13-000	IT/Website Maintenance	54.65	125.00	70.35	518.71	500.00	-18.71	1,500.00
4190-18-000	Small Office Equipment	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4190-22-000	Other Misc Admin Expenses	-411.36	83.33	494.69	-2,748.07	333.32	3,081.39	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	369.03	1,183.34	814.31	-412.71	4,733.36	5,146.07	14,200.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	5,724.47	9,375.43	3,650.96	24,606.63	37,501.72	12,895.09	112,505.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	99.07	1,833.33	1,734.26	6,936.43	7,333.32	396.89	22,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	99.07	1,833.33	1,734.26	6,936.43	7,333.32	396.89	22,000.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	1,174.59	833.33	-341.26	3,485.88	3,333.32	-152.56	10,000.00
4320-00-000	Electricity	5,193.29	5,833.33	640.04	28,957.66	23,333.32	-5,624.34	70,000.00
4390-00-000	Sewer & Trash	2,418.12	2,083.33	-334.79	7,837.92	8,333.32	495.40	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	8,786.00	8,749.99	-36.01	40,281.46	34,999.96	-5,281.50	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	4,726.20	5,036.17	309.97	18,854.74	20,144.68	1,289.94	60,434.00
4410-05-000	Employee Benefit Contribution-Maint.	1,259.67	1,833.33	573.66	5,610.13	7,333.32	1,723.19	22,000.00
4419-00-000	Total General Maint Expense	5,985.87	6,869.50	883.63	24,464.87	27,478.00	3,013.13	82,434.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	0.00	25.00	25.00	74.06	100.00	25.94	300.00
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	132.00	333.32	201.32	1,000.00
4420-03-000	Supplies-Unit Turnover	579.85	291.67	-288.18	2,566.01	1,166.68	-1,399.33	3,500.00
4420-04-000	Supplies-Electrical	0.00	416.67	416.67	1,509.51	1,666.68	157.17	5,000.00
4420-05-000	Supplies-Fuel & Parts	57.62	62.50	4.88	255.76	250.00	-5.76	750.00
4420-06-000	Supplies-Janitorial/Cleaning	112.32	83.33	-28.99	344.24	333.32	-10.92	1,000.00
4420-07-000	Supplies-Maint/Repairs	216.24	666.67	450.43	1,568.15	2,666.68	1,098.53	8,000.00
4420-08-000	Supplies-Plumbing	163.43	166.67	3.24	929.95	666.68	-263.27	2,000.00

LINEWEAVER ANNEX APARTMENTS								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4420-09-000	Tools and Equipment	0.00	41.67	41.67	590.00	166.68	-423.32	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4420-11-000	Supplies-HVAC	0.00	41.67	41.67	49.62	166.68	117.06	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4429-00-000	Total Materials	1,129.46	1,962.52	833.06	8,019.30	7,850.08	-169.22	23,550.00
4430-00-000	Contract Costs							
4430-03-000	Contract-Trash Collection	460.72	416.67	-44.05	1,819.48	1,666.68	-152.80	5,000.00
4430-04-000	Contract-Snow Removal	287.50	83.33	-204.17	287.50	333.32	45.82	1,000.00
4430-05-000	Contract-Unit Turnover	722.19	1,250.00	527.81	3,028.65	5,000.00	1,971.35	15,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
4430-07-000	Contract-Pest Control	535.57	1,333.33	797.76	892.37	5,333.32	4,440.95	16,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4430-09-000	Contract-Grounds	-287.50	50.00	337.50	0.00	200.00	200.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	203.28	133.33	-69.95	740.19	533.32	-206.87	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-12-000	Contract-Inspections	0.00	291.67	291.67	0.00	1,166.68	1,166.68	3,500.00
4430-13-000	Contract-HVAC	0.00	416.67	416.67	1,200.00	1,666.68	466.68	5,000.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	666.67	666.67	0.00	2,666.68	2,666.68	8,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	493.75	200.00	-293.75	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	308.75	0.00	-308.75	0.00
4439-00-000	Total Contract Costs	1,936.76	5,125.01	3,188.25	8,770.69	20,500.04	11,729.35	61,500.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	9,052.09	13,957.03	4,904.94	41,254.86	55,828.12	14,573.26	167,484.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	187.64	231.17	43.53	787.71	924.68	136.97	2,774.00
4510-10-000	Property Insurance	344.03	406.67	62.64	1,320.03	1,626.68	306.65	4,880.00
4510-20-000	Liability Insurance	175.15	117.92	-57.23	668.31	471.68	-196.63	1,415.00
4510-30-000	Workmen's Compensation	117.62	119.25	1.63	500.83	477.00	-23.83	1,431.00
4570-00-000	Bad Debt-Tenant Rents	0.00	833.33	833.33	0.00	3,333.32	3,333.32	10,000.00
4599-00-000	TOTAL GENERAL EXPENSES	824.44	1,708.34	883.90	3,276.88	6,833.36	3,556.48	20,500.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,540.51	2,517.25	-23.26	10,167.14	10,069.00	-98.14	30,207.00
4899-00-000	TOTAL FINANCING EXPENSES	2,540.51	2,517.25	-23.26	10,167.14	10,069.00	-98.14	30,207.00
8000-00-000	TOTAL EXPENSES	27,026.58	38,141.37	11,114.79	126,523.40	152,565.48	26,042.08	457,696.00

LINEWEAVER ANNEX APARTMENTS								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
9000-00-000	NET INCOME	33,476.09	20,941.62	12,534.47	102,488.99	83,766.48	18,722.51	251,300.00

COMMUNITY GRANTS								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	% Var	YTD Actual	YTD Budget	% Var	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3400-00-000	GRANT INCOME							
3410-50-100	VA Homelessness Solutions Program	0.00	4,949.25	-100.00	34,916.72	19,797.00	76.37	59,391.00
3410-60-200	Homelessness Assistance Grant (HMIS/SNAP)	5,124.09	7,006.00	-26.86	14,638.66	28,024.00	-47.76	84,072.00
3410-61-200	COC Planning Grant	3,949.94	4,168.25	-5.24	12,173.96	16,673.00	-26.98	50,019.00
3499-00-000	TOTAL GRANT INCOME	9,074.03	16,123.50	-43.72	61,729.34	64,494.00	-4.29	193,482.00
3999-00-000	TOTAL INCOME	9,074.03	16,123.50	-43.72	61,729.34	64,494.00	-4.29	193,482.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-50-100	Salary-VA Homelessness Solutions Program(VHSP)	3,278.15	3,484.00	5.91	13,944.32	13,936.00	-0.06	41,808.00
4110-50-101	Adm Benefits-VA Homelessness Solutions Program	1,617.01	1,215.25	-33.06	4,967.38	4,861.00	-2.19	14,583.00
4110-60-200	Salary-Homelessness Assistance Grant(HMIS)	3,604.30	3,731.75	3.42	13,941.42	14,927.00	6.60	44,781.00
4110-60-201	Adm Benefits-Homelessness Assistance Grant(HMIS)	1,500.05	1,249.33	-20.07	5,566.09	4,997.32	-11.38	14,992.00
4110-61-200	Salary-COC Planning Grant	3,647.59	3,452.67	-5.65	14,234.48	13,810.68	-3.07	41,432.00
4110-61-201	Adm Benefits-COC Planning	278.00	715.58	61.15	1,865.07	2,862.32	34.84	8,587.00
4110-99-000	Total Administrative Salaries	13,925.10	13,848.58	-0.55	54,518.76	55,394.32	1.58	166,183.00
4140-50-100	Staff Training-VHSP	0.00	125.00	100.00	0.00	500.00	100.00	1,500.00
4189-00-000	Total Other Admin Expenses	0.00	125.00	100.00	0.00	500.00	100.00	1,500.00
4190-00-000	Miscellaneous Admin Expenses							
4190-50-100	Other Expenses-VHSP	90.00	125.00	28.00	692.34	500.00	-38.47	1,500.00
4190-60-200	Equipment (HMIS/SNAP)	0.00	202.08	100.00	0.00	808.32	100.00	2,425.00
4190-60-201	Software (HMIS/SNAP)	0.00	1,065.42	100.00	0.00	4,261.68	100.00	12,785.00
4190-60-202	Services (HMIS/SNAP)	40.00	757.42	94.72	275.50	3,029.68	90.91	9,089.00
4191-00-000	Total Miscellaneous Admin Expenses	130.00	2,149.92	93.95	967.84	8,599.68	88.75	25,799.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	14,055.10	16,123.50	12.83	55,486.60	64,494.00	13.97	193,482.00
8000-00-000	TOTAL EXPENSES	14,055.10	16,123.50	12.83	55,486.60	64,494.00	13.97	193,482.00
9000-00-000	NET INCOME	-4,981.07	0.00	N/A	6,242.74	0.00	N/A	0.00

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

January - April 2025

		PTD Actual	PTD Budget	% Var	YTD Actual	YTD Budget	Variance	Annual
2999-99-999	Revenue & Expenses							
3000-00-000	INCOME							
3400-00-000	GRANT INCOME							
3410-01-000	Section 8 HAP Earned	645,840.00	591,992.92	9.10	2,665,068.00	2,367,971.68	297,096.32	7,103,915.00
3410-02-000	Section 8 Admin. Fee Income	51,494.00	52,501.92	-1.92	205,422.00	210,007.68	-4,585.68	630,023.00
3410-03-000	Section 8 FSS Grant Income	38,912.43	5,512.50	605.89	40,744.89	22,050.00	18,694.89	66,150.00
3410-04-000	Port-In Admin Fees Earned	207.79	100.00	107.79	722.96	400.00	322.96	1,200.00
3410-06-000	Port In HAP Earned	6,579.00	2,500.00	163.16	21,447.00	10,000.00	11,447.00	30,000.00
3499-00-000	TOTAL GRANT INCOME	743,033.22	652,607.34	13.86	2,933,404.85	2,610,429.36	322,975.49	7,831,288.00
3600-00-000	OTHER INCOME							
3640-00-000	Fraud Recovery-HAP	531.26	958.33	-44.56	4,551.72	3,833.32	718.40	11,500.00
3640-01-000	Fraud Recovery-ADM	531.27	958.33	-44.56	4,551.73	3,833.32	718.41	11,500.00
3699-00-000	TOTAL OTHER INCOME	1,062.53	1,916.66	-44.56	9,103.45	7,666.64	1,436.81	23,000.00
3999-00-000	TOTAL INCOME	744,095.75	654,524.00	13.68	2,942,508.30	2,618,096.00	324,412.30	7,854,288.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	26,736.77	33,237.59	19.56	102,654.05	132,950.36	30,296.31	398,851.00
4110-04-000	Employee Benefit Contribution-Admin	8,257.02	11,468.50	28.00	31,138.72	45,874.00	14,735.28	137,622.00
4110-20-400	Administrative Salaries-FSS	8,600.48	4,386.67	-96.06	37,691.65	17,546.68	-20,144.97	52,640.00
4110-21-400	Employee Benefits Contribution-FSS	2,931.63	1,042.50	-181.21	10,585.35	4,170.00	-6,415.35	12,510.00
4110-30-100	Administrative Salaries-MS5	3,901.27	0.00	N/A	15,905.37	0.00	-15,905.37	0.00
4110-30-101	Employee Benefits Contribution-MS5	1,095.08	0.00	N/A	4,403.29	0.00	-4,403.29	0.00
4110-99-000	Total Administrative Salaries	51,522.25	50,135.26	-2.77	202,378.43	200,541.04	-1,837.39	601,623.00
4130-00-000	Legal Expense							
4130-02-000	Criminal Background Checks	63.00	166.67	62.20	899.00	666.68	-232.32	2,000.00
4130-04-000	General Legal Expense	0.00	166.67	100.00	0.00	666.68	666.68	2,000.00
4131-00-000	Total Legal Expense	63.00	333.34	81.10	899.00	1,333.36	434.36	4,000.00
4140-00-000	Staff Training	444.00	833.33	46.72	4,048.00	3,333.32	-714.68	10,000.00
4140-01-400	Staff Training-FSS	3,301.98	83.33	-3,862.53	7,301.98	333.32	-6,968.66	1,000.00
4150-00-000	Travel	4,263.84	666.67	-539.57	7,558.46	2,666.68	-4,891.78	8,000.00
4171-00-000	Auditing Fees	0.00	833.33	100.00	0.00	3,333.32	3,333.32	10,000.00
4172-00-000	Port Out Admin Fee Paid	121.95	166.67	26.83	730.86	666.68	-64.18	2,000.00

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

January - April 2025

		PTD Actual	PTD Budget	% Var	YTD Actual	YTD Budget	Variance	Annual
4189-00-000	Total Other Admin Expenses	4,385.79	1,666.67	-163.15	8,289.32	6,666.68	-1,622.64	20,000.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	0.00	83.33	100.00	0.00	333.32	333.32	1,000.00
4190-02-000	Publications	0.00	16.67	100.00	0.00	66.68	66.68	200.00
4190-03-000	Advertising	0.00	83.33	100.00	0.00	333.32	333.32	1,000.00
4190-04-000	Office Supplies	738.03	41.67	-1,671.13	1,343.05	166.68	-1,176.37	500.00
4190-05-000	Fuel-Administrative	82.31	66.67	-23.46	365.37	266.68	-98.69	800.00
4190-06-000	Compliance	280.00	833.33	66.40	854.50	3,333.32	2,478.82	10,000.00
4190-07-000	Telephone & Internet	535.43	416.67	-28.50	1,797.59	1,666.68	-130.91	5,000.00
4190-08-000	Postage	631.16	166.67	-278.69	1,351.16	666.68	-684.48	2,000.00
4190-10-000	Copiers	132.54	125.00	-6.03	543.40	500.00	-43.40	1,500.00
4190-12-000	Software	2,542.38	2,500.00	-1.70	2,954.56	10,000.00	7,045.44	30,000.00
4190-13-000	IT/Website Maintenance	210.10	416.67	49.58	1,997.57	1,666.68	-330.89	5,000.00
4190-18-000	Small Office Equipment	0.00	166.67	100.00	1,080.16	666.68	-413.48	2,000.00
4190-22-000	Other Misc Admin Expenses	954.23	0.00	N/A	5,142.53	0.00	-5,142.53	0.00
4191-00-000	Total Miscellaneous Admin Expenses	6,106.18	4,916.68	-24.19	17,429.89	19,666.72	2,236.83	59,000.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	65,823.20	57,968.61	-13.55	240,346.62	231,874.44	-8,472.18	695,623.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	141.13	125.00	-12.90	141.13	500.00	358.87	1,500.00
4220-02-000	Tenant FSS Goal Incentives	0.00	125.00	100.00	0.00	500.00	500.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	141.13	250.00	43.55	141.13	1,000.00	858.87	3,000.00
4300-00-000	UTILITY EXPENSES							
4320-00-000	Electricity	326.38	0.00	N/A	2,000.00	0.00	-2,000.00	0.00
4330-00-000	Gas	0.00	0.00	N/A	1,872.79	0.00	-1,872.79	0.00
4399-00-000	TOTAL UTILITY EXPENSES	326.38	0.00	N/A	3,872.79	0.00	-3,872.79	0.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	152.44	104.17	-46.34	535.96	416.68	-119.28	1,250.00
4510-10-000	Property Insurance	24.41	16.67	-46.43	95.87	66.68	-29.19	200.00
4510-20-000	Liability Insurance	6.08	16.67	63.53	32.29	66.68	34.39	200.00
4510-30-000	Workmen's Compensation	537.68	616.67	12.81	2,147.15	2,466.68	319.53	7,400.00
4570-01-000	Bad Debt-Other	-0.66	0.00	N/A	-0.66	0.00	0.66	0.00
4599-00-000	TOTAL GENERAL EXPENSES	719.95	754.18	4.54	2,810.61	3,016.72	206.11	9,050.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS							
4715-00-000	Housing Assistance Payments	674,467.00	576,676.25	-16.96	2,655,716.00	2,306,705.00	-349,011.00	6,920,115.00
4715-01-000	Tenant Utility Payments-Voucher	9,466.00	8,458.33	-11.91	47,072.00	33,833.32	-13,238.68	101,500.00

HOUSING CHOICE VOUCHER PROGRAM (incl. MTW, MS5, and FSS Grant)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	% Var	YTD Actual	YTD Budget	Variance	Annual
4715-02-000	Port Out HAP Payments	2,947.00	2,083.33	-41.46	15,604.00	8,333.32	-7,270.68	25,000.00
4715-04-000	Port-Out Other Expense	-234.00	0.00	N/A	0.00	0.00	0.00	0.00
4715-07-000	Tenant FSS Goal Incentives	2,700.00	4,166.67	35.20	8,275.00	16,666.68	8,391.68	50,000.00
4715-08-000	Landlord Incentives	842.01	4,166.67	79.79	3,592.01	16,666.68	13,074.67	50,000.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	690,188.01	595,551.25	-15.89	2,730,259.01	2,382,205.00	-348,054.01	7,146,615.00
8000-00-000	TOTAL EXPENSES	757,198.67	654,524.04	-15.69	2,977,430.16	2,618,096.16	-359,334.00	7,854,288.00
9000-00-000	NET INCOME	-13,102.92	-0.04	-32,757,200.00	-34,921.86	-0.16	-34,921.70	0.00

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

January - April 2025

		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	19,176.00	14,148.33	5,027.67	78,616.20	56,593.32	22,022.88	169,780.00
3112-00-000	50059 HAP Subsidy	24,144.00	26,275.50	-2,131.50	92,603.00	105,102.00	-12,499.00	315,306.00
3119-00-000	Total Rental Income	43,320.00	40,423.83	2,896.17	171,219.20	161,695.32	9,523.88	485,086.00
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	450.56	416.67	33.89	1,730.59	1,666.68	63.91	5,000.00
3120-03-000	Damages	1,605.00	541.67	1,063.33	2,680.00	2,166.68	513.32	6,500.00
3120-04-000	Late Charges	94.00	83.33	10.67	634.00	333.32	300.68	1,000.00
3120-05-000	Legal Fees - Tenant	64.00	0.00	64.00	0.00	0.00	0.00	0.00
3120-06-000	NSF Charges	25.00	0.00	25.00	25.00	0.00	25.00	0.00
3120-08-000	Workorders/Maint Charges	0.00	250.00	-250.00	0.00	1,000.00	-1,000.00	3,000.00
3129-00-000	Total Other Tenant Income	2,238.56	1,291.67	946.89	5,069.59	5,166.68	-97.09	15,500.00
3199-00-000	TOTAL TENANT INCOME	45,558.56	41,715.50	3,843.06	176,288.79	166,862.00	9,426.79	500,586.00
3400-00-000	GRANT INCOME							
3410-20-300	Service Coordinator Grant (SC)	0.00	6,526.75	-6,526.75	947.64	26,107.00	-25,159.36	78,321.00
3499-00-000	TOTAL GRANT INCOME	0.00	6,526.75	-6,526.75	947.64	26,107.00	-25,159.36	78,321.00
3999-00-000	TOTAL INCOME	45,558.56	48,242.25	-2,683.69	177,236.43	192,969.00	-15,732.57	578,907.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	3,240.29	3,878.17	637.88	13,938.03	15,512.68	1,574.65	46,538.00
4110-04-000	Employee Benefit Contribution-Admin	675.60	1,466.17	790.57	4,410.99	5,864.68	1,453.69	17,594.00
4110-99-000	Total Administrative Salaries	3,915.89	5,344.34	1,428.45	18,349.02	21,377.36	3,028.34	64,132.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	129.00	41.67	-87.33	218.00	166.68	-51.32	500.00
4130-02-000	Criminal Background Checks	0.00	16.67	16.67	21.00	66.68	45.68	200.00
4130-04-000	General Legal Expense	0.00	333.33	333.33	0.00	1,333.32	1,333.32	4,000.00
4131-00-000	Total Legal Expense	129.00	391.67	262.67	239.00	1,566.68	1,327.68	4,700.00
4140-00-000	Staff Training	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4150-00-000	Travel	0.00	41.67	41.67	0.00	166.68	166.68	500.00

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

January - April 2025

		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4171-00-000	Auditing Fees	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
4189-00-000	Total Other Admin Expenses	0.00	208.34	208.34	0.00	833.36	833.36	2,500.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	0.00	8.33	8.33	0.00	33.32	33.32	100.00
4190-03-000	Advertising	218.41	0.00	-218.41	218.41	0.00	-218.41	0.00
4190-04-000	Office Supplies	8.98	41.67	32.69	264.10	166.68	-97.42	500.00
4190-06-000	Compliance	0.00	0.00	0.00	3.50	0.00	-3.50	0.00
4190-07-000	Telephone & Internet	434.95	250.00	-184.95	1,564.08	1,000.00	-564.08	3,000.00
4190-08-000	Postage	121.86	41.67	-80.19	241.86	166.68	-75.18	500.00
4190-10-000	Copiers	68.31	41.67	-26.64	160.54	166.68	6.14	500.00
4190-12-000	Software	13.20	300.00	286.80	27.30	1,200.00	1,172.70	3,600.00
4190-13-000	IT/Website Maintenance	39.57	125.00	85.43	378.39	500.00	121.61	1,500.00
4190-22-000	Other Misc Admin Expenses	416.64	83.33	-333.31	653.64	333.32	-320.32	1,000.00
4191-00-000	Total Miscellaneous Admin Expenses	1,321.92	891.67	-430.25	3,511.82	3,566.68	54.86	10,700.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	5,366.81	6,919.35	1,552.54	22,099.84	27,677.40	5,577.56	83,032.00
4200-00-000	TENANT SERVICES							
4210-20-300	Tenant Services-Salaries	3,939.02	4,553.33	614.31	12,064.71	18,213.32	6,148.61	54,640.00
4211-20-300	Tenant Services-Benefits	1,067.07	1,104.58	37.51	3,158.36	4,418.32	1,259.96	13,255.00
4220-01-000	Other Tenant Svcs.	99.06	1,833.33	1,734.27	6,936.41	7,333.32	396.91	22,000.00
4240-20-300	Tenant Services-Other Direct Costs	286.42	472.17	185.75	975.05	1,888.68	913.63	5,666.00
4241-20-300	Tenant Services-Training	0.00	188.33	188.33	250.00	753.32	503.32	2,260.00
4242-20-300	Tenant Services-Supplies & Materials	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4243-20-300	Tenant Services-Travel	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	5,391.57	8,360.07	2,968.50	23,384.53	33,440.28	10,055.75	100,321.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	795.69	833.33	37.64	3,182.76	3,333.32	150.56	10,000.00
4320-00-000	Electricity	6,778.37	5,833.33	-945.04	38,131.84	23,333.32	-14,798.52	70,000.00
4390-00-000	Sewer & Trash	1,866.82	2,083.33	216.51	7,467.28	8,333.32	866.04	25,000.00
4399-00-000	TOTAL UTILITY EXPENSES	9,440.88	8,749.99	-690.89	48,781.88	34,999.96	-13,781.92	105,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	4,803.85	5,036.17	232.32	18,950.88	20,144.68	1,193.80	60,434.00
4410-05-000	Employee Benefit Contribution-Maint.	1,265.60	1,833.33	567.73	5,617.42	7,333.32	1,715.90	22,000.00
4419-00-000	Total General Maint Expense	6,069.45	6,869.50	800.05	24,568.30	27,478.00	2,909.70	82,434.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	0.00	25.00	25.00	0.00	100.00	100.00	300.00

JR POLLY LINEWEAVER APARTMENTS (incl. Service Coordinator Grant)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4420-02-000	Supplies-Appliance	0.00	83.33	83.33	132.00	333.32	201.32	1,000.00
4420-03-000	Supplies-Unit Turnover	47.23	125.00	77.77	212.40	500.00	287.60	1,500.00
4420-04-000	Supplies-Electrical	0.00	416.67	416.67	1,410.06	1,666.68	256.62	5,000.00
4420-05-000	Supplies-Fuel & Parts	53.50	41.67	-11.83	237.48	166.68	-70.80	500.00
4420-06-000	Supplies-Janitorial/Cleaning	76.76	83.33	6.57	519.00	333.32	-185.68	1,000.00
4420-07-000	Supplies-Maint/Repairs	661.39	666.67	5.28	1,674.89	2,666.68	991.79	8,000.00
4420-08-000	Supplies-Plumbing	0.00	125.00	125.00	337.08	500.00	162.92	1,500.00
4420-09-000	Tools and Equipment	0.00	41.67	41.67	971.79	166.68	-805.11	500.00
4420-10-000	Maintenance Paper/Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4420-11-000	Supplies-HVAC	0.00	41.67	41.67	87.25	166.68	79.43	500.00
4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4429-00-000	Total Materials	838.88	1,733.35	894.47	5,581.95	6,933.40	1,351.45	20,800.00
4430-00-000	Contract Costs							
4430-03-000	Contract-Trash Collection	460.71	416.67	-44.04	1,744.66	1,666.68	-77.98	5,000.00
4430-04-000	Contract-Snow Removal	862.50	83.33	-779.17	862.50	333.32	-529.18	1,000.00
4430-05-000	Contract-Unit Turnover	0.00	833.33	833.33	0.00	3,333.32	3,333.32	10,000.00
4430-06-000	Contract-Electrical	0.00	166.67	166.67	1,390.42	666.68	-723.74	2,000.00
4430-07-000	Contract-Pest Control	2,735.57	1,166.67	-1,568.90	4,392.41	4,666.68	274.27	14,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4430-09-000	Contract-Grounds	-862.50	50.00	912.50	0.00	200.00	200.00	600.00
4430-10-000	Contract-Janitorial/Cleaning	203.28	133.33	-69.95	740.19	533.32	-206.87	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-13-000	Contract-HVAC	0.00	208.33	208.33	1,500.00	833.32	-666.68	2,500.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-17-000	Contract-Elevator Maintenance	0.00	1,250.00	1,250.00	4,566.66	5,000.00	433.34	15,000.00
4430-18-000	Contract-Alarm Monitoring	15.00	50.00	35.00	493.75	200.00	-293.75	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	700.00	0.00	-700.00	0.00
4439-00-000	Total Contract Costs	3,414.56	4,625.00	1,210.44	16,390.59	18,500.00	2,109.41	55,500.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	10,322.89	13,227.85	2,904.96	46,540.84	52,911.40	6,370.56	158,734.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	268.50	306.08	37.58	1,113.78	1,224.32	110.54	3,673.00
4510-10-000	Property Insurance	408.25	433.33	25.08	1,601.14	1,733.32	132.18	5,200.00
4510-20-000	Liability Insurance	214.11	216.67	2.56	815.10	866.68	51.58	2,600.00
4510-30-000	Workmen's Compensation	100.81	127.25	26.44	433.73	509.00	75.27	1,527.00
4599-00-000	TOTAL GENERAL EXPENSES	991.67	1,083.33	91.66	3,963.75	4,333.32	369.57	13,000.00
4800-00-000	FINANCING EXPENSE							

JR POLLY LINEWEAVER APARTMENTS (incl. Service Coordinator Grant)								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4851-00-000	Interest Expense-Loan 1	1,983.30	2,011.58	28.28	7,692.88	8,046.32	353.44	24,139.00
4899-00-000	TOTAL FINANCING EXPENSES	1,983.30	2,011.58	28.28	7,692.88	8,046.32	353.44	24,139.00
8000-00-000	TOTAL EXPENSES	33,497.12	40,352.17	6,855.05	152,463.72	161,408.68	8,944.96	484,226.00
9000-00-000	NET INCOME	12,061.44	7,890.08	4,171.36	24,772.71	31,560.32	-6,787.61	94,681.00

FRANKLIN HEIGHTS LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		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	39,824.00	56,367.00	-16,543.00	157,561.10	225,468.00	-67,906.90	676,404.00
3112-06-000	PBV HAP Subsidy	154,396.00	131,523.00	22,873.00	594,669.00	526,092.00	68,577.00	1,578,276.00
3119-00-000	Total Rental Income	194,220.00	187,890.00	6,330.00	752,230.10	751,560.00	670.10	2,254,680.00
3120-00-000	Other Tenant Income							
3120-03-000	Damages	2,349.02	1,666.67	682.35	13,564.72	6,666.68	6,898.04	20,000.00
3120-04-000	Late Charges	533.00	833.33	-300.33	2,403.00	3,333.32	-930.32	10,000.00
3120-06-000	NSF Charges	0.00	8.33	-8.33	0.00	33.32	-33.32	100.00
3120-07-000	Tenant Owed Utilities	100.00	125.00	-25.00	400.00	500.00	-100.00	1,500.00
3120-08-000	Workorders/Maint Charges	0.00	166.67	-166.67	0.00	666.68	-666.68	2,000.00
3120-11-000	Collection Loss-Tenants	0.00	0.00	0.00	5,161.01	0.00	5,161.01	0.00
3129-00-000	Total Other Tenant Income	2,982.02	2,800.00	182.02	21,528.73	11,200.00	10,328.73	33,600.00
3199-00-000	TOTAL TENANT INCOME	197,202.02	190,690.00	6,512.02	773,758.83	762,760.00	10,998.83	2,288,280.00
3600-00-000	OTHER INCOME							
3610-00-000	Investment Income - Unrestricted	0.00	166.67	-166.67	6.34	666.68	-660.34	2,000.00
3699-00-000	TOTAL OTHER INCOME	0.00	166.67	-166.67	6.34	666.68	-660.34	2,000.00
3999-00-000	TOTAL INCOME	197,202.02	190,856.67	6,345.35	773,765.17	763,426.68	10,338.49	2,290,280.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	25,176.04	33,344.42	8,168.38	109,351.93	133,377.68	24,025.75	400,133.00
4110-04-000	Employee Benefit Contribution-Admin	7,322.22	11,223.17	3,900.95	34,115.32	44,892.68	10,777.36	134,678.00
4110-99-000	Total Administrative Salaries	32,498.26	44,567.59	12,069.33	143,467.25	178,270.36	34,803.11	534,811.00
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers/Writs	64.00	0.00	-64.00	128.00	0.00	-128.00	0.00
4130-02-000	Criminal Background Checks	42.00	0.00	-42.00	42.00	0.00	-42.00	0.00
4130-04-000	General Legal Expense	0.00	1,250.00	1,250.00	206.50	5,000.00	4,793.50	15,000.00
4131-00-000	Total Legal Expense	106.00	1,250.00	1,144.00	376.50	5,000.00	4,623.50	15,000.00
4140-00-000	Staff Training	-62.70	1,250.00	1,312.70	1,650.00	5,000.00	3,350.00	15,000.00
4150-00-000	Travel	538.06	1,250.00	711.94	3,558.98	5,000.00	1,441.02	15,000.00

FRANKLIN HEIGHTS LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4171-00-000	Auditing Fees	0.00	208.33	208.33	0.00	833.32	833.32	2,500.00
4189-00-000	Total Other Admin Expenses	538.06	1,458.33	920.27	3,558.98	5,833.32	2,274.34	17,500.00
4190-00-000	Miscellaneous Admin Expenses							
4190-01-000	Membership and Fees	0.00	100.00	100.00	550.00	400.00	-150.00	1,200.00
4190-02-000	Publications	0.00	66.67	66.67	71.36	266.68	195.32	800.00
4190-04-000	Office Supplies	769.00	333.33	-435.67	1,701.16	1,333.32	-367.84	4,000.00
4190-06-000	Compliance	70.00	83.33	13.33	120.00	333.32	213.32	1,000.00
4190-07-000	Telephone & Internet	522.80	550.00	27.20	2,061.10	2,200.00	138.90	6,600.00
4190-08-000	Postage	627.13	333.33	-293.80	1,087.13	1,333.32	246.19	4,000.00
4190-10-000	Copiers	333.54	208.33	-125.21	786.10	833.32	47.22	2,500.00
4190-12-000	Software	2,565.18	1,833.33	-731.85	3,984.01	7,333.32	3,349.31	22,000.00
4190-13-000	IT/Website Maintenance	191.10	416.67	225.57	1,855.57	1,666.68	-188.89	5,000.00
4190-18-000	Small Office Equipment	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00
4190-22-000	Other Misc Admin Expenses	-1,889.12	416.67	2,305.79	-1,818.87	1,666.68	3,485.55	5,000.00
4191-00-000	Total Miscellaneous Admin Expenses	3,189.63	4,591.66	1,402.03	10,397.56	18,366.64	7,969.08	55,100.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	36,269.25	53,117.58	16,848.33	159,450.29	212,470.32	53,020.03	637,411.00
4200-00-000	TENANT SERVICES							
4220-01-000	Other Tenant Svcs.	150.00	250.00	100.00	199.88	1,000.00	800.12	3,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	150.00	250.00	100.00	199.88	1,000.00	800.12	3,000.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	2,616.48	2,666.67	50.19	11,081.88	10,666.68	-415.20	32,000.00
4320-00-000	Electricity	640.20	833.33	193.13	4,738.51	3,333.32	-1,405.19	10,000.00
4330-00-000	Gas	375.29	166.67	-208.62	375.29	666.68	291.39	2,000.00
4390-00-000	Sewer & Trash	2,592.67	3,333.33	740.66	12,436.58	13,333.32	896.74	40,000.00
4399-00-000	TOTAL UTILITY EXPENSES	6,224.64	7,000.00	775.36	28,632.26	28,000.00	-632.26	84,000.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	16,143.88	20,903.92	4,760.04	64,408.28	83,615.68	19,207.40	250,847.00
4410-05-000	Employee Benefit Contribution-Maint.	4,787.94	7,267.58	2,479.64	19,006.86	29,070.32	10,063.46	87,211.00
4419-00-000	Total General Maint Expense	20,931.82	28,171.50	7,239.68	83,415.14	112,686.00	29,270.86	338,058.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	35.57	166.67	131.10	1,062.77	666.68	-396.09	2,000.00
4420-02-000	Supplies-Appliance	349.35	250.00	-99.35	739.59	1,000.00	260.41	3,000.00
4420-03-000	Supplies-Unit Turnover	245.21	166.67	-78.54	1,732.66	666.68	-1,065.98	2,000.00
4420-04-000	Supplies-Electrical	0.00	833.33	833.33	2,282.32	3,333.32	1,051.00	10,000.00
4420-05-000	Supplies-Fuel & Parts	197.54	333.33	135.79	876.87	1,333.32	456.45	4,000.00

FRANKLIN HEIGHTS LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4420-06-000	Supplies-Janitorial/Cleaning	158.27	416.67	258.40	1,619.74	1,666.68	46.94	5,000.00
4420-07-000	Supplies-Maint/Repairs	751.25	1,666.67	915.42	5,206.55	6,666.68	1,460.13	20,000.00
4420-08-000	Supplies-Plumbing	828.16	416.67	-411.49	3,255.35	1,666.68	-1,588.67	5,000.00
4420-09-000	Tools and Equipment	1,599.35	333.33	-1,266.02	2,311.74	1,333.32	-978.42	4,000.00
4420-10-000	Maintenance Paper/Supplies	0.00	66.67	66.67	0.00	266.68	266.68	800.00
4420-11-000	Supplies-HVAC	0.00	416.67	416.67	136.87	1,666.68	1,529.81	5,000.00
4420-12-000	Supplies-Exterior Supplies	0.00	416.67	416.67	0.00	1,666.68	1,666.68	5,000.00
4429-00-000	Total Materials	4,164.70	5,483.35	1,318.65	19,224.46	21,933.40	2,708.94	65,800.00
4430-00-000	Contract Costs							
4430-03-000	Contract-Trash Collection	269.47	333.33	63.86	993.11	1,333.32	340.21	4,000.00
4430-04-000	Contract-Snow Removal	915.00	83.33	-831.67	915.00	333.32	-581.68	1,000.00
4430-05-000	Contract-Unit Turnover	0.00	833.33	833.33	0.00	3,333.32	3,333.32	10,000.00
4430-06-000	Contract-Electrical	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4430-07-000	Contract-Pest Control	71.16	500.00	428.84	4,484.84	2,000.00	-2,484.84	6,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	466.20	333.32	-132.88	1,000.00
4430-09-000	Contract-Grounds	-915.00	416.67	1,331.67	20,625.00	1,666.68	-18,958.32	5,000.00
4430-10-000	Contract-Janitorial/Cleaning	387.36	416.67	29.31	1,608.31	1,666.68	58.37	5,000.00
4430-11-000	Contract-Plumbing	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00
4430-12-000	Contract-Inspections	0.00	833.33	833.33	0.00	3,333.32	3,333.32	10,000.00
4430-13-000	Contract-HVAC	274.05	1,666.67	1,392.62	4,480.38	6,666.68	2,186.30	20,000.00
4430-14-000	Contract-Vehicle Maintenance	0.00	83.33	83.33	0.00	333.32	333.32	1,000.00
4430-15-000	Contract-Video Surveillance	0.00	10,000.00	10,000.00	105,000.00	40,000.00	-65,000.00	120,000.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	187.00	0.00	-187.00	0.00
4439-00-000	Total Contract Costs	1,002.04	15,583.32	14,581.28	138,759.84	62,333.28	-76,426.56	187,000.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	26,098.56	49,238.17	23,139.61	241,399.44	196,952.68	-44,446.76	590,858.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	152.44	275.00	122.56	621.46	1,100.00	478.54	3,300.00
4510-10-000	Property Insurance	1,241.26	1,358.33	117.07	4,855.81	5,433.32	577.51	16,300.00
4510-20-000	Liability Insurance	569.47	608.33	38.86	2,211.71	2,433.32	221.61	7,300.00
4510-30-000	Workmen's Compensation	537.68	550.00	12.32	2,084.83	2,200.00	115.17	6,600.00
4521-00-000	Misc. Taxes/Licenses/Insurance	0.00	2,666.67	2,666.67	0.00	10,666.68	10,666.68	32,000.00
4570-00-000	Bad Debt-Tenant Rents	0.00	2,083.33	2,083.33	0.00	8,333.32	8,333.32	25,000.00
4599-00-000	TOTAL GENERAL EXPENSES	2,500.85	7,541.66	5,040.81	9,773.81	30,166.64	20,392.83	90,500.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	2,928.91	14,346.33	11,417.42	83,340.20	57,385.32	-25,954.88	172,156.00
4899-00-000	TOTAL FINANCING EXPENSES	2,928.91	14,346.33	11,417.42	83,340.20	57,385.32	-25,954.88	172,156.00

FRANKLIN HEIGHTS LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
8000-00-000	TOTAL EXPENSES	74,172.21	131,493.74	57,321.53	522,795.88	525,974.96	3,179.08	1,577,925.00
9000-00-000	NET INCOME	123,029.81	59,362.93	63,666.88	250,969.29	237,451.72	13,517.57	712,355.00

COMMERCE VILLAGE LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		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	9,300.00	10,919.75	-1,619.75	36,906.00	43,679.00	-6,773.00	131,037.00
3112-06-000	PBV HAP Subsidy	11,573.00	10,919.75	653.25	44,015.00	43,679.00	336.00	131,037.00
3119-00-000	Total Rental Income	20,873.00	21,839.50	-966.50	80,921.00	87,358.00	-6,437.00	262,074.00
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	107.25	150.00	-42.75	479.02	600.00	-120.98	1,800.00
3120-03-000	Damages	1,223.00	208.33	1,014.67	1,298.00	833.32	464.68	2,500.00
3120-04-000	Late Charges	160.00	41.67	118.33	339.00	166.68	172.32	500.00
3120-08-000	Workorders/Maint Charges	638.00	100.00	538.00	668.00	400.00	268.00	1,200.00
3129-00-000	Total Other Tenant Income	2,128.25	500.00	1,628.25	2,784.02	2,000.00	784.02	6,000.00
3199-00-000	TOTAL TENANT INCOME	23,001.25	22,339.50	661.75	83,705.02	89,358.00	-5,652.98	268,074.00
3600-00-000	OTHER INCOME							
3611-00-000	Investment Income - Restricted	369.04	416.67	-47.63	1,513.66	1,666.68	-153.02	5,000.00
3699-00-000	TOTAL OTHER INCOME	369.04	416.67	-47.63	1,513.66	1,666.68	-153.02	5,000.00
3999-00-000	TOTAL INCOME	23,370.29	22,756.17	614.12	85,218.68	91,024.68	-5,806.00	273,074.00
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	3,140.92	3,530.67	389.75	12,797.02	14,122.68	1,325.66	42,368.00
4110-04-000	Employee Benefit Contribution-Admin	1,388.54	1,214.83	-173.71	4,642.79	4,859.32	216.53	14,578.00
4110-99-000	Total Administrative Salaries	4,529.46	4,745.50	216.04	17,439.81	18,982.00	1,542.19	56,946.00
4130-00-000	Legal Expense							
4130-04-000	General Legal Expense	0.00	150.00	150.00	0.00	600.00	600.00	1,800.00
4131-00-000	Total Legal Expense	0.00	150.00	150.00	0.00	600.00	600.00	1,800.00
4140-00-000	Staff Training	0.00	83.33	83.33	275.00	333.32	58.32	1,000.00
4150-00-000	Travel	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00
4173-00-000	Management Fee	1,097.92	1,000.00	-97.92	4,167.97	4,000.00	-167.97	12,000.00
4189-00-000	Total Other Admin Expenses	1,097.92	1,100.00	2.08	4,167.97	4,400.00	232.03	13,200.00
4190-00-000	Miscellaneous Admin Expenses							
4190-04-000	Office Supplies	0.00	50.00	50.00	50.21	200.00	149.79	600.00

COMMERCE VILLAGE LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
January - April 2025								
		PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
4190-06-000	Compliance	1,400.00	125.00	-1,275.00	2,750.00	500.00	-2,250.00	1,500.00
4190-07-000	Telephone & Internet	227.03	300.00	72.97	896.52	1,200.00	303.48	3,600.00
4190-08-000	Postage	-1,289.07	41.67	1,330.74	-1,229.07	166.68	1,395.75	500.00
4190-10-000	Copiers	48.00	83.33	35.33	189.37	333.32	143.95	1,000.00
4190-12-000	Software	6.60	166.67	160.07	13.65	666.68	653.03	2,000.00
4190-13-000	IT/Website Maintenance	19.78	83.33	63.55	189.19	333.32	144.13	1,000.00
4190-21-000	HCC Fees	0.00	666.67	666.67	7,391.18	2,666.68	-4,724.50	8,000.00
4190-22-000	Other Misc Admin Expenses	148.32	41.67	-106.65	166.32	166.68	0.36	500.00
4191-00-000	Total Miscellaneous Admin Expenses	560.66	1,558.34	997.68	10,417.37	6,233.36	-4,184.01	18,700.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	6,188.04	7,637.17	1,449.13	32,300.15	30,548.68	-1,751.47	91,646.00
4200-00-000	TENANT SERVICES							
4210-00-000	Tenant Services Salaries	0.00	1,520.83	1,520.83	5,000.00	6,083.32	1,083.32	18,250.00
4220-01-000	Other Tenant Svcs.	0.00	125.00	125.00	1,228.00	500.00	-728.00	1,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	1,645.83	1,645.83	6,228.00	6,583.32	355.32	19,750.00
4300-00-000	UTILITY EXPENSES							
4310-00-000	Water	416.79	358.33	-58.46	1,667.16	1,433.32	-233.84	4,300.00
4320-00-000	Electricity	1,555.52	1,666.67	111.15	7,555.62	6,666.68	-888.94	20,000.00
4330-00-000	Gas	214.27	200.00	-14.27	869.37	800.00	-69.37	2,400.00
4390-00-000	Sewer & Trash	903.30	916.67	13.37	3,613.20	3,666.68	53.48	11,000.00
4399-00-000	TOTAL UTILITY EXPENSES	3,089.88	3,141.67	51.79	13,705.35	12,566.68	-1,138.67	37,700.00
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES							
4400-99-000	General Maint Expense							
4410-00-000	Maintenance Salaries	865.59	1,565.25	699.66	5,356.53	6,261.00	904.47	18,783.00
4410-05-000	Employee Benefit Contribution-Maint.	409.98	655.50	245.52	1,720.99	2,622.00	901.01	7,866.00
4419-00-000	Total General Maint Expense	1,275.57	2,220.75	945.18	7,077.52	8,883.00	1,805.48	26,649.00
4420-00-000	Materials							
4420-01-000	Supplies-Grounds	0.00	8.33	8.33	0.00	33.32	33.32	100.00
4420-02-000	Supplies-Appliance	323.69	83.33	-240.36	323.69	333.32	9.63	1,000.00
4420-03-000	Supplies-Unit Turnover	22.53	83.33	60.80	22.53	333.32	310.79	1,000.00
4420-04-000	Supplies-Electrical	0.00	125.00	125.00	303.03	500.00	196.97	1,500.00
4420-05-000	Supplies-Fuel & Parts	20.57	16.67	-3.90	91.33	66.68	-24.65	200.00
4420-06-000	Supplies-Janitorial/Cleaning	0.00	50.00	50.00	106.18	200.00	93.82	600.00
4420-07-000	Supplies-Maint/Repairs	0.00	133.33	133.33	132.46	533.32	400.86	1,600.00
4420-08-000	Supplies-Plumbing	0.00	50.00	50.00	0.00	200.00	200.00	600.00
4420-10-000	Maintenance Paper/Supplies	0.00	8.33	8.33	0.00	33.32	33.32	100.00
4420-11-000	Supplies-HVAC	127.25	150.00	22.75	127.25	600.00	472.75	1,800.00

COMMERCE VILLAGE LLC								
Statement of Revenues, Expenditures, and Changes in Fund Net Position								
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4420-12-000	Supplies-Exterior Supplies	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4429-00-000	Total Materials	494.04	749.99	255.95	1,106.47	2,999.96	1,893.49	9,000.00
4430-00-000	Contract Costs							
4430-03-000	Contract-Trash Collection	405.56	225.00	-180.56	1,425.16	900.00	-525.16	2,700.00
4430-04-000	Contract-Snow Removal	1,835.00	83.33	-1,751.67	1,835.00	333.32	-1,501.68	1,000.00
4430-06-000	Contract-Electrical	0.00	25.00	25.00	0.00	100.00	100.00	300.00
4430-07-000	Contract-Pest Control	71.16	166.67	95.51	284.84	666.68	381.84	2,000.00
4430-09-000	Contract-Grounds	-1,835.00	0.00	1,835.00	0.00	0.00	0.00	0.00
4430-10-000	Contract-Janitorial/Cleaning	176.12	133.33	-42.79	667.28	533.32	-133.96	1,600.00
4430-11-000	Contract-Plumbing	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-12-000	Contract-Inspections	0.00	166.67	166.67	0.00	666.68	666.68	2,000.00
4430-13-000	Contract-HVAC	0.00	208.33	208.33	1,455.00	833.32	-621.68	2,500.00
4430-15-000	Contract-Video Surveillance	0.00	41.67	41.67	0.00	166.68	166.68	500.00
4430-18-000	Contract-Alarm Monitoring	185.00	50.00	-135.00	441.99	200.00	-241.99	600.00
4430-19-000	Contract-Sprinkler Monitoring	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	124.75	0.00	-124.75	0.00
4439-00-000	Total Contract Costs	837.84	1,266.67	428.83	6,234.02	5,066.68	-1,167.34	15,200.00
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	2,607.45	4,237.41	1,629.96	14,418.01	16,949.64	2,531.63	50,849.00
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance-Other	14.29	15.00	0.71	61.35	60.00	-1.35	180.00
4510-10-000	Property Insurance	507.94	465.42	-42.52	2,031.76	1,861.68	-170.08	5,585.00
4510-20-000	Liability Insurance	143.27	185.00	41.73	573.08	740.00	166.92	2,220.00
4510-30-000	Workmen's Compensation	50.41	51.25	0.84	201.30	205.00	3.70	615.00
4521-00-000	Misc. Taxes/Licenses/Insurance	42.51	87.50	44.99	170.04	350.00	179.96	1,050.00
4570-00-000	Bad Debt-Tenant Rents	0.00	208.33	208.33	0.00	833.32	833.32	2,500.00
4599-00-000	TOTAL GENERAL EXPENSES	758.42	1,012.50	254.08	3,037.53	4,050.00	1,012.47	12,150.00
4800-00-000	FINANCING EXPENSE							
4851-00-000	Interest Expense-Loan 1	1,365.00	1,365.00	0.00	5,460.00	5,460.00	0.00	16,380.00
4899-00-000	TOTAL FINANCING EXPENSES	1,365.00	1,365.00	0.00	5,460.00	5,460.00	0.00	16,380.00
8000-00-000	TOTAL EXPENSES	14,008.79	19,039.58	5,030.79	75,149.04	76,158.32	1,009.28	228,475.00
9000-00-000	NET INCOME	9,361.50	3,716.59	5,644.91	10,069.64	14,866.36	-4,796.72	44,599.00

**RESOLUTION AUTHORITY AUTHORIZING ACCEPTANCE
OF AN EQUITY INVESTMENT FROM ENTERPRISE**

WHEREAS, the Harrisonburg Redevelopment and Housing Authority (the “Authority”), was created pursuant to the Virginia Housing Authorities Law (the “Act”), Chapter 1, Title 36, Code of Virginia of 1950, as amended (the “Virginia Code”), and is now existing and operating as a public body corporate and politic;

WHEREAS, the Authority is empowered, pursuant to the Virginia Housing Authorities Law, Chapter 1, Title 36 (the “Act”) of the Virginia Code, to own real property, incur and guaranty indebtedness, and issue notes, bonds, guaranties and other financial instruments for the purpose of the acquisition, construction, and/or rehabilitation of affordable housing projects, in its own name and in the name of its joint venture companies and their subsidiary companies;

WHEREAS, the Authority and EquityPlus Manager, LLC (“EP”) have entered into a joint venture to co-own a company (“Harrisonburg Managing Member LLC”) that has created and owns a subsidiary company (“EP Harrisonburg Owner LLC”) owner of 89.55 acres, more or less, of land located at 1650 Erickson Ave., Harrisonburg, Virginia, as more fully described as Bluestone Town Center on the plat prepared by Benner & Associates, Land Surveyor, dated January 19, 2022, April 15, 2022, January 12, 2023, and February 9, 2023 (the “Property”), and build thereon various low-income rental and workforce for-sale housing, to be known as the Bluestone Town Center (the “Project”), over a 3 to 6-year period. To that end, the Authority and EP have also created and own BTC Housing LLC (the “Company”) to apply for low-income housing tax credits to finance the construction of 62 units designated for the elderly (the “9% Senior Housing Project”);

WHEREAS, Enterprise Housing Credit Investments (“Enterprise”) has offered to make an equity investment in the Company’s 9% Senior Housing Project under the terms and conditions set forth in its letter dated March 5, 2025 (“Enterprise Pre-Development Financing”), which is attached hereto and incorporated herein as Exhibit 1.

WHEREAS, the Authority, as co-owner of the Company, is required to authorize the obtaining of the Enterprise Pre-Development Financing and the execution and delivery of certain documents related to the Enterprise Pre-Development Financing;

WHEREAS, the Board of Commissioners has determined that it is in the best interest of the Authority to obtain the Enterprise Pre-Development Financing and execute and deliver certain documents related to the Enterprise Loan and execute and deliver certain other loan-related documents in its own name, all in accordance with the Authority’s joint venture agreements with EP.

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

1. The Board of Commissioners of the Authority, in its own name and as co-owner of Harrisonburg Managing Member LLC and BTC Housing LLC, authorizes the obtaining of the Enterprise Pre-Development Financing in a principal amount not to exceed \$12,400,000.00.

2. The co-manager of the Company, through Michael G. Wong, as Executive Director of the Harrisonburg Redevelopment and Housing Authority is authorized, empowered, and directed to execute various legal documents, including, but not limited to, the Predevelopment Loan Agreement and the Predevelopment Promissory Note, in connection with the Enterprise Predevelopment Financing for the development of the 9% Senior Housing Project.

3. The co-manager of the Company, through Michael G. Wong, as Executive Director of the Harrisonburg Redevelopment and Housing Authority, is hereby authorized, empowered, and directed to take such further action on behalf of the Company as it deems necessary to effectuate the Enterprise Predevelopment Financing and terms of this Resolution.

RESOLVED: May 21, 2025

CERTIFICATE OF VOTES

Record of the roll-call vote by the Harrisonburg Redevelopment and Housing Authority, upon reading on a resolution titled **“RESOLUTION AUTHORIZING ACCEPTANCE OF AN EQUITY INVESTMENT FROM ENTERPRISE”** taken at a regular meeting of the Authority held on May 21, 2025.

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

_____(SEAL)
Chair, Harrisonburg Redevelopment and
Housing Authority

ATTEST: _____
Secretary

The undersigned Secretary of the Harrisonburg Redevelopment and Housing Authority hereby certifies that the foregoing is a true, correct, and complete copy of a Resolution adopted by the Authority’s Commissioners present and voting at a meeting duly called and held on May 21, 2025, in accordance with law, and that such Resolution has not been repealed, revoked, rescinded, or amended, but is in full force and effect as of the date hereof.

WITNESS my hand and the seal of the Authority this 21st day of May, 2025.

**HARRISONBURG REDEVELOPMENT AND
HOUSING AUTHORITY**

By: _____
Michael G. Wong, Secretary



Coverages and Services Proposal for
Harrisonburg Redevelopment & Housing Authority

July 1, 2025 – July 1, 2026

WHY VRSA

The Virginia Risk Sharing Association is here to protect Virginia's cities, counties, towns, schools, authorities, and their employees, so they can effectively serve their communities.

As a truly member-owned and governed organization, we are committed to providing stable rates and dependable coverages to ease our members' worries.

FINANCIAL STRENGTH

We are the first and most financially sound group self-insurance pool in Virginia. Our financial strength positions us to deliver on our promise to pay in the event of a loss.

Our Members' Supervisory Board (MSB) requests a Capital Adequacy Study to determine an adequate funding range, allowing us to continue providing the broadest coverages and stable rates.

Our annual and financial reports are available on our website.



MEMBERS' SUPERVISORY BOARD



Rodney Hathaway
Administrator
New Kent County
Chair



Brian Thrower
Administrator
Southampton County
Vice-Chair



Leslie Beauregard
Manager
City of Staunton



John Budesky
Administrator
Hanover County



Josh Farrar
Manager
Town of Ashland



Michelle Gowdy
Executive Director
Virginia Municipal League



William E. Johnson, III
Manager
City of Emporia



Michael McEvoy
Executive Director
Western Virginia
Water Authority



Gregory Thomasson
Executive Director
Harrisonburg-Rockingham
Regional Sewer Authority

WHAT MEMBERS ARE SAYING

Responsiveness



“All services that VRSA has provided to the city have been important to us.”

“VRSA is the best and has really been there and assisted the town with any need.”

“VRSA is wonderful!”

Availability



“Keep up the quick response - thank you for all you do!”

“We could not live without our safety consultant!”

“Mock OSHA inspections, HR services are all great!”

Satisfaction with Claims



“We at the city love the no fault coverage and also like to use your staff for in person training.”

“VRSA has been ultra helpful in every single one of the town's claims, they handle them in a timely and fantastic manner.”

Broadest Coverages

We offer the broadest protections tailored to our members' interests. With an average claim acceptance rate of 85%, we deliver on our promise to pay and provide budgetary protections that matter.



Grants

\$400,000 in risk management funds are allocated by the MSB each year to help prevent and reduce losses. A portion of these funds is earmarked to support professional management and leadership training.

Cybersecurity

We were the first pool in Virginia to provide cyber protections as well as a cyber defense attorney to manage incidents. We offer a security self-assessment, sample incident response plans, scanning and monitoring, training and more.



Highlighted Services

- In-person and virtual education and training
- Contract review
- Site and security inspections
- OSHA training/OSHA log app
- Sample policies and procedures
- Independent, licensed property appraisals
- Updated panel of physicians

Member Portal

Members may manage scheduled items, such as vehicles and buildings, create and print certificates of insurance, and review and monitor the status of claims.



Your Team

Members are assigned a team of VRSA staff for familiarity and availability. Our staff verify proper protections are in place and handle and manage claims.

FREE CONSULTING

We offer free consulting services with selected coverages.



Human Resources

Provides guidance to help navigate complex employment issues. This includes policy review and accredited training.



Public Safety

Provides education and training for law enforcement, fire, and EMS to help prevent and reduce incidents.



Local Government

Provides guidance on operations, planning, budget and compliance. Includes training on FOIA, civility, ethics, governance and goal setting.



Communications

Provides guidance on communication for local public entities. This includes reputation management and engaging the community.

Other Available Coverages

Miscellaneous Items	Limit	Deductible	Premium
Coverage for miscellaneous equipment such as lawn mowers and tools	\$100,000	\$500	\$250
Workers' Comp Plus	Limit	Aggregate	Premium
Optional coverage expanding benefits beyond statutory workers' compensation law.	\$5,000	\$10,000	\$1,500

Other options available upon request.

Contribution Summary

Coverage	Limit	Deductible	Contribution
Automobile Liability	\$1,000,000	\$0	\$2,303
Automobile Physical Damage	Per Schedule	Per Schedule	\$1,229
General Liability	\$1,000,000*	\$0	\$4,697
Public Officials/School Board Legal Liability	\$1,000,000*	\$0	\$10,594
Security Risk Management	\$1,000,000	\$0	Included
Cyber Liability	\$250,000	\$1,000	\$1,537
Excess Liability	\$4,000,000	\$0	\$3,677
Property	\$56,988,846	\$5,000	\$39,493
Environmental Impairment Liability	\$1,000,000	\$100,000	Included
Boiler & Machinery/Equipment Breakdown	\$20,000,000	\$1,000	\$2,468
Fidelity/Crime	\$250,000	\$1,000	\$959
Workers' Compensation	Statutory	\$0	\$22,341
Contribution:			\$89,298

*\$1,000,000 combined single limit.

Risk Management Grants are available for up to \$5,000.

Quarterly payments are available for all lines of coverage.

The “Cover Page to Member Agreement” and “Renewal Checklist” must be signed and returned to bind coverage. We request that these documents be returned as soon as practicable or by June 1.

Automobile Coverage

Automobile Liability

Protects from third party claims arising from the use of vehicles.

Includes owned, hired, and non-owned vehicles with excess limits available to fully protect your entity.

Combined single limit for bodily injury and property damage:	\$1,000,000
Medical expense limit:	\$10,000
Deductible:	\$0
Uninsured/underinsured motorists limits:	\$50,000 bodily injury each person/\$100,000 bodily injury each accident/\$25,000 property damage each accident
Number of vehicles:	7 No premium changes will apply to vehicles added or deleted after the proposal date.

Automobile Physical Damage

Protects from physical losses to owned or leased vehicles. Includes both collision, which covers the vehicle if it collides with another object or overturns, and comprehensive, which covers the vehicle for other losses, such as fire, theft, or vandalism.

The cost basis for each vehicle is listed on the schedule. Actual cash value is the original cost of the vehicle minus depreciation. Replacement cost value is the cost to repair/replace the vehicle with "like" or "new" quality. Your entity currently has replacement cost "new" coverage on all vehicles newer than five years old and valued over \$100,000.

Comprehensive deductible:	\$100
Collision deductible:	\$500
Garage and GarageKeepers Liability, Hired and Non-owned Liability, and Rental Reimbursement coverages included. Excess follows owned, non-owned, and hired vehicles to protect your entity.	

Local Government Liability Coverage

General Liability

Protects from suits arising from negligent operations resulting in bodily injury or property damage to third parties.

Public Officials Liability

Protects from suits arising from alleged wrongful acts, such as errors in judgment and employment practices.

Law Enforcement Liability

Protects from suits arising from alleged wrongful acts as related to law enforcement operations.

Coverage includes defense costs as well as damages. Defense costs are outside of limits.

Each occurrence limit:	\$1,000,000
Medical expense limit:	\$0
Damage to premises rented to you:	\$100,000
Defense of certain excluded occurrences:	\$100,000
Land use limit:	\$100,000
Student accident coverage:	N/A
Deductible:	\$0
Aggregate:	No

VRSA's Local Government Liability coverage **does not include** mandatory deductibles or primary aggregates (caps). Our broadest coverage is tailored to the interests of our members and their governing bodies.

Land Use and Injunctive Relief* protects members from suits arising out of a variety of issues including, but not limited to, land use, condemnation, and injunctive relief actions.

Security Risk Management covers expenses associated with grief counseling and investigation costs following a covered event. This protection also covers the expense of a communications specialist, as well as other related expenses such as temporary security.

**Land Use, Incidental Medical Malpractice and Injunctive Relief coverage have no additional deductible or requirement to pay a pro-rata portion for each claim.*

Excess Liability Coverage

Following form over primary coverage(s) listed below:

**Automobile Liability
General Liability
Public Officials Liability**

Excess follows owned, non-owned, and hired vehicles to protect your entity.

Current limit:	\$4,000,000
Aggregate:	No

Environmental Impairment Liability Coverage

Protects from fixed-site pollution for owned locations and off-site covered operations. Provides coverage for transportation, bodily injury, property damage, pollution clean-up and more. (New pollution conditions only.)

Per pollution condition (claim):	\$1,000,000
Per named insured aggregate limit:	\$1,000,000
Aggregate limit for all members:	\$2,000,000
Combined deductible:	\$100,000

Excludes landfills, airports and underground storage tanks. Excluded exposures may be placed outside of this policy.

This coverage is provided at no charge to members that purchase property and local government liability coverage.

Cyber Liability Coverage

Protects from incurred costs associated with data breach or other cybersecurity losses.

Cyber Liability limit:	\$250,000
Per named insured aggregate limit:	\$250,000
Data Breach Fund and Crisis Management limit:	\$250,000
Business Interruption/Extra Expense limit:	\$250,000
Extortion/Ransomware limit:	\$50,000
Fraudulent Instruction/Funds Transfer limit:	\$50,000
Aggregate limit for members:	\$1,000,000
Deductible:	\$1,000

1st Party Cyber Coverages

Data Breach Fund – covers expenses for forensics, notifications, and credit monitoring services.

Social Engineering – covers telecommunications fraud, cyber extortion, and fraudulent instruction.

3rd Party Cyber Coverages

Privacy Liability – covers damages arising out of the failure to protect confidential, personal, or corporate information.

Network Liability – covers damages arising out of the failure of network security, including unauthorized access or use of corporate systems, denial of service attacks, and transmission of malicious code.

Internet Media Liability – covers infringement of copyrights/trademarks, invasion of privacy, libel, slander, plagiarism, or negligence arising out of content on the entity's website.

Property Coverage

Protects buildings and contents from losses caused by fire, wind, and other perils. Coverage is on a blanket basis.

Blanket coverage protects property under the *total blanket limit*, rather than individual limits. This protects your entity's budget from unexpected or unintended shortfalls. Coverage is provided at replacement cost value, with the flexibility to cover certain buildings at historical reproduction cost, agreed value, or demolition only.

Total building values: \$55,578,154
Total contents values: \$1,264,848
Total property in the open: \$145,844
Total property value: \$56,988,846

All values at replacement cost except as noted on schedule

Property deductible:	\$5,000
Wind tier deductible:	\$5,000

Property Subcoverages

Property Subcoverages	Deductible	Limit
Earthquake	\$25,000	\$1,000,000
Debris Removal	\$5,000	\$500,000
Business Interruption - Property	\$5,000	\$1,000,000
Extra Expense	\$5,000	\$5,000,000
Flood (Zones B, C & X only)	\$25,000	\$1,000,000
Vandalism	\$25,000	\$100,000

Included at no additional charge:

Unscheduled Buildings and Structures	\$5,000	\$1,000,000
Collapse	<i>Included in blanket limit</i>	
Personal Property of Others	<i>Included in blanket limit</i>	
Water damage, including backup of sewers and drains	<i>Included in blanket limit</i>	
Electronic Data Processing Equipment	<i>Included in blanket limit</i>	

Limited coverage for vacant buildings. Please contact us to ensure proper coverage of vacant buildings. Independent licensed contractors perform property appraisals.

Boiler & Machinery/Equipment Breakdown Coverage	
Provides protection for losses arising out of the operation of boilers, pressure vessels, and other equipment. Covers loss to boiler and machinery itself, damage to other property, and business interruption.	
Limit:	\$20,000,000 per occurrence
Deductible:	\$1,000 on all objects
<i>Coverage is on a replacement cost basis, and includes:</i>	
Boiler & Machinery Subcoverages	Limit
Service Interruption	\$1,000,000
Newly Acquired Locations	\$1,000,000
Demolition and ICC	\$1,000,000
Perishable Goods/Spoilage Damage	\$250,000
Expediting Expenses	\$100,000
Computer Coverage	\$100,000
CFC	\$100,000
Consequential & Ammonia	\$100,000
Hazardous Substances	\$100,000
Water Damage	\$100,000
Coverage includes inspection on all jurisdictional objects that require inspection by the Commonwealth of Virginia. These inspections are provided at no additional cost.	

Fidelity/Crime Coverage		
Provides protection from loss of money and other securities due to theft or embezzlement.		
Crime Forms		
Form	Deductible	Limit
Form O - Employee Theft/Public Employees Dishonesty	\$1,000	\$250,000
Form B - Forgery or Alteration	\$1,000	\$250,000
Form C - Theft, disappearance, and destruction	\$1,000	\$250,000
Form R - Money Orders & Counterfeit Money	\$1,000	\$250,000
Form F - Computer and Funds Transfer Fraud	\$1,000	\$250,000

Workers' Compensation Coverage

Protects employees and their dependents in the case of work-related injuries or diseases. Provides statutory benefits for lost wages and related medical expenses.

Workers' Compensation limit:	Statutory
Employers' Liability:	\$1,000,000 each accident/\$1,000,000 each employee/\$1,000,000 policy limit

Estimated Payroll & Premium

Classification	Code	Payroll	Rate*	Premium
Housing Authority	9033	\$1,666,717	1.76	\$29,334
Total Payroll:		\$1,666,717		

Manual Premium: \$29,334

Experience Modification: .85

Modified Premium: \$24,934

Premium Discount: \$2,593

Deductible: \$0

Deductible Type: N/A

Scheduled Credit/Debit: \$0

Total Est. Annual Premium: \$22,341

*Rates have been filed with the State Corporation Commission and are subject to approval.

Virginia Risk Sharing Association
2025 - 2026 Cover Page to Member Agreement

MEMBER NAME: Harrisonburg Redevelopment & Housing Authority

MEMBER #: 0779

I. Coverages and Limits of Liability

Local Government Liability

Each Occurrence Limit	\$1,000,000
Damages to Premises Rented to You	\$100,000
Medical Expense Limit	\$0
Deductible/Retention	\$0

Cyber Liability

Each Occurrence Limit	\$250,000
Deductible/Retention	\$1,000

Automobile Liability

Combined Single Limit	\$1,000,000
Deductible Retention	\$0
Automobile Medical Payments	\$10,000
Uninsured Motorists	\$50,000 bodily injury each person/\$100,000 bodily injury each accident/\$25,000 property damage each accident

Automobile Physical Damage

Deductible/Comprehensive	Per Schedule
Deductible/Collision	Per Schedule

Excess Liability \$4,000,000

Property Subject to the Coverage Forms

Boiler and Machinery Subject to the Coverage Forms

Fidelity/Crime Subject to the Coverage Forms

Workers' Compensation Statutory

Deductible / Retention \$0

For the period of July 1, 2025 to July 1, 2026 Local Government Liability and Automobile Liability is reinsured for amounts exceeding \$1,000,000 per occurrence. On-premises automobile physical damage is reinsured excess of \$1,000,000.

For the period of July 1, 2025 to July 1, 2026 Property reinsurance is purchased excess of a \$1,000,000 retention on a per occurrence basis. The windstorm occurrence retention is \$1,000,000. Boiler and Machinery is reinsured with a \$100,000 retention.

For the period of July 1, 2025 to July 1, 2026 Fidelity/Crime is fully retained by VRSA.

For the period of July 1, 2025 to July 1, 2026 Workers' Compensation and Employers Liability statutory reinsurance is purchased excess of a \$2,000,000 retention on a per occurrence basis.

For the period of July 1, 2025 to July 1, 2026 Line of Duty Act Liability is fully retained by VRSA.

II. Contribution

See Contribution Summary Page. Due 7/1/2025. See Declaration Pages attached to Coverage Forms for contributions by individual coverage lines. The contribution was determined based on actuarially approved rates. In the event of a deficit in the Pool's fund, additional assessments may be imposed by the Members' Supervisory Board.

III. Servicing Company

Virginia Risk Sharing Association

IV. Liability of Members

A local government group self-insurance pool is not protected by the Virginia Insurance Guaranty Association against default due to insolvency. In the event of insolvency, members and persons filing claims against members may be unable to collect any amount owed to them by the pool, regardless of the terms of the member agreement. In the event the pool is in a deficit position, a member may be liable for any and all unpaid claims against such member.

With regards to Workers' Compensation liability, each member agrees to assume and discharge, jointly and severally, any liability under the Virginia Workers' Compensation Act of any and all employers party to such agreement and which provides that, in addition to the rights of the pool, in the event of failure of the pool to enforce such rights after reasonable notice to the pool, the Commission shall have the right independently to enforce on behalf of the pool the joint and several liability of its members under the Virginia Workers' Compensation Act and the liability of members for any unpaid contributions or assessments.

V. Rejection of Higher Uninsured Motorist Limits

The member has read the member agreement and this renewal cover page, which is expressly made part of the member agreement. The member has also read the business automobile policy and the business automobile coverage/renewal declarations. The member acknowledges that the Board of Virginia Risk Sharing Association has not, by resolution, offered to provide uninsured motorist coverage to its members. The member understands that it is possible to purchase such coverage from other commercial carriers, with coverage limits equal to the policy's liability coverage limits, unless such coverage is rejected by the member.

The member understands that if its liability coverage limit exceeds the minimum limit set by Virginia law, the member may reject uninsured motorist coverage limits equal to the policy's liability coverage limit, and may select lower limits of such coverage, provided that the member may not select uninsured motorist coverage in an amount less than the minimum liability coverage limit required by Virginia law.

The member hereby rejects uninsured motorist coverage and underinsured motorist coverage in the amount equal to the member's liability coverage limit stated in this renewal cover page, in the business automobile policy, and in the business automobile coverage/renewal declarations. The member hereby selects the lower limit of uninsured motorist and underinsured motorist coverage stated in this renewal cover page, in the business automobile policy, and in the business automobile coverage/renewal declarations.

Signature of Authorized Representative
Harrisonburg Redevelopment & Housing Authority

Date

Renewal Checklist

Section 1:

Please check the box below to renew all coverages as proposed. If there are changes, please proceed to Section 2.

☐ **Renew all coverages as proposed.**

Section 2:

Please provide a description of any requested change(s). Your coverage specialist will reach out to discuss.

Coverage	Requested Change
Automobile Liability	
Automobile Physical Damage	
Local Government Liability	
Excess Liability	
Property	
Flood (Special Flood Hazards Zones B, C & X)	
Earthquake	
Extra Expense	
Boiler & Machinery/Equipment Breakdown	
Cyber Liability	
Fidelity/Crime	
Workers' Compensation	

Section 3:

Please check if your entity is interested in the below coverages.

No Fault Property Damage	☐	Yes, please contact us
Federal Flood Coverage (NFIP) Zones A & V	☐	Yes, please contact us
Workers' Compensation Plus	☐	Yes, please contact us
Hybrid Disability Program	☐	Yes, please contact us

Signature

Signature of Authorized Representative
Harrisonburg Redevelopment & Housing Authority

Title

Date

Printed Name

Please sign and return the “Cover Page to Member Agreement” and “Renewal Checklist” as soon as practicable, or by June 1. The documents may be mailed to P.O. Box 3239, Glen Allen, VA 23058 or emailed to msrs@vrsa.us.

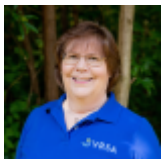
Notes

**YOUR DEDICATED
SERVICE TEAM**

Have questions? Reach out and let's discuss.
We are here for you.



**Member Service
Representative**
Lisa Schenk
lschenk@vrsa.us
(804) 237-7332



Coverage Specialist
Ann Chandler
achandler@vrsa.us
(804) 237-7323



Safety Coordinator
Christine Gillison
cgillison@vrsa.us
(804) 508-7841



Liability Adjuster
Pari Ashkani
pashkani@vrsa.us
(804) 237-7355



Indemnity Adjuster
Bunny Slayton
bslayton@vrsa.us
(804) 237-7350

Virginia Risk Sharing Association
2025 - 2026 Cover Page to Member Agreement

MEMBER NAME: Harrisonburg Redevelopment & Housing Authority

MEMBER #: 0779

I. Coverages and Limits of Liability

Local Government Liability

Each Occurrence Limit	\$1,000,000
Damages to Premises Rented to You	\$100,000
Medical Expense Limit	\$0
Deductible/Retention	\$0

Cyber Liability

Each Occurrence Limit	\$250,000
Deductible/Retention	\$1,000

Automobile Liability

Combined Single Limit	\$1,000,000
Deductible Retention	\$0
Automobile Medical Payments	\$10,000
Uninsured Motorists	\$50,000 bodily injury each person/\$100,000 bodily injury each accident/\$25,000 property damage each accident

Automobile Physical Damage

Deductible/Comprehensive	Per Schedule
Deductible/Collision	Per Schedule

Excess Liability \$4,000,000

Property Subject to the Coverage Forms

Boiler and Machinery Subject to the Coverage Forms

Fidelity/Crime Subject to the Coverage Forms

Workers' Compensation Statutory

Deductible / Retention \$0

For the period of July 1, 2025 to July 1, 2026 Local Government Liability and Automobile Liability is reinsured for amounts exceeding \$1,000,000 per occurrence. On-premises automobile physical damage is reinsured excess of \$1,000,000.

For the period of July 1, 2025 to July 1, 2026 Property reinsurance is purchased excess of a \$1,000,000 retention on a per occurrence basis. The windstorm occurrence retention is \$1,000,000. Boiler and Machinery is reinsured with a \$100,000 retention.

For the period of July 1, 2025 to July 1, 2026 Fidelity/Crime is fully retained by VRSA.

For the period of July 1, 2025 to July 1, 2026 Workers' Compensation and Employers Liability statutory reinsurance is purchased excess of a \$2,000,000 retention on a per occurrence basis.

For the period of July 1, 2025 to July 1, 2026 Line of Duty Act Liability is fully retained by VRSA.

II. Contribution

See Contribution Summary Page. Due 7/1/2025. See Declaration Pages attached to Coverage Forms for contributions by individual coverage lines. The contribution was determined based on actuarially approved rates. In the event of a deficit in the Pool's fund, additional assessments may be imposed by the Members' Supervisory Board.

III. Servicing Company

Virginia Risk Sharing Association

IV. Liability of Members

A local government group self-insurance pool is not protected by the Virginia Insurance Guaranty Association against default due to insolvency. In the event of insolvency, members and persons filing claims against members may be unable to collect any amount owed to them by the pool, regardless of the terms of the member agreement. In the event the pool is in a deficit position, a member may be liable for any and all unpaid claims against such member.

With regards to Workers' Compensation liability, each member agrees to assume and discharge, jointly and severally, any liability under the Virginia Workers' Compensation Act of any and all employers party to such agreement and which provides that, in addition to the rights of the pool, in the event of failure of the pool to enforce such rights after reasonable notice to the pool, the Commission shall have the right independently to enforce on behalf of the pool the joint and several liability of its members under the Virginia Workers' Compensation Act and the liability of members for any unpaid contributions or assessments.

V. Rejection of Higher Uninsured Motorist Limits

The member has read the member agreement and this renewal cover page, which is expressly made part of the member agreement. The member has also read the business automobile policy and the business automobile coverage/renewal declarations. The member acknowledges that the Board of Virginia Risk Sharing Association has not, by resolution, offered to provide uninsured motorist coverage to its members. The member understands that it is possible to purchase such coverage from other commercial carriers, with coverage limits equal to the policy's liability coverage limits, unless such coverage is rejected by the member.

The member understands that if its liability coverage limit exceeds the minimum limit set by Virginia law, the member may reject uninsured motorist coverage limits equal to the policy's liability coverage limit, and may select lower limits of such coverage, provided that the member may not select uninsured motorist coverage in an amount less than the minimum liability coverage limit required by Virginia law.

The member hereby rejects uninsured motorist coverage and underinsured motorist coverage in the amount equal to the member's liability coverage limit stated in this renewal cover page, in the business automobile policy, and in the business automobile coverage/renewal declarations. The member hereby selects the lower limit of uninsured motorist and underinsured motorist coverage stated in this renewal cover page, in the business automobile policy, and in the business automobile coverage/renewal declarations.

Signature of Authorized Representative
Harrisonburg Redevelopment & Housing Authority

Date

Renewal Checklist

Section 1:

Please check the box below to renew all coverages as proposed. If there are changes, please proceed to Section 2.

☐ **Renew all coverages as proposed.**

Section 2:

Please provide a description of any requested change(s). Your coverage specialist will reach out to discuss.

Coverage	Requested Change
Automobile Liability	
Automobile Physical Damage	
Local Government Liability	
Excess Liability	
Property	
Flood (Special Flood Hazards Zones B, C & X)	
Earthquake	
Extra Expense	
Boiler & Machinery/Equipment Breakdown	
Cyber Liability	
Fidelity/Crime	
Workers' Compensation	

Section 3:

Please check if your entity is interested in the below coverages.

No Fault Property Damage	☐	Yes, please contact us
Federal Flood Coverage (NFIP) Zones A & V	☐	Yes, please contact us
Workers' Compensation Plus	☐	Yes, please contact us
Hybrid Disability Program	☐	Yes, please contact us

Signature

Signature of Authorized Representative
Harrisonburg Redevelopment & Housing Authority

Title

Date

Printed Name

Please sign and return the “Cover Page to Member Agreement” and “Renewal Checklist” as soon as practicable, or by June 1. The documents may be mailed to P.O. Box 3239, Glen Allen, VA 23058 or emailed to msrs@vrsa.us.

	Renewal 2025-2026	Renewal 2024-2025	Renewal 2023-2024	Renewal 2022-2023	Renewal 2021-2022
Auto Liability (8 vehicles/1 trailer)	3532	3373	3213	3858	\$3,681
Commercial Property	39493	36376	35484	25157	\$23,724
Boiler & Machinery/Equipment Breakdown	2468	2352	2215	2146	\$1,713
General Liability	4697	4049	3554	3588	\$4,005
Excess Liability	3677	3322	2915	2757	\$2,641
Workman's Compensation	22341	20443	20296	21574	\$20,740
Crime/Fidelity	959	959	959	959	\$959
Cyber Liability	1537	1464	1331	1210	\$1,100
Public Officials Liability-HRHA	10594	9631	7242	7205	\$6,862
TOTAL	\$89,298.00	\$81,969.00	\$77,209.00	\$68,454.00	\$65,425.00

HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY

April 2025

Prepared by Mary Walala, HCV Manager

1. PROGRAM SUMMARY

This month, our primary focus has been on creating a systematic process for reviewing applicant files with the goal of increasing our efficiency and effectiveness. Additionally, we are reviewing process improvements across the HCV team, streamlining workflows to boost productivity, minimize redundancies, and support long-term team resilience.

2. VOUCHER UTILIZATION

Number of Vouchers Available (includes Ms5 and PBV): 979			
	Under Lease	Issued, Not Leased	Not Issued
Housing Choice Vouchers-MTW (Includes Project Based Vouchers):	718	7	141
Mainstream Vouchers:	50	2	46
Totals	768	9	187
Voucher Utilization Rate: 78%			

3. WAITING LISTS

Number of Applicants on All Waitlists: 4851					
Below are application numbers by program/ property:					
Commerce Village:		479			
Franklin Heights:		1639			
Tenant-Based:		2572			
Lineweaver Annex:		161			
Franklin Heights Waitlist Per Bedroom Size					
FH:1BR		FH:2BR	FH:3BR	FH:4BR	FH:5BR
734		463	339	94	13

4. FINANCIAL SUMMARY

Total funding received from HUD for MTW and Mainstream Vouchers:	697334		
Housing Assistance Payments (MTW and Mainstream Vouchers):	679964		
Administrative Costs:	51459		
Landlord and Family Self Sufficiency Incentives	2800		
Average HAP cost per unit:	956.0195313		
Projected Variance for All Vouchers Combined:	-36889		
** See Variance Table Below			
Variance = Amount Received from HUD <i>minus</i> Actual Expenses	HUD	HRHA	VARIANCE BY CATEGORY
HAP Expense Payments	\$645,840	\$679,964	-\$34,124
Administrative Expense Payments	\$51,494	\$51,459	\$35
Landlord Incentives	\$0	\$100	-\$100
Family Self Sufficiency Program Incentives	\$0	\$2,700	-\$2,700
Security Deposit Incentives	\$0	\$0	\$0
TOTAL VARIANCE (all categories)	\$697,334	\$734,223	-\$36,889

5. HOUSING QUALITY AND INSPECTIONS

Number of Initial Inspections Completed: 45
Number of Units Passed: 19
Number of Units Failed: 23
Number of failed units that were re-inspected: 9
Number of re-inspected units that passed: 1
Number of Landlords who have made NSPIRE updates 1
Common Violations:
For private landlords - NSPIRE updates concerning smoke detectors, carbon monoxide detectors and gfci outlets
Franklin Heights - failed items range from broken outlets, holes in the walls, stove burners not working and refrigerator seals that are damaged.
Other:
Most landlords have waited until the inspection was done to install smoke detectors instead of being proactive and installing them ahead of time. I would like to see our private property owners be more involved in actually doing their own yearly inspections. I believe the inspection outcome would be better.

6. PROGRAM COMPLIANCE AND REGULATIONS**HUD Regulatory Compliance:**

No significant issues or violations to report.

There are no HUD Monitoring visits scheduled at this time.

Fair Housing Compliance:

All HCV program activities continue to follow fair housing guidelines.

No discrimination complaints or violations were reported this month.

7. LANDLORD PARTICIPATION AND ENGAGEMENT

We currently have 210 active landlords participating in our program

Landlord Outreach Efforts:

We sent out a landlord email bulletin which included information about a cost-saving program in the community that landlords could utilize for financial assistance to make updates to their property.

8. SUCCESS AND CHALLENGES**Market Conditions**

Market conditions continue to be a concern with rising per unit costs of rentals in the community.

Technology

No update

9. PROGRAM PERFORMANCE METRICS

Property/Voucher Type	New Admission	Transfer/ Change of Unit	Port-In	Property Total
Franklin Heights	2	0	0	2
Commerce Village	0	0	0	0
Lineweaver	0	0	0	0
Tenant-Based Vouchers	0	2	0	2
TYPE TOTAL	2	2	0	
Interim Certifications		Explanation of "Other" Certification:		
Income Decrease	7	Port out New owner Add Medical Expenses		
Income Increase	3			
Household Change	1			
Owner-Led (rent change)	35			
Other	3			
TOTAL	49			
End of Participation / Termination		Explanation of "Other" Certification:		
Didn't Complete Annual	1	Deceased tenant. 2 Tenants at FMR for 6 months Termination		
Gave Up Voucher	1			
Voucher Expired	1			
Other	4			
TOTAL	7			

MONTHLY REPORT – APRIL 2025

HCV PARTICIPANTS

Employment	Education/Training	Goal Rewards
In Program: 30	Enrolled in GED: 1	Family Wellness .2
Employed: 17	Enrolled in ESL: 1	Financial Activities:1 Employment.
Unemployed/Furlough: 13	Enrolled in Continuing Ed: 5	FSS Activities: 2
Medical Leave/ Disability or Maternity Leave: 10 Elderly:3	Education Activities Goal Reward.	Homebuyer Activity.4 Bachelor Degree. Education.
New jobs this month:		Goal Rewards completed: 9

FRANKLIN HEIGHTS PARTICIPANTS

Employment	Education/Training	Goal Rewards
In Program: 62	Enrolled in GED:	Family Wellness. 4
Employed: 37	Enrolled in ESL: 1	Financial Activities: Employment. 3 Education.1
Unemployed/Furlough: 25	Enrolled in Continuing Ed:(6)	FSS Activities:3 Drivers License.
Medical Leave/ Disability or Maternity Leave: Elderly: 6	Educational Goal Reward:	Homebuyer Activities:

Employment	Education/Training	Goal Rewards
New job this month:		Total Goal Rewards completed:11

HARRISON HEIGHTS

Employment	Education/Training	Goal Rewards
In Program: 6	Enrolled in GED: 0	Family Wellness Activities:
Employed: 2	Enrolled in ESL:	Financial Activities:
Unemployed: 4	Enrolled in Continuing Ed	FSS Activities
Medical Leave/ Disability or Maternity Leave: 0 . Elderly.	Education Activities Goal Reward: 0	Homebuyer Activities:
New jobs this months:		Total Goal Rewards completed:

Program Highlights

FSS saw 1 new enrollment and 1 graduation this month One participant was referred to Skyline Literacy for ESL. In collaboration with Vine & Figs the FSSP has started distributing produce to registered families. Every Thursday, Vine & Figs provide us 20 bags of produce that we distribute to participants who have signed a commitment form to come regularly pick up their items. We have So far, 17 participants are registered for a pilot program of 20. The FSS selected the winner of the Poster contest and sent the poster to Richmond.

FSS Coordinator:

Jacques Mushagasha & Victoria Hill

May 1, 2025

HRHA Maintenance Report

April, 2025

Year to Date

Work orders

Property	Opening Balance	Created	Closed	Closing Balance
Bridgeport(bport)	0	0	0	0
Commerce Village Operating(cvo)	0	17	15	2
Franklin Heights Operating(fho)	1	47	46	2
JR Polly Lineweaver(jrpl)	12	68	75	5
Lineweaver Annex Operating(lao)	3	32	33	2
Pleasant View(plesview)	0	0	0	0
Total	16	164	169	11

Work Orders Created

Property	W.O created
Bridgeport	2
Commerce Village Operating(cvo)	50
Franklin Heights Operating(fho)	179
JR Polly Lineweaver(jrpl)	148
Lineweaver Annex Operating(lao)	126
Pleasant View(plesview)	8
Total	513

Unit turns

Property	Opening Balance	Created	Closed	Closing Balance
Commerce Village (cvo)	0	3	2	1
Franklin Heights Operating(fho)	0	1	0	1
JR Polly Lineweaver(jrpl)	0	3	0	3
Lineweaver Annex Operating(lao)	0	1	1	0
Total	0	8	3	5

Unit turns

Property	
Commerce Village (cvo)	3
Franklin Heights Operating(fho)	4
JR Polly Lineweaver(jrpl)	4
Lineweaver Annex Operating(lao)	2
Total	13

Emergency Work orders

Property	Created	Closed
Commerce Village Operating(cvo)		
Franklin Heights Operating(fho)		
JR Polly Lineweaver(jrpl)	1	1
Lineweaver Annex Operating(lao)		
Pleasant View		
Total	1	1
units off line due to maintenance issues	0	

Emergency Work orders

Property	
Commerce Village Operating(cvo)	0
Franklin Heights Operating(fho)	2
JR Polly Lineweaver(jrpl)	1
Lineweaver Annex Operating(lao)	2
Pleasant View	0
Total	5

HRHA Maintenance Report - cont.

Contractors used this month:

Blauch Brothers Plumbing	they used their jetter on an exterior sewer line
New Directions Mechanical	A couple repairs and the spring/summer Preventive Maintenance for all units
Graves Electric	Changing lights on a pole at Lineweaver

Comments on this month

After having no unit turns for 1 1/2 months, eight empty units came to us in the last half of April. Maintenance staff is working on the units to get them ready for occupancy as soon as possible.

There is an RFB for replacing 6 roofs on Franklin Heights buildings that will close in mid-May. Look forward to having more of our roofs repaired. Will look at pricing and budget issues to determine how many can be done this year.

BoxScore Summary

For Selected Properties

Date = 04/01/2025-04/30/2025

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	701	47	44	0	3	0	0	3	0	0	0	93.61	93.61	93.61	93.61		
1b1b-FH	Franklin Heights-one bedro	896	56	18	18	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
1b1b-JRP	JR Polly Lineweaver One be	0	743	14	14	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
1bed-CV	Commerce Village	600	160	30	26	0	4	0	0	4	0	0	0	86.66	86.66	86.66	86.66		
1bed-LA	Lineweaver Annex-one bedro	414	68	60	59	0	1	0	0	1	0	0	0	98.33	98.33	98.33	98.33		
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	23	0	1	0	0	1	0	0	0	95.83	95.83	95.83	95.83		
3b2b-FH	Franklin Heights-three bed	1,248	55	32	32	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
4b2b-FH	Franklin Heights-four bed	1,192	0	13	13	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
5b2b-FH	Franklin Heighths 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00		
waitjr0		0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00		
	Total	650	196	280	270	0	10	0	0	10	0	0	0	96.42	96.42	96.42	96.42		

Resident Activity

Code	Name	Units	Move In	Reverse Move In	Move Out	Cancel Move Out	Notice/Skip/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	0	0	3	0	3	0	0	0	0	0	0	0	0				
1b1b-FH	Franklin Heights-one bedro	18	0	0	0	0	0	0	0	0	0	0	0	0	0				
1b1b-JRP	JR Polly Lineweaver One be	14	0	0	0	0	0	0	0	0	0	0	0	0	0				
1bed-CV	Commerce Village	30	0	0	3	0	2	0	0	0	0	0	0	0	0				
1bed-LA	Lineweaver Annex-one bedro	60	0	0	1	0	1	0	0	0	0	0	0	0	0				
2b1b-FH	Franklin Heights-twobedroo	38	0	0	1	0	0	0	0	0	0	0	0	0	0				
3b1b-FH	Franklin Heights-three bed	24	0	0	0	0	0	0	0	0	0	0	0	0	0				
3b2b-FH	Franklin Heights-three bed	32	0	0	0	0	0	0	0	0	0	0	0	0	0				
4b2b-FH	Franklin Heights-four bed	13	0	0	0	0	0	0	0	0	0	0	0	0	0				
5b2b-FH	Franklin Heighths 5bed2bath	4	0	0	0	0	0	0	0	0	0	0	0	0	0				
waitjr0		0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	Total	280	0	0	8	0	6	0	0	0	0	0	0	0	0				

Conversion Ratios

		First Contact																	
Code	Name	Calls	Walk-in	Email	Other	SMS	Web	Chat	Unq. First Contact	Show	Applied	Approved	% Gross Conv Ratio	Unq. Shows	% Qual. Conv Ratio	Denied	Cancels	Re-Apply	% Net Conv Ratio

BoxScore Summary

For Selected Properties

Date = 04/01/2025-04/30/2025

Not Specified	Not Specified	0	0	0	0	0	9	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
0b1b-JRP	JR Polly Lineweaver effici	0	0	0	0	0	0	0	0	0	1	0	0.00	0	0.00	0	0	0	0.00
1b1b-FH	Franklin Heights-one bedro	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1b1b-JRP	JR Polly Lineweaver One be	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1bed-CV	Commerce Village	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
1bed-LA	Lineweaver Annex-one bedro	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
2b1b-FH	Franklin Heights-twobedroo	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b1b-FH	Franklin Heights-three bed	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
3b2b-FH	Franklin Heights-three bed	0	0	0	0	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	2	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
5b2b-FH	Franklin Heighths 5bed2bath	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0.00
waitjr0		0	0	0	0	0	41	0	0	0	1	0	0.00	0	0.00	1	0	0	0.00
	Total	0	0	0	2	0	50	0	0	0	2	0	0.00	0	0.00	1	0	0	0.00

Unit Availability

For Selected Properties
As Of = 04/30/2025

Unit Type	Avg. Sq Ft	Avg. Rent	Units	Occupied No Notice	Vacant Rented	Vacant Unrented	Notice Rented	Notice Unrented	Avail	Model	Down	Admin	% Occ	% Occ w/NonRev	% Leased	% Trend
JR Polly Lineweaver effici	0	701	47	44	0	3	0	0	3	0	0	0	93.62	93.62	93.62	93.62
Franklin Heights-one bedro	896	56	18	18	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
JR Polly Lineweaver One be	0	743	14	14	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Commerce Village	600	160	30	26	0	4	0	0	4	0	0	0	86.67	86.67	86.67	86.67
Lineweaver Annex-one bedro	414	68	60	59	0	1	0	0	1	0	0	0	98.33	98.33	98.33	98.33
Franklin Heights-twobedroo	988	0	38	37	0	1	0	0	1	0	0	0	97.37	97.37	97.37	97.37
Franklin Heights-three bed	977	0	24	23	0	1	0	0	1	0	0	0	95.83	95.83	95.83	95.83
Franklin Heights-three bed	1,248	55	32	32	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Franklin Heights-four bed	1,192	0	13	13	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
Franklin Heighths 5bed2bath	1,680	0	4	4	0	0	0	0	0	0	0	0	100.00	100.00	100.00	100.00
	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
Total	650	196	280	270	0	10	0	0	10	0	0	0	96.43	96.43	96.43	96.43

Commerce Village Program Management Summary Report

Month of: April 2025

1. Occupancy as of April 30, 2025

	VASH	HCV	Total
# of Leased Units	15	13	28
# of Move Ins		0	0
# of Move Outs	0	0	0
# of Evictions		0	0
# of Unlawful Detainers Filed			0

2. Current Tenant Accounts Receivable

Current Total Owed				
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	1,094.00	36.00		60.00
Current Month Rent/HAP Charged	20,266.00			
Amount Collected (Rent/HAP)	20,148.00			
Late Fees Applied 02-2025	4			
Late Fee Amount Billed	160.00			

1. Comment on accomplishments and/or challenges experienced during the month

Unit 21-202 move in 05-01-2025 VASH (prev tenant charged for April)

Unit 11-205 was at full market and was given VASH voucher effective 05-1-25

Unit 21-201 waiting for Mercy House to finish paperwork for Sec Dep and then applicant can move into unit

Unit 21-101 application processed, trying to contact for move in date (prev tenant charged for April)

Keys turned in 04-30-2025 for 11-103 tenant passed away – processing app

Vine & Fig New Community Project provides fresh vegetables every Wednesday

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: *Sandra Lowther*

Date: 04/30/2025

Franklin Heights Program Management Summary Report

Month of: April 2025

1. Occupancy (as of the last day of the month)

	1 bdrm	2 bdrms	3 bdrms	4 bdrms	5 bdrms	Total
# of Leased Units	18	37	55	13	4	127
# of Move Ins				2		
# of Move Outs						
# of Evictions		1				
# of Unlawful Detainers Filed						

2. Current Tenant Accounts Receivable

Current Total Owed	\$75,045.76			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	7,349.02	5,062.81	4,320.50	58,313.43
Current Month Rent/HAP charged	\$191,028.00			
Amount Collected (Rent/HAP)	\$193,129.75			
Late Fees Applied (date)	4/14/2025			
Late Fee Amount Billed (amount)	\$517.00			

3. Comment on accomplishments and/or challenges experienced during the month.

*still working through some mental health issues with a tenant.

*working on cleaning up front/back porches and keeping yards picked up

*did a couple housekeeping inspections for tenants that were having trouble with housekeeping.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Christa Good Date: 5/2/25

JR Polly Lineweaver Program Management Summary Report

Month of: April 2025

1. Occupancy (as of the last day of the month)

	Efficiencies	1 Bedroom	Total
# of Leased Units	44	14	58
# of Move Ins	0	0	0
# of Move Outs	3	0	3
# of Evictions	1	0	1
# of Unlawful Detainers Filed			

2. Tenant Accounts Receivable

Current Total Owed	12,521.07			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	1,874.00	2,275	1,260.00	7,112.07
Current Month Rent/HAP Charged	42,812			
Amount Collected (Rent/HAP)	39,659			
Late Fees Applied (date)	4/11/2025			
Late Fee Amount Billed (amount)	144.00			

3. Comment on accomplishments and/or challenges experienced during the month

Supportive services through Strength In Peers continues. Services provided include direct peer supporti services with individuals, bingo games, arts and crafts opportunities, and watching movies or getting manicures through Nails by Pam. These services help the most vulnerable residents at Lineweaver maintain connection with the peer support specialist and with other residents through positive interactions.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Jiffany Skri Date: 05/15/2025

Lineweaver Annex Program Management Summary Report

Month of: April 2025

1. Occupancy (as of the last day of the month)

	1 Bedroom
# of Leased Units	59
# of Move Ins	0
# of Move Outs	1
# of Evictions	0
# of Unlawful Detainers Filed	1

2. Current Tenant Accounts Receivable

Current Total Owed	26,734.53			
Delinquent Accounts	0-30 days	31-60 days	61-90 days	90+ days
	2,606.50	1,752.00	871.00	21,505.03
Current Month Rent/HAP Charged	60,121.00			
Amount Collected (Rent/HAP)	58,416.61			
Late Fees Applied (date)	4/16/2025			
Late Fees Applied (amount)	179.00			

3. Comment on accomplishments and/or challenges experienced during the month (including resident services provided, delays in contract services, needs for support/welfare checks, etc.)

Supportive services through Strength In Peers continues. Services provided include direct peer support services with individuals, bingo games, arts and crafts opportunities, and watching movies or getting manicures through Nails by Pam. These services help the most vulnerable residents at Lineweaver maintain connection with the peer support specialist and with other residents through positive interactions.

I hereby certify the above information is true and complete to the best of my knowledge.

Signed: Jiffany J Ri Date: 05/15/2025

Harrisonburg Redevelopment & Housing Authority Report Financial Report as of April 30, 2025

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$39,640.32
		Total	\$39,640.32
	AR Due from:		
	JR Polly Lineweaver Apartments	\$291,358.42	
	Housing Choice Voucher Program	\$26,196.61	
	Commerce Village, LLC	\$14,461.46	
	Franklin Heights, LLC-Operating/Debt Servicing	\$0.00	
	Commerce Village II	\$343,214.67	
	EPHO/BTC	\$111,007.75	
		\$786,238.91	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	Truist/SunTrust-Checking Account		\$149,712.83
		Total	\$149,712.83

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$45,384.95
		Total	\$45,384.95

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$209,581.95
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$555,204.88
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Commerce Village, LLC

Cash:	First Bank & Trust		\$280,445.09
	Virginia Housing-Replacement Reserve Account		\$79,574.05
	Truist/BB&T-Operating Reseve Account		\$133,694.09

	<u>Grand Total</u>		<u>\$1,493,238.16</u>
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Harrisonburg Redevelopment & Housing Authority Report
YTD Financial Report as of March 31, 2025

	Cash Balance as of 1/31	Cash Balance as of 2/29	Cash Balance as of 3/31	Cash Balance as of 4/30
LOCAL COMMUNITY DEVELOPMENT				
First Bank & Trust	\$58,899.97	\$77,645.45	\$188,131.91	\$39,640.32
HOUSING CHOICE VOUCHER PROGRAM				
Truist-Checking	\$141,439.33	\$198,290.43	\$127,228.57	\$149,712.83
J.R. POLLY LINEWEAVER APARTMENTS				
United Bank-Checking	\$2,637.50	\$51,906.91	\$5,673.55	\$45,384.95
ALL PROGRAMS-FH, LW, JRL, CVO				
United Bank-Security Dep.	\$223,694.66	\$210,179.75	\$209,581.95	\$211,004.87
COMPONENT UNITS				
Franklin Heights, LLC				
United Bank-Checking	\$359,588.15	\$484,086.17	\$561,374.37	\$555,204.88
Commerce Village LLC				
First Bank & Trust	\$213,363.26	\$92,773.26	\$260,303.09	\$280,445.09
VA Housing-Repl Reserve	\$83,224.88	\$77,473.14	\$78,509.94	\$79,574.05
Truist-Operating Reserve	\$133,531.19	\$133,582.42	\$133,936.16	\$133,694.09
Total	\$1,216,378.94	\$1,325,937.53	\$1,564,739.54	\$1,494,661.08