

AGENDA

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING
Conference Room
469 S. 5th Street – Salina, KS 67401
Tuesday, January 26, 2016 – 12:00 PM

AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **OPEN FORUM**
- IV. **CONSENT AGENDA ITEMS**
 - a. Approve the Regular Meeting Minutes of November 24, 2015
 - b. Approve the Secretary & Operations Reports from November & December 2015
 - c. Approve Financials for November & December 2015
 - d. Approve the Director's Report
- V. **OLD BUSINESS**
 - a. None
- VI. **NEW BUSINESS**
 - a. Resolution No. 2016-959 Fair Market Rent and Payment Standard
 - b. Resolution No. 2016-960 Revising the PH ACOP
 - c. Resolution No. 2016-961 Revising the S8 ADMIN
 - d. Resolution No. 2016-962 Personnel policy update
 - e. Resolution No. 2016-963 Public Housing Flat Rent
 - f. Board Annual Report
- VII. **COMMISSIONER'S COMMENTS**
- VIII. **ADJOURNMENT**

OPEN FORUM

CONSENT AGENDA

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

SALINA HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
469 S. 5th St., Salina, Kansas
Tuesday, November 24, 2015
12:00 PM Noon

MEMBERS PRESENT: Kristin Gunn
Eric Brown
Natasha Gawith
Kimberly Trigg

MEMBERS ABSENT: Patricia Linderman

CITY COMMISSION LIAISON: None

STAFF PRESENT: Tina Lewis, 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 12:00 PM by Commission Chair Gunn.

II. APPROVAL OF AGENDA

Mr. Brown moved to approve the agenda as submitted. Ms. Trigg seconded the motion. The motion carried 4-0.

III. OPEN FORUM

Ms. Lewis confirmed the date and time of the December 18 holiday lunch. She also reviewed progress of the HR Committee. Ms. Lewis discussed the HUD procurement CFR update increasing micro-purchase amounts from \$2,000 to \$3,000.

IV. CONSENT AGENDA ITEMS

Ms. Lewis answered questions regarding HUD bed bug regulations and Continuum of Care's process of ranking Shelter Plus Care applications. She also discussed her attendance at the City of Salina Housing Study discussion. There being no further questions or comments, Ms. Gawith moved to approve the Consent Agenda Items a. through d., consisting of the minutes of the October 27, 2015 regular meeting, October 2015 Secretary and Operations reports, October 2015 Financials and the Director's report. Mr. Brown seconded the motion. The motion carried 4-0.

V. OLD BUSINESS

a. FY2015 Audit - Copies of FY2015 audit were distributed to board members. AB Khar of Audit Solutions, LLC was reached by phone at 12:28 PM. Mr. Khar reviewed the draft copy of the FY2015 audit. He answered questions, highlighted the effects of GASB 68 accounting for pensions, and explained what steps are needed to finalize the audit. There being no further questions, the called ended at 12:46 PM. Ms. Gawith moved to approve

Resolution 2015-957, accepting the independent audit report. Mr. Brown seconded. The motion carried 4-0.

VI. NEW BUSINESS

a. Write-Offs –Ms. Deal reviewed the uncollectible debt submitted for write off and reviewed the process of writing off debt. There being no further discussion, Mr. Brown moved to approve Resolution 2015-958. Ms. Gawith seconded the motion. The motion carried 4-0

b. Life Insurance Update – As a member of the Housing Authority Insurance Group (HAIG), SHA board members and full-time employees are eligible for free term life insurance. Ms. Deal distributed individual enrollment census sheets to each board member for their approval and/or revision. This information will be submitted to HAIG during open enrollment in January.

VII. COMMISSIONER'S COMMENTS


Mr. Brown discussed the housing authority's planned involvement in the City of Salina Housing Study.

VIII. ADJOURNMENT

It was moved by Ms. Gawith and seconded by Mr. Brown to adjourn the meeting at 12:58 PM. Motion carried 4-0.

Next meeting will be Tuesday, January 26, 2016 at 12:00 PM noon 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 Lewis, Secretary

1/26/2016



Kristin Gunn, Board Chair

1/26/2016

SECRETARIAL REPORT

November 2015

Administration

- Nichole attended the CoC Quarterly Meeting on November 4
- KHP used one SHA units for training on November 18
- Nichole and Suzanne attended the Salina Landlord Association meeting on November 10.
- All Staff meeting was held on November 20.

Tenant reports and activity

- Public Housing had 19 inspections (12 annual, 6 move-in, 0 transfers, and 1 move-outs).
- Public Housing had 1 eviction in November.
- 6-Section 8 annual inspections, 1 re-inspections, 8 HCV Move-in inspections, 1 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, and 1 VASH inspection.
- 2 HCV orientations, 1 Public Housing orientation, 2 Shelter Plus Care orientations, and 3 VASH orientation was held in November.
- 46 Notices for nonpayment of rent or security deposits were sent November 5th and 0 families were terminated for nonpayment.
- 9 Public Housing Grievance Hearings and 0 Panels were held in November. 3 grievances were upheld and 6 were overturned. 4 HCV Grievance Hearings were held of which 1 were overturned and 3 were upheld. 0 Shelter Plus hearing was upheld. 0 VASH Grievance Hearing was held and 0 was overturned.
- Public Housing Resident Advisory Board Meeting was set for November 17.
- “Wipeout Meeting” was held on November 5. 2 Public Housing tenants, 3 Section 8 tenants, 0 Shelter Plus Care tenants and 0 VASH tenants attended.
- 0 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 50 total work orders, 27 routine work orders, 1 emergency work orders, and 22 other work orders. Of the 50 received, 26 had been processed by the end date of this report.
- Number of houses turned over in November was 5.
- The average turnaround time for maintenance in November was 9.52 days. The year to date net turn over time is 12.28 days with 1.59 days for lease up and 1.03 down time.

Completed CFP Projects:

- **881 Seneca.** This unit had the kitchen remodeled. The interior drain lines were old cast and leaking. Those lines have been replaced from the unit main vent stack to the exterior cleanout. Lighting was added to the basement stairs which were unlit, in addition to required improvements to the kitchen wiring to meet building code. The front porch is cement, deeply pitted / spalled, with wooden railings that are beyond serviceable life. This porch has been rebuilt over the old porch including the stairs and railings.
- **416 Missouri:** This unit received new underlayment and flooring in the kitchen and laundry rooms. The water heater was also replaced.

Current CFP projects include:

- **1323 Franklin:** This unit is vacant and infested with bed bugs. The clearance from the exterminator has been provided. The garage door has been replaced. This unit approximately 10-15 business days from rent ready
- **1846 Haskett:** This unit has had the kitchen remodeled and the flooring replaced in the kitchen and bathroom. The bathroom is 50% complete. Following completion of the bathroom the exterior doors will be replaced and the remaining floors refinished.
- **627 Ralph:** This unit is having the bathroom remodeled, a partial kitchen remodel, the creation of a laundry room, the addition of a sewer cleanout, and new flooring throughout the unit. The plumbing contractor is currently working in the unit. Additional contractors for electrical, remodel, and flooring will be able to begin following the plumbing contractor.

FSS Grants

- 0 New Participants.
- 0 Graduates from FSS Program. 2 participants moved. 0 participants were termed.
- Public Housing has 35 participants.
- Housing Choice Voucher has 4 participants.
- 1 home visit and 4 meetings at SHA. 1 verbal.
- 15 New move in reminders.
- 0 move in inspections.
- KaySue met with Ruth Brouddus with Circles of the Heartland Recruitment Team.
- Updated website.

SECRETARIAL REPORT

December 2015

Administration

- KHP used one SHA unit for training on December 10.
- Tina and Suzanne attended Salina Landlord Association meeting on December 8.
- Nichole and Kim attended HMIS software training in Newton on December 10.
- Representatives from AFLAC and Empower Retirement were in the office on December 7 and 9 to review benefits with employees.

Tenant reports and activity

- Public Housing had 29 inspections (17 annual, 12 move-in, 0 transfers, and 0 move-outs).
- Public Housing had 1 eviction in December.
- 7-Section 8 annual inspections, 2 re-inspections, 9 HCV Move-in inspections, 3 Shelter Plus Care inspections, 0 Enhanced Tenant Protection inspections, and 3 VASH inspection.
- 1 HCV orientations, 1 Public Housing orientation, 2 Shelter Plus Care orientations, and 0 VASH orientation was held in December.
- 44 Notices for nonpayment of rent or security deposits were sent December 7th and 0 families were terminated for nonpayment.
- 6 Public Housing Grievance Hearings and 0 Panels were held in December. 1 grievance was upheld and 5 were overturned. 4 HCV Grievance Hearings were held of which 4 were overturned and 0 were upheld. 0 Shelter Plus hearing were held. 0 VASH Grievance Hearings were held.
- Public Housing Resident Advisory Board Meeting was set for December 14.
- "Wipeout Meeting" was held on December 17. 2 Public Housing tenants, 1 Section 8 tenants, 1 Shelter Plus Care tenants and 0 VASH tenants attended.
- 0 vouchers from other Housing Authorities.

Maintenance and Capital Improvements

- Maintenance received 48 total work orders, 30 routine work orders 2 emergency work orders, and 16 other work orders. Of the 48 received, 30 had been processed by the end date of this report.
- Number of houses turned over in December was 10.
- The average turnaround time for maintenance in December was 17.9 days. The year to date net turn over time is 13.5 days with 1.51 days for lease up and 1.02 down time.

Completed CFP Projects

- **881 Seneca.** In this unit the kitchen was remodeled. The interior drain lines were old cast iron and leaking. These lines have been replaced from the unit main vent stack to the exterior cleanout. Lighting has been added to the basement stairs which are currently unlit in addition to required improvements to the kitchen wiring to meet building code. The front porch was cement, deeply pitted / spalled, with wooden railings that were beyond serviceable life. This porch was rebuilt over the old porch including the stairs and railings. This unit is rented.

- **416 Missouri:** This unit received new underlayment and flooring in the kitchen and laundry rooms. The water heater was also replaced. This unit is rented.
- **1323 Franklin:** This unit was vacant and infested with bed bugs. The clearance from the exterminator took 4 weeks. The garage door was also replaced. This unit is rented.

Current CFP projects include:

- **1846 Haskett:** The kitchen remodel in this unit is 95% complete. The bathroom remodel is 60% complete. Plumbing and electrical upgrades have been completed. The flooring in the kitchen and bathroom are complete. The energy star doors will be installed and the flooring in the balance of the unit re-finished following bath remodel.
- **627 Ralph:** This unit is having the bathroom remodeled, a partial kitchen remodel, the creation of a laundry room, the addition of a sewer cleanout, and new flooring throughout the unit. The plumbing upgrades have been completed. The bathroom remodel is in progress. The room modifications and electrical improvements are also currently in progress. Following completion of the tasks above the flooring will be replaced throughout the unit.
- **875 Cherokee;** This unit has had the kitchen flooring replaced, and a main floor HVAC filter grille installed. The basement windows are old, single pane, leaking air, non operational, and one has broken glass. New windows are on order and will be installed along with a new refrigerator.
- **829 Navaho:** This unit will have new flooring installed throughout the unit. The cement floor is cracked around the perimeter of the unit where it has separated from the foundation. The floor and wall will be repaired and VCT tile installed to replace the carpet which is beyond its serviceable life.

FSS Grants

- 0 New Participants.
- 0 Graduates from FSS Program. 2 participants moved.
- Public Housing has 28 participants.
- Housing Choice Voucher has 4 participants.
- 0 home visits and 16 meetings at SHA. 1 verbal.
- 25 New move in reminders.
- 12 move in inspections.
- Awarded the 2015 FSS PH and S8 Grant.
- Updated website.
- Saturday December 12th the FSS Program and PH were gifted a Christmas event provided by Salina Shares and Emmanuel Four Square Church. It was located at Emmanuel Four Square Church, 10am to noon. Each family received a \$50 gift card from Smokey Hill River Meats, hats, scarves and gloves. Wrapped presents and stocking stuffers, hot breakfast and drinks from the coffee bar. Pictures with Santa and a two Belgium work horse drawn wagon ride. It was a truly amazing event! Approximately 50 families were blessed. Approx 50 adults and 67 children.

In 2015, 33 Participants increased their earned income and 4 were able to stop cash assistance.

Total increase in earned income for current participants was \$56,939.00. Total increased in earned income for all participants in 2015 was \$59,176.00.

	2011	2012	2013	2014
Total FSS Participants	56	59	62	61
% of Public Housing on FSS	34%	36%	38%	38%
Currently on FSS at end of Year	36	36	37	39
% of Public Housing currently on FSS	22%	22%	23%	24%
# that Escrowed during year	35	30	43	39
# Currently Escrowing at the end of year	19	16	23	24
Graduates during year	6	4	10	6
Graduates received Escrow	4	4	9	6
Average Escrow Payout	\$2,944.83	\$3,141.00	\$5024.00	\$2,847
Total Escrow Payout	\$11,779.33	\$12,565.18	\$45,213.00	\$17,085
Forfeited Escrow Money				\$10,542

	2015
Total FSS Participants	57
PH Participants	53
S8 Participants	4
% of Public Housing on FSS	33%
% of S8 on FSS	.02%
Currently on FSS at end of Year	32
# that Escrowed during year	37
# Currently Escrowing at the end of year	25
Graduates during year	5
Average Escrow Payout	\$4,370
Total Escrow Payout	\$21,850
Forfeited Escrow Money	\$14,689

**OPERATIONS REPORT
11/30/2015
PUBLIC HOUSING**

TURNOVERS:

In November:

1 bedroom:	0	Move outs:	11
2 bedroom:	1	Terminations:	7
3 bedroom:	4	Evictions:	1
4 bedroom:	0	Transfers:	0
5 bedroom:	0	Skips:	1
		Lease-ups:	5

RENTS:

	<u>11/15</u>	<u>11/14</u>	<u>11/13</u>
Highest	\$975	\$750	\$750
Lowest:	(\$150)	(\$135)	(\$135)
Total:	\$30,662	\$26,200	\$28,454
Average:	\$197	\$172	\$181
Utility checks:	33	32	29

WAITING LIST:

	<u>11/15</u>	<u>11/14</u>	<u>11/13</u>
1 bedroom:	0	0	1
2 bedroom:	115	357	66
3 bedroom:	44	160	22
4 bedroom:	13	41	6
5 bedroom:	<u>2</u>	<u>14</u>	<u>0</u>
	174	572	95

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>
RB	8/9/13	11/2/15	\$39	\$650		\$116.24	Lease Violations
MC	10/12/12	11/13/15	(\$91)	\$500	\$672.50		Lease Violations
SC	12/18/13	11/10/15	\$674	\$650	\$210		Lease Violations
LD	6/30/15	11/9/15	(\$16)	\$650	\$71		Lease Violations
MH	8/25/10	11/2/15	\$750	\$950	\$924		Lease Violations
HH	12/5/13	11/16/15	(\$111)	\$500	\$111.78		Skip
SJ	12/2/14	11/2/15	\$192	\$525	\$1,119.48		Lease Violations
RJ	8/20/15	11/9/15	\$73	\$650		\$455	Tenant Notice
SL	12/18/14	11/16/16	\$235	\$427	\$630.60		Tenant Notice
AN	12/31/14	11/2/15	\$61	\$475	\$1,362		Lease Violations
IS	8/16/13	11/23/15	\$555	\$500		\$592	Tenant Notice

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>11/14</u>	<u>11/14</u>	<u>11/13</u>
Section 8 Baseline units	317	317	317
Total under lease effective 11/30/2015:	321	288	313
Total issued but not leased:	29	15	8
Total Shelter Plus under lease	18	22	14
Total VASH under lease	18	9	1

Voucher Turnover:

New Move-ins	Section 8	9	4	12
	Shelter Plus	0	2	14

	VASH	0	0	0
Move-outs	Section 8	3	4	9
	Shelter Plus	0	1	0
	VASH	0	0	1
Transfers	Section 8	1	1	2
	Shelter Plus	0	0	0
	VASH	0	0	0
Waiting list:		320	208	228

Section 8 waiting list was opened on January 2, 2015

**OPERATIONS REPORT
12/31/2015
PUBLIC HOUSING**

TURNOVERS:

<u>In December:</u>			
1 bedroom:	0	Move outs:	6
2 bedroom:	6	Terminations:	2
3 bedroom:	4	Evictions:	1
4 bedroom:	0	Transfers:	0
5 bedroom:	0	Skips:	1
		Lease-ups:	10

RENTS:

	<u>12/15</u>	<u>12/14</u>	<u>12/13</u>
Highest	\$975	\$975	\$750
Lowest:	(\$150)	(\$135)	(\$116)
Total:	\$30,378	\$26,455	\$28,664
Average:	\$203	\$173	\$187
Utility checks:	30	32	27

WAITING LIST:

	<u>12/15</u>	<u>12/14</u>	<u>12/13</u>
1 bedroom:	0	0	1
2 bedroom:	97	362	70
3 bedroom:	30	153	19
4 bedroom:	10	40	6
5 bedroom:	<u>2</u>	<u>14</u>	<u>0</u>
	139	569	96

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>
CJ	6/8/15	12/7/18	\$122	\$650	\$115.06		Tenant Notice
JF	12/5/14	12/2/15	\$311	\$500		\$422.50	Tenant Notice
JP	4/3/13	12/18/15	\$347	\$500	\$559.50		Skip
SR	6/21/13	12/31/15	\$123	\$500		\$381	Tenant Notice
JS	6/16/14	12/28/15	(\$60)	\$500			Lease Violations
VV	9/18/15	12/3/15	(\$91)	\$500		\$433.50	Lease Violations

SECTION 8, SHELTER PLUS, & VASH

VOUCHERS:

	<u>12/15</u>	<u>12/14</u>	<u>12/13</u>
Section 8 Baseline units	317	317	311
Total under lease effective 12/31/2015:	308	288	313
Total issued but not leased:	16	7	8
Total Shelter Plus under lease	19	23	16
Total VASH under lease	21	12	1

Voucher Turnover:

New Move-ins	Section 8	7	5	4
	Shelter Plus	0	2	0
	VASH	2	3	0
Move-outs	Section 8	6	5	3
	Shelter Plus	2	0	0
	VASH	2	0	0
Transfers	Section 8	1	4	0

	Shelter Plus	0	0	0
	VASH	0	0	0
Waiting list:		311	65	323

Section 8 waiting list was opened on January 2, 2015

FINANCIAL SUMMARY

November 2015

COCC

Total YTD COCC revenue is under budget by \$15,541. Annual management fees from CFP and Public Housing of \$39,340 are budgeted monthly, but are drawn down as a lump sum.

Total YTD COCC expenses continue to be below budget by about 4%. Most of this variance is in staff travel and administrative salaries and benefits.

COCC will continue to loan funds to Section 8 to cover the administrative expense shortage. \$2,000 was loaned in November 2015, bringing the total loan balance to \$30,500. This loan is reflected on the balance sheet of both programs.

Public Housing

Total YTD Public Housing revenue is over budget by \$10,287. Rental income is \$17,763 more than budgeted, which includes \$10,510 in FSS forfeitures. Other Tenant Income, including mowing and maintenance charges, is \$9,249 over budget. Operating subsidy is over budget by \$10,696. The CFP Operations Fee budgeted at \$65,000 in FY2016 will be drawn down as one amount, but is budgeted monthly.

Total YTD Public Housing expenses are under budget by \$15,295, with most of the variance in administrative and labor wage expense. \$8,100 of the administrative expense variance is the annual asset management fee paid to COCC, budgeted monthly at \$1,620, but drawn in one amount.

Section 8/VASH

Total YTD Section 8 administrative revenue is right on budget. Total YTD expenses are \$2,280 over budget due to increased applicant verifications necessary to increase leasing. Expenses continue to be monitored closely.

As of November 30, the Net Restricted Position is \$5,508. This amount is restricted in use for HAP expenses.

TBRA

The TBRA checking account was opened in December 2014 with a \$1,000 loan from COCC. As of November 30, 109 households have received security deposit assistance totaling \$52,733, consisting of 46 Public Housing households, 59 Voucher households and 4 households not receiving other Housing Authority assistance.

Investments & Pledged Amounts

November 2015

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking-Project 5584	\$ 141,205.36		
Money Market-PH 8581	\$ 207,035.89		
Checking-Cafeteria Plan	\$ 3,402.12		
CD #4931	\$ 152,002.61		
Money Market PH FSS Escrow		\$ 32,037.70	
CD #6710111		\$ 109,516.02	
CD#6710534		\$ 103,386.24	
CD# 6710214		\$ 109,543.19	
CD#6706887		\$ 64,830.72	\$ 923,009.85
COCC:			
Checking-COCC Acct #7621	\$ 430,596.19		\$ 430,596.19
SECTION 8/VASH:			
Checking	\$ 11,991.79		
Money Market S8 FSS Escrow		\$ 715.00	\$ 12,706.79
HOME:			
Checking	\$ 55,337.72		
CD#100012038	\$ 204,443.25		
CD #6710324		\$ 31,917.98	
CD#101395		\$ 29,847.54	\$ 321,546.49
SHELTER PLUS CARE:			
Checking	\$ 1,006.89		\$ 1,006.89
TBRA:			
Checking	\$ 864.76		\$ 864.76
SHA Assets:	\$ 1,207,936.58	\$ 481,794.39	\$ 1,689,730.97
Percentage of Total Invest:	71%	29%	100%
			\$ 1,689,730.97

AMOUNTS PLEDGED:	\$ 1,240,000.00	\$ 750,000.00
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00
	\$ 1,490,000.00	\$ 1,000,000.00
Over (Under) Pledged	\$ 282,063.42	\$ 518,205.61
Date of pledge:	11/30/2015	11/30/2015

Section 8 - November 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin. Fees Earned	\$ 14,290	\$ 13,375	107%	\$ 67,905	\$ 66,875	102%	\$ 160,500
Interest	\$ 3	\$ 4	79%	\$ 22	\$ 21	105%	\$ 50
Shelter Plus/TBRA Fees	\$ 137	\$ 433	32%	\$ 2,226	\$ 2,167	103%	\$ 5,200
Fraud Recovery	\$ 196	\$ 375	52%	\$ 951	\$ 1,875	51%	\$ 4,500
Totals	14,627	14,188	103%	71,104	70,938	100%	170,250
Expenses							
Administrative	\$ 17,257	\$ 14,911	116%	\$ 76,834	\$ 74,554	103%	\$ 178,930
Total Expenses	17,257	14,911	116%	76,834	74,554	103%	178,930

Profit or (Loss) for Year
 Loss (2,630) (723) Loss (5,730) (3,617) Loss (8,680)

Shelter Plus Care - November 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	\$ 5,500	\$ -	-	\$ 31,759	\$ -	-	\$ -
Admin Fees Earned	\$ 303	\$ -	-	\$ 1,747	\$ -	-	\$ -
Interest	\$ 0	\$ -	-	\$ 1	\$ -	-	\$ -
Totals	5,803	0	0	33,507	0	0	0
Expenses							
Administrative	\$ 303	\$ -	-	\$ 1,828	\$ -	-	\$ -
HAP Payments	\$ 5,891	\$ -	-	\$ 31,771	\$ -	-	\$ -
Total Expenses	6,194	0	0	33,599	0	0	0
Profit or (Loss) for Year	(391)	0	0	(92)	0	0	0

Profit or (Loss) for Year
 Loss (391) 0 Loss (92) 0 Profit

Salina Housing Authority at 11/30/15
Balance Sheet after 5 Months of Fiscal Year

Assets:	Section 8		Home		TBRA-Security Deposits		Shelter Plus Care		Total
	Low Rent/COCC	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Cash:									
Checking & other cash	782,290		11,992		55,338		1,007		851,491
Mortgage Receivable									
Investments	571,316		715		286,209				838,240
Total Cash & Invest.	1,353,606		12,707		321,546		1,007		1,689,731
Tenant Acc't Rec	18,339								18,339
Tenant Acc't Rec-Fraud	3,734								3,734
Tenant Acc't Rec-Security Deposit									
Allow for Doubt Acc't	(1,100)								(1,100)
Acct Rec Other Pgmts	31,500								31,500
Acct Rec Other Agency									
Prepaid Insurance	84,918								84,918
Material Inventory	26,112								26,112
Pension Deferred Outflows	31,585		4,575						36,160
Miscellaneous									
Total Current Assets	1,548,694		17,282		321,546		1,007		1,869,394
Liabilities:									
Security Deposits	92,794								92,794
Payroll Deductions	196								196
Acct Pay Other Pgmts			30,500			1,000			31,500
Compensated Absence	22,091		981						23,071
Accrued Payroll	30,100		3,715						33,815
Accrued Payroll Taxes	2,109		255						2,363
Net Pension Liability	254,666		38,243						292,909
Pension Deferred Inflows	59,522		8,894						68,416
Miscellaneous	692								692
PILOT: Prior Year									
Current Year	12,083		715						12,083
FSS Escrow	32,038								32,753
Total Current Liabilities	689,289		83,303			1,000			690,292

Income Statement after 5 Months of Fiscal Year

Revenues:	Section 8 Vouchers		Home		TBRA-Security Deposits		Shelter Plus Care		Totals
	This Month	YTD	This Month	YTD	This Month	YTD	This Month	YTD	
Admin Fees Earned	14,290	67,905			1,860		303	1,747	14,593
Admin Fees Not Rec'd/Earned									
Bookkeeping/Mgmt Fees	15,111	74,932							15,111
Total Rents	30,789	157,066							30,789
Interest	357	1,589							357
Misc	7,709	35,204	9	(70)	0	1	0	1	369
Subsidy	27,955	139,863							27,955
Gain/Loss on Sale									
Total for Year	81,920	408,654	14,627	71,104	0	1,861	303	1,748	96,858
Expenses									
Administrative	53,637	230,873	17,257	76,834		1,860	303	1,828	71,227
Tenant Services		100							100
Utilities	1,111	4,946							1,111
Maintenance	21,787	118,331							21,787
General	11,330	54,104							11,330
Other Expenditures									
Casualty Loss/Grant receipt	(14,763)	(57,026)							(14,763)
Total Expenses	73,103	351,328	17,257	76,834	30	1,860	303	1,828	432,001
Depreciation Expense	0	-	(2,630)	(5,730)	0	0	0	(80)	-
Profit or (Loss) for Year	8,817	57,326	Profit	Profit	Loss	Profit	Profit	Loss	Profit
PHA Payments to LL									
HUD Payments to PHA									
Units Leased									

COCC - November 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 15,111	\$ 18,004	84%	\$ 74,662	\$ 90,021	83%	\$ 216,050
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 14,303	\$ 14,303	100%	\$ 34,327
Interest	\$ 168	\$ 167	101%	\$ 937	\$ 833	112%	\$ 2,000
Other Income	\$ 83	\$ 125	67%	\$ 339	\$ 625	54%	\$ 1,500
Totals	18,223	21,156	86%	\$ 90,241	105,782	85%	253,877
Expenses							
Administrative	\$ 19,590	\$ 17,683	111%	\$ 83,600	\$ 88,417	95%	\$ 212,200
Utilities	\$ 131	\$ 117	112%	\$ 655	\$ 583	112%	\$ 1,400
Maintenance	\$ 189	\$ 192	98%	\$ 1,154	\$ 958	120%	\$ 2,300
Protective Services	\$ 49	\$ 4	1180%	\$ 49	\$ 21	236%	\$ 50
General	\$ 587	\$ 583	101%	\$ 3,326	\$ 2,917	114%	\$ 7,000
Total Expenses	20,546	18,579	111%	88,785	92,896	96%	222,950
Profit or (Loss) for Year	(2,322)	2,577		1,457	12,886		30,927
	Loss	Profit		Profit	Profit		Profit

Public Housing - November 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 27,928	\$ 25,000	112%	\$ 142,763	\$ 125,000	114%	\$ 300,000
Other Income	\$ 7,626	\$ 10,625	72%	\$ 35,134	\$ 53,125	66%	\$ 127,500
Interest	\$ 188	\$ 167	113%	\$ 652	\$ 833	78%	\$ 2,000
Operating Subsidy	\$ 27,955	\$ 25,833	108%	\$ 139,863	\$ 129,167	108%	\$ 310,000
Totals	63,697	61,625	103%	318,412	308,125	103%	739,500
Expenses							
Administrative	\$ 28,497	\$ 25,258	113%	\$ 122,165	\$ 126,288	97%	\$ 303,090
Tenant Services	\$ -	\$ 250	0%	\$ 100	\$ 1,250	8%	\$ 3,000
Utilities	\$ 980	\$ 1,133	86%	\$ 4,291	\$ 5,667	76%	\$ 13,600
Maintenance	\$ 21,599	\$ 24,083	90%	\$ 113,999	\$ 120,417	95%	\$ 289,000
General	\$ 10,694	\$ 10,592	101%	\$ 50,729	\$ 52,958	96%	\$ 127,100
Casualty Loss/Grant Receipt	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	61,770	61,316	101%	291,284	306,579	95%	735,790
Profit or (Loss) for Year	1,927	309		27,128	1,546		3,710
	Profit	Profit		Profit	Profit		Profit

Description of Pension Plan

The Housing Authority of the City of Salina (Authority) participates in a cost-sharing multiple-employer pension plan (Pension Plan), as defined in Governmental Accounting Standards Board Statement No.67, *Financial Reporting for Pension Plans*. The Pension Plan is administered by the Kansas Public Employees Retirement System (KPERS), a body corporate and an instrumentality of the State of Kansas. KPERS financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org.

KPERS provides benefit provisions to the following statewide pension groups under one plan, as provided by K.S.A. 74, article 49:

- Public employees, which includes:
 - State/School employees
 - Local employees
- Police and Firemen
- Judges

Substantially all public employees in Kansas are covered by the Pension Plan. The State of Kansas and Kansas schools are required to participate, while participation by local political subdivisions is optional, but irrevocable once elected.

Those employees participating in the Pension Plan for the Authority are included in the Local employee group.

Benefits

Benefits are established by statute and may only be changed by the General Assembly. Members (except Police and Firemen) with ten or more years of credited service may retire as early as age 55 (Police and Firemen may be age 50 with 20 years of credited service), with an actuarially reduced monthly benefit. Normal retirement is at age 65, age 62 with ten years of credited service, or whenever a member's combined age and years of service equal 85 "points".

Monthly retirement benefits are based on a statutory formula that includes final average salary and years of service. When ending employment, members may withdraw their contributions from their individual accounts, including interest. Members who withdraw their accumulated contributions lose all rights and privileges of membership. For all pension coverage groups, the accumulated contributions and interest are deposited into and disbursed from the membership accumulated reserve fund as established by K.S.A. 74-4922.

Members choose one of seven payment options for their monthly retirement benefits. At retirement a member may receive a lump sum payment of up to 50% of the actuarial present value of the member's lifetime benefit. His or her monthly retirement benefit is then permanently reduced based on the amount of the lump sum. Benefit increases, including ad hoc postretirement benefit increases, must be passed into law by the Kansas Legislature. Benefit increases are under the authority of the Legislature and the Governor of the State of Kansas. For all pension coverage groups, the retirement benefits are disbursed from the retirement benefit payment reserve fund as established by K.S.A. 74-4922.

FINANCIAL SUMMARY

December 2015

COCC

Total YTD COCC revenue is under budget by \$18,549. Annual management fees from CFP and Public Housing of \$39,340 are budgeted monthly, but are drawn down as a lump sum.

Total YTD COCC expenses continue to be below budget by about 5%. Most of this variance is in staff travel and administrative salaries and benefits.

COCC will continue to loan funds to Section 8 to cover the administrative expense shortage. \$2,000 was loaned in December 2015, bringing the total loan balance to \$32,500. This loan is reflected on the balance sheet of both programs.

Public Housing

Total YTD Public Housing revenue is over budget by \$77,325. Rental income is \$20,505 more than budgeted, which includes \$10,510 in FSS forfeitures. Other Tenant Income, including mowing and maintenance charges, is \$10,587 over budget. Operating subsidy is over budget by \$12,818. The CFP Operations Fee budgeted at \$65,000 in FY2016 was drawn down as one amount in December, but is budgeted monthly.

Total YTD Public Housing expenses are right on budget. Administrative and Maintenance expenses are under budget by \$12,633, with \$8,100 of the administrative expense variance in the annual asset management fee paid to COCC, budgeted monthly at \$1,620, but drawn in one amount. General expenses, including insurance and bad debt expense are over budget by \$14,828.

Section 8/VASH

Total YTD Section 8 administrative revenue is right on budget. Total YTD expenses are \$3,090 over budget due to increased applicant verifications necessary to increase leasing. Expenses continue to be monitored closely.

As of December 31, the Net Restricted Position is \$252. This amount is restricted in use for HAP expenses.

TBRA

The TBRA checking account was opened in December 2014 with a \$1,000 loan from COCC. As of December 31, 124 households have received security deposit assistance totaling \$61,238, consisting of 53 Public Housing households, 67 Voucher households and 4 households not receiving other Housing Authority assistance.

Investments & Pledged Amounts

December 2015

	Bennington State Bank	First Bank Kansas	Total by Program
LOW RENT:			
Petty Cash	\$ 50.00		
Checking-Project 5584	\$ 214,502.79		
Money Market-PH 8581	\$ 207,123.81		
Checking-Cafeteria Plan	\$ 3,440.19		
CD #4931	\$ 152,002.61		
Money Market PH FSS Escrow		\$ 34,360.11	
CD #6710111		\$ 109,516.02	
CD#6710534		\$ 103,386.24	
CD# 6710214		\$ 109,543.19	
CD#6706887		\$ 64,830.72	\$ 998,755.68
COCC:			
Checking-COCC Acct #7621	\$ 429,614.57		\$ 429,614.57
SECTION 8/VASH:			
Checking	\$ 7,234.70		
Money Market S8 FSS Escrow		\$ 825.00	\$ 8,059.70
HOME:			
Checking	\$ 55,337.96		
CD#100012038	\$ 204,443.25		
CD #6710324		\$ 31,917.98	
CD#101395		\$ 29,847.54	\$ 321,546.73
SHELTER PLUS CARE:			
Checking	\$ 1,212.10		\$ 1,212.10
TBRA:			
Checking	\$ 862.81		\$ 862.81
SHA Assets:	\$ 1,275,824.79	\$ 484,226.80	\$ 1,760,051.59
Percentage of Total Invest:	72%	28%	100%
			\$ 1,760,051.59

AMOUNTS PLEDGED:	\$ 1,240,000.00	\$ 750,000.00
PLUS MINIMUM FDIC:	\$ 250,000.00	\$ 250,000.00
	\$ 1,490,000.00	\$ 1,000,000.00

Over (Under) Pledged \$ 214,175.21 \$ 515,773.20

Date of pledge: 12/31/2015 12/31/2015

Salina Housing Authority at 12/31/15						
Balance Sheet after 6 Months of Fiscal Year						
Section 8		Home		Shelter Plus Care		Total
Assets:	Low Rent/COCC	Section 8	Home	TBRA-Security Deposits	Shelter Plus Care	Total
Cash:						
Checking & other cash	854,731	7,235	55,338	863	1,212	919,379
Mortgage Receivable						
Investments	573,639	825	286,209			840,673
Total Cash & Invest.	1,428,370	8,060	321,547	863	1,212	1,760,052
Tenant Acc't Rec	(2,168)					(2,168)
Tenant Acc't Rec-Fraud	3,455					3,455
Tenant Acc't Rec-Security Deposit						
Allow for Doubt Acc't	(1,100)					(1,100)
Acct Rec Other Pgm's	33,500					33,500
Acct Rec Other Agency						
Prepaid Insurance	77,842					77,842
Material Inventory	26,112					26,112
Pension Deferred Outflows	31,585	4,575				36,160
Miscellaneous						
Total Current Assets	1,597,595	12,635	321,547	863	1,212	1,933,851
Liabilities:						
Security Deposits	92,066					92,066
Payroll Deductions	233					233
Acct Pay Other Pgm's		32,500		1,000		33,500
Compensated Absence	22,091					22,091
Accrued Payroll	31,459	4,072				35,531
Accrued Payroll Taxes	2,196	280				2,477
Net Pension Liability	254,666	38,243				292,909
Pension Deferred Inflows	59,522	8,894				68,416
Miscellaneous	692					692
PILOT: Prior Year						
Current Year	14,500					14,500
FSS Escrow	34,360	825				35,185
Total Current Liabilities	0.32	6.79	85,795	1,000	-	598,580

Income Statement after 6 Months of Fiscal Year						
Section 8 Vouchers		Home		Shelter Plus Care		Totals
Revenues:	Low Rent/COCC	Section 8 Vouchers	Home	TBRA-Security Deposits	Shelter Plus Care	Totals
	This Month	YTD	This Month	YTD	This Month	YTD
Admin Fees Earned		12,941	80,846	1,860	2,039	13,233
Admin Fees Not Recd/Earned						
Bookkeeping/Mgmt Fees	14,946	89,879				14,946
Total Rents	30,603	187,669				30,603
Interest	305	1,893	30	(40)	0	338
Misc	73,002	108,206	366	3,543		73,368
Subsidy	27,955	167,818				27,955
Gain/Loss on Sale						
Total for Year	146,812	555,466	13,310	84,414	0	160,444
Expenses						
Administrative	47,928	278,801	15,720	92,555	2	63,972
Tenant Services		100	30	180	2,121	375,518
Utilities	1,658	6,604				1,658
Maintenance	23,772	142,103				23,772
General	27,936	82,040				27,936
Other Expenditures						
Casualty Loss/Grant receipt	(5,094)	(62,120)				(5,094)
Total Expenses	96,200	447,528	30	180	2,121	112,245
Depreciation Expense	0	-	0	(220)	(80)	99,496
Profit or (Loss) for Year	50,612	107,938	(2,411)	(8,141)	(1)	48,200
	Profit	Profit	Loss	Loss	Loss	Profit
PHA Payments to LL		97,852		554,009		590,892
HUD Payments to PHA		93,386		528,895		565,971
Units Leased		339		1,949		357

COCC - December 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Bookkeeping/Mgmt Fees	\$ 14,946	\$ 18,004	83%	\$ 89,609	\$ 108,025	83%	\$ 216,050
Rental Fees	\$ 2,861	\$ 2,861	100%	\$ 17,164	\$ 17,164	100%	\$ 34,327
Interest	\$ 175	\$ 167	105%	\$ 1,111	\$ 1,000	111%	\$ 2,000
Other Income	\$ 167	\$ 125	134%	\$ 506	\$ 750	67%	\$ 1,500
Totals	\$ 18,149	\$ 21,156	86%	\$ 108,390	\$ 126,939	85%	\$ 253,877
Expenses							
Administrative	\$ 16,395	\$ 17,683	93%	\$ 99,996	\$ 106,100	94%	\$ 212,200
Utilities	\$ 90	\$ 117	78%	\$ 746	\$ 700	107%	\$ 1,400
Maintenance	\$ 390	\$ 192	204%	\$ 1,544	\$ 1,150	134%	\$ 2,300
Protective Services	\$ -	\$ 4	0%	\$ 49	\$ 25	197%	\$ 50
General	\$ 257	\$ 583	44%	\$ 3,583	\$ 3,500	102%	\$ 7,000
Total Expenses	\$ 17,133	\$ 18,579	92%	\$ 105,918	\$ 111,475	95%	\$ 222,950
Profit or (Loss) for Year	\$ 1,015	\$ 2,577		\$ 2,472	\$ 15,464		\$ 30,927

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Public Housing - December 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Rental Income	\$ 27,743	\$ 25,000	111%	\$ 170,505	\$ 150,000	114%	\$ 300,000
Other Income	\$ 72,835	\$ 10,625	686%	\$ 107,969	\$ 63,750	169%	\$ 127,500
Interest	\$ 130	\$ 167	78%	\$ 782	\$ 1,000	78%	\$ 2,000
Operating Subsidy	\$ 27,955	\$ 25,833	108%	\$ 167,818	\$ 155,000	108%	\$ 310,000
Totals	\$ 128,663	\$ 61,625	209%	\$ 447,075	\$ 369,750	121%	\$ 739,500
Expenses							
Administrative	\$ 23,867	\$ 25,258	94%	\$ 146,032	\$ 151,545	96%	\$ 303,090
Tenant Services	\$ -	\$ 250	0%	\$ 100	\$ 1,500	7%	\$ 3,000
Utilities	\$ 1,568	\$ 1,133	138%	\$ 5,859	\$ 6,800	86%	\$ 13,600
Maintenance	\$ 23,382	\$ 24,083	97%	\$ 137,380	\$ 144,500	95%	\$ 289,000
General	\$ 27,679	\$ 10,592	261%	\$ 78,408	\$ 63,550	123%	\$ 127,100
Casualty Loss/Grant Receipt	\$ -	\$ -		\$ -	\$ -		\$ -
Total Expenses	\$ 76,495	\$ 61,316	125%	\$ 367,779	\$ 367,895	100%	\$ 735,790
Profit or (Loss) for Year	\$ 52,168	\$ 309		\$ 79,296	\$ 1,855		\$ 3,710

Section 8 - December 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
Admin. Fees Earned	\$ 12,941	\$ 13,375	97%	\$ 80,846	\$ 80,250	101%	\$ 160,500
Interest	\$ 3	\$ 4	70%	\$ 25	\$ 25	100%	\$ 50
Shelter Plus/TBRA Fees	\$ 128	\$ 433	30%	\$ 2,354	\$ 2,600	91%	\$ 5,200
Fraud Recovery	\$ 238	\$ 375	63%	\$ 1,189	\$ 2,250	53%	\$ 4,500
Totals	13,310	14,188	94%	84,414	85,125	99%	170,250
Expenses							
Administrative	\$ 15,720	\$ 14,911	105%	\$ 92,555	\$ 89,465	103%	\$ 178,930
Total Expenses	15,720	14,911	105%	92,555	89,465	103%	178,930

Profit or (Loss) for Year
 Loss (2,411) (723) Loss (8,141) (4,340) Loss (8,680)

Shelter Plus Care - December 2015

	Actual Month	Budget by Month	%	Actual YTD	Budget YTD	%	Budget
Revenues:							
HAP Earned	\$ 5,317	\$ -	-	\$ 37,076	\$ -	-	\$ -
Admin Fees Earned	\$ 292	\$ -	-	\$ 2,039	\$ -	-	\$ -
Interest	\$ 0	\$ -	-	\$ 1	\$ -	-	\$ -
Totals	5,610	0	0	39,117	0	0	0
Expenses							
Administrative	\$ 292	\$ -	-	\$ 2,121	\$ -	-	\$ -
HAP Payments	\$ 5,112	\$ -	-	\$ 36,883	\$ -	-	\$ -
Total Expenses	5,404	0	0	39,004	0	0	0
Profit or (Loss) for Year	Profit 205	Profit 0		Profit 113	Profit 0		Profit 0

SALINA HOUSING AUTHORITY

January 2016

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

Financial:

The Salina Housing Authority received \$27,955 in December and \$28,389 in January in Operating Subsidy for Public Housing. We received \$90,985 in December and \$94,636 in January in HAP for the Section 8 and VASH programs plus an additional \$5,399 to cover an anticipated shortfall. We have approximately \$7,300 remaining in Net Restricted Assets for Section 8 and VASH.

Operations funding of \$65,000 from the CFP 2014 grant was drawn down and received on December 4.

The monthly administrative fee for Section 8 was \$12,941 for December and \$12,941 for January, however; we received an additional \$4,770 for Jan-Sep admin fee reconciliation. As discussed and approved in the budget, we will continue to assess full management fees to the Section 8 program but loan funds back to the Section 8 program to cover variances. The total amount of the loan is \$32,500.

The administrative fees for the current TBRA grant have been exhausted due to the KHRC requirement to request the fees in \$100 increments. There is approximately \$32,780 remaining in the TBRA grant to be used to provide security deposit assistance.

Funding for the 2014 FSS grant that expired December 31 has been depleted. The 2015 FSS grant of \$60,000 is now open for use of FSS Coordinator expenses.

Program Updates:

The Salina Housing Authority was awarded \$60,000 in the ROSS grant to fund the Family Self Sufficiency Program Coordinator position. The grant opened on January 1, 2016

The Executive Director is working with the City Attorney to resolve the deeds for the Salina Housing Authority properties and to properly title all properties. A full legal description of all properties has been assembled and was attached to the Declaration of Trust (DOT) that was filed on July 31, 2015. The DOT was registered and approved in August. The City Attorney has completed the draft of the Declaration of Title. There were some minor changes that are being made. He will forward as soon as it is complete.

Facilities/Capital Fund Program:

846 Choctaw has been approved for sale. During a title search it was noted that a prior Declaration of Trust (DOT) is listed on the title. The SHA has determined that there are other DOTs in effect. A request for release of old DOTs has been submitted to HUD and forwarded to the legal department there for review and release.

The office building located at 469 S. 5th Street is preparing to accept bids for the replacement of the furnace/air conditioning units at the site. There are three furnaces and three HVAC units on site ranging from 15-25 years in age.

HUD Regulation/Legislative

The Department of Housing and Urban Development (HUD) issued a proposed rule entitled "Instituting Smoke-Free Public Housing" in November 2015. Comments were due no later than January 19, 2016. HUD has encouraged agencies to move to smoke-free policies for a number of years. The proposed rule would mandate very specific smoke-free policies. SHA moved to a smoke-free policy in March 2014 and sees very minor revisions to the current policy if the proposal is enacted.

On January 4, 2016 HUD published the final fair market rents (FMR) for federal fiscal year 2016. PHA's are required to adjust payment standards between 90 and 110 percent of the applicable 2016 FMR. For the Public Housing program, Notice PIH 2015-13 states that PHAs must review flat rents for required adjustments "no later than 90 days after issuance of new FMRs by HUD.

The FY 2016 Omnibus spending package was approved in December. It increased spending for HUD by \$1.9 billion when accounting for the lost Federal Housing Administration revenue that boosts the HUD budget.

Training/Education

Ms. Lewis attended a transitional meeting on January 12th for the KS NAHRO elected officials.

Ms. Lewis will attend the SW NAHRO Winter Committee Meeting January 28-29 in Grapevine, TX.

Community Engagement/Networking

The Executive Director attended local weekly Rotary meetings and Design Review Board meetings. The Director also attended the SAUW United Priority meeting on December 2nd and January 6th, the SAUW Board Meeting on December 16th and Business After Hours at Marshall's.

The Director has accepted a position on the City of Salina Chamber of Commerce board. She attended the December meeting and Orientation on January 15th.

The Director presented at Redeemer Lutheran Church on January 13th to a group on congregants about the programs that the Salina Housing Authority offers. She also met with a representative from Cohen-Esrey about a possible Lee Building development.

Miscellaneous

The Director met with the Community Planning Director on December 8 and the City Manager on 12/15/15 to discuss the Housing Study and the role of the SHA.

The HR Committee met on January 13th at the Salina Housing Authority large conference room.

OLD BUSINESS

a. None

NEW BUSINESS

- a. Resolution No. 2016-959 Fair Market
Rent and Payment Standard

SALINA HOUSING AUTHORITY
BOARD OF COMMISSIONERS

MEMO

January 6, 2016

From: Tina Lewis, MBA, Executive Director

Meeting: January 26, 2016

Subject: 2016 Fair Market Rent & 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.

The Department of Housing and Urban Development determines Fair Market Rents annually in accordance with CFR 24-888.111. 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 March 24, 2015. On December 11, 2015 the Final FY 2016 Fair Market Rent was issued by the US Department of Housing and Urban Development.

DISCUSSION

Each year, the Department of Housing and Urban Development notifies housing authorities of any increase or decrease to the Fair Market Rents. On December 11, 2015, a Federal Register was published announcing the final revised 2016 Fair Market Rents for the Housing Authority's service area, which are effective December 11, 2015. The Salina Housing Authority service area includes the City of Salina.

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

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

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

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

Those landlords who are currently under Contract are allowed an annual percentage adjustment in Contract Rent, using guidelines published in a separate notice. Additionally, the new Payment Standards are utilized in the recertification process for existing Section 8 HCV program participants.

ALTERNATIVES

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

1. Approve Resolution No. 2016-959, adopting the Payment Standards based on the Revised Fair Market Rents to be effective March 1, 2016.
2. Modify to meet the needs of the Commissioners.
3. Table the issue.

RECOMMENDATION

Housing Authority Staff recommends approval of Resolution No. 2016-959, establishing Payment Standards that are at 100% of the 2016 Fair Market Rents to assist program participants in locating suitable units under the Section 8 Housing Choice Voucher, Shelter Plus Care and Veterans Affairs Supportive Housing Programs.

POSSIBLE MOTION

Approve Resolution No. 2016-959 adopting the Payment Standards based on the 2016 Revised Fair Market Rents to be effective March 1, 2016.

Attachments:

1. Final 2016 Fair Market Rent Documentation for Salina
2. Payment Standard Comparison
3. Resolution No. 2016-959



FY 2016 FAIR MARKET RENT DOCUMENTATION SYSTEM

The Final FY 2016 FMRs for All Bedroom Sizes

Final FY 2016 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$540	\$548	\$734	\$939	\$1,006

The Office of Management and Budget release new Core Based Statistical Area definitions in February 2013. The Census American Community Survey incorporated these definitions in the [ACS₂₀₁₃ release](#), which are the basis for FY2016 Fair Market Rents. HUD has elected to continue use of the pre-2013 definitions except where the post-2013 definitions result in a smaller FMR area. This is consistent with HUD's objective to maximize tenant choice by allowing FMRs to vary locally.

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. 2009-2013 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 FY2016 provided the estimate is statistically reliable. The test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself.

If an area does not have a reliable 2009-2013 5-year, HUD checks whether the area has had a reliable estimate in any of the past 5 years. If so, the most recent reliable estimate is updated by the change in the area's corresponding State metropolitan or non-metropolitan area from the year of the most recent reliable estimate to 2009. This update value becomes the basis for FY2016.

34.

**RESOLUTION NO. 2016-959
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;

2016	0BR	1BR	2BR	3BR	4BR
Fair Market Rent	540	548	734	939	1006
Payment Standard	540	548	734	939	1006

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 March 1, 2016.

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

AYES 4


NAYS 0

The chair declared such motion carried and the Resolution finally adopted.
Adopted this 26th day of January 2016.

ATTEST:



Tina Lewis, Secretary



Kristin Gunn, Board Chair