

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
Waco Housing Authority
Kate Ross Community Center
1115 Cleveland
Waco, Texas
November 9, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
 - RAD (South Terrace)
 - RAD (Melody Grove)
 - Trendwood
- VI. New Business
 - RESOLUTION NO. 3880 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO CERTIFY THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) TO HUD.
- VII. Departmental Report Questions
- VIII. Consideration of Future Agenda Items
- IX. Executive Session
 - Section 551.072
 - Deliberation regarding real property/real estate
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
Waco, Texas
October 12, 2023
12:00 Noon

- I. Chair John Bible called the meeting to order at 12:04 p.m.
- II. Establishment of Quorum
Commissioner's present: John Bible, LaTonya Lewis, Brad Kinkeade

Commissioners absent: Melli Wickliff, Jon Ramos
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
Board Chair John Bible asked for a motion to approve the minutes of the September 2023 Board Meeting. Commissioner Latanya Lewis made the motion and Commissioner Brad Kinkeade seconded the motion. Board Chair John Bible called for a vote and the motion passed unanimously.
- V. Updates
President/CEO provided an update to the South Terrace RAD project and advised they we have an anticipated completion date of March 2024.
President/CEO and Art Schultz updated the board on the progress for Melody Grove (Estella Maxey) RAD Development.
President CEO provided an update to the board regarding Trendwood and they are still on track with renovations.
- VI. New Business
 - **RESOLUTION NO. 3878 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE FOR THE PURPOSES OF AQUIRING AND OPERATING A DEVELOPMENT LOCATED AT APPROXIMATELY 1402 GHOLSON RD WACO, TX 76704, MCLENNAN COUNTY, TEXAS (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**
The President/CEO explained to the board that this resolution is being removed from being voted on during the meeting. We hope to have an agreement for the board to review at the November board meeting.

Resolution No. 3878
Resolution was not voted on or approved.
 - **RESOLUTION NO 3879 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH WINTERHAWK, LP OR ITS AFFILIATE FOR THE PURPOSES OF AQUIRING AND OPERATING A DEVELOPMENT OF 18.98 ACRES LOCATED AT APPROXIMATELY AIRPORT ROAD AND STEINBECK, WACO, TEXAS (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**
The President/CEO explained to the board that this resolution is regarding the negotiations between WHA and Winterhawk, LP for the development on Airport Road. Chair John Bible asked for a motion to approve Resolution No. 3879. Commissioner Latonya Lewis made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair John Bible called for a vote and the motion passed unanimously.

Resolution No. 3879
A copy of this resolution may be found in the resolution file.

VII. Reports
Administrative Services
Everything for the Admin Dept. was usual business.

Information Technology
Everything for the I.T. was usual business.

OPERATIONS –Vice President Gloria Dancer
Rising Images
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

MOD
Everything for MOD was usual business.

PUBLIC HOUSING
There are 1237 applicants on the WHA Public Housing Waiting list.

MAINTENANCE
The Maintenance Department continues to work on making readies.

SECTION 8 - Milet Hopping
The Section 8 department currently is leasing 2588 vouchers and has 1321 total applicants on the combined waiting lists. There are 66 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping
Our Community Services Department continues to work with the residents and community.

FINANCE – Vice President Edwina Viera
A summary of the financial statements and Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

IX. Adjournment
Chair, John Bible, adjourned the meeting at 1:41 p.m.

Secretary

Chair of the Board

Seal

**South Terrace Progress Report
Brinshore Development, L.L.C.
Waco Housing Authority Board Meeting
November 9, 2023**

Issues Addressed this Month:

- **Liberty Mutual Master Agreement**
- **Construction Progress**
- **Unit Delivery Schedule**

Liberty Mutual Master Agreement

On October 13, all parties executed the Transfer Agreement with Liberty Mutual, the Payment and Performance Bond Surety. They are now the General Contractor and have hired Nicholson to be their Construction Manager to finish the construction on site. Liberty Mutual has now taken over responsibility for completing the construction of the project and has settled outstanding claims and ratified subcontracts with most subcontractors. The outstanding claims were divided into two portions: 1) the bonded work, which was the work approved to be performed by J4 as part of the construction contract and the approved change orders for which Liberty Mutual is responsible for, and 2) non-bonded work, which is the insurance work that was necessary to fix the damage caused by the storm Uri, and for which Brinshore and the WHA are responsible for. We have agreed on a price to pay Liberty Mutual to settle the nonbonded work claims, as they are doing the negotiating with the subs, and will use these funds to settle all claims.

In the meantime, Liberty Mutual has affirmed J Michaels to complete the work on the sidewalks and the sewer laterals, and this work has commenced, and has ratified several other subcontracts so that all the work is being remobilized currently. Since many of the permits for the Mechanical Electrical and Plumbing subs have expired, new permits are being obtained prior to beginning work.

Construction Progress

56 units remain to be completed. Nicholson Management (Liberty Mutual's construction manager) has officially mobilized, with site concrete work, sanitary replacement work, general site clean-up, and interior mechanical work now taking place. Interior finish work is scheduled to resume the week of 11/6, followed by punch list inspections the week of 11/13. It is anticipated that 12-15 units will be turned over for occupancy by the end of November. Nicholson Management intends to substantially complete the project by March 31, 2024.

Unit Delivery Schedule

The management team has been slow but steady with processing applications. They are nearing their goal of filling all available units and focusing on pre-leasing all that remain. Project is just over 75% occupied.

- 194 units have been rehabbed to date.
- The current occupancy is 188 out of 250 units, or 75%.
- The site has 17 household applications in process. Of those, two (2) are approved and are ready for move in the first week of November into previously rehabbed units.
- Nicholson has produced a lookahead schedule showing six units ready for inspection next week and nine units ready the week after that. All but one 4br unit have an applicant processing for move in.
- A total of 18 units are scheduled to be delivered by year end.



INTEGRAND DEVELOPMENT, LLC

Solutions, Experience & Integrity

Board Report

November 2023

2023 LIHTC Round

- Melody Grove was approved by TDHCA.
- Carryover Allocation Agreement-submitted Oct 31st

FHLB Dallas AHP Application

- Awarded in October - An application to FHLB-Dallas was submitted for \$850,000 in AHP grant funds.

Next Steps

- Secure multiple debt and equity proposals for review by WHA
 - Received 2 LOI's, waiting for 2 more.
 - Once all LOI's are received then WHA will review.
- Integrand will be presenting an updated master plan for the next 2 phases in the coming weeks.
- Completed - Pavilion Construction will be performing selective demolition in a vacant unit at Melody Grove so the architect and contractor can get a better view of hidden conditions.
 - Results pending review.
- Finalize architectural plans and site amenities.
- Prepare cost estimates/pricing with Pavilion Construction
 - Received pre-development contract with pavilion to verify conditions such as walls, sewer, water, etc.
- RAD Financing Plan extended, but determination remains to be made about continuing with RAD or switching to Section 18 disposition application.
- Meet with City for a discussion on reducing water-sewer rates as a benefit to WHA in replacement of the TIF benefits.
- Conduct additional resident and community meetings.
- Develop final relocation strategy with USI.
- Integrand is working with a local realtor to identify high scoring sites for the next funding round.

Schedule

- Placed-in-Service Date is 12/31/25
- Target closing first quarter 2024.
- Target completion mid 2025

330 Marshall Street
Suite 900
Shreveport, Louisiana 71101
Phone: (318) 226-1411

www.integranddev.com

12629 New Brittany Boulevard
Building 16
Fort Myers, Florida 33907
(239) 275-8029

A Housing Solutions Alliance, LLC/National Development of America, Inc. Company

Trendwood Update

Construction Updates

- We are getting close here! All that is left is to finish is the pavilion structure, final grading of the parking lot once the storage containers are removed. Project punch is in process and then the final cleanup will commence.
- We are still waiting for the utility company to install the house meters, but I'm told we think it'll happen by the end of next week. This has been just an incredibly slow process with them.

Management

- Attached is the November Services Calendar
- Management is focusing on the lease up and is aiming to be fully leased by November 15th.

Security

- Camera install is in process and should be live as soon as the house meters are installed.
- Patrols are continuing as planned

LIHTC/Financing

- We are working with the TDHCA asset manager to file the tax credit LURA.
- Our accountants are tee' d up to prepare the cost certification once the project is fully complete.
- We will request the as-improved rents from HUD next month and begin the process to convert the loan to the permanent/amortizing phase. The bonds will be paid off then as well.

**Administrative Services Department
October 2023 Report**

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **224** checks (all other checks were direct deposited and check stubs can be accessed by landlords through the landlord portal.)
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting.
- Applications
 - **211** Public Housing / **0** Mart
 - **0** VASH
- Processed **763** pieces of incoming mail
- Processed **4,166** pieces of outgoing mail
- Proofed all department monthly reports
- Made **364,100** copies for departments
- Sent out **90** Late Notices for Public Housing
- Sent out **125** Notices of Concern
- Sent out **505** Utility Notices

Clients and Visitors

There was a total of **160 persons** that checked in to the receptionist in the lobby.

There was a total of **8,129 incoming calls** handled by the receptionist for the month.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. Raintree had a total of 80 units in the program, 40 very low income and 40 low incomes based on the compliance audit completed, 12 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. Picadilly had 6 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. Cimmaron had a total of 62 units in the program, 28 very low income and 34 low incomes. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

Employee	Training Class	Dates	Location
Rebecca Ellis	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Melissa Johnson	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
My linda Browder	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Milet Hopping	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Gloria Dancer	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Rebecca Ellis	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Janie Lovell	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Vicki Horn	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Shameka Whittington	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Corina Mendoza	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Rebecca Ellis	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Edward Cotton	How to Effectively Manage Your Maintenance Program	02/06-02/09	Webinar
Rebecca Suarez	Effective Internal Controls	2/9/2023	Webinar
Milet Hopping	Advocacy Day	02/20-02/21	Austin
Rebecca Ellis	Advocacy Day	02/20-02/21	Austin
Briotony Porter	Sorting and Decision Making: Two Key Skills for Effective Decluttering	3/20/2023	Webinar
Victor DeWitt	Certified Pool Operator Course	03/16-03/17	Hewitt
Crystal Anthony	Family Self-Sufficiency & Exam	03/21-23/2023	Webinar
CaSaundra Foreman	Family Self-Sufficiency & Exam	03/21-23/2023	Webinar
Milet Hopping	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Rebecca Ellis	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Gloria Dancer	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Jon Ramos	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
John Bible	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Milet Hopping	Multifamily Direct Loan Training	03/0/2023	Webinar
Janie Lovell	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar
Vincent Pearson	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar
Edward Cotton	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar

Crystal Anthony	Peer Support for FSS Case Managers	4/6/2023	Webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	4/6/2023	Webinar
Milet Hopping	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Gloria Dancer	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Rebecca Ellis	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Mylynda Browder	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Corina Mendoza	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exa	04/11-13/2023	Corpus Christi
LaTasha Love	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exa	04/11-13/2023	Corpus Christi
Maria Lozano	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Crystal Anthony	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	Webinar
CaSaundra Foreman	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	Webinar
Zoila Acevedo	AH Forward: Financial Reporting for the FSS Program	4/13/2023	Webinar
Briotony Porter	Master of Social Work Colloquium	4/21/2023	Webinar
Gloria Dancer	Documenting Resident Violations in 2022-23	4/20/2023	Webinar
Craig Bottenfield	Payroll Law 2023 - Avoid Costly Mistakes and Legal Blunders	4/26/2023	Online Seminar
Rebecca Suarez	VMS, RNP Reconciliation & Updates	4/26/2023	Webinar
Rebecca Suarez	Understanding HUD's Two-Year Tool	4/27/2023	Webinar
Janie Lovell	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Charles Cervantez	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Ryan Tomlinson	DIR Navigating DIR's Contracts	5/4/2023	Temple
Rebecca Ellis	Develop the leader Within You: Transform from Average Manager to	5/4/2023	Webinar
Briotony Porter	Master of Social Work Colloquium	5/9/2023	Webinar
Janie Lovell	RAD Project Based Voucher	05/15-18/2023	Houston
Denikca Simmons	RAD Project Based Voucher	05/15-18/2023	Houston
Christina Miller	RAD Project Based Voucher	05/15-18/2023	Houston
Rebecca Suarez	GASB 96 Implementatin & Gasb 87 Trends & Updates	5/24/2023	Webinar
Crystal Anthony	Peer Support for FSS Case Managers	6/8/2023	Webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	6/8/2023	Webinar
Milet Hopping	Meeting-Succession Planning		Webinar

Edwina Viera	24th Annual Public Housing Conference for Financial Professionals	6/6 - 7/23	Las Vegas, NV
Melissa Johnson	Preparing HUD-Assisted Residents for Workforce Opportunities	6/14/2023	Webinar
Milet Hopping	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Gloria Dancer	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Rebecca Ellis	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
S8 & PH Employees	HUD's New Ruling on Criminal Behavior in 2023	Various	Digital Download
Gloria Dancer	In-depth HUD Training	7/6/2023	Waco, TX
LaTanya Rector	In-depth HUD Training	7/6/2023	Waco, TX
Janie Lovell	In-depth HUD Training	7/6/2023	Waco, TX
Milet Hopping	NAHRO 2023 Summer Symposium	7/12 - 16/2023	Washington DC
Melissa Johnson	NAHRO 2023 Summer Symposium	7/12 - 16/2023	Washington DC
Ferlisa Raglin	TAA Board Meeting	7/27-28/23	Ft. Worth, TX
Gloria Dancer	Ethics for Housing Professionals	8/1/2023	Webinar
Gloria Dancer	Ethics for Management	8/2/2023	Webinar
Craig Bottenfield	Issuing Final Paychecks: Requirements for Terminated Employees	8/2/2023	Webinar
Charles Cervantez	NAHRO: How to Effectively Manage Your Maintenance Program	8/7 - 10/23	Webinar
Briotony Porter	Climate Change and Mental Health	8/8/2023	Webinar
Gloria Dancer	NAHRO: The Definitive Guide for Executive Directors	8/8-9/23	Webinar
Milet Hopping	NAHRO DEI & Community Readiness Training	8/22 - 24/2023	Webinar
Ferlisa Raglin	How to Communicate with Tact and Professionalism	9/12-13/2023	Webinar
My linda Browder	HR Specialist Summit	9/13-14/23	Webinar
Janie Lovell	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Ferlisa Raglin	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Melody Gober	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Heather Burns	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Gloria Dancer	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Rebecca Ellis	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Melissa Johnson	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Janie Lovell	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
LaTanya Rector	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Milet Hopping	2023 National Conference & Exhibition	10/3-8/2023	New Orleans

Gloria Dancer	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Rebecca Ellis	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Janie Lovell	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Melli Wickliff	2023 National Conference & Exhibition	10/4-7/2023	New Orleans
Melissa Johnson	2023 National Conference & Exhibition	10/5-8/2023	New Orleans
LaTanya Rector	2023 National Conference & Exhibition	10/5-8/2023	New Orleans
Jon Ramos	2024 National Conference & Exhibition	10/5-8/2023	New Orleans
Charles Cervantez	2024 National Conference & Exhibition	10/5-8/2023	New Orleans
Rebecca Ellis	Ethics for Management	11/1/2023	Webinar
Kaitlin Dragoo	Texas Public Purchasing Association Conference	11/6-9/23	Denton, TX
Rebecca Ellis	NAHRO: The Definitive Guide for Executive Directors	11/7-8/2023	Webinar
Bridgett Ellis	NSPIRE for HCV	11/28-30/2023	Grapevine TX
Andre Haywood	NSPIRE for HCV	11/28-30/2023	Grapevine TX
Alastair Whitman	Procurement & Section 3 Training	December 5-7, 2023	Webinar
Kaitlin Dragoo	Procurement & Section 3 Training	December 5-7, 2023	Webinar

Information Technology

October 2023

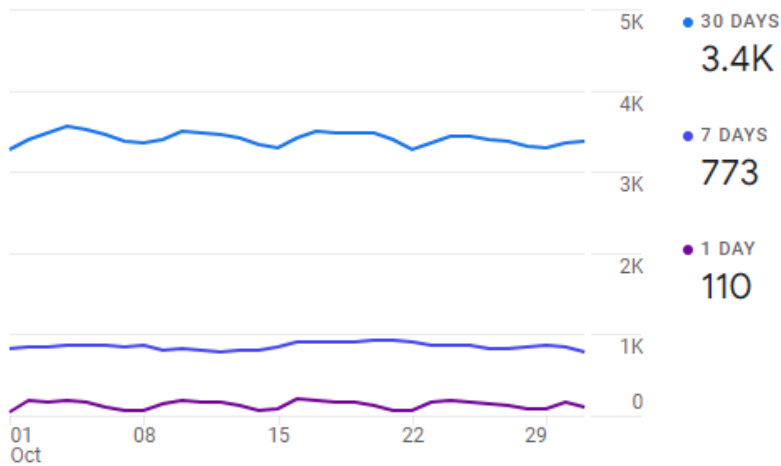
- **HMS Windows Software, Software Applications, & IT Support Calls**
 - All support calls were closed within 24 hours.
 - As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.
- **Web Page**
 - Waco Housing Authority web page address is www.wacopha.org
- **Server, Computer, and Phone System Uptimes**

WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**
 - Certify WHA EIV users in HUD secure systems.
 - Facilitate and attend Yardi on site demo with WHA staff.
 - Continuing revamp of resident Computer labs (Community Services).
 - MRI Happy housing software additional demo reviews on digital documents, inspections, etc.
 - Continue Implement new Phone system software 90% complete (cloud PBX)
 - Researching Stratodesk software for revamping HP computers to thin clients
 - Cut over network at two locations, moving sites to a conventional local internet connection, with web-based software transitions coming soon, we no longer need dedicated connections to the sites, moving from an on-site (HQ) data center to a cloud-based software solution.
 - Visited new Hill County office facility to evaluate network requirements.

Wacopa.org Oct web statistical

User activity over time



Sessions by

Session default ch...

SESSION DEFAULT ...	SESSIONS
Organic Search	3.5K
Direct	1.2K
Referral	153
Organic Social	98
Unassigned	97
Organic Video	1

[View traffic acquisition](#) →

Users by Device model

DEVICE MODEL	USERS
iPhone	1.5K
Chrome	477
Edge	287
Safari	120
SM-A146U	83
ChromeBook	67
SM-A037U	41

[View device models](#) →

Users by Operating system

OPERATING SYSTEM	USERS
iOS	1.6K
Android	872
Windows	759
Macintosh	119
Chrome OS	67
Linux	37
Fuchsia	1

[View operating systems](#) →

Social Media Statistical

Increase Facebook reach



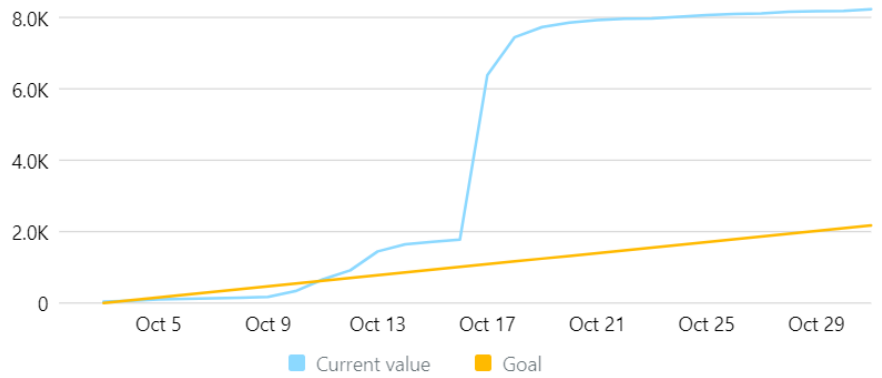
8.2K/2.2K

Oct 3 - Oct 31

Goal achieved

Great job!

Start new goal



Audience reach is up 378% in October 23.1% over 90 days.

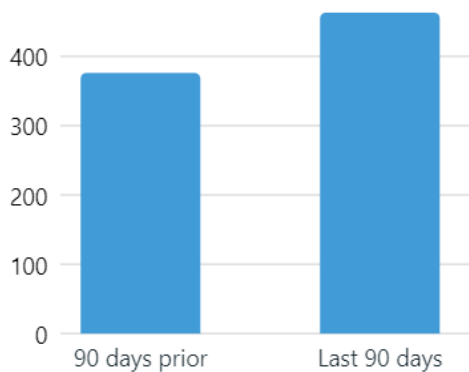
Reach is up 30.5 % over 90 days

Engagement

Post reactions, comments and shares ⓘ

463 ↑ 23.1%

Total from last 90 days vs 90 days prior

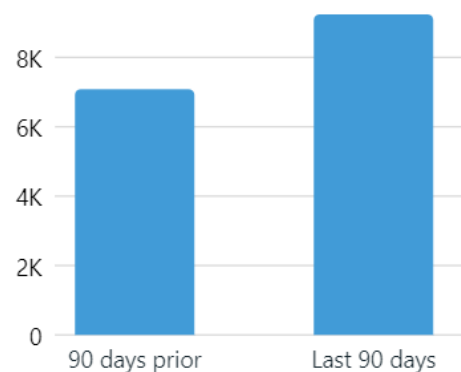


Reach

Post reach ⓘ

9.2K ↑ 30.5%

Total from last 90 days vs 90 days prior



Note: Facebook continues to be our most effective platform for engagement and overall audience reach.

Rising Images, Inc.
Board Report for October 2023

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
	Total Units	Vacant Units	Percentage Occupied
Picadilly	6	0	100%
Raintree	156	0	100%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$53,393.00	\$52,301.00	\$52,301.00	100%
Hunnington	\$36,346.00	\$35,200.00	\$35,048.61	99%
Misty Square	\$8,800.00	\$8,640.00	\$8,640.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,562.88	\$ 4,853.00	\$4,853.00	100%
Raintree	95,928.15	\$97,440.00	\$97,440.00	100%

Contracts (MOD)

Falcon Welding has replaced two staircases at Cimmaron Bldg. 10 and one at Hunnington Bldg. H

Administration

Cimmaron is in compliance with the requirements for the Affordable Housing Program.
Hunnington is in compliance with the requirements for the Affordable Housing Program.
Picadilly is in compliance with the requirements for the Affordable Housing Program
Raintree is in compliance with the requirements for the Affordable Housing Program

Modernization Department October 2023 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2018/518	\$1,820,616.00	\$1,820,341.00	99%	100%	May 28,2026
2019/519	\$1,904,253.00	\$1,116,232.02	58%	58%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	26%	26%	March 25, 2026
2021/521	\$1,692,421.00	\$338,484.20	20%	20%	February 22, 2025
2022/522	\$2,098,065.00	\$349,677.60	14%	16%	May 11, 2026

Public Housing Current Projects

Rising Images Current Projects

- Real Estate Developer
 - Awarded to McCormack, Baron, Salazar.
- Roof Replacement at various buildings at Raintree & Cimmaron
 - Recommend awarding to Flores Construction
 - On November board meeting

Hill County Current Projects

- Office remodel
 - Sealed Bids due July 11, 2023
 - Awarded to Zamco Services for \$57,438.43
 - Start Date September 5, 2023
 - Estimated completion November 2023

Housing Operations Monthly Report

October 2023

Public Housing Report

Staff

Total Employees – 10 Temporary Staff –

Waiting List Information

Total number of applicants on the waiting list – 1181

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list.

Notification for assistance mailed	4
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	4
Units rejected by applicant	0
Total applicants not qualified	10

The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as residents of our communities. There was a total of (114) orientation letters emailed, (69) packets were mailed out from letter responses (16) received and in process of verifications, (45) no response, (6) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	19	19	0
Estella Maxey	13	13	0
Total	32	32	0

We have completed 100% of certifications for this month. According to PIC submission we have reported. 100 % certifications for dates through September 30, 2023.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	3	1	
Total	3	1	0

Percentage of Rent Collected

98% of the rent for October was collected, we did meet our goal of 97%.

Last Quarterly Average was: 86% for July-August- September

Occupancy Percentage

The occupancy percentage for October was 79%; we did not meet our goal of 97%.

Last Quarterly Average was 82% for July-August- September

Maintenance Report

Staff

Total Employees – 6 regular employees

6 Vacant positions - Estella Maxey (Aide B, Utility Laborer, Tech 1) Kate Ross (Aide B, Utility Laborer, Tech 2)

Temporary staff 2 (interviews in progress for possible hire)

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	88	71%	27
Estella Maxey	87	61%	34
Total	175	65%	61

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.9 days which is well within our goal. RAP work order system is proving to be effective. More work orders are being completed and closed out in a timelier manner with Rapid Action Planning.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	27	27	0
Over 24 hours	0	0	0
Total	27	27	0

Completing all emergency work orders within twenty-four (24) hours is our established goal.

October Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
74	21.6	13.6	109.42

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
74	21.6	13.6	109.2

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 109.2, this puts us over by 89 days.

October Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	240	288	83%
Estella Maxey	270	362	74%
Overall Occupancy	510	650	79%

Public Housing consists of 652 dwelling units, four are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 23 - 24

Community	Total apts.	Units Inspected	22 -23 Annual Inspection Work Orders Y.T.D.
Kate Ross	288	0	0
Estella Maxey	362	0	0
Overall	650	0	0

Fleet Vehicle Inspection

Total Vehicles Inspected (2) – Tire repairs, vehicles winterized/topped off with fluids and serviced in house.

Planned/Preventative Maintenance

Heat calls are increasing, while running calls, system filter/heat is checked for preventative maintenance. New work order strategy implemented - (RAP) Rapid Action Planning to help structure skillsets to tasks - status- catching on with team successfully -update- Work orders getting completed more rapidly w/ more competence allowing more time to work turnover units.

Accident-free days by staff FY 2023/2024

The maintenance staff has accumulated 31 accident-free days with (0) loss time days for the month of October. We strive for safety in the workplace to be a priority. A morning safety briefing is conducted daily at the Maintenance including hands on training and video programs.

Expenditures

Monthly Budget	\$30,730.00
October 2023	\$17,315.42

Expenditures: Maintenance supplies. Office supplies. Window repairs. Tree cutting service, Electrical repairs.

Security Report for October 2023

		WACO HOUSING AUTHORITY		<u>Oct-23</u>
		SECURITY REPORT		
CRIMINAL OFFENSES	ESTELLA MAXEY		KATE ROSS	
	MONTH	YTD	MONTH	YTD
HOMICIDE				1
ROBBERY				
ASSAULTS				
Agg. Assault		1		
Sexual Offense				
Simple Assault	1	18	1	10
Family Violence	3	15	1	7
BURGLARY				
Habitation	1	5		7
Auto		1		4
AUTO THEFTS/REC				
ARSON				
Criminal Trespass	2	10	1	8
CRIMINAL MISCHIEFS	1	1		4
WEAPON VIOLATIONS				
DRUG ARREST				
Felony				
Misdemeanor				
DRUGS CONFISCATED		1gr		
Pills				
HOUSING RELATED				
CALLS OF SERVICE				
Other Agency	11	120	10	144
Security	5	50	3	53
Assist				
INCIDENT REPORTS				
Other Agency	3	85	6	83
Security	2	33	3	46
Assist				
	186.25	186.25	118	118

Section 8 Board Report – October 2023

The Section 8 Department has leased a total of 2501 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	876	2315
Hill County	168	168
Somervell County	100	18
Totals	1144	2501

The Waiting List is closed for McLennan County, Hill and Somervell County.

There are 56 applicant families searching for a place to live currently.

Waco	25
Hill County	22
Somervell County	9
Total	56

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through September 2023.

Homeownership

The Homeownership Program is now assisting 13 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	2
Number Passed/Pending Inspection	0
Number housed in Waco	66

Ineligible	229
Total	94%

Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number Housed in Waco	72

Ineligible	82
Total	90 %

EHV (Emergency Housing Vouchers)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	0
Number Passed/Pending Inspection	0
Number housed in Waco	36

Ineligible	16
Total	100%

FYI (Foster Youth Initiative)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	3
Number Passed/Pending Inspection	0
Number Housed in Waco	3

Ineligible	18
Total	12 %

HUD Reports

No reports due at this time.

Staff

There are three vacancies at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Fraud

Total number of cases from 2023:

Total amount owed: \$ 23,852.00.

Total amount paid: \$ 1,100.00.

Total amount outstanding: \$\$22,752.00

Community Services Report October 2023

October Events

- ❖ National Night Out at Kate Ross
- ❖ U-Dawg Friday at Cruz's Store (Kate Ross)
- ❖ Community Garden Dedication at South Terrace
- ❖ Trunk or Treat at South Terrace
- ❖ JH Hines Family Game Night at Estella Maxey

Ongoing Programs

Kate Ross	Estella Maxey	South Terrace
Kids Computer Lab M-Th. 3:30-5:30	Kids Computer Lab M-Th. 3:30-5:30	Basketball Skills & Cheerleading T, TH 6pm
It Takes a Village (6 week program for girls)	Tutoring M, W 3:30-5:30pm	Senior Activities Tuesdays 10am
Morning Coffee Club M-Th	Senior Activities Wednesdays 10am	
Senior Activities, Th. 10	Mentor Waco Th. 6pm	
	Warrior Way Soccer Sat. Mosaic Church Sat.	

October 2023 Family Self Sufficiency Program
Coordinator: CaSaundra Foreman and Coordinator: Crystal Anthony, MSED

FSS Participants	
Total: Public Housing Current-10/Grant 2022-11	Total: S8/RAD Current-57/Grant 2022-60
TOTAL CURRENT PARTICIPANTS- 67	
TOTAL GRANT 2022 PARTICIPANTS- 80	

Monthly ESCROW	
Total: Public Housing \$1,282.00	Total: S8/RAD \$6,560.00
TOTAL ESCROW DEPOSIT: \$7,842.00	

Accomplishments

- TE – started new job
- 5 families are attending with their daughters – “It Still Takes a Village”
- 4 families attended and volunteered with Trunk or Treat
- PS resolved outstanding tickets
- SD – House is building built through Habit for Humanity – Staff assisted with sweat equity hours
- 4 families attended National Night Out

Activities for the Month of October

- 8 -Mailed pre-enrollment applications
- 1 - Pre-enrollment applications received
- 5 – Enrollment packets to potential participants mailed
- 1 – New participant COP
- FSS Participant Meeting – Family Funday and Lunch
- Attended NeighborWorks, Inc Awards Breakfast
- Participated in Habit for Humanity’s Rise The Roof – Assisted w/ Participants Sweat Equity Hours
- Researched community resources and services for participants
- Partnered with Antioch Missionary Baptist Church and community agencies for Trunk or Treat.
- Attended Community Garden Opening
- Begin Planning End of Year Reception
- Attended Trunk or Treat at LaVega High School
- Submitted Finance End of Year Report
- Completed Awareness Training
- Met w/ Waco PD Community Officer
- Assisted and Attended National Night Out
- Attended Waco Foundation Training
- Balance Forfeiture and Special accounts
- Met with Justice of Peace 3 Clerk of Court
- Attended and Assisted “It Still Takes a Village”
- Attended HUD Office Hours Training
- Participating in WHA after Walk for health

Activities Planned for November

- Participants Meeting: November 14th
- Advisory Board Meeting: November 8th
- Office visits with current and potential participants
- CIS Game night (EM)

Community Collaborations

- NeighborWorks Homebuyer Education
- Grassroots
- Section 8 Homeownership Program
- Texas Workforce Commission
- UpSkill & Esther's Closet
- Waco PD
- Habitat for Humanities
- Communities in Schools
- Workforce Childcare
- Antioch Missionary Baptist Church
- Multiple Community Agencies for the Trunk or Treat

October Outreach Activities

- Mass Emails sent to FSS Participants
- WHAA Website
- Assisted participants w/job search and available housing units
- Engage with Potential New Participants
- Maintain recruiting efforts using FSS brochures during WHAA Community Service outreach/events, ground visits, Section 8 Orientation, and mail outs to potential clients.
- Family Game nights

Habitat for Humanity Sweat Equity with FSS participant



FSS Family Fun Day



Senior Activities



Youth Services: Al Davis, Coordinator – October, 2023

Activities for the Month of October

- ❖ Meetings – Mentor Waco (Recruiting Melody Grove students for Fall & Spring program)
- ❖ Attended Truancy update meetings with PCL officials from Waco High, J.H. Hines Elementary, Cesar Chavez and Carver Middle Schools, University High School
- ❖ Track student progress and grade reports (student behavioral incidents and suspensions)
- ❖ Meetings – (AB) (Dr. Pepper Museum) – Fall & Spring Youth presentations
- ❖ Meeting – Starry Counseling Services (Resources & Services offered to PH Clients and Community)
- ❖ Community Garden Event – South Terrace (New Outside Garden Presentation)
- ❖ Meeting – Trinity Sports Organization (Food Give – a - way (Nutritious meals for S.T. Youth)
- ❖ Facilitating Workshop (It Still Takes a Village – Girl’s Talk session) 5:30 – 7:00pm
- ❖ Community Collaboration (U Dawg Hot Dog & Food give-a-way (Cruz Neighborhood Store)
- ❖ Cross training activities (Working with FSS Quarterly meeting and luncheon)
- ❖ Meeting – Mosaic Ministry (MG) – Tutoring program for Estella Maxey (Melody Grove)
- ❖ Meeting – (DB) – Youth Summit Program
- ❖ Trunk or Treat (Community Collaboration with Antioch Baptist Church with S.T. Youth) (Candy give-a-way)
- ❖ National Night Out (Kate Ross Community Center) – K.R Residents & Youth

Activities planned for November

- ❖ Facilitating Class/Sessions (6 weeks curriculum - It Still Takes A Village (Girls group session grades 6- 10)
- ❖ Kate Ross Senior Luncheon (Nov. 16, 2023)
- ❖ November Fall Festival (Mosaic Program Community Collaboration – Estella Maxey)
- ❖ Youth Basketball Camps & Tournaments (Kenneth Alexander) & (Steve Norwood) – ST Youth Center
- ❖ Holiday Christmas – Gifts & Snacks for Youth (Kate Ross Center)
- ❖ Holiday Christmas – Gifts & Snacks for Youth (Estella Maxey)

Community Collaborations:

- ❖ Mosaic Church
- ❖ Starry Counseling Service
- ❖ (H.O.T.) Behavioral Health Network
- ❖ Dr. Pepper Museum
- ❖ Mentor Waco
- ❖ Voice Inc.
- ❖ Acts Church (Kidz Jam)
- ❖ Youth Summit Program
- ❖ Baylor University

Senior Services: – October, 2023

- ❖ LaTasha Johnson, MSW is the new social worker for Older Adults

Featured Activities in November

Community Garden Dedication and Planting at South Terrace



The Community Garden was a gift from Voice, Inc. We are partnering with Texas Agrilife who did a planting class. Beets, turnips, cauliflower broccoli, carrots and more were planted and are already coming up. Green beans are already coming in and a few were harvested. Voice is planning on using the garden for activities with children.

Other Senior Activities in October

Waco PD visited to talk about Crime Prevention

Waco Fire Department visited to talk about Fire Prevention

Super Doodle Girl (local artist) taught art journaling

Field Trip to Cameron Park

Bingo and Arts and Crafts

October 2023 Monthly Report – Resident Services, Earnest Ward

South Terrace:

- Mrs. Powell and I met and discussed having a luncheon. We decided to plan and discuss the lunch during the October meeting.

Kate Ross:

- Meeting was held with 7 residents present.
- Management was present and mentioned they are having a trunk or treat at South Terrace and volunteers are needed to assist with that activity and Kate Ross residents are welcomed.
- Tonya also mentioned National Night Out went well and thanks anyone that assisted with the event.

Estella Maxey:

- Meeting was scheduled at 6pm with no resident attending.

Community Collaborations:

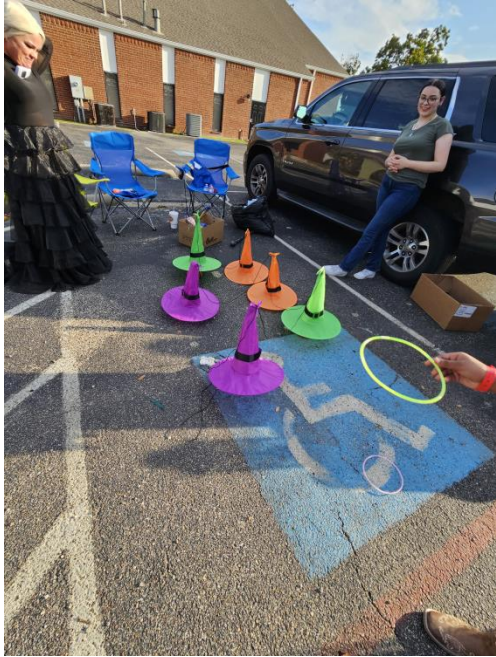
- CareNet
- Living Word Church was able to assist rent
- Met with Carver Park Church to assist with rent
- Calls to EOAC residents needing assistance with rent
- Met and transported a new move-in resident to Shepherd's Heart and informed them about transportation service.

Planned Meetings For November:

- South Terrace 8th @ 4pm
- Kate Ross 15th @ 6pm
- Melody Grove 29th @ 6pm
- More focused outreach will be done to try to get more residents to attend/get involved with Resident Council.

Trunk or Treat at South Terrace





National Night Out at Kate Ross





Summary of Financial Statements

September 30, 2023

All Sites Expenses

- Administrative Salaries – Expense is under budget since the new salary scale will not be in effect until employee's yearly evaluation from hired date. The same for Maintenance Labor.
- Employee Benefits – The expense continues to be under budget because it was budgeted at a higher rate, but it is based on employee selection.

Public Housing

Central Office Cost Center (COCC)

- Asset Management Fees from PH Sites – Revenue was under budget \$9,700 for the month of September, and administrative fees from Section 8 were over \$23,200.
- Sundry – Expense was over budget \$3,300 for the HR software upgrade set-up.

Kate Ross (KR)

- Dwelling Rental – Occupancy is 86% for the month of September 2023.
- Interest on Investments – Income was over budget as CD's were renewed at a higher interest rate.
- HUD Contribution – HUD's subsidy proration funding was at 92.97% of estimated eligibility.
- Labor – The cost was under budget \$11,800 for the three vacant maintenance positions.
- Contract Cost – Expense was over budget \$4,76 for the replacement of a condensing unit, and \$4,500 for sewer line repairs.

Estella Maxey (EM)

- Dwelling Rental – Occupancy is 60%; therefore, rental income is under budget \$20,500.
- Interest on Investments – Income was over budget as CD's were renewed at a higher interest rate.
- HUD Contribution – HUD's subsidy proration funding was at 92.97% of estimated eligibility.
- Labor – The cost was under budget \$8,900 for the two vacant maintenance positions.
- Materials – There is a credit for the month due to year-end inventory adjustment.

Section 8 – Admin

- Section 8 Admin Fees – HUD disbursed an additional administrative fee of \$135,760.
- Other Income – Rental income of \$4,505 for the Hill Co. property lease contract.
- Legal – There is a credit for the month due to the reclassification of legal expenses to proper fund program.
- Sundry – Cost was over budget \$4,000 for three temporary employees.
- Electricity – The cost was over budget \$2,550 for the new Hill Co. office electric utility expense.
- Management Fees – Expense is over budget \$22,200 due to the additional funds from HUD.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is \$1,672,084.
- Mainstream Voucher Program total HAP reserve is \$39,891.
- Emergency Housing Voucher total HAP reserves is \$78,728.

Non-Profits

Raintree

- Interest Income- This is negative for the month due to a reallocation of interest.
- Legal Expense- A correcting adjustment was made to reclassify legal expense.
- Staff Training & Convention- The apartment manager received training this month which was a split cost with Picadilly.
- Sundry- Office supplies were restocked causing this to be over budget for the month.
- Material- A/C parts supplies were restocked, and five condensers were replaced (\$4,945). Pool supplies were also restocked costing \$675. All of these contributed toward the budget overage for the month.
- Contract Cost- A door was replaced (\$1,465), a floor repair was made (\$3,613), and there were two carpet replacements (2,040) for the month.

Cimmaron

- Labor & Employee Benefit Payments- These are under budget for the month due to a vacancy in one of the Assistant Maintenance positions. Hunnington and Misty are also under budget as the salary is normally split among these properties as well.

Hunnington

- Contract Cost- Two carpets were replaced, making this over for the month (\$2,013).

Misty

- There were no other out of the routine income or expense amounts for Misty for the month of September other than the one mentioned above.

Picadilly

- There were no other out of the routine income or expense amounts for Picadilly for September other than the one mentioned above.

WPFC II

- There were no out of the routine income or expense amounts for WPFC II.

Consolidated September 2023

	Central Cost Center	Estella Maxey	Kate Ross	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		58,842.76	67,288.33		97,858.50	52,400.00	35,632.75	4,812.00	8,640.00	325,474.34
Excess Utilities		11,240.42	12,137.76							23,378.18
Total Rental Income	-	70,083.18	79,426.09	-	97,858.50	52,400.00	35,632.75	4,812.00	8,640.00	348,852.52
Mgmt. & Admin. Fees Rev.	163,573.45	9,790.97	7,692.91	270,455.00						451,512.33
Donations to Scholarship Fd.					9.13					9.13
Interest on Investments	877.85	11,135.15	8,926.82	1,698.14	(4,008.88)		118.17	208.99	137.01	19,093.25
Other Income		5,530.20	6,907.41	5,163.44	2,001.34	709.53	756.00	80.00	40.00	21,187.92
Operating Transfer In		9,790.97	7,692.91			930.00				18,413.88
HUD Contributions		136,529.00	107,435.50							243,964.50
Total Operating Income	164,451.30	172,776.29	138,655.55	277,316.58	(1,998.41)	1,639.53	874.17	288.99	177.01	754,181.01
Total Income	164,451.30	242,859.47	218,081.64	277,316.58	95,860.09	54,039.53	36,506.92	5,100.99	8,817.01	1,103,033.53
Expenses										
Administrative Salaries	100,013.02	21,566.56	16,495.83	54,535.43	7,652.70	4,912.71	2,697.14	292.09	965.34	209,130.82
Legal	400.33	1,590.06	(65.98)	(5,496.33)	(835.00)					(4,406.92)
Staff Training & Travel	2,986.34	1,027.61	812.60	3,286.45	258.24			10.76		8,382.00
Audit Fees		675.03	535.09							1,210.12
Sundry	14,749.62	12,780.23	10,960.74	24,270.41	4,470.34	1,703.28	1,018.01	151.36	272.20	70,376.19
Mgmt. & Bkpg. Fees Exp.		28,009.03	27,233.55	54,341.00	25,443.21	13,624.00	9,264.52	529.32	950.40	159,395.03
Total Admin. Expenses	118,149.31	65,648.52	55,971.83	130,936.96	36,989.49	20,239.99	12,979.67	983.53	2,187.94	444,087.24
Total Tenant Serv. Expenses		14,406.71	12,168.25							26,574.96
Total Utility Expenses	3,092.33	49,968.64	42,352.26	3,754.01	9,453.32	9,460.94	4,196.86	117.66	964.68	123,360.70
Labor		16,196.50	6,885.23		8,001.74	4,794.04	2,859.59	333.40	756.95	39,827.45
Materials	841.09	(2,738.02)	8,203.13	370.63	11,996.34	1,695.45	55.91	5.65	0.74	20,430.92
Contract Costs	4,079.89	25,470.34	30,342.30	2,315.00	15,347.03	3,264.02	4,334.10	519.90	673.74	86,346.32
Total Maint & Operations	4,920.98	38,928.82	45,430.66	2,685.63	35,345.11	9,753.51	7,249.60	858.95	1,431.43	146,604.69
Employee Benefits	21,706.92	12,844.14	9,823.41	12,105.81	4,339.20	2,631.52	1,563.19	178.59	432.91	65,625.69
Insurance	1,833.62	6,562.01	10,124.35	393.04	4,786.55	2,593.33	1,163.63	165.52	279.02	27,901.07
Administrative Fees				3,101.06						3,101.06
Collection Losses		4,378.82	6,044.91		1,004.12		1,961.37			13,389.22
Non-Routine Exp (non apt exp)					575.00	776.20				1,351.20
Depreciation Expense					15,376.31	7,520.27	6,388.84	261.07	2,663.63	32,210.12
Total General Expenses	23,540.54	23,784.97	25,992.67	15,599.91	26,081.18	13,521.32	11,077.03	605.18	3,375.56	143,578.36
Total Expenses	149,703.16	192,737.66	181,915.67	152,976.51	107,869.10	52,975.76	35,503.16	2,565.32	7,959.61	884,205.95
Profit/Loss	14,748.14	50,121.81	36,165.97	124,340.07	(12,009.01)	1,063.77	1,003.76	2,535.67	857.40	218,827.58

Central Cost

	Year Budget	YTD BUDGET	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -
3430 Mart Management Fees	\$ 24,600.00	\$ 24,600.00	\$ 2,038.82	\$ 24,844.45	\$ 244.45
3440 Mgmt./Adm.Fees fr.Non-Profits	\$ 582,500.00	\$ 582,500.00	\$ 49,811.45	\$ 596,118.51	\$ 13,618.51
3450 Asset Management Fee fr.Sites	\$ 570,200.00	\$ 570,200.00	\$ 37,758.70	\$ 478,324.50	\$ (91,875.50)
3460 Mgmt./Adm.Fees fr.Sect.8	\$ 399,300.00	\$ 399,300.00	\$ 56,480.60	\$ 427,270.20	\$ 27,970.20
3470 Mgmt./Adm.Fees fr.CFP	\$ 199,700.00	\$ 199,700.00	\$ 17,483.88	\$ 199,665.43	\$ (34.57)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on Investments	\$ 3,800.00	\$ 3,800.00	\$ 877.85	\$ 7,927.42	\$ 4,127.42
3650 Interest Inc.-Mortgages	\$ -	\$ -	\$ -	\$ -	\$ -
3690 Other Income	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 122.07	\$ (877.93)
9110.010 Oth.Inc.-Transfer from CFP	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 1,781,100.00	\$ 1,781,100.00	\$ 164,451.30	\$ 1,734,272.58	\$ (46,827.42)
EXPENSES					\$ -
4110 Administrative Salaries	\$ 1,204,900.00	\$ 1,204,900.00	\$ 100,013.02	\$ 1,179,231.06	\$ (25,668.94)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 200.00	\$ 200.00	\$ 400.33	\$ 1,939.00	\$ 1,739.00
4140 Staff Training	\$ 10,200.00	\$ 10,200.00	\$ 1,376.98	\$ 19,213.05	\$ 9,013.05
4150 Travel Convention & Meetings	\$ 19,400.00	\$ 19,400.00	\$ 1,609.36	\$ 23,546.32	\$ 4,146.32
4171 Auditing Fees	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,444.44	\$ 244.44
4190 Sundry	\$ 111,300.00	\$ 111,300.00	\$ 14,749.62	\$ 114,241.71	\$ 2,941.71
Total Admin Expense	\$ 1,347,200.00	\$ 1,347,200.00	\$ 118,149.31	\$ 1,339,615.58	\$ (7,584.42)
4310 Water	\$ 9,000.00	\$ 9,000.00	\$ 1,224.20	\$ 6,953.92	\$ (2,046.08)
4320 Electricity	\$ 13,000.00	\$ 13,000.00	\$ 1,518.02	\$ 17,197.55	\$ 4,197.55
4330 Gas	\$ 2,000.00	\$ 2,000.00	\$ 88.48	\$ 2,103.63	\$ 103.63
4390 Sewer	\$ 2,000.00	\$ 2,000.00	\$ 261.63	\$ 3,121.78	\$ 1,121.78
Total Utility Expense	\$ 26,000.00	\$ 26,000.00	\$ 3,092.33	\$ 29,376.88	\$ 3,376.88
4420 Material	\$ 4,100.00	\$ 4,100.00	\$ 841.09	\$ 6,764.88	\$ 2,664.88
4430 Contract Cost	\$ 40,300.00	\$ 40,300.00	\$ 4,079.89	\$ 51,909.83	\$ 11,609.83
Total Ordinary Maint. & Operation	\$ 44,400.00	\$ 44,400.00	\$ 4,920.98	\$ 58,674.71	\$ 14,274.71
4510.010 Workers Compensation	\$ 4,400.00	\$ 4,400.00	\$ 234.93	\$ 2,819.17	\$ (1,580.83)
4510.040 Auto Insurance	\$ 1,800.00	\$ 1,800.00	\$ 217.15	\$ 2,605.80	\$ 805.80
4510.070 Crime / Dishonesty	\$ 100.00	\$ 100.00	\$ 5.38	\$ 64.55	\$ (35.45)
4510.090 Fire & Extend Coverage	\$ 200.00	\$ 200.00	\$ 14.11	\$ 168.87	\$ (31.13)
4540 Employee Benefit Payments	\$ 344,300.00	\$ 344,300.00	\$ 21,706.92	\$ 266,445.56	\$ (77,854.44)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ 1,027.20	\$ 5,136.00	\$ 5,136.00
4570 FSS Jr League Loan Write-Off	\$ -	\$ -	\$ 255.00	\$ 255.00	\$ 255.00
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ 79.85	\$ 532.72	\$ 532.72
Total General Expenses	\$ 350,800.00	\$ 350,800.00	\$ 23,540.54	\$ 278,027.67	\$ (72,772.33)
Total Routine Expenses	\$ 1,768,400.00	\$ 1,768,400.00	\$ 149,703.16	\$ 1,705,694.84	\$ (62,705.16)
					\$ -
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 12,700.00	\$ 12,700.00	\$ 14,748.14	\$ 28,577.74	\$ 15,877.74

Hunington

Picadilly

WPFC II

Table with columns: Year Budget, YTD BUDGET, Current Period, Current Year, Over & Under. Rows include INCOME (3110 Dwelling Rental, Total Rental Income, 3400 Youth Literacy Grant-Dollar Gen, etc.) and EXPENSES (4110 Administrative Salaries, 4120 Compensated Absences, 4130 Legal Expense, etc.).

Table with columns: Year Budget, YTD BUDGET, Current Period, Current Year, Over & Under. Rows include INCOME (3110 Dwelling Rental, Total Rental Income, 3400 Youth Literacy Grant-Dollar Gen, etc.) and EXPENSES (4110 Administrative Salaries, 4120 Compensated Absences, 4130 Legal Expense, etc.).

Table with columns: Year Budget, YTD BUDGET, Current Period, Current Year, Over & Under. Rows include INCOME (3110 Dwelling Rental, Total Rental Income, 3480 Proceeds fr. Insurance Claims, etc.) and EXPENSES (4110 Administrative Salaries, 4120 Compensated Absences, 4130 Legal Expense, etc.).

Section 8 HAP

Mainstream HAP

Emergency Housing-HAP

	Current Period	YTD BUDGET
INCOME		
3610.000 Interest on HAP Reserve	\$ -	\$ -
3610.030 Interest on VASH Reserve	\$ -	\$ -
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	\$ 408.50	\$ 6,241.16
3690.020 Other Income FSS Forfeitures	\$ -	\$ -
3690.080 Oth Inc Fr Adm for Overleasing	\$ -	\$ -
8026.000 Contributions Earned- HAP	\$ 1,636,343.00	\$ 19,039,487.00
8026.240 Contr. Earned HAP - Katrina	\$ -	\$ -
8026.245 DVP Contributions Earned	\$ -	\$ -
8026.400 Contrib Earned HAP Liberty-RAD	\$ -	\$ -
8026.450 Contrib Earned HAP ST-RAD	\$ -	\$ -
8026.455 Contrib Earned HAP-ST Demolition	\$ -	\$ 2,775.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	\$ -	\$ 34,231.00
8026.457 Contib. Earned S8 Foster Youth	\$ -	\$ -
8026.500 Contrib.-Vet.Affs.Supp.Hous.	\$ -	\$ -
8026.800 Contributions Earned- Mainstrea	\$ -	\$ -
TOTAL HAP INCOME	\$ 1,636,751.50	\$ 19,082,734.16
EXPENSES		
4715.010 HAP Occupied Units	\$ 1,366,655.75	\$ 14,814,583.04
4715.020 HAP Parkside Occ. Units	\$ 23,040.00	\$ 235,429.00
4715.030 HAP Damages	\$ -	\$ -
4715.040 HAP Tanglewood Occ. Units	\$ 300.00	\$ 3,528.00
4715.070 HAP Portability - In	\$ -	\$ -
4715.090 HAP - Portability - Out	\$ 79,207.45	\$ 835,435.00
4715.100 HAP Parkside-Portability-Out	\$ 2,390.00	\$ 23,688.00
4715.230 HAP Homeownership	\$ 6,133.00	\$ 66,962.00
4715.240 HAP Katrina	\$ -	\$ -
4715.245 HAP Disaster Vchr. Prog.	\$ -	\$ -
4715.400 HAP Liberty-RAD	\$ 27,794.00	\$ 327,745.00
4715.450 HAP ST-RAD	\$ 93,522.00	\$ 707,314.09
4715.451 HAP Grandview-RAD	\$ 7,823.00	\$ 74,709.00
4715.455 HAP ST Demolition/Disposition	\$ 47,730.00	\$ 488,188.20
4715.500 HAP Vet.Affs.Support.Hous.	\$ 32,325.00	\$ 377,472.00
4715.501 HAP - VASH - Portability - Out	\$ -	\$ -
4715.800 HAP Mainstream	\$ -	\$ -
4715.801 HAP Mainstream Port-Out	\$ -	\$ -
4715.910 HAP Hill Co. Occ. Units	\$ 89,045.00	\$ 974,864.31
4715.911 HAP Hillsboro Housing	\$ -	\$ -
4715.925 HAP Somervell Co.	\$ 11,879.00	\$ 126,769.00
4715.926 HAP Somervell Co. Port Out	\$ -	\$ -
4715.990 HAP Hill Co. Portability	\$ 15,197.00	\$ 180,980.00
4715.991 HAP Hillsboro Housing Port-Out	\$ -	\$ -
4716.000 UAP Occupied Units	\$ 19,569.00	\$ 186,996.00
4716.100 UAP Parkside Occ. Units	\$ 1,467.00	\$ 2,046.00
4716.130 UAP Tanglewood Occ. Units	\$ -	\$ 54.00
4716.230 UAP Homeownership	\$ -	\$ 2,176.00
4716.240 UAP Katrina	\$ -	\$ -
4716.245 UAP Disaster Vchr. Prog.	\$ -	\$ -
4716.400 UAP Liberty-RAD	\$ 923.00	\$ 8,664.00
4716.450 UAP ST RAD	\$ -	\$ -
4716.455 UAP-ST Demolition/Disposition	\$ 454.00	\$ 5,808.00
4716.500 UAP Vet.Affairs Support Hous.	\$ 258.00	\$ 3,022.00
4716.800 UAP Mainstream	\$ -	\$ -
4716.910 UAP Hill Co. Occ. Units	\$ 910.00	\$ 7,550.00
4716.911 UAP Hillsboro Housing	\$ -	\$ -
4716.925 UAP Somervell Co.	\$ 89.00	\$ 1,679.00
4717.000 UAP - Portability - Out	\$ 2,421.25	\$ 19,328.90
4717.100 UAP - Portability - In	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 1,829,132.45	\$ 19,474,990.54
RESIDUAL RECEIPTS (Profit/Loss)	\$ (192,380.95)	\$ (392,256.38)

	Current Period	YTD BUDGET
INCOME		
8026.800 Contr. Earned- Mainstream	\$ 39,604.00	\$ 483,950.00
TOTAL HAP INCOME	\$ 39,604.00	\$ 483,950.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	\$ 1,090.00	\$ 13,537.00
4715.800 HAP Mainstream	\$ 48,099.00	\$ 458,848.00
4716.800 UAP Mainstream	\$ 379.00	\$ 2,633.00
4716.801 UAP Mainstream Port-Out	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 49,568.00	\$ 475,018.00
RESIDUAL RECEIPTS (Profit/Loss)	\$ (9,964.00)	\$ 8,932.00

	Current Period	YTD BUDGET
INCOME		
3410.100 Sac 8 EHV Admin Fees	\$ 2,837.00	\$ 28,224.00
3410.200 Sec8 EHV Preliminary Fees	\$ -	\$ -
3410.300 Sec8 EHV Placement/Issuance Fee	\$ 100.00	\$ 300.00
3410.500 Sec8 EHV Service Fee	\$ -	\$ 20,753.66
3410.800 Interest on EHV Admin Fee	\$ 55.68	\$ 962.61
3610.040 Interest on EHV Reserve	\$ -	\$ -
8026.462 Contr. Earned- EHV HAP	\$ 34,439.00	\$ 258,735.00
TOTAL HAP INCOME	\$ 37,431.68	\$ 308,975.27
EXPENSES		
4110.000 Admin Salaries	\$ 874.01	\$ 23,259.94
4140.000 Staff Training	\$ -	\$ 12.31
4150.000 Travel Convocation & Meetings	\$ -	\$ 39.75
4171.000 Audit Fee	\$ -	\$ 121.87
4190.020 Telephone & Telegraph	\$ 12.49	\$ 50.45
4190.160 Office Supplies	\$ -	\$ 2.50
4190.180 Miscellaneous	\$ -	\$ 9.89
4190.330 Admin. Contract-Software Maint	\$ 119.45	\$ 766.05
4196.000 Management Fee	\$ 567.40	\$ 5,644.80
4540.010 FICA Employer	\$ 51.96	\$ 1,387.03
4540.020 Medicare Employer	\$ 12.15	\$ 324.38
4540.030 Unemployment Insurance	\$ -	\$ 2.25
4540.040 Pension Employer	\$ 65.55	\$ 1,635.74
4540.200 Health Insurance Employer	\$ 55.31	\$ 1,711.19
4540.210 Dental Insurance Employer	\$ 7.19	\$ 163.77
4540.220 Long Term Disability Employer	\$ 3.76	\$ 93.81
4590.901 Emergency Housing Port Admin Fe	\$ 49.88	\$ 380.92
4715.090 HAP Emergency Housing Port Out	\$ 1,981.00	\$ 14,725.39
4715.900 HAP EHV	\$ 24,515.00	\$ 248,550.00
4716.900 UAP EHV	\$ 763.00	\$ 3,479.00
4716.901 UAP Emergency Housing Port-Out	\$ 94.00	\$ 598.00
4718.100 EHV-Service Fees	\$ -	\$ 20,753.66
4800.000 Depreciation Expense	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 29,172.15	\$ 323,712.70
RESIDUAL RECEIPTS (Profit/Loss)	\$ 8,259.53	\$ (14,737.43)

Section 8 Admin

Mainstream Admin

	Year Budget	YTD BUDGET	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	\$ 1,915,200.00	\$ 1,915,200.00	\$ 270,455.00	\$ 2,044,716.00	\$ 129,516.00
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on on Admin Reserve	\$ 34,200.00	\$ 34,200.00	\$ 1,674.74	\$ 22,595.19	\$ (11,604.81)
3610.030 Interest Income	\$ -	\$ -	\$ 23.40	\$ 855.91	\$ 855.91
3690 Other Income	\$ 14,000.00	\$ 14,000.00	\$ 5,163.44	\$ 35,788.12	\$ 21,788.12
Total Admin Income	\$ 1,963,400.00	\$ 1,963,400.00	\$ 277,316.58	\$ 2,103,955.22	\$ 140,555.22
EXPENSES					\$ -
4110 Administrative Salaries	\$ 880,800.00	\$ 880,800.00	\$ 54,535.43	\$ 655,430.95	\$ (225,369.05)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 500.00	\$ 500.00	\$ (5,496.33)	\$ 12,073.50	\$ 11,573.50
4140 Staff Training	\$ 10,000.00	\$ 10,000.00	\$ 2,631.21	\$ 7,384.11	\$ (2,615.89)
4150 Travel Convention & Meetings	\$ 2,500.00	\$ 2,500.00	\$ 655.24	\$ 2,049.20	\$ (450.80)
4171 Auditing Fees	\$ 8,100.00	\$ 8,100.00	\$ -	\$ 9,718.44	\$ 1,618.44
4190 Sundry	\$ 217,150.00	\$ 217,150.00	\$ 24,270.41	\$ 236,199.52	\$ 19,049.52
4196 Management Fee	\$ 383,030.00	\$ 383,030.00	\$ 54,091.00	\$ 408,943.20	\$ 25,913.20
4220 Tenant Services Recreation	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ (250.00)
4250 Reichenbach Program Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
4260 FSS Donations Expense	\$ -	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
Total Admin Expense	\$ 1,502,330.00	\$ 1,502,330.00	\$ 130,936.96	\$ 1,332,048.92	\$ (170,281.08)
4310 Water	\$ 2,900.00	\$ 2,900.00	\$ 382.76	\$ 2,776.79	\$ (123.21)
4320 Electricity	\$ 4,300.00	\$ 4,300.00	\$ 3,022.39	\$ 21,066.17	\$ 16,766.17
4330 Gas	\$ 1,560.00	\$ 1,560.00	\$ 252.75	\$ 3,442.60	\$ 1,882.60
4390 Sewer	\$ 880.00	\$ 880.00	\$ 96.11	\$ 1,022.01	\$ 142.01
Total Utility Expense	\$ 9,640.00	\$ 9,640.00	\$ 3,754.01	\$ 28,307.57	\$ 18,667.57
4420 Material	\$ 2,700.00	\$ 2,700.00	\$ 370.63	\$ 5,019.78	\$ 2,319.78
4430 Contract Cost	\$ 25,550.00	\$ 25,550.00	\$ 2,315.00	\$ 30,859.24	\$ 5,309.24
Total Ordinary Maint. & Operation	\$ 28,250.00	\$ 28,250.00	\$ 2,685.63	\$ 35,879.02	\$ 7,629.02
					\$ -
4510.010 Workers Compensation	\$ 3,430.00	\$ 3,430.00	\$ 181.21	\$ 2,174.51	\$ (1,255.49)
4510.020 General Liability Insurance	\$ 30.00	\$ 30.00	\$ 2.53	\$ 30.37	\$ 0.37
4510.040 Auto Insurance	\$ 2,270.00	\$ 2,270.00	\$ 175.58	\$ 2,106.97	\$ (163.03)
4510.050 Public Officials Liability -E&O	\$ 50.00	\$ 50.00	\$ 4.74	\$ 56.87	\$ 6.87
4510.070 Crime / Dishonesty	\$ 60.00	\$ 60.00	\$ 5.38	\$ 64.55	\$ 4.55
4510.090 Fire & Extend Coverage	\$ 280.00	\$ 280.00	\$ 23.60	\$ 283.63	\$ 3.63
4540 Employee Benefit Payments	\$ 379,660.00	\$ 379,660.00	\$ 12,105.81	\$ 158,738.96	\$ (220,921.04)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ -	\$ 588.24	\$ 588.24
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ -	\$ 100.82	\$ 100.82
4590 Admin Fee	\$ 32,200.00	\$ 32,200.00	\$ 3,101.06	\$ 32,309.44	\$ 109.44
Total General Expenses	\$ 417,980.00	\$ 417,980.00	\$ 15,599.91	\$ 196,454.36	\$ (221,525.64)
Total Routine Expenses	\$ 1,958,200.00	\$ 1,958,200.00	\$ 152,976.51	\$ 1,592,689.87	\$ (365,510.13)
EXPENSES					\$ -
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 5,200.00	\$ 5,200.00	\$ 124,340.07	\$ 511,265.35	\$ 506,065.35

	Year Budget	YTD BUDGET	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	\$ 56,300.00	\$ 56,300.00	\$ 9,246.65	\$ 66,076.28	\$ 9,776.28
3610 Interest on on Admin Reserve	\$ 800.00	\$ 800.00	\$ -	\$ 713.23	\$ (86.77)
3690.070 Misc. Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Income	\$ 57,100.00	\$ 57,100.00	\$ 9,246.65	\$ 66,789.51	\$ 9,689.51
EXPENSES					\$ -
4110 Administrative Salaries	\$ 8,840.00	\$ 8,840.00	\$ 576.00	\$ 14,898.27	\$ 6,058.27
4171.000 Audit Fees	\$ 230.00	\$ 230.00	\$ -	\$ 270.81	\$ 40.81
4196 Admin Fees	\$ 11,300.00	\$ 11,300.00	\$ 1,822.20	\$ 12,682.20	\$ 1,382.20
4189/4190 Sundry	\$ 2,200.00	\$ 2,200.00	\$ 204.24	\$ 1,634.33	\$ (565.67)
Total Admin Expenses	\$ 22,570.00	\$ 22,570.00	\$ 2,602.44	\$ 29,485.61	\$ 6,915.61
4510.010 Workers Comp Insurance	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ (50.00)
4540 Employee Benefit Payments	\$ 7,480.00	\$ 7,480.00	\$ 146.43	\$ 3,592.88	\$ (3,887.12)
4590 Admin Fee	\$ -	\$ -	\$ 99.76	\$ 1,074.50	\$ 1,074.50
4431 Building Repair Contract	\$ -	\$ -	\$ -	\$ -	\$ -
4430 Clean/Desinf Contr. Srvc	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 7,530.00	\$ 7,530.00	\$ 246.19	\$ 4,667.38	\$ (2,862.62)
Total Expenses	\$ 30,100.00	\$ 30,100.00	\$ 2,848.63	\$ 34,152.99	\$ 4,052.99
					\$ -
Residual Receipts (Profit/Loss)	\$ 27,000.00	\$ 27,000.00	\$ 6,398.02	\$ 32,636.52	\$ 5,636.52

Resolution No. 3880

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO CERTIFY THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) TO HUD

Whereas, the Section 8 Management Assessment Program (SEMAP) is a requirement of HUD that measures objectives for the Section 8 program, and

Whereas, in order to be in compliance with HUD requirements for SEMAP an assessment of these objectives was completed for the Waco Housing Authority Section 8 Program, and

Whereas, the HUD guidelines have determined that the Waco Housing Authority Section 8 Management Assessment Program (SEMAP) meets HUD requirements and is ready for submission, and

Whereas, this submission must include certification by both the Board of Commissioners and the President/CEO, and

Whereas, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED the above resolution was adopted by the Board of Commissioners of Waco Housing Authority and Affiliates on this the 9th day of November 2023.

Secretary

Chairperson of the Board

(Seal)



Assessment Profile | Reports | **Submission**

Submit Certification

LaTanya Rector
(MB6271)
PIC Main

Hub: 6HFTW Fort Worth Hub
Field Office: 6APH FORT WORTH HUB OFFICE
Housing Agency: TX010 Waco
PHA Fiscal Year End: 9/30/2023

SEMAP

Logoff

Submit Certification.

The assessment has been successfully validated. The Executive Director may now submit the assessment.

Executive Director's Certification Statement:

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 doubts on the PHA's capacity to administer Section 8 rental assistance and 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)

Certification Sign-off Date: 11/2/2023

Submit

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*MA OK
11-6-23
for board approval*



LaTanya Rector
(MB6271)

PIC Main

SEMAP

Logoff

- Assessment Profile
 - Reports
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Summary
Certification
Profile
Comments

Hub: **6HFTW Fort Worth Hub**
 Field Office: **6APH FORT WORTH HUB OFFICE**
 Housing Agency: **TX010 Waco**
 PHA Fiscal Year End: **9/30/2023**

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

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.

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

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA 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 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**

2 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 to show 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

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show 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

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility 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

5 HQS Quality Control (24 CFR 982.405(b))

The 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 cross section of inspectors.

PHA Response Yes No

6 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 certificate and 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**



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LaTanya Rector (MB6271) **PIC Main**
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 Field Office: **6APH FORT WORTH HUB OFFICE**
 Housing Agency: **TX010 Waco**
 PHA Fiscal Year End: **9/30/2023**

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Performance Indicators

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PHA Response Yes No

FMR Area Name McLennan

FMR 1 of 15

Enter current FMRs and payment standards (PS)

0-BR FMR	710	1-BR FMR	787	2-BR FMR	996	3-BR FMR	1307	4-BR FMR	1354
PS	781	PS	865	PS	1095	PS	1437	PS	1489

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, add similar FMR and payment standard comparisons for each FMR area and designated area.

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PHA Response Yes No

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PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

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PHA Response Yes No

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Check here if not applicable

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 (If not applicable, leave blank)

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) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

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

15 Deconcentration Bonus

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 atleast 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 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 second to last PHA FY.

PHA Response Yes No

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Housing Agency:

TX010 Waco

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PHA Response Yes No

FMR Area Name Hill County

FMR 2 of 15



Enter current FMRs and payment standards (PS)

Table with 2 rows and 8 columns: 0-BR FMR, 1-BR FMR, 2-BR FMR, 3-BR FMR, 4-BR FMR, PS, PS, PS. Values: 590, 695, 882, 1171, 1373, 649, 764, 970, 1288, 1510

Save Add Delete

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, add similar FMR and payment standard comparisons for each FMR area and designated area.

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Check here if not applicable [checked]

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PHA Response Yes No

FMR Area Name Johnson

FMR 3 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	1010	1-BR FMR	1140	2-BR FMR	1340	3-BR FMR	1770	4-BR FMR	2200
PS	1111	PS	1254	PS	1474	PS	1947	PS	2420

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PHA Response Yes No

FMR Area Name Johnson

FMR 4 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	1160	1-BR FMR	1300	2-BR FMR	1530	3-BR FMR	2020	4-BR FMR	2510
PS	1276	PS	1430	PS	1683	PS	2222	PS	2761

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, add similar FMR and payment standard comparisons for each FMR area and designated area.

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PHA Response Yes No

FMR Area Name Johnson

FMR 5 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	910	1-BR FMR	1020	2-BR FMR	1200	3-BR FMR	1590	4-BR FMR	1970
PS	1032	PS	1170	PS	1395	PS	1853	PS	2307

Save
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PHA Response Yes No

FMR Area Name Johnson

FMR 6 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	970	1-BR FMR	1090	2-BR FMR	1280	3-BR FMR	1690	4-BR FMR	2100
PS	1067	PS	1199	PS	1408	PS	1859	PS	2310

Save Add Delete

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PHA Response Yes No

FMR Area Name Johnson

FMR 7 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	1020	1-BR FMR	1140	2-BR FMR	1350	3-BR FMR	1790	4-BR FMR	2210
PS	1122	PS	1254	PS	1485	PS	1969	PS	2431

Save Add Delete

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PHA Response Yes No

FMR Area Name Johnson

FMR 8 of 15



Enter current FMRs and payment standards (PS)

Table with 5 columns: 0-BR FMR, 1-BR FMR, 2-BR FMR, 3-BR FMR, 4-BR FMR. Values include 950, 1070, 1260, 1670, 2060, 1045, 1177, 1395, 1853, 2307.

Save Add Delete

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PHA Response Yes No

FMR Area Name Johnson

FMR 9 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	950	1-BR FMR	1070	2-BR FMR	1260	3-BR FMR	1670	4-BR FMR	2070
PS	1045	PS	1177	PS	1395	PS	1853	PS	2307

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Assessment Profile **Reports** Submission

List Summary **Certification** Profile Comments

LaTanya Rector (MB6271) **PIC Main**
 SEMAP
 Logoff

Hub: **6HFTW Fort Worth Hub**
 Field Office: **6APH FORT WORTH HUB OFFICE**
 Housing Agency: **TX010 Waco**
 PHA Fiscal Year End: **9/30/2023**

SEMAP CERTIFICATION (Page 2)

Performance Indicators

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PHA Response Yes No

FMR Area Name Johnson

FMR 10 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	1020	1-BR FMR	1140	2-BR FMR	1350	3-BR FMR	1790	4-BR FMR	2210
PS	1122	PS	1254	PS	1485	PS	1969	PS	2431

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, add similar FMR and payment standard comparisons for each FMR area and designated area.

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PHA Response Yes No

FMR Area Name Johnson

FMR 11 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	1380	1-BR FMR	1550	2-BR FMR	1830	3-BR FMR	2420	4-BR FMR	3000
PS	1518	PS	1705	PS	2013	PS	2662	PS	3300

Save Add Delete

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PHA Response Yes No

FMR Area Name Johnson

FMR 12 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	980	1-BR FMR	1100	2-BR FMR	1290	3-BR FMR	1700	4-BR FMR	2120
PS	1078	PS	1210	PS	1419	PS	1870	PS	2332

Save Add Delete

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PHA Response Yes No

FMR Area Name Johnson

FMR 13 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	940	1-BR FMR	1060	2-BR FMR	1250	3-BR FMR	1650	4-BR FMR	2050
PS	1034	PS	1166	PS	1375	PS	1815	PS	2255

Save Add Delete

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PHA Response Yes No

FMR Area Name Glenrose-Hood

FMR 14 of 15



Enter current FMRs and payment standards (PS)

0-BR FMR	831	1-BR FMR	992	2-BR FMR	1210	3-BR FMR	1473	4-BR FMR	1780
PS	914	PS	1091	PS	1331	PS	1620	PS	1958

Save Add Delete

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- Assessment Profile
- Reports
- Submission

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PHA Response Yes No

FMR Area Name Glenrose-Somervell

FMR 15 of 15

Enter current FMRs and payment standards (PS)

0-BR FMR	722	1-BR FMR	785	2-BR FMR	957	3-BR FMR	1360	4-BR FMR	1408
PS	794	PS	863	PS	1052	PS	1496	PS	1548

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Agenda
RISING IMAGES, INC
Kate Ross Community Center
1115 Cleveland
Waco, Texas
November 9, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 088 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH FLORES CONSTRUCTION OF LORENA, TEXAS IN THE AMOUNT OF \$137,152.00 FOR REPLACEMENT OF ROOFS ON RAIN TREE BLDG'S 3,4,7 & 8 AND CIMMARON BLDG'S 8,9, & 10.
- V. Adjournment

**Synopsis of the Minutes
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
Waco, Texas
September 14, 2023**

- I. Call to Order
President Melli Wickliff called the meeting to order at 12:07 p.m.
- II. Establishment of Quorum
Director's present: Melli Wickliff, Jon Ramos, LaTonya Lewis, Brad Kinkeade
Directors absent: John Bible
- III. Approval of Minutes
The minutes were approved as presented.
- IV. New Business
- **RESOLUTION NO. 086 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023, TO SEPTEMBER 30, 2024.**
Edwina Viera, CFO, explained the Budget for Rising Images for the upcoming fiscal year. Board Chair, Melli Wickliff and asked for a motion to approve Resolution No. 086. Commissioner Jon Ramos made the motion and Commissioner Latonya Lewis seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.
Resolution No. 086
A copy of this resolution may be found in the resolution file.
 - **RESOLUTION NO. 087 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$5,505.97 OF DELINQUENT ACCOUNTS FOR RAINTREE, PICADILLY, CIMMARON, HUNNINGTON AND MISTY SQUARE APARTMENTS**
Gloria Dancer, VP of Operations, explained the process for write offs for Rising Images. Board Chair, Melli Wickliff asked for a motion to approve Resolution No. 087. Commissioner Latonya Lewis made the motion and Commissioner Jon Ramos seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.
Resolution No. 087
A copy of this resolution may be found in the resolution file.
- V. Adjournment
President Melli Wickliff adjourned the meeting 1:11 p.m.

Secretary

President of the Board

Seal

RESOLUTION NO. 088

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH FLORES CONSTRUCTION OF LORENA, TEXAS IN THE AMOUNT OF \$137,152.00 FOR REPLACEMENT OF ROOFS ON RAINTREE BLDG'S 3,4,7 & 8 AND CIMMARON BLDG'S 8,9, & 10.

WHEREAS, the Modernization Department solicited bids in accordance with procurement guidelines from qualified service providers, fifty four (54) general and roofing contractors were notified by email, and

WHEREAS, RISING IMAGES, INC. received three (3) compliant bids and then two (2) bids were rejected, and

WHEREAS, it was determined that Flores Construction of Lorena, Texas, submitted the lowest most responsive qualified bid, and

WHEREAS, it is the recommendation of the President/CEO that the bid for roof replacement, be awarded to Flores Construction in the amount of \$137,152.00, and

WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the Board of DIRECTORS OF RISING IMAGES, INC. on this the 9th day of November 2023.

Secretary

Chairperson of the Board

(SEAL)

Waco Housing Authority & Affiliates
4400 Cobbs Drive
P.O. Box 978
Waco, Texas 76703-0978
Phone (254) 752-0324 Fax (254) 754-6483
Hearing Impaired (800) 545-1833 ext. 306

MEMORANDUM

TO: Gloria Dancer, VP Operations
Milet Hopping, President/ CEO

FROM: Kaitlin Dragoo, Procurement Contract Compliance Officer

DATE: October 30, 2023

SUBJECT: 2023 Roof Replacements at Raintree Bldg 3,4,7 & 8 and Cimmaron Bldg 8,9 & 10.

The Modernization Department solicited bids in accordance with procurement guidelines from qualified contractors for the above referenced project. Fifty four (54) general and roofing contractors were contacted by email notifying them of this project. The Cost Analysis prepared by the Modernization Department for this project was \$112,000.00 - \$130,000.00. Four (4) compliant bids were received by the deadline of 2:00 p.m. on October 10, 2023. Two (2) bids were rejected. It was determined that Flores Construction of Lorena, TX, submitted the lowest most responsive qualified bid in the amount of \$137,152.00 with a completion time of 30 WHA business days from Notice to Proceed.

It is the recommendation of the Modernization Department that the bid to perform this project be awarded to Flores Construction in the amount of \$137,152.00.

Please review and advise.

REVIEWED BY: 

11/1/2023

Mf ok to
go to board
11-1-23

SCOPE OF WORK

Scope of Work

REPLACEMENT OF ROOFS AT RAIN TREE BLDG 3,4,7, & 8 AND CIMMARON BLDG
8,9 & 10,

Project # 20231010

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Deadline for bids will be October 10, 2023 @ 2:00 p.m. CST

Definitions:

1. WHA = Waco Housing Authority.
2. MOD = Department of Modernization.
3. HUD = Department of housing and Urban Development.
4. RRP = Lead Renovation, Repair, and Painting Program.
5. LBPA = Lead-Based Paint Activities.
6. TCEQ = Texas Commission On Environmental Quality.
7. MUTCD = Manual on Uniform Traffic Control Devices.
8. MBE = National Minority Supplier.
9. WBENC = Certified Women's Business Enterprise.
10. EPA = Environmental Protection Agency.
11. OSHA = Occupational Safety and Health Administration.
12. AHJ = Authority Having Jurisdiction.
13. O.C. = On Center.
14. ICC IECC = 2012 + 2012 International Energy Conservation Code.
15. AWS = American Welding Code.
16. VOC = Volatile Organic Compound.

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Work must be confined to the areas directly related to the project. Access to site/unit must always be reasonably accessible. Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
4. Contractor must provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied

or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.

5. Contractors, Sub-Contractors or anyone working under the contractor may not park vehicles on or traverse landscaped areas, unless the vehicle is directly required to do the job at hand.
6. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
7. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
8. **WHAA requires that Contractors inquire if a permit is required for the city for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed to Alister Whitman and Kaitlin Dragoo prior to work start and

*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
9. WHA will provide the asbestos survey when required by the City.
10. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor must be done in accordance with the TCEQ.
11. Neither Housing Authority and Affiliates or Rising Images employees are to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
12. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork. The final payment request will be processed only after all required paper work is received.
13. All contracts require no less than a (1) year workmanship Warranty by the contractor in addition to any Manufacture warranties.
14. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties.
<https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
15. A pre-construction meeting must be set within 48 hours of contract award, by contacting Kaitlin Dragoo.
16. Contractor has 30 consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:30 A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
17. **Weather Days.** Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction." Weather Day request must be communicated to Alister Whitman and Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.

18. Excessive inspection "hold points". If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted. Documentation and a simple request via email must be sent to Alister Whitman and Kaitlin Dragoo promptly.
 19. Clarification or questions must be emailed to Al Whitman and Kaitlin Dragoo.
 20. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - e) Bid Bond (if estimate is over \$50,000.00)
- Bids submitted without complete requested above information in order may be considered non-compliant to request. Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.
21. Bids submitted without complete requested above information in order may be considered non-compliant to request. Mail/Deliver bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978.

Objective:

Replace roof coverings at various buildings a Raintree/ Cimmaron Apt Complex

Remove and replace drip edge. Remove felt and replace with synthetic underlayment.

Location- Raintree Apartments- 6801 Tennyson Dr, Waco TX
Cimmaron Apartments- 10100 Pantherway, Waco TX

1. Field verifies the amount of shingle layers to be taken off during site visit.
2. Remove existing shingles and felt paper. Dispose of properly. Remove all debris off Rising Images property daily. Work areas will be policed constantly throughout the workday.
3. After removal of existing shingles and felt, inspect decking for wood damage. If damage is found immediately notify (Alastair Whitman). Written approval required to replace damaged material. Remove existing damaged plywood decking and replace the damaged wood with ½" or equivalent thickness CDX plywood for the decking. (NOTE): building 4 at Rain Tree complex should be bid at full decking replacement.
4. Replace all flashing and drip edges with New Galvanized or Aluminum Flashing and drip edge of equivalent width and height, with minimal pieces. SEE SHEET METAL 07620 SP

5. Replace all penetrating points on the roofs with new roof jacks and flashing.

6. Replace with. underlayment felt over deck. SEE ASHALT SHINGLES 07311 SP

Submit specification sheets for all products with bid for review.

7. Replace shingles to match color as close as possible with a 30 year Architectural. Submit specification sheets and samples of roof materials and colors for all products with bid for review. Do not submit Tamko or IKO Products. SEE ASHALT SHINGLES 07311 SP (Owens Corning /GAF or Comp to)

8. Install ridge vents per manufacturing and IBC requirements.

9. When nailing the shingles, the Mansard pattern will be used. A total of (6) nails per shingle. No staples will be used.

10. The contractor will be responsible for the protection of buildings from inclement weather during construction.

11. All roofs will be finalized and signed off as they are completed.

12. Application of materials will be as per manufacturer recommendations.

13. All materials must be stored and secured within the staging area. WHA is not responsible for materials stored.

RAINTREE BLDG 4

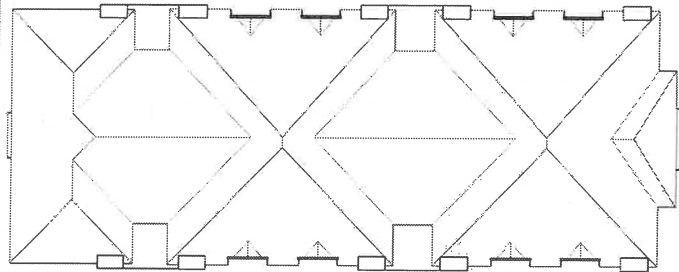


Complete Measurements

6801 Tennyson Drive, Waco, TX
ROOF SUMMARY



Roof	Area	Total	Length
Roof Facets	9002 ft ²	140	-
Ridges / Hips	-	37	597' 4"
Valleys	-	26	336' 6"
Rakes	-	20	35' 6"
Eaves	-	44	389' 5"
Flashing	-	82	115' 8"
Step Flashing	-	76	106' 7"
Drip Edge/Perimeter	-	-	424' 11"



Roof Pitch*	Area	Percentage
4/12	7291 ft ²	80.99%
5/12	1609 ft ²	17.87%
6/12	56 ft ²	0.62%
3/12	46 ft ²	0.51%

* Only top 4 values shown. Reference Roof Pitch page for all values.

Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	9002 ft ²	9452 ft ²	9902 ft ²	10352 ft ²	10802 ft ²
Squares	90½	94¾	99½	103¾	108½

The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.

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RAINTREE...

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RAINTREE BLDG 3

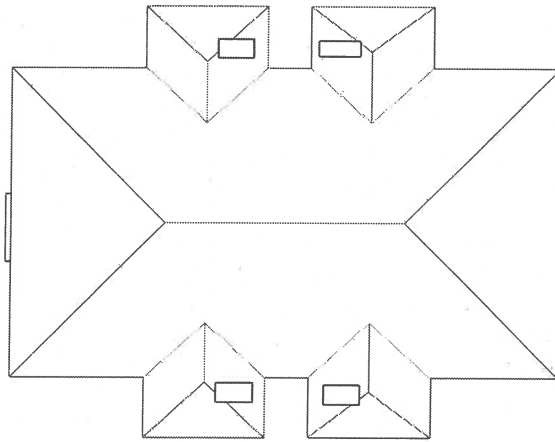


Complete Measurements

6801 Tennyson Drive, Waco, TX, USA,
ROOF SUMMARY

Roof	Area	Total	Length
Roof Facets	5831 ft ²	18	-
Ridges / Hips	-	21	333' 7"
Valleys	-	8	111' 5"
Rakes	-	4	10' 10"
Eaves	-	22	390' 10"
Flashing	-	30	47' 10"
Step Flashing	-	28	52' 1"
Drip Edge/Perimeter	-	-	401' 8"

Roof Pitch	Area	Percentage
4/12	5769 ft ²	98.94%
5/12	62 ft ²	1.06%



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	5831 ft ²	6123 ft ²	6414 ft ²	6706 ft ²	6997 ft ²
Squares	58½	61½	64½	67½	70

The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.

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PROPERTY ID: 7144779
RAINTREE...

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RAINTREE BLDG 7 & 8

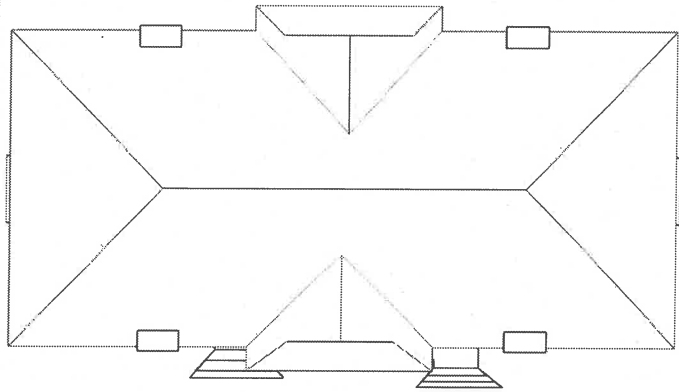


Complete Measurements

6801 Tennyson Drive, Waco, TX
ROOF SUMMARY

Roof	Area	Total	Length
Roof Facets	5248 ft ²	12	-
Ridges / Hips	-	11	246' 9"
Valleys	-	4	83' 3"
Rakes	-	8	48' 4"
Eaves	-	18	307' 10"
Flashing	-	8	75' 5"
Step Flashing	-	8	20' 2"
Drip Edge/Perimeter	-	-	356' 3"

Roof Pitch	Area	Percentage
3/12	5083 ft ²	96.86%
5/12	107 ft ²	2.04%
4/12	58 ft ²	1.11%



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	5248 ft ²	5510 ft ²	5773 ft ²	6035 ft ²	6298 ft ²
Squares	52½	55½	58	60½	63

The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.

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Raintree : 4 buildings 2 story

Appox :281 sq

Appox Color: Hickory (contractor must verify color to match)