

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
HYBRID MEETING
4400 Cobbs Drive
Waco, Texas
Board Room
November 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
 - RAD (Estella Maxey)
 - Trendwood
 - CARES ACT Funding
 - Rent Relief/Eviction Moratoriums
- VI. Discussion Items
 - South Terrace General Contractor J4 relationship and communication
 - HUD 2-year Tool
 - Community Services Survey Results
 - COVID Vaccination Clinics
- VII. New Business
 - RESOLUTION NO. 3840 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH DAVID BORING, CPA OF LUBBOCK, TEXAS IN THE AMOUNT OF \$81,000.00 FOR AUDITING SERVICES
 - RESOLUTION NO. 3841 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PURCHASE OF 3,200 HOUSEHOLD COVID KITS FOR WHA PUBLIC HOUSING SITES AND SECTION 8 TENANTS WITH CARES ACT MONIES.
 - RESOLUTION NO. 3842 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
- VIII. Departmental Report Questions
- IX. Executive Session
 - Section 551.074 Personnel Matters
 - Employee Personnel Matters
- X. Consideration of Future Agenda Items
- XI. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
HYBRID MEETING
September 13, 2021
12:00 Noon

Chair Malcolm Duncan Jr. called the meeting to order at 12:00 p.m.

- I. Establishment of Quorum
Commissioner's present: Malcolm Duncan Jr., Melli Wickliff, Jon Ramos, Shirley Langston, Connie Mack
Commissioners absent:
- 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 August 2021 Board Meeting. Commissioner Melli Wickliff 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 advised we would be having our first 2 retreat sessions in September for the strategic plan.
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we are currently still working with our partnership to spend the money.
President/CEO Milet Hopping discussed with the board the eviction moratorium and that we have a contractor who is working on helping tenants with applying for rent relief assistance.
- V. Discussion Items
- VI. New Business
RESOLUTION NO. 3838 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$65,383.40 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS, ESTELLA MAXEY, AND SOUTH TERRACE DEVELOPMENTS.
Milet Hopping reviewed the write offs with the board. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3838. Commissioner Jon Ramos made the motion and Commissioner Melli Wickliff seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3838
A copy of this resolution may be found in the resolution file.

RESOLUTION NO. 3839 RESOLUTION AUTHORIZING THE WACO HOUSING AUTHORITY (THE "AUTHORITY") TO WORK COOPERATIVELY WITH STEELE PROPERTIES LLC, OR ITS AFFILIATE, TO ACQUIRE AND REDEVELOP THE TRENDWOOD APARTMENTS (COLLECTIVELY, THE "PROJECT") BY NEGOTIATING AND ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
Milet Hopping discussed that we would be entering into a MOU with Steel Properties for Trendwood. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3839. Commissioner Jon Ramos made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3839
A copy of this resolution may be found in the resolution file.
- VII. 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 was working to get vaccination clinics for residents and tenants.

FINANCE – Vice President Edwina Viera

A summary of the financial statements and the new Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

- Items for discussion next board meeting: COVID Vaccinations

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:43 p.m.

Secretary

Chair of the Board

Seal

Administrative Services Department October 2021 Report

- All WHA offices are open to the public on Tuesday and Wednesday 7:30am – 5:30pm. We will open fully to the public December 1, 2021, Mon – Thur. 7:30am – 5:30pm.
- Distributed PPE for Section 8 residents on October 28th and 30th

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **207** checks
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attending Housing Coalition Board Meeting on October 7th.
- Applications
 - **84** Public Housing
 - **0** VASH
- Processed **865** pieces of incoming mail
- Processed **5,024** pieces of outgoing mail
- Proofed all department monthly reports
- Made **19,262** copies for departments
- Sent out **216** Late Notices for Public Housing
- Sent out **203** Notices of Concern
- Sent out **515** Utility Notices

Clients and Visitors

There was a total of **110 persons** that checked in to the receptionist in the lobby.

There was a total of **13,001 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 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. 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 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. 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.

Staff Name	Training	Date Completed	Location
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
Milet Hopping, Glroia Dancer, Rebecca Ellis, Janie Lovell	Fair Housing and Disability Rights Course	3/10/21 - 3/11/21	Webinar
Milet Hopping, Janie Lovell, Rebecca Ellis, Melissa Johnson, Sheila Degrate, Alona Hill	TX NAHRO Virtual Conference	4/6/21 - 4/8	Webinar
Gloria Dancer	Executive Director Webinar	6/10 - 6/11	Webinar
Kaitlin Dragoo	Procurement & Section 3 webinar training	8/11 - 8/13	Webinar
Milet Hopping, Gloria Dancer, Rebecca Ellis	THA Annual Conference	8/16 - 8/19	Austin, Tx
Edwina Viera, Zoila Acevedo	Webinar: Emergency Housing Vouchers (EHV): VMS & FDS Reporting Requirements	9/2/2021	Webinar
Edwina V, Rebecca S.	Public Housing Year-End Reporting Webinar	9/9/2021	Webinar
Jonathan Young	MRI Conference	10/18 - 10/21	Cleveland, OH
Alona Hill, Melody Gober, Ferlisa Raglin, Denikca Simmons, Sheila Degrate	Fair Housing Training	11/9 - 11/10	Webinar
Edwina Viera	SWN Financial Management Training for PHAs	12/6 - 12/10	Webinar
Rebecca Ellis	Executive Director Training Class	12/6 - 12/10	Austin, Tx
Kaitlin Dragoo, Al Whitman	Procurement and Contract Management Webinar	12/6 - 12/8	Webinar

WHA RAD-TDHCA- FAIR HOUSING STAFF TRAINING

Staff Name	Title	Training	Date Completed	Location		
Nina Jones	South Terrace Manager	LIHTC/RAD PBV Training	10/8/2020	Webinar		
Melissa Washington	South Terrace Asst. Manager	LIHTC/RAD PBV Training	10/8/2020	Webinar		
Denicka Simmons	Occupancy Specialist for Public Housing	LIHTC/RAD PBV Training	10/8/2020	Webinar		
Sheila DeGrate	Admission Specialist	LIHTC/RAD PBV Training	10/8/2020	Webinar		
Janie Lovell	Assistant Director of Housing Operations	LIHTC/RAD PBV Training	10/8/2020	Webinar		
Cleo Allen	Office Manager Hillsboro Section 8	HCV Financials	8/17/2020	Webinar		
Cleo Allen	Office Manager Hillsboro Section 8	Capital Fund Training	8/20/2020	Webinar		
Barbara Jackson	Relocation Specialist	Relocation Training	6/23 - 6/24	Webinar		
Melissa Johnson	Elderly Services Coordinator	Relocation Training	6/23 - 6/24	Webinar		
Earnest Ward	Resident Services Coordinator	Relocation Training	6/23 - 6/24	Webinar		
Janie Lovell	Director of Management Operations	Relocation Training	6/23 - 6/24	Webinar		
Gloria Dancer	VP of Operations	Relocation Training	6/23 - 6/24	Webinar		
Milet Hoppping	President/CEO	RAD Public Housing Virtual Conference	1/14 - 1/15/21	Webinar		
Gloria Dancer	VP of Operations	RAD Public Housing Virtual Conference	1/14 - 1/15/21	Webinar		
Edwina Viera	VP of Finance	RAD Public Housing Virtual Conference	1/14 - 1/15/21	Webinar		
Milet Hoppping	President/CEO	Fair Housing and Disability Rights Course (6 hours)	3/10/21 & 3/11/21	Webinar	required by TDHCA every 2 years	
Gloria Dancer	VP of Operations	Fair Housing and Disability Rights Course (6 hours)	3/10/21 & 3/11/21	Webinar	required by TDHCA every 2 years	
Rebecca Ellis	Director of Admin Svs	Fair Housing and Disability Rights Course (6 hours)	3/10/21 & 3/11/21	Webinar	required by TDHCA every 2 years	
Janie Lovell	Director of Management Operations	Fair Housing and Disability Rights Course (6 hours)	3/10/21 & 3/11/21	Webinar	required by TDHCA every 2 years	
Gloria Dancer	VP of Operations	Housing Tax Credit Online	9/22/2021	Webinar		
Janie Lovell	Director of Housing Operations	Housing Tax Credit Online	9/22/2021	Webinar		
Latanya Rector	Director of S8	Housing Tax Credit Online	9/22/2021	Webinar		
Nina Jones	ST Manager	Housing Tax Credit Online	9/22/2021	Webinar		
Janie Lovell	Director of Housing Operations	Income Determination Training (aka TDHCA's "First Thursday" Training)	9/15/2021	Webinar		
Gloria Dancer	VP of Operations		9/15/2021	Webinar		
Edwina Viera	VP of Finance					

LIHTC/RAD PBV Training was recommended by our RECAP Advisors

Information Technology (IT)

October 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
 - Webpage statistic have transitioned to google analytics

- **Server, Computer, and Phone System Uptimes**
 - WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**
 - Continued implementation of new video security infrastructure, started HQ parking lot camaras, completed Kate Ross office.
 - Continue initial process of implementing File vision electronic tenant records (paperless). Discovery call and substantial completion of discovery questionnaire
 - Continue Section 8 landlord portal registration assistance
 - Attended MRI software conference
 - Started Procurement on paperless work orders
 - Procured Cohesity data management, backup, digital file storage for paperless solutions

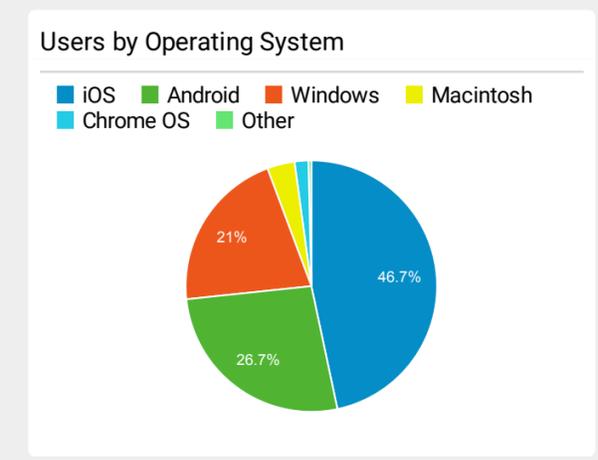
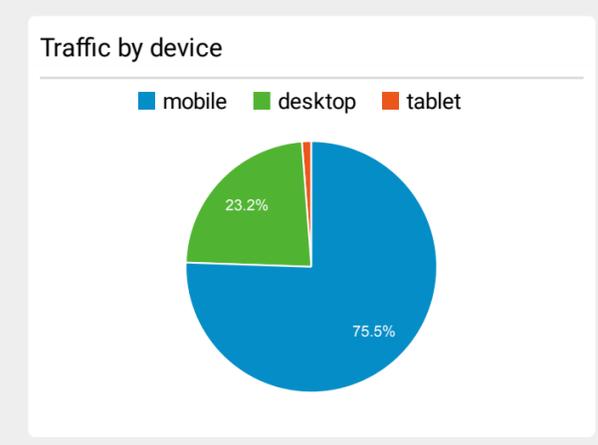
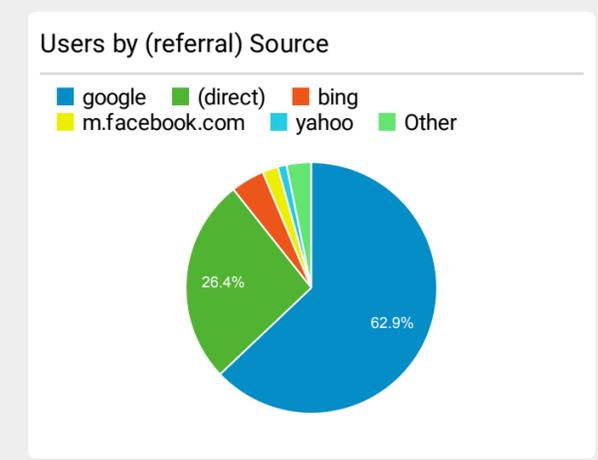
WHA Board Report October 2021

Oct 1, 2021 - Oct 31, 2021

All Users
100.00% Sessions

Total users
3,166
% of Total: 100.00% (3,166)

Sessions (total visits)
4,779
% of Total: 100.00% (4,779)



Pageviews (total traffic)
12,410
% of Total: 100.00% (12,410)

Pageviews by Page

Page	Pageviews
/	4,916
/page/waitinng_list	1,027
/page/homepage	564
/page/Emergency Housing Voucher	518
/page/employment	482
/page/section_8	477
/page/public_housing_ops	468
/page/contact_form	459
/page/departments	445
/page/Section 8 Landlord Program	431

Pageviews by City

City	Pageviews
Waco	5,493
Dallas	1,748
Austin	1,458
San Antonio	457
Houston	339
Waxahachie	231
Fort Worth	107
Killeen	92
Temple	84
Chicago	59

Modernization Department

October 2021 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,173,392.74	99%	100%	February 15, 2025
2018/518	\$1,820,616.00	\$946,310.94	52%	55%	November 28, 2025
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	October 15, 2026
2020/520	\$2,037,987.00	\$376,839.54	24%	18%	March 25, 2025

Current Projects

All Sites

- 5-year Strategic Plan
 - Awarded to EJP
 - Estimated completion September 2021
- RFP for Audit Services
 - Recommend awarding to David Boring, CPA
 - Resolution on October Board agenda
- CARE Act
 - 51 Air purifiers ordered and received for offices.
 - 3200 covid care kits ordered and received to distribute to residents.

Public Housing

- RFP For RAD Developer
 - RFP due 9/28/21. Five responses received.
 - Will make recommendation on award for November board meeting.
- IFB for Tree Trimming Services
 - Bids due 10/20/21 for tree trimming at Kate Ross & Estella Maxey
 - Will make recommendation for award for November board meeting.

Rising Images

- Siding Replacement on various buildings at Hunnington and Raintree
 - Awarded to Zamco Services for \$232,486.21
 - Estimated completion October 2021

Rising Images, Inc.
Board Report for October 2021

Occupancy

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

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$49,883.00	\$50,590.00	\$48,694.00	96%
Hunnington	\$34,050.00	\$34,055.00	\$32,133.35	94%
Misty Square	\$8,225.00	\$8,330.00	\$8,330.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$4,564.00	\$4,564.00	100%
Raintree	\$88,615.00	\$94,010.00	\$94,225.00	100%

Contracts (MOD)

Zamco Construction is on property finishing up the siding replacements on Hunnington Bldgs. B, C, & D

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

South Terrace Apartments Waco LP Board Report for October 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	80	68%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$49,356.00	49,356.00	55,568.15	113%

Administration

South Terrace is continuing the process for RAD conversion.

Housing Operations Monthly Report

October 2021

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –478

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

Notification for assistance mailed	9
No response to notification letters	2
Pending Notification letter/expiration date	0
Move-in letters issued	6
Units rejected by applicant	1
Total applicants not qualified	11

There were (0 due to COVID) in house 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 (87) orientation packets mailed out, (62) received and in process of verifications, (25) no response, (9) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	18	11	7
Estella Maxey	21	20	1
Total	39	31	8

We have completed 80% of certifications for this month. According to PIC submission we have reported 98.09% certifications for the year.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	1	0
Estella Maxey	0	1	0
South Terrace	0	0	0
Total	0	2	0

Percentage of Rent Collected

100% of the rent for October was collected.

Last Quarterly Average was -93% for July-August-September

Occupancy Percentage

The occupancy percentage for October was 89%; we did not meet our goal of 97%.

Last Quarterly Average was 89% for July-August-September

Maintenance Report

Staff

Total Employees – 14, 1 Temporary Staff – 1 Vacant Tech. | Kate Ross, 2 Vacant Utility Laborer Kate Ross

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	66	51%	20
Estella Maxey	91	92%	07
Total	157	82%	27

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.93 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	67	67	0
Over 24 hours	0	0	0
Total	67	67	0

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.

October Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
289	152.34	32	473.34

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
289	152.34	32	173.34

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 383.93, this puts us over by 453 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. Now older units with high days are being rented.

October Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	257	286	93%
Estella Maxey	310	362	86%
Overall Occupancy	577	648	89%

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

Annual Inspections FY 21 - 22

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	0	0
Estella Maxey	362	0	0
Overall Occupancy	648	0	0

Fleet Vehicle Inspection

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

Planned/Preventative Maintenance

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

Accident free days by staff FY 2021/2022

Maintenance staff has accumulated 31 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	\$28,750.42
October 2021	\$14,861.53

Security Report for October 2021

CRIMINAL OFFENSES	Estella Maxey		Kate Ross	
	Month	YTD	Month	YTD
HOMICIDE				1
ROBBERY				
ASSAULTS				
Agg. Assault				1
Sexual Offense		4		
Simple Assault	1	24	1	7
Family Violence	2	14	1	6
BURGLARY				
Habitation	1	7	2	9
Auto				2
AUTO THEFTS		2		
ARSON				
CRIMINAL TRESPASS		6		4
CRIMINAL MISCHIEFS	2	6		4
WEAPON VIOLATIONS				1
DRUG ARREST				
Felony				
Misdemeanor		1		
DRUGS CONFISCATED		.05gr		2.1gr
Pills				
HOUSING RELATED				
CALLS OF SERVICE				
Other Agency	19	124	12	77
Security	7	60	5	47
INCIDENT REPORTS				
Other Agency	18	127	9	74
Security	7	46	4	41
Assist				
SECURITY HOURS	195	195	186.5	186.5

Section 8 Board Report – October 2021

The Section 8 Department has leased a total of 2550 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	2689	2359
Hill County	147	172
Somervell County	185	19
Totals	3021	2550

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

There are 137 applicant families searching for a place to live at this time.

Waco	134
Hill County	3
Somervell County	0
Total	137

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through September 2021.

Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	10
Number Passed/Pending Inspection	2
Number housed in Waco	60

Ineligible	160
Total	86 %

Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	0
Number Housed in Waco	63

Ineligible	56
Total	79 %

HUD Reports

No reports due at this time.

Staff

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

**Community Services Report
October 2021**

Workforce Solutions

Workforce Solutions is working individually with tenants and assisting with job readiness and job placement. They are also following up on tenants that still owe back rent to get them signed up with Texas Rent Relief.

October Programming

Kate Ross	Estella Maxey	South Terrace
Kidz Jam	Size of a Man Mentoring Group	Senior Bingo/Exercise
Senior Bingo and Exercise	Senior Bingo/Exercise	*Looking to partner with other
FBC Kids Club	Mosaic Waco on Saturdays	Agencies for kids programming
Dot Clark Meals	Dot Clark Meals	Halloween Trunk or Treat

Outreach Events:

- **First Responder Trunk or Treat – Over 100 children and their parents attended**
- **Covid Vaccination Clinic at Trunk or Treat**
- **Tutoring for KR Elementary children** - CS is providing transportation for Kate Ross students who need tutoring at West Ave. Elementary. These are children that have not passed the STAAR test the year before. About 13 children are enrolled in tutoring.
- **FSS/WPMG Hiring Event** at the Hilton
- Covid Packs handed out with help of other WHA Departments to all WHA Public Housing
- Covid Packs provided information on **Your Shot Texas Grant/Gift Cards**



Outreach Events Planned for November 2021

- **This is Our Shot** events at Raintree and Estella Maxey
- **Resident Council Outreach** events planned for South Terrace, Kate Ross (Estella Maxey in Dec.) (Resident Council Elections will be held, Bingo afterward with HEB Gift Cards as Prizes)
- **HIV Testing** at Estella Maxey
- **Covid Packs** are being passed out to all households along with information about Your Shot Texas

Covid Vaccination Outreach for October 2021

Vaccination Clinic offered at Trunk or Treat at South Terrace

49 Public Housing Residents Vaccinated to date

73 Door to Door Visits
26 Phone Calls made,

Outreach Worker talks with residents at all three sites daily about Covid vaccine, myths, variants, where to get vaccinated etc. Transportation provides rides for any resident that needs to get a Covid vaccine.

Your Shot Texas Grant – 12 gift cards given to PH residents that received vaccine after Oct. 1

Community Ctr. Walk-In Services : 64
Tenant Issues/Problems
Transportation Scheduling
Public Housing Applications
Referrals to Heart to Home
Other Services

October 2021 Family Self Sufficiency Program: Coordinator: Theresa Salinas, M.S.W., L.B.S.W

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	Extension	New Home
EM-7; KR-5; PH- 12 S8/RAD –71; VASH -0 TOTAL- 83	1-T Davis- S8	1-J Moore-S8	0	0	0	1-T McGlossie	0

D Franklin (EM), & B Crawford & S Ford (2-KR) are transitioning from PH to S8 – Searching.

FSS Advisory Board Meeting: The next FSS Board Meeting will be held virtually via MT in December.

FSS Orientation & Recruitment: Recruiting efforts include phone calls to prescreen, mail out to new tenants, and outreach during community events or through ground visits. New recruits continue to be enrolled via telephone and mail with an option of MT.

FSS Meetings: The next FSS Meeting will be held on Dec. 07, '21. Resource information shared via email includes WHA Employment Services event, Money Management-Credit Counseling Services, community information regarding Robinson’s Pumpkin Patch and Central Christian Church Pumpkin Patch events, Texas Workforce Solutions’ Hiring Fair, and informed everyone regarding Judy’s retirement.

Waco Housing Authority & Affiliates – Covid-19 Employment Services event held for Family Self Sufficiency clients on 10.19.2021

FSS Calendar

October-WPMG Meeting at Hilton
November-No meeting
December 12/7/21

FSS Referrals

Homeownership Programs
Texas Workforce Solutions (Hiring event-all clients w/EML)
Waco Housing Authority employment opportunities
WHA Employment Services event info
www.wacohousingsearch.org



FSS Client’s Goal Accomplishments

S8 client obtained employment at Tractor Supply

S8 client established Escrow account savings

S8 client’s income increased & she is no longer eligible for S8 HCV Program; graduated her from the FSS Program with her earning \$4,948.15 in Escrow funds!

Activities

Obtained donations from a former FSS Graduate for the FSS Program clients

Worked with Melvin, Yoli, & FSS clients in preparation of the WHA – Covid-19 Employment Services event

Searched HUD website for current policies/guidelines/procedures

Wrote up FSS Program policy regarding disabled FSS participants and graduation from the program

Submitted current FSS Program procedures/policies, HUD FSS Guidebook, and WHA’ FSS Program Best Practice

UD FSS Program - PH, PBV-RAD/S8 participant list for PH & S8 Depts.

Resident Services October 2021: Earnest Ward

South Terrace:

- Meeting was scheduled with four residents present.
- We did discussed having a Fellowship during the month of December where we could recognize a tenant of the year and give a plaque to a tenant for tenant of the year during the Fellowship.

Kate Ross:

- Meeting was canceled due to unforeseen problems but will resume next month.

Estella Maxey:

- Meeting was held with 6 resident presents.
- Discussed giving out surprises to residents that decorate their unit for the Christmas Holidays.

Other:

- Transported 12 student for after-school tutoring (3:45-4:45)
- Started making calls to sponsor families for Holiday.

QWRHA

Site	Residents	Compliant	Non-Compliant	Exempt
Kate Ross	10	4	4	<u>2</u>
Etella Maxey	12	8	3	<u>1</u>

Bereavement:

Sick:

HOLIDAY: 10

Family Emergency: 40

Home Visit: 30

Vacation:

C/S: 15

ADMIN: 35

MEETINGS: 30

Transportation & Lab IT for September 2021

- **Transportation Trips Provided = 48**
- Transported and accompanied Youth Coordinator to BU Football game with PH youth
- Transported FSS clients to FSS Meeting at the Hilton
- Outreach to new residents of PH to let them know about CS/Transportation
- Assisted with Trunk or Treat set up
- PPE Distribution
- Inventory set up
- **Lab IT:**
 - Set up computers for WPMG to work with tenants for Texas Rent Relief and Job Search
 - Assisted South Terrace with PC for tenants to pay rent online.

YOUTH SERVICES: Al Davis, Coordinator - October, 2021

Counseling	10	WISD Visits (12 hours)	19
Home Visits	28	Girl Scouts Meeting	
Personal Contacts	23	YMCA	0
Phone Contacts	37	Voice Inc.	3
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	1
College Tour	0	Staff Meetings	4
Acts Church	2	Teen Court (2 hours)	2
Juvenile Probation (4 hrs.)	2	Juvenile Court (3 hours)	2
Community Serv. Total	4	Truancy Court (2 hours)	6

- Collaborations – Mission Waco, Starry Counseling, WISD Truancy, Court Liason, Size of a Man Mentoring Group, Transformation Waco, Truancy Court, J.H. Hines, Carver Middle School, Mentoring Alliance
- Passed out PPE’s to all Site locations
- Interview committee for staff employees for Community Service
- Transport Tutoring students – (West Ave. Elementary)
- Register PH Clients for the Covid 19 Shot. (Refer to Outreach Counselor Leonard Buffin)
- Field Trip – Attended Baylor Football Games with public housing youth (7 kids)



- **This was the kids FIRST time to see a college football game in person – Most children in public housing do not have the opportunity due to financial constraints.**
- Voice Inc. Camp Program Session for fall activity.
- Halloween Trunk or Treat for Parents & Youth (South Terrace Location)
- Administrative hrs. – (73)

Teen Academic/Sports: Kenneth Alexander, Coordinator:

Older Youth Program	Working with Students	Case Work	Meetings	Activities
15 enrolled 12 actively participating	77 hours	2 hours	1 hour	<ul style="list-style-type: none">• Students contacted weekly by phone to make sure student and family are safe• 9 Home Visits• Took 5 students to University Football game• MCC Basketball game

This program gives academic support for the youth of the Waco Housing Authority. Youth Training Coordinators work with young people ages 13-18 in Public Housing. They coordinate activities of students in the local schools by visiting with the students in non-school hours. This includes encouraging these students to participate in other youth organizations such as Boys & Girls Club or YMCA programs as well as WISD sports and related interest areas.

Summary of Financial Statements

September 30, 2021

Public Housing

Central Cost

- Admin Fees from Section 8 – Income was under budget \$91,000 for the reversal of the additional 5% on Asset Management revenue for Cares Act.
- Admin Fees from CFP – The additional 5% of \$16,500 for Cares Act drawn from CFP was reversed and reclassified to the regular CFP Management Fees revenue account.
- Travel Convention & Meetings – The expense was over budget \$2,000 for travel and registration to the MRI Conference for Mr. Young and the registration to the 2021 NAHRO Online National Conference for Mrs. Hoping.
- Sundry – The expense was over budget \$1,100 for employment advertisement as Zip Recruiter plan and “Now Hiring” signs.

Kate Ross (KR)

- Dwelling Rental – Occupancy was at 92% for the month of September 2021.
- Labor – Maintenance labor is under budget for the vacancies of Maintenance Tech I, and Utility Laborer positions.
- Materials – Plumbing, electrical and building supplies expenses were under budget \$2,800 for the month of September.
- Contract Cost – Auto repair contract was over budget \$8,500 for vehicle repairs, while a/c, plumbing, and make-ready contracts were under budget.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 86% for the month of September 2021.
- Labor – Maintenance labor is under budget for the vacant position of Maintenance Tech I.
- Materials – Hardware, appliance and electrical supplies expenses were under budget \$1,500 for the month of September.
- Contract Cost – A/c repair contract was over budget \$32,300 for the replacement of 10 new a/c units, while make-ready and grounds contract were under budget.

Section 8 - Admin

- Other Income – Revenue was under budget \$64,000 for the Cares Act expenses reimbursed reclassification to deferred revenue.
- Administrative Salaries – The expense was under budget because of the two vacant positions in the Section 8 department.
- Management Fees – The expense was under budget \$91,000 for the reversal of the additional 5% on Asset Management fees for Cares Act.

Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$2,692,272.
- Mainstream Voucher Program total HAP reserve is \$325,227.
- PBV RAD – South Terrace total HAP reserve is \$284,929.
- Emergency Housing Voucher total HAP reserves is \$241,284.

Non-Profits

Raintree

- Labor & Employee Benefit Payments- This is under budget due to a vacancy in an Assistant Maintenance position. This will also be under budget for Picadilly.
- Material- This is over budget for the month due to a couple of condensers and an evaporator unit purchased for a total amount of \$2,391.
- Contract Cost- Temporary maintenance labor caused this to go over budget for the month. Also, a condenser and evaporator coil install costing \$1,050 and carpet replacements in the total amount of \$2,168 added to the overage.

Cimmaron

- Other Income- There is a negative amount for the month due to inadvertently accruing for July and August laundry room vending commissions. The laundry room was closed for repairs because of damage resulting from the February freeze.

Hunnington

- Contract Cost- There was a bed bug treatment for \$526 and a main line sprinkler repair for \$409 that caused this to be over budget for the month.

Misty

- There are no other unusual income or expense amounts for Misty.

Picadilly

- There are no other unusual income or expense amounts for Picadilly except for the one mentioned above.

WPFC II

- Interest Income- Funds continue to earn interest in the checking account.

Central Cost Income Statement

Finance Board Report Sept 2021

	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	25,600.00	1,837.50	28,086.05	2,486.05
3440 Mgmt./Adm.Fees fr.Non-Profits	631,000.00	631,000.00	48,383.52	575,688.88	(55,311.12)
3450 Asset Management Fee fr.Sites	536,900.00	536,900.00	43,806.78	551,079.95	14,179.95
3460 Mgmt./Adm.Fees fr.Sect.8	293,600.00	293,600.00	(66,992.88)	240,440.10	(53,159.90)
3470 Mgmt./Adm.Fees fr.CFP	143,800.00	143,800.00	427.16	246,817.12	103,017.12
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	4,600.00	4,600.00	735.40	8,935.78	4,335.78
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,600.00	1,600.00	-	885.03	(714.97)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,637,100.00	1,637,100.00	28,197.48	1,651,932.91	14,832.91
Total Income	1,637,100.00	1,637,100.00	28,197.48	1,651,932.91	14,832.91
EXPENSES					-
4110 Administrative Salaries	1,086,200.00	1,086,200.00	97,894.73	1,087,814.69	1,614.69
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	800.00	800.00	122.50	9,265.20	8,465.20
4140 Staff Training	9,100.00	9,100.00	1,056.00	13,137.26	4,037.26
4150 Travel Convention & Meetings	9,000.00	9,000.00	3,148.22	3,681.97	(5,318.03)
4171 Auditing Fees	1,000.00	1,000.00	-	1,129.00	129.00
4190 Sundry	80,600.00	80,600.00	12,719.59	145,607.62	65,007.62
Total Admin Expense	1,186,700.00	1,186,700.00	114,941.04	1,260,635.74	73,935.74
4310 Water	4,300.00	4,300.00	2,311.16	13,171.62	8,871.62
4320 Electricity	14,500.00	14,500.00	418.65	12,467.91	(2,032.09)
4330 Gas	1,400.00	1,400.00	61.09	1,823.92	423.92
4390 Sewer	900.00	900.00	77.02	919.26	19.26
Total Utility Expense	21,100.00	21,100.00	2,867.92	28,382.71	7,282.71
4420 Material	4,500.00	4,500.00	227.16	5,142.06	642.06
4430 Contract Cost	42,600.00	42,600.00	4,545.63	55,659.17	13,059.17
Total Ordinary Maint. & Operation	47,100.00	47,100.00	4,772.79	60,801.23	13,701.23
4510.010 Workers Compensation	6,700.00	6,700.00	476.23	5,714.76	(985.24)
4510.040 Auto Insurance	2,000.00	2,000.00	149.37	1,792.44	(207.56)
4510.070 Crime / Dishonesty	100.00	100.00	5.38	64.55	(35.45)
4510.090 Fire & Extend Coverage	100.00	100.00	7.42	89.15	(10.85)
4540 Employee Benefit Payments	277,700.00	277,700.00	24,800.42	262,696.72	(15,003.28)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	286,600.00	286,600.00	25,438.82	270,357.62	(16,242.38)
Total Routine Expenses	1,541,500.00	1,541,500.00	148,020.57	1,620,177.30	78,677.30
EXPENSES					-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	(71.66)	(71.66)
Total Capital Expenses	-	-	-	(71.66)	(71.66)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	1,541,500.00	1,541,500.00	148,020.57	1,620,105.64	78,605.64
					-
Residual Receipts (Profit/Loss)	95,600.00	95,600.00	(119,823.09)	31,827.27	(63,772.73)

Public Housing Income Statement

	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	688,000.00	59,510.19	653,570.91	(34,429.09)	870,000.00	870,000.00	73,849.14	873,805.44	3,805.44
Excess Utilities	83,200.00	83,200.00	7,561.08	68,172.96	(15,027.04)	116,000.00	116,000.00	8,935.16	90,640.94	(25,359.06)
Non-Dwelling Rental	72,000.00	72,000.00	6,000.00	72,000.00	-	-	-	-	-	-
Total Rental Income	843,200.00	843,200.00	73,071.27	793,743.87	(49,456.13)	986,000.00	986,000.00	82,784.30	964,446.38	(21,553.62)
Management Fee from CFP	63,900.00	63,900.00	-	102,698.81	38,798.81	79,900.00	79,900.00	-	130,361.37	50,461.37
CFP Trnsf. In-Site Expenses	64,400.00	64,400.00	14.85	44,650.55	(19,749.45)	67,400.00	67,400.00	32,822.03	69,567.60	2,167.60
Proceeds fr. Insurance Claims	-	-	170.94	17,894.81	17,894.81	-	-	-	24,287.24	24,287.24
Interest on Investments	20,300.00	20,300.00	2,288.23	27,609.77	7,309.77	31,700.00	31,700.00	3,305.80	40,597.69	8,897.69
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	59,300.00	59,300.00	3,692.93	45,577.01	(13,722.99)	74,600.00	74,600.00	7,294.95	62,117.06	(12,482.94)
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	563.74	563.74
Other Income-Time Warner Cable	4,500.00	4,500.00	-	5,569.30	1,069.30	5,600.00	5,600.00	-	8,405.97	2,805.97
Operating Transfer In (1406)	64,900.00	64,900.00	14,945.24	132,992.40	68,092.40	81,000.00	81,000.00	19,021.22	170,177.37	89,177.37
Total Operating Income	277,300.00	277,300.00	21,112.19	376,992.65	99,692.65	340,200.00	340,200.00	62,444.00	506,078.04	165,878.04
Total HUD Contributions	1,111,800.00	1,111,800.00	92,708.00	1,176,183.00	64,383.00	1,485,700.00	1,485,700.00	122,602.00	1,556,675.00	70,975.00
Total Income	2,232,300.00	2,232,300.00	186,891.46	2,346,919.52	114,619.52	2,811,900.00	2,811,900.00	267,830.30	3,027,199.42	215,299.42
EXPENSES										
Administrative Salaries	187,800.00	187,800.00	16,302.46	197,122.12	9,322.12	247,800.00	247,800.00	21,607.08	235,239.63	(12,560.37)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	800.00	800.00	-	17.29	(782.71)	3,600.00	3,600.00	-	406.86	(3,193.14)
Staff Training	450.00	450.00	65.60	5,266.42	4,816.42	500.00	500.00	82.00	4,257.88	3,757.88
Travel & Conventions	1,450.00	1,450.00	-	-	(1,450.00)	1,800.00	1,800.00	-	-	(1,800.00)
Audit Fees	3,400.00	3,400.00	-	3,540.00	140.00	4,200.00	4,200.00	-	4,426.00	226.00
Sundry	97,145.00	97,145.00	7,925.93	122,256.50	25,111.50	114,470.00	114,470.00	10,244.43	143,446.08	28,976.08
Management Fees	300,900.00	300,900.00	19,975.15	330,472.47	29,572.47	379,800.00	379,800.00	23,831.63	413,993.55	34,193.55
Total Admin Expense	591,945.00	591,945.00	44,269.14	658,674.80	66,729.80	752,170.00	752,170.00	55,765.14	801,770.00	49,600.00
Tenant Services Salaries	101,500.00	101,500.00	7,560.17	96,153.25	(5,346.75)	126,900.00	126,900.00	9,450.17	120,211.22	(6,688.78)
Tenant Services-Recr., Etc.	10,000.00	10,000.00	903.46	3,884.50	(6,115.50)	10,000.00	10,000.00	997.14	4,096.21	(5,903.79)
Resident Council	4,000.00	4,000.00	-	-	(4,000.00)	4,000.00	4,000.00	-	-	(4,000.00)
Ten. Serv. Contr., Train., Spec. Needs	100.00	100.00	-	9.60	(90.40)	100.00	100.00	-	12.00	(88.00)
Total Tenant Expense	115,600.00	115,600.00	8,463.63	100,047.35	(15,552.65)	141,000.00	141,000.00	10,447.31	124,319.43	(16,680.57)
EXPENSES										
Water	67,300.00	67,300.00	7,851.55	78,067.43	10,767.43	97,600.00	97,600.00	11,125.46	116,890.66	19,290.66
Electricity	160,000.00	160,000.00	16,183.38	150,871.21	(9,128.79)	229,200.00	229,200.00	24,535.83	191,681.47	(37,518.53)
Gas	59,000.00	59,000.00	4,211.68	71,366.56	12,366.56	90,000.00	90,000.00	5,648.89	98,524.82	8,524.82
Other Utility Expense	88,500.00	88,500.00	10,041.88	102,428.79	13,928.79	137,600.00	137,600.00	16,737.10	175,329.82	37,729.82
Total Utility Expense	374,800.00	374,800.00	38,288.49	402,733.99	27,933.99	554,400.00	554,400.00	58,047.28	582,426.77	28,026.77
Labor	189,700.00	189,700.00	13,790.53	167,103.08	(22,596.92)	312,200.00	312,200.00	20,335.15	215,028.86	(97,171.14)
Material	102,400.00	102,400.00	5,770.64	85,156.87	(17,243.13)	106,300.00	106,300.00	7,370.79	76,497.30	(29,802.70)
Contract Cost	310,475.00	310,475.00	22,417.58	197,870.40	(112,604.60)	363,975.00	363,975.00	51,974.49	338,673.62	(25,301.38)
Total Ordinary Maint. & Operation	602,575.00	602,575.00	41,978.75	450,130.35	(152,444.65)	782,475.00	782,475.00	79,680.43	630,199.78	(152,275.22)
Protective Services Contract	77,650.00	77,650.00	6,136.52	79,155.03	1,505.03	76,000.00	76,000.00	6,409.10	84,830.00	8,830.00
Total Protective Services	77,650.00	77,650.00	6,136.52	79,155.03	1,505.03	76,000.00	76,000.00	6,409.10	84,830.00	8,830.00
Insurance	65,100.00	65,100.00	5,156.53	60,572.82	(4,527.18)	68,000.00	68,000.00	5,353.61	63,674.90	(4,325.10)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	186,530.00	186,530.00	13,666.63	147,000.58	(39,529.42)	311,430.00	311,430.00	18,527.96	195,375.76	(116,054.24)
Collection Losses	33,200.00	33,200.00	4,780.71	56,430.41	23,230.41	56,525.00	56,525.00	8,351.86	94,875.23	38,350.23
Total General Expenses	284,830.00	284,830.00	23,603.87	264,003.81	(20,826.19)	435,955.00	435,955.00	32,233.43	353,925.89	(82,029.11)
Total Routine Expenses	2,047,400.00	2,047,400.00	162,740.40	1,954,745.33	(92,654.67)	2,742,000.00	2,742,000.00	242,582.69	2,577,471.87	(164,528.13)
EXPENSES										
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	7,779.50	7,779.50	-	-	-	-	-
Total Non Routine Expenses	-	-	-	7,779.50	7,779.50	-	-	-	-	-
Total Operating Expenses	2,047,400.00	2,047,400.00	162,740.40	1,962,524.83	(84,875.17)	2,742,000.00	2,742,000.00	242,582.69	2,577,471.87	(164,528.13)
G/L Disposition of Nonexp. Equip.	-	-	-	(208.11)	(208.11)	-	-	-	(260.13)	(260.13)
Total Capital Expenses	-	-	-	(208.11)	(208.11)	-	-	-	(260.13)	(260.13)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	184,900.00	184,900.00	24,151.06	384,602.80	199,702.80	69,900.00	69,900.00	25,247.61	449,987.68	380,087.68

Section 8 Admin

Mainstream Admin BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME						INCOME					
3410 Section 8 Admin Fees	1,545,200.00	1,545,200.00	162,139.00	1,642,809.00	97,609.00	3410 Mainstream Admin Fees	-	-	9,397.54	40,394.00	40,394.00
3480 Proceeds fr. Insurance Claims	-	-	-	1,113.35	1,113.35	3610 Interest on on Admin Reserve	-	-	244.23	531.49	531.49
3610 Interest on on Admin Reserve	12,000.00	12,000.00	3,432.37	23,845.23	11,845.23	3690.070 Misc. Other Income	-	-	(1,677.79)	939.27	939.27
3690 Other Income	-	-	(62,787.09)	158,602.89	158,602.89	Total Admin Income	-	-	7,963.98	41,864.76	41,864.76
Total Admin Income	1,557,200.00	1,557,200.00	102,784.28	1,826,370.47	269,170.47	EXPENSES					-
EXPENSES					-	4110 Administrative Salaries	-	-	534.63	16,498.71	16,498.71
4110 Administrative Salaries	719,600.00	719,600.00	58,117.35	626,534.66	(93,065.34)	4196 Admin Fees	-	-	(456.78)	6,059.10	6,059.10
4120 Compensated Absences	-	-	-	-	-	4189/4190 Sundry	-	-	56.67	977.21	977.21
4130 Legal Expense	1,000.00	1,000.00	-	597.85	(402.15)	Total Admin Expenses	-	-	134.52	23,535.02	23,535.02
4140 Staff Training	2,000.00	2,000.00	172.40	16,005.31	14,005.31	4540 Employee Benefit Payments	-	-	161.11	5,910.59	5,910.59
4150 Travel Convention & Meetings	2,000.00	2,000.00	-	-	(2,000.00)	4590 Admin Fee	-	-	80.96	242.88	242.88
4171 Auditing Fees	7,000.00	7,000.00	-	7,230.00	230.00	4431 Building Repair Contract	-	-	-	-	-
4190 Sundry	178,825.00	178,825.00	31,347.21	188,746.12	9,921.12	4430 Clean/Desinf Contr. Svcs	-	-	1.44	11.52	11.52
4196 Management Fee	293,600.00	293,600.00	(66,536.10)	234,381.00	(59,219.00)	Total General Expenses	-	-	243.51	6,164.99	6,164.99
4220 Tenant Services Recreation	-	-	1,780.60	5,387.85	5,387.85	Total Expenses	-	-	378.03	29,700.01	29,700.01
4250 Reichenbach Program Assistance	-	-	-	-	-	Residual Receipts (Profit/Loss)	-	-	7,585.95	12,164.75	12,164.75
4260 FSS Donations Expense	-	-	-	-	-						-
Total Admin Expense	1,204,025.00	1,204,025.00	24,881.46	1,078,882.79	(125,142.21)						
4310 Water	1,300.00	1,300.00	549.91	3,630.14	2,330.14						
4320 Electricity	4,100.00	4,100.00	101.38	3,496.84	(603.16)						
4330 Gas	1,300.00	1,300.00	90.10	1,360.27	60.27						
4390 Sewer	400.00	400.00	34.24	574.65	174.65						
Total Utility Expense	7,100.00	7,100.00	775.63	9,061.90	1,961.90						
4420 Material	3,700.00	3,700.00	250.09	1,768.73	(1,931.27)						
4430 Contract Cost	21,225.00	21,225.00	1,223.28	19,478.76	(1,746.24)						
Total Ordinary Maint. & Operation	24,925.00	24,925.00	1,473.37	21,247.49	(3,677.51)						
4510.010 Workers Compensation	7,000.00	7,000.00	497.66	5,971.92	(1,028.08)						
4510.020 General Liability Insurance	500.00	500.00	35.30	423.60	(76.40)						
4510.040 Auto Insurance	2,200.00	2,200.00	175.91	2,110.92	(89.08)						
4510.050 Public Officials Liability -E&O	800.00	800.00	66.31	795.72	(4.28)						
4510.070 Crime / Dishonesty	70.00	70.00	5.38	64.55	(5.45)						
4510.090 Fire & Extend Coverage	180.00	180.00	14.72	176.59	(3.41)						
4540 Employee Benefit Payments	278,700.00	278,700.00	17,755.13	187,315.65	(91,384.35)						
4590 Admin Fee	29,800.00	29,800.00	2,481.00	45,854.42	16,054.42						
Total General Expenses	319,250.00	319,250.00	21,031.41	242,713.37	(76,536.63)						
Total Routine Expenses	1,555,300.00	1,555,300.00	48,161.87	1,351,905.55	(203,394.45)						
EXPENSES					-						
4620.040 Casualty Losses-non capitalized	-	-	-	-	-						
Total Non Routine Expenses	-	-	-	-	-						
4800 Depreciation Expense	-	-	-	-	-						
6120 G/L Disposition of Nonexp. Equip.	-	-	-	(25.00)	(25.00)						
Total Capital Expenses	-	-	-	(25.00)	(25.00)						
6010 Prior Year Adjustment - ARR	-	-	-	-	-						
Total Prior Year Receipts	-	-	-	-	-						
Total Expenses	-	-	-	(25.00)	(25.00)						
Residual Receipts (Profit/Loss)	1,900.00	1,900.00	54,622.41	474,489.92	472,589.92						

Section 8 HAP

Mainstream HAP

	Current Period	Current Year
INCOME		
3610.000 Interest on HAP Reserve	(132.67)	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	1,376.50	17,524.32
3690.020 Other Income FSS Forfeitures	-	760.87
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,385,873.00	17,100,664.94
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	76,739.00	690,651.00
8026.455 Contrib Earned HAP-ST Demolitio	18,319.00	101,061.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	10,547.00	59,960.00
8026.457 Contib. Earned S8 Foster Youth	6,142.00	15,635.00
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,498,863.83	17,986,257.13
EXPENSES		
4715.010 HAP Occupied Units	1,013,929.19	13,073,945.19
4715.020 HAP Parkside Occ. Units	17,965.00	219,356.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	967.00	13,882.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	56,337.00	650,045.40
4715.100 HAP Parkside-Portability-Out	1,880.00	25,364.00
4715.230 HAP Homeownership	4,731.00	59,245.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	23,644.00	276,057.00
4715.450 HAP ST-RAD	49,638.00	559,171.00
4715.500 HAP Vet.Affs.Support.Hous.	22,767.00	261,688.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	68,371.00	952,681.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,850.00	58,670.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	17,921.00	215,297.66
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	11,356.00	180,773.00
4716.100 UAP Parkside Occ. Units	101.00	1,185.00
4716.130 UAP Tanglewood Occ. Units	-	-
4716.230 UAP Homeownership	-	1,049.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	164.00	2,862.00
4716.500 UAP Vet.Affairs Support Hous.	256.00	1,386.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	412.00	5,371.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	1,584.00	18,397.61
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,296,873.19	16,576,425.86
RESIDUAL RECEIPTS (Profit/Loss)	201,990.64	1,409,831.27

	Current Period	Current Year
INCOME		
8026.800 Contr. Earned- Mainstream	60,472.00	293,841.00
TOTAL HAP INCOME	60,472.00	293,841.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	2,363.75	7,039.03
4715.800 HAP Mainstream	29,784.00	311,730.00
4716.800 UAP Mainstream	19.00	360.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	32,166.75	319,129.03
RESIDUAL RECEIPTS (Profit/Loss)	28,305.25	(25,288.03)

WPFC Income Statement

	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	1,114,800.00	95,652.95	1,139,121.96		586,900.00	586,900.00	50,420.00	602,318.02	15,418.02	96,800.00	96,800.00	8,320.00	99,840.00	3,040.00
Total Rental Income	1,114,800.00	1,114,800.00	95,652.95	1,139,121.96	24,321.96	586,900.00	586,900.00	50,420.00	602,318.02	15,418.02	96,800.00	96,800.00	8,320.00	99,840.00	3,040.00
3400 Donations to Scholarship Fd.	3,000.00	3,000.00	5.12	61.80	(2,938.20)	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	64,598.63	64,598.63	-	-	-	49,095.06	49,095.06	-	-	-	-	-
3610 Interest Income	11,700.00	11,700.00	1,229.30	15,591.85	3,891.85	6,800.00	6,800.00	612.35	7,787.25	987.25	800.00	800.00	132.69	1,305.00	505.00
3690 Other Income	38,550.00	38,550.00	1,956.35	35,460.54	(3,089.46)	25,500.00	25,500.00	(144.54)	21,866.76	(3,633.24)	3,105.00	3,105.00	95.00	2,139.70	(965.30)
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	53,250.00	53,250.00	3,190.77	115,712.82	62,462.82	32,300.00	32,300.00	467.81	78,749.07	46,449.07	3,905.00	3,905.00	227.69	3,444.70	(460.30)
Total Income	1,168,050.00	1,168,050.00	98,843.72	1,254,834.78	86,784.78	619,200.00	619,200.00	50,887.81	681,067.09	61,867.09	100,705.00	100,705.00	8,547.69	103,284.70	2,579.70
EXPENSES															
4110 Administrative Salaries	88,600.00	88,600.00	7,292.16	78,983.87	(9,616.13)	52,620.00	52,620.00	4,596.48	53,289.17	669.17	8,125.00	8,125.00	725.76	8,160.04	35.04
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	730.00	730.00	-	3,799.10	3,069.10	500.00	500.00	-	2,451.20	1,951.20	70.00	70.00	-	398.95	328.95
4140 Staff Training & Convention	700.00	700.00	-	576.02	(123.98)	540.00	540.00	-	183.94	(356.06)	85.00	85.00	-	29.35	(55.65)
4150 Travel	160.00	160.00	-	-	(160.00)	245.00	245.00	-	-	(245.00)	40.00	40.00	-	-	(40.00)
4171 Auditing Fees	3,250.00	3,250.00	-	3,423.00	173.00	2,070.00	2,070.00	-	2,184.00	114.00	280.00	280.00	-	295.00	15.00
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	32,990.00	32,990.00	2,256.89	41,499.39	8,509.39	16,175.00	16,175.00	1,107.16	19,707.79	3,532.79	2,195.00	2,195.00	223.77	3,137.03	942.03
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,850.00	289,850.00	24,869.77	296,171.71	6,321.71	152,600.00	152,600.00	13,109.11	156,602.69	4,002.69	10,650.00	10,650.00	915.20	10,982.40	332.40
Total Admin Expense	416,280.00	416,280.00	34,418.82	424,453.09	8,173.09	224,750.00	224,750.00	18,812.75	234,418.79	9,668.79	21,445.00	21,445.00	1,864.73	23,002.77	1,557.77
4310 Water	48,700.00	48,700.00	4,285.60	53,368.67	4,668.67	27,900.00	27,900.00	4,294.46	41,460.76	13,560.76	4,500.00	4,500.00	445.68	4,662.70	162.70
4320 Electricity	13,700.00	13,700.00	1,307.48	14,751.34	1,051.34	7,500.00	7,500.00	752.45	7,575.99	75.99	1,800.00	1,800.00	34.81	1,013.50	(786.50)
4390 Sewer	46,200.00	46,200.00	4,311.27	54,694.06	8,494.06	19,700.00	19,700.00	1,873.90	24,456.42	4,756.42	4,000.00	4,000.00	437.14	4,170.01	170.01
Total Utility Expense	108,600.00	108,600.00	9,904.35	122,814.07	14,214.07	55,100.00	55,100.00	6,920.81	73,493.17	18,393.17	10,300.00	10,300.00	917.63	9,846.21	(453.79)
4410 Labor	93,300.00	93,300.00	5,732.20	65,169.02	(28,130.98)	64,600.00	64,600.00	5,497.57	53,092.92	(11,507.08)	10,190.00	10,190.00	868.02	8,380.14	(1,809.86)
4420 Material	44,260.00	44,260.00	5,840.17	38,732.17	(5,527.83)	12,090.00	12,090.00	504.83	16,104.13	4,014.13	2,280.00	2,280.00	55.23	2,343.25	63.25
4430 Contract Cost	122,570.00	122,570.00	13,825.84	192,103.16	69,533.16	42,770.00	42,770.00	3,585.30	67,493.72	24,723.72	14,700.00	14,700.00	735.60	13,863.77	(836.23)
Total Ordinary Maint. & Operation	260,130.00	260,130.00	25,398.21	296,004.35	35,874.35	119,460.00	119,460.00	9,587.70	136,690.77	17,230.77	27,170.00	27,170.00	1,658.85	24,587.16	(2,582.84)
4480 Contract Cost	420.00	420.00	33.50	402.00	(18.00)	480.00	480.00	38.19	458.28	(21.72)	70.00	70.00	6.03	72.36	2.36
Total Protective Services	420.00	420.00	33.50	402.00	(18.00)	480.00	480.00	38.19	458.28	(21.72)	70.00	70.00	6.03	72.36	2.36
4510.010 Workers Compensation	3,970.00	3,970.00	286.91	3,368.16	(601.84)	2,490.00	2,490.00	178.51	2,142.12	(347.88)	390.00	390.00	27.73	332.76	(57.24)
4510.020 General Liab Insurance	1,230.00	1,230.00	83.47	1,076.40	(153.60)	780.00	780.00	53.10	637.20	(142.80)	130.00	130.00	8.52	102.24	(27.76)
4510.040 Auto Insurance	500.00	500.00	37.49	449.88	(50.12)	310.00	310.00	23.79	285.48	(24.52)	40.00	40.00	2.90	34.80	(5.20)
4510.050 Public Officials Insurance	1,940.00	1,940.00	156.91	1,882.92	(57.08)	1,240.00	1,240.00	99.74	1,196.88	(43.12)	200.00	200.00	16.05	192.60	(7.40)
4510.070 Crime / Dishonesty	70.00	70.00	5.38	64.55	(5.45)	70.00	70.00	5.38	64.55	(5.45)	-	-	-	-	-
4510.090 Fire & Extend Coverage	31,000.00	31,000.00	2,590.60	31,087.25	87.25	17,000.00	17,000.00	1,421.04	17,052.49	52.49	1,700.00	1,700.00	140.17	1,681.76	(18.24)
4540 Employee Benefit Payments	90,330.00	90,330.00	5,822.19	60,286.35	(30,043.65)	41,380.00	41,380.00	3,659.35	36,833.31	(4,546.69)	6,430.00	6,430.00	577.72	5,713.50	(716.50)
4570 Collection Losses	1,030.00	1,030.00	(10.00)	5,914.84	4,884.84	1,770.00	1,770.00	(111.28)	12.00	(1,758.00)	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	130,070.00	130,070.00	8,972.95	104,130.35	(25,939.65)	65,040.00	65,040.00	5,329.63	58,224.03	(6,815.97)	8,890.00	8,890.00	773.09	8,057.66	(832.34)
Total Routine Expenses	915,500.00	915,500.00	78,727.83	947,803.86	32,303.86	464,830.00	464,830.00	40,689.08	503,285.04	38,455.04	67,875.00	67,875.00	5,220.33	65,566.16	(2,308.84)
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	-	-	-	1,829.47	1,829.47	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	4,000.00	4,000.00	573.31	7,438.73	3,438.73	-	-	-	-	-
4191.300 Non-Apartment Public Relations	6,000.00	6,000.00	679.60	5,840.45	(159.55)	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	6,000.00	6,000.00	679.60	5,840.45	(159.55)	4,000.00	4,000.00	573.31	9,268.20	5,268.20	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	19,114.57	19,114.57	-	-	-	-	-
4700 Scholarships Awarded	3,000.00	3,000.00	1,800.00	1,800.00	(1,200.00)	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,000.00	3,000.00	1,800.00	1,800.00	(1,200.00)	-	-	-	19,114.57	19,114.57	-	-	-	-	-
4800 Depreciation Expense	185,450.00	185,450.00	15,068.98	180,189.04	(5,260.96)	92,170.00	92,170.00	7,763.82	92,285.95	115.95	32,700.00	32,700.00	2,643.60	31,834.83	(865.17)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	(90.00)	(90.00)	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	185,450.00	185,450.00	15,068.98	180,099.04	(5,350.96)	92,170.00	92,170.00	7,763.82	92,285.95	115.95	32,700.00	32,700.00	2,643.60	31,834.83	(865.17)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,950.00	1,109,950.00	96,276.41	1,135,543.35	25,593.35	561,000.00	561,000.00	49,026.21	623,953.76	62,953.76	100,575.00	100,575.00	7,863.93	97,400.99	(3,174.01)
Residual Receipts (Profit/Loss)	58,100.00	58,100.00	2,567.31	119,291.43	61,191.43	58,200.00	58,200.00	1,861.60	57,113.33	(1,086.67)	130.00	130.00	683.76	5,883.71	5,753.71

Hunnington

Picadilly

WPFC II

	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											INCOME					
3110 Dwelling Rental	401,600.00	401,600.00	34,550.00	410,527.09	61,460.18	49,800.00	49,800.00	4,604.00	47,227.54	(2,572.46)	3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	401,600.00	401,600.00	34,550.00	410,527.09	8,927.09	49,800.00	49,800.00	4,604.00	47,227.54	(2,572.46)	Total Rental Income	-	-	-	-	-
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	-	-	-	-	-	3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	87,738.29	87,738.29	-	-	-	-	-	3610 Interest Income	-	-	2,624.77	31,313.70	31,313.70
3610 Interest Income	3,700.00	3,700.00	449.98	6,068.03	2,368.03	3,700.00	3,700.00	293.93	3,418.15	(281.85)	3690 Other Income	-	-	-	240,000.00	240,000.00
3690 Other Income	11,600.00	11,600.00	400.24	12,158.19	558.19	2,400.00	2,400.00	303.84	3,064.56	664.56	Total Operating Income	-	-	2,624.77	271,313.70	271,313.70
3999 Transfer In	-	-	-	-	-	-	-	-	-	-	3999.000 Transfer In	-	-	-	-	-
Total Operating Income	15,300.00	15,300.00	850.22	105,964.51	90,664.51	6,100.00	6,100.00	597.77	6,482.71	382.71	Total Income	-	-	2,624.77	271,313.70	271,313.70
Total Income	416,900.00	416,900.00	35,400.22	516,491.60	99,591.60	55,900.00	55,900.00	5,201.77	53,710.25	(2,189.75)	EXPENSES	-	-	-	-	-
EXPENSES											4110 Administrative Salaries	-	-	-	-	-
4110 Administrative Salaries	35,740.00	35,740.00	2,741.76	32,342.49	(3,397.51)	3,500.00	3,500.00	303.84	3,180.94	(319.06)	4120 Compensated Absences	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	4130 Legal Expense	-	-	-	2,819.75	2,819.75
4130 Legal Expense	350.00	350.00	-	-	(350.00)	40.00	40.00	-	-	(40.00)	4140 Staff Training & Convention	-	-	-	-	-
4140 Staff Training & Convention	320.00	320.00	-	110.23	(209.77)	30.00	30.00	-	22.19	(7.81)	4150 Travel	-	-	-	-	-
4150 Travel	150.00	150.00	-	-	(150.00)	10.00	10.00	-	-	(10.00)	4171 Auditing Fees	-	-	-	-	-
4171 Auditing Fees	1,275.00	1,275.00	-	1,343.00	68.00	130.00	130.00	-	133.00	3.00	4180 Office Rent	-	-	-	-	-
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	4190 Sundry	-	-	-	-	-
4190 Sundry	11,115.00	11,115.00	541.57	13,171.65	2,056.65	2,090.00	2,090.00	244.05	1,800.15	(289.85)	4195 Property Management Fee	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	Total Admin Expense	-	-	-	2,819.75	2,819.75
4196 Mgmt./Bkpg./Adm.Fee	104,400.00	104,400.00	8,983.00	106,737.05	2,337.05	5,480.00	5,480.00	506.44	5,195.03	(284.97)	4310 Water	-	-	-	-	-
Total Admin Expense	153,350.00	153,350.00	12,266.33	153,704.42	354.42	11,280.00	11,280.00	1,054.33	10,331.31	(948.69)	4320 Electricity	-	-	-	-	-
4310 Water	20,400.00	20,400.00	1,792.48	19,998.51	(401.49)	970.00	970.00	153.51	2,878.30	1,908.30	4390 Sewer	-	-	-	-	-
4320 Electricity	8,300.00	8,300.00	366.71	7,623.24	(676.76)	300.00	300.00	13.70	1,358.09	1,058.09	Total Utility Expense	-	-	-	-	-
4390 Sewer	20,000.00	20,000.00	1,825.37	19,610.11	(389.89)	40.00	40.00	-	295.44	255.44	4410 Labor	-	-	-	-	-
Total Utility Expense	48,700.00	48,700.00	3,984.56	47,231.86	(1,468.14)	1,310.00	1,310.00	167.21	4,531.83	3,221.83	4420 Material	-	-	-	-	-
4410 Maint. & Operation Labor	38,500.00	38,500.00	3,279.23	31,658.42	(6,841.58)	4,200.00	4,200.00	238.85	2,715.38	(1,484.62)	4430 Contract Cost	-	-	-	-	-
4420 Material	8,135.00	8,135.00	273.56	14,184.36	6,049.36	2,030.00	2,030.00	149.13	1,821.18	(208.82)	Total Ordinary Maint. & Operation	-	-	-	-	-
4430 Contract Cost	39,675.00	39,675.00	3,259.17	57,451.18	17,776.18	8,520.00	8,520.00	385.97	9,992.47	1,472.47	4480 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	86,310.00	86,310.00	6,811.96	103,293.96	16,983.96	14,750.00	14,750.00	773.95	14,529.03	(220.97)	Total Protective Services	-	-	-	-	-
4480 Contract Cost	270.00	270.00	22.78	273.36	3.36	-	-	-	-	-	4510.010 Workers Comp. Insurance	-	-	-	-	-
Total Protective Services	270.00	270.00	22.78	273.36	3.36	-	-	-	-	-	4510.020 General Liab Insurance	-	-	-	-	-
4510.010 Workers Compensation	1,640.00	1,640.00	117.44	1,409.28	(230.72)	160.00	160.00	11.43	137.16	(22.84)	4510.040 Auto Insurance	-	-	-	-	-
4510.020 General Liab Insurance	470.00	470.00	32.21	386.52	(83.48)	40.00	40.00	2.93	35.16	(4.84)	4510.050 Public Officials Insurance	-	-	-	-	-
4510.040 Auto Insurance	140.00	140.00	10.97	131.64	(8.36)	20.00	20.00	1.29	15.48	(4.52)	4510.090 Fire & Extend Coverage	-	-	-	-	-
4510.050 Public Officials Insurance	750.00	750.00	60.62	727.44	(22.56)	70.00	70.00	5.51	66.12	(3.88)	4540 Employee Benefit Payments	-	-	-	-	-
4510.090 Fire & Extend Coverage	6,500.00	6,500.00	525.96	6,311.42	(188.58)	1,000.00	1,000.00	85.01	1,020.41	20.41	4570 Collection Losses	-	-	-	-	-
4540 Employee Benefit Payments	26,300.00	26,300.00	2,182.90	22,183.88	(4,116.12)	3,690.00	3,690.00	242.59	2,467.93	(1,222.07)	4580 Interest Expense	-	-	-	-	-
4570 Collection Losses	-	-	1,276.94	2,652.53	2,652.53	-	-	-	461.67	461.67	Total General Expenses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	Total Routine Expenses	-	-	-	2,819.75	2,819.75
Total General Expenses	35,800.00	35,800.00	4,207.04	33,802.71	(1,997.29)	4,980.00	4,980.00	348.76	4,203.93	(776.07)	EXPENSES	-	-	-	-	-
Total Routine Expenses	324,430.00	324,430.00	27,292.67	338,306.31	13,876.31	32,320.00	32,320.00	2,344.25	33,596.10	1,276.10	4620.040 Casualty Losses-non capitalized	-	-	-	-	-
EXPENSES											Total Non Routine Expenses	-	-	-	-	-
4191.500 Dollar General Grant-Books	-	-	-	-	-	-	-	-	-	-	4800 Depreciation Expense	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-	-	-	-	-	-	6110 G/L Disposition of Real Property	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	29,174.20	29,174.20	-	-	-	-	-	6130 Special Items, Net Gain/Loss	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	Total Capital Expenses	-	-	-	-	-
Total Non Routine Expenses	-	-	-	29,174.20	29,174.20	-	-	-	-	-	Prior Year Adjustment - ARR	-	-	-	-	-
4800 Depreciation Expense	60,870.00	60,870.00	4,703.77	55,950.91	(4,919.09)	3,280.00	3,280.00	271.98	3,281.85	1.85	Total Prior Year Receipts	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	Total Expenses	-	-	-	2,819.75	2,819.75
Total Capital Expenses	60,870.00	60,870.00	4,703.77	55,950.91	(4,919.09)	3,280.00	3,280.00	271.98	3,281.85	1.85	Residual Receipts (Profit/Loss)	-	-	2,624.77	268,493.95	268,493.95
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-						
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-						
Total Expenses	385,300.00	385,300.00	31,996.44	423,431.42	38,131.42	35,600.00	35,600.00	2,616.23	36,877.95	1,277.95						
Residual Receipts (Profit/Loss)	31,600.00	31,600.00	3,403.78	93,060.18	61,460.18	20,300.00	20,300.00	2,585.54	16,832.30	(3,467.70)						

Account Description	Account #	Bank Name	Interest Rate	Purchased	Maturity	9/30/2021	Total by Site
Waco Housing Authority							
<u>Central Cost</u>							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$ (19,096.38)	
FSS Junior League Grant	20470381	Extraco	1.51%			\$ 12,153.38	
Employee Committee	20470258	Extraco	1.51%			402.53	
Payroll	20470340	Extraco	1.51%			2,253.58	
Central Cost Center	20470381	Extraco	1.51%			377,358.19	
Central Cost Center-Restricted Cares Act	20470381	Extraco	1.51%			4,771.47	
						Central Cost sub-total	\$ 377,842.77
<u>Kate Ross</u>							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$ 385,198.04	
Public Housing FSS Escrow-KR	20573010	Extraco	1.51%			6,175.45	
1 Certificate of Deposit - 12 months	402638	Alliance Bank	1.00%	10/25/2020	10/25/2021	262,747.72	
2 Certificate of Deposit - 12 months	403335	Alliance Bank	1.00%	2/26/2021	2/26/2022	215,313.45	
3 Certificate of Deposit - 12 months	403336	Alliance Bank	1.00%	2/26/2021	2/26/2022	159,064.47	
4 Certificate of Deposit - 24 months	59906	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	259,144.41	
5 Certificate of Deposit - 24 months	53962	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	79,679.42	
6 Certificate of Deposit - 24 months	54633	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	77,880.34	
7 Certificate of Deposit - 24 months	57894	The First National Bank of McGr	2.00%	2/25/2020	2/25/2022	272,755.00	
8 Certificate of Deposit - 24 months	54362	The First National Bank of McGr	1.00%	9/24/2021	9/24/2022	400,000.00	\$ 2,117,958.30 KR
<u>Estrella Maxey</u>							
Public Fund Checking							
Estrella Maxey-Operating	20470407	Extraco	1.51%			\$ 539,893.65	
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%			4,783.18	
1 Certificate of Deposit - 12 months	402637	Alliance Bank	1.00%	10/25/2020	10/25/2021	213,511.80	
2 Certificate of Deposit - 12 months	403196	Alliance Bank	1.00%	12/20/2020	12/20/2021	109,286.99	
3 Certificate of Deposit - 12 months	403291	Alliance Bank	0.75%	11/18/2020	11/18/2021	108,282.40	
4 Certificate of Deposit - 12 months	403338	Alliance Bank	1.00%	2/26/2021	2/26/2022	53,028.27	
5 Certificate of Deposit - 12 months	403337	Alliance Bank	1.00%	2/26/2021	2/26/2022	172,250.76	
6 Certificate of Deposit - 12 months	403315	Alliance Bank	1.00%	1/25/2021	1/25/2022	463,670.53	
7 Certificate of Deposit - 12 months	403064	Alliance Bank	1.00%	12/12/2020	12/12/2021	507,808.39	
8 Certificate of Deposit - 24 months	58996	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	106,239.26	
9 Certificate of Deposit - 24 months	57238	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	51,920.23	
10 Certificate of Deposit - 24 months	51165	The First National Bank of McGr	2.00%	2/25/2020	2/25/2022	334,627.45	
11 Certificate of Deposit - 24 months	51342	The First National Bank of McGr	1.00%	9/24/2021	9/24/2022	500,000.00	\$ 3,165,302.91 EM
<u>South Terrace</u>							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$ 918,011.51	
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%			22,296.77	
						Public Housing sub-total	\$ 6,223,569.49
<u>Section 8</u>							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$ 4,333,961.14	
Section 8-Cash Restricted-Cares	20470142	Extraco	1.51%			\$ 333,155.05	
Section 8-Cash Restricted-Ike	20470142	Extraco	1.51%			\$ 25,457.97	
Section 8 FSS Escrow	20470308	Extraco	1.51%			176,359.41	
Emergency Housing Voucher		Extraco	1.51%			\$ 104,608.60	
Emergency Housing Voucher		Extraco	1.51%			\$ 63,000.00	
Section 8- Mainstream	20969713	Extraco	1.51%			\$ 53,332.54	
Section 8- Mainstream Restricted	20969713	Extraco	1.51%			\$ 5,790.49	
						Section 8 sub-total	\$ 5,095,665.20
Non-Profit Corporations							
<u>Waco Housing Opportunities Corporation</u>							
WHOC Public Fund Checking	20470423	Extraco	1.52%			395,077.89	
1 CD: Picadilly/Hunnington - 12 months	402635	Alliance Bank	1.00%	10/25/2020	10/25/2021	213,511.80	
2 CD: Picadilly/Hunnington - 12 months	403063	Alliance Bank	1.00%	11/25/2020	11/25/2021	53,943.62	
						WHOC sub-total	\$ 662,533.31
<u>Waco Public Facilities Corporation</u>							
Misty Public Fund Checking	20470126	Extraco	1.52%			104,653.02	
Cimmaron Public Fund Checking	20469920	Extraco	1.52%			226,151.55	
1 CD: Cimmaron - 12 months	402636	Alliance Bank	1.00%	10/25/2020	10/25/2021	53,377.94	
2 CD: Cimmaron - 12 months	403061	Alliance Bank	1.00%	11/25/2020	11/25/2021	107,887.22	\$ 104,653.02 Misty
CD: Cimmaron - 12 months	403429	Alliance Bank	0.80%	9/22/2021	9/22/2022	150,000.00	
						WPFC sub-total	\$ 537,416.71 Cimm \$ 642,069.73
South Terrace-WPFC	21026158	Extraco	1.51%			1,290,167.79	\$ 1,290,167.79 STWPFC
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%			401,123.60	
Raintree Scholarship Fund	20470100	Extraco	1.51%			2,353.57	
1 CD: Raintree - 12 months	402634	Alliance Bank	1.00%	10/25/2020	10/25/2021	80,066.91	
2 CD: Raintree - 12 months	403062	Alliance Bank	1.00%	11/25/2020	11/25/2021	161,830.89	
3 CD: Raintree - 12 months	402863	Alliance Bank	0.80%	6/21/2021	6/21/2022	105,914.03	
4 CD: Raintree - 12 months	403350	Alliance Bank	0.85%	3/30/2021	3/30/2022	262,302.58	
CD: Raintree - 12 months	403428	Alliance Bank	0.80%	9/22/2021	9/22/2022	200,000.00	\$ 1,213,591.58 RT
<u>Waco Public Facilities Corporation II</u>							
WPFC II Public Fund Checking	20868733	Extraco	1.51%			2,131,604.29	\$ 2,131,604.29 WPFC II
						Non-profits sub-total	\$ 5,939,966.70
						Total WHA & Affiliates	\$ 17,637,044.16

164,924.41



Edwina Viera 9/30/2021
Vice President, Financial Services Date

Weighted average maturity: 68.65 days

Bank	Balance @ 9/30/21	
1 Extraco	11,900,998.28	67.48%
2 Central National	-	0.00%
3 Alliance Bank	3,653,799.77	20.72%
4 First National Bk.	-	0.00%
5 First National Bank of	2,082,246.11	11.81%
	<u>17,637,044.16</u>	<u>1.00</u>

RESOLUTION NO. 3840

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH DAVID BORING, CPA OF LUBBOCK, TEXAS IN THE AMOUNT OF \$81,000.00 FOR AUDITING SERVICES.

WHEREAS, the Procurement Contract Compliance Officer solicited proposals in accordance with procurement guidelines from qualified service providers by placing an advertisement in newspapers on August 22 and August 29, 2021, and

WHEREAS, in addition to the advertisement, eighteen (18) auditors were notified by email, and

WHEREAS, Waco Housing Authority & Affiliates received five (5) compliant proposals, and

WHEREAS, it was determined that David Boring, CPA of Lubbock, Texas, submitted the most responsive qualified proposal, and

WHEREAS, it is the recommendation of the President/CEO that the contract for Auditing Services, be awarded to David Boring, CPA in the amount of \$81,000.00, 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 8th day of November, 2021.

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: Milet Hopping, President/CEO

FROM: Kaitlin Dragoo, Procurement Contract Compliance Officer *KD*

DATE: October 4, 2021

SUBJECT: Audit Services

The Procurement Contract Compliance Officer solicited proposals in accordance with procurement guidelines from qualified service providers for the above referenced service.

Newspaper advertisement for this project ran in the Waco Tribune Herald on 8/22/2021 and 8/29/2021. In addition to the advertisement, eleven (11) service providers were contacted by email notifying them of this project. The Cost Analysis prepared by the Procurement Contract Compliance Officer for this project was \$85,050.00 based on our current contract and 5% inflation. Five (5) compliant proposals were received by the deadline of 10:00 a.m. on September 21, 2021. It was determined that David Boring of Lubbock, Tx, submitted the most qualified proposal in the amount of \$81,000.00.

It is the recommendation of the Procurement Contract Compliance Officer that the proposal to perform this project be awarded to David Boring.

This will be on the board agenda for October.

Please review and advise.

*MA OK to go to board
10-4-21*

EVALUATION FORM
Auditing Services

	30	20	20	20	15	15	100
NAME OF FIRM	UNDERSTANDING OF STATUTORY AND/OR REGULATORY FRAMEWORK GOVERNING THE HA	IMPLEMENTATION PLANNING CAPABILITY AND METHODOLOGY, AND THE ABILITY TO COMPLETE AUDITING SERVICES IN A TIMELY MANNER	PROPOSED ESTIMATED COST FOR COMPLETION OF THE AUDIT FOR EACH OF THE REQUESTED YEARS	DEMONSTRATED EXPERIENCE WITH COMPLETION OF FINANCIAL & OPERATIONAL AUDITS OF PHAs IN ACCORDANCE	CONTINUATION OF ADMINISTRATIVE SUPPORT	TOTAL POINTS	
BEASLEY, MITCHELL & CO							
Evaluator 1	25	20	17	15	15	92	
Evaluator 2	27	20	15	10	15	87	
Evaluator 3	28	20	15	12	15	90	
					Total Combined Score	269	
					Total Combined Average	90	
Comments:	Did not mention experience with RAD, GASB 14 or Tax Credit. Feel they have some knowledge of the frameworks governing the HA but saw no evidence of RAD audit experience. Only noted references for 2 HA's. Feel they could provide continuation of support. Feel they could provide implementation planning capability and methodology if they know RAD. Some experience with non with tax credit. Not a lot of experience with HA's.						

DAVID BORING						
Evaluator 1	30	20	19	15	15	99
Evaluator 2	30	20	20	15	15	100
Evaluator 3	30	20	20	15	15	100
					Total Combined Score	299
					Total Combined Average	100
Comments:	Has experience with other HA's with RAD, GASB14 and other tax credit properties. Feel their staff appears to have understanding of Gov't audits. Evidence of RAD. Feel they could implement planning capability and methodology including any needed for RAD. 5 HA's referenced. Feel they could provide continuation of support inclusive of Covid alternatives.					

RUBINO & COMPANY						
Evaluator 1	30	20	20	15	15	100
Evaluator 2	29	20	20	15	15	99
Evaluator 3	29	20	20	15	15	99
					Total Combined Score	298
					Total Combined Average	99
Comments:	Experience with RAD conversions with several HA's. Price for initial 3 years less than current. Evidence of Staffs knowledge of HA's/ Gov't accounting. Evidence of staff work in RAD conversions. Not sure of audit points mid construction of rad in stated exp as opposed to assisting HA's in RAD. 5 HA's done. Proposal is fair. Less cost effective in the long run.					

EVALUATION FORM
Auditing Services

	30	20	20	15	15	100
	UNDERSTANDING OF STATUTORY AND/OR REGULATORY FRAMEWORK GOVERNING THE HA	IMPLEMENTATION PLANNING CAPABILITY AND METHODOLOGY, AND THE ABILITY TO COMPLETE AUDITING SERVICES IN A TIMELY MANNER	PROPOSED ESTIMATED COST FOR COMPLETION OF THE AUDIT FOR EACH OF THE REQUESTED YEARS	DEMONSTRATED EXPERIENCE WITH COMPLETION OF FINANCIAL & OPERATIONAL AUDITS OF PHAs IN ACCORDANCE	CONTINUATION OF ADMINISTRATIVE SUPPORT	TOTAL POINTS
EIDE BAILLY						
Evaluator 1	30	20	18	15	15	98
Evaluator 2	30	20	15	15	10	90
Evaluator 3	30	20	15	15	15	95
					Total Combined Score	283
					Total Combined Average	94
Comments:	Good experience with LIHTC and RAD, Tax Credits & Rad. Strategy appears to be sound. Billable scenarios not included in cost where mentioned. Meet criteria for experience with lots of HA experience.. Unsure of annual cost of billable hours. Not cost effective					
LEAL & CARTER						
Evaluator 1	25	20	16	15	15	91
Evaluator 2	27	20	15	15	9	86
Evaluator 3	28	20	15	15	15	93
					Total Combined Score	270
					Total Combined Average	90
Comments:	No mention of experience with RAD conversions or LIHTC. Staff has experience although no mention of LIHTC or RAD. Cost is not definitive. Demonstrated experience with lots of HA criteria. No mention if the cost of additional questions might be billable or part of the proposed fee.					

1	Breedlove & Co., PC	17014 Seven Pines Dr	Spring, TX	77379	281379-1065	ihenze@breedlovecpa.com	
3	Brown, Graham & Co., PC	13809 Research Blvd., Suite 305	Austin, TX	78750	512257-8078	ichen@bgc-cpa.com	
4	David A. Borling, CPA	2817 JBS Pkwy, #C202	Odeesa, TX	79762	432580-0204	dborlingco@grandecom.net	Rec'd proposal
5	Deaver & Saldívar	3516 E. Expressway 83, Ste 108	Weslaco, TX	78596	956522-9742	christopher@deaver-saldivarcpafirm.com	
6	Garnett and Swann, LLP	4216 102nd Street	Lubbock, TX	79423	806794-3344	gswann@garrrettandswann.com	No longer does gov't audits
7	Garza/Gonzalez & Assoc.	207 Arden Grove St.	San Antonio, TX	78215-1704	210227-1389	mcastellanos@aga-cpa.biz	
8	Leal & Carter, PC	16011 University Oak	San Antonio, TX	78249	210696-6206	nlittle@lealcarter.com	Rec'd proposal
9	Luis Orozco, CPA	208 W. Ferguson, Unit 3, Ste. 1	Pharr, TX	78577	956782-5481	crystal@lcoocpa.com	
10	Mike Estes, PC	4040 Fossil Creek Blvd., #100	Fort Worth, TX	76137	817831-3656	office@mikeestespc.com	
11	Patillo, Brown & Hill, CPA	P. O. Box 20725	Waco, TX	76702-0725	254772-4901	pbhwaco@pbhpcpa.com	
12	Sandersen Knox & Company LLP ATTN: Susan Magana or John Knox	130 Industrial Blvd., Suite 130	Sugar Land, TX	77478	281382-0168	info@sktx.com	
13	Thompson, Denig & Craig, PC	4500 Carter Creek Pkwy, #201	Bryan, TX	77802-4456	979260-5656	Firm@tdccpa.com	
14	Weaver & Tidwell, LLP	12221 Merit Dr., Suite 1400	Dallas, TX	75251	972490-1970	dborah.walker@weaver.com	
	REQUESTED VIA EMAIL						
15	Allied Solution Enterprise	300 Veterans Way	Carmel, IN	46032	877-328-4432	contracts@alliedsolutionenterprise.com	
16	Rubino	6903 Rockledge Dr, Ste 300	Bethesda, MD	20817	410-218-9578	darmstrong@rubino.com	Rec'd proposal
17	McConnell Jones	4828 Loop Central Dr, Ste 1000	Houston, Tx	77081	713-968-1600	jdavis@mjlm.com	
18	Eide Bailly LLP	810 S. Cincinnati Ave, Ste 600	Tulsa, Ok	74119	918-338-6696	rcurffman@eidebailly.com	Rec'd proposal
19	Beasley, Mitchell & Co	4487 N. Mesa St, Ste 101	El Paso, Tx	79902		renem@bcm-cpa.com	Rec'd proposal

List of Solicited

HUD LDP

Subject	Affiliation	Address	Scope of Disqualification	Disqualification Start Date	Disqualification End Date	Disqualification List Date	Office	Contact Person/ Email	Contact Office Phone
Acosta, Lazaro		Miami, FL	All HUD Programs; Section 8 Rental Assistance Program	8/16/2016	8/15/2026	8/25/2016	Florida State Office	Carmen Trice	202-402-2516
Arenas, Ricardo aka Gonzales, Ricardo S. Arenas		North Salt Lake, UT	All Housing Programs	1/14/2021	1/13/2022	2/17/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Bambick, Joseph M.		Fredonia, KS	All HUD Programs; Section 8 Rental Assistance Program	2/4/2016	2/3/2061	2/4/2016	Kansas/Missouri State Office	Carmen Trice	202-402-2516
Banegas-Sevilla, Belkis Johanna		Houston, TX	All Housing Programs	3/2/2021	3/1/2022	4/8/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Buckley Consulting Group, Inc.		Dix Hills, NY	Voluntary Abstinence from All HUD Programs	3/23/2012	3/22/2022	5/29/2012	New York State Office	Eliza Lo	212-542-7846
Buckley, William		Dix Hills, NY	Voluntary Abstinence from All HUD Programs	3/23/2012	3/22/2022	5/29/2012	New York State Office	Eliza Lo	212-542-7846
Exposito, Richard		North Bay Village, FL	All Single Family Programs	3/26/2021	1/26/2022	8/18/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Expo Consultants, Inc.		North Bay Village, FL	All Single Family Programs	3/30/2021	1/26/2022	8/18/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Florida Investment Realty Group		Orlando, FL	All Single Family Programs	3/30/2021	3/29/2022	6/10/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Foley, Dennis		Kenosha, WI	All Housing Programs	12/15/2020	12/15/2021	1/29/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Johnson, Terrance Obrian		Lubbock, TX	All Housing Programs	8/11/2021	8/10/2022	9/20/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Kaye-Eddie, Emily		San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	2/27/2014	California State Office	Carmen Trice	202-402-2516
Kirk, Michael Lee		Bayfield, Co	All Housing Programs	6/3/2021	6/2/2022	7/19/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Loan Tech, Inc.		San Diego, CA	All Housing Programs	10/31/2013	10/30/2023	2/27/2014	California State Office	Carmen Trice	202-402-2516
Lomelli, Carolina		Atlamonte Springs, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Martinez, Analisa		Brownsville, TX	All Housing Programs	10/20/2020	10/19/2021	12/1/2020	Denver HOC Office	Laura L. Bullock	303-839-2604
Menter, Donna		Houston, TX	All Housing Programs	10/20/2020	10/19/2021	12/1/2020	Denver HOC Office	Laura L. Bullock	303-839-2604
Meadows, Ronald Terry		Aurora, CO	All Housing Programs	6/3/2021	6/2/2022	7/8/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Marquez, Yuleisy		Orlando, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Nguyen, Dau Hong		Sachse, TX	All Housing Programs	8/13/2021	8/12/2022	9/22/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Oluwole, Albert		Atlanta, GA	All Single Family Programs	3/2/2021	3/1/2022	5/7/2021	Atlanta HOC Office	Valerie D. Williams	678-732-2741
Rivera, Kim Gomez		Orlando, FL	All Single Family Programs	3/26/2021	3/25/2022	6/10/2021	Atlanta HOC Office	Dorrian Humphrey	678-732-2520
Sanchez, Patty J.		Muskogee, OK	All Housing Programs	8/11/2021	8/10/2022	8/12/2021	Denver HOC Office	Laura L. Bullock	303-839-2604
Song, Janet		Houston, TX	All Housing Programs	6/25/2021	6/24/2022	8/1/2021	Denver HOC Office	Laura L. Bullock	303-839-2604

RESOLUTION NO. 3841

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PURCHASE OF 3,200 HOUSEHOLD COVID KITS FOR WHA PUBLIC HOUSING SITES AND SECTION 8 TENANTS WITH CARES ACT MONIES.

WHEREAS, to reduce the spread of COVID-19 at the three public housing sites and Section 8 tenants, **3,200** Household COVID Kits were ordered with CARES ACT monies

WHEREAS, all procurement guidelines were followed through proprietary purchase standards

WHEREAS, a quote was received from Communications Science Inc. for \$56,770.00, for 3,200 individual household covid kits, including delivery, and

WHEREAS, it was decided by the President/CEO to accept the bid and all kits have been received

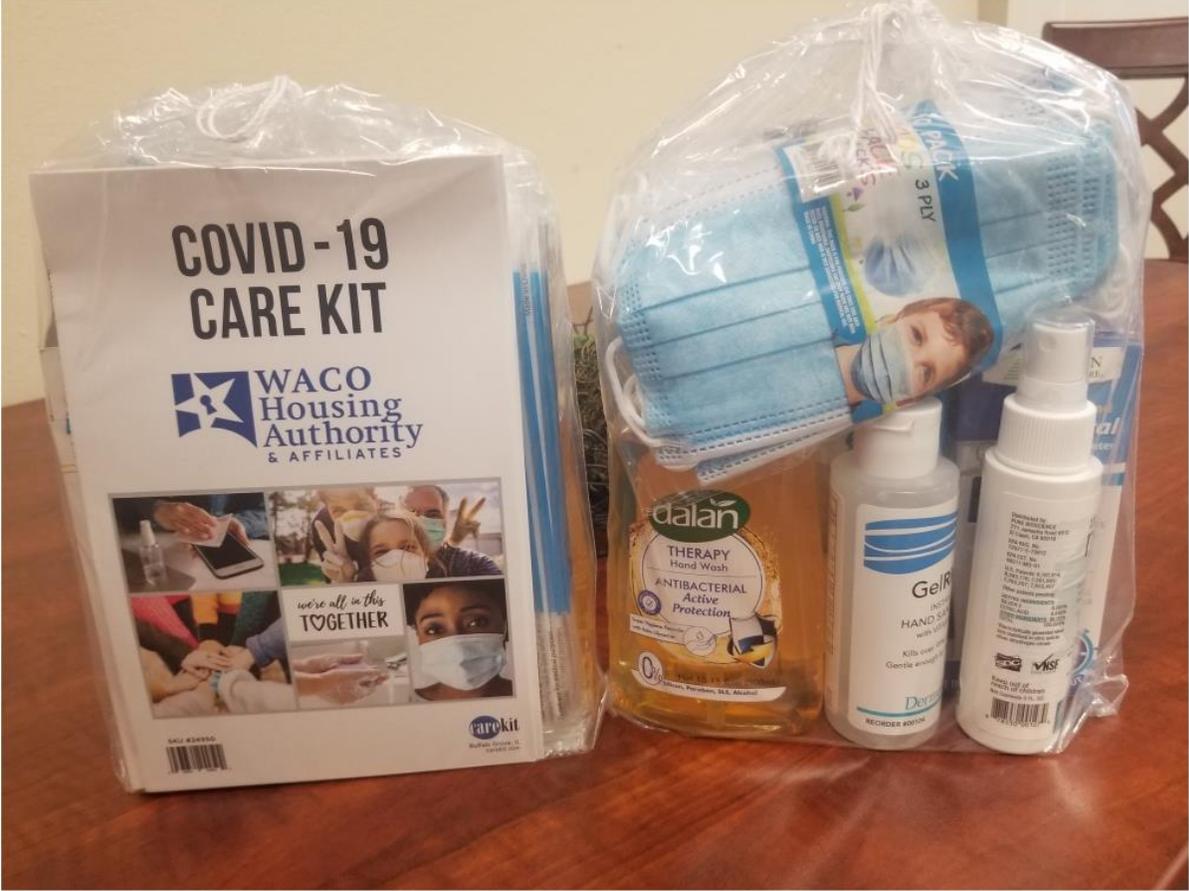
WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW; THEREFORE, BE IT RESOLVED the above resolution was adopted by the Board of Commissioners of Waco Housing Authority & Affiliates on this the 8th day of November, 2021

Secretary

Chairperson of the Board

(SEAL)



COVID-19 CARE KIT

WACO
Housing
Authority
& AFFILIATES



we're all in this
TOGETHER



careKit
Waco, Texas, TX
© 2020

dalan

THERAPY
Hand Wash
ANTIBACTERIAL
Active
Protection

GelK
HAND SANITIZER
with 70% ALCOHOL
Kills over 99.9% of germs
Gentle enough for kids

GelK
HAND SANITIZER
with 70% ALCOHOL
Kills over 99.9% of germs
Gentle enough for kids

3 PLY

Resolution No. 3842

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 8th day of November, 2021.

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: 9/30/2021

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: **11/3/2021**

Submit

[Go to Comments](#)

Handwritten signature and date: AH 11-3-21



LaTanya
Rector
(MB6271)
PIC Main

SEMAP

Logoff

Assessment Profile	Reports	Submission				
List	Summary	Certification	Profile	Comments		
Hub:	6HFTW Fort Worth Hub					
Field Office:	6APH FORT WORTH HUB OFFICE					
Housing Agency:	TX010 Waco					
PHA Fiscal Year End:	9/30/2021					

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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- Assessment Profile
- Reports
- Submission

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: **9/30/2021**

SEMAP
Logoff

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

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

PHA Response Yes No

FMR Area Name McLennan

FMR 1 of 39



Enter current FMRs and payment standards (PS)

0-BR FMR	730	1-BR FMR	770	2-BR FMR	1000	3-BR FMR	1340	4-BR FMR	1500
PS	670	PS	731	PS	958	PS	1295	PS	1500

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.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

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

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

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

PHA Response Yes No

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

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

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

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a.Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

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

[Deconcentration Addendum](#)

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