

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, June 25, 2019 – 4:30 PM

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA
- III. OPEN FORUM
 - a. None
- IV. CONSENT AGENDA ITEMS
 - a. Approve the Meeting Minutes of May 28, 2019
 - b. Approve the Secretary & Operations Reports from May 2019
 - c. Approve the Financials for May 2019
 - d. Approve the Director's Report
- V. OLD BUSINESS
 - a. BGC Development Update
 - b. Seneca Property Update
 - c. Property Acquisition Update
- VI. NEW BUSINESS
 - a. Bank Signatures
 - b. Resolution No. 2019-1026 Write offs
 - c. Resolution No. 2019-1027 FY 2019 Operating Budget Revision
 - d. Resolution No. 2019-1028 FY 2020 Operating Budget
 - e. Resolution No. 2019-1029 TBRA Policy
- 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. 5th St., Salina, Kansas
Tuesday, May 28, 2019
4:30 PM

MEMBERS PRESENT: Eric Brown
Gary Hobbie
Susan Weis

MEMBERS ABSENT: Kimberly Trigg

CITY COMMISSION LIAISON: None

STAFF PRESENT: Tina Bartlett, Executive Director
Kim Deal, Finance Manager

I. CALL TO ORDER

The regular meeting of the Board of Commissioners of the Housing Authority was called to order at 4:31 PM by Commission Chair Brown.

II. APPROVAL OF AGENDA

Mr. Hobbie moved to approve the agenda as written. Ms. Weis seconded the motion. The motion carried 3-0.

III. OPEN FORUM

None.

IV. CONSENT AGENDA ITEMS

Ms. Bartlett announced changes in office staffing and application submission for TBRA security deposit assistance. Ms. Deal highlighted the CD renewal in April and the variances in S8 salaries, benefits, and administrative contracts. She answered questions about budget variances in insurance and legal expense. Ms. Weis moved to approve the Consent Agenda Items a. through e. as submitted, consisting of the minutes of the April 30, 2019 regular meeting, overview of the May 2017, 2019 study session, April 2019 Secretary and Operations reports, April 2019 financials, and the Director's report. Mr. Hobbie seconded the motion. There being no further questions or comments, the motion carried 3-0.

V. OLD BUSINESS

a. Update on Development - Ms. Bartlett distributed a copy of the 2RW contract for physical needs assessments and a copy of the Ashby House option to purchase property. There was a brief discussion about each document.

b. Update on Seneca property – Mr. Hobbie provided an update on CHDO's funding progress for the Seneca property.

VI. NEW BUSINESS

a. Resolution 2019-1025 Revision of Bylaws – Ms. Bartlett presented proposed revisions to the Salina Housing Authority bylaws. After a brief discussion, Mr. Hobbie moved to approve Resolution No 2019-1025. Ms. Weis seconded the motion. The motion carried 3-0.

VII. COMMISSIONERS' COMMENTS


Mr. Brown announced the Mr. Hobbie's resignation from the board of commissioners, effective at the end of the May 2019 meeting. Appreciation was expressed for his service.

VIII. ADJOURNMENT

It was moved by Mr. Hobbie and seconded by Ms. Weis to adjourn the meeting at 5:09 PM. Motion carried 3-0.

Next regular meeting will be Tuesday, June 25, 2019 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

6/25/2019



Eric Brown, Board Chair

6/25/2019

SECRETARIAL REPORT

May 2019

Administration

- Tina and Kim did maintenance equipment inventory on May 14th
- The inventory of supplies at the maintenance shop was done on May 22nd.
- On May 17th the SHA Board met with the CHDO Board to discuss collaborations.

Tenant reports and activity

- Public Housing had 12 inspections in May (8 annual, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 0 evictions in May.
- 7-Section 8/VASH annual inspections, 1 re-inspection, 3 HCV Move-in inspections, 0 Mainstream Move-in inspections, 1 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 2 VASH inspection, 0 TBRA inspection, and 1 Special/Complaint inspection.
- 1 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in May.
- 39 Notices for nonpayment of rent or security deposits were sent May 6th and 2 families was terminated for nonpayment.
- 6 Public Housing Grievance Hearings and 0 Panels were held in May. 1 grievance was upheld and 5 were overturned. 0 HCV Grievances Hearings were held of which 0 were overturned and 0 was upheld. 1 Shelter Plus hearings were held of which 0 was overturned and 1 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for May 14, but no tenants attended so no meeting was held.
- “Wipeout Meeting” was held on June 13. 2 Public Housing tenants, 2 Section 8 tenants, 0 Shelter Plus Care tenants and 0 VASH tenants attended.
- 1 voucher from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 50 total work orders, 36 routine work orders, 5 emergency work orders, and 9 other work orders. Of the 50 received, 38 had been processed by the end date of this report.
- Number of houses turned over in May was 5.
- The average turnaround time for maintenance in May was 18.4 days. The year to date net turnover time is 18.89 days with 2.53 days for lease up and 1.08 down time.

Completed CFP Projects:

- **2026 Tulane Ct:** This received new vinyl plank flooring in the bathroom and water saving toilet.
- **212 S Penn:** This unit received a new washer drain line sump system
- **817 Seneca:** This unit received 3 new interior doors, and bathroom vanity

Current CFP projects include:

- **1102 Crown Ct:** Living room window replacement. Windows in stock and will be installed as weather and schedule permits.
- **768 Choctaw:** This unit is having the kitchen and bathroom remodeled. Additional work to be completed during the remodel includes 4 new interior doors, 1 new energy star door, 2 windows will be removed, the openings resized and new energy star windows installed. The garage door will be replaced along with the water heater. A living room closet which is an impediment to entry and exit of the unit will also be deleted. Update: Windows have been completed, closet deleted, garage door replaced, sheetrock ceilings throughout the unit have been re anchored, kitchen and bathroom demo complete, electrical layout complete, cabinet installation bracing installed, energy star door installed. Electrical contract set to initiate on or about July 1st.
- **663 Viemont;** This unit is receiving new HVAC system including relocation of system and duct work, Kitchen remodel, bathroom remodel, exterior and interior door replacement, partial window replacement, and new flooring throughout the unit. Update: furnace room has been modified for new system, energy star doors have been installed, kitchen and bathroom demo and interior doors underway. HVAC contract to begin on or about July 1st.
- **1317 Osage Ct:** This unit is receiving one new energy star window.

FSS Grant

- The FSS Coordinator position is currently vacant.
- Public Housing has 18 participants.
- Housing Choice Voucher has 9 participants.
- 0 Graduates from FSS Program
- 27 participant visits were completed during May.
- FSS newsletter sent to all participants.

OPERATIONS REPORT
5/31/2019

PUBLIC HOUSING

TURNOVERS:

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

RENTS:

	<u>5/19</u>	<u>5/18</u>	<u>5/17</u>
Highest	\$887	\$766	\$933
Lowest:	(\$191)	(\$203)	(\$187)
Total:	\$31,247	\$23,777	\$27,235
Average:	\$202	\$151	\$178
Utility checks:	35	47	37

WAITING LIST:

	<u>5/19</u>	<u>5/18</u>	<u>5/17</u>
1 bedroom:	2	0	0
2 bedroom:	69	67	66
3 bedroom:	22	17	30
4 bedroom:	6	5	10
5 bedroom:	<u>2</u>	<u>0</u>	<u>2</u>
	101	89	108

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>
AC	12/13/18	5/6/19	\$42	\$500	\$1,097.25		Lease Violation
KT	10/24/17	5/2/19	\$201	\$500		\$663.20	Tenant Notice

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>5/19</u>	<u>5/18</u>	<u>5/17</u>
Section 8 Baseline units	317	317	317
Total under lease effective 5/30/18:	297	288	317
Total issued but not leased:	13	34	0
Total Shelter Plus under lease	17	15	22
Total VASH under lease	27	26	28
Total Mainstream under lease	23	0	0

Voucher Turnover:

New Move-ins	Section 8	1	11	4
	Shelter Plus	0	2	2
	VASH	1	0	0
	MS5	0	0	0
Move-outs	Section 8	3	6	10
	Shelter Plus	0	3	0
	VASH	0	1	2
	MS5	0	0	0
Transfers	Section 8	0	2	2
	Shelter Plus	0	0	1
	VASH	0	1	0
	MS5	0	0	0
Waiting list:		344	268	261

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

May 2019

COCC

YTD COCC revenue is over budget by \$17,273. Public Housing management and bookkeeping fees are over budget by \$2,829. CFP administrative fees are over budget by \$4,085. Interest revenue is over budget by \$7,459.

YTD COCC expenses are over budget by \$2,864. Legal expenses are under budget by \$2,750. Other general expenses are over budget by \$4,540 due to a \$5,000 contribution to Salina Housing Services Corp.

Public Housing

YTD Public Housing revenue is over budget by \$27,822. Rental income and other income from tenants are over budget by \$51,314 and \$9,865, respectively. Interest revenue is over budget by \$7,459. HUD operating subsidy is under budget by \$40,721.

YTD Public Housing expenses are under budget by \$18,792. Computer services are over budget by \$3,263 and insurance expense is over budget by \$10,413. Maintenance and admin staff salaries and benefits are below budget by \$6,483 and \$10,629, respectively. Maintenance materials and contract costs are below budget by a total of \$12,264. Net collection loss expenses are under budget by \$3,427.

Section 8

YTD Section 8 total administrative revenue is right on budget. Fraud recovery is over budget by \$1,599 and admin fees from TBRA are over by \$938. Administrative fees earned from HUD are below budget by \$2,457. Current admin fee proration is 79%.

YTD Section 8 administrative expenses are under budget by \$7,045. Administrative contracts are over budget by \$2,075, and computer services are over budget by \$1,394. Staff salaries and benefits are under budget by \$11,416.

COCC continues to loan funds to Section 8 to cover the administrative funding shortage. A \$1,000 loan repayment from Section 8 to COCC was made in May, making the total loan balance \$18,000 on May 31. This loan is reflected on the balance sheet of both programs.

As of May 31, the Net Restricted Position is \$4,890. This does not include unspent Mainstream funding of \$7,339. These funds are held by the housing authority and restricted in use for future HAP expenses.

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

Shelter Plus Care

YTD Shelter Plus Care administrative revenue is under budget by \$4,212. Other non-HUD grant funding is budgeted to cover this program's budgeted deficit and has not been received.

YTD Shelter Plus Care administrative expenses are under budget by \$2,212.

COCC has loaned funds to cover the administrative funding shortage and bank balance requirements in Shelter Plus Care. A \$500 loan repayment from Shelter Plus Care to COCC was made in May, making the total loan balance \$4,600 on May 31. This loan is reflected on the balance sheet of both programs.

Investments & Pledged Amounts

May 2019

	Bennington State Bank	First Bank Kansas	Total by Program
PUBLIC HOUSING:			
Petty Cash	\$ 50.00		
Checking	\$ 199,786.03		
Money Market	\$ 395,767.08		
Checking-Cafeteria Plan	\$ 3,817.53		
CD #100014931	\$ 155,710.28		
CD #6710111		\$ 111,517.99	
CD #6713580		\$ 105,582.47	
CD # 6710214		\$ 111,531.60	
CD #6706887		\$ 65,764.59	\$ 1,149,527.57
COCC:			
Checking	\$ 604,103.25		
Money Market FSS Escrow		\$ 36,796.85	\$ 640,900.10
SECTION 8/VASH:			
Checking	\$ 16,720.03		
Checking - VASH EAF	\$ 26,259.64		\$ 42,979.67
HOME:			
Checking	\$ 54,923.61		
CD #100016489	\$ 210,793.38		
CD #6710324		\$ 32,803.98	
CD #101395		\$ 29,847.54	\$ 328,368.51
SHELTER PLUS CARE:			
Checking	\$ 1,904.58		\$ 1,904.58
TBRA:			
Checking	\$ 1,009.69		\$ 1,009.69
SHA Assets:	\$ 1,670,845.10	\$ 493,845.02	\$ 2,164,690.12
Percentage of Total Invest:	77%	23%	100%
			\$ 2,164,690.12
AMOUNTS PLEDGED:	\$ 1,540,000.00	\$ 750,000.00	
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00	
	\$ 1,790,000.00	\$ 1,000,000.00	
Over (Under) Pledged	\$ 119,154.90	\$ 506,154.98	
Date of pledge:	5/31/2019	5/31/2019	

COCC - May 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 19,139	\$ 18,677	102%	\$ 215,895	\$ 205,451	105%	\$ 224,128
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 31,467	\$ 31,469	100%	\$ 34,330
Interest	\$ 1,083	\$ 333	325%	\$ 10,339	\$ 3,667	282%	\$ 4,000
Other Income	\$ -	\$ 58	0%	\$ 800	\$ 642	125%	\$ 700
Total Revenue	\$ 23,083	\$ 21,930	105%	\$ 258,501	\$ 241,228	107%	\$ 263,158
Expenses							
Administrative	\$ 16,813	\$ 18,304	92%	\$ 198,995	\$ 201,346	99%	\$ 219,650
Utilities	\$ 162	\$ 117	139%	\$ 1,399	\$ 1,283	109%	\$ 1,400
Maintenance	\$ 357	\$ 242	148%	\$ 2,582	\$ 2,658	97%	\$ 2,900
Protective Services	\$ -	\$ 21	0%	\$ 215	\$ 229	94%	\$ 250
General/Insurance	\$ 5,188	\$ 375	1383%	\$ 9,315	\$ 4,125	226%	\$ 4,500
Total Expenses	\$ 22,520	\$ 19,058	118%	\$ 212,506	\$ 209,642	101%	\$ 228,700
Profit or (Loss) for Year	562	2,871		45,995	31,586		34,458
	Profit	Profit		Profit	Profit		Profit

Public Housing - May 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Rental Income	\$ 31,269	\$ 23,250	134%	\$ 307,064	\$ 255,750	120%	\$ 279,000
Other Income	\$ 13,491	\$ 11,171	121%	\$ 132,650	\$ 122,879	108%	\$ 134,050
Interest	\$ 3,484	\$ 375	929%	\$ 11,584	\$ 4,125	281%	\$ 4,500
Operating Subsidy	\$ 24,749	\$ 30,417	81%	\$ 293,862	\$ 334,583	88%	\$ 365,000
Total Revenue	\$ 72,993	\$ 65,213	112%	\$ 745,160	\$ 717,338	104%	\$ 782,550
Expenses							
Administrative	\$ 24,076	\$ 26,687	90%	\$ 290,539	\$ 293,559	99%	\$ 320,246
Tenant Services	\$ -	\$ 321	0%	\$ 2,230	\$ 3,529	63%	\$ 3,850
Utilities	\$ 934	\$ 1,342	70%	\$ 11,428	\$ 14,758	77%	\$ 16,100
Maintenance	\$ 22,455	\$ 26,007	86%	\$ 268,091	\$ 286,073	94%	\$ 312,080
General/Insurance/Coll Loss	\$ 11,119	\$ 11,384	98%	\$ 132,066	\$ 125,226	105%	\$ 136,610
Casualty Loss/Grant Receipt	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 58,584	\$ 65,741	89%	\$ 704,354	\$ 723,146	97%	\$ 788,886
Profit or (Loss) for Year	14,409	(528)		40,806	(5,808)		(6,336)
	Profit	Loss		Profit	Loss		Loss

Section 8 - May 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Admin Fees Earned	\$ 14,379	\$ 13,878	104%	\$ 150,198	\$ 152,655	98%	\$ 166,533
Interest	\$ 9	\$ 4	224%	\$ 93	\$ 46	204%	\$ 50
TBRA and Other Fees	\$ 514	\$ 188	274%	\$ 3,001	\$ 2,063	145%	\$ 2,250
Fraud Recovery	\$ 196	\$ 163	120%	\$ 3,387	\$ 1,788	189%	\$ 1,950
Total Revenue	15,098	14,232	106%	156,679	156,551	100%	170,783
Expenses							
Administrative	\$ 13,828	\$ 14,944	93%	\$ 157,341	\$ 164,386	96%	\$ 179,330
Total Expenses	13,828	14,944	93%	157,341	164,386	96%	179,330

Profit or (Loss) for Year
 Profit 1,270 Loss (712)
 Loss (662) Loss (7,835)
 Loss (8,547)

VASH Extraordinary Admin Funding:

Revenue to Date	\$ -	\$ -	0%	\$ 36,000	\$ -	0%	\$ -
Expenses to Date	\$ -	\$ -	0%	\$ 9,741	\$ -	0%	\$ -
Balance	\$ -	\$ -	0%	\$ 26,259	\$ -	0%	\$ -

Shelter Plus Care - May 2019

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Annual Budget
Revenues:							
Admin Fees Earned	\$ 1,546	\$ 454	340%	\$ 5,265	\$ 4,994	105%	\$ 5,445
Other Misc Revenue	\$ -	\$ 417	0%	\$ 96	\$ 4,583	2%	\$ 5,000
Interest	\$ 0	\$ -	0%	\$ 3	\$ -	0%	\$ -
Total Revenue	1,546	871	178%	5,365	9,577	56%	10,445
Expenses							
Administrative	\$ 606	\$ 991	61%	\$ 8,687	\$ 10,899	80%	\$ 11,890
Total Expenses	606	991	61%	8,687	10,899	80%	11,890

Profit or (Loss) for Year
 Profit 940 Loss (120)
 Loss (3,322) Loss (1,322)
 Loss (1,445)

Salina Housing Authority at 5/31/19
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	604,103		42,980		54,924		1,010		1,905		1,304,341
Investments	36,797		-		273,445						860,349
Total Cash & Invests	640,900		42,980		328,369		1,010		1,905		2,164,690
Tenant Acct Rec											12,209
Tenant Acct Rec-Fraud											3,814
Tenant Acct Rec-Sec Dep											-
Allow for Doubt Acct											(790)
Acct Rec Other Pgms	16,786		6,936								53,583
Acct Rec Other											2,128
Prepaid Insurance	115										50,362
Material Inventory											36,351
Pension Deferred Outflows	9,869		3,619								32,897
Subsequent Pension Pmts	12,112		4,280								36,222
Miscellaneous											-
Total Current Assets	679,782		57,815		328,369		1,010		1,905		2,391,465
Liabilities:											
Security Deposits											95,299
Payroll Deductions											(440)
Acct Pay Other Pgms	30,020		17,963						4,600		(440)
Acct Pay Other											53,583
Compensated Absence	9,272		1,163						96		27,593
Accrued Payroll	11,760		3,187						168		36,323
Accrued Payroll Taxes	835		232						12		2,586
Pension Deferred Inflows	6,404		2,348								21,346
Miscellaneous											3,736
PILOT - Prior Year											-
Current Year											22,917
FSS Escrow											36,797
Total Current Liabilities	0.09	58,291	0.55	31,783	-	-	0.99	1,000	2.56	4,876	0.13

Income Statement after 11 Months of Fiscal Year

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	This Month	YTD
Admin Fees Earned	19,139	215,895	14,379	150,198	-	-	1,225	5,045	1,546	5,266	17,150	160,509
Bookkeeping/Mgmt Fees	2,861	31,467	-	-	-	-	-	-	-	-	19,139	215,895
Total Rents	1,083	10,339	9	93	991	2,724	0	3	0	3	34,130	338,531
Interest	-	800	710	6,386	-	-	-	-	-	-	5,568	24,746
Misc	-	-	-	-	-	-	-	-	-	-	14,201	139,934
Subsidy	-	-	-	-	-	-	-	-	-	-	24,749	293,862
Gain/Loss on Sale	-	-	-	-	2	-	-	-	-	-	-	0
Total Revenues	23,083	258,501	15,098	156,679	991	2,724	1,225	5,048	1,546	5,365	114,936	1,173,477
Expenses												
Administrative	16,813	188,994	13,828	157,341	34	370	1,225	5,045	606	8,687	62,751	724,419
Tenant Services											-	2,230
Utilities	162	1,399	934	11,428	-	-	-	-	-	-	1,096	12,827
Maintenance	357	2,589	23,617	272,495	-	-	-	-	-	-	23,974	275,084
Insurance/General/Bad Debt	5,188	9,523	11,119	132,066	-	-	-	-	-	-	16,307	141,589
Other Expenditures											-	-
Casualty Loss/Grant receipt												
Total Expenses	22,520	212,506	13,828	157,341	34	370	1,225	5,045	606	8,687	(8,036)	(142,031)
Depreciation Expense												
Profit or (Loss) for Year	563	45,996	1,270	(661)	957	2,354	0	3	940	(3,322)	18,845	159,359
PHA Payments to LL			116,631	1,234,397					9,112	78,349		1,312,747
HUD Payments to PHA			118,214	1,237,213					9,225	78,462		1,315,675
Units Leased			343	3,634					16	161		359

CFP Grant Year 2018 - May 2019

Expenses	Actual Month	Actual Grant YTD	Grant Budget	%
Sewers/Exterior Plumbing	-	-	\$ 3,000	0%
Concrete	-	-	\$ 2,000	0%
Roofs	-	2,396	\$ 18,000	13%
Floors	-	451	\$ 25,000	2%
Kitchens	-	3,635	\$ 35,000	10%
Bathrooms	-	1,880	\$ 25,000	8%
HVAC/Electrical	-	896	\$ 16,870	5%
Foundations	-	-	-	
Interior Plumbing	1,995	5,228	\$ 14,000	37%
Siding	-	-	\$ 1,000	0%
Windows	367	512	\$ 2,000	26%
Other Attached Exterior/Gutters	-	-	\$ 2,000	0%
Doors	654	2,958	\$ 10,000	30%
Decks	-	-	-	
Stoves & Refrigerators	2,689	10,086	\$ 20,000	50%
Maintenance Labor & Benefits	808	2,997	\$ 14,833	20%
Total Unit Expenses	6,513	\$ 31,039	\$ 188,703	16%
Sheds	-	-	-	
Maintenance Buildings	-	-	\$ 5,000	0%
Contracting Labor & Benefits	354	1,625	\$ 4,500	36%
COCC Management Fees	2,430	12,150	\$ 29,244	42%
Transferred to Operations	5,000	25,000	\$ 65,000	38%
Total CFP 2018 Expenses	14,297	\$ 69,814	\$ 292,447	24%

Grant expenditures began January 2019.

SALINA HOUSING AUTHORITY

June 2019

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

Financial:

The Salina Housing Authority received \$73,371 in Operating Subsidy in June for Public Housing. We received a total of \$112,172 for June HAP funding for the Section 8 programs, which includes \$7,013 restricted for Mainstream vouchers. We have approximately \$5,400 remaining Net Restricted Assets for Section 8 vouchers and an additional \$5,726 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$14,603 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 \$18,000, which includes a \$1,000 loan repayment to COCC in May.

Security deposit assistance is currently funded by our 2017 TBRA grant awarded at \$75,000. There is approximately \$49,500 remaining in the 2017 grant, which must be fully committed by November 1, 2019.

Salina Housing Authority's 2019 Public Housing operating subsidy eligibility was finalized at \$405,340. The current proration is 90%, which calculates to \$364,806 for the calendar year.

The 2017 Shelter Plus Care grant ended May 31 with an unspent balance of \$14,422. The 2018 grant of \$106,560 that was awarded in March 2019 was opened in June.

Program Updates:

The SHA will be looking to fill two full-time positions for program administration and case management.

The SHA has hired Bob Budke to perform Housing Choice Voucher inspections. He is working on certification and has audited other inspectors during the last two weeks.

The SHA continues to monitor Housing Choice Voucher funding very closely. Of the total 347 authorized monthly vouchers, the SHA has funding to administer about 315. The SHA has applied for Set-Aside Funds for increased cost due to portability and Veteran Assisted Supportive Housing vouchers. \$100 million has been reserved for shortfall funds that the SHA could apply for if needed.

The SHA submitted application for the Tenant Based Rental Assistance (TBRA) program administered by the Kansas Housing Resource Corporation (KHRC). The application deadline in June 28, 2019. The funding is used to operate our Security Deposit Assistance program. We have applied for and received approximately \$75,000 each year for the last five years. However, last year the SHA did not apply but instead was able to extend the current grants to cover the need.

HUD Regulation/Legislative

Appropriations: On Wednesday the House began consideration of HR 3055, the minibuss spending package that includes the FY 2020 Transportation-HUD bill, but only made it through part of the hundreds of proposed amendments to the bill. The bulk of the amendments considered were to Commerce, Justice, and Science, and they considered others to Military Construction-Veteran's Affairs as well. Transportation-HUD amendments are likely to be considered on Monday before final passage.

Negotiations on a larger spending deal do not appear to be going particularly well and the President this week said that he would be willing to consider a deal on a full-year continuing resolution at FY 2019 levels, avoidance of sequestration, and a suspension to the debt ceiling. Meanwhile, the Senate still has not begun its work on FY 2020. – Tess Hembre, National NAHRO

Management

The Operating Fund litigation against the Government continues to move forward at a slow pace. There is an unresolved issue with respect to one plaintiff. Therefore, the Court ordered our attorneys to file another status report on June 19. If they are not successful in resolving the remaining issue, they will explore whether it is possible to move forward with a final judgement for all the other plaintiffs.

The SHA has scheduled to meet with the City of Salina Commissioners during a study session on August 26th to discuss future plans of asset repositioning and development.

The SHA has contracted with Mike Petro from Nan McKay to do individual trainings with the Finance Manager and Executive Director on conversion accounting the day after the conference.

The SHA has awarded 2RW the bid for the Physical Needs Assessments of the units. The SHA is currently accepting bids on the Part 58 Environmental Clearance of all units and the appraisals needed.

Training/Education

The Director did attend the Mini Hack-a-Thon on Housing which was sponsored by the City, the SCEDO and the Chamber to identify ways to develop a wider range of housing products. She will also attend the Housing Summit on June 28th sponsored by the City.

OLD BUSINESS

- a. BGC Development Update
- b. Seneca Property Update
- c. Property Acquisition Update

NEW BUSINESS

a. Bank Signature

NEW BUSINESS

b. Resolution No. 2019-1026 Write offs

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
June 6, 2019

From: Kim Deal, Finance Manager

Meeting: June 25, 2019

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 originally budgeted \$10,000 for the write-off of uncollectible accounts (net of collections) in FY2019. The collection from the Kansas Department of Revenue Setoff Division is offset on this account. We have received \$16,300 to date this fiscal year in Setoff proceeds and \$5,625 in direct collections for a total of \$21,925 in collections. Collections from Setoff peak during income tax filing season.

DISCUSSION

The Salina Housing Authority has identified four Section 8 accounts totaling \$6,522.00 and twelve Public Housing accounts totaling \$16,118.02 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.

Salina Housing Authority

A/R Balance Due Report

Program	Tenant	Amount
Section 8	14710	\$ 463.00
	92469	\$ 4,709.00
	99154	\$ 700.00
	99469	\$ 650.00
Total		\$ 6,522.00

Program	Tenant	Amount
Public Housing	11361	\$ 2,196.00
	11383	\$ 449.00
	11765	\$ 1,492.00
	14571	\$ 336.48
	14680	\$ 1,283.00
	14721	\$ 1,240.50
	14881	\$ 1,097.25
	14890	\$ 686.00
	96716	\$ 5,787.39
	97352	\$ 241.50
	99467	\$ 851.50
	99532	\$ 457.40
Total		\$ 16,118.02

Total \$ 22,640.02

Summary of Balances Owed:

Past Due Amounts	\$ 1,004.00
Current Month Rent/Late Fees	\$ 1,975.50
Utility Expense	\$ 135.00
Formal Agreements	\$ 10,193.00
Court Fees	\$ 2,586.00
Maint Charges at Moveout	\$ 13,760.52
Security Deposits Applied	\$ (7,014.00)
Balances Due	\$ 22,640.02

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. 2019-1026 to write-off \$22,640.02 in uncollectible accounts.
2. Do not approve Resolution No. 2019-1026 to write-off \$22,640.02 in uncollectible accounts.
3. Modify the items to meet the needs of the Commission.

RECOMMENDATION

Salina Housing Authority staff recommends approval of Resolution No. 2019-1026 to write-off \$22,640.02 in uncollectible accounts.

POSSIBLE MOTION

Adopt Resolution No. 2019-1026, approving the write-off of \$22,640.02 in uncollectible accounts.

Attachments:

1. Schedule of Accounts for Write-Off
2. Resolution No 2019-1026

RESOLUTION 2019-1026

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 \$22,640.02, 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 \$22,640.02 in vacated tenant's accounts is written off the books of the Salina Housing Authority as an accounting procedure.

After discussion, Commissioner Trigg 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 3

NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 25th day of June 2019.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Eric Brown

Eric Brown, Board Chair

NEW BUSINESS

c. Resolution No. 2019-1027 FY 2019
Operating Budget Revision

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO
June 21, 2019

From: Kim Deal, Finance Manager

Meeting: June 25, 2019

Subject: 2019 Operating Budget Revision

BACKGROUND

On June 19, 2018, the Housing Authority Board of Commissioners approved the 2019 Operating Budget for the Salina Housing Authority Public Housing, Section 8, Shelter Plus Care and COCC 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 2019 Operating budget for Public Housing, Section 8, Shelter Plus Care and COCC:

Public Housing:

Total Income in Public Housing is being increased by \$62,150 to reflect a \$50,000 increase in rental income from tenants and a \$8,000 increase in other income from tenants. There were small increases in interest earned and miscellaneous income as well.

Total Administrative Expenses in Public Housing reflects an increase of \$2,851. Some of the reasons for the increase are attributed to the following factors:

1. An increase in management fees due to higher than anticipated occupancy
2. An increase in actual versus expected legal expense.

Utilities: Utilities expense was reduced by \$2,825.

Total Ordinary Maintenance & Operations: Maintenance expenses decreased by \$3,080 to reflect a decrease in maintenance staff benefits expense.

Other Financial Items: There is an increase of \$9,250 for insurance costs to include an increase in property insurance and workers compensation premiums. There was a \$4,500 increase in

PILOT (Payment in Lieu of Taxes) expense as this expense is based on rental income, and a \$11,800 increase in collection loss expense.

Based on the above revisions, the Public Housing program expects to see a profit of \$32,978 for the year versus the original budget of a \$6,336 loss.

Central Office Cost Center (COCC)

Total Income in COCC is being increased by \$15,816 which reflects higher PH and Section 8 occupancy rates, an increased CFP admin fee to reflect the increase in funding, and an increase in interest revenue.

Total Administrative Expenses in COCC reflects an increase of \$5,057. Some of the reasons for the increase are attributed to the following factors:

1. A \$4,275 increase in actual versus expected staff benefits.
2. An increase in unreimbursed staff training expenses.

Other Financial Items: There was a \$5,500 increase to other general expenses which includes a \$5,000 contribution to Salina Housing Services and an anticipated \$1,000 option to purchase property.

Based on the above revisions, the COCC program expects to see a \$39,482 profit versus the original budgeted amount of \$34,458.

Section 8

Total Income in Section 8 is being reduced by \$481 to reflect a slight decrease in HUD admin fees and a small increase in TBRA admin fees and collection on fraud balances.

Total Administrative Expenses in Section 8 reflects a decrease of \$5,341. Some of the reasons for the decrease are attributed to the following factors:

1. A significant decrease in actual versus expected staff salary and benefits due to changes in staffing with a smaller increase in administrative contracts for temp services.
2. A small decrease occupancy-related expenses due to revisions in cost allocations.

Other Financial Items: There is a \$201 increase in general expenses due to an increase in port-out vouchers.

Based on the above revisions, the Section 8 program expects to see a loss of \$3,779 compared to the \$8,547 loss originally budgeted. This loss is covered by a loan from COCC.

Shelter Plus Care

Total Income in Shelter Plus Care is being reduced by \$4,831 to remove the anticipated \$5,000 funding not received by the City of Salina.

Total Administrative Expenses in Shelter Plus Care reflects a decrease of \$2,379. The decrease is primarily comprised of actual versus expected staff salary and benefits due to revised cost allocations based on vouchers.

Based on the above revisions, the Shelter Plus Care program expects to see a loss of \$3,892 compared to the \$1,445 loss originally budgeted. This loss is covered by a loan from COCC.

ALTERNATIVES

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

1. Approve Resolution No. 2019-1027, adopting the 2019 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 2019 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. 2019-1027, adopting the 2019 Operating Budget Revision for the Salina Housing Authority.

Enclosures:

1. 2019 Operating Budget Revision
2. Resolution No. 2019-1027

SALINA HOUSING AUTHORITY
 FY 2019 BUDGET

Public Housing

Line No. INCOME	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
3110 Rent	\$ 300,000.00	\$ 294,981.10	\$ 353,977.32	\$ 350,000.00
3110.1 Rent-PH FSS Escrow Subsidy	\$ (21,000.00) \$ 365,000.00	\$ (19,186.00) \$ 269,112.80	\$ (23,023.20) \$ 322,935.36	\$ (22,500.00) \$ 367,000.00
3610 Interest Admin Fee - TBRA	\$ 4,500.00 \$ 2,250.00	\$ 8,099.80 \$ 540.00	\$ 9,719.76 \$ 648.00	\$ 9,000.00 \$ 1,170.00
3690.99 CFP Operations	\$ 66,000.00	\$ 55,000.00	\$ 66,000.00	\$ 65,000.00
3690 Maint/Court Charges, Late Fees Miscellaneous	\$ 65,000.00 \$ 800.00	\$ 61,587.38 \$ 2,031.73	\$ 73,904.86 \$ 2,438.08	\$ 73,000.00 \$ 2,030.00
TOTAL INCOME	\$ 782,550.00	\$ 672,166.81	\$ 806,600.17	\$ 844,700.00

Line No. EXPENSES	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
4110 Administration Salary	\$ 88,000.00	\$ 67,940.80	\$ 81,528.96	\$ 81,000.00
4130 Legal	\$ 7,000.00	\$ 6,414.00	\$ 7,696.80	\$ 10,000.00
4140 Training	\$ 2,500.00	\$ 630.12	\$ 756.14	\$ 950.00
4150 Travel	\$ 1,000.00	\$ 388.04	\$ 465.65	\$ 550.00
4170.1 Computer Services	\$ 1,500.00	\$ 4,529.02	\$ 5,434.82	\$ 5,000.00
4171 Audit	\$ 6,100.00	\$ 6,062.00	\$ 6,062.00	\$ 6,062.00
4182 Administration Benefits	\$ 36,726.00	\$ 26,918.53	\$ 32,302.24	\$ 34,000.00
4190.03 Postage	\$ 5,000.00	\$ 3,120.13	\$ 3,744.16	\$ 4,300.00
4190.11 Publications	\$ 100.00	\$ 57.37	\$ 68.84	\$ 100.00
4190.12 Membership	\$ 1,500.00	\$ 1,116.78	\$ 1,340.14	\$ 1,200.00
4190.13 Telephone	\$ 4,500.00	\$ 3,915.35	\$ 4,698.42	\$ 5,000.00
4190.14 Rental of Office Space	\$ 24,650.00	\$ 20,538.00	\$ 24,645.60	\$ 24,650.00
4190.17 Forms & Office Supplies	\$ 2,700.00	\$ 2,158.91	\$ 2,590.69	\$ 2,700.00
4190.18 Other Sundry	\$ 5,000.00	\$ 3,408.42	\$ 4,090.10	\$ 5,000.00
4190.19 Admin Contracts	\$ 4,684.00	\$ 5,470.11	\$ 6,564.13	\$ 8,500.00
4190.2 Tenant Verifications	\$ 5,500.00	\$ 4,707.38	\$ 5,648.86	\$ 6,300.00
4190.23 Asset Management Fee	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
4195 Management Fee	\$ 90,396.00	\$ 77,662.80	\$ 93,195.36	\$ 93,975.00
4195.1 Bookkeeping Fee	\$ 13,950.00	\$ 11,985.00	\$ 14,382.00	\$ 14,370.00
4220 Resident Services	\$ 3,850.00	\$ 2,230.00	\$ 2,676.00	\$ 3,850.00
4310 Water	\$ 1,800.00	\$ 1,509.57	\$ 1,811.48	\$ 1,900.00
4320 Electricity	\$ 7,500.00	\$ 4,658.28	\$ 5,589.94	\$ 6,000.00
4330 Gas	\$ 5,300.00	\$ 3,240.85	\$ 3,889.02	\$ 4,000.00
4390 Sewer	\$ 1,500.00	\$ 1,085.07	\$ 1,302.08	\$ 1,375.00
4410 Labor	\$ 120,601.00	\$ 99,667.15	\$ 119,600.58	\$ 122,000.00
4420 Materials	\$ 45,000.00	\$ 32,697.32	\$ 39,236.78	\$ 45,000.00
4430 Contracts	\$ 85,000.00	\$ 66,713.23	\$ 80,055.88	\$ 85,000.00
4431 Garbage	\$ 2,700.00	\$ 3,236.72	\$ 3,884.06	\$ 4,500.00
4433 Labor Benefits	\$ 58,779.00	\$ 43,321.58	\$ 51,985.90	\$ 52,500.00
4480 Protective Services	\$ 360.00	\$ 184.47	\$ 221.36	\$ 700.00
4510 Insurance	\$ 101,250.00	\$ 93,697.08	\$ 112,436.50	\$ 110,500.00
4520 PILOT	\$ 25,000.00	\$ 20,833.30	\$ 24,999.96	\$ 29,500.00
4570 Collection Loss	\$ 10,000.00	\$ 6,232.71	\$ 7,479.25	\$ 21,800.00
TOTAL EXPENSES	\$ 788,886.00	\$ 645,770.09	\$ 769,823.71	\$ 811,722.00
PROFIT (LOSS)	\$ (6,336.00)	\$ 26,396.72	\$ 36,776.46	\$ 32,978.00

SALINA HOUSING AUTHORITY
 FY 2019 BUDGET

Central Office Cost Center

Line No. INCOME	Original	April 2019	FY19 Annualized	REVISED
	FY19 BUDGET	YTD Actual		FY19 Budget
3610 Interest	\$ 4,000.00	\$ 9,255.78	\$ 11,106.94	\$ 9,000.00
3190 Rental Fees	\$ 34,330.00	\$ 28,606.50	\$ 34,327.80	\$ 34,330.00
3690.1 Other Misc Income (mileage)	\$ 700.00	\$ 799.85	\$ 959.82	\$ 870.00
3690.2 Management Fee - Home	\$ 384.00	\$ 356.00	\$ 427.20	\$ 404.00
3690.2 Management Fee - Low Rent	\$ 90,396.00	\$ 77,662.80	\$ 93,195.36	\$ 93,975.00
3690.2 Management Fee - Sec 8	\$ 46,896.00	\$ 39,648.00	\$ 47,577.60	\$ 48,132.00
3690.2 Management Fee - Shelter Plus	\$ 2,160.00	\$ 1,704.00	\$ 2,044.80	\$ 2,064.00
3690.3 Management Fee - Asset Mgmt	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
3690.4 Bookkeeping Fee - Low Rent	\$ 13,950.00	\$ 11,985.00	\$ 14,382.00	\$ 14,370.00
3690.4 Bookkeeping Fee - Sec 8	\$ 29,310.00	\$ 24,780.00	\$ 29,736.00	\$ 30,082.50
3690.4 Bookkeeping Fee - Shelter Plus	\$ 1,350.00	\$ 1,057.50	\$ 1,269.00	\$ 1,203.00
Admin Fee - TBRA	\$ 500.00	\$ 362.00	\$ 434.40	\$ 482.00
3690.5 CFP	\$ 19,742.00	\$ 19,761.00	\$ 23,713.20	\$ 24,621.00
TOTAL INCOME	\$ 263,158.00	\$ 235,418.43	\$ 278,614.12	\$ 278,973.50
Line No. EXPENSES	Original	April 2019	FY19 Annualized	REVISED
	FY19 BUDGET	YTD Actual		FY19 Budget
4110 Administration Salary	\$ 138,500.00	\$ 112,544.28	\$ 135,053.14	\$ 135,750.00
4130 Legal	\$ 3,000.00	\$ -	\$ -	\$ 1,000.00
4140 Training	\$ 9,000.00	\$ 5,578.34	\$ 6,694.01	\$ 11,000.00
4150 Travel	\$ 4,100.00	\$ 3,143.45	\$ 3,772.14	\$ 4,100.00
4150.4 Travel Allowance	\$ 2,400.00	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00
4170 Accounting	\$ 11,700.00	\$ 9,562.00	\$ 11,474.40	\$ 12,250.00
4170.1 Computer Services	\$ 1,500.00	\$ 2,530.97	\$ 3,037.16	\$ 2,900.00
4171 Audit	\$ 2,250.00	\$ 1,959.00	\$ 1,959.00	\$ 1,959.00
4182 Administration Benefits	\$ 42,300.00	\$ 37,556.47	\$ 45,067.76	\$ 46,575.00
4190.11 Publications	\$ 200.00	\$ 485.11	\$ 582.13	\$ 485.00
4190.12 Membership	\$ 2,400.00	\$ 1,837.55	\$ 2,205.06	\$ 2,050.00
4190.13 Telephone	\$ 2,200.00	\$ 2,359.82	\$ 2,831.78	\$ 3,000.00
4190.17 Office Supplies & Forms	\$ 2,200.00	\$ 1,426.46	\$ 1,711.75	\$ 1,750.00
4190.18 Sundry	\$ 3,500.00	\$ 2,613.94	\$ 3,136.73	\$ 3,500.00
4190.19 Contracts	\$ 600.00	\$ 600.00	\$ 720.00	\$ 600.00
4190.99 Admin Exp Reimbursements	\$ (6,200.00)	\$ (2,016.04)	\$ (2,419.25)	\$ (4,612.00)
4300 Utilities	\$ 1,400.00	\$ 1,237.41	\$ 1,484.89	\$ 1,500.00
4420 Materials	\$ 400.00	\$ 242.99	\$ 291.59	\$ 475.00
4430 Contracts/garbage	\$ 2,500.00	\$ 1,981.30	\$ 2,377.56	\$ 2,530.00
4480 Protective Services	\$ 250.00	\$ 215.30	\$ 258.36	\$ 220.00
4510 Insurance	\$ 4,000.00	\$ 4,127.25	\$ 4,952.70	\$ 4,060.00
4590 Other General Exp	\$ 500.00	\$ -	\$ -	\$ 6,000.00
TOTAL EXPENSES	\$ 228,700.00	\$ 189,985.60	\$ 227,590.92	\$ 239,492.00
PROFIT (LOSS)	\$ 34,458.00	\$ 45,432.83	\$ 51,023.20	\$ 39,481.50

SALINA HOUSING AUTHORITY
FY 2019 BUDGET

Section 8

Line No.	INCOME	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
3112	Admin Fees	\$ 166,533.00	\$ 135,819.00	\$ 162,982.80	\$ 164,000.00
3300+3600	Interest	\$ 50.00	\$ 84.20	\$ 101.04	\$ 85.00
3300.4	Mgt Fee-S + C	\$ -	\$ -	\$ -	\$ -
3690	Mgt Fee TBRA	\$ 2,250.00	\$ 2,391.28	\$ 2,869.54	\$ 2,860.00
3300	Fraud Recovery	\$ 1,600.00	\$ 3,191.56	\$ 3,829.87	\$ 3,192.00
	Miscellaneous/Port In	\$ 350.00	\$ 95.72	\$ 114.86	\$ 165.00
	TOTAL INCOME	\$ 170,783.00	\$ 141,581.76	\$ 169,898.11	\$ 170,302.00
Line No.	EXPENSES	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
4110	Administration Salary	\$ 46,550.00	\$ 34,107.41	\$ 40,928.89	\$ 39,750.00
4130	Legal	\$ 200.00	\$ -	\$ -	\$ 200.00
4140	Training	\$ 600.00	\$ 684.92	\$ 821.90	\$ 1,000.00
4150	Travel	\$ 300.00	\$ 235.70	\$ 314.27	\$ 300.00
4170.1	Computer Services	\$ 500.00	\$ 1,800.73	\$ 2,160.88	\$ 2,000.00
4171	Audit	\$ 1,346.00	\$ 1,346.00	\$ 1,346.00	\$ 1,346.00
4180	Office Rent and Utilities	\$ 11,150.00	\$ 8,558.44	\$ 10,270.13	\$ 10,500.00
4182	Administration Benefits	\$ 22,305.00	\$ 13,310.83	\$ 15,973.00	\$ 15,000.00
4190.03	Postage	\$ 2,750.00	\$ 1,653.65	\$ 1,984.38	\$ 2,700.00
4190.11	Publications	\$ 40.00	\$ 26.46	\$ 31.75	\$ 30.00
4190.12	Membership	\$ 350.00	\$ 269.26	\$ 323.11	\$ 300.00
4190.13	Telephone	\$ 1,100.00	\$ 1,090.32	\$ 1,308.38	\$ 1,350.00
4190.17	Office Supplies & Forms	\$ 1,500.00	\$ 1,631.59	\$ 1,957.91	\$ 2,200.00
4190.18	Sundry	\$ 1,700.00	\$ 1,386.19	\$ 1,663.43	\$ 1,700.00
4190.19	Admin Contracts	\$ 3,784.00	\$ 4,714.92	\$ 5,657.90	\$ 7,550.00
4190.2	Tenant Verifications	\$ 6,000.00	\$ 5,722.77	\$ 6,867.32	\$ 6,900.00
4195	Management Fee (\$12)	\$ 46,896.00	\$ 39,648.00	\$ 47,577.60	\$ 48,132.00
4196	Bookkeeping Fee (\$7.50)	\$ 29,310.00	\$ 24,780.00	\$ 29,736.00	\$ 30,082.50
4400	Maint/security	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 225.00	\$ 165.25	\$ 198.30	\$ 240.00
4480	Protective Services	\$ 100.00	\$ 48.53	\$ 58.24	\$ 50.00
4510	Insurance	\$ 1,850.00	\$ 1,624.47	\$ 1,949.36	\$ 1,775.00
4590.P	HAP Portable Admin fee	\$ 774.00	\$ 707.38	\$ 848.86	\$ 975.00
4800	Depreciation	\$ -	\$ -	\$ -	\$ -
		\$ 179,330.00	\$ 143,512.82	\$ 171,977.61	\$ 174,080.50
	PROFIT (LOSS)	\$ (8,547.00)	\$ (1,931.06)	\$ (2,079.50)	\$ (3,778.50)

SALINA HOUSING AUTHORITY
 FY 2019 BUDGET

Shelter Plus Care

Line No.	INCOME	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
3112	Admin Fees	\$ 5,445.00	\$ 3,720.22	\$ 4,464.26	\$ 5,515.00
3300+3600	Interest	\$ -	\$ 2.91	\$ 3.49	\$ 3.00
	Mgt Fee TBRA	\$ -	\$ 95.94	\$ 115.13	\$ 96.00
3300	Fraud Recovery	\$ -	\$ -	\$ -	\$ -
	Miscellaneous/Port In	\$ 5,000.00	\$ -	\$ -	\$ -
	TOTAL INCOME	\$ 10,445.00	\$ 3,819.07	\$ 4,582.88	\$ 5,614.00

Line No.	EXPENSES	Original FY19 BUDGET	April 2019 YTD Actual	FY19 Annualized	REVISED FY19 Budget
4110	Administration Salary	\$ 3,800.00	\$ 2,202.95	\$ 2,643.54	\$ 2,550.00
4130	Legal	\$ -	\$ -	\$ -	\$ -
4140	Training	\$ 175.00	\$ 10.00	\$ 12.00	\$ 15.00
4150	Travel	\$ 25.00	\$ 2.18	\$ 2.62	\$ 10.00
4170.1	Computer Services	\$ 30.00	\$ 55.77	\$ 66.92	\$ 75.00
4171	Audit	\$ 493.00	\$ 493.00	\$ 493.00	\$ 493.00
4180	Office Rent and Utilities	\$ 750.00	\$ 544.14	\$ 652.97	\$ 680.00
4182	Administration Benefits	\$ 2,200.00	\$ 935.35	\$ 1,122.42	\$ 1,100.00
4190.03	Postage	\$ 300.00	\$ 337.93	\$ 405.52	\$ 435.00
4190.11	Publications	\$ -	\$ 0.94	\$ 1.13	\$ 1.00
4190.12	Membership	\$ -	\$ 12.10	\$ 14.52	\$ 15.00
4190.13	Telephone	\$ 80.00	\$ 78.78	\$ 94.54	\$ 95.00
4190.17	Office Supplies & Forms	\$ 125.00	\$ 184.59	\$ 221.51	\$ 250.00
4190.18	Sundry	\$ 75.00	\$ 52.97	\$ 63.56	\$ 75.00
4190.19	Admin Contracts	\$ 202.00	\$ 305.19	\$ 366.23	\$ 325.00
4190.2	Tenant Verifications	\$ -	\$ -	\$ -	\$ -
4195	Management Fee (\$12)	\$ 2,160.00	\$ 1,704.00	\$ 2,044.80	\$ 2,064.00
4196	Bookkeeping Fee (\$7.50)	\$ 1,350.00	\$ 1,057.50	\$ 1,269.00	\$ 1,203.00
4400	Maint/security	\$ -	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 25.00	\$ 7.31	\$ 8.77	\$ 15.00
4480	Protective Services	\$ -	\$ -	\$ -	\$ -
4510	Insurance	\$ 100.00	\$ 96.57	\$ 115.88	\$ 105.00
4590.P	HAP Portable Admin fee	\$ -	\$ -	\$ -	\$ -
4800	Depreciation	\$ -	\$ -	\$ -	\$ -
		\$ 11,890.00	\$ 8,081.27	\$ 9,598.92	\$ 9,506.00
	PROFIT (LOSS)	\$ (1,445.00)	\$ (4,262.20)	\$ (5,016.04)	\$ (3,892.00)

Summary

Line No.	INCOME	Public Housing FY19 BUDGET	COCC FY19 BUDGET	Section 8 FY19 BUDGET	S+C FY19 BUDGET	Summary Total
3110	Rent	\$ 350,000.00	\$ 34,330.00	\$ -	\$ -	\$ 384,330.00
3110.1	Rent-PH FSS Escrow	\$ (22,500.00)	\$ -	\$ -	\$ -	\$ (22,500.00)
	Subsidy	\$ 367,000.00	\$ -	\$ 164,000.00	\$ 5,515.00	\$ 536,515.00
3610	Interest	\$ 9,000.00	\$ 9,000.00	\$ 85.00	\$ 3.00	\$ 18,088.00
3690.2	Management Fee - Home	\$ -	\$ 404.00	\$ -	\$ -	\$ 404.00
3690.2	Management Fee - Low Rent	\$ -	\$ 93,975.00	\$ -	\$ -	\$ 93,975.00
3690.2	Management Fee - Sec 8	\$ -	\$ 48,132.00	\$ -	\$ -	\$ 48,132.00
3690.2	Management Fee - Shelter Plus	\$ -	\$ 2,064.00	\$ -	\$ -	\$ 2,064.00
3690.3	Management Fee - Asset Mgmt	\$ -	\$ 19,440.00	\$ -	\$ -	\$ 19,440.00
3690.4	Bookkeeping Fee - Low Rent	\$ -	\$ 14,370.00	\$ -	\$ -	\$ 14,370.00
3690.4	Bookkeeping Fee - Sec 8	\$ -	\$ 30,082.50	\$ -	\$ -	\$ 30,082.50
3690.4	Bookkeeping Fee - Shelter Plus	\$ -	\$ 1,203.00	\$ -	\$ -	\$ 1,203.00
	Admin Fee - TBRA	\$ 1,170.00	\$ 482.00	\$ 2,860.00	\$ 96.00	\$ 4,608.00
3690.99	CFP Operations	\$ 65,000.00	\$ 24,621.00	\$ -	\$ -	\$ 89,621.00
3690	Maint/Court Charges, Late Fees	\$ 73,000.00	\$ -	\$ -	\$ -	\$ 73,000.00
	Miscellaneous	\$ 2,030.00	\$ 870.00	\$ 3,357.00	\$ -	\$ 6,257.00
	TOTAL INCOME	\$ 844,700.00	\$ 278,973.50	\$ 170,302.00	\$ 5,614.00	\$ 1,299,589.50

Line No.	EXPENSES	Public Housing FY19 BUDGET	COCC FY19 BUDGET	Section 8 FY19 BUDGET	S+C FY19 BUDGET	Summary Total
4110	Administration Salary	\$ 81,000.00	\$ 135,750.00	\$ 39,750.00	\$ 2,550.00	\$ 259,050.00
4130	Legal	\$ 10,000.00	\$ 1,000.00	\$ 200.00	\$ -	\$ 11,200.00
4140	Training	\$ 950.00	\$ 11,000.00	\$ 1,000.00	\$ 15.00	\$ 12,965.00
4150	Travel	\$ 550.00	\$ 6,500.00	\$ 300.00	\$ 10.00	\$ 7,360.00
4170	Accounting	\$ -	\$ 12,250.00	\$ -	\$ 75.00	\$ 12,325.00
4170.1	Computer Services	\$ 5,000.00	\$ 2,900.00	\$ 2,000.00	\$ 493.00	\$ 10,393.00
4171	Audit	\$ 6,062.00	\$ 1,959.00	\$ 1,346.00	\$ 680.00	\$ 10,047.00
4182	Administration Benefits	\$ 34,000.00	\$ 46,575.00	\$ 15,000.00	\$ 1,100.00	\$ 96,675.00
4190.03	Postage	\$ 4,300.00	\$ -	\$ 2,700.00	\$ 435.00	\$ 7,435.00
4190.11	Publications	\$ 100.00	\$ 485.00	\$ 30.00	\$ 1.00	\$ 616.00
4190.12	Membership	\$ 1,200.00	\$ 2,050.00	\$ 300.00	\$ 15.00	\$ 3,565.00
4190.13	Telephone	\$ 5,000.00	\$ 3,000.00	\$ 1,350.00	\$ 95.00	\$ 9,445.00
4190.14	Rental of Office Space	\$ 24,650.00	\$ -	\$ 10,500.00	\$ -	\$ 35,150.00
4190.17	Forms & Office Supplies	\$ 2,700.00	\$ 1,750.00	\$ 2,200.00	\$ 250.00	\$ 6,900.00
4190.18	Other Sundry	\$ 5,000.00	\$ 3,500.00	\$ 1,700.00	\$ 75.00	\$ 10,275.00
4190.19	Admin Contracts	\$ 8,500.00	\$ 600.00	\$ 7,550.00	\$ 325.00	\$ 16,975.00
4190.2	Tenant Verifications	\$ 6,300.00	\$ -	\$ 6,900.00	\$ -	\$ 13,200.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ -	\$ -	\$ -	\$ 19,440.00
4195	Management Fee	\$ 93,975.00	\$ -	\$ 48,132.00	\$ 2,064.00	\$ 144,171.00
4195.1	Bookkeeping Fee	\$ 14,370.00	\$ -	\$ 30,082.50	\$ 1,203.00	\$ 45,655.50
4190.99	Admin Exp Reimbursements	\$ -	\$ (4,612.00)	\$ -	\$ -	\$ (4,612.00)
4220	Resident Services	\$ 3,850.00	\$ -	\$ -	\$ -	\$ 3,850.00
4310	Water	\$ 1,900.00	\$ 270.00	\$ -	\$ -	\$ 2,170.00
4320	Electricity	\$ 6,000.00	\$ 1,005.00	\$ -	\$ -	\$ 7,005.00
4330	Gas	\$ 4,000.00	\$ 150.00	\$ -	\$ -	\$ 4,150.00
4390	Sewer	\$ 1,375.00	\$ 75.00	\$ -	\$ -	\$ 1,450.00
4410	Labor	\$ 122,000.00	\$ -	\$ -	\$ -	\$ 122,000.00
4420	Materials	\$ 45,000.00	\$ 475.00	\$ -	\$ -	\$ 45,475.00
4430	Contracts	\$ 85,000.00	\$ 2,530.00	\$ 240.00	\$ 15.00	\$ 87,785.00
4431	Garbage	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00
4433	Labor Benefits	\$ 52,500.00	\$ -	\$ -	\$ -	\$ 52,500.00
4480	Protective Services	\$ 700.00	\$ 220.00	\$ 50.00	\$ -	\$ 970.00
4510	Insurance	\$ 110,500.00	\$ 4,060.00	\$ 1,775.00	\$ 105.00	\$ 116,440.00
4520	PILOT	\$ 29,500.00	\$ -	\$ -	\$ -	\$ 29,500.00
4570	Collection Loss	\$ 21,800.00	\$ -	\$ -	\$ -	\$ 21,800.00
4590	Other General Exp	\$ -	\$ 6,000.00	\$ 975.00	\$ -	\$ 6,975.00
	TOTAL EXPENSES	\$ 811,722.00	\$ 239,492.00	\$ 174,080.50	\$ 9,506.00	\$ 1,234,800.50
	PROFIT (LOSS)	\$ 32,978.00	\$ 39,481.50	\$ (3,778.50)	\$ (3,892.00)	\$ 64,789.00

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Salina Housing Authority

PHA Code: KS038

PHA Fiscal Year Beginning: July 1, 2018

Board Resolution Number: 2019-1027

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

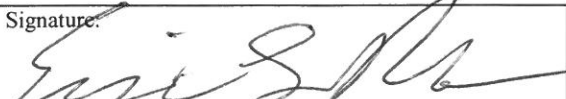
06/25/2019

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Eric Brown		6/25/19

NEW BUSINESS

d. Resolution No. 2019-1028 FY 2020
Operating Budget

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

June 21, 2019

From: Kim Deal

Meeting: June 25, 2019

Subject: 2020 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 2020 anticipated income and expenses to the previous two years income and expenditures for the programs. Some notable differences between the proposed 2020 Operating Budget as compared to the previous income and expenditures are as follows:

Public Housing

The Income for Public Housing includes an estimated decrease of \$11,700. Decreases were budgeted for tenant rent revenue and other revenue from tenants of \$40,000 and \$8,000, respectively. The budget for fiscal year 2020 includes a 4% increase in Operating Subsidy. In addition, the increase in CFP funding will result in an increase in CFP Operations revenue for Public Housing.

The Operating Expenditures for Public Housing are anticipated at \$817,407, an overall increase of approximately \$5,700 over FY19 Revised Budget. The majority of this increase consists of an increase in administrative salaries and benefits, and smaller decreases in administrative contracts and PILOT.

Central Office Cost Center (COCC)

The Income for the COCC includes a decrease of approximately \$5,100 from the FY19 Revised Budget. The FY20 budget includes a decrease in projected Public Housing and Section 8 management and bookkeeping fees. It also includes a decrease in interest revenue. An increase

in CFP administrative funding of \$4,043 reflects the increase in CFP funding for CY2019 and CY2020.

The Operating Expenditures for the COCC are anticipated at \$249,725, an overall increase of about \$10,000 from the FY19 Revised Expenses. Increases are projected to line items for potential salary increases and benefits and training, while decreases are projected for computer services and other general expenses.

Section 8

The Income for the Section 8 Program includes an increase of approximately \$10,500 over the FY19 Annualized Income. This is a conservative estimate is based on the increase in voucher utilization and the projected admin revenue proration.

The Operating Expenditures for the Section 8 Program are anticipated at \$182,795, an overall increase of approximately \$8,700 from the FY19 Revised Expenses. This includes \$14,890 in salary and benefit increase from the previous year, and decreases in admin contracts, computer services, and management and bookkeeping fees of \$3,650, \$800, and \$2,672, respectively.

Shelter Plus Care

The Income for the Shelter Plus Care program includes \$5,445 in HUD administrative revenue.

The Operating Expenditures for the Shelter Plus Care program are anticipated at \$7,441, an overall decrease of \$2,065 from the FY19 Revised Budget. This reduction consists decreases across the board to account for cost allocation changes based on voucher counts.

Summary

Based on the anticipated income and expenses for 2020, the proposed Operating Budgets reflects a net total increase of \$35,711. 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 \$18,000. The loan started in Dec. 2014 and has fluctuated between \$12,000 - \$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 \$4,600. This loan started in June 2018 and has fluctuated between \$500 - \$5,100.

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.

ALTERNATIVES

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

1. Approve Resolution No. 2019-1028, adopting the proposed 2020 Operating Budget for the Salina Housing Authority.
2. Modify the 2020 Operating Budget to meet the needs of the Commission.

RECOMMENDATION

Housing Authority staff recommends approval of Resolution No. 2019-1028, adopting the 2020 Operating Budget for the Salina Housing Authority to remain in compliance with Department of Housing and Urban Development regulations.

POSSIBLE MOTION

Adopt Resolution No. 2019-1028, adopting the 2020 Operating Budget for the Salina Housing Authority.

Enclosures:

1. 2020 Operating Budget Spreadsheet
2. Resolution No. 2019-1028

SALINA HOUSING AUTHORITY
 FY 2020 BUDGET

Public Housing

Line No.	INCOME	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
3110	Rent	\$ 330,599.00	\$ 291,974.64	\$ 350,000.00	\$ 310,000.00
3110.1	Rent-PH FSS Escrow Subsidy	\$ (20,895.19)	\$ (19,586.85)	\$ (22,500.00)	\$ (15,000.00)
3610	Interest	\$ 4,590.11	\$ 7,420.88	\$ 9,000.00	\$ 6,500.00
	Admin Fee - TBRA	\$ 865.57	\$ 2,003.78	\$ 1,170.00	\$ 1,181.00
3690.99	CFP Operations	\$ 60,710.28	\$ 65,000.00	\$ 65,000.00	\$ 85,000.00
3690	Maint/Court Charges, Late Fees	\$ 75,045.40	\$ 62,773.06	\$ 73,000.00	\$ 65,000.00
	Miscellaneous	\$ 13.57	\$ 292.58	\$ 2,030.00	\$ 800.00
	TOTAL INCOME	\$ 825,770.74	\$ 764,641.09	\$ 844,700.00	\$ 832,981.00
Line No.	EXPENSES	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
4110	Administration Salary	\$ 82,207.58	\$ 84,613.04	\$ 81,000.00	\$ 86,853.00
4130	Legal	\$ 7,140.50	\$ 7,606.00	\$ 10,000.00	\$ 12,000.00
4140	Training	\$ 1,851.27	\$ 3,334.97	\$ 950.00	\$ 2,500.00
4150	Travel	\$ 700.38	\$ 1,215.89	\$ 550.00	\$ 1,000.00
4170	Computer Services	\$ 1,200.00	\$ 1,339.63	\$ 5,000.00	\$ 3,500.00
4171	Audit	\$ 5,564.00	\$ 6,062.00	\$ 6,062.00	\$ 6,062.00
4182	Administration Benefits	\$ 29,820.75	\$ 33,498.95	\$ 34,000.00	\$ 38,059.00
4190.03	Postage	\$ 5,059.70	\$ 4,619.92	\$ 4,300.00	\$ 5,000.00
4190.11	Publications	\$ 197.29	\$ 57.37	\$ 100.00	\$ 100.00
4190.12	Membership	\$ 1,027.67	\$ 1,504.46	\$ 1,200.00	\$ 1,500.00
4190.13	Telephone	\$ 4,444.63	\$ 4,220.33	\$ 5,000.00	\$ 4,500.00
4190.14	Rental of Office Space	\$ 24,645.60	\$ 24,645.60	\$ 24,650.00	\$ 24,650.00
4190.17	Forms & Office Supplies	\$ 2,133.13	\$ 2,790.28	\$ 2,700.00	\$ 2,700.00
4190.18	Other Sundry	\$ 4,629.76	\$ 5,484.63	\$ 5,000.00	\$ 5,000.00
4190.19	Admin Contracts	\$ 4,552.00	\$ 4,644.00	\$ 8,500.00	\$ 4,684.00
4190.2	Tenant Verifications	\$ 5,332.93	\$ 5,095.95	\$ 6,300.00	\$ 6,000.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
4195	Management Fee	\$ 89,003.31	\$ 94,723.55	\$ 93,975.00	\$ 92,146.00
4195.1	Bookkeeping Fee	\$ 14,272.50	\$ 14,220.00	\$ 14,370.00	\$ 14,220.00
4220	Resident Services	\$ 2,780.84	\$ 3,000.00	\$ 3,850.00	\$ 3,825.00
4310	Water	\$ 2,039.03	\$ 1,767.02	\$ 1,900.00	\$ 1,800.00
4320	Electricity	\$ 7,520.38	\$ 7,645.15	\$ 6,000.00	\$ 7,500.00
4330	Gas	\$ 5,318.18	\$ 5,192.22	\$ 4,000.00	\$ 5,300.00
4390	Sewer	\$ 1,825.77	\$ 1,540.12	\$ 1,375.00	\$ 1,500.00
4410	Labor	\$ 110,129.05	\$ 112,204.77	\$ 122,000.00	\$ 123,407.00
4420	Materials	\$ 41,241.90	\$ 36,966.27	\$ 45,000.00	\$ 45,000.00
4430	Contracts	\$ 84,937.72	\$ 94,221.64	\$ 85,000.00	\$ 85,000.00
4431	Garbage	\$ 3,082.92	\$ 3,212.16	\$ 4,500.00	\$ 3,200.00
4433	Labor Benefits	\$ 53,360.52	\$ 48,657.54	\$ 52,500.00	\$ 50,141.00
4480	Protective Services	\$ 92.32	\$ 354.16	\$ 700.00	\$ 820.00
4510	Insurance	\$ 96,728.92	\$ 101,234.32	\$ 110,500.00	\$ 116,000.00
4520	PILOT	\$ 27,606.47	\$ 27,507.38	\$ 29,500.00	\$ 26,000.00
4570	Collection Loss	\$ 19,159.18	\$ 12,576.85	\$ 21,800.00	\$ 18,000.00
	TOTAL EXPENSES	\$ 759,046.20	\$ 775,196.17	\$ 811,722.00	\$ 817,407.00
	PROFIT (LOSS)	\$ 66,724.54	\$ (10,555.08)	\$ 32,978.00	\$ 15,574.00

SALINA HOUSING AUTHORITY
 FY 2020 BUDGET

Central Office Cost Center

Line No.	INCOME	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
	3610 Interest	\$ 2,332.08	\$ 5,652.34	\$ 9,000.00	\$ 4,000.00
	3190 Rental Fees	\$ 34,327.80	\$ 34,327.80	\$ 34,330.00	\$ 34,330.00
	3690.1 Other Misc Income (mileage)	\$ 950.96	\$ 692.64	\$ 870.00	\$ 1,320.00
	3690.2 Management Fee - Home	\$ 384.00	\$ 402.00	\$ 404.00	\$ 408.00
	3690.2 Management Fee - Low Rent	\$ 88,817.59	\$ 94,724.00	\$ 93,975.00	\$ 92,146.00
	3690.2 Management Fee - Sec 8	\$ 49,296.00	\$ 44,580.00	\$ 48,132.00	\$ 46,488.00
	3690.2 Management Fee - Shelter Plus	\$ 565.00	\$ 2,160.00	\$ 2,064.00	\$ 2,160.00
	3690.3 Management Fee - Asset Mgmt	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00	\$ 19,440.00
	3690.4 Bookkeeping Fee - Low Rent	\$ 14,272.50	\$ 14,220.00	\$ 14,370.00	\$ 14,220.00
	3690.4 Bookkeeping Fee - Sec 8	\$ 30,810.00	\$ 27,863.00	\$ 30,082.50	\$ 29,055.00
	3690.4 Bookkeeping Fee - Shelter Plus	\$ 1,725.00	\$ 1,260.00	\$ 1,203.00	\$ 1,350.00
	Admin Fee - TBRA	\$ 658.68	\$ 614.33	\$ 482.00	\$ 262.00
	3690.5 CFP	\$ 9,900.00	\$ 19,814.00	\$ 24,621.00	\$ 28,664.00
	TOTAL INCOME	\$ 253,479.61	\$ 265,750.11	\$ 278,973.50	\$ 273,843.00
Line No.	EXPENSES	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
	4110 Administration Salary	\$ 126,681.92	\$ 126,692.47	\$ 135,750.00	\$ 140,260.00
	4130 Legal	\$ -	\$ 4,318.00	\$ 1,000.00	\$ 2,500.00
	4140 Training	\$ 8,590.13	\$ 8,319.01	\$ 11,000.00	\$ 12,500.00
	4150 Travel	\$ 1,525.44	\$ 2,702.04	\$ 4,100.00	\$ 5,000.00
	4150.4 Travel Allowance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
	4170 Accounting	\$ 11,608.00	\$ 11,622.00	\$ 12,250.00	\$ 11,700.00
	4170.1 Computer Services	\$ 1,036.47	\$ 779.68	\$ 2,900.00	\$ 3,000.00
	4171 Audit	\$ 2,044.50	\$ 1,959.00	\$ 1,959.00	\$ 1,959.00
	4182 Administration Benefits	\$ 41,872.56	\$ 33,284.56	\$ 46,575.00	\$ 54,356.00
	4190.11 Publications	\$ 178.71	\$ 134.11	\$ 485.00	\$ 200.00
	4190.12 Membership	\$ 2,342.71	\$ 2,576.02	\$ 2,050.00	\$ 1,600.00
	4190.13 Telephone	\$ 2,189.80	\$ 2,196.53	\$ 3,000.00	\$ 2,200.00
	4190.17 Office Supplies & Forms	\$ 2,118.90	\$ 1,799.48	\$ 1,750.00	\$ 2,200.00
	4190.18 Sundry	\$ 4,332.06	\$ 3,768.18	\$ 3,500.00	\$ 3,600.00
	4190.19 Contracts	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
	4190.99 Admin Exp Reimbursements	\$ (6,311.86)	\$ (6,425.99)	\$ (4,612.00)	\$ (2,850.00)
	4300 Utilities	\$ 1,439.40	\$ 1,390.79	\$ 1,500.00	\$ 1,500.00
	4420 Materials - vehicle gasoline	\$ 148.65	\$ 246.47	\$ 475.00	\$ 400.00
	4430 Contracts/garbage	\$ 1,964.60	\$ 1,871.05	\$ 2,530.00	\$ 2,300.00
	4480 Protective Services	\$ 56.49	\$ 210.47	\$ 220.00	\$ 200.00
	4510 Insurance	\$ 3,538.61	\$ 2,973.60	\$ 4,060.00	\$ 3,600.00
	4590 Other General Exp	\$ -	\$ -	\$ 6,000.00	\$ 500.00
	TOTAL EXPENSES	\$ 208,357.09	\$ 203,417.47	\$ 239,492.00	\$ 249,725.00
	PROFIT (LOSS)	\$ 45,122.52	\$ 62,332.64	\$ 39,481.50	\$ 24,118.00

SALINA HOUSING AUTHORITY
 FY 2020 BUDGET

Section 8

Line No.	INCOME	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
3112	Admin Fees	\$ 178,161.00	\$ 169,981.00	\$ 164,000.00	\$ 178,135.00
3300+3600	Interest	\$ 128.32	\$ 82.20	\$ 85.00	\$ 50.00
3300.4	Mgt Fee-S + C	\$ 3,333.39	\$ -	\$ -	\$ -
3690	Mgt Fee TBRA	\$ 2,678.94	\$ 2,306.89	\$ 2,860.00	\$ 1,181.00
3300	Fraud Recovery	\$ 2,521.58	\$ 1,503.82	\$ 3,192.00	\$ 1,000.00
	Miscellaneous/Port In		\$ 474.23	\$ 165.00	\$ 444.00
	TOTAL INCOME	\$ 186,823.23	\$ 174,348.14	\$ 170,302.00	\$ 180,810.00
Line No.	EXPENSES	FY17 ACTUAL	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
4110	Administration Salary	\$ 46,218.15	\$ 42,610.74	\$ 39,750.00	\$ 48,600.00
4130	Legal	\$ 1,293.50	\$ 120.00	\$ 200.00	\$ 200.00
4140	Training	\$ 516.62	\$ 829.90	\$ 1,000.00	\$ 800.00
4150	Travel	\$ 290.54	\$ 189.81	\$ 300.00	\$ 300.00
4170.1	Computer Services	\$ 570.25	\$ 632.75	\$ 2,000.00	\$ 1,200.00
4171	Audit	\$ 1,688.00	\$ 1,346.00	\$ 1,346.00	\$ 1,539.00
4180	Office Rent and Utilities	\$ 11,294.09	\$ 10,445.00	\$ 10,500.00	\$ 11,150.00
4182	Administration Benefits	\$ 22,765.66	\$ 20,962.03	\$ 15,000.00	\$ 21,048.00
4190.03	Postage	\$ 2,603.60	\$ 1,979.54	\$ 2,700.00	\$ 2,500.00
4190.11	Publications	\$ 36.61	\$ 27.40	\$ 30.00	\$ 40.00
4190.12	Membership	\$ 245.07	\$ 410.31	\$ 300.00	\$ 350.00
4190.13	Telephone	\$ 1,048.01	\$ 995.32	\$ 1,350.00	\$ 1,100.00
4190.17	Office Supplies & Forms	\$ 1,471.33	\$ 1,473.26	\$ 2,200.00	\$ 2,000.00
4190.18	Sundry	\$ 1,565.65	\$ 1,423.19	\$ 1,700.00	\$ 1,700.00
4190.19	Admin Contracts	\$ 3,702.00	\$ 3,463.53	\$ 7,550.00	\$ 3,900.00
4190.2	Tenant Verifications	\$ 6,198.72	\$ 5,669.40	\$ 6,900.00	\$ 7,500.00
4195	Management Fee (\$12)	\$ 49,296.00	\$ 44,580.00	\$ 48,132.00	\$ 46,488.00
4196	Bookkeeping Fee (\$7.50)	\$ 30,810.00	\$ 27,862.50	\$ 30,082.50	\$ 29,055.00
4400	Maint/security	\$ 109.68	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 108.27	\$ 207.19	\$ 240.00	\$ 225.00
4480	Protective Services	\$ 44.07	\$ 44.07	\$ 50.00	\$ 50.00
4510	Insurance	\$ 2,150.09	\$ 1,653.24	\$ 1,775.00	\$ 1,850.00
4590.P	HAP Portable Admin fee	\$ 1,166.20	\$ 302.07	\$ 975.00	\$ 1,200.00
4800	Depreciation	\$ 195.40	\$ -	\$ -	\$ -
	TOTAL EXPENSES	\$ 185,387.51	\$ 167,227.25	\$ 174,080.50	\$ 182,795.00
	PROFIT (LOSS)	\$ 1,435.72	\$ 7,120.89	\$ (3,778.50)	\$ (1,985.00)

SALINA HOUSING AUTHORITY
 FY 2020 BUDGET

Shelter Plus Care

Line No.	INCOME	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
3112	Admin Fees	\$ 5,624.08	\$ 5,515.00	\$ 5,445.00
3300+3600	Interest	\$ 4.76	\$ 3.00	\$ -
	Mgt Fee TBRA	\$ 225.00	\$ 96.00	\$ -
3300	Fraud Recovery	\$ -	\$ -	\$ -
	Miscellaneous/Port In	\$ 5,000.00	\$ -	\$ -
	TOTAL INCOME	\$ 10,853.84	\$ 5,614.00	\$ 5,445.00
Line No.	EXPENSES	FY18 ACTUAL	FY19 BUDGET Revision	FY20 Budget
4110	Administration Salary	\$ 3,608.95	\$ 2,550.00	\$ 1,158.00
4130	Legal	\$ -	\$ -	\$ -
4140	Training	\$ 69.02	\$ 15.00	\$ 200.00
4150	Travel	\$ 23.17	\$ 10.00	\$ 20.00
4170.1	Computer Services	\$ 41.09	\$ 75.00	\$ 50.00
4171	Audit	\$ 493.00	\$ 493.00	\$ 300.00
4180	Office Rent and Utilities	\$ 739.06	\$ 680.00	\$ 700.00
4182	Administration Benefits	\$ 2,099.89	\$ 1,100.00	\$ 418.00
4190.03	Postage	\$ 375.81	\$ 435.00	\$ 400.00
4190.11	Publications	\$ -	\$ 1.00	\$ -
4190.12	Membership	\$ 5.10	\$ 15.00	\$ 15.00
4190.13	Telephone	\$ 71.65	\$ 95.00	\$ 100.00
4190.17	Office Supplies & Forms	\$ 125.18	\$ 250.00	\$ 200.00
4190.18	Sundry	\$ 83.54	\$ 75.00	\$ 50.00
4190.19	Admin Contracts	\$ 280.47	\$ 325.00	\$ 200.00
4190.2	Tenant Verifications	\$ -	\$ -	\$ -
4195	Management Fee (\$12)	\$ 2,160.00	\$ 2,064.00	\$ 2,160.00
4196	Bookkeeping Fee (\$7.50)	\$ 1,350.00	\$ 1,203.00	\$ 1,350.00
4400	Maint/security	\$ -	\$ -	\$ -
4430	Contracts - Janitorial	\$ 12.26	\$ 15.00	\$ 20.00
4480	Protective Services	\$ -	\$ -	\$ -
4510	Insurance	\$ 90.05	\$ 105.00	\$ 100.00
4590.P	HAP Portable Admin fee	\$ -	\$ -	\$ -
4800	Depreciation	\$ -	\$ -	\$ -
	TOTAL EXPENSES	\$ 11,628.24	\$ 9,506.00	\$ 7,441.00
	PROFIT (LOSS)	\$ (774.40)	\$ (3,892.00)	\$ (1,996.00)

SALINA HOUSING AUTHORITY
 FY 2020 BUDGET

Summary

Line No.	INCOME	Public Housing	COCC	Section 8	S+C	Summary
		FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	Total
3110	Rent	\$ 310,000.00	\$ 34,330.00	\$ -	\$ -	\$ 344,330.00
3110.1	Rent-PH FSS Escrow	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ (15,000.00)
	Subsidy	\$ 379,500.00	\$ -	\$ 178,135.00	\$ 5,445.00	\$ 563,080.00
3610	Interest	\$ 6,500.00	\$ 4,000.00	\$ 50.00	\$ -	\$ 10,550.00
3690.2	Management Fee - Home	\$ -	\$ 408.00	\$ -	\$ -	\$ 408.00
3690.2	Management Fee - Low Rent	\$ -	\$ 92,146.00	\$ -	\$ -	\$ 92,146.00
3690.2	Management Fee - Sec 8	\$ -	\$ 46,488.00	\$ -	\$ -	\$ 46,488.00
3690.2	Management Fee - Shelter Plus	\$ -	\$ 2,160.00	\$ -	\$ -	\$ 2,160.00
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	\$ -	\$ 29,055.00	\$ -	\$ -	\$ 29,055.00
3690.4	Bookkeeping Fee - Shelter Plus	\$ -	\$ 1,350.00	\$ -	\$ -	\$ 1,350.00
	Admin Fee - TBRA	\$ 1,181.00	\$ 262.00	\$ 1,181.00	\$ -	\$ 2,624.00
3690.99	CFP Operations	\$ 85,000.00	\$ 28,664.00	\$ -	\$ -	\$ 113,664.00
	3690 Maint/Court Charges, Late Fees	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
	Miscellaneous	\$ 800.00	\$ 1,320.00	\$ 1,444.00	\$ -	\$ 3,564.00
	TOTAL INCOME	\$ 832,981.00	\$ 273,843.00	\$ 180,810.00	\$ 5,445.00	\$ 1,293,079.00
Line No.	EXPENSES	FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	FY20 BUDGET	
4110	Administration Salary	\$ 86,853.00	\$ 140,260.00	\$ 48,600.00	\$ 1,158.00	\$ 276,871.00
4130	Legal	\$ 12,000.00	\$ 2,500.00	\$ 200.00	\$ -	\$ 14,700.00
4140	Training	\$ 2,500.00	\$ 12,500.00	\$ 800.00	\$ 200.00	\$ 16,000.00
4150	Travel	\$ 1,000.00	\$ 7,400.00	\$ 300.00	\$ 20.00	\$ 8,720.00
4170	Accounting	\$ -	\$ 11,700.00	\$ -	\$ -	\$ 11,700.00
4170.1	Computer Services	\$ 3,500.00	\$ 3,000.00	\$ 1,200.00	\$ 50.00	\$ 7,750.00
4171	Audit	\$ 6,062.00	\$ 1,959.00	\$ 1,539.00	\$ 300.00	\$ 9,860.00
4182	Administration Benefits	\$ 38,059.00	\$ 54,356.00	\$ 21,048.00	\$ 418.00	\$ 113,881.00
4190.03	Postage	\$ 5,000.00	\$ -	\$ 2,500.00	\$ 400.00	\$ 7,900.00
4190.11	Publications	\$ 100.00	\$ 200.00	\$ 40.00	\$ -	\$ 340.00
4190.12	Membership	\$ 1,500.00	\$ 1,600.00	\$ 350.00	\$ 15.00	\$ 3,465.00
4190.13	Telephone	\$ 4,500.00	\$ 2,200.00	\$ 1,100.00	\$ 100.00	\$ 7,900.00
4190.14	Rental of Office Space	\$ 24,650.00	\$ -	\$ 11,150.00	\$ 700.00	\$ 36,500.00
4190.17	Forms & Office Supplies	\$ 2,700.00	\$ 2,200.00	\$ 2,000.00	\$ 200.00	\$ 7,100.00
4190.18	Other Sundry	\$ 5,000.00	\$ 3,600.00	\$ 1,700.00	\$ 50.00	\$ 10,350.00
4190.19	Admin Contracts	\$ 4,684.00	\$ 600.00	\$ 3,900.00	\$ 200.00	\$ 9,384.00
4190.2	Tenant Verifications	\$ 6,000.00	\$ -	\$ 7,500.00	\$ -	\$ 13,500.00
4190.23	Asset Management Fee	\$ 19,440.00	\$ -	\$ -	\$ -	\$ 19,440.00
4195	Management Fee	\$ 92,146.00	\$ -	\$ 46,488.00	\$ 2,160.00	\$ 140,794.00
4195.1	Bookkeeping Fee	\$ 14,220.00	\$ -	\$ 29,055.00	\$ 1,350.00	\$ 44,625.00
4190.99	Admin Exp Reimbursements	\$ -	\$ (2,850.00)	\$ -	\$ -	\$ (2,850.00)
4220	Resident Services	\$ 3,825.00	\$ -	\$ -	\$ -	\$ 3,825.00
4310	Water	\$ 1,800.00	\$ 270.00	\$ -	\$ -	\$ 2,070.00
4320	Electricity	\$ 7,500.00	\$ 1,005.00	\$ -	\$ -	\$ 8,505.00
4330	Gas	\$ 5,300.00	\$ 150.00	\$ -	\$ -	\$ 5,450.00
4390	Sewer	\$ 1,500.00	\$ 75.00	\$ -	\$ -	\$ 1,575.00
4410	Labor	\$ 123,407.00	\$ -	\$ -	\$ -	\$ 123,407.00
4420	Materials	\$ 45,000.00	\$ 400.00	\$ -	\$ -	\$ 45,400.00
4430	Contracts	\$ 85,000.00	\$ 2,300.00	\$ 225.00	\$ 20.00	\$ 87,545.00
4431	Garbage	\$ 3,200.00	\$ -	\$ -	\$ -	\$ 3,200.00
4433	Labor Benefits	\$ 50,141.00	\$ -	\$ -	\$ -	\$ 50,141.00
4480	Protective Services	\$ 820.00	\$ 200.00	\$ 50.00	\$ -	\$ 1,070.00
4510	Insurance	\$ 116,000.00	\$ 3,600.00	\$ 1,850.00	\$ 100.00	\$ 121,550.00
4520	PILOT	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00
4570	Collection Loss	\$ 18,000.00	\$ -	\$ -	\$ -	\$ 18,000.00
4590	Other General Exp	\$ -	\$ 500.00	\$ 1,200.00	\$ -	\$ 1,700.00
	TOTAL EXPENSES	\$ 817,407.00	\$ 249,725.00	\$ 182,795.00	\$ 7,441.00	\$ 1,257,368.00
	PROFIT (LOSS)	\$ 15,574.00	\$ 24,118.00	\$ (1,985.00)	\$ (1,996.00)	\$ 35,711.00

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Salina Housing Authority

PHA Code: KS038

PHA Fiscal Year Beginning: July 1, 2019

Board Resolution Number: 2019-1028

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- Operating Budget approved by Board resolution on: 06/25/2019
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Eric Brown	Signature: 	Date: 6/25/19
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NEW BUSINESS

e. Resolution No 2019-1029 Approving the
Tenant Based Rental Assistance Policy

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

June 21, 2019

From: Tina Bartlett, MBA, Executive Director

Meeting: June 25, 2019

Subject: Tenant Based Rental Assistance (TBRA) Policy

BACKGROUND

The Tenant Based Rental Assistance Program (TBRA) is funded through the HOME Investment Partnerships (HOME) Program. HUD allocates funds by formula to eligible state and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for very low-income and low-income families.

Applications for funding to operate a Tenant Based Rental Assistance program are made available to local units of government, public housing authorities, and non-profit agencies, and are considered on a competitive basis. Tenant Based Rental Assistance (TBRA) is a program designed to help income-eligible households with rent, security deposit, and/or utility deposits. Assistance in the form of a payment to the landlord helps reduce a household's housing expense to 30 percent of their income.

The Salina Housing Authority originally applied for and received the TBRA grant in 2006. It was used for both rental assistance and security deposit assistance. In 2009 the grant was discontinued due to the cost of administering the rental assistance. In 2015 the grant was reapplied for and has been used since to help applicants cover security deposits.

According to the Grant Agreement, the SHA is required to have a TBRA Administrative Plan and it must be approved by Kansas Housing Resources Corporation (KHRC). When the initial grant was accepted wording was added to the Section 8 Administrative plan to cover the rental assistance and security deposit assistance for the program. The policy has not been updated since origination.

DISCUSSION

The TBRA Security Deposit Assistance program has always been mixed into the Section 8 Admin policy. This co-mingling often causes confusion as to which rules apply to which programs. The Section 8 policy has more stringent eligibility guidelines which do not apply to

the TBRA program. The separation of the policies into their own unique entities will help streamline and clarify the operation of the program.

In October 2018 the Admin Plan was completely revised and the TBRA information was eliminated from the policy with the expectation of a stand-alone TBRA policy. The SHA is still required to follow the previous Admin Plan until KHRC approves the new policy.

The SHA has submitted the policy to KHRC and expects its approval as no changes were made to the policy except to remove it from the Section 8 Admin Plan.

ALTERNATIVES

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

1. Approve Resolution No. 2019-1029, adopting the Tenant Based Rental Assistance Policy.
2. Modify Resolution No. 2019-1029, to fit the needs of the Board of Commissioners.
3. Do not approve Resolution No. 2019-1029, adopting the Tenant Based Rental Assistance Policy.
4. Table the request

RECOMMENDATION

The Housing Authority staff recommends the Board of Commissioners approve Resolution adopting the Tenant Based Rental Assistance Policy.

POSSIBLE MOTION

Approve Resolution No. 2019-1029 adopting the Tenant Based Rental Assistance Policy.

Enclosures:

1. Proposed Tenant Based Rental Assistance Policy
2. Resolution No. 2019-1029

THE HOUSING AUTHORITY OF THE CITY OF SALINA, KANSAS
TENANT BASED RENTAL ASSISTANCE ADMINISTRATIVE PLAN

I. Introduction Tenant Based Rental Assistance:

The tenant based rental assistance (TBRA) grant may be used to subsidize security deposits for eligible applicants moving to safe, secure and sanitary housing if funds are available to the housing authority. Income eligible application may receive TBRA grants for security deposits and utility deposits by applying at the Salina Housing Authority (SHA) office. Grants are available to eligible applicants entering Public Housing, Housing Choice Vouchers subsidized units, other voucher programs units or other qualified rental properties.

II. Purpose of Policy:

The purpose of this policy is to establish guidelines for the housing authority staff to follow in determining eligibility for the Kansas Housing Resource Corporation Tenant Based Rental Assistance (TBRA) program. The basic guidelines for this plan are governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing admissions and continued occupancy are outlined in this plan and these requirements are binding upon applicants, residents, landlords and this housing authority alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy. Through Kansas Housing Resource Corporation funding, the Housing Authority will issue Tenant Based Rental Assistance (TBRA) for security deposits and utility deposits.

III. Obligations of the Salina Housing Authority

- A. All of the activities required by this Agreement shall be performed by personnel of the Salina Housing Authority or by third parties (subgrantees, contractors, or subcontractor) under the direct supervision of the Salina Housing Authority and in accordance with the terms of written contracts.
- B. The Salina Housing Authority shall adhere to the TBRA Administrative Plan submitted by the SHA and approved by the Corporation. Any changes to the TBRA Administrative Plan must be submitted by the Salina Housing Authority and approved by the Corporation prior to implementation.
- C. A certified HQS inspector shall perform all initial, annual, periodic and /or specific unit inspections. Inspections shall be in accordance with guidelines provided in 24 CFR 982.401.

- D. The Salina Housing Authority shall adhere to lead based paint program requirements for all units. This requirement applies to tenants requesting security/utility deposits as well as to those applying for rental assistance coupons. During initial and periodic inspections, an inspector acting on the behalf of the designated party and trained in visual assessment for deteriorated paint surfaces in accordance with procedures established by HUD shall conduct a visual assessment of all painted surfaces in order to identify any deteriorated paint (24 CFR Part 35.1215 (a)(1)). The visual assessment must take place as part of the initial and periodic inspections required by HUD. (24 CFR Part 35, Sec. 92.9209(i)). TBRA funding cannot be provided until the unit passes the lead based paint visual inspection.
- E. If assisted occupancy has commenced prior to an annual or periodic inspection, and the visual inspection reveals deteriorated lead-based paint, the owner shall stabilize each deteriorated paint surface in accordance with 24 CFR Part 35.1330(a) and (b). Such paint stabilization must be completed within 30 days of notification to the owner of the results of the visual assessment. Depending upon the scope of the work undertaken to stabilize the paint, and if necessary, the owner at his/her expense, is responsible for relocating the tenants to a comparable, safe, and sanitary dwelling free of lead-based paint while the work is taking place. Paint stabilization is considered complete when clearance is achieved in accordance with 24 CFR Part 35.1340. The owner shall provide a notice to the occupants in accordance with 24 CFR 35.125(b)(1) and (c) describing the results of the clearance examination.
- F. The grantee shall provide lead based paint disclosure information to all tenants and landlords. Optional blood level verification forms will be provided to tenants with children under age 6 who have selected units that were constructed prior to 1978. Address of tenants with children under age 6 living in pre-1978 structures will be provided to the Local Health Department quarterly. (Refer to the attached 24 CFR 35.1225)
- G. The Salina Housing Authority shall remain fully obligated and liable under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of part or the entire program being assisted under this grant.
- H. The Salina Housing Authority shall require any third party to comply with all lawful requirements necessary to ensure that the program is carried out in accordance with this Agreement.
- I. The Salina Housing Authority shall adhere to the uniform administrative requirements of 24 CFR 92.505.
- J. Pursuant to the requirements of Appendix II to 24 CFR Part 200, the Salina Housing Authority shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

IV. Eligibility Requirements

- A. Reside in Salina Housing Authority jurisdiction
- B. Head of Household must be:
 - (1) Eighteen (18) years of age or older,
 - (2) Sixteen (16) years of age and married or has been married, or
 - (3) A person that has been relieved of the disability of non-age by a juvenile court (Emancipated Minor).
- C. Declaration of Citizenship: The HA may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible non-citizen in HUD's assisted housing programs.
- D. Preferences will apply to applicants currently residing in DVACK, Ashby House, and the Salina Rescue Mission as documented by the shelter.
- E. Must not be subject to a lifetime registration requirement under a state sex offender registration program.
- F. Must not have been convicted of manufacturing or producing Methamphetamine on any Public Housing Authority premises.
- G. Rental properties must pass HQS inspection and the rent must be reasonable based on rents that are charged for comparable unassisted rental units.
- H. Gross annual income must not exceed 60% of the area median as set for in the HOME Income Guidelines.
- I. Doesn't owe any other housing authority money.
- J. Has not been terminated from any program through the Salina Housing Authority within the last year.

Eligible applicants may receive this grant only one time.

IV. Equal Opportunity

In addition to all equal opportunity provisions and the Assurance incorporated by the reference herein, the Grantee agrees to comply with all the requirements of the Kansas Acts Against Discrimination relating to fair employment practices, to the extent applicable and shall cause the foregoing provisions to be inserted in all

contracts with third parties for any work covered by this Agreement so that such provisions will be binding upon such third parties. The Salina Housing Authority will conduct and administer the grant in conformity with 24 CFR 92.350.

RESOLUTION NO. 2019-1029
A RESOLUTION OF THE HOUSING AUTHORITY OF SALINA
APPROVING TENANT BASED RENTAL ASSISTANCE (TBRA) POLICY

WHEREAS the Kansas Housing Resources Corporation makes funding available for Security Deposit Assistance to Housing Authorities in Kansas, and

WHEREAS the Salina Housing Authority is required to create and adhere to the TBRA Administrative Plan, and

WHEREAS the Salina Housing Authority believes there is a need to have the TBRA policy separated from the Section 8 Admin Plan for clarity, and

WHEREAS the Salina Housing Authority has been awarded \$75,000 in a competitive grant process for granting security deposits over three years to low income families to move from substandard to safe, secure, sanitary housing,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners accepts the Tenant Based Rental Assistance Policy to commence upon the approval of KHRC.

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

AYES 3 _____

NAYS 0 _____

The chair declared such motion carried and the Resolution finally adopted. Adopted this 25th day of June 2019.

ATTEST:



Tina Bartlett, Secretary



Eric Brown, Board Chair