

# AGENDA

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Conference Room  
469 S. 5<sup>th</sup> Street – Salina, KS 67401  
Tuesday, June 23, 2020 – 4:30 PM

**AGENDA**

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **OPEN FORUM**
- IV. **CONSENT AGENDA ITEMS**
  - a. Approve the Meeting Minutes of May 26, 2020
  - b. Approve the Secretary & Operations Reports from May 2020
  - c. Approve the Financials for May 2020
  - d. Approve the Director's Report
- V. **OLD BUSINESS**
  - a. Development Update
- VI. **NEW BUSINESS**
  - a. Resolution No. 2020-1039 FY 2020 Operating Budget Revision
  - b. Resolution No. 2020-1040 FY 2021 Operating Budget
  - c. Resolution No. 2020-1041 Capital Fund Five-Year Action Plan and Annual Plan 2020-2024 (20)
  - d. Resolution No. 2020-1042 Capital Fund Five-Year Action Plan and Annual Plan Revision (17,19)
  - e. Resolution No. 2020-1043 Write-Off Uncollectible Accounts
  - f. 2020 COVID related 2% Bonus
- VII. **COMMISSIONER'S COMMENTS**
- VIII. **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.*

# 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. 5<sup>th</sup> St., Salina, Kansas

Tuesday, May 26, 2020

4:30 PM

**MEMBERS PRESENT:**

Susan Weis (via phone)  
Beth Bosch (via phone)  
Eric Brown (via phone – called in at 4:45pm)  
Taylor DeHerrera

**MEMBERS ABSENT:**

Kimberly Trigg

**CITY COMMISSION LIAISON:** None

**STAFF PRESENT:**

Tina Bartlett, Executive Director  
Jennifer Craft, 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 Vice Chair Weis.

**II. APPROVAL OF AGENDA**

Ms. Bosch moved to approve the agenda. Ms. DeHerrera seconded the motion. The motion carried 3-0.

**III. OPEN FORUM**

None.

**IV. CONSENT AGENDA ITEMS**

Ms. Bosh moved to approve the Consent Agenda Items a. through d. as submitted, consisting of the minutes of the April 28, 2020, regular meeting, April 2020 Secretary and Operations reports, April 2020 financials, and the Director's report. Ms. DeHerrera seconded the motion. Ms. Craft updated the board on the purchase of the Ashby property (Oakdale/Johnstown Properties). She also highlighted on a CD at First Bank Kansas that matured at the end of the month. These funds will be renewed at Bennington State Bank early next month. Ms. Bartlett reviewed the COVID additional funding received. She discussed the plans for the OJ Properties. Currently four units require extensive rehab and the properties need to move toward market rate rents to cover expenses. Ms. Bartlett also discussed two new positions that will be advertised; a maintenance position to help with the increased demands and a property manager for Pioneer and OJ. Bartlett provided an update on the pending lawsuit, it will probably be end of year before a resolution. There being no further questions or comments, the motion carried 3-0.

**V. OLD BUSINESS**

- a. Update on development - Ms. Bartlett provided an update on the requested letter of support from the City of Salina. There is a conference call between the City, BGC, City Attorney Bengtson, and Attorney, Orlando Cabrera, scheduled to address any questions. She provided an update on the 501(3)c application which has been submitted just waiting on final approval. Finally, she discussed the OJ Properties which we are working on putting insurance on and increasing the revenue streams.

**VI. NEW BUSINESS**

- a. PIH 2020-05 COVID Waivers – Ms. Bartlett reviewed the available waivers from HUD in response to COVID and which ones have been applied to operations. There being no further discussion, Mr. Bown moved to approve the applicable waivers as presented. Ms. Bosch seconded the motion. The motion carried 4-0.
- b. PIH 2020-07 Supplemental Public Housing Operating Funds – Ms. Bartlett reviewed the CARES Act funding received and the plan to use those funds. There being no further discussion, Ms. Bosch moved to approve the plan to use the CARES COVID funding received. Mr. Brown seconded the motion. The motion carried 4-0.
- c. PIH 2020-08 CARES Act – HCV Program Administrative Funds– Ms. Bartlett discussed additional funding received for HCV program and the ways that the funds could be used. There being no further discussion, Mr. Brown moved to approve the funding received for HCV program and the ways those funds could be used. Ms. Bosch seconded the motion. The motion carried 4-0.
- d. PIH 2020-09 CARES Act Mainstream Funding for PHAs – Ms. Bartlett reviewed the potential for an additional 16 mainstream vouchers and funding and asked that we choose to make these effective no later than October 1, 2020. There being no further discussion, Mr. Brown moved to approve the 16 additional vouchers with an effective date of no later than October 1, 2020. Ms. Bosch seconded the motion. The motion carried 4-0.

**VII. COMMISSIONERS' COMMENTS**


None

**VIII. ADJOURNMENT**

Ms. Bosch moved to adjourn the meeting. Mr. Brown seconded the motion. Motion carried 4-0 and the meeting adjourned at 5:18 PM.

**Next regular meeting will be Tuesday, June 24, 2020 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, Secretary

6/24/2020

  
\_\_\_\_\_  
Kimberly Trigg, Board Chair

6/24/2020

# SECRETARIAL REPORT

April 2020

## Administration

- The office was closed to the public starting on March 18.

## Tenant reports and activity

- Public Housing had 8 inspections in April (0 annual, 7 move-in, 0 transfer, 1 special and 0 move-outs). *SHA is not completing annual inspections at this time due to HUD waivers on this requirement.*
- Public Housing had 0 evictions in April.
- 0 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 2 re-inspections, 10 move-in inspections, 0 TBRA inspection, 0 Quality Assurance inspections and 0 Special/Complaint inspection. *SHA is not completing annual inspections at this time due to HUD waivers on this requirement.*
- 2 HCV orientations, 0 Public Housing orientation, 1 Shelter Plus Care orientations, and 1 VASH orientation were held in April. During this time, HCV orientation have been limited to 6 people and PH orientation are not being held to comply with social distancing.
- 37 Notices for nonpayment of rent or security deposits were sent April 6<sup>th</sup> and 0 families were terminated for non-payment.
- 2 Public Housing Grievance Hearings and 0 Panels was held in April. 1 grievance was upheld and 1 was overturned. 5 HCV Grievances Hearings were held. 3 were upheld and 2 were overturned. 0 Shelter Plus hearings were held. 0 was upheld and 0 were overturned. 0 VASH Grievance Hearing were held. 0 were upheld and 0 were overturned.
- No Public Housing Resident Advisory Board Meeting was set for April.
- No “Wipeout Meeting” was set for April due to social distancing requirements. All tenants who need to attend will be invited at a later date.
- 0 vouchers from other Housing Authorities.

## Maintenance and Capital Improvements

- Maintenance received 37 total work orders, 30 routine work orders, 2 emergency work orders, and 5 other work orders. Of the 37 received, 30 had been processed by the end date of this report.
- Number of houses turned over in April was 7.
- The average turnaround time for maintenance in April was 15.28 days. The year to date net turnover time is 16.81 days with 2.28 days for lease up and 0.88 down time.
- Maintenance has completed additional work orders at Pioneer Presidents Place, completed a virtual tour of the facility for insurance purposes, assisted other contractors hired by the building owners, and is beginning a project to complete a large backlog of inspection deficiencies which were not addressed by the previous management firm.
- Management and maintenance have prepared one additional vacant unit at Pioneer Presidents Place for new a new tenant.

**Completed CFP Projects:**

- **1329 Ponca:** This unit received a new energy star front door.
- **906 Birch:** This unit received a kitchen and bathroom remodel, electrical and plumbing upgrades as required, and laundry area remodel with appliance relocation. This unit is occupied

**Current CFP projects include:**

- **901 Pontiac:** This unit is receiving a kitchen and bath remodel, new entry doors, new interior doors, full unit vinyl plank flooring, restoration of walls damaged by tenants throughout the unit, replacement of all plumbing which was cut and removed by occupants of the structure. Electrical upgrades to include grounding of all outlets and code upgrades to kitchen and bathroom. This unit has an estimated completion date of 7-1-19
- **800 Choctaw:** This unit will receive a kitchen and bathroom remodel, new water heater, window size modifications and energy star windows x 2, new energy star doors with vinyl exterior wrap x 2, new insulated garage door, electrical upgrades to kitchen and bathroom and living room fan and lighting. This unit has an estimated completion date of 6-1-19
- **1422 Kiowa:** This unit is having the washing machine drain replaced under the kitchen floor. The flooring will be replaced in the laundry, kitchen and the bathroom which will also be remodeled, the water heater will be replaced, and 3 interior doors and frames will be replaced. Expected completion date is 5-31-19.
- **768 Choctaw:** This unit will receive one new energy star door and exterior frame vinyl wrap
- **820 Choctaw:** This unit will receive two new energy star doors and one exterior vinyl wrap

**FSS Grant**

- Due to the CoVID19 pandemic, we cancelled all face-to-face FSS meetings until further notice and excused those who were not able to respond by email or phone.
- FSS applied for SAUW Make A Difference Grant for FSS to assist with reducing barriers for work/education materials, healthcare assistance, meeting materials and incentives for the participants. We are awaiting the outcome of their determination.
- I am presently working with John Garner, HUD-VASH, to increase the number of VASH tenants on FSS. At present we have 1 VASH tenant on the program.



<b>FSS Program</b>	<b># of Participants</b>	<b># of Graduates</b>	<b>New Participates</b>	
<b>Public Housing</b>	<b>11</b>	<b>0</b>	<b>0</b>	
<b>Section 8</b>	<b>6</b>	<b>0</b>	<b>0</b>	
<b>VASH</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>Total Current Participants</b>
	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>

There are 2 new FSS applicants pending.

**OPERATIONS REPORT  
5/31/2020**

**PUBLIC HOUSING**

**TURNOVERS:**

		<u>In May:</u>		
1 bedroom:	0		Move outs:	6
2 bedroom:	1		Terminations:	2
3 bedroom:	4		Evictions:	2
4 bedroom:	0		Transfers:	0
5 bedroom:	0		Skips:	0
			Lease-ups:	5

**RENTS:**

	<u>5/20</u>	<u>5/19</u>	<u>5/18</u>
Highest	\$1,040	\$887	\$766
Lowest:	(\$168)	(\$191)	(\$203)
Total:	\$26,518	\$31,247	\$23,777
Average:	\$172	\$202	\$151
Utility checks:	48	35	47

**WAITING LIST:**

	<u>5/20</u>	<u>5/19</u>	<u>5/18</u>
1 bedroom:	12	2	0
2 bedroom:	39	69	67
3 bedroom:	19	22	17
4 bedroom:	4	6	5
5 bedroom:	<u>2</u>	<u>2</u>	<u>0</u>
	76	101	89

**MOVE OUTS:**

	<u>MI date</u>	<u>MO date</u>	<u>Rent</u>	<u>SD paid</u>	<u>Owe</u>	<u>Refund</u>	<u>Reason</u>
TA	11/6/19	5/18/20	(\$115)	\$650	\$1,108.34		Tenant Notice
DG	12/11/18	5/20/20	\$267	\$702.28		\$593.95	Tenant Notice
AK	10/31/19	5/18/20	\$1,040	\$500	\$252		Tenant Notice
MM	4/25/18	5/18/20	\$568	\$950		\$536.19	Tenant Notice
JP	11/13/19	5/29/20	(\$95)	\$650	\$653.50		Lease Violation
JW	12/2/19	5/29/20	\$76	\$400			Lease Violation

**SECTION 8, SHELTER PLUS, & VASH**

**VOUCHERS:**

	<u>5/20</u>	<u>5/19</u>	<u>5/18</u>
Section 8 Baseline units	317	317	317
Total under lease effective 5/31/2020:	280	297	288
Total issued but not leased:	15	13	34
Total Shelter Plus under lease	16	17	15
Total VASH under lease	26	27	26
Total Mainstream under lease	31	23	0

**Voucher Turnover:**

		<u>5/20</u>	<u>5/19</u>	<u>5/18</u>
New Move-ins	Section 8	0	1	11
	Shelter Plus	0	0	2
	VASH	0	1	0
	NED	3	0	0
Move-outs	Section 8	3	3	6

	Shelter Plus	2	0	3
	VASH	0	0	1
	NED	0	0	0
Transfers	Section 8	1	0	2
	Shelter Plus	0	0	0
	VASH	0	0	1
	NED	0	0	0
Waiting list:		258	344	268

Section 8 waiting list has been open since January 2, 2015

# FINANCIAL SUMMARY

May 2020

## COCC

YTD COCC revenue is under budget by \$1,725. CFP admin revenue is under budget by \$14,000. Interest revenue is over budget \$3,941. Management fee and Bookkeeping fee revenue based on PH and S8 occupancy are under budget by \$5,109.

YTD COCC expenses are under budget by \$13,219. Admin salaries and benefits are over budget by \$2145. Staff training and travel are under budget by \$12,860. Legal and computer services are under budget by \$2,192 and \$1,591, respectively.

## Public Housing

YTD Public Housing revenue is over budget by \$30,850, primarily consisting of higher than expected rental income.

YTD Public Housing expenses are under budget by \$45,169. Administrative wages and benefits are over budget by \$7,180 and administrative contracts are over budget by \$5,952. Maintenance wages and benefits are below budget by \$13,959, and maintenance materials and contracts are under budget by \$15,167. Legal expenses are under budget by \$7,887. Utility expense is below budget by \$2,312 and collection loss expense is below budget by \$13,786.

## Section 8

YTD Section 8 administrative revenue is over budget by \$19,559. Retroactive HUD admin fees of \$3,866 for the 2018 calendar year reconciliation were received in July, and \$8,072 for the July-Sept 2019 reconciliation were received in December. Fraud recovery revenue (collections on bad debt) is over budget by \$2,733.

YTD Section 8 administrative expenses are under budget by \$21,789. Administrative wages and benefits are below budget by \$35,402. Administrative contracts are over budget by \$8,691 and HQS inspection expense is over budget by \$5,513.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A loan of \$1,500 was made in March to cover a projected administrative deficit, resulting in a total loan balance of \$6,000 on March 31.

As of May 31, the Net Restricted Position is \$49,661. This does not include unspent Mainstream funding of \$40,679. These funds are held by the housing authority and restricted in use for future HAP expenses.

## Shelter Plus Care

YTD Shelter Plus Care administrative revenue is over budget by \$1,504. A \$1,500 grant from Aetna was received in November.

YTD Shelter Plus Care administrative expenses are over budget by \$1,134. This variance consists of small overages in administrative salaries and audit, verification, and inspection expenses.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. A loan of \$600 was made in March to cover the administrative deficit, resulting in a total loan balance of \$6,000 on March 31. This loan is reflected on the balance sheet of both programs.

### COCC - May 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Bookkeeping/Mgmt Fees	\$ 16,747	\$ 19,516	86%	\$ 209,568	\$ 214,677	98%	\$ 234,193
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 31,467	\$ 31,469	100%	\$ 34,330
Interest	\$ 106	\$ 333	32%	\$ 7,941	\$ 3,667	217%	\$ 4,000
Other Income	\$ 25	\$ 110	23%	\$ 322	\$ 1,210	27%	\$ 1,320
<b>Totals</b>	<b>19,739</b>	<b>22,820</b>	<b>86%</b>	<b>249,298</b>	<b>251,023</b>	<b>99%</b>	<b>273,843</b>
<b>Expenses</b>							
Administrative	\$ 16,119	\$ 20,102	80%	\$ 209,606	\$ 221,123	95%	\$ 241,225
Utilities	\$ 161	\$ 125	129%	\$ 1,393	\$ 1,375	101%	\$ 1,500
Maintenance	\$ 212	\$ 225	94%	\$ 1,934	\$ 2,475	78%	\$ 2,700
Protective Services	\$ -	\$ 17	0%	\$ 117	\$ 183	64%	\$ 200
General/Insurance	\$ 294	\$ 342	86%	\$ 2,646	\$ 3,758	70%	\$ 4,100
<b>Total Expenses</b>	<b>16,786</b>	<b>20,810</b>	<b>81%</b>	<b>215,696</b>	<b>228,915</b>	<b>94%</b>	<b>249,725</b>
<b>Profit or (Loss) for Year</b>	<b>2,953</b>	<b>2,010</b>		<b>33,602</b>	<b>22,108</b>		<b>24,118</b>
	Profit	Profit		Profit	Profit		Profit

### Public Housing - May 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Rental Income	\$ 24,291	\$ 24,583	99%	\$ 301,267	\$ 270,417	111%	\$ 295,000
Other Income	\$ 4,061	\$ 12,665	32%	\$ 107,454	\$ 139,316	77%	\$ 151,981
Interest	\$ (499)	\$ 542	-92%	\$ 8,347	\$ 5,958	140%	\$ 6,500
Operating Subsidy	\$ 48,365	\$ 31,625	153%	\$ 377,602	\$ 347,875	109%	\$ 379,500
<b>Totals</b>	<b>76,218</b>	<b>69,415</b>	<b>110%</b>	<b>794,670</b>	<b>763,566</b>	<b>104%</b>	<b>832,981</b>
<b>Expenses</b>							
Administrative	\$ 24,996	\$ 27,493	91%	\$ 304,180	\$ 302,421	101%	\$ 329,914
Tenant Services	\$ -	\$ 319	0%	\$ 2,447	\$ 3,506	70%	\$ 3,825
Utilities	\$ 1,407	\$ 1,342	105%	\$ 12,446	\$ 14,758	84%	\$ 16,100
Maintenance	\$ 22,543	\$ 25,562	88%	\$ 251,783	\$ 281,186	90%	\$ 306,748
General/Insurance/Coll Loss	\$ 10,946	\$ 13,402	82%	\$ 133,266	\$ 147,418	90%	\$ 160,820
Casualty Loss/Extraordinary	\$ -	\$ -		\$ -	\$ -		\$ -
<b>Total Expenses</b>	<b>59,892</b>	<b>68,117</b>	<b>88%</b>	<b>704,121</b>	<b>749,290</b>	<b>94%</b>	<b>817,407</b>
<b>Profit or (Loss) for Year</b>	<b>16,326</b>	<b>1,298</b>		<b>90,549</b>	<b>14,276</b>		<b>15,574</b>
	Profit	Profit		Profit	Profit		Profit

### Section 8 - May 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Admin Fees Earned	\$ 15,237	\$ 14,845	103%	\$ 180,988	\$ 163,290	111%	\$ 178,135
Interest	\$ 16	\$ 4	394%	\$ 174	\$ 46	380%	\$ 50
TBRA and Other Fees	\$ -	\$ 98	0%	\$ 83	\$ 1,083	8%	\$ 1,181
Fraud Recovery	\$ 254	\$ 120	211%	\$ 4,057	\$ 1,324	307%	\$ 1,444
<b>Totals</b>	<b>15,507</b>	<b>15,068</b>	<b>103%</b>	<b>185,302</b>	<b>165,743</b>	<b>112%</b>	<b>180,810</b>
<b>Expenses</b>							
Administrative	\$ 12,693	\$ 15,233	83%	\$ 145,773	\$ 167,562	87%	\$ 182,795
<b>Total Expenses</b>	<b>12,693</b>	<b>15,233</b>	<b>83%</b>	<b>145,773</b>	<b>167,562</b>	<b>87%</b>	<b>182,795</b>

**Profit or (Loss) for Year**  
 Profit **2,815**    Loss **(165)**    Profit **39,529**    Loss **(1,820)**    Profit **(1,985)**

#### VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 10,775	\$ -	0%	\$ -
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 25,225</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>

### Shelter Plus Care - May 2020

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
<b>Revenues:</b>							
Grant Revenue	\$ 454	\$ 454	100%	\$ 4,991	\$ 4,991	100%	\$ 5,445
Admin Fees Earned	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
Other Misc Revenue	\$ -	\$ -	-	\$ 1,500	\$ -	-	\$ -
Interest	\$ 0	\$ -	-	\$ 3	\$ -	-	\$ -
<b>Totals</b>	<b>454</b>	<b>454</b>	<b>100%</b>	<b>6,495</b>	<b>4,991</b>	<b>130%</b>	<b>5,445</b>
<b>Expenses</b>							
Administrative	\$ 724	\$ 620	117%	\$ 7,955	\$ 6,821	117%	\$ 7,441
<b>Total Expenses</b>	<b>724</b>	<b>620</b>	<b>117%</b>	<b>7,955</b>	<b>6,821</b>	<b>117%</b>	<b>7,441</b>

**Profit or (Loss) for Year**  
 Profit **(270)**    Loss **(166)**    Profit **(1,460)**    Loss **(1,830)**    Profit **(1,996)**

**Salina Housing Authority at May 31, 2020**  
**Balance Sheet after 11 Months of Fiscal Year**

Assets:	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Total
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Checking & other cash	650,723	-	176,766	-	-	-	1,012	-	1,904	-	1,388,654
Investments	63,502	-	-	-	-	-	-	-	-	-	617,561
<b>Total Cash &amp; Invests</b>	<b>714,224</b>	<b>-</b>	<b>176,766</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,012</b>	<b>-</b>	<b>1,904</b>	<b>-</b>	<b>2,006,215</b>
Tenant Acct Rec	-	-	7,729	-	-	-	-	-	-	-	7,729
Tenant Acct Rec-Fraud	-	-	624	-	-	-	-	-	-	-	624
Tenant Acct Rec-Sec Dep	-	-	-	-	-	-	-	-	-	-	-
Allow for Doubt Acct	-	(986)	-	-	-	-	-	-	-	-	(986)
Acct Rec Other Prgms	13,000	47,594	15,181	-	-	-	-	-	-	-	75,775
Acct Rec Other	1,403	7,067	-	-	-	-	-	-	-	-	8,469
Prepaid Insurance	168	51,278	-	-	-	-	-	-	-	-	51,445
Material Inventory	-	30,954	-	-	-	-	-	-	-	-	30,954
Pension Deferred Outflows	7,341	14,437	2,692	-	-	-	-	-	-	-	24,470
Subsequent Pension Pmts	13,278	20,327	4,018	-	-	-	-	-	-	-	37,624
Development Deferred Outflows	-	66,425	-	-	-	-	-	-	-	-	66,425
<b>Total Current Assets</b>	<b>749,414</b>	<b>1,357,756</b>	<b>198,658</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,012</b>	<b>-</b>	<b>1,904</b>	<b>-</b>	<b>2,308,744</b>
<b>Liabilities:</b>											
Security Deposits	-	94,577	-	-	-	-	-	-	-	-	94,577
Payroll Deductions	-	(245)	-	-	-	-	-	-	-	-	(245)
Acct Pay Other Prgms	62,775	-	6,000	-	-	-	1,000	-	6,000	-	76,775
Acct Pay Other	-	2,500	-	-	-	-	-	-	-	-	2,500
Compensated Absence	11,998	17,737	139	-	-	-	-	-	7	-	29,882
Accrued Payroll	10,240	21,093	2,336	-	-	-	-	-	155	-	33,824
Accrued Payroll Taxes	791	1,503	56	-	-	-	-	-	12	-	2,362
Pension Deferred Inflows	5,480	10,778	2,009	-	-	-	-	-	-	-	18,267
Miscellaneous	-	3,758	56	-	-	-	-	-	-	-	3,814
PILOT: Prior Year	-	-	-	-	-	-	-	-	-	-	-
Current Year	-	23,843	-	-	-	-	-	-	-	-	23,843
FSS Escrow	-	48,321	15,181	-	-	-	-	-	-	-	63,502
<b>Total Current Liabilities</b>	<b>0.12</b>	<b>91,284</b>	<b>0.13</b>	<b>25,777</b>	<b>-</b>	<b>-</b>	<b>0.99</b>	<b>1,000</b>	<b>3.24</b>	<b>6,174</b>	<b>0.15</b>

Revenues:	COCC		Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Totals
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Admin Fees Earned	-	-	15,237	180,988	-	-	-	-	454	4,991	15,691
Bookkeeping/Mgmt Fees	16,747	209,568	-	-	-	-	-	-	-	-	16,843
Maintenance Labor Fees	-	-	-	-	-	-	-	-	-	-	211,153
Total Rents	2,861	31,467	24,291	301,267	-	-	-	-	-	-	722
Interest	106	7,941	16	174	649	2	0	0	0	3	27,152
Misc	25	322	254	4,140	-	-	-	-	-	-	(375)
Subsidy	-	-	48,365	377,602	-	-	-	-	-	-	3,523
Gain/Loss on Sale	-	-	-	-	-	-	-	-	-	-	48,365
<b>Total Revenues</b>	<b>19,739</b>	<b>249,298</b>	<b>15,507</b>	<b>185,302</b>	<b>0</b>	<b>649</b>	<b>0</b>	<b>0</b>	<b>454</b>	<b>6,494</b>	<b>111,919</b>
<b>Expenses</b>											
Administrative	16,119	209,606	12,285	138,328	340	-	-	-	697	7,528	57,015
Tenant Services	-	-	-	-	-	-	-	-	-	-	-
Utilities	161	1,393	-	2,447	-	-	-	-	-	-	2,447
Maintenance	212	1,934	330	12,446	-	-	-	-	-	-	1,568
Insurance/General/Bad Debt	294	2,763	78	5,645	-	-	-	-	26	394	27,873
Other Expenditures	-	-	-	1,800	-	-	-	-	2	33	11,269
Casualty Loss/Grant receipt	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>16,786</b>	<b>215,696</b>	<b>12,693</b>	<b>145,773</b>	<b>0</b>	<b>340</b>	<b>0</b>	<b>0</b>	<b>724</b>	<b>7,955</b>	<b>(26,440)</b>
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-
<b>Profit or (Loss) for Year</b>	<b>2,953</b>	<b>33,602</b>	<b>2,815</b>	<b>39,529</b>	<b>0</b>	<b>309</b>	<b>0</b>	<b>2</b>	<b>(270)</b>	<b>(1,460)</b>	<b>40,633</b>
PHA Payments to LL	-	-	114,582	1,216,958	-	-	-	-	6,770	76,922	121,352
HUD Payments to PHA	-	-	111,591	1,294,288	-	-	-	-	7,178	77,634	118,769
Units Leased	-	-	357	3,698	-	-	-	-	18	168	375

**Investments & Pledged Amounts**

May 2020

	Bennington State Bank	First Bank Kansas	Total by Program
<b>LOW RENT:</b>			
Petty Cash	\$ 50.00		
Checking	\$ 152,284.58		**
Money Market	\$ 401,699.94		
Checking-Cafeteria Plan	\$ 4,214.36		
CD #100014931	\$ 156,875.95		
CD #6710111		\$ 112,137.24	
CD #6713580		\$ 106,865.05	
CD # 6710214		\$ 112,150.93	
CD #6706887		\$ (795.96)	\$ 1,112,308.15 *
CD #600006188	\$ 66,826.06		
<b>COCC:</b>			
Checking	\$ 650,722.56		
Money Market FSS Escrow		\$ 63,501.68	\$ 714,224.24
<b>SECTION 8/VASH:</b>			
Checking	\$ 151,784.45		
Checking - VASH EAF	\$ 24,981.91		\$ 176,766.36
<b>HOME:</b>			
Checking	\$ -		
CD #6710324		\$ -	
CD #101395		\$ -	\$ -
<b>SHELTER PLUS CARE:</b>			
Checking	\$ 1,904.00		\$ 1,904.00
<b>TBRA:</b>			
Checking	\$ 1,012.16		\$ 1,012.16
SHA Assets:	\$ 1,612,355.97	\$ 393,858.94	\$ 2,006,214.91
Percentage of Total Invest:	80%	20%	100%
			<b>\$ 2,006,214.91</b>
<b>AMOUNTS PLEDGED:</b>	\$ 1,690,000.00	\$ 750,000.00	
<b>PLUS MINIMUM FDIC:</b>	\$ 250,000.00	\$ 250,000.00	
	\$ 1,940,000.00	\$ 1,000,000.00	
Over (Under ) Pledged	\$ 327,644.03	\$ 606,141.06	
Date of pledge:	5/31/2020	5/31/2020	



# **SALINA HOUSING AUTHORITY**

**June 2020**

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

## **Personnel**

SHA is seeking a project manager for Pioneer and Oakdale/Johnstown properties. This will be a full-time position.

SHA is seeking a Program Specialist to work with Public Housing and Housing Choice Vouchers. This will be a full-time position. The current employee's last day will be June 30.

The SHA hired Derik Glendening, maintenance technician, to help with the increased workload from the additional 67 units. Derik has 10 years' experience in housing authority maintenance.

## **Financial:**

The Salina Housing Authority received \$48,364.50 in Operating Subsidy in June for Public Housing. We received \$112,597 for June HAP funding for the Section 8 programs, which includes \$7,458 restricted for Mainstream vouchers. We have approximately \$52,100 remaining Net Restricted Assets for Section 8 vouchers and an additional \$36,800 in unspent Mainstream funding.

The SHA received \$36,734 in Admin Funding for Section 8 and Mainstream. This funding is authorized by the Cares Act and is in addition to the regular Admin Funding based on utilization. The funding is authorized for any regular eligible expenses.

The SHA received \$69,940 in additional Operating Subsidy for Public Housing. This funding is authorized by the Cares Act and is in addition to our regular Operating Subsidy. It is qualified for use on all regular eligible expenses including to prepare for and prevent COVID issues.

The monthly administrative fee funding for Section 8 was \$15,500 for June. 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 as of May 31 is \$6,000.



# **OLD BUSINESS**

## a. Development Update

# **NEW BUSINESS**

**a. Resolution No. 2020-1039 FY 2020**

**Operating Budget Revision**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO  
June 17, 2020

**From:** Tina Bartlett, Executive Director

**Meeting:** June 23, 2020

**Subject:** 2020 Operating Budget Revision

**BACKGROUND**

On June 25, 2019, the Housing Authority Board of Commissioners approved the 2020 Operating Budget for the Salina Housing Authority public housing, Section 8 and central office programs.

The Department of Housing and Urban Development requires the Housing Authority to prepare and submit for Board approval an Operating Budget Revision prior to June 30 of each fiscal year in the event changes to original budget projections occur.

**DISCUSSION**

Following is a summary of significant revisions to the 2020 Operating budget for Public Housing, COCC, and Section 8:

**Public Housing:**

Total Income in Public Housing is being increased by \$50,241 to reflect an increase in HUD regular operating subsidy and CARES Act supplemental subsidy and the amount drawn from CFP for operations.

Salaries and Benefits are being increased by a total of 11,069 to reflect the hiring of an Occupation Specialist mid year. The salary is being reflected in administration salary and admin contracts.

Other Administrative Expenses in Public Housing reflects a decrease of \$12,192. Legal, training and travel were all impacted by the COVID virus and shut down orders.

Admin Contracts is being increased by \$5,749 due to using Express Employment for staff recruitment.

Utilities: Utilities expense decreased by \$2,643.

Total Ordinary Maintenance & Operations: Overall maintenance expenses are being decreased by \$11,401 with contracts decreasing by 13,260 also impacted by the COVID virus and stay at home orders. Materials are being increased by 5,300 and salaries and benefits increasing 2,833.

Other Financial Items: Insurance costs are being decreased by 11,400 which includes workers' compensation and all property, vehicle, liability, and other required insurances. There was also a \$13,837 decrease in Collection Loss.

Based on the above revisions, the Public Housing program expects to see a profit of \$100,480 for the year versus the original budget of \$15,574.

#### **Central Office Cost Center (COCC)**

Total Income in COCC is being decreased by \$8,549 which reflects a higher Public Housing and Section 8 occupancy rate and lower CFP admin revenue due to slower spending of the CFP grants.

Total Administrative Expenses in COCC reflects a decrease of \$19,811 Some of the reasons for the increase are attributed to the following factors:

1. A decrease in actual versus expected legal expenses of 2,400.
2. A decrease in actual versus expected training expenses of 9,350.
3. A decrease in actual versus expected travel expenses of 4,967.
4. A decrease in actual versus expected travel expenses of 1,554.

Based on the above revisions, the COCC program expects to see a \$34,614 profit versus the original budgeted amount of \$24,118.

#### **Section 8**

Total Income in Section 8 is being increased by \$56,101. CARES Act COVID funding accounts for \$36,734 of the increase in admin fee with the rest in both leasing and admin fee proration and an increase in expected fraud recovery.

Total Administrative Expenses in Section 8 reflects a decrease of \$36,060, due to staff turnover and no longer having a Section 8 manager.

Admin Contracts is being increased by \$8,548 due to using Express Employment for staff recruitment.

HQS Inspections is being increased by \$5,920 due to using an outside party to complete inspections instead of housing employees.

Based on the above revisions, the Section 8 program expects to see a profit of \$75,673 for the year versus the original budget loss of \$1,985.

## **ALTERNATIVES**

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

1. Approve Resolution No. 2020-1039, adopting the 2020 Operating Budget Revision for the Salina Housing Authority.
2. Modify the Budget Revision to meet the needs of the Commission.

## **RECOMMENDATION**

Staff recommends approval of the 2020 Operating Budget Revision in order to accommodate budget adjustments and remain in compliance with Department of Housing and Urban Development requirements.

## **POSSIBLE MOTION**

Approve Resolution No. 2020-1039, adopting the 2020 Operating Budget Revision for the Salina Housing Authority.

## **Enclosures:**

1. 2020 Operating Budget Revision
2. Resolution No. 2020-1039

SALINA HOUSING AUTHORITY  
 Revised FY 2020 BUDGET

Summary

Line No.	INCOME	Public Housing FY20 BUDGET	COCC FY20 BUDGET	Section 8 FY20 BUDGET	S+C FY20 BUDGET	Summary Total
3110	Rent	\$ 346,260.00	\$ 31,468.00	\$ -	\$ -	\$ 377,728.00
3110.1	Rent-PH FSS Escrow	\$ (22,708.00)	\$ -	\$ -	\$ -	\$ (22,708.00)
	Subsidy	\$ 434,800.00	\$ -	\$ 232,305.00	\$ 4,995.00	\$ 672,100.00
3610	Interest	\$ 9,150.00	\$ 7,941.00	\$ 192.00	\$ -	\$ 17,283.00
3690.2	Management Fee - SHS/PPP	\$ 1,590.00	\$ 272.00	\$ -	\$ -	\$ 1,862.00
3690.2	Management Fee - Low Rent	\$ -	\$ 96,699.00	\$ -	\$ -	\$ 96,699.00
3690.2	Management Fee - Sec 8	\$ -	\$ 48,000.00	\$ -	\$ -	\$ 48,000.00
3690.2	Management Fee - Shelter Plus	\$ -	\$ 2,088.00	\$ -	\$ -	\$ 2,088.00
3690.3	Management Fee - Asset Mgmt	\$ -	\$ 19,440.00	\$ -	\$ -	\$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	\$ -	\$ 13,125.00	\$ -	\$ -	\$ 13,125.00
3690.4	Bookkeeping Fee - Sec 8	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
3690.4	Bookkeeping Fee - Shelter Plus	\$ -	\$ 1,305.00	\$ -	\$ -	\$ 1,305.00
3690.7	Maint Labor Fee - SHS/PPP	\$ 10,260.00	\$ -	\$ -	\$ -	\$ 10,260.00
	Admin Fee - TBRA	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
3690.99	CFP Operations	\$ 35,000.00	\$ 14,664.00	\$ -	\$ -	\$ 49,664.00
3690	Maint/Court Charges, Late Fees	\$ 68,000.00	\$ -	\$ -	\$ -	\$ 68,000.00
	Miscellaneous	\$ 870.00	\$ 292.00	\$ 4,264.00	\$ 1,500.00	\$ 6,926.00
	<b>TOTAL INCOME</b>	<b>\$ 883,222.00</b>	<b>\$ 265,294.00</b>	<b>\$ 236,911.00</b>	<b>\$ 6,495.00</b>	<b>\$ 1,391,922.00</b>

Line No.	EXPENSES	FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	
4110	Administration Salary	\$ 97,981.00	\$ 141,578.00	\$ 24,000.00	\$ 1,910.00	\$ 265,469.00
4130	Legal	\$ 3,840.00	\$ 100.00	\$ 200.00	\$ -	\$ 4,140.00
4140	Training	\$ 680.00	\$ 3,150.00	\$ 1,386.00	\$ 42.00	\$ 5,258.00
4150	Travel	\$ 292.00	\$ 2,433.00	\$ 10.00	\$ 5.00	\$ 2,740.00
4170	Accounting	\$ -	\$ 11,818.00	\$ -	\$ -	\$ 11,818.00
4170.1	Computer Services	\$ 1,996.00	\$ 1,446.00	\$ 905.00	\$ 37.00	\$ 4,384.00
4171	Audit	\$ 6,062.00	\$ 1,929.00	\$ 1,346.00	\$ 493.00	\$ 9,830.00
4182	Administration Benefits	\$ 38,000.00	\$ 51,410.00	\$ 10,600.00	\$ 606.00	\$ 100,616.00
4190.03	Postage	\$ 3,630.00	\$ -	\$ 3,191.00	\$ 322.00	\$ 7,143.00
4190.11	Publications	\$ 160.00	\$ 200.00	\$ 70.00	\$ 6.00	\$ 436.00
4190.12	Membership	\$ 1,258.00	\$ 1,554.00	\$ 210.00	\$ 11.00	\$ 3,033.00
4190.13	Telephone	\$ 3,743.00	\$ 2,210.00	\$ 817.00	\$ 34.00	\$ 6,804.00
4190.14	Rental of Office Space	\$ 24,646.00	\$ -	\$ 10,330.00	\$ 555.00	\$ 35,531.00
4190.17	Forms & Office Supplies	\$ 3,596.00	\$ 2,098.00	\$ 1,874.00	\$ 83.00	\$ 7,651.00
4190.18	Other Sundry	\$ 4,101.00	\$ 3,856.00	\$ 1,389.00	\$ 59.00	\$ 9,405.00
4190.19	Admin Contracts	\$ 10,433.00	\$ 600.00	\$ 12,448.00	\$ 207.00	\$ 23,688.00
4190.2	Tenant Verifications	\$ 3,394.00	\$ -	\$ 7,050.00	\$ 336.00	\$ 10,780.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ -	\$ -	\$ -	\$ 19,440.00
4195	Management Fee	\$ 96,194.00	\$ -	\$ 47,664.00	\$ 2,088.00	\$ 145,946.00
4195.1	Bookkeeping Fee	\$ 14,318.00	\$ -	\$ 29,790.00	\$ 1,305.00	\$ 45,413.00
4220	Resident Services	\$ 4,660.00	\$ -	\$ -	\$ -	\$ 4,660.00
4310	Water	\$ 1,831.00	\$ 268.38	\$ -	\$ -	\$ 2,099.38
4320	Electricity	\$ 5,902.00	\$ 998.97	\$ -	\$ -	\$ 6,900.97
4330	Gas	\$ 4,364.00	\$ 149.10	\$ -	\$ -	\$ 4,513.10
4390	Sewer	\$ 1,360.00	\$ 74.55	\$ -	\$ -	\$ 1,434.55
4410	Labor	\$ 123,008.00	\$ -	\$ -	\$ -	\$ 123,008.00
4420	Materials	\$ 50,300.00	\$ 59.00	\$ -	\$ -	\$ 50,359.00
4430	Contracts	\$ 71,740.00	\$ 1,985.00	\$ 204.00	\$ 8.00	\$ 73,937.00
4430.07	HQS Inspections	\$ -	\$ -	\$ 5,920.00	\$ 388.00	\$ 6,308.00
4431	Garbage	\$ 2,991.00	\$ -	\$ -	\$ -	\$ 2,991.00
4433	Labor Benefits	\$ 47,308.00	\$ -	\$ -	\$ -	\$ 47,308.00
4480	Protective Services	\$ 739.00	\$ 117.00	\$ 26.00	\$ 2.00	\$ 884.00
4510	Insurance	\$ 104,600.00	\$ 3,363.00	\$ 1,135.00	\$ 31.00	\$ 109,129.00
4520	PILOT	\$ 26,012.00	\$ -	\$ -	\$ -	\$ 26,012.00
4570	Collection Loss	\$ 4,163.00	\$ -	\$ -	\$ -	\$ 4,163.00
4590	Other General Exp	\$ -	\$ (717.00)	\$ 673.00	\$ -	\$ (44.00)
	<b>TOTAL EXPENSES</b>	<b>\$ 782,742.00</b>	<b>\$ 230,680.00</b>	<b>\$ 161,238.00</b>	<b>\$ 8,528.00</b>	<b>\$ 1,183,188.00</b>
	<b>PROFIT (LOSS)</b>	<b>\$ 100,480.00</b>	<b>\$ 34,614.00</b>	<b>\$ 75,673.00</b>	<b>\$ (2,033.00)</b>	<b>\$ 208,734.00</b>



SALINA HOUSING AUTHORITY  
Revised FY 2020 BUDGET

**Public Housing**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
3110	Rent	\$ 291,974.64	\$ 346,299.74	\$ 310,000.00	\$ 360,803.81	\$ 346,260.00
3110.1	Rent-PH FSS Escrow	\$ (19,586.85)	\$ (10,602.70)	\$ (15,000.00)	\$ (20,891.85)	\$ (22,708.00)
8020	Subsidy	\$ 354,763.00	\$ 367,233.00	\$ 379,500.00	\$ 398,946.00	\$ 434,800.00
3610	Interest	\$ 7,420.88	\$ 13,640.96	\$ 6,500.00	\$ 12,345.62	\$ 9,150.00
3690.4	Admin Fee - TBRA	\$ 2,003.78	\$ 540.00	\$ 1,181.00	\$ -	\$ -
3690.99	CFP Operations	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 52,500.00	\$ 35,000.00
3690	Maint/Court Charges, Late Fees	\$ 62,773.06	\$ 71,333.03	\$ 85,000.00	\$ 69,347.09	\$ 68,000.00
3690.2	Other Inc Mgmt Fees SHS	\$ -	\$ -	\$ -	\$ 790.86	\$ 1,590.00
3690.7	Other Inc Maint Labor SHS	\$ -	\$ -	\$ -	\$ 4,279.26	\$ 10,260.00
3690.1	Miscellaneous	\$ 292.58	\$ 2,726.98	\$ 800.00	\$ 1,294.41	\$ 870.00
	<b>TOTAL INCOME</b>	<b>\$ 764,641.09</b>	<b>\$ 856,171.01</b>	<b>\$ 832,981.00</b>	<b>\$ 879,415.19</b>	<b>\$ 883,222.00</b>

Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
4110	Administration Salary	\$ 84,613.04	\$ 81,222.83	\$ 86,853.00	\$ 95,517.39	\$ 97,981.00
4130	Legal	\$ 7,606.00	\$ 7,376.00	\$ 12,000.00	\$ 3,226.50	\$ 3,840.00
4140	Training	\$ 3,334.97	\$ 630.12	\$ 2,500.00	\$ 1,063.82	\$ 680.00
4150	Travel	\$ 1,215.89	\$ 519.12	\$ 1,000.00	\$ 305.46	\$ 292.00
4170	Computer Services	\$ 1,339.63	\$ 4,686.25	\$ 3,500.00	\$ 2,885.75	\$ 1,996.00
4171	Audit	\$ 6,062.00	\$ 6,062.00	\$ 6,062.00	\$ 9,093.00	\$ 6,062.00
4182	Administration Benefits	\$ 33,498.95	\$ 30,464.62	\$ 38,059.00	\$ 34,228.01	\$ 38,000.00
4190.03	Postage	\$ 4,619.92	\$ 3,626.07	\$ 5,000.00	\$ 3,346.19	\$ 3,630.00
4190.11	Publications	\$ 57.37	\$ 57.37	\$ 100.00	\$ 234.90	\$ 160.00
4190.12	Membership	\$ 1,504.46	\$ 1,116.78	\$ 1,500.00	\$ 1,886.24	\$ 1,258.00
4190.13	Telephone	\$ 4,220.33	\$ 4,533.89	\$ 4,500.00	\$ 3,806.97	\$ 3,743.00
4190.14	Rental of Office Space	\$ 24,645.60	\$ 24,645.60	\$ 24,650.00	\$ 24,645.60	\$ 24,646.00
4190.17	Forms & Office Supplies	\$ 2,790.28	\$ 2,496.42	\$ 2,700.00	\$ 2,465.54	\$ 3,596.00
4190.18	Other Sundry	\$ 5,484.63	\$ 4,232.39	\$ 5,000.00	\$ 4,326.20	\$ 4,101.00
4190.19	Admin Contracts	\$ 4,644.00	\$ 8,897.21	\$ 4,684.00	\$ 12,390.29	\$ 10,433.00
4190.2	Tenant Verifications	\$ 5,095.95	\$ 5,647.78	\$ 6,000.00	\$ 3,777.27	\$ 3,394.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
4195	Management Fee	\$ 94,723.55	\$ 93,925.18	\$ 92,146.00	\$ 94,723.86	\$ 96,194.00
4195.1	Bookkeeping Fee	\$ 14,220.00	\$ 14,362.50	\$ 14,220.00	\$ 14,355.00	\$ 14,318.00
4220	Resident Services	\$ 3,000.00	\$ 3,400.00	\$ 3,825.00	\$ 3,616.05	\$ 4,660.00
4310	Water	\$ 1,767.02	\$ 1,833.94	\$ 1,800.00	\$ 1,793.97	\$ 1,831.00
4320	Electricity	\$ 7,645.15	\$ 5,718.23	\$ 7,500.00	\$ 6,224.15	\$ 5,902.00
4330	Gas	\$ 5,192.22	\$ 3,772.14	\$ 5,300.00	\$ 3,916.53	\$ 4,364.00
4390	Sewer	\$ 1,540.12	\$ 1,349.22	\$ 1,500.00	\$ 1,220.45	\$ 1,360.00
4410	Labor	\$ 112,204.77	\$ 120,275.44	\$ 123,407.00	\$ 120,414.62	\$ 123,008.00
4420	Materials	\$ 36,966.27	\$ 49,108.98	\$ 45,000.00	\$ 40,621.47	\$ 50,300.00
4430	Contracts	\$ 94,221.64	\$ 82,679.05	\$ 85,000.00	\$ 77,174.27	\$ 71,740.00
4431	Garbage	\$ 3,212.16	\$ 3,808.18	\$ 3,200.00	\$ 3,485.64	\$ 2,991.00
4433	Labor Benefits	\$ 48,657.54	\$ 47,505.25	\$ 50,141.00	\$ 47,207.42	\$ 47,308.00
4480	Protective Services	\$ 354.16	\$ 652.68	\$ 820.00	\$ 807.18	\$ 739.00
4510	Insurance	\$ 101,234.32	\$ 110,743.28	\$ 116,000.00	\$ 114,517.52	\$ 104,600.00
4520	PILOT	\$ 27,507.38	\$ 33,299.61	\$ 26,000.00	\$ 26,010.54	\$ 26,012.00
4570	Collection Loss	\$ 12,576.85	\$ 21,619.37	\$ 18,000.00	\$ 19,283.46	\$ 4,163.00
	<b>TOTAL EXPENSES</b>	<b>\$ 775,196.17</b>	<b>\$ 799,707.50</b>	<b>\$ 817,407.00</b>	<b>\$ 798,011.19</b>	<b>\$ 782,742.00</b>
	<b>PROFIT (LOSS)</b>	<b>\$ (10,555.08)</b>	<b>\$ 56,463.51</b>	<b>\$ 15,574.00</b>	<b>\$ 81,403.99</b>	<b>\$ 100,480.00</b>

SALINA HOUSING AUTHORITY  
 Revised FY 2020 BUDGET

Central Office Cost Center

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	Original		REVISED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
3610	Interest	\$ 5,652.34	\$ 11,398.10	\$ 4,000.00	\$ 10,486.34	\$ 7,941.00
3190	Rental Fees	\$ 34,327.80	\$ 34,327.80	\$ 34,330.00	\$ 34,327.80	\$ 31,468.00
3690.1	Other Misc Income (mileage)	\$ 692.64	\$ 943.69	\$ 1,320.00	\$ 410.93	\$ 292.00
3690.2	Management Fee - SHS/PPP	\$ 408.00	\$ 404.00	\$ 408.00	\$ 408.00	\$ 272.00
3690.2	Management Fee - Low Rent	\$ 94,724.00	\$ 93,925.00	\$ 92,146.00	\$ 94,723.86	\$ 96,699.00
3690.2	Management Fee - Sec 8	\$ 44,580.00	\$ 47,844.00	\$ 46,488.00	\$ 47,772.00	\$ 48,000.00
3690.2	Management Fee - Shelter Plus	\$ 2,160.00	\$ 2,064.00	\$ 2,160.00	\$ 2,052.00	\$ 2,088.00
3690.3	Management Fee - Asset Mgmt	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	\$ 14,220.00	\$ 14,363.00	\$ 14,220.00	\$ 14,355.00	\$ 13,125.00
3690.4	Bookkeeping Fee - Sec 8	\$ 27,863.00	\$ 29,902.00	\$ 29,055.00	\$ 29,857.50	\$ 30,000.00
3690.4	Bookkeeping Fee - Shelter Plus	\$ 1,282.50	\$ 1,283.00	\$ 1,350.00	\$ 1,282.50	\$ 1,305.00
	Admin Fee - TBRA	\$ 614.33	\$ 524.68	\$ 262.00	\$ -	\$ -
3690.5	CFP	\$ 19,814.00	\$ 24,621.00	\$ 28,664.00	\$ 21,996.00	\$ 14,664.00
	TOTAL INCOME	\$ 265,778.61	\$ 281,040.27	\$ 273,843.00	\$ 277,111.92	\$ 265,294.00
Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	Original		REVISED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
4110	Administration Salary	\$ 126,692.47	\$ 138,373.60	\$ 140,260.00	\$ 138,657.89	\$ 141,578.00
4130	Legal	\$ 4,318.00	\$ -	\$ 2,500.00	\$ 150.00	\$ 100.00
4140	Training	\$ 8,319.01	\$ 8,175.54	\$ 12,500.00	\$ 3,651.51	\$ 3,150.00
4150	Travel	\$ 2,702.04	\$ 4,674.71	\$ 5,000.00	\$ 48.42	\$ 33.00
4150.4	Travel Allowance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
4170	Accounting	\$ 11,622.00	\$ 12,241.00	\$ 11,700.00	\$ 12,237.00	\$ 11,818.00
4170.1	Computer Services	\$ 779.68	\$ 2,627.18	\$ 3,000.00	\$ 1,673.07	\$ 1,446.00
4171	Audit	\$ 1,959.00	\$ 1,959.00	\$ 1,959.00	\$ 2,893.50	\$ 1,929.00
4182	Administration Benefits	\$ 33,284.56	\$ 42,809.34	\$ 54,356.00	\$ 53,685.11	\$ 51,410.00
4190.11	Publications	\$ 134.11	\$ 485.11	\$ 200.00	\$ 297.99	\$ 200.00
4190.12	Membership	\$ 2,576.02	\$ 2,016.55	\$ 1,600.00	\$ 2,330.87	\$ 1,554.00
4190.13	Telephone	\$ 2,196.53	\$ 2,721.76	\$ 2,200.00	\$ 2,237.39	\$ 2,210.00
4190.17	Office Supplies & Forms	\$ 1,799.48	\$ 1,709.21	\$ 2,200.00	\$ 2,002.83	\$ 2,098.00
4190.18	Sundry	\$ 3,768.18	\$ 3,162.57	\$ 3,600.00	\$ 3,702.36	\$ 3,856.00
4190.19	Contracts	\$ 600.00	\$ 600.00	\$ 600.00	\$ 900.00	\$ 600.00
4190.99	Admin Exp Reimbursements	\$ (6,425.99)	\$ (4,611.93)	\$ (2,850.00)	\$ -	\$ -
4300	Utilities	\$ 1,390.79	\$ 1,514.23	\$ 1,500.00	\$ 1,651.35	\$ 1,491.00
4420	Materials - vehicle gasoline	\$ 246.47	\$ 400.17	\$ 400.00	\$ 87.20	\$ 59.00
4430	Contracts/garbage	\$ 1,871.05	\$ 2,890.79	\$ 2,300.00	\$ 2,324.85	\$ 1,985.00
4480	Protective Services	\$ 210.47	\$ 215.30	\$ 200.00	\$ 175.29	\$ 117.00
4510	Insurance	\$ 2,973.60	\$ 3,786.53	\$ 3,600.00	\$ 3,872.88	\$ 3,363.00
4590	Other General Exp	\$ (1,287.23)	\$ 6,000.00	\$ 500.00	\$ (1,287.23)	\$ (717.00)
	TOTAL EXPENSES	\$ 202,130.25	\$ 234,150.66	\$ 249,725.00	\$ 233,692.26	\$ 230,680.00
	PROFIT (LOSS)	\$ 63,648.36	\$ 46,889.61	\$ 24,118.00	\$ 43,419.66	\$ 34,614.00

SALINA HOUSING AUTHORITY  
Revised FY 2020 BUDGET

**Section 8**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED
				FY20 BUDGET	FY20 Annualized	FY20 Budget
3112	Admin Fees	\$ 169,981.00	\$ 164,801.00	\$ 178,135.00	\$ 195,525.00	\$ 232,305.00
3300+3600	Interest	\$ 82.20	\$ 102.04	\$ 50.00	\$ 188.90	\$ 192.00
3300.4	Mgt Fee-S + C	\$ -	\$ -	\$ -	\$ -	\$ -
3690	Mgt Fee TBRA	\$ 2,306.89	\$ 2,982.06	\$ 1,181.00	\$ -	\$ 150.00
3300	Fraud Recovery	\$ 1,503.82	\$ 3,772.06	\$ 1,444.00	\$ 3,865.50	\$ 4,264.00
	Miscellaneous/Port In	\$ 474.23	\$ 216.02	\$ -	\$ 124.02	\$ -
	<b>TOTAL INCOME</b>	\$ 174,348.14	\$ 171,873.18	\$ 180,810.00	\$ 199,703.42	\$ 236,911.00
Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED
				FY20 BUDGET	FY20 Annualized	FY20 Budget
4110	Administration Salary	\$ 42,610.74	\$ 39,791.69	\$ 48,600.00	\$ 19,498.44	\$ 24,000.00
4130	Legal	\$ 120.00	\$ 192.40	\$ 200.00	\$ -	\$ 200.00
4140	Training	\$ 829.90	\$ 534.92	\$ 800.00	\$ 2,132.31	\$ 1,386.00
4150	Travel	\$ 189.81	\$ 257.74	\$ 300.00	\$ 14.79	\$ 10.00
4170.1	Computer Services	\$ 632.75	\$ 1,874.27	\$ 1,200.00	\$ 1,035.12	\$ 905.00
4171	Audit	\$ 1,346.00	\$ 1,346.00	\$ 1,539.00	\$ 2,019.00	\$ 1,346.00
4180	Office Rent and Utilities	\$ 10,445.00	\$ 10,311.99	\$ 11,150.00	\$ 10,478.51	\$ 10,330.00
4182	Administration Benefits	\$ 20,962.03	\$ 14,834.52	\$ 21,048.00	\$ 6,634.44	\$ 10,600.00
4190.03	Postage	\$ 1,979.54	\$ 2,035.53	\$ 2,500.00	\$ 2,941.34	\$ 3,191.00
4190.11	Publications	\$ 27.40	\$ 26.46	\$ 40.00	\$ 104.49	\$ 70.00
4190.12	Membership	\$ 410.31	\$ 269.26	\$ 350.00	\$ 311.27	\$ 210.00
4190.13	Telephone	\$ 995.32	\$ 1,250.26	\$ 1,100.00	\$ 838.76	\$ 817.00
4190.17	Office Supplies & Forms	\$ 1,473.26	\$ 1,759.75	\$ 2,000.00	\$ 1,562.16	\$ 1,874.00
4190.18	Sundry	\$ 1,423.19	\$ 1,674.48	\$ 1,700.00	\$ 1,470.27	\$ 1,389.00
4190.19	Admin Contracts	\$ 3,463.53	\$ 7,593.62	\$ 3,900.00	\$ 16,121.04	\$ 12,448.00
4190.2	Tenant Verifications	\$ 5,669.40	\$ 6,998.27	\$ 7,500.00	\$ 7,020.29	\$ 7,050.00
4195	Management Fee (\$12)	\$ 44,580.00	\$ 47,844.00	\$ 46,488.00	\$ 47,772.00	\$ 47,664.00
4196	Bookkeeping Fee (\$7.50)	\$ 27,862.50	\$ 29,902.50	\$ 29,055.00	\$ 29,857.50	\$ 29,790.00
4400	Maint/security	\$ -	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 207.19	\$ 1,273.23	\$ 225.00	\$ 185.43	\$ 204.00
4430.07	HQS Inpsctions				\$ 6,093.75	\$ 5,920.00
4480	Protective Services	\$ 44.07	\$ 48.53	\$ 50.00	\$ 38.43	\$ 26.00
4510	Insurance	\$ 1,653.24	\$ 1,517.70	\$ 1,850.00	\$ 1,419.03	\$ 1,135.00
4590.P	HAP Portable Admin fee	\$ 302.07	\$ 903.64	\$ 1,200.00	\$ 804.60	\$ 673.00
4800	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENSES</b>	\$ 167,227.25	\$ 172,240.76	\$ 182,795.00	\$ 158,352.95	\$ 161,238.00
	<b>PROFIT (LOSS)</b>	\$ 7,120.89	\$ (367.58)	\$ (1,985.00)	\$ 41,350.47	\$ 75,673.00

SALINA HOUSING AUTHORITY  
Revised FY 2020 BUDGET

**Shelter Plus Care**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
3112	Admin Fees	\$ 5,624.08	\$ 5,719.67	\$ 5,445.00	\$ 5,445.00	\$ 4,995.00
3300+3600	Interest	\$ 4.76	\$ 3.72	\$ -	\$ 3.96	\$ -
	Mgt Fee TBRA	\$ 225.00	\$ 95.94	\$ -	\$ -	\$ -
3300	Fraud Recovery	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous/Port In	\$ 5,000.00	\$ -	\$ -	\$ 2,250.00	\$ 1,500.00
	<b>TOTAL INCOME</b>	\$ 10,853.84	\$ 5,819.33	\$ 5,445.00	\$ 7,698.96	\$ 6,495.00

Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	Original		REVISIED FY20 Budget
				FY20 BUDGET	FY20 Annualized	
4110	Administration Salary	\$ 3,608.95	\$ 2,461.90	\$ 1,158.00	\$ 1,898.69	\$ 1,910.00
4130	Legal	\$ -	\$ -	\$ -	\$ -	\$ -
4140	Training	\$ 69.02	\$ 10.00	\$ 200.00	\$ 63.84	\$ 42.00
4150	Travel	\$ 23.17	\$ 2.18	\$ 20.00	\$ 6.96	\$ 5.00
4170.1	Computer Services	\$ 41.09	\$ 57.32	\$ 50.00	\$ 42.20	\$ 37.00
4171	Audit	\$ 493.00	\$ 493.00	\$ 300.00	\$ 739.50	\$ 493.00
4180	Office Rent and Utilities	\$ 739.06	\$ 646.65	\$ 700.00	\$ 607.26	\$ 555.00
4182	Administration Benefits	\$ 2,099.89	\$ 1,031.19	\$ 418.00	\$ 616.64	\$ 606.00
4190.03	Postage	\$ 375.81	\$ 371.15	\$ 400.00	\$ 288.42	\$ 322.00
4190.11	Publications	\$ -	\$ 0.94	\$ -	\$ 7.65	\$ 6.00
4190.12	Membership	\$ 5.10	\$ 12.10	\$ 15.00	\$ 15.71	\$ 11.00
4190.13	Telephone	\$ 71.65	\$ 82.15	\$ 100.00	\$ 34.04	\$ 34.00
4190.17	Office Supplies & Forms	\$ 125.18	\$ 187.49	\$ 200.00	\$ 82.23	\$ 83.00
4190.18	Sundry	\$ 83.54	\$ 64.83	\$ 50.00	\$ 60.18	\$ 59.00
4190.19	Admin Contracts	\$ 280.47	\$ 321.99	\$ 200.00	\$ 275.75	\$ 207.00
4190.2	Tenant Verifications	\$ -	\$ -	\$ -	\$ 247.92	\$ 336.00
4195	Management Fee (\$12)	\$ 2,160.00	\$ 2,064.00	\$ 2,160.00	\$ 2,052.00	\$ 2,088.00
4196	Bookkeeping Fee (\$7.50)	\$ 1,350.00	\$ 1,282.50	\$ 1,350.00	\$ 1,282.50	\$ 1,305.00
4400	Maint/security	\$ -	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 12.26	\$ 52.55	\$ 20.00	\$ 6.54	\$ 8.00
4430.07	HQS Inpsections	\$ -	\$ -	\$ -	\$ 468.75	\$ 388.00
4480	Protective Services	\$ 2.55	\$ -	\$ -	\$ 2.55	\$ 2.00
4510	Insurance	\$ 90.05	\$ 94.18	\$ 100.00	\$ 38.30	\$ 31.00
4590.P	HAP Portable Admin fee	\$ -	\$ -	\$ -	\$ -	\$ -
4800	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENSES</b>	\$ 11,630.79	\$ 9,236.12	\$ 7,441.00	\$ 8,837.60	\$ 8,528.00
	<b>PROFIT (LOSS)</b>	\$ (776.95)	\$ (3,416.79)	\$ (1,996.00)	\$ (1,138.64)	\$ (2,033.00)

# **NEW BUSINESS**

**b. Resolution No. 2020-1040 FY 2021**

**Operating Budget**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

MEMO

June 18, 2020

**From:** Tina Bartlett

**Meeting:** June 23, 2020

**Subject:** 2021 Operating Budget

**BACKGROUND**

Each year, in accordance with Department of Housing and Urban Development (HUD) regulations, the Salina Housing Authority must prepare an Operating Budget for administration of the Public Housing Program. The Operating Budget reflects projected annual income, expenses and Operating Fund (subsidy) calculations.

The Operating Budget and a Resolution approving the Operating Budget is required to be approved by the Board of Commissioners prior to June 30 each year; however, the budget and resolution are not required to be approved by the Department of Housing and Urban Development.

**DISCUSSION**

Enclosed in your packet you will find spreadsheets for comparison of 2021 anticipated income and expenses to the previous three years income and expenditures for the programs. Some notable differences between the proposed 2021 Operating Budget as compared to the previous income and expenditures are as follows:

**Public Housing**

The Income for Public Housing includes an estimated increase of \$127,200. The Cares Act added an additional \$69,940 to be utilized by Dec 31, 2020. Increases were budgeted for CFP Operations to reflect the normal \$65,000 plus \$30,000 that should have been drawn from the CFP 19 Grant during FY20. Other revenue from SHS for Fee for Service of \$38,400 was budgeted for Maintenance at Pioneer Presidents Place. We do not expect to see an increase in Operating Subsidy.

The Operating Expenditures for Public Housing are anticipated at \$872,879, an overall increase of approximately \$90,137 over FY20 Revised Budget. The majority of this increase consists of an increase in maintenance salaries and benefits due to increased maintenance staff, and increases in training, Insurance, PILOT and contracts. Several large expenditures are planned to utilize the additional Cares funding. However, I have added below the line as they will be capitalized and not seen as an Expense.

### **Central Office Cost Center (COCC)**

The Income for the COCC includes an increase of approximately \$91,000 from the FY20 Revised Budget. The FY21 budget includes approximately \$30,000 from SHS for management fees of Pioneer Presidents Place. It also includes an increase in Capital Fund Administration Fee of \$50,000 which reflects the increase from 10% to an allowed 15% for COVID and accessing 2019 and 50% of the 2020 CFP grant.

The Operating Expenditures for the COCC are anticipated at \$288,350, an overall increase of about \$57,000 from the FY20 Revised Expenses. Increases are projected to line items for increase in staff, Property Manager, and benefits and training.

### **Section 8**

The Income for the Section 8 Program includes a decrease of approximately \$45,800 over the FY20 Revised Income. This is based on the additional \$36,734 that was added to the FY20 Income for Cares Act and a conservative estimate of voucher utilization and the projected admin revenue proration.

The Operating Expenditures for the Section 8 Program are anticipated at \$208,564, an overall increase of approximately \$47,326 from the FY20 Revised Expenses. This is primarily due to the variance of \$41,200 from FY20 Salary and Benefits during transition of personnel.

### **Shelter Plus Care**

The Income for the Shelter Plus Care program includes \$13,888 which is a \$8,893 increase over previous years. The Shelter Plus program is now being administered under a new grant that allows 10% admin versus the \$5,445 in past years.

The Operating Expenditures for the Shelter Plus Care program are anticipated at \$13,037, an overall increase of \$4,509 from the FY20 Revised Budget. This increase consists primarily an increase in Management fees due to an anticipated increase in voucher count because of the new funding source as well as cost of training and inspections.

### **Summary**

Based on the anticipated income and expenses for 2021, the proposed Operating Budgets reflects a net total increase of \$172,434. The anticipated profit in Public Housing would be added to the Public Housing operating reserves. The anticipated loss from the Section 8 program will continue to be covered by a loan from the COCC. The current loan is \$6,000. The loan started in Dec. 2014 and has fluctuated between \$6,000 - \$33,000. As funding from reconciliations are released, the SHA pays back the loan if funds are available. The anticipated loss from the Shelter Plus Care program will be covered by a from the COCC or by additional miscellaneous grant funds. The current loan is \$6,000. This loan started in June 2018 and has fluctuated between \$500 - \$6,000.

The Board of Commissioners should also be advised that this Operating Budget is a guideline for income and expenses; it is anticipated that, at year end, some adjustments may be required due to unforeseen income and/or expenditure changes that may occur throughout the year.

The Housing Authority continues to search for cost-saving measures and opportunities for grant funds that may be able to assist in the operation of the Housing Authority in an effort to minimize expenditures, increase revenues and maximize resources.

## **RECOMMENDATION**

Housing Authority staff recommends approval of Resolution No. 2020-1040, adopting the 2021 Operating Budget for the Salina Housing Authority to remain in compliance with Department of Housing and Urban Development regulations.

## **ALTERNATIVES**

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

1. Approve Resolution No. 2020-1040, adopting the proposed 2021 Operating Budget for the Salina Housing Authority.
2. Modify the 2021 Operating Budget to meet the needs of the Commission.

## **POSSIBLE MOTION**

Adopt Resolution No. 2020-1040, adopting the 2021 Operating Budget for the Salina Housing Authority.

## **Enclosures:**

1. 2021 Operating Budget Spreadsheet
2. Resolution No. 2020-1040



SALINA HOUSING AUTHORITY  
 FY 2021 BUDGET

**Public Housing**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
3110	Rent	\$ 291,974.64	\$ 346,299.74	\$ 346,260.00	\$ 340,000.00
3110.1	Rent-PH FSS Escrow	\$ (19,586.85)	\$ (10,602.70)	\$ (22,708.00)	\$ (20,000.00)
8020	Subsidy	\$ 354,763.00	\$ 367,233.00	\$ 434,800.00	\$ 480,000.00
3610	Interest	\$ 7,420.88	\$ 13,640.96	\$ 9,150.00	\$ 6,500.00
3690.4	Admin Fee - TBRA	\$ 2,003.78	\$ 540.00	\$ -	\$ 2,362.50
3690.99	CFP Operations	\$ 65,000.00	\$ 65,000.00	\$ 35,000.00	\$ 95,000.00
3690	Maint/Court Charges, Late Fees	\$ 62,773.06	\$ 71,333.03	\$ 68,000.00	\$ 67,000.00
3690.2	Other Inc Mgmt Fees SHS		\$ -	\$ 1,590.00	\$ 660.00
3690.7	Other Inc Maint Labor SHS		\$ -	\$ 10,260.00	\$ 38,400.00
3690.1	Miscellaneous	\$ 292.58	\$ 2,726.98	\$ 870.00	\$ 800.00
	<b>TOTAL INCOME</b>	<b>\$ 764,641.09</b>	<b>\$ 856,171.01</b>	<b>\$ 883,222.00</b>	<b>\$ 1,010,722.50</b>

Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
4110	Administration Salary	\$ 84,613.04	\$ 81,222.83	\$ 97,981.00	\$ 84,000.00
4130	Legal	\$ 7,606.00	\$ 7,376.00	\$ 3,840.00	\$ 10,000.00
4140	Training	\$ 3,334.97	\$ 630.12	\$ 680.00	\$ 2,500.00
4150	Travel	\$ 1,215.89	\$ 519.12	\$ 292.00	\$ 1,000.00
4170	Computer Services	\$ 1,339.63	\$ 4,686.25	\$ 1,996.00	\$ 3,000.00
4171	Audit	\$ 6,062.00	\$ 6,062.00	\$ 6,062.00	\$ 6,634.00
4182	Administration Benefits	\$ 33,498.95	\$ 30,464.62	\$ 38,000.00	\$ 37,000.00
4190.03	Postage	\$ 4,619.92	\$ 3,626.07	\$ 3,630.00	\$ 5,000.00
4190.11	Publications	\$ 57.37	\$ 57.37	\$ 160.00	\$ 160.00
4190.12	Membership	\$ 1,504.46	\$ 1,116.78	\$ 1,258.00	\$ 1,400.00
4190.13	Telephone	\$ 4,220.33	\$ 4,533.89	\$ 3,743.00	\$ 4,200.00
4190.14	Rental of Office Space	\$ 27,110.16	\$ 24,645.60	\$ 24,646.00	\$ 24,650.00
4190.17	Forms & Office Supplies	\$ 2,790.28	\$ 2,496.42	\$ 3,596.00	\$ 2,600.00
4190.18	Other Sundry	\$ 5,484.63	\$ 4,232.39	\$ 4,101.00	\$ 4,600.00
4190.19	Admin Contracts	\$ 4,644.00	\$ 8,897.21	\$ 10,433.00	\$ 6,000.00
4190.2	Tenant Verifications	\$ 5,095.95	\$ 5,647.78	\$ 3,394.00	\$ 5,500.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
4195	Management Fee	\$ 94,723.55	\$ 93,925.18	\$ 96,194.00	\$ 95,880.68
4195.1	Bookkeeping Fee	\$ 14,220.00	\$ 14,362.50	\$ 14,318.00	\$ 14,220.00
4220	Resident Services	\$ 3,000.00	\$ 3,400.00	\$ 4,660.00	\$ 3,500.00
4310	Water	\$ 1,767.02	\$ 1,833.94	\$ 1,831.00	\$ 1,800.00
4320	Electricity	\$ 7,645.15	\$ 5,718.23	\$ 5,902.00	\$ 6,750.00
4330	Gas	\$ 5,192.22	\$ 3,772.14	\$ 4,364.00	\$ 4,320.00
4390	Sewer	\$ 1,540.12	\$ 1,349.22	\$ 1,360.00	\$ 1,500.00
4410	Labor	\$ 112,204.77	\$ 120,275.44	\$ 123,008.00	\$ 160,500.00
4420	Materials	\$ 36,966.27	\$ 49,108.98	\$ 50,300.00	\$ 45,000.00
4430	Contracts	\$ 94,221.64	\$ 82,679.05	\$ 71,740.00	\$ 85,000.00
4431	Garbage	\$ 3,212.16	\$ 3,808.18	\$ 2,991.00	\$ 3,500.00
4433	Labor Benefits	\$ 48,657.54	\$ 47,505.25	\$ 47,308.00	\$ 65,500.00
4480	Protective Services	\$ 354.16	\$ 652.68	\$ 739.00	\$ 820.50
4510	Insurance	\$ 101,234.32	\$ 110,743.28	\$ 104,600.00	\$ 116,000.00
4520	PILOT	\$ 27,507.38	\$ 33,299.61	\$ 26,012.00	\$ 32,904.00
4570	Collection Loss	\$ 12,576.85	\$ 21,619.37	\$ 4,163.00	\$ 18,000.00
	<b>TOTAL EXPENSES</b>	<b>\$ 777,660.73</b>	<b>\$ 799,707.50</b>	<b>\$ 782,742.00</b>	<b>\$ 872,879.18</b>
	<b>PROFIT (LOSS)</b>	<b>\$ (13,019.64)</b>	<b>\$ 56,463.51</b>	<b>\$ 100,480.00</b>	<b>\$ 137,843.32</b>

Maint. Vehicle \$30,000  
 Trailer \$5,000  
 Office Rehab \$30,000

SALINA HOUSING AUTHORITY  
 FY 2021 BUDGET

Central Office Cost Center

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
3610	Interest	\$ 5,652.34	\$ 11,398.10	\$ 7,941.00	\$ 4,000.00
3190	Rental Fees	\$ 37,760.58	\$ 34,327.80	\$ 31,468.00	\$ 34,330.00
3690.1	Other Misc Income (mileage)	\$ 692.64	\$ 943.69	\$ 292.00	\$ 400.00
3690.2	Management Fee - SHS/PPP	\$ 326.40	\$ 404.00	\$ 272.00	\$ 12,540.00
3690.2	Management Fee-Program Mgr				\$ 18,000.00
3690.2	Management Fee - Low Rent	\$ 94,724.00	\$ 93,925.00	\$ 96,699.00	\$ 95,880.68
3690.2	Management Fee - Sec 8	\$ 44,580.00	\$ 47,844.00	\$ 48,000.00	\$ 52,559.00
3690.2	Management Fee - Shelter Plus	\$ 2,160.00	\$ 2,064.00	\$ 2,088.00	\$ 3,600.00
3690.3	Management Fee - Asset Mgmt	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	\$ 14,220.00	\$ 14,363.00	\$ 13,125.00	\$ 14,220.00
3690.4	Bookkeeping Fee - Sec 8	\$ 27,863.00	\$ 29,902.00	\$ 30,000.00	\$ 32,850.00
3690.4	Bookkeeping Fee - Shelter Plus	\$ 1,431.00	\$ 1,283.00	\$ 1,305.00	\$ 1,800.00
	Admin Fee - TBRA	\$ 614.33	\$ 524.68	\$ -	\$ 525.00
3690.5	CFP	\$ 19,814.00	\$ 24,621.00	\$ 14,664.00	\$ 66,181.00
	TOTAL INCOME	\$ 269,278.29	\$ 281,040.27	\$ 265,294.00	\$ 356,325.68
Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
4110	Administration Salary	\$ 126,692.47	\$ 138,373.60	\$ 141,578.00	\$ 168,000.00
4130	Legal	\$ 4,318.00	\$ -	\$ 100.00	\$ 2,500.00
4140	Training	\$ 8,319.01	\$ 8,175.54	\$ 3,150.00	\$ 12,500.00
4150	Travel	\$ 2,702.04	\$ 4,674.71	\$ 33.00	\$ 4,000.00
4150.4	Travel Allowance	\$ 2,640.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
4170	Accounting	\$ 11,622.00	\$ 12,241.00	\$ 11,818.00	\$ 13,000.00
4170.1	Computer Services	\$ 779.68	\$ 2,627.18	\$ 1,446.00	\$ 2,500.00
4171	Audit	\$ 1,959.00	\$ 1,959.00	\$ 1,929.00	\$ 2,400.00
4182	Administration Benefits	\$ 33,284.56	\$ 42,809.34	\$ 51,410.00	\$ 61,500.00
4190.11	Publications	\$ 134.11	\$ 485.11	\$ 200.00	\$ 200.00
4190.12	Membership	\$ 2,576.02	\$ 2,016.55	\$ 1,554.00	\$ 1,850.00
4190.13	Telephone	\$ 2,196.53	\$ 2,721.76	\$ 2,210.00	\$ 2,250.00
4190.17	Office Supplies & Forms	\$ 1,799.48	\$ 1,709.21	\$ 2,098.00	\$ 2,200.00
4190.18	Sundry	\$ 3,768.18	\$ 3,162.57	\$ 3,856.00	\$ 3,600.00
4190.19	Contracts	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
4190.99	Admin Exp Reimbursements	\$ (6,425.99)	\$ (4,611.93)	\$ -	\$ -
4300	Utilities	\$ 1,390.79	\$ 1,514.23	\$ 1,491.00	\$ 1,650.00
4420	Materials - vehicle gasoline	\$ 246.47	\$ 400.17	\$ 59.00	\$ 100.00
4430	Contracts/garbage	\$ 1,871.05	\$ 2,890.79	\$ 1,985.00	\$ 3,100.00
4480	Protective Services	\$ 210.47	\$ 215.30	\$ 117.00	\$ 200.00
4510	Insurance	\$ 2,973.60	\$ 3,786.53	\$ 3,363.00	\$ 3,300.00
4590	Other General Exp	\$ (859.56)	\$ 6,000.00	\$ (717.00)	\$ 500.00
	TOTAL EXPENSES	\$ 202,797.91	\$ 234,150.66	\$ 230,680.00	\$ 288,350.00
	PROFIT (LOSS)	\$ 66,480.38	\$ 46,889.61	\$ 34,614.00	\$ 67,975.68

SALINA HOUSING AUTHORITY  
 FY 2021 BUDGET

**Section 8**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
3112	Admin Fees	\$ 169,981.00	\$ 164,801.00	\$ 232,305.00	\$ 186,416.00
3300+3600	Interest	\$ 82.20	\$ 102.04	\$ 192.00	\$ 50.00
3300.4	Mgt Fee-S + C	\$ -	\$ -	\$ -	\$ -
3690	Mgt Fee TBRA	\$ 2,306.89	\$ 2,982.06	\$ 150.00	\$ 2,362.50
3300	Fraud Recovery	\$ 1,503.82	\$ 3,772.06	\$ 4,264.00	\$ 3,500.00
	Miscellaneous/Port In	\$ 474.23	\$ 216.02	\$ -	\$ -
	<b>TOTAL INCOME</b>	\$ 174,348.14	\$ 171,873.18	\$ 236,911.00	\$ 192,328.50

Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	FY20 revised	FY21 Budget
4110	Administration Salary	\$ 42,610.74	\$ 39,791.69	\$ 24,000.00	\$ 53,500.00
4130	Legal	\$ 120.00	\$ 192.40	\$ 200.00	\$ 200.00
4140	Training	\$ 829.90	\$ 534.92	\$ 1,386.00	\$ 1,500.00
4150	Travel	\$ 189.81	\$ 257.74	\$ 10.00	\$ 100.00
4170.1	Computer Services	\$ 632.75	\$ 1,874.27	\$ 905.00	\$ 1,200.00
4171	Audit	\$ 1,346.00	\$ 1,346.00	\$ 1,346.00	\$ 1,500.00
4180	Office Rent and Utilities	\$ 10,445.00	\$ 10,311.99	\$ 10,330.00	\$ 11,150.00
4182	Administration Benefits	\$ 20,962.03	\$ 14,834.52	\$ 10,600.00	\$ 22,300.00
4190.03	Postage	\$ 1,979.54	\$ 2,035.53	\$ 3,191.00	\$ 3,000.00
4190.11	Publications	\$ 27.40	\$ 26.46	\$ 70.00	\$ 70.00
4190.12	Membership	\$ 410.31	\$ 269.26	\$ 210.00	\$ 210.00
4190.13	Telephone	\$ 995.32	\$ 1,250.26	\$ 817.00	\$ 850.00
4190.17	Office Supplies & Forms	\$ 1,473.26	\$ 1,759.75	\$ 1,874.00	\$ 1,800.00
4190.18	Sundry	\$ 1,423.19	\$ 1,674.48	\$ 1,389.00	\$ 1,700.00
4190.19	Admin Contracts	\$ 3,463.53	\$ 7,593.62	\$ 12,448.00	\$ 6,630.00
4190.2	Tenant Verifications	\$ 5,669.40	\$ 6,998.27	\$ 7,050.00	\$ 7,700.00
4195	Management Fee (\$12)	\$ 44,580.00	\$ 47,844.00	\$ 47,664.00	\$ 52,559.00
4196	Bookkeeping Fee (\$7.50)	\$ 27,862.50	\$ 29,902.50	\$ 29,790.00	\$ 32,850.00
4400	Maint/security	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 207.19	\$ 1,273.23	\$ 204.00	\$ 1,275.00
4430.07	HQS Inpsections			\$ 5,920.00	\$ 6,100.00
4480	Protective Services	\$ 44.07	\$ 48.53	\$ 26.00	\$ 50.00
4510	Insurance	\$ 1,653.24	\$ 1,517.70	\$ 1,135.00	\$ 1,500.00
4590.P	HAP Portable Admin fee	\$ 302.07	\$ 903.64	\$ 673.00	\$ 820.00
4800	Depreciation	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENSES</b>	\$ 167,227.25	\$ 172,240.76	\$ 161,238.00	\$ 208,564.00
	<b>PROFIT (LOSS)</b>	\$ 7,120.89	\$ (367.58)	\$ 75,673.00	\$ (16,235.50)

SALINA HOUSING AUTHORITY  
 FY 2021 BUDGET

**Shelter Plus Care**

Line No.	INCOME	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
3112	Admin Fees	\$ 5,624.08	\$ 5,719.67	\$ 4,995.00	\$ 13,888.00
3300+3600	Interest	\$ 4.76	\$ 3.72	\$ -	\$ -
	Mgt Fee TBRA	\$ 225.00	\$ 95.94	\$ -	\$ -
3300	Fraud Recovery	\$ -	\$ -	\$ -	\$ -
	Miscellaneous/Port In	\$ 5,000.00	\$ -	\$ 1,500.00	\$ -
	<b>TOTAL INCOME</b>	\$ 10,853.84	\$ 5,819.33	\$ 6,495.00	\$ 13,888.00
Line No.	EXPENSES	FY18 ACTUAL	FY19 ACTUAL	FY20 Revised	FY21 Budget
4110	Administration Salary	\$ 3,608.95	\$ 2,461.90	\$ 1,910.00	\$ 2,200.00
4130	Legal	\$ -	\$ -	\$ -	\$ -
4140	Training	\$ 69.02	\$ 10.00	\$ 42.00	\$ 200.00
4150	Travel	\$ 23.17	\$ 2.18	\$ 5.00	\$ 20.00
4170.1	Computer Services	\$ 41.09	\$ 57.32	\$ 37.00	\$ 50.00
4171	Audit	\$ 493.00	\$ 493.00	\$ 493.00	\$ 535.00
4180	Office Rent and Utilities	\$ 739.06	\$ 646.65	\$ 555.00	\$ 650.00
4182	Administration Benefits	\$ 2,099.89	\$ 1,031.19	\$ 606.00	\$ 1,700.00
4190.03	Postage	\$ 375.81	\$ 371.15	\$ 322.00	\$ 400.00
4190.11	Publications	\$ -	\$ 0.94	\$ 6.00	\$ 10.00
4190.12	Membership	\$ 5.10	\$ 12.10	\$ 11.00	\$ 15.00
4190.13	Telephone	\$ 71.65	\$ 82.15	\$ 34.00	\$ 100.00
4190.17	Office Supplies & Forms	\$ 125.18	\$ 187.49	\$ 83.00	\$ 200.00
4190.18	Sundry	\$ 83.54	\$ 64.83	\$ 59.00	\$ 70.00
4190.19	Admin Contracts	\$ 280.47	\$ 321.99	\$ 207.00	\$ 325.00
4190.2	Tenant Verifications	\$ -	\$ -	\$ 336.00	\$ 332.50
4195	Management Fee (\$12)	\$ 2,160.00	\$ 2,064.00	\$ 2,088.00	\$ 3,600.00
4196	Bookkeeping Fee (\$7.50)	\$ 1,350.00	\$ 1,282.50	\$ 1,305.00	\$ 1,800.00
4400	Maint/security	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 12.26	\$ 52.55	\$ 8.00	\$ 60.00
4430.07	HQS Inspections	\$ -	\$ -	\$ 388.00	\$ 665.00
4480	Protective Services	\$ 2.04	\$ -	\$ 2.00	\$ 5.00
4510	Insurance	\$ 90.05	\$ 94.18	\$ 31.00	\$ 100.00
4590.P	HAP Portable Admin fee	\$ -	\$ -	\$ -	\$ -
4800	Depreciation	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EXPENSES</b>	\$ 11,630.28	\$ 9,236.12	\$ 8,528.00	\$ 13,037.50
	<b>PROFIT (LOSS)</b>	\$ (776.44)	\$ (3,416.79)	\$ (2,033.00)	\$ 850.50

SALINA HOUSING AUTHORITY  
FY 2021 BUDGET

**Summary**

Line No.	INCOME	Public Housing	COCC	Section 8	S+C	Summary
		FY21 BUDGET	FY21 BUDGET	FY21 BUDGET	FY21 BUDGET	Total
3110	Rent	\$ 340,000.00	\$ 34,330.00	\$ -	\$ -	\$ 374,330.00
3110.1	Rent-PH FSS Escrow	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ (20,000.00)
	Subsidy	\$ 480,000.00	\$ -	\$ 186,416.00	\$ 13,888.00	\$ 680,304.00
3610	Interest	\$ 6,500.00	\$ 4,000.00	\$ 50.00	\$ -	\$ 10,550.00
3690.2	Management Fee - SHS/PPP	\$ 660.00	\$ 12,540.00	\$ -	\$ -	\$ 13,200.00
3690.2	Management Fee-Program Mgr		\$ 18,000.00			
3690.2	Management Fee - Low Rent	\$ -	\$ 95,880.68	\$ -	\$ -	\$ 95,880.68
3690.2	Management Fee - Sec 8	\$ -	\$ 52,559.00	\$ -	\$ -	\$ 52,559.00
3690.2	Management Fee - Shelter Plus	\$ -	\$ 3,600.00	\$ -	\$ -	\$ 3,600.00
3690.3	Management Fee - Asset Mgmt	\$ -	\$ 19,440.00	\$ -	\$ -	\$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	\$ -	\$ 14,220.00	\$ -	\$ -	\$ 14,220.00
3690.4	Bookkeeping Fee - Sec 8	\$ -	\$ 32,850.00	\$ -	\$ -	\$ 32,850.00
3690.4	Bookkeeping Fee - Shelter Plus	\$ -	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
3690.7	Maint Labor Fee - SHS/PPP	\$ 38,400.00	\$ -	\$ -	\$ -	\$ 38,400.00
	Admin Fee - TBRA	\$ 2,362.50	\$ 525.00	\$ 2,362.50	\$ -	\$ 5,250.00
3690.99	CFP Operations	\$ 95,000.00	\$ 66,181.00	\$ -	\$ -	\$ 161,181.00
3690	Maint/Court Charges, Late Fees	\$ 67,000.00	\$ -	\$ -	\$ -	\$ 67,000.00
	Miscellaneous	\$ 800.00	\$ 400.00	\$ 3,500.00	\$ -	\$ 4,700.00
	<b>TOTAL INCOME</b>	<b>\$ 1,010,722.50</b>	<b>\$ 356,325.68</b>	<b>\$ 192,328.50</b>	<b>\$ 13,888.00</b>	<b>\$ 1,555,264.68</b>

Line No.	EXPENSES	FY21 BUDGET	FY21 BUDGET	FY21 BUDGET	FY21 BUDGET	
4110	Administration Salary	\$ 84,000.00	\$ 168,000.00	\$ 53,500.00	\$ 2,200.00	\$ 307,700.00
4130	Legal	\$ 10,000.00	\$ 2,500.00	\$ 200.00	\$ -	\$ 12,700.00
4140	Training	\$ 2,500.00	\$ 12,500.00	\$ 1,500.00	\$ 200.00	\$ 16,700.00
4150	Travel	\$ 1,000.00	\$ 6,400.00	\$ 100.00	\$ 20.00	\$ 7,520.00
4170	Accounting	\$ -	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00
4170.1	Computer Services	\$ 3,000.00	\$ 2,500.00	\$ 1,200.00	\$ 50.00	\$ 6,750.00
4171	Audit	\$ 6,634.00	\$ 2,400.00	\$ 1,500.00	\$ 535.00	\$ 11,069.00
4182	Administration Benefits	\$ 37,000.00	\$ 61,500.00	\$ 22,300.00	\$ 1,700.00	\$ 122,500.00
4190.03	Postage	\$ 5,000.00	\$ -	\$ 3,000.00	\$ 400.00	\$ 8,400.00
4190.11	Publications	\$ 160.00	\$ 200.00	\$ 70.00	\$ 10.00	\$ 440.00
4190.12	Membership	\$ 1,400.00	\$ 1,850.00	\$ 210.00	\$ 15.00	\$ 3,475.00
4190.13	Telephone	\$ 4,200.00	\$ 2,250.00	\$ 850.00	\$ 100.00	\$ 7,400.00
4190.14	Rental of Office Space	\$ 24,650.00	\$ -	\$ 11,150.00	\$ 650.00	\$ 36,450.00
4190.17	Forms & Office Supplies	\$ 2,600.00	\$ 2,200.00	\$ 1,800.00	\$ 200.00	\$ 6,800.00
4190.18	Other Sundry	\$ 4,600.00	\$ 3,600.00	\$ 1,700.00	\$ 70.00	\$ 9,970.00
4190.19	Admin Contracts	\$ 6,000.00	\$ 600.00	\$ 6,630.00	\$ 325.00	\$ 13,555.00
4190.2	Tenant Verifications	\$ 5,500.00	\$ -	\$ 7,700.00	\$ 332.50	\$ 13,532.50
4190.23	Asset Management Fee	\$ 19,440.00	\$ -	\$ -	\$ -	\$ 19,440.00
4195	Management Fee	\$ 95,880.68	\$ -	\$ 52,559.00	\$ 3,600.00	\$ 152,039.68
4195.1	Bookkeeping Fee	\$ 14,220.00	\$ -	\$ 32,850.00	\$ 1,800.00	\$ 48,870.00
4220	Resident Services	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
4310	Water	\$ 1,800.00	\$ 297.00	\$ -	\$ -	\$ 2,097.00
4320	Electricity	\$ 6,750.00	\$ 1,105.50	\$ -	\$ -	\$ 7,855.50
4330	Gas	\$ 4,320.00	\$ 165.00	\$ -	\$ -	\$ 4,485.00
4390	Sewer	\$ 1,500.00	\$ 82.50	\$ -	\$ -	\$ 1,582.50
4410	Labor	\$ 160,500.00	\$ -	\$ -	\$ -	\$ 160,500.00
4420	Materials	\$ 45,000.00	\$ 100.00	\$ -	\$ -	\$ 45,100.00
4430	Contracts	\$ 85,000.00	\$ 3,100.00	\$ 1,275.00	\$ 60.00	\$ 89,435.00
4430.07	HQS Inspections	\$ -	\$ -	\$ 6,100.00	\$ 665.00	\$ 6,765.00
4431	Garbage	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
4433	Labor Benefits	\$ 65,500.00	\$ -	\$ -	\$ -	\$ 65,500.00
4480	Protective Services	\$ 820.50	\$ 200.00	\$ 50.00	\$ 5.00	\$ 1,075.50
4510	Insurance	\$ 116,000.00	\$ 3,300.00	\$ 1,500.00	\$ 100.00	\$ 120,900.00
4520	PILOT	\$ 32,904.00	\$ -	\$ -	\$ -	\$ 32,904.00
4570	Collection Loss	\$ 18,000.00	\$ -	\$ -	\$ -	\$ 18,000.00
4590	Other General Exp	\$ -	\$ 500.00	\$ 820.00	\$ -	\$ 1,320.00
	<b>TOTAL EXPENSES</b>	<b>\$ 872,879.18</b>	<b>\$ 288,350.00</b>	<b>\$ 208,564.00</b>	<b>\$ 13,037.50</b>	<b>\$ 1,382,830.68</b>
	<b>PROFIT (LOSS)</b>	<b>\$ 137,843.32</b>	<b>\$ 67,975.68</b>	<b>\$ (16,235.50)</b>	<b>\$ 850.50</b>	<b>\$ 172,434.00</b>

# **NEW BUSINESS**

**c. Resolution No. 2020-1041 Capital  
Fund Five-Year Action Plan**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO  
June 18, 2020

**From:** Tina Bartlett, MBA, Executive Director

**Meeting:** June 23, 2020

**Subject:** Capital Fund Program Five-Year Action Plan and Annual Plan

**BACKGROUND**

Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 created the Annual and Five-Year Plan requirement for Public Housing agencies.

In 2014 the Annual Plan was decoupled from the Capital Fund Program (CFP) Five-Year Action Plan; therefore, there now are separate approval processes for each.

The agency's Annual and Five-Year Action Plan was approved by the Salina Housing Authority Board of Commissioners on April 28, 2015 for the 2015-2019 period. The Five-Year Action Plan is developed on a five-year basis, and is adjusted each year as it is rolled forward.

The Salina Housing Authority Board of Commissioners is required to approve the Five-Year Action Plan in order to commence the activities described therein.

**DISCUSSION**

The Capital Fund Program Five-Year Action Plan submission process was revised beginning with the 2018 submission. The plan is submitted through the Energy Performance Information Center (EPIC) and approval is electronic. Therefore, the housing authority was able to either submit the existing approved Five-Year Action Plan, or begin a new Five-Year Action Plan beginning with fiscal year 2020 and continue on a rolling basis. HUD recommended the latter, and because many of the items on the existing plan have been completed or are no longer a priority, the Housing Authority chose to begin a new five-year reporting period to more accurately reflect the current needs.

The CFP Five-Year Action Plan outlines anticipated activities over the course of the 2020-2024 fiscal years. However, completion of all work items included in the Five-Year Action Plan are contingent upon future funding. Additionally, the housing authority is able to exercise fungibility, meaning that work items can be moved around between budget line items and years included in the five-year plan.

During the next five years, SHA will focus on repair and renovation at all sites. Some of the significant capital improvement projects include, but are not limited to:

- New Kitchens, Bathrooms and Flooring in 1950s units
- Replace roofing in damaged or dated units
- Replace appliances with newer efficient models

As of the date of this memo, approval of the Five-Year Plan has submitted to, but not approved by HUD.

By approving the 2020-2024 Capital Fund Program Five-Year Action Plan (Plan), the Board of Commissioners is also approving the expenditure of Capital Fund Program funds included in the Plan.

## **RECOMMENDATION**

Staff recommends the Housing Authority Board of Commissioners approve Resolution No. 2020-1041 approving the 2020-2024 Capital Fund Program Five Year Action Plan and Annual Plan

## **ALTERNATIVES**

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

1. Approve Resolution No. 2020-1041 adopting the 2020-2024 Capital Fund Program Five Year Action Plan and Annual Plans
2. Modify the 2020-2024 Capital Fund Program Five Year Action Plan and Annual Plans to meet the needs of the Commission.

## **POSSIBLE MOTION**

Adopt Resolution No. 2020-1041 approving the 2020-2024 Capital Fund Program Five Year Action Plan and Annual Plans

## **Enclosures:**

1. 2020-2024 CFP Five Year Action Plan (HUD-50075.2)
2. 2020 Annual Plan
3. Resolution No. 2020-1041



Capital Fund Program - Five-Year Action Plan

Status: Approved      Approval Date: 06/18/2020      Approved By: EPIC SYSTEM

<b>Part I: Summary</b>						
PHA Name : Salina Housing Authority PHA Number: KS038		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No: )				
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1 2020</b>	<b>Work Statement for Year 2 2021</b>	<b>Work Statement for Year 3 2022</b>	<b>Work Statement for Year 4 2023</b>	<b>Work Statement for Year 5 2024</b>
	02 (KS038000001)	\$301,535.00	\$290,000.00	\$290,000.00	\$291,000.00	\$292,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	02 (K5038000001)			\$301,535.00
ID0001	1406 Operations(Operations (1406))	Operations		\$65,000.00
ID0002	1410 Administration(Administration (1410)-Salaries)	Administration 15%-COVID		\$45,230.00
ID0003	1480 General Capital Activity(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Capital Improvements		\$191,305.00
	Subtotal of Estimated Cost			\$301,535.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2021

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	02 (KS038000001)			\$290,000.00
ID0004	1406 Operations(Operations (1406))	Operations		\$65,000.00
ID0005	1410 Administration(Administration (1410)-Salaries)	Administration 15%-COVID		\$29,000.00
ID0006	1480 General Capital Activity(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Capital Improvements		\$196,000.00
	Subtotal of Estimated Cost			\$290,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year 3 2022					
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
	02 (KS038000001)			\$290,000.00	
ID0007	1406 Operations(Operations (1406))	Operations		\$65,000.00	
ID0008	1410 Administration(Administration (1410)-Salaries)	Administration 15%-COVID		\$29,000.00	
ID0009	1480 General Capital Activity(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)- Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Capital Improvements		\$196,000.00	
	Subtotal of Estimated Cost			\$290,000.00	

46.

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2023	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0010	02 (KS038000001) 1406 Operations(Operations (1406))	Operations		\$291,000.00
ID0011	1410 Administration(Administration (1410)-Salaries)	Administration 15%-COVID		\$29,000.00
ID0012	1480 General Capital Activity(Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving Subtotal of Estimated Cost	Capital Improvements		\$197,000.00
				\$291,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		5	2024		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	02 (KS038000001)				\$292,000.00
ID0013	1406 Operations(Operations (1406))	Operations			\$65,000.00
ID0014	1410 Administration(Administration (1410)-Salaries)	Administration 15%-COVID			\$29,200.00
ID0015	1480 General Capital Activity(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Columns and Porches,Contract Administration (1480)-Other Fees and Costs,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Pavement	Capital Improvements			\$197,800.00
	Subtotal of Estimated Cost				\$292,000.00

<b>Part I: Summary</b>		<b>FFY of Grant:</b>			
<b>PHA Name:</b> Salima Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant Approval:</b>			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$65,000.00	\$65,000.00		
3	1408 Management Improvement				
4	1410 Administration	\$30,153.00	\$45,230.00		
5	1480 General Capital Activity	\$206,382.00	\$191,305.00		
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

49.

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
 (4) RHF funds shall be include here

<b>Part I: Summary</b>		<b>PHA Name:</b> Salina Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<p><b>Type of Grant</b></p> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$301,535.00	\$301,535.00		

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFF Grants for operations  
 (4) RHF funds shall be include here



**Part I: Summary**

<b>PHA Name:</b> Salima Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. _____ Date of CFFP: _____	<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>
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**Type of Grant**

Original Annual Statement       Reserve for Disasters/Emergencies

Performance and Evaluation Report for Period Ending:       Revised Annual Statement (Revision No: 1 )

Final Performance and Evaluation Report       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

51.

<b>Signature of Executive Director</b> /S/MGV031	<b>Date</b> 06/18/2020	<b>Signature of Public Housing Director</b>	<b>Date</b>
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(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFF Grants for operations  
 (4) RHF funds shall be include here

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CFFP(Ycs/No):				<b>Federal FFY of Grant:</b>			
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>	<b>Status of Work</b>		
				<b>Original</b>	<b>Revised (1)</b>			<b>Funds Obligated</b>	<b>Funds Expended</b>
KS038000001 - 02	Operations (Operations (1406)) Description : PHA with less than 250 units in management transfer to operations	1406		\$65,000.00	\$65,000.00				
KS038000001 - 02	1410 Administration (Administration (1410)) Description : The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.	1410		\$30,153.00	\$45,230.00				
KS038000001 - 02	1430 Fees and Costs (Contract Administration (1480)) Description : Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.	1480		\$4,500.00	\$4,423.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salima Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	1450 Sewers (Dwelling Unit-Site Work (1480)) Description : Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required	1480		\$3,000.00	\$3,000.00				
KS038000001 - 02	1450 Concrete (Dwelling Unit-Exterior (1480)) Description : Replace concrete porches on '05 units due to shifting and cracking.	1480		\$2,000.00	\$2,000.00				
KS038000001 - 02	Roofs (Dwelling Unit-Exterior (1480)) Description : Replace two roofs due to age and weathering based on age	1480		\$25,000.00	\$25,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)	Status of Work		
				Original	Revised (1)			Funds Obligated	Funds Expended
KS038000001 - 02	Floors (Dwelling Unit-Interior (1480)) Description : Replace broken, cracked, worn VCT or carpets with new flooring in five units	1480		\$20,000.00	\$15,000.00				
KS038000001 - 02	Kitchens (Dwelling Unit-Interior (1480)) Description : Remodel and replace existing dated kitchens in five units	1480		\$34,000.00	\$29,000.00				
KS038000001 - 02	Bathrooms (Dwelling Unit-Interior (1480)) Description : Remodel and Replace bathrooms in five units	1480		\$25,000.00	\$20,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CHFP(Yes/No):				<b>Federal FFY of Grant:</b>			
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>		<b>Status of Work</b>	
				<b>Original</b>	<b>Revised (1)</b>	<b>Funds Obligated</b>	<b>Funds Expended</b>		
KS038000001 - 02	IIVAC/Electrical (Dwelling Unit-Interior (1480)) Description : Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail	1480		\$17,000.00	\$17,000.00				
KS038000001 - 02	Plumbing Interior (Dwelling Unit-Interior (1480)) Description : Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters	1480		\$14,000.00	\$14,000.00				
KS038000001 - 02	Siding (Dwelling Unit-Exterior (1480)) Description : Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.	1480		\$10,000.00	\$10,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	Windows (Dwelling Unit-Exterior (1480)) Description : Replace 8-10 older single pane glass windows with energy star insulated ones in units	1480		\$2,000.00	\$2,000.00				
KS038000001 - 02	Gutters (Dwelling Unit-Exterior (1480)) Description : Replace painted gutters that are cracked and peeling with new guttering	1480		\$500.00	\$500.00				
KS038000001 - 02	Doors (Dwelling Unit-Exterior (1480)) Description : Replace existing hollow core and damaged doors with energy star insulated doors	1480		\$10,000.00	\$10,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850120 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost <sup>(2)</sup>		Status of Work	
				Original	Revised <sup>(1)</sup>	Funds Obligated	Funds Expended		
KS038000001 - 02	Force Account Salaries & Benefits (Dwelling Unit-Interior (1480)) Description : PHA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.	1480		\$24,382.00	\$24,382.00				
KS038000001 - 02	Stoves & Refrigerators (Dwelling Unit-Interior (1480)) Description : Replace approximately 25 units per year that are over 15 years old	1480		\$10,000.00	\$10,000.00				
KS038000001 - 02	Maintenance Shop (Non-Dwelling Site Work (1480)) Description : Add ventilation system and remodel bathroom	1480		\$5,000.00	\$5,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages						
PHA Name:	Grant Type and Number	Federal FFY of Grant:				
Salina Housing Authority	Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFFP(Yes/No):	KS01P03850120				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised (1)	
Total:				\$301,535.00	\$301,535.00	
				Funds Obligated	Funds Expended	

058

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report



Part III: Implementation Schedule for Capital Fund Financing Program					
<b>Federal FFY of Grant:</b>					
PHA Name: Salina Housing Authority					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (1)
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

59.

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**RESOLUTION NO. 2020-1041**

**RESOLUTION OF THE HOUSING AUTHORITY OF SALINA, KANSAS,  
ADOPTING THE CAPITAL FUND FIVE-YEAR PLAN 2020-2024**

**WHEREAS**, the Salina Housing Authority (SHA) has prepared its Capital Fund Program (CFP) 5-Year Action Plan for Federal Fiscal Years (FFs) 2020-2024 describing capital improvements needed to ensure long-term viability of the Agency's public housing developments; and

**WHEREAS**, the Public Housing Capital Fund Final Rule published on October 24, 2013 decoupled the CFP Plan from the PHA Plan; and furthermore, beginning with the fiscal year beginning January 1, 2018, the Housing Authority is required to submit CFP Five-Year Action Plan to HUD via the Energy Performance Information Center (EPIC); and

**WHEREAS**, SHA's CFP 2020 Annual Plan has been awarded, \$301,535 in annual HUD Capital Fund Program allocations; and

**WHEREAS**, funding for the Plan is derived from Capital Fund Program (CFP) grants; and

**WHEREAS**, as permitted by regulations, SHA has allocated portions of its projected CFP operations to assist in Operations and Administration, with the remaining funds dedicated to capital work items; and

**WHEREAS**, the SHA issued public notice and made a draft of the PHA and CFP 5-Year Action Plans available for 45-day comment on March 3, 2020 and conducted a Public Hearing on April 20, 2020; and

**WHEREAS**, the Salina Housing Authority received no comments or input from the SHA residents, advocacy organizations, or the general public for consideration before finalizing the CFP 5-Year Action Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Salina, Kansas hereby adopts the Salina Housing Authority's CFP 5-Year Action Plan for FFYs 2020-2024 and further authorizes the Executive Director to expend funds on items contained in the 2020-2024 Capital Fund Action Plan with the ability to fudge work activities within the regulations of the Department of Housing and Urban Development.

After discussion, Commissioner Brown moved that said Resolution be finally adopted as read; Commissioner Weis 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 23<sup>rd</sup> Day of June 2020.

ATTEST:

Tina Bartlett  
Tina Bartlett, Secretary

Kimberly Trigg  
Kim Trigg, Chair

# **NEW BUSINESS**

**d. Resolution No. 2020-1042 Capital  
Fund Five-Year Action Plan Revision**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

MEMO

June 18, 2020

**From:** Tina Bartlett, MBA, Executive Director

**Meeting:** June 23, 2020

**Subject:** Capital Fund Program Five-Year Action Plan and Annual Plan 2016-2020 revision

**BACKGROUND**

Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 created the Annual and Five-Year Plan requirement for Public Housing agencies.

In 2014 the Annual Plan was decoupled from the Capital Fund Program (CFP) Five-Year Action Plan; therefore, there now are separate approval processes for each.

The agency's Annual and Five-Year Action Plan was approved by the Salina Housing Authority Board of Commissioners on April 28, 2015 for the 2015-2019 period. The Five-Year Action Plan is developed on a five-year basis, and is adjusted each year as it is rolled forward.

The Salina Housing Authority Board of Commissioners is required to approve the Five-Year Action Plan in order to commence the activities described therein.

**DISCUSSION**

After submitting its 5-Year Action Plan, a PHA may amend or modify the plan.

Each 5-Year Action Plan shall include the PHA's criteria for determining whether an amendment or modification is significant. Any proposed demolition, disposition, homeownership, CFFP proposal, development, RAD conversion, or mixed-finance proposal is considered a Significant Amendment to the 5-Year Action Plan. At its discretion, the PHA may add additional criteria. Based on the criteria contained in its 5-Year Action Plan, a PHA determines whether a proposed amendment or modification is significant.

If the amendment or modification is a Significant Amendment or Modification, the PHA:

- May not adopt the amendment or modification until it is approved by the Board of Commissioners in a meeting that is open to the public; and
- May not implement the amendment or modification until notification of the amendment or modification is provided to HUD and the amendment or modification is approved by HUD in accordance with HUD's plan review procedures.

If the change is not a Significant Amendment or modification, no HUD approval is needed.

PIH 2020-07 on COVID-19 Implementation of Supplemental Guidance to the Federal Fiscal Year 2020 Operating Fund Appropriations allows some additional funding flexibilities with the Capital funds for the Public Housing program.

- All PHAs (including those with more than 250 Public Housing units and Troubled PHAs) may currently transfer up to 100% of Capital Fund award amounts to Operations for use on Operating Fund eligible activities found at 24 CFR 990.
- HUD temporarily raised the limitation of BLI 1410 – Administration from 10% to 15% of the award amount.

The SHA is revising the budget based on the actual funding received and expended in each of the existing work categories and increasing the Administration in 2019 from 10% to 15%. There are no changes that fundamentally change the mission, goals, objectives, or plans of the agency. Therefore, no additional notification or public hearing is required to revise the annual plans.

## **RECOMMENDATION**

Staff recommends the Housing Authority Board of Commissioners approve Resolution No. 2020-1042 revising the 2016-2020 Capital Fund Program Five Year Action Plan and Annual Plans

## **ALTERNATIVES**

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

1. Approve Resolution No. 2020-1042 revising the 2016-2020 Capital Fund Program Five Year Action Plan and Annual Plans
2. Modify the 2016-2020 Capital Fund Program Five Year Action Plan and Annual Plans to meet the needs of the Commission.

## **POSSIBLE MOTION**

Adopt Resolution No. 2020-1042 revising the 2016-2020 Capital Fund Program Five Year Action Plan and Annual Plans

## **Enclosures:**

1. 2016-2020 CFP Five Year Action Plan (HUD-50075.2)
2. 2017 & 2019 Annual Plans
3. Resolution No. 2020-1042

Capital Fund Program - Five-Year Action Plan

Status: Approved      Approval Date: 05/29/2020      Approved By: SYSTEM

Part I: Summary						
PHA Name : Salina Housing Authority		Locality (City/County & State)				
PHA Number: KS038		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No: )				
A.	Development Number and Name	Work Statement for Year 1 2016	Work Statement for Year 2 2017	Work Statement for Year 3 2018	Work Statement for Year 4 2019	Work Statement for Year 5 2020
	02 (KS038000001)		\$199,418.00	\$292,447.00	\$290,443.00	\$301,535.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)			
Work Statement for Year		2016	
1	1	Development Number/Name	General Description of Major Work Categories
Identifier	Quantity	Estimated Cost	



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (\$)					
Work Statement for Year		2	2017		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0001	02 (KS038000001) Operations(Operations (1406))	PHA with less than 250 units in management transfer to operations			\$199,418.00
ID0002	1410 Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.			\$19,941.00
ID0003	1430 Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.			\$3,057.74
ID0004	1450 Sewers(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required			\$721.50
ID0007	Floors(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace broken, cracked, worn VCT or carpets with new flooring in five units			\$17,089.81
ID0008	Kitchens(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remodel and replace existing dated kitchens in five units			\$26,819.08

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		2	2017		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0009	Bathrooms(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel and Replace bathrooms in five units			\$11,756.70
ID0010	HVAC/Electrical (Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail			\$10,569.62
ID0011	Plumbing Interior(Dwelling Unit-Interior (1480)-Plumbing)	Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters			\$12,192.18
ID0013	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace 8-10 older single pane glass windows with energy star insulated ones in units			\$1,506.26
ID0014	Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace painted gutters that are cracked and peeling with new guttering			\$1,497.70
ID0015	Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace existing hollow core and damaged doors with energy star insulated doors			\$8,190.80
ID0016	Force Account Salaries & Benefits(Dwelling Unit-Interior (1480)-Other)	PHA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.			\$10,502.66

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2017	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0017	Stoves & Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace approximately 25 units per year that are over 15 years old		\$9,123.31
ID0018	Maintenance Shop(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fencing)	Add gravel to 1/2 of field and install gate for security		\$1,449.64
	Subtotal of Estimated Cost			\$199,418.00

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Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		3	2018		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	02 (KS038000001)				\$292,447.00
ID0020	Operations(Operations (1406))	PHA with less than 250 units in management transfer to operations			\$65,000.00
ID0023	1410 Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.			\$29,244.00
ID0027	1430 Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.			\$4,500.00
ID0030	1450 Sewers(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required			\$3,000.00
ID0033	1450 Concrete(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Replace concrete porches on '05 units due to shifting and cracking.			\$2,000.00
ID0036	Roofs(Dwelling Unit-Exterior (1480)-Roofs)	Replace two roofs due to age and weathering based on age			\$18,000.00

Capital Fund Program - Five-Year Action Plan

**Part II: Supporting Pages - Physical Needs Work Statements (s)**

Work Statement for Year 3 2018

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0039	Floors(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace broken, cracked, worn VCT or carpets with new flooring in five units		\$25,000.00
ID0042	Kitchens(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remodel and replace existing dated kitchens in five units		\$35,000.00
ID0045	Bathrooms(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel and Replace bathrooms in five units		\$25,000.00
ID0048	HVAC/Electrical (Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail		\$16,870.00
ID0052	Plumbing Interior(Dwelling Unit-Interior (1480)-Plumbing)	Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters		\$14,000.00
ID0055	Siding(Dwelling Unit-Exterior (1480)-Siding)	Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.		\$1,000.00
ID0058	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace 8-10 older single pane glass windows with energy star insulated ones in units		\$2,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		3	2018		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
ID0061	Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace painted gutters that are cracked and peeling with new guttering			\$2,000.00
ID0064	Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace existing hollow core and damaged doors with energy star insulated doors			\$10,000.00
ID0067	Force Account Salaries & Benefits(Dwelling Unit-Interior (1480)-Other)	PHA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.			\$14,833.00
ID0070	Stoves & Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace approximately 25 units per year that are over 15 years old			\$20,000.00
ID0073	Maintenance Shop(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fencing)	Add gravel to 1/2 of field and install security system			\$5,000.00
	Subtotal of Estimated Cost				\$292,447.00

Capital Fund Program - Five-Year Action Plan

**Part II: Supporting Pages - Physical Needs Work Statements (\$)**

Work Statement for Year 4 2019

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0021	02 (KS038000001) Operations(Operations (1406))	PHA with less than 250 units in management transfer to operations		\$290,443.00
ID0028	1430 Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.		\$4,500.00
ID0031	1450 Sewers(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required		\$3,000.00
ID0034	1450 Concrete(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Replace concrete porches on '05 units due to shifting and cracking.		\$2,000.00
ID0037	Roofs(Dwelling Unit-Exterior (1480)-Roofs)	Replace two roofs due to age and weathering based on age		\$18,000.00
ID0040	Floors(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace broken, cracked, worn VCT or carpets with new flooring in five units		\$19,877.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year 4 2019					
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost	
ID0043	Kitchens(Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remodel and replace existing dated kitchens in five units		\$30,000.00	
ID0046	Bathrooms(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Interior Doors)	Remodel and Replace bathrooms in five units		\$20,000.00	
ID0049	HVAC/Electrical (Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail		\$16,000.00	
ID0053	Plumbing Interior(Dwelling Unit-Interior (1480)-Plumbing)	Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters		\$14,000.00	
ID0056	Siding(Dwelling Unit-Exterior (1480)-Siding)	Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.		\$1,000.00	
ID0059	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace 8-10 older single pane glass windows with energy star insulated ones in units		\$2,000.00	
ID0062	Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace painted gutters that are cracked and peeling with new guttering		\$2,500.00	



Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2019

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0065	Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace existing hollow core and damaged doors with energy star insulated doors		\$10,000.00
ID0068	Force Account Salaries & Benefits(Dwelling Unit-Interior (1480)-Other)	PIA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.		\$24,000.00
ID0071	Stoves & Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace approximately 25 units per year that are over 15 years old		\$10,000.00
ID0074	Maintenance Shop(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fencing)	Create lockable Storage and replace overhead deck		\$5,000.00
ID0026	1410 Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Stunry)	The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.		\$43,566.00
	Subtotal of Estimated Cost			\$290,443.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)					
Work Statement for Year		5	2020		
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity	Estimated Cost
	02 (KS038000001)				\$301,535.00
ID0025	1410 Administration (Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.			\$45,230.00
ID0022	Operations(Operations (1406))	PIHA with less than 250 units in management transfer to operations			\$65,000.00
ID0029	1430 Fees and Costs(Contract Administration (1480)-Other Fees and Costs)	Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.			\$4,423.00
ID0032	1450 Sewers(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Water Lines/Mains)	Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required			\$3,000.00
ID0035	1450 Concrete(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc)	Replace concrete porches on '05 units due to shifting and cracking.			\$2,000.00
ID0038	Roofs(Dwelling Unit-Exterior (1480)-Roofs)	Replace two roofs due to age and weathering based on age			\$25,000.00

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Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2020

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0041	Floors(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace broken, cracked, worn VCT or carpets with new flooring in five units		\$15,000.00
ID0044	Kitchens(Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets)	Remodel and replace existing dated kitchens in five units		\$29,000.00
ID0047	Bathrooms(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Tubs and Showers)	Remodel and Replace bathrooms in five units		\$20,000.00
ID0050	HVAC/Electrical (Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Mechanical)	Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail		\$17,000.00
ID0054	Plumbing Interior(Dwelling Unit-Interior (1480)-Plumbing)	Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters		\$14,000.00
ID0057	Siding(Dwelling Unit-Exterior (1480)-Siding)	Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.		\$10,000.00
ID0060	Windows(Dwelling Unit-Exterior (1480)-Windows)	Replace 8-10 older single pane glass windows with energy star insulated ones in units		\$2,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2020	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0063	Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Replace painted gutters that are cracked and peeling with new guttering		\$500.00
ID0066	Doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replace existing hollow core and damaged doors with energy star insulated doors		\$10,000.00
ID0069	Force Account Salaries & Benefits(Dwelling Unit-Interior (1480)-Other)	PHA substantiated labor used to perform C/P work such as demolition, installation and modernization of a unit.		\$24,382.00
ID0072	Stoves & Refrigerators(Dwelling Unit-Interior (1480)-Appliances)	Replace approximately 25 units per year that are over 15 years old		\$10,000.00
ID0075	Maintenance Shop(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Dumpster and Enclosures, Non-Dwelling Site Work (1480)-Fencing)	Add ventilation system and remodel bathroom		\$5,000.00
	Subtotal of Estimated Cost			\$301,535.00

<b>Part I: Summary</b>		<b>FFY of Grant:</b>			
<b>PHA Name:</b> Salima Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. K801P03850117 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant Approval:</b>			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>		Obligated
1	Total non-CFP Funds				
2	1406 Operations	\$65,000.00	\$65,000.00		
3	1408 Management Improvement				
4	1410 Administration	\$19,941.00	\$19,941.00		
5	1480 General Capital Activity	\$114,477.00	\$114,477.00		
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
 (4) RHF funds shall be include here

<b>Part I: Summary</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant:</b> FFY of Grant Approval:		
<b>PHA Name:</b> Salima Housing Authority					
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$199,418.00	\$199,418.00		

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFF Grants for operations  
 (4) RHF funds shall be include here

**Part I: Summary**

<b>PHA Name:</b> Salina Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>
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**Type of Grant**

Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending:       Revised Annual Statement (Revision No: 1 )  
 Final Performance and Evaluation Report       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost (1)	
		Original	Revised (2)	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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<b>Signature of Executive Director</b> /S/ MG/Y031	<b>Date</b> 05/28/2020	<b>Signature of Public Housing Director</b>	<b>Date</b>
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(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CPP Grants for operations  
 (4) RHF funds shall be include here

Part II: Supporting Pages									
PHA Name: Salima Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	Operations (1406) Description : PHA with less than 250 units in management transfer to operations	1406		\$65,000.00	\$65,000.00				
KS038000001 - 02	1410 Administration (Administration (1410)) Description : The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.	1410		\$19,941.00	\$19,941.00				
KS038000001 - 02	1430 Fees and Costs (Contract Administration (1480)) Description : Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.	1480		\$4,500.00	\$3,057.74				

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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report



Part II: Supporting Pages									
PHA Name: Salima Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	1450 Sewers (Dwelling Unit-Site Work (1480)) Description : Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required	1480		\$3,000.00	\$721.50				
KS038000001 - 02	Floors (Dwelling Unit-Interior (1480)) Description : Replace broken, cracked, worn VCT or carpets with new flooring in five units	1480		\$6,000.00	\$17,089.81				
KS038000001 - 02	Kitchens (Dwelling Unit-Interior (1480)) Description : Remodel and replace existing dated kitchens in five units	1480		\$18,000.00	\$26,819.08				

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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. CFFP(Yes/No):				<b>Federal FFY of Grant:</b>			
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>		<b>Status of Work</b>	
				<b>Original</b>	<b>Revised (1)</b>	<b>Funds Obligated</b>	<b>Funds Expended</b>		
KS038000001 - 02	Bathrooms (Dwelling Unit-Interior (1480)) Description : Remodel and Replace bathrooms in five units	1480		\$15,000.00	\$11,756.70				
KS038000001 - 02	HVAC/Electrical (Dwelling Unit-Interior (1480)) Description : Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail	1480		\$11,144.00	\$10,569.62				
KS038000001 - 02	Plumbing Interior (Dwelling Unit-Interior (1480)) Description : Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters	1480		\$8,500.00	\$12,192.18				

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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):			Federal FFY of Grant:		KS01P03850117		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)	Status of Work		
				Original	Revised (1)			Funds Obligated	Funds Expended
KS038000001 - 02	Windows (Dwelling Unit-Exterior (1480)) Description : Replace 8-10 older single pane glass windows with energy star insulated ones in units	1480		\$2,000.00	\$1,506.26				
KS038000001 - 02	Gutters (Dwelling Unit-Exterior (1480)) Description : Replace painted gutters that are cracked and peeling with new guttering	1480		\$500.00	\$1,497.70				
KS038000001 - 02	Doors (Dwelling Unit-Exterior (1480)) Description : Replace existing hollow core and damaged doors with energy star insulated doors	1480		\$4,000.00	\$8,190.80				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. CFFP(Yes/No):			<b>Federal FFY of Grant:</b>				
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>		<b>Status of Work</b>	
				<b>Original</b>	<b>Revised (1)</b>	<b>Funds Obligated</b>	<b>Funds Expended</b>		
KS038000001 - 02	Force Account Salaries & Benefits (Dwelling Unit-Interior (1480)) Description : PHA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.	1480		\$14,833.00	\$10,502.66				
KS038000001 - 02	Stoves & Refrigerators (Dwelling Unit-Interior (1480)) Description : Replace approximately 25 units per year that are over 15 years old	1480		\$10,000.00	\$9,123.31				
KS038000001 - 02	Maintenance Shop (Non-Dwelling Site Work (1480)) Description : Add gravel to 1/2 of field and install gate for security	1480		\$5,000.00	\$1,449.64				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

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Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850117 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:		Total Actual Cost (2)		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Funds Obligated	Funds Expended	Status of Work	
				Original	Revised (1)				
KS038000001 - 02	1450 Concrete (Dwelling Unit-Exterior (1480)) Description : Replace concrete porches on '05 units due to shifting and cracking.	1480		\$2,000.00					
KS038000001 - 02	Roofs (Dwelling Unit-Exterior (1480)) Description : Replace two roofs due to age and weathering based on age	1480		\$9,000.00					
KS038000001 - 02	Siding (Dwelling Unit-Exterior (1480)) Description : Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.	1480		\$1,000.00					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised (1)	
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFPP(Yes/No):		Federal FFY of Grant:		
		KS01P03850117				
				Funds Obligated	Funds Expended	
Total:				\$199,418.00	\$199,418.00	

88.

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (1)
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA Name: Salina Housing Authority					

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

<b>Part I: Summary</b>		<b>FFY of Grant:</b>	
<b>PHA Name:</b> Salina Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report		<input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 )	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	
		<b>Original</b>	<b>Obligated</b>
		<b>Revised (2)</b>	<b>Expended</b>
1	Total non-CFP Funds		
2	1406 Operations	\$65,000.00	
3	1408 Management Improvement		
4	1410 Administration	\$29,043.00	
5	1480 General Capital Activity	\$196,400.00	
6	1492 MovingToWorkDemonstration	\$181,877.00	
7	1501 Collateral Exp / Debt Srvc		
8	1503 RAD-CFP		
9	1504 Rad Investment Activity		
10	1505 RAD-CPT		
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)		

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
 (4) RHIF funds shall be include here



<b>Part I: Summary</b>		<b>PHA Name:</b> Salima Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$290,443.00		\$290,443.00	

(1) To be completed for the Performance and Evaluation Report  
 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (3) PHAs with under 250 units in management may use 100% of CFF Grants for operations  
 (4) RHF funds shall be include here

**Part I: Summary**

<b>PHA Name:</b> Salima Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. Date of CFFP:	<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>
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**Type of Grant**

Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Revised Annual Statement (Revision No: 1 )

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>(1)</sup>	
		Original	Revised <sup>(2)</sup>	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Signature of Executive Director</b> /S/MGV031	<b>Date</b> 06/18/2020	<b>Signature of Public Housing Director</b>	<b>Date</b>
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(1) To be completed for the Performance and Evaluation Report  
(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations  
(4) RHF funds shall be include here

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Yes/No):			<b>Federal FFY of Grant:</b>				
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>	<b>Status of Work</b>		
				<b>Original</b>	<b>Revised (1)</b>			<b>Funds Obligated</b>	<b>Funds Expended</b>
KS038000001 - 02	Operations (Operations (1406)) Description : PHA with less than 250 units in management transfer to operations	1406		\$65,000.00	\$65,000.00				
KS038000001 - 02	1410 Administration (Administration (1410)) Description : The management fee covers costs associated with the COCC's oversight and management of the CFP funds, including preparation of the Annual plan, processing of e-LOCCS, preparation of reports, drawing of funds, budgeting, accounting, and procurement of contracts.	1410		\$29,043.00	\$43,566.00				
KS038000001 - 02	1430 Fees and Costs (Contract Administration (1480)) Description : Documented supervisor's time for costs pertaining to construction supervision activities such as inspections, meeting with contractors, and drawing up plans.	1480		\$4,500.00	\$4,500.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salima Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	1450 Sewers (Dwelling Unit-Site Work (1480)) Description : Replace one clay tile sewer line from unit to the main and replace non-code cleanouts as required	1480		\$3,000.00	\$3,000.00				
KS038000001 - 02	1450 Concrete (Dwelling Unit-Exterior (1480)) Description : Replace concrete porches on '05 units due to shifting and cracking.	1480		\$2,000.00	\$2,000.00				
KS038000001 - 02	Roofs (Dwelling Unit-Exterior (1480)) Description : Replace two roofs due to age and weathering based on age	1480		\$18,000.00	\$18,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

<b>Part II: Supporting Pages</b>									
<b>PHA Name:</b> Salina Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Ycs/No):				<b>Federal FFY of Grant:</b>			
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>		<b>Status of Work</b>	
				<b>Original</b>	<b>Revised (1)</b>	<b>Funds Obligated</b>	<b>Funds Expended</b>		
KS038000001 - 02	Floors (Dwelling Unit-Interior (1480)) Description : Replace broken, cracked, worn VCT or carpets with new flooring in five units	1480		\$24,400.00	\$19,877.00				
KS038000001 - 02	Kitchens (Dwelling Unit-Interior (1480)) Description : Remodel and replace existing dated kitchens in five units	1480		\$35,000.00	\$30,000.00				
KS038000001 - 02	Bathrooms (Dwelling Unit-Interior (1480)) Description : Remodel and Replace bathrooms in five units	1480		\$25,000.00	\$20,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Ycs/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	HVAC/Electrical (Dwelling Unit-Interior (1480)) Description : Replace R22 A/C condensation units with 410A in approximately 4 houses as they fail	1480		\$16,000.00	\$16,000.00				
KS038000001 - 02	Plumbing Interior (Dwelling Unit-Interior (1480)) Description : Replace water lines for kitchen and bathroom remodels and move lines to accommodate better design layout of units. Delete drum traps and make unit code compliant upon remodel and replace failed water heaters	1480		\$14,000.00	\$14,000.00				
KS038000001 - 02	Siding (Dwelling Unit-Exterior (1480)) Description : Replace fascia cover, wrap exterior wood, and delete damaged siding as needed.	1480		\$1,000.00	\$1,000.00				

96.

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	Windows (Dwelling Unit-Exterior (1480)) Description : Replace 8-10 older single pane glass windows with energy star insulated ones in units	1480		\$2,000.00	\$2,000.00				
KS038000001 - 02	Gutters (Dwelling Unit-Exterior (1480)) Description : Replace painted gutters that are cracked and peeling with new guttering	1480		\$2,500.00	\$2,500.00				
KS038000001 - 02	Doors (Dwelling Unit-Exterior (1480)) Description : Replace existing hollow core and damaged doors with energy star insulated doors	1480		\$10,000.00	\$10,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: Salina Housing Authority		Grant Type and Number Capital Fund Program Grant No. KS01P03850119 Replacement Housing Factor Grant No. CFFP(Yes/No):			Federal FFY of Grant:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost (2)		Status of Work	
				Original	Revised (1)	Funds Obligated	Funds Expended		
KS038000001 - 02	Force Account Salaries & Benefits (Dwelling Unit-Interior (1480)) Description : PHA substantiated labor used to perform CFP work such as demolition, installation and modernization of a unit.	1480		\$24,000.00	\$24,000.00				
KS038000001 - 02	Stoves & Refrigerators (Dwelling Unit-Interior (1480)) Description : Replace approximately 25 units per year that are over 15 years old	1480		\$10,000.00	\$10,000.00				
KS038000001 - 02	Maintenance Shop (Non-Dwelling Site Work (1480)) Description : Create lockable Storage and replace overhead deck	1480		\$5,000.00	\$5,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report



<b>Part II: Supporting Pages</b>						
<b>PHA Name:</b> Salina Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. Replacement Housing Factor Grant No. CFFP(Yes/No):	<b>Total Estimated Cost</b>		<b>Total Actual Cost (2)</b>		<b>Status of Work</b>
		<b>Original</b>	<b>Revised (1)</b>	<b>Funds Obligated</b>	<b>Funds Expended</b>	
	KS01P03850119	\$290,443.00	\$290,443.00			
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Development Account No.</b>			
	Total:					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: Salina Housing Authority		Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates (1)
	Original Obligation End Date	Actual Obligation End Date		

100.

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**RESOLUTION NO. 2020-1042**

**RESOLUTION OF THE HOUSING AUTHORITY OF SALINA, KANSAS,  
ADOPTING THE CAPITAL FUND FIVE-YEAR PLAN 2020-2024**

**WHEREAS**, the Salina Housing Authority (SHA) has prepared its Capital Fund Program (CFP) 5-Year Action Plan for Federal Fiscal Years (FFs) 2016-2020 describing capital improvements needed to ensure long-term viability of the Agency's public housing developments; and

**WHEREAS**, the Public Housing Capital Fund Final Rule published on October 24, 2013 decoupled the CFP Plan from the PHA Plan; and furthermore, beginning with the fiscal year beginning January 1, 2018, the Housing Authority is required to submit CFP Five-Year Action Plan to HUD via the Energy Performance Information Center (EPIC); and

**WHEREAS**, SHA's CFP 2019 Annual Plan has been awarded, \$290,443 in annual HUD Capital Fund Program allocations; and

**WHEREAS**, SHA's CFP 2017 Annual Plan has been awarded and fully expended; and

**WHEREAS**, as permitted by regulations, SHA has allocated portions of its projected CFP operations to assist in Operations and Administration, with the remaining funds dedicated to capital work items; and

**WHEREAS**, the SHA is not required to issue public notice and hold Public Hearing because there is no significant amendment to the approved 2016-2020 Capital Fund Five-Year Plan; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Salina, Kansas hereby adopts the revisions to the Salina Housing Authority's CFP 5-Year Action Plan for FFYs 2016-2020 and further authorizes the Executive Director to expend funds on items contained in the 2016-2020 Capital Fund Action Plan with the ability to fudge work activities within the regulations of the Department of Housing and Urban Development.

After discussion, Commissioner Brown moved that said Resolution be finally adopted as read; Commissioner Bosch 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 23<sup>rd</sup> Day of June 2020.

ATTEST:

Tina Bartlett  
Tina Bartlett, Secretary

Kimberly Trigg  
Kim Trigg, Chair

# **NEW BUSINESS**

**e. Resolution No 2020-1043 Write-Off  
Uncollectible Accounts**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO

June 16, 2020

**From:** Jennifer Craft, Finance Manager

**Meeting:** June 23, 2020

**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 \$18,000 for the write-off of uncollectible accounts (net of collections) in FY2020. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received \$15,854 to date this fiscal year in Setoff proceeds and \$1,144 in direct collections for a total of \$16,998 in collections. Collections from Setoff peak during income tax filing season.

**DISCUSSION**

The Salina Housing Authority has identified two Section 8 accounts totaling \$559.00 and ten Public Housing accounts totaling \$7,401.10 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. 2020-1043 to write-off \$7,960.10 in uncollectible accounts.
- 2. Do not approve Resolution No. 2020-1043 to write-off \$7,960.10 in uncollectible accounts.
- 3. Modify the items to meet the needs of the Commission.

**RECOMMENDATION**

Salina Housing Authority staff recommends approval of Resolution No. 2020-1043 to write-off \$7,960.10 in uncollectible accounts.

**POSSIBLE MOTION**

Adopt Resolution No. 2020-1043, approving the write-off of \$7,960.10 in uncollectible accounts.

Attachments:

- 1. Schedule of Accounts for Write-Off
- 2. Resolution No 2020-1043

**Salina Housing Authority**  
A/R Balance Due Report

	Landlord	Amount
<b>Program</b>	<b>Tenant</b>	<b>Amount</b>
Section 8	95492	\$ 336.00
	14730	\$ 223.00
<b>Total</b>		<b>\$ 559.00</b>

Program	Tenant	Amount
Public Housing	14164	\$ 1,288.00
	96777	\$ 337.00
	14694	\$ 1,891.00
	13960	\$ 147.50
	15434	\$ 912.00
	15759	\$ 1,271.00
	15453	\$ 634.00
	14962	\$ 229.60
	12245	\$ 651.00
	10397	\$ 40.00
<b>Total</b>		<b>\$ 7,401.10</b>
	<b>Total</b>	<b>\$ 7,960.10</b>

Summary of Balances Owed:

Past Due Amounts	\$ 588.00
Current Month Rent/Late Fees	\$ 820.60
Utility Expense	\$ 50.00
Formal Agreements	\$ 1,436.00
Court Fees	\$ 324.00
Maint Charges at Moveout	\$ 10,247.50
Security Deposits Applied	\$ (5,506.00)
Balances Due	<u>\$ 7,960.10</u>



**RESOLUTION 2020-1043**

**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 \$7,960.10, 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 \$7,960.10 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

After discussion, Commissioner Bosch moved that said Resolution be finally adopted as read; Commissioner Weis 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 23rd day of June 2020.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Kimberly Trigg

Kimberly Trigg, Board Chair

# **NEW BUSINESS**

**f. 2020 COVID related 2% Bonus**

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
MEMO  
June 19, 2020

**From:** Tina Bartlett, MBA, Executive Director

**Meeting:** June 23, 2020

**Subject:** 2020 COVID Related Bonus

**BACKGROUND**

It is the practice of the Salina Housing Authority to provide a Merit Increase to employees which is based on the employee's annual performance evaluation. During the annual operating budget approval there is authorization for up to 3% increase per employee.

The SHA has not done a Cost of Living Adjustment (COLA) increase or bonuses in many years.

**DISCUSSION**

COVID-19 altered the way that we do business and life. Businesses and schools were shut down. The Salina Housing Authority is considered essential so we modified the way that we do business to adjust to the needs of the staff and tenants while remaining open. Very little of what we do can be accomplished remotely so all staff were required to report to work at the job sites.

This has led to increased workloads for some, missing time for others to be with displaced children. It has also led to increased stress on staff as they had to work in conditions that others avoided. There have been increased costs as others in the home may have lost jobs, children were home that needed meals and supervision, and there was no toilet paper to be had. Those who faced unemployment in the community based on temporary employment closings were given unemployment and an additional \$600 per week whereas those being essential were not.

The Housing Authority is proposing that a 2% bonus be awarded to all employees who are active on July 1, 2020 and have passed their probationary period. This bonus averages between \$500 - \$1,000 per person. Total cost is estimated to be less than \$8,000 and will be covered by the Cares Act monies. Bonuses are considered an eligible expense for Cares Act funding.

**RECOMMENDATION**

Housing Authority staff recommends approval of 2% bonus based on current wage to all employees who are active on July 1, 2020 and have passed their probationary period.

## **ALTERNATIVES**

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

1. Approval of 2% bonus based on current wage to all employees who are active on July 1, 2020 and have passed their probationary period.
2. Modify the bonus amount to meet the needs of the commission.
3. Do not approve a 2% bonus based on current wage to all employees who are active on July 1, 2020 and have passed their probationary period.

## **POSSIBLE MOTION**

Make a motion to approve a 2% bonus based on current wage to all employees who are active on July 1, 2020 and have passed their probationary period.