AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, October 24, 2017 – 4:30 PM

AGENDA

I. **CALL TO ORDER**

II. **APPROVAL OF AGENDA**

III. **OPEN FORUM**

a. **FSS Graduates**

IV. **ELECTION OF OFFICERS**

a. **Nomination of Board Chair and Vice-Chair**

V. **CONSENT AGENDA ITEMS**

a. **Approve the Regular Meeting Minutes of August 22, 2017**
b. **Approve the Secretary & Operations Reports from August & September 2017**
c. **Approve Financials for July, August & September 2017**
d. **Approve the Director's Report**

VI. **OLD BUSINESS**

a. **None**

VII. **NEW BUSINESS**

a. **Resolution No. 2017-995 Write off of Collection Debts**
b. **Resolution No. 2017-996 Approving FY2018 Payment Standards**

VIII. **COMMISSIONER'S COMMENTS**

IX. **ADJOURNMENT**

OPEN FORUM

The Open Forum item is an opportunity for members of the public to provide input and feedback regarding programs and services of the Salina Housing Authority. Items of a personal, individual or confidential nature should not be addressed during the Open Forum and should be addressed directly with Salina Housing Authority management.

Election of Officers

CONSENT AGENDA

a. Approval of Minutes

b. Approval of Secretary Report & Operations Report

c. Approval of Financials

d. Approval of Director's Report

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Tuesday, August 22, 2017
4:30 PM

MEMBERS PRESENT:	Eric Brown Kristin Gunn Jennifer Fox
MEMBERS ABSENT:	Kimberly Trigg Natasha Gawith
CITY COMMISSION LIAISON:	Trent Davis (arrived at 4:42 PM)
GUEST PRESENT:	Gary Hobbie
STAFF PRESENT:	Kim Deal, Finance Manager

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:30 PM by Commission Chair Brown.

II. APPROVAL OF AGENDA

Ms. Gunn moved to approve the agenda. Ms. Fox seconded the motion. The motion carried 3-0.

III. OPEN FORUM

Ms. Nothern, FSS Coordinator, acknowledged the graduation of a FSS tenant. She shared some of her history with the FSS program and presented her with the escrowed amount from her account. Ms. Nothern and the FSS graduate left the meeting at 4:40 PM.

IV. ELECTION OF OFFICERS

a. Nomination of Board Char and Vice-Chair – After a brief discussion regarding terms of current members, this item was tabled until the September 2017 regular meeting.

V. CONSENT AGENDA ITEMS

Ms. Deal answered questions concerning a reasonable accommodation and discussed the acceptance of a workers' compensation quote and the scheduling of audit fieldwork. There being no further questions or comments, Ms. Gunn moved to approve the Consent Agenda Items a. through d., consisting of the minutes of the June 27, 2017 regular meeting, June and July 2017 Secretary and Operations reports, unaudited June 2017 Financials, and the Director's report. Ms. Fox seconded the motion. The motion carried 3-0.

VI. OLD BUSINESS

None

VII. **NEW BUSINESS**

a. SEMAP Certification – Ms. Deal gave an overview of the self-certification process and this year's results. There being no further questions or discussions, Mr. Gunn moved to approve Resolution 2017-994. Ms. Fox seconded the motion. Motion carried 3-0.

VIII. **COMMISSIONER'S COMMENTS**

Mr. Brown expressed his appreciation to Ms. Gunn and Ms. Fox for their service.

IX. **ADJOURNMENT**

It was moved by Ms. Gunn and seconded by Ms. Fox to adjourn the meeting at 5:05 PM. Motion carried 3-0.

Next regular meeting will be Tuesday, September 26, 2017 at 4:30 PM at the Salina Housing Authority office.

Our Mission: The Salina Housing Authority is dedicated to providing and advocating affordable, safe living environments and opportunities to become self-sufficient for persons of very low to moderate income.

Tina Bartlett 10/24/2017
Tina Bartlett, Secretary

10/24/2017
Eric Brown, Board Chair

SECRETARIAL REPORT

August 2017

Administration

- Kansas Highway Patrol SRT team held training in SHA units on 8/9, 8/11, 8/14 and 8/17.
- KBI SWAT team held training in SHA units on 8/15 and 8/16.
- KaySue met with Circles of the Heartland Recruitment Team on August 8, 22.
- KaySue presented life skills at Ashby House on August 30.

Tenant reports and activity

- Public Housing had 5 inspections in August (0 annual, 5 move-in, 0 transfers, and 0 move-outs)
- Public Housing had 0 evictions in August.
- 14-Section 8 annual inspections, 2 re-inspections, 0 HCV Move-in inspections, 1 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, and 0 VASH inspection.
- 0 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 0 VASH orientation were held in August.
- 42 Notices for nonpayment of rent or security deposits were sent August 7th and 0 families were terminated for nonpayment.
- 4 Public Housing Grievance Hearing and 0 Panels were held in August. 1 grievance was upheld and 3 were overturned. 2 HCV Grievances Hearings were held of which 2 were overturned and 0 were upheld. 1 Shelter Plus hearings were held of which 0 were overturned and 1 was upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for August 11
- Wipeout Meeting" was held on August 17. 0 Public Housing tenants, 5 Section 8 tenants, 0 Shelter Plus Care tenants and 2 VASH tenants attend
- 1 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 69 total work orders, 45 routine work orders, 3 emergency work orders, and 21 other work orders. Of the 69 received, 54 had been processed by the end date of this report. An additional number of work orders were completed from prior inspections in preparation for REAC.
- Number of houses turned over in August was 6.
- The average turnaround time for maintenance in August was 18.33 days. The year to date net turn over time is17.36 days with 0 days for lease up and 0.62 down time.

Completed CFP Projects:

- **1443 Haven:** This unit was a complete kitchen and bathroom remodel with hard wood floors refinished. The washer and dryer have been relocated. Two energy star doors have been installed by the SHA maintenance dept. The plumbing and electrical were updated to code. New kitchen and bathroom floors installed. All interior outlets replaced.
- **672 Steahlin:** This unit was a complete kitchen and bathroom remodel. The washer and dryer have been relocated, and one energy star door has been installed. The plumbing and electrical were updated to code during the remodel. The storage shed was moved, raised and repaired during the remodel.
- **1802 Roberts:** Large 2nd story deck and stairs stained

- **326 Connecticut:** New water heater
- **1215 Sunrise:** New bathroom floor

Current CFP projects include:
(Some CFP projects will be delayed due to pending REAC inspections)

- **127 W Beloit:** This unit had structural issues with the main center support beam in the basement. This beam had new supports added and existing supports replaced. One additional beam which was poorly constructed was also replaced. The exterior was graded to improve drainage. Two new energy star doors have been installed. The basement windows have been replaced. Masons have infilled two locations where windows were deleted and the basement walls will be coated with Sherlastic paint next. Our painting contractor will be working on this unit following completion of two other non-cfp painting projects.
- **821 Comanche:** This unit will receive 3 energy star doors, and mold removal and wall replacement on the exterior living room wall. This project has had demolition completed at materials currently being delivered to unit.
- **1318 Cheyenne:** This unit is receiving a kitchen / bath remodel, and one energy star door. Plumbing contractors are complete with their work. Electricians are scheduled to enter the unit shortly, to be followed by sheetrock repairs and cabinet installations.
- **1426 Bachtold:** This unit will receive one new energy star window, and bathroom vanity. This project is being completed by SHA maintenance staff prior to REAC inspections.
- **1126 N 5th ST.** This unit has some new kitchen cabinets, counters tops, sink, and faucet, related plumbing, installation of exterior vented range hood and related electrical. This project is nearly complete and will be turned in following REAC inspections
- **1329 Osage Ct:** This unit is identical to the unit remodel above. This unit expected to be turned in by or before 10-6-17 dependant on REAC preparation schedule.
- **1532 Pueblo:** The porch/ steps will be replaced at this unit to meet code. Living room lighting and fan will also be added as none currently exist.
- **1422 Cheyenne:** This unit is having the flooring replaced. Entry doors installed, living room fan and light, cement repairs and replacement as required

FSS Grants

- 3 New Participants.
- 2 Graduates from FSS Program. 0 participants moved. 0 participants were termed
- Public Housing has 22 participants.
- Housing Choice Voucher has 4 participants.
- 1 home visits and 20 meetings at SHA.
- 13 New move in reminders.
- 5 move in inspection.
- Updated website.
- Interviewed by Salina Journal 8/29/17

SECRETARIAL REPORT

September 2017

Administration

- Carmen Hanson from the Kansas City HUD office visited SHA on September 12.
- KaySue met with Circles of the Heartland Recruitment Team on September 5, 19.

Tenant reports and activity

- Public Housing had 34 inspections in September (0 annual, 4 move-in, 0 transfers, 5 special, 25 REAC and 0 move-outs).
- Public Housing had 1 eviction in September.
- 15-Section 8 annual inspections, 4 re-inspections, 1 HCV Move-in inspections, 0 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, and 2 VASH nspection.
- 0 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in September.
- 58 Notices for nonpayment of rent or security deposits were sent September 5th and 2 families were terminated for nonpayment.
- 5 Public Housing Grievance Hearing and 0 Panels were held in September. 1 grievance was upheld and 4 were overturned. 0 HCV Grievances Hearings were held of which 0 were overturned and 0 were upheld. 1 Shelter Plus hearings were held of which 1 was overturned and 0 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for September 13.
- Wipeout Meeting" was held on September 21. 3 Public Housing tenants, 3 Section 8 tenants, 0 Shelter Plus Care tenants and 1 VASH tenants attend
- 1 voucher from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 71 total work orders, 62 routine work orders, 3 emergency work orders, and 6 other work orders. Of the 71 received, 58 had been processed by the end date of this report. An additional number of work orders were completed from prior inspections in preparation for REAC.
- Number of houses turned over in September was 4.
- The average turnaround time for maintenance in September was 14.75 days. The year to date net turn over time is 21 days with 0.09 days for lease up and 0.70 down time.

Completed CFP Projects:

- CFP Projects and unit turnovers have been delayed during the final preparations for REAC and as a result of being short staffed by one person in maintenance.
- **416 Missouri:** The unit electrical service / breaker box provided earth ground per building code due to power supply issue.
- **901 Pontiac:** Basement electrical upgraded to provide new code compliant grounded outlets for washer and sump pump
- **715 W South:** Basement Sealed /painted with Sherlastic rubberized paint
- **820 Choctaw:** Water Heater Replaced

Current CFP projects include:

- **127 W Beloit:** This unit had structural issues with the main center support beam in the basement. This beam had new supports added and existing supports replaced. One additional beam which was poorly constructed was also replaced. The exterior was graded to improve drainage. Two new energy star doors have been installed. The basement windows have been replaced. Masons have infilled two locations where windows were deleted and the basement walls will be coated with Sherlastic paint next. Out painting contractor will be working on this unit following completion of two other non-cfp painting projects.
- **821 Comanche:** This unit will receive 3 energy star doors, and mold removal and wall replacement on the exterior living room wall. This project has had demolition completed and materials currently being delivered to unit.
- **1318 Cheyenne:** This unit is receiving a kitchen / bath remodel, and one energy star door. Plumbing contractors are complete with their work. Electricians are scheduled to enter the unit shortly, to be followed by sheetrock repairs and cabinet installations. Kitchen remodel contractor has just begun working on this unit.
- **1426 Bachtold:** This unit will receive one new energy star window, and bathroom vanity. This project is being completed by SHA maintenance following REAC inspections.
- **1126 N 5th ST.** This unit has new kitchen cabinets, countertops, sink, and faucet, related plumbing, installation of exterior vented range hood and related electrical. This project is nearly complete and will be turned in following REAC inspections
- **1329 Osage Ct:** This unit is identical to the unit remodel above.
- **1532 Pueblo:** The porch/ steps will be replaced at this unit to meet code. Living room lighting and fan will also be added as none currently exist.
- **1422 Cheyenne:** This unit is having the flooring replaced. Entry doors installed, living room fan and light, cement repairs and replacement as required. The SHA is removing the baseboards, interior doors and appliances prior to start of flooring contractor. After removal of the existing flooring the SHA will return and repair the broken cement and gaps where the floor and foundation meet. Then the flooring contractor will return with floor leveler and tile installation.

FSS Grants

- 3 New Participants.
- 1 Graduate from FSS Program. 0 participants moved. 0 participants were termed
- Public Housing has 23 participants.
- Housing Choice Voucher has 6 participants.
- 1 home visits and 17 meetings at SHA.
- 14 New move in reminders.
- 3 move in inspection.
- Updated website.
- Final report submitted for 2016 YW Legacy Grant.

FSS 2016-2017 escrow stats

- $24,532.37 in escrow money was awarded to FSS graduates in 2016
- $4,858.00 in scholarships were awarded to participants in 2016
- $26,042.63 in escrow money has been awarded thus far to FSS graduates in 2017
- $100.00 scholarship has been awarded to a participant in 2017

OPERATIONS REPORT

08/31/2017

PUBLIC HOUSING

TURNOVERS:

		In August:	
1 bedroom:	0	Move outs:	4
2 bedroom:	1	Terminations:	2
3 bedroom:	2	Evictions:	0
4 bedroom:	1	Transfers:	1
5 bedroom:	0	Skips:	0
		Lease-ups:	4

RENTS:

	8/17	8/16	8/15
Highest	$1,026	$930	$975
Lowest:	($244)	($202)	($150)
Total:	$24,623	$27,126	$28,779
Average:	$166	$176	$182
Utility checks:	39	43	34

WAITING LIST:

	8/17	8/16	8/15
1 bedroom:	1	0	0
2 bedroom:	86	86	193
3 bedroom:	31	24	75
4 bedroom:	10	10	21
5 bedroom:	3	2	7
	131	122	296

MOVE OUTS:

	MI date	MO date	Rent	SD paid	Owe	Refund	Reason
MB	2/6/15	8/14/17	$573	$650	$944.08		Tenant Notice
SB	5/16/14	8/3/17	($127)	$650	$251		Lease Violation
CH	1/10/02	8/10/17	$295	$504	$7.50		Passed Away
MP	12/21/16	8/21/17	$101	$500	$361		Lease Violation

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	9/17	9/16	9/15
Section 8 Baseline units	317	317	317
Total under lease effective 8/31/17:	300	305	306
Total issued but not leased:	0	37	29
Total Shelter Plus under lease	27	19	19
Total VASH under lease	23	26	16

Voucher Turnover:

New Move-ins	Section 8	0	15	7
	Shelter Plus	2	0	0
	VASH	0	2	2
Move-outs	Section 8	4	6	6
	Shelter Plus	2	0	4
	VASH	2	1	0
Transfers	Section 8	2	1	2
	Shelter Plus	0	0	0
	VASH	0	0	0
Waiting list:		386	283	291

Section 8 waiting list was opened on January 2, 2015

OPERATIONS REPORT
09/30/2017

PUBLIC HOUSING

TURNOVERS:

	In September		
1 bedroom:	0	Move outs:	6
2 bedroom:	3	Terminations:	4
3 bedroom:	1	Evictions:	1
4 bedroom:	0	Transfers:	0
5 bedroom:	0	Skips:	1
		Lease-ups:	4

RENTS:

	9/17	9/16	9/15
Highest	$1,340	$930	$975
Lowest:	($244)	($202)	($150)
Total:	$23,813	$25,043	$30,231
Average:	$160	$163	$189
Utility checks:	45	46	38

WAITING LIST:

	9/17	9/16	9/15
1 bedroom:	0	0	0
2 bedroom:	89	101	145
3 bedroom:	28	32	51
4 bedroom:	9	23	20
5 bedroom:	3	3	6
	129	159	222

MOVE OUTS:

	MI date	MO date	Rent	SD paid	Owe	Refund	Reason
KF	2/20/14	9/28/17	$148	$750		$353	Lease Violations
DG	5/12/16	9/27/17	$250	$500		$481	Tenant Notice
AK	11/22/13	9/26/17	$771	$650		$704.50	Tenant Notice
JK	1/31/17	9/21/17	$443	$650	$535.50		Lease Violations
MR	4/6/17	9/19/17	$1,340	$650	$1,086.49		Lease Violations
MR	9/8/16	9/11/17	($191)	$650	$1,454.55		Lease Violations

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	9/17	9/16	9/15
Section 8 Baseline units	317	317	317
Total under lease effective 9/30/17:	292	308	301
Total issued but not leased:	0	32	27
Total Shelter Plus under lease	22	20	19
Total VASH under lease	23	27	16

Voucher Turnover:

		9/17	9/16	9/15
New Move-ins	Section 8	0	12	7
	Shelter Plus	0	2	0
	VASH	1	1	0
Move-outs	Section 8	3	3	3
	Shelter Plus	3	2	0
	VASH	0	0	0
Transfers	Section 8	1	2	1
	Shelter Plus	0	0	0
	VASH	1	0	0
Waiting list:		383	277	273

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

July 2017

COCC

COCC revenue is under budget by $2,759. Annual management fees Public Housing of $19,440 are budgeted monthly, but are drawn down as a lump sum.

COCC expenses are under budget by $938. Most of this variance is in staff salaries and benefits.

COCC continues to loan funds to Section 8 to cover the administrative expense shortage. The total loan balance is $21,000. This loan is reflected on the balance sheet of both programs.

Public Housing

Public Housing revenue is under budget by $2,087, primarily consisting of a decrease in expected rental income.

Public Housing expenses are below budget by $13,459. Administrative expenses are under by $5,720, utilities are under by $994 and maintenance expenses are under by $6,579 due to year-end accrual of expenses in June. The administrative asset management fee of $19,440 is budgeted monthly, but drawn down as a lump sum.

Section 8/VASH

Section 8 administrative revenue is over budget by $306. Administrative Fees Earned from HUD is most of the variance, due to an increase in leasing in prior months.

Section 8 administrative expenses are under budget by $1,963, due to year-end accrual of expenses in June. Expenses continue to be monitored closely.

As of July 31, the Net Restricted Position is $13,995. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

TBRA

The 2015 TBRA renewal grant for $75,000 was opened in August. As of July 31, 115 households have received security deposit assistance, consisting of 58 Public Housing households, 50 Voucher households and 7 households not receiving other Housing Authority assistance. The HUD-mandated freeze on Section 8 lease-ups has decreased our utilization of this grant.

CFP Grant 2016

Capital Fund grants provide funds annually for the development, financing, and modernization of public housing units and for management improvements. SHA typically opens the grant in January each year. Budget revisions between line items can be made throughout the life of the grant.

Investments & Pledged Amounts

July 2017

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	$ 50.00		
Checking-Project 5584	$ 212,314.86		
Money Market-PH 8581	$ 409,485.74		
Checking-Cafeteria Plan	$ 3,199.94		
CD #100014931	$ 153,510.04		
Money Market PH FSS Escrow		$ 39,680.30	
CD #6710111		$ 110,261.43	
CD#6710534		$ 104,142.09	
CD# 6710214		$ 110,288.78	
CD#6706887		$ 65,059.62	$ 1,207,992.80
COCC:			
Checking-COCC Acct #7621	$ 534,744.88		$ 534,744.88
SECTION 8/VASH:			
Checking	$ 17,729.36		
Checking - VASH EAF	$ 33,635.00		
Money Market S8 FSS Escrow		$ 638.68	$ 52,003.04
HOME:			
Checking	$ 55,143.32		
CD #100016489	$ 207,140.71		
CD #6710324		$ 32,163.34	
CD#101395		$ 29,847.54	$ 324,294.91
SHELTER PLUS CARE:			
Checking	$ 1,121.33		$ 1,121.33
TBRA:			
Checking	$ 1,004.05		$ 1,004.05
SHA Assets:	$ 1,629,079.23	$ 492,081.78	$ 2,121,161.01
Percentage of Total Invest:	77%	23%	100%
			$ 2,121,161.01
AMOUNTS PLEDGED:	$ 1,465,000.00	$ 750,000.00	
PLUS MINIMUM FDIC:	$ 250,000.00	$ 250,000.00	
	$ 1,715,000.00	$ 1,000,000.00	
Over (Under) Pledged	$ 85,920.77	$ 507,918.22	
Date of pledge:	7/31/2017	7/31/2017	

COCC - July 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	$ 15,517	$ 18,477	84%	$ 15,517	$ 18,477	84%	$ 221,721
Rental Fees	$ 2,861	$ 2,861	100%	$ 2,861	$ 2,861	100%	$ 34,330
Interest	$ 419	$ 167	252%	$ 419	$ 167	252%	$ 2,000
Other Income	$ 48	$ 100	48%	$ 48	$ 100	48%	$ 1,200
Totals	**18,845**	**21,604**	87%	**$ 18,845**	**21,604**	87%	**259,251**
Expenses							
Administrative	$ 17,109	$ 17,919	95%	$ 17,109	$ 17,919	95%	$ 215,023
Utilities	$ 44	$ 117	38%	$ 44	$ 117	38%	$ 1,400
Maintenance	$ 48	$ 254	19%	$ 48	$ 254	19%	$ 3,050
Protective Services	$ -	$ 5	0%	$ -	$ 5	0%	$ 60
General	$ 614	$ 458	134%	$ 614	$ 458	134%	$ 5,500
Total Expenses	**17,815**	**18,753**	95%	**17,815**	**18,753**	95%	**225,033**
Profit or (Loss) for Year	**1,030**	**2,852**		**1,030**	**2,852**		**34,218**
	Profit	Profit		Profit	Profit		Profit

Public Housing - July 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	$ 22,906	$ 26,667	86%	$ 22,906	$ 26,667	86%	$ 320,000
Other Income	$ 11,408	$ 10,792	106%	$ 11,408	$ 10,792	106%	$ 129,500
Interest	$ 83	$ 167	50%	$ 83	$ 167	50%	$ 2,000
Operating Subsidy	$ 30,308	$ 29,167	104%	$ 30,308	$ 29,167	104%	$ 350,000
Totals	**64,705**	**66,792**	97%	**64,705**	**66,792**	97%	**801,500**
Expenses							
Administrative	$ 21,087	$ 26,724	79%	$ 21,087	$ 26,724	79%	$ 320,682
Tenant Services	$ (225)	$ 250	-90%	$ (225)	$ 250	-90%	$ 3,000
Utilities	$ 181	$ 1,175	15%	$ 181	$ 1,175	15%	$ 14,100
Maintenance	$ 19,666	$ 26,244	75%	$ 19,666	$ 26,244	75%	$ 314,930
General/Insurance/Coll Loss	$ 11,655	$ 11,429	102%	$ 11,655	$ 11,429	102%	$ 137,150
Casualty Loss/Grant Receipt	$ -	$ -		$ -	$ -		$ -
Total Expenses	**52,363**	**65,822**	80%	**52,363**	**65,822**	80%	**789,862**
Profit or (Loss) for Year	**12,342**	**970**		**12,342**	**970**		**11,638**
	Profit	Profit		Profit	Profit		Profit

Section 8 - July 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	$ 14,120	$ 13,814	102%	$ 14,120	$ 13,814	102%	$ 165,770
Interest	$ 11	$ -		$ 11	$ -		$ -
Shelter Plus/TBRA Fees	$ 421	$ 392	107%	$ 421	$ 392	107%	$ 4,700
Fraud Recovery	$ 354	$ 208	170%	$ 354	$ 208	170%	$ 2,500
Totals	**14,906**	**14,414**	103%	**14,906**	**14,414**	103%	**172,970**
Expenses							
Administrative	$ 13,847	$ 15,810	88%	$ 13,847	$ 15,810	88%	$ 189,722
Total Expenses	**13,847**	**15,810**	88%	**13,847**	**15,810**	88%	**189,722**
Profit or (Loss) for Year	**1,059**	(1,396)		**1,059**	(1,396)		(16,752)
	Profit	Loss		Profit	Loss		Loss
VASH Extraordinary Admin Funding:							
Revenue to Date	$ -	$ -	0%	$ 36,000	$ -	0%	$ -
Expenses to Date	$ -	$ -	0%	$ 2,635	$ -	0%	$ -
Balance	$ -	$ -	0%	$ 33,365	$ -	0%	$ -

Shelter Plus Care - July 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	$ 10,144	$ -		$ 10,144	$ -		$ -
Admin Fees Earned	$ 659	$ -		$ 659	$ -		$ -
Interest	$ 0	$ -		$ 0	$ -		$ -
Totals	**10,803**	**0**		**10,803**	**0**		**0**
Expenses							
Administrative	$ 659	$ -		$ 659	$ -		$ -
HAP Payments	$ 10,035	$ -		$ 10,035	$ -		$ -
Total Expenses	**10,694**	**0**		**10,694**	**0**		**0**
Profit or (Loss) for Year	**109**	**0**		**109**	**0**		**0**
	Profit	Profit		Profit	Profit		Profit

Salina Housing Authority at 7/31/17
Balance Sheet after 1 Month of Fiscal Year

Assets:	Low Rent/COCC	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Cash:						
Checking & other cash	1,159,795	51,364	55,143	1,004	1,121	1,268,428
Investments	582,942	639	269,152			852,733
Total Cash & Invest.	**1,742,738**	**52,003**	**324,295**	**1,004**	**1,121**	2,121,161
Tenant Acc' t Rec	3,551					3,551
Tenant Acc' t Rec-Fraud	3,608					3,608
Tenant Acc' t Rec-Security Deposit						-
Allow for Doubt Acc't	(1,000)					(1,000)
Acct Rec Other Pgms	22,000					22,000
Acct Rec Other Agency	-					-
Prepaid Insurance	29,252					29,252
Material Inventory	30,763					30,763
Pension Deferred Outflows	43,382	5,362				48,744
Subsequent Pension Payments	32,795	4,188				36,982
Miscellaneous	-					-
Total Current Assets	**1,907,089**	**61,553**	**324,295**	**1,004**	**1,121**	2,295,061
Liabilities:						
Security Deposits	91,661					91,661
Payroll Deductions	(1,022)					(1,022)
Acc't Pay Other Pgms		21,000		1,000		22,000
Acct Pay Other	-	-			3	3
Compensated Absence	30,626	1,126				31,752
Accrued Payroll	31,738	3,820				35,558
Accrued Payroll Taxes	2,239	261				2,500
Pension Deferred Inflows	13,643	1,686				15,329
Miscellaneous	3,058	22				3,080
PILOT: Prior Year	27,606					27,606
Current Year	2,500					2,500
FSS Escrow	39,680	649				40,329
Total Current Liabilities **0.13**	**241,729**	**0.46** **28,563**	**-** **-**	**1,000**	**3**	271,295

Income Statement after 1 Month of Fiscal Year

Revenues:	Low Rent/COCC This Month	Low Rent/COCC YTD	Section 8 Vouchers This Month	Section 8 Vouchers YTD	Home This Month	Home YTD	TBRA-Security Deposits This Month	TBRA-Security Deposits YTD	Shelter Plus Care This Month	Shelter Plus Care YTD	Totals This Month	Totals YTD
Admin Fees Earned		-	14,120	14,120		-		-	659	659	14,779	14,779
Admin Fees - VASH EAF		-		-		-		-		-	-	-
Bookkeeping/Mgmt Fees	20,517	20,517		-		-		-		-	20,517	20,517
Total Rents	25,766	25,766		-		-		-		-	25,766	25,766
Interest	502	502	11	11	(137)	(137)	0	0	0	0	377	377
Misc	6,457	6,457	775	775		-		-		-	7,231	7,231
Subsidy	30,308	30,308		-		-		-		-	30,308	30,308
Gain/Loss on Sale		-		-		-		-		-	-	-
Total for Year	**83,550**	**83,550**	**14,906**	**14,906**	**(137)**	**(137)**	**0**	**0**	**659**	**659**	**98,978**	**98,978**
Expenses												
Administrative	38,195	38,195	13,847	13,847	32	32	-	-	659	659	52,733	52,733
Tenant Services	(225)	(225)		-		-		-		-	(225)	(225)
Utilities	224	224		-		-		-		-	224	224
Maintenance	19,713	19,713		-		-		-		-	19,713	19,713
General	12,270	12,270		-		-		-		-	12,270	12,270
Other Expenditures	-	-		-		-		-		-	-	-
Casualty Loss/Grant receipt	(9,700)	(9,700)		-		-		-		-	(9,700)	(9,700)
Total Expenses	**60,478**	**60,478**	**13,847**	**13,847**	**32**	**32**	**0**	**0**	**659**	**659**	**75,016**	**75,016**
Depreciation Expense		-									-	-
Profit or (Loss) for Year	**23,072**	**23,072**	**1,059**	**1,059**	**(169)**	**(169)**	**0**	**0**	**0**	**0**	**23,962**	**23,962**
	Profit	Profit	Profit	Profit	Loss	Loss	Profit	Profit	Profit	Profit	Profit	Profit
PHA Payments to LL			**105,579**	**105,579**							-	-
HUD Payments to PHA			**103,574**	**103,574**					**10,035**	**10,035**	**115,614**	**115,614**
Units Leased			**330**	**330**					**10,144**	**10,144**	**113,718**	**113,718**
									23	**23**	**353**	**353**

CFP Grant Year 2016 - July 2017

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	$ 2,043	$ 4,371	$ 3,000	146%
Concrete	$ -	$ -	$ 2,000	0%
Roofs	$ 1,997	$ 2,009	$ 9,000	22%
Floors	$ 2,094	$ 4,526	$ 6,000	75%
Kitchens	$ 1,457	$ 3,643	$ 18,000	20%
Bathrooms	$ 2,435	$ 7,527	$ 15,000	50%
HVAC/Electrical	$ -	$ 4,631	$ 10,000	46%
Foundations	$ -	$ 3,010	$ -	
Interior Plumbing	$ -	$ 6,246	$ 8,500	73%
Siding	$ -	$ 442	$ 1,000	44%
Windows	$ -	$ 1,983	$ 2,000	99%
Other Attached Exterior/Gutters	$ -	$ 550	$ 500	110%
Doors	$ 119	$ 1,819	$ 4,000	45%
Decks	$ -	$ 332	$ -	
Stoves & Refrigerators	$ -	$ 1,008	$ 10,000	10%
Maintenance Labor & Benefits	$ 2,274	$ 14,616	$ 14,833	99%
Total Unit Expenses	$ 12,420	$ 56,712	$ 103,833	55%
Sheds	$ -	$ -	$ -	
Maintenance Buildings	$ -	$ -	$ 5,000	0%
Contracting Labor & Benefits	$ 455	$ 1,832	$ 4,500	41%
COCC Management Fees	$ 1,650	$ 11,550	$ 19,814	58%
Transferred to Operations	$ 5,000	$ 35,000	$ 65,000	54%
Total CFP 2016 Expenses	**19,525**	**105,094**	**198,147**	53%

Grant expenditures began January 2017.

FINANCIAL SUMMARY

August 2017

COCC

Total YTD COCC revenue is under budget by $5,860. Annual management fees Public Housing of $19,440 are budgeted monthly, but are drawn down as a lump sum. CFP management fees of $3,300 have been drawn but not transferred to COCC.

Total YTD COCC expenses are under budget by $1,873. Most of this variance is in staff salaries and benefits.

COCC continues to loan funds to Section 8 to cover the administrative expense shortage. The total loan balance is $21,000. This loan is reflected on the balance sheet of both programs.

Public Housing

Total YTD Public Housing revenue is over budget by $485. Operating subsidy is over budget by $3,974 and Rental income is under budget by $7,034. Other Income from Tenants, including late fees, maintenance, move out, and mowing charges, is over budget by $3,170.

Total YTD Public Housing expenses are below budget by $14,315. Administrative expenses are under by $8,533, tenant services is under by $500, utilities are under by $190 and maintenance expenses are under by $4,980. The administrative asset management fee of $19,440 is budgeted monthly, but drawn down as a lump sum.

Section 8/VASH

Total YTD Section 8 administrative revenue is over budget by $897. Administrative Fees Earned from HUD is most of the variance.

Total YTD Section 8 administrative expenses are under budget by $2, 210, with most of the variance in tenant verification expense. Expenses continue to be monitored closely.

As of August 31, the Net Restricted Position is $23,890. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

TBRA

The 2015 TBRA renewal grant for $75,000 was opened in August. As of August 31, 122 households have received security deposit assistance, consisting of 60 Public Housing households, 54 Voucher households and 8 households not receiving other Housing Authority assistance. The HUD-mandated freeze on Section 8 lease-ups has decreased our utilization of this grant.

CFP Grant 2016

Capital Fund grants provide funds annually for the development, financing, and modernization of public housing units and for management improvements. SHA typically opens the grant in January each year. Budget revisions between line items can be made throughout the life of the grant.

Investments & Pledged Amounts

August 2017

	Bennington State Bank	First Bank Kansas	Total by Program	
LOW RENT:				
Petty Cash	$ 50.00			
Checking-Project 5584	$ 222,656.78			
Money Market-PH 8581	$ 409,816.13			
Checking-Cafeteria Plan	$ 3,407.16			
CD #100014931	$ 153,761.54			
Money Market PH FSS Escrow		$ 37,993.15		
CD #6710111		$ 110,261.43		*
CD#6710534		$ 104,142.09		
CD# 6710214		$ 110,288.78		
CD#6706887		$ 65,059.62	$ 1,217,436.68	
COCC:				
Checking-COCC Acct #7621	$ 535,444.33		$ 535,444.33	
SECTION 8/VASH:				
Checking	$ 27,339.69			
Checking - VASH EAF	$ 33,635.00			
Money Market S8 FSS Escrow		$ 628.68	$ 61,603.37	
HOME:				
Checking	$ 55,120.69			
CD#100012038	$ 207,140.71			
CD #6710324		$ 32,163.34		
CD#101395		$ 29,847.54	$ 324,272.28	
SHELTER PLUS CARE:				
Checking	$ 1,012.57		$ 1,012.57	
TBRA:				
Checking	$ 1,004.24		$ 1,004.24	
SHA Assets:	$ 1,650,388.84	$ 490,384.63	$ 2,140,773.47	
Percentage of Total Invest:	77%	23%	100%	
			$ 2,140,773.47	
AMOUNTS PLEDGED:	$ 1,465,000.00	$ 750,000.00		
PLUS MINIMUM FDIC:	$ 250,000.00	$ 250,000.00		
	$ 1,715,000.00	$ 1,000,000.00		
Over (Under) Pledged	$ 64,611.16	$ 509,615.37		
Date of pledge:	8/31/2017	8/31/2017		

* Matured 8/31/2017 and renewed at 0.50% for 12 months.

COCC - August 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	$ 15,148	$ 18,477	82%	$ 30,665	$ 36,954	83%	$ 221,721
Rental Fees	$ 2,861	$ 2,861	100%	$ 5,721	$ 5,722	100%	$ 34,330
Interest	$ 418	$ 167	251%	$ 837	$ 333	251%	$ 2,000
Other Income	$ 77	$ 100	77%	$ 125	$ 200	63%	$ 1,200
Totals	**18,504**	**21,604**	86%	**$ 37,349**	**43,209**	86%	**259,251**
Expenses							
Administrative	$ 16,740	$ 17,919	93%	$ 33,848	$ 35,837	94%	$ 215,023
Utilities	$ 163	$ 117	140%	$ 207	$ 233	89%	$ 1,400
Maintenance	$ 218	$ 254	86%	$ 266	$ 508	52%	$ 3,050
Protective Services	$ 154	$ 5	3080%	$ 154	$ 10	1540%	$ 60
General	$ 543	$ 458	119%	$ 1,158	$ 917	126%	$ 5,500
Total Expenses	**17,818**	**18,753**	95%	**35,633**	**37,506**	95%	**225,033**
Profit or (Loss) for Year	**686**	**2,852**		**1,716**	**5,703**		**34,218**
	Profit	Profit		Profit	Profit		Profit

23.

Public Housing - August 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	$ 23,393	$ 26,667	88%	$ 46,299	$ 53,333	87%	$ 320,000
Other Income	$ 13,345	$ 10,792	124%	$ 24,753	$ 21,583	115%	$ 129,500
Interest	$ 626	$ 167	376%	$ 709	$ 333	213%	$ 2,000
Operating Subsidy	$ 31,999	$ 29,167	110%	$ 62,307	$ 58,333	107%	$ 350,000
Totals	**69,363**	**66,792**	104%	**134,068**	**133,583**	100%	**801,500**
Expenses							
Administrative	$ 24,311	$ 26,965	90%	$ 45,397	$ 53,930	84%	$ 323,582
Tenant Services	$ 225	$ 250	90%	$ -	$ 500	0%	$ 3,000
Utilities	$ 1,979	$ 1,175	168%	$ 2,160	$ 2,350	92%	$ 14,100
Maintenance	$ 27,843	$ 26,244	106%	$ 47,508	$ 52,488	91%	$ 314,930
General/Insurance	$ 11,091	$ 11,429	97%	$ 22,747	$ 22,858	100%	$ 137,150
Casualty Loss/Grant Receipt	$ -	$ -		$ -	$ -		$ -
Total Expenses	**65,449**	**66,064**	99%	**117,812**	**132,127**	89%	**792,762**
Profit or (Loss) for Year	**3,914**	**728**		**16,256**	**1,456**		**8,738**
	Profit	Profit		Profit	Profit		Profit

Section 8 - August 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	$ 14,120	$ 13,814	102%	$ 28,240	$ 27,628	102%	$ 165,770
Interest	$ 12	$ -		$ 23	$ -		$ -
Shelter Plus/TBRA/Port In Fees	$ 439	$ 392	112%	$ 859	$ 783	110%	$ 4,700
Fraud Recovery	$ 249	$ 208	120%	$ 603	$ 417	145%	$ 2,500
Totals	**14,820**	**14,414**	103%	**29,725**	**28,828**	103%	**172,970**
Expenses							
Administrative	$ 15,563	$ 15,810	98%	$ 29,410	$ 31,620	93%	$ 189,722
Total Expenses	**15,563**	**15,810**	98%	**29,410**	**31,620**	93%	**189,722**
Profit or (Loss) for Year	(743) Loss	(1,396) Loss		**315** Profit	(2,792) Loss		(16,752) Loss
VASH Extraordinary Admin Funding:							
Revenue	$ -	$ -	0%	$ 36,000	$ -	0%	$ -
Expenses	$ -	$ -	0%	$ 2,365	$ -	0%	$ -
Balance	$ -	$ -	0%	$ 33,635	$ -	0%	$ -

Shelter Plus Care - August 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	$ 12,092	$ -		$ 22,236	$ -		$ -
Admin Fees Earned	$ 665	$ -		$ 1,324	$ -		$ -
Interest	$ 0	$ -		$ 1	$ -		$ -
Totals	**12,757**	**0**		**23,561**	**0**		**0**
Expenses							
Administrative	$ 665	$ -		$ 1,324	$ -		$ -
HAP Payments	$ 12,201	$ -		$ 22,236	$ -		$ -
Total Expenses	**12,866**	**0**		**23,560**	**0**		**0**
Profit or (Loss) for Year	(109) Loss	**0** Profit		**1** Profit	**0** Profit		**0** Profit

Salina Housing Authority at 8/31/17
Balance Sheet after 2 Months of Fiscal Year

Assets:	Low Rent/COCC	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Cash:						
Checking & other cash	1,171,374	60,975	55,121	1,004	1,013	1,289,487
Investments	581,507	629	269,152			851,287
Total Cash & Invest.	**1,752,881**	**61,603**	**324,272**	**1,004**	**1,013**	2,140,773
Tenant Acc' t Rec	9,495					9,495
Tenant Acc' t Rec-Fraud	4,114					4,114
Tenant Acc' t Rec-Security Deposit						-
Allow for Doubt Acc't	(1,000)					(1,000)
Acct Rec Other Pgms	22,000					22,000
Acct Rec Other Agency	-					-
Prepaid Insurance	21,939					21,939
Material Inventory	30,763					30,763
Pension Deferred Outflows	43,382	5,362				48,744
Subsequent Pension Payments	32,795	4,188				36,982
Miscellaneous	-					-
Total Current Assets	**1,916,369**	**71,153**	**324,272**	**1,004**	**1,013**	2,313,811
Liabilities:						
Security Deposits	89,602					89,602
Payroll Deductions	(816)					(816)
Acc't Pay Other Pgms		21,000		1,000		22,000
Acct Pay Other	-	-				-
Compensated Absence	30,626	1,126				31,752
Accrued Payroll	33,818	4,277				38,095
Accrued Payroll Taxes	2,385	293				2,679
Pension Deferred Inflows	13,643	1,686				15,329
Miscellaneous	3,058	22				3,080
PILOT: Prior Year	27,606					27,606
Current Year	5,000					5,000
FSS Escrow	37,993	649				38,642
Total Current Liabilities **0.13**	**242,915**	**0.41** **29,052**	**-** **-**	**1,000**	**-**	272,967

Income Statement after 2 Months of Fiscal Year

Revenues:	Low Rent/COCC This Month	Low Rent/COCC YTD	Section 8 Vouchers This Month	Section 8 Vouchers YTD	Home This Month	Home YTD	TBRA-Security Deposits This Month	TBRA-Security Deposits YTD	Shelter Plus Care This Month	Shelter Plus Care YTD	Totals This Month	Totals YTD
Admin Fees Earned		-	14,120	28,240		-		-	665	1,324	14,785	29,564
Admin Fees - VASH EAF		-		-		-		-		-	-	-
Bookkeeping/Mgmt Fees	15,148	35,665		-		-		-		-	15,148	35,665
Total Rents	26,254	52,021		-		-		-		-	26,254	52,021
Interest	1,044	1,546	11	23	9	(128)	0	0	0	1	1,065	1,442
Misc	13,422	19,879	688	1,462		-		-		-	14,110	21,341
Subsidy	31,999	62,307		-		-		-		-	31,999	62,307
Gain/Loss on Sale		-		-		-		-		-	-	-
Total for Year	**87,868**	**171,417**	**14,819**	**29,725**	**9**	**(128)**	**0**	**0**	**665**	**1,325**	**103,362**	**202,339**
Expenses												
Administrative	51,253	89,448	15,563	29,410	32	64	-	-	665	1,324	67,513	120,246
Tenant Services	225	-		-		-		-		-	225	-
Utilities	2,142	2,367		-		-		-		-	2,142	2,367
Maintenance	31,564	51,278		-		-		-		-	31,564	51,278
General	11,788	24,058		-		-		-		-	11,788	24,058
Other Expenditures	-	-		-		-		-		-	-	-
Casualty Loss/Grant receipt	(31,344)	(41,044)		-		-		-		-	(31,344)	(41,044)
Total Expenses	**65,628**	**126,106**	**15,563**	**29,410**	**32**	**64**	**0**	**0**	**665**	**1,324**	**81,888**	**156,904**
Depreciation Expense		-									-	-
Profit or (Loss) for Year	**22,239**	**45,311**	(744)	**315**	**(23)**	**(192)**	**0**	**0**	**0**	**1**	**21,473**	**45,435**
	Profit	Profit	Loss	Profit	Loss	Loss	Profit	Profit	Profit	Profit	Profit	Profit
PHA Payments to LL			**101,586**	**207,165**					**12,201**	**22,236**	**113,787**	**229,401**
HUD Payments to PHA			**111,192**	**214,766**					**12,092**	**22,236**	**123,284**	**237,002**
Units Leased			**324**	**654**					**26**	**49**	**350**	**703**

CFP Grant Year 2016 - August 2017

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	$ -	$ 4,371	$ 3,000	146%
Concrete	$ 4,500	$ 4,500	$ 2,000	225%
Roofs	$ -	$ 2,009	$ 9,000	22%
Floors	$ -	$ 4,526	$ 6,000	75%
Kitchens	$ 4,347	$ 7,990	$ 18,000	44%
Bathrooms	$ 1,554	$ 9,080	$ 15,000	61%
HVAC/Electrical	$ 265	$ 4,896	$ 10,000	49%
Foundations	$ -	$ 3,010	$ -	
Interior Plumbing	$ 1,683	$ 7,929	$ 8,500	93%
Siding	$ -	$ 442	$ 1,000	44%
Windows	$ -	$ 1,983	$ 2,000	99%
Other Attached Exterior/Gutters	$ -	$ 550	$ 500	110%
Doors	$ 756	$ 2,575	$ 4,000	64%
Decks	$ 592	$ 923	$ -	
Stoves & Refrigerators	$ 3,503	$ 4,511	$ 10,000	45%
Maintenance Labor & Benefits	$ 5,072	$ 19,689	$ 14,833	133%
Total Unit Expenses	$ 22,272	$ 78,984	$ 103,833	76%
Sheds	$ -	$ -	$ -	
Maintenance Buildings	$ -	$ -	$ 5,000	0%
Contracting Labor & Benefits	$ 292	$ 2,124	$ 4,500	47%
COCC Management Fees	$ 1,650	$ 13,200	$ 19,814	67%
Transferred to Operations	$ 5,000	$ 40,000	$ 65,000	62%
Total CFP 2016 Expenses	**29,214**	**134,308**	**198,147**	68%

Grant expenditures began January 2017.

FINANCIAL SUMMARY

September 2017

COCC

Total YTD COCC revenue is under budget by $4,095. Annual management fees Public Housing of $19,440 are budgeted monthly, but are drawn down as a lump sum.

Total YTD COCC expenses are under budget by $4,482. Most of this variance continues to be in staff salaries and benefits.

COCC continues to loan funds to Section 8 to cover the administrative expense shortage. The total loan balance is $15,000, a decrease of $6,000 from August 2017. This loan is reflected on the balance sheet of both programs.

Public Housing

Total YTD Public Housing revenue is under budget by $1,129. Operating subsidy is over budget by $6,805 and Rental income is under budget by $9,717. Other Income from Tenants, including late fees, maintenance, move out, and mowing charges, is over budget by $2,324.

Total YTD Public Housing expenses are below budget by $18,127. Administrative expenses are under by $12,244, tenant services is under by $750, maintenance expenses are under by $3,422, and general expenses, including insurance and net bad debt, is under by $1,589. The administrative asset management fee of $19,440 is budgeted monthly, but drawn down as a lump sum.

Section 8/VASH

Total YTD Section 8 administrative revenue is over budget by $2,461. Administrative Fees Earned from HUD is most of the variance.

Total YTD Section 8 administrative expenses are under budget by $5,079, with most of the variance in tenant verification and salary expense. Expenses continue to be monitored closely.

As of September 30, the Net Restricted Position is $37,153. These funds are held by the housing authority and restricted in use for future HAP expenses.

Funding and expenses for VASH Extraordinary Fees are being tracked and reported separately. This funding is for direct services to veterans to increase our leasing success rate.

TBRA

The 2015 TBRA renewal grant for $75,000 was opened in August 2016 and has been extended through March 2018. As of September 30, 126 households have received security deposit assistance, consisting of 64 Public Housing households, 54 Voucher households and 8 households not receiving other Housing Authority assistance. The HUD-mandated freeze on Section 8 lease-ups has decreased our utilization of this grant.

CFP Grant 2016

Capital Fund grants provide funds annually for the development, financing, and modernization of public housing units and for management improvements. SHA typically opens the grant in January each year. Budget revisions between line items can be made throughout the life of the grant.

Investments & Pledged Amounts

September 2017

	Bennington State Bank	First Bank Kansas	Total by Program	
LOW RENT:				
Petty Cash	$ 50.00			
Checking-Project 5584	$ 227,342.42			
Money Market-PH 8581	$ 410,136.13			
Checking-Cafeteria Plan	$ 3,519.97			
CD #100014931	$ 153,761.54			
Money Market PH FSS Escrow		$ 23,146.77		
CD #6710111		$ 110,261.43		
CD#6710534		$ 104,142.09		
CD# 6710214		$ 110,288.78		*
CD#6706887		$ 65,059.62	$ 1,207,708.75	
COCC:				
Checking-COCC Acct #7621	$ 548,651.14		$ 548,651.14	
SECTION 8/VASH:				
Checking	$ 37,765.55			
Checking - VASH EAF	$ 32,200.69			
Money Market S8 FSS Escrow		$ 697.68	$ 70,663.92	
HOME:				
Checking	$ 55,140.63			
CD#100012038	$ 207,140.71			
CD #6710324		$ 32,163.34		
CD#101395		$ 29,847.54	$ 324,292.22	
SHELTER PLUS CARE:				
Checking	$ 1,012.99		$ 1,012.99	
TBRA:				
Checking	$ 1,004.44		$ 1,004.44	
SHA Assets:	$ 1,677,726.21	$ 475,607.25	$ 2,153,333.46	
Percentage of Total Invest:	78%	22%	100%	
			$ 2,153,333.46	
AMOUNTS PLEDGED:	$ 1,465,000.00	$ 750,000.00		
PLUS MINIMUM FDIC:	$ 250,000.00	$ 250,000.00		
	$ 1,715,000.00	$ 1,000,000.00		
Over (Under) Pledged	$ 37,273.79	$ 524,392.75		
Date of pledge:	9/30/2017	9/30/2017		

* Matured 9/30/2017 and renewed at 0.50% for 12 months.

COCC - September 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	$ 20,025	$ 18,477	108%	$ 50,690	$ 55,430	91%	$ 221,721
Rental Fees	$ 2,861	$ 2,861	100%	$ 8,582	$ 8,583	100%	$ 34,330
Interest	$ 405	$ 167	243%	$ 1,243	$ 500	249%	$ 2,000
Other Income	$ 78	$ 100	78%	$ 203	$ 300	68%	$ 1,200
Totals	**23,369**	**21,604**	108%	**$ 60,718**	**64,813**	94%	**259,251**
Expenses							
Administrative	$ 15,083	$ 17,919	84%	$ 48,931	$ 53,756	91%	$ 215,023
Utilities	$ 164	$ 117	140%	$ 371	$ 350	106%	$ 1,400
Maintenance	$ 221	$ 254	87%	$ 488	$ 763	64%	$ 3,050
Protective Services	$ -	$ 5	0%	$ 154	$ 15	1027%	$ 60
General	$ 675	$ 458	147%	$ 1,833	$ 1,375	133%	$ 5,500
Total Expenses	**16,144**	**18,753**	86%	**51,776**	**56,258**	92%	**225,033**
Profit or (Loss) for Year	**7,225**	**2,852**		**8,942**	**8,555**		**34,218**
	Profit	Profit		Profit	Profit		Profit

29.

Public Housing - September 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	$ 23,983	$ 26,667	90%	$ 70,283	$ 80,000	88%	$ 320,000
Other Income	$ 8,833	$ 10,792	82%	$ 33,586	$ 32,375	104%	$ 129,500
Interest	$ 363	$ 167	218%	$ 1,072	$ 500	214%	$ 2,000
Operating Subsidy	$ 31,999	$ 29,167	110%	$ 94,305	$ 87,500	108%	$ 350,000
Totals	**65,178**	**66,792**	98%	**199,246**	**200,375**	99%	**801,500**
Expenses							
Administrative	$ 23,254	$ 26,965	86%	$ 68,652	$ 80,896	85%	$ 323,582
Tenant Services	$ -	$ 250	0%	$ -	$ 750	0%	$ 3,000
Utilities	$ 1,243	$ 1,175	106%	$ 3,403	$ 3,525	97%	$ 14,100
Maintenance	$ 27,803	$ 26,244	106%	$ 75,311	$ 78,733	96%	$ 314,930
General	$ 9,953	$ 11,429	87%	$ 32,699	$ 34,288	95%	$ 137,150
Casualty Loss/Grant Receipt	$ -	$ -		$ -	$ -		$ -
Total Expenses	**62,253**	**66,064**	94%	**180,064**	**198,191**	91%	**792,762**
Profit or (Loss) for Year	**2,925**	**728**		**19,181**	**2,185**		**8,738**
	Profit	Profit		Profit	Profit		Profit

Section 8 - September 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin Fees Earned	$ 15,543	$ 13,814	113%	$ 43,783	$ 41,443	106%	$ 165,770
Interest	$ 14	$ -		$ 37	$ -		$ -
Shelter Plus/TBRA/Port In Fees	$ 354	$ 392	90%	$ 1,213	$ 1,175	103%	$ 4,700
Fraud Recovery	$ 67	$ 208	32%	$ 670	$ 625	107%	$ 2,500
Totals	**15,978**	**14,414**	111%	**45,704**	**43,243**	106%	**172,970**
Expenses							
Administrative	$ 12,942	$ 15,810	82%	$ 42,352	$ 47,431	89%	$ 189,722
Total Expenses	**12,942**	**15,810**	82%	**42,352**	**47,431**	89%	**189,722**
Profit or (Loss) for Year	**3,036**	(1,396)		**3,351**	(4,188)		(16,752)
	Profit	Loss		Profit	Loss		Loss
VASH Extraordinary Admin Funding:							
Revenue	$ -	$ -	0%	$ 36,000	$ -	0%	$ -
Expenses	$ 1,434	$ -	0%	$ 3,799	$ -	0%	$ -
Balance				$ 32,201	$ -	0%	$ -

Shelter Plus Care - September 2017

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	$ 10,433	$ -		$ 32,669	$ -		$ -
Admin Fees Earned	$ 574	$ -		$ 1,898	$ -		$ -
Interest	$ 0	$ -		$ 1	$ -		$ -
Totals	**11,007**	**0**		**34,568**	**0**		**0**
Expenses							
Administrative	$ 574	$ -		$ 1,898	$ -		$ -
HAP Payments	$ 10,433	$ -		$ 32,669	$ -		$ -
Total Expenses	**11,007**	**0**		**34,567**	**0**		**0**
Profit or (Loss) for Year	**0**	**0**		**1**	**0**		**0**
	Profit	Profit		Profit	Profit		Profit

Salina Housing Authority at 9/30/17
Balance Sheet after 3 Months of Fiscal Year

Assets:	Low Rent/COCC	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Cash:						
Checking & other cash	1,189,700	69,966	55,141	1,004	1,013	1,316,824
Investments	566,660	698	269,152			836,510
Total Cash & Invest.	**1,756,360**	**70,664**	**324,292**	**1,004**	**1,013**	2,153,333
Tenant Acc' t Rec	8,172					8,172
Tenant Acc' t Rec-Fraud	6,412					6,412
Tenant Acc' t Rec-Security Deposit						-
Allow for Doubt Acc't	(1,000)					(1,000)
Acct Rec Other Pgms	16,000					16,000
Acct Rec Other Agency	-					-
Prepaid Insurance	14,626					14,626
Material Inventory	30,763					30,763
Pension Deferred Outflows	43,382	5,362				48,744
Subsequent Pension Payments	32,795	4,188				36,982
Miscellaneous	-					-
Total Current Assets	**1,907,510**	**80,213**	**324,292**	**1,004**	**1,013**	2,314,033
Liabilities:						
Security Deposits	91,674					91,674
Payroll Deductions	(1,229)					(1,229)
Acc't Pay Other Pgms		15,000		1,000		16,000
Acct Pay Other		-				-
Compensated Absence	30,626	1,126				31,752
Accrued Payroll	30,570	3,784				34,354
Accrued Payroll Taxes	2,170	256				2,425
Pension Deferred Inflows	13,643	1,686				15,329
Miscellaneous	3,152	22				3,174
PILOT: Prior Year	27,606					27,606
Current Year	7,500					7,500
FSS Escrow	23,147	728				23,874
Total Current Liabilities **0.12**	**228,859**	**0.28 22,601**	**- -**	**1,000**	**-**	252,461

Income Statement after 3 Months of Fiscal Year

Revenues:	Low Rent/COCC This Month	Low Rent/COCC YTD	Section 8 Vouchers This Month	Section 8 Vouchers YTD	Home This Month	Home YTD	TBRA-Security Deposits This Month	TBRA-Security Deposits YTD	Shelter Plus Care This Month	Shelter Plus Care YTD	Totals This Month	Totals YTD
Admin Fees Earned		-	15,543	43,783		-		-	574	1,898	16,117	45,681
Admin Fees - VASH EAF		-		-		-		-		-	-	-
Bookkeeping/Mgmt Fees	20,025	55,690		-		-		-		-	20,025	55,690
Total Rents	26,844	78,865		-		-		-		-	26,844	78,865
Interest	769	2,315	14	37	52	(76)	0	1	0	1	836	2,278
Misc	8,910	28,789	421	1,883		-		-		-	9,331	30,673
Subsidy	31,999	94,305		-		-		-		-	31,999	94,305
Gain/Loss on Sale		-		-		-		-		-	-	-
Total for Year	**88,547**	**259,964**	**15,978**	**45,703**	**52**	(76)	**0**	**1**	**574**	**1,899**	**105,151**	**307,491**
Expenses												
Administrative	49,126	138,574	12,942	42,352	32	96	-	-	574	1,898	62,674	182,920
Tenant Services	-	-		-		-		-		-	-	-
Utilities	1,407	3,773		-		-		-		-	1,407	3,773
Maintenance	28,024	79,302		-		-		-		-	28,024	79,302
General	10,628	34,686		-		-		-		-	10,628	34,686
Other Expenditures	-	-		-		-		-		-	-	-
Casualty Loss/Grant receipt	(12,946)	(53,990)		-		-		-		-	(12,946)	(53,990)
Total Expenses	**76,238**	**202,344**	**12,942**	**42,352**	**32**	**96**	**0**	**0**	**574**	**1,898**	**89,787**	**246,691**
Depreciation Expense		-									-	-
Profit or (Loss) for Year	**12,308** Profit	**57,620** Profit	**3,036** Profit	**3,351** Profit	**20** Profit	**(172)** Loss	**0** Profit	**1** Profit	**0** Profit	**1** Profit	**15,365** Profit	**60,800** Profit
PHA Payments to LL			**97,349**	**304,514**					**10,433**	**32,669**	**107,782**	**337,183**
HUD Payments to PHA			**111,192**	**325,958**					**10,433**	**32,669**	**121,625**	**358,627**
Units Leased			**316**	**970**					**26**	**75**	**342**	**1,045**

CFP Grant Year 2016 - September 2017

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	$ -	$ 4,371	$ 3,000	146%
Concrete	$ -	$ 4,500	$ 2,000	225%
Roofs	$ -	$ 2,009	$ 9,000	22%
Floors	$ 89	$ 4,615	$ 6,000	77%
Kitchens	$ 4,400	$ 12,390	$ 18,000	69%
Bathrooms	$ 227	$ 9,307	$ 15,000	62%
HVAC/Electrical	$ -	$ 4,896	$ 10,000	49%
Foundations	$ -	$ 3,010	$ -	
Interior Plumbing	$ 1,044	$ 8,973	$ 8,500	106%
Siding	$ -	$ 442	$ 1,000	44%
Windows	$ -	$ 1,983	$ 2,000	99%
Other Attached Exterior/Gutters	$ -	$ 550	$ 500	110%
Doors	$ -	$ 2,575	$ 4,000	64%
Decks	$ -	$ 923	$ -	
Stoves & Refrigerators	$ -	$ 4,511	$ 10,000	45%
Maintenance Labor & Benefits	$ 1,301	$ 20,990	$ 14,833	142%
Total Unit Expenses	$ 7,061	$ 86,045	$ 103,833	83%
Sheds	$ -	$ -	$ -	
Maintenance Buildings	$ -	$ -	$ 5,000	0%
Contracting Labor & Benefits	$ 52	$ 2,175	$ 4,500	48%
COCC Management Fees	$ 1,650	$ 14,850	$ 19,814	75%
Transferred to Operations	$ 5,000	$ 45,000	$ 65,000	69%
Total CFP 2016 Expenses	**13,763**	**148,070**	**198,147**	75%

Grant expenditures began January 2017.

SALINA HOUSING AUTHORITY
October 2017

TINA R. BARTLETT, MBA, CS-PHM
EXECUTIVE DIRECTOR

Financial:

The Salina Housing Authority received $31,998.50 in Operating Subsidy in September and $31,839.00 in October or Public Housing. We received a total of $111,192 for September HAP and $20,038 for October HAP funding for the Section 8 and VASH programs. Additional frontload funding of $40,995 is expected this month. We have no remaining Net Restricted Assets for Section 8 and VASH after the additional funding is received. We continue to work with the HUD Shortfall Prevention Team.

The monthly administrative fee funding for Section 8 was $14,120 for September and $14,120 for October. As discussed and approved in the budget, we will continue to assess full management fees to the Section 8 program but loan funds back to the Section 8 program to cover variances. The total amount of the loan is $15,000.

Security deposit assistance is funded by our 2015 TBRA grant, awarded for $75,000. The administrative fees for the current TBRA grant have been exhausted due to the KHRC requirement to request the fees in $100 increments. There is $10,239 remaining in the 2015 grant. The grant expiration was extended from November 1, 2017 to March 31, 2018.

We received notice from QBE Insurance that they are no longer writing Workers' Compensation policies. We contracted with WestGUARD Insurance Company through Berkshire Hathaway for the new Workers' Comp policy which started September 1, 2017. A workers' compensation audit was also completed on October 11.

Program Updates:

The Salina Housing Authority is continuing to work with the Shortfall Prevention Team on the expected Section 8 shortfall. The SHA is anticipated to be short on funding in December by approximately $45,000. Shortfall Funding has been applied for to cover any gap in funding. In December the SHA will reissue rescinded vouchers to begin leasing January 1, 2018.

The SHA is in the process of applying for the renewal of the Shelter Plus Care grant. This grant is used to assist fifteen chronically homeless individuals and additional funding is used to assist literally homeless individuals or families. The SHA has requested $9,500 in Admin from the grant which is a $4,000 increase from what has been given in the past. The City of Salina has

offered to cover $5,000 in Admin as a onetime expense. The SHA will explore other options to see if the additional funding can be obtained to continue the program.

The SHA has applied for the renewal of the Family Self-Sufficiency (FSS) grant in the amount of $62,000. The grant funds the salary and benefits of the FSS Coordinator position. This year the grant does allow for any additional funding less than 10% to be used for training or admin costs within certain guidelines. This program aids in goal setting and links tenants to services to help them become self-sufficient.

The SHA applied for $75,000 from the 2017 Tenant Based Rental Assistance (TBRA) program. The SHA has applied for and been awarded $75,000 per year to help with security deposit assistance for low-income tenants. This year the grant was expanded to help cover utility deposits as well. The grant should announce recipients by the end of October.

The SHA received notification from HUD on October 4 of a pending SEMAP Quality Control Remote Review. The SHA was selected to have its most recent SEMAP certification for FY17 validated as part of a remote quality control monitoring review.

Facilities/Capital Fund Program:

The Salina Housing Authority has completed the HUD property inspections. The maintenance staff inspected every unit in June and has been working to correct any noted deficiencies. The REAC inspection was completed on September 25th and 26th. The preliminary score was 83.49%. The SHA has appealed two deficiencies. One deficiency was for an unconnected top bar on a chain link fence which had a 6.28 point deduction and the other was for a mattress next to a trash cart that had a 2.94 point deduction. If the appeals are successful it would raise our REAC score to over 90%.

The City Attorney continues to work with the SHA to title all SHA properties in one legal name . The City Attorney did submit the proposed deeds for comparison with the source deeds to the County Appraiser's office in September. The Mapping Division of the County Appraiser's office will review the proposed deeds and their respective sets of legal descriptions in relation to the source deeds and will be able to identify any concerns they may have. This will enable us to address any concerns prior to obtaining authorization for execution of the deeds and presenting them to both the Register of Deeds for recording and to County Mapping for usual post-recording review.

Personnel

The Salina Housing Authority has hired a new maintenance technician. James Hardin will start on October 20, 2017.

Management Contracts

Fieldwork for the FY2017 independent financial audit was completed on October 12 and 13 by AB Khar from Audit Solutions. The SHA is reviewing the final draft for approval and completing the Management Discussion and Analysis. Once approved, all information will be submitted to HUD. A conference call is tentatively scheduled for the November board meeting to review any findings with the auditor.

Training/Education

The Executive Director attended KS NAHRO transitional meetings on September 13th in Wichita. The Director will take over as the KS NAHRO state chapter president later in October during the National Conference.

The KS NAHRO spring conference has been scheduled to be in Salina at the new Hilton Garden Inn from April 10-13th in 2018.

The Executive Director is scheduled to attend the National NAHRO Conference in Pittsburg from October 26-29. The conference will feature focused learning sessions, thought-provoking speakers, a solution-filled exhibit hall, a housing and community development tour coordinated by local host agencies, and plenty of networking opportunities.

Community Engagement/Networking

The Executive Director is a member of the Chamber of Commerce Board, The Chamber Foundation Board, the United Way Board, the City of Salina Design Review Board, the CHDO Board, and is a member of Salina Rotary. She is also the KS NAHRO state president and on committees at the regional and national NAHRO levels.

Miscellaneous

The Executive Director was out of the office the week of September 1st – 8th due to family emergency.

Gary Hobbie and Vonzetta Rhodeman have joined the SHA board replacing Kristin Gunn and Jennifer Fox.

The SHA received the Low Loss Ratio Award from the Housing Authority Insurance Group for the 2013-2015 policy years. The award is based on three years of premium and loss data. Only members with an average loss ratio below 50% are recognized.

OLD BUSINESS

a. None

NEW BUSINESS

a. Write off of Collection Debts

Resolution No. 2017-995

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
October 9, 2017

From: Kim Deal, Finance Manager

Meeting: October 24, 2017

Subject: Write-off of Uncollectible Accounts

BACKGROUND

At least annually, the Salina Housing Authority performs a write-off of accounts determined to be uncollectible to remove them from the accounting records.

Uncollectible accounts result when tenants have vacated Housing Authority property and left a balance due. The account is moved into collection loss and all balances owing over $25 and supported by documentation are turned over to the Kansas Department of Revenue Setoff Division for collection against any State tax refunds, unclaimed property refunds and KPERS distributions.

The Salina Housing Authority budgeted $10,000 for the write-off of uncollectible accounts in FY2018. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received $1,096 to date this fiscal year in Setoff proceeds, net of collection fees and $535 in direct collections for a total of $1,631 in collections. Collections from Setoff peak during income tax filing season.

DISCUSSION

The Salina Housing Authority has identified three Section 8 accounts totaling $1,510.00 and nine Public Housing accounts totaling $9,328.05 as uncollectible because the tenants have left the program with a balance owing.

Although written off accounts are officially removed from the books of the Housing Authority, they remain as due and collectible. The residents whose accounts are being written off will not be allowed to receive any type of assistance from programs administered, managed or funded by the Salina Housing Authority until the balance is paid in full. This balance due may also hinder their ability to receive assistance through other agencies administering low-income housing programs.

When a Public Housing resident vacates owing money to the Housing Authority, a Statement of Security Deposit is sent to the resident's forwarding or last known address, advising of the charges and how the Security Deposit was used. The resident is also advised that payments on the balance will be applied to his account, but will not stop other collection efforts.

The State of Kansas Set Off Program is utilized for collection of delinquent vacated accounts through garnishment of state income tax refunds, state Homestead refunds and unclaimed property. In addition, the Housing Authority utilizes the EIV software through HUD, which locates vacated residents who apply for and/or receive assistance from other Housing Authorities. Staff is continually researching other areas that may assist in collecting delinquent vacated accounts.

Should a former resident who owes money wish to be re-admitted to housing, he or she must first pay the debt, as well as meet other eligibility criteria.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 2017-995 to write-off $10,838.05 in uncollectible accounts.
2. Do not approve Resolution No. 2017-995 to write-off $10,838.05 in uncollectible accounts.
3. Modify the items to meet the needs of the Commission.

RECOMMENDATION

Salina Housing Authority staff recommends approval of Resolution No. 2017-995 to write-off $10,838.05 in uncollectible accounts.

POSSIBLE MOTION

Adopt Resolution No. 2017-995, approving the write-off of $10,838.05 in uncollectible accounts.

Attachments:
1. Schedule of Accounts for Write-Off
2. Resolution No 2017-995

Salina Housing Authority

A/R Balance Due Report

Program	Tenant		Amount
Section 8	14277	$	268.00
	14483	$	1,075.00
	98072	$	167.00
Total		$	1,510.00

Program	Tenant		Amount
Public Housing	10269	$	251.00
	10468	$	630.00
	11079	$	969.08
	14219	$	2,784.26
	14340	$	1,780.00
	14345	$	1,127.50
	14478	$	361.00
	93494	$	332.50
	98074	$	1,092.71
Total		$	9,328.05

RESOLUTION 2017-995

SALINA HOUSING AUTHORITY

APPROVING THE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

WHEREAS, the Salina Housing Authority has elected to write-off vacated Tenant's Accounts determined uncollectible in the amount of $10,838.05, representing vacated tenants who are now deceased, declared bankrupt, no longer living in the area, or the balance remains as otherwise uncollectible; and

WHEREAS, it is necessary to remove these balances from the books as a bookkeeping measure to meet accounting requirements; and

WHEREAS, the Salina Housing Authority will submit eligible accounts to the State of Kansas Set-Off program for collection; and

WHEREAS, a listing of said accounts will be kept on file by the Salina Housing Authority to ensure that the resident is not re-admitted to programs administered, managed or funded by the Salina Housing Authority until such time the account is paid in full.

NOW, THEREFORE, BE IT RESOLVED by the Salina Housing Authority Board of Commissioners that $10,838.05 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

After discussion, Commissioner Gawith moved that said Resolution be finally adopted as read; Commissioner Trigg seconded the motion. The question being put upon final adoption of said Resolution; the roll was called with the following result:

AYES 4

NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 24th day of October 2017.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Eric Brown, Board Chair

NEW BUSINESS

b. FY18 Payment Standards

Resolution No. 2017-996

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
October 19, 2017

From: Tina Bartlett, MBA, Executive Director

Meeting: October 24, 2017

Subject: FY 2018 Payment Standards.

BACKGROUND

The Department of Housing and Urban Development (HUD) mandates that the Fair Market Rents are utilized for establishing the Section 8 Housing Choice Voucher Program Payments Standards in accordance with 24 CFR 982.503.

The Department of Housing and Urban Development determines Fair Market Rents annually in accordance with 24 CFR 888.111. These amounts are used for the purpose of determining Contract Rents for units under lease on the Section 8 Housing Choice Voucher program.

The Fair Market Rents and Payment Standards were last revised and adopted by the Board of Commissioners on November 22, 2016. On October 2, 2017 the Final FY 2018 Fair Market Rent was issued by the US Department of Housing and Urban Development.

DISCUSSION

Each year, the Department of Housing and Urban Development notifies housing authorities of any increase or decrease to the Fair Market Rents. On September 1, 2017, a Federal Register was published announcing the final revised 2018 Fair Market Rents for the Housing Authority's service area, which are effective October 2, 2017. The Salina Housing Authority service area includes the City of Salina.

The recently passed Housing Opportunities Through Modernization Act (HOTMA) revises the FMR procedure so that instead of publishing proposed FMRs for comment in the Federal Register, HUD can post these on HUD's website and announce the publication in the Federal Register. HOTMA also provides that public housing agencies and other interested parties may comment on FMRs and request revaluation in their jurisdictions before such FMRs become effective.

The Department of Housing and Urban Development uses the most recent and current data to develop Fair Market Rents for specific areas. The data used is provided by the Census Bureau, telephone surveys and trending factors based on Consumer Price Index data for rents and utilities, or Department of Housing and Urban Development regional rent change factors developed by telephone surveys. In general, the Fair Market Rent for an area is the amount needed to pay the gross rent (shelter rent, plus utilities) of privately owned, decent, safe and sanitary rental housing of a modest (non-luxury) nature with suitable amenities.

Federal Regulations require that Payment Standards be established no lower than 90% and no higher than 110% of the Fair Market Rents without prior HUD approval. The Salina Housing Authority historically set Payment Standards at 100% of the established Fair Market Rents in order to promote the success of voucher holders in finding suitable units in our community.

The Fair Market Rents have increased more than 5%-7% from the previous year for the last several years. This year appears to be about a 3% increase in most bedroom sizes. Due to increased market rate rents and increased utility allowance costs the proposed Payment Standard is set at 100% of the published FMR. The SHA believes this is appropriate to balance the cost of available rental housing in the service area with the stated objective of locating decent, safe and sanitary housing of a modest (non-luxury) nature. This amount allows an increase in rates which will help voucher holders to attain assistance.

The published Fair Market Rents are used to establish Payment Standards as described above and determine allowable Contract Rent and assistance for units coming under lease on the Section 8 Housing Choice Voucher and Veterans Affairs Supportive Housing Programs.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 2017-996, adopting the Payment Standards based on the Revised Fair Market Rents to be effective December 1, 2017.
2. Do not approve Resolution No. 2017-996, adopting the Payment Standards based on the Revised Fair Market Rents to be effective December 1, 2017.
3. Modify Resolution No. 2017-996, adopting the Payment Standards based on the Revised Fair Market Rents to be effective December 1, 2017 to meet the needs of the commission.
4. Table the issue.

RECOMMENDATION

Housing Authority Staff recommends approval of Resolution No. 2017-996, establishing Payment Standards that are at 100% of the 2018 Fair Market Rents to assist program participants in locating suitable units under the Section 8 Housing Choice Voucher and Veterans Affairs Supportive Housing Programs.

POSSIBLE MOTION

Approve Resolution No. 2017-996, adopting the Payment Standards based on the Revised Fair Market Rents to be effective December 1, 2017.

Attachments:

1. Final 2018 Fair Market Rent Documentation for Salina
2. Payment Standard Comparison
3. Resolution No. 2017-996

FY 2018 Fair Market Rent Documentation System

The Final FY 2018 FMRs for All Bedroom Sizes

Final FY 2018 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2018 FMR	$533	$592	$778	$1,010	$1,060
FY 2017 FMR	$539	$573	$758	$975	$1,045

Saline County, KS is a non-metropolitan county.

Fair Market Rent Calculation Methodology

Show/Hide Methodology Narrative

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2011-2015 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2018 provided the estimate is statistically reliable. For FY2018, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

   If an area does not have a reliable 2011-2015 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2018 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2018.

2. HUD calculates a recent mover adjustment factor by comparing a 2015 1-year 40th percentile recent mover 2-bedrooom rent to the 2011-2015 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.

3. HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data and applies this to the 5-year base rent estimate.

4. Rents are calculated as of 2016 using the relevant (regional or local) change in gross rent Consumer Price Index (CPI) from annual 2015 to annual 2016.

5. All estimates are then inflated from 2016 to FY2018 using a trend factor based on the forecast of gross rent changes through FY2018.

6. FY2018 FMRs are then compared to a State minimum rent, and any area whose preliminary FMR falls below this value is raised to the level of the State minimum.

7. FY2018 FMRs may not be less than 90% of FY2017 FMRs.

The results of the Fair Market Rent Step-by-Step Process

1. The following are the 2015 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimate and margin of error for Saline County, KS.

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm
FY 2016 PS	**$540.00**	**$548.00**	**$734.00**	**$939.00**	**$1,006.00**	**$1,157.00**
FY 2017 (Final) PS	**$539.00**	**$573.00**	**$758.00**	**$975.00**	**$1,045.00**	**$1,202.00**
80%	431.20	458.40	606.40	780.00	836.00	961.60
85%	458.15	487.05	644.30	828.75	888.25	1,021.70
90%	485.10	515.70	682.20	877.50	940.50	1,081.80
91%	490.49	521.43	689.78	887.25	950.95	1,093.82
92%	495.88	527.16	**697.36**	897.00	961.40	1,105.84
93%	501.27	532.89	704.94	**906.75**	971.85	1,117.86
95%	**512.05**	544.35	720.10	926.25	992.75	1,141.90
97%	522.83	**555.81**	735.26	945.75	1,013.65	1,165.94
98%	528.22	561.54	742.84	955.50	1,024.10	**1,177.96**
99%	530.92	564.41	746.63	960.38	1,029.33	1,183.97
100%	539.00	573.00	758.00	975.00	**1,045.00**	1,202.00
105%	565.95	601.65	795.90	1,023.75	1,097.25	1,262.10
110%	592.90	630.30	833.80	1,072.50	1,149.50	1,322.20
	0 bdrm	**1 bdrm**	**2 bdrm**	**3 bdrm**	**4 bdrm**	**5 bdrm**
FY 2017 PS	**$539.00**	**$573.00**	**$758.00**	**$975.00**	**$1,045.00**	**$1,202.00**
FY 2018 (Final) PS	**$533.00**	**$592.00**	**$778.00**	**$1,010.00**	**$1,060.00**	**$1,202.00**
80%	426.40	473.60	622.40	808.00	848.00	961.60
85%	453.05	503.20	661.30	858.50	901.00	1,021.70
90%	479.70	532.80	700.20	909.00	954.00	1,081.80
91%	485.03	538.72	707.98	919.10	964.60	1,093.82
92%	490.36	544.64	715.76	929.20	975.20	1,105.84
93%	495.69	550.56	723.54	939.30	985.80	1,117.86
95%	506.35	562.40	739.10	959.50	1,007.00	1,141.90
97%	517.01	**574.24**	**754.66**	**979.70**	1,028.20	1,165.94
98%	522.34	580.16	762.44	989.80	1,038.80	1,177.96
99%	525.01	583.12	766.33	994.85	**1,044.10**	1,183.97
100%	**533.00**	592.00	778.00	1,010.00	1,060.00	**1,217.00**
105%	559.65	621.60	816.90	1,060.50	1,113.00	1,262.10
110%	586.30	651.20	855.80	1,111.00	1,166.00	1,322.20

RESOLUTION NO. 2017-996
REVISED PAYMENT STANDARDS
SALINA HOUSING AUTHORITY

WHEREAS, the United States Department of Housing and Urban Development has notified the Salina Housing Authority that Fair Market Rents for the Section 8 Housing Choice Voucher Programs have been revised; and

WHEREAS, the Payment Standards for the Section 8 Housing Choice Voucher Program are set according to the local market and funding available and are not less than 90% or more than 110% of the Fair Market Rents schedule for the Section 8 Housing Choice Voucher Programs, and are hereby amended accordingly.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Salina Housing Authority that the Fair Market Rents for the Section 8 Housing Choice Voucher Programs and the Payment Standards for the Section 8 Housing Choice Voucher Program, be adopted as follows;

2018	0BR	1BR	2BR	3BR	4BR
Fair Market Rent	533	592	778	1010	1060
Payment Standard	533	592	778	1010	1060

BE IT FURTHER RESOLVED that the Fair Market Rents/Payment Standards as adopted by this Resolution, pursuant to the United States Department of Housing and Urban Development notification (24 CFR Part 888), shall be deemed to be effective December 1, 2017.

After discussion, Commissioner Rhodeman move that said Resolution be finally adopted as read; Commissioner Trigg seconded the motion. The question being put upon final adoption of said Resolution, the roll was called with the following result:

AYES 4

NAYS 0

The chair declared such motion carried and the Resolution finally adopted. Adopted this 24th day of November 2017.

ATTEST:

Tina Bartlett
Tina Bartlett, Secretary

Eric Brown, Board Chair