

**Agenda**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 860 7093 9923**  
**PASSCODE: 663817**

**Join Zoom Meeting Link:**

[https://us02web.zoom.us/join/register/tZltcOmhrTljGNfbipUMDSabED\\_M1Af\\_HSas](https://us02web.zoom.us/join/register/tZltcOmhrTljGNfbipUMDSabED_M1Af_HSas)

**Waco, Texas**

**March 8, 2021**

**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
  - New Board Member: Melli Wickliff
  - Cares Act Funding
  - RAD Update
  - Winter Storm
  - Community Development
    - V.A. Partnership
    - Paige Estates/Kate Ross
- VI. Discussion Items
  - Eviction Moratoriums
  - Board Committee Groups
    - Governance
    - People
    - Finance/Real Estate
- VII. New Business
  - RESOLUTION NO. 3831 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) CONTRACT WITH THE DEPARTMENT OF FAMILY PROTECTIVE SERVICES (DFPS) IN AN EFFORT TO REDUCE FOSTER ADULT YOUTH HOMELESSNESS IN WACO, TEXAS.
- VIII. Reports
- IX. Consideration of Future Agenda Items
- X. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 845 9926 9255**  
**PASSCODE: 133493**

**Join Zoom Meeting Link:**

<https://us02web.zoom.us/j/84599269255?pwd=OTdCYWdsdVR0aThOZk1IZlFId1MyUT09>

**Waco, Texas**

**February 8, 2021**

**12:00 Noon**

Chair Malcolm Duncan Jr. called the meeting to order at 12:03 p.m.

- I. Establishment of Quorum  
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Shirley Langston, Jon Ramos  
Commissioners absent: Connie Mack
- II. Hearing from Visitors
  - Recognition of Officials
- III. Approval of Minutes  
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the December 2020 Board Meeting. Commissioner Susan Cowley made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- IV. Updates  
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we are currently still working with our partnership with WISD as well as Connally ISD schools to spend the money. We have a call with WISD next week and Transformation Zone has postponed activities for students until more vaccines are issued or until COVID numbers decrease. The CARES ACT funds have been extended until December 2021.  
Milet Hopping updated the board on the RAD process and advised them that we are hoping to have our first set of rehabbed units completed at the middle to end of March. Nicole updated the Board on possible redevelopment scenarios for KR and EM.  
Milet Hopping updated the board on the STRATEGIC PLAN process and that we will be hiring an outside agency to complete our Strategic Plan and that we are hoping to partner with the City and other outside stakeholders to be involved in the plan as well.  
Milet Hopping discussed the possibility of hosting a board meeting at our EM site in April. The board unanimously decided it was too early to host a board meeting on site due to COVID and we will revisit this possibility later.
- V. Discussion Items  
President/CEO discussed the Delinquent Rental Payments for each of our PH sites with the board. A discussion was held regarding the subject and it was asked if we can waive late fees, Ms. Hopping will inquire about this from HUD. The Eviction Moratorium has been extended until March 31, 2021. Mr. Duncan, Chair, asked that this topic be placed on the agenda for next months meeting to ensure follow up.  
Milet Hopping also reminded the board that we will be partnering with Grandview HA to help issue vouchers for S18 as they are converting 20 units to Section 18.  
Milet Hopping reviewed with the board the new Committees that will be conducting business for WHA with the Board. These committees will be Governance (Malcolm Duncan/Jon Ramos), People (Shirley Langston, Connie Mack, Susan Cowley), Real Estate/Finance (Melli Wickliffe); it was discussed that the committees will be allowed to have outside subject matter experts sit on the committee, since Susan Cowley is coming off the board this month she will be allowed to sit on the People committee as a subject matter expert.

VI. Reports  
**Administrative Services**  
Everything for Admin was usual business.

**Information Technology**  
Every for 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 1145 applicants on the WHA Public Housing Waiting list.

**MAINTENANCE**  
The Maintenance Department continues to work on make readies.

**SECTION 8 - Milet Hopping**  
The Section 8 department currently is leasing 2584 vouchers and has 3359 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

**COMMUNITY SERVICES - Milet Hopping**  
Our Community Services Department is working towards distributing PPE to our PH sites.

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

VII. Consideration of Future Agenda Items  
• Eviction Moratoriums

VIII. Adjournment  
Chair Malcolm Duncan Jr. adjourned the meeting at 2:14 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair of the Board

Seal

# 2021 Winter Storm

## South Terrace Winter Storm Damage Report

Out of the 23 units under construction, there is some damage to existing plumbing. The needed repairs should not adversely affect scheduled finish time. J4 has not had time to thoroughly inspect these units due to resources being committed to Occupied units water restoration.

Out of the 227 remaining units, all units that are currently occupied have water. We have water off in Unoccupied units.

As of 3/1/2021

There are 63 known units with damages due to leaks. These units will need walls, flooring, cove base and cabinetry removed.

There are 3 units with electrical issues.

There are 24 units with ceilings, walls, cabinetry, and flooring that we need to be removed.

There are approximately 27 units with major brick repairs needed, due to access for water line repairs.

There are 16 units that need to be vacated to repair. However, that number could be as high as 22.

## South Terrace units affected by water damage - My working SOW

Edward Cotton <edwardc@wacopha.org>

Wed 3/3/2021 3:11 PM

To: Milet Hopping <mileth@wacopha.org>; Gloria Dancer <gloriad@wacopha.org>; South Terrace AO <southterrace@allied-orion.com>; Barbara Johnson <barbaraj@wacopha.org>; Ruben Esqueda <rubene@brinshore.com>; Lawrence Fernandez <LFernandez@allied-orion.com>; 'Pam Gecan'(pamgecan@ams95.com) <pamgecan@ams95.com>; Rita Cash <RCash@wga-llp.com>

### Gurley

1013 adjacent flooding  
1015 ceiling flooding  
1025 unit flooding  
1027 unit flooding  
1101 unit flooding  
1103 unit flooding  
1105 ceiling flooding  
1107 ceiling flooding  
1109 ceiling flooding, electrical issues  
1111 adjacent flooding  
1117 ceiling flooding  
1119 adjacent flooding

### Kennedy

114 adjacent flooding  
116 unit flooding  
118 adjacent flooding  
117 adjacent flooding  
119 ceiling flooding  
121 adjacent flooding  
301 unit flooding  
300 unit flooding  
302 unit flooding  
303 ceiling flooding  
305 ceiling flooding  
304 ceiling flooding  
306 unit flooding  
308 unit flooding  
310 unit flooding, electrical issues

### South 12th

2713 ceiling flooding  
2715 adjacent flooding  
2626 ceiling flooding  
2624 adjacent flooding

### Carter

1212 unit flooding  
1214 adjacent flooding  
1202 ceiling flooding  
1200 ceiling flooding

Lyndon

101 Total gut  
103 adjacent flooding  
109 ceiling flooding  
111 adjacent flooding  
113 unit flooding  
115 unit flooding  
121 adjacent flooding  
123 Total gut, electrical issues  
200 ceiling flooding  
202 adjacent flooding  
217 ceiling flooding  
219 ceiling flooding  
221 ceiling flooding  
223 ceiling flooding

South 14th

2722 Total gut  
2720 adjacent flooding  
2601 unit flooding  
2603 unit flooding

**Ed Cotton**

Construction Superintendent

Waco Housing Authority & Affiliates

4400 Cobbs Drive

Waco, Texas 76710

254-752-0324 /ext. 243

Fax: 254-752-0052

[edwardc@wacopha.org](mailto:edwardc@wacopha.org)

## Administrative Services Department January 2021 Report

- Offices have gone back to a normal work schedule.

### Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **656** checks
- Travel and Training: *(See attached training sheet for all training offered to staff)*
- Applications
  - **129** Public Housing (**down by 40** when compared to October 2020)
  - **0** VASH
- Processed **875** pieces of incoming mail
- Processed **5,998** pieces of outgoing mail
- Proofed all department monthly reports
- Made **202,389** copies for departments
- Sent out **160** Late Notices for Public Housing
- Sent out **167** Notices of Concern
- Sent out **410** Utility Notices

### Clients and Visitors

For the month of March, there were a total of **0 persons** that checked into the computerized receptionist in the lobby. **0** of those checked in as “no appointment” and were taken care of by the Administrative Secretaries.

### 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. For the month of November 2020 Raintree had a total of 80 units in the program, 40 very low income and 40 low income. 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. For the month of November 2020, 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. For the month of November 2020, Cimmaron had a total of 62 units in the program, 28 very low income and 34 low income. 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. For the month of November 2020, 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.

WHA STAFF TRAINING 2020 2021

Staff Name	Training	Date Completed	Location
Ed Cotton	HUDs Floodplain Management	3/31/2020	Webinar
Jasmine Bartlet	HCV Training Webinar	4/16/2020	Webinar
Edwina Viera	RAD Virtual Training	June 16-24 2020	Webinar
Jonathan Young	MRI Software Virtual Conference	10/12 - 10/16	Webinar
Milet Hopping	Dyer Ethics Training	11/19/2020	Webinar
Melissa Johnson	Dyer Ethics Training	11/19/2020	Webinar
Judy Perry	Dyer Ethics Training	11/19/2020	Webinar
Theresa Salinas	Dyer Ethics Training	11/19/2020	Webinar
Kaitlin Dragoo	Procurement & Contract Management	12/7 - 12/11	Webinar
Judy Perry	MRI PIC Training FSS	12/1/2020	Webinar
Theresa Salinas	MRI PIC Training FSS	12/1/2020	Webinar
Milet Hopping	Race Equity Impact Assessment Tool	12/3/2020	Webinar
Zoila Acevedo	2021: Everything You Need to Know Webinar	12/9 -12/11	Webinar
Rebecca Suarez	2021: Everything You Need to Know Webinar	12/9 -12/11	Webinar
Edwina Viera	2021: Everything You Need to Know Webinar	12/9 -12/12	Webinar
Rebecca Suarez	HUD Form SF-424 and related forms training	1/7/2021	Webinar
Dannia Johnson	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Angelica Torres	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Jasmine Bartlett	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Casundra Foreman	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Tiffany Montgomery	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Corina Mendoza	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Milet Hopping	Intersectional Allyship for Racial Justice Workshop	2/23/2021	Webinar
Tiffany Montgomery	NAHRO Ethics Training	2/24/2021	Webinar
Gloria Dancer	Board Governance Training	4/9/2021	Webinar
Jasmine Bartlett	HQS Training Webinar & Exam	3/22/2021 - 3/26/21	Webinar
Marla Carter	HQS Training Webinar & Exam	3/22/2021 - 3/26/21	Webinar
Milet Hopping	Fair Housing and Disability Rights Course	3/10/21 - 3/11/21	Webinar
Gloria Dancer	Fair Housing and Disability Rights Course	3/10/21 - 3/11/21	Webinar
Rebecca Ellis	Fair Housing and Disability Rights Course	3/10/21 - 3/11/21	Webinar
Janie Lovell	Fair Housing and Disability Rights Course	3/10/21 - 3/11/21	Webinar

# Information Technology (IT) January 2021

- **HMS Windows Software, Software Applications, & IT Support Calls**
  - All support calls were closed with-in 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](http://www.wacopha.org)
  - Webpage statistic have transitioned to google analytics
  
- **Server, Computer, and Phone System Uptimes**
  - Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network system had no down time.
  
- **Miscellaneous**
  - Continued implementation of new security camera infrastructure installed servers at site locations.
  - Continue solution planning on South Terrace Waco LP – Resident Data services
  - Reviewed and procured a new payroll solution Harpers Payroll Services
  - Completed software conversion of South Terrace to Project based voucher – needed for HAP payment processing
  - Completed a call campaign to acquire data for our Public Housing survey. Focus was the 18-25 age group, data collected on the 62 and up age group was also input. This was a collaboration between, Admin, IT, and Community Services staff/interns.

## Board Report Jan 2021

Jan 1, 2021 - Jan 31, 2021

**All Users**  
100.00% Sessions

### Total users

**2,780**  
% of Total: 100.00% (2,780)



### Pageviews (total traffic)

**9,591**  
% of Total: 100.00% (9,591)



### Sessions (total visits)

**3,948**  
% of Total: 100.00% (3,948)

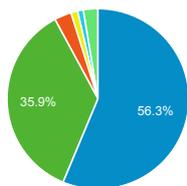


### Pageviews by Page

Page	Pageviews
/	3,588
/page/article/62 - <b>Note: Article featuring Covid-19 vaccine registration</b>	1,263
/page/section_8	773
/page/waitinng_list	533
/page/public_housing_ops	435
/page/homepage	425
/page/helpful_links	319
/page/contact_form	312
/page/departments	303
/page/rad	288

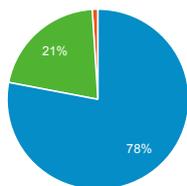
### Users by (referral) Source

■ google ■ (direct) ■ bing  
■ eoacwaco.org ■ m.facebook.com ■ Other



### Traffic by device

■ mobile ■ desktop ■ tablet

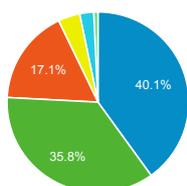


### Pageviews by City

City	Pageviews
Waco	3,734
Dallas	1,352
San Antonio	1,247
Waxahachie	466
Houston	339
Austin	292
New York	257
Fort Worth	83
Temple	80
Wichita	78

### Users by Operating System

■ iOS ■ Android ■ Windows  
■ Macintosh ■ Chrome OS ■ Other



# Modernization Department

## January 2021 Report

<b>Grant Year</b>	<b>Grant Amt.</b>	<b>Amt. Expended</b>	<b>% Expended</b>	<b>% Obligated</b>	<b>Deadline to Expend</b>
2017/517	\$1,177,497.00	\$1,166,995.47	99%	100%	August 15, 2023
2018/518	\$1,820,616.00	\$839,048.20	46%	48%	May 28, 2024
2019/519	\$1,904,253.00	\$571,275.98	30%	33%	April 15, 2025
2020/20	\$2,037,987.00	\$37,175.00	2%	2%	March 25, 2025

### Current Projects

#### Public Housing

- Interior Painting of 50 units
  - Recommend awarding to JNA Painting for \$80,900.00
  - Completed January 2021

**Rising Images, Inc.  
Board Report for January 2021**

**Occupancy**

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%

Picadilly	6	1	83%
Raintree	156	3	98%

**Rent Collections**

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$50,420.00	\$50,420.00	100%
Hunnington	\$33,465.00	\$34,500.00	\$34,500.00	100%
Misty Square	\$8,070.40	\$8,320.00	\$8,320.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$2,662.00	\$2,622.00	100%
Raintree	\$88,615.00	\$93,345.00	\$92,751.67	99%

**Contracts (MOD)**

Zamco is replacing the privacy fence on our properties at Cimmaron around the dumpsters.

**Administration**

Cimmaron and Hunnington are in compliance with the requirements for the Affordable Housing Program.

Raintree and Picadilly are in compliance with the requirements for the Affordable Housing Program.

# South Terrace Apartments Waco LP Board Report for January 2021

## Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	38	85%

## Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$57,836.00	\$ 57,836.00	\$ 52,935.95	92%

### Administration

South Terrace is continuing the process for RAD conversion.

# Housing Operations Monthly Report

January 2021

## Public Housing Report

### Staff

Total Employees – 10      Temporary Staff – 0

### Waiting List Information

Total number of applicants on the waiting list –1149

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

Notification for assistance mailed	10
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	10
Units rejected by applicant	0
Total applicants not qualified	8

There were (0 due to COVID) orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

There was a total of (35) orientation packets mailed out, (31) received and in process of verifications, (15) completed.

### Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	15	10	5
Estella Maxey	15	13	2
<b>Total</b>	<b>30</b>	<b>23</b>	<b>7</b>

We have completed 94% of certifications for this month. According to PIC submission we have reported 98.46 % certifications for the year.

### Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	0	0	0
South Terrace	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Percentage of Rent Collected

99% of the rent for January was collected.  
Last Quarterly Average was -92% for Oct–Nov–Dec.

### Occupancy Percentage

The occupancy percentage for January was 82%; we did not meet our goal of 97%.  
Last Quarterly Average was 81% for Oct–Nov–Dec

## Maintenance Report

### Staff

Total Employees – 14, 4 Temporary Staff – 1 Vacant Aide A Estella Maxey, 3 Vacant Utility Laborers ,1 Kate Ross, 2 Estella Maxey

### Work Orders

#### Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	74	88%	9
Estella Maxey	91	77%	21
<b>Total</b>	<b>165</b>	<b>83%</b>	<b>30</b>

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.27 days which is well above our goal.

#### Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	36	36	0
Over 24 hours	0	0	0
<b>Total</b>	<b>36</b>	<b>36</b>	<b>0</b>

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

### January Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
282.89	41.78	97.78	422.45

### Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
232.74	51.20	108.00	391.94

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 391.94, this puts us over by 371 days. Due to staffing shortages and the high number of move outs over the past year staff had problems turning enough units each week to reduce the turnover days.

### January Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	230	286	80%
Estella Maxey	302	362	83%
<b>Overall Occupancy</b>	<b>532</b>	<b>648</b>	<b>82%</b>

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

### Annual Inspections FY 20 - 21

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	0	0
Estella Maxey	362	0	0
South Terrace	248	0	0
<b>Overall Occupancy</b>	<b>896</b>	<b>0</b>	<b>0</b>

### **Fleet Vehicle Inspection**

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of January 2021.

### **Planned/Preventative Maintenance**

Annual Inspections/HVAC Filter Changes /Lighting Repairs (all sites/building lights and streetlights) Gas Meter Repair/Service/Pest Control (all sites)

### **Accident-free days by staff FY 2020/2021**

Maintenance staff has accumulated 123 accidents free days with (0) zero loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing prior to starting work is conducted daily at Maintenance.

### **Expenditures**

Monthly Budget	\$27,787.26
January 2021	\$12,118.89

### **Security Report for January 2021**

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY		1				1
ASSAULTS						
Agg. Assault						
Sexual Offense		3			1	1
Simple Assault	1	19	3	1	1	2
Family Violence	3	30		2	6	8
BURGLARY						
Habitation	2	15		2	3	5
Auto		2		1		
AUTO THEFTS	1	3				
ARSON						
CRIMINAL TRESPASS	2	11		1		1
CRIMINAL MISCHIEFS	1	18	2			2
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor		1				
DRUGS CONFISCATED		0.4gr		24 gr		8 gr
Pills		1				13 gr
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	17	219	15	16	22	45
Security	8	108	6	8	8	23
INCIDENT REPORTS						
Other Agency	16	160	13	14	18	37
Security	8	89	6	8	6	18
Assist						
SECURITY HOURS	171.75	357.75	186.75	1005.75	175	1007.75

## Section 8 Board Report – January 2021

The Section 8 Department has leased a total of 2558 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	2311	2337
Hill County	471	204
Somervell County	534	17
<b>Totals</b>	<b>3316</b>	<b>2558</b>

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

There are 12 applicant families searching for a place to live at this time.

Waco	12
Hill County	0
Somervell County	0
<b>Total</b>	<b>12</b>

### Re-certifications

Waco, Hill County and Somervell County Offices are recertifying annuals through March 2021.

### Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

### VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	2
Number Searching in Waco	11
Number Passed/Pending Inspection	1
Number housed in Waco	57

Ineligible	151
<b>Total</b>	<b>81%</b>

### Mainstream

Number Pending (Referral/Orientation)	43
Number Searching in Waco	13
Number Passed/Pending Inspection	1
Number housed in Waco	50

Ineligible	66
<b>Total</b>	<b>63%</b>

### HUD Reports

No reports due

### Staff

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

**Community Services Report  
January 2021**

**Director of Community Services  
Melissa Johnson, Coordinator; L.B.S.W. Coordinator**

*Services and Programs Provided*

**Community Needs Assessment**

Community Needs Assessment was completed, and IT is working on analytics. Director will review results with staff and the preferences of the tenants will be what drives the services provided by Community Services or with community partners.

**Apricot Software**

Apricot Software was purchased, and rollout of training has begun. Apricot Software will help the department to streamline documentation and services, as well as provide up to the minute reports on the services that have been provided to tenants.

**WISD Tutoring**

We have worked with WISD by providing all three sites and staff monitors for tutoring WISD students in the evenings. WISD provides the teachers for tutoring. All three sites have been set up for social distancing and reduced capacity. Everyone that enters the building is required to wear masks and to maintain social distancing.

**Covid 19**

\*Director continues to have conversations with Health Department about utilizing WHA sites as vaccine distribution sites. Right now, the Convention Center is the only vaccination hub in Waco.

**921 Packets of PPE have been distributed to PH tenants**

12 Covid Positive Households Contacted this Month/ 12 total calls/Groceries from Caritas delivered if needed.

**Vaccination Sign Up**

Community Services has begun to call all tenants 65 and older as well as disabled tenants to assist in signing up for Covid 19 vaccinations online. (Early data from City of Waco shows that WHA neighborhoods were not getting signed up for the vaccine when the sign-up was online-only during a designated time.) Project was just started last week.

**80 calls have been so far with 20 getting signed up for the vaccine waiting list.**

Many have received the first dose of the vaccine through their MD office while some are still reluctant about the safety of the vaccine. The goal is to call every tenant over 65 and disabled to assist them if needed.

\*Bachelor of SW students have returned for this semester. MSW student began internship this month which will focus on community organization.

**Dot Clark Ministries** continues to hand out to go meals at Estella Maxey and Kate Ross. She averaged about 300 meals per day at Estella Maxey and 150 at Kate Ross

Zoom Meeting with **National Public Housing Museum** on how to get oral histories of residents during Covid. MSW student to assist.

**Agency Networking Contacts January 2021**

Salvation Army, WISD, Texas Agrilife, CRCG, East Waco Neighborhood Association, Caritas, Dot Clark Ministries, Family Health Center, SOAR, Voice, WISD Homeless Program, City of Waco Health Department, National Public Housing Museum, Prosper Waco, Community Race Relations Coalition, Phoenix House Texas

**FAMILY SELF SUFFICIENCY PROGRAM: Coordinators: Judy Perry, L.B.S.W. & Theresa Salinas, L.B.S.W.**

<u>Active Participants</u>	<u>Graduates</u>	<u>New Participants</u>	<u>Ports</u>	<u>Reinstated</u>	<u>Terms</u>	<u>Extension</u>	<u>New Home</u>
EM-9, KR-5, PH=14 RAD/ ST-8 S8-64, VASH-0 TOTAL-86	0	1	0	0	0	2	0

**FSS Advisory Board Meeting:** The board meeting will be scheduled as soon as possible. Communicate via email to inform members of FSS Program status and to obtain current resource information for FSS participants.

**FSS Orientation:** New recruits have been enrolled via telephone and mail. Microsoft Teams, webcams & microphones have been added to computers, so online meetings may occur in the future.

**FSS Meetings:** Participants were emailed COVID-19 19 updates and information on vaccines; also, sent out “How to get Motivated When You Don’t Wanna.” Coordinators received training on TEAMS and hope to host online meetings soon.

**2021 FSS Calendar**

January 2021 – tbd  
February 2021 – tbd  
March 2021-tbd

**FSS Clients’ Goal Accomplishments**

PH client obtained her High School Diploma  
Two S8 clients attending GED classes at CWJC  
Two S8 clients established Escrow accounts  
One S8 increased escrow account deposits  
One S8 participant paid off a loan, registered for college, completed Home Buyer Education through NeighborWorks and has been increasing her parenting skills

**Referrals**

Caritas  
CWJC - GED classes  
Covid-19 Vaccine information  
Grassroots Community Development - 2021 Financial Literacy & Homebuyer Series Classes for 2021  
Homeownership Programs  
MCC Foundation Scholarships  
MCC GED classes  
Prosper Waco information  
TX NAHRO Scholarships

**Activities**

Visited with ITS Dept., Lawrence, Tonya, & Gloria regarding ST FSS clients - conversion to RAD  
Developed FSS Survey regarding FSS client's access for virtual meetings  
Visited with Latanya regarding PIC issues on S8 FSS clients  
Reviewed SEMAP report regarding FSS client's status and corrected errors  
Downloaded HUD PIC AdHoc reports for review & to ensure status of PH & S8 FSS clients  
Microsoft Teams training online with Jonathan

JUDY's Hours		THERESA's Hours	
Admin	41.5	Admin	35
Client Time	63	Client Time	59
Escrow	10.25	Escrow	8
Comm/Mtgs	4.5	Comm/Mtgs	3
Conf/Trng	4.75	Conf./Trainings	3
Field Task Mgr.	1.5	Interns	1
Bad Weather Day	10	Bad Weather Day	10
Sick Days	7.5	Sick Days	16.5
Vacation		Vacation	8
Holiday	10	Holiday	10
COVID-19	7	COVID-19	6.5
<b>TOTAL</b>	<b>160</b>	<b>TOTAL</b>	<b>160</b>

- Received 12 HEB gift bags with all ingredients to make Chicken Tortilla soup for FSS clients & distributing.
- Discussion with Paula Solano, FSS Advisory Board member regarding services she provides & her willingness to donate time to the FSS Program.
- Assisted KR FSS client with setting up Clint to pick up food items at Caritas, client does not have car for drive through pickup.
- Visited with Meryl, UTA MSW Intern to explain FSS Program policies, guidelines, etc.
- Picked up FSS Program Appreciation items for clients.
- Distributed PPE packets to South Terrace residents
- Made phone calls to elderly tenants to offered assistance with registering for the Covid-19 vaccine offered through the City of Waco.
- Attended various webinars (Mending Boundary Ruptures, Kemah Palms Rec., NAHRO ERAP, Starlite's Adapting to Change during Covid, McLean's Perks of Powering Down)
- Attended CSWE audit for BU via ZOOM.
- Attended SOAR Orientation Meeting

**RESIDENT SERVICES: Earnest Ward, Coordinator of Residents**

South Terrace:

- No Meeting was held but staying in contact with Resident Council.

Kate Ross:

- No meeting was held but staying in contact with Resident Council.

Estella Maxey:

- No meeting was held but staying in contact with Resident Council.

Other

- Mr. Weeks, Principal of West Elementary and I discussed the afterschool tutoring program for kids at Kate Ross and he expressed that there are 10 kids he knows for sure will need to be tutored and hope they are attending the program at Kate Ross.

• **COMMUNITY SERVICE (QWHRA)**

	Residents	Compliant	Non-Compliant	Exempt
South Terrace				
Kate Ross	7	2	5	
Estella Maxey	10	7	3	

Administrative....	100 hrs
HV:	20 hrs
Com. Ser.	20 hrs
Vacation	hrs
Holiday	10 hrs

**YOUTH SERVICES: Al Davis, Coordinator**

Counseling	5	WISD Visits (12 hours)	9
Home Visits	12	Girl Scouts Meeting	
Personal Contacts	20	YMCA	0
Phone Contacts	33	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	0	Staff Meetings	2
Acts Church	1	Teen Court (2 hours)	1
Juvenile Probation (4 hrs.)	2	Juvenile Court (2 hours)	1
Community Serv. Total	3	Truancy Court (9 hours)	6

- Update office files and reports.
- Meetings – Mission Waco – Conference Call – (2).
- Meetings – Starry Counseling Service – Conference Call – (1)
- Meetings – WISD Truancy – (1) – Conference Calls – (2) – Court Liaison (Yolanda McCutcheon)
- Client Calls – Estella Maxey – (11)
- Client Calls – South Terrace – (8)
- Client Calls – Kate Ross – (7)
- Size of a Man Mentoring – Working on Father Mentoring for Possible Summer Camps
- Transformation Waco Schools – (Some Truancy is Virtual) J.H. Hines Cases Filed (2) Carver Middle School (Temporary Closed due to Covid) – Cases filed (2). File Cases will be in higher numbers for February because Court was not always open due to Covid regulations.
- Holiday – MLK (10hrs.) Administrative hrs. – (56)

**Youth Training Coordinators: Kenneth Alexander, Coordinator and Tiffany Jackson:**

Older Youth Program	Working with Students	Case Work	Outreach	Activities
11 students visited in person (Socially Distanced – Outside)	77 hours	2 hours	1 hour	<ul style="list-style-type: none"> <li>• Contact students/families weekly by phone</li> <li>• Some students contacted via Zoom</li> </ul>

Central Cost Income Statement  
December 2020

Finance Board Reports for December 2020

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	25,600.00	6,399.99	3,344.83	10,222.43	3,822.44
3440 Mgmt./Adm.Fees fr.Non-Profits	631,000.00	157,749.99	48,008.24	143,293.38	(14,456.61)
3450 Asset Management Fee fr.Sites	536,900.00	134,225.01	11,798.99	172,494.86	38,269.85
3460 Mgmt./Adm.Fees fr.Sect.8	293,600.00	73,400.01	28,769.40	76,374.98	2,974.97
3470 Mgmt./Adm.Fees fr.CFP	143,800.00	47,368.35	23,803.16	71,409.50	24,041.15
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	4,600.00	1,149.99	397.81	2,086.58	936.59
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,600.00	399.99	-	43.32	(356.67)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,637,100.00	420,693.33	116,122.43	475,925.05	55,231.72
Total Income	1,637,100.00	420,693.33	116,122.43	475,925.05	55,231.72
EXPENSES					-
4110 Administrative Salaries	1,086,200.00	271,550.01	98,834.73	290,390.03	18,840.02
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	800.00	200.01	-	-	(200.01)
4140 Staff Training	9,100.00	2,275.02	2,775.00	3,264.00	988.98
4150 Travel Convention & Meetings	9,000.00	2,250.00	-	-	(2,250.00)
4171 Auditing Fees	1,000.00	750.00	-	-	(750.00)
4190 Sundry	80,600.00	20,150.04	14,146.36	36,135.40	15,985.36
Total Admin Expense	1,186,700.00	297,175.08	115,756.09	329,789.43	32,614.35
4310 Water	4,300.00	1,074.99	1,053.14	3,407.63	2,332.64
4320 Electricity	14,500.00	3,624.99	1,019.01	2,980.53	(644.46)
4330 Gas	1,400.00	350.01	314.34	561.64	211.63
4390 Sewer	900.00	225.00	75.30	155.04	(69.96)
Total Utility Expense	21,100.00	5,274.99	2,461.79	7,104.84	1,829.85
4420 Material	4,500.00	1,125.00	210.87	1,094.89	(30.11)
4430 Contract Cost	42,600.00	10,650.03	3,504.50	13,015.05	2,365.02
Total Ordinary Maint. & Operation	47,100.00	11,775.03	3,715.37	14,109.94	2,334.91
4510.010 Workers Compensation	6,700.00	1,674.99	504.66	1,513.98	(161.01)
4510.040 Auto Insurance	2,000.00	500.01	159.58	478.74	(21.27)
4510.070 Crime / Dishonesty	100.00	24.99	5.38	16.14	(8.85)
4510.090 Fire & Extend Coverage	100.00	24.99	7.44	22.32	(2.67)
4540 Employee Benefit Payments	277,700.00	69,425.01	19,452.72	62,166.98	(7,258.03)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	286,600.00	71,649.99	20,129.78	64,198.16	(7,451.83)
Total Routine Expenses	1,541,500.00	385,875.09	142,063.03	415,202.37	29,327.28
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	1,541,500.00	385,875.09	142,063.03	415,202.37	29,327.28
Residual Receipts (Profit/Loss)	95,600.00	34,818.24	(25,940.60)	60,722.68	25,904.44

Public Housing Income Statement  
December 2020

	Kate Ross					Estella Maxey				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME										
Dwelling Rental	688,000.00	171,999.99	51,339.37	157,905.81	(14,094.18)	870,000.00	217,500.00	69,188.77	200,424.08	(17,075.92)
Excess Utilities	83,200.00	20,799.99	4,301.33	16,398.30	(4,401.69)	116,000.00	29,000.01	6,132.86	21,653.29	(7,346.72)
Non-Dwelling Rental	72,000.00	18,000.00	6,000.00	18,000.00	-	-	-	-	-	-
Total Rental Income	843,200.00	210,799.98	61,640.70	192,304.11	(18,495.87)	986,000.00	246,500.01	75,321.63	222,077.37	(24,422.64)
Management Fee from CFP	63,900.00	15,158.04	10,473.39	25,707.41	10,549.37	79,900.00	20,317.77	13,329.77	32,372.31	12,054.54
CFP Trnsf. In-Site Expenses	64,400.00	16,100.01	269.98	10,257.32	(5,842.69)	67,400.00	16,850.01	462.05	963.54	(15,886.47)
Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	1,722.82	1,722.82	1,722.82
Interest on Investments	20,300.00	5,075.01	2,739.68	7,674.60	2,599.59	31,700.00	7,925.01	4,176.00	12,262.79	4,337.78
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	59,300.00	14,825.01	2,916.59	7,947.39	(6,877.62)	74,600.00	18,650.01	3,561.07	13,650.85	(4,999.16)
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	-	-
Other Income-Time Warner Cable	4,500.00	1,125.00	-	1,309.44	184.44	5,600.00	1,400.00	-	2,049.45	649.45
Operating Transfer In (1406)	64,900.00	16,224.99	24,134.16	39,368.18	23,143.19	81,000.00	18,947.49	31,594.11	50,636.65	31,689.16
Total Operating Income	277,300.00	68,508.06	40,533.80	92,264.34	23,756.28	340,200.00	84,090.29	54,845.82	113,658.41	29,568.12
Total HUD Contributions	1,111,800.00	265,489.35	118,315.00	333,954.00	68,464.65	1,485,700.00	353,384.01	156,899.00	442,860.00	89,475.99
Total Income	2,232,300.00	544,797.39	220,489.50	618,522.45	73,725.06	2,811,900.00	683,974.31	287,066.45	778,595.78	94,621.47
EXPENSES										
Administrative Salaries	187,800.00	46,950.00	16,819.32	45,325.71	(1,624.29)	247,800.00	61,950.00	21,019.01	52,928.14	(9,021.86)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	800.00	200.01	-	-	(200.01)	3,600.00	900.00	-	-	(900.00)
Staff Training	450.00	112.50	202.80	639.28	526.78	500.00	125.01	194.40	740.00	614.99
Travel & Conventions	1,450.00	362.52	-	-	(362.52)	1,800.00	450.00	-	-	(450.00)
Audit Fees	3,400.00	2,550.00	-	480.00	(2,070.00)	4,200.00	3,150.00	-	600.00	(2,550.00)
Sundry	97,145.00	24,286.26	7,034.21	26,254.86	1,968.60	114,470.00	28,617.48	7,630.51	25,652.75	(2,964.73)
Management Fees	300,900.00	74,408.04	19,223.76	84,606.91	10,198.87	379,800.00	95,292.78	24,468.14	106,293.56	11,000.78
Total Admin Expense	591,945.00	148,869.33	43,280.09	157,306.76	8,437.43	752,170.00	190,485.27	53,312.06	186,214.45	(4,270.82)
Tenant Services Salaries	101,500.00	25,374.99	10,513.71	29,978.45	4,603.46	126,900.00	31,725.00	13,161.98	37,492.92	5,767.92
Tenant Services-Recr., Etc.	10,000.00	2,499.99	397.00	1,034.16	(1,465.83)	10,000.00	2,499.99	50.00	909.03	(1,590.96)
Resident Council	4,000.00	999.99	-	-	(999.99)	4,000.00	999.99	-	-	(999.99)
Ten. Serv. Contr., Train., Spec. Needs	100.00	24.99	-	9.60	(15.39)	100.00	24.99	-	12.00	(12.99)
Total Tenant Expense	115,600.00	28,899.96	10,910.71	31,022.21	2,122.25	141,000.00	35,249.97	13,211.98	38,413.95	3,163.98
EXPENSES										
Water	67,300.00	16,824.99	8,840.65	20,018.90	3,193.91	97,600.00	24,399.99	10,443.11	31,576.20	7,176.21
Electricity	160,000.00	39,999.99	8,475.67	28,184.70	(11,815.29)	229,200.00	57,300.00	11,469.28	39,617.48	(17,682.52)
Gas	59,000.00	14,750.01	10,061.35	20,859.11	6,109.10	90,000.00	22,500.00	12,104.63	22,156.47	(343.53)
Other Utility Expense	88,500.00	22,125.00	11,421.07	25,822.83	3,697.83	137,600.00	34,400.01	15,681.89	47,502.78	13,102.77
Total Utility Expense	374,800.00	93,699.99	38,798.74	94,885.54	1,185.55	554,400.00	138,600.00	49,698.91	140,852.93	2,252.93
Labor	189,700.00	47,424.99	13,685.33	39,404.80	(8,020.19)	312,200.00	78,050.01	18,327.39	52,989.56	(25,060.45)
Material	102,400.00	20,599.98	3,603.98	21,362.68	762.70	106,300.00	21,575.01	5,620.92	15,389.16	(6,185.85)
Contract Cost	310,475.00	77,618.76	13,383.86	46,835.35	(30,783.41)	363,975.00	90,993.75	22,271.79	82,991.81	(8,001.94)
Total Ordinary Maint. & Operation	602,575.00	145,643.73	30,673.17	107,602.83	(38,040.90)	782,475.00	190,618.77	46,220.10	151,370.53	(39,248.24)
Protective Services Contract	77,650.00	19,412.49	6,875.03	19,963.62	551.13	76,000.00	18,999.99	7,162.72	21,304.72	2,304.73
Total Protective Services	77,650.00	19,412.49	6,875.03	19,963.62	551.13	76,000.00	18,999.99	7,162.72	21,304.72	2,304.73
Insurance	65,100.00	16,274.97	5,121.52	15,364.56	(910.41)	68,000.00	16,999.98	5,270.31	15,810.93	(1,189.05)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	186,530.00	46,632.48	9,891.20	32,312.74	(14,319.74)	311,430.00	77,857.47	14,242.48	45,445.25	(32,412.22)
Collection Losses	33,200.00	8,300.01	3,153.84	16,182.02	7,882.01	56,525.00	14,131.26	7,629.36	22,466.90	8,335.64
Total General Expenses	284,830.00	71,207.46	18,166.56	63,859.32	(7,348.14)	435,955.00	108,988.71	27,142.15	83,723.08	(25,265.63)
Total Routine Expenses	2,047,400.00	507,732.96	148,704.30	474,640.28	(33,092.68)	2,742,000.00	682,942.71	196,747.92	621,879.66	(61,063.05)
EXPENSES										
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	2,047,400.00	507,732.96	148,704.30	474,640.28	(33,092.68)	2,742,000.00	682,942.71	196,747.92	621,879.66	(61,063.05)
G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	184,900.00	37,064.43	71,785.20	143,882.17	106,817.74	69,900.00	1,031.60	90,318.53	156,716.12	155,684.52

Section 8 Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,545,200.00	386,300.01	125,918.00	374,232.00	(12,068.01)
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on on Admin Reserve	12,000.00	3,000.00	1,860.65	5,500.81	2,500.81
3690 Other Income	-	-	10,036.79	30,893.39	30,893.39
Total Admin Income	1,557,200.00	389,300.01	137,815.44	410,626.20	21,326.19
EXPENSES					
4110 Administrative Salaries	719,600.00	178,011.80	56,489.83	164,189.01	(13,822.79)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	249.99	-	-	(249.99)
4140 Staff Training	2,000.00	500.01	-	-	(500.01)
4150 Travel Convention & Meetings	2,000.00	500.01	-	-	(500.01)
4171 Auditing Fees	7,000.00	5,250.00	-	1,500.00	(3,750.00)
4190 Sundry	178,825.00	44,236.21	9,877.76	30,173.86	(14,062.35)
4196 Management Fee	293,600.00	73,400.01	28,331.55	75,022.50	1,622.49
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	-	-	-	-	-
Total Admin Expense	1,204,025.00	302,148.03	94,699.14	270,885.37	(31,262.66)
4310 Water	1,300.00	451.12	273.75	875.74	424.62
4320 Electricity	4,100.00	1,004.00	268.48	842.22	(161.78)
4330 Gas	1,300.00	328.23	189.19	403.54	75.31
4390 Sewer	400.00	99.99	33.86	86.03	(13.96)
Total Utility Expense	7,100.00	1,883.34	765.28	2,207.53	324.19
4420 Material	3,700.00	924.99	138.20	377.10	(547.89)
4430 Contract Cost	21,225.00	5,306.22	974.39	7,773.02	2,466.80
Total Ordinary Maint. & Operation	24,925.00	6,231.21	1,112.59	8,150.12	1,918.91
4510.010 Workers Compensation	7,000.00	1,749.99	529.60	2,118.40	368.41
4510.020 General Liability Insurance	500.00	125.01	-	40.51	(84.50)
4510.040 Auto Insurance	2,200.00	549.99	169.13	676.52	126.53
4510.050 Public Officials Liability -E&O	800.00	200.01	64.11	256.44	56.43
4510.070 Crime / Dishonesty	70.00	17.49	5.38	21.52	4.03
4510.090 Fire & Extend Coverage	180.00	45.00	14.39	57.56	12.56
4540 Employee Benefit Payments	278,700.00	70,813.42	14,231.66	44,809.98	(26,003.44)
4590 Admin Fee	29,800.00	7,450.02	4,961.35	9,923.07	2,473.05
Total General Expenses	319,250.00	80,950.93	19,975.62	57,904.00	(23,046.93)
Total Routine Expenses	1,555,300.00	391,213.51	116,552.63	339,147.02	(52,066.49)
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)	1,900.00	(1,913.50)	21,262.81	71,479.18	73,392.68

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	2,732.00	7,857.00	7,857.00
3610 Interest on on Admin Reserve	-	-	42.59	168.13	168.13
3690.070 Misc. Other Income	-	-	372.70	372.70	372.70
Total Admin Income	-	-	3,147.29	8,397.83	8,397.83
EXPENSES					
4110 Administrative Salaries	-	-	420.20	451.71	451.71
4196 Admin Fees	-	-	437.85	1,352.48	1,352.48
4189/4190 Sundry	-	-	79.58	110.40	110.40
Total Admin Expenses	-	-	937.63	1,914.59	1,914.59
4540 Employee Benefit Payments	-	-	65.46	76.54	76.54
4590 Admin Fee	-	-	-	-	-
4431 Building Repair Contract	-	-	-	-	-
4430 Clean/Desinf Contr. Srvc	-	-	1.44	4.32	4.32
Total General Expenses	-	-	66.90	80.86	80.86
Total Expenses	-	-	1,004.53	1,995.45	1,995.45
Residual Receipts (Profit/Loss)	-	-	2,142.76	6,402.38	6,402.38

Section 8 HAP

Mainstream 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.	25.00	1,884.52
3690.020 Other Income FSS Forfeitures	-	760.87
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,404,659.00	4,181,156.94
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 Demolitio	-	-
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,404,684.00	4,183,802.33
EXPENSES		
4715.010 HAP Occupied Units	1,138,491.00	3,430,768.00
4715.020 HAP Parkside Occ. Units	17,739.00	53,369.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	1,432.00	4,339.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	26,379.61	137,722.81
4715.100 HAP Parkside-Portability-Out	2,160.00	6,405.00
4715.230 HAP Homeownership	4,954.00	15,152.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	46,435.00	70,856.00
4715.500 HAP Vet.Affs.Support.Hous.	23,809.00	65,314.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	91,132.00	268,702.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,793.00	15,206.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	13,317.00	39,916.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	17,669.00	50,919.00
4716.100 UAP Parkside Occ. Units	175.00	320.00
4716.130 UAP Tanglewood Occ. Units	-	-
4716.230 UAP Homeownership	138.00	1,049.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	699.00	1,090.00
4716.500 UAP Vet.Affairs Support Hous.	112.00	400.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	247.00	2,365.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	1,858.00	6,162.35
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,391,539.61	4,170,055.16
RESIDUAL RECEIPTS (Profit/Loss)	13,144.39	13,747.17

	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	19,331.00	19,331.00
TOTAL HAP INCOME	19,331.00	19,331.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	-	-
4715.800 HAP Mainstream	23,774.00	69,033.00
4716.800 UAP Mainstream	-	341.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	23,774.00	69,374.00
RESIDUAL RECEIPTS (Profit/Loss)	(4,443.00)	(50,043.00)

WPFC Income Statement  
December 2020

	Raintree					Cimmaron					Misty				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	1,114,800.00	278,700.00	96,206.35	283,120.21	4,420.21	586,900.00	146,724.99	49,781.45	150,351.45	3,626.46	96,800.00	24,200.01	8,320.00	24,960.00	759.99
Total Rental Income	1,114,800.00	278,700.00	96,206.35	283,120.21	4,420.21	586,900.00	146,724.99	49,781.45	150,351.45	3,626.46	96,800.00	24,200.01	8,320.00	24,960.00	759.99
3400 Donations to Scholarship Fd.	3,000.00	-	5.23	15.49	15.49	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	11,700.00	2,925.00	1,483.78	4,338.68	1,413.68	6,800.00	1,700.01	793.29	2,318.17	618.16	800.00	200.01	95.86	266.82	66.81
3690 Other Income	38,550.00	9,637.52	877.35	7,503.51	(2,134.01)	25,500.00	6,374.99	1,121.56	7,347.84	972.85	3,105.00	776.25	40.00	312.82	(463.43)
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	53,250.00	12,562.52	2,366.36	11,857.68	(704.84)	32,300.00	8,075.00	1,914.85	9,666.01	1,591.01	3,905.00	976.26	135.86	579.64	(396.62)
Total Income	1,168,050.00	291,262.52	98,572.71	294,977.89	3,715.37	619,200.00	154,799.99	51,696.30	160,017.46	5,217.47	100,705.00	25,176.27	8,455.86	25,539.64	363.37
EXPENSES															
4110 Administrative Salaries	88,600.00	22,453.00	5,098.78	17,878.71	(4,574.29)	52,620.00	13,339.99	4,577.86	12,336.62	(1,003.37)	8,125.00	2,061.00	722.81	2,001.51	(59.49)
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	730.00	182.49	523.45	3,589.63	3,407.14	500.00	125.01	324.90	2,315.22	2,190.21	70.00	17.49	54.15	376.90	359.41
4140 Staff Training & Convention	700.00	174.99	-	-	(174.99)	540.00	135.00	-	-	(135.00)	85.00	21.24	-	-	(21.24)
4150 Travel	160.00	39.99	-	-	(39.99)	245.00	61.26	-	-	(61.26)	40.00	9.99	-	-	(9.99)
4171 Auditing Fees	3,250.00	2,090.00	-	-	(2,090.00)	2,070.00	1,330.00	-	-	(1,330.00)	280.00	180.00	-	-	(180.00)
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	32,990.00	7,559.97	1,814.61	7,325.77	(234.20)	16,175.00	5,504.96	3,080.35	5,840.73	335.77	2,195.00	538.75	162.25	590.86	52.11
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,850.00	72,462.51	25,013.65	73,611.25	1,148.74	152,600.00	38,150.01	12,943.18	39,091.48	941.47	10,650.00	2,662.50	915.20	2,745.60	83.10
Total Admin Expense	416,280.00	104,962.95	32,450.49	102,405.36	(2,557.59)	224,750.00	58,646.23	20,926.29	59,584.05	937.82	21,445.00	5,490.97	1,854.41	5,714.87	223.90
4310 Water	48,700.00	12,927.00	4,521.24	16,432.75	3,505.75	27,900.00	6,892.00	3,426.50	9,493.11	2,601.11	4,500.00	901.00	368.61	1,095.96	194.96
4320 Electricity	13,700.00	3,614.00	1,249.58	3,717.97	103.97	7,500.00	2,072.00	699.53	1,811.37	(260.63)	1,800.00	493.00	118.85	351.58	(141.42)
4390 Sewer	46,200.00	9,837.00	4,907.85	14,316.50	4,479.50	19,700.00	4,861.00	1,701.37	5,557.23	696.23	4,000.00	696.00	311.08	918.05	222.05
Total Utility Expense	108,600.00	26,378.00	10,678.67	34,467.22	8,089.22	55,100.00	13,825.00	5,827.40	16,861.71	3,036.71	10,300.00	2,090.00	798.54	2,365.59	275.59
4410 Labor	93,300.00	23,660.00	5,081.67	15,253.33	(8,406.67)	64,600.00	16,383.00	3,915.04	11,475.09	(4,907.91)	10,190.00	2,584.00	618.16	1,811.86	(772.14)
4420 Material	44,260.00	11,064.99	3,239.36	7,949.04	(3,115.95)	12,090.00	3,130.01	1,843.19	2,327.87	(802.14)	2,280.00	569.94	214.69	231.07	(338.87)
4430 Contract Cost	122,570.00	39,932.29	31,898.45	53,027.54	13,095.25	42,770.00	10,692.51	4,602.18	11,454.26	761.75	14,700.00	3,432.15	722.84	1,946.04	(1,486.11)
Total Ordinary Maint. & Operation	260,130.00	74,657.28	40,219.48	76,229.91	1,572.63	119,460.00	30,205.52	10,360.41	25,257.22	(4,948.30)	27,170.00	6,586.09	1,555.69	3,988.97	(2,597.12)
4480 Contract Cost	420.00	105.00	33.50	100.50	(4.50)	480.00	120.00	38.19	114.57	(5.43)	70.00	17.49	6.03	18.09	0.60
Total Protective Services	420.00	105.00	33.50	100.50	(4.50)	480.00	120.00	38.19	114.57	(5.43)	70.00	17.49	6.03	18.09	0.60
4510.010 Workers Compensation	3,970.00	992.49	298.97	896.91	(95.58)	2,490.00	622.50	182.53	547.59	(74.91)	390.00	97.50	28.25	84.75	(12.75)
4510.020 General Liab Insurance	1,230.00	307.50	95.93	287.79	(19.71)	780.00	195.00	61.03	183.09	(11.91)	130.00	32.49	9.82	29.46	(3.03)
4510.040 Auto Insurance	500.00	125.01	38.15	114.45	(10.56)	310.00	77.49	24.21	72.63	(4.86)	40.00	9.99	2.95	8.85	(1.14)
4510.050 Public Officials Insurance	1,940.00	485.01	151.71	455.13	(29.88)	1,240.00	309.99	96.48	289.44	(20.55)	200.00	50.01	15.52	46.56	(3.45)
4510.070 Crime / Dishonesty	70.00	17.49	5.38	16.14	(1.35)	70.00	17.49	5.38	16.14	(1.35)	-	-	-	-	-
4510.090 Fire & Extend Coverage	31,000.00	7,749.99	2,434.18	7,302.54	(447.45)	17,000.00	4,250.01	1,335.23	4,005.69	(244.32)	1,700.00	425.01	135.84	407.52	(17.49)
4540 Employee Benefit Payments	90,330.00	22,591.23	3,359.54	12,608.80	(9,982.43)	41,380.00	10,394.59	2,338.73	7,678.79	(2,715.80)	6,430.00	1,608.60	369.33	1,233.49	(375.11)
4570 Collection Losses	1,030.00	257.50	3,869.76	3,869.76	3,612.26	1,770.00	442.50	573.11	573.11	130.61	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	130,070.00	32,526.22	10,253.62	25,551.52	(6,974.70)	65,040.00	16,309.57	4,616.70	13,366.48	(2,943.09)	8,890.00	2,223.60	561.71	1,810.63	(412.97)
Total Routine Expenses	915,500.00	238,629.45	93,635.76	238,754.51	125.06	464,830.00	119,106.32	41,768.99	115,184.03	(3,922.29)	67,875.00	16,408.15	4,776.38	13,898.15	(2,510.00)
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	4,000.00	999.99	501.23	1,241.24	241.25	-	-	-	-	-
4191.300 Non-Apartment Public Relations	6,000.00	1,500.00	104.31	706.65	(793.35)	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	6,000.00	1,500.00	104.31	706.65	(793.35)	4,000.00	999.99	501.23	1,241.24	241.25	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Scholarships Awarded	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4800 Depreciation Expense	185,450.00	46,362.51	14,993.01	44,853.89	(1,508.62)	92,170.00	23,042.49	7,449.54	22,335.03	(707.46)	32,700.00	8,175.03	2,651.94	8,000.28	(174.75)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	185,450.00	46,362.51	14,993.01	44,853.89	(1,508.62)	92,170.00	23,042.49	7,449.54	22,335.03	(707.46)	32,700.00	8,175.03	2,651.94	8,000.28	(174.75)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,950.00	286,491.96	108,733.08	284,315.05	(2,176.91)	561,000.00	143,148.80	49,719.76	138,760.30	(4,388.50)	100,575.00	24,583.18	7,428.32	21,898.43	(2,684.75)
Residual Receipts (Profit/Loss)	58,100.00	4,770.56	(10,160.37)	10,662.84	5,892.28	58,200.00	11,651.19	1,976.54	21,257.16	9,605.97	130.00	593.09	1,027.54	3,641.21	3,048.12

WHOC & WPFCL Income Statements  
December 2020

WHOC Hunnington						WHOC Picadilly						WPFCL BR Income Statement									
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under				
<b>INCOME</b>						<b>INCOME</b>						<b>INCOME</b>									
3110 Dwelling Rental	401,600.00	100,400.01	33,924.19	103,100.15	2,700.14	49,800.00	12,450.00	2,872.00	9,445.53	(3,004.47)	49,800.00	12,450.00	2,872.00	9,445.53	(3,004.47)	3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	401,600.00	100,400.01	33,924.19	103,100.15	2,700.14	49,800.00	12,450.00	2,872.00	9,445.53	(3,004.47)	49,800.00	12,450.00	2,872.00	9,445.53	(3,004.47)	Total Rental Income	-	-	-	-	-
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3610 Interest Income	-	-	2,684.32	7,546.25	7,546.25
3610 Interest Income	3,700.00	924.99	594.30	1,714.08	789.09	3,700.00	924.99	364.92	1,097.13	172.14	3,700.00	924.99	364.92	1,097.13	172.14	3690 Other Income	-	-	240,000.00	240,000.00	240,000.00
3690 Other Income	11,600.00	2,900.01	595.00	2,503.57	(396.44)	2,400.00	599.99	-	1,527.98	927.99	2,400.00	599.99	-	1,527.98	927.99	Total Operating Income	-	-	242,684.32	247,546.25	247,546.25
3999 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3999.000 Transfer In	-	-	-	-	-
Total Operating Income	15,300.00	3,825.00	1,189.30	4,217.65	392.65	6,100.00	1,524.98	364.92	2,625.11	1,100.13	6,100.00	1,524.98	364.92	2,625.11	1,100.13	Total Income	-	-	242,684.32	247,546.25	247,546.25
Total Income	416,900.00	104,225.01	35,113.49	107,317.80	3,092.79	55,900.00	13,974.98	3,236.92	12,070.64	(1,904.34)	55,900.00	13,974.98	3,236.92	12,070.64	(1,904.34)	<b>EXPENSES</b>					
<b>EXPENSES</b>						<b>EXPENSES</b>						<b>EXPENSES</b>									
4110 Administrative Salaries	35,740.00	9,045.00	2,730.63	7,358.63	(1,686.37)	3,500.00	888.00	206.72	724.83	(163.17)	3,500.00	888.00	206.72	724.83	(163.17)	4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	350.00	87.51	-	-	(87.51)	40.00	9.99	-	-	(9.99)	40.00	9.99	-	-	(9.99)	4130 Legal Expense	-	-	902.50	2,819.75	2,819.75
4140 Staff Training & Convention	320.00	80.01	-	-	(80.01)	30.00	7.50	-	-	(7.50)	30.00	7.50	-	-	(7.50)	4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	150.00	37.50	-	-	(37.50)	10.00	2.49	-	-	(2.49)	10.00	2.49	-	-	(2.49)	4150 Travel	-	-	-	-	-
4171 Auditing Fees	1,275.00	820.00	-	-	(820.00)	130.00	80.00	-	-	(80.00)	130.00	80.00	-	-	(80.00)	4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4180 Office Rent	-	-	-	-	-
4190 Sundry	11,115.00	4,411.22	501.18	4,154.69	(256.53)	2,090.00	709.90	303.40	567.52	(142.38)	2,090.00	709.90	303.40	567.52	(142.38)	4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	104,400.00	26,100.00	8,820.29	26,806.04	706.04	5,480.00	1,370.01	315.92	1,039.01	(331.00)	5,480.00	1,370.01	315.92	1,039.01	(331.00)	Total Admin Expense	-	-	902.50	2,819.75	2,819.75
Total Admin Expense	153,350.00	40,581.24	12,052.10	38,319.36	(2,261.88)	11,280.00	3,067.89	826.04	2,331.36	(736.53)	11,280.00	3,067.89	826.04	2,331.36	(736.53)	4310 Water	-	-	-	-	-
4310 Water	20,400.00	4,579.00	1,583.73	5,541.74	962.74	970.00	185.00	644.41	941.92	756.92	970.00	185.00	644.41	941.92	756.92	4320 Electricity	-	-	-	-	-
4320 Electricity	8,300.00	2,192.00	753.51	1,965.99	(226.01)	300.00	102.00	168.74	465.90	363.90	300.00	102.00	168.74	465.90	363.90	Total Utility Expense	-	-	-	-	-
4390 Sewer	20,000.00	4,222.00	1,476.72	5,647.45	1,425.45	40.00	9.99	97.20	186.16	176.17	40.00	9.99	97.20	186.16	176.17	4410 Labor	-	-	-	-	-
Total Utility Expense	48,700.00	10,993.00	3,813.96	13,155.18	2,162.18	1,310.00	296.99	910.35	1,593.98	1,296.99	1,310.00	296.99	910.35	1,593.98	1,296.99	4420 Material	-	-	-	-	-
4410 Maint. & Operation Labor	38,500.00	9,764.00	2,335.29	6,844.79	(2,919.21)	4,200.00	1,066.00	211.74	635.54	(430.46)	4,200.00	1,066.00	211.74	635.54	(430.46)	4430 Contract Cost	-	-	-	-	-
4420 Material	8,135.00	2,033.70	2,126.13	2,893.15	859.45	2,030.00	507.48	1,289.82	1,292.20	784.72	2,030.00	507.48	1,289.82	1,292.20	784.72	Total Ordinary Maint. & Operation	-	-	-	-	-
4430 Contract Cost	39,675.00	7,793.73	2,324.58	6,914.70	(879.03)	8,520.00	2,130.00	1,814.90	3,639.20	1,509.20	8,520.00	2,130.00	1,814.90	3,639.20	1,509.20	4480 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	86,310.00	19,591.43	6,786.00	16,652.64	(2,938.79)	14,750.00	3,703.48	3,316.46	5,566.94	1,863.46	14,750.00	3,703.48	3,316.46	5,566.94	1,863.46	4480 Contract Cost	-	-	-	-	-
4480 Contract Cost	270.00	67.50	22.78	68.34	0.84	-	-	-	-	-	-	-	-	-	-	Total Protective Services	-	-	-	-	-
Total Protective Services	270.00	67.50	22.78	68.34	0.84	-	-	-	-	-	-	-	-	-	-	4510.010 Workers Comp. Insurance	-	-	-	-	-
4510.010 Workers Compensation	1,640.00	410.01	122.92	368.76	(41.25)	160.00	39.99	11.78	35.34	(4.65)	160.00	39.99	11.78	35.34	(4.65)	4510.020 General Liab Insurance	-	-	-	-	-
4510.020 General Liab Insurance	470.00	117.51	37.11	111.33	(6.18)	40.00	9.99	3.39	10.17	0.18	40.00	9.99	3.39	10.17	0.18	4510.040 Auto Insurance	-	-	-	-	-
4510.040 Auto Insurance	140.00	35.01	11.16	33.48	(1.53)	20.00	5.01	1.31	3.93	(1.08)	20.00	5.01	1.31	3.93	(1.08)	4510.050 Public Officials Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	750.00	187.50	58.59	175.77	(11.73)	70.00	17.49	5.26	15.78	(1.71)	70.00	17.49	5.26	15.78	(1.71)	4510.090 Fire & Extend Coverage	-	-	-	-	-
4510.090 Fire & Extend Coverage	6,500.00	1,625.01	510.81	1,532.43	(92.58)	1,000.00	249.99	82.56	247.68	(2.31)	1,000.00	249.99	82.56	247.68	(2.31)	4540 Employee Benefit Payments	-	-	-	-	-
4540 Employee Benefit Payments	26,300.00	6,584.86	1,395.08	4,580.38	(2,004.48)	3,690.00	919.59	137.69	517.36	(402.23)	3,690.00	919.59	137.69	517.36	(402.23)	4570 Collection Losses	-	-	-	-	-
4570 Collection Losses	-	-	435.19	435.19	435.19	-	-	461.67	461.67	461.67	-	-	461.67	461.67	461.67	Total General Expenses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Routine Expenses	-	-	902.50	2,819.75	2,819.75
Total General Expenses	35,800.00	8,959.90	2,570.86	7,237.34	(1,722.56)	4,980.00	1,242.06	703.66	1,291.93	49.87	4,980.00	1,242.06	703.66	1,291.93	49.87	<b>EXPENSES</b>					
Total Routine Expenses	324,430.00	80,193.07	25,245.70	75,432.86	(4,760.21)	32,320.00	8,310.42	5,756.51	10,784.21	2,473.79	32,320.00	8,310.42	5,756.51	10,784.21	2,473.79	4620.040 Casualty Losses-non capitalized	-	-	-	-	-
<b>EXPENSES</b>						<b>EXPENSES</b>						<b>EXPENSES</b>									
4191.500 Dollar General Grant-Books	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Non Routine Expenses	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4800 Depreciation Expense	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Total Capital Expenses	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6100 Prior Year Receipts	-	-	-	-	-
4800 Depreciation Expense	60,870.00	15,217.50	4,654.94	14,026.02	(1,191.48)	3,280.00	819.99	273.68	823.84	3.85	3,280.00	819.99	273.68	823.84	3.85	Total Expenses	-	-	902.50	2,819.75	2,819.75
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Residual Receipts (Profit/Loss)	-	-	241,781.82	244,726.50	244,726.50
Total Capital Expenses	60,870.00	15,217.50	4,654.94	14,026.02	(1,191.48)	3,280.00	819.99	273.68	823.84	3.85	3,280.00	819.99	273.68	823.84	3.85	<b>EXPENSES</b>					
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>EXPENSES</b>					
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>EXPENSES</b>					
Total Expenses	385,300.00	95,410.57	29,900.64	89,458.88	(5,951.69)	35,600.00	9,130.41	6,030.19	11,608.05	2,477.64	35,600.00	9,130.41	6,030.19	11,608.05	2,477.64	<b>EXPENSES</b>					
Residual Receipts (Profit/Loss)	31,600.00	8,814.44	5,212.85	17,858.92	9,044.48	20,300.00	4,844.57	(2,793.27)	462.59	(4,381.98)	20,300.00	4,844.57	(2,793.27)	462.59	(4,381.98)	<b>EXPENSES</b>					

Account Description	Account #	Bank Name	Interest Rate	Purchased	Maturity	12/31/2020	Total by Site
<b>Waco Housing Authority</b>							
<u>Central Cost</u>							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$	183,326.19
FSS Junior League Grant	20470381	Extraco	1.51%			\$	12,003.38
Employee Committee	20470258	Extraco	1.51%				398.04
Payroll	20470340	Extraco	1.51%				(23,615.40)
Central Cost Center	20470381	Extraco	1.51%				68,771.06
					<b>Central Cost sub-total</b>		<b>\$ 240,883.27</b>
<u>Kate Ross</u>							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$	540,396.04
Public Housing FSS Escrow-KR	20573010	Extraco	1.51%				9,409.91
1 Certificate of Deposit - 12 months	402638	Alliance Bank	1.00%	10/25/2020	10/25/2021		260,792.27
2 Certificate of Deposit - 13 months	2829021	Central National	1.80%	1/17/2020	2/17/2021		212,937.80
3 Certificate of Deposit - 13 months	2829022	Central National	1.80%	1/17/2020	2/17/2021		157,309.44
4 Certificate of Deposit - 12 months	52814	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021		256,823.93
5 Certificate of Deposit - 12 months	50863	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021		78,965.94
6 Certificate of Deposit - 12 months	56050	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021		77,182.97
7 Certificate of Deposit - 24 months	57894	The First National Bank of McGr	2.25%	2/25/2020	2/25/2022		268,546.87
							<b>\$ 1,862,365.17 KR</b>
<u>Estella Maxey</u>							
Public Fund Checking							
Estella Maxey-Operating	20470407	Extraco	1.51%			\$	798,028.94
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%				1,803.99
1 Certificate of Deposit - 12 months	402637	Alliance Bank	1.00%	10/25/2020	10/25/2021		211,922.78
2 Certificate of Deposit - 12 months	403196	Alliance Bank	1.00%	12/20/2020	12/20/2021		108,470.88
3 Certificate of Deposit - 12 months	403291	Alliance Bank	0.75%	11/18/2020	11/18/2021		107,677.25
4 Certificate of Deposit - 12 months	2827837	Central National	1.80%	12/28/2019	12/28/2020		461,379.76
5 Certificate of Deposit - 13 months	2829019	Central National	1.80%	1/17/2020	2/17/2021		170,350.25
6 Certificate of Deposit - 13 months	2829020	Central National	1.80%	1/17/2020	2/17/2021		52,443.19
7 Certificate of Deposit - 12 months	403064	Alliance Bank	1.00%	12/12/2020	12/12/2021		504,015.34
8 Certificate of Deposit - 12 months	56123	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021		105,287.95
9 Certificate of Deposit - 12 months	56938	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021		51,455.31
10 Certificate of Deposit - 24 months	51165	The First National Bank of McGr	2.25%	2/25/2020	2/25/2022		329,464.73
							<b>\$ 2,902,300.17 EM</b>
<u>South Terrace</u>							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$	979,266.07
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%				23,469.25
1 Certificate of Deposit - 12 months	2827836	Central National	1.80%	12/28/2019	12/28/2020		424,299.25
2 Certificate of Deposit - 13 months	2829023	Central National	1.80%	1/17/2020	2/17/2021		266,172.27
					<b>Public Housing sub-total</b>		<b>\$ 1,693,206.84 ST</b>
							<b>\$ 6,457,872.18</b>
<u>Section 8</u>							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$	1,410,631.90
Section 8- Mainstream	20969713	Extraco	1.51%			\$	31,917.69
Section 8 FSS Escrow	20470308	Extraco	1.51%				149,825.34
					<b>Section 8 sub-total</b>		<b>\$ 1,592,374.93</b>
<b>Non-Profit Corporations</b>							
<u>Waco Housing Opportunities Corporation</u>							
WHOC Public Fund Checking	20470423	Extraco	1.52%				414,720.32
1 CD: Picadilly/Hunington - 12 months	402635	Alliance Bank	1.00%	10/25/2020	10/25/2021		211,922.78
2 CD: Picadilly/Hunington - 12 months	403063	Alliance Bank	1.00%	11/25/2020	11/25/2021		53,542.16
					<b>WHOC sub-total</b>		<b>\$ 680,185.26</b>
<u>Waco Public Facilities Corporation</u>							
Misty Public Fund Checking	20470126	Extraco	1.52%				74,808.27
Cimmaron Public Fund Checking	20469920	Extraco	1.52%				399,482.34
1 CD: Cimmaron - 12 months	402636	Alliance Bank	1.00%	10/25/2020	10/25/2021		52,980.68
2 CD: Cimmaron - 12 months	403061	Alliance Bank	1.00%	11/25/2020	11/25/2021		107,084.29
					<b>WPFC sub-total</b>		<b>\$ 74,808.27 Misty</b>
							<b>\$ 559,547.31 Cimm</b>
							<b>\$ 634,355.58</b>
South Terrace-WPFC	21026158	Extraco	1.51%				565,235.52
							<b>\$ 565,235.52 STWPFC</b>
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%				473,539.41
Raintree Scholarship Fund	20470100	Extraco	1.51%				4,107.26
1 CD: Raintree - 12 months	402634	Alliance Bank	1.00%	10/25/2020	10/25/2021		79,471.03
2 CD: Raintree - 12 months	403062	Alliance Bank	1.00%	11/25/2020	11/25/2021		160,626.49
3 CD: Raintree - 12 months	402863	Alliance Bank	1.00%	6/21/2020	6/21/2021		105,176.37
4 CD: Raintree - 13 months	2829075	Central National	1.80%	2/24/2020	3/24/2021		259,627.02
							<b>\$ 1,082,547.58 RT</b>
<u>Waco Public Facilities Corporation II</u>							
WPFC II Public Fund Checking	20868733	Extraco	1.51%				2,108,739.34
							<b>\$ 2,108,739.34 WPFC II</b>
<b>Non-profits sub-total</b>						<b>\$</b>	<b>5,071,063.28</b>
<b>Total WHA &amp; Affiliates</b>						<b>\$</b>	<b>13,362,193.66</b>

164,924.41

*Edwina Viera*

Edwina Viera  
Vice President, Financial Services

12/31/2020  
Date

Weighted average maturity: 76.85 days

Bank	Balance @ 12/31/20	
1 Extraco	8,226,264.86	61.56%
2 Central National	2,004,518.98	15.00%
3 Alliance Bank	1,963,682.12	14.70%
4 First National Bk.	-	0.00%
5 The First National Bank of McGr	1,167,727.70	8.74%
	<b>13,362,193.66</b>	<b>1.00</b>

Resolution NO. 3831

RESOLUTION NO. 3831 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) CONTRACT WITH THE DEPARTMENT OF FAMILY PROTECTIVE SERVICES (DFPS) IN AN EFFORT TO REDUCE FOSTER ADULT YOUTH HOMELESSNESS IN WACO, TEXAS.

WHEREAS, Waco Housing Authority & Affiliates was contacted by the Department of Family Protective Services (DFPS) with a request to seek Foster Youth Vouchers (FYV) for use across McLennan County ,and

WHEREAS, Waco Housing Authority & Affiliates President/CEO agreed to enter into a Memorandum of Understanding (MOU) contract with DFPS, and

WHEREAS, after evaluating all various responsibilities involved, shows to be beneficial for Waco Housing Authority & Affiliates, and

WHEREAS, it is the recommendation of the President/CEO that Waco Housing Authority & Affiliates enter into an agreement with DFPS to administer the FYP Vouchers, the vouchers will be issued one at a time thru HUD field office, up to a total of 25 vouchers, upon approval by HUD, 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 Commissioners of Waco Housing Authority & Affiliates on this the 8<sup>th</sup> day of March 2021.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson of the Board

(SEAL)



Memorandum of Understanding – Foster Youth Voucher Program

Housing Authority of the City of Waco  
4400 Cobbs Dr.  
Waco, Texas 76710

Texas Department of Family and Protective Services  
14000 Summit Drive, Ste. 100  
Austin, TX 78728

I. Introduction and Goals

The parties to this MOU seek to reduce homelessness, housing instability, and out of home placements among DFPS involved households. The parties to this MOU seek Foster Youth Vouchers (hereafter "FYV") vouchers for use across McLennan County.

The parties to this agreement are applying for assistance under United States Department of Housing and Urban Development's Foster Youth Voucher Program, Funding Opportunity with Housing Authority of the City of Waco((WHA)

serving as the formal applicant. Should a grant be awarded, the parties agree to collaborate and meet their various responsibilities as outlined in this document. WHA and the Texas Department of Family and Protective Services (hereafter 'DFPS'), are committed to administering the Foster Youth Voucher Program to reduce youth homelessness.

- A. WHA and DFPS are mutually committed to the following goals and standards of success:

1. At least 85% of youth receiving housing assistance will remain housed 6 months.
  2. At the end of 18 months, 70% of young adults receiving housing assistance will have utilized workforce resources to assist them with job skills development and job placement as gathered through the Texas Workforce Commission or Youth Resource Center.
  3. At the of 18 months 50% of young adults receiving housing assistance will have utilized resources to deal with any substance abuse or mental health needs.
- B. Each party to this MOU commits to designate a staff person to serve as the lead FYV liaison for the purposes of this project, as follows:
1. Name and title of WHA lead FYV liaison:  
Milet Hopping, President/CEO
  2. Name and title of DFPS lead FYV liaison:  
Staci Love, Region 7 Child Protective Services Program  
Administrator

II. Statement of cooperation:

The WHA and DFPS agree to cooperate with any program evaluation efforts undertaken by HUD, HHS, or a HUD or HHS-approved contractor including compliance with HUD and HHS approved evaluation protocols and data sharing request.

III. Population eligible for FYP assistance:

For the purpose of receiving support under this program, eligible households will be defined as follows:

- A. FYP Eligible Youth is defined as a youth 18-24, year old youth that has left the foster childcare system, that the Public Child Welfare Agency (DFPS) has certified as a foster youth for whom the lack of adequate housing is a primary factor and that the WHA has determined is eligible for a Housing Choice Voucher (HCV).
- B. FYV Program Eligible Youth is defined as a youth that the DFPS has certified to be at least 18 years and not more than 24, years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

#### IV. Housing Search Assistance

DFPS will provide search assistance to all FYV program assisted youth. will create and maintain access to permanent housing opportunities for FYV program eligible youth, providing access to private market units via its pool of nearly 500 units of dedicated apartments and over 20 partner properties, as well as supporting client's housing search in the general housing market. DFPS may deliver these services directly or ensure that they are delivered via its member service organizations.

DFPS will ensure that any member organization providing housing navigation services under the FYV program initiative will follow its additional program standards, including:

- 1, Discussing a participant's housing preferences and future goals, and assisting the participant in pursuing those goals
2. Discussing a participant's current income situation and future goals, and assisting the participant in pursuing those goals

3. Gathering identification documents required for housing
4. Reviewing and documenting the participant's current housing status
5. Staying in contact with the participant, and keeping their location and contact information updated
6. Assisting participating FYV program youth in their housing search, including providing information regarding potential units, and ensuring that clients have access to units that are in low-poverty census tracts.
7. Accompanying applicants to view units, tour neighborhoods, meet with landlords, and supporting the client in the application process in low-poverty census tracts.
8. Working with private market owners to negotiate relaxed screening criteria, a commitment to accept subsidies, and to work collaboratively with \_\_\_\_\_ and its partners to support participants in housing.
9. Actively assisting the participant in the final warm hand-off to a permanent housing program
10. Helping tenants meet a wide variety of needs at or after moving in, including home modifications or reasonable accommodation. Providing post placement counseling, eviction prevention, and housing search support in the event of an additional move or moves during FYV program participation
11. Maintaining partnerships with property management and provide 24/7 landlord support in or to collaboratively address participant needs and gaps in service in order to successfully keep participants Housed.

Services to be provided to FYV program eligible youths

Core services will be provided to FYV program eligible youth through DFPS

include, at a minimum:

- A. DFPS will provide basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- B. DFPS, will provide job preparation and attainment counseling, including the application process, appropriate dress and grooming, and relationships with supervisory personnel.
- C. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including Successful work ethic and attitude models. Partners may refer to agencies including Goodwill GED services, Austin Community College, (which provides Foster Care Alumni support services), and other technical schools and institutes of higher learning. ----- manages a close relationship with ACC and University of Texas. Lifeworks' All Care Transitional Service assists youth in accessing benefits that provide college tuition assistance.
- D. Assistance on security deposits, utility hook up fees, and utility deposits via the programs funded under DFPS contracts, FYV programs, \_\_\_\_\_ privately supported Housing Austin Fund, or other Continuum of Care programs.
- E. Case managers will help eligible participants enroll in SSI or SSDI, if needed. In addition, case managers be trained in accessing all state and local benefits for Food, medical care and other resources,

- F. Referrals and coordination for other services, including but not limited to childcare, LBGTQ support, parenting education, and transportation,

All the services described above will be provided for a period of at least 24 months to all FYV eligible youth receiving rental assistance through the use of a FYV voucher, regardless of whether the recipient reaches the age of 25 or older during the 24 months.

## VI. WHA Responsibilities

WHA will fulfill each of the following responsibilities:

- A. Accept families and youths certified by the DFPS as eligible for the FYV, Title  
WHA, upon receipt of the DFPS list of youths currently in the DFPS caseload, must compare the names with those of families and youths already on the WHA's HCV waiting list.
- B. Any family or youth on WHA's waiting list that matches with the DFPS list will be assisted in the order of their position on the waiting list in accordance with RRHA admissions policies.
- C. Determine whether the families or youth referred by the DFPS are eligible for the Housing Choice Voucher (HCV) program.
- D. If a referred household is deemed ineligible, notify DFPS and the client of their eligibility status, and inform the client of their right to appeal this decision.
- E. Any family or youth certified by the DFPS as eligible and not on the HCV waiting list must be placed on the waiting list. If the WHA has a closed HCV waiting list, it must reopen the waiting list to accept a FYV applicant youth who is not currently on the WHA's HCV waiting list. The WHA may reopen the waiting list to accept a FYV applicant youth without opening the waiting list for other applicant. Their names will then be added to this list and coded for FYV if no FYV vouchers are then available,
- F. Work with DFPS to determine if any families with children, or

youths age 18 through 24 on its I-ICV waiting list, including those no longer on DFPS caseload, are living in temporary shelters or on the street and may Qualify for the FYV and refer such applicants to DFPS for determination of FYV eligibility.

- G. Amend the required HUD Housing Choice Voucher Administrative Plan, and Housing Authority fair housing and equal opportunity plans as necessary to meet applicable programs requirements.
- H. WHA will administer the vouchers in accordance with applicable program regulations and requirements.
- I. Notify DFPS when a participant is terminated from the program.
- J. Process third party verification of family or youth's income and expedite the process to the maximum extent possible.
- K. Brief FYV recipients on topics such as: subsidy calculation, portability, application and leasing process, housing search techniques and resources, lease negotiations, fair housing and complaints and appeals, housing quality standards, tenants' rights and responsibilities, housing maintenance, housekeeping, and lead-based paint information.
- L. Within 30 days of notification that FYV vouchers have been awarded, WHA will train DFPS staff on the WHA's HCV procedures.
- M. WHA will work with DFPS to develop necessary data and tracking metrics for tracking and improvement purposes,
- N. WHA will, at a minimum, convene quarterly meetings with DFPS to Discuss and Identify opportunities for improvement in overall program performance, including but not limited to referral process, voucher approval, lease-up, access to services, and housing stability.
- O. Comply with all other requirements of this MOU.

## VII. DFPS Responsibilities

DFPS will fulfill each of the following responsibilities:

- A. No less than monthly (when WHA vouchers are available). DFPS will identify FYV eligible youths within the agency's caseload and refer these households to WHA and \_\_\_\_\_ to determine homeless status and HCV eligibility. Referrals will not be contingent upon successful completion of the other aspects of youth's case management plans.
- B. DFPS caseworkers serving youth through transitional living service programs will commit to identifying and referring the FYV eligible youth. providing written certification of program eligibility to WHA; and interacting with the client, and WHA staff in the eligibility determination process. those youth, and refer to partners for Further eligibility determination and certification by DFPS.
- C. Provide written certification to the WHA that a youth qualifies as a FYV eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Foster Youth Voucher Notice of Funding Availability for Fiscal Years 2020 and 2021.  
  
DFPS will provide referrals of eligible households within 30 working days of receiving notification from the RRHA That FYV vouchers are available.
- D. DFPS will commit enough staff to ensure that services, whether delivered directly or by a third party, are sufficient to provide follow up supportive services after the youth lease a unit. Work with WHA and \_\_\_\_\_ to ensure that case management services delivered by DFPS, if appropriate) are sufficient to support families once place in housing, such that each family has access to services including, but not limited to:

1. Regular case management, meeting with families at least once month,
  2. Parenting skills and counseling
  3. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care. (e.g., doctors, medication, and mental and behavioral health services),
  4. Counseling on compliance with rental lease requirements and with HCV program participation requirement..
  5. Counseling and support to increase income based on families' Individual goals; this may include support in obtaining' Social Security benefits or employment.
  6. Assistance on security deposits, utility hooku p fees, and utility deposits via the programs funded under DFPS contracts, or ot1ler commmlity programs.
  - 7, Case managers will help eligible participants enroll in SSI/SSDI, if needed, In addition, case managers be trained in accessing all state and local benefits for food, medical care and other resources,
  8. Providing post placement counseling, eviction prevention, and housing search support in the event of an additional move or moves during FYV participation.
- E. Notify WHA when a household no longer meets FYV eligibility criteria.
- F. Within 30 days of notification that vouchers have been awarded, DFPS 'Will train WHA staff on the DFPS's referral procedures.
- G. Comply with all ot1ler provisions of this MOU.

IX. Countermark Execution

The parties in this MOU may execute the agreement in counterparts, each of which is deemed an original and all of which constitute only one agreement.

Signed By:

Mikel Hopping 2-10-21  
President/CEO Housing Authority of the City of Waco Date

Widely B2 2/23/2021  
Official Representative, Texas Department of Family and Protective Services Date