

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, August 25, 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 July 28, 2020
 - b. Approve the Secretary & Operations Reports from July 2020
 - c. Approve the Director's Report
- V. **OLD BUSINESS**
 - a. Development Update
- VI. **NEW BUSINESS**
 - a. Search Committee Update
 - b. Resolution 2020-1046 Interim Director
 - c. Resolution 2020-1047 Disposal of Assets
 - d. Resolution 2020-1048 Approving FY2021 Payment Standard
- 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 – Not available
- d. Approval of Director's Report

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Tuesday, July 28, 2020
4:30 PM

MEMBERS PRESENT: Kimberly Trigg
Susan Weis
Beth Bosch (arrived at 4:39 pm)
Taylor DeHerrera

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 4:31 PM by Commission Chair Trigg.

II. APPROVAL OF AGENDA

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

III. OPEN FORUM

IV. CONSENT AGENDA ITEMS

Ms. Weis moved to approve the Consent Agenda Items a. through d. as submitted, consisting of the minutes of the June 23, 2020, regular meeting, June 2020 Secretary and Operations reports, June 2020 financials, and the Director's report. Ms. DeHerrera seconded the motion. Ms. Craft reviewed the June financial information which was in a draft and in an unaudited position since June is the end of the fiscal year. Financials were reviewed in detail in May. The financials will be finalized mid-August when the FDS is due. Nothing much should change with the exception of expensing depreciation. Ms. Craft reviewed the different loans between programs to cover administrative deficits. Ms. Bartlett discussed the hiring of 3 people for the open positions, making the housing authority fully staffed at this time. The FY20 FSS Grant is open for applications until August. Ms. Bartlett also explained that she has requested an extension on the previous Shelter Plus Care grant due to the new grant funds not being released because of the slowdown from COVID. There being no further questions or comments, the motion carried 4-0.

V. OLD BUSINESS

- a. Update on development – At this time there has been no further movement on development. Ms. Bartlett will be working on a power point presentation for the City to review. At that

point the City will determine if another study session is required or if they can put this on the agenda to approve a letter of support.

VI. NEW BUSINESS

- a. Resolution No. 2020-1044 Disposal of Property - Ms. Craft requested approval to dispose of the trash trailer to be used as a trade in on a new trailer being purchased in August. There being no further discussion, Ms. Weis moved to approve Resolution 2020-1044 Disposal of Property. Ms. Bosch seconded the motion. The motion carried 4-0.
- b. Resolution No. 2020-1045 Vehicle Purchase – Ms. Bartlett requested approval to purchase a 2020 Ford Transit Van due to the hiring of a 4th maintenance technician. There being no further discussion, Ms. Bosch moved to approve Resolution 2020-1044 Vehicle Purchase. Ms. Weis seconded the motion. The motion carried 4-0.

VII. COMMISSIONERS' COMMENTS

Ms. DeHerrera announced that she has given her 30 day-notice to terminate her tenancy therefore vacating her position on the board.

VIII. ADJOURNMENT

Ms. Weis moved to adjourn the meeting. Ms. DeHerrera seconded the motion. Motion carried 4-0 and the meeting adjourned at 5:01 PM.

Next regular meeting will be Tuesday, August 25, 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 8/25/2020


Kimberly Trigg, Board Chair 8/25/2020

SECRETARIAL REPORT

July 2020

Administration

- The office is still closed to the public.
- KHP held training in SHA units on July 7th and July 10th

Tenant reports and activity

- Public Housing had 1 inspection in July (0 annual, 1 move-in, 0 transfer, 0 special and 0 move-outs). *SHA is not completing annual inspections at this time due to HUD waivers on this requirement.*
- Public Housing had 1 eviction in July.
- 0 HCV/Enhanced Tenant Protection/VASH/Shelter Plus Care/Mainstream annual inspections, 0 re-inspections, 2 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, 0 Shelter Plus Care orientations, and 1 VASH orientation were held in June. During this time, HCV orientation have been limited to 6 people and PH orientation are not being held to comply with social distancing.
- 34 Notices for nonpayment of rent or security deposits were sent July 6th and 0 families were terminated for non-payment due to Covid restrictions. There are 2 families that have not paid their rent yet.
- 3 Public Housing Grievance Hearings and 0 Panels was held in July. 1 grievance was upheld and 2 were overturned. 3 HCV Grievances Hearings were held. 1 was 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 July.
- No “Wipeout Meeting” was set for July 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 43 total work orders, 34 routine work orders, 5 emergency work orders, and 4 other work orders. Of the 43 received, 40 had been processed by the end date of this report.
- Number of houses turned over in July was 1.
- The average turnaround time for maintenance in July was 68 days. The year to date net turnover time is 62 days with 26 days for lease up and 0.69 down time.
- Maintenance has completed additional work orders at Pioneer, and OJ properties

Completed CFP Projects:

- **1422 Kiowa:** This unit had the washing machine drain replaced under the kitchen floor. The flooring replaced in the laundry, kitchen and the bathroom. The bathroom was

remodeled including removal of a window and addition of an exterior vented bath exhaust fan. The water heater was also replaced, and 3 interior doors and frames were replaced.

- **831 Osage:** This unit received a new water heater
- **759 Seneca:** This unit received a new overhead garage door.
- **All units:** 7 more new appliances were purchased and used to replace aging units currently in service and to replace non operative units. The update of appliances will be a continuing process as funding, storage capacity, available labor hours, and demand dictate.
- **SHA Maintenance shop:** The roof was replaced on this building and Gravel was added in the fenced outside storage area.

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 extended estimated completion date of 9-31-20.
- **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 extended estimated completion date of 8-30-20.

FSS Grant

- Due to the CoVID19 pandemic, we reduce face-to-face FSS meetings until further notice. I was able to meet with those who need more specific attention.
- Consumer Credit Counseling conducted a Homebuyers Workshop specifically for FSS participants. Rodney Denholm was exponential at including real estate-related agencies who provided added educational background to the entire homebuying process.
- In Septemeber (pushed back a month because of COVID), FSS will be presenting Coffee with the Coordinator at Pioneer Presidents Place to educate PPP tenants about FSS and Section 8.
- One FSS orientation for July. One new participant for August 1.

FSS Program	# of Participants	# of Graduates	New Participates	
Public Housing	9	1	0	
Section 8	7	0	0	
VASH	1	0	0	Total Current Participants
	17	0	0	18

**OPERATIONS REPORT
7/31/2020**

PUBLIC HOUSING

TURNOVERS:

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

RENTS:

	<u>7/20</u>	<u>7/19</u>	<u>7/18</u>
Highest	\$884	\$1,125	\$766
Lowest:	(\$157)	(\$187)	(\$203)
Total:	\$25,873	\$28,783	\$22,534
Average:	\$169	\$181	\$142
Utility checks:	46	46	52

WAITING LIST:

	<u>7/20</u>	<u>7/19</u>	<u>7/18</u>
1 bedroom:	9	2	0
2 bedroom:	21	74	66
3 bedroom:	10	25	24
4 bedroom:	5	9	7
5 bedroom:	<u>3</u>	<u>3</u>	<u>2</u>
	48	113	99

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>
JF	3/18/20	7/6/20	(\$41)	\$650	\$193.04		Lease Violation
BM	9/9/19	7/15/20	(\$157)	\$650	\$602		Lease Violation
AP	8/27/18	7/13/20	(\$25)	\$500	\$136.87		Lease Violation
LS	8/10/18	7/24/20	(\$111)	\$500	\$597.50		Lease Violation

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>7/20</u>	<u>7/19</u>	<u>7/18</u>
Section 8 Baseline units	317	317	317
Total under lease effective 7/31/20:	266	326	295
Total issued but not leased:	11	9	44
Total Shelter Plus under lease	16	15	16
Total VASH under lease	27	27	26
Total Mainstream under lease	34	21	NA

Voucher Turnover:

		<u>7/20</u>	<u>7/19</u>	<u>7/18</u>
New Move-ins	Section 8	0	1	11
	Shelter Plus	0	0	2
	VASH	0	1	0
	NED	2	0	0
Move-outs	Section 8	9	3	6

	Shelter Plus	1	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:		243	344	268

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

SALINA HOUSING AUTHORITY

August 2020

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

Personnel

The Executive Director submitted her notice of resignation on August 11, 2020. She has taken a position with the HUD Regional Office in Kansas City as a Portfolio Manager over approximately 20 housing authorities in the region. Her last day will be September 11, 2020. She is working with the Search Committee to recruit a new Executive Director for the position.

Financial:

HUD's Real Estate Assessment Center (REAC) issued a letter extending the unaudited submission due date for PHAs with a fiscal year end (FYE) of June 30, 2020, by 60 days, making the new due date October 30, 2020. The extension is based on a requirement on the reporting of the CARES Act funding. HUD is expected to provide instructions on CARES Act quarterly reporting and year-end Financial Data Schedule (FDS) reporting, and PHAs with FYEs of June 30, 2020, will be most impacted by the reporting requirements. The extension will allow these PHAs sufficient time to implement FDS reporting requirement for the CARES Act.

The SHA financials for July will not be released until the June financials for FYE have been completed and are ready for unaudited submission to REAC. Because we do not have clear guidance yet on how the CARES Act is to be reported in FYE audit, the new month may have some changes and cannot be accurately reported at this time.

The Salina Housing Authority received \$31,519.67 in Operating Subsidy in August for Public Housing. We received \$110,357 for August HAP funding for the Section 8 programs, which includes \$5,218 restricted for Mainstream vouchers. We have approximately \$20,334 remaining Net Restricted Assets for Section 8 vouchers and an additional \$21,177 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$15,613 for August. 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 July 31 is \$6,000.

We received a second round of HCV admin funding through the CARES Act of \$46,658, with \$3,866 restricted for the Mainstream Program. To date Section 8 has received \$78,342 for admin funding and Mainstream has received \$5,050. We still look for the best ways to spend these funds. The Operating Fund had a balance of \$69,440 as of March and to date we have spent all but \$6,783.57 of those funds.

Program Updates:

The Shelter Plus Care grant was approved under a new grant versus a renewal this year. Because of this, funding has not been released yet for new grants. Our previous grant expired on May 31, 2020. However, there is \$15,746 balance on the grant. The SHA requested and was approved an extension of the grant to help cover expenses in the interim.

The FY20 Family Self Sufficiency Notice of Funding Announcement was published on July 22, 2020. Only Public Housing authorities that were funded for FSS in at least one of the last three years are eligible to apply for this grant. The application has been submitted. The deadline for application was August 20, 2020. The grant provides salary and benefits for our FSS Coordinator.

HUD Regulation/Legislative

On March 16, 2020, the Real Estate Assessment Center (REAC) postponed physical inspections on all properties out of concern for the health, safety and welfare of residents, public housing authority (PHA) staff and property owners and agents (POA), as well as federal/contract inspectors, and other HUD employees. On August 10, PHAs were notified of HUD's intent to restart inspections on or about October 5, 2020. It appears they will focus initially on high risk or troubled PHAs that are in Low Health Risk areas.

On July 27, the Senate introduced S. 4320, the Coronavirus Response Additional Supplemental Appropriations Act of 2020, which will be part of a consortia of bills that will make up the Health, Economic Assistance, Liability Protection and Schools (HEALS) Act, also announced on July 27. The HEALS Act provides approximately \$1 trillion to address effects of the Coronavirus, while the comparable Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act in the House provides \$3 billion in stimulus and emergency spending for federal programs, public health, and to support state and local governments. S. 4320 provides \$1 billion for the Public Housing Operating Fund and \$2.2 billion for Tenant Based Rental Assistance, including \$1.7 billion for voucher program shortfalls and \$500 million for administrative fees. While it is encouraging that the Senate included funds for public housing and the voucher program, by contrast the HEROES Act provides \$2 billion for the Operating Fund, \$2.5 billion for voucher program shortfalls, \$500 million in admin fees, \$750M for Project Based Rental Assistance and \$75 billion for homeowners' assistance

The White House issued an executive order aimed at addressing some of the issues that renters and homeowners are currently facing as a result of the COVID-19 pandemic, including the now expired evictions moratorium. Specifically, the order directs the Secretary of Housing and Urban

Development (HUD) to “Identify any and all available federal funds to provide temporary financial assistance” to renters and homeowners struggling due to COVID-19” and to take action “to promote the ability of renters and homeowners to avoid eviction or foreclosure” as a result of COVID-19 economic hardships, including “encouraging and providing assistance to public housing authorities, affordable housing owners, landlords, and recipients of federal funds in minimizing evictions and foreclosures” The order does not explicitly state the actions that HUD should take and does not prevent evictions and foreclosures from occurring.

Kansas Gov. Laura Kelly signed a short-term reinstatement of limits on evictions and foreclosures prohibiting residents from being evicted until September 15, 2020 if they are in default due to a financial hardship resulting from COVID-19.

Management

The SHA purchased a 2020 Ford Transit Connect XL Van on 7/30/2020 from Long McArthur Ford for \$26,496. This vehicle has the Salina Housing Authority logo placed on both sides for identification purposes. The SHA will order a tow package, ladder rack and some interior bins for completion of the vehicle’s uses.

The SHA office continues to be closed to the public as we see an uptick in Salina cases. We are working on a remodel of the front office and conference room remodel which will provide additional protections to guests and staff. The front will remain closed until the remodel is complete. We are staffed and doing as much business as possible by mail, phone, and other communication. We are scheduling appointments with anyone that has to meet in person to reduce the number of individuals in the front at one time and to help allow us to properly sanitize and avoid spreading the virus or being exposed to the virus.

Training

Kansas NAHRO is planning an online conference for September 15-17. The cost has been adjusted to \$99 to make very affordable for staff to attend. SHA will likely enroll most staff to attend some trainings during the conference.

OLD BUSINESS

- a. Development Update

NEW BUSINESS

a. Search Committee Update

NEW BUSINESS

**b. Resolution No. 2020-1046 Interim
Director**

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

August 21, 2020

From: Tina Bartlett, Executive Director

Meeting: August 25, 2020

Subject: Interim Director

BACKGROUND

The Executive Director, Tina Bartlett, submitted a letter of resignation on August 11, 2020 to the Board of Commissioners. She gave a 30-day notice and has offered to help with all transition and search for a new Executive Director.

An advertisement for the Executive Director position has been posted with Kansas National Association of Housing and Redevelopment Officials (NAHRO), Southwest NAHRO, National NAHRO, and Indeed. Additional sources may be accessed depending on response.

DISCUSSION

The Salina Housing Authority anticipates having a time between the Executive Director leaving and the new Executive Director being in place which will necessitate having leadership in place to maintain required duties be performed.

This position requires knowledge of the programs, policies and procedures that are in place at the Salina Housing Authority.

Suzanne Smith, Program Manager, has 17 years' experience with the Salina Housing Authority. She currently oversees both the Public Housing and the Housing Choice Voucher programs. She has knowledge of all programs, policies and procedures that are currently in place. She is a signer on the accounts and is a trusted member of the staff. Whereas, five of the six remaining staff members have been at the SHA one year or less. Suzanne is an ideal choice for this temporary position. She has agreed to temporarily be appointed Interim Director until the new Executive Director is in place.

RECOMMENDATION

The Executive Director recommends appointing Suzanne Smith as the Interim Director until such time as a new Executive Director has been appointed and is able to start employment.

ALTERNATIVES

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

1. Approve Resolution No. 2020-1046 appointing Suzanne Smith as Interim Director.
2. Deny approval of Resolution No. 2020-1046 appointing Suzanne Smith as Interim Director.
3. Modify the 2020-1046 appointing Suzanne Smith as Interim Director to meet the needs of the Commission.
4. Table the Request

ENCLOSURES

1. Resignation Letter
2. Resolution No 2020-1046 Appointment of Interim Director

Tina Bartlett
2100 Applewood Lane
Salina, KS 67401

August 11, 2020

Salina Housing Authority
Board of Commissioners
469 S. 5th St.
Salina, KS 67401

Dear Commissioners,

Please accept this letter as formal notice of my resignation from my position as Executive Director at Salina Housing Authority. My last day of employment will be September 11, 2020.

Thank you for giving me the opportunity to work in this position for the past seven years as the Executive Director and for the Housing Authority for a total of eleven years. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have been offered a position at HUD as a Portfolio Manager for the region and have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and all the staff and Commissioners all the best for the future.

Yours sincerely,



Tina Bartlett

RESOLUTION NO. 2020-1046

SALINA HOUSING AUTHORITY

APPOINTMENT OF INTERIM DIRECTOR

WHEREAS, Tina Bartlett has informed the Board of Commissioners of the Housing Authority of Salina, Kansas that she has resigned from the Executive Director position;

WHEREAS, the Board has received a recommendation from the Executive Director to appoint Suzanne Smith to provide interim leadership during the search for the next Executive Director;

WHEREAS, Housing Authority of Salina, Kansas, has embarked upon the administration of the public housing program within the City of Salina, Kansas, and;

WHEREAS, the Department of Housing and Urban Development requires the Local Housing Authority to maintain oversight and management of its various HUD funded programs.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Salina, Kansas, hereby appoints Suzanne Smith to serve as Interim Director and to have the power and authority of Executive Director granted in the Bylaws and all resolution of the Board, effective September 14, 2020 until such time as a new Executive Director has been appointed.

After discussion, Commissioner Brown moved that said resolution be 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 5
NAYS 0

The chair declared such motion carried and the Resolution finally adopted. Adopted this 25th day of August 2020.

ATTEST:


Tina Bartlett, Secretary


Kim Trigg, Board Chair

NEW BUSINESS

c. Resolution No. 2020-1047 Disposal of Assets

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEMO

August 20, 2020

From: Jennifer Craft, Finance Manager

Meeting: August 25, 2020

Subject: Adoption Resolution for disposal of property assets

BACKGROUND

According to Resolution #440 of the Salina Housing Authority, any personal property belonging to the Housing Authority that is no longer needed for Housing Authority operations shall be declared excess. Any such excess property valued at Five Hundred Dollars (\$500.00) or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale. If the estimated market value of the personal property offered for sale is less than Five Hundred Dollars (\$500.00), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the Housing Authority. The sale shall be documented by an appropriate bill of sale. Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the Executive Director shall prepare a statement detailing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

DISCUSSION

After reviewing the current asset schedule for the Housing Authority, it was determined several assets were no longer in use and the schedule needed to be cleaned up. The computers in the office are all Dells and have been updated within the last few years, the computers listed below are other older models no longer in use. The chairs in the lobby and conference room were all replaced and they were disposed of to Design Central when they delivered the new furniture. The dry erase board was removed and replaced with a TV for telelearning opportunities in the future. The board was donated to the Ashby House. All assets identified as no longer in use have been fully depreciated.

Assets to be disposed of:

DESCRIPTION	PURCHASE DATE	PROGRAM(S)	PURCHASE PRICE
Dry Erase Board	10/1/2002	COCC	\$550.00
6 Chairs	7/22/2003	COCC	\$1,372.50
½ Windows 7 Pro Desktop Computer	12/3/2013	PH	336.50
85% HP Desktop 400 G1 Comp + Install	6/14/2015	PH	892.50
15% HP Desktop 400 G1 Comp + Install	6/14/2015	PH	157.50
Chair	3/31/2005	COCC	779.96

RECOMMENDATION

Staff recommends Resolution No. 2020-1047 be approved and the property removed from fixed assets to reflect accurate assets and remain in compliance with federal regulations that require excess and obsolete equipment be removed from assets.

ALTERNATIVES

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

1. Approve Resolution No. 2020-1047, authorizing disposal of fixed assets as listed in the resolution.
2. Deny approval of Resolution No. 2020-1047, authorizing disposal of fixed assets as listed in the resolution.
3. Modify the disposal of said assets to meet the needs of the Commission.
4. Table the request.

POSSIBLE MOTION

Approve Resolution No. 2020-1047, authorizing disposal of fixed assets to clean up and accurately represent the fixed assets.

RESOLUTION NO. #2020-1047

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SALINA
DISPOSITION OF PROPERTY**

WHEREAS the Housing Authority of the City of Salina desires to dispose of fixed assets; and

WHEREAS the Executive Director has declared the attached assets needs to be disposed of and removed from the Salina Housing Authority fixed assets.

WHEREAS the listed assets have outlived their useful lives and have been fully depreciated

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Salina, Kansas, that the fixed asset(s) listed below has been disposed of according to the Disposition Policy.

DESCRIPTION	PURCHASE DATE	PROGRAM(S)	PURCHASE PRICE
Dry Erase Board	10/1/2002	COCC	\$550.00
6 Chairs	7/22/2003	COCC	\$1,372.50
½ Windows 7 Pro Desktop Computer	12/3/2013	PH	336.50
85% HP Desktop 400 G1 Comp + Install	6/14/2015	PH	892.50
15% HP Desktop 400 G1 Comp + Install	6/14/2015	PH	157.50
Chair	3/31/2005	COCC	779.96

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

AYES 5
NAYS 0

The Chair declared such motion carried and the Resolution finally adopted. Adopted this 25th Day of August 2020.

ATTEST:

Tina Bartlett
Tina Bartlett, Secretary

Kimberly Trigg
Kimberly Trigg, Board Chair

NEW BUSINESS

**d. Resolution No. 2020-1048 Approval
FY2021 Payment Standard**

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

August 21, 2020

From: Tina Bartlett, MBA, Executive Director

Meeting: August 25, 2020

Subject: FY 2021 Payment Standards.

BACKGROUND

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

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

The Fair Market Rents and Payment Standards were last revised and adopted by the Board of Commissioners on September 13, 2019. On August 21, 2020 the FY 2021 Fair Market Rents were issued by the US Department of Housing and Urban Development.

DISCUSSION

Each year, the Department of Housing and Urban Development notifies housing authorities of any increase or decrease to the Fair Market Rents. On August 21, 2020, a Federal Register was published announcing the revised 2021 Fair Market Rents for the Housing Authority's service area, which are effective October 1, 2020. The Salina Housing Authority service area includes the City of Salina.

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

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

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

The Fair Market Rents increased in 2020 and again in 2021. This year there is a 1% to 7% increase in the bedroom sizes. Due to increased market rate rents and increased utility allowance costs the SHA proposes the Payment Standard is set at 100% of the published FMR. The SHA believes this is appropriate to balance the cost of available rental housing in the service area with the stated objective of locating decent, safe and sanitary housing of a modest (non-luxury) nature. This amount allows an increase in rates which will help voucher holders to attain assistance.

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

ALTERNATIVES

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

1. Approve Resolution No. 2020-1048, adopting the Payment Standards based on the Revised Fair Market Rents to be effective November 1, 2020.
2. Do not approve Resolution No. 2020-1048, adopting the Payment Standards based on the Revised Fair Market Rents to be effective November 1, 2020.
3. Modify Resolution No. 2020-1048, adopting the Payment Standards based on the Revised Fair Market Rents to be effective November 1, 2020 to meet the needs of the commission.
4. Table the issue.

RECOMMENDATION

Housing Authority Staff recommends approval of Resolution No. 2020-1048, establishing Payment Standards at 100% of the 2021 Fair Market Rents to assist program participants in locating suitable units under the Section 8 Housing Choice Voucher and Veterans Affairs Supportive Housing Programs.

POSSIBLE MOTION

Approve Resolution No. 2020-1048, adopting the Payment Standards based on the Revised Fair Market Rents to be effective November 1, 2020.

Attachments:

1. Proposed 2021 Fair Market Rent Documentation for Salina
2. Payment Standard Comparison
3. Resolution No. 2020-1048



FY 2021 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2021 Saline County, KS FMRs for All Bedroom Sizes

Final FY 2021 & Final FY 2020 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2021 FMR	\$546	\$610	\$804	\$1,022	\$1,285
<u>FY 2020 FMR</u>	\$523	\$600	\$790	\$1,016	\$1,205

Saline County, KS is a non-metropolitan county.

Fair Market Rent Calculation Methodology

[Show/Hide Methodology Narrative](#)

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

1. 2014-2018 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2021 provided the estimate is statistically reliable. For FY2021, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2014-2018 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2021 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2021.

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm
FY 2019 PS	\$533.00	\$592.00	\$778.00	\$1,010.00	\$1,060.00	\$1,217.00
FY 2020 FMR	\$523.00	\$600.00	\$790.00	\$1,016.00	\$1,205.00	\$1,385.00
80%	418.40	480.00	632.00	812.80	964.00	1,108.00
85%	444.55	510.00	671.50	863.60	1,024.25	1,177.25
90%	470.70	540.00	711.00	914.40	<u>1,084.50</u>	<u>1,246.50</u>
91%	475.93	546.00	718.90	924.56	1,096.55	1,260.35
92%	481.16	552.00	726.80	934.72	1,108.60	1,274.20
93%	486.39	558.00	734.70	944.88	1,120.65	1,288.05
95%	496.85	570.00	750.50	965.20	1,144.75	1,315.75
97%	507.31	582.00	766.30	985.52	1,168.85	1,343.45
98%	512.54	588.00	774.20	995.68	1,180.90	1,357.30
99%	515.16	<u>591.00</u>	<u>778.15</u>	1,000.76	1,186.93	1,364.23
100%	523.00	600.00	790.00	<u>1,016.00</u>	1,205.00	1,385.00
101%	<u>528.23</u>	606.00	797.90	1,026.16	1,217.05	1,398.85
105%	549.15	630.00	829.50	1,066.80	1,265.25	1,454.25
110%	575.30	660.00	869.00	1,117.60	1,325.50	1,523.50

	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm
FY 2020 PS	\$523.00	\$600.00	\$790.00	\$1,016.00	\$1,205.00	\$1,385.00
FY 2021 FMR	\$546.00	\$610.00	\$804.00	\$1,022.00	\$1,285.00	\$1,478.00
80%	436.80	488.00	643.20	817.60	1,028.00	1,182.40
85%	464.10	518.50	683.40	868.70	1,092.25	1,256.30
90%	491.40	549.00	723.60	919.80	1,156.50	1,330.20
91%	496.86	555.10	731.64	930.02	1,169.35	1,344.98
92%	502.32	561.20	739.68	940.24	1,182.20	1,359.76
93%	507.78	567.30	747.72	950.46	1,195.05	1,374.54
95%	518.70	579.50	763.80	970.90	<u>1,220.75</u>	<u>1,404.10</u>
97%	<u>529.62</u>	591.70	779.88	991.34	1,246.45	1,433.66
98%	535.08	597.80	787.92	1,001.56	1,259.30	1,448.44
99%	537.81	<u>600.85</u>	<u>791.94</u>	1,006.67	1,265.73	1,455.83
100%	546.00	610.00	804.00	<u>1,022.00</u>	1,285.00	1,478.00
101%	551.46	616.10	812.04	1,032.22	1,297.85	1,492.78
105%	573.30	640.50	844.20	1,073.10	1,349.25	1,551.90
110%	600.60	671.00	884.40	1,124.20	1,413.50	1,625.80

**RESOLUTION NO. 2020-1048
REVISED PAYMENT STANDARDS
SALINA HOUSING AUTHORITY**

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

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

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

FY2021	0BR	1BR	2BR	3BR	4BR
Fair Market Rent	546	610	804	1022	1285
Payment Standard	546	610	804	1022	1285

BE IT FURTHER RESOLVED that the Fair Market Rents/Payment Standards as adopted by this Resolution, pursuant to the United States Department of Housing and Urban Development notification (24 CFR Part 888), shall be deemed to be effective November 1, 2020.

After discussion, Commissioner Bosch move 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 5

NAYS 0

The chair declared such motion carried and the Resolution finally adopted. Adopted this 27th day of August 2020.

ATTEST:

Tina Bartlett
Tina Bartlett, Secretary

Kim Trigg
Kim Trigg, Board Chair

COMMISSIONER'S COMMENTS

ADJOURNMENT