

# AGENDA

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Conference Room  
469 S. 5<sup>th</sup> Street – Salina, KS 67401  
Tuesday, August 27, 2019 – 4:30 PM

**AGENDA**

- I. CALL TO ORDER
- II. NEW MEMBER WELCOME & INTRODUCTIONS
- III. APPROVAL OF AGENDA
- IV. OPEN FORUM
  - a. None
- V. CONSENT AGENDA ITEMS
  - a. Approve the Meeting Minutes of June 25, 2019
  - b. Approve the Secretary & Operations Reports from June & July 2019
  - c. Approve the Financials for June 2019
  - d. Approve the Director's Report
- VI. OLD BUSINESS
  - a. Development Update
- VII. NEW BUSINESS
  - a. Resolution No. 2019-1030 Approving the Section Eight Management Assessment Program (SEMAP) for Fiscal Year Ended 6/30/2019
- VIII. COMMISSIONER'S COMMENTS
- IX. ADJOURNMENT

# OPEN FORUM

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

# CONSENT AGENDA

- a. Approval of Minutes
- b. Approval of Secretary Report & Operations Report
- c. Approval of Financials
- d. Approval of Director's Report

**SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
469 S. 5<sup>th</sup> St., Salina, Kansas  
Tuesday, June 25, 2019  
4:30 PM

**MEMBERS PRESENT:** Eric Brown  
Kimberly Trigg  
Susan Weis

**MEMBERS ABSENT:** None

**CITY COMMISSION LIAISON:** Karl Ryan

**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 4:36 PM by Commission Chair Brown.

**II. APPROVAL OF AGENDA**

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

**III. OPEN FORUM**

None.

**IV. CONSENT AGENDA ITEMS**

Ms. Deal discussed budget variances and highlighted the \$5,000 COCC contribution to Salina Housing Services. Ms. Bartlett reviewed staffing changes and status of TBRA and FSS grant applications. Ms. Weis moved to approve the Consent Agenda Items a. through e. as presented, consisting of the minutes of the May 28, 2019 regular meeting, May 2019 Secretary and Operations reports, May 2019 financials, and the Director's report. Ms. Trigg seconded the motion. There being no further questions or comments, the motion carried 3-0.

**V. OLD BUSINESS**

a. Update on development - Ms. Bartlett discussed the upcoming physical needs assessment scheduled for the week of July 8 and the future City of Salina study session and resident meetings.

b. Update on Seneca property – No update

c. Update on property acquisition – Ms. Bartlett announced the execution of an option to purchase property from Ashby House.

**VI. NEW BUSINESS**

a. Bank signatures – Ms. Deal recommended a change in authorized signers on all financials accounts. Ms. Weis made a motion to remove Nichole Carney as an authorized signer on First Bank Kansas and Bennington State Bank accounts and adding Karlene Lawson. Ms. Trigg seconded the motion. Motion carried 3-0.

b. Write-off of Uncollectible Accounts - Ms. Deal reviewed the uncollectible debt submitted for write off and distributed a chart showing SHA write-off and collection trends. Ms. Trigg moved to approve Resolution 2019-1026. Ms. Weis seconded the motion. The motion carried 3-0.

c. FY2019 Operating Budget Revision - Ms. Deal highlighted the major changes to FY2019 budget and discussed the requirement for the proposed revision. There being no further discussion, Ms. Trigg moved to approve Resolution 2019-1027, revising the FY2019 Operating Budget. Ms. Weis seconded the motion. Motion carried 3-0.

d. FY2020 Operating Budget - Ms. Deal presented the proposed 2020 Operating Budget, highlighting the staffing assumptions and changes from prior year revenue and expenses. There being no further questions, Ms. Weis moved to approve Resolution 2019-1028. Ms. Trigg seconded the motion. Motion carried 3-0.

e. TBRA Policy – Ms. Bartlett explained the history and need for the proposed TBRA policy. There being no further questions or discussion, Ms. Trigg moved to approve Resolution 2019-1029. Ms. Weis seconded the motion. Motion carried 3-0.

**VII. COMMISSIONERS' COMMENTS**

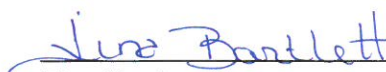
There was a brief discussion regarding the status of new board members. Review of the calendar revealed lack of quorum for the July 2019 meeting. The July meeting was cancelled.

**VIII. ADJOURNMENT**


It was moved by Ms. Trigg and seconded by Ms. Weis to adjourn the meeting at 5:45 PM. Motion carried 3-0.

**Next regular meeting will be Tuesday, August 27, 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

8/27/2019

  
\_\_\_\_\_  
Eric Brown, Board Chair

8/27/2019

# SECRETARIAL REPORT

June 2019

## Administration

- 
- 

## Tenant reports and activity

- Public Housing had 16 inspections in June (12 annuals, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 0 evictions in June.
- 4 Section 8/VASH annual inspections, 1 re-inspection, 6 HCV Move-in inspections, 0 Mainstream Move-in inspections, 0 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 0 VASH inspection, 1 TBRA inspection, and 1 Special/Complaint inspection.
- 0 HCV orientations, 0 Public Housing orientation, 1 Shelter Plus Care orientations, and 0 VASH orientation were held in June.
- 40 Notices for nonpayment of rent or security deposits were sent June 5<sup>th</sup> and 2 families was terminated for nonpayment.
- 4 Public Housing Grievance Hearings and 0 Panels were held in June. 2 grievance were upheld and 2 were overturned. 2 HCV Grievances Hearings were held of which 1 was overturned and 1 was upheld. 0 Shelter Plus hearings were held of which 0 was overturned and 0 were upheld. 0 VASH Grievance Hearing were held.
- Public Housing Resident Advisory Board Meeting was set for June 20, 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 June was 4.
- The average turnaround time for maintenance in June was 18.4 days. The year to date net turnover time is 18.89 days with 2.28 days for lease up and 1.07 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 1<sup>st</sup>.
- **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 1<sup>st</sup>.
- **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



# SECRETARIAL REPORT

July 2019

## Administration

- Tina and Kim attended the KS Homeless Coalition meeting and MAAClink refresher course at Ashby House on July 16.

## Tenant reports and activity

- Public Housing had 15 inspections in June (11 annual, 4 move-in, 0 transfer, 0 special and 0 move-outs).
- Public Housing had 1 eviction in July.
- 13 Section 8/VASH annual inspections, 8 re-inspection, 3 HCV Move-in inspections, 1 Mainstream Move-in inspections, 3 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, 3 VASH inspection, 0 TBRA inspection, and 0 Special/Complaint inspection.
- 1 HCV orientations, 1 Public Housing orientation, 0 Shelter Plus Care orientations, and 0 VASH orientation were held in July.
- 46 Notices for nonpayment of rent or security deposits were sent July 5<sup>th</sup> and 2 families was terminated for nonpayment.
- 5 Public Housing Grievance Hearings and 0 Panels were held in July. 1 grievance was upheld and 4 were overturned. 2 HCV Grievances Hearings were held of which 2 were overturned and 0 were upheld. 0 Shelter Plus hearings were held of which 0 was overturned and 0 were upheld. 1 VASH Grievance Hearing were held of which 1 was overturned and 0 were upheld.
- Public Housing Resident Advisory Board Meeting was set for July 17, but no tenants attended so no meeting was held.
- “Wipeout Meeting” was held on July 11. 1 Public Housing tenant, 2 Section 8 tenants, 1 Shelter Plus Care tenant and 0 VASH tenants attended.
- 1 voucher from other Housing Authorities.

## Maintenance and Capital Improvements

- Maintenance received 71 total work orders, 51 routine work orders, 3 emergency work orders, and 17 other work orders. Of the 71 received, 55 had been processed by the end date of this report.
- Number of houses turned over in July was 4.
- The average turnaround time for maintenance in July was 23 days. The year to date net turnover time is 21.5 days with 0.25 days for lease up and 0.75 down time.

## Completed CFP Projects:

- **2018 Tulane Ct: Low water usage toilet**
- **1426 Bachtold: Low water usage toilet**
- **Lowes: 3 refrigerators and 5 stoves**
- **1347 Osage Ct: New 407 C condensation unit.**

**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 is complete. Interior door installation and painting is near complete. Plumbing contractor is currently working in unit with painters.
- **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 installed. HVAC contract has started and will be followed by plumbing and electrical.
- **1317 Osage Ct:** This unit is receiving one new energy star window.
- **235 E Harsh:** This unit is receiving one new energy star window
- **2034 Tulane Ct:** This unit is receiving one new energy star window.
- **630 Park Pl:** This unit is receiving a low water toilet.
- **127 W Beloit:** This front porch roof and 2<sup>nd</sup> story deck are being deleted due to unsafe conditions and replaced with new railings and handrails. A patio door will be deleted and reframed to fit and energy star window. Shutters and door awning will be added and siding repaired. Electrical will be modified to remove 2<sup>nd</sup> story deck wiring and lighting no longer needed.

**FSS Grant**

- The FSS Coordinator position has been occupied as of July 25<sup>th</sup>, 2019 by Rachel Holt.
- Training on FSS has begun. Rachel has been going into the community to become acquainted with area agencies and has started scheduling with FSS clients.
- Public Housing has 18 participants.
- Housing Choice Voucher has 9 participants.
- 0 Graduates from FSS Program

**OPERATIONS REPORT  
6/30/2019**

**PUBLIC HOUSING**

**TURNOVERS:**

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

**RENTS:**

|                 | <u>6/19</u> | <u>6/18</u> | <u>6/17</u> |
|-----------------|-------------|-------------|-------------|
| Highest         | \$899       | \$766       | \$933       |
| Lowest:         | (\$187)     | (\$203)     | (\$191)     |
| Total:          | \$30,877    | \$21,860    | \$21,468    |
| Average:        | \$195       | \$139       | \$143       |
| Utility checks: | 40          | 51          | 44          |

**WAITING LIST:**

|            | <u>6/19</u> | <u>6/18</u> | <u>6/17</u> |
|------------|-------------|-------------|-------------|
| 1 bedroom: | 2           | 0           | 0           |
| 2 bedroom: | 75          | 62          | 71          |
| 3 bedroom: | 24          | 18          | 34          |
| 4 bedroom: | 8           | 7           | 11          |
| 5 bedroom: | <u>1</u>    | <u>1</u>    | <u>2</u>    |
|            | 110         | 88          | 118         |

**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>   |
|----|----------------|----------------|-------------|----------------|------------|---------------|-----------------|
| AD | 11/15/16       | 6/3/19         | \$561       | \$650          | \$2,227.88 |               | Lease Violation |
| AH | 1/31/19        | 6/3/19         | \$154       | \$500          | \$145      |               | Lease Violation |
| ER | 8/29/18        | 6/3/19         | \$461       | \$750          | \$470.63   |               | Lease Violation |
| MS | 1/24/19        | 6/3/19         | \$157       | \$650          | \$151      |               | Lease Violation |

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

**VOUCHERS:**

|                                      | <u>6/19</u> | <u>6/18</u> | <u>6/17</u> |
|--------------------------------------|-------------|-------------|-------------|
| Section 8 Baseline units             | 317         | 317         | 317         |
| Total under lease effective 6/30/19: | 332         | 297         | 309         |
| Total issued but not leased:         | 9           | 38          | 0           |
| Total Shelter Plus under lease       | 17          | 16          | 23          |
| Total VASH under lease               | 27          | 26          | 25          |
| Total Mainstream under lease         | 21          | 0           | 0           |

**Voucher Turnover:**

|              |              |    |    |    |
|--------------|--------------|----|----|----|
| New Move-ins | Section 8    | 2  | 11 | 0  |
|              | Shelter Plus | 1  | 2  | 3  |
|              | VASH         | 1  | 0  | 0  |
|              | NED          | 0  | NA | NA |
| Move-outs    | Section 8    | 10 | 7  | 6  |
|              | Shelter Plus | 3  | 1  | 2  |

|               |              |     |     |     |
|---------------|--------------|-----|-----|-----|
|               | VASH         | 0   | 1   | 1   |
|               | NED          | 0   | NA  | NA  |
| Transfers     | Section 8    | 2   | 1   | 0   |
|               | Shelter Plus | 0   | 0   | 0   |
|               | VASH         | 0   | 0   | 0   |
|               | NED          | 0   | NA  | NA  |
| Waiting list: |              | 351 | 258 | 307 |

Section 8 waiting list was opened on January 2, 2015

**OPERATIONS REPORT  
7/31/2019**

**PUBLIC HOUSING**

**TURNOVERS:**

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

**RENTS:**

|                 | <u>7/19</u> | <u>7/18</u> | <u>7/17</u> |
|-----------------|-------------|-------------|-------------|
| Highest         | \$1,125     | \$766       | \$1,026     |
| Lowest:         | (\$187)     | (\$203)     | (\$191)     |
| Total:          | \$28,783    | \$22,534    | \$23,910    |
| Average:        | \$181       | \$142       | \$156       |
| Utility checks: | 46          | 52          | 42          |

**WAITING LIST:**

|            | <u>7/19</u> | <u>7/18</u> | <u>7/17</u> |
|------------|-------------|-------------|-------------|
| 1 bedroom: | 2           | 0           | 0           |
| 2 bedroom: | 74          | 66          | 88          |
| 3 bedroom: | 25          | 24          | 32          |
| 4 bedroom: | 9           | 7           | 6           |
| 5 bedroom: | <u>3</u>    | <u>2</u>    | <u>2</u>    |
|            | 113         | 99          | 128         |

**MOVE OUTS:**

|    | <u>MI date</u> | <u>MO date</u> | <u>Rent</u> | <u>SD paid</u> | <u>Owe</u> | <u>Refund</u> | <u>Reason</u>   |
|----|----------------|----------------|-------------|----------------|------------|---------------|-----------------|
| TA | 7/24/13        | 7/1/19         | \$596       | \$600          | \$274.00   |               | Lease Violation |
| KG | 5/3/17         | 7/22/19        | \$63        | \$650          | \$151.64   |               | Tenant Notice   |
| WJ | 8/15/18        | 7/12/19        | (\$73)      | \$500          | \$618      |               | Lease Violation |
| MN | 11/21/16       | 7/1/19         | \$467       | \$950          | \$67.20    |               | Lease Violation |
| SW | 9/18/18        | 7/22/19        | \$118       | \$500          | \$973.11   |               | Lease Violation |

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

**VOUCHERS:**

|                                      | <u>7/19</u> | <u>7/18</u> | <u>7/17</u> |
|--------------------------------------|-------------|-------------|-------------|
| Section 8 Baseline units             | 317         | 317         | 317         |
| Total under lease effective 7/31/19: | 326         | 295         | 307         |
| Total issued but not leased:         | 9           | 44          | 0           |
| Total Shelter Plus under lease       | 15          | 16          | 26          |
| Total VASH under lease               | 27          | 26          | 24          |
| Total Mainstream under lease         | 21          |             |             |

**Voucher Turnover:**

|              |              |   |    |    |
|--------------|--------------|---|----|----|
| New Move-ins | Section 8    | 2 | 8  | 1  |
|              | Shelter Plus | 2 | 1  | 3  |
|              | VASH         | 1 | 0  | 0  |
|              | NED          | 0 | NA | NA |
| Move-outs    | Section 8    | 5 | 3  | 5  |

|               |              |     |     |     |
|---------------|--------------|-----|-----|-----|
|               | Shelter Plus | 0   | 0   | 0   |
|               | VASH         | 0   | 1   | 1   |
|               | NED          | 1   | NA  | NA  |
| Transfers     | Section 8    | 2   | 1   | 1   |
|               | Shelter Plus | 1   | 0   | 0   |
|               | VASH         | 0   | 0   | 0   |
|               | NED          | 0   | NA  | NA  |
| Waiting list: |              | 367 | 241 | 352 |

Section 8 waiting list was opened on January 2, 2015

# FINANCIAL SUMMARY

June 2019 (Unaudited)

## COCC

Total YTD COCC revenue is over budget by \$2,066. Interest revenue is over budget by \$2,398.

Total YTD COCC expenses are under budget by \$5,341. Net profit for the fiscal year before annual depreciation of \$9,161 is \$46,889, compared to last year's net profit of \$62,403.

## Public Housing

Total YTD Public Housing revenue is over budget by \$11,471. Rental income is over budget by \$8,197 and interest revenue is over budget by \$4,641.

Total YTD Public Housing expenses are under budget by \$12,014, the majority of the variance in wages and benefits, including a decrease in KPERs net pension liability expense. Net profit for the fiscal year before annual depreciation of \$260,772 is \$56,463, compared to last year's net profit of \$66,725.

## Section 8

Total YTD Section 8 total administrative revenue is over budget \$1,573. Fraud recovery is over budget by \$415, admin fees from TBRA are over by \$340, and administrative fees earned from HUD are over by \$801 due to funding from a CY2018 HUD reconciliation.

YTD Section 8 administrative expenses are under budget by \$270. Net loss for the fiscal year before annual depreciation of \$290 is \$365, compared to last year's net profit of \$7,121.

COCC continues to loan funds to Section 8 to cover the administrative expense shortage. No loan transactions were made in June. The total loan balance is \$18,000. This loan is reflected on the balance sheet of both programs.

As of June 30, the Net Restricted Position is \$5,702. This does not include unspent Mainstream funding of \$5,726. 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 over budget by \$272.

YTD Shelter Plus Care administrative expenses are under budget by \$270. Net loss for the fiscal is \$3,417, compared to last year's net loss of \$5.

COCC continues to loan funds to Shelter Plus Care to cover the administrative expense shortage. No loan transactions were made in June. The total loan balance is \$4,600. This loan is reflected on the balance sheet of both programs.

**OTHER**

The Housing Authority's proportionate share of KPERS' pension amounts have been recorded as required by GASB Statement 68 using the measurement date of June 30, 2018. Net pension liability of \$331,750 was allocated between programs based on gross payroll. This is a decrease of \$13,475 from the prior year, and 0.0037% of the total \$8,900,507,111 unfunded KPERS liability. Deferred outflows and deferred inflows record differences in expected and actual experience, such as earnings on plan investments and SHA's proportionate share of contributions and liability.

The Housing Authority's proportionate share of Other Post-Employment Benefit (OPEB) Plan amounts have been recorded as required by GASB Statement 75 using the measurement date of June 30, 2018. This liability is a result of long-term disability benefits sponsored by KPERS. Total OPEB liability of \$8,186 was allocated between programs based on gross payroll. This is a decrease of \$700 from the prior year. Deferred outflows and deferred inflows record differences in expected and actual experience and changes in assumptions.



**Investments & Pledged Amounts**

June 2019

|                             | Bennington State Bank | First Bank Kansas | Total by Program       |
|-----------------------------|-----------------------|-------------------|------------------------|
| <b>PUBLIC HOUSING:</b>      |                       |                   |                        |
| Petty Cash                  | \$ 50.00              |                   |                        |
| Checking                    | \$ 249,633.57         |                   |                        |
| Money Market                | \$ 396,482.71         |                   |                        |
| Checking-Cafeteria Plan     | \$ 4,008.50           |                   |                        |
| CD #100014931               | \$ 155,710.28         |                   |                        |
| CD #6710111                 |                       | \$ 111,827.19     |                        |
| CD #6713580                 |                       | \$ 105,582.47     |                        |
| CD # 6710214                |                       | \$ 111,840.84     |                        |
| CD #6706887                 |                       | \$ 65,764.59      | \$ 1,200,900.15        |
|                             |                       |                   |                        |
| <b>COCC:</b>                |                       |                   |                        |
| Checking                    | \$ 604,310.38         |                   |                        |
| Money Market FSS Escrow     |                       | \$ 39,221.82      | \$ 643,532.20          |
|                             |                       |                   |                        |
| <b>SECTION 8/VASH:</b>      |                       |                   |                        |
| Checking                    | \$ 15,515.83          |                   |                        |
| Checking - VASH EAF         | \$ 26,003.84          |                   | \$ 41,519.67           |
|                             |                       |                   |                        |
| <b>HOME:</b>                |                       |                   |                        |
| Checking                    | \$ 265,823.66         |                   |                        |
| CD #100016489               | \$ -                  |                   |                        |
| CD #6710324                 |                       | \$ 32,803.98      |                        |
| CD #101395                  |                       | \$ 29,847.54      | \$ 328,475.18          |
|                             |                       |                   |                        |
| <b>SHELTER PLUS CARE:</b>   |                       |                   |                        |
| Checking                    | \$ 1,672.69           |                   | \$ 1,672.69            |
|                             |                       |                   |                        |
| <b>TBRA:</b>                |                       |                   |                        |
| Checking                    | \$ 1,009.98           |                   | \$ 1,009.98            |
|                             |                       |                   |                        |
| SHA Assets:                 | \$ 1,720,221.44       | \$ 496,888.43     | \$ 2,217,109.87        |
| Percentage of Total Invest: | 78%                   | 22%               | 100%                   |
|                             |                       |                   | <b>\$ 2,217,109.87</b> |
| <b>AMOUNTS PLEDGED:</b>     | \$ 1,540,000.00       | \$ 750,000.00     |                        |
| <b>PLUS MINIMUM FDIC:</b>   | \$ 250,000.00         | \$ 250,000.00     |                        |
|                             | \$ 1,790,000.00       | \$ 1,000,000.00   |                        |
| Over (Under ) Pledged       | \$ 69,778.56          | \$ 503,111.57     |                        |
| Date of pledge:             | 6/30/2019             | 6/30/2019         |                        |

\* CD of \$210,863.72 matured 5/29/2019 and was redeemed and deposited to checking account.

### COCC - June 2019 (unaudited)

|                                  | Actual Month  | Budget by Month | %           | Actual YTD        | Budget YTD     | %           | Annual Budget  |
|----------------------------------|---------------|-----------------|-------------|-------------------|----------------|-------------|----------------|
| <b>Revenues:</b>                 |               |                 |             |                   |                |             |                |
| Bookkeeping/Mgmt Fees            | \$ 18,545     | \$ 19,564       | 95%         | \$ 234,440        | \$ 234,774     | 100%        | \$ 234,774     |
| Rental Fees                      | \$ 2,861      | \$ 2,861        | 100%        | \$ 34,328         | \$ 34,330      | 100%        | \$ 34,330      |
| Interest                         | \$ 1,059      | \$ 750          | 141%        | \$ 11,398         | \$ 9,000       | 127%        | \$ 9,000       |
| Other Income                     | \$ 74         | \$ 73           | 102%        | \$ 874            | \$ 870         | 100%        | \$ 870         |
| <b>Total Revenue</b>             | <b>22,539</b> | <b>23,248</b>   | <b>97%</b>  | <b>\$ 281,040</b> | <b>278,974</b> | <b>101%</b> | <b>278,974</b> |
| <b>Expenses</b>                  |               |                 |             |                   |                |             |                |
| Administrative                   | \$ 20,349     | \$ 18,726       | 109%        | \$ 219,344        | \$ 224,707     | 98%         | \$ 224,707     |
| Utilities                        | \$ 115        | \$ 125          | 92%         | \$ 1,514          | \$ 1,500       | 101%        | \$ 1,500       |
| Maintenance                      | \$ 709        | \$ 250          | 283%        | \$ 3,291          | \$ 3,005       | 110%        | \$ 3,005       |
| Protective Services              | \$ -          | \$ 18           | 0%          | \$ 215            | \$ 220         | 98%         | \$ 220         |
| General/Insurance                | \$ 471        | \$ 838          | 56%         | \$ 9,787          | \$ 10,060      | 97%         | \$ 10,060      |
| <b>Total Expenses</b>            | <b>21,645</b> | <b>19,958</b>   | <b>108%</b> | <b>234,151</b>    | <b>239,492</b> | <b>98%</b>  | <b>239,492</b> |
| <b>Profit or (Loss) for Year</b> | <b>894</b>    | <b>3,290</b>    |             | <b>46,889</b>     | <b>39,482</b>  |             | <b>39,482</b>  |
|                                  | Profit        | Profit          |             | Profit            | Profit         |             | Profit         |

### Public Housing - June 2019 (unaudited)

|                                  | Actual Month   | Budget by Month | %           | Actual YTD     | Budget YTD     | %           | Annual Budget  |
|----------------------------------|----------------|-----------------|-------------|----------------|----------------|-------------|----------------|
| <b>Revenues:</b>                 |                |                 |             |                |                |             |                |
| Rental Income                    | \$ 28,633      | \$ 27,292       | 105%        | \$ 335,697     | \$ 327,500     | 103%        | \$ 327,500     |
| Other Income                     | \$ 6,950       | \$ 11,767       | 59%         | \$ 139,600     | \$ 141,200     | 99%         | \$ 141,200     |
| Interest                         | \$ 2,057       | \$ 750          | 274%        | \$ 13,641      | \$ 9,000       | 152%        | \$ 9,000       |
| Operating Subsidy                | \$ 73,371      | \$ 30,583       | 240%        | \$ 367,233     | \$ 367,000     | 100%        | \$ 367,000     |
| <b>Total Revenue</b>             | <b>111,011</b> | <b>70,392</b>   | <b>158%</b> | <b>856,171</b> | <b>844,700</b> | <b>101%</b> | <b>844,700</b> |
| <b>Expenses</b>                  |                |                 |             |                |                |             |                |
| Administrative                   | \$ 23,120      | \$ 26,925       | 86%         | \$ 313,668     | \$ 323,097     | 97%         | \$ 323,097     |
| Tenant Services                  | \$ 1,170       | \$ 321          | 365%        | \$ 3,400       | \$ 3,850       | 88%         | \$ 3,850       |
| Utilities                        | \$ 1,246       | \$ 1,106        | 113%        | \$ 12,674      | \$ 13,275      | 95%         | \$ 13,275      |
| Maintenance                      | \$ 35,560      | \$ 25,750       | 138%        | \$ 303,651     | \$ 309,000     | 98%         | \$ 309,000     |
| General/Insurance/Coll Loss      | \$ 34,249      | \$ 13,542       | 253%        | \$ 166,315     | \$ 162,500     | 102%        | \$ 162,500     |
| Casualty Loss/Grant Receipt      | \$ -           | \$ -            |             | \$ -           | \$ -           |             | \$ -           |
| <b>Total Expenses</b>            | <b>95,345</b>  | <b>67,644</b>   | <b>141%</b> | <b>799,708</b> | <b>811,722</b> | <b>99%</b>  | <b>811,722</b> |
| <b>Profit or (Loss) for Year</b> | <b>15,666</b>  | <b>2,748</b>    |             | <b>56,463</b>  | <b>32,978</b>  |             | <b>32,978</b>  |
|                                  | Profit         | Profit          |             | Profit         | Profit         |             | Profit         |

**Section 8 - June 2019 (unaudited)**

|                       | Actual Month  | Budget by Month | %           | Actual YTD     | Budget YTD     | %           | Annual Budget  |
|-----------------------|---------------|-----------------|-------------|----------------|----------------|-------------|----------------|
| <b>Revenues:</b>      |               |                 |             |                |                |             |                |
| Admin Fees Earned     | \$ 14,603     | \$ 13,667       | 107%        | \$ 164,801     | \$ 164,000     | 100%        | \$ 164,000     |
| Interest              | \$ 9          | \$ 7            | 121%        | \$ 102         | \$ 85          | 120%        | \$ 85          |
| TBRA and Other Fees   | \$ 199        | \$ 238          | 84%         | \$ 3,200       | \$ 2,860       | 112%        | \$ 2,860       |
| Fraud Recovery        | \$ 385        | \$ 280          | 138%        | \$ 3,772       | \$ 3,357       | 112%        | \$ 3,357       |
| <b>Total Revenue</b>  | <b>15,196</b> | <b>14,192</b>   | <b>107%</b> | <b>171,875</b> | <b>170,302</b> | <b>101%</b> | <b>170,302</b> |
| <b>Expenses</b>       |               |                 |             |                |                |             |                |
| Administrative        | \$ 14,900     | \$ 14,507       | 103%        | \$ 172,241     | \$ 174,081     | 99%         | \$ 174,081     |
| <b>Total Expenses</b> | <b>14,900</b> | <b>14,507</b>   | <b>103%</b> | <b>172,241</b> | <b>174,081</b> | <b>99%</b>  | <b>174,081</b> |

**Profit or (Loss) for Year**  
 Profit 296 Loss (315) Loss (365) Loss (3,779) Loss (3,779)

**VASH Extraordinary Admin Funding:**

|                  |              |             |           |                  |             |           |             |
|------------------|--------------|-------------|-----------|------------------|-------------|-----------|-------------|
| Revenue to Date  | \$ -         | \$ -        | 0%        | \$ 36,000        | \$ -        | 0%        | \$ -        |
| Expenses to Date | \$ 256       | \$ -        | 0%        | \$ 9,997         | \$ -        | 0%        | \$ -        |
| <b>Balance</b>   | <b>(256)</b> | <b>\$ -</b> | <b>0%</b> | <b>\$ 26,003</b> | <b>\$ -</b> | <b>0%</b> | <b>\$ -</b> |

**Shelter Plus Care - June 2019 (unaudited)**

|                       | Actual Month | Budget by Month | %          | Actual YTD   | Budget YTD   | %           | Annual Budget |
|-----------------------|--------------|-----------------|------------|--------------|--------------|-------------|---------------|
| <b>Revenues:</b>      |              |                 |            |              |              |             |               |
| Admin Fees Earned     | \$ 454       | \$ 454          | 100%       | \$ 5,719     | \$ 5,448     | 105%        | \$ 5,515      |
| Other Misc Revenue    | \$ -         | \$ 8            | 0%         | \$ 96        | \$ 96        | 100%        | \$ 96         |
| Interest              | \$ 0         | \$ 0            | 136%       | \$ 4         | \$ 3         | 125%        | \$ 3          |
| <b>Total Revenue</b>  | <b>454</b>   | <b>462</b>      | <b>98%</b> | <b>5,819</b> | <b>5,547</b> | <b>105%</b> | <b>5,614</b>  |
| <b>Expenses</b>       |              |                 |            |              |              |             |               |
| Administrative        | \$ 549       | \$ 792          | 69%        | \$ 9,236     | \$ 9,506     | 97%         | \$ 9,506      |
| <b>Total Expenses</b> | <b>549</b>   | <b>792</b>      | <b>69%</b> | <b>9,236</b> | <b>9,506</b> | <b>97%</b>  | <b>9,506</b>  |

**Profit or (Loss) for Year**  
 Loss (95) Loss (330) Loss (3,417) Loss (3,959) Loss (3,892)

**Salina Housing Authority at 6/30/19**

**Balance Sheet after 12 Months of Fiscal Year (Unaudited)**

| 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            | 604,310        | -                | 650,175          | 41,520        | 265,824        | 1,010        | 1,673                  | 1,564,511        |                   |     |       |
| Investments                      | 39,222         | -                | 550,725          | -             | 62,652         | -            | -                      | 652,599          |                   |     |       |
| <b>Total Cash &amp; Invests</b>  | <b>643,532</b> | <b>-</b>         | <b>1,200,900</b> | <b>41,520</b> | <b>328,475</b> | <b>1,010</b> | <b>1,673</b>           | <b>2,217,110</b> |                   |     |       |
| Tenant Acct Rec                  | -              | 4,930            | -                | -             | -              | -            | -                      | 4,930            |                   |     |       |
| Tenant Acct Rec-Fraud            | -              | 4,103            | -                | -             | -              | -            | -                      | 4,103            |                   |     |       |
| Tenant Acct Rec-Sec Dep          | -              | -                | -                | -             | -              | -            | -                      | -                |                   |     |       |
| Allow for Doubt Acc't            | -              | (986)            | -                | -             | -              | -            | -                      | -                |                   |     | (986) |
| Acct Rec Other Pgms              | 23,992         | 31,994           | 7,228            | 7,228         | 122            | -            | -                      | 63,214           |                   |     |       |
| Acct Rec Other                   | -              | 3,499            | 99               | 99            | -              | -            | -                      | 3,720            |                   |     |       |
| Prepaid Insurance                | 812            | 43,897           | 227              | 227           | -              | -            | -                      | 44,942           |                   |     |       |
| Material Inventory               | -              | 30,954           | -                | -             | -              | -            | -                      | 30,954           |                   |     |       |
| Pension Deferred Outflows        | 7,341          | 14,437           | 2,692            | 2,692         | -              | -            | -                      | 24,470           |                   |     |       |
| Subsequent Pension Pmts          | 13,278         | 20,327           | 4,018            | 4,018         | -              | -            | -                      | 37,624           |                   |     |       |
| Miscellaneous                    | -              | 251              | -                | -             | -              | -            | -                      | 251              |                   |     |       |
| <b>Total Current Assets</b>      | <b>688,956</b> | <b>1,354,306</b> | <b>55,784</b>    | <b>55,784</b> | <b>328,597</b> | <b>1,010</b> | <b>1,678</b>           | <b>2,430,331</b> |                   |     |       |
| <b>Liabilities:</b>              |                |                  |                  |               |                |              |                        |                  |                   |     |       |
| Security Deposits                | -              | 98,022           | -                | -             | -              | -            | -                      | 98,022           |                   |     |       |
| Payroll Deductions               | -              | -                | -                | -             | -              | -            | -                      | -                |                   |     |       |
| Acc't Pay Other Pgms             | 39,222         | 33,300           | 18,000           | 18,000        | -              | -            | -                      | 63,214           |                   |     |       |
| Acc't Pay Other                  | 1,603          | 17,737           | 2,679            | 2,679         | -              | -            | -                      | 17,119           |                   |     |       |
| Compensated Absence              | 11,998         | 18,694           | 139              | 139           | -              | -            | -                      | 29,882           |                   |     |       |
| Accrued Payroll                  | 11,743         | 1,336            | 259              | 259           | -              | -            | -                      | 34,036           |                   |     |       |
| Accrued Payroll Taxes            | 833            | 10,778           | 2,009            | 2,009         | -              | -            | -                      | 2,442            |                   |     |       |
| Pension Deferred Inflows         | 5,480          | 3,681            | 56               | 56            | -              | -            | -                      | 18,267           |                   |     |       |
| Miscellaneous                    | -              | -                | -                | -             | -              | -            | -                      | -                |                   |     |       |
| PILOT: Prior Year                | -              | 33,300           | -                | -             | -              | -            | -                      | 3,737            |                   |     |       |
| Current Year                     | -              | 33,300           | -                | -             | -              | -            | -                      | -                |                   |     |       |
| FSS Escrow                       | -              | 31,994           | 7,228            | 7,228         | -              | -            | -                      | 39,222           |                   |     |       |
| <b>Total Current Liabilities</b> | <b>0.10</b>    | <b>70,879</b>    | <b>0.61</b>      | <b>33,789</b> | <b>-</b>       | <b>1.38</b>  | <b>4,857</b>           | <b>339,240</b>   |                   |     |       |

**Income Statement after 12 Months of Fiscal Year (Unaudited)**

| Revenues:                   | COCC          |                | Section 8     |                | Home       |              | TBRA-Security Deposits |              | Shelter Plus Care |              | Totals          |
|-----------------------------|---------------|----------------|---------------|----------------|------------|--------------|------------------------|--------------|-------------------|--------------|-----------------|
|                             | This Month    | YTD            | This Month    | YTD            | This Month | YTD          | This Month             | YTD          | This Month        | YTD          |                 |
| Admin Fees Earned           | 18,545        | 234,440        | 14,603        | 164,801        | -          | -            | 205                    | 5,250        | 454               | 5,719        | 15,262          |
| Bookkeeping/Mgmt Fees       | 2,861         | 34,328         | -             | -              | -          | -            | -                      | -            | -                 | -            | 18,545          |
| Total Rents                 | 1,059         | 11,398         | 9             | 102            | 283        | 2,987        | 0                      | 4            | 0                 | 4            | 31,494          |
| Interest                    | 74            | 874            | 584           | 6,970          | -          | -            | -                      | -            | -                 | -            | 3,388           |
| Misc                        | -             | -              | -             | -              | -          | -            | -                      | -            | -                 | -            | 28,134          |
| Subsidy                     | -             | -              | -             | -              | -          | -            | -                      | -            | -                 | -            | 7,609           |
| Gain/Loss on Sale           | -             | (2)            | -             | -              | -          | -            | -                      | -            | -                 | -            | 367,233         |
| <b>Total Revenues</b>       | <b>22,539</b> | <b>281,040</b> | <b>15,196</b> | <b>171,875</b> | <b>263</b> | <b>2,987</b> | <b>205</b>             | <b>5,254</b> | <b>454</b>        | <b>5,819</b> | <b>149,668</b>  |
| <b>Expenses</b>             |               |                |               |                |            |              |                        |              |                   |              |                 |
| Administrative              | 20,350        | 219,344        | 14,900        | 172,240        | 34         | 404          | 205                    | 5,250        | 549               | 9,236        | 65,509          |
| Tenant Services             | -             | -              | -             | -              | -          | -            | -                      | -            | -                 | -            | 1,170           |
| Utilities                   | 115           | 1,515          | 1,170         | 3,400          | -          | -            | -                      | -            | -                 | -            | 3,400           |
| Maintenance                 | 709           | 3,298          | 1,246         | 12,674         | -          | -            | -                      | -            | -                 | -            | 1,361           |
| Insurance/General/Bad Debt  | 471           | 9,995          | 39,145        | 311,640        | -          | -            | -                      | -            | -                 | -            | 39,854          |
| Other Expenditures          | -             | -              | 34,249        | 166,315        | -          | -            | -                      | -            | -                 | -            | 314,938         |
| Casualty Loss/Grant receipt | -             | -              | -             | -              | -          | -            | -                      | -            | -                 | -            | 176,309         |
| <b>Total Expenses</b>       | <b>21,646</b> | <b>234,151</b> | <b>14,900</b> | <b>172,240</b> | <b>34</b>  | <b>404</b>   | <b>205</b>             | <b>5,250</b> | <b>549</b>        | <b>9,236</b> | <b>(11,396)</b> |
| Depreciation Expense        | 9,161         | 9,161          | 290           | 292            | 34         | 404          | 205                    | 5,250        | 549               | 9,236        | 131,218         |
| Profit or (Loss) for Year   | (8,268)       | 37,727         | 7             | (657)          | 229        | 2,583        | 0                      | 4            | (95)              | (3,417)      | 270,223         |
|                             | Loss          | Profit         | Profit        | Loss           | Profit     | Profit       | Profit                 | Profit       | Loss              | Loss         | (87,425)        |
|                             |               |                |               |                |            |              |                        |              |                   |              | 250,225         |
|                             |               |                |               |                |            |              |                        |              |                   |              | (251,772)       |
|                             |               |                |               |                |            |              |                        |              |                   |              | (87,425)        |
|                             |               |                |               |                |            |              |                        |              |                   |              | Loss            |
| <b>PHA Payments to LL</b>   |               |                |               |                |            |              |                        |              |                   |              |                 |
| HUD Payments to PHA         |               |                | 114,669       | 1,349,066      |            |              |                        |              | 7,885             | 86,234       | 122,554         |
| Units Leased                |               |                | 112,172       | 1,349,385      | 342        | 3,987        |                        |              | 7,772             | 86,234       | 143,561         |
|                             |               |                |               |                |            |              |                        |              | 18                | 179          | 4,166           |
|                             |               |                |               |                |            |              |                        |              |                   |              | 360             |

## CFP Grant Year 2018 - June 2019

| Expenses                        | Actual<br>Month | Actual Grant<br>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                        | 362             | 3,998               | \$ 35,000         | 11%        |
| Bathrooms                       | 285             | 2,165               | \$ 25,000         | 9%         |
| HVAC/Electrical                 | -               | 896                 | \$ 16,870         | 5%         |
| Foundations                     | -               | -                   | \$ -              |            |
| Interior Plumbing               | 988             | 6,216               | \$ 14,000         | 44%        |
| Siding                          | -               | -                   | \$ 1,000          | 0%         |
| Windows                         | 186             | 699                 | \$ 2,000          | 35%        |
| Other Attached Exterior/Gutters | -               | -                   | \$ 2,000          | 0%         |
| Doors                           | 2,926           | 5,883               | \$ 10,000         | 59%        |
| Decks                           | -               | -                   | \$ -              |            |
| Stoves & Refrigerators          | -               | 10,086              | \$ 20,000         | 50%        |
| Maintenance Labor & Benefits    | 517             | 3,515               | \$ 14,833         | 24%        |
| <b>Total Unit Expenses</b>      | <b>5,265</b>    | <b>36,304</b>       | <b>\$ 188,703</b> | <b>19%</b> |
| Sheds                           | -               | -                   | \$ -              |            |
| Maintenance Buildings           | -               | -                   | \$ 5,000          | 0%         |
| Contracting Labor & Benefits    | 54              | 1,679               | \$ 4,500          | 37%        |
| COCC Management Fees            | 2,430           | 14,580              | \$ 29,244         | 50%        |
| Transferred to Operations       | 5,000           | 30,000              | \$ 65,000         | 46%        |
| <b>Total CFP 2018 Expenses</b>  | <b>12,749</b>   | <b>82,563</b>       | <b>292,447</b>    | <b>28%</b> |

*Grant expenditures began January 2019.*

# SALINA HOUSING AUTHORITY

## August 2019

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

### **Financial:**

The Salina Housing Authority received \$32,772 in Operating Subsidy in both July and August for Public Housing. We received \$118,899 for both July and August HAP funding for the Section 8 programs, which includes \$14,026 restricted for Mainstream vouchers. We have approximately \$27,000 remaining Net Restricted Assets for Section 8 vouchers and an additional \$3,017 in unspent Mainstream funding.

The monthly administrative fee funding for Section 8 was \$18,515 for July and \$14,644 for August. July's administrative funding included \$4,363 from HUD's CY2018 reconciliations. 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 \$14,000, which includes a \$4,000 loan repayment to COCC in July.

### **Program Updates:**

The SHA hired Rachel Holt as the FSS & Voucher Coordinator. She will be working with all FSS tenants, Shelter Plus Care tenants and Veteran Assisted Supportive Housing tenants. Rachel has many years working with the housing authority as a case worker.

The SHA hired Bob Budke to perform Housing Choice Voucher inspections. He completed HQS certification and started independent inspection in July.

The SHA is looking to fill one more full-time positions for program administration.

The SHA contracted with GoSection8 for reasonable rent verifications. GoSection8.com is a unique web-based rent reasonableness solution to PHAs, integrating the Section 8 Housing Choice Voucher (HCV) rent reasonableness certification process with a comprehensive, private market rental listing service. PHAs can establish and document accurate and defensible rent reasonableness certifications that meet HUD regulatory requirements for rent comparisons based on local comparable unassisted units.

The SHA applied for HUD Set-Aside funds for Portability vouchers and Veteran Assisted Supportive Housing (VASH) vouchers in May 2019. This funding is provided to cover increased costs associated with providing these special vouchers. The housing authority was awarded \$6,468 in Set-Aside funding for VASH vouchers and \$13,155 in Set-Aside funding for

Portability vouchers for CY2019. These funds will be added to the housing authority's HUD-held reserves.

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.

The SHA has submitted a letter of interest and a preliminary application to the Continuum of Care for the Shelter Plus Care program that we administer. The program addresses individuals who have a disability and are chronically homeless. With the assistance of case management, we house approximately 25 families currently.

### **HUD Regulation/Legislative**

It's official- the budget/debt ceiling deal was approved by the Senate and signed by the President. Not only does this mean we have spending levels set for the next two years, but we are finally free of the Budget Control Act and sequestration!! Senate appropriators are working with their House counterparts to divide the overall funding between the 12 appropriations bills, a process referred to as 302(b). The first mark-ups of spending bills in the Senate Appropriations Committee are now expected the week of September 9, which is the first week Congress is back in Washington after the August recess.

### **Management**

The SHA received notice that it had been selected for a Mainstream voucher monitoring review. The review will be conducted remotely by the Department of Housing and Urban Development (HUD), Office of Public and Indian Housing, Quality Assurance Division (QAD). They should schedule with us soon.

Operating Fund litigation against the Government continues to move forward at a slow pace. On June 19, the Government and our attorney filed a Stipulation of Damages asking the Court to enter a Final Judgment and Order and to award the damages to which the Government and our attorneys agreed each plaintiff is entitled. In response, the judge in our case directed the Clerk of the Court to enter a judgment for the plaintiffs on June 24, 2019. On June 25, the Clerk entered a judgment in the aggregate amount of \$132,656,951. This does not mean that we will actually receive the damages that the Court awarded. The Government has sixty days from June 25, the date the Judgment was entered, to file an appeal. Since sixty days from June 25 is August 24, a Saturday, the Government's deadline to file an appeal is Monday, August 26.

We do not know for certain whether the Government will appeal or not. However, when asked the primary Government attorney who is handling this case at a meeting on another case if they

are planning on appealing, she said that she will recommend that the Government appeal. In addition, the Government stated in the Stipulation of Damages that were filed that “the United States has not waived and does not intend to waive its right to appeal the Court’s judgment, and it continues to be the Government’s position, as stated in the Government’s motion to dismiss, that the complaint should be dismissed under RCFC 12(b)(1) for lack of jurisdiction and 12(b)(6) for failure to state a claim on which relief can be granted.” Just because the primary attorney recommends that the Government appeal the case, does not mean that the Government will appeal. It is not her decision to make. Rather, she will have to draft a memorandum and convince her superiors that the Government has a reasonable chance to win an appeal.

The SHA and Holly from BGC Advantage meet with the City of Salina Commissioners during a study session on August 12<sup>th</sup> to discuss future plans of asset repositioning and development.

The SHA had initial resident meetings with tenants on August 12<sup>th</sup> and August 13<sup>th</sup> to discuss proposed rehabilitation and development plans.

The 2RW completed the Physical Needs Assessments of the units the week of July 8. 2RW is currently putting together the final reports for submission to the SHA.

The SHA contracted with Gill Group for the appraisals of all units. The appraisals were completed the week of August 5<sup>th</sup>. The contractor is working on obtaining comparables for the units and will submit reports when complete.

The SHA is currently accepting bids on the Part 58 Environmental Clearance of all units.

### **Training/Education**

The Director, Program Manager and Voucher Coordinator attended a half day training on the MAACLINK software and entering information for the Shelter Plus Care program.



# OLD BUSINESS

- a. Development Update

# **NEW BUSINESS**

b. Resolution No. 2019-1030 Approving  
the Section Eight Management  
Assessment Program (SEMAP) for  
Fiscal Year Ended 6/30/2019

SALINA HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

MEMO

July 29, 2019

**From:** Kim Deal, Finance Manager

**Meeting:** August 27, 2019

**Subject:** Section Eight Management Assessment Program (SEMAP) – Fiscal Year Ended 6/30/19

**BACKGROUND**

The Department of Housing and Urban Development mandates that the Salina Housing Authority submit a Section 8 Management Assessment Program (SEMAP) Certification within 60 days of the end of the fiscal year. The SEMAP Certification was last submitted on August 29, 2018, for the fiscal year ended June 30, 2018.

SEMAP is used to remotely measure PHA performance and administration of the Housing Choice Voucher program. SEMAP uses HUD's national database of tenant information and information from audits conducted annually by independent auditors. HUD will annually assign each PHA a rating on each of the 14 indicators and an overall performance rating of high, standard, or troubled.

**DISCUSSION**

The 14 key indicators of PHA performance are:

- Proper selection of applicants from the Housing Choice Voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration

- Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income

The Salina Housing Authority had an overall performance rating of High in Fiscal Years 2014, 2015, 2016, 2017, and 2018. The SHA's responses to questions in the SEMAP Certification have not changed significantly from the Fiscal Year 2018 Certification.

- We had an increase in our waitlist universe from 877 last year to 989 this year and an increase in tenant lease-ups from 48 last year to 68 this year, thereby increasing our sample sizes proportionately. No errors were found again this year.
- Sample sizes for rent calculations and HQS inspections were about the same for 2019 and 2018. One error was found during the review of the samples for these indicators.

## **ALTERNATIVES**

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

1. Approve Resolution No. 2019-1030 Section Eight Management Assessment Program (SEMAP) Certification for the Fiscal Year ended 6/30/2019, and authorizing the Executive Director to electronically submit the Section Eight Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development.
2. Do not approve Resolution No. 2019-1030 Section Eight Management Assessment Program (SEMAP) Certification for the Fiscal Year ended 6/30/2019. A PHA's failure to self certify may result in the agency being designated as a troubled agency.
3. Modify Resolution No. 2019-1030 to meet the needs of the Commission.

## **RECOMMENDATION**

The Housing Authority staff recommends the Board of Commissioners approve Resolution No. 2019-1030, adopting the 2019 Section Eight Management Assessment Program (SEMAP) Certification and authorizing the Executive Director to electronically submit the Section Eight Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development to remain in compliance with federal regulations that require the Certification to be submitted to the Department of Housing and Urban Development within sixty (60) days of its fiscal year end (6/30/2019).

## **POSSIBLE MOTION**

Approve Resolution No. 2019-1030, adopting the 2019 Section Eight Management Assessment Program (SEMAP) Certification and authorizing the Executive Director to electronically submit the Section Eight Management Assessment Program (SEMAP) Certification to the Department of Housing and Urban Development.

Attachments:

1. Section Eight Management Assessment Program (SEMAP) Certification, FYE 6/30/2019
2. Resolution No 2019-1030

**RESOLUTION 2019-1030**

**SALINA HOUSING AUTHORITY**

**APPROVING THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM  
CERTIFICATION FOR FISCAL YEAR ENDED JUNE 30, 2019**

**WHEREAS**, the Housing Authority is mandated to electronically submit a Section Eight Management Assessment Program Certification annually in accordance with Department of Housing and Urban Development directives; and

**WHEREAS**, the Section Eight Management Assessment Program provides the Department of Housing and Urban Development with policies and procedures in identifying management capabilities of the Salina Housing Authority; and

**WHEREAS**, the Salina Housing Authority certifies that the information contained in the Section Eight Management Assessment Program Certification is true and correct to the best of its knowledge.

**NOW, THEREFORE, BE IT RESOLVED** by the Salina Housing Authority Board of Commissioners approve this Resolution approving the Section Eight Management Assessment Program Certification, and authorizing the Executive Director to electronically submit the Certification to the Department of Housing and Urban Development.

After discussion, Commissioner Weis moved that said Resolution be finally adopted as read; Commissioner Reichenberger 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 27th day of August, 2019.

ATTEST:

Tina Bartlett

Tina Bartlett, Secretary

Eric Brown

Eric Brown, Board Chair

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours 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 conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

|                                             |                                                     |                                                   |
|---------------------------------------------|-----------------------------------------------------|---------------------------------------------------|
| PHA Name<br><b>Salina Housing Authority</b> | For PHA FY Ending (mm/dd/yyyy)<br><b>06/30/2019</b> | Submission Date (mm/dd/yyyy)<br><b>08/28/2019</b> |
|---------------------------------------------|-----------------------------------------------------|---------------------------------------------------|

**Check here if the PHA expends less than \$300,000 a year in Federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))  
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes     No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes     No
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)  
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes     No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response     At least 98% of units sampled     80 to 97% of units sampled     Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)  
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response     At least 90% of files sampled     80 to 89% of files sampled     Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)  
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes     No
- HQS Quality Control Inspections. (24 CFR 982.405(b))  
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes     No
- HQS Enforcement. (24 CFR 982.404)  
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response     At least 98% of cases sampled     Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable**

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response** Yes  No

Enter current FMRs and payment standards (PS)

|                     |                     |                     |                      |                      |
|---------------------|---------------------|---------------------|----------------------|----------------------|
| 0-BR FMR <u>533</u> | 1-BR FMR <u>592</u> | 2-BR FMR <u>778</u> | 3-BR FMR <u>1010</u> | 4-BR FMR <u>1060</u> |
| PS <u>533</u>       | PS <u>592</u>       | PS <u>778</u>       | PS <u>1010</u>       | PS <u>1060</u>       |

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes  No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response** Yes  No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

**PHA Response** Yes  No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

**PHA Response** Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable**

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program .**

Check here if not applicable

PHA Response Yes  No

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
  - (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature





Date (mm/dd/yyyy) 08/27/2019

Date (mm/dd/yyyy) 08/27/2019

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.



# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs.** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes  No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**