

**ROCKVILLE HOUSING ENTERPRISES
BOARD OF COMMISSIONERS REGULAR MEETING**

**Rockville Housing Enterprises –
MEETING TO BE HELD VIA TELECONFERENCE**

**DIAL IN NUMBER: 301-217-0835
ACCESS CODE: 951911**

**ROCKVILLE, MARYLAND 20850
Wednesday, April 22, 2020**

AGENDA

- | | |
|------------------|---|
| 6:30 p.m. | 1. Consent Items: (T-1) |
| 6:40 p.m. | 3. Citizens Forum: |
| 7:00 p.m. | 4. Information Exchange: <ul style="list-style-type: none">• Executive Director's Report (T-2)• Finance Reports (T-3)• Asset Management (T-4)• HCV Report (T-5)• Fireside Park Report (T-6) |
| 7:30 p.m. | 6. City of Rockville (COR) Report |
| 7:45 p.m. | 5. Action & Discussion Items: (T-7) <ul style="list-style-type: none">• Housing Choice Voucher Administrative Plan & Public Housing Admissions and Occupancy Policy COVID -19 HUD Policy Waiver Implementation Policy Addendum |
| 8:00 p.m. | 7. Commissioners Comments: |
| 8:15 p.m. | 8. Adjourn |

1. Individuals needing special accommodations to fully participate in this meeting, call the RHE office (301) 424-6265
2. This Agenda is subject to change without notice.
3. Times are approximate and may vary depending on length of discussion.
4. Public participation is permitted on Agenda Items in the same manner as if the Agency were holding a legislative-type Public Hearing.
5. Pursuant to The Open Meeting Act (3-302(b)(3)); all or part of any of the above noticed meetings may be held in executive session.

Pursuant to The Open Meeting Act 8 OMCB Opinions 111, 113 (2012); the meeting may be held as a teleconference. The public is invited to join the teleconference by dialing the number provided in the top of this Agenda. The following rules will apply when the RHE Board Meeting is held via Teleconference:

- The chair will call the roll to establish a quorum;
- Members need to identify themselves when they are talking;
- The members may be asked to identify anyone who is present with them during the call;
- The public may be asked to mute the call on their end to avoid interruptions;
- The public may not speak unless the chair asks them to.

TAB 1

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
March Board Meeting held on
March 25, 2020**

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on March 25, 2020 Via Teleconference 301-217-0835 Passcode 951911

Present

Chairman - Edward Duffy
Vice Chairman - James Hedrick
Commissioner - Steven Marr
Commissioner – Stacy Kaplowitz

In Attendance

Ms. Jessica Anderson, Executive Director
Monique Ashton – Councilmember, City of Rockville
Christele Etienbla – RHE Staff
Virginia Onley – Citizen

6:34 PM Call to Order

Chair Duffy called the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chair Duffy called for a motion to approve the meeting minutes for the February 26, 2020 Board Meeting. Commissioner Marr, motioned to approve the Board Meeting Minutes from the February Board Meeting held on February 26, 2020. Commissioner Hedrick seconded the motion. All present voted aye.

6:36 PM Citizen Forum

Virginia Onley said she hoped everyone was staying healthy and safe.

6:38 PM Executive Director's Report

Executive Director Anderson presented her report as follows:

Activities during the month of February 2020

Meetings/Activities

- Fireside Park owner's meeting was held on February 26, 2020.
- Weekly closing calls for Fireside Park Apartments continue to occur.

- Began weekly calls with Edgewood, Fireside Property Management
- Host 3 on line trainings/lunch n' learns for staff on the following topics
 - Public Housing Occupancy
 - Housing Choice Voucher Portability

Financial Management

- See Tab 3 – Financial Narrative.
- RELP One, RHE Fireside Park, RHE audits are all underway.

Asset Management February (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull/Scattered Sites) was 96% for the month ending February.
 - Nonpayment writs are being received for households that are not current on their rent.
 - All 3 pending evictions have been put on hold due to COVID-19.
- RELP One Occupancy was 98% for the month ending February (56 units).
- RHEP Occupancy was 100% for the months ending February (4 units).
- Fireside Occupancy was 95% for the month ending February. Occupancy is based on available units. 32 units are intentionally left vacant for relocations purposes.
 - The property has experienced a significant slow-down in leasing traffic as of March 20, 2020 due to COVID-19.

Maintenance Activity Summary for February

- The maintenance technicians completed 100 work orders.
- The team inspected 65 RHE-owned housing units for the determination of preventive maintenance and housekeeping issues. Out of these inspections, 47 preventive maintenance work orders were created.
- Maintenance scheduled 52 units to be inspected for HUD's Housing Quality Standards (HQS) and passed 47 of these. The 5 units that failed were schedule for reinspection in March.
- Maintenance fully implemented the use of tablets to assign and complete work orders on our maintenance and inspection teams. Maintenance is now paperless on all work orders.
- There were two move-outs & completed turnovers in February.
- A new Maintenance Tech has been hired to service after hours calls.

Housing Choice Voucher Program (HCVP) Management

February 2020

- HCV Program voucher units leased for the month ending February 2020 was 93.41%, and calendar year to date in February 2020 was 93.54%. HCV Program budget utilization for the month ending February 2020 was 91.30% and calendar year to date in February 2020 was 95.34%.

- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 98% leased for the month of February.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of February.
- The 5 VASH vouchers are 100% leased.

Fireside Park

Occupancy is 95%.

Fireside Park Apartments – Refinancing Progress Update as March, 2020

I. REFINANCING AND DEVELOPMENT OF FIRESIDE PARK

- The Mixed Finance proposal and Project Based Subsidy Layering are currently under review by HUD. The HUD project manager has informed RHE that the draft letter of approval is pending signature.
- CDA loan committee has approved the project for funding.
- Montgomery County has received approval from their loan committee. The presentation by the County consisted of the base request for a refinancing of the existing loan, and Pilot approval. To assist with the timeliness of closing, the County staff presented an alternative funding approach which includes the amount of funding being sought from the Rental Housing Works program at the State. With this approval, the project can proceed towards closing without the need to wait for the legislative approval process by the State for Rental Housing Works funding.
- PNC Equity received approval from their equity finance committee.
- RHE team is working closely with all disciplines to complete due diligence requests from each lender for a clear path to closing. Closing is currently projected for early May, 2020.

RELOCATION OVERVIEW

Led by the Relocation Coordinator, Melanie Brissett, the relocation team continues to work with all stakeholders guided by the following prioritized objectives:

- Provide ongoing communication and resident engagement to ensure that residents understand the relocation process and timelines
- Ensure that residents are well prepared for the relocation
 - Residents have packing materials
 - Have (RHE preapproved) packing assistance available for residents who are unable to pack themselves

- Residents have a scheduled relocation date with experienced movers
 - Hospitality units at Fireside Park Apartments are ready
- Maintain the relocation schedule in alignment with the construction schedule

COVID-19 (Coronavirus) Impacts To Relocation Operations.

- The health and safety of our relocation employees, partners, clients and customers is our highest priority. We are following the Coronavirus Guidelines from the U.S. Department of Health & Human Services (www.HHS.gov) and Centers for Disease Control and Prevention (www.cdc.gov).
- Packing Materials. In practicing social distancing and out of an extreme abundance of caution, we will not be providing any packing materials to residents at least through the end of March 2020 (March 31, 2020). Many residents have already obtained their packing materials.
- Pre relocation apartment inspections. In practicing social distancing, we will not be conducting any in person pre relocation apartment inspections with residents at least through the remainder of March 2020 (March 31, 2020). We have conducted some pre relocation apartment inspections. We can conduct virtual inspections (via FaceTime or similar videophone app).
- Relocation Office Hours. In practicing social distancing and out of an extreme abundance of caution, we will not be providing any on site relocation office hours at least through the remainder of March 2020 (March 31, 2020). We remain available by phone, text and email with business hours Monday through Friday 9am to 4pm. E-mail and texts will be used as our quickest form of communication and response.
- Relocation Schedule. The updated schedule estimates that relocations will take place between May 1, 2020 and May 31, 2020 (if safe to do so). We anticipate the relocations will take place in accordance with the schedule below but are aware that this is a fast-changing situation. We will continue to coordinate with ownership and property management and hope to maintain the schedule but will only relocate residents when it is safe to do so. If there are changes to the schedule, residents will be notified prior and the relocation coordinator will work with residents to schedule relocations accordingly.

Family Self Sufficiency Detailed Report -Period YTD: March 2020

24	- Public Housing	3- FSS Progress Reports
41	- Voucher	
7	- Homeownership	

Youth Community Activities

- After School Programming with So What Else – *SUSPENDED due to COVID-19*
 - “So What Else” offers 100% free, high quality and engaging youth programming. This program provides a safe space for the youth in the community, where they can be empowered, work together as a team, learn

compassion, promote positivity and non-violence. All of the youth in our programming are provided with a snack, and dinner daily. On Wednesday's the youth take a trip to Lincoln Park Community Center for open gym.

- Boys Mentoring – reoccurring Tuesdays 2:30-4pm
- Girls Mentoring – reoccurring Thursdays 2:30-4pm
- Reoccurring Wednesday's 4:45-5:45 pm, open gym at Lincoln Park Community Center.
- Valentine's Day Pizza Party – Friday February 14, 2020

Community Activities

- *Celestial Manna Food Pantry – reoccurring Mondays 10 pm - SUSPENDED due*
- VITA FREE Tax Pre-Preparation February 8-22, 2020
- Census 2020 Information & Job Session February 7, 2020

Upcoming Activities March

- *Breakfast and Paint – March 28, 2020 - CANCELLED due to COVID-19*

Pending Events/Activities

- HUD Strong Families Initiative – May 22, 2020
- National Night Out – August 8, 2020
- *Easter – April 10, 2020 -*

7:20 PM City of Rockville Report

Councilmember Ashton reported that the Mayor and Council would be discussing the City's MPDU ordinance at their meeting on Monday, March 30, 2020

7:24 PM Action and Discussion Items

No Action Items to Discuss.

7:25 PM Commissioner Comments

Commissioner Marr complimented the Executive Director on the efforts taken during this COVID -19 period.

7:30 Adjournment

Chair Duffy called for a motion to adjourn. Commissioner Kaplowitz moved to adjourn. Seconded by Commissioner Hedrick

Tab 2

**Rockville Housing Enterprises
Executive Director's Report
As of April 16, 2020**

Activities during the month of March 2020

Meetings/Activities

- Fireside Park Property Management calls were held weekly.
- Weekly closing calls for Fireside Park Apartments continue to occur.
- Staff began a telework schedule due to COVID 19 Social Distancing restrictions

Financial Management

- See Tab 3 – Financial Narrative.
- RELP One, RHE Fireside Park, RHE audits are all underway.

Asset Management March (See TAB 4 and TAB 6 of Board Report)

- PH Occupancy (David Scull/Scattered Sites) was 95% for the month ending February.
 - Non payment writs are being received for households that are not current on their rent.
 - All 3 pending evictions have been put on hold due to COVID-19.
- RELP One Occupancy was 100% for the month ending March (56 units).
- RHEP Occupancy was 100% for the months ending March (4 units).
- Fireside Occupancy was 90% of available units for the month ending March. Occupancy is based on available units. 32 units are intentionally left vacant for relocations purposes.
 - The property continues to experienced a significant slow-down in leasing traffic due to COVID-19.

Maintenance/Asset Management Activity Summary for March

- The maintenance technicians completed 69 work orders in March. On March 16, 2020, RHE reprioritized non-essential work orders to be deferred maintenance until further notice, only critical work orders will be serviced during the COVID -19 Social Distancing time period.
- On March 6, the team inspected 15 RHE-owned housing units for the determination of preventive maintenance and housekeeping issues. All preventive maintenance activities were suspended the following week.
- Maintenance scheduled 31 units to be inspected for HUD's Housing Quality Standards (HQS) and passed 29 of these. The 2 units that failed were scheduled for reinspection in April.
- Asset Management hired an on-call maintenance technician to handle after hours emergencies starting March 25, 2020. He will handle mitigation of emergency maintenance during non-business hours.
- There were only two move-outs & completed turnovers in March. There will be at least four turnovers coming up in April.

Housing Choice Voucher Program (HCVP) Management

March 2020

- HCV Program voucher units leased for the month ending March 2020 was 93.41%, and calendar year to date in March 2020 was 93.54%. HCV Program budget utilization for the month ending March 2020 was 97.4% and calendar year to date in March 2020 was 98.51%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 100% leased for the month of March.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of March.
- The 5 VASH vouchers are 100% leased.

Fireside Park

Occupancy is 90%.

Fireside Park Apartments – Refinancing Progress Update as of April, 2020

I. REFINANCING AND DEVELOPMENT OF FIRESIDE PARK

- The Mixed Finance proposal and Project Based Subsidy Layering request have formally been approved by HUD. RHE is drafting the associated AHAP agreements and RHE's legal counsel has circulated the complete Mixed Finance package, including evidentiaries to the project lenders for review.
- The PNC Debt team is preparing the rate lock submission package for HUD.
- Montgomery County has issued final project approval and the Agency Letter of Commitment (LOC). The financing approval includes the funding amount initially anticipated from the State of Maryland. The LOC has been executed by RHE and submitted to the County to initiate the drafting of the loan documents.
- The City of Rockville has approved the civil and infrastructure plans.
- The RHE team is working closely with all disciplines to complete due diligence requests from each lender and Agency for a clear path to closing. Closing is currently projected for May, 2020.

Family Self Sufficiency/Resident Services Detailed Report -Period YTD: March 2020

24 - Public Housing
41 - Voucher
7 - Homeownership

15- FSS Progress Reports

Youth Community Activities

- **After School Programming with So What Else**
 - So What Else offers 100% free, high quality and engaging youth programming. This program provides a safe space for the youth in the community, where they can be empowered, work together as a team, learn compassion, promote positivity and non-violence. All of the youth in our programming are provided with a snack, and dinner daily. On Wednesday's the youth take a trip to Lincoln Park Community Center for open gym.

 - Last day of programming due to COVID-19 was March 12, 2020.
- Boys Mentoring – reoccurring Tuesdays 2:30-4pm
 - Last day of programming due to COVID-19 was March 10, 2020.
- Girls Mentoring – reoccurring Thursdays 2:30-4pm
 - Last day of programming due to COVID-19 was March 12, 2020.
- Wellness Week, practicing wellness- March 11, 2020.
- Spring Break 2020 cancelled.

Community Activities

- Celestial Manna Food Pantry – reoccurring Mondays 10 pm -Suspended due to COVID-19. Last day was March 9, 2020.
- Parking lot food distribution with So What Else and Nourish Now March 24, 27, 30 and March 31, 2020.

Upcoming Activities

- N/A

TAB 3

**Rockville Housing Enterprises
Monthly Financial Statement Review**

Month Ending March 2020

Public Housing Program (PH) (108 PH Units)

The Net Income on the PH Cash Flow Report indicates a positive of \$237,005.30 for the month ending March 2020 and a positive \$126,418.28 year to date. The positive NOI for March 2020 is due to the sale of 123 Moore Drive, Rockville and a transfer from the Line of Credit to cover upcoming Fireside expenses.

Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;)

The Net Restricted Assets (HAP) for the month of March 2020 is negative (\$160,083.00). Year to date the HAP is negative (\$804,069.28). This RNP does not account for prior year positive HAP funds that were transferred to the HUD held reserve.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending March 2020 is positive \$14,278.00 due to the receipt of prior month Ross FSS Grant income. Year to date is negative (\$13,728.17).

Mainstream Vouchers (50 Mod Vouchers)

The Net Restricted Assets (HAP) for the month of March 2020 is \$702.00. Year to date the HAP is positive \$13,260.00.

The Unrestricted Net Assets (Administrative Expenses) for the month ending March 2020 is \$4,419.00. Year to date is positive \$26,689.

Mod Rehab Program (5 Mod Vouchers)

The Program cash flow for the month of March 2020 is \$802. Year to date the HAP is positive \$4,788.

RELP – (56 Low Income Housing Tax Credit Units)

The net income for RELP One for the month of March 2020 is a positive \$31,272.22. Year to date net income is \$46,206.27.

RHE Properties (4 – Affordable Units)

The Cash Flow Statement for the month ending March 2020 indicates a positive \$522.48 and a year to date of \$1,010.70.

RHE Corporation (the General Partnership entity for RELP One)

There was no activity for this entity during the month of March 2020. This entity does not receive regular income.

RHE Development Account (bank account that receives and holds non federal funds)

There was no activity in the account during the month of March 2020. This account does not receive regular income.

RHE FIRESIDE PARK

For the month ending March Fireside Park had a Net profit of \$36,057, year to date is \$1,599.

Public Housing
Financials
March 2020

DAVID AND SCATTERED AND GRANT (19, 20)
CASH FLOW Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Actual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
Rental Income							
Tenant Rent Received	51,871.24	42,976.30	47,410.00	50,569.05	50,217.45	77,785.52	320,829.56
Misc. Tenant Income	19.91	0.00	2,048.18	139.80	0.00	11.00	2,218.89
Total Rental Income	51,891.15	42,976.30	49,458.18	50,708.85	50,217.45	77,796.52	323,048.45
NET TENANT INCOME	51,891.15	42,976.30	49,458.18	50,708.85	50,217.45	77,796.52	323,048.45
GRANT INCOME							
HUD PHA Operating Grants/Subsidy	41,315.00	39,739.00	50,272.00	55,303.00	54,549.00	40,754.00	281,932.00
Capital Fund 2019	75,000.00	20,000.00	0.00	0.00	0.00	5,767.00	100,767.00
ROSS	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
TOTAL GRANT INCOME	118,766.50	62,190.50	52,723.50	57,838.00	54,549.00	54,646.00	400,713.50
OTHER INCOME							
Investment Income - Unrestricted	5.88	0.00	0.00	0.00	0.00	126,190.57	126,196.45
Investment Income - Restricted	4.05	0.00	0.00	0.00	0.00	0.00	4.05
Management Fee Income	6,600.40	6,716.40	6,728.00	6,728.00	0.00	13,532.00	40,304.80
Maintenance Fee Income	678.85	645.18	670.54	571.97	0.00	1,985.51	4,552.05
Miscellaneous Other Income	3,472.50	35.00	0.00	0.00	0.00	694.30	4,201.80
CDBG Grant	36,245.10	0.00	94,102.00	0.00	0.00	0.00	130,347.10
Insurance Reimbursement	0.00	55,806.29	249,600.00	0.00	430,913.07	0.00	736,319.36
Line of Credit	0.00	107,983.50	0.00	74,089.99	0.00	140,000.00	322,073.49
TOTAL OTHER INCOME	47,006.78	171,186.37	351,100.54	81,389.96	430,913.07	282,402.38	1,363,999.10
TOTAL INCOME	217,664.43	276,353.17	453,282.22	189,936.81	535,679.52	414,844.90	2,087,761.05
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries	34,972.76	25,109.50	14,575.27	35,997.23	34,510.15	31,260.09	176,425.00
Administrative Salaries	12,270.21	12,569.90	20,995.02	12,195.31	12,442.78	12,463.07	82,936.29
Maintenance Salaries	2,053.85	4,107.70	5,529.99	3,415.40	3,415.40	3,415.39	21,937.73
FSS Salaries	11,408.63	11,151.33	12,360.34	7,363.26	9,881.37	10,360.82	62,525.75
Employee Benefit Contribution-Admin	407.08	457.08	457.08	685.62	432.08	407.08	2,846.02
Wage Payable Garnishment	640.82	0.00	629.02	0.00	0.00	0.00	1,269.84
AFLAC FLEX							
Total Administrative Salaries	61,753.35	53,395.51	54,546.72	59,656.82	60,681.78	57,906.45	347,940.63

(DAVID AND SCATTERED AND CHARITY, PFL, BS)
CASH FLOW Statement (12 months)
 Period = Oct 2019-Mar 2020
 Book = Actual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Legal Expense							
Criminal Background Checks	246.00	179.25	307.70	484.95	95.60	472.00	1,785.5
General Legal Expense	0.00	237.00	884.61	606.54	0.00	2,026.28	3,754.4
Total Legal Expense	246.00	416.25	1,192.31	1,091.49	95.60	2,498.28	5,539.93
Other Admin Expenses							
Staff Training	407.81	84.21	1,081.07	508.67	94.50	2,555.73	4,731.99
Management Fee	0.00	3,638.51	0.00	0.00	4,502.02	0.00	8,140.53
Office Rent	4,299.60	4,299.60	4,299.60	1,807.50	0.00	17,807.50	32,513.80
Financial-Consultants	8,266.75	1,233.75	5,519.75	1,034.13	1,093.75	477.75	17,625.88
Contract Consultants	1,937.40	0.00	1,037.98	4,800.00	0.00	1,960.88	9,736.26
Total Other Admin Expenses	14,911.56	9,256.07	11,938.40	8,150.30	5,690.27	22,801.86	72,748.46
Miscellaneous Admin Expenses							
Document Shredding	222.08	111.89	88.35	145.24	0.00	82.39	649.95
Membership and Fees	277.93	45.98	420.00	361.95	0.00	0.00	1,105.86
Advertising	55.93	0.00	0.00	0.00	13.82	0.00	69.75
Office Supplies	3,035.95	174.70	640.09	1,780.18	926.16	1,870.02	8,427.10
Fuel-Administrative	0.00	264.73	0.00	233.51	52.50	169.43	720.17
Telephone	1,618.83	914.40	1,133.30	884.74	1,105.93	1,101.85	6,759.05
Postage	663.58	350.00	0.00	350.00	1,045.31	0.00	2,408.89
Software License Fees	0.00	0.00	7,527.73	7,527.73	0.00	0.00	15,055.46
Copiers Rental	2,098.87	677.12	1,230.36	786.91	676.68	765.36	6,235.30
copier- expenses	169.20	0.00	289.41	52.43	0.00	0.00	511.04
Software	0.00	314.26	0.00	0.00	0.00	0.00	314.26
Cell Phones/Pagers	1,102.28	368.08	368.53	366.99	366.99	339.63	2,912.50
Bank Fees	20.00	0.00	0.00	53.27	0.00	0.00	73.27
Other Misc Admin Expenses	100.00	70.00	70.00	73.50	70.00	70.00	453.50
Total Miscellaneous Admin Expenses	9,364.65	3,291.16	11,767.77	12,616.45	4,257.39	4,398.68	45,696.10
TOTAL ADMINISTRATIVE EXPENSES	86,275.56	66,358.99	79,445.20	81,515.06	70,725.04	87,605.27	471,925.12
TENANT SERVICES							
Resident Services	280.50	117.64	244.22	103.17	0.00	0.00	745.53
HQs	0.00	0.00	125.00	0.00	0.00	0.00	125.00
TOTAL TENANT SERVICES EXPENSES	280.50	117.64	369.22	103.17	0.00	0.00	870.53

CASH FLOW Statement (12 months)
 Period - Oct 2019-Mar 2020
 Book - Actuals

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
UTILITIES							
Water	4,970.21	0.00	6,517.62	6,368.99	11,823.57	7,520.41	37,200.80
Sewer	4,819.06	0.00	5,591.92	5,558.18	9,100.11	6,533.19	31,602.46
Electricity	0.00	11,992.42	4,439.09	5,924.26	6,808.65	5,587.41	34,751.83
Electricity-Vacant Units	18.16	14.91	16.10	286.09	0.00	60.15	395.41
Electricity- Office	359.62	313.24	262.49	290.61	325.99	269.51	1,821.46
Gas	1,040.93	1,402.12	481.21	1,632.09	1,917.50	1,731.92	8,205.77
Gas-Vacant Units	28.13	27.15	74.68	366.41	250.53	265.14	1,012.04
Garbage/Trash Removal	248.00	283.00	177.20	293.00	84.00	266.80	1,352.00
Office Utilities	1,134.53	0.00	0.00	0.00	0.00	0.00	1,134.53
TOTAL UTILITY EXPENSES	12,618.64	14,032.84	17,560.31	20,719.63	30,310.35	22,234.53	117,476.30
MAINTENANCE AND OPERATIONS							
General Maint Expense	172.78	0.00	191.49	0.00	0.00	0.00	364.27
Vehicle Gas, Oil, Grease	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General Maint Expense	172.78	0.00	191.49	0.00	0.00	0.00	364.27
Extraordinary Maintenance	39,360.98	0.00	23,614.89	2,982.67	0.00	9,605.00	75,563.54
Materials							
Supplies-Appliance	1,289.32	63.99	169.00	126.12	289.31	131.67	2,069.41
Supplies-Electrical	122.12	153.13	234.86	0.00	0.00	179.91	690.02
Supplies-Janitorial/Cleaning	136.00	0.00	33.85	38.41	25.78	29.84	263.88
Supplies-Plumbing	544.80	87.56	694.51	77.49	718.39	471.24	2,593.99
Tools and Equipment	0.00	231.74	0.00	0.00	0.00	0.00	231.74
HARDWARE SUPPLIES	5,396.47	1,481.28	1,094.05	426.99	3,480.94	1,060.84	12,940.57
Painting Supplies	89.79	0.00	0.00	0.00	0.00	0.00	89.79
Total Materials	7,578.50	2,017.70	2,226.27	669.01	4,514.42	1,873.50	18,879.40
Contract Costs							
General Contract Costs	1,686.74	813.00	354.74	1,640.00	309.40	0.00	4,803.88
Contract-Appliance	3,055.00	0.00	0.00	0.00	1,713.00	2,305.00	7,073.00
CONTRACT- APPLIANCE REPAIRS	0.00	0.00	195.00	0.00	0.00	0.00	195.00
Contract-Building Repairs	0.00	1,605.00	670.00	0.00	195.00	355.00	2,825.00
Contract-Decorating/Painting	0.00	0.00	1,185.00	0.00	0.00	750.00	1,935.00
Contract-Electrical	259.96	246.00	0.00	0.00	0.00	0.00	505.96
Contract-Pest Control	495.00	0.00	785.00	860.00	285.00	0.00	2,425.00
Contract-Floor Covering	950.00	0.00	0.00	0.00	0.00	0.00	950.00
Contract- Snow	0.00	0.00	0.00	1,550.00	0.00	0.00	1,550.00
Contract-Janitorial/Cleaning	790.00	0.00	0.00	0.00	0.00	0.00	790.00
Contract-Plumbing	4,438.99	0.00	1,900.00	0.00	0.00	1,195.00	7,533.99
Contract-HVAC	120.00	1,619.00	1,140.65	826.65	1,792.50	934.43	6,433.23
Contract-Vehicle Maintenance	613.34	515.84	128.46	0.00	1,998.27	0.00	3,255.91
Contract-Alarm Monitoring	0.00	0.00	299.40	0.00	0.00	475.00	774.40
Contract- Carpet Turnover	0.00	0.00	275.00	0.00	0.00	0.00	275.00
Unit Turnover	450.00	0.00	7,570.00	0.00	4,930.00	0.00	12,950.00
Mold Hazard Inspection	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
Security Camera Repairs	17,468.00	0.00	0.00	0.00	0.00	0.00	17,468.00

DAVID AND SCOTTIE'S AND GRANTS (2019-2020)
CASH FLOW Statement (12 months)
 Period = Oct 2019-Mar 2020

Book = Actual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Contract- Extermination	1,160.00	1,495.00	1,143.60	785.00	645.00	1,725.00	6,953.60
Contract Cost- Lead Inspection	818.00	0.00	166.00	3,916.00	1,736.00	1,200.00	7,836.00
Contract-Storage	272.00	380.80	0.00	570.00	285.00	285.00	1,792.80
Contract- Keys	295.00	0.00	265.02	0.00	1,335.79	497.78	2,393.59
Total Contract Costs	32,872.03	6,674.64	16,077.87	10,147.65	15,224.96	11,022.21	92,019.36
CDBG	58,379.00	70,740.00	0.00	0.00	0.00	0.00	129,119.00
TOTAL MAINTENANCE EXPENSES	138,363.29	79,432.34	42,110.52	13,799.33	19,739.38	22,500.71	315,945.57
GENERAL EXPENSES							
Insurance	30,286.00	0.00	0.00	0.00	0.00	0.00	30,286.00
Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKMAN COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Real Estate Taxes	0.00	0.00	6,349.08	0.00	0.00	0.00	6,349.08
Misc. Taxes/Licenses/Insurance	10,365.00	6,835.00	0.00	0.00	1,590.95	0.00	18,790.95
FIRSIDE PREDEV	5,500.00	109,783.45	0.00	27,691.00	1,844.33	1,985.06	146,803.84
Fireside Op	35,676.37	25,940.91	251,146.15	42,526.20	102,672.27	37,412.03	495,373.93
FIRSIDE FIRE	0.00	0.00	0.00	1,890.40	319,754.75	0.00	321,645.15
TOTAL GENERAL EXPENSES	81,827.37	142,559.36	257,495.23	72,107.60	425,862.30	39,397.09	1,019,248.95
HOUSING ASSISTANCE PAYMENTS							
Tenant Utility Payments-Voucher	297.00	238.00	293.00	1,170.00	587.00	565.00	3,150.00
FSS Escrow Payments	8,095.30	1,390.00	6,868.00	6,914.00	3,922.00	5,537.00	32,726.30
TOTAL HOUSING ASSISTANCE PAYMENTS	8,392.30	1,628.00	7,161.00	8,084.00	4,509.00	6,102.00	35,876.30
TOTAL EXPENSES	327,757.66	304,129.17	404,141.48	196,328.79	551,146.07	177,839.60	1,961,342.77
NET INCOME	-110,093.23	-27,776.00	49,140.74	-6,391.98	-15,466.55	237,005.30	126,418.28

DAVID AND SCATTERED AND Grants (.ph_all)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
Rental Income							
Tenant Rent	46,801.48	33,612.00	57,717.49	56,888.02	63,548.00	56,615.00	315,181.99
Less: Concessions	0.00	0.00	0.00	0.00	0.00	-696.00	-696.00
Less: Admin/Employee Unit	0.00	0.00	110.50	154.08	0.00	0.00	264.58
Total Rental Income	46,801.48	33,612.00	57,827.99	57,042.10	63,548.00	55,919.00	314,750.57
Other Tenant Income							
Late Charges	0.00	0.00	0.00	0.00	0.00	336.30	336.30
Legal Fees - Tenant	0.00	0.00	0.00	0.00	0.00	52.00	52.00
Tenant Owed Utilities	0.00	4,822.09	1,761.65	2,301.96	1,679.73	1,721.38	12,286.81
Misc. Tenant Income	19.91	0.00	2,048.18	139.80	0.00	11.00	2,218.89
Total Other Tenant Income	19.91	4,822.09	3,809.83	2,441.76	1,679.73	2,120.68	14,894.00
TPA/REPAYMENT	0.00	0.00	0.00	0.00	0.00	10.00	10.00
Insurance Reimbursement	0.00	55,806.29	249,600.00	0.00	430,913.07	0.00	736,319.36
NET TENANT INCOME	46,821.39	94,240.38	311,237.82	59,483.86	496,140.80	58,049.68	1,065,973.93
GRANT INCOME							
HUD PHA Operating Grants/Subsidy	41,315.00	39,739.00	50,272.00	55,303.00	54,549.00	40,754.00	281,932.00
TOTAL GRANT INCOME	116,315.00	59,739.00	50,272.00	55,303.00	54,549.00	46,521.00	382,699.00
OTHER INCOME							
Investment Income - Unrestricted	5.88	0.00	0.00	0.00	0.00	126,190.57	126,196.45
Investment Income - Restricted	4.05	0.00	0.00	0.00	0.00	0.00	4.05
Management Fee Income	6,600.40	6,716.40	6,728.00	6,728.00	0.00	13,532.00	40,304.80

DAVID AND SCATTERED AND Grants (.ph, all)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Maintenance Fee Income	678.85	645.18	670.54	571.97	0.00	1,985.51	4,552.05
Miscellaneous Other Income	0.00	0.00	0.00	0.00	0.00	694.30	694.30
Capital Fund 2019	75,000.00	20,000.00	0.00	0.00	0.00	5,767.00	100,767.00
ROSS	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
CDBG Grant	36,245.10	0.00	94,102.00	0.00	0.00	0.00	130,347.10
TOTAL OTHER INCOME	45,985.78	9,813.08	103,952.04	9,834.97	0.00	150,527.38	320,113.25
TOTAL INCOME	134,122.17	143,792.46	465,461.86	124,621.83	550,689.80	249,331.06	1,668,019.18
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries							
Administrative Salaries	34,972.76	25,109.50	14,575.27	35,997.23	34,510.15	31,260.09	176,425.00
FSS Salaries	2,053.85	4,107.70	5,529.99	3,415.40	3,415.40	3,415.39	21,937.73
Employee Benefit Contribution-Admi	11,408.63	11,151.33	12,360.34	7,363.26	9,881.37	10,360.82	62,525.75
Wage Payable Garnishment	407.08	457.08	457.08	685.62	432.08	407.08	2,846.02
AFLAC FLEX	640.82	0.00	629.02	0.00	0.00	0.00	1,269.84
Total Administrative Salaries	49,483.14	40,825.61	33,551.70	47,461.51	48,239.00	45,443.38	265,004.34
Legal Expense							
Criminal Background Checks	246.00	179.25	307.70	484.95	95.60	472.00	1,785.50
General Legal Expense	0.00	237.00	884.61	606.54	0.00	2,026.28	3,754.43
Total Legal Expense	246.00	416.25	1,192.31	1,091.49	95.60	2,498.28	5,539.93
Other Admin Expenses							
Staff Training	407.81	84.21	1,081.07	508.67	94.50	2,555.73	4,731.99
Management Fee	0.00	3,638.51	0.00	0.00	4,502.02	0.00	8,140.53
Office Rent	4,299.60	4,299.60	4,299.60	1,807.50	0.00	17,807.50	32,513.80
Financial-Consultants	8,266.75	1,233.75	5,519.75	1,034.13	1,093.75	477.75	17,625.88

DAVID AND SCATTERED AND Grants (.yph_all)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Contract Consultants	1,937.40	0.00	1,037.98	4,800.00	0.00	1,960.88	9,736.26
Total Other Admin Expenses	14,911.56	9,256.07	11,938.40	8,150.30	5,690.27	22,801.86	72,748.46
Miscellaneous Admin Expenses							
Document Shredding	222.08	111.89	88.35	145.24	0.00	82.39	649.95
Membership and Fees	277.93	45.98	420.00	361.95	0.00	0.00	1,105.86
Advertising	55.93	0.00	0.00	0.00	13.82	0.00	69.75
Office Supplies	3,035.95	174.70	640.09	1,780.18	926.16	1,870.02	8,427.10
Fuel-Administrative	0.00	264.73	0.00	233.51	52.50	169.43	720.17
Telephone	1,618.83	914.40	1,133.30	884.74	1,105.93	1,101.85	6,759.05
Postage	663.58	350.00	0.00	350.00	1,045.31	0.00	2,408.89
Software License Fees	0.00	0.00	7,527.73	7,527.73	0.00	0.00	15,055.46
Copiers Rental	2,098.87	677.12	1,230.36	786.91	676.68	765.36	6,235.30
copier- expenses	169.20	0.00	289.41	52.43	0.00	0.00	511.04
Software	0.00	314.26	0.00	0.00	0.00	0.00	314.26
Cell Phones/Pagers	1,102.28	368.08	368.53	366.99	366.99	339.63	2,912.50
Bank Fees	20.00	0.00	0.00	53.27	0.00	0.00	73.27
Other Misc Admin Expenses	100.00	70.00	70.00	73.50	70.00	70.00	453.50
Total Miscellaneous Admin Expenses	58,847.79	44,116.77	45,319.47	60,077.96	52,496.39	49,842.06	310,700.44
TOTAL ADMINISTRATIVE EXPENSES	74,005.35	53,789.09	58,450.18	69,319.75	58,282.26	75,142.20	388,988.83
TENANT SERVICES							
Resident Services	280.50	117.64	244.22	103.17	0.00	0.00	745.53
HQS	0.00	0.00	125.00	0.00	0.00	0.00	125.00
TOTAL TENANT SERVICES EXPENSES	280.50	117.64	369.22	103.17	0.00	0.00	870.53
UTILITIES							
Water	4,970.21	0.00	6,517.62	6,368.99	11,823.57	7,520.41	37,200.80
Electricity	0.00	11,992.42	4,439.09	5,924.26	6,808.65	5,587.41	34,751.83

DAVID AND SCATTERED AND Grants (.ph_all)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Electricity-Vacant Units	18.16	14.91	16.10	286.09	0.00	60.15	395.41
Electricity- Office	359.62	313.24	262.49	290.61	325.99	269.51	1,821.46
Gas	1,040.93	1,402.12	481.21	1,632.09	1,917.50	1,731.92	8,205.77
Gas-Vacant Units	28.13	27.15	74.68	366.41	250.53	265.14	1,012.04
Garbage/Trash Removal	248.00	283.00	177.20	293.00	84.00	266.80	1,352.00
Office Utilities	1,134.53	0.00	0.00	0.00	0.00	0.00	1,134.53
Sewer	4,819.06	0.00	5,591.92	5,558.18	9,100.11	6,533.19	31,602.46
TOTAL UTILITY EXPENSES	12,618.64	14,032.84	17,560.31	20,719.63	30,310.35	22,234.53	117,476.30
MAINTENANCE AND OPERATIONS							
General Maint Expense							
Maintenance Salaries	12,270.21	12,569.90	20,995.02	12,195.31	12,442.78	12,463.07	82,936.29
Vehicle Gas, Oil, Grease	172.78	0.00	191.49	0.00	0.00	0.00	364.27
Total General Maint Expense	12,442.99	12,569.90	21,186.51	12,195.31	12,442.78	12,463.07	83,300.56
Extraordinary Maintenance	39,360.98	0.00	23,614.89	2,982.67	0.00	9,605.00	75,563.54
Materials							
Supplies-Appliance	1,289.32	63.99	169.00	126.12	289.31	131.67	2,069.41
Supplies-Electrical	122.12	153.13	234.86	0.00	0.00	179.91	690.02
Supplies-Janitorial/Cleaning	136.00	0.00	33.85	38.41	25.78	29.84	263.88
Supplies-Plumbing	544.80	87.56	694.51	77.49	718.39	471.24	2,593.99
Tools and Equipment	0.00	231.74	0.00	0.00	0.00	0.00	231.74
HARDWARE SUPPLIES	5,396.47	1,481.28	1,094.05	426.99	3,480.94	1,060.84	12,940.57
Painting Supplies	89.79	0.00	0.00	0.00	0.00	0.00	89.79
Total Materials	46,939.48	2,017.70	25,841.16	3,651.68	4,514.42	11,478.50	94,442.94
Contract Costs							
General Contract Costs	1,686.74	813.00	354.74	1,640.00	309.40	0.00	4,803.88
Contract-Appliance	3,055.00	0.00	0.00	0.00	1,713.00	2,305.00	7,073.00
CONTRACT- APPLIANCE REPAIRS	0.00	0.00	195.00	0.00	0.00	0.00	195.00

DAVID AND SCATTERED AID Grants (.ph_sfl)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Contract-Building Repairs	0.00	1,605.00	670.00	0.00	195.00	355.00	2,825.00
Contract-Decorating/Painting	0.00	0.00	1,185.00	0.00	0.00	750.00	1,935.00
Contract-Electrical	259.96	246.00	0.00	0.00	0.00	0.00	505.96
Contract-Pest Control	495.00	0.00	785.00	860.00	285.00	0.00	2,425.00
Contract-Floor Covering	950.00	0.00	0.00	0.00	0.00	0.00	950.00
Contract- Snow	0.00	0.00	0.00	1,550.00	0.00	0.00	1,550.00
Contract-Janitorial/Cleaning	790.00	0.00	0.00	0.00	0.00	0.00	790.00
Contract-Plumbing	4,438.99	0.00	1,900.00	0.00	0.00	1,195.00	7,533.99
Contract-HVAC	120.00	1,619.00	1,140.65	826.65	1,792.50	934.43	6,433.23
Contract-Vehicle Maintenance	613.34	515.84	128.46	0.00	1,998.27	0.00	3,255.91
Contract-Alarm Monitoring	0.00	0.00	299.40	0.00	0.00	475.00	774.40
Contract- Carpet Turnover	0.00	0.00	275.00	0.00	0.00	0.00	275.00
Unit Turnover	450.00	0.00	7,570.00	0.00	4,930.00	0.00	12,950.00
Mold Hazard Inspection	0.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00
Security Camera Repairs	17,468.00	0.00	0.00	0.00	0.00	0.00	17,468.00
Contract- Extermination	1,160.00	1,495.00	1,143.60	785.00	645.00	1,725.00	6,953.60
Contract Cost- Lead Inspection	818.00	0.00	166.00	3,916.00	1,736.00	1,200.00	7,836.00
Contract-Storage	272.00	380.80	0.00	570.00	285.00	285.00	1,792.80
Contract- Keys	295.00	0.00	265.02	0.00	1,335.79	497.78	2,393.59
Total Contract Costs	32,872.03	6,674.64	16,077.87	10,147.65	15,224.96	11,022.21	92,019.36
CDBG	58,379.00	70,740.00	0.00	0.00	0.00	0.00	129,119.00
TOTAL MAINTENANCE EXPENSES	150,633.50	92,002.24	63,105.54	25,994.64	32,182.16	34,963.78	398,881.86
GENERAL EXPENSES							
Insurance	30,286.00	0.00	0.00	0.00	0.00	0.00	30,286.00
Property Insurance	740.75	740.75	740.75	740.75	740.75	740.75	4,444.50
Liability Insurance	740.75	740.75	740.75	740.75	740.75	740.75	4,444.50
WORKMAN COMP	740.75	740.75	740.75	740.75	740.75	740.75	4,444.50

DAVID AND SCATTERED AND Grants (-.plh_all)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Real Estate Taxes	0.00	0.00	6,349.08	0.00	0.00	0.00	6,349.08
Misc. Taxes/Liscenses/Insurance	10,365.00	6,835.00	0.00	0.00	1,590.95	0.00	18,790.95
FIRSIDE PREDEV	5,500.00	109,783.45	0.00	27,691.00	1,844.33	1,985.06	146,803.84
Fireside Op	35,676.37	25,940.91	251,146.15	42,526.20	102,672.27	37,412.03	495,373.93
FIRSIDE FIRE	0.00	0.00	0.00	1,890.40	319,754.75	0.00	321,645.15
TOTAL GENERAL EXPENSES	84,049.62	144,781.61	259,717.48	74,329.85	428,084.55	41,619.34	1,032,582.45
HOUSING ASSISTANCE PAYMENTS							
Tenant Utility Payments-Voucher	297.00	238.00	293.00	1,170.00	587.00	565.00	3,150.00
FSS Escrow Payments	8,095.30	1,390.00	6,868.00	6,914.00	3,922.00	5,537.00	32,726.30
TOTAL HOUSING ASSISTANCE PAYMENTS	8,392.30	1,628.00	7,161.00	8,084.00	4,509.00	6,102.00	35,876.30
TOTAL EXPENSES	329,979.91	306,351.42	406,363.73	198,551.04	553,368.32	180,061.85	1,974,676.27
NET INCOME	-195,857.74	-162,558.96	59,098.13	-73,929.21	-2,678.52	69,269.21	-306,657.09

Housing Choice
Voucher Program

Financials

March 2020

HCV REPORT TO FHS (RTD) (LOCAL)
Statement (12 months)
 Period: Oct 2019-Feb 2022

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Book = Actual							
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 HAP Earned	444,699.00	448,445.00	387,710.00	390,149.00	390,149.00	411,963.00	2,473,115.00
Section 8 Admin. Fee Income	31,561.00	30,700.00	30,700.00	30,700.00	30,700.00	32,628.00	186,989.00
Part-In Admin Fees Earned	3,067.81	8,010.73	6,661.32	7,182.53	7,372.81	7,732.60	40,027.80
Part In HAP Earned	142,981.00	190,724.00	149,300.00	180,633.00	165,271.37	172,931.00	1,001,840.37
TOTAL GRANT INCOME	622,308.81	677,879.73	574,371.32	608,664.53	593,493.18	625,254.60	3,701,972.17
OTHER INCOME							
ROSS	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
TOTAL OTHER INCOME	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
TOTAL INCOME	624,760.31	680,331.23	576,822.82	611,199.53	593,493.18	633,379.60	3,719,986.67
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries	19,853.39	19,988.49	34,172.08	21,935.27	23,374.27	20,191.38	139,514.88
Administrative Salaries	2,220.90	0.00	0.00	0.00	0.00	0.00	2,220.90
FSS Salaries	3,045.01	5,126.97	4,286.66	3,925.02	3,706.56	4,252.06	24,342.28
Employee Benefit Contribution-Admin	400.00	897.85	292.50	0.00	0.00	0.00	1,590.35
AFLAC FLEX	25,519.30	26,313.31	38,751.24	25,860.29	27,080.83	24,443.44	167,668.41
Total Administrative Salaries	1,397.25	468.15	675.65	598.50	47.80	380.40	3,567.75
Legal Expense	0.00	0.00	0.00	0.00	0.00	981.34	981.34
Criminal Background Checks	1,397.25	468.15	675.65	598.50	47.80	380.40	4,549.09
General Legal Expense	0.00	0.00	0.00	0.00	0.00	1,361.74	1,361.74
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Admin Expenses	0.00	0.00	147.45	1,415.96	1,959.28	1,168.50	4,691.19
Staff Training	1,054.33	0.00	0.00	2,761.00	1,437.05	1,494.81	6,747.19
Part Out Admin Fee Paid	1,863.16	1,863.16	1,863.16	783.25	2,590.75	783.25	9,746.73
Office Rent	753.75	528.75	4,807.75	10,764.62	10,468.75	1,423.50	28,747.12
Financial-Consultants	715.00	748.63	0.00	300.00	0.00	0.00	1,763.63
Contract Consultants							

MO: NO FORT (0) (MS:RAGD) (A:ca:all)

UNRESTRICTED NET ASSETS Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Annual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 Admin. Fee Income	31,561.00	30,700.00	30,700.00	30,700.00	30,700.00	32,628.00	186,989.00
Port-In Admin Fees Earned	4,689.42	8,761.12	8,152.84	7,673.82	5,601.47	6,843.06	41,721.73
TOTAL GRANT INCOME	36,250.42	39,461.12	38,852.84	38,373.82	36,301.47	39,471.06	228,710.73
OTHER INCOME							
ROSS	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
TOTAL OTHER INCOME	2,451.50	2,451.50	2,451.50	2,535.00	0.00	8,125.00	18,014.50
TOTAL INCOME	38,701.92	41,912.62	41,304.34	40,908.82	36,301.47	47,596.06	246,725.23
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries	19,853.39	19,988.49	34,172.08	21,935.27	23,374.27	20,191.38	139,514.88
Administrative Salaries	2,220.90	0.00	0.00	0.00	0.00	0.00	2,220.90
FSS Salaries	3,045.01	5,126.97	4,286.66	3,925.02	3,706.56	4,252.06	24,342.28
Employee Benefit Contribution-Admin	400.00	897.85	292.50	0.00	0.00	0.00	1,590.35
AFLAC FLEX	25,519.30	26,013.31	38,751.24	25,860.29	27,080.83	24,443.44	167,668.41
Total Administrative Salaries							
Legal Expense	1,397.25	468.15	675.65	598.50	47.80	380.40	3,567.75
Criminal Background Checks	0.00	0.00	0.00	0.00	0.00	981.34	981.34
General Legal Expense							
Total Legal Expense	1,397.25	468.15	675.65	598.50	47.80	1,361.74	4,549.09
Other Admin Expenses							
Staff Training	0.00	0.00	147.45	1,415.96	1,959.28	1,168.50	4,691.19
Port Out Admin Fee Paid	1,054.33	0.00	0.00	2,761.00	1,437.05	1,494.81	6,747.19
Office Rent	1,863.16	1,863.16	1,863.16	783.25	2,590.75	783.25	9,746.73
Financial-Consultants	753.75	528.75	4,807.75	10,764.62	10,468.75	1,423.50	28,747.12
Contract Consultants	715.00	748.63	0.00	300.00	0.00	0.00	1,763.63

HCM REPORT III (F5)MOE (Nov-21)
 (Period = Oct 2019-Mar 2020)
 (Book = accrual)

UNRESTRICTED NET ASSETS Statement (12 months)

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Total Other Admin Expenses	4,386.24	3,140.54	6,818.36	16,024.83	16,455.83	4,870.06	51,695.86
Miscellaneous Admin Expenses	0.00	47.95	37.86	62.24	117.70	35.31	301.06
Document Shredding	0.00	0.00	180.00	315.98	2,027.04	0.00	2,523.02
Membership and Fees	0.00	0.00	0.00	0.00	0.00	176.58	176.58
Advertising	397.50	74.87	368.92	524.59	396.92	1,022.04	2,784.84
Office Supplies	0.00	397.60	485.55	379.17	473.98	472.23	2,208.53
Telephone	284.40	150.00	0.00	150.00	434.70	0.00	1,019.10
Postage	0.00	0.00	1,254.62	3,262.02	10,789.74	0.00	15,306.38
Software License Fees	580.02	290.20	527.30	337.25	290.01	328.01	2,352.79
Copiers Rental	0.00	0.00	289.40	72.00	0.00	310.90	672.30
copier- expenses	0.00	0.00	0.00	0.00	646.97	0.00	781.65
Software	0.00	134.68	0.00	0.00	157.28	145.55	775.80
Cell Phones/Pagers	0.00	157.75	157.94	157.28	0.00	0.00	53.27
Bank Fees	0.00	0.00	0.00	53.27	0.00	0.00	0.00
Other Misc Admin Expenses	0.00	30.00	30.00	30.00	30.00	30.00	150.00
Total Miscellaneous Admin Expenses	1,261.92	1,283.05	3,331.59	5,343.80	15,364.34	2,520.62	29,105.32
TOTAL ADMINISTRATIVE EXPENSES	32,564.71	30,905.05	49,576.84	47,827.42	58,948.80	33,195.86	253,018.68
TENANT SERVICES							
HQS	1,500.00	270.00	1,140.00	0.00	0.00	0.00	2,910.00
MOVE IN INSPECTION	330.00	420.00	0.00	870.00	1,890.00	0.00	3,510.00
TOTAL TENANT SERVICES EXPENSES	1,830.00	690.00	1,140.00	870.00	1,890.00	0.00	6,420.00
UTILITIES							
Electricity- Office	155.83	135.74	113.74	125.93	141.26	116.79	789.29
Gas	5.05	6.01	5.20	18.18	5.58	5.41	45.43
TOTAL UTILITY EXPENSES	160.88	141.75	118.94	144.11	146.84	122.20	834.72
MAINTENANCE AND OPERATIONS							
Contract Costs	0.00	0.00	72.00	36.00	72.00	0.00	180.00
Contract-Alarm Monitoring	0.00	0.00	72.00	36.00	72.00	0.00	180.00
TOTAL CONTRACT COSTS	0.00	0.00	72.00	36.00	72.00	0.00	180.00
TOTAL EXPENSES	34,555.59	31,736.80	50,907.78	48,877.53	61,057.64	33,318.06	260,453.40
NET INCOME	4,146.33	10,175.82	-9,603.44	-7,968.71	-24,756.17	14,278.00	-13,728.17

HEC REPORT (MS/ACOB) (Accrual)

NET RESTRICTED ASSETS Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Actual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 HAP Earned	444,699.00	448,445.00	387,710.00	390,149.00	390,149.00	411,963.00	2,473,115.00
TOTAL GRANT INCOME	444,699.00	448,445.00	387,710.00	390,149.00	390,149.00	411,963.00	2,473,115.00
TOTAL INCOME	444,699.00	448,445.00	387,710.00	390,149.00	390,149.00	411,963.00	2,473,115.00
EXPENSES							
HOUSING ASSISTANCE PAYMENTS							
Housing Assistance Payments	511,899.00	553,722.80	522,091.00	435,497.00	506,642.66	528,260.00	3,058,112.46
Hap Received from Landlord	0.00	-29,401.00	0.00	0.00	-10,051.00	0.00	-39,452.00
Tenant Utility Payments-Voucher	8,710.00	6,108.00	4,919.00	5,335.00	4,734.00	5,712.00	35,518.00
Portable Out HAP Payments	25,090.00	0.00	0.00	71,120.00	34,122.00	31,398.00	161,730.00
FSS Escrow Payments	19,113.64	16,525.18	7,327.00	4,824.00	6,810.00	6,676.00	61,275.82
TOTAL HOUSING ASSISTANCE PAYMENTS	564,812.64	546,954.98	534,337.00	516,776.00	542,257.66	572,046.00	3,277,184.28
TOTAL EXPENSES	564,812.64	546,954.98	534,337.00	516,776.00	542,257.66	572,046.00	3,277,184.28
NET INCOME	-120,113.64	-98,509.98	-146,627.00	-126,627.00	-152,108.66	-160,083.00	-804,069.28

HCV NO PORT IN /MS/MOD (.hcv.all)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating PH	1,002,779.80
1111-30-000	Cash Operating HCV	2,478,656.08
1111-99-000	Total Unrestricted Cash	<u>3,481,435.88</u>
1112-00-000	Restricted Cash	
1112-02-000	Cash Restricted-FSS Escrow	195,776.99
1112-03-000	Cash Restricted-HAP	-3,282,833.11
1112-99-000	Total Restricted Cash	<u>-3,087,056.12</u>
1119-00-000	TOTAL CASH	394,379.76
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	2,567.00
1129-02-000	Accounts Receivable - Relp	-4,854.84
1130-00-000	A/R Port Ins	125,412.60
1135-04-000	Accounts Receivable - Interfund	-128,879.38
1135-05-000	Accounts Receivable - PH	59,951.23
1135-06-000	Accounts Receivable - Mainstream	540,240.87
1135-07-000	Accounts Receivable - Moderate Rehab	52,481.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>646,918.48</u>
1300-00-000	TOTAL CURRENT ASSETS	1,041,298.24
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	1,339.97
1400-08-000	Furniture and Equipment-Admin.	45,908.07
1405-00-000	Accumulated Depreciation	-45,908.07
1420-00-000	TOTAL FIXED ASSETS (NET)	<u>1,339.97</u>
1499-00-000	TOTAL NONCURRENT ASSETS	1,339.97
1999-00-000	TOTAL ASSETS	<u>1,042,638.21</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	

Mod Rehab
Financials
March 2020

Mod/ Rehab (modr)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 HAP Earned	0.00	6,108.03	3,054.00	3,054.00	3,054.00	3,054.00	18,324.03
Section 8 Admin. Fee Income	0.00	1,172.97	586.00	586.00	586.00	586.00	3,516.97
TOTAL GRANT INCOME	0.00	7,281.00	3,640.00	3,640.00	3,640.00	3,640.00	21,841.00
TOTAL INCOME	0.00	7,281.00	3,640.00	3,640.00	3,640.00	3,640.00	21,841.00
EXPENSES							
ADMINISTRATIVE							
MAINTENANCE AND OPERATIONS							
HOUSING ASSISTANCE PAYMENTS							
Housing Assistance Payments	2,843.00	2,843.00	2,843.00	2,843.00	2,843.00	2,838.00	17,053.00
TOTAL HOUSING ASSISTANCE PAYM	2,843.00	2,843.00	2,843.00	2,843.00	2,843.00	2,838.00	17,053.00
TOTAL EXPENSES	2,843.00	2,843.00	2,843.00	2,843.00	2,843.00	2,838.00	17,053.00
NET INCOME	-2,843.00	4,438.00	797.00	797.00	797.00	802.00	4,788.00

HCV NO PORT IN /MS/MOD (.hcv.all)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
2111-00-000	A/P Vendors and Contractors	-14,444.46
2116-03-000	Accounts Payable - Low Rent	-23,949.72
2116-04-000	Accounts Payable - Moderate Rehab	60,306.00
2116-05-000	Accounts payable - Mainstream	555,471.87
2135-00-000	Accrued Payroll & Payroll Taxes	9,540.61
2260-00-000	Accrued Compensated Absences-Current	1,121.51
2299-00-000	TOTAL CURRENT LIABILITIES	<u>588,045.81</u>
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	10,093.59
2307-00-000	FSS Escrow	166,325.15
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>176,418.74</u>
2499-00-000	TOTAL LIABILITIES	<u>764,464.55</u>
2600-15-000	ROSS Grant 2016	-2,451.50
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	1,339.97
2809-02-000	Retained Earnings-Unrestricted Net Assets	160,700.92
2809-03-000	Restricted Net Assets - HAP	113,681.27
2809-99-000	TOTAL RETAINED EARNINGS:	<u>275,722.16</u>
2899-00-000	TOTAL EQUITY	<u>278,173.66</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>1,042,638.21</u>

Mainstream
Financials
March 2020

MAINSTREAM (ms)

UNRESTRICTED NET ASSET Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 Admin. Fee Income	4,392.00	4,393.00	4,393.00	4,546.00	4,546.00	4,419.00	26,689.00
TOTAL GRANT INCOME	4,392.00	4,393.00	4,393.00	4,546.00	4,546.00	4,419.00	26,689.00
TOTAL INCOME	4,392.00	4,393.00	4,393.00	4,546.00	4,546.00	4,419.00	26,689.00
EXPENSES							
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET INCOME	4,392.00	4,393.00	4,393.00	4,546.00	4,546.00	4,419.00	26,689.00

MAINSTREAM (.ms)

NET RESTRICTED ASSET Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 HAP Earned	58,377.00	60,196.00	60,196.00	57,839.00	57,839.00	57,026.00	351,473.00
TOTAL GRANT INCOME	58,377.00	60,196.00	60,196.00	57,839.00	57,839.00	57,026.00	351,473.00
TOTAL INCOME	58,377.00	60,196.00	60,196.00	57,839.00	57,839.00	57,026.00	351,473.00
EXPENSES							
MAINTENANCE AND OPERATIONS							
HOUSING ASSISTANCE PAYMENTS							
Housing Assistance Payments	57,753.00	58,156.00	57,397.00	53,807.00	54,072.00	56,324.00	337,509.00
Tenant Utility Payments-Voucher	152.00	152.00	152.00	124.00	124.00	0.00	704.00
TOTAL HOUSING ASSISTANCE PAY	57,905.00	58,308.00	57,549.00	53,931.00	54,196.00	56,324.00	338,213.00
TOTAL EXPENSES	57,905.00	58,308.00	57,549.00	53,931.00	54,196.00	56,324.00	338,213.00
NET INCOME	472.00	1,888.00	2,647.00	3,908.00	3,643.00	702.00	13,260.00

MASTER AM (his)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Actual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses							
INCOME							
TENANT INCOME							
GRANT INCOME							
Section 8 HAP Earned	58,377.00	60,196.00	60,196.00	57,839.00	57,839.00	57,026.00	351,473.00
Section 8 Admin. Fee Income	4,392.00	4,393.00	4,393.00	4,546.00	4,546.00	4,419.00	26,689.00
TOTAL GRANT INCOME	62,769.00	64,589.00	64,589.00	62,385.00	62,385.00	61,445.00	378,162.00
TOTAL INCOME	62,769.00	64,589.00	64,589.00	62,385.00	62,385.00	61,445.00	378,162.00
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries	2,969.51	0.00	0.00	0.00	0.00	0.00	2,969.51
Administrative Salaries	356.74	0.00	0.00	0.00	0.00	0.00	356.74
Employee Benefit Contribution	3,326.25	0.00	0.00	0.00	0.00	0.00	3,326.25
Total Administrative Salaries	3,326.25	0.00	0.00	0.00	0.00	0.00	3,326.25
Miscellaneous Admin Expenses	3,326.25	0.00	0.00	0.00	0.00	0.00	3,326.25
Total Miscellaneous Admin Expens	3,326.25	0.00	0.00	0.00	0.00	0.00	3,326.25
TOTAL ADMINISTRATIVE EXPENSES	3,326.25	0.00	0.00	0.00	0.00	0.00	3,326.25
MAINTENANCE AND OPERATIONS							
HOUSING ASSISTANCE PAYMENTS							
Housing Assistance Payments	57,753.00	58,156.00	57,397.00	53,807.00	54,072.00	56,324.00	337,509.00
Tenant Utility Payments-Voucher	152.00	152.00	152.00	124.00	124.00	0.00	704.00
TOTAL HOUSING ASSISTANCE PAYM	57,905.00	58,308.00	57,549.00	53,931.00	54,196.00	56,324.00	338,213.00
TOTAL EXPENSES	61,231.25	58,308.00	57,549.00	53,931.00	54,196.00	56,324.00	341,539.25
NET INCOME	1,537.75	6,281.00	7,040.00	8,454.00	8,189.00	5,121.00	36,622.75

RELP One. LP

Financials

March 2020

RELP LP (rel:1)

CASH FLOW Statement (12 months)

Period = Jan 2020-Mar 2020

Book = Accrual

	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses				
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent Received	47,061.79	48,200.34	59,489.39	154,751.52
Tenant Assistance Payments Received	18,910.00	18,936.00	30,789.00	68,635.00
Less: Prepaid Rents	1,380.00	1,380.00	-5,520.00	-2,760.00
Total Rental Income	67,351.79	68,516.34	84,758.39	220,626.52
Other Tenant Income				
NSF Charges	39.00	0.00	0.00	39.00
Tenant Screening	0.00	0.00	25.00	25.00
Application Fees	-100.00	-75.00	0.00	-175.00
Total Other Tenant Income	100.00	75.00	25.00	200.00
NET TENANT INCOME	67,451.79	68,591.34	84,783.39	220,826.52
TOTAL INCOME	67,451.79	68,591.34	84,783.39	220,826.52
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	2,946.16	4,696.16	4,696.16	12,338.48
Total Administrative Salaries	2,946.16	4,696.16	4,696.16	12,338.48
Legal Expense				
Criminal Background Checks	69.70	581.70	142.40	793.80
General Legal Expense	784.96	0.00	0.00	784.96
Total Legal Expense	854.66	581.70	142.40	1,578.76
Other Admin Expenses				
Management Fee	6,728.00	6,728.00	6,804.00	20,260.00
Office Rent	421.75	421.75	421.75	1,265.25
Contract Consultants	4,300.00	0.00	0.00	4,300.00
Total Other Admin Expenses	11,449.75	7,149.75	7,225.75	25,825.25
Miscellaneous Admin Expenses				
Advertising	0.00	13.81	0.00	13.81
Fuel-Administrative	77.83	17.50	56.47	151.80
Software License Fees	1,756.47	1,756.47	0.00	3,512.94
copier- expenses	52.43	0.00	0.00	52.43
Bank Fees	1,140.27	1,252.92	1,173.23	3,566.42
Other Misc Admin Expenses	25.00	0.00	0.00	25.00
Total Miscellaneous Admin Expenses	3,052.00	3,040.70	1,229.70	7,322.40
TOTAL ADMINISTRATIVE EXPENSES	18,302.57	15,468.31	13,294.01	47,064.89
TENANT SERVICES				
Other Tenant Svcs.	144.80	0.00	0.00	144.80
TOTAL TENANT SERVICES EXPENSES	144.80	0.00	0.00	144.80

RELP LP (relpl)

CASH FLOW Statement (12 months)

Period = Jan 2020-Mar 2020

Book = Accrual

	Jan 2020	Feb 2020	Mar 2020	Total
UTILITIES				
Water	0.00	161.82	774.92	936.74
Electricity-Vacant Units	0.00	28.86	0.00	28.86
Electricity- Office	67.81	76.06	62.89	206.76
Gas	2.96	3.00	2.91	8.87
Gas-Vacant Units	22.76	45.24	0.00	68.00
Sewer	0.00	0.00	846.08	846.08
TOTAL UTILITY EXPENSES	93.53	314.98	1,686.80	2,095.31
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maintenance Labor-Grounds	571.97	1,424.14	561.37	2,557.48
Total General Maint Expense	571.97	1,424.14	561.37	2,557.48
Materials				
Supplies-Appliance	279.99	235.92	337.26	853.17
Supplies-Electrical	30.26	0.00	179.91	210.17
Supplies-Janitorial/Cleaning	38.40	25.78	0.00	64.18
Supplies-Maint/Repairs	114.98	0.00	0.00	114.98
Supplies-Plumbing	95.27	392.16	42.27	529.70
HARDWARE SUPPLIES	262.10	464.88	794.42	1,521.40
Total Materials	821.00	1,118.74	1,353.86	3,293.60
Contract Costs				
Contract-Appliance	385.00	0.00	910.00	1,295.00
CONTRACT- APPLIANCE REPAIRS	75.00	75.00	0.00	150.00
Contract-Window Covering	1,207.53	0.00	0.00	1,207.53
Contract-HVAC	290.94	2,550.00	498.00	3,338.94
Contract-Vehicle Maintenance	0.00	1,998.26	0.00	1,998.26
Contract- Extermination	0.00	0.00	125.00	125.00
Contract-Storage	518.00	259.00	259.00	1,036.00
Contract- Keys	0.00	153.10	0.00	153.10
Total Contract Costs	2,476.47	5,035.36	1,792.00	9,303.83
TOTAL MAINTENACE EXPENSES	3,869.44	7,578.24	3,707.23	15,154.91
GENERAL EXPENSES				
Misc. Taxes/Liscenses/Insurance	2,075.00	0.00	0.00	2,075.00
Association Fees	15,922.24	12,238.97	12,238.97	40,400.18
TOTAL GENERAL EXPENSES	17,997.24	12,238.97	12,238.97	42,475.18
FINANCING EXPENSE				
Interest Expense-Bond 1	1,847.27	1,847.27	1,884.22	5,578.76
Interest Expense-Bond 2	14,121.28	14,098.57	14,075.77	42,295.62
Interest Expense-Mortgage Payable	5,230.02	5,252.72	5,275.53	15,758.27
INTEREST MORTGAGE PAYABLE 2	1,353.03	1,350.84	1,348.64	4,052.51
TOTAL FINANCING EXPENSES	22,551.60	22,549.40	22,584.16	67,685.16
TOTAL EXPENSES	62,959.18	58,149.90	53,511.17	174,620.25
NET INCOME	4,492.61	10,441.44	31,272.22	46,206.27

RELP LP (relp1)

Statement (12 months)

Period = Jan 2020-Mar 2020

Book = Accrual

	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses				
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent	49,676.00	49,813.00	53,081.00	152,570.00
Tenant Assistance Payments	20,242.00	19,641.00	19,949.00	59,832.00
Less: Prepaid Rents	1,380.00	1,380.00	-5,520.00	-2,760.00
Total Rental Income	71,298.00	70,834.00	67,510.00	209,642.00
Other Tenant Income				
NSF Charges	39.00	0.00	0.00	39.00
Tenant Screening	0.00	0.00	25.00	25.00
Application Fees	-100.00	0.00	0.00	-100.00
Total Other Tenant Income	139.00	0.00	25.00	164.00
NET TENANT INCOME	71,437.00	70,834.00	67,535.00	209,806.00
TOTAL INCOME	71,437.00	70,834.00	67,535.00	209,806.00
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	2,946.16	4,696.16	4,696.16	12,338.48
Total Administrative Salaries	2,946.16	4,696.16	4,696.16	12,338.48
Legal Expense				
Criminal Background Checks	69.70	581.70	142.40	793.80
General Legal Expense	784.96	0.00	0.00	784.96
Total Legal Expense	854.66	581.70	142.40	1,578.76
Other Admin Expenses				
Management Fee	6,728.00	6,728.00	6,804.00	20,260.00
Office Rent	421.75	421.75	421.75	1,265.25
Contract Consultants	4,300.00	0.00	0.00	4,300.00
Total Other Admin Expenses	11,449.75	7,149.75	7,225.75	25,825.25
Miscellaneous Admin Expenses				
Advertising	0.00	13.81	0.00	13.81
Fuel-Administrative	77.83	17.50	56.47	151.80
Software License Fees	1,756.47	1,756.47	0.00	3,512.94
copier- expenses	52.43	0.00	0.00	52.43
Bank Fees	1,140.27	1,252.92	1,173.23	3,566.42
Other Misc Admin Expenses	25.00	0.00	0.00	25.00
Total Miscellaneous Admin Expenses	5,998.16	7,736.86	5,925.86	19,660.88
TOTAL ADMINISTRATIVE EXPENSES	18,302.57	15,468.31	13,294.01	47,064.89
TENANT SERVICES				
Other Tenant Svcs.	144.80	0.00	0.00	144.80
TOTAL TENANT SERVICES EXPENSES	144.80	0.00	0.00	144.80

RELP LP (imp1)

Statement (12 months)

Period = Jan 2020-Mar 2020

Book = Accrual

	Jan 2020	Feb 2020	Mar 2020	Total
UTILITIES				
Water	0.00	161.82	774.92	936.74
Electricity-Vacant Units	0.00	28.86	0.00	28.86
Electricity- Office	67.81	76.06	62.89	206.76
Gas	2.96	3.00	2.91	8.87
Gas-Vacant Units	22.76	45.24	0.00	68.00
Sewer	0.00	0.00	846.08	846.08
TOTAL UTILITY EXPENSES	93.53	314.98	1,686.80	2,095.31
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maintenance Labor-Grounds	571.97	1,424.14	561.37	2,557.48
Total General Maint Expense	571.97	1,424.14	561.37	2,557.48
Materials				
Supplies-Appliance	279.99	235.92	337.26	853.17
Supplies-Electrical	30.26	0.00	179.91	210.17
Supplies-Janitorial/Cleaning	38.40	25.78	0.00	64.18
Supplies-Maint/Repairs	114.98	0.00	0.00	114.98
Supplies-Plumbing	95.27	392.16	42.27	529.70
HARDWARE SUPPLIES	262.10	464.88	794.42	1,521.40
Total Materials	821.00	1,118.74	1,353.86	3,293.60
Contract Costs				
Contract-Appliance	385.00	0.00	910.00	1,295.00
CONTRACT- APPLIANCE REPAIRS	75.00	75.00	0.00	150.00
Contract-Window Covering	1,207.53	0.00	0.00	1,207.53
Contract-HVAC	290.94	2,550.00	498.00	3,338.94
Contract-Vehicle Maintenance	0.00	1,998.26	0.00	1,998.26
Contract- Extermination	0.00	0.00	125.00	125.00
Contract-Storage	518.00	259.00	259.00	1,036.00
Contract- Keys	0.00	153.10	0.00	153.10
Total Contract Costs	2,476.47	5,035.36	1,792.00	9,303.83
TOTAL MAINTENACE EXPENSES	3,869.44	7,578.24	3,707.23	15,154.91
GENERAL EXPENSES				
Insurance- Excess Liability				
Property Insurance	515.00	515.00	515.00	1,545.00
Liability Insurance	1,381.92	1,381.92	1,381.92	4,145.76
Misc. Taxes/Liscenses/Insurance	1,351.88	1,351.88	1,351.88	4,055.64
Association Fees	2,075.00	0.00	0.00	2,075.00
Association Fees	15,922.24	12,238.97	12,238.97	40,400.18
TOTAL GENERAL EXPENSES	21,246.04	15,487.77	15,487.77	52,221.58
FINANCING EXPENSE				
Interest Expense-Bond 1				
Interest Expense-Bond 2	1,847.27	1,847.27	1,884.22	5,578.76
Interest Expense-Mortgage Payable	14,121.28	14,098.57	14,075.77	42,295.62
INTEREST MORTGAGE PAYABLE 2	5,230.02	5,252.72	5,275.53	15,758.27
TOTAL FINANCING EXPENSES	22,551.60	22,549.40	22,584.16	67,685.16
NON-OPERATING ITEMS				
Depreciation Expense				
TOTAL NON-OPERATING ITEMS	22,255.24	22,255.24	22,255.24	66,765.72
TOTAL EXPENSES	88,463.22	83,653.94	79,015.21	251,132.37
NET INCOME	-17,026.22	-12,819.94	-11,480.21	-41,326.37

REL LP (relp1)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-02-000	Cash- Payroll	28,703.02
1111-10-000	Cash Operating PH	7,580.61
1111-20-000	Cash Operating RELP	291,609.82
1111-40-000	Cash Operating RHEP	-7,664.70
1111-99-000	Total Unrestricted Cash	320,228.75
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	33,964.69
1112-04-000	Cash Restricted-Reserve for Replaceme	30,389.11
1112-05-000	Operating Reserve	300,058.05
1112-20-000	Mortgage Escrow	13,280.40
1112-99-000	Total Restricted Cash	377,692.25
1119-00-000	TOTAL CASH	697,921.00
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	308,804.44
1122-01-000	Allowance for Doubtful Accounts-Tenants	-65,562.00
1123-00-000	A/R-Affordable Housing Subsidies	42,846.00
1128-00-000	Tenant Repayment Agreement	-475.00
1129-01-000	AR/TPA	25.00
1135-05-000	Accounts Receivable - PH	-20,745.31
1135-08-000	Accounts Receivable - HCV	1,033.68
1135-09-000	Accounts Receivable - RHE PROP	9,395.70
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	275,322.51
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	10,945.47
1211-01-000	Prepaid Taxes	6,340.28
1211-10-000	Prepaid Support	6,258.63
1299-00-000	TOTAL OTHER CURRENT ASSETS	23,544.38
1300-00-000	TOTAL CURRENT ASSETS	996,787.89
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	259,000.00

REL LP (relp1)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
1400-06-000	Buildings	6,569,020.56
1400-07-000	Furniture and Equipment-Dwelling	146,582.25
1400-08-000	Furniture and Equipment-Admin.	10,000.00
1400-10-000	Site Improvement	217,495.00
1405-00-000	Accumulated Depreciation	-4,317,788.76
1420-00-000	TOTAL FIXED ASSETS (NET)	<u>2,884,309.05</u>
1444-00-000	Computer Software	-10,000.00
1499-00-000	TOTAL NONCURRENT ASSETS	<u>2,874,309.05</u>
1520-00-000	Deferred Financing Cost	183,650.50
1520-01-000	Amort. Deferred Financing Cost	67,115.50
1999-00-000	TOTAL ASSETS	<u>3,987,631.94</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-28,882.03
2113-00-000	Accrued Asset Management Fees	-132.00
2114-00-000	Tenant Security Deposits	22,978.61
2114-01-000	Security Deposit Interest	2,991.83
2114-03-000	Security Deposit-Pet	579.85
2115-00-000	A/P Other	64,002.00
2116-01-000	A/P-PHA Projects	19,910.44
2116-08-000	Accounts payable - HCV	200.00
2117-06-000	Employee FICA Withholding	-664.84
2119-91-000	Accrued Payable	3,471.00
2119-92-000	Accrued Property Mgmt. Fee Payable	6,612.00
2130-00-000	Current Portion of LT Debt	57,933.00
2130-02-000	Accrued Int. Payable - Cty Loan	39,481.53
2130-03-000	Accrued Int. Payable - RHE Loan	9,239.92
2131-00-000	Accrued Interest Payable	14,637.73
2145-00-000	Interprogram-Due To	-17,990.22
2240-00-000	Tenant Prepaid Rents	105,862.60
2299-00-000	TOTAL CURRENT LIABILITIES	<u>300,495.42</u>
2300-00-000	NONCURRENT LIABILITIES:	
2310-00-000	Notes Payable-LT	3,270,462.47
2310-10-000	Loan Payable-1	120,000.00
2310-20-000	Loan Payable - 2	1,397,245.40

REL P (relp1)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
2323-00-000	RHE Loan Payable	161,102.99
2350-00-000	Bonds Payable-LT	14,343.02
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>4,963,153.88</u>
2499-00-000	TOTAL LIABILITIES	<u>5,263,649.30</u>
2800-00-000	EQUITY	
2801-00-000	CONTRIBUTED CAPITAL:	
2802-00-000	Contributed Capital	-4,362.00
2805-99-000	TOTAL CONTRIBUTED CAPITAL	<u>-4,362.00</u>
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	-839,524.04
2809-02-000	Retained Earnings-Unrestricted Net Assets	-432,156.32
2809-99-000	TOTAL RETAINED EARNINGS:	<u>-1,271,680.36</u>
2899-00-000	TOTAL EQUITY	<u>-1,276,042.36</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>3,987,606.94</u>
3120-10-000	keys	-25.00
9999-99-000	TOTAL OF ALL	<u>25.00</u>

RHEP

Financials

March 2020

REI Property (ffrsal)
CASH FLOW Statement (12 months)

Period - Jan 2020-Mar 2020

(\$K = Actual)

Revenue & Expenses	Jan 2020	Feb 2020	Mar 2020	Total
INCOME				
TENANT INCOME				
Rental Income	3,431.00	2,731.00	3,820.00	9,982.00
Tenant Rent Received	1,213.00	443.00	1,052.00	2,708.00
Tenant Assistance Payments Received	4,644.00	3,174.00	4,872.00	12,690.00
Total Rental Income	4,644.00	3,174.00	4,872.00	12,690.00
NET TENANT INCOME	4,644.00	3,174.00	4,872.00	12,690.00
EXPENSES				
ADMINISTRATIVE				
MAINTENANCE AND OPERATIONS				
Contract Costs	0.00	198.00	0.00	198.00
Contract-HVAC	0.00	198.00	0.00	198.00
Total Contract Costs	0.00	198.00	0.00	198.00
TOTAL MAINTENANCE EXPENSES				
GENERAL EXPENSES				
Property Insurance	0.00	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00	0.00
WORKMAN COMP	0.00	0.00	0.00	0.00
Association Fees	1,585.56	1,585.56	1,585.56	4,756.68
Total GENERAL EXPENSES	1,585.56	1,585.56	1,585.56	4,756.68
FINANCING EXPENSE				
Interest Expense-Mortgage Payable	2,241.54	1,719.12	2,763.96	6,724.62
Total FINANCING EXPENSES	2,241.54	1,719.12	2,763.96	6,724.62
TOTAL EXPENSES	3,827.10	3,502.68	4,349.52	11,679.30
NET INCOME	816.90	-328.68	522.48	1,010.70

RHI: Property (rhepi)

Statement (12 months)

Period = Jan 2020-Mar 2020

Book = Accrual

	Jan 2020	Feb 2020	Mar 2020	Total
Revenue & Expenses				
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent	558.00	1,829.00	3,974.00	6,361.00
Tenant Assistance Payments	4,468.00	3,227.00	1,052.00	8,747.00
Total Rental Income	5,026.00	5,056.00	5,026.00	15,108.00
NET TENANT INCOME	5,026.00	5,056.00	5,026.00	15,108.00
TOTAL INCOME	5,026.00	5,056.00	5,026.00	15,108.00
EXPENSES				
ADMINISTRATIVE				
MAINTENANCE AND OPERATIONS				
Contract Costs				
Contract-HVAC	0.00	198.00	0.00	198.00
Total Contract Costs	0.00	198.00	0.00	198.00
TOTAL MAINTENANCE EXPENSES	0.00	198.00	0.00	198.00
GENERAL EXPENSES				
Property Insurance	30.86	30.86	30.86	92.58
Liability Insurance	30.86	30.86	30.86	92.58
WORKMAN COMP	30.86	30.86	30.86	92.58
Association Fees	1,585.56	1,585.56	1,585.56	4,756.68
TOTAL GENERAL EXPENSES	1,678.14	1,678.14	1,678.14	5,034.42
FINANCING EXPENSE				
Interest Expense-Mortgage Payable	2,241.54	1,719.12	2,763.96	6,724.62
TOTAL FINANCING EXPENSES	2,241.54	1,719.12	2,763.96	6,724.62
TOTAL EXPENSES	3,919.68	3,595.26	4,442.10	11,957.04
NET INCOME	1,106.32	1,460.74	583.90	3,150.96

RHE Property (rhep1)

Balance Sheet

Period = Mar 2020

Book = Accrual

Current Balance

All

ASSETS

CURRENT ASSETS:

CASH

Unrestricted Cash

Cash Operating RHEP 15,399.77

Total Unrestricted Cash 15,399.77

Restricted Cash

Cash Restricted-Security Deposits 860.00

Total Restricted Cash 860.00

TOTAL CASH 16,259.77

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants -13,513.09

Allowance for Doubtful Accounts-Tenants -6,826.22

A/R-Affordable Housing Subsidies 7,457.00

Accounts Receivable - Relp -2,731.00

Accounts Receivable - Interfund -5,000.00

TOTAL ACCOUNTS AND NOTES RECEIVABLE -20,613.31

OTHER CURRENT ASSETS

Prepaid Expenses and Other Assets 352.77

TOTAL OTHER CURRENT ASSETS 352.77

TOTAL CURRENT ASSETS -4,000.77

NONCURRENT ASSETS:

FIXED ASSETS

Buildings 462,077.96

Furniture and Equipment-Dwelling 4,444.88

Site Improvement 7,092.90

Accumulated Depreciation -98,217.79

TOTAL FIXED ASSETS (NET) 375,397.95

TOTAL NONCURRENT ASSETS 375,397.95

TOTAL ASSETS 371,397.18

LIABILITIES & EQUITY

RHE Property (rhep1)

Balance Sheet

Period = Mar 2020

Book = Accrual

Current Balance

LIABILITIES:

CURRENT LIABILITIES:

Tenant Security Deposits	1,900.00
Accounts Payable - Interfund	-2,347.80
Accounts payable - HCV	2,347.80
Accounts Payable - PH	3,000.00
Accounts Payable - RHE DEV	4,015.00
Tenant Prepaid Rents	-15,214.09
TOTAL CURRENT LIABILITIES	-6,299.09

NONCURRENT LIABILITIES:

Mortgage Payable - Falls Grove	80,486.24
Mortgage Payable - Jay Drive	76,413.75
Mortgage Payable - Garden View	78,334.34
Mortgage Payable - Cork Tree	78,386.18
TOTAL NONCURRENT LIABILITIES	313,620.51

TOTAL LIABILITIES	307,321.42
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EQUITY

RETAINED EARNINGS:

Invested in Capital Assets-Net of Debt	71,980.46
Retained Earnings-Unrestricted Net Assets	-7,904.70
TOTAL RETAINED EARNINGS:	64,075.76

TOTAL EQUITY	64,075.76
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TOTAL LIABILITIES AND EQUITY	371,397.18
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DEV Account

Financials

March 2020

DEV (dev)

Statement (12 months)

Period = Oct 2019-Mar 2020

Book = Accrual

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total
2999-99-999 Revenue & Expenses							
3000-00-000 INCOME							
3100-00-000 TENANT INCOME							
4000-00-000 EXPENSES							
4100-00-000 ADMINISTRATIVE							
4400-00-000 MAINTENANCE AND OPERATIONS							

DEV (dev)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating PH	-12,686.41
1111-40-000	Cash Operating RHEP	3,000.00
1111-50-000	CASH OPERATING DEV	1,076.82
1111-99-000	Total Unrestricted Cash	<u>-8,609.59</u>
1119-00-000	TOTAL CASH	-8,609.59
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1129-00-000	A/R-Other	37,085.00
1129-45-000	Accounts Receivable - Fireside	32,669.80
1135-04-000	Accounts Receivable - Interfund	4,000.00
1135-05-000	Accounts Receivable - PH	51,171.27
1135-09-000	Accounts Receivable - RHE PROP	2,015.00
1145-00-000	Accrued Interest Receivable	71.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>127,012.07</u>
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	201,052.36
1299-00-000	TOTAL OTHER CURRENT ASSETS	<u>201,052.36</u>
1300-00-000	TOTAL CURRENT ASSETS	319,454.84
1300-01-000	Notes Receivable - Legacy	1,266,000.00
1300-02-000	Investment in Relp	710.00
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1420-00-000	TOTAL FIXED ASSETS (NET)	<u>1,266,710.00</u>
1499-00-000	TOTAL NONCURRENT ASSETS	<u>1,266,710.00</u>
1999-00-000	TOTAL ASSETS	<u>1,586,164.84</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	<u>8,166.00</u>

DEV (dev)

Balance Sheet

Period = Mar 2020

Book = Accrual

		Current Balance
2299-00-000	TOTAL CURRENT LIABILITIES	8,166.00
2499-00-000	TOTAL LIABILITIES	<u>8,166.00</u>
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	<u>1,577,998.84</u>
2809-99-000	TOTAL RETAINED EARNINGS:	1,577,998.84
2899-00-000	TOTAL EQUITY	<u>1,577,998.84</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>1,586,164.84</u>

RHE Corporation

Financials

March 2020

Balance Sheet

Period = Mar 2020

Book = Accrual

Current Balance

0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1129-00-000	A/R-Other	26,917.00
1129-45-000	Accounts Receivable - Fireside	243,690.14
1145-00-000	Accrued Interest Receivable	-3.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	270,604.14
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	-201,052.36
1299-00-000	TOTAL OTHER CURRENT ASSETS	-201,052.36
1300-00-000	TOTAL CURRENT ASSETS	69,551.78
1300-01-000	Notes Receivable - Legacy	-79,200.00
1300-02-000	Investment in Relp	-28.00
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1420-00-000	TOTAL FIXED ASSETS (NET)	-79,228.00
1499-00-000	TOTAL NONCURRENT ASSETS	-79,228.00
1999-00-000	TOTAL ASSETS	-9,676.22
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-8,166.00
2299-00-000	TOTAL CURRENT LIABILITIES	-8,166.00
2499-00-000	TOTAL LIABILITIES	-8,166.00
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	-1,510.22
2809-99-000	TOTAL RETAINED EARNINGS:	-1,510.22

RHE CORPORATION (rhecorp)

Balance Sheet

Period = Mar 2020

Book = Accrual

Current Balance

2899-00-000	TOTAL EQUITY	-1,510.22
2999-00-000	TOTAL LIABILITIES AND EQUITY	-9,676.22

Fireside Park
Financials
March 2020

COMPARATIVE OPERATING STATEMENT

Fireside Park Apartments

	Current Period			Year-To-Date			
	Actual	Budget	Variance	Actual	Budget	Variance	
	Mar 2020	Mar 2020		Mar 2020	Mar 2020		
RENTAL INCOME:							
5120-0000	Apartment Rent	299,508	326,702	(27,194)	871,709	980,106	(108,397)
5121-0000	Resident Assistance Payme	34,689	0	34,689	130,882	0	130,882
5120-0100	Gain/Loss to Lease	(10,350)	(5,669)	(4,681)	(33,167)	(18,761)	(14,406)
5170-0000	Garage And Parking Space	110	875	(765)	1,423	2,625	(1,202)
	Total Potential Rent	323,957	321,908	2,049	970,847	963,970	6,877
ADJUSTMENTS TO POTENTIAL							
5225-0000	Vacancy - Offline Units	(1,395)	0	(1,395)	(4,185)	0	(4,185)
5220-0000	Vacancy - Apartments	(75,516)	(11,435)	(64,081)	(214,393)	(34,305)	(180,088)
1130-0000	Tenant Rec./Beg. (Ending)	160,438	0	160,438	135,366	0	135,366
1130-0000	Tenant Rec./Beg. (Ending)	(148,565)	0	(148,565)	(148,565)	0	(148,565)
1140-0000	Local Rec./Beg (Ending)	10,491	0	10,491	22,486	0	22,486
1140-0000	Local Rec./Beg (Ending)	(12,206)	0	(12,206)	(12,206)	0	(12,206)
2210-0001	Prep. Rent/(Beg.) Ending	(21,123)	0	(21,123)	(24,000)	0	(24,000)
2210-0001	Prep. Rent/(Beg.) Ending	33,949	0	33,949	33,949	0	33,949
2210-0092	Prepaid--Local Assist.	(21,298)	0	(21,298)	(23,256)	0	(23,256)
2210-0092	Prepaid--Local Assist.	36,759	0	36,759	36,759	0	36,759
5240-0000	Stores/Commercial Loss To	0	(44,790)	44,790	0	(134,370)	134,370
5251-0000	Concessions To Tenants	(386)	(500)	114	(2,607)	(1,000)	(1,607)
6370-0000	Bad Debts Expense	(695)	(4,605)	3,910	(33,907)	(13,815)	(20,092)
5992-0000	Month To Month Fee	(525)	1,246	(1,771)	618	3,738	(3,120)
	Total Adjustments to Potential	(40,073)	(60,084)	20,011	(233,941)	(179,752)	(54,189)
	Net Rental Income	283,884	261,824	22,060	736,906	784,218	(47,312)
FINANCIAL INCOME:							
5410-0000	Interest Revenue-Project	34	43	(9)	156	129	27
	Total Financial Income	34	43	(9)	156	129	27
OTHER INCOME/SERVICE INCOME:							
5920-0000	NSF And Late Charge Incom	2,387	1,796	591	6,174	5,388	786
5921-0000	Legal Fees	0	825	(825)	0	2,475	(2,475)
5930-0000	Damage And Cleaning Fee I	50	200	(150)	50	600	(550)
5122-0000	Utility Income	6,177	7,500	(1,323)	16,553	22,500	(5,947)
5960-0000	Application Fees	(50)	150	(200)	125	450	(325)
5921-0500	Lease Cancellation Fee	15	0	15	385	0	385
5993-0000	Cable TV Commission	0	30	(30)	95	90	5
5995-0000	Pet Fee Income	560	870	(310)	2,522	2,610	(88)
	Total Other/Service Income	9,138	11,371	(2,233)	25,904	34,113	(8,209)
	TOTAL INCOME	293,057	273,238	19,819	762,966	818,460	(55,494)
ADMINISTRATIVE EXPENSES:							
6210-0000	Advertising	(1,164)	1,907	3,071	2,939	5,721	2,782
6250-0000	Other Renting Expenses	1,000	1,140	140	2,000	3,750	1,750
6311-0000	Office Supplies Expense	287	230	(57)	290	690	400
6311-0500	Printing Reproduction	0	150	150	13	450	437
6311-0600	Shipping/Postage	4	25	21	16	75	59
6320-0000	Management Fee	9,440	8,171	(1,269)	28,320	24,475	(3,845)
6340-0000	Legal & Coll. Expense	0	900	900	680	2,700	2,020
6351-0500	Software/Tech Support	0	2,800	2,800	312	2,877	2,565
6351-5000	RealPage Services Expense	1,338	1,590	252	3,719	4,770	1,051
6360-1000	Telephone Expenses	396	785	389	1,909	2,355	446
6360-2000	Telephone Answering Servi	0	100	100	0	300	300

Accrual	COMPARATIVE OPERATING STATEMENT				Page:	2
INCSUMDETAIL	Fireside Park Apartments				Date:	4/17/2020
Property No: 232					Time:	11:22 AM
	Current Period			Year-To-Date		
	Actual	Budget		Actual	Budget	
	Mar 2020	Mar 2020	Variance	Mar 2020	Mar 2020	Variance

6390-5000	Meals	280	0	(280)	331	0	(331)
6390-6000	Admin Travel Exp	0	15	15	0	45	45
6390-7000	Training	0	730	730	76	890	814
6390-1000	Misc Admin Exp	113	313	200	718	939	221
6390-2000	Bank Service Charges	99	95	(4)	297	285	(12)
Total Administrative Expenses		11,793	18,951	7,158	41,620	50,322	8,702

PAYROLL EXPENSE

6310-0000	Office Salaries	5,378	6,449	1,070	17,356	19,346	1,990
6330-0000	Managers Salary	4,516	4,516	(1)	13,548	13,547	(2)
6510-1000	Janitor Payroll	3,736	4,837	1,101	12,875	14,511	1,636
6540-1000	Repairs Payroll	10,910	11,999	1,089	33,096	35,997	2,901
6711-0000	Project Payroll Taxes	2,238	2,561	323	7,897	7,886	(11)
6712-0000	Payroll Processing Fee	141	118	(23)	409	354	(55)
6722-0000	Workman's Compensation In	907	944	38	2,409	2,833	425
6723-0000	Employee Benefits	3,725	3,012	(713)	11,095	9,037	(2,058)
Total Payroll Expense		31,550	34,436	2,885	98,686	103,511	4,825

UTILITY EXPENSE:

6450-0500	Electricity - House Meter	0	1,252	1,252	1,976	3,756	1,780
6450-1000	Electricity - Vacant	0	775	775	1,888	2,325	437
6451-0000	Water	10,126	9,188	(938)	15,969	27,564	11,595
6453-0000	Sewer	10,437	9,145	(1,292)	17,663	27,435	9,772
6452-0500	Gas	0	2,060	2,060	4,316	6,180	1,864
6452-1000	Gas - Vacant	0	400	400	292	1,200	908
Total Utility Expenses		20,563	22,820	2,257	42,104	68,460	26,356

MAINTENANCE EXPENSES

6515-0500	Janitor Supplies	0	350	350	0	1,050	1,050
6515-1000	Janitor Uniforms	250	450	200	1,071	1,350	279
6517-3000	Turnover Cleaning	0	250	250	0	750	750
6519-0000	Extermination Contract	520	500	(20)	6,135	1,500	(4,635)
6520-0000	Extermination Supplies	0	50	50	0	150	150
6525-1000	Trash Removal Contract	1,448	1,512	64	3,012	4,536	1,524
6530-0100	Fire Protection	0	222	222	1,989	666	(1,323)
6537-0500	Grounds Contract	0	2,150	2,150	0	6,450	6,450
6537-1000	Fertilization	0	313	313	0	939	939
6537-2000	Fencing	0	50	50	0	150	150
6541-0500	R&M Supplies - General	1,973	1,500	(473)	2,605	4,500	1,895
6541-8000	Plumbing Supplies	0	100	100	0	300	300
6541-8500	R&M Equipment	0	85	85	0	255	255
6541-3500	Appliance Parts	0	115	115	0	345	345
6541-4500	Electrical Supplies	0	125	125	0	375	375
6542-0500	R&M Contractor - General	0	500	500	0	1,500	1,500
6542-1000	Plumbing Contractor	3,599	850	(2,749)	3,473	2,550	(923)
6542-2000	Electrical Contractor	1,298	100	(1,198)	1,298	300	(998)
6542-5000	Carpeting Contractor	0	100	100	250	300	50
6546-0500	A/C & Heating Contractor	0	800	800	0	2,400	2,400
6546-4000	A/C & Heating Supplies	0	150	150	0	450	450
6548-0500	Snow Removal Contractor	0	1,100	1,100	0	3,300	3,300
6548-1000	Snow Removal Supplies	0	0	0	0	400	400

COMPARATIVE OPERATING STATEMENT

Fireside Park Apartments

	Current Period			Year-To-Date		
	Actual	Budget	Variance	Actual	Budget	Variance
	Mar 2020	Mar 2020		Mar 2020	Mar 2020	
6560-2000 Turnover Apts (Deco)	0	900	900	7,557	2,700	(4,857)
6561-0000 Decorating Supplies	0	60	60	0	180	180
Total Maintenance Expense	9,088	12,332	3,244	27,389	37,396	10,007
TAXES AND INSURANCE:						
6719-0000 Misc Tax, License, Permit	18	0	(18)	20	0	(20)
Other Insurance	0	536	536	0	1,608	1,608
1310-3000 Real Estate Tax Escrow	18,993	21,471	2,478	56,979	64,413	7,434
Total Taxes & Insurance	19,011	22,007	2,996	56,999	66,021	9,022
FINANCIAL EXPENSE:						
6890-3000 Interest On Sec Dep	150	110	(40)	413	330	(83)
Total Financial Expense	150	110	(40)	413	330	(83)
TOTAL EXP. BEFORE DEBT SVS.	92,154	110,656	18,501	267,210	326,039	58,830
NET OPERATING INCOME	200,903	162,583	38,320	495,756	492,421	3,335
DEBT SERVICE						
2320-0000 Principal 1st Mort	65,041	62,324	(2,717)	194,550	186,972	(7,578)
6820-1000 Interest 1st Mort	81,174	100,571	19,397	243,712	283,038	39,326
6820-2000 Interest 2nd Mort	4,264	4,264	0	12,793	12,792	(1)
6820-3000 Interest 3rd Mort	6,933	6,933	0	20,799	20,799	0
1320-1000 Repl Res 1st Deposit	7,434	7,434	0	22,302	22,302	0
Total Debt Service	164,846	181,526	16,680	494,157	525,903	31,746
TOTAL OPER. EXP. BEFORE RES.	257,000	292,182	35,181	761,366	851,942	90,576
NET PROFIT/LOSS BEFORE RES.	36,057	(18,943)	55,000	1,599	(33,482)	35,082

TAB 4

Rockville Housing Enterprises
Occupancy and Tenant Account Receivable Report
Month Ending **March 2020**

Public Housing

Occupancy as of March 31, 2020: 95%

- As of the end of March 2020 there were 5 vacant units.
 - 4 Vacant units – David Scull – Applications pending on all units
 - 1 Vacant Units - Scattered Sites

1309 First Street

1288 First Street

1321 First Street

1312 First Street

512 Woodston

Tenant Account Receivable Balance for the month ending March 30, 2020: \$26,352.52

David Scull	-	\$20,321.72
Scattered Sites	-	\$6,030.80

RELP ONE MONTHLY COMPLIANCE REPORT

The undersigned, as the authorized representative of the RELP One, hereby certifies that for the month recorded, (i) the following number of units in the Development were occupied by Lower Income Tenants and (ii) the following number and percentages of dwelling units in the Development were either occupied by Lower Income Tenants or were held vacant and available to such occupancy for all or part of such period:

MONTH: March YEAR: 2020

Tax Credit Qualified Residents
100% @ 60% AMI
(56 Units)

Last Month	55
# Move-Ins	1
# Move-Outs	0
Total Units Occupied	56
# Units Vacant (available)	0
% of Total Units Occupied/Available	100% / 0%

Tenant Account Receivable Balance for the month ending March 31, 2020: \$10,100.50

Note: Please note this balance is for the month of March 2020 and does not include prior month balances or payments made in the month of February for the month of January.

RHEP MONTHLY COMPLIANCE REPORT

MONTH: March YEAR: 2020

Last Month	4
# Move-Ins	0
# Move-Outs	0
Total Units Occupied	4
# Units Vacant (available)	0
% of Total Units Occupied/Available	100% / 0%

Tenant Account Receivable Balance as of March 31, 2020: \$2712

Note:

TAB 5

Homeownership Coordinator Report
By Susan A. Cheney
April 13, 2020
For month of March, 2020

Legacy at Lincoln Park, RHE Homeownership, Money Management and Credit Counseling Programs and Home Purchases

Legacy at Lincoln Park

- There were no new properties listed for sale or for rent in March.
- RHE received a full repayment of its 2nd trust on 123 Moore Dr. after the property sold on February 27th. The check which was received in early March contained the repayment of the \$102,000 loan as well as \$24,190.57 for RHE's "Recapture" share of the net proceeds from the sale. This all came about in large part because the property was initially purchased for \$300,000 and was sold 12 years later for \$410,000. The releases for the Deed of Trust and Recapture Agreement have been executed, notarized and recorded.

Homeownership, MPDUs and Counseling

- As a consequence of the Covid19 pandemic, the Montgomery County MPDU Office has temporarily cancelled the First Time Homebuyer Classes, the County MPDU Orientation Sessions, and the County MPDU Application Sessions and has also stopped accepting any new MPDU Applications for its MPDU Purchase Program at least until June 15th. The County program does continue to conduct the random selections for MPDUs that become available.
- The City of Rockville MPDU purchase program has not initiated changes, but it does not conduct classes. The current minimum income to qualify for the purchase program requires eligibility to obtain a mortgage of \$130,000 which would indicate an income of \$35,000 to \$40,000 potentially. The maximum income for the purchase program is set at \$77,632 for a family of 2, \$87,336 for a family of 3 and \$97,040 for a family of 4.
- I have checked with several loan officers and Realtors to get a sense of what is going on in the Real Estate Market. Both say they are busy, but not as much as would normally be the case at this time of year. Even though The Fed has lowered its rates, many mortgage companies have kept the interest rates at the level they were before the crisis, which was very low by historic levels. One lender has noted that some mortgage sources are tightening their underwriting criteria as a precaution in light of the vast shrinking of the economy and employment options. Unfortunately, especially lower income families working in

retail and hospitality industries are facing employment difficulties. One Realtor has said she is still showing homes to buyers, but will open up the house then stand out front while the potential buyers peruse the interior of the home. Virtual video tours are becoming very popular in real estate sales.

- Developers are continuing to build and sell their homes. The buying process involves virtual tours, strict appointments with the sales personnel and appropriate distancing when viewing a home.
- We are not holding any homebuyer classes now.
- HUD has announced a waiver of the preassistance homeownership counseling requirement for participation in the Housing Choice Voucher Homeownership Program until July 31, 2020. There is also a waiver/delay of the HQS inspections in the HCV program. Homebuyers will still need to arrange for the usual independent home inspection. All other requirements of the program remain applicable. Currently RHE does not have any resident under contract to purchase using this program in the City of Rockville.

TAB 6

FIRESIDE PARK APARTMENTS MONTHLY OCCUPANCY REPORT

MONTH: March YEAR: 2020
As of 04/15/2020

	Affordable @ 50% AMI	Affordable @ 60% AMI	Affordable @ 80% AMI	Market	Total
Total Units	10	84	24	117	235
# Unit down for Project	1	18	2	11	32
Total Available Units Occupancy Baseline	9	66	22	106	203
# Move-Ins	0	0	0	0	0
1 BR	0	0	0	0	0
2 BR	0	0	0	0	0
3 BR	0	0	0	0	0
# Move-Outs	0	4	0	2	6
1 BR	0	1	0	1	2
2 BR	0	2	0	1	3
3 BR	0	1	0	0	1
# Available Units Vacant	1	13	2	7	23
1 BR	1	2	0	2	5
2 BR	0	11	1	5	17
3 BR	0	0	1	0	1
Occupancy % of Total Available Units	90%	85%	92%	94%	90%
1 BR	0	0	0	0	0
2 BR	0	0	0	0	0
3 BR	0	0	0	0	0
Occupancy % of ALL Units (235)	80%	63%	83%	85%	77%

TAB 7

Housing Choice Voucher
Program Administrative Plan

and

Public Housing
Admissions & Occupancy Policy

COVID -19 HUD Policy Waiver
Implementation

Plan Addendums

Rockville Housing Enterprises

Housing Choice Voucher Program Administrative Plan

COVID -19 Addendum

Effective April 10, 2020

The following RHE Policy changes are based on HUD Guidance provided in HUD Notice PIH 2020-05 which provides regulatory waivers and establishes alternative requirements for numerous statutory and regulatory requirements for the Public Housing Program and Housing Choice Voucher Program pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

PH and HCV-2: Family Income and Composition: Delayed Annual Examinations

Statutory Authority: Section 3(a)(1) of the USHA of 1937

Regulatory Authority: 24 CFR § 982.516(a)(1) - HCV

Regulatory Authority: 24 CFR § 960.257(a) - Public Housing

Description: PHAs are required to conduct a reexamination of family income and composition at least annually. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 emergency, HUD is waiving this statutory and regulatory requirement to permit PHAs to delay annual reexaminations of HCV and public housing families. However, if the PHA delays annual reexaminations for HCV families under this authority, it must also comply with the alternative requirement regarding the application of an increase in the payment standard amount during the Housing Assistance Payment (HAP) contract term (see HCV-7 below) if applicable, so as not to delay the application of the increased payment standard amount to the family's HAP calculation.

Period of Availability: All annual recertifications due in Calendar Year (CY) 2020 must be completed by December 31, 2020.

RHE will work hard to ensure all annual recertifications are processed timely. This waiver will allow RHE to allow families additional time to complete the annual recertification process.

PH and HCV-3: Family Income and Composition: Annual Examination - Income Verification requirements

Regulatory Authority: 24 CFR § 5.233(a)(2)

Sub-regulatory Guidance: PIH Notice 2018-18

Description: PHAs are required to use the Enterprise Income Verification (EIV) System for verification of family income at the annual examination. 24 CFR § 5.233(a)(2) requires PHAs to use EIV as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with §5.236 and administrative guidance issued by HUD. PIH Notice 2018-18 describes the required verification hierarchy process PHAs must follow. HUD understands that documentation may be difficult to obtain as a result of the COVID-19 public health emergency. PHAs are also facing challenges with securely accessing HUD systems while many if not all staff are working remotely.

To address these challenges, HUD is waiving the requirements to use the income hierarchy described by PIH Notice 2018-18 and will allow PHAs to forgo third-party income verification requirements for annual reexaminations, including the use of EIV, if the PHA wishes to conduct the annual recertification rather than delaying the family's annual recertification (as permitted under PH and HCV-2 above).

RHE will continue to work to get valid third party income verifications during this COVID-19 period. This waiver will allow RHE to allow families the benefit of timely processing of annual recertifications by using the Self-Certification when needed in the event valid third party verification cannot be obtained.

PH and HCV-4: Family Income and Composition: Interim Examinations

Statutory Authority: Section 3(a)(1) of the USHA of 1937

Regulatory Authority: 24 CFR § 5.233(a)(2) - HCV and Public Housing

Regulatory Authority: 24 CFR § 982.516(c)(2) - HCV

Regulatory Authority: 24 CFR § 960.257(b) and (d) - Public Housing

Sub-regulatory Guidance: PIH Notice 2018-18

Description: For the HCV and public housing programs, PHAs are required to adopt policies (in their Administrative Plans and Admissions and Continued Occupancy Plans (ACOPs), respectively) prescribing when and under what conditions the family must report a change in family income or composition. However, at any time that a family requests an interim determination of family income or composition because of any changes since the last determination, the PHA must make the interim determination within a reasonable time after the family's request. In most cases, the reason a family requests an interim determination is due to a loss in income or a change in family composition.

PHAs are required to use EIV for verification of family income at interim reexamination. 24 CFR § 5.233(a)(2) requires PHAs to use EIV as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with §5.236 and administrative guidance issued by HUD. PIH Notice 2018-18 further describes the required verification hierarchy process PHAs must follow.

To assist PHAs that may be prioritizing the processing of interim reexaminations due to decreases in family income and mitigate the challenges of transferring documentation during periods of shelter-in-place/stay-at-home efforts in response to the COVID-19 emergency, HUD is waiving the requirements to use the income verification hierarchy as described by PIH Notice 2018-18. HUD will allow PHAs to forgo third-party income verification requirements for interim reexaminations, including the required use of EIV. During the allowable period of eligibility, PHAs may consider self-certification as the highest form of income verification to process interim reexaminations. This may occur over the telephone (with a contemporaneous written record by the PHA staff person), through an email with a self-certification form by the family, or through other electronic communications.

As noted in the previous waiver description, there is no HUD requirement that income and family composition examinations and recertifications must be conducted in-person unless it may be necessary as a reasonable accommodation for a person with a disability as long as applicable public health guidelines are followed (e.g., social distancing) and any local and state ordinances is followed. PHAs that conduct interim reexaminations under this waiver/alternative requirement will be responsible for addressing any material discrepancies that may arise later. For example, if a tenant self-certified that the tenant lost their job, but later the EIV IVT Report shows the tenant's employment continued, the PHA must take enforcement action that is consistent with its policies and procedures.

RHE will continue to work to get valid third party income verifications during this COVID-19 period. This waiver will allow RHE to allow families the benefit of timely processing of interim recertifications by using the Self-Certification only when needed in the event valid third party verification cannot be obtained. Additionally, RHE will utilize the EIV system if available. If the EIV system is inaccessible due to social distancing, this waiver will apply.

PH and HCV-5: Enterprise Income Verification (EIV) Monitoring

Regulatory Authority: 24 CFR § 5.233

Sub-regulatory Guidance: PIH Notice 2018-18

Description: PIH Notice 2018-18 specifies the required monitoring of EIV reports. For example, PHAs are required to monitor the Deceased Tenants Report, the Identity Verification Report, the Immigration Report, the IVT Report, and the Multiple Subsidy Report and the New Hires Report on a monthly basis. Recognizing the challenges PHAs are facing with many if not all staff working remotely, HUD is waiving the mandatory EIV monitoring requirements.

Period of Availability: The period of availability ends on July 31, 2020.

PH and HCV-6: Family Self-Sufficiency (FSS) Contract of Participation; Contract Extension

Regulatory Authority: 24 CFR § 984.303(d)

Description: Part 984 establishes the requirements for the Section 8 and Public Housing FSS Program. Section 984.303(d) authorizes a PHA to extend a family's contract of participation for a period not to exceed two years upon a finding of good cause. HUD has made a determination that the circumstances surrounding COVID-19 qualify as "good cause" to extend family contracts, and FSS programs may consider this expanded definition of "good cause" as they make their determinations on each family's eligibility for an extension.

Period of Availability: The period of availability during which the PHA may extend the family's contract of participation using COVID-19 as the "good cause" ends on December 31, 2020.

RHE will provide participants with FSS contract extensions upon request for "good cause"

PH and HCV-7: Waiting List: Opening and Closing; Public Notice

Regulatory Authority: 24 CFR § 982.206(a)(2)

Sub-regulatory Guidance: PIH Notice 2012-34

Description: The regulation provides that when a PHA opens its waiting list, the PHA must give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 emergency, HUD is waiving this requirement and is providing an alternative requirement that the PHA may provide public notice in a voicemail message on its main or general information telephone number and through its website (if such a PHA website is

available). PHAs must comply with applicable fair housing and other civil rights requirements when they provide public notice under this alternative requirement, including ensuring effective communication with persons with hearing, visual, and other communication-related disabilities. PHAs must ensure effective communication with persons with disabilities in all notifications and communications. For example, a PHA that chooses to provide public notice through a voice-mail message must ensure the notice is accessible for persons with hearing impairments, which may include also distributing the notice by email and public postings on websites. The voice-mail notice also must comply with all other applicable civil rights requirements, including ensuring meaningful access for persons with limited English proficiency. See 24 CFR 5.105(a) (“Nondiscrimination and Equal Opportunity”).

Period of Availability: The period of availability ends on July 31, 2020.

8. HOUSING CHOICE VOUCHER PROGRAM WAIVERS – HOUSING QUALITY STANDARDS (HQS) INSPECTIONS

Introduction: HUD recognizes the unprecedented challenge the COVID-19 pandemic poses to PHAs in carrying out the most essential of their HCV program administrative responsibilities – ensuring that assisted families are living in decent, safe, and sanitary housing. HQS inspections protect the health and safety of HCV families. However, conducting physical inspections of units in many communities during this national emergency poses its own health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to COVID-19. In order to provide PHAs with the necessary flexibilities to continue to allow families to lease units and to postpone normally required HQS inspections for units under HAP contract, HUD is authorizing the use of the HQS-related waivers and alternative requirements listed in this section. PHAs are in the best position to determine which (if any) of these waivers should be applied to their HCV programs based on the needs and current conditions in their local communities.

PHAs that delay inspections under these waivers must inspect the units as soon as reasonably possible when it is again safe to do so, but must complete all delayed unit inspections no later than the date specified in this notice (or subsequent extensions provided by HUD). HUD has established relatively short periods of availability for these HQS waivers given the health and safety nature of these requirements. However, HUD will consider extending these HQS waivers and alternative requirements if HUD determines an extension is necessary.

Any PHA that applies any of these waivers to its HCV program retains the right to conduct an HQS inspection on any assisted unit at any time. Likewise, the PHA may always choose to conduct an initial inspection on a unit a family wishes to lease if such an inspection is determined to be warranted by the PHA, regardless of whether the PHA chooses to apply the initial HQS inspection waivers to its HCV program. Crucially, use of any of these waivers by the PHA does not relieve owners of their responsibility to maintain the unit in accordance with HQS as required in the HAP contract, nor does it in any way restrict the PHA from taking action to enforce the owner’s obligations. Furthermore, use of any of these waivers by the PHA does not create any right in any third party (such as with the assisted family) to require enforcement of the HQS requirements by

HUD or the PHA, or to assert any claim against HUD or the PHA, for damages, injunction or other relief, for alleged failure to enforce the HQS (see § 982.407).

HQS-1: Initial Inspection Requirements

Statutory Authority: Section 8(o)(8)(A)(i), Section 8(o)(8)(C) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 982.305(a), 982.305(b), 982.405

Description: Section 8(o)(8)(A)(i) requires that the PHA must inspect the unit before any assistance payment is made to determine whether the unit meets HQS. Section 8(o)(8)(C) 13 requires the PHA to conduct the initial inspection within certain time frames after receiving the RFTA. Section 982.305 provides that the PHA may not approve the assisted tenancy or execute a HAP contract until the unit has been inspected by the PHA and passes HQS. Additionally, Section 982.305 requires that the PHA must inspect the unit to determine that the unit satisfies the HQS before the beginning of the initial lease term, and that the PHA must perform this inspection within either 15 days or within a reasonable time depending on the size of the PHA.

HUD is waiving these requirements and providing an alternative requirement. In order to place the unit under HAP contract and commence making payments, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question instead of conducting an initial inspection. At minimum the PHA must require this owner certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA is required to conduct an HQS inspection on the unit as soon as reasonably possible but no later than October 31, 2020.

This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability for PHAs to accept owner's self-certification for an initial inspection ends on July 31, 2020. The period of availability for the PHA to inspect a unit that was placed under HAP contract based on the owner's self-certification ends on October 31, 2020.

RHE will work to perform initial move inspections if the unit is vacant and the inspector is comfortable completing the inspection. Otherwise this waiver will be implemented.

HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections, PHA

Acceptance of Completed Units

Statutory Authority: Section 8(o)(8)(A) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 983.301(b), 983.156(a)(1)

Description: The statute and regulations at § 983.301(b) provide that the PHA must inspect each contract unit before execution of the HAP contract and that the HAP contract may not be executed until the units fully comply with HQS. For rehabilitated and newly constructed units, § 983.156(a)(1) further provides that the PHA must inspect the units to determine if the housing has been completed in accordance with the Agreement to Enter into the HAP Contract (AIIAP), including compliance with the HQS and any additional requirement imposed by the PHA under the Agreement.

HUD is waiving the HQS inspection requirement and establishing an alternative requirement. Instead of conducting the pre-HAP contract HQS inspection, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question. At minimum the PHA must require the owner's certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA is required to conduct an HQS inspection on the unit as soon as reasonably possible but no later than October 31, 2020.

If the PHA has imposed an additional requirement under the AHAP for newly constructed or rehabilitated projects, the PHA may choose to allow the owner to certify that the PHA requirement has been met instead of inspecting the housing to make that determination.

This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability for PHAs to accept owner's self-certification for the pre-HAP inspection/completion of work requirement ends on July 31, 2020. The period of availability for the PHA to complete all delayed inspections on units placed under a HAP contract based on the owner's self-certification ends on October 31, 2020.

HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option

Statutory Authority: Section 8(o)(8)(A)(ii) of the USHA of 1937

Regulatory Authority: Housing Opportunity Through Modernization Act (HOTMA) of 2016:
Implementation of Various Section 8 Voucher Provisions, 82 Fed. Reg. 5458 (Jan. 18, 2017)

Description: Section 8(o)(8)(A)(ii) provides the PHA with the option to choose to approve an assisted tenancy, execute the HAP contract, and begin making housing assistance payments on a unit that fails the initial HQS inspection, provided the unit's failure to meet HQS is the result only of NLT conditions. The statute further requires that the PHA must withhold housing assistance payments from the owner if the NLT conditions are not corrected within 30 days.

HUD is waiving the requirement that the PHA must withhold the payment if the NLT repairs are not made in 30 days. Instead, the PHA may provide an extension of up to an additional 30 days to the owner to make the NLT repairs and continue to make payments to the owner during the period of that maximum 30-day extension. If the owner has not made the NLT repairs by the end of the PHA extension period, the PHA must withhold payments.

This NLT initial inspection option is available to the PHA for both tenant-based units and project-based units. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability for the PHA to approve an extension of up to an additional 30 days ends on July 31, 2020. The extension to make the NLT repairs may extend beyond July 31, 2020, depending on the date the PHA approved the extension. For example, if the PHA approved the extension on July 15th, the maximum extension provided to the owner would be August 15th.

HQS-4: HQS Initial Inspection Requirement – Alternative Inspection Option

Statutory Authority: Section 8(o)(8)(A)(iii) of the USHA of 1937

Regulatory Authority: Housing Opportunity Through Modernization Act (HOTMA) of 2016;
Implementation of Various Section 8 Voucher Provisions, 82 Fed. Reg. 5458 (Jan. 18, 2017)

Description: Section 8(o)(8)(A)(iii) provides the PHA with the option to authorize occupancy of a unit prior to the initial inspection being completed if the unit had in the previous 24 months passed an alternative inspection. Under the statute the PHA may then make assistance payments retroactive to the beginning of the lease term once the unit had been determined to meet HQS pursuant to the PHA's inspection. The HOTMA HCV Federal Register Notice that implemented this statutory option further provided that the PHA must inspect the unit within 15 days of the RFTA.

HUD is waiving the requirement that the PHA must conduct its own inspection of the unit in order to commence making assistance payments under the Initial Inspection – Alternative Inspection option. Under this waiver and alternative requirement, the PHA may commence assistance payments at the beginning of the lease term based on the alternative inspection and the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question. At minimum, the PHA must require this owner certification. The PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA must conduct the HQS inspection for the unit for which it has commenced assistance payments under this waiver authority as soon as reasonably possible but no later than October 31, 2020.

This initial inspection option is available to the PHA for both tenant-based units and project-based units.

This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability for the waiver to place a unit under HAP contract and commence payments ends on July 31, 2020. The period of availability for the PHA to inspect a unit placed under HAP contract under this waiver authority is October 31, 2020.

HQS-5: HQS Inspection Requirement – Biennial Inspections

Statutory Authority: Section 8(o)(D) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 982.405(a), 983.103(d)

Description: The statute and the regulations require the PHA to inspect the unit not less often than biennially during the term of the HAP contract. (Per the recent Federal Register Notice, 85 Fed. Reg. 11381 (Feb. 27, 2020), small rural PHAs may instead inspect the unit not less often than triennially, but since small rural PHAs do not have the authority to begin using a three-year inspection interval until after the next scheduled inspection after Feb. 27, 2020 is carried out, the majority of small rural PHAs have not yet moved from a biennial to a triennial requirement.) HUD is waiving this requirement and is allowing PHAs to delay biennial inspections for both tenant-based and PBV units. All delayed biennial inspections must be completed as soon as reasonably possible as but no later than October 31, 2020.

RHE will work to complete biennial inspections timely, however, if the inspections are unable to occur timely, this waiver will be implemented.

HQS-6: HQS Interim Inspections

Statutory Authority: Section 8(o)(8)(F) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 982.405(g), 983.103(e)

Description: The statute requires that upon notification to the PHA by a family or government official that the assisted unit does not comply with the HQS, the PHA must inspect the unit within 24 hours of when the PHA received the notification if the condition is life-threatening. 24 CFR 982.405(g) provides that if the reported condition is not life-threatening, the PHA must inspect the unit within 15 days. The regulation further provides that in the event of extraordinary circumstances HUD may waive the 24-hour or the 15-day inspection requirement until such time as an inspection is feasible.

HUD is waiving these requirements and establishing an alternative requirement for both tenant-based and PBV units. If the reported deficiency is life-threatening, the PHA must notify the owner of the reported life-threatening deficiency and that the owner must either correct the life-threatening deficiency within 24 hours of the PHA notification or provide documentation (e.g., text or email a photo to the PHA) that the reported deficiency does not exist. In the case of a reported non-life-threatening deficiency, the PHA must notify the owner of the reported deficiency within 30 days and the owner must either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved PHA extension. The PHA may add other requirements or conditions in addition to the owner's documentation but is not required to do so.

As is the case under the current HCV program requirements, the PHA is not required to conduct an on-site inspection to verify the repairs have been made but may rely on alternative verification methods (e.g., photos submitted by the owner, tenant certification, etc.).

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability ends on July 31, 2020. After July 31, 2020, the PHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply with the HQS.

HQS-7: PBV Turnover Unit Inspections

Regulatory Authority: 24 CFR § 983.103(c)

Description: The regulation requires that before providing assistance to a new family in a PBV contract unit, the PHA must inspect the unit. HUD is waiving this regulatory requirement and providing as an alternative requirement the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit. At minimum the PHA must require this owner certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA is required to conduct the HQS inspection on the unit as soon as reasonably possible, but no later than October 31, 2020.

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability to fill a turnover PBV unit without conducting an HQS inspection ends on July 31, 2020.

The period of availability for completing inspections for turnover PBV units that were reoccupied without an HQS inspection under this waiver authority ends on October 31, 2020.

HQS-8: PBV HAP Contract – HQS Inspections to Add or Substitute Units

Statutory Authority: Section 8(o)(8)(A) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 983.207(a), 983.207(b)

Description: At the discretion of the PHA and subject to all PBV requirements (including the program cap and income-mixing requirements), the PHA may amend the HAP contract to add additional PBV contract units or to substitute a different unit for a previously covered contract unit. The PBV requirements include inspecting the proposed substitute or additional unit to determine that the unit meets HQS before it may be added to the HAP contract.

HUD is waiving the HQS inspection requirement. In order to substitute or add a new unit to the PBV HAP contract, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question instead of conducting an initial inspection. At minimum, the PHA must require the owner's certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so.

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

Period of Availability: The period of availability for PHAs to accept owner's self-certification for an initial inspection ends on July 31, 2020. The period of availability for the PHA to inspect a unit that was placed under HAP contract based on the owner's self-certification ends on October 31, 2020.

HQS-9: HQS Quality Control Inspections

Regulatory Authority: 24 CFR § 982.405(b)

Description: The regulations require PHAs to conduct supervisory quality control inspections of a sampling of units under contract. HUD is waiving this regulatory requirement.

Period of Availability: The period of applicability ends on October 31, 2020.

HQS-10: Housing quality standards: Space and Security

Regulatory Authority: § 982.401(d)

Description: The regulation establishes a minimum standard for adequate space for both an HCV and PBV -assisted family. Specifically, it requires that each dwelling unit have at least 1 bedroom or

living/sleeping room for each 2 persons. HUD is waiving this requirement for PHAs where the PHA wishes to assist a current participant that needs to add a member or members to the assisted household as a result of the COVID-19 emergency, and the additional family members would result in the unit not meeting the space and security standards. This provision does not apply to an initial or new lease. A participant must not enter into a new lease for a unit that does not comply with the space and security standards.

Period of availability: For any family occupying a unit that does not meet the space and security requirements pursuant to this waiver, the waiver will be in effect for the duration of the current lease term or one year from the date of this notice, whichever period of time is longer.

HQS-11: Homeownership Option – Initial HQS Inspection

Statutory Authority: Section 8(o)(8)(A)(i), Section 8(y)(3)(B) of the USHA of 1937

Regulatory Authority: 24 CFR § 982.631(a)

Description: The statute provides that HQS re-inspections are not required for 19 homeownership vouchers but does not exempt the unit from the initial HQS inspection. The regulation provides that the PHA may not commence monthly homeownership assistance payments until the PHA has inspected the unit and determined that the unit passes HQS. HUD is waiving this requirement. However, the family is still required to obtain an independent professional inspector in accordance with § 982.631(b)(1) and the PHA is still required to review the independent inspection and has discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report in accordance with § 982.631(b)(4).

Period of Availability: The period of availability ends on July 31, 2020.

9. HOUSING CHOICE VOUCHER PROGRAM WAIVERS – GENERAL

HCV-1: Administrative plan

Regulatory Authority: 24 CFR § 982.54 (a)

Description: The regulation requires that any revisions of the PHA's administrative plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 emergency, HUD is waiving the requirement to allow the PHA administrative plan to be revised on a temporary basis without Board approval. As an alternative requirement any informally adopted revisions under this waiver authority must be formally adopted as soon as practicable following June 30, 2020, but no later than July 31, 2020.

Period of Availability: The period of availability ends on July 31, 2020.

HCV-2: Information When Family is Selected - PHA Oral Briefing

Regulatory Authority: 24 CFR § 982.301(a)(3), § 983.252(a)

Description: The regulation requires when the PHA selects a family to participate in either the HCV or PBV program, the PHA must give the family an oral briefing. HUD is waiving this requirement

and as an alternative requirement allowing the PHA to conduct the briefing by other means such as a webcast, video call, or expanded information packet. Section 504 and the ADA require PHAs to ensure effective communication with applicants, participants and members of the public in all communications and notices. The PHA must ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities, and ensures meaningful access for persons with limited English proficiency.

Period of Availability: The period of availability ends on July 31, 2020.

HCV-3: Term of Voucher – Extensions of Term

Regulatory Authority: 24 CFR § 982.303(b)(1)

Description: The regulation provides that at its discretion, the PHA may grant a family one or more extensions of the initial voucher term in accordance with the PHA policy as described in the PHA administrative plan. HUD is waiving the requirement that the extension(s) must be in accordance with the PHA's administrative plan in order to allow the PHA to provide extensions even though it has been unable to formally amend its policy in the administrative plan.

Period of Availability: The period of availability ends on July 31, 2020.

HCV-4: PHA Approval of Assisted Tenancy – When HAP Contract is Executed

Regulatory Authority: 24 CFR § 982.305(c)

Description: The PHA may not make any housing assistance payments to the owner until the HAP contract is executed. The regulation provides that PHA must use best efforts to execute the HAP contract before the beginning of the lease term and that the HAP contract must be executed no later than 60 days from the beginning of the lease term. Any HAP contract executed after the 60-day period is void and the PHA may not pay any housing assistance payments to the owner. HUD is waiving the regulatory requirement to allow PHAs to execute the HAP contract after the 60-day deadline has passed and make housing assistance payments back to the beginning of the lease term.

However, the PHA and owner must execute the HAP contract no later than 120 days from the beginning of the lease term.

Period of Availability: The period of availability to execute the HAP contract after the normally 60-day period from the beginning of the lease term ends on July 31, 2020.

RHE will continue to work hard to ensure that all HAP Contracts are processed within 60 days. This waiver will allow RHE to exercise more leniency only as needed during the COVID-19 period.

HCV-5: Absence from Unit

Regulatory Authority: 24 CFR § 982.312

Description: The regulation requires that a family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. HUD is waiving this regulatory requirement to allow the PHA at its discretion to continue housing assistance payments and not terminate the HAP contract due to extenuating circumstances (e.g., hospitalization, extended stays at nursing homes, caring for family members).

Period of Availability: The period of availability for the PHA to choose to continue making HAP payments despite the family's absence of more than 180 consecutive days ends on December 31, 2020.

The PHA may not make payments beyond December 31, 2020, and the HAP contract will terminate on that date if the family is still absent from the unit.

HCV-6: Automatic Termination of HAP contract

Regulatory Authority: 24 CFR § 982.455

Description: When an HCV family's income increases to the extent that the housing assistance payment is reduced to \$0, PHAs are required by this regulation to automatically terminate HAP contracts 180 days after the last housing assistance payment to the owner. In recognition that the COVID-19 emergency is creating economic and employment instability for many families, as well as situations where families may on a temporary basis be adding members whose additional income may result in a \$0 HAP subsidy calculation, HUD is waiving this requirement. As an alternative requirement, the PHA, upon written notice to the owner and family, may extend the period of time following the last payment to the owner that triggers the automatic termination of the HAP contract.

The extension beyond the normally applicable 180 days is determined by the PHA but may not extend beyond December 31, 2020.

Period of Availability: The period of availability for the extension ends December 31, 2020. The PHA may not extend the HAP contract beyond December 31, 2020.

HCV-7: Increase in payment standard under HAP contract term

Regulatory Authority: 24 CFR § 982.505(c)(4)

Description: The regulation requires that if the payment standard amount is increased during the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount. HUD is waiving this requirement and as an alternative requirement allowing the PHAs to apply the increased payment standard at any time (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

Note that if the PHA has delayed the family's annual recertification under the waiver authority described earlier in this notice (see PH and HCV-2), the PHA must use the increased payment standard amount to calculate the family's HAP beginning the date that the family's first regular

examination would have been effective in the absence of the waiver. Alternatively, the PHA may conduct an interim reexamination where the only change is the increased payment standard amount. Regardless of the method used, the participant must receive the increased payment standard no later than the effective date of the family's first regular reexamination following the increased payment standard.

Period of Availability: The waiver period of availability ends on December 31, 2020.

HCV-8: Utility allowance schedule – required review and revision

Regulatory Authority: 24 CFR § 982.517

Description: The regulations require the PHA to review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. HUD is waiving this requirement to allow PHAs to delay the review and update of utility allowances.

Period of Availability: Any review and update of utility allowances that were due at some point in time in CY 2020 must be completed no later than December 31, 2020.

HCV-9: Homeownership Option – Homeownership counseling

Statutory Authority: Section 8(y)(1)(D) of the USHA of 1937

Regulatory Authority: 24 CFR §§ 982.630, 982.636(d)

Description: The statute requires that to be eligible for voucher homeownership assistance the family must participate in a homeownership and housing counseling program provided by the agency. The regulations at § 982.630 provide that before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. The regulations at § 982.636(d) provide that a family determined eligible for homeownership is moving under portability may purchase a unit if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families. However, the family must attend the briefing and counseling sessions required by the receiving PHA.

While HUD encourages families to continue to complete briefing and counseling sessions that are operational and can be accomplished in accordance with social distancing directives, HUD is waiving these requirements to allow the PHA to permit the family to purchase the home without fulfilling the normally applicable pre-assistance homeownership counseling requirements.

Period of Availability: The period of availability ends on July 31, 2020.

11. PHAS, SEMAP, and Uniform Financial Reporting Standards

b. SEMAP

Regulatory Authority: 24 CFR Part 985

Description: Part 985 sets out the requirements by which Section 8 tenant-based assistance programs are assessed. For PHAs that have a SEMAP score pending as of the date of this notice, and for any PHA with a fiscal year ending on or before December 31, 2020, HUD will not issue a new SEMAP score unless the PHA requests a that new SEMAP score be issued, HUD will instead carry forward the most recent SEMAP score on record.

Period of Availability: HUD will resume issuing new SEMAP scores beginning with PHAs with fiscal year end dates of March 31, 2021.

c. Uniform financial reporting standards; Filing of financial reports; Reporting Compliance Dates

Regulatory Authority: 24 CFR §§ 5.801(c), 5.801(d)(1)

Description: Section 5.801 establishes uniform financial reporting standards (UFRS) for PHAs (and other entities). Section 5.801(c) requires that PHAs submit financial information in accordance with 24 CFR § 5.801(b) annually, not later than 60 days after the end of the fiscal year of the reporting period. Section 5.801(d)(1) requires that PHAs submit their unaudited financial statements not later than 60 calendar days after the end of their fiscal year, and that PHAs submit their audited financial statements not later than 9 months after the end of their fiscal year.

HUD is waiving these requirements and is providing the alternative requirements for the following PHAs:

- (1) PHAs with a FYE of June 30, 2019; September 30, 2019; December 31, 2019; and March 31, 2020, and a deadline to submit audited financial information in accordance with 24 CFR § 5.801(b) and (d); and

FYE	Due Date	Extended Due Date
6/30/2019	3/31/2020	9/30/2020
9/30/2019	6/30/2020	12/31/2020
12/31/2019	9/30/2020	3/31/2021
3/31/2020	12/31/2020	6/30/2021

Period of Availability: Varies by PHA by FYE, see description for details.

12. Other Waivers and Administrative Relief.

a. PHA Reporting Requirements on HUD Form 50058.

Regulatory Authority: 24 CFR Part 908, § 982.158

Sub-regulatory Guidance: PIH Notice 2011-65

Description: PHAs must submit form HUD-50058 no later than 60 calendar days from the effective date of any action recorded on line 2b of the form HUD-50058 or form HUD-50058 MTW. The Notice states HUD will monitor timeliness of reporting and may sanction a PHA for late reporting.

HUD recognizes that PHAs that implement waivers and alternative requirements under this notice likely will submit form HUD-50058 later than 60 calendar days from the effective date of certain actions, particularly related to reexaminations and inspections. HUD is waiving the 60-day deadline and providing that PHAs must submit form HUD-50058 or HUD-50058 MTW for transactions impacted by implemented waivers and alternative requirements within 90 days of the effective date of action.

Although this waiver provides up to 90 days for PHAs to submit HUD-50058 forms into IMS-PIC, HUD encourages those PHAs that have operational capacity to do so to continue submitting HUD-50058 forms within the normal 60-day timeframe.

PIH recognizes this Notice and any subsequent Notices providing waiver authority to HUD-50058 submission requirements could impact the PHA's ability to submit HUD-50058 forms into the IMS-PIC system and potentially result in fatal errors. In order to minimize the occurrence of these errors resulting from implementing these waivers, PIH will be issuing guidance in the near future that will provide PHAs with workarounds to avoid any potential issues in the PIC system.

For PHAs that submit HUD-50058 forms and receive a fatal error, PIH will not require these HUD-50058 forms to be re-submitted consistent with the waiver of reporting provisions in the Notice. PIH encourages these PHAs to not re-submit these forms until after PIH issues the revised guidance for HUD-50058 reporting. For PHAs that submit HUD-50058 forms successfully in the interim period before the new reporting guidance is issued, PIH may require corrections to these HUD-50058 forms and re-submission to IMS-PIC.

Period of Availability: The period of availability ends December 31, 2020.

Rockville Housing Enterprises

Public Housing Admissions and Occupancy Policy

COVID -19 Addendum

Effective April 10, 2020

The following RHE Policy changes are based on HUD Guidance provided in HUD Notice PIH 2020-05 which provides regulatory waivers and establishes alternative requirements for numerous statutory and regulatory requirements for the Public Housing Program and Housing Choice Voucher Program pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

PH and HCV-2: Family Income and Composition: Delayed Annual Examinations

Statutory Authority: Section 3(a)(1) of the USHA of 1937

Regulatory Authority: 24 CFR § 982.516(a)(1) - HCV

Regulatory Authority: 24 CFR § 960.257(a) - Public Housing

Description: PHAs are required to conduct a reexamination of family income and composition at least annually. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 emergency, HUD is waiving this statutory and regulatory requirement to permit PHAs to delay annual reexaminations of HCV and public housing families. However, if the PHA delays annual reexaminations for HCV families under this authority, it must also comply with the alternative requirement regarding the application of an increase in the payment standard amount during the Housing Assistance Payment (HAP) contract term (see HCV-7 below) if applicable, so as not to delay the application of the increased payment standard amount to the family's HAP calculation.

Period of Availability: All annual recertifications due in Calendar Year (CY) 2020 must be completed by December 31, 2020.

RHE will work hard to ensure all annual recertifications are processed timely. This waiver will allow RHE to allow families additional time to complete the annual recertification process.

PH and HCV-3: Family Income and Composition: Annual Examination - Income Verification requirements

Regulatory Authority: 24 CFR § 5.233(a)(2)

Sub-regulatory Guidance: PIH Notice 2018-18

Description: PHAs are required to use the Enterprise Income Verification (EIV) System for verification of family income at the annual examination. 24 CFR § 5.233(a)(2) requires PHAs to use EIV as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with §5.236 and administrative guidance issued by HUD. PIH Notice 2018-18 describes the required verification hierarchy process PHAs must follow. HUD understands that documentation may be difficult to obtain as a result of the COVID-19 public health emergency. PHAs are also facing challenges with securely accessing HUD systems while many if not all staff are working remotely.

To address these challenges, HUD is waiving the requirements to use the income hierarchy described by PIH Notice 2018-18 and will allow PHAs to forgo third-party

income verification requirements for annual reexaminations, including the use of EIV, if the PHA wishes to conduct the annual recertification rather than delaying the family's annual recertification (as permitted under PH and HCV-2 above).

RHE will continue to work to get valid third party income verifications during this COVID-19 period. This waiver will allow RHE to allow families the benefit of timely processing of annual recertifications by using the Self-Certification when needed in the event valid third party verification cannot be obtained.

PH and HCV-4: Family Income and Composition: Interim Examinations

Statutory Authority: Section 3(a)(1) of the USHA of 1937

Regulatory Authority: 24 CFR § 5.233(a)(2) - HCV and Public Housing

Regulatory Authority: 24 CFR § 982.516(c)(2) - HCV

Regulatory Authority: 24 CFR § 960.257(b) and (d) - Public Housing

Sub-regulatory Guidance: PIH Notice 2018-18

Description: For the HCV and public housing programs, PHAs are required to adopt policies (in their Administrative Plans and Admissions and Continued Occupancy Plans (ACOPs), respectively) prescribing when and under what conditions the family must report a change in family income or composition. However, at any time that a family requests an interim determination of family income or composition because of any changes since the last determination, the PHA must make the interim determination within a reasonable time after the family's request. In most cases, the reason a family requests an interim determination is due to a loss in income or a change in family composition.

PHAs are required to use EIV for verification of family income at interim reexamination. 24 CFR § 5.233(a)(2) requires PHAs to use EIV as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income in accordance with §5.236 and administrative guidance issued by HUD. PIH Notice 2018-18 further describes the required verification hierarchy process PHAs must follow.

To assist PHAs that may be prioritizing the processing of interim reexaminations due to decreases in family income and mitigate the challenges of transferring documentation during periods of shelter-in-place/stay-at-home efforts in response to the COVID-19 emergency, HUD is waiving the requirements to use the income verification hierarchy as described by PIH Notice 2018-18. HUD will allow PHAs to forgo third-party income verification requirements for interim reexaminations, including the required use of EIV. During the allowable period of eligibility, PHAs may consider self-certification as the highest form of income verification to process interim reexaminations. This may occur over the telephone (with a contemporaneous written record by the PHA staff person), through an email with a self-certification form by the family, or through other electronic communications.

As noted in the previous waiver description, there is no HUD requirement that income and family composition examinations and recertifications must be conducted in-person unless it may be necessary as a reasonable accommodation for a person with a disability as long as

applicable public health guidelines are followed (e.g., social distancing) and any local and state ordinances is followed.

PHAs that conduct interim reexaminations under this waiver/alternative requirement will be responsible for addressing any material discrepancies that may arise later. For example, if a tenant self-certified that the tenant lost their job, but later the EIV IVT Report shows the tenant's employment continued, the PHA must take enforcement action that is consistent with its policies and procedures.

RHE will continue to work to get valid third party income verifications during this COVID-19 period. This waiver will allow RHE to allow families the benefit of timely processing of interim recertifications by using the Self-Certification only when needed in the event valid third party verification cannot be obtained. Additionally, RHE will utilize the EIV system if available. If the EIV system is inaccessible due to social distancing, this waiver will apply.

PH and HCV-5: Enterprise Income Verification (EIV) Monitoring

Regulatory Authority: 24 CFR § 5.233

Sub-regulatory Guidance: PIH Notice 2018-18

Description: PIH Notice 2018-18 specifies the required monitoring of EIV reports. For example, PHAs are required to monitor the Deceased Tenants Report, the Identity Verification Report, the Immigration Report, the IVT Report, and the Multiple Subsidy Report and the New Hires Report on a monthly basis. Recognizing the challenges PHAs are facing with many if not all staff working remotely, HUD is waiving the mandatory EIV monitoring requirements.

Period of Availability: The period of availability ends on July 31, 2020.

PH and HCV-6: Family Self-Sufficiency (FSS) Contract of Participation; Contract Extension

Regulatory Authority: 24 CFR § 984.303(d)

Description: Part 984 establishes the requirements for the Section 8 and Public Housing FSS Program. Section 984.303(d) authorizes a PHA to extend a family's contract of participation for a period not to exceed two years upon a finding of good cause. HUD has made a determination that the circumstances surrounding COVID-19 qualify as "good cause" to extend family contracts, and FSS programs may consider this expanded definition of "good cause" as they make their determinations on each family's eligibility for an extension.

Period of Availability: The period of availability during which the PHA may extend the family's contract of participation using COVID-19 as the "good cause" ends on December 31, 2020.

RHE will provide participants with FSS contract extensions upon request for "good cause"

PH and HCV-7: Waiting List: Opening and Closing; Public Notice

Regulatory Authority: 24 CFR § 982.206(a)(2)

Sub-regulatory Guidance: PIH Notice 2012-34

Description: The regulation provides that when a PHA opens its waiting list, the PHA must give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 emergency, HUD is waiving this requirement and is providing an alternative requirement that the PHA may provide public notice in a voicemail message on its main or general information telephone number and through its website (if such a PHA website is available). PHAs must comply with applicable fair housing and other civil rights requirements when they provide public notice under this alternative requirement, including ensuring effective communication with persons with hearing, visual, and other communication-related disabilities. PHAs must ensure effective communication with persons with disabilities in all notifications and communications. For example, a PHA that chooses to provide public notice through a voice-mail message must ensure the notice is accessible for persons with hearing impairments, which may include also distributing the notice by email and public postings on websites. The voice-mail notice also must comply with all other applicable civil rights requirements, including ensuring meaningful access for persons with limited English proficiency. See 24 CFR 5.105(a) (“Nondiscrimination and Equal Opportunity”).

Period of Availability: The period of availability ends on July 31, 2020.

10. PUBLIC HOUSING PROGRAM WAIVERS

PH-1: Fiscal Closeout of Capital Grant Funds

Regulatory Authority: 24 CFR § 905.322(b)

Description: Section 905.322(b) establishes deadlines for the submission of an Actual Development Cost Certificate (ADCC) and an Actual Modernization Cost Certificate (AMCC) (two financial reporting documents required to close out Capital Fund grants). Specifically, the ADCC must be submitted 12 months from the date of completion or HUD termination of a development activity, and the AMCC must be submitted not later than 12 months from the activity’s expenditure deadline. HUD is waiving this requirement and extending the deadlines for an ADCC or AMCC that fell between March 1, 2020, and September 30, 2020, by 6 months.

Period of Availability: Applies to DDCC and AMCC forms due between March 1 and September 30, 2020.

PH-4: ACOP: Adoption of Tenant Selection Policies

Regulatory Authority: 24 CFR § 960.202(c)(1)

Description: The regulation requires that the PHA policies in the ACOP must be duly adopted and implemented. HUD is waiving this requirement to permit PHAs to adopt and implement changes to the ACOP on an expedited basis, without formal board approval. As an alternative requirement, any informally adopted revisions under this waiver authority must be formally adopted as soon as practicable following June 30, 2020, but no later than July 31, 2020. Please note that the requirement for tenant selection policies to be consistent with the fair housing and equal opportunity at § 5.105 remains in effect.

Period of Availability: The period of availability ends on July 31, 2020.

PH-5: Community Service and Self-Sufficiency Requirement (CSSR)

Statutory Authority: Section 12(c) of the USHA of 1937

Regulatory Authority: 24 CFR § 960.603(a) and 960.603(b)

Description: The statute and regulations require that each adult resident of public housing, except for any family member that is exempt, must contribute 8 hours per month of community service or participate in an economic self-sufficiency program or a combination of both. A family's noncompliance with the service requirement is grounds for non-renewal of the lease at the end of the lease term. HUD is waiving this requirement and is alternatively suspending the community service and self-sufficiency requirement. If a PHA adopts this waiver, tenants will not be subject to this requirement until the family's next annual reexamination. Upon the family's next annual reexamination, PHAs should report on Form HUD-50058 each individual's CSSR status as either exempt for those that are exempt, or pending for those that are otherwise eligible but for which the suspension prevents a housing authority from determining compliance. After a PHA completes an annual reexamination for any family, the CSSR becomes effective again for family members for the subsequent annual reexamination cycle.

Period of Availability: The period of availability ends on March 31, 2021.

PH-6: Energy Audits

Regulatory Authority: 24 CFR § 965.302

Description: PHAs are required by this regulation to complete an energy audit for each PHA-owned project not less than once every five years. Due to shelter-in-place orders, and closures of many non-essential businesses, access to qualified energy auditors is likely to be limited during the period of time that the coronavirus is impacting the program. Therefore, HUD is waiving this requirement and is alternatively suspending the performance of the audits for one year for those that were due before December 31, 2020.

Period of Availability: The period of availability is one year beyond the date of the energy audit deadline in 2020 for the impacted project.

PH-7: Over-Income Families

Statutory Authority: Section 16(a)(5) of the USHA of 1937

Regulatory Authority: Housing Opportunity Through Modernization Act of 2016; Final Implementation of the Public Housing Income Limit (83 FR 35490, July 26, 2018)

Sub-regulatory Guidance: Notice PIH 2019-11

Description: PHAs are required by statute and the Federal Register Notice to terminate or charge an alternative rent to families whose income exceeds the program maximum income level for two consecutive years. HUD defined the two-year time period as two consecutive reexamination cycles. In order to be consistent with the delay in annual reexaminations permitted under waiver PH and HCV-2, HUD is waiving this requirement and is permitting families to remain in their units and to continue to pay the same rental amount until such time that a PHA conducts the next annual income recertification that would impact the family. In order to adopt this waiver, PHAs must also adopt a waiver under PH and HCV-2.

Period of Availability: The period of availability ends on December 31, 2020.

PH-9: Review and Revision of Utility Allowances

Regulatory Authority: 24 CFR § 965.507

Description: The regulations require the PHA to review at least annually the basis on which utility allowances have been established and revise allowances if required on the basis of that review. Due to shelter-in-place orders, and closures of many non-essential businesses, PHAs are encouraged to focus administration on critical program functions. Further, access to information on changing utility rates may be limited in some jurisdictions. Therefore, HUD is waiving this requirement to allow PHAs to delay the review and update of utility allowances.

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Period of Availability: Any review and update of utility allowances that were due at some point in time in CY 2020 must be completed by the end of 2020.

PH-10: Tenant Notifications for Changes to Project Rules and Regulations

Regulatory Authority: 24 CFR § 966.5

Description: PHAs are required by this regulation to provide 30-day notice to impacted families for changes to policies, rules and special charges to families. HUD is waiving the requirement to provide such advance notice, except advance notice must be provided for any changes related to tenant charges. Although HUD is waiving the advanced notice, PHAs must still provide adequate notification to impacted families within 30 days of making such changes.

Period of Availability: The period of availability ends on July 31, 2020.

11. PHAS, SEMAP, and Uniform Financial Reporting Standards

a. PHAS

Regulatory Authority: 24 CFR Part 902

Description: Part 902 sets out the indicators by which HUD measures the performance of a PHA. The indicators measure a PHA's physical condition, financial condition, management operations, and Capital Fund obligation and occupancy. HUD is waiving this inspection requirement and is alternatively postponing physical inspections for all PHAs until further notice, except where there is a threat to life or property. HUD will primarily rely on residents' complaints and potentially other sources such as news articles, Congressional inquiries and field office requests to identify threat to life or property.

Further, for PHA that had a PHAS score pending as of the date of this notice, and for any PHA with a fiscal year ending on or before December 31, 2020, HUD will not issue a new PHAS score unless the PHA requests that a new PHAS score be issued. HUD will instead carry forward the most recent PHAS score on record.

Period of Availability: HUD will resume issuing new PHAS scores beginning with PHAs with fiscal year end dates of March 31, 2021.

c. Uniform financial reporting standards; Filing of financial reports; Reporting Compliance Dates

Regulatory Authority: 24 CFR §§ 5.801(c), 5.801(d)(1)

Description: Section 5.801 establishes uniform financial reporting standards (UFRS) for PHAs (and other entities). Section 5.801(c) requires that PHAs submit financial information in accordance with 24 CFR § 5.801(b) annually, not later than 60 days after the end of the fiscal year of the reporting period. Section 5.801(d)(1) requires that PHAs submit their unaudited financial statements not later than 60 calendar days after the end of their fiscal year, and that PHAs submit their audited financial statements not later than 9 months after the end of their fiscal year.

HUD is waiving these requirements and is providing the alternative requirements for the following PHAs:

- (1) PHAs with a FYE of June 30, 2019; September 30, 2019; December 31, 2019; and March 31, 2020, and a deadline to submit audited financial information in accordance with 24 CFR § 5.801(b) and (d); and

FYE	Due Date	Extended Due Date
6/30/2019	3/31/2020	9/30/2020
9/30/2019	6/30/2020	12/31/2020
12/31/2019	9/30/2020	3/31/2021
3/31/2020	12/31/2020	6/30/2021

Period of Availability: Varies by PHA by FYE, see description for details.

12. Other Waivers and Administrative Relief.

a. PHA Reporting Requirements on HUD Form 50058.

Regulatory Authority: 24 CFR Part 908, § 982.158

Sub-regulatory Guidance: PIH Notice 2011-65

Description: PHAs must submit form HUD-50058 no later than 60 calendar days from the effective date of any action recorded on line 2b of the form HUD-50058 or form HUD-50058 MTW. The Notice states HUD will monitor timeliness of reporting and may sanction a PHA for late reporting.

HUD recognizes that PHAs that implement waivers and alternative requirements under this notice likely will submit form HUD-50058 later than 60 calendar days from the effective date of certain actions, particularly related to reexaminations and inspections. HUD is waiving the 60-day deadline and providing that PHAs must submit form HUD-50058 or HUD-50058 MTW for transactions impacted by implemented waivers and alternative requirements within 90 days of the effective date of action.

Although this waiver provides up to 90 days for PHAs to submit HUD-50058 forms into IMS-PIC, HUD encourages those PHAs that have operational capacity to do so to continue submitting HUD-50058 forms within the normal 60-day timeframe.

PIH recognizes this Notice and any subsequent Notices providing waiver authority to HUD-50058 submission requirements could impact the PHA's ability to submit HUD-50058 forms into the IMS-PIC system and potentially result in fatal errors. In order to minimize the occurrence of these errors resulting from implementing these waivers, PIH will be issuing guidance in the near future that will provide PHAs with workarounds to avoid any potential issues in the PIC system.

For PHAs that submit HUD-50058 forms and receive a fatal error, PIH will not require these HUD-50058 forms to be re-submitted consistent with the waiver of reporting provisions in the Notice. PIH encourages these PHAs to not re-submit these forms until after PIH issues the revised guidance for HUD-50058 reporting. For PHAs that submit HUD-50058 forms successfully in the interim period before the new reporting guidance is issued, PIH may require corrections to these HUD-50058 forms and re-submission to IMS-PIC.

Period of Availability: The period of availability ends December 31, 2020.

c. Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds

Statutory Authority: Section 9(j)

Regulatory Authority: 24 CFR § 905.306(d)(5) and 905.306(f)

Description: Section 9(j)(1) requires PHAs to obligate Capital Funds not later than 24 months after the date on which the funds became available, or the date on which the PHA accumulates adequate funds to undertake modernization, substantial rehabilitation, or new construction of units, plus the period of any extension approved

under Section 9(j)(2). Section 9(j)(5)(A) requires a PHA to expend Capital Funds not later than four years after the date on which the funds become available for obligation, plus the period of any extension approved under section 9(j)(2). Section 9(j)(2) authorizes the Secretary to extend the time period for the obligation of Capital Funds for such period as the Secretary determines necessary if the Secretary determines that the failure of the PHA to obligate assistance in a timely manner is attributable to an event beyond the control of the PHA. The authority for extension of the section 9(j) obligation and extension deadlines for an event beyond the control of the PHA is also found in the implementing regulation at 24 CFR § 905.306 (d)(5). The regulations do not permit extensions of the expenditure dates other than for the period of time of a HUD-approved extension of the obligation deadline.

Period of Availability: HUD is extending both the obligation end date and the expenditure end date for all open Capital Fund grants by one year from the current obligation and expenditure end date; however, no programmatic expenditure end date shall be extended beyond one month prior to the closure of the relevant appropriation account, pursuant to 31 U.S.C. § 1552.