

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

**ROCKVILLE, MARYLAND 20850**

**Wednesday November 30, 2022 - 6:30 PM**

**MEETING TO BE HELD VIA ZOOM/ TELECONFERENCE**

***To Join via Zoom Video Conference:***

***<https://zoom.us/join> Meeting ID: 92765065009 Passcode: 226657***

***To Join via Zoom Telephone Conference:***

***Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657***

**AGENDA**

- 6:30 p.m.**      **1. Consent Items: (T-1)**
- 6:40 p.m.**      **3. Citizens Forum:**
- 6:50 p.m.**      **4. Information Exchange:**
- **Executive Director’s Report (T-2)**
  - **Finance Reports (T-3)**
  - **Asset Management (T-4)**
  - **HCV Report (T-5)**
  - **Fireside Park Report (T-6)**
- 7:00 p.m.**      **6. City of Rockville (COR) Report**
- 7:15 p.m.**      **5. Action & Discussion Items: (T-7)**
- **HR Manual Update**
  - **Procurement Policy Update**
  - **DSC – Conversion – from PH to PBVs**
    - **New entity creation**
  - **REACH – Homeownership Down payment Program Assumption**
- 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.
6. The Board meeting is voice recorded

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  
October 26, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on  
October 26, 2022**

**To Join via Zoom Video Conference:**  
*<https://zoom.us/join> Meeting ID: 927 6506 5009      Passcode: 226657*  
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**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Absent Excused  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Monique Ashton, Councilperson City of Rockville  
Christele Etienbla, RHE Staff Deputy Director  
Asmara Habte, Director of DHCD, City of Rockville  
Joseph Micallef, City of Rockville Senior Housing Analyst

6:30 PM Call to Order

Chairman Hedrick called the October, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:47 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meetings; September 28, 2022, and October 14, 2022; Commissioner Duffy moved the meeting minutes be approved; Commissioner Marr seconded the motion. All present voted aye.

6:49 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. There were none.

Chairman Hedrick called for the next item on the agenda, Executive Director's Report:  
**Activities during the month of September**

## Activities during the month of September 2022

### Meetings/Activities

- REAC Inspections RELP One. September 12, 2022.
- REAC Inspection David Scull September 19, 2022
- Parkside Landing Property Management calls were held bi-weekly.
- Parkside Landing Ribbon Cutting held on September 13, 2022
- Weekly closing calls held for Parkside final endorsement.
- Mayor and Council Meeting September 12, 2022
- MTW Resident Meetings held on September 20 and 21, 2022
- MTW/Annual Plan Public Hearing held on October 5, 2022

### Upcoming Activities

- Mayor and Council presentation October 24, 2022
- Closing on acquisition November 1, 2022. Assumption of property management 10-31-2022

### Financial Management (See Tab 3)

#### **Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of September 2022 is a positive \$37,985. Year to date the HAP is a negative (\$347,463.39). The RNP based on the prior year balance of \$687,865 carried over is \$340,401.61.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending September 2022 is a positive \$3,743.25. Year to date is a positive \$11,873.09.

#### **Mainstream Vouchers (50 Mainstream) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of September 2022 is a positive \$2,524. Year to date the HAP is positive \$3,887.52 due from HUD reconciliation against held reserves necessary to reduce equity deficit to zero for financial reporting purpose.

The Unrestricted Net Assets (Administrative Expenses) for the month ending September 2022 is a positive \$2,685.22. Year to date is positive \$1,455.01.

#### **Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2021**

The Program cash flow for the month of September 2022 is a positive \$8,692. Year to date the HAP is negative (\$5,023). The prior year positive carry over amount is \$17,116 resulting in a program balance of \$12,093.

#### **Public Housing Program (PH) (79 PH Units) FYB 10-1-2021**

The Net Income on the PH Cash Flow Report for the month of September 2022 indicates a (\$33,289.06) due to administrative salaries-3 pay periods, the payment of property taxes, and two payments for the water and sewer bills. Year to date is a positive \$33.27.

Expenses were reallocated from PH to RHEP Scattered Site to end the fiscal year in a positive position.

**RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending September 2022 indicates a negative (\$204.29) due to two unit turnover invoices. Year to date is a positive \$124,879.84.

**RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022**

The net income for RELP One for the month of September 2022 is a negative (\$18,450.87) due administrative salaries-3 pay periods, real estate taxes bills, several Pre-REAC repairs such as building repairs, painting, plumbing and one unit turnover. Year to date net income is a negative (\$28,914.86)

**RHE Properties (4 – Affordable Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending September 2022 indicates a negative (\$7,208.14) due to the real estate taxes and tax preparation invoices. Year to date is a negative (\$3,767.64).

**RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2022**

There was no activity for this entity during the month of September 2022. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022**

The Cash Flow Statement for the month ending September 2022 indicates a positive \$84,887.44. Year to date net income is a positive \$109,026.15.

**RHE FIRESIDE PARK FYB 01-2022**

The Cash Flow Statement for the month ending August 2022 indicates a positive \$143,437.10. Year to date net income is a positive \$1,091,590.01. At the time of the printing of this report, the Financials for the month of September has not yet been received from Parkside Landing Apartments.

**Asset Management September 2022 (See TAB 4 and TAB 6 of Board Report)**

- PH Occupancy (David Scull) was as follows (76 units):
  - 97.37% for the month ending September– (2 vacancies)
  - Rent Collection Percentage 111.35%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 100% for the month ending September
  - Rent Collection Percentage 99%
- RELP One Occupancy was as follows (56 units).:
  - 96% for the month ending September – (2 vacant)
  - Rent Collection Percentage 107.73%
- RHEP Occupancy was as follows: (4 units).

- 100% for the month ending September
- Rent Collection Percentage 76%
- Fireside Occupancy was as follows:
  - Occupancy – 95% occupancy rate for the month ending September

Maintenance Activity Summary for September

- RHE maintenance staff completed 155 work orders in September due Pre REAC-Inspections.
- REAC inspection were completed for RELP 1, Fireside, and David Scull. Both RELP 1 and Fireside received scores of 93%. The score for David Scull is still pending.
- RHE maintenance staff accompanied pest control on 38 preventive pest control appointments.
- The maintenance department facilitated 19 HQS inspections with third-party landlords in the month of September .
- There were 0 move-in and 2 move-outs for September. Vacant units are in process of turnover.

Housing Choice Voucher Program (HCVP) Management

**September 2022**

- HCV Program voucher units leased for the month ending September 2022 was 85.10%, and calendar year to date in September 2022 was 85.01%. HCV Program budget utilization for the month ending September 2022 was 93.42% and calendar year to date in September 2022 was 100.98%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 90% leased for the month of September 2022.
- 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 September 2022.
- The 10 VASH vouchers are 40% leased. Two additional VASH vouchers have been issued and the clients are searching for a unit.

**Fostering Youth into Independence (FYI) Vouchers**

- RHE has received twenty-two (22) referrals from Montgomery County Child Welfare.
- RHE has been awarded eighteen (18) Fostering Youth into Independence Vouchers.
- RHE has issued eighteen (18) vouchers to youth transitioning into housing.
- Seventeen (17) vouchers are leased.

**Parkside Landing**

**Reporting Period:** September 2022

**Updates**

- The upper and lower parking lot entrance retaining walls have been completed and the installation of the vegetation is underway.
- Development Team has completed the cost certification and submission of the final draw.
- Ownership team is holding regular calls with the PNC debt team to drive towards the permanent loan conversion process.
- RHE’s Ribbon cutting ceremony was a success.

**Section 3/MBE Participation**

<b>FINAL</b>	<b>Goal</b>	<b>Actual</b>
Section 3 Goal	10%	<b>11.64%</b>
MBE Goal	29%	<b>31.96%</b>

**Look-Ahead**

- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- Jubilee Housing will be hosting a community celebration for their residents at Parkside Landing on Friday, Oct. 21<sup>st</sup>.
- Site team, development team, general contractor, property management conducting detailed site walks to evaluate and troubleshoot chronic unit/site issues post construction completion.
- Work with management team to achieve both economic/physical vacancy goals for stabilization and conversion.
- Occupancy Report attached.

**Family Self Sufficiency/Resident Services Report-Period YTD: August 2022**

25- Public Housing

9- Homeownership

22- FSS Progress Reports

2- Homeownership Closings Pending

47- Voucher

**Resident Opportunities and Self-Sufficiency Services Detailed Report-Period YTD: September 2022**

37- Public Housing Enrollments

12- Progress Reports

**YOUTH SERVICES**

- After school programming Mon-Friday 3:30 – 6:30 pm

## **NEWSLETTER**

### **COMMUNITY AND PUBLIC**

- COVID Rent relief
- Rocktoberfest

### **EMPLOYMENT**

- Second Chance Job & Resource Fair (virtual)
- Montgomery County Police Department
- City of Rockville Police Department
- Montgomery County Public Schools
- Frito Lay
- Salisbury University Job & Internship Fair
- Maryland Department of Public Safety and Correctional Services Healthcare Virtual Job Fair

### **LIFE SKILLS/TRAINING**

- Gilchrist - Citizenship Preparation Classes

### **EDUCATION**

- Montgomery College – Certified Nursing Assistant (CNA)
- College Bound Scholarship
- Emma’s Torch – Culinary Job Training
- Montgomery College – GED Preparation
- Maryland Department of Labor Adult High School Program
- Montgomery College Trio-Educational Opportunity Center
- Montgomery College Make Your Move College and Career Services

### **FINANCIAL LITERACY**

- Affordable program for broadband internet
- Beginners guide to fintech products
- Managing Debt
- Conquering debt
- What every family should now about money
- Managing your money
- Passport to Financial Literacy for youth
- Your money values and influences

### **CAREER SERVICES**

- Maryland Workforce Exchange

- Worksource Montgomery
- Career Catchers

### **7:08 PM City of Rockville (COR) Report**

Asmara Habte presented the City of Rockville report.

- CDBG Application Due date has been extended to 12-12-2022
  - RHE's application has been received
- Next Presentation to Mayor and Council on Scarborough Square is set for November 5<sup>th</sup> (actually the 7<sup>th</sup>). There could also be a November 21, meeting and Mayor and Council action on December 5<sup>th</sup>.
- Bank of Rockville is planning to launch in December.
- City of Rockville Budget season has started. Ms. Habte will send out link to the budget survey. Ms. Habte encouraged RHE Board Members and Staff to complete the survey.

7:15 PM Actions and Discussion –

### **Executive Session**

Chairman Hedrick called for a motion to suspend the open session and enter into Executive Session in accordance with Article 3-305(b)(3) to consider the acquisition of real property and matters related thereto. Commissioner Duffy moved to suspend the open session and enter into Executive Session; Commissioner Robbins seconded the motion. All present voted aye. The open session was suspended and Executive Session began. Executive Session discussions were held.

Chairman Hedrick called for a motion to conclude the Executive Session and open the Regular Session. Commissioner Duffy moved to conclude the Executive Session and commence the Regular Session; Commissioner Marr seconded the motion. All present voted aye.

Chairman Hedrick called for a motion to approve Resolution Number 2022-12 authorizing RHE Corporation to contribute the sum of \$100.00 to the Company for use in acquisition of the Scarborough Square or such other manner deemed necessary or desirable by RHE Corporation. The Executive Director of RHE is authorized to execute the Articles of Organization and file them with the Department to form the Company. The Executive Director of RHE and the Secretary of RHE Corporation are each authorized to execute the Assignment of Membership Interest to assign and transfer all of RHE's membership interest in the Company to RHE Corporation. The Secretary of RHE Corporation is authorized to execute the Purchase and Sale Agreement on behalf of the Company to acquire Scarborough Square from the County or an affiliate owned and/or controlled, directly or indirectly, by the County. The Executive Director of RHE and the Secretary of RHE Corporation are each authorized to execute and deliver all documents necessary, desirable or appropriate to consummate the Interim County Loan,

the County Refinancing Loan, the ORLO Loan and the City Loan, including any note, deed of trust, regulatory agreement, loan agreement, guaranties, if any, and/or other related loan documents on behalf of RHE, RHE Corporation or the Company, including any documents necessary, desirable or appropriate to effectuate the assignment of the City Loan to the Company.

Commissioner Marr moved to adopt Resolution 2022-12. Commissioner Duffy seconded the motion, all present voted aye.

Chairman Hedrick called for a motion to adopt the Assignment of Membership interest for RHE Corporation. Commissioner Duffy moved to adopt the Assignment of Membership interest for RHE Corporation; Commissioner Marr seconded the motion. All present voted aye.

Chairman Hedrick called for a motion to approve the Operating Agreement for RHE Scarborough Square LLC. Commissioner Duffy moved to approve the Operating Agreement for RHE Scarborough Square LLC; Commissioner Marr seconded the motion. All present voted aye.

Chairman Hedrick called for a motion to approve the Property Management Agreement with The Bainbridge Mid Atlantic Management for Scarborough Square. Commissioner Duffy moved to approve the Property Management Agreement with Bainbridge Mid Atlantic Management; Commissioner Marr seconded the motion. All present voted aye.

#### **Internal Control Policy Review**

Director Anderson reviewed the updates to the Internal Control Policy.

Chairman Hedrick called for a motion to approve the updates to the RHE Internal Control Policy. Commissioner Duffy moved to approve the updates to the RHE Internal Control Policy; Commissioner Marr seconded the motion. All present voted aye.

#### **Public Housing Tenant Accounts Receivable Write Offs**

Director Anderson reviewed the updates to the Internal Control Policy.

Chairman Hedrick called for a motion to approve the tenant account receivables write offs for the Public Housing Program in the amount of \$5,537.41. Commissioner Duffy moved to approve the tenant account receivables write offs for the Public Housing Program in the amount of \$5,537.41; Commissioner Marr seconded the motion. All present voted aye.

#### **RHE Annual Plan and MTW Supplement FY2023 Approval**

Director Anderson note the FY 2023 Annual Plan and MTW Supplement was presented at 3 separate resident meetings; the Public Hearing Held on October 5, 2022 and was reviewed with the Board during the regular September Board Meeting.

Chairman Hedrick called for a motion to approve the FY 2023 Annual Plan and MTW Supplement which includes the updates to the Housing Choice Voucher Program

Administrative Plan and Public Housing Admissions and Occupancy Policy. Commissioner Marr moved to approve the FY 2023 Annual Plan and MTW Supplement; Commissioner Duffy seconded the motion. All present voted aye.

**Other Items Discussed**

Director Anderson noted the RHE Administrative Offices no longer has space available for new employees. The office suite next door is available and Management is considering the additional space to house the Resident Services Staff.

Director Anderson put for December 13<sup>th</sup> and December 14<sup>th</sup> for the RHE Strategic Planning Sessions. Director Anderson inquired of the Board if morning meeting times or afternoon meeting times would work best. The consensus was morning meeting times.

**Commissioners Comments**

Commissioner Marr offered commendation to Director Anderson and her team for the Scarborough Square acquisition.

**7:45 PM Adjourned**

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Marr seconded the motion. All present voted Aye.

# TAB 2

**Rockville Housing Enterprises  
Executive Director's Report  
As of November 2, 2022**

**Activities during the month of October 2022**

Meetings/Activities

- Parkside Landing Property Management calls were held bi-weekly
- Weekly closing calls held for Parkside final endorsement.
- MTW/Annual Plan Public Hearing held on October 5, 2022
- RHE Staff Costume contest October 29, 2022
- Closing on Scarborough Square Acquisition November 1, 2022
- Mayor and Council Meeting Presentation November 7, 2022

Upcoming Activities

- Closing on financing of acquisition December 15, 2022.
- RHE Strategic Planning Session on December 13<sup>th</sup> and 14<sup>th</sup>.
- RHE closing reception January 2023 date TDB
- RHE Annual Report Vol. 1 being created set to be issued first Quarter 2023

Financial Management (See Tab 3)

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**Parkside Landing**

**Reporting Period:** September 2022

**Updates**

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**Section 3/MBE Participation**

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**Look-Ahead**

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- Jubilee Housing will be hosting a community celebration for their residents at Parkside Landing on Friday, Oct. 21<sup>st</sup>.
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- Occupancy Report attached.

**Family Self Sufficiency/Resident Services Report-Period YTD: August 2022**

25- Public Housing  
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 47- Voucher

9- Homeownership  
 2- Homeownership Closings Pending

**Resident Opportunities and Self-Sufficiency Services Detailed Report-Period YTD:  
September 2022**

37- Public Housing Enrollments

12- Progress Reports

**YOUTH SERVICES**

- After school programming Mon-Friday 3:30 – 6:30 pm

**NEWSLETTER**

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## **CAREER SERVICES**

- Maryland Workforce Exchange
- Worksource Montgomery
- Career Catchers

# TAB 3

**Rockville Housing Enterprises  
Monthly Financial Statement Review**

**Month Ending October 2022**

**Housing Choice Voucher (HCV) Program (404 Regular Vouchers ;) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of October 2022 is a positive \$66,147. Year to date the HAP is a positive \$66,582.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending October 2022 is a positive \$27,531.84. Year to date is a positive \$27,531.84.

**Mainstream Vouchers (50 Mainstream) FYB 10-1-2022**

The Net Restricted Assets (HAP) for the month of October 2022 is a positive \$3,537.

The Unrestricted Net Assets (Administrative Expenses) for the month ending October 2022 is a positive \$1,800.53. Year to date is a positive \$1,800.53.

**Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2022**

The Program cash flow for the month of October 2022 is a positive \$1,083. Year to date the HAP is a positive \$1,083.

**Public Housing Program (PH) (79 PH Units) FYB 10-1-2022**

The Net Income on the PH Cash Flow Report for the month of October 2022 indicates a positive \$25,857.10. Year to date is a positive \$25,857.10.

**RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending October 2022 indicates a negative (\$4,721.27) due to the reclass transfer. Year to date is a positive \$120,790.25.

**REL P – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022**

The net income for REL P One for the month of October 2022 is positive \$9,159.26. Year to date net income is a negative (\$20,433.51)

**RHE Properties (4 – Affordable Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending October 2022 indicates a positive \$1,401.74. Year to date is a negative (\$9,575.04).

**RHE Corporation (the General Partnership entity for REL P One) FYB 01-1-2022**

There was no activity for this entity during the month of October 2022. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022**

The Cash Flow Statement for the month ending October 2022 indicates a negative (\$113,620) due to Wires for RHE Scarborough Square closing fees. Year to date net income is a negative (\$113,620).

**RHE FIRESIDE PARK FYB 01-2022**

The Cash Flow Statement for the month ending September 2022 indicates a positive \$329,487.51. Year to date net income is a positive \$1,421,077.52.

The Cash Flow Statement for the month ending October 2022 indicates a positive \$ 181,425.37. Year to date net income is a positive \$ 1,602,502.89.

**Public Housing**

**Financials**

**October 2022**

DAVID AND SCATTERED AND Grants (.ph\_all)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3101-00-000	Rental Income		
3111-00-000	Tenant Rent	41,834.56	41,834.56
3119-00-000	Total Rental Income	41,834.56	41,834.56
3199-00-000	NET TENANT INCOME	41,834.56	41,834.56
3400-00-000	GRANT INCOME		
3401-00-000	HUD PHA Operating Grants/Subsidy	54,225.00	54,225.00
3690-10-000	ROSS-FSS	4,913.50	4,913.50
3690-20-000	ROSS - Coordinator	6,000.00	6,000.00
3499-00-000	TOTAL GRANT INCOME	65,138.50	65,138.50
3600-00-000	OTHER INCOME		
3630-00-000	Maintenance Fee Income-RELP	79.15	79.15
3650-00-000	Miscellaneous Other Income	6,600.00	6,600.00
3699-00-000	TOTAL OTHER INCOME	6,679.15	6,679.15
3999-00-000	TOTAL INCOME	<b>113,652.21</b>	<b>113,652.21</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	21,060.85	21,060.85
4410-00-000	Maintenance Salaries	10,689.91	10,689.91
4110-00-050	FSS Salaries	3,076.92	3,076.92

DAVID AND SCATTERED AND Grants (.ph\_all)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
4110-00-060	ROSS Salaries	4,538.47	4,538.47
4110-04-000	Employee Benefit Contribution-Admin	16,598.11	16,598.11
4110-05-000	Wage Payable Garnishment	884.82	884.82
4110-99-000	Total Administrative Salaries	56,849.08	56,849.08
4139-00-000	Other Admin Expenses		
4180-00-000	Office Rent	4,073.86	4,073.86
4182-00-000	Financial-Consultants	900.00	900.00
4182-00-003	Other Consultant - FSS	4,000.00	4,000.00
4189-00-000	Total Other Admin Expenses	8,973.86	8,973.86
4190-00-000	Routine Admin Expenses		
4190-04-000	Office Supplies	120.70	120.70
4190-13-000	Internet	196.09	196.09
4190-15-000	Cell Phones/Pagers	715.65	715.65
4190-20-000	Bank Fees	243.93	243.93
4191-00-000	Total Routine Admin Expenses	1,276.37	1,276.37
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	67,099.31	67,099.31
4300-00-000	UTILITIES		
4330-00-000	Gas-Tenant Charge	451.39	451.39
4330-01-000	Gas-Vacant Units	35.78	35.78
4330-02-000	Gas- Office	43.78	43.78
4340-00-000	Garbage/Trash Removal	157.40	157.40
4399-00-000	TOTAL UTILITY EXPENSES	688.35	688.35
4400-00-000	MAINTENANCE AND OPERATIONS		
4400-99-000	General Maint Expense		
4419-00-000	Total General Maint Expense	0.00	0.00
4420-00-000	Materials		
4420-02-000	Supplies-Appliance	79.53	79.53
4420-04-000	Supplies-Electrical	637.45	637.45

DAVID AND SCATTERED AND Grants (.ph\_all)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
4420-06-000	Supplies-Janitorial/Cleaning	35.92	35.92
4420-08-000	Supplies-Plumbing	1,272.63	1,272.63
4420-11-000	Supplies-Hardware	843.55	843.55
4429-00-000	Total Materials	2,869.08	2,869.08
4430-00-000	Contract Costs		
4430-02-003	Appliance Purchase-Stove	2,190.00	2,190.00
4430-02-011	Capitalized Maintenance Expenses	2,190.00	2,190.00
4430-03-000	Contract-Building Repairs	1,730.00	1,730.00
4430-04-000	Contract-General Cleaning	485.00	485.00
4430-05-000	Contract-Painting	1,680.00	1,680.00
4430-07-000	Contract-Pest Control	1,230.00	1,230.00
4430-08-000	Contract-Floor Replacement	720.00	720.00
4430-11-000	Contract-Plumbing	895.00	895.00
4430-21-000	Unit Turnover	530.00	530.00
4432-00-000	Contract-Storage	414.00	414.00
4434-00-000	Contract- Keys	50.37	50.37
4439-00-000	Total Contract Costs	7,734.37	7,734.37
4499-00-000	TOTAL MAINTENACE EXPENSES	12,793.45	12,793.45
4500-00-000	GENERAL EXPENSES		
4510-10-000	Property Insurance	0.00	0.00
4510-20-000	Liability Insurance	0.00	0.00
4510-30-000	WORKMAN COMP	0.00	0.00
4590-01-000	FIRESIDE DEV FEES (NIX)	2,389.00	2,389.00
4599-00-000	TOTAL GENERAL EXPENSES	2,389.00	2,389.00
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-01-000	Tenant Utility Payments-Voucher	101.00	101.00
4715-03-000	FSS Escrow Payments	4,724.00	4,724.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	4,825.00	4,825.00

DAVID AND SCATTERED AND Grants (.ph\_all)

### Cash Flow Statement (12 months)

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
8000-00-000	TOTAL EXPENSES	<u>87,795.11</u>	<u>87,795.11</u>
9000-00-000	NET INCOME	<b>25,857.10</b>	<b>25,857.10</b>

DAVID AND SCATTERED AND Grants (.ph\_all)

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3101-00-000	Rental Income		
3111-00-000	Tenant Rent	41,015.00	41,015.00
3119-00-000	Total Rental Income	41,015.00	41,015.00
3120-00-000	Other Tenant Income		
3120-04-000	Late Charges	366.55	366.55
3120-07-000	Tenant Owed Utilities	4,191.88	4,191.88
3129-00-000	Total Other Tenant Income	4,558.43	4,558.43
3199-00-000	NET TENANT INCOME	45,573.43	45,573.43
3400-00-000	GRANT INCOME		
3401-00-000	HUD PHA Operating Grants/Subsidy	54,225.00	54,225.00
3499-00-000	TOTAL GRANT INCOME	54,225.00	54,225.00
3600-00-000	OTHER INCOME		
3630-00-000	Maintenance Fee Income-RELP	79.15	79.15
3650-00-000	Miscellaneous Other Income	6,600.00	6,600.00
3690-10-000	ROSS-FSS	4,913.50	4,913.50
3690-20-000	ROSS - Coordinator	6,000.00	6,000.00
3699-00-000	TOTAL OTHER INCOME	17,592.65	17,592.65
3999-00-000	TOTAL INCOME	117,391.08	117,391.08
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		

DAVID AND SCATTERED AND Grants (.ph\_all)

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	11,271.40	11,271.40
4110-00-050	FSS Salaries	3,076.92	3,076.92
4110-00-060	ROSS Salaries	4,538.47	4,538.47
4110-04-000	Employee Benefit Contribution-Admin	16,598.11	16,598.11
4110-05-000	Wage Payable Garnishment	884.82	884.82
4110-99-000	Total Administrative Salaries	<u>36,369.72</u>	<u>36,369.72</u>
4139-00-000	Other Admin Expenses		
4180-00-000	Office Rent	4,073.86	4,073.86
4182-00-000	Financial-Consultants	900.00	900.00
4182-00-003	Other Consultant - FSS	4,000.00	4,000.00
4189-00-000	Total Other Admin Expenses	<u>8,973.86</u>	<u>8,973.86</u>
4190-00-000	Routine Admin Expenses		
4190-04-000	Office Supplies	120.70	120.70
4190-13-000	Internet	196.09	196.09
4190-15-000	Cell Phones/Pagers	715.65	715.65
4190-20-000	Bank Fees	243.93	243.93
4191-00-000	Total Routine Admin Expenses	<u>37,646.09</u>	<u>37,646.09</u>
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	<u>46,619.95</u>	<u>46,619.95</u>
4300-00-000	UTILITIES		
4330-00-000	Gas-Tenant Charge	451.39	451.39
4330-01-000	Gas-Vacant Units	35.78	35.78
4330-02-000	Gas- Office	43.78	43.78
4340-00-000	Garbage/Trash Removal	157.40	157.40
4399-00-000	TOTAL UTILITY EXPENSES	<u>688.35</u>	<u>688.35</u>
4400-00-000	MAINTENANCE AND OPERATIONS		
4400-99-000	General Maint Expense		
4410-00-000	Maintenance Salaries	10,689.91	10,689.91

DAVID AND SCATTERED AND Grants (.ph\_all)

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
4419-00-000	Total General Maint Expense	10,689.91	10,689.91
4420-00-000	Materials		
4420-02-000	Supplies-Appliance	79.53	79.53
4420-04-000	Supplies-Electrical	637.45	637.45
4420-06-000	Supplies-Janitorial/Cleaning	35.92	35.92
4420-08-000	Supplies-Plumbing	1,272.63	1,272.63
4420-11-000	Supplies-Hardware	843.55	843.55
4429-00-000	Total Materials	2,869.08	2,869.08
4430-00-000	Contract Costs		
4430-02-003	Appliance Purchase-Stove	2,190.00	2,190.00
4430-02-011	Capitalized Maintenance Expenses	2,190.00	2,190.00
4430-03-000	Contract-Building Repairs	1,730.00	1,730.00
4430-04-000	Contract-General Cleaning	485.00	485.00
4430-05-000	Contract-Painting	1,680.00	1,680.00
4430-07-000	Contract-Pest Control	1,230.00	1,230.00
4430-08-000	Contract-Floor Replacement	720.00	720.00
4430-11-000	Contract-Plumbing	895.00	895.00
4430-21-000	Unit Turnover	530.00	530.00
4432-00-000	Contract-Storage	414.00	414.00
4434-00-000	Contract- Keys	50.37	50.37
4439-00-000	Total Contract Costs	9,924.37	9,924.37
4499-00-000	TOTAL MAINTENACE EXPENSES	23,483.36	23,483.36
4500-00-000	GENERAL EXPENSES		
4510-10-000	Property Insurance	1,216.88	1,216.88
4510-20-000	Liability Insurance	1,216.90	1,216.90
4510-30-000	WORKMAN COMP	1,216.90	1,216.90
4590-01-000	FIRESIDE DEV FEES (NIX)	2,389.00	2,389.00
4599-00-000	TOTAL GENERAL EXPENSES	6,039.68	6,039.68

DAVID AND SCATTERED AND Grants (.ph\_all)

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-01-000	Tenant Utility Payments-Voucher	101.00	101.00
4715-03-000	FSS Escrow Payments	4,724.00	4,724.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	4,825.00	4,825.00
8000-00-000	TOTAL EXPENSES	81,656.34	81,656.34
9000-00-000	NET INCOME	35,734.74	35,734.74

DAVID AND SCATTERED AND Grants (.ph\_all)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating PH	89,214.83
1111-99-000	Total Unrestricted Cash	89,214.83
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	160.93
1112-02-000	Cash Restricted-FSS Escrow	2,475.00
1112-03-000	Cash Restricted-HAP	-101.00
1112-99-000	Total Restricted Cash	2,534.93
1119-00-000	TOTAL CASH	91,749.76
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	7,464.88
1129-02-000	Accounts Receivable - Relp	-0.01
1135-06-000	Accounts Receivable - Mainstream	-17,888.75
1135-08-000	Accounts Receivable - HCV	-35,002.46
1135-15-000	Accounts Receivable - Rlep-SCA	-34,538.64
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	-79,964.98
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	-3,650.68
1299-00-000	TOTAL OTHER CURRENT ASSETS	-3,650.68
1300-00-000	TOTAL CURRENT ASSETS	8,134.10
1400-00-000	NONCURRENT ASSETS:	
1999-00-000	TOTAL ASSETS	8,134.10
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-22,291.93
2114-00-000	Tenant Security Deposits	2,706.00
2114-01-000	Security Deposit Interest	-118.30
2135-00-000	Accrued Payroll & Payroll Taxes	-13,919.65
2240-00-000	Tenant Prepaid Rents	1,277.83
2299-00-000	TOTAL CURRENT LIABILITIES	-32,346.05

DAVID AND SCATTERED AND Grants (.ph\_all)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
2300-00-000	NONCURRENT LIABILITIES:	
2307-00-000	FSS Escrow	4,724.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>4,724.00</u>
2499-00-000	TOTAL LIABILITIES	<u>-27,622.05</u>
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	35,734.74
2809-99-000	TOTAL RETAINED EARNINGS:	<u>35,734.74</u>
2899-00-000	TOTAL EQUITY	<u>35,734.74</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>8,112.69</u>
3120-10-000	keys	<u>-21.41</u>
9999-99-000	TOTAL OF ALL	21.41

Housing Choice  
Voucher Program

Financials

October 2022

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

**Restricted Net Asset Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	517,729.00	517,729.00
3499-00-000	TOTAL GRANT INCOME	517,729.00	517,729.00
3999-00-000	TOTAL INCOME	<b>517,729.00</b>	<b>517,729.00</b>
4000-00-000	EXPENSES		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	412,403.00	412,403.00
4715-01-000	Tenant Utility Payments-Voucher	4,205.00	4,205.00
4715-02-000	Portable Out HAP Payments	35,750.00	35,750.00
4715-03-000	FSS Escrow Payments	-776.00	-776.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	451,582.00	451,582.00
8000-00-000	TOTAL EXPENSES	<b>451,582.00</b>	<b>451,582.00</b>
9000-00-000	NET INCOME	<b>66,147.00</b>	<b>66,147.00</b>

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

**Unrestricted Net Asset Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-02-000	Section 8 Admin. Fee Income	40,952.00	40,952.00
3410-02-000	Port In Admin. Fee Income	21,287.73	21,287.73
3499-00-000	TOTAL GRANT INCOME	62,239.73	62,239.73
3600-00-000	OTHER INCOME		
3690-10-000	ROSS-FSS	4,913.50	4,913.50
	MTW FLEX	0.00	0.00
3699-00-000	TOTAL OTHER INCOME	4,913.50	4,913.50
3999-00-000	TOTAL INCOME	<b>67,153.23</b>	<b>67,153.23</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	23,162.71	23,162.71
4110-00-050	FSS Salaries	3,076.92	3,076.92
4110-04-000	Employee Benefit Contribution-Admin	5,899.83	5,899.83
4110-99-000	Total Administrative Salaries	32,139.46	32,139.46
4139-00-000	Other Admin Expenses		
4140-00-000	Staff Training	1,800.00	1,800.00
4172-00-000	Port Out Admin Fee Paid	1,513.11	1,513.11
4180-00-000	Office Rent	2,206.67	2,206.67

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

**Unrestricted Net Asset Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
4189-00-000	Total Other Admin Expenses	5,519.78	5,519.78
4190-00-000	Routine Admin Expenses		
4190-01-000	Membership and Fees	1,400.00	1,400.00
4190-20-000	Bank Fees	562.15	562.15
4191-00-000	Total Routine Admin Expenses	1,962.15	1,962.15
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	39,621.39	39,621.39
4400-00-000	MAINTENANCE AND OPERATIONS		
8000-00-000	TOTAL EXPENSES	<b>39,621.39</b>	<b>39,621.39</b>
9000-00-000	NET INCOME	<b>27,531.84</b>	<b>27,531.84</b>

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

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	517,729.00	517,729.00
3410-02-000	Section 8 Admin. Fee Income	40,952.00	40,952.00
3499-00-000	TOTAL GRANT INCOME	558,681.00	558,681.00
3600-00-000	OTHER INCOME		
3690-10-000	ROSS-FSS	4,913.50	4,913.50
3699-00-000	TOTAL OTHER INCOME	4,913.50	4,913.50
3999-00-000	TOTAL INCOME	563,594.50	563,594.50
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	23,162.71	23,162.71
4110-00-050	FSS Salaries	3,076.92	3,076.92
4110-04-000	Employee Benefit Contribution-Admin	5,899.83	5,899.83
4110-99-000	Total Administrative Salaries	32,139.46	32,139.46
4139-00-000	Other Admin Expenses		
4140-00-000	Staff Training	1,800.00	1,800.00
4172-00-000	Port Out Admin Fee Paid	1,513.11	1,513.11
4180-00-000	Office Rent	2,206.67	2,206.67
4189-00-000	Total Other Admin Expenses	5,519.78	5,519.78

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

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
4190-00-000	Routine Admin Expenses		
4190-01-000	Membership and Fees	1,400.00	1,400.00
4190-20-000	Bank Fees	562.15	562.15
4191-00-000	Total Routine Admin Expenses	34,101.61	34,101.61
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	39,621.39	39,621.39
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	412,403.00	412,403.00
4715-01-000	Tenant Utility Payments-Voucher	4,205.00	4,205.00
4715-02-000	Portable Out HAP Payments	35,750.00	35,750.00
4715-03-000	FSS Escrow Payments	-776.00	-776.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	451,582.00	451,582.00
8000-00-000	TOTAL EXPENSES	491,203.39	491,203.39
9000-00-000	NET INCOME	72,391.11	72,391.11

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

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-30-000	Cash Operating HCV	538,682.36
1111-99-000	Total Unrestricted Cash	538,682.36
1112-00-000	Restricted Cash	
1112-02-000	Cash Restricted-FSS Escrow	-22,134.62
1112-03-000	Cash Restricted-HAP	-454,544.99
1112-99-000	Total Restricted Cash	-476,679.61
1119-00-000	TOTAL CASH	62,002.75
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	1,801.00
1135-05-000	Accounts Receivable - PH	35,002.46
1135-06-000	Accounts Receivable - Mainstream	-57,870.38
1135-07-000	Accounts Receivable - Moderate Rehab	-3,461.00
1135-08-000	Accounts Receivable - HCV	35,500.00
1135-14-000	Accounts Receivable - PBV-SCA	-35,500.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	-24,527.92
1300-00-000	TOTAL CURRENT ASSETS	37,474.83
1400-00-000	NONCURRENT ASSETS:	
1999-00-000	TOTAL ASSETS	37,474.83
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	-4,157.18
2114-00-000	Tenant Security Deposits	1,583.00
2135-00-000	Accrued Payroll & Payroll Taxes	-6,824.48
2299-00-000	TOTAL CURRENT LIABILITIES	-9,398.66
2300-00-000	NONCURRENT LIABILITIES:	
2307-00-000	FSS Escrow	-25,517.62
2399-00-000	TOTAL NONCURRENT LIABILITIES	-25,517.62
2499-00-000	TOTAL LIABILITIES	-34,916.28

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

**Balance Sheet**

Period = Oct 2022

Book = Accrual

**Current Balance**

2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	72,391.11
2809-99-000	TOTAL RETAINED EARNINGS:	72,391.11
2899-00-000	TOTAL EQUITY	72,391.11
2999-00-000	TOTAL LIABILITIES AND EQUITY	37,474.83

Port In property (portin)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-06-000	Port In HAP Earned	435,506.65	435,506.65
3499-00-000	TOTAL GRANT INCOME	435,506.65	435,506.65
3999-00-000	TOTAL INCOME	<b>435,506.65</b>	<b>435,506.65</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	353,260.00	353,260.00
4715-01-000	Tenant Utility Payments-Voucher	3,258.00	3,258.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	356,518.00	356,518.00
8000-00-000	TOTAL EXPENSES	<b>356,518.00</b>	<b>356,518.00</b>
9000-00-000	NET INCOME	<b>78,988.65</b>	<b>78,988.65</b>

Port In property (portin)  
**Statement (12 months)**

Period = Oct 2022  
 Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-04-000	Port-In Admin Fees Earned	17,927.27	17,927.27
3410-06-000	Port In HAP Earned	338,424.00	338,424.00
3499-00-000	TOTAL GRANT INCOME	356,351.27	356,351.27
3999-00-000	TOTAL INCOME	356,351.27	356,351.27
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	355,050.00	355,050.00
4715-01-000	Tenant Utility Payments-Voucher	3,258.00	3,258.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	358,308.00	358,308.00
8000-00-000	TOTAL EXPENSES	358,308.00	358,308.00
9000-00-000	NET INCOME	-1,956.73	-1,956.73

Port In property (portin)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating PH	456,797.38
1111-99-000	Total Unrestricted Cash	<u>456,797.38</u>
1112-00-000	Restricted Cash	
1112-03-000	Cash Restricted-HAP	-356,518.00
1112-99-000	Total Restricted Cash	<u>-356,518.00</u>
1119-00-000	TOTAL CASH	100,279.38
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1130-00-000	A/R Port Ins	-100,446.11
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	<u>-100,446.11</u>
1300-00-000	TOTAL CURRENT ASSETS	-166.73
1400-00-000	NONCURRENT ASSETS:	
1999-00-000	TOTAL ASSETS	<u>-166.73</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	1,790.00
2299-00-000	TOTAL CURRENT LIABILITIES	<u>1,790.00</u>
2499-00-000	TOTAL LIABILITIES	1,790.00
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	-1,956.73
2809-99-000	TOTAL RETAINED EARNINGS:	<u>-1,956.73</u>
2899-00-000	TOTAL EQUITY	-1,956.73
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>-166.73</u>

**Mainstream**  
**Financials**  
**October 2022**

Mainstream (ms)

**Restricted Net Asset Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	56,806.00	56,806.00
3499-00-000	TOTAL GRANT INCOME	56,806.00	56,806.00
3999-00-000	TOTAL INCOME	<b>56,806.00</b>	<b>56,806.00</b>
4000-00-000	EXPENSES		
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	53,269.00	53,269.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	53,269.00	53,269.00
8000-00-000	TOTAL EXPENSES	<b>53,269.00</b>	<b>53,269.00</b>
9000-00-000	NET INCOME	<b>3,537.00</b>	<b>3,537.00</b>

Mainstream (ms)

**Unrestricted Net Asset Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-02-000	Section 8 Admin, Fee Income	4,009.00	4,009.00
3499-00-000	TOTAL GRANT INCOME	4,009.00	4,009.00
3999-00-000	TOTAL INCOME	<b>4,009.00</b>	<b>4,009.00</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	2,208.47	2,208.47
4110-99-000	Total Administrative Salaries	2,208.47	2,208.47
4190-00-000	Routine Admin Expenses		
4191-00-000	Total Routine Admin Expenses	2,208.47	2,208.47
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	2,208.47	2,208.47
4400-00-000	MAINTENANCE AND OPERATIONS		
8000-00-000	TOTAL EXPENSES	<b>2,208.47</b>	<b>2,208.47</b>
9000-00-000	NET INCOME	<b>1,800.53</b>	<b>1,800.53</b>

Mainstream (ms)  
**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	56,806.00	56,806.00
3410-02-000	Section 8 Admin. Fee Income	4,009.00	4,009.00
3499-00-000	TOTAL GRANT INCOME	60,815.00	60,815.00
3999-00-000	TOTAL INCOME	60,815.00	60,815.00
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4100-99-000	Administrative Salaries		
4110-00-000	Administrative Salaries	2,208.47	2,208.47
4110-99-000	Total Administrative Salaries	2,208.47	2,208.47
4190-00-000	Routine Admin Expenses		
4191-00-000	Total Routine Admin Expenses	2,208.47	2,208.47
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	2,208.47	2,208.47
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	53,269.00	53,269.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	53,269.00	53,269.00
8000-00-000	TOTAL EXPENSES	55,477.47	55,477.47

Mainstream (ms)

**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		<b>Oct 2022</b>	<b>Total</b>
9000-00-000	NET INCOME	5,337.53	5,337.53

Mainstream (ms)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-30-000	Cash Operating HCV	-17,888.75
1111-99-000	Total Unrestricted Cash	-17,888.75
1112-00-000	Restricted Cash	
1112-03-000	Cash Restricted-HAP	-52,546.00
1112-99-000	Total Restricted Cash	-52,546.00
1119-00-000	TOTAL CASH	-70,434.75
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1135-05-000	Accounts Receivable - PH	17,888.75
1135-08-000	Accounts Receivable - HCV	57,870.38
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	75,759.13
1300-00-000	TOTAL CURRENT ASSETS	5,324.38
1400-00-000	NONCURRENT ASSETS:	
1999-00-000	TOTAL ASSETS	5,324.38
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	723.00
2135-00-000	Accrued Payroll & Payroll Taxes	-736.15
2299-00-000	TOTAL CURRENT LIABILITIES	-13.15
2499-00-000	TOTAL LIABILITIES	-13.15
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	5,337.53
2809-99-000	TOTAL RETAINED EARNINGS:	5,337.53
2899-00-000	TOTAL EQUITY	5,337.53
2999-00-000	TOTAL LIABILITIES AND EQUITY	5,324.38

**Mod Rehab**  
**Financials**  
**October 2022**

MOD REHAB (modr)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	2,907.24	2,907.24
3410-02-000	Section 8 Admin. Fee Income	553.76	553.76
3499-00-000	TOTAL GRANT INCOME	3,461.00	3,461.00
3999-00-000	TOTAL INCOME	<b>3,461.00</b>	<b>3,461.00</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	2,378.00	2,378.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,378.00	2,378.00
8000-00-000	TOTAL EXPENSES	<b>2,378.00</b>	<b>2,378.00</b>
9000-00-000	NET INCOME	<b>1,083.00</b>	<b>1,083.00</b>

MOD REHAB (modr)  
**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3400-00-000	GRANT INCOME		
3410-01-000	Section 8 HAP Earned	2,907.24	2,907.24
3410-02-000	Section 8 Admin. Fee Income	553.76	553.76
3499-00-000	TOTAL GRANT INCOME	3,461.00	3,461.00
3999-00-000	TOTAL INCOME	3,461.00	3,461.00
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
4700-00-000	HOUSING ASSISTANCE PAYMENTS		
4715-00-000	Housing Assistance Payments	2,378.00	2,378.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,378.00	2,378.00
8000-00-000	TOTAL EXPENSES	2,378.00	2,378.00
9000-00-000	NET INCOME	1,083.00	1,083.00

MOD REHAB (modr)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1112-00-000	Restricted Cash	
1112-03-000	Cash Restricted-HAP	-2,378.00
1112-99-000	Total Restricted Cash	-2,378.00
1119-00-000	TOTAL CASH	-2,378.00
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1135-08-000	Accounts Receivable - HCV	3,461.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	3,461.00
1300-00-000	TOTAL CURRENT ASSETS	1,083.00
1400-00-000	NONCURRENT ASSETS:	
1999-00-000	TOTAL ASSETS	1,083.00
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	1,083.00
2809-99-000	TOTAL RETAINED EARNINGS:	1,083.00
2899-00-000	TOTAL EQUITY	1,083.00
2999-00-000	TOTAL LIABILITIES AND EQUITY	1,083.00

**RELP One. LP**

**Financials**

**October 2022**

REL P LP (relp1)  
**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent Received	62,454.40	46,319.04	70,613.98	40,179.58	32,234.36	40,119.24	37,948.91	43,031.34	56,971.61	42,496.61	472,369.07
3112-00-000 Tenant Assistance Payments Received	18,245.00	23,683.00	21,895.22	20,337.08	23,008.00	20,882.00	30,008.16	22,207.00	21,996.00	22,217.00	224,478.46
3119-00-000 Total Rental Income	80,699.40	70,002.04	92,509.20	60,516.66	55,242.36	61,001.24	67,957.07	65,238.34	78,967.61	64,713.61	696,847.53
3199-00-000 NET TENANT INCOME	80,699.40	70,002.04	92,509.20	60,516.66	55,242.36	61,001.24	67,957.07	65,238.34	78,967.61	64,713.61	696,847.53
3999-00-000 TOTAL INCOME	<b>80,699.40</b>	<b>70,002.04</b>	<b>92,509.20</b>	<b>60,516.66</b>	<b>55,242.36</b>	<b>61,001.24</b>	<b>67,957.07</b>	<b>65,238.34</b>	<b>78,967.61</b>	<b>64,713.61</b>	<b>696,847.53</b>
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4100-99-000 Administrative Salaries											
4110-00-000 Administrative Salaries	651.54	651.54	3,230.77	2,153.84	2,153.84	2,153.84	2,653.85	2,153.85	3,230.77	2,692.31	21,726.15
4110-04-000 Employee Benefit Contribution-Admin	0.00	0.00	0.00	710.70	236.90	236.90	273.52	236.90	236.90	236.90	2,168.72
4110-99-000 Total Administrative Salaries	651.54	651.54	3,230.77	2,864.54	2,390.74	2,390.74	2,927.37	2,390.75	3,467.67	2,929.21	23,894.87
4130-00-000 Legal Expense											
4130-02-000 Criminal Background Checks	0.00	76.70	0.00	66.75	0.00	0.00	149.50	0.00	74.75	74.75	442.45
4130-04-000 General Legal Expense	0.00	0.00	165.00	-454.96	765.00	700.00	0.00	300.00	0.00	0.00	1,475.04
4131-00-000 Total Legal Expense	0.00	76.70	165.00	-388.21	765.00	700.00	149.50	300.00	74.75	74.75	1,917.49
4139-00-000 Other Admin Expenses											
4140-00-000 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,150.00	0.00	7,150.00
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	0.00	0.00	0.00	20,843.00	0.00	0.00	0.00	20,843.00
4173-00-000 Management Fee	6,226.54	6,107.07	6,148.00	6,035.73	6,144.25	6,264.00	6,109.38	6,148.00	6,263.94	6,380.00	61,826.91
4180-00-000 Office Rent	1,153.60	1,153.60	0.00	2,307.20	0.00	1,153.60	1,153.60	1,153.60	1,153.60	1,188.21	10,417.01
4182-00-002 Other Consultant	0.00	0.00	0.00	3,360.00	0.00	0.00	0.00	0.00	0.00	0.00	3,360.00
4189-00-000 Total Other Admin Expenses	7,380.14	7,260.67	6,148.00	11,702.93	6,144.25	7,417.60	28,105.98	7,301.60	14,567.54	7,568.21	103,596.92
4190-00-000 Routine Admin Expenses											
4190-03-000 Advertising	9.99	9.99	0.00	14.99	0.00	0.00	0.00	0.00	0.00	0.00	34.97
4190-20-000 Bank Fees	568.75	462.58	468.50	479.91	459.21	420.65	495.67	431.32	386.45	267.00	4,440.04
4190-22-000 Sundry-Other Misc Admin Expenses	0.00	0.00	0.00	0.00	5.00	400.00	0.00	0.00	0.00	0.00	405.00
4190-23-000 REAC Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,053.32	0.00	2,053.32
4191-00-000 Total Routine Admin Expenses	578.74	472.57	468.50	494.90	464.21	820.65	495.67	431.32	2,439.77	267.00	6,933.33
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	8,610.42	8,461.48	10,012.27	14,674.16	9,764.20	11,328.99	31,678.52	10,423.67	20,549.73	10,839.17	136,342.61
4200-00-000 TENANT SERVICES											
4220-01-000 Other Tenant Svcs.	0.00	0.00	0.00	-16.45	0.00	0.00	0.00	0.00	0.00	0.00	-16.45
4230-02-000 HQS	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
4230-02-002 MOVE IN INSPECTION	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00

REL P LP (relp1)

**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4299-00-000 TOTAL TENANT SERVICES EXPENSES	90.00	0.00	0.00	-16.45	0.00	0.00	0.00	0.00	0.00	0.00	73.55
4300-00-000 UTILITIES											
4310-00-000 Water/Sewer	0.00	0.00	0.00	-245.94	0.00	0.00	0.00	0.00	61.04	0.00	-184.90
4320-01-000 Electricity-Vacant Units	0.00	0.00	81.15	65.25	26.77	0.00	166.97	50.94	27.53	958.85	1,377.46
4320-02-000 Electricity- Office	0.00	0.00	0.00	-10.02	0.00	0.00	0.00	0.00	0.00	0.00	-10.02
4330-00-000 Gas-Tenant Charge	0.00	0.00	0.00	0.00	0.00	70.48	-106.31	0.00	0.00	0.00	-35.83
4330-01-000 Gas-Vacant Units	0.00	521.04	-280.74	198.32	157.17	11.21	13.14	56.90	61.78	0.00	738.82
4390-00-000 Sewer	0.00	0.00	0.00	-285.29	0.00	0.00	0.00	0.00	0.00	0.00	-285.29
4399-00-000 TOTAL UTILITY EXPENSES	0.00	521.04	-199.59	-277.68	183.94	81.69	73.80	107.84	150.35	958.85	1,600.24
4400-00-000 MAINTENANCE AND OPERATIONS											
4400-99-000 General Maint Expense											
4410-01-000 Maintenance Labor	1,204.82	805.31	1,098.70	419.25	481.33	1,016.78	539.06	371.10	324.08	79.15	6,339.58
4413-00-000 Vehicle Gas, Oil, Grease	74.85	50.16	51.64	61.22	107.36	189.37	0.00	170.30	112.55	0.00	817.45
4419-00-000 Total General Maint Expense	1,279.67	855.47	1,150.34	480.47	588.69	1,206.15	539.06	541.40	436.63	79.15	7,157.03
4420-00-000 Materials											
4420-02-000 Supplies-Appliance	0.00	763.31	0.00	716.00	0.00	83.10	136.78	0.00	211.07	0.00	1,910.26
4420-04-000 Supplies-Electrical	0.00	0.00	0.00	0.00	0.00	214.82	0.00	0.00	0.00	0.00	214.82
4420-06-000 Supplies-Janitorial/Cleaning	0.00	0.00	0.00	0.00	0.00	34.54	0.00	0.00	0.00	0.00	34.54
4420-08-000 Supplies-Plumbing	0.00	0.00	80.33	95.34	0.00	35.92	149.13	148.24	506.04	0.00	1,015.00
4420-11-000 Supplies-Hardware	0.00	0.00	39.45	0.00	0.00	726.83	0.00	0.00	43.92	0.00	810.20
4420-12-000 Supplies-Painting	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
4429-00-000 Total Materials	0.00	763.31	669.78	811.34	0.00	1,095.21	285.91	148.24	761.03	0.00	4,534.82
4430-00-000 Contract Costs											
4430-02-000 Appliance Purchase- Refrigerator	0.00	0.00	0.00	1,152.00	0.00	0.00	0.00	1,164.00	0.00	0.00	2,316.00
4430-02-002 Appliance Purchase- Hot water hearter	0.00	1,553.23	713.11	0.00	0.00	0.00	0.00	0.00	592.33	0.00	2,858.67
4430-02-003 Appliance Purchase-Stove	0.00	0.00	0.00	1,562.00	0.00	482.00	0.00	0.00	0.00	0.00	2,044.00
4430-02-004 Appliance Purchase-Microwave	0.00	222.00	0.00	655.00	0.00	222.00	222.00	0.00	0.00	0.00	1,321.00
4430-02-005 Appliance Purchase-Dishwasher	0.00	0.00	0.00	971.00	0.00	0.00	0.00	0.00	0.00	0.00	971.00
4430-02-006 Appliance Purchase-Washer/Dryer	0.00	0.00	0.00	487.00	0.00	2,414.00	0.00	0.00	0.00	0.00	2,901.00
4430-02-007 HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00	10,140.00	0.00	0.00	0.00	10,140.00
4430-02-008 Flooring Replacement	0.00	3,160.00	5,500.00	0.00	0.00	0.00	0.00	5,997.00	4,360.00	0.00	19,017.00
4430-02-009 Cabinet Replacement	0.00	0.00	0.00	0.00	0.00	195.00	0.00	0.00	0.00	0.00	195.00
4430-02-011 Capitalized Maintenance Expenses	0.00	4,935.23	6,213.11	4,827.00	0.00	3,313.00	10,362.00	7,161.00	4,952.33	0.00	41,763.67
4430-03-000 Contract-Building Repairs	0.00	745.00	450.00	0.00	555.00	190.00	0.00	2,825.00	5,515.00	0.00	10,280.00
4430-03-001 Contract- Appliance Repairs	275.00	0.00	300.00	0.00	0.00	535.00	0.00	295.00	95.00	0.00	1,500.00
4430-04-000 Contract-General Cleaning	0.00	710.00	195.00	0.00	695.00	0.00	0.00	545.00	1,155.00	0.00	3,300.00
4430-05-000 Contract-Painting	930.00	550.00	1,285.00	0.00	550.00	650.00	0.00	2,415.00	2,370.00	0.00	8,750.00
4430-06-000 Contract-Electrical	0.00	34.02	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	109.02
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	75.00	0.00	1,575.00
4430-08-000 Contract-Floor Replacement	0.00	0.00	750.00	0.00	0.00	570.00	0.00	0.00	0.00	0.00	1,320.00
4430-09-000 Contract-Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,105.00	0.00	0.00	1,105.00
4430-11-000 Contract-Plumbing	260.00	1,025.00	1,025.00	0.00	1,350.00	675.00	1,375.00	0.00	1,905.00	400.00	8,015.00

REL LP (relp1)

**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4430-12-000 Contract-Window Covering	0.00	0.00	489.99	1,766.25	0.00	0.00	0.00	0.00	0.00	0.00	2,256.24
4430-13-000 Contract-HVAC- Repair	0.00	2,790.00	1,008.00	140.00	0.00	0.00	0.00	0.00	855.00	0.00	4,793.00
4430-20-000 Contract- Carpet Turnover	0.00	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00
4430-21-000 Unit Turnover	980.00	1,390.00	1,650.00	0.00	1,550.00	0.00	0.00	1,900.00	1,650.00	0.00	9,120.00
4430-25-000 Mold Hazard Inspection	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
4432-00-000 Contract-Storage	354.00	0.00	778.80	354.00	354.00	354.00	414.00	414.00	414.00	414.00	3,850.80
4434-00-000 Contract- Keys	97.92	0.00	195.84	-135.20	5.19	0.00	0.00	607.76	248.45	0.00	1,019.96
4439-00-000 Total Contract Costs	2,896.92	7,689.02	8,127.63	2,125.05	5,059.19	2,974.00	3,289.00	10,106.76	14,357.45	814.00	57,439.02
4499-00-000 TOTAL MAINTENACE EXPENSES	4,176.59	14,243.03	16,160.86	8,243.86	5,647.88	8,588.36	14,475.97	17,957.40	20,507.44	893.15	110,894.54
4500-00-000 GENERAL EXPENSES											
4510-06-000 Insurance- Excess Liability	861.45	861.45	861.45	861.45	861.45	861.44	829.07	829.07	829.07	829.07	8,484.97
4510-10-000 Property Insurance	1,994.94	1,994.94	1,994.94	1,994.94	1,994.93	1,994.93	2,370.88	2,370.88	2,370.88	2,370.88	21,453.14
4510-20-000 Liability Insurance	1,677.56	1,677.56	1,677.56	1,677.56	1,677.55	1,677.55	1,658.15	1,658.15	1,658.15	1,658.15	16,697.94
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,833.34	0.00	15,833.34
4521-00-000 Misc. Taxes/Liscenses/Insurance	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
4522-00-000 Tax Preparation	0.00	0.00	0.00	350.00	0.00	0.00	3,160.00	0.00	0.00	0.00	3,510.00
4590-00-000 Other General Expense	0.00	0.00	0.00	0.00	1,960.00	0.00	0.00	0.00	0.00	0.00	1,960.00
4590-02-000 Association Fees	15,417.78	13,384.03	13,384.03	15,908.73	13,384.03	13,384.03	15,908.73	13,384.03	12,893.19	15,417.89	142,466.47
4599-00-000 TOTAL GENERAL EXPENSES	19,951.73	17,917.98	18,217.98	20,792.68	19,877.96	17,917.95	23,926.83	18,242.13	33,584.63	20,275.99	210,705.86
4800-00-000 FINANCING EXPENSE											
4853-00-000 Interest Expense-Bond 1	1,921.90	1,921.90	1,960.34	3,920.68	0.00	1,960.34	1,960.34	1,960.34	1,960.34	1,960.34	19,526.52
4854-00-000 Interest Expense-Bond 2	13,548.22	13,523.02	13,497.72	26,919.08	0.00	13,421.14	13,395.40	13,369.54	13,343.57	13,317.48	134,335.17
4855-00-000 Interest Expense-Mortgage Payable	5,803.08	5,828.27	5,853.58	11,783.51	0.00	5,930.15	5,955.90	5,981.76	6,007.73	6,033.81	59,177.79
4855-01-000 INTEREST MORTGAGE PAYABLE 2	1,297.79	1,295.37	1,292.93	2,578.50	0.00	1,285.55	1,283.07	1,280.57	1,278.07	1,275.56	12,867.41
4899-00-000 TOTAL FINANCING EXPENSES	22,570.99	22,568.56	22,604.57	45,201.77	0.00	22,597.18	22,594.71	22,592.21	22,589.71	22,587.19	225,906.89
5210-00-000 Operating Transfers OUT	0.00	0.00	31,757.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,757.35
8000-00-000 TOTAL EXPENSES	<b>55,399.73</b>	<b>63,712.09</b>	<b>98,553.44</b>	<b>88,618.34</b>	<b>35,473.98</b>	<b>60,514.17</b>	<b>92,749.83</b>	<b>69,323.25</b>	<b>97,381.86</b>	<b>55,554.35</b>	<b>717,281.04</b>
9000-00-000 NET INCOME	<b>25,299.67</b>	<b>6,289.95</b>	<b>-6,044.24</b>	<b>-28,101.68</b>	<b>19,768.38</b>	<b>487.07</b>	<b>-24,792.76</b>	<b>-4,084.91</b>	<b>-18,414.25</b>	<b>9,159.26</b>	<b>-20,433.51</b>

REL P LP (relp1)  
**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent	49,681.33	48,348.47	38,440.13	51,603.00	47,250.00	50,537.33	44,706.50	49,338.60	49,612.84	46,853.00	476,371.20
3112-00-000 Tenant Assistance Payments	21,601.33	20,898.00	21,043.00	23,743.00	24,165.00	21,171.00	30,416.47	17,110.00	21,789.60	19,412.00	221,349.40
3112-02-000 Tax Credit Subsidy	0.00	0.00	-1,087.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,087.00
3114-00-000 Less: Concessions	-601.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-601.32
3119-00-000 Total Rental Income	70,681.34	69,246.47	58,396.13	75,346.00	71,415.00	71,708.33	75,122.97	66,448.60	71,402.44	66,265.00	696,032.28
3120-00-000 Other Tenant Income											
3120-03-000 Damages	1,339.99	0.00	-489.99	0.00	0.00	0.00	0.00	0.00	0.00	160.70	1,010.70
3120-04-000 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,067.00	754.58	708.60	2,530.18
3120-06-000 NSF Charges	39.00	0.00	0.00	0.00	0.00	0.00	39.00	0.00	0.00	0.00	78.00
3120-08-000 Tenant Screening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
3120-09-000 Misc.Tenant Income	593.28	593.28	593.28	593.28	668.28	1,566.59	519.12	507.04	441.25	556.20	6,631.60
3129-00-000 Total Other Tenant Income	1,972.27	593.28	103.29	593.28	668.28	1,566.59	558.12	1,574.04	1,195.83	1,450.50	10,275.48
3199-00-000 NET TENANT INCOME	72,653.61	69,839.75	58,499.42	75,939.28	72,083.28	73,274.92	75,681.09	68,022.64	72,598.27	67,715.50	706,307.76
3600-00-000 OTHER INCOME											
3610-00-000 Investment Income - Unrestricted	0.40	0.36	0.40	0.38	0.41	0.40	0.42	0.42	0.41	0.00	3.60
3650-00-000 Miscellaneous Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.62	0.00	0.00	36.62
3699-00-000 TOTAL OTHER INCOME	0.40	0.36	0.40	0.38	0.41	0.40	0.42	37.04	0.41	0.00	40.22
3999-00-000 TOTAL INCOME	72,654.01	69,840.11	58,499.82	75,939.66	72,083.69	73,275.32	75,681.51	68,059.68	72,598.68	67,715.50	706,347.98
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4100-99-000 Administrative Salaries											
4110-00-000 Administrative Salaries	651.54	651.54	3,230.77	2,153.84	2,153.84	2,153.84	2,653.85	2,153.85	3,230.77	2,692.31	21,726.15
4110-04-000 Employee Benefit Contribution-Admin	0.00	0.00	0.00	710.70	236.90	236.90	273.52	236.90	236.90	236.90	2,168.72
4110-99-000 Total Administrative Salaries	651.54	651.54	3,230.77	2,864.54	2,390.74	2,390.74	2,927.37	2,390.75	3,467.67	2,929.21	23,894.87
4130-00-000 Legal Expense											
4130-02-000 Criminal Background Checks	0.00	76.70	0.00	66.75	0.00	0.00	149.50	0.00	74.75	74.75	442.45
4130-04-000 General Legal Expense	0.00	0.00	165.00	-454.96	765.00	700.00	0.00	300.00	0.00	0.00	1,475.04
4131-00-000 Total Legal Expense	0.00	76.70	165.00	-388.21	765.00	700.00	149.50	300.00	74.75	74.75	1,917.49
4139-00-000 Other Admin Expenses											
4140-00-000 Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,150.00	0.00	7,150.00
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	0.00	0.00	0.00	20,843.00	0.00	0.00	0.00	20,843.00
4173-00-000 Management Fee	6,226.54	6,107.07	6,148.00	6,035.73	6,144.25	6,264.00	6,109.38	6,148.00	6,263.94	6,380.00	61,826.91
4180-00-000 Office Rent	1,153.60	1,153.60	0.00	2,307.20	0.00	1,153.60	1,153.60	1,153.60	1,153.60	1,188.21	10,417.01
4182-00-002 Other Consultant	0.00	0.00	0.00	3,360.00	0.00	0.00	0.00	0.00	0.00	0.00	3,360.00

REL P LP (relp1)  
**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total	
4189-00-000	Total Other Admin Expenses	7,380.14	7,260.67	6,148.00	11,702.93	6,144.25	7,417.60	28,105.98	7,301.60	14,567.54	7,568.21	103,596.92
4190-00-000	Routine Admin Expenses											
4190-03-000	Advertising	9.99	9.99	0.00	14.99	0.00	0.00	0.00	0.00	0.00	0.00	34.97
4190-20-000	Bank Fees	568.75	462.58	468.50	479.91	459.21	420.65	495.67	431.32	386.45	267.00	4,440.04
4190-22-000	Sundry-Other Misc Admin Expenses	0.00	0.00	0.00	0.00	5.00	400.00	0.00	0.00	0.00	0.00	405.00
4190-23-000	REAC Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,053.32	0.00	2,053.32
4191-00-000	Total Routine Admin Expenses	1,230.28	1,124.11	3,699.27	3,359.44	2,854.95	3,211.39	3,423.04	2,822.07	5,907.44	3,196.21	30,828.20
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	8,610.42	8,461.48	10,012.27	14,674.16	9,764.20	11,328.99	31,678.52	10,423.67	20,549.73	10,839.17	136,342.61
4200-00-000	TENANT SERVICES											
4220-01-000	Other Tenant Svcs.	0.00	0.00	0.00	-16.45	0.00	0.00	0.00	0.00	0.00	0.00	-16.45
4230-02-000	HQS	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
4230-02-002	MOVE IN INSPECTION	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	90.00	0.00	0.00	-16.45	0.00	0.00	0.00	0.00	0.00	0.00	73.55
4300-00-000	UTILITIES											
4310-00-000	Water/Sewer	0.00	0.00	0.00	-245.94	0.00	0.00	0.00	0.00	61.04	0.00	-184.90
4320-01-000	Electricity-Vacant Units	0.00	0.00	81.15	65.25	26.77	0.00	166.97	50.94	27.53	958.85	1,377.46
4320-02-000	Electricity- Office	0.00	0.00	0.00	-10.02	0.00	0.00	0.00	0.00	0.00	0.00	-10.02
4330-00-000	Gas-Tenant Charge	0.00	0.00	0.00	0.00	0.00	70.48	-106.31	0.00	0.00	0.00	-35.83
4330-01-000	Gas-Vacant Units	0.00	521.04	-280.74	198.32	157.17	11.21	13.14	56.90	61.78	0.00	738.82
4390-00-000	Sewer	0.00	0.00	0.00	-285.29	0.00	0.00	0.00	0.00	0.00	0.00	-285.29
4399-00-000	TOTAL UTILITY EXPENSES	0.00	521.04	-199.59	-277.68	183.94	81.69	73.80	107.84	150.35	958.85	1,600.24
4400-00-000	MAINTENANCE AND OPERATIONS											
4400-99-000	General Maint Expense											
4410-01-000	Maintenance Labor	1,204.82	805.31	1,098.70	419.25	481.33	1,016.78	539.06	371.10	324.08	79.15	6,339.58
4413-00-000	Vehicle Gas, Oil, Grease	74.85	50.16	51.64	61.22	107.36	189.37	0.00	170.30	112.55	0.00	817.45
4419-00-000	Total General Maint Expense	1,279.67	855.47	1,150.34	480.47	588.69	1,206.15	539.06	541.40	436.63	79.15	7,157.03
4420-00-000	Materials											
4420-02-000	Supplies-Appliance	0.00	763.31	0.00	716.00	0.00	83.10	136.78	0.00	211.07	0.00	1,910.26
4420-04-000	Supplies-Electrical	0.00	0.00	0.00	0.00	0.00	214.82	0.00	0.00	0.00	0.00	214.82
4420-06-000	Supplies-Janitorial/Cleaning	0.00	0.00	0.00	0.00	0.00	34.54	0.00	0.00	0.00	0.00	34.54
4420-08-000	Supplies-Plumbing	0.00	0.00	80.33	95.34	0.00	35.92	149.13	148.24	506.04	0.00	1,015.00
4420-11-000	Supplies-Hardware	0.00	0.00	39.45	0.00	0.00	726.83	0.00	0.00	43.92	0.00	810.20
4420-12-000	Supplies-Painting	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
4429-00-000	Total Materials	0.00	763.31	669.78	811.34	0.00	1,095.21	285.91	148.24	761.03	0.00	4,534.82
4430-00-000	Contract Costs											
4430-02-000	Appliance Purchase- Refrigerator	0.00	0.00	0.00	1,152.00	0.00	0.00	0.00	1,164.00	0.00	0.00	2,316.00
4430-02-002	Appliance Purchase- Hot water hearter	0.00	1,553.23	713.11	0.00	0.00	0.00	0.00	0.00	592.33	0.00	2,858.67
4430-02-003	Appliance Purchase-Stove	0.00	222.00	0.00	1,562.00	0.00	482.00	0.00	0.00	0.00	0.00	2,044.00
4430-02-004	Appliance Purchase-Microwave	0.00	222.00	0.00	655.00	0.00	222.00	222.00	0.00	0.00	0.00	1,321.00
4430-02-005	Appliance Purchase-Dishwasher	0.00	0.00	0.00	971.00	0.00	0.00	0.00	0.00	0.00	0.00	971.00
4430-02-006	Appliance Purchase-Washer/Dryer	0.00	0.00	0.00	487.00	0.00	2,414.00	0.00	0.00	0.00	0.00	2,901.00

REL P LP (relp1)  
**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4430-02-007 HVAC Replacement	0.00	0.00	0.00	0.00	0.00	0.00	10,140.00	0.00	0.00	0.00	10,140.00
4430-02-008 Flooring Replacement	0.00	3,160.00	5,500.00	0.00	0.00	0.00	0.00	5,997.00	4,360.00	0.00	19,017.00
4430-02-009 Cabinet Replacement	0.00	0.00	0.00	0.00	0.00	195.00	0.00	0.00	0.00	0.00	195.00
4430-02-011 Capitalized Maintenance Expenses	0.00	4,935.23	6,213.11	4,827.00	0.00	3,313.00	10,362.00	7,161.00	4,952.33	0.00	41,763.67
4430-03-000 Contract-Building Repairs	0.00	745.00	450.00	0.00	555.00	190.00	0.00	2,825.00	5,515.00	0.00	10,280.00
4430-03-001 Contract- Appliance Repairs	275.00	0.00	300.00	0.00	0.00	535.00	0.00	295.00	95.00	0.00	1,500.00
4430-04-000 Contract-General Cleaning	0.00	710.00	195.00	0.00	695.00	0.00	0.00	545.00	1,155.00	0.00	3,300.00
4430-05-000 Contract-Painting	930.00	550.00	1,285.00	0.00	550.00	650.00	0.00	2,415.00	2,370.00	0.00	8,750.00
4430-06-000 Contract-Electrical	0.00	34.02	0.00	0.00	0.00	0.00	0.00	0.00	75.00	0.00	109.02
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	75.00	0.00	1,575.00
4430-08-000 Contract-Floor Replacement	0.00	0.00	750.00	0.00	0.00	570.00	0.00	0.00	0.00	0.00	1,320.00
4430-09-000 Contract-Grounds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,105.00	0.00	0.00	1,105.00
4430-11-000 Contract-Plumbing	260.00	1,025.00	1,025.00	0.00	1,350.00	675.00	1,375.00	0.00	1,905.00	400.00	8,015.00
4430-12-000 Contract-Window Covering	0.00	0.00	489.99	1,766.25	0.00	0.00	0.00	0.00	0.00	0.00	2,256.24
4430-13-000 Contract-HVAC- Repair	0.00	2,790.00	1,008.00	140.00	0.00	0.00	0.00	0.00	855.00	0.00	4,793.00
4430-20-000 Contract- Carpet Turnover	0.00	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00
4430-21-000 Unit Turnover	980.00	1,390.00	1,650.00	0.00	1,550.00	0.00	0.00	1,900.00	1,650.00	0.00	9,120.00
4430-25-000 Mold Hazard Inspection	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
4432-00-000 Contract-Storage	354.00	0.00	778.80	354.00	354.00	354.00	414.00	414.00	414.00	414.00	3,850.80
4434-00-000 Contract- Keys	97.92	0.00	195.84	-135.20	5.19	0.00	0.00	607.76	248.45	0.00	1,019.96
4439-00-000 Total Contract Costs	2,896.92	12,624.25	14,340.74	6,952.05	5,059.19	6,287.00	13,651.00	17,267.76	19,309.78	814.00	99,202.69
4499-00-000 TOTAL MAINTENACE EXPENSES	4,176.59	14,243.03	16,160.86	8,243.86	5,647.88	8,588.36	14,475.97	17,957.40	20,507.44	893.15	110,894.54
4500-00-000 GENERAL EXPENSES											
4510-06-000 Insurance- Excess Liability	861.45	861.45	861.45	861.45	861.45	861.44	829.07	829.07	829.07	829.07	8,484.97
4510-10-000 Property Insurance	1,994.94	1,994.94	1,994.94	1,994.94	1,994.93	1,994.93	2,370.88	2,370.88	2,370.88	2,370.88	21,453.14
4510-20-000 Liability Insurance	1,677.56	1,677.56	1,677.56	1,677.56	1,677.55	1,677.55	1,658.15	1,658.15	1,658.15	1,658.15	16,697.94
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,833.34	0.00	15,833.34
4521-00-000 Misc. Taxes/Liscenses/Insurance	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
4522-00-000 Tax Preparation	0.00	0.00	0.00	350.00	0.00	0.00	3,160.00	0.00	0.00	0.00	3,510.00
4590-00-000 Other General Expense	0.00	0.00	0.00	0.00	1,960.00	0.00	0.00	0.00	0.00	0.00	1,960.00
4590-02-000 Association Fees	15,417.78	13,384.03	13,384.03	15,908.73	13,384.03	13,384.03	15,908.73	13,384.03	12,893.19	15,417.89	142,466.47
4599-00-000 TOTAL GENERAL EXPENSES	19,951.73	17,917.98	18,217.98	20,792.68	19,877.96	17,917.95	23,926.83	18,242.13	33,584.63	20,275.99	210,705.86
4800-00-000 FINANCING EXPENSE											
4853-00-000 Interest Expense-Bond 1	1,921.90	1,921.90	1,960.34	3,920.68	0.00	1,960.34	1,960.34	1,960.34	1,960.34	1,960.34	19,526.52
4854-00-000 Interest Expense-Bond 2	13,548.22	13,523.02	13,497.72	26,919.08	0.00	13,421.14	13,395.40	13,369.54	13,343.57	13,317.48	134,335.17
4855-00-000 Interest Expense-Mortgage Payable	5,803.08	5,828.27	5,853.58	11,783.51	0.00	5,930.15	5,955.90	5,981.76	6,007.73	6,033.81	59,177.79
4855-01-000 INTEREST MORTGAGE PAYABLE 2	1,297.79	1,295.37	1,292.93	2,578.50	0.00	1,285.55	1,283.07	1,280.57	1,278.07	1,275.56	12,867.41
4899-00-000 TOTAL FINANCING EXPENSES	22,570.99	22,568.56	22,604.57	45,201.77	0.00	22,597.18	22,594.71	22,592.21	22,589.71	22,587.19	225,906.89
5000-00-000 NON-OPERATING ITEMS											
5100-00-000 Depreciation Expense	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	222,552.40
5210-00-000 Operating Transfers OUT	0.00	0.00	31,757.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,757.35

REL P LP (relp1)  
**Statement (12 months)**  
 Period = Jan 2022-Oct 2022  
 Book = Accrual

		Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
5999-00-000	TOTAL NON-OPERATING ITEMS	22,255.24	22,255.24	54,012.59	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	22,255.24	254,309.75
8000-00-000	TOTAL EXPENSES	77,654.97	85,967.33	120,808.68	110,873.58	57,729.22	82,769.41	115,005.07	91,578.49	119,637.10	77,809.59	939,833.44
9000-00-000	NET INCOME	-5,000.96	-16,127.22	-62,308.86	-34,933.92	14,354.47	-9,494.09	-39,323.56	-23,518.81	-47,038.42	-10,094.09	-233,485.46

REL LP (relp1)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-20-000	Cash Operating RELP	9,065.92
1111-99-000	Total Unrestricted Cash	9,065.92
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	-852.08
1112-99-000	Total Restricted Cash	-852.08
1119-00-000	TOTAL CASH	8,213.84
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	8,243.81
1123-00-000	A/R-Affordable Housing Subsidies	-2,208.00
1135-05-000	Accounts Receivable - PH	0.01
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	6,035.82
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	344.33
1299-00-000	TOTAL OTHER CURRENT ASSETS	344.33
1300-00-000	TOTAL CURRENT ASSETS	14,593.99
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1405-00-000	Accumulated Depreciation	-22,255.24
1420-00-000	TOTAL FIXED ASSETS (NET)	-22,255.24
1499-00-000	TOTAL NONCURRENT ASSETS	-22,255.24
1999-00-000	TOTAL ASSETS	-7,661.25
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2114-00-000	Tenant Security Deposits	3,200.00
2114-01-000	Security Deposit Interest	-52.08
2114-02-000	Security Deposit Clearing Account	-800.00
2240-00-000	Tenant Prepaid Rents	84.92
2299-00-000	TOTAL CURRENT LIABILITIES	2,432.84

REL LP (relp1)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
2499-00-000	TOTAL LIABILITIES	2,432.84
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	-10,094.09
2809-99-000	TOTAL RETAINED EARNINGS:	-10,094.09
2899-00-000	TOTAL EQUITY	-10,094.09
2999-00-000	TOTAL LIABILITIES AND EQUITY	-7,661.25

**RHEP**

**Financials**

**October 2022**

RHE Property (rhep1)  
**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent Received	2,786.00	2,716.00	2,800.00	2,514.00	1,563.00	2,163.00	2,442.18	2,730.00	3,027.14	3,027.15	25,768.47
3112-00-000 Tenant Assistance Payments Received	1,036.00	1,036.00	996.00	2,175.00	1,503.00	1,503.00	1,563.00	996.00	996.00	996.00	12,800.00
3119-00-000 Total Rental Income	<u>3,822.00</u>	<u>3,752.00</u>	<u>3,796.00</u>	<u>4,689.00</u>	<u>3,066.00</u>	<u>3,666.00</u>	<u>4,005.18</u>	<u>3,726.00</u>	<u>4,023.14</u>	<u>4,023.15</u>	<u>38,568.47</u>
3199-00-000 NET TENANT INCOME	3,822.00	3,752.00	3,796.00	4,689.00	3,066.00	3,666.00	4,005.18	3,726.00	4,023.14	4,023.15	38,568.47
3999-00-000 TOTAL INCOME	<u><b>3,822.00</b></u>	<u><b>3,752.00</b></u>	<u><b>3,796.00</b></u>	<u><b>4,689.00</b></u>	<u><b>3,066.00</b></u>	<u><b>3,666.00</b></u>	<u><b>4,005.18</b></u>	<u><b>3,726.00</b></u>	<u><b>4,023.14</b></u>	<u><b>4,023.15</b></u>	<u><b>38,568.47</b></u>
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4130-00-000 Legal Expense											
4130-04-000 General Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	90.00
4131-00-000 Total Legal Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>90.00</u>	<u>0.00</u>	<u>0.00</u>	<u>90.00</u>
4139-00-000 Other Admin Expenses											
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	1,560.00	0.00	0.00	0.00	2,500.00	0.00	0.00	4,060.00
4189-00-000 Total Other Admin Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,560.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,060.00</u>
4190-00-000 Routine Admin Expenses											
4190-20-000 Bank Fees	42.81	57.50	64.08	70.12	359.01	180.64	235.58	252.70	216.85	185.03	1,664.32
4191-00-000 Total Routine Admin Expenses	<u>42.81</u>	<u>57.50</u>	<u>64.08</u>	<u>70.12</u>	<u>359.01</u>	<u>180.64</u>	<u>235.58</u>	<u>252.70</u>	<u>216.85</u>	<u>185.03</u>	<u>1,664.32</u>
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	42.81	57.50	64.08	1,630.12	359.01	180.64	235.58	2,842.70	216.85	185.03	5,814.32
4300-00-000 UTILITIES											
4320-01-000 Electricity-Vacant Units	0.00	0.00	0.00	0.00	0.00	96.89	0.00	0.00	0.00	0.00	96.89
4399-00-000 TOTAL UTILITY EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>96.89</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>96.89</u>
4400-00-000 MAINTENANCE AND OPERATIONS											
4420-00-000 Materials											
4420-02-000 Supplies-Appliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.96	159.96
4420-11-000 Supplies-Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.73	0.00	0.00	256.73
4420-12-000 Supplies-Painting	0.00	0.00	0.00	0.00	0.00	16.31	0.00	0.00	0.00	0.00	16.31
4429-00-000 Total Materials	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16.31</u>	<u>0.00</u>	<u>256.73</u>	<u>0.00</u>	<u>159.96</u>	<u>433.00</u>
4430-00-000 Contract Costs											
4430-02-002 Appliance Purchase- Hot water hearter	0.00	1,025.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,025.00
4430-02-008 Flooring Replacement	0.00	0.00	0.00	0.00	0.00	3,465.00	0.00	0.00	0.00	0.00	3,465.00
4430-02-011 Capitalized Maintenance Expenses	<u>0.00</u>	<u>1,025.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,465.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,490.00</u>
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	0.00	0.00	895.00	0.00	560.00	0.00	0.00	1,455.00
4430-03-001 Contract- Appliance Repairs	0.00	0.00	0.00	0.00	0.00	0.00	95.00	150.00	0.00	0.00	245.00

RHE Property (rhep1)

**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4430-04-000 Contract-General Cleaning	0.00	0.00	0.00	0.00	0.00	185.00	0.00	0.00	0.00	0.00	185.00
4430-05-000 Contract-Painting	0.00	0.00	0.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	550.00
4430-11-000 Contract-Plumbing	0.00	950.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	1,550.00
4430-21-000 Unit Turnover	0.00	0.00	0.00	0.00	0.00	1,450.00	0.00	0.00	0.00	0.00	1,450.00
4434-00-000 Contract- Keys	0.00	0.00	0.00	0.00	0.00	73.44	0.00	0.00	0.00	0.00	73.44
4439-00-000 Total Contract Costs	0.00	950.00	0.00	0.00	600.00	3,153.44	95.00	710.00	0.00	0.00	5,508.44
4499-00-000 TOTAL MAINTENACE EXPENSES	0.00	1,975.00	0.00	0.00	600.00	6,634.75	95.00	966.73	0.00	159.96	10,431.44
4500-00-000 GENERAL EXPENSES											
4510-10-000 Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4510-20-000 Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4510-30-000 WORKMAN COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,975.57	0.00	3,975.57
4522-00-000 Tax Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,725.00	0.00	4,725.00
4590-02-000 Association Fees	1,180.00	1,212.73	1,212.73	1,212.73	1,212.73	1,212.73	1,312.73	1,212.73	1,212.73	1,212.73	12,194.57
4599-00-000 TOTAL GENERAL EXPENSES	1,180.00	1,212.73	1,212.73	1,212.73	1,212.73	1,212.73	1,312.73	1,212.73	9,913.30	1,212.73	20,895.14
4800-00-000 FINANCING EXPENSE											
4855-00-000 Interest Expense-Mortgage Payable	1,145.55	1,098.25	1,023.17	842.22	1,351.70	1,107.25	810.66	1,362.10	1,101.13	1,063.69	10,905.72
4899-00-000 TOTAL FINANCING EXPENSES	1,145.55	1,098.25	1,023.17	842.22	1,351.70	1,107.25	810.66	1,362.10	1,101.13	1,063.69	10,905.72
5000-00-000 NON-OPERATING ITEMS											
8000-00-000 TOTAL EXPENSES	<b>2,368.36</b>	<b>4,343.48</b>	<b>2,299.98</b>	<b>3,685.07</b>	<b>3,523.44</b>	<b>9,232.26</b>	<b>2,453.97</b>	<b>6,384.26</b>	<b>11,231.28</b>	<b>2,621.41</b>	<b>48,143.51</b>
9000-00-000 NET INCOME	<b>1,453.64</b>	<b>-591.48</b>	<b>1,496.02</b>	<b>1,003.93</b>	<b>-457.44</b>	<b>-5,566.26</b>	<b>1,551.21</b>	<b>-2,658.26</b>	<b>-7,208.14</b>	<b>1,401.74</b>	<b>-9,575.04</b>

RHE Property (rhep1)  
**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent	4,027.00	4,027.00	4,027.00	4,027.00	2,801.00	4,314.33	5,644.33	2,937.67	4,480.50	4,291.00	40,576.83
3112-00-000 Tenant Assistance Payments	1,260.00	1,260.00	1,260.00	1,260.00	1,036.00	876.00	996.00	996.00	996.00	996.00	10,936.00
3114-00-000 Less: Concessions	0.00	0.00	0.00	0.00	0.00	0.00	-1,546.65	0.00	0.00	0.00	-1,546.65
3119-00-000 Total Rental Income	5,287.00	5,287.00	5,287.00	5,287.00	3,837.00	5,190.33	5,093.68	3,933.67	5,476.50	5,287.00	49,966.18
3120-00-000 Other Tenant Income											
3120-04-000 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.05	63.95	63.95	269.95
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142.05	63.95	63.95	269.95
3199-00-000 NET TENANT INCOME	5,287.00	5,287.00	5,287.00	5,287.00	3,837.00	5,190.33	5,093.68	4,075.72	5,540.45	5,350.95	50,236.13
3600-00-000 OTHER INCOME											
3650-00-000 Miscellaneous Other Income	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08
3699-00-000 TOTAL OTHER INCOME	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08
3999-00-000 TOTAL INCOME	5,287.00	5,287.00	5,287.08	5,287.00	3,837.00	5,190.33	5,093.68	4,075.72	5,540.45	5,350.95	50,236.21
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4130-00-000 Legal Expense											
4130-04-000 General Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	90.00
4131-00-000 Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	90.00
4139-00-000 Other Admin Expenses											
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	1,560.00	0.00	0.00	0.00	2,500.00	0.00	0.00	4,060.00
4189-00-000 Total Other Admin Expenses	0.00	0.00	0.00	1,560.00	0.00	0.00	0.00	2,500.00	0.00	0.00	4,060.00
4190-00-000 Routine Admin Expenses											
4190-20-000 Bank Fees	42.81	57.50	64.08	70.12	359.01	180.64	235.58	252.70	216.85	185.03	1,664.32
4191-00-000 Total Routine Admin Expenses	42.81	57.50	64.08	70.12	359.01	180.64	235.58	252.70	216.85	185.03	1,664.32
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	42.81	57.50	64.08	1,630.12	359.01	180.64	235.58	2,842.70	216.85	185.03	5,814.32
4300-00-000 UTILITIES											
4320-01-000 Electricity-Vacant Units	0.00	0.00	0.00	0.00	0.00	96.89	0.00	0.00	0.00	0.00	96.89
4399-00-000 TOTAL UTILITY EXPENSES	0.00	0.00	0.00	0.00	0.00	96.89	0.00	0.00	0.00	0.00	96.89
4400-00-000 MAINTENANCE AND OPERATIONS											
4420-00-000 Materials											
4420-02-000 Supplies-Appliance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.96	159.96
4420-11-000 Supplies-Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256.73	0.00	0.00	256.73
4420-12-000 Supplies-Painting	0.00	0.00	0.00	0.00	0.00	16.31	0.00	0.00	0.00	0.00	16.31

RHE Property (rhep1)  
**Statement (12 months)**  
 Period = Jan 2022-Oct 2022  
 Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4429-00-000 Total Materials	0.00	0.00	0.00	0.00	0.00	16.31	0.00	256.73	0.00	159.96	433.00
4430-00-000 Contract Costs											
4430-02-002 Appliance Purchase- Hot water hearter	0.00	1,025.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,025.00
4430-02-008 Flooring Replacement	0.00	0.00	0.00	0.00	0.00	3,465.00	0.00	0.00	0.00	0.00	3,465.00
4430-02-011 Capitalized Maintenance Expenses	0.00	1,025.00	0.00	0.00	0.00	3,465.00	0.00	0.00	0.00	0.00	4,490.00
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	0.00	0.00	895.00	0.00	560.00	0.00	0.00	1,455.00
4430-03-001 Contract- Appliance Repairs	0.00	0.00	0.00	0.00	0.00	0.00	95.00	150.00	0.00	0.00	245.00
4430-04-000 Contract-General Cleaning	0.00	0.00	0.00	0.00	0.00	185.00	0.00	0.00	0.00	0.00	185.00
4430-05-000 Contract-Painting	0.00	0.00	0.00	0.00	0.00	550.00	0.00	0.00	0.00	0.00	550.00
4430-11-000 Contract-Plumbing	0.00	950.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	1,550.00
4430-21-000 Unit Turnover	0.00	0.00	0.00	0.00	0.00	1,450.00	0.00	0.00	0.00	0.00	1,450.00
4434-00-000 Contract- Keys	0.00	0.00	0.00	0.00	0.00	73.44	0.00	0.00	0.00	0.00	73.44
4439-00-000 Total Contract Costs	0.00	1,975.00	0.00	0.00	600.00	6,618.44	95.00	710.00	0.00	0.00	9,998.44
4499-00-000 TOTAL MAINTENACE EXPENSES	0.00	1,975.00	0.00	0.00	600.00	6,634.75	95.00	966.73	0.00	159.96	10,431.44
4500-00-000 GENERAL EXPENSES											
4510-10-000 Property Insurance	30.86	30.86	30.86	284.40	284.39	284.39	0.00	0.00	0.00	0.00	945.76
4510-20-000 Liability Insurance	30.86	30.86	30.86	284.39	284.40	284.39	0.00	0.00	0.00	0.00	945.76
4510-30-000 WORKMAN COMP	30.86	30.86	30.86	284.39	284.39	284.40	0.00	0.00	0.00	0.00	945.76
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,975.57	0.00	3,975.57
4522-00-000 Tax Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,725.00	0.00	4,725.00
4590-02-000 Association Fees	1,180.00	1,212.73	1,212.73	1,212.73	1,212.73	1,212.73	1,312.73	1,212.73	1,212.73	1,212.73	12,194.57
4599-00-000 TOTAL GENERAL EXPENSES	1,272.58	1,305.31	1,305.31	2,065.91	2,065.91	2,065.91	1,312.73	1,212.73	9,913.30	1,212.73	23,732.42
4800-00-000 FINANCING EXPENSE											
4855-00-000 Interest Expense-Mortgage Payable	1,145.55	1,098.25	1,023.17	842.22	1,351.70	1,107.25	810.66	1,362.10	1,101.13	1,063.69	10,905.72
4899-00-000 TOTAL FINANCING EXPENSES	1,145.55	1,098.25	1,023.17	842.22	1,351.70	1,107.25	810.66	1,362.10	1,101.13	1,063.69	10,905.72
5000-00-000 NON-OPERATING ITEMS											
5100-00-000 Depreciation Expense	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	214,286.70
5999-00-000 TOTAL NON-OPERATING ITEMS	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	21,428.67	214,286.70
8000-00-000 TOTAL EXPENSES	23,889.61	25,864.73	23,821.23	25,966.92	25,805.29	31,514.11	23,882.64	27,812.93	32,659.95	24,050.08	265,267.49
9000-00-000 NET INCOME	-18,602.61	-20,577.73	-18,534.15	-20,679.92	-21,968.29	-26,323.78	-18,788.96	-23,737.21	-27,119.50	-18,699.13	-215,031.28

RHE Property (rhep1)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-40-000	Cash Operating RHEP	848.40
1111-99-000	Total Unrestricted Cash	848.40
1119-00-000	TOTAL CASH	848.40
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	1,327.80
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVAB	1,327.80
1300-00-000	TOTAL CURRENT ASSETS	2,176.20
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1405-00-000	Accumulated Depreciation	-21,428.67
1420-00-000	TOTAL FIXED ASSETS (NET)	-21,428.67
1499-00-000	TOTAL NONCURRENT ASSETS	-21,428.67
1999-00-000	TOTAL ASSETS	-19,252.47
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2300-00-000	NONCURRENT LIABILITIES:	
2320-00-000	Mortgage Payable - Falls Grove xx9001	-141.34
2320-01-000	Mortgage Payable - Jay Drive xx9002	-133.81
2320-02-000	Mortgage Payable - Garden View xx9004	-139.16
2320-03-000	Mortgage Payable - Cork Tree xx9003	-139.03
2399-00-000	TOTAL NONCURRENT LIABILITIES	-553.34
2499-00-000	TOTAL LIABILITIES	-553.34
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	-18,699.13
2809-99-000	TOTAL RETAINED EARNINGS:	-18,699.13

RHE Property (rhep1)  
**Balance Sheet**  
Period = Oct 2022  
Book = Accrual

		<b>Current Balance</b>
2899-00-000	TOTAL EQUITY	-18,699.13
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>-19,252.47</u>

RHEP PBV SCATTERED SITE (rhep-sca)  
**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent Received	13,436.00	7,815.00	10,938.90	9,394.15	8,693.00	10,884.00	8,861.00	9,947.00	9,183.00	7,037.00	96,189.05
3112-00-000 Tenant Assistance Payments Received	59,290.00	55,993.00	51,419.00	55,347.00	55,684.00	54,789.00	69,185.00	60,408.00	57,700.00	55,869.00	575,684.00
3119-00-000 Total Rental Income	72,726.00	63,808.00	62,357.90	64,741.15	64,377.00	65,673.00	78,046.00	70,355.00	66,883.00	62,906.00	671,873.05
3199-00-000 NET TENANT INCOME	72,726.00	63,808.00	62,357.90	64,741.15	64,377.00	65,673.00	78,046.00	70,355.00	66,883.00	62,906.00	671,873.05
3999-00-000 TOTAL INCOME	<b>72,726.00</b>	<b>63,808.00</b>	<b>62,357.90</b>	<b>64,741.15</b>	<b>64,377.00</b>	<b>65,673.00</b>	<b>78,046.00</b>	<b>70,355.00</b>	<b>66,883.00</b>	<b>62,906.00</b>	<b>671,873.05</b>
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4100-99-000 Administrative Salaries											
4110-00-000 Administrative Salaries	0.00	0.00	39,402.52	33,939.72	34,668.33	30,640.32	29,196.65	26,626.91	40,495.23	24,493.01	259,462.69
4110-04-000 Employee Benefit Contribution-Admin	0.00	0.00	341.22	2,333.03	2,041.10	1,609.58	2,140.52	2,047.43	2,066.09	2,228.08	14,807.05
4110-04-030 ROSS Employee Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
4110-99-000 Total Administrative Salaries	0.00	0.00	39,743.74	36,272.75	36,709.43	32,249.90	31,337.17	28,674.34	46,561.32	26,721.09	278,269.74
4130-00-000 Legal Expense											
4130-04-000 General Legal Expense	0.00	90.00	0.00	0.00	0.00	615.00	0.00	0.00	0.00	0.00	705.00
4130-05-000 PH Conversion Legal	0.00	0.00	966.00	2,646.00	0.00	0.00	0.00	0.00	0.00	0.00	3,612.00
4131-00-000 Total Legal Expense	0.00	90.00	966.00	2,646.00	0.00	615.00	0.00	0.00	0.00	0.00	4,317.00
4139-00-000 Other Admin Expenses											
4140-00-000 Staff Training	0.00	0.00	2,231.25	11,347.11	3,267.88	321.50	1,000.00	1,990.00	3,611.39	0.00	23,769.13
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	1,820.00	0.00	0.00	0.00	2,500.00	0.00	0.00	4,320.00
4180-00-000 Office Rent	0.00	0.00	0.00	1,977.60	0.00	988.80	988.80	988.80	988.80	1,018.46	6,951.26
4182-00-000 Financial-Consultants	0.00	0.00	0.00	0.00	409.40	0.00	0.00	0.00	9,038.57	4,985.44	14,433.41
4182-00-001 Other Consultant - ROSS HO	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
4182-00-002 Other Consultant	0.00	0.00	0.00	1,330.55	2,891.56	409.40	0.00	1,600.00	0.00	0.00	6,231.51
4182-02-000 MTW Consultant	0.00	0.00	5,968.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,968.75
4189-00-000 Total Other Admin Expenses	0.00	0.00	8,200.00	22,475.26	6,568.84	1,719.70	1,988.80	7,078.80	13,638.76	6,003.90	67,674.06
4190-00-000 Routine Admin Expenses											
4190-01-000 Membership and Fees	0.00	0.00	1,215.00	0.00	0.00	0.00	0.00	0.00	3,125.00	0.00	4,340.00
4190-04-000 Office Supplies	0.00	0.00	0.00	1,765.94	0.00	0.00	0.00	443.62	0.00	0.00	2,209.56
4190-06-000 Computer Parts	0.00	0.00	0.00	0.00	1,087.45	0.00	0.00	830.05	0.00	0.00	1,917.50
4190-09-000 Software Liscense Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,375.07	0.00	22,375.07
4190-23-000 REAC Inspections	0.00	0.00	0.00	0.00	0.00	0.00	1,091.35	0.00	0.00	0.00	1,091.35
4191-00-000 Total Routine Admin Expenses	0.00	0.00	1,215.00	1,765.94	1,087.45	0.00	1,091.35	1,273.67	25,500.07	0.00	31,933.48
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	0.00	90.00	50,124.74	63,159.95	44,365.72	34,584.60	34,417.32	37,026.81	85,700.15	32,724.99	382,194.28

RHEP PBV SCATTERED SITE (rhep-sca)

**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4200-00-000	TENANT SERVICES										
4220-00-000	0.00	0.00	0.00	0.00	0.00	89.04	0.00	0.00	0.00	0.00	89.04
4230-02-002	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00
4299-00-000	0.00	0.00	0.00	0.00	0.00	89.04	90.00	0.00	0.00	0.00	179.04
4300-00-000	UTILITIES										
4310-00-000	0.00	0.00	0.00	0.00	0.00	0.00	96.75	998.44	122.73	108.87	1,326.79
4320-00-000	0.00	0.00	29.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.27
4320-01-000	41.60	30.02	16.96	38.57	18.44	62.64	0.00	161.16	192.22	201.72	763.33
4330-00-000	0.00	0.00	371.26	476.53	356.92	196.23	49.68	0.00	0.00	37.78	1,488.40
4330-01-000	79.35	182.64	401.36	146.18	16.26	442.85	257.34	74.92	41.89	15.27	1,658.06
4340-00-000	0.00	0.00	0.00	0.00	950.00	0.00	0.00	0.00	0.00	0.00	950.00
4399-00-000	120.95	212.66	818.85	661.28	1,341.62	701.72	403.77	1,234.52	356.84	363.64	6,215.85
4400-00-000	MAINTENANCE AND OPERATIONS										
4400-99-000	General Maint Expense										
4410-00-000	0.00	0.00	48.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.49
4419-00-000	0.00	0.00	48.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.49
4420-00-000	Materials										
4420-02-000	0.00	53.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.86
4420-08-000	0.00	0.00	0.00	48.24	0.00	0.00	0.00	271.50	0.00	0.00	319.74
4420-11-000	187.13	0.00	0.00	0.00	0.00	0.00	0.00	70.49	72.59	0.00	330.21
4429-00-000	187.13	53.86	0.00	48.24	0.00	0.00	0.00	341.99	72.59	0.00	703.81
4430-00-000	Contract Costs										
4430-00-010	0.00	1,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,950.00
4430-02-000	0.00	0.00	0.00	576.00	1,194.00	0.00	0.00	0.00	0.00	0.00	1,770.00
4430-02-003	0.00	0.00	0.00	482.00	1,212.00	0.00	0.00	0.00	0.00	0.00	1,694.00
4430-02-007	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,725.00
4430-02-008	0.00	0.00	0.00	0.00	5,065.00	0.00	0.00	0.00	4,135.00	0.00	9,200.00
4430-02-009	0.00	3,740.00	0.00	4,500.00	3,950.00	0.00	0.00	0.00	0.00	0.00	12,190.00
4430-02-011	0.00	10,415.00	0.00	5,558.00	11,421.00	0.00	0.00	0.00	4,135.00	0.00	31,529.00
4430-03-000	0.00	240.00	425.00	550.00	2,925.00	4,510.00	525.00	4,570.00	2,310.00	0.00	16,055.00
4430-04-000	165.00	830.00	165.00	165.00	165.00	0.00	0.00	635.00	0.00	0.00	2,125.00
4430-05-000	950.00	2,030.00	1,385.00	1,325.00	3,350.00	0.00	0.00	1,600.00	2,500.00	0.00	13,140.00
4430-06-000	306.00	92.25	0.00	0.00	0.00	1,129.31	0.00	0.00	0.00	0.00	1,527.56
4430-07-000	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	150.00	0.00	750.00
4430-08-000	0.00	11,171.00	5,148.00	4,630.00	7,220.00	0.00	0.00	0.00	0.00	0.00	28,169.00
4430-09-000	0.00	0.00	0.00	0.00	0.00	0.00	465.00	0.00	0.00	0.00	465.00
4430-11-000	425.00	1,210.00	1,770.00	1,055.00	1,245.00	0.00	175.00	1,990.00	0.00	0.00	7,870.00
4430-12-000	1,018.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,018.39
4430-13-000	0.00	0.00	140.00	300.00	0.00	0.00	1,065.00	0.00	0.00	0.00	1,505.00
4430-18-000	0.00	0.00	0.00	3,906.99	0.00	0.00	0.00	0.00	0.00	0.00	3,906.99
4430-20-000	0.00	0.00	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00	0.00	2,200.00
4430-21-000	0.00	800.00	2,925.00	1,975.00	1,850.00	0.00	0.00	950.00	1,950.00	0.00	10,450.00

RHEP PBV SCATTERED SITE (rhep-sca)

**Cash Flow Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4431-00-000 Contract Cost- Lead Inspection	0.00	900.00	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	2,340.00
4434-00-000 Contract- Keys	0.00	0.00	633.40	295.80	195.84	24.00	0.00	319.84	0.00	0.00	1,468.88
4439-00-000 Total Contract Costs	2,864.39	17,273.25	12,591.40	14,802.79	20,590.84	5,663.31	2,230.00	10,064.84	6,910.00	0.00	92,990.82
4499-00-000 TOTAL MAINTENACE EXPENSES	3,051.52	27,742.11	12,639.89	20,409.03	32,011.84	5,663.31	2,230.00	10,406.83	11,117.59	0.00	125,272.12
4500-00-000 GENERAL EXPENSES											
4510-10-000 Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4510-20-000 Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4510-30-000 WORKMAN COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,413.01	0.00	2,413.01
4521-00-000 Misc. Taxes/Liscenses/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	269.86	0.00	0.00	269.86
4599-00-000 TOTAL GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	269.86	2,413.01	0.00	2,682.87
Transfer Out	0	0	0	0	0	0	0	0	0	\$ 34,538.64	\$ 34,538.64
8000-00-000 TOTAL EXPENSES	<b>3,172.47</b>	<b>28,044.77</b>	<b>63,583.48</b>	<b>84,230.26</b>	<b>77,719.18</b>	<b>41,038.67</b>	<b>37,141.09</b>	<b>48,938.02</b>	<b>99,587.59</b>	<b>67,627.27</b>	<b>551,082.80</b>
9000-00-000 NET INCOME	<b>69,553.53</b>	<b>35,763.23</b>	<b>-1,225.58</b>	<b>-19,489.11</b>	<b>-13,342.18</b>	<b>24,634.33</b>	<b>40,904.91</b>	<b>21,416.98</b>	<b>-32,704.59</b>	<b>-4,721.27</b>	<b>120,790.25</b>

RHEP PBV SCATTERED SITE (rhep-sca)

**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income											
3111-00-000 Tenant Rent	12,779.00	9,486.30	7,835.47	9,160.00	10,731.33	10,640.00	10,378.60	9,485.00	9,893.00	9,893.00	100,281.70
3112-00-000 Tenant Assistance Payments	57,247.00	58,829.70	55,843.00	55,843.00	57,707.00	57,046.00	59,455.20	68,610.00	54,992.00	54,992.00	580,564.90
3119-00-000 Total Rental Income	70,026.00	68,316.00	63,678.47	65,003.00	68,438.33	67,686.00	69,833.80	78,095.00	64,885.00	64,885.00	680,846.60
3120-00-000 Other Tenant Income											
3120-09-000 Misc.Tenant Income	0.00	0.00	0.00	0.00	0.00	2,841.45	0.00	0.00	0.00	0.00	2,841.45
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	0.00	0.00	2,841.45	0.00	0.00	0.00	0.00	2,841.45
3199-00-000 NET TENANT INCOME	70,026.00	68,316.00	63,678.47	65,003.00	68,438.33	70,527.45	69,833.80	78,095.00	64,885.00	64,885.00	683,688.05
3600-00-000 OTHER INCOME											
3650-00-000 Miscellaneous Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	315.84	0.00	0.00	315.84
3699-00-000 TOTAL OTHER INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	315.84	0.00	0.00	315.84
3999-00-000 TOTAL INCOME	70,026.00	68,316.00	63,678.47	65,003.00	68,438.33	70,527.45	69,833.80	78,410.84	64,885.00	64,885.00	684,003.89
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4100-99-000 Administrative Salaries											
4110-00-000 Administrative Salaries	0.00	0.00	39,402.52	33,939.72	34,668.33	30,640.32	29,196.65	26,626.91	40,495.23	24,493.01	259,462.69
4110-04-000 Employee Benefit Contribution-Admin	0.00	0.00	341.22	2,333.03	2,041.10	1,609.58	2,140.52	2,047.43	2,066.09	2,228.08	14,807.05
4110-04-030 ROSS Employee Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
4110-99-000 Total Administrative Salaries	0.00	0.00	39,743.74	36,272.75	36,709.43	32,249.90	31,337.17	28,674.34	46,561.32	26,721.09	278,269.74
4130-00-000 Legal Expense											
4130-04-000 General Legal Expense	0.00	90.00	0.00	0.00	0.00	615.00	0.00	0.00	0.00	0.00	705.00
4130-05-000 PH Conversion Legal	0.00	0.00	966.00	2,646.00	0.00	0.00	0.00	0.00	0.00	0.00	3,612.00
4131-00-000 Total Legal Expense	0.00	90.00	966.00	2,646.00	0.00	615.00	0.00	0.00	0.00	0.00	4,317.00
4139-00-000 Other Admin Expenses											
4140-00-000 Staff Training	0.00	0.00	2,231.25	11,347.11	3,267.88	321.50	1,000.00	1,990.00	3,611.39	0.00	23,769.13
4171-00-000 Auditing Fees-RHE	0.00	0.00	0.00	1,820.00	0.00	0.00	0.00	2,500.00	0.00	0.00	4,320.00
4180-00-000 Office Rent	0.00	0.00	0.00	1,977.60	0.00	988.80	988.80	988.80	988.80	1,018.46	6,951.26
4182-00-000 Financial-Consultants	0.00	0.00	0.00	0.00	409.40	0.00	0.00	0.00	9,038.57	4,985.44	14,433.41
4182-00-001 Other Consultant - ROSS HO	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
4182-00-002 Other Consultant	0.00	0.00	0.00	1,330.55	2,891.56	409.40	0.00	1,600.00	0.00	0.00	6,231.51
4182-02-000 MTW Consultant	0.00	0.00	5,968.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,968.75
4189-00-000 Total Other Admin Expenses	0.00	0.00	8,200.00	22,475.26	6,568.84	1,719.70	1,988.80	7,078.80	13,638.76	6,003.90	67,674.06
4190-00-000 Routine Admin Expenses											
4190-01-000 Membership and Fees	0.00	0.00	1,215.00	0.00	0.00	0.00	0.00	0.00	3,125.00	0.00	4,340.00
4190-04-000 Office Supplies	0.00	0.00	0.00	1,765.94	0.00	0.00	0.00	443.62	0.00	0.00	2,209.56

RHEP PBV SCATTERED SITE (rhep-sca)

**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4190-06-000 Computer Parts	0.00	0.00	0.00	0.00	1,087.45	0.00	0.00	830.05	0.00	0.00	1,917.50
4190-09-000 Software Liscense Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,375.07	0.00	22,375.07
4190-23-000 REAC Inspections	0.00	0.00	0.00	0.00	0.00	0.00	1,091.35	0.00	0.00	0.00	1,091.35
4191-00-000 Total Routine Admin Expenses	0.00	0.00	40,958.74	38,038.69	37,796.88	32,249.90	32,428.52	29,948.01	72,061.39	26,721.09	310,203.22
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	0.00	90.00	50,124.74	63,159.95	44,365.72	34,584.60	34,417.32	37,026.81	85,700.15	32,724.99	382,194.28
4200-00-000 TENANT SERVICES											
4220-00-000 Resident Services	0.00	0.00	0.00	0.00	0.00	89.04	0.00	0.00	0.00	0.00	89.04
4230-02-002 MOVE IN INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	90.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	0.00	0.00	89.04	90.00	0.00	0.00	0.00	179.04
4300-00-000 UTILITIES											
4310-00-000 Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00	96.75	998.44	122.73	108.87	1,326.79
4320-00-000 Electricity- Tenant Charge	0.00	0.00	29.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.27
4320-01-000 Electricity-Vacant Units	41.60	30.02	16.96	38.57	18.44	62.64	0.00	161.16	192.22	201.72	763.33
4330-00-000 Gas-Tenant Charge	0.00	0.00	371.26	476.53	356.92	196.23	49.68	0.00	0.00	37.78	1,488.40
4330-01-000 Gas-Vacant Units	79.35	182.64	401.36	146.18	16.26	442.85	257.34	74.92	41.89	15.27	1,658.06
4340-00-000 Garbage/Trash Removal	0.00	0.00	0.00	0.00	950.00	0.00	0.00	0.00	0.00	0.00	950.00
4399-00-000 TOTAL UTILITY EXPENSES	120.95	212.66	818.85	661.28	1,341.62	701.72	403.77	1,234.52	356.84	363.64	6,215.85
4400-00-000 MAINTENANCE AND OPERATIONS											
4400-99-000 General Maint Expense											
4410-00-000 Maintenance Salaries	0.00	0.00	48.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.49
4419-00-000 Total General Maint Expense	0.00	0.00	48.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.49
4420-00-000 Materials											
4420-02-000 Supplies-Appliance	0.00	53.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.86
4420-08-000 Supplies-Plumbing	0.00	0.00	0.00	48.24	0.00	0.00	0.00	271.50	0.00	0.00	319.74
4420-11-000 Supplies-Hardware	187.13	0.00	0.00	0.00	0.00	0.00	0.00	70.49	72.59	0.00	330.21
4429-00-000 Total Materials	187.13	53.86	0.00	48.24	0.00	0.00	0.00	341.99	72.59	0.00	703.81
4430-00-000 Contract Costs											
4430-00-010 General Contract Costs	0.00	1,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,950.00
4430-02-000 Appliance Purchase- Refrigerator	0.00	0.00	0.00	576.00	1,194.00	0.00	0.00	0.00	0.00	0.00	1,770.00
4430-02-003 Appliance Purchase-Stove	0.00	0.00	0.00	482.00	1,212.00	0.00	0.00	0.00	0.00	0.00	1,694.00
4430-02-007 HVAC Replacement	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,725.00
4430-02-008 Flooring Replacement	0.00	0.00	0.00	0.00	5,065.00	0.00	0.00	0.00	4,135.00	0.00	9,200.00
4430-02-009 Cabinet Replacement	0.00	3,740.00	0.00	4,500.00	3,950.00	0.00	0.00	0.00	0.00	0.00	12,190.00
4430-02-011 Capitalized Maintenance Expenses	0.00	10,415.00	0.00	5,558.00	11,421.00	0.00	0.00	0.00	4,135.00	0.00	31,529.00
4430-03-000 Contract-Building Repairs	0.00	240.00	425.00	550.00	2,925.00	4,510.00	525.00	4,570.00	2,310.00	0.00	16,055.00
4430-04-000 Contract-General Cleaning	165.00	830.00	165.00	165.00	165.00	0.00	0.00	635.00	0.00	0.00	2,125.00
4430-05-000 Contract-Painting	950.00	2,030.00	1,385.00	1,325.00	3,350.00	0.00	0.00	1,600.00	2,500.00	0.00	13,140.00
4430-06-000 Contract-Electrical	306.00	92.25	0.00	0.00	0.00	1,129.31	0.00	0.00	0.00	0.00	1,527.56
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	150.00	0.00	750.00
4430-08-000 Contract-Floor Replacement	0.00	11,171.00	5,148.00	4,630.00	7,220.00	0.00	0.00	0.00	0.00	0.00	28,169.00
4430-09-000 Contract-Grounds	0.00	0.00	0.00	0.00	0.00	0.00	465.00	0.00	0.00	0.00	465.00

RHEP PBV SCATTERED SITE (rhep-sca)

**Statement (12 months)**

Period = Jan 2022-Oct 2022

Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Total
4430-11-000 Contract-Plumbing	425.00	1,210.00	1,770.00	1,055.00	1,245.00	0.00	175.00	1,990.00	0.00	0.00	7,870.00
4430-12-000 Contract-Window Covering	1,018.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,018.39
4430-13-000 Contract-HVAC- Repair	0.00	0.00	140.00	300.00	0.00	0.00	1,065.00	0.00	0.00	0.00	1,505.00
4430-18-000 Contract-Alarm Monitoring	0.00	0.00	0.00	3,906.99	0.00	0.00	0.00	0.00	0.00	0.00	3,906.99
4430-20-000 Contract- Carpet Turnover	0.00	0.00	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00	0.00	2,200.00
4430-21-000 Unit Turnover	0.00	800.00	2,925.00	1,975.00	1,850.00	0.00	0.00	950.00	1,950.00	0.00	10,450.00
4431-00-000 Contract Cost- Lead Inspection	0.00	900.00	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	2,340.00
4434-00-000 Contract- Keys	0.00	0.00	633.40	295.80	195.84	24.00	0.00	319.84	0.00	0.00	1,468.88
4439-00-000 Total Contract Costs	2,864.39	27,688.25	12,591.40	20,360.79	32,011.84	5,663.31	2,230.00	10,064.84	11,045.00	0.00	124,519.82
4499-00-000 TOTAL MAINTENACE EXPENSES	3,051.52	27,742.11	12,639.89	20,409.03	32,011.84	5,663.31	2,230.00	10,406.83	11,117.59	0.00	125,272.12
4500-00-000 GENERAL EXPENSES											
4510-10-000 Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	319.44	319.44	319.44	319.44	1,277.76
4510-20-000 Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	319.45	319.45	319.45	319.45	1,277.80
4510-30-000 WORKMAN COMP	0.00	0.00	0.00	0.00	0.00	0.00	319.45	319.45	319.45	319.45	1,277.80
4520-01-000 Real Estate Taxes/Pilot	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,413.01	0.00	2,413.01
4521-00-000 Misc. Taxes/Liscenses/Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	269.86	0.00	0.00	269.86
4599-00-000 TOTAL GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	958.34	1,228.20	3,371.35	958.34	6,516.23
8000-00-000 TOTAL EXPENSES	3,172.47	28,044.77	63,583.48	84,230.26	77,719.18	41,038.67	38,099.43	49,896.36	100,545.93	34,046.97	520,377.52
9000-00-000 NET INCOME	66,853.53	40,271.23	94.99	-19,227.26	-9,280.85	29,488.78	31,734.37	28,514.48	-35,660.93	30,838.03	163,626.37

**Dev/Corp**  
**Financials**  
**October 2022**

DEV (dev)

**Cash Flow Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
<b>Beginning Balance as of 10/01/2022</b>		<b>\$ 841,035.44</b>	
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3600-00-000	OTHER INCOME		
3620-00-000	Mgmt Fee Income RELP-DEV	6,380.00	6,380.00
3699-00-000	TOTAL OTHER INCOME	6,380.00	6,380.00
3999-00-000	TOTAL INCOME	<b>6,380.00</b>	<b>6,380.00</b>
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
	Wire out	120,000.00	120,000.00
8000-00-000	TOTAL EXPENSES	<b>120,000.00</b>	<b>120,000.00</b>
9000-00-000	NET INCOME	<b>-113,620.00</b>	<b>-113,620.00</b>
<b>Bank Statement Balance</b>		<b>727,415.44</b>	

DEV (dev)  
**Statement (12 months)**

Period = Oct 2022

Book = Accrual

		Oct 2022	Total
2999-99-999	Revenue & Expenses		
3000-00-000	INCOME		
3100-00-000	TENANT INCOME		
3600-00-000	OTHER INCOME		
3620-00-000	Mgmt Fee Income RELP-DEV	6,380.00	6,380.00
3699-00-000	TOTAL OTHER INCOME	6,380.00	6,380.00
3999-00-000	TOTAL INCOME	6,380.00	6,380.00
4000-00-000	EXPENSES		
4100-00-000	ADMINISTRATIVE		
4400-00-000	MAINTENANCE AND OPERATIONS		
9000-00-000	NET INCOME	6,380.00	6,380.00

DEV (dev)

**Balance Sheet**

Period = Oct 2022

Book = Accrual

		<b>Current Balance</b>
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-50-000	CASH OPERATING DEV	-113,620.00
1111-99-000	Total Unrestricted Cash	-113,620.00
1119-00-000	TOTAL CASH	-113,620.00
1300-00-000	TOTAL CURRENT ASSETS	-113,620.00
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-11-000	Construction on Progress	120,000.00
1420-00-000	TOTAL FIXED ASSETS (NET)	120,000.00
1499-00-000	TOTAL NONCURRENT ASSETS	120,000.00
1999-00-000	TOTAL ASSETS	6,380.00
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Ass	6,380.00
2809-99-000	TOTAL RETAINED EARNINGS:	6,380.00
2899-00-000	TOTAL EQUITY	6,380.00
2999-00-000	TOTAL LIABILITIES AND EQUITY	6,380.00

RHE CORPORATION (rhecorp)  
**Statement (12 months)**  
Period = Jan 2022-Oct 2022  
Book = Accrual

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	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											

**Fireside Park**  
**Financials**  
**October 2022**

**Parkside Landing - 3379**  
**Budget Comparison**  
 October 17, 2022

Reporting Book:  
 As of Date:  
 Property:

ACCRUAL  
 10/17/2022  
 Parkside Landing - 3379

	Month Ending 09/30/2022				Year to Date 09/30/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
<b>OPERATING INCOME</b>									
Rental Income	599,145.73	345,066.68	254,079.05	73.63	3,482,902.74	3,085,434.90	397,467.84	12.88	4,117,755.36
Vacancy	(94,319.00)	(18,953.85)	(75,365.15)	(397.62)	(678,529.90)	(235,532.18)	(442,997.72)	(188.08)	(292,393.73)
Bad Debt	0.00	(2,000.00)	2,000.00	100.00	0.00	(18,000.00)	18,000.00	100.00	(24,000.00)
Other Income	(66,493.23)	2,286.67	(68,779.90)	(3,007.86)	(38,757.20)	16,555.03	(55,312.23)	(334.11)	23,415.04
<b>TOTAL OPERATING INCOME</b>	<b>438,333.50</b>	<b>326,399.50</b>	<b>111,934.00</b>	<b>34.29</b>	<b>2,765,615.64</b>	<b>2,848,457.75</b>	<b>(82,842.11)</b>	<b>(2.90)</b>	<b>3,824,776.67</b>
<b>OPERATING EXPENSES</b>									
Renting Expenses	2,978.01	1,883.62	(1,094.39)	(58.10)	33,470.19	17,688.58	(15,781.61)	(89.21)	23,339.44
Administrative Expenses	17,148.56	15,604.98	(1,543.58)	(9.89)	137,274.43	137,837.02	562.59	0.40	181,140.96
Payroll	44,503.66	31,649.00	(12,854.66)	(40.61)	379,290.02	301,097.00	(78,193.02)	(25.96)	412,563.00
Utility Expenses	20,540.29	21,941.67	1,401.38	6.38	371,650.96	197,475.03	(174,175.93)	(88.20)	263,300.04
Operating and Maint Expenses	(959.24)	19,749.31	20,708.55	104.85	213,675.17	187,180.79	(26,494.38)	(14.15)	248,853.72
Taxes and Insurance	18,946.39	19,958.75	1,012.36	5.07	170,335.53	176,898.75	6,563.22	3.71	236,775.00
Activities	5,688.32	6,900.00	1,211.68	17.56	38,841.82	31,501.00	(7,340.82)	(23.30)	32,101.00
<b>TOTAL OPERATING EXPENSES</b>	<b>108,845.99</b>	<b>117,687.33</b>	<b>8,841.34</b>	<b>7.51</b>	<b>1,344,538.12</b>	<b>1,049,678.17</b>	<b>(294,859.95)</b>	<b>(28.09)</b>	<b>1,398,073.16</b>
<b>TOTAL NET OPERATING INCOME (LOSS)</b>	<b>329,487.51</b>	<b>208,712.17</b>	<b>120,775.34</b>	<b>57.86</b>	<b>1,421,077.52</b>	<b>1,798,779.58</b>	<b>(377,702.06)</b>	<b>(20.99)</b>	<b>2,426,703.51</b>
<b>Non-Operating Income (Expenses)</b>									
Financial Expenses	0.00	0.00	0.00	0.00	(1,000.00)	0.00	(1,000.00)	(100.00)	(492,559.00)
<b>Total Non-Operating Income (Expenses)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	<b>0.00</b>	<b>(1,000.00)</b>	<b>(100.00)</b>	<b>(492,559.00)</b>
<b>TOTAL TAXABLE INCOME (LOSS)</b>	<b>329,487.51</b>	<b>208,712.17</b>	<b>120,775.34</b>	<b>57.86</b>	<b>1,420,077.52</b>	<b>1,798,779.58</b>	<b>(378,702.06)</b>	<b>(21.05)</b>	<b>1,934,144.51</b>
<b>CASH FLOW ADJUSTMENTS</b>									
Capital Expenditures	(1,482.09)	(6,258.00)	4,775.91	76.31	(5,572.73)	(20,374.00)	14,801.27	72.64	(21,794.00)
Cap Exp Res for Replacement	0.00	0.00	0.00	0.00	(65,839.08)	0.00	(65,839.08)	(100.00)	0.00
Res for Replacement Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(17,700.00)
<b>TOTAL CASH FLOW ADJUSTMENTS</b>	<b>(1,482.09)</b>	<b>(6,258.00)</b>	<b>4,775.91</b>	<b>76.31</b>	<b>(71,411.81)</b>	<b>(20,374.00)</b>	<b>(51,037.81)</b>	<b>(250.50)</b>	<b>(39,494.00)</b>
<b>TOTAL NET CASH FLOW (DEF)</b>	<b>328,005.42</b>	<b>202,454.17</b>	<b>125,551.25</b>	<b>62.01</b>	<b>1,348,665.71</b>	<b>1,778,405.58</b>	<b>(429,739.87)</b>	<b>(24.16)</b>	<b>1,894,650.51</b>
<b>SURPLUS CASH ADJUSTMENTS</b>									
Insurance Expense	7,969.28	9,490.00	(1,520.72)	(16.02)	74,610.59	82,680.00	(8,069.41)	(9.75)	111,150.00
Tax Expense	10,972.23	10,468.75	503.48	4.80	94,982.72	94,218.75	763.97	0.81	125,625.00
Tax/Insurance Funding	96,225.77	(19,605.54)	115,831.31	590.80	(57,454.39)	(170,635.52)	113,181.13	66.32	(229,452.14)
MIP Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,909.00
<b>TOTAL SURPLUS CASH ADJUSTMENTS</b>	<b>115,167.28</b>	<b>353.21</b>	<b>114,814.07</b>	<b>32,505.89</b>	<b>112,138.92</b>	<b>6,263.23</b>	<b>105,875.69</b>	<b>1,690.43</b>	<b>44,231.86</b>
<b>TOTAL POS (NEG) SURPLUS CASH</b>	<b>443,172.70</b>	<b>202,807.38</b>	<b>240,365.32</b>	<b>118.51</b>	<b>1,460,804.63</b>	<b>1,784,668.81</b>	<b>(323,864.18)</b>	<b>(18.14)</b>	<b>1,938,882.37</b>
<b>ADDITIONAL ADJUSTMENTS TO CASH FLOW</b>									
Construction in Progress	(1,200.00)	0.00	(1,200.00)	(100.00)	(42,727.94)	0.00	(42,727.94)	(100.00)	0.00
Accounts Payable	(25,801.32)	0.00	(25,801.32)	(100.00)	(99,025.80)	0.00	(99,025.80)	(100.00)	0.00
Resident Accounts Receivable	(35,020.14)	0.00	(35,020.14)	(100.00)	(247,672.20)	0.00	(247,672.20)	(100.00)	0.00
Subsidy Accounts Receivable	5,483.50	0.00	5,483.50	100.00	10,012.06	0.00	10,012.06	100.00	0.00
Other Accounts Receivable	(13,254.08)	0.00	(13,254.08)	(100.00)	(34,268.08)	0.00	(34,268.08)	(100.00)	0.00
Prepaid Expenses	18,943.28	0.00	18,943.28	100.00	(61,316.34)	0.00	(61,316.34)	(100.00)	0.00
Net Accruals	17,184.20	0.00	17,184.20	100.00	76,945.90	0.00	76,945.90	100.00	0.00
Prepaid Rent	(67,093.15)	0.00	(67,093.15)	(100.00)	(7,936.70)	0.00	(7,936.70)	(100.00)	0.00
Security Deposits	1,339.00	0.00	1,339.00	100.00	(3,260.00)	0.00	(3,260.00)	(100.00)	0.00
Distributions to Owners	(70,000.00)	130,000.00	(200,000.00)	(153.84)	(955,000.00)	1,170,000.00	(2,125,000.00)	(181.62)	1,170,000.00
Escrow - Tax Payment	0.00	0.00	0.00	0.00	131,666.76	0.00	131,666.76	100.00	0.00
Tax Expense	(10,972.23)	(10,468.75)	(503.48)	(4.80)	(94,982.72)	(94,218.75)	(763.97)	(0.81)	(125,625.00)
Insurance Expense	(7,969.28)	(9,490.00)	1,520.72	16.02	(74,610.59)	(82,680.00)	8,069.41	9.75	(111,150.00)
MIP Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36,909.00)
Other Escrows	0.00	0.00	0.00	0.00	95,483.00	0.00	95,483.00	100.00	0.00
<b>TOTAL ADDITIONAL ADJUSTMENTS TO CASH FLOW</b>	<b>(188,360.22)</b>	<b>110,041.25</b>	<b>(298,401.47)</b>	<b>(271.17)</b>	<b>(1,306,692.65)</b>	<b>993,101.25</b>	<b>(2,299,793.90)</b>	<b>(231.57)</b>	<b>896,316.00</b>
<b>TOTAL NET ADJUSTED CASH FLOW</b>	<b>254,812.48</b>	<b>312,848.63</b>	<b>(58,036.15)</b>	<b>(18.55)</b>	<b>154,111.98</b>	<b>2,777,770.06</b>	<b>(2,623,658.08)</b>	<b>(94.45)</b>	<b>2,835,198.37</b>
<b>Net Change in Cash From TB</b>	<b>254,812.48</b>	<b>0.00</b>	<b>254,812.48</b>	<b>100.00</b>	<b>154,111.98</b>	<b>0.00</b>	<b>154,111.98</b>	<b>100.00</b>	<b>0.00</b>
<b>Variance</b>	<b>0.00</b>	<b>(312,848.63)</b>	<b>312,848.63</b>	<b>100.00</b>	<b>0.00</b>	<b>(2,777,770.06)</b>	<b>2,777,770.06</b>	<b>100.00</b>	<b>(2,835,198.37)</b>
<b>OPERATING INCOME</b>									
Rental Income									
5112-0002 - Short Term Lease Premium	25.00	0.00	25.00	100.00	298.00	0.00	298.00	100.00	0.00

5120-0000 - Rental Income	322,174.50	369,077.00	(46,902.50)	(12.70)	2,834,675.00	3,266,603.00	(431,928.00)	(13.22)	4,373,834.00
5150-0000 - Rental Assistance	91,755.50	0.00	91,755.50	100.00	694,987.00	0.00	694,987.00	100.00	0.00
5160-0000 - Housing Assistance	0.00	1,646.00	(1,646.00)	(100.00)	0.00	4,938.00	(4,938.00)	(100.00)	6,584.00
5221-0000 - Gain/(Loss) to Lease	185,190.73	(25,656.32)	210,847.05	821.81	(47,057.26)	(186,106.10)	139,048.84	74.71	(262,662.64)
<b>Total Rental Income</b>	<b>599,145.73</b>	<b>345,066.68</b>	<b>254,079.05</b>	<b>73.63</b>	<b>3,482,902.74</b>	<b>3,085,434.90</b>	<b>397,467.84</b>	<b>12.88</b>	<b>4,117,755.36</b>

**Vacancy**

5220-0000 - Vacancies Apartment	(94,259.00)	(18,453.85)	(75,805.15)	(410.78)	(677,430.90)	(231,032.18)	(446,398.72)	(193.21)	(286,393.73)
5227-0003 - Resident Rent Concession	(60.00)	(500.00)	440.00	88.00	(1,099.00)	(4,500.00)	3,401.00	75.57	(6,000.00)
<b>Total Vacancy</b>	<b>(94,319.00)</b>	<b>(18,953.85)</b>	<b>(75,365.15)</b>	<b>(397.62)</b>	<b>(678,529.90)</b>	<b>(235,532.18)</b>	<b>(442,997.72)</b>	<b>(188.08)</b>	<b>(292,393.73)</b>

**Bad Debt**

6370-0000 - Bad Debt	0.00	(2,000.00)	2,000.00	100.00	0.00	(18,000.00)	18,000.00	100.00	(24,000.00)
<b>Total Bad Debt</b>	<b>0.00</b>	<b>(2,000.00)</b>	<b>2,000.00</b>	<b>100.00</b>	<b>0.00</b>	<b>(18,000.00)</b>	<b>18,000.00</b>	<b>100.00</b>	<b>(24,000.00)</b>

**Other Income**

5170-0001 - Parking Income-Covered	35.00	1,000.00	(965.00)	(96.50)	1,445.00	9,000.00	(7,555.00)	(83.94)	12,000.00
5330-0000 - Tenant Services	70.00	45.00	25.00	55.55	430.00	405.00	25.00	6.17	540.00
5331-0000 - Pet Income	1,000.00	166.67	833.33	499.98	3,255.00	1,500.03	1,754.97	116.99	2,000.04
5331-0001 - Pet Fee Non Refundable	175.00	300.00	(125.00)	(41.66)	1,837.00	2,700.00	(863.00)	(31.96)	3,800.00
5332-0000 - Application Fees	625.00	50.00	575.00	1,150.00	3,860.00	450.00	3,410.00	757.77	600.00
5385-0000 - Late/Term Fees	0.00	575.00	(575.00)	(100.00)	0.00	1,150.00	(1,150.00)	(100.00)	2,875.00
5387-0000 - Break Lease Fees	1,467.00	0.00	1,467.00	100.00	1,792.00	0.00	1,792.00	100.00	0.00
5390-0000 - Miscellaneous Income	(70,275.23)	0.00	(70,275.23)	(100.00)	(54,032.20)	0.00	(54,032.20)	(100.00)	0.00
5390-0002 - Damages	410.00	150.00	260.00	173.33	2,656.00	1,350.00	1,306.00	96.74	1,800.00
<b>Total Other Income</b>	<b>(66,493.23)</b>	<b>2,286.67</b>	<b>(68,779.90)</b>	<b>(3,007.86)</b>	<b>(38,757.20)</b>	<b>16,555.03</b>	<b>(55,312.23)</b>	<b>(334.11)</b>	<b>23,415.04</b>

**TOTAL OPERATING INCOME**

	<b>438,333.50</b>	<b>326,399.50</b>	<b>111,934.00</b>	<b>34.29</b>	<b>2,765,615.64</b>	<b>2,848,457.75</b>	<b>(82,842.11)</b>	<b>(2.90)</b>	<b>3,824,776.67</b>
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**OPERATING EXPENSES**

**Renting Expenses**

6204-0000 - Management Consultant	1,424.84	788.00	(636.84)	(80.81)	14,199.04	7,092.00	(7,107.04)	(100.21)	9,456.00
6210-0000 - Rental Advertising	1,135.00	893.50	(241.50)	(27.02)	9,664.93	8,041.50	(1,623.43)	(20.18)	10,722.00
6212-0000 - Collateral Materials/Brand Identity	209.92	180.12	(29.80)	(16.54)	7,145.50	2,357.08	(4,788.42)	(203.15)	2,897.44
6290-0000 - Miscellaneous Renting Expense	208.25	22.00	(186.25)	(848.59)	2,460.72	198.00	(2,262.72)	(1,142.78)	264.00
<b>Total Renting Expenses</b>	<b>2,978.01</b>	<b>1,883.62</b>	<b>(1,094.39)</b>	<b>(58.10)</b>	<b>33,470.19</b>	<b>17,688.58</b>	<b>(15,781.61)</b>	<b>(89.21)</b>	<b>23,339.44</b>

**Administrative Expenses**

6311-0000 - Office Expenses	1,330.94	1,487.91	156.97	10.54	15,765.11	14,429.83	(1,335.28)	(9.25)	18,893.56
6312-0000 - Copy Machine	188.85	2,000.00	1,811.15	90.55	2,324.31	3,600.00	1,275.69	35.43	4,200.00
6313-0000 - Postage	7.80	25.00	17.20	68.80	206.63	225.00	18.37	8.16	300.00
6316-0000 - Travel/Mileage	0.00	50.00	50.00	100.00	21.73	450.00	428.27	95.17	600.00
6316-0003 - Training	2,150.00	600.00	(1,550.00)	(258.33)	4,620.00	5,229.00	609.00	11.64	6,918.00
6316-0004 - Training - New Employee Orientation	0.00	0.00	0.00	0.00	1,797.34	850.00	(947.34)	(111.45)	850.00
6320-0000 - Management Fees	9,568.36	9,440.00	(128.36)	(1.35)	85,088.36	84,960.00	(128.36)	(0.15)	113,280.00
6340-0000 - Legal Expense	1,161.74	800.00	(361.74)	(45.21)	1,161.74	8,100.00	6,938.26	85.65	10,500.00
6350-0000 - Auditing	0.00	0.00	0.00	0.00	6,585.00	8,240.00	1,655.00	20.08	8,240.00
6360-0000 - Telephone	1,450.06	941.74	(508.32)	(53.97)	9,729.37	8,475.86	(1,253.51)	(14.79)	11,300.88
6380-0000 - Advertising - Employees	0.00	0.00	0.00	0.00	4,275.00	0.00	(4,275.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	875.00	0.00	(875.00)	(100.00)	2,861.29	934.56	(1,926.73)	(206.16)	2,934.56
Bank Charges	415.81	260.33	(155.48)	(59.72)	2,838.55	2,342.97	(495.58)	(21.15)	3,123.96
<b>Total Administrative Expenses</b>	<b>17,148.56</b>	<b>15,604.98</b>	<b>(1,543.58)</b>	<b>(9.89)</b>	<b>137,274.43</b>	<b>137,837.02</b>	<b>562.59</b>	<b>0.40</b>	<b>181,140.96</b>

**Payroll**

**Payroll**

6251-0000 - Employee Leasing Commissions and Bc	0.00	0.00	0.00	0.00	600.00	0.00	(600.00)	(100.00)	0.00
6310-0000 - Office Payroll	16,505.99	6,888.00	(9,617.99)	(139.63)	105,569.22	63,468.00	(42,101.22)	(66.33)	88,013.00
6330-0000 - Managers Payroll	6,590.30	5,920.00	(670.30)	(11.32)	71,342.19	60,568.00	(10,774.19)	(17.78)	81,578.00
6539-0000 - Maintenance Payroll General	9,503.10	7,662.00	(1,841.10)	(24.02)	97,293.68	70,602.00	(26,691.68)	(37.80)	97,706.00
6540-0000 - Maintenance Payroll/Superintendent	6,380.23	5,813.00	(567.23)	(9.75)	56,930.01	53,568.00	(3,362.01)	(6.27)	74,198.00
<b>Payroll Taxes</b>	<b>2,003.46</b>	<b>1,990.00</b>	<b>(13.46)</b>	<b>(0.67)</b>	<b>22,358.46</b>	<b>21,643.00</b>	<b>(715.46)</b>	<b>(3.30)</b>	<b>28,705.00</b>
<b>Health Insurance and Other Benefits</b>	<b>3,518.81</b>	<b>2,937.00</b>	<b>(581.81)</b>	<b>(19.80)</b>	<b>25,180.53</b>	<b>27,101.00</b>	<b>1,920.47</b>	<b>7.08</b>	<b>36,657.00</b>
<b>Workers Compensation</b>	<b>1.77</b>	<b>439.00</b>	<b>437.23</b>	<b>99.59</b>	<b>15.93</b>	<b>4,147.00</b>	<b>4,131.07</b>	<b>99.61</b>	<b>5,706.00</b>
<b>Total Payroll</b>	<b>44,503.66</b>	<b>31,649.00</b>	<b>(12,854.66)</b>	<b>(40.61)</b>	<b>379,290.02</b>	<b>301,097.00</b>	<b>(78,193.02)</b>	<b>(25.96)</b>	<b>412,563.00</b>

**Utility Expenses**

6430-0000 - Electricity Vacant	164.43	625.00	460.57	73.69	10,268.06	5,625.00	(4,643.06)	(82.54)	7,500.00
6440-0000 - Gas/Oil Heat Vacant	0.00	750.00	750.00	100.00	10,910.26	6,750.00	(4,160.26)	(61.63)	9,000.00
6450-0000 - Electricity	1,489.60	1,800.00	310.40	17.24	14,432.34	16,200.00	1,767.66	10.91	21,800.00
6451-0000 - Water and Sewer	12,974.38	17,000.00	4,025.62	23.68	297,607.39	153,000.00	(144,607.39)	(94.51)	204,000.00
6452-0000 - Natural Gas Heat	5,533.63	1,666.67	(3,866.96)	(232.01)	35,437.57	15,000.03	(20,437.54)	(136.24)	20,000.04
6454-0000 - Utility Processing	378.25	100.00	(278.25)	(278.25)	2,871.76	900.00	(1,971.76)	(219.08)	1,200.00
6456-0000 - Utility Late Fee	0.00	0.00	0.00	0.00	123.58	0.00	(123.58)	(100.00)	0.00
<b>Total Utility Expenses</b>	<b>20,540.29</b>	<b>21,941.67</b>	<b>1,401.38</b>	<b>6.38</b>	<b>371,650.96</b>	<b>197,475.03</b>	<b>(174,175.93)</b>	<b>(88.20)</b>	<b>263,300.04</b>

**Operating and Maint Expenses**

6462-0000 - Exterminating Contract	830.00	700.00	(130.00)	(18.57)	7,055.00	13,262.00	6,207.00	46.80	15,362.00
6470-0000 - Rubbish Removal	0.00	2,965.22	2,965.22	100.00	14,312.34	26,686.98	12,374.64	46.36	35,582.64
6470-0001 - Rubbish Removal - Bulk	25.00	500.00	475.00	95.00	18,300.00	4,500.00	(13,800.00)	(306.66)	6,000.00
6472-0000 - Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100.00	1,100.00
6473-0000 - Snow Removal Contract	0.00	0.00	0.00	0.00	5,155.00	2,200.00	(2,955.00)	(134.31)	4,400.00
6511-0000 - Security Contract and Repairs	0.00	150.00	150.00	100.00	725.04	2,400.00	1,674.96	69.79	2,950.00
6521-0000 - Grounds Supplies	0.00	50.00	50.00	100.00	0.00	300.00	300.00	100.00	350.00
6522-0000 - Grounds Contract	0.00	3,390.00	3,390.00	100.00	20,021.50	30,510.00	10,488.50	34.37	40,680.00
6531-0000 - Cleaning Supplies	0.00	41.67	41.67	100.00	124.20	375.03	250.83	66.88	500.04
6532-0000 - Cleaning Contract	0.00	6,800.00	6,800.00	100.00	62,955.00	61,200.00	(1,755.00)	(2.86)	81,600.00
6541-0000 - Maintenance Supplies	(1,462.06)	1,030.00	2,492.06	241.94	14,064.44	8,895.00	(5,169.44)	(58.11)	11,985.00

6545-0000 - Repairs Contract General	(1,680.00)	500.00	2,180.00	436.00	15,714.46	4,500.00	(11,214.46)	(249.21)	6,000.00
6546-0000 - Repairs Contract Electric	0.00	100.00	100.00	100.00	0.00	900.00	900.00	100.00	1,200.00
6547-0000 - Repairs - Contract - HVAC	0.00	500.00	500.00	100.00	4,257.74	3,750.00	(507.74)	(13.53)	4,875.00
6548-0000 - Repairs - Contract - Plumbing	0.00	1,200.00	1,200.00	100.00	22,108.08	10,800.00	(11,308.08)	(104.70)	14,400.00
6552-0000 - Uniforms	70.82	39.09	(31.73)	(81.17)	247.94	351.81	103.87	29.52	469.08
6561-0000 - Decorator Supplies	0.00	200.00	200.00	100.00	203.95	1,800.00	1,596.05	88.66	2,400.00
6562-0000 - Decorator Contract Services	670.00	1,250.00	580.00	46.40	14,430.00	11,250.00	(3,180.00)	(28.26)	15,000.00
6566-0000 - Fire and Safety Systems	587.00	333.33	(253.67)	(76.10)	14,000.48	2,999.97	(11,000.51)	(366.68)	3,999.96
<b>Total Operating and Maint Expenses</b>	<b>(959.24)</b>	<b>19,749.31</b>	<b>20,708.55</b>	<b>104.85</b>	<b>213,675.17</b>	<b>187,180.79</b>	<b>(26,494.38)</b>	<b>(14.15)</b>	<b>248,853.72</b>
<b>Taxes and Insurance</b>									
6710-0000 - Taxes Real Estate	10,972.23	10,468.75	(503.48)	(4.80)	94,982.72	94,218.75	(763.97)	(0.81)	125,625.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	378.96	0.00	(378.96)	(100.00)	0.00
6720-0000 - Insurance Property	7,969.28	9,490.00	1,520.72	16.02	74,610.59	82,680.00	8,069.41	9.75	111,150.00
6722-0000 - Insurance - Consultant	4.88	0.00	(4.88)	(100.00)	363.26	0.00	(363.26)	(100.00)	0.00
<b>Total Taxes and Insurance</b>	<b>18,946.39</b>	<b>19,958.75</b>	<b>1,012.36</b>	<b>5.07</b>	<b>170,335.53</b>	<b>176,898.75</b>	<b>6,563.22</b>	<b>3.71</b>	<b>236,775.00</b>
<b>Activities</b>									
6981-0000 - Resident Supplies	129.42	200.00	70.58	35.29	4,673.93	1,500.00	(3,173.93)	(211.59)	1,800.00
6982-0000 - Resident Services Contract	0.00	100.00	100.00	100.00	150.00	900.00	750.00	83.33	1,200.00
6991-0000 - Pool Supplies	1,658.80	500.00	(1,158.90)	(231.78)	6,902.89	2,501.00	(4,401.89)	(176.00)	2,501.00
6992-0000 - Pool Contract	3,900.00	6,100.00	2,200.00	36.06	27,115.00	26,600.00	(515.00)	(1.93)	26,600.00
<b>Total Activities</b>	<b>5,688.32</b>	<b>6,900.00</b>	<b>1,211.68</b>	<b>17.56</b>	<b>38,841.82</b>	<b>31,501.00</b>	<b>(7,340.82)</b>	<b>(23.30)</b>	<b>32,101.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>108,845.99</b>	<b>117,687.33</b>	<b>8,841.34</b>	<b>7.51</b>	<b>1,344,538.12</b>	<b>1,049,678.17</b>	<b>(294,859.95)</b>	<b>(28.09)</b>	<b>1,398,073.16</b>
<b>TOTAL NET OPERATING INCOME (LOSS)</b>	<b>329,487.51</b>	<b>208,712.17</b>	<b>120,775.34</b>	<b>57.86</b>	<b>1,421,077.52</b>	<b>1,798,779.58</b>	<b>(377,702.06)</b>	<b>(20.99)</b>	<b>2,426,703.51</b>

# Parkside Landing - 3379

## Comparative Balance Sheet

Reporting Book:  
As of Date:  
Property:

ACCRUAL  
10/17/2022  
Parkside Landing - 3379

	Current Month 09/30/2022	Prior Month 08/31/2022	Period Change	Year Ending 12/31/2021	YTD Increase (Decrease)
<b>ASSETS</b>					
<b>CASH UNRESTRICTED</b>					
1110-0000 - Cash Operating	265,102.21	10,354.73	254,747.48	153,009.41	112,092.80
1110-0002 - Holdback Cash - Check Run	82,867.18	82,867.18	0.00	42,433.00	40,434.18
1111-0000 - PCard Holdback	4,000.00	4,000.00	0.00	3,000.00	1,000.00
1121-0005 - Workers Comp Reserve	845.00	780.00	65.00	260.00	585.00
<b>TOTAL CASH UNRESTRICTED</b>	<b>352,814.39</b>	<b>98,001.91</b>	<b>254,812.48</b>	<b>198,702.41</b>	<b>154,111.98</b>
<b>CASH RESTRICTED</b>					
1191-0000 - Cash Security Deposit	112,892.94	118,035.94	(5,143.00)	95,053.34	17,839.60
<b>TOTAL CASH RESTRICTED</b>	<b>112,892.94</b>	<b>118,035.94</b>	<b>(5,143.00)</b>	<b>95,053.34</b>	<b>17,839.60</b>
<b>ACCOUNTS RECEIVABLE - RESIDENT</b>					
1129-0000 - Reserve for Uncollectible A/R	(165,896.91)	(161,870.88)	(4,026.03)	(182,272.88)	16,375.97
1130-0000 - Accounts Receivable Residents	622,538.75	583,492.58	39,046.17	414,886.86	207,651.89
1130-0002 - Accounts Receivable-Closing Aj	0.00	0.00	0.00	(23,644.34)	23,644.34
<b>TOTAL ACCOUNTS RECEIVABLE - RESIDENT</b>	<b>456,641.84</b>	<b>421,621.70</b>	<b>35,020.14</b>	<b>208,969.64</b>	<b>247,672.20</b>
<b>ACCOUNTS RECEIVABLE - SUBSIDY</b>					
1135-0000 - Accounts Receivable Local Housing Authority	55,929.17	61,412.67	(5,483.50)	65,941.23	(10,012.06)
<b>TOTAL ACCOUNTS RECEIVABLE - SUBSIDY</b>	<b>55,929.17</b>	<b>61,412.67</b>	<b>(5,483.50)</b>	<b>65,941.23</b>	<b>(10,012.06)</b>
<b>ACCOUNTS RECEIVABLE - MISCELLANEOUS</b>					
1140-0400 - A/R Amex/PCard	2,747.08	0.00	2,747.08	0.00	2,747.08
1142-0000 - Accounts Receivable Other	31,521.00	21,014.00	10,507.00	0.00	31,521.00
1144-0000 - Accounts Receivable Prior Mgmt	(88,307.27)	(88,307.27)	0.00	(88,307.27)	0.00
<b>TOTAL ACCOUNTS RECEIVABLE - MISCELLANEOUS</b>	<b>(54,039.19)</b>	<b>(67,293.27)</b>	<b>13,254.08</b>	<b>(88,307.27)</b>	<b>34,268.08</b>
<b>MORTGAGE ESCROW DEPOSITS</b>					
1323-0001 - Escrow - RE Tax Withdrawal Non Lender	(131,666.76)	(131,666.76)	0.00	0.00	(131,666.76)
1324-0001 - Escrow - Ins/Tax - Non Lender	227,149.76	323,375.53	(96,225.77)	169,695.37	57,454.39
1326-0001 - Escrow - Ins Withdrawal Non Lender	(95,483.00)	(95,483.00)	0.00	0.00	(95,483.00)
<b>TOTAL MORTGAGE ESCROW DEPOSITS</b>	<b>0.00</b>	<b>96,225.77</b>	<b>(96,225.77)</b>	<b>169,695.37</b>	<b>(169,695.37)</b>
<b>PROPERTY AND EQUIPMENT</b>					
1430-0002 - Building Equipment - Fixed	1,482.09	0.00	1,482.09	0.00	1,482.09
1436-0001 - Renovations - R/R	65,839.08	65,839.08	0.00	0.00	65,839.08
1440-0002 - Carpet/Flooring	696.00	696.00	0.00	0.00	696.00
1486-0000 - Appliances	3,394.64	3,394.64	0.00	0.00	3,394.64
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>71,411.81</b>	<b>69,929.72</b>	<b>1,482.09</b>	<b>0.00</b>	<b>71,411.81</b>
<b>CONSTRUCTION IN PROGRESS</b>					
1900-0000 - Construction in Progress	99,288.28	98,088.28	1,200.00	56,560.34	42,727.94
<b>TOTAL CONSTRUCTION IN PROGRESS</b>	<b>99,288.28</b>	<b>98,088.28</b>	<b>1,200.00</b>	<b>56,560.34</b>	<b>42,727.94</b>
<b>PREPAID EXPENSES AND DEPOSITS</b>					
1241-0000 - Prepaid Insurance	71,636.94	79,606.22	(7,969.28)	49,972.91	21,664.03
1244-0000 - Prepaid Workers Comp	(1.77)	0.00	(1.77)	14.16	(15.93)
1253-0000 - Prepaid Benefits	2,984.20	2,984.20	0.00	0.00	2,984.20
1271-0000 - Prepaid Real Estate Taxes	98,750.07	109,722.30	(10,972.23)	62,066.03	36,684.04
<b>TOTAL PREPAID EXPENSES AND DEPOSITS</b>	<b>173,369.44</b>	<b>192,312.72</b>	<b>(18,943.28)</b>	<b>112,053.10</b>	<b>61,316.34</b>
<b>TOTAL ASSETS</b>	<b>1,268,308.68</b>	<b>1,088,335.44</b>	<b>179,973.24</b>	<b>818,668.16</b>	<b>449,640.52</b>

**LIABILITIES and PARTNER EQUITY**

**LIABILITIES**

**ACCOUNTS PAYABLE**

2110-0000 - AP Trade	11,585.16	37,386.48	(25,801.32)	110,610.96	(99,025.80)
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>11,585.16</b>	<b>37,386.48</b>	<b>(25,801.32)</b>	<b>110,610.96</b>	<b>(99,025.80)</b>

**ACCRUED EXPENSES**

2113-0000 - Accrued Expenses	22,186.92	18,829.91	3,357.01	4,244.41	17,942.51
2123-0003 - Accrued Management Fee PayableOther	9,440.00	9,440.00	0.00	9,440.00	0.00
2130-0000 - Accrued Utility Expense	83,496.95	70,118.76	13,378.19	27,376.74	56,120.21
2148-0000 - Accrued Expense Payroll	3,479.42	3,479.42	0.00	3,479.42	0.00
<b>TOTAL ACCRUED EXPENSES</b>	<b>118,603.29</b>	<b>101,868.09</b>	<b>16,735.20</b>	<b>44,540.57</b>	<b>74,062.72</b>

**OTHER LIABILITIES**

2160-0000 - Escheatment Liabilities	2,883.18	2,434.18	449.00	0.00	2,883.18
<b>TOTAL OTHER LIABILITIES</b>	<b>2,883.18</b>	<b>2,434.18</b>	<b>449.00</b>	<b>0.00</b>	<b>2,883.18</b>

**SECURITY DEPOSIT LIABILITY**

2191-0000 - Security Deposit Liability	111,392.94	115,196.94	(3,804.00)	93,653.34	17,739.60
2198-0001 - Security Deposit Clearing Account	(3,160.00)	(3,160.00)	0.00	0.00	(3,160.00)
<b>TOTAL SECURITY DEPOSIT LIABILITY</b>	<b>108,232.94</b>	<b>112,036.94</b>	<b>(3,804.00)</b>	<b>93,653.34</b>	<b>14,579.60</b>

**PREPAID REVENUE**

2210-0000 - Prepay	62,480.53	129,573.68	(67,093.15)	70,417.23	(7,936.70)
<b>TOTAL PREPAID REVENUE</b>	<b>62,480.53</b>	<b>129,573.68</b>	<b>(67,093.15)</b>	<b>70,417.23</b>	<b>(7,936.70)</b>

**TOTAL LIABILITIES**

	<b>303,785.10</b>	<b>383,299.37</b>	<b>(79,514.27)</b>	<b>319,222.10</b>	<b>(15,437.00)</b>
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**EQUITY**

**CONTRIBUTIONS/DISTRIBUTIONS**

2940-0000 - Distribution to Owners	(2,473,173.20)	(2,403,173.20)	(70,000.00)	(1,518,173.20)	(955,000.00)
<b>TOTAL CONTRIBUTIONS/DISTRIBUTIONS</b>	<b>(2,473,173.20)</b>	<b>(2,403,173.20)</b>	<b>(70,000.00)</b>	<b>(1,518,173.20)</b>	<b>(955,000.00)</b>
3190-0000 Retained Earnings	3,437,696.78	3,108,209.27	329,487.51	2,017,619.26	1,420,077.52

**TOTAL EQUITY**

	<b>964,523.58</b>	<b>705,036.07</b>	<b>259,487.51</b>	<b>499,446.06</b>	<b>465,077.52</b>
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**TOTAL LIABILITIES and PARTNER EQUITY**

	<b>1,268,308.68</b>	<b>1,088,335.44</b>	<b>179,973.24</b>	<b>818,668.16</b>	<b>449,640.52</b>
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**Parkside Landing - 3379**  
**Budget Comparison**  
**November 30, 2022**

Reporting Book:  
As of Date:  
Property:

ACCRUAL  
11/30/2022  
Parkside Landing - 3379

	Month Ending 10/31/2022				Year to Date 10/31/2022				Annual
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	Budget
<b>OPERATING INCOME</b>									
Rental Income	368,925.00	343,420.68	25,504.32	7.42	3,851,827.74	3,428,855.58	422,972.16	12.33	4,117,755.36
Vacancy	(20,045.20)	(18,953.85)	(1,091.35)	(5.75)	(698,575.10)	(254,486.03)	(444,089.07)	(174.50)	(292,393.73)
Bad Debt	(44,285.61)	(2,000.00)	(42,285.61)	(2,114.28)	(44,285.61)	(20,000.00)	(24,285.61)	(121.42)	(24,000.00)
Other Income	2,801.00	2,286.67	514.33	22.49	(35,956.20)	18,841.70	(54,797.90)	(290.83)	23,415.04
<b>TOTAL OPERATING INCOME</b>	<b>307,395.19</b>	<b>324,753.50</b>	<b>(17,358.31)</b>	<b>(5.34)</b>	<b>3,073,010.83</b>	<b>3,173,211.25</b>	<b>(100,200.42)</b>	<b>(3.15)</b>	<b>3,824,776.67</b>
<b>OPERATING EXPENSES</b>									
Renting Expenses	2,304.36	1,883.62	(420.74)	(22.33)	35,774.55	19,572.20	(16,202.35)	(82.78)	23,339.44
Administrative Expenses	13,516.92	15,204.98	1,688.06	11.10	150,791.35	153,042.00	2,250.65	1.47	181,140.96
Payroll	29,473.71	31,679.00	2,205.29	6.96	408,763.73	332,776.00	(75,987.73)	(22.83)	412,563.00
Utility Expenses	(901.85)	21,941.67	22,843.52	104.11	370,749.11	219,416.70	(151,332.41)	(68.97)	263,300.04
Operating and Maint Expenses	61,609.04	19,624.31	(41,984.73)	(213.94)	275,284.21	206,805.10	(68,479.11)	(33.11)	248,853.72
Taxes and Insurance	18,959.91	19,958.75	998.84	5.00	189,295.44	196,857.50	7,562.06	3.84	236,775.00
Activities	1,007.73	200.00	(807.73)	(403.86)	39,849.55	31,701.00	(8,148.55)	(25.70)	32,101.00
<b>TOTAL OPERATING EXPENSES</b>	<b>125,969.82</b>	<b>110,492.33</b>	<b>(15,477.49)</b>	<b>(14.00)</b>	<b>1,470,507.94</b>	<b>1,160,170.50</b>	<b>(310,337.44)</b>	<b>(26.74)</b>	<b>1,398,073.16</b>
<b>TOTAL NET OPERATING INCOME (LOSS)</b>	<b>181,425.37</b>	<b>214,261.17</b>	<b>(32,835.80)</b>	<b>(15.32)</b>	<b>1,602,502.89</b>	<b>2,013,040.75</b>	<b>(410,537.86)</b>	<b>(20.39)</b>	<b>2,426,703.51</b>
<b>Non-Operating Income (Expenses)</b>									
Financial Expenses	(102,277.00)	(162,098.00)	59,821.00	36.90	(103,277.00)	(162,098.00)	58,821.00	36.28	(492,559.00)
Income from Investments	10.27	0.00	10.27	100.00	10.27	0.00	10.27	100.00	0.00
<b>Total Non-Operating Income (Expenses)</b>	<b>(102,266.73)</b>	<b>(162,098.00)</b>	<b>59,831.27</b>	<b>36.91</b>	<b>(103,266.73)</b>	<b>(162,098.00)</b>	<b>58,831.27</b>	<b>36.29</b>	<b>(492,559.00)</b>
<b>TOTAL TAXABLE INCOME (LOSS)</b>	<b>79,158.64</b>	<b>52,163.17</b>	<b>26,995.47</b>	<b>51.75</b>	<b>1,499,236.16</b>	<b>1,850,942.75</b>	<b>(351,706.59)</b>	<b>(19.00)</b>	<b>1,934,144.51</b>
<b>CASH FLOW ADJUSTMENTS</b>									
Mortgage Payable	(46,095.58)	0.00	(46,095.58)	(100.00)	(46,095.58)	0.00	(46,095.58)	(100.00)	0.00
Capital Expenditures	1,482.09	(1,420.00)	2,902.09	204.37	(4,090.64)	(21,794.00)	17,703.36	81.23	(21,794.00)
Cap Exp Res for Replacement	0.00	0.00	0.00	0.00	(65,839.08)	0.00	(65,839.08)	(100.00)	0.00
Res for Replacement Funding	(6,883.34)	(5,900.00)	(983.34)	(16.66)	(6,883.34)	(5,900.00)	(983.34)	(16.66)	(17,700.00)
Accrued Interest on Deferred Loans	317.99	0.00	317.99	100.00	317.99	0.00	317.99	100.00	0.00
<b>TOTAL CASH FLOW ADJUSTMENTS</b>	<b>(51,178.84)</b>	<b>(7,320.00)</b>	<b>(43,858.84)</b>	<b>(599.16)</b>	<b>(122,590.65)</b>	<b>(27,694.00)</b>	<b>(94,896.65)</b>	<b>(342.66)</b>	<b>(39,494.00)</b>
<b>TOTAL NET CASH FLOW (DEF)</b>	<b>27,979.80</b>	<b>44,843.17</b>	<b>(16,863.37)</b>	<b>(37.60)</b>	<b>1,376,645.51</b>	<b>1,823,248.75</b>	<b>(446,603.24)</b>	<b>(24.49)</b>	<b>1,894,650.51</b>
<b>SURPLUS CASH ADJUSTMENTS</b>									
Insurance Funding	(13,925.00)	0.00	(13,925.00)	(100.00)	(13,925.00)	0.00	(13,925.00)	(100.00)	0.00
Insurance Expense	7,969.28	9,490.00	(1,520.72)	(16.02)	82,579.87	92,170.00	(9,590.13)	(10.40)	111,150.00
Tax Funding	(13,965.00)	0.00	(13,965.00)	(100.00)	(13,965.00)	0.00	(13,965.00)	(100.00)	0.00
Tax Expense	10,972.23	10,468.75	503.48	4.80	105,954.95	104,687.50	1,267.45	1.21	125,625.00
Tax/Insurance Funding	0.00	(19,605.54)	19,605.54	100.00	(57,454.39)	(190,241.06)	132,786.67	69.79	(229,452.14)
MIP Funding	(14,354.00)	0.00	(14,354.00)	(100.00)	(14,354.00)	0.00	(14,354.00)	(100.00)	0.00
MIP Expense	0.00	12,303.00	(12,303.00)	(100.00)	0.00	12,303.00	(12,303.00)	(100.00)	36,909.00
<b>TOTAL SURPLUS CASH ADJUSTMENTS</b>	<b>(23,302.49)</b>	<b>12,656.21</b>	<b>(35,958.70)</b>	<b>(284.11)</b>	<b>88,836.43</b>	<b>18,919.44</b>	<b>69,916.99</b>	<b>369.55</b>	<b>44,231.86</b>
<b>TOTAL POS (NEG) SURPLUS CASH</b>	<b>4,677.31</b>	<b>57,499.38</b>	<b>(52,822.07)</b>	<b>(91.86)</b>	<b>1,465,481.94</b>	<b>1,842,168.19</b>	<b>(376,686.25)</b>	<b>(20.44)</b>	<b>1,938,882.37</b>
<b>ADDITIONAL ADJUSTMENTS TO CASH FLOW</b>									
Construction in Progress	0.00	0.00	0.00	0.00	(42,727.94)	0.00	(42,727.94)	(100.00)	0.00
Accounts Payable	(11,349.16)	0.00	(11,349.16)	(100.00)	(110,374.96)	0.00	(110,374.96)	(100.00)	0.00
Resident Accounts Receivable	(10,508.78)	0.00	(10,508.78)	(100.00)	(258,180.98)	0.00	(258,180.98)	(100.00)	0.00
Subsidy Accounts Receivable	11,284.00	0.00	11,284.00	100.00	21,296.06	0.00	21,296.06	100.00	0.00
Other Accounts Receivable	34,268.08	0.00	34,268.08	100.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	15,759.79	0.00	15,759.79	100.00	(45,556.55)	0.00	(45,556.55)	(100.00)	0.00
Net Accruals	11,602.60	0.00	11,602.60	100.00	88,548.50	0.00	88,548.50	100.00	0.00

Prepaid Rent	19,497.37	0.00	19,497.37	100.00	11,560.67	0.00	11,560.67	100.00	0.00
Security Deposits	(1,211.84)	0.00	(1,211.84)	(100.00)	(4,471.84)	0.00	(4,471.84)	(100.00)	0.00
Distributions to Owners	0.00	0.00	0.00	0.00	(955,000.00)	1,170,000.00	(2,125,000.00)	(181.62)	1,170,000.00
Escrow - Tax Payment	0.00	0.00	0.00	0.00	131,666.76	0.00	131,666.76	100.00	0.00
Tax Expense	(10,972.23)	(10,468.75)	(503.48)	(4.80)	(105,954.95)	(104,687.50)	(1,267.45)	(1.21)	(125,625.00)
Insurance Expense	(7,969.28)	(9,490.00)	1,520.72	16.02	(82,579.87)	(92,170.00)	9,590.13	10.40	(111,150.00)
MIP Expense	0.00	(12,303.00)	12,303.00	100.00	0.00	(12,303.00)	12,303.00	100.00	(36,909.00)
Other Escrows	0.00	0.00	0.00	0.00	95,483.00	0.00	95,483.00	100.00	0.00
<b>TOTAL ADDITIONAL ADJUSTMENTS TO CAS</b>	<b>50,400.55</b>	<b>(32,261.75)</b>	<b>82,662.30</b>	<b>256.22</b>	<b>(1,256,292.10)</b>	<b>960,839.50</b>	<b>(2,217,131.60)</b>	<b>(230.74)</b>	<b>896,316.00</b>
<b>TOTAL NET ADJUSTED CASH FLOW</b>	<b>55,077.86</b>	<b>25,237.63</b>	<b>29,840.23</b>	<b>118.23</b>	<b>209,189.84</b>	<b>2,803,007.69</b>	<b>(2,593,817.85)</b>	<b>(92.53)</b>	<b>2,835,198.37</b>
<b>Net Change in Cash From TB</b>	<b>55,077.86</b>	<b>0.00</b>	<b>55,077.86</b>	<b>100.00</b>	<b>209,189.84</b>	<b>0.00</b>	<b>209,189.84</b>	<b>100.00</b>	<b>0.00</b>
<b>Variance</b>	<b>0.00</b>	<b>(25,237.63)</b>	<b>25,237.63</b>	<b>100.00</b>	<b>0.00</b>	<b>(2,803,007.69)</b>	<b>2,803,007.69</b>	<b>100.00</b>	<b>(2,835,198.37)</b>
<b>OPERATING INCOME</b>									
<b>Rental Income</b>									
5112-0002 - Short Term Lease Premium	25.00	0.00	25.00	100.00	323.00	0.00	323.00	100.00	0.00
5120-0000 - Rental Income	338,126.00	369,077.00	(30,951.00)	(8.38)	3,172,801.00	3,635,680.00	(462,879.00)	(12.73)	4,373,834.00
5150-0000 - Rental Assistance	75,804.00	0.00	75,804.00	100.00	770,791.00	0.00	770,791.00	100.00	0.00
5160-0000 - Housing Assistance	0.00	0.00	0.00	0.00	0.00	4,938.00	(4,938.00)	(100.00)	6,584.00
5221-0000 - Gain/(Loss) to Lease	(45,030.00)	(25,656.32)	(19,373.68)	(75.51)	(92,087.26)	(211,762.42)	119,675.16	56.51	(262,662.84)
<b>Total Rental Income</b>	<b>368,925.00</b>	<b>343,420.68</b>	<b>25,504.32</b>	<b>7.42</b>	<b>3,851,827.74</b>	<b>3,428,855.58</b>	<b>422,972.16</b>	<b>12.33</b>	<b>4,117,755.36</b>
<b>Vacancy</b>									
5220-0000 - Vacancies Apartment	(20,002.00)	(18,453.85)	(1,548.15)	(8.38)	(697,432.90)	(249,486.03)	(447,946.87)	(179.54)	(286,393.73)
5227-0003 - Resident Rent Concession	(43.20)	(500.00)	456.80	91.36	(1,142.20)	(5,000.00)	3,857.80	77.15	(6,000.00)
<b>Total Vacancy</b>	<b>(20,045.20)</b>	<b>(18,953.85)</b>	<b>(1,091.35)</b>	<b>(5.75)</b>	<b>(698,575.10)</b>	<b>(254,486.03)</b>	<b>(444,089.07)</b>	<b>(174.50)</b>	<b>(292,393.73)</b>
<b>Bad Debt</b>									
6370-0000 - Bad Debt	(44,861.69)	(2,000.00)	(42,861.69)	(2,143.08)	(44,861.69)	(20,000.00)	(24,861.69)	(124.30)	(24,000.00)
6371-0000 - Bad Debt Recovery - Resid	576.08	0.00	576.08	100.00	576.08	0.00	576.08	100.00	0.00
<b>Total Bad Debt</b>	<b>(44,285.61)</b>	<b>(2,000.00)</b>	<b>(42,285.61)</b>	<b>(2,114.28)</b>	<b>(44,285.61)</b>	<b>(20,000.00)</b>	<b>(24,285.61)</b>	<b>(121.42)</b>	<b>(24,000.00)</b>
<b>Other Income</b>									
5170-0001 - Parking Income-Covered	360.00	1,000.00	(640.00)	(64.00)	1,805.00	10,000.00	(8,195.00)	(81.95)	12,000.00
5330-0000 - Tenant Services	565.00	45.00	520.00	1,155.55	995.00	450.00	545.00	121.11	540.00
5331-0000 - Pet Income	560.00	166.67	393.33	235.99	3,815.00	1,666.70	2,148.30	128.89	2,000.04
5331-0001 - Pet Fee Non Refundable	141.00	300.00	(159.00)	(53.00)	1,978.00	3,000.00	(1,022.00)	(34.06)	3,600.00
5332-0000 - Application Fees	675.00	50.00	625.00	1,250.00	4,535.00	500.00	4,035.00	807.00	600.00
5385-0000 - Late/Term Fees	0.00	575.00	(575.00)	(100.00)	0.00	1,725.00	(1,725.00)	(100.00)	2,875.00
5387-0000 - Break Lease Fees	0.00	0.00	0.00	0.00	1,792.00	0.00	1,792.00	100.00	0.00
5390-0000 - Miscellaneous Income	0.00	0.00	0.00	0.00	(54,032.20)	0.00	(54,032.20)	(100.00)	0.00
5390-0002 - Damages	500.00	150.00	350.00	233.33	3,156.00	1,500.00	1,656.00	110.40	1,800.00
<b>Total Other Income</b>	<b>2,801.00</b>	<b>2,286.67</b>	<b>514.33</b>	<b>22.49</b>	<b>(35,956.20)</b>	<b>18,841.70</b>	<b>(54,797.90)</b>	<b>(290.83)</b>	<b>23,415.04</b>
<b>TOTAL OPERATING INCOME</b>	<b>307,395.19</b>	<b>324,753.50</b>	<b>(17,358.31)</b>	<b>(5.34)</b>	<b>3,073,010.83</b>	<b>3,173,211.25</b>	<b>(100,200.42)</b>	<b>(3.15)</b>	<b>3,824,776.67</b>
<b>OPERATING EXPENSES</b>									
<b>Renting Expenses</b>									
6204-0000 - Management Consultant	891.84	788.00	(103.84)	(13.17)	15,090.88	7,880.00	(7,210.88)	(91.50)	9,456.00
6210-0000 - Rental Advertising	1,135.00	893.50	(241.50)	(27.02)	10,799.93	8,935.00	(1,864.93)	(20.87)	10,722.00
6212-0000 - Collateral Materials/Brand I	47.35	180.12	132.77	73.71	7,192.85	2,537.20	(4,655.65)	(183.49)	2,897.44
6290-0000 - Miscellaneous Renting Exp	230.17	22.00	(208.17)	(946.22)	2,690.89	220.00	(2,470.89)	(1,123.13)	264.00
<b>Total Renting Expenses</b>	<b>2,304.36</b>	<b>1,883.62</b>	<b>(420.74)</b>	<b>(22.33)</b>	<b>35,774.55</b>	<b>19,572.20</b>	<b>(16,202.35)</b>	<b>(82.78)</b>	<b>23,339.44</b>
<b>Administrative Expenses</b>									
6311-0000 - Office Expenses	1,617.57	1,487.91	(129.66)	(8.71)	17,382.68	15,917.74	(1,464.94)	(9.20)	18,893.56
6312-0000 - Copy Machine	188.85	200.00	11.15	5.57	2,513.16	3,800.00	1,286.84	33.86	4,200.00
6313-0000 - Postage	4.20	25.00	20.80	83.20	210.83	250.00	39.17	15.66	300.00
6316-0000 - Travel/Mileage	0.00	50.00	50.00	100.00	21.73	500.00	478.27	95.65	600.00
6316-0003 - Training	475.00	0.00	(475.00)	(100.00)	5,095.00	5,229.00	134.00	2.56	6,918.00
6316-0004 - Training - New Employee O	70.14	0.00	(70.14)	(100.00)	1,867.48	850.00	(1,017.48)	(119.70)	850.00
6320-0000 - Management Fees	9,935.90	9,440.00	(495.90)	(5.25)	95,024.26	94,400.00	(624.26)	(0.66)	113,280.00
6340-0000 - Legal Expense	386.85	800.00	413.15	51.64	1,548.59	8,900.00	7,351.41	82.60	10,500.00
6350-0000 - Auditing	0.00	0.00	0.00	0.00	6,585.00	8,240.00	1,655.00	20.08	8,240.00
6360-0000 - Telephone	799.28	941.74	142.46	15.12	10,528.65	9,417.40	(1,111.25)	(11.79)	11,300.88
6380-0000 - Advertising - Employees	0.00	0.00	0.00	0.00	4,275.00	0.00	(4,275.00)	(100.00)	0.00
6385-0000 - Dues and Memberships	0.00	2,000.00	2,000.00	100.00	2,861.29	2,934.56	73.27	2.49	2,934.56
6390-0000 - Miscellaneous	(48.27)	0.00	48.27	100.00	(48.27)	0.00	48.27	100.00	0.00
<b>Bank Charges</b>	<b>87.40</b>	<b>260.33</b>	<b>172.93</b>	<b>66.42</b>	<b>2,925.95</b>	<b>2,603.30</b>	<b>(322.65)</b>	<b>(12.39)</b>	<b>3,123.96</b>
<b>Total Administrative Expenses</b>	<b>13,516.92</b>	<b>15,204.98</b>	<b>1,688.06</b>	<b>11.10</b>	<b>150,791.35</b>	<b>153,042.00</b>	<b>2,250.65</b>	<b>1.47</b>	<b>181,140.96</b>

**Payroll**

**Payroll**

6251-0000 - Employee Leasing Commi	0.00	0.00	0.00	0.00	600.00	0.00	(600.00)	(100.00)	0.00
6310-0000 - Office Payroll	4,352.92	6,888.00	2,535.08	36.80	109,922.14	70,356.00	(39,566.14)	(56.23)	88,013.00
6330-0000 - Managers Payroll	6,590.30	5,920.00	(670.30)	(11.32)	77,932.49	66,488.00	(11,444.49)	(17.21)	81,578.00
6539-0000 - Maintenance Payroll Gene	8,577.93	7,692.00	(885.93)	(11.51)	105,871.61	78,294.00	(27,577.61)	(35.22)	97,706.00
6540-0000 - Maintenance PayrollSuper	4,148.32	5,813.00	1,664.68	28.63	61,078.33	59,381.00	(1,697.33)	(2.85)	74,198.00
<b>Payroll Taxes</b>	<b>1,744.94</b>	<b>1,990.00</b>	<b>245.06</b>	<b>12.31</b>	<b>24,103.40</b>	<b>23,633.00</b>	<b>(470.40)</b>	<b>(1.99)</b>	<b>28,705.00</b>
<b>Health Insurance and Other Benefits</b>	<b>3,107.10</b>	<b>2,937.00</b>	<b>(170.10)</b>	<b>(5.79)</b>	<b>28,287.63</b>	<b>30,038.00</b>	<b>1,750.37</b>	<b>5.82</b>	<b>36,657.00</b>
<b>Workers Compensation</b>	<b>952.20</b>	<b>439.00</b>	<b>(513.20)</b>	<b>(116.90)</b>	<b>968.13</b>	<b>4,586.00</b>	<b>3,617.87</b>	<b>78.88</b>	<b>5,706.00</b>
<b>Total Payroll</b>	<b>29,473.71</b>	<b>31,679.00</b>	<b>2,205.29</b>	<b>6.96</b>	<b>408,763.73</b>	<b>332,776.00</b>	<b>(75,987.73)</b>	<b>(22.83)</b>	<b>412,563.00</b>

**Utility Expenses**

6430-0000 - Electricity Vacant	0.00	625.00	625.00	100.00	10,268.06	6,250.00	(4,018.06)	(64.28)	7,500.00
6440-0000 - Gas/Oil Heat Vacant	0.00	750.00	750.00	100.00	10,910.26	7,500.00	(3,410.26)	(45.47)	9,000.00
6450-0000 - Electricity	607.22	1,800.00	1,192.78	66.26	15,039.56	18,000.00	2,960.44	16.44	21,600.00
6451-0000 - Water and Sewer	(5,844.92)	17,000.00	22,844.92	134.38	291,762.47	170,000.00	(121,762.47)	(71.62)	204,000.00
6452-0000 - Natural Gas Heat	3,903.05	1,666.67	(2,236.38)	(134.18)	39,340.62	16,666.70	(22,673.92)	(136.04)	20,000.04
6454-0000 - Utility Processing	432.80	100.00	(332.80)	(332.80)	3,304.56	1,000.00	(2,304.56)	(230.45)	1,200.00
6456-0000 - Utility Late Fee	0.00	0.00	0.00	0.00	123.58	0.00	(123.58)	(100.00)	0.00
<b>Total Utility Expenses</b>	<b>(901.85)</b>	<b>21,941.67</b>	<b>22,843.52</b>	<b>104.11</b>	<b>370,749.11</b>	<b>219,416.70</b>	<b>(151,332.41)</b>	<b>(68.97)</b>	<b>263,300.04</b>

**Operating and Maint Expenses**

6462-0000 - Exterminating Contract	1,490.00	700.00	(790.00)	(112.85)	8,545.00	13,962.00	5,417.00	38.79	15,362.00
6470-0000 - Rubbish Removal	3,081.52	2,965.22	(116.30)	(3.92)	17,393.86	29,652.20	12,258.34	41.34	35,582.64
6470-0001 - Rubbish Removal - Bulk	2,795.00	500.00	(2,295.00)	(459.00)	21,095.00	5,000.00	(16,095.00)	(321.90)	6,000.00
6472-0000 - Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100.00	1,100.00
6473-0000 - Snow Removal Contract	0.00	0.00	0.00	0.00	5,155.00	2,200.00	(2,955.00)	(134.31)	4,400.00
6511-0000 - Security Contract and Repa	0.00	150.00	150.00	100.00	725.04	2,550.00	1,824.96	71.56	2,950.00
6521-0000 - Grounds Supplies	0.00	50.00	50.00	100.00	0.00	350.00	350.00	100.00	350.00
6522-0000 - Grounds Contract	12,650.00	3,390.00	(9,260.00)	(273.15)	32,671.50	33,900.00	1,228.50	3.62	40,680.00
6531-0000 - Cleaning Supplies	10.03	41.67	31.64	75.92	134.23	416.70	282.47	67.78	500.04
6532-0000 - Cleaning Contract	830.00	6,800.00	5,970.00	87.79	63,785.00	68,000.00	4,215.00	6.19	81,600.00
6541-0000 - Maintenance Supplies	4,218.92	1,030.00	(3,188.92)	(309.60)	18,283.36	9,925.00	(8,358.36)	(84.21)	11,985.00
6545-0000 - Repairs Contract General	27,589.90	500.00	(27,089.90)	(5,417.98)	43,304.36	5,000.00	(38,304.36)	(768.08)	6,000.00
6546-0000 - Repairs Contract Electric	0.00	100.00	100.00	100.00	0.00	1,000.00	1,000.00	100.00	1,200.00
6547-0000 - Repairs - Contract - HVAC	0.00	375.00	375.00	100.00	4,257.74	4,125.00	(132.74)	(3.21)	4,875.00
6548-0000 - Repairs - Contract - Plumbi	6,071.62	1,200.00	(4,871.62)	(405.96)	28,179.70	12,000.00	(16,179.70)	(134.83)	14,400.00
6552-0000 - Uniforms	35.05	39.09	4.04	10.33	282.99	390.90	107.91	27.60	469.08
6561-0000 - Decorator Supplies	0.00	200.00	200.00	100.00	203.95	2,000.00	1,796.05	89.80	2,400.00
6562-0000 - Decorator Contract Service	2,837.00	1,250.00	(1,587.00)	(126.96)	17,267.00	12,500.00	(4,767.00)	(38.13)	15,000.00
6586-0000 - Fire and Safety Systems	0.00	333.33	333.33	100.00	14,000.48	3,333.30	(10,667.18)	(320.01)	3,999.96
<b>Total Operating and Maint Expenses</b>	<b>61,609.04</b>	<b>19,624.31</b>	<b>(41,984.73)</b>	<b>(213.94)</b>	<b>275,284.21</b>	<b>206,805.10</b>	<b>(68,479.11)</b>	<b>(33.11)</b>	<b>248,853.72</b>

**Taxes and Insurance**

6710-0000 - Taxes Real Estate	10,972.23	10,468.75	(503.48)	(4.80)	105,954.95	104,687.50	(1,267.45)	(1.21)	125,625.00
6712-0000 - Taxes Other	0.00	0.00	0.00	0.00	378.96	0.00	(378.96)	(100.00)	0.00
6720-0000 - Insurance Property	7,969.28	9,490.00	1,520.72	16.02	82,579.87	92,170.00	9,590.13	10.40	111,150.00
6722-0000 - Insurance - Consultant	18.40	0.00	(18.40)	(100.00)	381.66	0.00	(381.66)	(100.00)	0.00
<b>Total Taxes and Insurance</b>	<b>18,959.91</b>	<b>19,958.75</b>	<b>998.84</b>	<b>5.00</b>	<b>189,295.44</b>	<b>196,857.50</b>	<b>7,562.06</b>	<b>3.84</b>	<b>236,775.00</b>

**Activities**

6981-0000 - Resident Supplies	1,007.73	100.00	(907.73)	(907.73)	5,681.66	1,600.00	(4,081.66)	(255.10)	1,800.00
6982-0000 - Resident Services Contract	0.00	100.00	100.00	100.00	150.00	1,000.00	850.00	85.00	1,200.00
6991-0000 - Pool Supplies	0.00	0.00	0.00	0.00	6,902.89	2,501.00	(4,401.89)	(176.00)	2,501.00
6992-0000 - Pool Contract	0.00	0.00	0.00	0.00	27,115.00	26,600.00	(515.00)	(1.93)	26,600.00
<b>Total Activities</b>	<b>1,007.73</b>	<b>200.00</b>	<b>(807.73)</b>	<b>(403.86)</b>	<b>39,849.55</b>	<b>31,701.00</b>	<b>(8,148.55)</b>	<b>(25.70)</b>	<b>32,101.00</b>

**TOTAL OPERATING EXPENSES**

<b>TOTAL OPERATING EXPENSES</b>	<b>125,969.82</b>	<b>110,492.33</b>	<b>(15,477.49)</b>	<b>(14.00)</b>	<b>1,470,507.94</b>	<b>1,160,170.50</b>	<b>(310,337.44)</b>	<b>(26.74)</b>	<b>1,398,073.16</b>
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**TOTAL NET OPERATING INCOME (LOSS)**

<b>TOTAL NET OPERATING INCOME (LOSS)</b>	<b>181,425.37</b>	<b>214,261.17</b>	<b>(32,835.80)</b>	<b>(15.32)</b>	<b>1,602,502.89</b>	<b>2,013,040.75</b>	<b>(410,537.86)</b>	<b>(20.39)</b>	<b>2,426,703.51</b>
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# Parkside Landing - 3379

## Comparative Balance Sheet

Reporting Book:  
As of Date:  
Property:

ACCRUAL  
11/30/2022  
Parkside Landing - 3379

	Current Month 10/31/2022	Prior Month 09/30/2022	Period Change	Year Ending 12/31/2021	YTD Increase (Decrease)
<b>ASSETS</b>					
<b>CASH UNRESTRICTED</b>					
1110-0000 - Cash Operating	251,273.09	265,102.21	(13,829.12)	153,009.41	98,263.68
1110-0002 - Holdback Cash - Check Run	151,983.18	82,867.18	69,116.00	42,433.00	109,550.18
1111-0000 - PCard Holdback	4,000.00	4,000.00	0.00	3,000.00	1,000.00
1121-0005 - Workers Comp Reserve	635.98	845.00	(209.02)	260.00	375.98
<b>TOTAL CASH UNRESTRICTED</b>	<b>407,892.25</b>	<b>352,814.39</b>	<b>55,077.86</b>	<b>198,702.41</b>	<b>209,189.84</b>
<b>CASH RESTRICTED</b>					
1191-0000 - Cash Security Deposit	112,897.78	112,892.94	4.84	95,053.34	17,844.44
<b>TOTAL CASH RESTRICTED</b>	<b>112,897.78</b>	<b>112,892.94</b>	<b>4.84</b>	<b>95,053.34</b>	<b>17,844.44</b>
<b>ACCOUNTS RECEIVABLE - RESIDENT</b>					
1129-0000 - Reserve for Uncollectible A/R	(165,896.91)	(165,896.91)	0.00	(182,272.88)	16,375.97
1130-0000 - Accounts Receivable Residents	633,047.53	622,538.75	10,508.78	414,886.86	218,160.67
1130-0002 - Accounts Receivable-Closing Aj	0.00	0.00	0.00	(23,644.34)	23,644.34
<b>TOTAL ACCOUNTS RECEIVABLE - RESIDENT</b>	<b>467,150.62</b>	<b>456,641.84</b>	<b>10,508.78</b>	<b>208,969.64</b>	<b>258,180.98</b>
<b>ACCOUNTS RECEIVABLE - SUBSIDY</b>					
1135-0000 - Accounts Receivable Local Housing Authority	44,645.17	55,929.17	(11,284.00)	65,941.23	(21,296.06)
<b>TOTAL ACCOUNTS RECEIVABLE - SUBSIDY</b>	<b>44,645.17</b>	<b>55,929.17</b>	<b>(11,284.00)</b>	<b>65,941.23</b>	<b>(21,296.06)</b>
<b>ACCOUNTS RECEIVABLE - MISCELLANEOUS</b>					
1140-0400 - A/R Amex/PCard	0.00	2,747.08	(2,747.08)	0.00	0.00
1142-0000 - Accounts Receivable Other	0.00	31,521.00	(31,521.00)	0.00	0.00
1144-0000 - Accounts Receivable Prior Mgmt	(88,307.27)	(88,307.27)	0.00	(88,307.27)	0.00
<b>TOTAL ACCOUNTS RECEIVABLE - MISCELLANEOUS</b>	<b>(88,307.27)</b>	<b>(54,039.19)</b>	<b>(34,268.08)</b>	<b>(88,307.27)</b>	<b>0.00</b>
<b>RESERVE FOR REPLACEMENT</b>					
1316-0000 - Escrow - Replacement Reserve	6,883.34	0.00	6,883.34	0.00	6,883.34
<b>TOTAL RESERVE FOR REPLACEMENT</b>	<b>6,883.34</b>	<b>0.00</b>	<b>6,883.34</b>	<b>0.00</b>	<b>6,883.34</b>
<b>MORTGAGE ESCROW DEPOSITS</b>					
1322-0000 - Escrow - Real Estate Taxes-Deposits	13,965.00	0.00	13,965.00	0.00	13,965.00
1323-0001 - Escrow - RE Tax Withdrawal Non Lender	(131,666.76)	(131,666.76)	0.00	0.00	(131,666.76)
1324-0001 - Escrow - Ins/Tax - Non Lender	227,149.76	227,149.76	0.00	169,695.37	57,454.39
1325-0000 - Escrow - Insurance	13,925.00	0.00	13,925.00	0.00	13,925.00
1326-0001 - Escrow - Ins Withdrawal Non Lender	(95,483.00)	(95,483.00)	0.00	0.00	(95,483.00)
1327-0000 - Escrow - MIP	14,354.00	0.00	14,354.00	0.00	14,354.00
<b>TOTAL MORTGAGE ESCROW DEPOSITS</b>	<b>42,244.00</b>	<b>0.00</b>	<b>42,244.00</b>	<b>169,695.37</b>	<b>(127,451.37)</b>
<b>PROPERTY AND EQUIPMENT</b>					
1430-0002 - Building Equipment - Fixed	0.00	1,482.09	(1,482.09)	0.00	0.00
1436-0001 - Renovations - R/R	65,839.08	65,839.08	0.00	0.00	65,839.08
1440-0002 - Carpet/Flooring	696.00	696.00	0.00	0.00	696.00
1486-0000 - Appliances	3,394.64	3,394.64	0.00	0.00	3,394.64
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>69,929.72</b>	<b>71,411.81</b>	<b>(1,482.09)</b>	<b>0.00</b>	<b>69,929.72</b>
<b>CONSTRUCTION IN PROGRESS</b>					
1900-0000 - Construction in Progress	99,288.28	99,288.28	0.00	56,560.34	42,727.94
<b>TOTAL CONSTRUCTION IN PROGRESS</b>	<b>99,288.28</b>	<b>99,288.28</b>	<b>0.00</b>	<b>56,560.34</b>	<b>42,727.94</b>
<b>PREPAID EXPENSES AND DEPOSITS</b>					
1241-0000 - Prepaid Insurance	63,667.66	71,636.94	(7,969.28)	49,972.91	13,694.75

1244-0000 - Prepaid Workers Comp	3,179.95	(1.77)	3,181.72	14.16	3,165.79
1253-0000 - Prepaid Benefits	2,984.20	2,984.20	0.00	0.00	2,984.20
1271-0000 - Prepaid Real Estate Taxes	87,777.84	98,750.07	(10,972.23)	62,066.03	25,711.81
<b>TOTAL PREPAID EXPENSES AND DEPOSITS</b>	<b>157,609.65</b>	<b>173,369.44</b>	<b>(15,759.79)</b>	<b>112,053.10</b>	<b>45,556.55</b>
<b>TOTAL ASSETS</b>	<b>1,320,233.54</b>	<b>1,268,308.68</b>	<b>51,924.86</b>	<b>818,668.16</b>	<b>501,565.38</b>
<b>LIABILITIES and PARTNER EQUITY</b>					
<b>LIABILITIES</b>					
<b>MORTGAGE NOTES PAYABLE</b>					
2320-0000 - Mortgage Payable 1st Mortgage	(46,095.58)	0.00	(46,095.58)	0.00	(46,095.58)
<b>TOTAL MORTGAGE NOTES PAYABLE</b>	<b>(46,095.58)</b>	<b>0.00</b>	<b>(46,095.58)</b>	<b>0.00</b>	<b>(46,095.58)</b>
<b>ACCOUNTS PAYABLE</b>					
2110-0000 - AP Trade	236.00	11,585.16	(11,349.16)	110,610.96	(110,374.96)
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>236.00</b>	<b>11,585.16</b>	<b>(11,349.16)</b>	<b>110,610.96</b>	<b>(110,374.96)</b>
<b>ACCRUED EXPENSES</b>					
2113-0000 - Accrued Expenses	69,832.08	22,186.92	47,645.16	4,244.41	65,587.67
2123-0003 - Accrued Management Fee PayableOther	9,440.00	9,440.00	0.00	9,440.00	0.00
2130-0000 - Accrued Utility Expense	47,454.39	83,496.95	(36,042.56)	27,376.74	20,077.65
2144-0000 - Accrued MHFA Monthly Int Fee	317.99	0.00	317.99	0.00	317.99
2148-0000 - Accrued Expense Payroll	3,479.42	3,479.42	0.00	3,479.42	0.00
<b>TOTAL ACCRUED EXPENSES</b>	<b>130,523.88</b>	<b>118,603.29</b>	<b>11,920.59</b>	<b>44,540.57</b>	<b>85,983.31</b>
<b>OTHER LIABILITIES</b>					
2160-0000 - Escheatment Liabilities	2,883.18	2,883.18	0.00	0.00	2,883.18
<b>TOTAL OTHER LIABILITIES</b>	<b>2,883.18</b>	<b>2,883.18</b>	<b>0.00</b>	<b>0.00</b>	<b>2,883.18</b>
<b>SECURITY DEPOSIT LIABILITY</b>					
2191-0000 - Security Deposit Liability	110,185.94	111,392.94	(1,207.00)	93,653.34	16,532.60
2198-0001 - Security Deposit Clearing Account	(3,160.00)	(3,160.00)	0.00	0.00	(3,160.00)
<b>TOTAL SECURITY DEPOSIT LIABILITY</b>	<b>107,025.94</b>	<b>108,232.94</b>	<b>(1,207.00)</b>	<b>93,653.34</b>	<b>13,372.60</b>
<b>PREPAID REVENUE</b>					
2210-0000 - Prepay	81,977.90	62,480.53	19,497.37	70,417.23	11,560.67
<b>TOTAL PREPAID REVENUE</b>	<b>81,977.90</b>	<b>62,480.53</b>	<b>19,497.37</b>	<b>70,417.23</b>	<b>11,560.67</b>
<b>TOTAL LIABILITIES</b>	<b>276,551.32</b>	<b>303,785.10</b>	<b>(27,233.78)</b>	<b>319,222.10</b>	<b>(42,670.78)</b>
<b>EQUITY</b>					
<b>CONTRIBUTIONS/DISTRIBUTIONS</b>					
2940-0000 - Distribution to Owners	(2,473,173.20)	(2,473,173.20)	0.00	(1,518,173.20)	(955,000.00)
<b>TOTAL CONTRIBUTIONS/DISTRIBUTIONS</b>	<b>(2,473,173.20)</b>	<b>(2,473,173.20)</b>	<b>0.00</b>	<b>(1,518,173.20)</b>	<b>(955,000.00)</b>
3190-0000 Retained Earnings	3,516,855.42	3,437,696.78	79,158.64	2,017,619.26	1,499,236.16
<b>TOTAL EQUITY</b>	<b>1,043,682.22</b>	<b>964,523.58</b>	<b>79,158.64</b>	<b>499,446.06</b>	<b>544,236.16</b>
<b>TOTAL LIABILITIES and PARTNER EQUITY</b>	<b>1,320,233.54</b>	<b>1,268,308.68</b>	<b>51,924.86</b>	<b>818,668.16</b>	<b>501,565.38</b>

# **TAB 4**

## **Asset Management**

## Maintenance Activity Summary for October

- RHE maintenance staff completed 28 work orders in October.
- RHE maintenance staff accompanied pest control on 48 preventive pest control appointments for David Scull and Scatter-sites.
- The maintenance department facilitated 24 HQS inspections with third-party landlords in the month of September.
- There were 3 move-in and 0 move-outs for October. Vacant units are in process of turnover.

# DAVID SCULL MONTHLY OCCUPANCY REPORT

MONTH: October YEAR: 2022

Total Units	74
# Move-Ins	2
# Move-Outs	0
Total Units Occupied	75
# Units Vacant (available)	1
% of Total Units Occupied/Available	98.7%

Tenant Account Receivable Balance accrued for the Fiscal Year to date: **\$81,163.00**

Rent Charged: **\$42,652.00**

Rent Collected: **\$41,834.56**

Collection Percentage: **98.08%**

# SCATTERED SITES MONTHLY OCCUPANCY REPORT

MONTH:           OCTOBER           YEAR:           2022          

Total Units	28
# Move-Ins	1
# Move-Outs	0
Total Units Occupied	29
# Units Vacant (available)	0
% of Total Units Occupied/Available	100%

Tenant Account Receivable Balance accrued Fiscal Year to Date: \$20,788.30

Rent Charged: **\$70,167.00**

Rent Collected: **\$62,906.00**

Collection Percentage: **89.7%**

## 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:                     OCTOBER                     YEAR:                     2022                    

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

Total Units	54
# Move-Ins	0
# Move-Outs	0
Total Units Occupied	54
# Units Vacant (available)	2
% of Total Units Occupied/Available	96.42% /3.57%

Tenant Account Receivable Balance accrued Fiscal Year to date: **\$45,347.50**

Rent Charged: **\$73,457.20**

Rent Collected: **\$64,713.61**

Collection Percentage: **88.10%**

# RHEP MONTHLY OCCUPANCY REPORT

MONTH: October YEAR: 2022

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

Tenant Account Receivable Balance accrued Fiscal Year to date: **\$9108.66**

Rent Charged: **\$5287.00**

Rent Collected: **\$4023.15**

Collection Percentage: **76.1%**

# TAB 5

HA Name                      Rockville Housing Enterprises  
 HA Number                  MD 007

Unit Months              Unit Months  
 Leased                    Available  
 (excluding                (excluding                Over/(Under)  
 DVP)                      DVP)                      Leased  
 (VASH,VO,FYI,SS) (VASH,VO,FYI,SS)

HAP Funding              HAP Cost  
 (excluding                (excluding  
 DVP)                      DVP)

**beginning balance**

	Leased (excluding DVP) (VASH,VO,FYI,SS)	Available (excluding DVP) (VASH,VO,FYI,SS)	Over/(Under) Leased
Jan	359	416	(57)
Feb	356	416	(60)
Mar	355	415	(60)
Apr	347	416	(69)
May	347	416	(69)
Jun	351	416	(65)
Jul	358	416	(58)
Aug	355	416	(61)
Sep	354	416	(62)
Oct	352	416	(64)
Nov			0
Dec			0
	3,534	4,159	(625)

**Leased Percentage --                      84.97%**

HAP Funding (excluding DVP)	HAP Cost (excluding DVP)	Ratio		
\$443,070.00	\$ 484,120.00	109.26%		
\$447,127.00	\$ 473,500.00	105.90%		
\$436,542.00	\$ 469,344.00	107.51%		
\$436,542.00	\$ 462,985.00	106.06%		
\$457,733.00	\$ 463,736.00	101.31%		
\$453,397.00	\$ 475,150.00	104.80%		
\$518,470.00	\$ 468,660.00	90.39%		
\$507,758.00	\$ 477,726.00	94.09%		
\$508,511.00	\$ 475,090.00	93.43%		
\$517,729.00	\$ 487,141.00	94.09%		
		#DIV/0!		
		#DIV/0!		
\$ 4,726,879.00	\$ 4,737,452	\$ (10,573.00)	\$0	\$0

**HAP Utilization --                                      100.22%**

Homeownership Coordinator Report  
By Susan A. Cheney  
November 14, 2022  
For month of October, 2022

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

Legacy at Lincoln Park

- There was no new rental or sale activity at Legacy.

.

Homeownership, MPDUs, Tax Preparation and Counseling

- Housing Unlimited is still interested in purchasing the 2-bedroom, 2-bath MPDU resale at 146, F, Pasture Side Way for \$155,710 in King Farm. The owner continues to avoid fully ratifying the contract. Her options are set by the MPDU covenants and she must comply with the City of Rockville's sales price and requirement to sell. Jackie Simon is the Realtor for Housing Unlimited and they are determined to purchase the property.
- One new resale MPDU property came on the market. It was a one-bedroom, one-bath in the city center. We had no one on our list looking for such a purchase.
- One RHE HCV resident with 3 dependents and an income of \$40,000+ has entered into a contract to purchase at Tower Oaks with EYA Builders. She was prequalified by a lender who has had to adjust her income figures due to misunderstood both the voucher program and the buyer's actual yearly income. Settlement is scheduled to occur in May or June of 2023 once the townhouse is completed.

# TAB 6

## FIRESIDE PARK APARTMENTS MONTHLY OCCUPANCY REPORT

FOR THE PERIOD OF: Oct-22

HOUSEHOLD INCOME # OF UNITS	AFFORDABLE		MARKET RATE	TOTALS
	30% AMI	60% AMI		
4	173	59	236	
UNITS DOWN FOR CONSTRUCTION	0	0	0	0
<b>AVAILABLE FOR OCCUPANCY</b>	<b>4</b>	<b>173</b>	<b>59</b>	<b>236</b>
<b>AVAILABLE UNITS THAT ARE VACANT</b>	0	10	2	12
<b>1 BR</b>	0	2	0	2
<b>2 BR</b>	0	6	2	8
<b>3 BR</b>	0	2	0	2
<b>AVAILABLE UNITS THAT ARE OCCUPIED UNITS</b>	4	165	55	224
<b>1 BR</b>	4	73	17	94
<b>2 BR</b>	0	83	38	121
<b>3 BR</b>	0	9	0	9
<b>OCCUPANCY % FOR AVAILABLE UNITS</b>	<b>100%</b>	<b>95%</b>	<b>93%</b>	<b>95%</b>

# Parkside Landing Apartments Asset Manager's Monthly Report

**Reporting Period:** October 2022

## Updates

- Final draw and conversion package is under review by HUD.
- Ownership team is holding regular calls with the PNC debt team to drive towards the permanent loan conversion process.
- Jubilee Housing held a celebration at the site highlighting their client experience at Parkside Landing. Event included testimony from Jubilee residents and tours of a handful of units.

## Section 3/MBE Participation

FINAL	Goal	Actual
Section 3 Goal	10%	<b>11.64%</b>
MBE Goal	29%	<b>31.96%</b>

## Look-Ahead

- RHE conducts bi-weekly transition progress/coordination calls with WINN management
- Site team, development team, general contractor, property management conducting detailed site walks to evaluate and troubleshoot chronic unit/site issues post construction completion.
  - Remaining Site Clean-up items:
    1. Construction Debris and signage remain by the maintenance shed;
    2. Temporary power line needs to be removed;
- Pre-REAC Inspection items
- Recurring Property Issues:
  1. Sprinkler Heads: a significant number of building common areas and units were identified by US Housing Consultants as being REAC Deficiency items
  2. Toilets: significant number of plumbing leaks have occurred since the new toilets were installed during rehab
    - a. We need to confirm that the submittal for this work didn't include a flange extender
      - i. If no extender was called for, we should include this in our Preventative Maintenance Plan and prioritize the upper-level units so that we can prevent additional water damage in units.
  3. Appliances: Significant issues with range hoods and washer/dryers throughout property
    - a. Jonathan working internally to try to get more responsiveness from the manufacturers in order to help the site team respond to maintenance tickets timely without the property absorbing significant repair costs.
- Work with management team to achieve both economic/physical vacancy goals for stabilization and conversion.

- 48 cases have been confirmed for Nov 30<sup>th</sup> Court Dates
- Site management team and RHE to conduct monthly “subsidy request” review meetings to install measures to increase efficiency of submissions and subsidy process.
- HUD has set the closing date for conversion for November 30, 2022.
- Occupancy Report attached.

# **TAB 7**

**HR Manual**

**Updates**

**FY 2023**

# ROCKVILLE HOUSING ENTERPRISES

*PERSONNEL POLICY/ EMPLOYEE HANDBOOK*

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*Rockville Housing Enterprises*

**EMPLOYEE HANDBOOK**

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**ATTACHED**

~~APPENDIX A- JOB DESCRIPTIONS~~

APPENDIX B- CLASS SPECIFICATIONS & SCHEDULE

~~APPENDIX C- JOB LISTING TITLES~~

~~APPENDIX D- SEXUAL HARRASSMENT COMPLAINT FORM~~

APPENDIX E- ROCKVILLE HOUSING ENTERPRISES CODE OF ETHICS

APPENDIX F- ROCKVILLE HOUSING ENTERPRISES HOLIDAY SCHEDULE

APPENDIX G- EMPLOYMENT APPLICATION

APPENDIX H- TRAVEL REPORT FORM

**Commented [JA1]:** The job descriptions change often based on the ability of the staff available. I don't want to have to update the HR Policy that often.

**Commented [JA2]:** The class specifications and schedule will include the job titles



## INTRODUCTION TO HANDBOOK

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This Handbook is designed to help employees get acquainted with *Rockville Housing Enterprises* (“*RHE*” or the “*Agency*”). It explains our philosophies and beliefs, and describes our employment guidelines in general terms. Although this Handbook is not intended to be an official policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their time at *RHE*. Employees should understand, however, that this Handbook is not intended to be a contract (expressed or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of *RHE* or its employees. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

Because *RHE* is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without notice in advance. *RHE* also reserves the right to interpret any of the provisions set forth in this Handbook in any manner it deems appropriate. Finally, *RHE* reserves the right to modify, amend, or cancel any benefits provided to its employees, all in accordance with applicable law. Employees will be notified of any changes to the Handbook, employment policies, and benefits as soon as possible.

This Handbook is not a contract of employment and does not confer contractual rights, either expressed or implied, upon any employee, nor does it guarantee employment for any period of time. All employees are employed at-will and either the employee or *RHE* may terminate the employment relationship at any time, with or without cause, and with or without notice.

This Handbook is the property of *Rockville Housing Enterprises (RHE)*, and is intended for personal use and reference by its employees. Circulation of this Handbook outside of *Rockville Housing Enterprises (RHE)* requires prior written approval.



## Statement of Policy

*Rockville Housing Enterprises* wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility of leading in a manner that champions an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication amongst each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at *Rockville Housing Enterprises* and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly with the means to resolve it.
- Administer all policies equitably and fairly, recognizing that all jobs are different but equally important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.
- Recognize that employees may experience crisis in their personal lives, and show compassion and understanding.

## WHO WE ARE

*Rockville Housing Enterprises* was established in ~~1957~~1959 as the City of Rockville's public housing agency, providing affordable housing opportunities for its citizens. *RHE* is an independent agency that functions under Federal and State law, but was created by Rockville's Mayor and Council for the purpose of investigating the need for building and administering such affordable housing in the City as is found to be necessary. Oversight is provided by the *RHE* Board of Commissioners. The Board of Commissioners is a five-member body whose members are appointed by the Mayor ~~with the confirmation of and~~ the City of Rockville City Council for three-year terms. These members serve as volunteers without compensation. The Board of Commissioners elects its own Chairperson. *RHE* has developed both affordable rental and home ownership units.



## COMPANY MISSION STATEMENT

*Rockville Housing Enterprises* is a public housing agency dedicated to enhancing opportunities for self-sufficiency and providing quality, safe, affordable housing for citizens of the City of Rockville.

## COMPANY SCOPE

Within the city of Rockville, *RHE*:

- Owns and operates ~~80,408~~ Public Housing Units, and 29 Project Based Vouchers scattered units throughout the City of Rockville.
- Administers ~~471,414~~ units in its Housing Choice Voucher (HVC) Program.
- Owns and operates 56 units of Low Income Housing Tax Credits (LIHTC) and 4 other affordable housing in King Farm and Falls Grove.
- Owns and operates 121 units at Scarborough Square Apartments
- Owns 236 units at Parkside Landing Apartments ~~Fireside Park.~~



## CONDITIONS OF EMPLOYMENT

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### **Equal Employment Opportunity Is Our Policy**

*Rockville Housing Enterprises* provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, sex, sexual orientation, familial status, color, religion, national origin, political affiliation, gender identity or expression, age, disability or genetics, physical and/or mental incapacity, or any other characteristic protected by applicable law ("Protected Status"). *RHE* complies with applicable state and local laws governing nondiscrimination in employment. This EEO policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

*Rockville Housing Enterprises* expressly prohibits any form of workplace harassment based on an individual's Protected Status. Unlawful harassment interferes with the ability of *Rockville Housing Enterprises'* employees to perform their job duties and may result in discipline up to and including termination.

This EEO policy extends to all employees and aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, compensation and benefits of existing employees.

### **DISABILITY ACCOMMODATION POLICY**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, *Rockville Housing Enterprises* will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation to perform the essential job functions should contact the Executive Director and request such, specifying what accommodations he or she needs to perform the job. *Rockville Housing Enterprises* will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. *Rockville Housing Enterprises* will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, *Rockville Housing Enterprises* will make the accommodation.

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**SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Harassment of applicants and employees based on race, color, national origin, religion, sexual orientation, sex (including sexual harassment), age, familial status, disability (all as defined and protected by applicable law), or any other basis prohibited by applicable law is unacceptable and will not be tolerated.

**Sexual Harassment**

Sexual harassment is a type of unlawful harassment based on a person’s sex. Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee’s reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee’s work performance or creating an intimidating, hostile, or offensive working environment.

No applicant or employee shall be subjected to unsolicited and unwelcome sexual overtures, nor should any applicant or employee be led to believe that an employment opportunity or benefit will in any way depend upon “cooperation” of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal “kidding,” “teasing,” or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is reasonably personally intimidating, hostile, or offensive.

While in most situations a personal “romantic” relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or Supervisory responsibilities. RHE strongly discourages the development of romantic inter-office relationships.

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**Other Unlawful Harassment**

Harassment on other grounds, including race, color, national origin, religion, age, disability, and any other basis prohibited by applicable law, is also prohibited. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive.

**Scope of Policy**

This policy prohibiting unlawful harassment, whether sexual or of another nature, is not limited to relationships between and among applicants and employees but also extends to interaction with residents and contractors. No employee shall ever subject any resident or contractor at RHE to unlawful harassment or sexual harassment of any nature, including that conduct described above. Furthermore, no employee will be required to suffer unlawful harassment of any kind or nature, including sexual harassment, by any owner, resident, or contractor at RHE. Any unlawful harassment, including unwelcome sexual overtures or other forms of sexual harassment advanced by a resident or contractor should be reported immediately to the Executive Director.

**Complaint Procedure**

RHE encourages reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. While RHE encourages individuals, who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, RHE also recognizes that power and status disparities between the offender and the recipient of the offensive conduct may make such a confrontation impossible. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

Any applicant or employee who feels that he or she is or has been the victim of unlawful discrimination or unlawful harassment in violation of this policy should immediately notify his or her supervisor or the Executive Director. RHE will fully investigate all complaints and will maintain confidentiality to the extent possible given RHE's duty to investigate the complaint. If the alleged sexual harassment or unlawful harassment involves the Supervisor, Executive Director, or any member of management, or if the employee is not satisfied with the outcome of the investigation, the employee should refer the matter to the RHE Board of Commissioners. Anyone who is found to have engaged in unlawful discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination. No applicant or employee will be retaliated against for making a complaint or assisting with the investigation of a complaint.

RHE is strongly committed to maintaining a workplace free of impermissible harassment or intimidation, including sexual harassment. All complaints will be taken seriously. If you have questions, please contact the Executive Director.



### **ANTI-RETALIATION POLICY**

RHE strictly prohibits and does not tolerate unlawful retaliation against any applicant, employee, or intern, by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with management specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes they have been sexually harassed or not paid overtime they are owed).
- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission, a state or local counterpart agency, or in court.
- Participating in RHE's internal investigation into allegations of discrimination or harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination.
- Requesting an accommodation under the Americans with Disabilities Act or state or local anti-discrimination statutes.
- Filing a worker's compensation claim.

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

### **Complaint Procedure**

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor or the Executive Director ideally within ten days of the offending conduct. If the Executive Director is implicated, an employee may notify the Board of Commissioners.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. RHE will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Executive Director, or if the Executive Director is implicated, to the Board of Commissioners, so that an investigation can be made and corrective action taken, if appropriate.

### **Violations of this Policy**

Any employee, regardless of position or title, whom the Executive Director determines has engaged in retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

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**DRUG FREE WORKPLACE/DRUG AND ALCOHOL POLICY**

RHE is committed to providing a drug-free workplace and to promoting safety in the workplace, employee health and well-being, resident confidence, and a work environment that is conducive to attaining high work standards. Accordingly, consistent with its commitment, the following applies to all employees:

- No employee shall manufacture, ingest, use, possess, transport, sell or distribute any controlled substance (as defined by the Controlled Substances Act, 21 U.S.C. § 812) or paraphernalia while on RHE premises, while engaged in work for RHE, or while in or operating vehicles or equipment owned or leased by RHE. The consumption of alcohol on RHE property or RHE time is also prohibited.
- No employee shall be present on RHE premises or report for, commence, or continue to work while under the influence of controlled substances, inhalants or alcohol or while controlled substances, inhalants or alcohol are in his or her system, except when the use of a controlled substance or inhalant is pursuant to the instructions a lawful prescription from a licensed medical practitioner.
- No employee shall operate a motor vehicle in the conduct of work for the RHE while under the influence of controlled substances, inhalants or alcohol.
- Employees who take over-the-counter or prescribed medication are responsible for being aware of any adverse effect the medication may have on the performance of their duties, and must promptly report to their supervisor if the use of the medication might impair their ability to perform the job safely and effectively. It is a violation of this policy for any employee to take an over-the-counter or prescribed medication contrary to its proper use.
- An Employee who is convicted of any criminal drug violation must inform the Executive Director within five (5) days of the conviction.

RHE reserves the right to carry out searches of employees and their property, including lockers, desks, work areas, vehicles, and any other RHE assets, while on RHE property. An employee who refuses to submit to such a search will be subject to disciplinary action, up to and including termination.

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RHE may require employees to undergo drug and/or alcohol testing under the following circumstances:

- **Reasonable Suspicion Testing**

An employee may be directed to undergo drug and/or alcohol testing when a supervisor has a reasonable suspicion that the employee is under the influence of drugs or alcohol in the workplace. “Reasonable suspicion” means the supervisor, based upon objective facts and reasonable inferences drawn from those facts, whether observed firsthand or based upon the report of others, believes that the employee may be under the influence of a controlled substance or alcohol. Such facts and inferences may be based upon the employee’s erratic behavior while in the workplace, upon a significant deterioration in the quality of the employee’s work performance, or upon other reasonable credible evidence or observation.

- **Post-Accident Testing**

An employee may be directed to undergo drug and/or alcohol testing following an accident that occurs either while the employee is driving an RHE-owned or leased vehicle or while the employee is in his or her own vehicle engaged in RHE business other than commuting to and from work.

- ~~**Return to Duty Testing**~~

- ~~• Any employee who is found to have engaged in any of the prohibited conduct described in this policy and who is subjected to discipline for a drug or alcohol related offense or incident may be required to undergo drug and/or alcohol testing prior to being restored to active employment status.~~

No part of this policy is intended to limit the RHE’s right to manage its workplace or to discipline its employees. Nothing contained herein shall alter or limit the RHE’s right to terminate an employee’s employment at any time, for any reason, without prior notice.





## COMMISSIONERS' RESPONSIBILITIES

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### **Adoption of Rules**

The Commissioners shall adopt rules for the regulation of personnel matters in conformity with and in furtherance of this policy.

### **Position Classification**

The Commissioners shall approve, establish, modify or abolish all positions or classes of positions in the act of adopting the annual budget for the Agency, and as may be necessary from time to time during each fiscal year.

### **Salary Schedule**

The Commissioners shall ~~approve~~review, ~~establish and/or modify all~~ salary schedules and Job Description for classes of positions:

- i. In connection with the adoption of the annual budget.
- ii. ~~At times other than adoption of the annual budget.~~

### **Investigations**

The Commissioners may request that the Executive Director or other impartial individuals conduct a confidential investigation, including necessary hearings, on behalf of the Board regarding personnel matters.

### **Grievances**

The Commissioners shall be the final Agency for an employee appeal in the Agency grievance procedure. The Commissioners shall receive the reasons for the action of the Executive Director, hold a hearing on the case, and make a final determination in compliance with the Employee Grievances Process.

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## EXECUTIVE DIRECTOR RESPONSIBILITIES

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### Policies

The Executive Director shall recommend to and carry out the policies adopted by the Commissioners and take steps to ensure that employees of the Agency perform their duties in conformance with the adopted policies.

### Classification and Compensation

- i. The Executive Director shall recommend to the Commissioners the creation and classification of all positions in the Agency.
- ii. The Executive Director shall recommend to the Commissioners the pay schedules (hourly wage or salary) schedules for classes of positions.
- iii. The Executive Director or the Director's designee shall administer the compensation for all classes as set by the schedules.

### Work Environment

The Executive Director shall ensure a safe, healthful and productive working environment, recommending measures to increase efficiency and the betterment of the work environment.

### Other Functions

The Executive Director or the Director's designee shall be responsible for the following:

- i. Establishing standards of qualification for all employment positions ~~established by the Commissioners.~~
  - ii. Recruiting, examining, investigating and determining qualification of all applicants for all positions.
  - iii. The appointment, transfer, promotion, demotion, suspension, dismissal, and any other change in status of an employee.
  - iv. Maintenance and assurance of confidentiality of personnel record which may be required.
  - v. The appraisal of employees in accordance with the Employee Performance Appraisal process.
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## GENERAL POLICIES

### **Nepotism**

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), stepparent(s), foster parent(s), sibling(s), grandparent(s), and spouse (including common law ~~and/or~~ same sex partner), children, stepchildren, father-in-law, or mother-in-law (including parent(s) of same sex partner). Personal relationships with other employees or members of *RHE*'s Board of Directors or Committees of *RHE* should be disclosed prior to accepting any offer from the employer. Failure to disclose this information would be considered contradictory to the Code of Ethics

### **Employment "At Will"**

It is the policy of *Rockville Housing Enterprises* that all employees are employed at the will of *RHE* for an indefinite period. Accordingly, either *RHE* or the employee can terminate this relationship at any time, for any reason, without cause, and with or without notice. Any employment contract for a specified term supersedes the at-will relationship.

Nothing contained in this Handbook, employment applications, *RHE* memoranda or other materials provided to employees in connection with their employment shall require *RHE* to have "cause" to terminate an employee or otherwise, restrict *RHE*'s right to terminate an employee at any time and for any reason.

Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict *RHE*'s right to terminate at will.

Other than the Executive Director, or designee, no other *RHE* representative is authorized to modify this policy for any employee, or, to make any representations to employees or applicants concerning the terms or conditions of employment with *RHE* that are not consistent with the policy on "at will" employment.

This policy shall not be modified by any statements contained in this Handbook, employee applications, *RHE* memoranda, or other materials provided to employees in connection with their employment. Further, none of those documents – whether singly or combined – or any employment practices shall create neither an express nor implied contract of employment for a definite period, nor an express nor implied contract concerning any terms or conditions of employment.



### **Conflict of Interest**

A conflict of interest exists when employees or a member of their immediate family have an interest – direct or indirect – in an entity dealing with *Rockville Housing Enterprises* (also referred to as the “Agency”), and the employee’s job performance is affected by the interest.

- Gifts, favors and entertainment shall not be accepted if such acceptance might influence or have the appearance of influencing the proper performance of an employee’s job duties.
- Employees who wish to engage in work outside of the Agency which may create the appearance or possibility of a conflict of interest, must secure the Executive Director’s written approval.

### **Politics**

No employee shall directly or indirectly use or seek to use their official position, Agency or influence, control or modify the political action of any other person. No employee can engage in any form of political activity during working hours.

Employees may express their personal opinions privately to others. However, they must remain objective, non-committal and professional when others wish to discuss politics with them.

No one can require that employees contribute to a political campaign or pay dues to a political party.



## RECRUITMENT

### Classification of Positions

#### Classification Plan

A Classification Plan consisting of:

- i. A list of Class Titles. A descriptive title shall be assigned to each class of position. This title shall serve also as the title of each position allocated to that class and of the incumbent of each position (**APPENDIX A – Job Descriptions**).
- ii. Specifications for each Class. A composite statement of the duties, responsibilities and entrance qualification standards of each class position shall be set forth in writing (**APPENDIX B – Class Specifications & Schedule**).
- iii. An Organization Chart showing each position shall be ~~made a part of and attached to this policy (APPENDIX C – Job Title Listing)~~ maintained and updated as positions are made active and inactive due to current staffing.

#### Establishment of Classes

All positions shall be grouped in classes to include those positions substantially similar with respect to duties, responsibilities and Agency over character of work to allow for equitable treatment in selection and compensation.

#### Position Description

Each employee shall receive a copy of their job descriptions which includes the class, duties, responsibilities and Agency involved for a given position. A complete set of all job descriptions shall be open to review by all employees upon request.

#### Position Reclassification

Job reclassification allows the Agency to make and maintain accurate job positions and job titles. Occasionally due to changes in budget resources, workload distributions or changes in programs administered by RHE, a job position may need to be added or eliminated. ~~When this occurs, a~~

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[job reclassification request may be submitted to the Commissioners for approval upon the recommendation of the Executive Director. Updated Job Classification Schedules will be presented to the Board during the annual budget review process.](#)

**Employment of Personnel (APPENDIX G – Progressive Disciplinary Policy).**

The Agency is committed to selecting and employing the best and most appropriately qualified person for the available position without discrimination of any kind. Promotion from within the Agency to fill vacancies is encouraged.

**Application Procedure**

Recruitment for vacant positions will be carried out as outlined below:

Vacancies will be posted internally on appropriate bulletin boards or through email distribution.

If a suitable candidate is not available within the organization, the Executive Director’s designee will seek, accept and review applications from individuals outside the Agency.

**References, Investigations and Examinations**

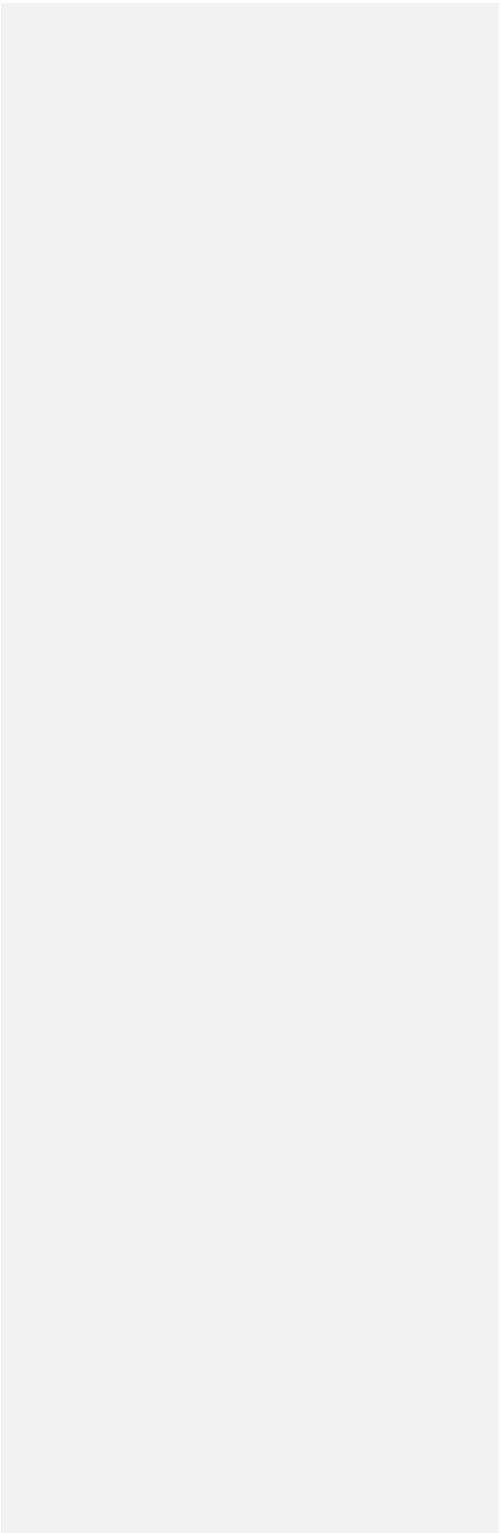
The Executive Director shall make or cause to be made, such investigation as is necessary to verify facts contained in the application and may conduct or cause to be conducted, oral interviews and examinations as the Executive Director or designee may deem necessary. Investigations may include but not be limited to criminal background check, verification of secondary education, contacting references to verify the character of the applicant.

**Selection**

Whenever possible, vacancies will be filled by qualified employees. The best and most appropriately qualified applicant will be selected. Any applicant may be rejected for Agency position based on any job-related non-discriminatory reasons including, but not limited to:

- Lack of specified minimum qualifications;
- The making of false statements as to qualifications for the job;
- Lack of job-related prerequisites deemed necessary for the effective performance of the duties and responsibilities of the position;





- Reference and/or investigation which produces evidence of unsatisfactory performance or suitability for the position for which he or she applied;
- Conviction of a criminal offense [that is directly related to the person's ability to perform the duties of the job](#);
- Evidence of current abuse of alcohol and/or illegal drugs.

### **Recruitment/Selection Procedures**

Purpose: to recruit and select, on a timely basis, qualified applicants for positions that become available within the guidelines of the Personnel Policy.

Process:

1. Internal postings will be circulated within the Agency (on designated Bulletin Boards or email distribution) indicating opening and closing dates for each.
2. Advertisements will be sent to the appropriate newspapers, publications or recruitment sources designated by the Executive Director.
3. A Pre-Screen Form must be completed and on file before applications are released to the selecting supervisor (if applicable).
4. A position file will be set up to contain all applications, the Pre - Screen Form, copies of the internal posting, advertisement, all other recruitment forms and all resumes received.
5. The position file will be forwarded to the selecting supervisor the day following the closing date.
6. ~~Each application will receive a numerical rating using the Pre-Screen Forms to determine applicants to be interviewed.~~
7. Questions for interviewees will be prepared in advance of the interview. Questions ~~and responses~~ must be attached to the application/resume following the interview.
8. ~~An applicant Evaluation Form should be completed for each applicant and attached to the application/resume.~~
9. When a decision has been reached, three (3) reference checks should be made on the prospective employee and results indicated on the Reference Check Form.
10. The Applicant Data Form should be completed showing all interviewed applicants and dispositions of the applications.
11. ~~The following completed items must accompany the Personnel/Payroll Change Form to~~



~~the Executive Director.~~

- a) ~~Pre Screen Form~~
  - b) ~~Application Evaluation Form and resume/application~~
  - c) ~~List of questions and responses~~
  - d) ~~Applicant Data Flow Form~~
  - e) ~~Driving Record (if applicable)~~
  - f) ~~Personnel/Payroll Change Form~~
  - g) ~~All other applications/resumes/questions and responses~~
12. A criminal record check of all new employees will be completed.
  13. All new employees who use Agency Vehicles must submit to the Agency a copy of their driving record which can be obtained at the Department of Motor Vehicles in the appropriate jurisdiction.
  14. All personnel forms must be submitted on a timely basis prior to the new employee's start date or may be completed on the first day of employment
  15. When approved, the new employee should be scheduled to report for orientation and to complete all tax and benefit forms.
  16. The employee personnel file must be established and maintained securely for each employee.
  17. An applicant file will be established for each position filled containing all documenting information used to fill the vacant position.



### **EMPLOYEE DUTIES**

~~Attached to an Offer of Employment is~~ Upon hire a description of the job and the associated responsibilities, along with any potential additional required tasks will be provided to employees on the first day of commencement of employment. This document will be used to evaluate performance during the employee's employment with the Agency in the position. If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee's job description or an employee's position may change. These amendments may be discussed with the employee, however, the final decision on implementation will be made by management.



### **Work Schedule**

The regular work week is Monday through Friday during the office hours of 8:30 a.m. to 5:00 p.m. and shall generally consist of 40 hours of work for all full-time Agency employees. Overtime work for hourly employees (hours in excess of 40 in any given work week) shall not be performed unless approved in advance by the employee's Supervisor. ~~Performing Un~~authorized overtime work will be paid but may be grounds for disciplinary action, up to and including termination of employment. Salaried-exempt employees may be entitled to receive compensatory time-off (time-off with pay) if approved by the Executive Director. From time to time it may be necessary for employees to work in the evening or on weekends.

### **Absences**

Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected, prior to the start of the work day. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time. As a courtesy, the Human Resources Manager should also be notified of absences. An employee who is a no-call, no-show for more than three consecutive days shall be deemed to have voluntarily resigned his employment with the Agency.



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## IT SECURITY POLICY

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### I. Philosophy

It is the policy of *Rockville Housing Enterprises* to provide and encourage the business use of electronic mail (email) as a communications productivity enhancement tool. Email messages generated on or handled by *RHE* systems, including back-up copies, are considered to be the property of the *RHE*, and are not the property of users.

### Definitions:

**Technical Services Manager** the user designated to implement and supervise *RHE*'s Information Security program.

**Information System** – a collection of hardware, software, and data, usually, not necessarily connected via a network.

**User** – an individual under the employment of *RHE*, either full-time, part-time, temporary, contractor, vendor, or agent who has a login identification (ID)/account or access to *RHE*'s IT systems and resources.

**SPAM** – unsolicited email sent in large quantities often with some, or all, of the following characteristics (1) fraudulent in nature such as phishing scams; (2) sent from forged identities; (3) relayed from compromised mail servers; and/or (4) initiated from compromised personal computers.

### III. Limits and Controls

#### A. Authorized Usage

The *RHE* email system should be accessed and used for business activities consistent with *RHE* policies and procedures only. Incidental personal use is permissible as long as it:

1. Does not consume more than a trivial amount of resources;
2. Does not interfere with worker productivity;
3. Does not preempt any business activity;
4. Is not used to the detriment of the *RHE* or, for an improper purpose.

Employees are reminded that the use of corporate resources, including email, should never create neither the appearance nor the reality of inappropriate use.

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**B. Default Privileges**

User privileges on email systems must be assigned such that only those capabilities necessary to perform the user's job are granted. For example, end-users must not be able to reconfigure email system software.

**C. User Separation**

Where email systems provide the ability to separate the activities of different users, these facilities must be implemented. For example, email systems must employ user-IDs and associated passwords to isolate the communications of different users.

**D. User Accountability**

Individual passwords must never be shared or revealed to anyone else besides the authorized user. If users need to share computer resident data, message forwarding facilities, public directories on local area network servers, and other authorized information-sharing mechanisms should be utilized.

**E. No Default Protection**

Employees are reminded that the *RHE* email systems are not encrypted by default. Users shall employ the use of encryption or similar technologies to protect confidential and proprietary *RHE* data and information when electronically transmitted outside of *RHE*'s local area network.

**F. No Guaranteed Message Privacy**

The *RHE* cannot guarantee that email will be private. Employees should be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Consider email to be the electronic equivalent of a postcard. Unless the material is encrypted, users must refrain from sending credit card numbers, passwords, social security numbers, and other sensitive data via electronic mail. Furthermore, email can be accessed by others in accordance with this policy.



**G. Regular Message Monitoring**

It is the policy of RHE not to manually inspect the content of personal non RHE work email accounts accessed through the internet on RHE equipment unless it is required to do in connection with an investigation of workplace misconduct or to respond to validly issued legal process. However, the content and usage of RHE work emails and email systems may occasionally be inspected by management to support operational, maintenance, auditing, security, and, as noted above in connection with investigative activities. Thus, Users should have no expectation of privacy in e-mails sent or received using RHE work e-mail accounts given that RHE will, from time to time, examine the content of email. Use of RHE's email systems constitutes consent to monitoring. While email is typically not inspected by IT personnel, all incoming email is scanned for viruses, SPAM, sensitive information, and inappropriate content via automated solutions.

**H. Message Forwarding**

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, email users should exercise caution when forwarding messages. Unless the information owner/originator agrees in advance, or unless the information is clearly public in nature, workers must not forward email messages to any address outside of RHE's network. RHE's sensitive information must not be forwarded to any party outside RHE without the prior approval of a local department manager. Blanket forwarding of messages to parties outside RHE is prohibited unless prior permission of the Executive Director or Direct Manager is received.

**I. Broadcast Messages/Mass emailing**

1. Internal Use - The use of broadcast messages or mass emailing to internal employees should be kept to a minimum, and generally utilized for business purposes.
2. External Use - The use of broadcast messages or mass emailing to external addresses should be minimized, utilized for business purposes, and must be authorized per incident by ~~Legal~~Legal counsel.

**J. Storing and Purging Email messages**

IT operational, maintenance and security procedures require the allocation of a finite amount of email storage space. Consequently, users must periodically delete email messages no longer needed for business purposes. Users must not delete e-mail messages for the purpose of hindering an investigation or interfering with RHE's business. Messages deleted by the user are not included on backup media after such user action. Email messages relevant to current activities, that are expected to become relevant to current activities, or when directed by the RHE should be saved separately from the email system.

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## **Wireless Services and Devices**

### **I. Philosophy**

To establish guidelines for the issuance, usage, and monitoring of company-owned wireless services and devices (“mobile devices”). This policy outlines the wireless services options supported by *Rockville Housing Enterprises*, guidelines for appropriate use, and other administrative issues relating to their acquisition and reimbursement.

While mobile devices can improve employee productivity and efficiency, the usage of these devices can increase the security risk to the enterprise as such devices frequently contain confidential information. This information can be lost and/or compromised due to theft. *RHE* managers should leverage the benefits of mobile devices where it makes prudent business sense.

This policy applies to:

- A. Users as defined herein.
- B. All *RHE* information created, processed, stored or maintained from mobile platforms.
- C. All mobile applications or operating systems, regardless of processing mode as well as mobile device management tool sets if deployed.
- D. All mobile systems, including but not limited to: smart phones, PDA, cellular phones, tablet devices, lap top computers, pagers, and wireless data cards.
- E. Any mobile device capable of storing corporate data and connecting to an unmanaged network.

### **II. Definitions**

Mobile device – a collection of hardware, software, and data, usually but not necessarily, connected via a network through cellular carriers and/or wireless LANs.

User – an individual under the employ of *RHE*, either full-time, part-time, temporary, intern, contractor, vendor, or agent who has a login identification (ID)/account.

Security Services Manager– the User designated to implement and manage *RHE*'s Information

Security program.

Technical Services Manager – the User designated to oversee administration of mobile devices management.



### **III. Limits and Controls**

Users will:

- A. Comply with this policy.
- B. Take care of the mobile devices provided by *RHE* and stay within the limits associated with the respective plans.
- C. Adhere to device password policies as applicable based on device type.
- D. Ensure information under his/her control is properly safeguarded and disposed of according to its level of security and in accordance with *RHE* policies and procedures.
- E. Report to his/her supervisor by telephone, in person, memorandum, etc. any incident that appears to compromise the security of *RHE*'s information resources (e.g., missing data, viruses, unexplained transactions, unexpected results on reports, etc.).

### **General Security**

Information and Information Systems are critical *RHE* assets. *RHE* has a critical interest in the preservation and maintenance of its information and Information Systems. This requires that all Users comply with information security policies and procedures. This compliance contributes to the assurance that information and Information Systems are properly protected from a variety of threats (e.g., error, fraud, embezzlement, extortion, industrial espionage, privacy violation, service interruption, natural disaster, etc.) regardless of platform used to conduct business operations.

Users must adhere to all mobile security policies, procedures, and controls. Procedures and controls are designed to provide a measure of protection commensurate with the sensitivity of the data and the nature of anticipated risks.

- A. Users are prohibited from attempting to circumvent or subvert *RHE* security measures aimed at governing internal or external access rules, except with the express consent of, and under the direct supervision of, designated Information Technology division personnel.
- B. All *RHE* Information Systems and Devices are subject to monitoring. Use of



*RHE* information resources shall establish User consent to such monitoring.

- (a) Users shall have no expectation of privacy in connection with any communications that employ *RHE* equipment.
  - (b) Information stored on *RHE* equipment should not be considered personal.
  - (c) Users are advised that if any such monitoring reveals possible criminal activity, *RHE* personnel may provide the evidence of such monitoring to law enforcement officials in addition to taking appropriate disciplinary action against the User up to and including termination of employment and other legal action, if necessary.
- C. This policy applies to any mobile device issued by *RHE* or used for *RHE* business which contains stored data owned by *RHE*.
- D. *Mobile phones are not to be used for texting or talking while an employee is operating a motor vehicle on RHE worktime or at any time while operating an RHE owned vehicle. If an employee needs to send or read a text or take or make a telephone call, the employee should pull over to a safe location before sending or reading a text, or making or taking a phone call.*

#### **Internet Access / Acceptable Use**

Internet access is provided for conducting *RHE* business. Occasional personal use of *RHE*'s Internet via mobile devices is permitted, provided that its use is consistent with professional conduct.

- A. Users should have no expectation of privacy while using company-owned devices. Information passing through or stored on company devices will be monitored.
- B. Whenever possible, access to the Internet should have the same, or similar, restrictions and logging as delivered within the corporate LAN to prevent abuse and introduction of malware.
- C. Users must refrain from sending, storing, or knowingly receiving any material that would be considered culturally, racially, religious or sexually sensitive or explicit.
- D. Managers may request a User's Internet access to be restricted on a mobile device. If this is available via centralized management tools, it will be implemented.
  - (a) Requests concerning Internet access will be made in writing to Human Resources.



- (b) Internet access removal requests require approval by the Executive Director before the user's mobile device(s) is/are configured to deny Internet access.
- E. Users accessing computer networks are:
  - (a) Responsible for understanding and respecting the security rules of the systems they are using.
  - (b) Accountable for the results of his/her use or misuse of such networks.

#### **Mobile Operating System Maintenance**

- F. All *RHE* purchased mobile device software (operating systems) must be used in accordance with contractual agreements and copyright laws. Only authorized software may be used on *RHE* mobile devices. Externally supplied and/or personally owned storage media may not be used on any *RHE* mobile devices without prior written approval from Human Resources.

#### **Data Security**

*RHE* provides capability to manage electronic communications such as email and voicemail from authorized mobile devices. The equipment and all messages generated on or handled by these electronic communications systems, including backup copies, are considered the property of *RHE* and are not the property of individual users. Data security safeguards must be commensurate with the level of sensitivity of the data stored on *RHE*'s Information Systems.

Use of *RHE*'s electronic communications systems constitutes consent to monitoring.

- A. If it is necessary to hold business/*RHE* data on a device, or any data which *RHE* deems confidential, the data must be adequately protected.
- B. Sensitive data displayed on mobile device screens must be protected from unauthorized viewing to the extent possible.
- C. Users are required to delete sensitive data when it is no longer needed or useful.
- D. Sensitive *RHE* data and information electronically transmitted outside *RHE*'s local area network via publicly accessible transport mediums (e.g. Internet email) must be encrypted with approved encryption hardware.
- E. *RHE* assigned, defective or damaged storage media will be returned to the IT department for repair or replacement. Irreparable storage media will be returned to the Physical Security group for proper disposal in accordance with the *Data*



*Destruction Policy.*

- F. Before a mobile device that is capable of storing data is sent out for repair, all sensitive data must be removed from the hard disk.
  - (a) If this is not possible, ensure that devices containing sensitive data are only repaired by vendors with whom a non-disclosure agreement has been executed.

**Login IDs/Accounts**

- A. Only Information Technology division personnel will create User Login IDs/accounts for mobile devices. These IDs should be easily matched to internal users and must not be the same as internal IDs for computer systems.
- B. Upon notification from Human Resources or senior management, the IT personnel will disable User access to the mobile device(s).
- C. Employee Accounts
  - (a) User Login IDs/accounts will not normally have an expiration date.
  - (b) User Login IDs/accounts may have login time restrictions per requirements from business units.

**Passwords/Pins**

- D. Users will not disclose their passwords/pins to any personnel. All User accounts related to mobile devices and services must be protected by a password and/or PIN at all times. Each User is responsible for protecting his/her User login ID/account with a password.
- E. All screensavers will be password/pin protected. Screensavers and software terminal locks must be set to activate no longer than ~~five-ten~~ (510) minutes from the last keyboard or user initiated device activity.
- F. Vendor default passwords must not be used and will be changed upon installation of the software or application on mobile device.

**Backups of Mobile Device**

Users are encouraged to back up their assigned device in order to prevent loss of local data. Backups will be performed on *RHE* approved devices.

- A. Devices intended to hold the backup must be patched with current security patches from the vendor.



- B. The device intended to hold the backup must run antivirus software and maintain current signatures.
- C. There is no use of “cloud services” to contain mobile device backups. Services like Apple iCloud, Dropbox, etc. are not to be used
- D. Whenever possible, technical prevention of access to “cloud services” should be implemented by IT.

**Loss/Damage of Device**

It is the responsibility of the User to properly secure the device and protect it from theft/loss/damage.

- A. Traveling with mobile device(s) containing any *RHE* data must be properly secured (e.g., carry-on luggage during airline travel, locked in the hotel safe, etc.).
- B. If an employee becomes aware of a breach in the security or loss of a device, the employee is required to immediately notify Human Resources.
- C. Any *RHE*-issued mobile device reported as missing or lost will be immediately blocked and/or wiped by the mobile device management system.

D. Employee may be responsible for replacement of RHE laptop, phone if the device is determined to be damaged beyond wear and tear due to negligence.

**Device Disposal**

Data sanitization is the deliberate and permanent removal or destruction of data on a device. When a device becomes obsolete or the sensitive data is no longer needed, it must be effectively removed from the storage media before the devices are discarded to ensure that sensitive data is not inappropriately released.

- A. All company-owned mobile devices must be returned to the network group.
- B. Disposal of IT equipment must only be performed by a certified, contracted vendor and strict inventory accounting must be maintained that minimally details the number and type of devices disposed, on what date, and by which vendor.

**IV. Policy Non-Compliance**

The Executive Director will be advised of any violations to this policy and will be responsible for appropriate remedial action, which may include revocation of privileges or termination of employment.

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**Social Media Policy**

At Rockville Housing Enterprises (RHE), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

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This policy applies to all associates who work for RHE.

**Guidelines**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with RHE, as well as any other form of electronic communication. The same principles and guidelines found in RHE policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of RHE or RHE’s legitimate business interests may result in disciplinary action up to and including termination.

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**Know and follow the rules**

Carefully read the Handbook guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

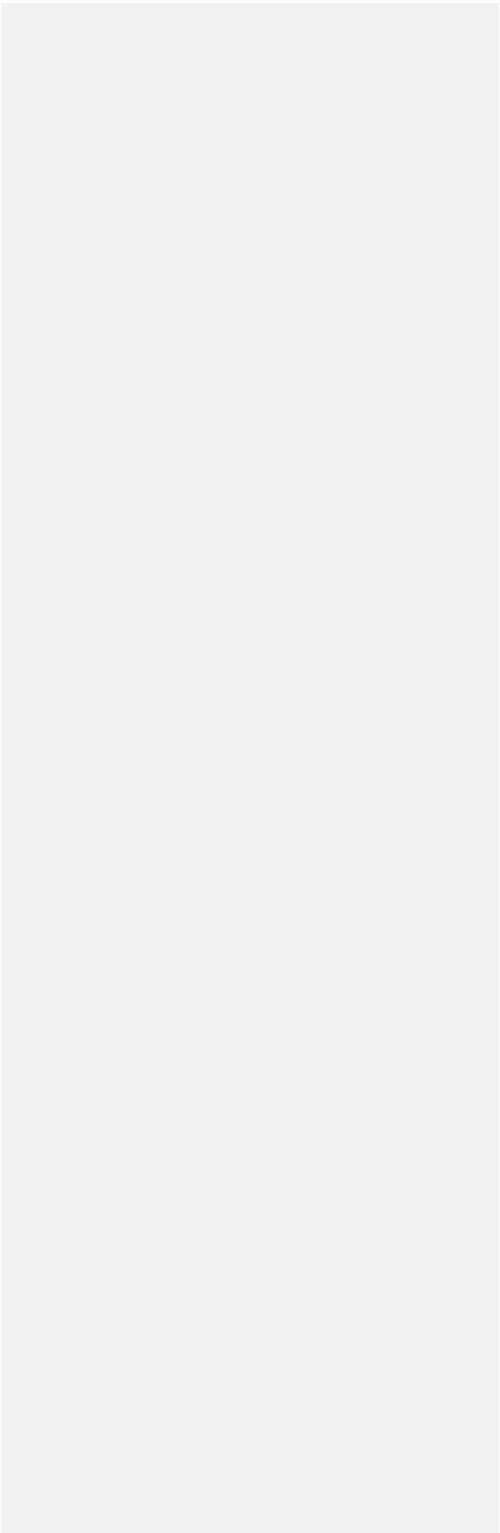
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**Be respectful**

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of RHE. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers and management rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements,

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photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

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**Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about RHE, fellow associates, members, customers, suppliers, people working on behalf of RHE or competitors.

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**Post only appropriate and respectful content**

- Maintain the confidentiality of RHE trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a RHE website without identifying yourself as a RHE associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for RHE. If RHE is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of RHE, fellow associates, members, customers, suppliers or people working on behalf of RHE. If you do publish a blog or post online related to the work you do or subjects associated with RHE, make it clear that you are not speaking on behalf of RHE. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of RHE.”

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**Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the IT policy. Do not use RHE

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email addresses to register on social networks, blogs or other online tools utilized for personal use.

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**Retaliation is prohibited**

RHE prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

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**Media contacts**

Associates should not speak to the media on RHE’s behalf without contacting the Executive Director, all media inquiries should be directed to them.

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**For more information**

If you have questions or need further guidance, please contact the Executive Director.

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## **STANDARDS OF DRESS**

All *Rockville Housing Enterprises* employees should maintain professional standards of dress and grooming. Just as overall attitude and job competency contribute to a productive working environment, so do appropriate dress and grooming.

*RHE* encourages staff to wear clothing that demonstrates their high regard for *RHE* and presents an image consistent with their job responsibilities during work hours

*RHE* expects employees to dress appropriately in business casual attire. Because our work environment serves customers, professional business casual attire is essential. Customers make decisions about the quality of services based on their interaction with employees.

Consequently, business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Examples of appropriate business attire include a polo shirt with pressed khaki pants, a sweater and shirt with corduroy pants, and a jacket, sweater and skirt.

### **Inappropriate dress includes but is not limited to the following:**

Jeans, t-shirts, and footwear such as beach or shower shoe type flip flops are not appropriate for business casual attire. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that sit no higher than above the knee. All tops must have sleeves or straps (cap sleeves and spaghetti straps worn with a jacket are acceptable). Tops that are see-through or show any part of an undergarment are not acceptable. Tops exposing cleavage are not permitted. Clothing that exposes bare midriffs is not permitted. Jeans and sneakers may be worn on Fridays only.

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to customers should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire. Failure to follow this Standard of Dress Policy may be grounds for disciplinary actions including dismissal.

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## THE WORKPLACE

### EMPLOYEE INFORMATION

#### Employee Classifications

The RHE classifies all employees as exempt (salaried) or non-exempt (hourly) in accordance with the Fair Labor Standards Act (“FLSA”) and other applicable wage and hour laws.

In addition, RHE classifies employees as follows:

- **Temporary:** an employee who is hired to perform a specific task or fill a specific position for a specific period of time and whose employment will end upon completion of the task or time period
- **Full-time:** an employee who regularly works an average of ~~40~~ 32 hours or ~~more hours or more~~ per week
- **Part-time:** an employee who regularly works an average of less than 32 hours per week following completion of the introductory period

An employee’s classification shall be determined at the date of hire and will be modified from time to time as needed. If an employee has any questions regarding his or her classification, he or she should contact the Executive Director.

An employee’s classification shall not alter the at-will employment relationship between the employee and the RHE.



## **COMPENSATION**

### **Salary/Hourly rates**

Salaries/hourly rates shall be determined by the Executive Director under compliance of Maryland Equal Pay for Equal Work Law (2016), based on budget considerations and commensurate with the experience of the successful candidate.

### **Compensation**

The Executive Director shall present annually to the Board of Commissioners, a Compensation Plan with recommendations for changes, if any, in pay range assignments for each class of position in the Agency as established by the initial schedule adopted by the Board [during the presentation of the annual budget](#). Recommended revisions may reflect changes in responsibility or economic conditions or for other valid reasons.

- The Board, when and if necessary, may amend in part or whole the Compensation Plan, either acting on recommendation from the Executive Director or solely on its own responsibility.
- Each position, except where exempted by the Board, shall be assigned by the Executive Director to an appropriate grade under the Compensation Plan based on the principle of equal pay for equal work.
- The Executive Director may designate an initial starting wage/salary within the established pay rate for the position. No employee shall be paid a wage/salary less than the established minimum rate fixed in the Compensation Plan for the position held.

### **Pay Periods**

All employees are paid on a bi-weekly basis.



### **Overtime Compensation Under the Fair Labor Standard Act**

Non-exempt (~~hourly~~) employees are subject to the overtime requirements of the FLSA, which requires payment at one-and-a-half times the employee's regular hourly rate for any hours worked in excess of forty in any given work week. Non-exempt employees are not required to work overtime, but may be asked to work overtime by the RHE on an as-needed basis. Overtime must be approved by the employee's supervisor in advance.

Exempt (~~salaried~~) employees are not subject to such overtime pay requirements.

### **Deductions from the Salary of Exempt Employees**

Exempt (salaried) employees are paid on a "salary basis," such that exempt employees regularly receive each pay period a predetermined amount that is not subject to variation due to the quality or quantity of work performed. However, deductions from pay are permitted in certain circumstances, such as:

- When an exempt employee performs no work for an entire workweek (although this rule does not consider the use of leave time per the RHE's leave policy);
  - When an exempt employee is absent from work for one or more full days for personal reasons or leave, unless the employee has accrued benefits under the RHE's leave policy;
  - When an exempt employee is absent from work due to jury duty, attendance as a witness at a trial, or temporary military leave, but performs some work for the RHE during that week, in which case the RHE may offset any salary by the amount of compensation the exempt employee receives in the form of jury fees, witness fees or military pay;
  - When an exempt employee violates safety rules of major significance;
  - When an exempt employee is suspended without pay for one or more full days for disciplinary violations involving workplace conduct rules (~~e.g., i.e.~~ for violating an unlawful harassment policy); or
  - When, during the initial or final week of employment, an employee receives only a proportionate part of the employee's full salary for the time actually worked.
- 



The RHE is committed to observing the requirements of the FLSA for paying its employees on a salary basis. Any exempt employee who believes that his or her pay has been improperly reduced shall immediately notify the Executive Director in writing of the date of the payroll in which the reduction occurred, the amount of the reduction, and the reason given on the pay stub (if any).

The Executive Director will investigate the complaint, make a determination as to the legitimacy of any such deduction and report the results to the employee. If the deduction is improper, the employee will be reimbursed for the improper deduction and take steps to make sure that it does not happen in the future. ~~If the Executive Director determines that the deduction was not improper, the employee shall have the right to appeal the decision to the Chair of Board of Commissioners of the RHE, whose decision shall be final.~~

No employee will be subjected to retaliation as a result of making a complaint hereunder or assisting with the investigation of the complaint. However, a knowingly false complaint may result in disciplinary action, up to and including termination.

#### **Final Paychecks**

Upon the termination of employment for any reason, an employee will receive his or her final paycheck no later than the next regularly scheduled payday.

#### **Promotions, Transfers and Demotions**

RHE encourages the promotion of qualified employees to vacant positions with or without competition.

Employees will be kept informed of promotional opportunities through vacancy announcements.

In filling positions through promotion, appraisal of the employee's performance shall be an important factor.



### **Position Reclassification or Transfer**

A Reclassification or Transfer may be made with or without additional competition, as the status of the work requires. The Transfer may be the result of a request to access another career path, upward mobility or a management determination. Transfer shall in no way be detrimental to an employee's opportunity for future growth.

A Reclassification or Transfer of an employee from one position to another of the same or lower grade shall be without a change in the anniversary date.

A Reclassification or Transfer to a position of the **same grade** may be with or without an increase in the rate of compensation.

A Reclassification or Transfer of an employee to a position of a **lower grade** permits an employee to be paid at any rate in the lower grade which does not exceed the current rate. If the reclassification or transfer to the lower grade is **not due to disciplinary action**, the employee's salary rate cannot be reduced because of the reclassification or transfer.

### **Demotions**

An employee may be demoted, or changed to a lower grade position for unsatisfactory performance or misconduct when suspension or dismissal may not be warranted or may be regarded as not being in the best interest of the Agency. Upon demotion for disciplinary reasons, an employee's salary shall be reduced to the pay rate of the lower grade, if the current salary exceeds that of the lower grade.

### **Performance Increment**

A performance increment is earned and not granted automatically nor on the length of service. The Amount of annual performance increment is at the discretion of the Executive Director based on the performance of the individual employee. discretion is based on the Schedule of Performance Increment attached to this policy and subject to annual budget approved and/or appropriate revisions as necessary.

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## **Compensation Adjustments**

### **Compensation Adjustments Due to Promotion**

Upon the assumption of a new job in a higher grade, an employee shall be granted an increase in compensation (hourly rate/salary, as the case may be) at the discretion of the Executive Director within the established classification pay scale. Promoted employees shall receive no less than the minimum salary/hourly rate of the new grade.

### **Compensation Adjustments Due to Reclassification**

Upon reclassification to a higher grade, an employee shall be granted an increase in salary/hourly rate at the discretion of the Executive Director within the established classification pay scale. Upon reclassification to a lower grade, an employee's salary rate and employment status will remain the same with all rights and benefits, unless the reclassification is a result of a demotion.

### **Compensation Adjustments Due to Demotion**

Upon demotion to a lower grade for disciplinary reasons, an employee's salary/hourly rate shall be reduced to the pay rate of the lower grade.

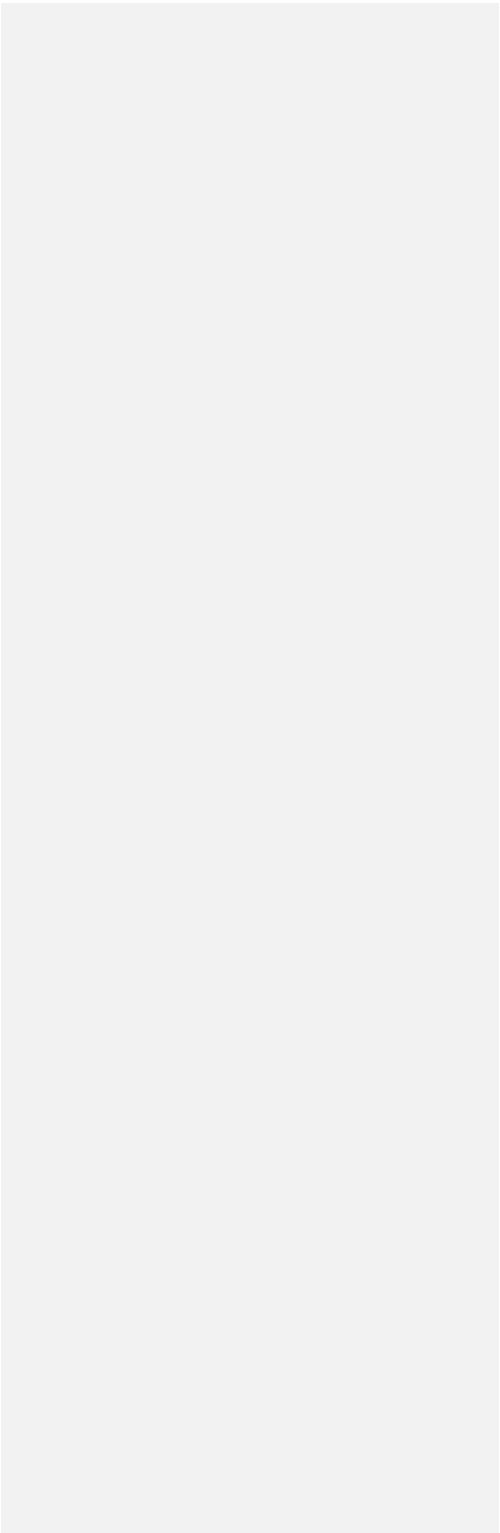
### **Comp Time**

*Salary-exempt employees may be entitled to earn compensatory time* at a rate of one hour for one hour worked for employment in excess of the standard 40-hour work week. Comp time may only be accrued with the approval of the Executive Director or his designee. Comp time must be used within 360 days of accrual. Unused compensatory time is not paid out upon termination of employment for any reason.

### **Holiday Pay**

All Agency employees required to work on a Holiday shall be paid in addition to regular pay for the hours worked, one and one-half times their hourly rate for the hours more than the regular work week. To be eligible for Holiday Pay, an employee must be in a "pay status" on their last scheduled regular work day before, and their first scheduled regular work day after the Holiday.





### **Performance Bonus**

Bonuses will be available based on performance and available budget resources as determined and with the discretion of the Executive Director for the employees and by the Board for the Executive Director.

### **Annual Bonuses**

Annual discretionary bonuses may be awarded in the discretion of the Executive Director.

### **Anniversary Date**

An anniversary date or annual increment date shall take place on the first of the month closest to one year from the date of initial employment. A new anniversary date shall be established upon promotion, and shall be the effective date of the promotion. A new anniversary date shall be established for an employee on approved leave for six months or more, and shall be the effective date of return to active status. [Annual increment increases are not automatic but will be determined by the Executive Director based on the financial ability of the Agency to continually sustain the increases.](#)

### **Pavroll Withholdings**

*Rockville Housing Enterprises* is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and, of course, the gross pay amount.
2. State Income Tax Withholding: The same factors, which apply to federal withholdings, apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the Clinic.
4. State Disability Insurance (SDI): ~~This state fund is used to provide benefits to those~~  
out of work because of illness or disability.



All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Executive Director and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

Every deduction from the paycheck is explained on the check voucher. If an employee does not understand the deductions, contact the Human Resources Manager for an explanation.

Employees may change the number of withholding allowances to be claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Human Resources Manager. Employees may also update their W-4 information in the on-line payroll portal if available.

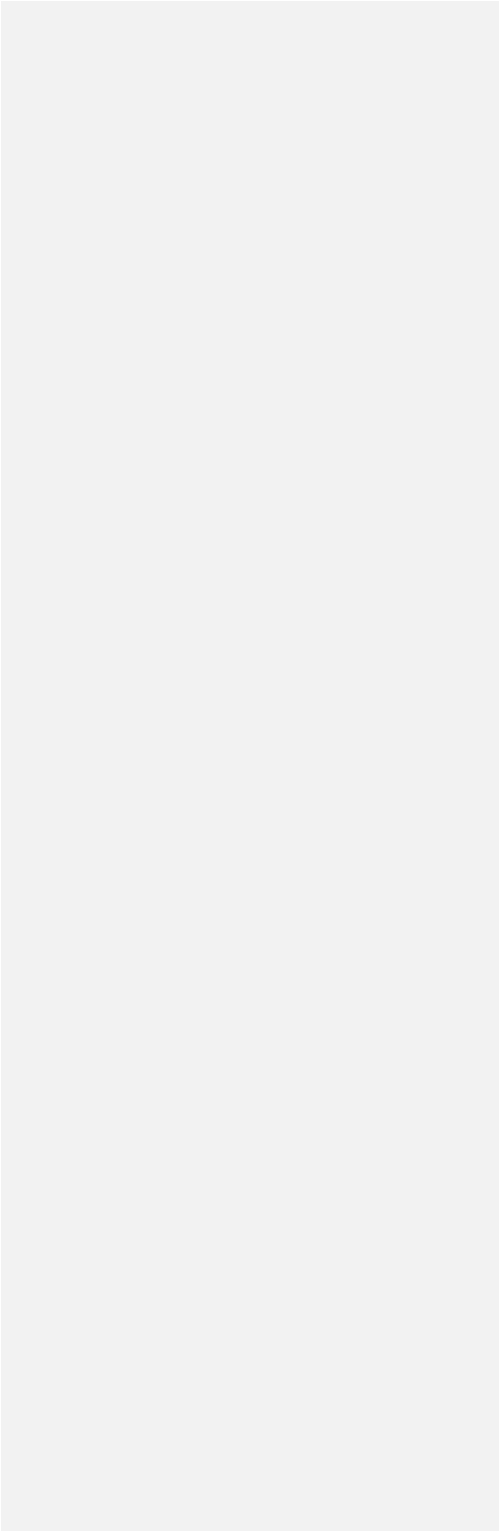
### **Paydays**

*Rockville Housing Enterprises* follows a Bi-weekly Payroll Schedule. Pay day is every other Friday.

### **Wage Attachments and Garnishments**

*Rockville Housing Enterprises* will not voluntarily assist creditors in the collection of personal debts from its employees. However, creditors may resort to certain legal procedures such as garnishments, levies or judgments that require *RHE*, by law, to withhold part of an employee's earnings. *RHE* will comply with all legally mandated wage attachments and garnishments supported by legal documentation.





**EMPLOYEE BENEFITS**

The Agency currently provides the benefits described in this Handbook. Such benefits are subject to change, modification or revocation at the discretion of the Agency and as permitted by applicable law. Employees will be notified of any changes to these benefits as soon as possible. No employee working for the Agency has an entitlement to any specific type of benefit plan or amount of coverage.

**Medical Plans**

**Eligibility**

Regular Full-Time Employees are eligible to participate in RHE’s group health plan for medical coverage.

**When Coverage Starts**

Employees’ coverage may begin on the first day of employment subject to the Employee’s completion of the required enrollment forms. The employee’s enrollment form must be submitted to the benefits administrator as soon as possible. This form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for coverage.

**Cost of Coverage**

The current costs for coverage under the plan is available from the Benefits Administrator. These costs may change from time to time.

~~RHE offers its employees group benefits provided by Cigna and Kaiser Permanente as provided by the City of Rockville. Providers may change from time to time as the City of Rockville determines.~~  
Currently, these benefits are 75% paid by the RHE and 25% paid by the employee, but may be adjusted at anytime through Board Approval.

**Retirement Benefits**

Currently, all regular full-time employees are eligible to make contributions to the RHE 401k plan. The specific eligibility requirements and benefits are described in plan-specific documents available from Administration/HR Manager. Currently, RHE makes a contribution of 6.5% of an employee’s annual compensation after 6 months of employment with payments made bi-weekly. The plan is self-directed, however, RHE does not allow loans and the money can only be withdrawn at the time of termination or retirement. The employee is not required to contribute to this plan but may contribute through payroll deductions. The Vesting schedule for RHE contributed monies is 25% for the second year, 50% for the third year and full vesting at the end of the fifth year of continued employment.

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**Group Disability Insurance**

The RHE currently provides group short-term disability and group long-term disability policies to its employees. Eligibility for such benefits is determined in accordance with such group health benefits. If approved for short-term disability leave under the group policies, RHE shall grant the employee a leave of absence without pay during the period of short-term disability leave. RHE will evaluate requests for disability leave on an individual basis and shall grant any disability leave as required under applicable law.



## PERSONNEL EVALUATION AND RECORD KEEPING

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### Employee Performance Appraisals

The purpose of a performance appraisal is to help the supervisor evaluate each employee's performance in an objective, consistent and uniform manner. It shall be based on job performance and employee qualifications which shall, in turn, be based upon each position's job description and Agency standards.

In addition, the performance appraisal should be used to encourage better communication between the employee and employee's supervisor. Supervisors should be objective in appraising performance and should use the appraisal interview to discuss career development potential and possible promotional opportunities with the employee. Each supervisor should try to be as positive as circumstances allow.

In turn, the appraisal should give the employee a clear picture of where he or she stands in terms of performance standards set and should also be encouraged to seek and receive guidance in improving performance.

### Performance Appraisals

- All appraisals shall be in writing, reviewed and signed by the employee, the employee's supervisor or the Executive Director.
- Performance appraisals shall become a part of the employee's personnel file.
- [If the employee refuses to sign the performance appraisal, the performance appraisal will continue to become a part of the employee's personnel file.](#)
- No public disclosure of an employee's performance evaluation shall be made except with the permission of the employee. Such evaluation shall be made available upon request to the employee, the Executive Director, and the official investigatory agencies, as defined by Federal and State laws in connection with and adverse action, grievance, or other relevant matter require this information.

### Merit Award Procedures

**Purpose:** A Merit Award is used to reward an employee for performance beyond that which is expected in carrying out a specific project. Merit awards are given outside of the performance appraisal. Merit awards are separate and distinct from a Performance Bonus.

**Description:** A Merit Award is designed to recognize outstanding work of an employee.

The Merit Award shall have a monetary value not to exceed \$500, and may be in the form of cash, paid leave, gift or another form of award. The award shall be used as a tool for the immediate

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recognition of “outstanding performance.” All employees who have successfully completed their initial probationary period are eligible for a Merit Award. The Merit Award has a finite period of time and is specific as to a given project or activity. The selection for this award should be viewed as recognition more than compensation.

#### **Justification for a Merit Award**

- A. The Supervisor shall cite specific examples of the employee’s performance as an assigned special project, program or other activity.
- B. The supervisor shall document the employee’s impact upon the completion of the project/activity and its possible relevance to the Housing Agency.
- C. The supervisor should submit written justification indicating that the project/activity is significantly important to the objective(s) of the Housing Agency.

#### **Process**

A supervisor decides to recommend an employee for a Merit Award. The specific project/activity (which can also be considered a specific task or job) must have a limited time period, a start and an end date. The project must have been completed within the six months previous to the date of the recommendation.

The recommendation shall be forwarded to the Executive Director for consideration. The Executive Director may also select an employee to receive a merit award.

If the Executive Director agrees with the Supervisor’s recommendation, the Executive Director shall approve the Merit Award and request that the invoice Request form be expedited.

The employee shall receive the Merit Award within fifteen (15) working days of the Executive Director’s approval or the next pay period, whichever comes first.

#### **Performance Appraisals**

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

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EQUAL HOUSING  
OPPORTUNITY

Performance reviews, for all employees, will occur near the end of January, and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the upcoming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the upcoming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day-to-day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.



### **Personnel Files and Record Keeping Protocols**

RHE does collect personal information for inclusion in personnel files. This information is available to the employee, the Executive Director and supervisor. This information is kept in a secure location, and is not shared with persons outside of Human Resources or Supervisory Management. The personnel record of an employee shall be considered confidential. The Human Resources Manager shall maintain a complete personnel file for each employee. Such files shall contain a personnel history form or application form and all other records, memoranda or other data which will aid in developing a complete history record of the employee's service within the Agency. The Human Resources Manager shall develop such forms and procedures as may be required to carry out the provisions of this policy. All employees may have access to their own personnel file. Information which is contained in an employee's personnel file generally includes the following: résumé, application, letter of offer, performance reviews, job descriptions, amendments to job descriptions, disciplinary notices, tax forms, copies of enrollment forms for benefits and approved leave requests.

#### **Access to Others**

- The previous performance reviews and disciplinary notations of an employee shall be made available for confidential use to a supervisor when needed in connection with a potential action for promotion, transfer, demotion, dismissal or another personnel event.
- Generally, the RHE does not release any information maintained in the personnel file to third parties. The exceptions to the general rule are: (1) if requested by the employee in writing, in connection with a refinance or other personal need; (2) in response to a subpoena or validly issued service of process; (3) if requested in connection with a governmental agency conducting an investigation of RHE; (4) as otherwise required by law.
- An employee shall have the right to respond or comment, in writing, to any document or statement in the employee's official personnel file, and have the response placed in the employee's file.

#### **Removal/Personnel File Retention**

No information shall be deleted from a personnel file. RHE will retain all aspects of the personnel file for three years following employee separation. RHE will retain all aspects related to the pension or 401K plan for seven years following employee separation or as long as the former employee keeps their 401K funds with the RHE fund manager.

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#### **Reference Requests**

The RHE will respond to any request for a reference on an employee by providing dates of employment, position(s) held and, if authorized by the employee, will verify the amount of compensation the employee received.





## HOLIDAYS AND LEAVE

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### **Holidays**

All full-time employees shall be entitled to receive Holiday Leave with Pay for all approved Holidays.

Employees shall be granted holiday pay for those regularly scheduled hours which fall on an approved holiday. The holidays include (but are not limited to) the following:

- New Year's Day
- Martin Luther King's Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday immediately following Thanksgiving
- Christmas Day
- The business day before OR the business day after Christmas Day
- National Election Day

When one of the above holidays falls on a Sunday, the following Monday will be designated as a substitute and observed as an official holiday for that year for each employee. When one of the above holidays falls on a Saturday, the preceding Friday shall be designated as a substitute and observed as an official holiday for that year for each employee.

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In addition, all days of general and congressional elections (not primary) elections through the State will be paid holidays.

Religious Holidays – Recognized religious holidays may be taken off by an employee whose religion requires observance of the day. Employees must request the day off in advance by written notice to the employee's Supervisor. The employee will be paid if the religious holiday is taken as an earned vacation day or personal leave day.

### **Leave**

Leave is an authorized absence during regularly scheduled work hours that has been approved by an authorized supervisor. Leave may be authorized with or without pay and, whenever possible, should be approved in advance. Absence without Agency approval is considered as absence without leave in a non-pay status and may subject the employee to disciplinary action.

All full-time employees are eligible to earn, accumulate and use annual and sick leave and receive Holiday Pay for authorized holidays and additional types of leave authorized in this section.

An employee may use ANY type of leave for the specific reasons:

- (1) to care for or treat the employee's mental or physical illness, injury, or condition;
  - (2) to obtain preventive medical care for the employee or the employee's family member;
  - (3) to care for a family member with a mental or physical illness, injury, or condition;
  - (4) if the employer's place of business has closed by order of a public official due to a public health emergency;
  - (5) if the school or child care center for the employee's family member is closed by order of a public official due to a public health emergency;
  - (6) to care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease; or
- 



(7) if the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is used: (A) by the employee to obtain for the employee or the employee's family; (i) medical attention needed to recover from a physical or psychological injury due to domestic violence, sexual assault, or stalking; (ii) services from a victim services organization related to the domestic violence, sexual assault, or stalking; (iii) legal services, including preparing for or participating in a civil or criminal proceeding related to the domestic violence, sexual assault, or stalking; or (B) during the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.

### **Annual Leave**

Annual leave may be used throughout the year for vacations or on occasions when an employee finds it necessary to be absent for personal reasons, to supplement sick or disability leave, or leave of absence, etc. Annual leave is earned and accrued ratably over the course of the Calendar Year commencing on January 1 and ending on December 31 of any given Calendar Year.

All full-time employees with three or fewer years of service shall earn and accrue fifteen (15) days per year.

Full-time employees with over three years of service shall earn and accrue up to seventeen (17) days per year; full-time employees with over six years of service shall earn and accrue up to nineteen (19) days per year; full-time employees with over nine years of services shall earn and accrue up to twenty-one (21) days per year.

No employee shall be entitled to earn more than 21 days of annual leave in one year. Unless approved by the Board of Directors.

An employee may not accrue more than 30 days -(240 hours) of annual. Annual leave accrued in excess of 30 days will be forfeited.

Any employee who has been employed for a continuous period of at least one year and at the time of the termination of his/her employment has accrued unused annual leave, and whose employment is terminated while the employee is in "good standing" shall be paid in a lump sum at the time of termination for any unused annual leave (-not to exceed 30 days (240 hours) ).



For purposes of this Policy, “an employee in good standing upon termination of employment” refers to:

- an employee who voluntarily resigns his/her employment and, who has provided at least two weeks advanced notice of his/her last day of employment; or
- an employee ~~is~~ whose employment is terminated by the Agency without cause, for example, the employee’s position is eliminated, or, the employee despite his/her best efforts is unable to perform his job duties to the satisfaction of the Agency; and
- an employee who is not subject to ongoing disciplinary action at the time of the termination of his/her employment, e.g. a performance improvement plan, suspension, or other disciplinary action.

In no event shall any lump sum payment in excess of thirty (30) days (240 hours) be made or shall any employee whose employment is being terminated be placed on annual leave in lieu of receiving a lump sum payment, except as indicated above , unless approved by the Board of Commissioners.-

### **Personal Leave**

All employees are entitled to take three (3) days of personal leave during each year. Personal leave may be used for any reason that the employee may desire, but must be arranged in advance with the supervisor. Personal leave must be used each year and does not carry over to the next year. The 24 hours of personal leave is accrued for new employees over the first 9 months of employment. For continued employees, that have been employed for at least 12 full months, the 24 hours of annual leave is accrued over the first 3 months of the year. Personal leave will not be paid out at employee separation.

### **Unpaid Leave of Absence**

The Executive Director may grant requests for leave of absence without pay for a period not to exceed one (1) year when such leave is for a valid purpose and when it appears that reinstatement of the employee would be in the best interest of the Agency. However, depending upon the amount of leave without pay requested, the employee may not be entitled to accrue any annual or personal leave, may no longer be eligible for continued participation in group health plans, and there is no guarantee that the employee’s position will be available when the employee returns from the unpaid leave of absence.



**Sick Leave**

The Agency will grant paid Sick Leave to all full-time employees whose absence from work is required due to personal illness, family illness, quarantine, or other legitimate health-related reasons.

All full-time employees earn 10.01 hours of sick leave for each month of service (15 days per year). Sick Leave is to be used for the employee’s own illness or disability. An employee may not accrue more than 30 days (240 hours) of sick leave. Unused sick leave over 30 days (240 hours) will be forfeited. Under no circumstances is unused, accrued Sick Leave paid to the employee upon termination of employment, unless approved by the Board of Commissioners.-

~~An employee whose illness or injury was caused in the course of committing a crime punishable by imprisonment is not permitted to use his/her Sick Leave.~~

Employees absent from their duties in Leave without Pay (LWOP) status are not entitled to use sick leave. All employees requesting sick leave must be in a regular duty status or approved paid leave (i.e., annual, disability leave) before sick leave may be granted.

An employee’s supervisor may require a doctor’s certification for all absences charged to sick leave in excess of three (3) consecutive days; five (5) non-consecutive days within a thirty (30) day period; or wherever any sick leave usage pattern suggest its advisability.

A doctor’s certification for sick leave purposes must include (1) ~~the type of illness treated;~~ (2) a statement that an employee is or was unable to perform on the job; and (23) the inclusive dates or approximate duration of the stated illness or condition.

**Flexible Leave**

If the Agency employs 15 employees or more, employees will then be covered by the Maryland Flexible Leave Act, an employee may use any accrued but unused vacation or sick leave for an illness in the employee’s immediate family (parent, child, or spouse). If the employee has accrued but unused vacation and sick leave, the employee may elect the type and amount of accrued but unused leave to be used.

The Agency shall not discharge, demote, suspend, discipline, or discriminate against an employee who takes flexible leave pursuant to this policy.

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~~Currently the Agency is not covered by the Maryland Flexible Leave Act and it is not the Agency's intention to provide leave under the Flexible Leave Act, unless it is required to do so. If an employee believes that his/her family circumstances would entitled him/her to this leave, the employee should contact the Executive Director.~~

## **Other Leave**

### **Official Leave**

The Executive Director may grant official leave with pay for the purpose of having employees attend professional meetings, technical conferences, short-term courses in matters relating to official duties or for other valid purposes. Such leave will not be deducted from other leave earned by an employee.

### **Compensatory Leave**

Accrued compensatory time may be used at any time with the prior approval from the Executive Director. Compensatory time may only be awarded/earned to salaried-exempt personnel and the Executive Director must award or permit the employee to perform work that entitles the employee to comp time.

### **Unauthorized Leave**

An employee failing to comply with the above leave procedure will be carried in an unauthorized leave status and will not receive compensation, to the extent allowed by applicable law, for this period of absence and may be subject to disciplinary action up to and including termination of employment.

### **Snow/Inclement Weather Leave**

During snow conditions all employees are to report to work unless information to the contrary is relayed to employees by the Executive Director or his designee.



When snow conditions do exist, employees who are equipped to work from home (remotely), will be expected to do so. ~~E~~employees who are unable to work remotely, and do not physically report to work will be paid for the full day, provided that they report within two hours after their normal starting time. However, all employees are encouraged to report on time. Those who report after this time will have it charged to annual leave. If an employee has accumulated compensatory time, it may be used in lieu of annual leave.

Hourly employees (those employees compensated on an hourly basis) who are unable to report to work and who properly notify their supervisor will be charged annual leave or may take leave without pay. Salaried exempt employees who do not report to work at all and do not perform any work (even from home), during an inclement weather closing or other office closing, shall be permitted to take a day of annual leave. If no annual leave is available, the day may be charged to the Exempt employee as leave without pay.

If the Agency closes prior to normal closing time, employees will be excused for the remainder of the day under paid official leave. Employees whose duties require that they remain on the job will work until normal quitting time.

### **Jury Duty**

The Agency will provide time off to employees that are required to appear for jury duty pursuant to a validly issued summons. For salaried-exempt personnel, the employee will receive full pay during jury duty service when the employee performs any work for the Agency during the workweek in which the employee is absent from work for jury service. The Agency reserves the right to offset any salary received by the jury pay that the employee receives. The Agency will not require any employee who is summoned and appears for jury duty for four or more hours, including travel time, in one day to start any work shift that begins on or after 5:00 p.m. on the day of his appearance for jury duty or any shift that begins before 3:00 a.m. on the day following the day of his appearance for jury duty.

### **Witness Leave**

The Agency will provide leave and time off from work to any employee that is summoned or subpoenaed to appear in court, except in the case of an appearance required by an employee charged with a crime. The employee shall not be required to use annual leave for such leave but may do so if the employee so elects. The Agency shall not retaliate or take any adverse personnel action as a result of the request or taking of witness leave. Unless prohibited by law, ~~t~~he employee must provide his/her supervisor with a copy of such witness subpoena or summons as soon as practicable after receipt of the summons or subpoena.

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**Military Leave**

The Agency will provide time-off and reemployment rights to its employees serving in the “uniformed services” as required by the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”) and other applicable law. Notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave or called to active service are required to return to work with the Agency for the first regularly scheduled shift after the end of service, allowing reasonable travel time

The Agency will reemploy individuals returning from military service in accordance with the requirements of USERRA then in effect. Employees leaving for military service should discuss job reinstatement rights and obligations necessary to receive reinstatement as soon as they receive notice of the requirement to report for military service.

Employees returning from military leaves of absence to employment with the Agency will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Vacation leave, sick leave, and holiday benefits will not accrue during a military leave of absence.

**Parental Leave**

It is the policy of Rockville Housing Enterprises to provide up to 6-12 weeks of Parental Paid Leave to eligible employees. ~~Our Parental Leave Policy (“Policy”) exceeds any legal requirement as at this time there is no legal requirement to provide any paid Parental Leave. The effective date of this Policy is October 1st, 2017.~~

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**Definitions**

1. Parental Leave – can be taken connected to the birth of an employee’s child or the placement of an adopted child within an employee’s home.
2. Eligible Employee – an employee who has been employed by the company for at least twelve months and is classified as a full-time employee.
3. Upon return from Parental Leave, the employee shall be restored to the employee’s same or substantially equivalent position

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5. **Eligibility**

To qualify for Parental Leave under this Policy, the employee must meet the following conditions:

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- 1. The employee must have been employed by the company for at least 12 months and be classified as a full-time employee.
- 2. The employee must also meet one of the following criteria:
  - o Have given birth to a child; or
  - o Be a spouse or committed partner of a woman who has given birth to a child; or
  - o Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent

**Leave Provisions**

- 1. Full-Time Eligible Employees who have been employed for at least 1 year may take up to 12 weeks of Parental Leave for a birth or adoption: 6 of those weeks shall be compensated at 100% percent of the employee’s regular, straight weekly pay, and an additional 6 weeks of unpaid leave is available under this Policy.
- 2. All Parental Leave described in this Policy shall be available for a 3-month period following the birth or adoption of a child.
- 3. Employees may use accrued Paid Time Off (PTO), vacation days, and sick time, as applicable, toward unpaid leave.
- 4. The fact that multiple births or adoptions occur at the same time does not increase the length of Parental Leave.
- 5. Upon termination of employment, the employee shall not be eligible for payment for any unused Parental Leave.
- 6. Benefits will remain the same while an employee is on Parental Leave.
- 7. An employer may take disciplinary action, up to and including termination, against an employee who uses Parental Leave for purposes other than those described in this Policy.
- 8. If short-term disability is applicable to any of the Parental Leave, it shall run concurrently with Parental Leave taken under this Policy. However, if the short-term disability policy provides less than 100 percent compensation, the employer will supplement the employee’s pay to total 100 percent compensation for the paid portion of Parental Leave taken under this Policy.

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**Notice**

1. An Eligible Employee shall initially notify his or her supervisor of the need for Parental Leave and include the estimated timing and duration of such leave at least ~~30-60~~ calendar days in advance of the need for Parental Leave, where practical.
2. If the need for Parental Leave is not foreseeable, an Eligible Employee must give notice of the need to his or her supervisor as soon as practical.

**As is the case with all Company Policies, Rockville Housing Enterprises reserves the right to modify this Policy.**

**Work-Related Disability**

~~On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor. Failure to follow Company procedures may affect the ability of the employee to receive Workers' Compensation benefits.~~

~~This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence from the Executive Director.~~

~~The Executive Director shall grant disability leave to any full time or part time employee who is temporarily disabled in the performance of the employee's work as provided for in the Worker's Compensation Law of the State of Maryland. Such leave shall be granted without charge to accrued annual, sick, personal or compensatory leave, subject to the following provisions:~~

~~The injury must have been sustained directly in the performance of the employee's work and be classified as a disability as provided under the Workman's Compensation Law of the State of Maryland.~~

~~An employee on disability leave shall be paid the difference between the employee's normal Agency salary and the amount received under the Workman's Compensation Law for the period of temporary disability for up to six months.~~

~~If the employee is incapacitated from regular employment, the employee may be given other duties for the period of recuperation. Refusal to accept another reasonable assignment as directed by the Supervisor or the Executive Director may result in the employee being ineligible for disability leave during the time involved.~~

~~The Executive Director or the Director's designee may select a physician for determination and certification of temporary disability cases, validity of the job-related injury, physical abilities to return to normal or restricted, and/or limited duty.~~

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Accrual of sick and annual leave shall be suspended after an employee has been on disability leave for a period of more than 90 calendar days and shall be resumed after an employee has resumed duty for 20 days.

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**Non-Work-Related Disability**

Employees incurring an illness or incapacitating physical condition requiring an extended period of time away from work may request up to six (6) months of Leave without Pay. With approval of the Board of Commissioners, a maximum of up to an additional six (6) months may be granted if required.

The Executive Director may discontinue grants of disability leave at any time such action is deemed to be in the best interest of the Agency.

**Bereavement Leave**

The time off allowed in the case of death in the employee’s family shall not be charged to either sick or annual leave. All employees shall be granted up to three (3) working days off with pay for a death in the employee’s immediate family to generally include the following:

- Husband                      Brothers
- Wife                              Sisters
- Children                      Grandchildren
- Parents                      Grandparents
- Stepparents                      Stepchildren
- Father-in-Law                      Mother-in Law

Additional time beyond three (3) days shall be charged to annual leave.



## OTHER POLICIES

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### **Solicitation and Distribution of Literature on Agency Property**

It is the policy of the Agency that, in order to avoid disruption of Agency operations, the following rules shall apply to solicitation and distribution of literature on Agency property.

Except as permitted by the National Labor Relations Act, employees and other persons may not engage in solicitation (including but not limited to soliciting membership in any organization; soliciting gifts, money pledges, or subscriptions; and the sale of merchandise, produce, tickets, or raffles) or distribution (including but not limited to dissemination of such things as merchandise, produce, leaflets, pamphlets, newspapers, petitions, pictures, pins, buttons, or handbills) for any purpose during working time.

### **Lactation Policy**

In accordance with the FLSA and other applicable law, the Agency accommodates breastfeeding mothers who wish to express breast milk during the workday when separated from a newborn child. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. As needed, the Agency will designate a private place other than a bathroom for this purpose. In addition, the Agency will make available space in a refrigerator for the storage of breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use a room for lactation must request/reserve the room by contacting the Executive Director.

### **Telecommuting Policy**

The Agency considers telecommuting to be a viable alternative work arrangement in limited cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home or in a satellite location for all or part of his or her regular workweek. Telecommuting is not an entitlement or an Agency-wide benefit, and it does not alter the terms and conditions of employment with the Agency. The following guidelines apply to telecommuting:

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- Telecommuting can be informal and short-term (i.e. related to a particular project or short-term employee circumstance) or formal and long-term.
- Individuals requesting formal, long-term telecommuting arrangements must have been employed with the Agency for a minimum of 12 months of continuous, regular employment and must have exhibited above-average performance.
- Any formal, long-term telecommuting arrangement made will be on a trial basis for the first three months, and may be discontinued at any time by the employee or the Agency.
- Consistent with the Agency's expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary and confidential Agency information accessible from their home office.
- The employee and supervisor will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee shall be accessible by phone or email within a reasonable time period during the agreed upon work schedule.
- Telecommuting is NOT designed to be a replacement for appropriate child care.

The availability of telecommuting can be discontinued at any time at the discretion of the Agency.



## DISCIPLINE AND TERMINATION OF EMPLOYMENT

### **Rules of Conduct**

*Rockville Housing Enterprises* has adopted a code of ethics for its employees. Employee conduct should enhance the integrity of the work and the goals of the educational program.

**The following conduct is prohibited, will not be tolerated by *Rockville Housing Enterprises*, and may result in the imposition of discipline, up to and including immediate termination of employment.** This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and *Rockville Housing Enterprises* operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship.

1. Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper Agency.
2. Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
3. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on *Rockville Housing Enterprises* property by both non-employees and employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
4. Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of *Rockville Housing Enterprises* property.
5. Fighting or instigating a fight on *Rockville Housing Enterprises'* premises.
6. Violations of the drug and alcohol policy, sexual and other unlawful harassment policy, Americans with Disability Act Policy, or EEO Policy.
7. Using or possessing firearms, weapons or explosives of any kind on *Rockville Housing Enterprises'* premises.
8. Gambling on *Rockville Housing Enterprises'* premises.
9. Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.



10. Recording the time card of another employee, or, permitting or arranging for another employee to record your time card. (Unless approved by the Executive Director)
11. Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.
12. Conducting more than a nominal amount of personal business during work hours and/or unauthorized use of telephone lines for personal calls.
13. Excessive absenteeism or tardiness, excused or unexcused.
- ~~14.~~ Posting any notices on *Rockville Housing Enterprises'* premises without prior written approval of management, unless posting is on *Rockville Housing Enterprises'* bulletin board designated for employee postings.
- ~~15, 14.~~
16. Conviction of a criminal act.
- ~~17.~~ Engaging in sabotage or espionage (industrial or otherwise).
- ~~17.~~
18. Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
19. Sleeping during work hours.
20. Any other conduct detrimental to other employees or *Rockville Housing Enterprises'* interests or its efficient operations.

### **Discipline**

Discipline at *Rockville Housing Enterprises* shall be progressive, depending on the nature of the problem. However, the fact that the Agency has a progressive discipline policy does not abrogate the at-will nature of employment with the Agency. The Agency specifically reserves that right to terminate an employee's employment immediately and without the need or requirement to follow all or any of the steps set forth below. Its purpose is to identify unsatisfactory performance and/or unacceptable behavior. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are used. Examples of these types of situations are theft, assault or willful neglect of duty. In all cases, documentation should be included in the employees personnel file.

See **(Appendix G)** for the comprehensive Progressive Disciplinary Action Policy.

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## **Termination of Employment**

### **Resignation**

An employee who wishes to terminate their employment with the Agency shall submit in writing a signed resignation at least two weeks in advance, setting forth the reason for resigning.

### **Dismissal**

An employee with unsatisfactory performance or who is guilty of substantial violation of the policies set forth herein or applicable regulations shall be subject to dismissal ~~without two weeks' notice or notice pay~~, depending upon the severity of the action. Action constituting grounds for dismissal shall include, but not be limited to the following:

- Incompetence, incapacity or inefficiency in performance of duties.
- Violation of law, official rules, regulations or orders, or failure to obey any lawful or reasonable direction when such action amounts to insubordination or serious breach of discipline.
- Conviction of a felony.
- Willful negligence in performance duties.
- Accepting, offering, giving or promising any money or item of value or making a threat to force the disclosure of personal affairs, blackmail or extortion to exert pressure on any person in the performance of official duties.
- Conduct detrimental to the Agency or its reputation such as publication of false information, or discriminatory actions.
- Misuse of public funds.
- Falsifying reports or records.

Prior to employee dismissal, supervisors have the following responsibility:

- A written report presenting the specific cause for dismissal. Documentation shall include report on attempts made by the supervisor to have the employee correct the unsatisfactory performance.
  - A current performance appraisal (within six months) shall be the written report if the reason for dismissal is unsatisfactory performance.
  - The employee shall receive copies of the information and documentation above.
- 
- Copies shall be forwarded to the employee's personnel file.



**Reduction in Force**

Positions may be abolished by one or more of the following reasons:

- Budgetary reductions.
- Changes in work programs.
- Reorganization.

If a reduction in personnel is necessary, the selection of personnel shall be based on their relative efficiency and necessity of the job entailed, as well as the source of funding for particular positions. Other things being equal, length of service shall be given consideration.

**At-Will Termination**

Employment may be terminated at any time with or without cause or with or without notice.

~~However, the Agency shall endeavor whenever possible to provide two weeks advance notice of termination of employment. The Agency reserves the right to terminate employment immediately and, in such circumstance, the Agency may provide the employee with notice pay.~~



## EMPLOYEE DISCIPLINE AND GRIEVANCE

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### **Employee Discipline**

It is the policy of the Agency to treat all employees in a fair and equitable manner. However, prompt disciplinary action shall be taken when it is evident that such action is necessary to maintain an orderly and productive work environment. The use of disciplinary action shall be relative to the nature and gravity of the offense, the relationship to the employee's assigned duties and responsibilities, the employee's work record and any circumstances which may have caused the breach of Agency policy.

As noted above, the fact that the Agency has a progressive discipline policy does not abrogate the at-will nature of employment with the Agency. The Agency specifically reserves that right to terminate an employee's employment immediately and without the need or requirement to follow all or any of the steps set forth below.

### **Disciplinary Actions**

**Reprimand.** An employee should receive an oral reprimand for the first minor breach of discipline and the file should be documented. A written reprimand shall state the specific reasons for the action and shall be presented to the employee with a copy placed in the employee's personnel file. Written reprimand shall be signed by the supervisor and the employee. An employee may respond in writing relative to a written reprimand to the issuing supervisor and request that a copy be placed in the employee's personnel file.

### **Suspension**

Suspension as a disciplinary action is the temporary removal from duty status for a specified or indefinite period.

- **Suspension Pending a Court Decision.** An employee may be suspended for an indefinite period of time when the Executive Director determines such action is necessary and in the best interests of the Agency, in cases where an employee is charged and awaiting trial for a criminal offense involving matters prima facie prejudicial to the reputation of the Agency.



- Suspension during Investigation Charges. When an employee has acted or is alleged to have acted in a manner which would be cause for dismissal from the Agency, the employee may be suspended by the Executive Director for a period not to exceed ten (10) working days while the Executive Director's investigation of the charges is conducted and before making a final determination as to whether or not the employee should be dismissed from the Agency.

## OTHER POLICIES

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### **Travel**

All members and employees of the Agency will be paid for official travel expenses as required on the following basis.

- All transportation charges, including taxi fare to and from depot at the place of departure and place of destination.
- The Agency shall pay its members and employees for expenses necessary and incurred while on business for the Agency. These expenses shall be approved by the Executive Director.
  - i. The Executive Director shall establish procedures from time to time to set a reasonable per day rate for travel expenses. These shall provide rates for high-cost areas separated from the general rate. The per diem rate shall be the federal government GSA per diem schedule. Expenses must be supported by receipts. The travel expense rate may be exceeded upon prior approval of the Executive Director when circumstances require expenditure of a higher amount and the expenditure can be sustained.
  - ii. Expenses necessary to the conduct of Agency business, incurred in the best interests of the Agency, may include such items as: official telephone calls, registration fees, special luncheons, banquets, and conferences and trainings. Attendance at conferences, conventions and meetings shall be limited to the minimum number of persons necessary for adequate coverage.
- Authorized travel for privately owned vehicles for the purpose of Agency business shall be reimbursed at the Federal rate per mile for passenger vehicles and maintenance vehicles (as published annually).



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- All official travel shall be approved in writing by an authorized official and a statement of justification shall be included on the approval form. Travel vouchers shall reflect time of departure and arrival, actual expenses incurred, transportation and other costs, and shall subsequently be signed by the traveler.
- If an employee requests a travel advance, the supervisor must also sign the request. Travel advance requests must be submitted at least two (2) weeks prior to the date required.

### **Meal and Travel Allowance**

The cost of meals, when an employee is involved in local meetings, seminars, or conventions, is not normally reimbursable except as outlined below and approved by the Executive Director.

Authorized attendance at meetings, seminars or conventions where a meal has been provided as part of the function but where cost has not been included.

Evening meetings, such as a commission and not-profit meetings, where employees have been required to attend and stay through the dinner hour to do so.

Rates will be based on the established per diem rates published by the federal government GSA schedule.

### **Use of Motor vehicles**

The Agency recognizes the tremendous responsibility borne by its employees to drive while on the job. How safely they drive while on the job affects themselves, their families, their co-workers, as well as our citizens. Driving practices also affect maintenance, insurance, and other costs. The Agency's policy on the use of mobile devices while operating a motor vehicle must be observed at all times.

### **Licenses**

All employees who use Agency motor vehicles must possess a valid driver's license, either Maryland or out of state, which is acceptable in the State of Maryland and must provide an acceptable record for the last three years from the state DMV. All Driver licenses, must be legal under Maryland State Law.

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**Suspension or Revocation of Driver's License**

If legal authorities suspend/revoke an employee's privilege, that employee shall not drive any Agency vehicle.

Agency employees who use Agency vehicles must notify their supervisor of any suspension or revocation of their driver's license on the first day they report to work after the suspension or revocation. Failure to notify the supervisor will result in disciplinary action. Supervisors should notify the Executive Director as soon as possible after they are told by their employees. When an employee's job requires the use of a motor vehicle and the employee's driver's license is suspended or revoked, the employee's employment is subject to termination.

**Vehicles**

To use an Agency vehicle, employees must have the Agency's approval and an acceptable DMV record. Only Agency employees may operate Agency vehicles.

The Agency buys broad vehicle liability insurance so that employee drivers can receive broad protection while they operate Agency-owned vehicles on business. Employees must notify their own insurance carrier, however, that their vehicle is used for business purposes. Of course, individual employee drivers must bear any criminal liability, but as long as employees are engaged in Agency business and are driving an Agency vehicle at the time of an accident, the Agency insurance provides civil liability protection.

Maintenance of Agency vehicles is every employee driver's responsibility. Any mechanical problems noted should be immediately referred to the Agency. All trash and debris shall be removed from vehicles by the operator after each vehicle use.



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## PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

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**Professional Development.** At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. These opportunities should be directly related to the employee's position, or, suggested by the Executive Director, so long as there are funds for professional development in the budget.

**College Course.** An employee who wishes to attend college courses will be reimbursed at 80% of the cost for tuition, books and other required materials provided that:

- Course content relates to the employee's current occupation.
- The Agency has professional development funds to cover costs.
- The employee's supervisor and the Executive Director have approved the expenditure prior to the employee taking the course.
- The Employee gets a "C" grade or better in the course.

**Seminars, Conventions, etc.** Professional development funds can be used to cover registration, tuition and other costs involved in attending seminars, conventions, etc., provided that:

- Course development relates to the employee's career development.
- The Agency has professional developmental funds to cover costs.
- The employee's supervisor and the Executive Director have approved the expenditure prior to course registration.



## AMENDMENT TO EMPLOYEE HANDBOOK

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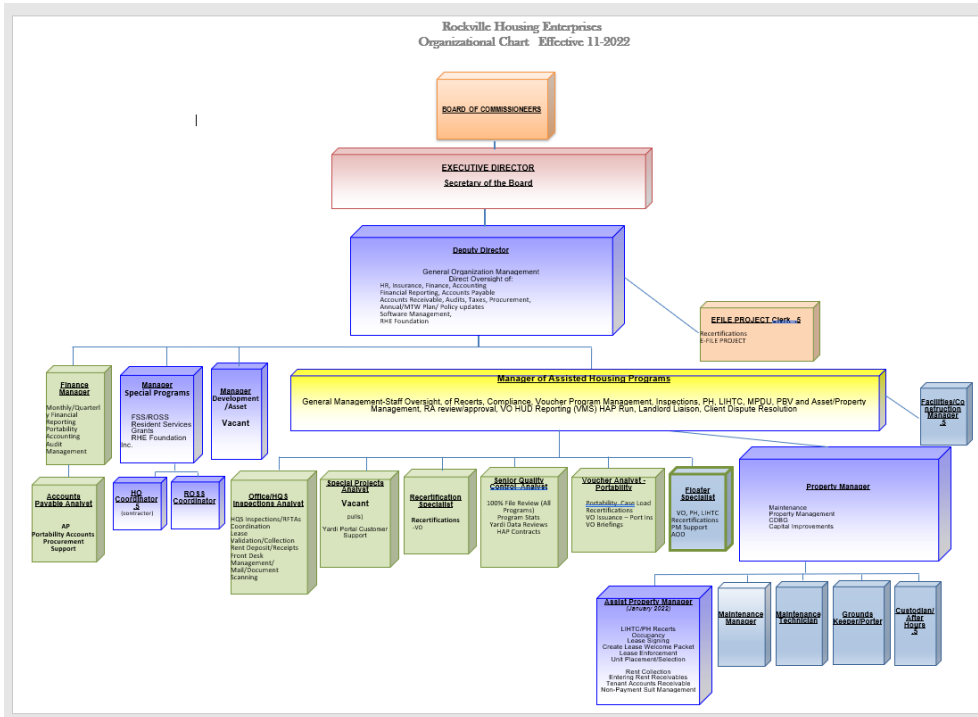
This *Rockville Housing Enterprises* Employee Handbook contains the employment policies and practices of *RHE* in effect at the time of publication. All previously issued handbooks or any inconsistent policy statements or memoranda are superseded.

*RHE* reserves the right to amend, delete or otherwise modify this Handbook at any time provided that such modifications are in writing and duly approved by the employer.

Any written changes to the Handbook will be distributed to all employees. No oral statements can change or alter the provisions of this Handbook in any way.



**APPENDIX C – ORGANIZATIONAL CHART**



**APPENDIX D - SEXUAL OR OTHER UNLAWFUL HARASSMENT COMPLAINT FORM**

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*It is the policy of ROCKVILLE HOUSING ENTERPRISES that all its employees be free from sexual or any other unlawful harassment based upon a characteristic protected by applicable law. This form is provided for you to report what you believe to be sexual harassment or unlawful harassment, so that RHE may investigate and take appropriate disciplinary or other action when the facts show that there has been sexual harassment or other unlawful harassment.*

*If you are an employee of RHE, you may file this form with the Executive Director. If the grievance is against the Executive Director, this form may be filed with the Board of Commissioners.*

*Please review RHE's policies concerning sexual harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be sexual harassment.*

*RHE will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, RHE will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, RHE will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.*

*In signing this form below, you authorize RHE to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that RHE will be able to address your complaint to your satisfaction.*

*Charges of sexual harassment are taken very seriously by RHE, both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person(s) designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe sexually or otherwise unlawfully harassed you or someone else:

\_\_\_\_\_



List any witnesses that were present:

\_\_\_\_\_  
\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read and that I understand the above statements. I hereby authorize *Rockville Housing Enterprises* to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge, information and belief.

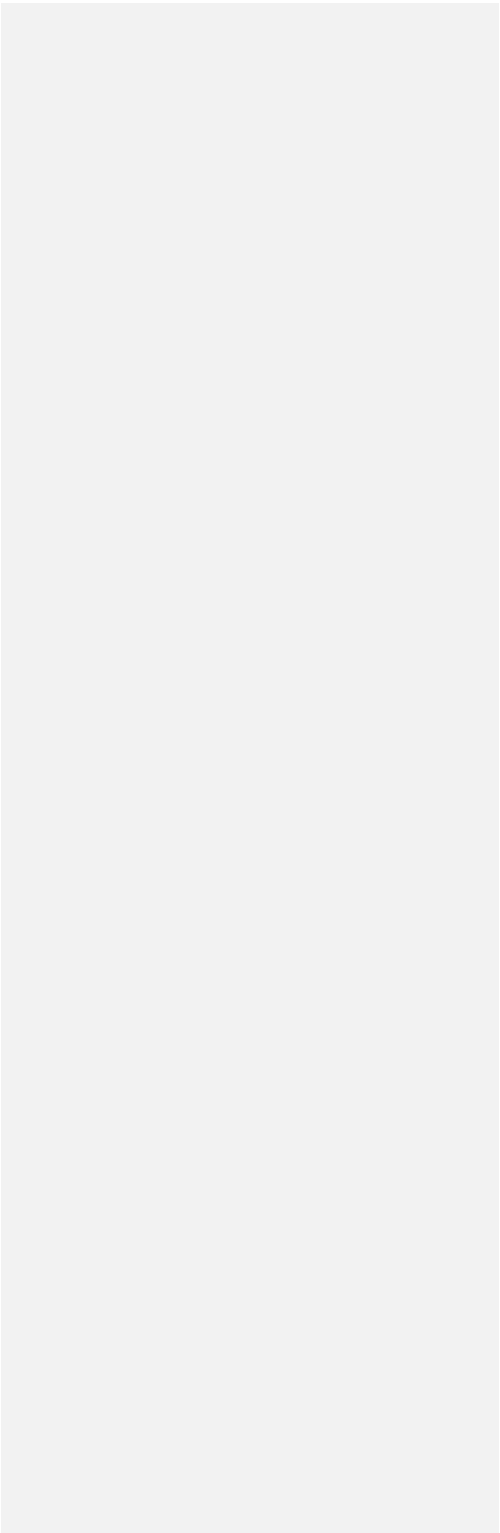
Date:

Signature of Complainant \_\_\_\_\_

Print Name \_\_\_\_\_

Received by: \_\_\_\_\_ Date:

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**APPENDIX E – ROCKVILLE HOUSING CODE OF ETHICS****ROCKVILLE HOUSING ENTERPRISES****CODE OF ETHICS AND STANDARDS OF CONDUCT POLICY**

Rockville Housing Enterprises has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the agency. Because of its status as an independent public corporation, the agency recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which members of the Board of Commissioners and staff are held accountable:

This code recognized and incorporates those sections of federal, state and local which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the agency shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

The Standards of Conduct contained within Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealing of any kind, with the Agency. No Commissioner or employee shall use or cause or allow to be used his or her positions to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Agency.

Rockville Housing Enterprises, in establishing standards of the conduct for employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers products and/or services to the Agency. While the Agency cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Agency. Specifically, these principles include:

- A. No direct or indirect personal inducement of Agency employees. This includes the giving of gifts, money, tickets or any item or service having value.
- 



- B. No direct or indirect inducement of member of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected the vendors or suppliers of professional services of the Agency will be governed by the Code of Ethics to which their particular profession prescribed. Any vendor or supplier found in violation of Agency policy shall be barred from future business dealing with the Agency. The Agency reserves the right to have vendors and suppliers sign a statement of compliance with standard of conduct of the Agency.

#### **1.0 TITLE**

This shall be called the “Rockville Housing Enterprises Code of Ethics and Standards of Conduct.”

#### **2.0 APPLICABILITY**

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Agency. With respect to contracted professional services of the Agency (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

#### **3.0 PURPOSE**

This Code of Ethics establishes standards of employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards reset primarily on personal integrity, and also recognizing in general the integrity of Commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Agency.

#### **4.0 DEFINITIONS**

“Agent” shall mean any employee of the Agency (whether full or part time) acting in his or her official capacity is an agent of the Agency.

“Claim” shall mean any demand, written or oral, made upon the Agency to fulfill an obligation arising from law or equity.



“Commissioner” shall mean one of the persons serving on the Board of Commissioners of the Agency.

“Contract” Shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular from in which it is stated.

“Conventional” shall mean those housing programs operated by the Agency, which are broadly considered part of the “conventional public housing program.” This shall include but not limited to, such programs as Public Housing and Capital Fund.

“Employee” shall mean any person appointed or hired, weather full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent.

“ENROLLEE” shall broadly mean any applicant, resident, or program participant in any program operated by the Agency. Specifically, an “enrollee” shall be a person who expects to receive or receiving, some form of assistance from the Agency.

“Family” shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, Mother-in-law, son-in-law, daughter -in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister, or a person living in a stable family relationship.

“Interest” shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act on the part of the Agency, its Board or employees.

“Leasing Program” shall mean those programs operated by the Agency that are broadly included within the Housing Choice Voucher Program, Project Based Rental Assistance Program, Low Income Housing Tax Credit Program, and all other affordable or market units owned by Rockville Housing Enterprises. Unless otherwise noted, the provisions contained herein shall apply equally to both the “Leasing” “the “Conventional” program of the Agency.

“Person” shall mean any individual, corporation, partnership, business entity, association, organization, and may include an Agency employee.

“Public” Information shall be mean information obtainable pursuant to the Freedom of Information Act and Agency guidelines adopted pursuant thereto.

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## 5.0 ETHICAL STANDARDS FOR EMPLOYEES

No employee of the Agency shall have any employment, or engage in any business or commercial transaction or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Agency unless:

- A. The contract between the person and the Agency is awarded pursuant to competitive bidding procedure and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law and the Agency; or
- B. The contract between the person and the Agency is one in which the Agency employees has no interest, has no duties or responsibilities, or if the contract with the person is one which the Agency employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Agency acting in performance of his or her official duties to any person, agency or organization.

No Agency employee shall use or permit the use of Agency-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in case of usage for “diminutive” purposes, i.e., purposes which in and of themselves should be construed as abuse of Agency property.

No Agency employee shall solicit any gift or consideration of any kind, nor shall any Agency employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Agency.

No agency employee acting individually can bind the housing agency and action or verbal representation.



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No Agency employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of the Agency, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Agency, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Agency shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law and the enrollee's knowledge is not required.

No Agency employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedure, to which the Agency may be party.

No former employee of the Agency shall personally represent any person in a matter in which the former employee personally participated while employed by the Agency for one year, in such representation would be adverse to the interests of the Agency. This provision shall not, however, bar the timely filing by current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No member of the family of any Agency employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Agency employee participate in the decision-making regarding employment or contract for services of any family member.

No Agency employee shall have an interest in a contract between any person and the Agency, except that this provision shall not apply if the contract was entered into prior to the employee's hire by the Agency; the employee discloses his or her interest in the contract prior to employment; and after employment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract.

No Agency employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have interest that would impair his or her independence of judgment or action in the performance of his or her duties with the Agency or that would be in conflict with his or her duties at the Agency.



No employee of the Agency shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Agency in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, writing, and the underlying basis of it whether it be ownership, investment, contract, claim employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Ethics Review Committee for binding decision on the question.

Any matter decided on, contracted, adjudicated, or any way acted upon by an employee who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Agency. Such a matter may be referred to the Ethics Review to render judgment and assess any penalties if necessary.

If the Ethics Review Committee renders judgment that a matter was performed; a contract entered into; or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; it may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.

No person employed by the Agency shall be permitted to participate as a lessor or lessor's agent in the leasing programs. Similarly, no member of the Board of Commissioners in his or her individual capacity shall be lessor or lessor's agent. These prohibitions, however, shall not apply where the employee or Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes.

No person employed by the Agency shall be permitted to reside in an income restricted unit owned or directly managed by RHE if they do not meet the income requirements. Unless the residency is a part of the employment agreement as in the case of a live in on-site property manager. If a person employed by the Agency is also a program participant, the Executive Director must be notified by the employee of the program participant status.



## 6.0 ETHICAL STANDARDS FOR COMMISSIONERS

The Board of Commissioners of the Agency is the architect of policy governing the operation of the Agency and retains the legal and fiscal responsibility for the Agency. Recognizing that the commissioners are chosen from the board range of fields and professions and community interest renders difficult the circumscription of external interest and activities of the Commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further, it is expected that a Commissioner will voluntarily and fully outline his or her personal interest and potential conflicts of interest prior to assuming their seat on the board. Such a statement should be submitted to the Board Chairman within ninety (90) days of the Commissioner's appointment. For Commissioners currently serving, such an updated statement shall be developed within ninety (90) days of their re-appointment for a new term. Such a statement shall disclose the following:

- A. The names of any business, organizational, or professional involvement that might reasonably be inferred as having business with the Agency and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
- B. Any current or past contact in, or interest in, activities or program of the Agency, including, but not limited to, any contracts previously bid and let, familial relationship with any staff or other board members, or any consultative or professional contracts.
  1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:
    - a. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
    - b. If the matter concerns a person or organization with which the Commissioner has a former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may act freely.
  2. No Commissioner may use his or her positions on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Agency.

## 7.0 ETHICS REVIEW COMMITTEE

There shall be established an Ethics Review Committee of the Agency. The purpose of the Committee shall be a review and render decisions on any matters involving ethical conduct, or breach of ethical conduct, by vendors, or commissioners.

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The Committee is empowered by the Board of Commissioners to:

- A. Call witness and receive depositions in the performance of duties.
- B. Call for provision of appropriate records, files or tapes relative to the performance of its duties.
- C. Review any records maintained by the Agency, except those records that are considered confidential or personal. However, confidential records may be examined upon execution of a proper release by the subject person.

In performing its duties, the Commissioner may:

- A. Issue rules and regulations consistent with and to clarify the Code of Ethics.
- B. Review any questions concerning alleged or suspected infractions of the Code of Ethics and make recommendations of the Board of Commissioners or Executive Director for further or final actions.
- C. Require financial disclosure or disclosure of any pertinent information by employees, vendors, or commissioners.
- D. Oversee compliance by the Agency with the Code of Ethics and may any other applicable regulations involving ethics.

The Committee shall be composed of three (3) members and one (1) alternate: Board of Commissioners (1), employees (1), and neutral third party (1). The alternate member of the panel shall be party versed in legal/ethical issues, e.g., an attorney not currently serving as counsel to the Agency or an academic authority on ethical issues.

The member of the Committee shall be appointed in the following manner:

- A. The representative of the Board of Commissioners and the neutral third party shall be selected by vote of the Board of Commissioners.
- B. The employee representative and alternate shall be selected by the Executive Director.

Each member of the Committee will serve a three (3) year term. The term may be renewed once. In no case will a person serve more than two (2) consecutive three (3) year terms.

There shall be a chair of the Committee, elected by the member of the Committee. The chair shall serve for one (1) year and may not serve more than two (2) consecutive terms. The Executive Director of the Agency shall serve as a non-voting Secretary of the Committee.



Voting by the Committee shall be simple majority, with the Chair voting as any other member.

The alternate member of the Committee may attend all meetings of the Committee. In case of conflict of interest by committee member, the alternate member will assume the role as voting member of the Committee. The alternate may at any and all times voice opinions regarding the deliberations of the Committee.

The Committee shall, upon receiving a written request from either the Board of Commissioners or and individual associated with the Agency, respond in writing within sixty (60) days after receipt of the request, unless the Committee determines that additional time is required. If additional time is required, it shall inform the requestor of the approximate time it will be able to render a response.

The Committee shall make reports and recommendations for action to the Board of Commissioners. If the Board finds a recommended action is properly within the purview of the Executive Director or his or her designee, it shall delegate the matter without further Board action.

The legal counsel of the Agency may be involved in the deliberations of the Committee, but he/she has no vote and cannot serve as the alternate committee member.

#### **8.0 STARTUP PROCEDURES**

Within ninety (90) days of the adoption of this policy, the members of the Ethics Review Committee shall be appointed.

The Board of Commissioner representative and alternate shall initially serve three (3) year terms. The employee representative shall initially serve a two (2) year term. The neutral third party shall initially serve a one (1) year term. This way at least one appointment will expire each year and yet continuity can be maintained.

Within ninety (90) days of the adoption of the policy, the current Commissioners shall file the required disclosure with the Board Chairman.



**APPENDIX G – EMPLOYMENT APPLICATION FORM**



**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

PLEASE READ THE ROCKVILLE HOUSING ENTERPRISES EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE EXECUTIVE DIRECTOR, OR DESIGNEE.

EMPLOYEE NAME:

I ACKNOWLEDGE that I have received a copy of the *Rockville Housing Enterprises* Employee Handbook. I understand that it is my responsibility to review the Handbook and to familiarize myself with the policies and procedures contained in the Handbook. I have been given the opportunity to ask any questions I might have about the policies in the Handbook.

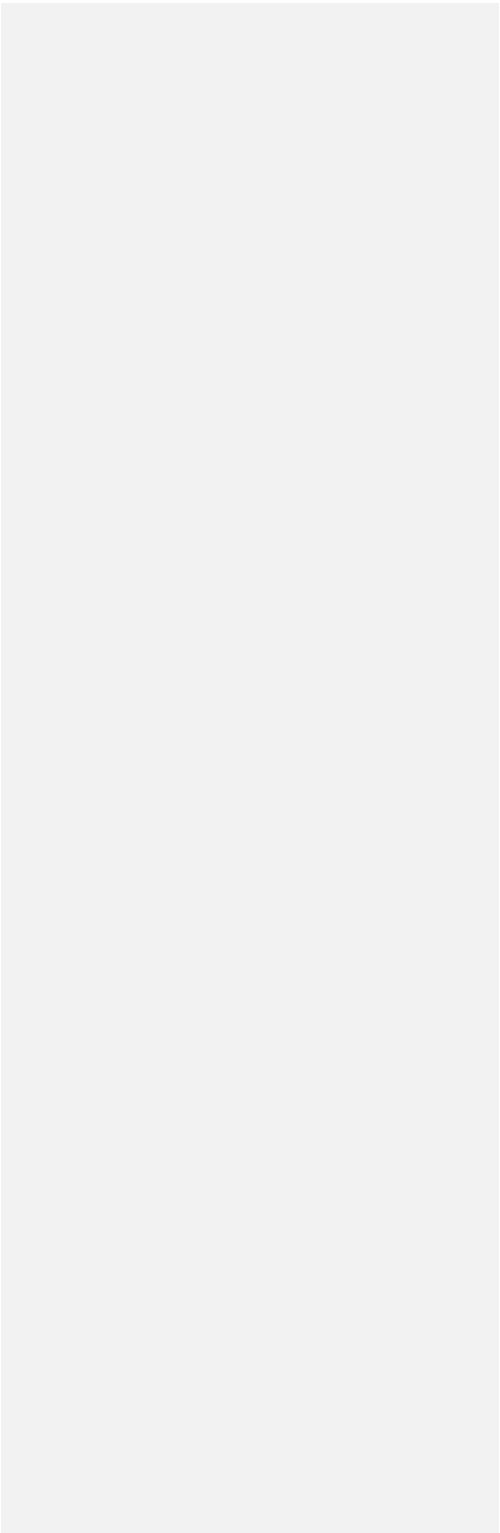
I understand that the statements contained in the Handbook are guidelines for employees concerning some of *Rockville Housing Enterprises'* policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with *Rockville Housing Enterprises*. In the event that I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status. I understand that I am employed at-will and either the Agency or I may terminate my employment at any time, with or without cause, and with or without notice

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by *Rockville Housing Enterprises*.

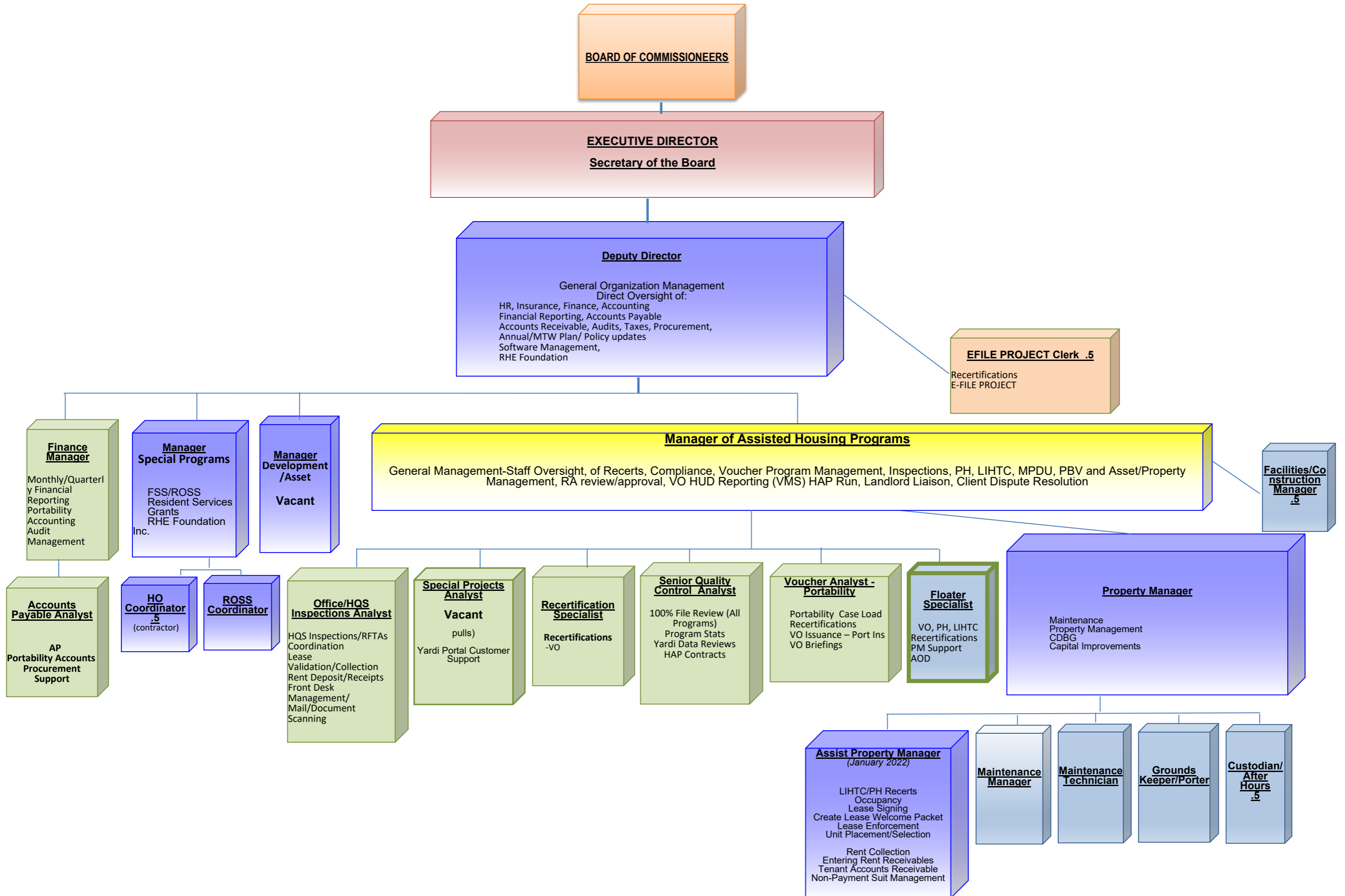
I understand that other than the Executive Director, or a member of the management staff, no Supervisor or representative of *Rockville Housing Enterprises* has Agency to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Executive Director, or a member of the management staff, has the Agency to make any such agreement and then only in writing and signed by the Executive Director, a member of the management staff.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Rockville Housing Enterprises Organizational Chart Effective 11-2022





<b>Class 5 Non-Exempt</b>	<b>Maintenance Repair</b>	Maintenance Technician	<b>Annual Salary</b> <del>\$3545,000</del> – <del>\$6570,000</del> <b>Hourly Rate</b> <del>\$16.8321.64</del> - <del>\$26.4533.66</del>	\$2,500 <i>(annual bonus subject to ED approval)</i>
<b>Class 6 Non -Exempt</b>	<b>Maintenance Labor</b>	Grounds Keeper Porter	<b>Annual Salary</b> <del>\$28,000</del> <del>31,200</del> – <del>\$3555,000</del> <b>Hourly Rate</b> <del>\$13.4715.00</del> - <del>\$16.8326.45</del>	\$2,500 <i>(annual bonus subject to ED approval)</i>
<b>Class 6 Non- Exempt</b>	<b>Maintenance Labor Custodial (Part time)</b>	General Laborer (Part time/full time) Custodian (Part time/full time)	<b>Hourly Rate</b> <del>\$10.14.5</del> - <del>\$1525</del>	\$500 <i>(annual bonus subject to ED approval)</i>

# Procurement Policy

## Updates

**FY 2023**

**Rockville Housing Enterprises**

**Procurement Policy**

**Effective ~~April 1, 2019~~November 2022**

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## Section 1 - Introduction

The Contracts and Compliance Policy (“Procurement Policy”) is intended as a reference guide to provide Managing and User Departments and RHE staff with Procurement Policy guidelines.

Policies contained herein should be followed in order to promote compliance, consistency, accountability, and efficiency within the process.

Clarification of the roles and responsibilities of RHE staff and Managing Departments is an important component of this policy. RHE staff and Managing Departments are defined as those within RHE’s Central Office and properties and/or programs directly managed by RHE. RHE’s third party vendors, including its Development Partners and Property Management Companies (PMCOs) are not bound to these policies and unless a purchase is made by RHE on behalf of a third party asset management vendor. The policies included in this document are applicable to all vendors, excluding HAP vendors, doing business with RHE, as well as all RHE employees.

A key goal of this manual is to impress upon every RHE employee involved in procurement that there are specific policies which must be adhered to in order to spend agency, state and federal funds in a responsible, lawful and ethical manner.

This manual is a living document, subject to future revisions and additions. As new or revised sections are developed, updates will be issued (*See Section 1.5 – Approval of Policies*).

### 1.1 Purpose

The Rockville Housing Enterprises’ Board of Commissioners has adopted this Procurement Policy to provide the Authority staff with a set of policies for procurement of supplies, equipment, services, and construction. The purpose of these Procurement Policies is to establish a broad framework of policies and guidelines to ensure that RHE’s procurement and contracting functions promote administrative flexibility and efficiency, while at the same time maintaining prudent internal controls and compliance with applicable statutes and regulations.

Specific purposes of these Procurement Policies include, but are not limited to, the following:

1. Fairness and Objectivity: Providing a fair, objective, and equitable selection and contracting environment for all individuals and firms seeking to do business or contracting with RHE.
2. Cost Effectiveness: Promoting competition, and negotiating (where applicable), to ensure that RHE receives the most favorable prices and terms in its contracts.
3. Efficiency: Ensuring that supplies and services (consultant, construction, social services, etc.) are obtained efficiently and effectively.
4. Accountability: Promoting accountability of procurement actions by RHE employees.
5. Value-Added Procurement: Facilitating a procurement process that provides service and value to aid RHE in the execution of its core responsibilities.

6. Ethical Standards: Ensuring that RHE's procurement activities are implemented with the highest regard for integrity, avoidance of conflicts of interest, and consistent with applicable ethical standards.
7. Compliance: Complying with all applicable federal, state, and local regulations.

## 1.2 Scope

### 1. Funding Source

RHE receives funds from federal, non-federal, and private funding sources. As such, in its procurement activities, RHE shall follow procedures designed to ensure compliance with applicable laws and regulations without necessarily imposing a higher standard than is necessary to ensure compliance.

Where a requirement in these Policies is based only on federal requirements, RHE's ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel ~~designee~~ Deputy Director or authorized Procurement Personnel designee may, on a case-by-case basis for non-federally funded contracts, apply a less stringent standard than outlined in the federal requirements, provided, however, that it is otherwise consistent with applicable Policies and that all State or other legal requirements are met.

Nothing in these Procurement Policies will prevent RHE from complying with the terms and conditions of any grant, contract, gift, or request that is otherwise consistent with law.

### 2. Included In Scope

This Procurement Policy applies to all contracts and procurement actions undertaken by RHE and its affiliates. It shall apply to all public purchasing and every expenditure of federal funds by the agency, including but not limited to, Capital Fund Programs, and Operating Subsidy funds. The term "procurement", as used in this Procurement Policy includes:

- a) Purchase orders
- b) Contracts
- c) Contract modifications
- d) Other types of procurement including:
  - Procurement/Credit Card(s)
  - Fuel Card(s)
  - Direct Check Request(s)

The above types of procurement are used to procure, purchase, lease, or rent the following:

- a) Goods, Supplies, Equipment, Materials
- b) Construction and Maintenance
- c) Professional Services
- d) Social Services
- e) Other Services

### 3. Excluded From Scope

The following shall not be governed by these Procurement Policies:

- a) Real Estate Purchase and Sale Transactions. (Surveys, appraisals, environmental site assessments, and financing analyses are considered Consultant services and shall be governed by these Procurement Policies.)
- b) Loan transactions and documents.
- c) Sub-recipient or sub-grantee agreements and related contract modifications.
- d) Employment contracts.
- e) Limited partnership agreements.
- f) Award of housing or other vouchers to non-profit agencies.
- g) Memoranda of Understanding and/or Agreements with other Public Agencies.
- h) Housing Assistance Payment contracts.
- i) Contracts funded with non federal funds in circumstances in which a delay in the receipt of the goods and services needs to be avoided.
- h)i) In-kind services or donated goods and services received.

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#### 4. **Direct Pay**

The Direct Payments List is a list of transactions which, by the nature of the transaction, are impractical or impossible to competitively bid because of market or other conditions, and are thus exempt from competitive bidding requirements, although, still require pre-approval in accordance with the procurement threshold. These transactions do not have to be justified as a Non-Competitive Procurement but may be obtained directly by an employee with adequate Procurement Authority. Depending on the item, there may or may not be a contract or Purchase Order outlining the terms and conditions. If a contract or Purchase Order is required to outline the terms and conditions, it shall be labeled "Direct Pay."

The following reoccurring items, paid for on behalf of RHE, are authorized to be on the Direct Payment List:

- a) Utility bills (Water, Sewer, Electricity, Natural Gas, and other regulated utility expenses).
- b) Postage and other purchases from the U.S. Postal Service.
- c) Licenses, permits, and fees from governmental or regulatory entities at the federal, state, or local level.
- d) Purchases from other governmental entities (federal, state, city, local, port districts, Public Development Authorities (PDAs), housing authorities, state colleges and universities, state hospitals, etc.) where the governmental entity provides goods or services not available from the private sector.
- e) Emergency housing for RHE residents at motels/hotels, or as otherwise authorized by the Contracting Officer or Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee.
- f) Service or use fees paid to governmental cooperative purchasing organizations.
- g) Legal services such as arbitration fees, litigation fees, witness fees, court costs, and related expenses (but not the cost of outside counsel, investigations, or related matters), when approved by the Executive Director.
- h) Legal settlements of disputed matters, and judgment claims against RHE (for use only with approval by the Executive Director).
- i) Renewal of existing annual proprietary maintenance or support agreements,

and software license renewals for computer and telecommunication-related services (requires approval of the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee).

- j) Traffic control (flagging) by off-duty police officers (only when required).
- k) Advertisements for employment opportunities, purchasing and contracting solicitations, sale of surplus items, public announcements and outreach, etc. (all media).
- l) Freight bills, express shipping, common carriers, and delivery services.
- m) Insurance deductible and/or retained losses (requires approval of the RHE Executive Director).
- n) Taxi, public transportation, and toll fares; mileage and incidental parking expenses.
- o) Publications and subscriptions (newspapers, magazines, books, pre-printed materials, reprints, publishers page charges, electronic publications, online subscription services, pre-recorded audio or video cassettes, slide presentations, tapes, CDs, diskettes when purchased from the publisher or producer; etc.).
- p) Mailing lists (print or electronic).
- q) Professional association membership dues, fees, licenses, accreditation, and certifications.
- r) Transactions not subject to the Procurement Policies outlined in Section 5 - Procurement Methods, of this manual.

The following non-reoccurring items, paid for on behalf of RHE employees or residents, are authorized to be on the Direct Payment List:

- a) Credit card charges for approved expenses while on travel status.
- b) Travel expenses for RHE employees, residents, program participants, volunteers, or members of the Board of Commissioners necessary to conduct RHE business.
- c) Training registration fees and tuition for pre-established, non-RHE specific, off-site classes, seminars, workshops, etc. for RHE employees, residents, program participants, volunteers, and members of the Board of Commissioners.
- d) Testing and travel expenses of employment applicants (including relocation expenses for eligible personnel). This includes travel expenses of certain out-of-state job applicants (Travel expenses of job applicants must be approved by the Contracting Officer).
- e) Conference and convention expenses and fees for RHE employees, residents, program participants, volunteers, or members of the Board of Commissioners conducting RHE business.
- f) Honoraria and stipends.
- g) Entertainment such as speakers, lecturers, musicians, entertainment equipment rental, performing artists. Only when such expenses are permitted by the grant funding the activity.
- h) Automotive repairs to RHE-owned fleet vehicles with authorized automotive dealers or repair shop

When it is impractical to obtain competitive pricing, particularly for immobile vehicles.

### 1.3 Governing Laws & Regulations

#### 1. Applicable Law & Regulations

In adopting these Procurement Policies, the Board of Commissioners and Executive Director affirm that the policies are in compliance with all applicable federal, state, and local laws and regulations, which may include, but not be limited to, the following:

- a) 24 CFR 85.36 (HUD Procurement Regulations)
- b) 7460.8 rev-2 (HUD Procurement Handbook)
- c) HUD's Annual Contributions Contract (ACC)
- d) Title 2 Part 200 – (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

In general, where the above laws, regulations or procurement rules conflict, the more stringent law or rule should be applied. Exceptions to following the more stringent procurement rules include:

- a) Geographic Preferences: Although some States impose certain geographic preference restrictions in the evaluation of offers, 24 CFR 85.36(c)(2) preempts such laws by prohibiting the use of geographic restrictions unless expressly required or encouraged by Federal law.
- b) State Prevailing Wage Requirements: Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any State prevailing wage rate when the State wage rate is higher than the applicable Federally-imposed wage rate (24 CFR Part 965).

Per the HUD Procurement Handbook, if Local Governing Body (LGB) is required to furnish the same public facilities and services to RHE and its tenants as other dwellings, HUD requires RHE obtain a Cooperation Agreement between RHE and the LGB. The LGB is required to cooperate with RHE in the development and administration of its projects, to accept dedications of lands for roads, alleys, and sidewalks and to provide water, storm and sanitary storm services for which RHE shall pay the same amount as private owners.

#### 2. HUD Handbook & Guidelines

Consistent with 24 CFR 85.5 that refers to "handbooks and other non-regulatory materials," RHE recognizes HUD Handbooks and Guidelines as non-regulatory, non-binding advice, except to the extent that Handbooks or Guidelines articulate statutory or regulatory requirements.

#### 3. Conflicts Between Policies & Other Laws or Regulations

In the event of a conflict between these Procurement Policies and any applicable law or regulation, the law or regulation will prevail.

#### 4. Changes in Laws & Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Procurement Policies, automatically supersede these

Procurement Policies, and the ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~ Executive Director shall make appropriate modifications to RHE's Procurement Policies.

#### 1.4 Responsibilities

The responsibilities of the following RHE employees are limited to their responsibilities related to procurement only and are not all inclusive.

##### 1. Executive Director (ED)

The Executive Director is responsible for the management of all procurement for RHE, and shall hold Department Managers and other staff accountable for complying with these Procurement Policies and related Procurement Procedures. RHE's Executive Director is the Contracting Officer for the organization, and consequently, must execute all contracts on behalf of the organization after proper approval is obtained based on expenditure authority. These Procurement Policies and related Procedures will be adopted administratively by the Executive Director or his/her designee. The ED shall:

- a) Use sound judgment in accomplishing the procurement activities of RHE.
- b) Ensure that all procurement activities of RHE are conducted consistent with the best interests of RHE and applicable laws and regulations.
- c) Assign a Contract Monitor via written delegation of a Contracting Officer's Representative (Contract Monitor) for each contract to ensure adequate contract monitoring, oversight, and administration.
- d) Authorize all purchases in accordance with Procurement Authority Limits.
- e) Ensure funding is available for purchases prior to authorized purchase approval.
- f) Review and present all purchases over \$150,000 for Board of Commissioners' approval.
- g) Approve and implement appropriate Procurement Procedures that are consistent with these Procurement Policies.

##### 2. ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~ Deputy Director (MAMD) and Finance Analyst

The ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~ Deputy Director and Finance Analyst acting upon the recommendation of Department Managers and RHE leadership with Procurement Authority, as set forth in Section 2 - Procurement Authority, of this policy, shall be responsible for the following:

- a) Compliance with Policies and related Procedures in reviewing and approving all procurement activity.
- b) Use sound judgment in accomplishing the procurement activities of RHE.
- c) Ensuring procurement activity is authorized by the appropriate RHE employee, as set forth in the policy, and accompanied by the appropriate approval.
- d) Ensure that bidders and contractors receive fair, impartial, and equitable treatment.
- e) Ensure that contract actions comply with all applicable Federal, State, and local laws and rules and with RHE's approved procurement policy.
- f) Seek the best value and greatest overall benefit for RHE in response to a department's needs.

- g) Ensure an Independent Cost Estimate is completed by the Requesting Department's Director (see Section 6.3 – *Ensuring Reasonable Cost*).
- h) Ensuring that sufficient cost analysis, in the required form, is prepared and considered prior to approval of any contract or contract modification by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee](#) ~~Deputy Director or authorized Procurement Personnel designee~~.
- i) Ensuring that solicitations, contracts, and contract modifications are in writing, clearly specifying the desired goods or services.
- j) That contracts are supported by sufficient documentation regarding the procurement process, including, at a minimum, the rationale for the method of procurement chosen (if not apparent), the solicitation documents, bids or proposals received, the selection of contract type (if not apparent), contractor selection or rejection and the basis for the contract price.
- k) Coordinating, hearing, and deciding upon all bidding and selection related protests and appeals.
- l) Coordinating and distributing all award notifications.
- m) Obtain Finance/Accounting Department verification that funds are available for purchases prior to authorized purchase order approval.
- n) Maintaining the official and original contract files for RHE.
- o) Maintaining, updating, and distributing procurement policies.
- p) Training personnel on RHE Procurement Policy and other applicable laws and regulations.
- q) Preparation of the annual Procurement Plan.
- r) Monitor procurement activities and perform spend analysis.

**3. Department Managers/Asset Managers/Financial Analyst**

Department Managers and Asset Managers are responsible for managing the procurement related activities of their department/site, for ensuring compliance with Policies and related Procedures, and for ensuring, either directly or indirectly, the following:

- a) Determining the department's/site's procurement needs and developing scopes of work that are appropriate, sufficient, detailed, clear, and comply with the Procurement Policy.
- b) Making recommendations to the Department of Contracts and Compliance for solicitations, contracts, and contract modifications that are consistent with these Policies.
- c) Reviewing all RFPs, RFQs, Invitation for Bids, and informal solicitations initiated by the department/site before being submitted to the Department of Contracts and Compliance.
- d) Ensuring anything forwarded to the Department of Contracts and Compliance for action followed the prescribed process within his/her department/site.
- e) Assigning ownership of each procurement to an appropriate staff person that has been trained in RHE's Procurement Policy.
- f) Ensuring each assigned staff person understands his/her procurement responsibilities, has been provided with sufficient training, and is provided with ongoing supervision either directly from the Department Director or indirectly through another manager or supervisor.
- g) Ensuring that a solicitation or contract is appropriately coordinated with others in RHE, and reviewing proposed solicitations and contracting actions to avoid unnecessary or duplicative procurements.
- h) Assisting the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee](#) ~~Deputy Director~~ in preparing the annual Procurement Plan.
- i) Helping the ~~Manager of Assets Modernization and Development~~ [Deputy](#)

| [Director or authorized Procurement Personnel designee-Deputy Director](#) to evaluate the most economical, equitable, and efficient approach to a procurement, including whether to consolidate or split a procurement; where appropriate based on sound and documented business reasons, whether to lease or purchase items; and any other appropriate cost-benefit analyses. Procurements shall not be split in order to avoid various dollar thresholds related to the

solicitation and selection process. See Section 3 - Ethical Standards for RHE's formal bid splitting policy.

- j) Developing an Independent Cost Estimate prior to solicitation (see *Section 6.3 – Ensuring Reasonable Cost*).
- k) Monitoring the department's/site's annual budget and coordinating with the Finance/Accounting Department, when necessary, to ensure there is sufficient funding available to accomplish work desired by the department.
- l) Reviewing invoices received in a timely manner to ensure that:
  - The charges are consistent with the terms of the contract.
  - The goods and services invoiced have been received consistent with the requirements of the contract.
  - There is a sufficient amount of money available in the contract amount to pay for the goods or services.
  - The invoice is paid within 30 days of receipt, or within the terms of the contract.
- m) Assist Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee — Deputy Director where appropriate and permitted by law, negotiating with contractors, consultants, and vendors to obtain the best prices for RHE, and for protecting the financial interests of RHE.
- n) Conducting a Cost Analysis or Price Analysis for every contract or contract modification.
- o) Monitoring the expiration date of a contract and requesting a contract modification, where appropriate, prior to the expiration date.

#### **4. Finance/Accounting Department**

The Finance/Accounting Department is responsible for working in partnership with the Department of Contracts and Compliance and RHE departments formulating the agency's annual Procurement Plan. The Finance/Accounting Department is also responsible for assisting departments in managing their budgets and for reviewing contracts and contract modifications prior to execution to ensure that sufficient funding exists to accomplish the work. In addition, the Finance/Accounting Department shall review and approve all payment terms and fee schedules prior to contract execution.

The Finance/Accounting Department shall ensure that payments made on all contracts are consistent with the applicable contract terms and made in accordance with the Procurement Policy, as well as ensure that all payables made toward open purchase orders and contracts are correctly applied to the appropriate purchase order or contract for reporting and contract management purposes.

### **1.5 Approval of Policies**

#### **1. Adoption by Board of Commissioners**

The Procurement Policy shall be adopted by RHE's Board of Commissioners and any substantive changes to the Policies must also be approved by the Board.

#### **2. Self-Certification of Policies to HUD**

Consistent with 24 CFR 85.36(g)(3)(ii), which authorizes a housing authority to self-certify to HUD that its procurement policies are in compliance with all applicable laws and regulations, the RHE Board of Commissioners, in adopting these Policies, certifies that the Procurement Policies are in compliance with all applicable laws and regulations, specifically including, but not limited to, 24 CFR

85.36. Furthermore, the RHE Board of Commissioners authorizes the ED to HUD and to self-certify RHE's procurement system as defined in CFR 85.36(g)(3)(ii).

**3. Interpretation of Policies**

In the event of an ambiguity, contradiction, or unforeseen situation not addressed clearly or directly in these Policies, the ED, either directly or through the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee ~~Deputy Director or authorized Procurement Personnel designee~~, shall use his/her best professional judgment in making a decision that will best protect the interests of RHE, and ensure RHE's compliance with applicable statutory and regulatory requirements.

**4. Policy Modifications**

At a minimum, RHE's Procurement Policy should be reviewed and necessary updates made on an annual basis. This review should be concurrent with RHE's annual review of its procurement authority. Policy changes that are made periodically throughout the year should be added as approved amendments to the Procurement Policy and incorporated into the appropriate section(s) of the Policy document during the annual review.

Policy changes should be made by the Director of Contracts and Compliance and tracked in the Amendment Log attached to the Procurement Policy.

**Section 2 - Procurement Authority**

**2.1 Responsibilities**

Procurement Authority refers to the delegation of responsibility to various RHE employees to recommend, commit, and expend RHE financial resources up to a particular dollar limit, for a cost center, site, or business unit over which the employee has jurisdiction and control.

Procurement Authority includes the following responsibilities:

- a) To make project and programmatic decisions.
- b) To recommend entering into a contract, recommend executing a contract modification, or approving a Purchase Request.
- c) To approve payment expenditures on the Direct Payments list (items not subject to competition) See Section 1.2 – Scope for a detailed list of approved Direct Payments.
- d) To carefully read and review applicable documents for accuracy and appropriateness.
- e) To coordinate actions with other RHE employees and outside parties as may be appropriate.
- f) To work with the Finance/Accounting Department to ensure that adequate funds have been budgeted and are available for the proposed expenditure.

- g) To conduct a Cost Analysis or Price Analysis demonstrating that the proposed price of a contract or contract modification is reasonable.
- h) To act diligently in placing a priority on protecting RHE's financial and other interests.
- i) To comply with RHE's procurement policy including requirements related to ethical behavior (*See Section 3 - Ethical Standards, for more information*).
- j) To ensure, in conjunction with the Finance/Accounting Department, that internal control(s) are followed to ensure that invoices are properly and timely approved, and that the work being approved for payment was satisfactorily performed or the goods received, that the amount approved for payment is consistent with the terms of the contract or Purchase Order, and that adequate funds remain in the contract or Purchase Order.

## 2.2 Documents Authorized to Sign

An employee with Procurement Authority shall have the authority to approve and sign the following, up to the dollar amount authorized to them by the ED.

### 1. Purchase Requests

Purchase Requests approved by Department Managers from which the funds are being utilized.

### 2. Recommendations for Approval of Purchase Orders and Contracts

All purchase orders and contracts must be approved by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) and/or the ED or his/her designee based on Procurement Authority amount consistent with the amount of the purchase order and/or contract.

### 3. Recommendations for Approval of Contract Modifications

All proposed contract modifications must be approved by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) or the ED or his/her designee based on Procurement Authority amount consistent with the amount of the contract modification. Employees shall not split contract modifications in order to stay within their Procurement Authority amount.

### 4. Recommendations for Release of Solicitations

All solicitations, including both formal RFPs, RFQs, Invitations for Bids and other such documents, and informal solicitations for goods or services, must be approved by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) before such solicitation is advertised or otherwise distributed to contractors, consultants, or vendors. All recommendations to the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) for release of any solicitation must be in writing, signed by an individual with Procurement Authority for the estimated cost of the solicitation, or by the applicable Department Director. The ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) shall review the recommendation and shall, if appropriate, approve the release of the solicitation. The ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) may, on an exception basis, authorize the release of certain

solicitations without his/her prior review. The ED or his/her designee shall develop procedures and/or routing forms as may be appropriate to facilitate these approvals.

**5. Recommendations for Selections and Awards**

All recommendations must be in writing for selection of contractors, consultants, vendors, or other service providers subject to these Procurement Policies and be signed by an individual with Procurement Authority for the estimated or actual award amount. The ~~Manager of Assets Modernization and Development~~Deputy Director or authorized Procurement Personnel designee ~~Deputy Director~~ shall review the recommendation and, if appropriate, approve the selection or award the contract, except that all recommendations to the ~~Manager of Assets Modernization and Development~~Deputy Director or authorized Procurement Personnel designee ~~Deputy Director~~ for non-competitive selections and awards must be in writing and signed by the Department Director and ED (subject to Procurement Authority limits).

**6. Authorization for Expenditure for Direct Payments**

Authorization to pay for items listed on the Direct Payments list (see Section 4.5 - Non-Standard Procurements) must be signed by an employee with Procurement Authority in an amount consistent with the amount of the proposed payment.

**7. Contractor/Vendor Invoices**

Authorization to sign and approve invoices for payment on previously authorized contracts, contract modifications, and purchase orders.

**2.3 Procurement Authority Limits**

No RHE employee with (or without) procurement authority is authorized to approve purchase requests outside or in excess of a department's or site's budget. If a purchase request is above (or not included in) the Requesting Department's/Site's budget, the Requesting Department/Site must first submit and obtain approval for a budget revision request.

**1. Responsibilities**

The ED shall be responsible for providing oversight and management of all expenditures for the agency.

**2. Procurement Authority Limit**

The authority to approve/authorize procurements/expenditure shall be done in accordance with the following limits in accordance with CFR Part 200 simplified acquisition threshold and micro-purchase threshold as amended.

Procurement Method	Authorized Expenditures	Authorized Approver
IFB, RFP, RFQ	\$250,001 +	Board of Commissioners
Small Procurement	\$10,001 - \$250,000	Contracting Officer less than <del>450</del> <u>250,000</u>
Micro-Purchase	\$0 - \$10,000	MAMD and Financial Analyst

**3. Delegation to the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee**

In order to facilitate efficient procurement activities, the Board of Commissioners authorizes the ED to delegate Procurement Authority to the [Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee Deputy Director](#) in accordance with the limits outlined in the table above.

**4. Delegation to Department Managers/Asset Managers/Financial Analyst**

The Board of Commissioners also authorizes the ED to delegate procurement authority to the Department Director/Asset Manager from which the funds will be utilized to make the requested purchases. Procurement authority may be delegated to Department Managers/Asset Managers, which must be reviewed and approved annually. All requested purchases will be compared against the budget by the purchase order or contract approver before the purchase order is executed. It is the responsibility of all RHE Department Managers/Asset Managers to review his/her budgets prior to the approval of purchase requests to ensure funds are available to fund the purchase(s) provided the item or service being procured is contained within the approved budget and does not exceed line item amount(s). If funds are not available and the purchase is still required, the Director/Manager must indicate in the notes of the request that he/she is aware of the deficit funds issue and provide rationale for why the purchase should still be pursued.

**5. Further Delegation of Procurement Authority**

Once procurement authority is delegated to the [Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee](#), Department Managers and/or Asset Managers, procurement authority may not be further delegated by the ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~ [Deputy Director or authorized Procurement Personnel designee](#) or Managers/Managers. However, the ED may, in special circumstances and where justified based on the nature of the position, delegate Procurement Authority to an employee who is not a Department Director or Asset Manager. This authority is to be used in rare circumstances in which new programming and immediate funding requires a new position to oversee the disbursement of funds in accordance with a program, grant, or other State or Federally supported initiative.

**6. Non-Competitive Selections**

All non-competitive selection recommendations (emergency, sole source, proprietary, single response to a solicitation, etc.) must be approved by the Contracting Officer.

Exception: Single responses for micro-purchases and small purchases up to \$2,999 may be approved by the ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~.

**7. Cancellation of Procurement Authority**

The ED may cancel the Procurement Authority granted to an employee based on a change of job duties, abuse or mismanagement of Procurement Authority by the employee, or other reasons sufficient for the ED. Such cancellations must be in writing and transmitted to the ~~Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee~~ [Deputy Director](#) and the Manager of Accounting.

**8. Contract Award Authority**

The ED, as RHE's Contracting Officer, may designate additional individuals with contract award authority only with approval by RHE's Board of Commissioners.

**2.4 Segregation of Duties**

Segregation of duties is an internal control intended to prevent or decrease the occurrence of innocent errors or intentional fraud. This is done by ensuring that no single individual has control over all phases of a procurement transaction.

Whenever possible, the following segregation of duties in regards to procurement should be followed by RHE personnel:

- a) Authorizing a purchase, and receiving and maintaining custody of the asset that resulted from the transaction.
- b) Authorizing and approving the same purchase order.
- c) Approving non-standard procurement reimbursement and receiving the reimbursement.
- d) Reimbursing oneself for a non-standard reimbursement, e.g., Petty Cash Custodian authorizing reimbursement to him/herself.

If RHE leadership finds that current staffing levels prohibit proper segregation of duties, Department Managers and other areas of RHE leadership may need to take a more active role to achieve separation of duties, by checking the work done by others.

## **2.5 Contracting Authority**

The ED shall be and act as RHE's Contracting Officer, unless the function is formally re-assigned, in writing, by RHE's Board of Commissioners. All contracts or commitments of funds exceeding \$149,999 shall be approved by the Board of Commissioners prior to award of such contract or commitment of funds by the Contracting Officer. The ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee ~~Deputy Director~~ shall have contracting authority to approve commitments of funds up to \$2,999 in order to expedite the approval process for procurement-related actions.

RHE's contract authority is dependent upon approval of the terms and conditions of the proposed contract by its Executive Director. RHE's Executive Director may, as necessary, participate in contract negotiations with User Departments and the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee. The ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee ~~Deputy Director~~ may approve all contracts up to \$2,999. All contracts over \$2,999 must be approved by the ED or his/her designee, and all contracts, amendments, and/or change orders over \$149,999 must be approved by RHE's Board of Commissioners.

If RHE needs to execute a contract prior to the next Board of Commissioners' scheduled meeting, the ED must obtain written permission from the Board of Commissioners. Once written approval is obtained, the approval of the contract will be ratified at the Board of Commissioners' next scheduled meeting. It is the responsibility of the Executive Administrator to maintain any written approvals from the Board of Commissioners. Written approval is acceptable through email, fax, or mail.

## **Section 3 - Ethical Standards**

### **3.1 General Provisions**

#### **1. Applicable Law & Regulations**

In the conduct of RHE's procurement system, RHE employees shall be aware of, and comply with, the following non-exclusive list of laws, regulations, and

advice, which are hereby incorporated by reference as part of these Policies and set forth the basis of RHE's ethical procurement standards:

- a) 24 CFR 85.36 (HUD Procurement Regulations)
- b) 7460.8 rev-2 (HUD Procurement Handbook)
- c) Maryland Law

**2. Prohibition Against Bid Splitting**

RHE's Contracting Officer shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into multiple purchases that are less than the applicable threshold (commonly called 'bid splitting' or 'unbundling') merely to permit use of the small purchase procedures or avoid any requirements that apply to purchases that exceed those thresholds. However, larger requirements may be broken into smaller ones to afford small and disadvantaged businesses the opportunity to participate in RHE's procurements. The Contracting Officer should document in the contract file the reasons for breaking down larger requirements into smaller ones.

**3. Reporting of Unethical Behavior & Actions**

All RHE employees must report all evidence of fraudulent or unethical behavior to one of the following sources:

- a) Direct Supervisor
- b) Executive Director
- c) Board of Commissioners
- d) Inspector General, if applicable

All RHE management are to report reported cases of unethical procurement behavior directly to the ED, HUD Field Office, and State and local officials.

**4. Disciplinary Actions**

Breaches of the ethical standards of this Chapter of the Procurement Policies may result in disciplinary actions, consistent with RHE personnel policies and procedures.

**3.2 Conflicts of Interest**

No RHE employee shall:

**1. Contract Selection, Award, Administration**

Participate in the selection, award, or administration of a contract if a conflict of interest (direct or indirect financial interest, personal involvement that may impede objectivity, or other interest), real or apparent, would be involved. Participation shall include, but not be limited to: serving on an evaluation panel to select a firm; reviewing, endorsing, vendor set-up, authoring of purchase orders, or recommending an award or selection; approving or rejecting an award of a contract or Purchase Order.

**2. Project Under ACC**

In addition to any other applicable conflicts of interest requirements, neither RHE nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under the ACC

in which any of the following classes of people have an interest, direct or indirect, during his or her tenure for two years thereafter:

- a) Any present or former member or officer of the governing body RHE of, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, RHE or the business entity.
- b) Any employee of RHE who formulated policy or who influences decisions with respect to the project(s), or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to RHE projects.

### **3. Ownership & Business Interests**

Own or hold an interest in any contract or property or engage in any business, transaction, or professional or personal activity that would:

- a) Be, or appear to be, in conflict with the employee's official duties, or
- b) Secure, or appear to secure, an unwarranted privilege or advantage for the employee, or
- c) Prejudice, or appear to prejudice, the employee's independence of judgment in the exercise of his or her official duties relating to RHE.

### **4. Confidential Information**

Knowingly use confidential information for the employee's or another's actual or anticipated personal gain.

### **3.3 Gifts and Gratuities**

An employee may not solicit or accept gifts, entertainment, gratuities, favors, or anything of monetary value from contractors or subcontractors, or potential contractors or subcontractors that could influence, or be perceived to influence, contracting or purchasing decisions.

Exception: In general, a nominal gift of less than \$25.00 in value that was not solicited by an employee, and which can be and is shared with all employees and/or the public, may be considered acceptable. Employees are expected to exercise good judgment before accepting any gift, and to check with a supervisor or manager if in doubt.

The [Manager of Assets Modernization and Development](#) [Deputy Director or authorized Procurement Personnel designee-Deputy Director](#) shall report to the ED, Board of Commissioners, HUD Field Office, and appropriate State and local officials any suspected anticompetitive practices by contractors.

### **3.4 Contracting with Former RHE Employees**

The following shall apply to contracts financed in whole or in part with federal funds:

1. **One Year Prohibition**

Within one year after an employee leaves RHE, RHE shall not contract with such employee if the employee was responsible for formulating policy or influencing decisions with respect to the project(s) being contracted for.

2. **Waiver**

For good cause, the Contracting Officer may request in writing a waiver of the one year prohibition requirement from HUD. The written request must include rationale explaining why the waiver is needed.

**Section 4 - Procurement Planning**

4.1 **Annual Procurement Plan**

As a part of its budget planning process for each fiscal year, the agency will review its record of prior year purchases, as well as its needs for the next fiscal year. Each Managing Department in coordination with the Department of Contracts and Compliance shall analyze budget and program plans and prepare a preliminary listing of its procurement requirements for the upcoming fiscal year. The Department of Contracts and Compliance shall be responsible for reviewing preliminary listings to ensure balance between planned actions for the upcoming year and the department's historical contract spending, taking into consideration any changes in program budget levels and planned program initiatives. The Department of Contracts and Compliance shall review each department's preliminary listing of proposed procurement actions and consolidate into the agency's comprehensive annual Procurement Plan.

The Procurement Plan shall serve as the mechanism by which the Department of Contracts and Compliance will plan all procurement activities and it will help to: maximize competition and competitive pricing and reduce administrative costs, improve efficiency and provide a tool for monitoring compliance. The Procurement Plan will assist Contracts and Compliance in performing a spend analysis and taking advantage of volume purchasing by State or local agencies using strategic sourcing methods.

**Section 5 - Procurement Methods**

This chapter describes the criteria for selection of the appropriate procurement method to be employed for each procurement action. The procurement method selected shall be based on the nature and anticipated dollar value of the total requirement.

5.1 **Small Purchase Procedures (under \$450250,000)**

As specified in the CFR Part 200.88 [and by the June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies \(M-18-18\)](#), small purchases are less than \$450250,000 in value. Purchases shall not be divided so as to make it possible to purchase under this policy, except as may be reasonable and necessary to contract with small and disadvantaged-owned businesses, women business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of RHE's development sites or other Section 3 owned businesses.

### 5.1.1 Small Purchases of ~~\$310,000~~ or Less (Micro-Purchases)

Purchases involving an expenditure of ~~\$310,000~~ or less may be made after obtaining one price quotation, if the price received is considered reasonable. Vendor catalogs, as well as previous purchases, where applicable, of the same or similar item should be considered in determining price reasonableness. To the extent practicable, such micro-purchases must be distributed equitably among qualified sources and if practical, a quotation shall be solicited from other than the previous source before placing a repeat order.

### 5.1.2 Small Purchases of more than ~~\$310,001~~ and less than \$30,000

Purchases involving an expenditure of more than ~~\$310,001~~ and less than \$30,000 may be made after soliciting three telephone or facsimile quotations from qualified sources. Quotations may be solicited orally, by telephone, or in writing. At a minimum, written documentation shall include the company name, phone number and amount of quote. The PO or contract shall act as confirmation of the acceptance offer shall be obtained made part of the purchase file. If quotations lower than the accepted bid are received, the reasons for their rejection shall be recorded in the purchase file.

Before making an contract award, the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee must determine that the proposed price is fair and reasonable. Generally, price analysis will consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalogs, etc). If only one quote is received, the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee should include a statement of reasonableness in the contract file. The statement must be based on market research, comparison of the proposed price with prices found reasonable on previous purchases, contract price lists, catalogs, or advertisements, a comparison of similar items in a related industry, the Contracting Officer's personal knowledge at the time of purchase, comparison to the Independent Cost Evaluation, or any other reasonable basis.

### 5.1.3 Small Purchases of more than \$30,000 and Less than ~~\$150250,000~~

Procurements of more than \$30,000 and less than ~~\$150250,000~~ for professional services or construction shall be made through a Request for Proposals (RFP) or Request for Quotes process where a solicitation will be issued to a minimum of three vendors.

No advertising is necessary provided a sufficient number of bids/proposals can be solicited.

## 5.2 Sealed Bidding (Invitation for Bid – IFB)

Competitive Bidding for Public Works is required under HUD Procurement Handbook which mandates that, except for otherwise provided and with the exception of small purchase orders (see *Section 4.1 - Small Purchase*)

Procedures), all purchase orders, or sale of personal property, materials, equipment, or supplies, must be let by free and open competitive bidding after advertisement, to the lowest, responsible, and responsive bidder. Such purchases may include:

#### **5.2.1 Non-Construction Contracts**

Commodity contracts over \$30,000 except for procurement of professional services, other services (when non-price factors will be used as a basis for selection), and purchases made in accordance with cooperative purchase agreements, shall be made only by obtaining competitive sealed bids.

##### **1. Solicitation and Receipt of Bids**

An Invitation for Bids shall be advertised and published once each week for the two weeks preceding the bid opening in a newspaper in the locality. In addition, RHE shall also publish the advertisement on industry websites if applicable which are available to the general public. Further, the first advertisement must be at least 15 days prior to bid opening and cannot be made on a Saturday, Sunday, or legal holiday. The advertisement must specify the date, time, and location of both the place for receipt of bids and the place for the public bid opening. The advertisement shall also state where complete specifications can be inspected or obtained by interested parties. Copies of the specifications must be made available on the first day of the advertisement and until 24 hours before the bid opening date. Bidders shall be provided the option to submit bids through a uniform and secure electronic interactive system. Any special condition or requirement for electronic submission of bids shall be specified in the advertisement.

##### **2. Specifications**

A complete and realistic specification or purchase description shall be adopted and available to bidders. Specifications pertinent to such bidding shall be written so as not to exclude comparable equipment of domestic manufacture. RHE will endeavor in formulation of specifications, advertisements, etc., to incorporate a clear and accurate description of the technical requirements for product or service to be procured. Such description shall not in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the product to be procured, and when necessary, shall set forth those minimum essential characteristics and standards that it must conform to if it is to satisfy its intended use. RHE shall identify all requirements that the vendors must fulfill and all other factors to be used in evaluating bids or proposals.

#### **5.2.2 Construction Contracts**

Construction contracts where the amount of the contract exceeds ~~\$150,000~~ \$150,250,000 may be made by obtaining competitive sealed bids.

Construction contracts greater than ~~\$30,000~~ \$310,000 and less than ~~\$150,000~~ \$150,250,000 shall be made only through the Small Purchase Procurement Method (See Section 5.1 – Small Purchase Procedures).

**1. Solicitation and Receipt of Bids**

An Invitation for Bids shall be advertised and published once each week for the three weeks preceding the bid opening in a newspaper in the locality and industry web sites if applicable. In addition, RHE shall also publish the advertisement on its agency website which is available to the general public. Further, the first advertisement must be at least 25 days prior to bid opening and cannot be made on a Saturday, Sunday, or legal holiday. The advertisement must specify the date, time, and location of both the place for receipt of bids and the place for the public bid opening. The advertisement shall also state where complete specifications can be inspected or obtained by interested parties. Copies of the specifications must be made available on the first day of the advertisement and until 24 hours before the bid opening date. Bidders shall be provided the option to submit bids through a uniform and secure electronic interactive system. Any special condition or requirement for electronic submission of bids shall be specified in the advertisement.

**2. Specifications**

A complete and realistic specification or purchase description shall be adopted and available to bidders. Specifications pertinent to such bidding shall be written so as not to limit competition. RHE shall identify all requirements that the contractor must fulfill and all other factors to be used in evaluating bids.

**3. Bonds**

1. For construction contracts exceeding the small threshold, as stated in Section 5.2.2 above, contractors shall be required to submit a bid guarantee equivalent to 5% of the bid price.
2. Prior to execution of any contract, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following:
  - a) A performance and payment bond in a penal sum of 100% of the contract price; or
  - b) Separate performance and payment bonds, each for 50% or more of the contract price.
3. The bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the State of Maryland. Individual sureties shall not be considered. U.S. Treasury Circular 570 lists companies approved to act as sureties on bonds securing government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

**5.2.3 Conditions for Use**

Contracts shall be awarded based on a competitive sealed bid if the following conditions are present:

- a) A complete, adequate, and realistic specification of purchase description is available;

- b) Two or more responsible bidders are willing and able to compete effectively for the work;
- c) The procurement lends itself to a firm fixed price contract; and
- d) The selection of the successful bidder can be made principally on the basis of price.

#### **5.2.4 Bid Opening and Award**

The following applies to construction and non-construction contracts:

- a) All bids received shall be time-stamped, but not opened, and shall be stored in a secure place until public bid opening;
- b) A bidder may withdraw its bid at any time prior to the bid opening;
- c) Bids shall be opened publicly, and in the presence of at least one witness, at the time and place prescribed in the Invitation for Bids;
- d) An abstract of the bids shall be recorded;
- e) RHE shall not accept a bid based on items and/or conditions not included in the specifications;
- f) Contract award will be made by written notice to the successful bidder;
- g) If equal low bids are received from responsible bidders, award shall be made by drawing lots or a similar random method;
- h) If the lowest responsive and responsible bidder is not also the low bidder, than an explanation as to the reason the low bidder is not also the lowest responsive and responsible bidder shall be contained in the procurement file;
- i) If only one responsive bid is received from a responsible bidder, award shall only be made if a cost analysis verifies the reasonableness of the price; and
- j) Any and all bids may be rejected for just cause.

#### **5.2.5 Mistakes in Bids**

The following applies to construction and non-construction contracts:

- a) Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice receive in the Office designated in the Invitation for Bids prior to the time set for bid opening. After bid opening, the bidder may withdraw bids containing patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in compilation of the bid.
- b) The bidder must give clear and convincing sworn, written evidence of such errors to RHE within 48 hours of the bid opening excluding Saturdays, Sundays, and legal holidays.
- c) If RHE determines that the error meets the above standard, as opposed to a judgment error, and that the bid was submitted in good faith, RHE must accept the withdrawal and return the bid security to the bidder.
- d) A bidder who attempts to withdraw a bid cannot later submit a bid on the same project if the project is later rebid.

- e) If all bids are rejected and the project is rebid, no award can be made to a partner of the withdrawing bidder or to a corporation or business venture in which the withdrawing partner has an interest.
- f) The withdrawing bidder cannot supply any material or labor to, or perform any subcontract work on the project.
- g) All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the [Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee](#). After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of RHE or fair competition shall be permitted.

### 5.3 Request for Proposals (RFP)

#### 5.3.1 Conditions for Use

The competitive proposal method of procurement shall be used for procurements for professional services contracts and construction contracts where RHE determines that the sealed bid method of procurement is inappropriate.

#### 5.3.2 Solicitation

The Request for Proposals (RFP) shall be advertised and published once each week for the two weeks preceding submission due date and time in an industry related web site such as PHADA, NAHRO or other applicable local publication. In addition, RHE may (if web master resources are available) also publish the advertisement on its agency website which is available to the general public. Further, the first advertisement should, where feasible, be at least 25 days prior to the proposal submission due date and time and cannot be made on a Saturday, Sunday, or legal holiday. The Contracting Officer may determine that a lesser period of advertisement is acceptable. ~~Under no circumstance, can~~ [Unless approved by the Board](#), the first advertisement ~~shall not~~ be fewer than 15 days prior to the proposal submission due date and time. The advertisement must specify the date, time, and location of the place for receipt of proposals. The advertisement shall also state where the RFP can be obtained by interested parties. Copies of the RFP must be made available on the first day of the advertisement and until 24 hours before the submission due date and time.

#### 5.3.3 Proposal Evaluation

The RFP shall clearly identify the relative importance of price and other evaluation factors including the weight given to each factor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued, and the proposals shall be evaluated only on the criteria stated in the RFP. All proposals received shall be evaluated by an evaluation committee approved by the ED.

#### 5.3.4 Receipt and Handling of Proposals

The following procedures apply:

1. All proposals received shall be time-stamped, and shall remain stored in a secure place until such time as the proposals are evaluated; and

2. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of offerors, and the contents of their proposals; and
3. All information submitted in response to a solicitation shall remain confidential until after final approval. RHE shall not disclose information submitted to RHE in confidence in response to a solicitation, and not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

#### **5.3.5 Negotiation**

Unless RHE makes a written determination to make contract award without negotiations, based on initial proposals received, negotiations shall be conducted with all offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors, as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions (Best and Final Offers) based on negotiations.

#### **5.3.6 Award**

After evaluation of each proposal, including revisions (Best and Final Offers), if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to RHE.

#### **5.4 Request for Qualifications**

In the selection of A/E services (and certain development services as allowed in the Federal regulations), the Request for Qualifications (RFQ) based method of selection, where price is not used as an evaluation factor, may be used. Selection shall be made based on the established evaluation factors subject to negotiating a fair and reasonable fee. All other requirements of Section 5.45.3 – Request for Proposals, including those related to solicitations, and handling of proposals, shall apply.

#### **5.5 Non-Standard Procurement**

Non-Standard Procurements are defined as RHE's approved alternative methods to procure goods and/or services outside of standard issuance of purchase orders and contracts. Non-Standard Procurement methods include: Employee Reimbursement, Credit Card(s), Store Credit, Fuel Card(s), and Petty Cash. Use of non-standard procurement methods for personal use is strictly prohibited.

The table below outlines the appropriate and approved uses of each type of non-standard procurement:

Non-Standard Procurement Method	Authorized Expenditures	Expenditure Limit(s) (per transaction)
Credit/Purchasing Card(s)	Purchase of low-value supplies and services that cannot practically be purchased under the micro-purchase method for Small Procurements or for approved emergency or expedient procurements.	\$0 – <del>\$2,999</del> <u>10,000</u>
Store Credit	<i>See authorized credit card expenditures described above.</i>	\$0 – <del>\$299</del> <u>10,000.00</u>
Fleet Maintenance	Gasoline for RHE-owned, leased, or rented fleet vehicles used for official RHE business.	\$0 – \$200.00
Petty Cash	Purchase of low-value supplies and services that cannot be practically purchased under the micro-purchase method for Small Procurements or for approved emergency or expedient procurements.	\$0 – \$200.00

## 5.6 Non-Competitive Procurement

### 5.6.1 Conditions for Use

Procurements shall be conducted competitively to the maximum extent possible. RHE may make procurements by noncompetitive proposals only when award of a contract is not feasible using small purchase procedures, sealed bidding, or the competitive proposal method, and one of the following applies (regardless of amount):

- a) The item is available only from a single source, based on a good faith review of available sources;
- b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c) HUD authorizes the use of non-competitive proposals; or
- d) After solicitation of a number of sources, competition is determined inadequate.

If a proposal is submitted for a non-competitive procurement, contract award must follow a process for competitive procurement (*see Section 5.2 – Sealed Bidding*). The proposal must be evaluated and the technical and cost aspects of the proposal may be negotiated. The offeror must be determined reasonable at the time of award.

### **5.6.2 Other Requirements**

The following requirements apply to non-competitive procurements that would otherwise be subject to the Public Works Act:

1. RHE shall certify the emergency in writing and publish notice of such declaration of emergency in the official journal within 10 days thereof.
2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to RHE, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement is limited to those supplies, services, or construction necessary simply to meet the emergency;
3. When contract action is taken pursuant to telephone or other oral offers, a written confirmation of the accepted offer shall be obtained and made a part of the contract file. In addition, whenever contract action is taken, a record shall be established which shall contain, at a minimum, the following information with respect to each offer:
  - a) A description of the work to be performed;
  - b) The name and address of each offeror quoting, and the performance time and terms of each offer;
  - c) If quotations lower than the accepted quotation are received, the reasons for their rejection shall be recorded and made a part of the contract file. Such records shall be retained in accordance with all applicable laws, regulations, and RHE policies.

### **5.7 Cooperative Purchasing**

To the extent procurement needs can be fulfilled through existing State and/or General Services Administration (GSA) contracts, RHE may purchase items at the state, GSA, and other inter-governmental and inter-agency purchasing agreements provided that such purchases are most economical and efficient. RHE may only procure through approved GSA schedules and other inter-governmental and inter-agency purchasing agreements.

RHE's procurement files must contain a reference to the State or GSA contract number.

## **Section 7 - Contracts**

### **7.1 Eligibility to Contract with RHE**

#### **7.1.1 Debarment Status Review**

The Department of Contracts and Compliance shall ensure, prior to award of a contract that the proposed business has not been debarred, or otherwise declared ineligible for award, by an applicable regulatory agency. The following non-exclusive source shall be reviewed when required:

- a) U.S. General Services Administration's "List of Parties Excluded From

- Federal Procurement and Non-procurement Programs”  
b) U.S. Department of Housing and Urban Development’s “Limited Denial of Participation” List

**7.1.2 Determination of Contract Responsibility**

The Department of Contracts and Compliance shall perform due diligence verifications prior to award of any contract or purchase order exceeding the small purchase threshold, to document contractor responsibility and ensure that awards are made only to contractors possessing the ability to perform successfully under the terms and conditions of a proposed contract. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

**7.2 Contracting with Disadvantaged, Women, and Section 3 Business Enterprises** ([PIH Notice 2022-10](#))

**1. Diversity in Contracting Encouraged**

Consistent with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u), RHE hereby affirms its commitment of ensuring that all contractors and any tier subcontractors that are awarded a contract in excess of \$~~450~~200,000.00 by RHE for work generated through the expenditure of HUD funding or \$100,000 for grants associated with the HUD’s Lead Hazzard Control and Healthy Homes Programs shall take all necessary and reasonable steps to provide meaningful, full-time, permanent employment and training to Section 3 residents. As such, RHE requires such contractors and subcontractors to report all job openings to RHE. This information will be used to connect low-income residents in need of employment with contractors seeking to hire Section 3 employees, aiding them in fulfilling RHE’s Section 3 employment hiring goals.

It is further affirmed that all contractors and any tier subcontractors that are awarded a contract in excess of \$~~450~~200,000.00 by RHE for work generated through the expenditure of HUD funding shall take all necessary and reasonable steps to provide business opportunities to Disadvantaged Business Enterprises (DBEs), Women Business Enterprises (WBEs) and Section 3 business concerns.

## 7.3 Ensuring Reasonable Cost

### 7.3.1 Purpose and Definitions

As an agency accountable to both public and governmental funding agencies, RHE is committed to ensuring that the costs paid for obtaining necessary goods and services are reasonable and that RHE's interests are adequately protected.

#### Definitions:

Independent Cost Estimate - An estimate of the anticipated costs of a contract or contract modification prepared by RHE staff or other independent party to assist RHE in evaluating the reasonableness of costs proposed by a contractor, consultant, or vendor.

Price Analysis - A written review and evaluation of competitive prices received by RHE to determine whether the proposed price of a Contractor is reasonable when compared with prices provided by others in the market. A Price Analysis should be performed for all small procurements under \$~~460~~200,000, when price is the only selection criterion used for selecting a vendor.

Cost Analysis - A written review and evaluation of whether the proposed cost of a contract, Purchase Order, or contract modification, not based on competitive prices, is reasonable. A Cost Analysis is required whenever price is not used as the only selection criterion for selecting a vendor for contract award.

### 7.3.2 Thresholds for Application of Reasonable Cost Assurance

#### 1. Non-Federally Funded Contracts Threshold

The requirements for written Independent Cost Estimates, Cost Analysis, or Price Analysis on non-federally funded contracts shall only apply if the estimated or actual dollar amount of the contract or contract modification equals or exceeds \$150,000. RHE staff is nevertheless expected to exercise prudent and conservative judgment in evaluating the reasonableness of a proposed expenditure of less than \$150,000.

#### 2. Federally Funded Contracts Threshold

All purchases over \$310,000 shall require written Independent Cost Estimates, Cost Analysis, or Price Analysis on federally funded contracts. However, RHE for all purchases less than \$310,000, staff are nevertheless expected to exercise prudent and conservative judgment in evaluating the reasonableness of a proposed expenditure. Such evaluation may include obtaining a breakdown of the contractor's or consultant's proposed costs.

Standard Procurement, of the Policy and Procedures, based on the nature of the transactions, are exempt from the requirements of this section for conducting Independent Cost Estimates, Cost Analysis, or Price Analysis.

## **Section 8 - Procurement Processes**

### **8.1 Receive Goods and Services**

This policy defines the manner in which goods and services are received by RHE to assure that the quality, amount, and price of the goods and services received are correct, and that payment is made only for goods and services that are actually received. Each RHE Department should have an authorized Receiver who is authorized to receive goods and/or services on behalf of RHE. The Receiver is responsible for assuring that such goods and services are received in the manner and quantity ordered. For all purchases, the Receiver must notify Accounts Payable of receipt by attaching the shipping receipt. Also approval of the invoice by the designated Department Manager serves as indication of receipt to the purchase. The Department Director is responsible for assuring that such receiving verification and notification occurs within his/her department.

RHE's policy is to verify receipt of all goods and services purchased. In addition, Receivers must provide supporting documentation to Accounts Payable in order to release payment for standard purchase orders or releases against contract orders for goods and services.

#### **8.1.1 Receipt of Goods**

Goods should be shipped to and received by the Receiver and/or an approved secondary receiving station, where applicable. Goods can be picked up by the Receiver directly from the vendor with the direct knowledge of the Department Director. A copy of the receiving slip must be attached to the approved, signed invoice and returned to the Finance/Accounting Department for inclusion in the Accounts Payable file.

#### **8.1.2 Receipt of Services**

The Receiver should be the receiver of services. The Contract Manager should act as the Receiver when they have been assigned to oversee the delivery of services per the terms and conditions agreed upon with the Vendor. Notification of services received should be requested from the vendor when a receiving slip is not available or practical. The notification of services (or receipt) must be attached to the approved, signed invoice and returned to the Finance/Accounting Department for inclusion in the Accounts Payable file.

#### **8.1.3 Receipt Acknowledgement**

RHE will not pay invoices until the goods and/or services have been confirmed as received. Receipt acknowledgement is the responsibility of the Receiver and the Department Director.

## **Section 9 - Contracting Processes**

## 9.1 Types of Contracts

### 1. Blanket Purchase Order

Blanket Purchase Orders are used in the procurement of materials, supplies, or services which are needed by RHE on a continuing basis. The Blanket Purchase Order is a contract for certain goods or services over a defined period of time, usually one or two years, at a pre-determined price. Funds are encumbered when the Managing Department places orders against the Blanket Purchase Order.

### 2. Purchase Order (PO)

An offer to purchase and a legal commitment to supply RHE with goods and services. A standard PO is generally used for a one-time purchase of known goods and/or services. The PO must include the following essential pieces of information: vendor name, address, purchase order identification number (automatically assigned by RHE's ERP system); description of goods and/or services ordered; Requestor name and location (automatically noted with the ERP system); delivery instructions; billing instructions; the unit and total cost of the goods and/or services ordered; the terms and conditions of the order; and delivery date.

### 3. Contracts

A contract is an agreement between RHE and one or more persons (individuals, businesses, organizations or government agencies) to do a particular thing in exchange for something of value. The terms of the contract (the who, what, where, when, and how of the agreement) define the binding promises of each party to the contract. A contract may exist for both goods and services procurements. RHE requires a contract for all procurements exceeding \$30,000 and for all construction related procurements exceeding \$~~310~~,000.

## 9.2 Mandatory Requirements

### 9.2.1 Contract Requirements

The following mandatory contracting requirements exist for RHE:

#### 1. Construction Contracts

For all construction contracts greater than \$~~32~~,000 but not more than \$~~400~~~~250~~,000, RHE must incorporate the clauses contained in HUD-5370-EZ, General Conditions for Small Construction/Development Contracts, and applicable Davis-Bacon wage decision. RHE may choose to use form HUD-5370 in lieu of the HUD-5370-EZ if the former is more appropriate given the nature of the work.

For all construction contracts greater than \$~~400~~~~250~~,000, RHE must incorporate the clauses contained in form HUD-5370, General Conditions of the Contract for Construction and the applicable Davis-Bacon wage decision.

#### 2. Non-Construction Contracts

For all non-construction contracts greater than \$~~250~~~~400~~,000, RHE must incorporate the clauses contained in Section I of form HUD-5370-C, General Conditions of Non-Construction Contracts.

### **3. Maintenance Contracts**

For all maintenance contracts greater than \$~~32~~,000 but not more than \$~~400250~~,000, RHE must incorporate the clauses contained in HUD-5370-C, General Conditions for Non-Construction Contracts, and the applicable HUD wage decision.

For all maintenance contracts greater than \$~~400250~~,000 (including non-routine maintenance work), RHE must incorporate the clauses contained in Sections I and II of form HUD-5370-C, General Conditions for Non-Construction Contracts.

RHE must provide hard-copies of any referenced clauses, forms, and/or wage decisions upon request.

RHE's contracts must include clauses required by all contractors of all required records pertaining to the contract. All documentation and records must be retained for a period of at least three years after final payment and all matters pertaining to the contract are closed. If any claims or litigation are involved, the records shall be retained until all issues are satisfactorily resolved or three years has passed, whichever is the latter.

#### **9.2.2 Required Contract Clauses**

Contracts awarded shall include, at a minimum, all clauses, terms, and conditions required by 24 CFR 85.36(i).

RHE's Executive Director must approve all draft contracts before transmittal and execution by the Vendor and RHE's Contracting Officer. Any Vendor feedback on the terms and conditions should be vetted through the Executive Director before a contract is updated or executed.

For long term service contracts, lasting longer than 60 days, there must be a 30 day notice of termination for convenience and a 30 day notice of termination for cause provision.

#### **9.2.3 Federal Labor Standards and Wage Rates**

The following federal labor standards and wage rates apply:

##### **1. Construction**

All laborers and mechanics (including apprentices and other workers trained by RHE, Resident Management Corporations (RMC's), or other contractors under HUD's "Step-Up" or similarly approved training initiatives) involved in construction contracts in excess of \$3,000 must be paid wages in accordance with Federal labor standards issued pursuant to the Davis-Bacon Act by the Department of Labor (DOL). In addition, the overtime requirements of the Contract Work Hours and Safety Standards Act are applicable to construction contracts in excess of \$100,000. For record keeping, RHE shall retain all payroll reports and statements of compliance for three years from the date of contract completion and acceptance by RHE, or from the date of resolution of any standards issues outstanding at contract completion.

##### **2. Maintenance**

All maintenance laborers and mechanics employed under contracts in excess of \$3,000 for the operation of public housing must be paid no less than prevailing wages determined or adopted by HUD. In addition, the

overtime requirements of the Contract Work Hours and Safety Standards Act are applicable to maintenance contracts in excess of \$100,000. For record keeping, RHE shall retain all compliance monitoring records, including employee interview records, for three years from the date of contract completion and acceptance by RHE, or from the date of resolution of any labor standards issues outstanding at contract completion.

### **9.3 Contract Negotiations**

RHE's Executive Director, as well as its Contracting Officer, may negotiate price and other terms of purchases when appropriate. RHE may not alter or negotiate changes to mandatory contract clauses. All contract negotiations should be vetted through RHE's Executive Director by the ~~Manager of Assets Modernization and Development~~ Deputy Director or authorized Procurement Personnel designee, and all communications to and from the Vendor during contract negotiations should be reflected in the procurement file.

### **9.4 Contract Modifications**

If it becomes necessary to modify an existing contract or purchase order to reflect changes in the required effort, period of performance, or price, RHE shall document and issue all changes in writing as either:

- a) Unilateral modification is a modification that is signed only by the Contracting Officer, such as a change in pursuant to the Changes clause on form HUD-5370, or administrative modification, such as a change in the address of the payment office.
- b) Bilateral modification such as a supplemental agreement in which both parties mutually agree on contract changes that is signed by both the Contracting Officer and the contractor.

All amendments and modifications are processed by the Department of Contracts and Compliance.

#### **9.4.1 Construction Contract Modifications**

These changes may consist of additions, deletions or other revisions to the project, at the discretion of RHE, adjusted as appropriate. RHE shall not execute contract modifications that are not within the scope of the contract.

### **9.5 Contract Administration**

The Contract administration phase of the contracting process begins immediately following the completion of contract award. Contract administration refers to the oversight of activities related to the performance of the contract by the Contractor or Vendor and is the responsibility of the department using the contract in cooperation with the Department of Contracts and Compliance.

Verifying and documenting Contractor or Vendor performance to ensure contract deliverables are of high quality and value to RHE and in accordance with the contract terms are a crucial aspect of the contract administration process.



**Section 10 - Disputes, Protests, and Appeals**

RHE shall attempt to resolve all procurement-related (solicitation, award, and contractual) disputes, protests, and appeals internally without outside review by either HUD or the judicial system.

**10.1 Filing Deadlines**

The following deadlines for filing protests with RHE shall apply:

**1. Solicitations**

Any protest against a solicitation issued by RHE must be received by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee](#) ~~Deputy Director or authorized Procurement Personnel designee~~ at least 10 days before the bid or proposal submittal deadline, or it will not be considered.

**2. Awards**

a) Any protest against the award of a contract or purchase order based on a formal method of procurement, where the solicitation is advertised, must be received by the ~~Manager of Assets Modernization and Development~~ [Deputy Director or authorized Procurement Personnel designee](#) ~~Deputy Director or authorized Procurement Personnel designee~~ within three business days after notice of contract award, or the protest will not be considered.

**3. Decisions**

a) RHE shall issue a written decision to any properly filed protest within 15 business days of receipt.

**10.2 Form and Manner of Filing Protests**

All protests must be in writing, signed, and explain the basis of the protest, or it will not be considered. In addition, all protests shall be served in person, or by registered mail, return receipt requested, and shall be addressed to RHE's [Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee](#).

### **10.3 Form and Manner of Filing Protests Decision Appeals**

Appeals to protest decisions must be in writing, signed, and explain the basis of the protest, or the appeal will not be considered. All appeals should be served in person, or by registered mail, return receipt requested and shall be addressed to RHE's Contracting Officer.

### **10.4 Reservation of Rights**

A filing, review, or decision of a protest pursuant to this procedure shall not enjoin or prevent RHE from the exercise of any of its rights or remedies, nor act as a waiver of such rights and remedies. This reservation of rights includes, but is not limited to RHE's exercise of rights in contract, law and equity to give notice to a contractor to proceed with work, enter into or cancel a contract, add, delete, or modify contract specifications, withdraw or reissue specifications, or charge, fine or assess liquidated or contract damages, even in the event that such an action may be the subject of a procurement protest.

### **10.5 Exhaustion of Remedies**

A person or business entity who has filed a timely notice of procurement protest, received a decision, filed a timely notice of appeal, and received a decision regarding said appeal, shall be deemed to have exhausted administrative remedies with RHE, as required by 24 CFR(b)(12).

### **10.6 Contractual Claims and Disputes**

RHE is responsible for the handling and resolution of all contractual claims and disputes according to the requirements and procedures outlined in each contract. Consistent with HUD regulations, violations of law will be referred (by RHE) to the local, State, or Federal authority having proper jurisdiction.

Contract claims may occur after the contract has been executed and may be pursued by RHE or the contractor. Disputes may arise regarding breach of contract, mistake, misrepresentation, other cause for contract modifications, or other disputes as described in the contract documents, such as unforeseen conditions. Forms HUD-5370, 5370-C, 5370-EZ, describe types of disputes and how claims will be processed by RHE.

In the event a claim against RHE is filed, RHE will make every effort to resolve the claim(s) informally and expeditiously to avoid time losses or expensive delays. However, if the dispute cannot be resolved by mutual agreement, the following steps must be taken:

- a) The contractor must submit the claim to RHE's [Manager of Assets Modernization and Development Deputy Director or authorized Procurement Personnel designee-Deputy Director or authorized Procurement Personnel designee](#) in writing within the timeframe specified in the contract documents.
- b) The claim must identify the nature and scope of the claim, including extra costs

or time sought by the contractor.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

MAR 12 2019

Dear Executive Director:

I am writing to give you an update about the implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. By a June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies (M-18-18) (<https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>), OMB has implemented provisions of the National Defense Authorization Act (NDAA) for FY 2018 (Pub. L. No. 115-91 enacted on December 12, 2017). Specifically, section 806 of the NDAA raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 of NDAA raised the simplified acquisition threshold from \$100,000 to \$250,000 for all grant recipients (Nonfederal entities, as defined in 2 CFR 200.69 (e.g., PHAs)).

Pursuant to 2 CFR 200.67 and 200.88, these higher thresholds are typically not effective until implemented in the Federal Acquisition Regulation (FAR) and Uniform Guidance (2 CFR Part 200). In order to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.102 to allow all grant recipients, except where prohibited by statute (e.g., state law with lower simplified acquisition thresholds), to use these higher thresholds effective June 20, 2018. PIH is applying this exception to all grant recipients (e.g. PHAs), and grant recipients should document any change based on this exception in accordance with 2 CFR 200.318 in their general procurement standard procedures.

Should you have any questions on the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance, please send your inquiry to your local Field Office. Thank you for your continued commitment to providing housing to those most in need.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominique Blom".

Dominique Blom  
General Deputy Assistant Secretary  
for Public and Indian Housing