

**Agenda**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**Waco Housing Authority**  
**Board Room**  
**4400 Cobbs Dr.**  
**Waco, Texas**  
**June 13, 2023**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
  - RAD (South Terrace)
  - RAD (Melody Grove)
  - Trendwood
  - Sandstone Apartments
  - Avila Apartments
- VI. New Business
  - RESOLUTION NO. 3867 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE WACO HOUSING AUTHORITY 2023 HUD ANNUAL PLAN.
  - RESOLUTION NO. 3868 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO.
  - RESOLUTION NO. 3869 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING REQUIRING PUBLIC HOUSING FAMILIES WHOSE INCOMES EXCEED THE "OVER- INCOME" LIMITS FOR 24 MONTHS TO FIND OTHER HOUSING AND MOVE OUT OF PUBLIC HOUSING WITHIN SIX MONTHS OF THE END OF THE 24-MONTH OVER-INCOME PERIOD.
  - RESOLUTION NO. 3870 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE DEVELOPMENT OF STUDIOS AT 19TH AND ANY OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
- VII. Departmental Report Questions
- VIII. Consideration of Future Agenda Items
- IX. Executive Session
  - Section 551.072
    - Deliberation regarding real property/real estate
- X. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**Waco, Texas**  
**May 11, 2023**  
**12:00 Noon**

- I. Chair Melli Wickliff called the meeting to order at 12:02 p.m.
  - II. Establishment of Quorum  
Commissioner's present: Jon Ramos, John Bible, LaTonya Lewis  
  
Commissioners absent: Melli Wickliff, Brad Kinkeade
  - III. Hearing from Visitors
    - Recognition of Officials
  - IV. Approval of Minutes  
Board Vice Chair Jon Ramos asked for a motion to approve the minutes of the April 2023 Board Meeting. Commissioner John Bible made the motion and Commissioner Latonya Lewis seconded the motion. Board Vice Chair Jon Ramos called for a vote and the motion passed unanimously.
  - V. Updates  
President/CEO provided an update to the South Terrace RAD project and advised they we have an anticipated completion date of June 2023.  
President/CEO and Art Schultz updated the board on the progress for Melody Grove (Estella Maxey) RAD Development and we are still on track.  
President CEO provided an update to the board regarding Trendwood and they are still on track with renovations.  
President/CEO provided an update to the board on Sandstone Apartments.  
President/CEO provided an update to the board on the Avila project.
- I. Reports
- Administrative Services**  
Everything for the Admin Dept. was usual business.
- Information Technology**  
Everything for the I.T. was usual business.
- OPERATIONS –Vice President Gloria Dancer**  
Rising Images  
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.
- MOD**  
Everything for MOD was usual business.
- PUBLIC HOUSING**  
There are 1639 applicants on the WHA Public Housing Waiting list.
- MAINTENANCE**  
The Maintenance Department continues to work on making readies.
- SECTION 8 - Milet Hopping**  
The Section 8 department currently is leasing 2509 vouchers and has 1430 total applicants on the combined waiting lists. There are 55 veterans in the VASH program.
- COMMUNITY SERVICES - Milet Hopping**  
Our Community Services Department continues to work with the residents and community.
- FINANCE – Vice President Edwina Viera**  
A summary of the financial statements and Consolidated Financial Report was provided.

II. Consideration of Future Agenda Items

III. Adjournment

Vice Chair, Jon Ramos, adjourned the meeting at 12:58 p.m.

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Secretary

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Chair of the Board

Seal

**South Terrace Progress Report  
Brinshore Development, L.L.C.  
Waco Housing Authority Board Meeting  
June 13, 2023**

**Issues Addressed this Month:**

- **Supplemental Bond Closing and Funding**
- **Short Term Funding Deficit**
- **J4 Transition**
- **Construction Progress**
- **Unit Delivery Schedule**

**Supplemental Bond Closing and Funding**

The \$5MM Supplemental Bond closing took place on May 31. As we have discussed in the past, the additional tax exempt bond allocation unlocks additional equity for the project needed to complete the construction. In total, the \$5MM in bonds leads to approximately \$7.5MM in additional permanent funding. Kudos go to the hard work of the WHA's attorneys at Coats Rose who, in addition to managing the process of acting as issuer's counsel for the WHA, also obtained HUD approval from the Office of Recapitalization, preparation of Bond documents and approvals with the Texas Bond Board and the Attorney General's office, review of all loan documents, and writing of legal opinions. A great deal of credit also goes to our amazing partners at Citibank, who bought the bonds, and is acting as both construction and permanent lender, and Enterprise, who has committed to providing additional equity to the project in exchanged for the increase in tax credits we will qualify for as a result of the additional work performed, and the increase from 3.08% tax credit rate to 4% allowed because of the increase in Tax Exempt Bonds of more than 10% to the project.

**Short Term Funding Deficit**

As promised, at the closing, WHA received all of its short term funds loaned to the project. These funds were critical in covering the short term gap in funds until the supplemental bond closing. WHA role in providing this funding made the continuation of the work on site possible.

**J4 Transition**

J4, the general contractor for the project, has unilaterally decided to close its shop, and end its role on the South Terrace project. While this puts the project in a difficult position at a critical time, Brinshore and its in house general contracting company, BCM is working on stepping into J4's shoes to finish the project. BCM is the general contractor that Brinshore uses on many similar public housing repositioning projects. Working with Brinshore, they have completed the following Repositionings and RAD conversion projects:

- Brewster-Hosmer in Freeport, IL (167 units in two high rise buildings for the Housing Authority of the City of Freeport)
- Thresholds RAD 2 in Chicago, IL (146 units in three vintage elevator buildings for Thresholds using RAD to renew HAP contracts on all units)

- The Haven at Market Place in Champaign, IL (122 units of new construction elderly and disabled housing using RAD transfer of assistance)
- Reverend Butler-Walnut Woods in Bloomington, IN (116 units of rehab in one and two story buildings using a RAD/SAC blend)
- Crestmont in Bloomington, IN (204 units of rehab in one and two story buildings using RAD/SAC blend)
- Frederick Ball in Quincy, IL (65 units of rehab and new construction using the Section 18 Demo/Dispo program to revitalize a functionally obsolete community)

In addition, BCM has completed many other tax credit funded projects working with Brinshore. BCM is in the process of establishing relationships with the current subcontractors to finish the construction project. BCM is also talking to the bonding company and to J4 to create a smooth transition. We believe that BCM is in a good position to finish South Terrace. We are also talking to other GCs operating in the market to determine if there is a better way to get the job finished.

### **Construction Progress**

TOTAL UNIT DELIVERY COUNT TO DATE 5-12-23 – 192.

- Units under GC Possession that can be completed – 58.
- Partial Units under GC Possession that cannot be completed – 0.
- Units yet to be received by GC - 0

### **INSURANCE UNITS**

- Total units remaining to be completed – 24.
- Total units under GC Possession – 24.
- Units under GC Possession that can be completed – 24.
- Partial Units under GC Possession that cannot be completed – 0.
- Units yet to be received by GC – 0.

### **UNITS RECEIVED BY GC EVERY MONTH (2023)**

- 8 Units in January - 5 units Can be completed to finish.
- 2 Units in February - 2 Units can be completed to finish.
- 13 Units in March - 9 units can be completed to finish.
- 10 Unit in April – 10 unit can be completed to finish.
- 3 Units in May – 3 Units can be completed to finish. (As of today)

### **SCHEDULE UPDATE**

1. Sanity sewer replacement % completion- 40%
2. Sidewalks % completion-48%
3. Warranty work- No pending tickets
4. HQS & Architect Walk – Architect walked 125/127 Lyndon & 1410 Carter last week.
5. Few production crews are on site due to payment delays.

### **CHALLENGES**

1. Delay in Inspections due to City short staff.

2. Weather Delays for sanitary sewer & sidewalks.

The final completion will likely be pushed to August/September depending on resolving issues with getting a new general contractor going.

### **Unit Delivery Schedule**

All relocation has been completed, so all units are available for rehabilitation.

Management and WHA continue to work together processing applications for the current vacant units. The teams are attempting to get ahead by pre-leasing the upcoming vacancies that correspond with the construction team turning over rehabbed units.

- 192 units have been rehabbed to date. 178 rehabbed units are currently occupied.
- There are 6 applicants referred from the WHA pending site approval for move in. Fifteen applicants have moved in to date.
- Management is has pulled 44 additional names from the WHA waitlist and is currently processing 20 applications, which if approved for LIHTC will be processed for subsidy approval.
- The construction team has in their possession 56 units within 24 fully vacant buildings.

## Unit Delivery Summary Dec 1, 2022 – May 17, 2023

Address	Bldg Status	Projected Completion	J4 Completion Date
125 Lyndon	Complete	5/8/2023	5/31/2023
127 Lyndon	Complete	5/8/2023	5/31/2023
1410 Carter	Complete	5/5/2023	5/25/2023
2717 S 14	Complete	4/28/2023	5/3/2023
2715 S 14	Complete	4/28/2023	5/3/2023
1417 Benton	Complete	5/22/2023	5/3/2023
1419 Benton	Complete	5/22/2023	5/3/2023
2600 S 14	Complete	4/28/2023	4/20/2023
2602 S 14	Complete	4/28/2023	4/20/2023
2704 S 14	Complete	4/18/2023	4/18/2023
2708 S 14	Complete	4/18/2023	4/18/2023
2709 S 14	Complete	4/14/2023	4/14/2023
2500 S 15	Complete	4/8/2023	4/8/2023
218 Kennedy	Complete	4/8/2023	4/8/2023
220 Kennedy	Complete	4/8/2023	4/8/2023
2732 S 14	Complete	4/8/2023	4/8/2023
2734 S 14	Complete	4/8/2023	4/8/2023
2622 S 14	Complete	3/2/2023	3/8/2023
2624 S 14	Complete	3/2/2023	3/8/2023
1402 Benton	Complete	3/2/2023	3/8/2023
2730 S 14	Complete	3/2/2023	3/8/2023
1404 Benton	Complete	3/2/2023	3/8/2023
1406 Benton	Complete	3/2/2023	3/8/2023
2630 S 14	Complete	3/7/2023	3/7/2023

2632 S 14	Complete	3/7/2023	3/7/2023
2609 S 14	Complete	2/8/2023	2/20/2023
2611 S 14	Complete	2/8/2023	2/20/2023
2616 S 14	Complete	2/8/2023	2/20/2023
2608 S 14	Complete	2/20/2023	2/20/2023
2610 S 14	Complete	2/20/2023	2/20/2023
2714 S 14	Complete	1/20/2023	1/20/2023
2716 S 14	Complete	1/20/2023	1/20/2023
1330 Carter	Complete	1/20/2023	1/20/2023
2702 S 12	Complete	1/20/2023	1/20/2023
2704 S 12	Complete	1/20/2023	1/20/2023
2711 S 14	Complete	1/20/2023	1/20/2023
2713 S 14	Complete	1/20/2023	1/20/2023
2605 S 14	Complete	12/15/2022	12/15/2022
2607 S 14	Complete	12/15/2022	12/15/2022
312 Kennedy	Complete	12/13/2022	12/13/2022
2726 S 14	Complete	12/12/2022	12/12/2022
2728 S 14	Complete	12/12/2022	12/12/2022
2648 S 14	Complete	12/12/2022	12/12/2022
2650 S 14	Complete	12/12/2022	12/12/2022
1023 Gurley	Complete	12/8/2022	12/8/2022
113 Kennedy	Complete	12/8/2022	12/8/2022
115 Kennedy	Complete	12/8/2022	12/8/2022
2701 S 12	Complete	12/8/2022	12/8/2022
2703 S 12	Complete	12/8/2022	12/8/2022
1225 Carter	Complete	12/2/2022	12/2/2022
1227 Carter	Complete	12/2/2022	12/2/2022

## Construction Outlook as of 5.17.2023 Schedule

Address	Actual Start	Projected Completion	% Complete (as of 5/17)
201 Kennedy	12/15/2022	6/16/2023	89%
203 Kennedy	12/15/2022	6/16/2023	89%
205 Kennedy	12/15/2022	6/16/2023	89%
207 Kennedy	12/15/2022	6/16/2023	89%
1216 Carter	12/15/2022	6/19/2023	84%
1218 Carter	12/15/2022	6/19/2023	84%
1415 Carter	1/13/2023	6/21/2023	79%
1417 Carter	1/13/2023	6/21/2023	79%
314 Kennedy	1/23/2023	6/27/2023	78%
316 Kennedy	1/23/2023	6/27/2023	78%
318 Kennedy	1/23/2023	6/27/2023	78%
320 Kennedy	1/23/2023	6/27/2023	78%
2724 S 14	1/13/2023	6/21/2023	78%
2638 S 14	2/14/2023	7/11/2023	62%
2640 S 14	2/14/2023	7/11/2023	62%
2604 S 14	2/14/2023	7/11/2023	59%
2606 S 14	2/14/2023	7/11/2023	59%
1423 Carter	3/1/2023	7/11/2023	56%
1425 Carter	3/1/2023	7/11/2023	56%
2618 S 14	3/1/2023	7/11/2023	56%
2620 S 14	3/1/2023	7/11/2023	56%
1400 Carter	3/8/2023	6/30/2023	54%
2601 S 14	3/17/2023	7/11/2023	51%
2603 S 14	3/17/2023	7/11/2023	51%

1204 Carter	3/24/2023	8/14/2023	45%
1206 Carter	3/24/2023	8/14/2023	45%
1117 Gurley	3/20/2023	8/14/2023	38%
1119 Gurley	3/20/2023	8/14/2023	38%
1121 Gurley	3/20/2023	8/14/2023	38%
1123 Gurley	3/20/2023	8/14/2023	38%
209 Kennedy	3/27/2023	8/30/2023	38%
1402 Carter	4/3/2023	8/29/2023	35%
1404 Carter	4/3/2023	8/29/2023	35%
2701 S 14	4/18/2023	8/25/2023	31%
2703 S 14	4/18/2023	8/25/2023	31%
2705 S 14	4/18/2023	8/30/2023	22%
2707 S 14	4/18/2023	8/30/2023	22%
1405 Benton	4/20/2023	8/30/2023	22%
1407 Benton	4/20/2023	8/30/2023	22%
122 Kennedy	4/20/2023	9/15/2023	20%
124 Kennedy	4/20/2023	9/15/2023	20%
126 Kennedy	4/20/2023	9/15/2023	20%
128 Kennedy	4/20/2023	9/15/2023	20%
1325 Carter	5/10/2023	9/12/2023	18%
1327 Carter	5/10/2023	9/12/2023	18%
1412 Benton Dr.	5/1/2023	9/12/2023	18%
1414 Benton	5/1/2023	9/12/2023	18%
2626 S 14	4/27/2023	9/4/2023	18%
2628 S 14	4/27/2023	9/4/2023	18%
1009 Gurley	5/8/2023	9/22/2023	17%
1011 Gurley	5/8/2023	9/22/2023	17%
1013 Gurley	5/8/2023	9/22/2023	17%

1015 Gurley	5/8/2023	9/22/2023	17%
300 Kennedy	4/27/2023	9/15/2023	16%
302 Kennedy	4/27/2023	9/15/2023	16%



# INTEGRAND DEVELOPMENT, LLC

*Solutions, Experience & Integrity*

## **Board Report**

**June 2023**

### **2023 LIHTC Round**

Melody Grove remains above the cutoff for pending awards subsequent to TDHCA's updated scoring log.

### **FHLB Dallas AHP Application**

An application to FHLB-Dallas was submitted for \$850,000 in AHP grant funds; based on historical results and initial correspondence with FHLB-Dallas, we expect Melody Grove to be awarded.

### **Next Steps**

Expecting news of approval by TDHCA at their July 27<sup>th</sup> Board meeting, Integrand will prepare an agenda of next steps, include:

- RAD Financing Plan extension/postponement and Section 18 Blend disposition application
- Meet with City for a discussion on reducing water-sewer rates as a benefit to WHA in replacement of the TIF benefits
- Conduct additional resident and community meetings
- Finalize architectural plans and site amenities
- Prepare cost estimates/pricing with Pavilion Construction

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Shreveport, Louisiana 71101  
Phone: (318) 226-1411

[www.integranddev.com](http://www.integranddev.com)

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

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

# Trendwood Update

- Construction
  - Completed eleven breezeways, six breezeways are currently in production.
  - Increasing starts to eight units per week (2 breezeways) going forward
- Relocation
  - Due to a HUD requirement, we are no longer able to offer residents the chance to stay with family or friends during the renovations. This was a popular option due to the stipend offered, so we are receiving some pushback from residents. We are collaborating with the residents and communicating the HUD requirements so they can understand that the change is outside of our control.
  - To mitigate costs and a shortage of hotel rooms around Baylor events, we will be using renovated units that are currently vacant as temporary “hotel units” so residents can remain on site during the rehab. We will hire movers to transfer the residents’ furniture to the “hotel unit” and back once their own unit is complete. Some residents can still go to an actual hotel depending on availability.
  - We are in the process of estimating the impact on the budget.
- Security
  - No issues to report. We are still waiting for the house meters to be up and running to install the new camera system.

## **Sandstone Apartments Update**

- Post paid to WHA the May monthly management fee of \$2123.29. This recurring monthly management fee is due on the 15<sup>th</sup> of the month.
- 1st Call Services, Post's affiliated General Contractor, is well underway on exterior renovations. We have replaced siding on several buildings and are finalizing the exterior paint job. Tree pruning and landscaping has been completed. The pool remodel is on track to be completed by June 15<sup>th</sup>.
- April ending occupancy was 85%. Lower occupancy due to us taking units offline to complete renovations. Our 30 day occupancy trend is 90% which we are happy with.
- LEASING SPECIAL: We are offering \$500 off 1<sup>st</sup> month's rent and no application or administrative fee on new leases.
- Work has started on the clubroom/office area. This will be completed by June 15<sup>th</sup>.
- We will hold a larger open house on June 15<sup>th</sup>. At this time the community will have completed the repainting, the pool area will be expanded as we want this to be a focal point for our Sandstone community.
- Staff are fully trained on the structure are actively auditing and reviewing our existing residents incomes to determine who qualifies for an affordable unit.
- On-site staff are working with Christina Miller to identify voucher tenant holders and place them at Sandstone.

## Administrative Services Department May 2023 Report

### Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **225** checks (all other checks were direct deposited and check stubs can be accessed by landlords through the landlord portal.)
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting.
- Applications
  - **236** Public Housing / **0** Mart
  - **0** VASH
- Processed **777** pieces of incoming mail
- Processed **4,896** pieces of outgoing mail
- Proofed all department monthly reports
- Made **364,364** copies for departments
- Sent out **89** Late Notices for Public Housing
- Sent out **127** Notices of Concern
- Sent out **507** Utility Notices

### Clients and Visitors

There was a total of **163 persons** that checked in to the receptionist in the lobby.

There was a total of **9,474 incoming calls** handled by the receptionist for the month.

### Rising Images Compliance Audit

#### Raintree

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

#### Picadilly

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

#### Cimmaron

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

#### Hunnington

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

Employee	Training Class	Dates	Location
Rebecca Ellis	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Melissa Johnson	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Mylinda Browder	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Milet Hopping	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Gloria Dancer	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Rebecca Ellis	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Janie Lovell	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Vicki Horn	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Shameka Whittington	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Corina Mendoza	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Rebecca Ellis	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	Webinar
Edward Cotton	How to Effectively Manage Your Maintenance Program	02/06-02/09	Webinar
Rebecca Suarez	Effective Internal Controls	2/9/2023	Webinar
Milet Hopping	Advocacy Day	02/20-02/21	Austin
Rebecca Ellis	Advocacy Day	02/20-02/21	Austin
Briotony Porter	Sorting and Decision Making: Two Key Skills for Effective Decluttering	3/20/2023	Webinar
Victor DeWitt	Certified Pool Operator Course	03/16-03/17	Hewitt
Crystal Anthony	Family Self-Sufficiency & Exam	03/21-23/2023	Webinar
CaSaundra Foreman	Family Self-Sufficiency & Exam	03/21-23/2023	Webinar
Milet Hopping	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Rebecca Ellis	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Gloria Dancer	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Jon Ramos	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
John Bible	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Milet Hopping	Multifamily Direct Loan Training	03/0/2023	Webinar
Janie Lovell	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar
Vincent Pearson	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar
Edward Cotton	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	Webinar
Crystal Anthony	Peer Support for FSS Case Managers	4/6/2023	Webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	4/6/2023	Webinar
Milet Hopping	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Gloria Dancer	Texas NAHRO Conference	04/10-13/2023	Corpus Christi

Rebecca Ellis	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Mylinda Browder	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Corina Mendoza	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exam	04/11-13/2023	Corpus Christi
LaTasha Love	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exam	04/11-13/2023	Corpus Christi
Maria Lozano	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Crystal Anthony	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	Webinar
CaSaundra Foreman	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	Webinar
Zoila Acevedo	AH Forward: Financial Reporting for the FSS Program	4/13/2023	Webinar
Briotony Porter	Master of Social Work Colloquium	4/21/2023	Webinar
Gloria Dancer	Documenting Resident Violations in 2022-23	4/20/2023	Webinar
Craig Bottenfield	Payroll Law 2023 - Avoid Costly Mistakes and Legal Blunders	4/26/2023	Online Seminar
Rebecca Suarez	VMS, RNP Reconciliation & Updates	4/26/2023	Webinar
Rebecca Suarez	Understanding HUD's Two-Year Tool	4/27/2023	Webinar
Janie Lovell	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Charles Cervantez	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Ryan Tomlinson	DIR Navigating DIR's Contracts	5/4/2023	Temple
Rebecca Ellis	Develop the leader Within You: Transform from Average Manager to Respected	5/4/2023	Webinar
Kaitlin Dragoo	Texas Public Purchasing Association Conference Overview	5/8-11/23	Waco, TX
Briotony Porter	Master of Social Work Colloquium	5/9/2023	Webinar
Janie Lovell	RAD Project Based Voucher	05/15-18/2023	Houston
Denikca Simmons	RAD Project Based Voucher	05/15-18/2023	Houston
Christina Miller	RAD Project Based Voucher	05/15-18/2023	Houston
Rebecca Suarez	GASB 96 Implementatin & Gasb 87 Trends & Updates	5/24/2023	Webinar
Crystal Anthony	Peer Support for FSS Case Managers	6/8/2023	Webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	6/8/2023	Webinar
Milet Hopping	Meeting-Succession Planning		Webinar
Edwina Viera	24th Annual Public Housing Conference for Financial Professionals	6/6 - 7/23	Las Vegas, NV
Melissa Johnson	Preparing HUD-Assisted Residents for Workforce Opportunities	6/14/2023	Webinar
Milet Hopping	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Gloria Dancer	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Rebecca Ellis	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Milet Hopping	NAHRO 2023 Summer Symposium	7/12 - 16/2023	Washington DC
Gloria Dancer	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar

Rebecca Ellis	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar
Melissa Johnson	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar
Charles Cervantez	NAHRO: How to Effectively Manage Your Maintenance Program	8/7 - 10/23	Webinar
Gloria Dancer	NAHRO: The Definitive Guide for Executive Directors	8/8-9/23	Webinar
Milet Hopping	NAHRO DEI & Community Readiness Training	8/22 - 24/2023	Webinar

# Information Technology (IT)

May 2023

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed within 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.

- **Web Page**

- Waco Housing Authority web page address is [www.wacopha.org](http://www.wacopha.org)

- **Server, Computer, and Phone System Uptimes**

WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**

- Completed RAD PBV application for Kate Ross, status is under review.
- Completed access control/intercom security cams at Community Services
- Continue revamp of resident Computer labs (Community Services)
- Completed internet service provider change at Hill County office.
- Installed Security Camera at Mart Housing office.
- Wacopha.org enhancements: banner promotions for Hill County Section 8 opening, Waco Housing Authority Scholarship, and apply now menu for visibility.
- Completed graphics project for NAHRO ad campaign.
- Social media campaign, to increase engagement and collaborative content, see Facebook insights analytics below, 160% increase on the month and 259% increase over a 90-day period.

# Facebook Insights

## 90 Day Performance

### Reach

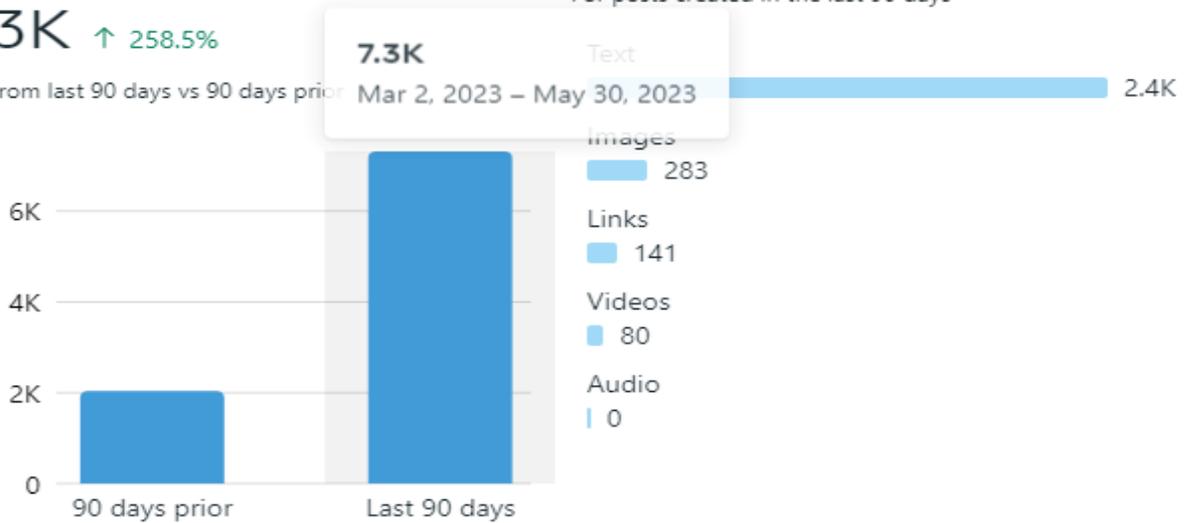
Post reach ⓘ

**7.3K** ↑ 258.5%

Total from last 90 days vs 90 days prior

Median post reach per media type ⓘ

For posts created in the last 90 days



## Monthly Performance

### Reach

Compare your reach from this period to the previous one.

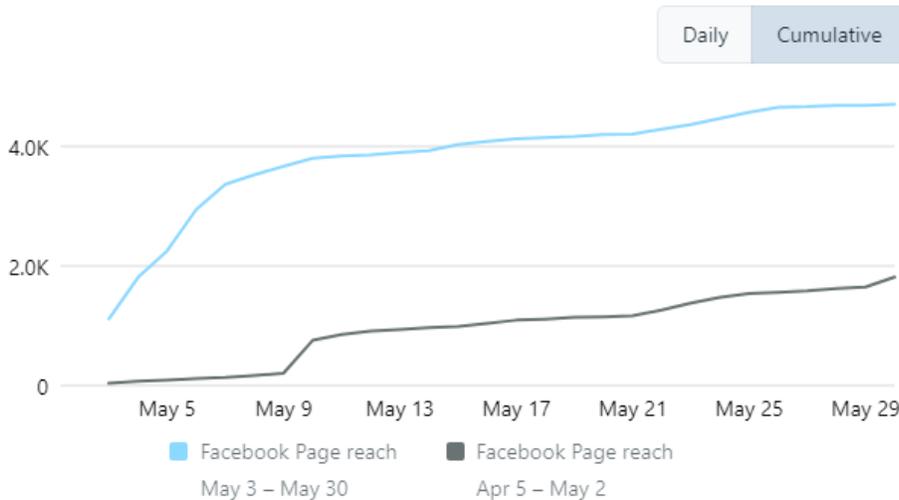
See more about your content performance

Facebook Page reach ⓘ

**4,704** ↑ 159.5%

Paid reach ⓘ

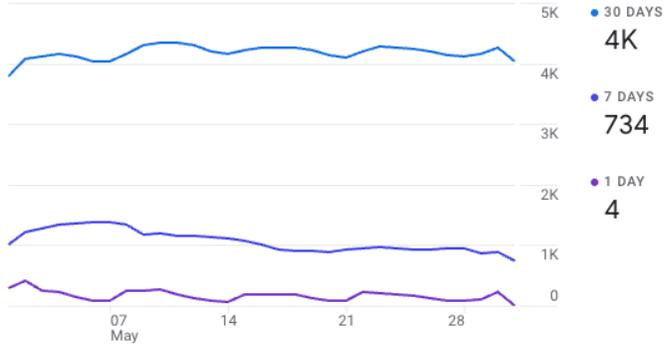
0 0%



## Reports snapshot

### HOW ARE ACTIVE USERS TRENDING?

User activity over time



### WHAT ARE YOUR TOP CAMPAIGNS?

Sessions by Session default channel group

SESSION DEFAULT CHANNEL G...	SESSIONS
Organic Search	4.3K
Direct	1.7K
Organic Social	255
Referral	171
Unassigned	24

[View traffic acquisition](#) →

Users by Device model

DEVICE MODEL	USERS
iPhone	1.8K
Chrome	557
Edge	342
Safari	151
SM-A146U	71
ChromeBook	61
SM-A136U	45

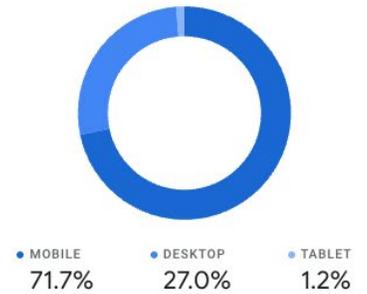
[View device models](#) →

Users by Operating system

OPERATING SYSTEM	USERS
iOS	2K
Android	1.1K
Windows	894
Macintosh	151
Chrome OS	61
Linux	51
Firefox OS	1

[View operating systems](#) →

Users by Device category



[View device categories](#) →

## Rising Images, Inc. Board Report for May 2023

### Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
	Total Units	Vacant Units	Percentage Occupied
Picadilly	6	0	100%
Raintree	156	1	99%

### Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$50,847.00	\$52,140.00	\$52,140.00	100%
Hunnington	\$34,629.00	\$35,510.00	\$35,510.00	100%
Misty Square	\$8,380.00	\$8,550.00	\$8,550.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,562.88	\$ 4,802.00	\$4,802.00	100%
Raintree	95,928.15	\$97,125.00	\$97,125.00	100%

### **Delinquent Rent:**

None

### **Contracts (MOD)**

Aragon is finishing up the siding on Hunnington Bldgs. E-I.

### **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 Monthly Report

Reporting Month: May-23

RESIDENT ACTIVITY/SUPPORTIVE SERVICES				(attach sign in sheets & photos)
Description of Activity	Date	No. of Residents Attended	Service Provider	Comment

## Modernization Department May 2023 Report

<b>Grant Year</b>	<b>Grant Amt.</b>	<b>Amt. Expended</b>	<b>% Expended</b>	<b>% Obligated</b>	<b>Deadline to Expend</b>
2018/518	\$1,820,616.00	\$1,819,741.00	99%	100%	May 28,2026
2019/519	\$1,904,253.00	\$869,776.85	45%	45%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	26%	26%	March 25, 2026
2021/521	\$1,692,421.00	\$338,484.20	20%	20%	February 22, 2025
2022/522	\$2,098,065.00	\$174,838.80	8%	8%	May 11, 2026

### Public Housing Current Projects

- Emergency Sewer Line Replacement at Kate Ross
  - Awarded to Waco Emergency Plumbing for \$239,000.00
  - Started April 5, 2023
  - Completed in May

### Rising Images Current Projects

- Replacement of siding at Hunnington buildings E, F, G, H & I and Raintree buildings 3,4,7 & 8.
  - Awarded to Aragon Builders for \$330,305.75
  - Started mid-October 2022
  - Estimated completion July 2023
  
- Real Estate Developer
  - RFP emailed 74 companies.
  - Proposals due June 7, 2023

# Housing Operations Monthly Report

May 2023

## Public Housing Report

### Staff

Total Employees – 09      Temporary Staff – 0

### Waiting List Information

Total number of applicants on the waiting list – 1461

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

Notification for assistance mailed	4
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	4
Units rejected by applicant	0
Total applicants not qualified	5

The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as residents of our communities.

There was a total of (112) orientation letters emailed, (37) packets were mailed out from letter responses (25) received and in process of verifications, (75) no response, (7) completed.

### Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	19	19	0
Estella Maxey	22	22	0
<b>Total</b>	<b>41</b>	<b>41</b>	<b>0</b>

We have completed 100% of certifications for this month. According to PIC submission we have reported 99.79 % certifications for dates through April 30, 2023.

### Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	2	0	0
Estella Maxey	3	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>

### Percentage of Rent Collected

100% of the rent for May was collected, we did meet our goal of 100%.

Last Quarterly Average was: 96% for Jan-Feb-March

### Occupancy Percentage

The occupancy percentage for May was 84%; we did not meet our goal of 97%.

Last Quarterly Average was 88% for Jan-Feb-March

## Maintenance Report

### Staff

Total Employees – 7 regular employees, 3 temporary staff.

Aide A- Utility Laborer- Tech 1

### Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	180	62%	69
Estella Maxey	132	64%	48
<b>Total</b>	<b>312</b>	<b>62.5</b>	<b>117</b>

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.51 days which is well within our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	39	39	0
Over 24 hours	0	0	0
<b>Total</b>	<b>39</b>	<b>39</b>	<b>0</b>

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

### May Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
193.75	22.00	15.25	231.00

### Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
155.60	87.64	40.56	283.63

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 283.63, this puts us over by 263.63 days.

### May Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	260	286	91%
Estella Maxey	308	362	85%
<b>Overall Occupancy</b>	<b>568</b>	<b>648</b>	<b>88%</b>

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

### Annual Inspections FY 22 - 23

Community	Total apts.	Units Inspected	21 -22 Annual Inspection Work Orders Y.T.D.
Kate Ross	288	0	18
Estella Maxey	362	0	71
<b>Overall</b>	<b>650</b>	<b>650</b>	<b>89</b>

**Fleet Vehicle Inspection**

Total Vehicles Inspected (0) – All vehicles operating normal. Oil changes/Inspections scheduled in June2023.

**Planned/Preventative Maintenance**

100% AC filters changed at Kate Ross Gas Meter Repair/Service/Pest Control (all sites)  
New work order strategy implemented - (RAP) Rapid Action Planning to help structure skillsets to tasks - status- catching on with team successfully.

**Accident-free days by staff FY 2022/2023**

The maintenance staff has accumulated 134 accidents free days with (0) loss time days for the month of May and (144) loss time days from 2022 - year injury. We strive for safety in the workplace to be a priority. A morning safety briefing is conducted daily at the Maintenance including hands on training and video programs.

**Expenditures**

Monthly Budget	\$30,730.00
May 2023	\$34,420.74

Expenditures: Monthly Make Ready Supplies, Hot water heaters, AC change out and water main repair.

**Security Report for May 2023**

		<b>WACO HOUSING AUTHORITY</b>		<u>May-23</u>
		<b>SECURITY REPORT</b>		
<b><u>CRIMINAL OFFENSES</u></b>	<b>ESTELLA MAXEY</b>		<b>KATE ROSS</b>	
	<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>
<b>HOMICIDE</b>				1
<b>ROBBERY</b>				
<b>ASSAULTS</b>				
Agg. Assault				
Sexual Offense				
Simple Assault	1	8		6
Family Violence		7	1	4
<b>BURGLARY</b>				
Habitation	1	2	1	3
Auto		1		3
<b>AUTO THEFTS/REC</b>				
<b>ARSON</b>				
<b>Criminal Trespass</b>		3		4
<b>CRIMINAL MISCHIEFS</b>			1	1
<b>WEAPON VIOLATIONS</b>				
<b>DRUG ARREST</b>				
Felony				
Misdemeanor				
<b>DRUGS CONFISCATED</b>		1gr		
Pills				
<b>HOUSING RELATED</b>				
<b>CALLS OF SERVICE</b>				
Other Agency	10	64	21	77
Security	6	30	13	32
Assist				
<b>INCIDENT REPORTS</b>				
Other Agency	7	53	12	51
Security	4	24	5	26
Assist				
	184.75	1491.25	119.5	1235.25

## Section 8 Board Report – May 2023

The Section 8 Department has leased a total of 2592 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	865	2395
Hill County	1	171
Somervell County	0	19
<b>Totals</b>	<b>866</b>	<b>2585</b>

The Waiting List opened and closed for Hill/Somervell County on May 2, 2023. The Waiting List for McLennan County is closed.

There are **155 applicant families searching** for a place to live at this time.

Waco	138
Hill County	17
Somervell County	0
<b>Total</b>	<b>155</b>

### Re-Certifications

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

### Homeownership

The Homeownership Program is now assisting 12 families with mortgages.

### **VASH (Veteran Affairs Supportive Housing)**

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	6
Number Passed/Pending Inspection	1
Number housed in Waco	69
Ineligible	215
<b>Total</b>	<b>99%</b>

### **Mainstream**

Number Pending (Referral/Orientation)	0
Number Searching in Waco	2
Number Passed/Pending Inspection	0
Number Housed in Waco	77
Ineligible	73
<b>Total</b>	<b>96%</b>

**EHV (Emergency Housing Vouchers)**

Number Pending (Referral/Orientation)	4
Number Searching in Waco	9
Number Passed/Pending Inspection	0
Number housed in Waco	33
Ineligible	11
Total	50%

**FYI (Foster Youth Initiative)**

Number Pending (Referral/Orientation)	0
Number Searching in Waco	13
Number Passed/Pending Inspection	0
Number Housed in Waco	2
Ineligible	5
Total	8%

**HUD Reports**

There are no reports due at this time.

**Staff**

There are six vacancies at the McLennan County Office. There is one vacancy at Hill or Somervell County Offices.

# Community Services May 2023 Report

## May Activity Highlights

**GAPS Program (Gang Awareness and Prevention Services)** – held at Carver Park Baptist Church. We took several at-risk youth the staff has been working with to this session.



**Transformation Waco** – Meeting held at South Terrace to plan kick-off for weekly program geared toward children ages 0-4 and their moms. WHA is providing the meeting space. TW will hire group facilitators. Curriculum will be based on Parents as Teachers.

**Advocacy Center for Crime Victims and Children** - Two sessions for grief/trauma will be held at Kate Ross in June. One for parents and another for children.

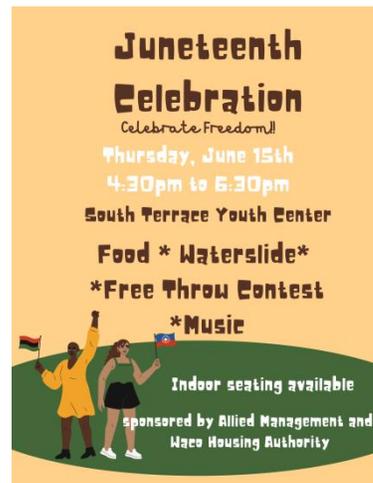
**African American Chamber of Commerce:** The staff took a tour of the new office space and learned about the resources offered there.



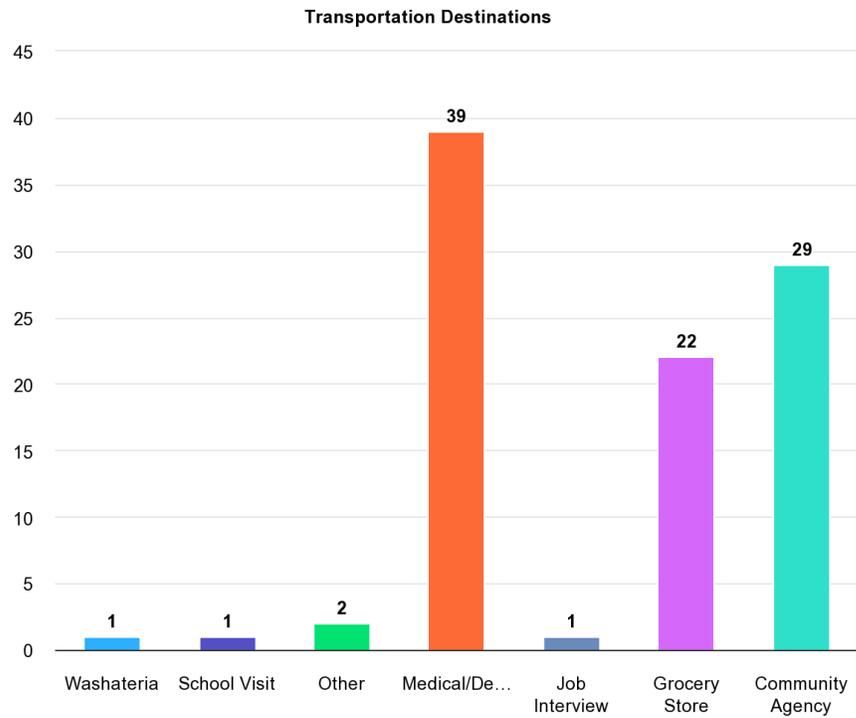
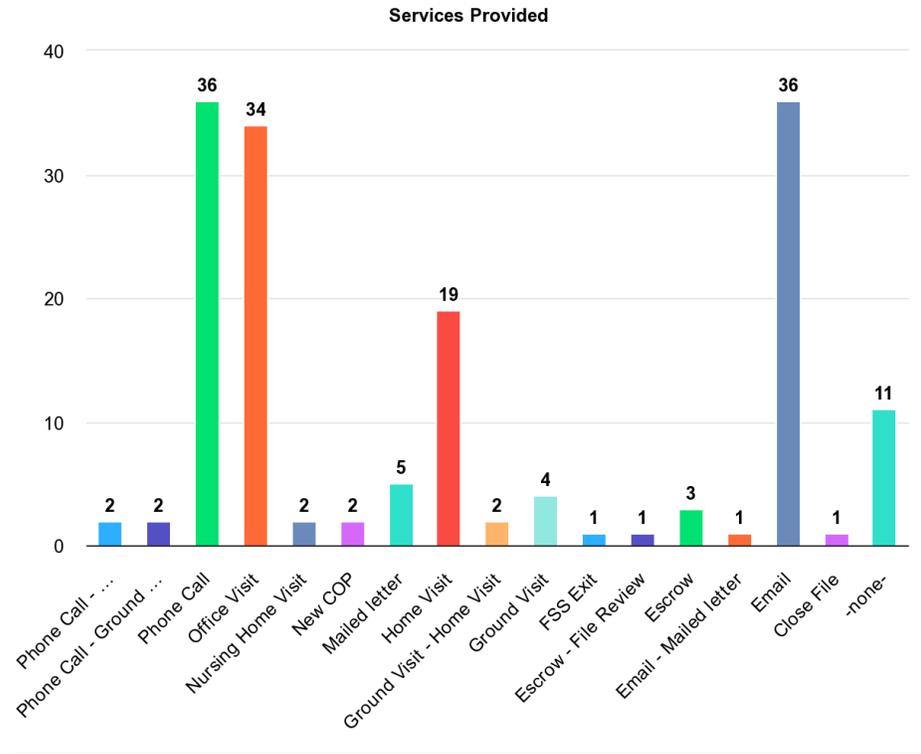
“What Home Means to Me” kids that come to computer labs at Estella and Kate Ross participated in the poster contest. There were over 15 entries.

WHA Community Services Facebook Page – more postings about the work Community Services does to enhance communication between department and residents as well as other agencies. [Waco Housing Authority Community Services | Waco TX | Facebook](#)

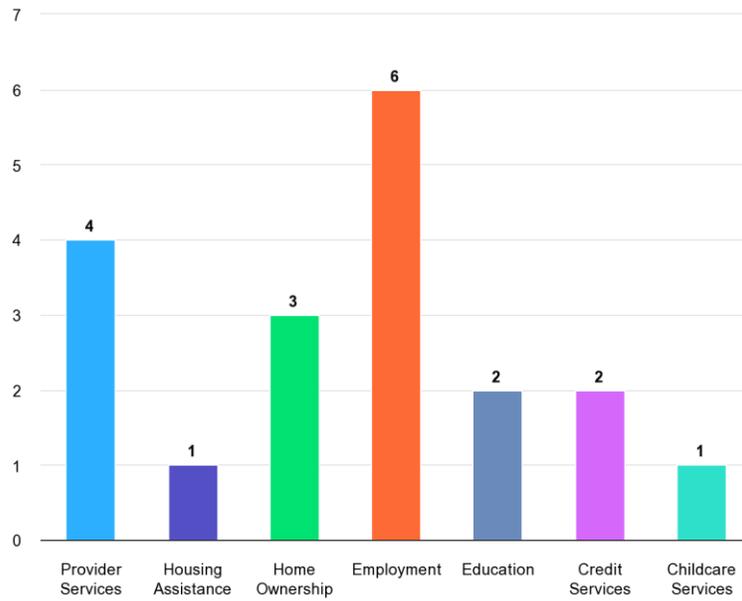
Waco-McLennan County Public Health District – partnered with CS to conduct meetings at all three sites to discuss health disparities and Covid.



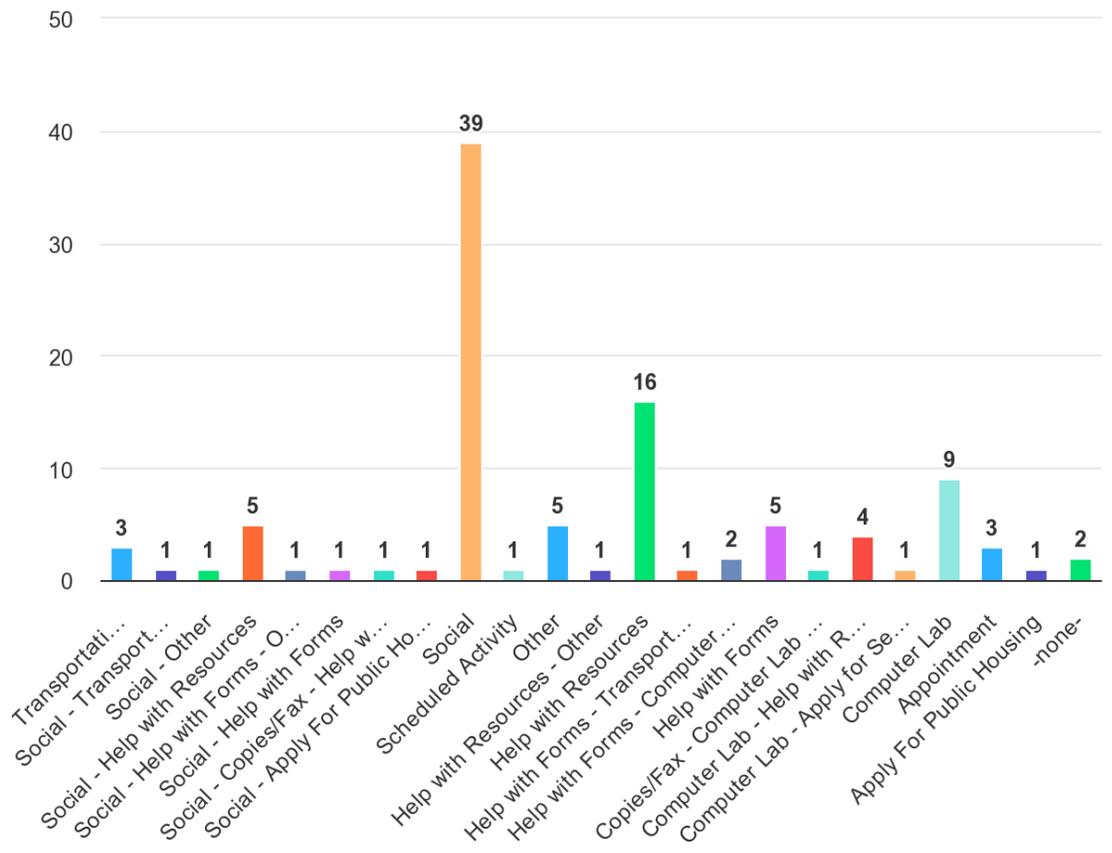
Juneteenth – celebration planned for South Terrace. Staff and seniors will represent WHA in the parade.



### External Referrals



### Walk Ins



**May 2023 Family Self Sufficiency Program**

Coordinator: CaSaundra Foreman and Coordinator: Crystal Anthony, MSED

FSS Participants	
Total: Public Housing <b>Current-8/Grant 2022-11</b>	Total: S8/RAD <b>Current-48/Grant 2022-57</b>
<b>TOTAL CURRENT PARTICIPANTS- 56</b>	
<b>TOTAL GRANT 2022 PARTICIPANTS- 68</b>	

Monthly ESCROW	
Total: Public Housing <b>\$329.00</b>	Total: S8/RAD <b>\$3640.00</b>
<b>TOTAL ESCROW DEPOSIT: \$3969.00</b>	
INTEREST NOT INCLUDED	

\*Note: Due to HUD's New FSS Rules, FSS could not enroll any clients until new Action Plan was approved by HUD November 2022. HAB/MRI software wasn't updated until January 2023, causing additional enrollment delays.

**Activities for the Month of May**

- Enrolled new participants
- Continued preparing Current Participants for new Contract of Participation
- Continued to work with IT to move toward streamlining and moving to electronic processing
- Participants Meetings: May 9th – Guest Speaker – Darrell Abercrombie w/Grassroots
- United Way Community Investment Council
- Cross Trained with Community Service Staff
- Attended Safety Committee Meeting
- Attended GAPS Mtg
- Worked with IT/JY to complete COP electronic form
- 2 returned welcome packets
- Mailed out 3 welcome packets to potential participants
- 10 participants changed to New COP
- Enrolled 4 new participants
- Attended Employee Day
- Toured AACOC new facility
- 1 FSS Forfeit
- Submitted FSS Success Report
- Created HCV Briefing Presentation
- WHAA HCV Briefings – total 83
- Provided information for strategic plan

**Activities Planned for June**

- Participants Meetings: June 13
- HCV Staff meeting
- Town Hall mtg
- Safety Committee Meeting
- Office visits with participants
- United Way Community Investment Council
- Summer Celebration South Terrace
- Juneteenth Parade
-

### **Community Collaborations**

- NeighborWorks Homebuyer Education
- Grassroots
- Section 8 Homeownership Program
- Waco Housing Stabilization Program
- Texas Workforce Commission
- UpSkill & Ester's Closet
- Waco PD
- Scholarship information

### **May Outreach Activities**

- Mass Emails sent to FSS Participants
- Assisted 2 with scholarship essays and college admissions letters
- Updated WHAA's FSS information on website
- Enrolled New Participants
- Maintain recruiting efforts using FSS brochures during WHAA Community Service outreach/events, ground visits, Section 8 Orientation, and mail outs to potential clients.

### **Accomplishments**

- ER – daughter graduated from high school earning a diploma and CNA certificate, attending MCC to become a traveling nurse
- PS – promoted to supervisor
- SC – completed semester with 3.75 GPA
- SF – daughter graduated from high school; attending MCC
- Several participants completed home ownership education classes

## **Elderly & Disabled Services May 2023 Report – Briotony Porter**

### **Activities for the Month of May:**

- ❖ June Activity Planning
- ❖ Employee Appreciation Day Meetings
- ❖ Staff Meeting
- ❖ Senior Activities Shopping
- ❖ Preparation for Senior Field Trip
- ❖ Baylor's Garland School of Social Work Colloquium
- ❖ Success Report
- ❖ African American Chamber of Commerce Facility Tour
- ❖ Meeting regarding Juneteenth Fest Planning
- ❖ Transformation Waco Meeting
- ❖ Employee Appreciation Day

Activities planned for June: Please see the attachment for the June calendar of events

Community Collaborations:

- ❖ Community Resource Coordination Group
- ❖ Spectrum
- ❖ Area Agency on Aging
- ❖ Accent Care
- ❖ Baylor Scott & White
- ❖ Friends for Life
- ❖ Salvation Army
- ❖ United Healthcare
- ❖ Waco Housing Authority Housing Stability Services
- ❖ Adult Protective Services
- ❖ Transformation Waco
- ❖ Waco-McLennan County Health Department

Photos from May Senior Activities:

Vision Boards



## Mother's Day Luncheon



## Youth Services: Al Davis, Coordinator - May, 2023

### Activities for the Month of May

- ❖ Meetings – Mentor Waco (Recruiting Melody Grove students for Spring & Summer program)
- ❖ Attended Truancy update meetings with PCL officials from Waco High, J.H. Hines Elementary, Cesar Chavez and Indian Springs Middle Schools, University High School
- ❖ Transport Tutoring students from West Ave. Elementary
- ❖ Meetings – (AB) (Dr. Pepper Museum) – Spring & Summer Youth presentations
- ❖ Meeting – (JC) – Hiz House Ministries (Hip Hop Hope) – Collaboration of Youth activities in (ST)
- ❖ (G.A.P.S.) Gang Awareness Prevention Safety (Facilitating workshop for youth and parents held at Carver Park Baptist Church).
- ❖ Cross Training with Co – Workers (Learning how to have Departmental flexibility & job duties)
- ❖ Staff touring (African American Chamber of Commerce) – collaboration for community resources.
- ❖ Meetings – Voice Inc. – (revamped and continue activities in South Terrace, - grant money for community garden)
- ❖ Meeting – (College trip – RB - planning stages and details)
- ❖ Set – Up Youth activity (Poster Board Contest – What Home Means to Me)
- ❖ Meeting – Mosaic Ministry (MG) – Tutoring program for Estella Maxey (Melody Grove)
- ❖ Meeting – (DB) – Youth Summit Program (Summer plans and activities)

### Activities planned for June

- ❖ Juneteenth Summer Fest – (June 15<sup>th</sup> - held at South Terrace Zoom Training (Town Hall update CEO Milet Hopping)
- ❖ Cross Training (Community Service Staff – Overview on other Job positions and duties)
- ❖ Youth Summer Camp (Camp In The Hills – Marble Falls Tx.) (Camp slots available for PH youth to attend)
- ❖ CRCC (Racial Equity Event for Juneteenth – June 22, 2023)

### Community Collaborations:

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

### May 2023 Monthly Report – Resident Services, Earnest Ward

- Meeting was re-scheduled due to bad weather.
- Informed Mrs. Powell we are still planning to have a block party in June in recognition of Juneteenth.

#### Kate Ross:

- Meeting was held at 6pm with 2 residents present.
- Mrs. Jackson opened the meeting, and her main discussion is trying to encourage residents to invest in getting those video doorbells.
- Ms. Jackson and I discussed school supplies, and she suggested not getting school supplies due to so many organizations offer school supplies, but if someone is in need of school supplies they can contact them.

#### Melody Grove:

- Holding 2 meetings per resident council request to see if participation will improve.
- Spoke with Mr. Mack and he is home from the hospital resting.

### Planned Meetings For June:

- South Terrace 14<sup>th</sup> @ 4pm
- Kate Ross 21<sup>th</sup> @ 6pm
- Melody Grove 28<sup>th</sup> @ 12 & 6pm



# June 2023 Activity Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Coffee & Color Activity (KR) – 10AM Exercise (KR) – 11AM	2	3 Warrior Way (EM) - 10AM
4	5 Mission Waco Street Camp (KR) – 10AM to Noon	6	7 Birthday Celebration & Bingo (EM) – 10AM Exercise (EM) – 11AM	8 Craft Activity (KR) – 10AM Exercise (KR) – 11AM	9	10 Warrior Way (EM) - 10AM
11	12 Mission Waco Street Camp (KR) – 10AM to Noon	13 Mission Waco Street Camp (KR) – 10AM to Noon	14 Senior Field Trip—10AM Mission Waco Street Camp (KR) – 10AM to Noon	15 Painting Activity (KR) – 10AM Exercise (KR) – 11AM Juneteenth Festival (ST) – 3:30PM	16	17 Warrior Way (EM) - 10AM Juneteenth Parade
18 	19 Juneteenth Holiday WHA Office Closed	20	21  Computer Lab (EM) – 10AM Exercise (EM) – 11AM	22 Conversations & Coffee (KR) – 10AM Exercise (KR) – 11AM	23	24 Warrior Way (EM) - 10AM
25	26 Mission Waco Street Camp (KR) – 10AM to Noon	27 Mission Waco Street Camp (KR) – 10AM to Noon FWYM Kids Club (EM) – 1PM	28 Ozzie Foundation (EM) – 10AM Exercise (EM) – 11AM Mission Waco Street Camp (KR) – 10AM to Noon	29 My Sister's Keeper (KR) – 10 AM Exercise (KR) – 11AM	30	31 Warrior Way (EM) - 10AM

# Summary of Financial Statements

## April 30, 2023

### Public Housing

#### All Sites Expenses

- HUD Contribution – HUD’s subsidy calculation is 98.72% of estimated eligibility.
- Administrative Salaries – Expense is under budget since the new salary scale will not be in effect until employee’s yearly evaluation from hired date. The same for Maintenance Labor.
- Employee Benefits – The expense continues to be under budget because it was budgeted at a higher rate, but it is based on employee selection.

#### Central Office Cost Center (COCC)

- Asset Management Fees from PH Sites – Revenue was under budget \$7,600 for the month of April.
- Travel Convention & Meeting – Travel expense was over budget \$3,198 for five WHA employees to attend the TX NAHRO conference, and \$2,359 for staff and commissioner’s hotel accommodations and transportation expenses from the NAHRO conference in Washington DC.
- Sundry – The expense is under budget this month due to a payroll fee reimbursement from Harpers of \$5,484 for January and February payroll.

#### Kate Ross (KR)

- Dwelling Rental – Occupancy is 88% for the month of April 2023.
- Labor – The expense remains low, as there are vacancies in the Maintenance department.
- Contract Cost – Expense was over budget \$16,330 for plumbing repairs, and \$2,900 for temporary maintenance labor, and \$1,600 for electrical repairs.

#### Estella Maxey (EM)

- Dwelling Rental – Occupancy is 67%; therefore, rental income is under budget \$16,300.
- Materials – The expense is over budget for the restock of maintenance inventory.
- Contract Cost – A/c repair and grounds contract were under budget \$6,400, while electrical repairs and janitorial contract were over budget \$3,100.

#### Section 8 - Admin

- Administrative Salaries – The expense is under budget \$20,500 due to several vacant positions in the Section 8 Department.
- Legal Expenses – Legal fees are over budget \$5,000 for three termination hearings held in April.
- Employee Benefit Payment – The expense is under budget \$18,900 due to department vacancies.

#### Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is \$4,636,729.
- Grandview Demolition total HAP reserve is \$142,967.
- Foster Youth Initiative total HAP reserve is \$35,095.
- Mainstream Voucher Program total HAP reserve is \$256,316.
- Emergency Housing Voucher total HAP reserves is \$36,060.

## **Non-Profits**

### **Raintree**

- Contract Cost-This is over budget for the month due to a cabinet replacement in a make ready unit (\$1,250) and a handrail replacement and installation of a french drain for a total cost of \$3,000.

### **Cimmaron**

- There were no out of the routine income or expense amounts for Cimmaron for April.

### **Hunnington**

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

### **Misty**

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

### **Picadilly**

- Other Income- A cleaning charge, which is income to Picadilly, was made to a tenant for \$602 causing this to go over budget for the month.
- Material- Appliance supplies were purchased for \$498.
- Contract Cost- A carpet replacement was made for \$1,565.

### **WPFC II**

- Interest Income- Funds are earning a smaller amount of interest on the checking account after most of the funds were used to purchase the Richie Road property.

**Waco Housing Authority & Affiliates Consolidated Financial Report**  
**April 2023**

	Central Cost Center	Estella Maxey	Kate Ross	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
<b>Income</b>										
Dwelling rental		63,034.47	66,300.49		97,963.50	52,053.00	35,450.00	4,091.33	8,550.00	327,442.79
Excess Utilities		4,907.06	4,817.22							9,724.28
<b>Total Rental Income</b>	-	<b>67,941.53</b>	<b>71,117.71</b>	-	<b>97,963.50</b>	<b>52,053.00</b>	<b>35,450.00</b>	<b>4,091.33</b>	<b>8,550.00</b>	<b>337,167.07</b>
Mgmt. & Admin. Fees Rev.	140,684.89	9,790.97	7,692.91	150,519.00						308,687.77
Donations to Scholarship Fd.					0.46					0.46
CFP Tranf In-site Expenses		18.90	14.85							33.75
Interest on Investments	487.25	9,186.21	4,376.11	1,409.30	620.85	794.64	139.83	170.73	134.21	17,319.13
Other Income		6,667.68	6,178.14	6,330.33	4,371.78	3,172.76	1,035.65	748.34	385.72	28,890.40
Operating Transfer In		9,790.97	7,692.91							17,483.88
HUD Contributions		144,038.25	89,949.00							233,987.25
<b>Total Operating Income</b>	<b>141,172.14</b>	<b>179,492.98</b>	<b>115,903.92</b>	<b>158,258.63</b>	<b>4,993.09</b>	<b>3,967.40</b>	<b>1,175.48</b>	<b>919.07</b>	<b>519.93</b>	<b>606,402.64</b>
<b>Total Income</b>	<b>141,172.14</b>	<b>247,434.51</b>	<b>187,021.63</b>	<b>158,258.63</b>	<b>102,956.59</b>	<b>56,020.40</b>	<b>36,625.48</b>	<b>5,010.40</b>	<b>9,069.93</b>	<b>943,569.71</b>
<b>Expenses</b>										
Administrative Salaries	93,392.75	19,623.67	17,381.11	52,895.46	7,303.58	4,243.54	2,698.84	285.70	725.86	198,550.51
Legal	283.22	1,479.82	1,187.22	5,301.78						8,252.04
Staff Training & Travel	7,407.05	2,145.59	1,700.05	872.48						12,125.17
Sundry	3,344.22	10,114.55	7,215.36	18,979.38	2,063.82	1,160.80	699.90	85.53	198.07	43,861.63
Mgmt. & Bkpg. Fees Exp.		29,822.89	27,569.45	30,103.80	25,470.51	13,533.78	9,217.00	450.05	940.50	137,107.98
<b>Total Admin. Expenses</b>	<b>104,427.24</b>	<b>63,186.52</b>	<b>55,053.19</b>	<b>108,152.90</b>	<b>34,837.91</b>	<b>18,938.12</b>	<b>12,615.74</b>	<b>821.28</b>	<b>1,864.43</b>	<b>399,897.33</b>
<b>Total Tenant Serv. Expenses</b>		<b>13,375.40</b>	<b>10,691.40</b>							<b>24,066.80</b>
<b>Total Utility Expenses</b>	<b>1,839.73</b>	<b>39,801.91</b>	<b>36,658.22</b>	<b>2,982.27</b>	<b>12,098.40</b>	<b>7,360.13</b>	<b>4,413.59</b>	<b>290.28</b>	<b>942.59</b>	<b>106,387.12</b>
Labor		22,607.76	8,764.07		7,907.34	5,188.38	3,094.83	329.47	819.20	48,711.05
Materials	1,287.23	10,915.55	9,245.62	538.32	3,063.11	997.27	891.99	988.60	119.20	28,046.89
Contract Costs	3,641.85	25,575.85	39,146.15	1,593.09	13,660.34	3,730.18	2,456.64	1,990.17	1,219.76	93,014.03
<b>Total Maint &amp; Operations</b>	<b>4,929.08</b>	<b>59,099.16</b>	<b>57,155.84</b>	<b>2,131.41</b>	<b>24,630.79</b>	<b>9,915.83</b>	<b>6,443.46</b>	<b>3,308.24</b>	<b>2,158.16</b>	<b>169,771.97</b>
Employee Benefits	21,081.22	13,632.86	9,826.58	12,723.50	4,329.13	2,929.36	1,741.33	177.04	464.93	66,905.95
Insurance	471.53	6,562.04	9,975.03	393.08	4,740.07	2,561.70	1,163.65	165.54	275.84	26,308.48
Administrative Fees				2,680.69						2,680.69
Collection Losses		582.19	4,406.81							4,989.00
Non-Routine Exp (non apt exp)	1,133.91	7,200.00			185.34	245.00				8,764.25
Depreciation Expense					14,129.36	7,666.11	5,168.88	270.64	2,784.58	30,019.57
<b>Total General Expenses</b>	<b>22,686.66</b>	<b>27,977.09</b>	<b>24,208.42</b>	<b>15,797.27</b>	<b>23,383.90</b>	<b>13,402.17</b>	<b>8,073.86</b>	<b>613.22</b>	<b>3,525.35</b>	<b>139,667.94</b>
<b>Total Expenses</b>	<b>133,882.71</b>	<b>203,440.08</b>	<b>183,767.07</b>	<b>129,063.85</b>	<b>94,951.00</b>	<b>49,616.25</b>	<b>31,546.65</b>	<b>5,033.02</b>	<b>8,490.53</b>	<b>839,791.16</b>
<b>Profit/Loss</b>	<b>7,289.43</b>	<b>43,994.43</b>	<b>3,254.56</b>	<b>29,194.78</b>	<b>8,005.59</b>	<b>6,404.15</b>	<b>5,078.83</b>	<b>(22.62)</b>	<b>579.40</b>	<b>103,778.55</b>

## Central Cost

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3430 Mart Management Fees	24,600.00	14,350.00	2,263.51	15,240.33	890.33
3440 Mgmt./Adm.Fees fr.Non-Profits	582,500.00	339,791.69	49,611.84	346,915.51	7,123.82
3450 Asset Management Fee fr.Sites	570,200.00	332,616.62	39,908.46	285,903.28	(46,713.34)
3460 Mgmt./Adm.Fees fr.Sect.8	399,300.00	232,925.00	31,417.20	225,417.40	(7,507.60)
3470 Mgmt./Adm.Fees fr.CFP	199,700.00	116,491.69	17,483.88	112,246.03	(4,245.66)
3610 Interest on Investments	3,800.00	2,216.69	487.25	4,598.79	2,382.10
3690 Other Income	1,000.00	583.31	-	122.07	(461.24)
Total Operating Income	1,781,100.00	1,038,975.00	141,172.14	990,443.41	(48,531.59)
EXPENSES					-
4110 Administrative Salaries	1,204,900.00	702,858.31	93,392.75	671,620.53	(31,237.78)
4130 Legal Expense	200.00	116.69	283.22	1,538.67	1,421.98
4140 Staff Training	10,200.00	5,949.93	576.00	7,572.60	1,622.67
4150 Travel Convention & Meetings	19,400.00	11,316.69	6,831.05	14,158.30	2,841.61
4171 Auditing Fees	1,200.00	700.00	-	1,088.89	388.89
4190 Sundry	111,300.00	64,924.93	3,344.22	69,602.34	4,677.41
Total Admin Expense	1,347,200.00	785,866.55	104,427.24	765,581.33	(20,285.22)
4310 Water	9,000.00	5,250.00	246.73	3,115.90	(2,134.10)
4320 Electricity	13,000.00	7,583.31	1,241.30	8,662.59	1,079.28
4330 Gas	2,000.00	1,166.69	92.47	1,670.91	504.22
4390 Sewer	2,000.00	1,166.69	259.23	1,807.94	641.25
Total Utility Expense	26,000.00	15,166.69	1,839.73	15,257.34	90.65
4420 Material	4,100.00	2,391.69	1,287.23	3,817.31	1,425.62
4430 Contract Cost	40,300.00	23,508.24	3,641.85	30,387.95	6,879.71
Total Ordinary Maint. & Operation	44,400.00	25,899.93	4,929.08	34,205.26	8,305.33
4510.010 Workers Compensation	4,400.00	2,566.69	234.93	1,644.52	(922.17)
4510.040 Auto Insurance	1,800.00	1,050.00	217.15	1,520.05	470.05
4510.070 Crime / Dishonesty	100.00	58.31	5.38	37.65	(20.66)
4510.090 Fire & Extend Coverage	200.00	116.69	14.07	98.48	(18.21)
4540 Employee Benefit Payments	344,300.00	200,841.76	21,081.22	154,602.22	(46,239.54)
4560 Postage Mach Lease Amortization	-	-	1,027.20	2,054.40	2,054.40
4585.020 Interest on Lease Payable	-	-	106.71	360.38	360.38
Total General Expenses	350,800.00	204,633.45	22,686.66	160,317.70	(44,315.75)
Total Routine Expenses	1,768,400.00	1,031,566.62	133,882.71	975,361.63	(56,204.99)
					-
Residual Receipts (Profit/Loss)	12,700.00	7,408.38	7,289.43	15,081.78	7,673.40

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	744,300.00	434,175.00	66,300.49	452,651.45	18,476.45	952,500.00	555,625.00	63,034.47	451,853.61	(103,771.39)
Excess Utilities	88,100.00	51,391.69	4,817.22	45,328.24	(6,063.45)	101,500.00	59,208.31	4,907.06	55,206.78	(4,001.53)
Non-Dwelling Rental	-	-	-	-	-	-	-	-	-	-
Total Rental Income	832,400.00	485,566.69	71,117.71	497,979.69	12,413.00	1,054,000.00	614,833.31	67,941.53	507,060.39	(107,772.92)
Management Fee from CFP	87,800.00	51,216.69	7,692.91	49,388.28	(1,828.41)	111,800.00	65,216.69	9,790.97	62,857.75	(2,358.94)
CFP Trnsf. In-Site Expenses	59,500.00	34,708.31	14.85	3,135.38	(31,572.93)	64,700.00	37,741.69	18.90	7,751.61	(29,990.08)
Proceeds fr. Insurance Claims	-	-	-	28,678.40	28,678.40	-	-	-	4,900.68	4,900.68
Interest on Investments	23,000.00	13,416.69	4,376.11	24,342.39	10,925.70	41,300.00	24,091.69	9,186.21	34,667.65	10,575.96
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	58,800.00	34,300.00	4,267.90	39,691.65	5,391.65	65,900.00	38,441.69	5,070.41	39,553.43	1,111.74
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	-	-
Other Income-Time Warner Cable	5,000.00	2,916.69	1,910.24	4,818.91	1,902.22	8,900.00	5,191.69	1,597.27	4,206.86	(984.83)
Operating Transfer In (1406)	92,300.00	53,841.69	7,692.91	49,388.28	(4,453.41)	117,500.00	68,541.69	9,790.97	62,857.75	(5,683.94)
Total Operating Income	326,400.00	190,400.07	25,954.92	199,443.29	9,043.22	410,100.00	239,225.14	35,454.73	216,795.73	(22,429.41)
Total HUD Contributions	1,143,500.00	667,041.69	89,949.00	651,976.19	(15,065.50)	1,482,600.00	864,850.00	144,038.25	975,815.76	110,965.76
Total Income	2,302,300.00	1,343,008.45	187,021.63	1,349,399.17	6,390.72	2,946,700.00	1,718,908.45	247,434.51	1,699,671.88	(19,236.57)
EXPENSES										
Administrative Salaries	314,300.00	183,341.62	17,381.11	121,836.63	(61,504.99)	407,400.00	237,650.00	19,623.67	138,496.42	(99,153.58)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	500.00	291.69	1,187.22	2,287.66	1,995.97	500.00	291.69	1,479.82	3,174.38	2,882.69
Staff Training	5,200.00	3,033.38	788.48	2,552.52	(480.86)	5,500.00	3,208.38	985.60	2,800.62	(407.76)
Travel & Conventions	2,600.00	1,516.62	911.57	1,733.91	217.29	2,900.00	1,691.62	1,159.99	2,203.00	511.38
Audit Fees	4,000.00	2,333.31	-	2,613.34	280.03	5,000.00	2,916.69	-	3,266.66	349.97
Sundry	100,700.00	58,741.76	7,215.36	61,936.80	3,195.04	111,400.00	64,983.59	10,114.55	73,032.42	8,048.83
Management Fees	339,600.00	198,099.93	27,569.45	185,543.18	(12,556.75)	430,300.00	251,008.38	29,822.89	212,606.13	(38,402.25)
Total Admin Expense	766,900.00	447,358.31	55,053.19	378,504.04	(68,854.27)	963,000.00	561,750.35	63,186.52	435,579.63	(126,170.72)
Tenant Services Salaries	163,300.00	95,258.31	10,016.77	78,117.69	(17,140.62)	208,600.00	121,683.31	12,748.59	101,253.86	(20,429.45)
Tenant Services-Recr., Etc.	5,000.00	2,916.69	(37.87)	6,985.31	4,068.62	5,000.00	2,916.69	(48.19)	10,547.99	7,631.30
Resident Council	100.00	58.31	-	-	(58.31)	100.00	58.31	-	-	(58.31)
Ten. Serv. Contr., Train., Spec. Needs	4,900.00	2,858.31	712.50	3,772.50	914.19	6,300.00	3,675.00	675.00	2,167.50	(1,507.50)
Total Tenant Expense	173,300.00	101,091.62	10,691.40	88,875.50	(12,216.12)	220,000.00	128,333.31	13,375.40	113,969.35	(14,363.96)
EXPENSES										
Water	90,000.00	52,500.00	8,032.27	54,332.91	1,832.91	121,000.00	70,583.31	7,989.02	66,387.16	(4,196.15)
Electricity	150,000.00	87,500.00	12,614.64	81,547.12	(5,952.88)	194,000.00	113,166.69	13,328.72	97,778.61	(15,388.08)
Gas	80,000.00	46,666.69	4,742.79	74,152.75	27,486.06	108,000.00	63,000.00	6,737.40	89,775.77	26,775.77
Other Utility Expense	100,000.00	58,333.31	11,268.52	76,119.30	17,785.99	183,000.00	106,750.00	11,746.77	98,445.57	(8,304.43)
Total Utility Expense	420,000.00	245,000.00	36,658.22	286,152.08	41,152.08	606,000.00	353,500.00	39,801.91	352,387.11	(1,112.89)
Labor	225,000.00	131,250.00	8,764.07	80,953.82	(50,296.18)	301,100.00	175,641.69	22,607.76	141,362.52	(34,279.17)
Material	65,800.00	38,383.17	9,245.62	60,515.01	22,131.84	75,000.00	43,750.00	10,915.55	42,304.26	(1,445.74)
Contract Cost	161,300.00	94,091.69	33,722.38	223,656.31	129,564.62	256,500.00	149,625.00	17,546.46	169,421.77	19,796.77
Total Ordinary Maint. & Operation	452,100.00	263,724.86	51,732.07	365,125.14	101,400.28	632,600.00	369,016.69	51,069.77	353,088.55	(15,928.14)
Protective Services Contract	80,700.00	47,075.00	5,423.77	47,731.05	656.05	90,000.00	52,500.00	8,029.39	56,686.57	4,186.57
Total Protective Services	80,700.00	47,075.00	5,423.77	47,731.05	656.05	90,000.00	52,500.00	8,029.39	56,686.57	4,186.57
Insurance	123,800.00	72,216.62	9,975.03	69,825.23	(2,391.39)	81,800.00	47,716.62	6,562.04	45,934.23	(1,782.39)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	241,100.00	140,641.55	9,826.58	83,509.40	(67,132.15)	306,100.00	178,558.31	13,632.86	97,784.90	(80,773.41)
Collection Losses	35,000.00	20,416.69	4,406.81	16,994.09	(1,422.60)	27,800.00	16,216.69	582.19	20,121.16	3,904.47
Total General Expenses	399,900.00	233,274.86	24,208.42	172,328.72	(60,946.14)	415,700.00	242,491.62	20,777.09	163,840.29	(78,651.33)
Total Routine Expenses	2,292,900.00	1,337,524.65	183,767.07	1,338,716.53	1,191.88	2,927,300.00	1,707,591.97	196,240.08	1,475,551.50	(232,040.47)
EXPENSES										
Extraordinary Maintenance	-	-	-	-	-	-	-	7,200.00	7,200.00	7,200.00
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-	-	-	7,200.00	7,200.00	7,200.00
Total Operating Expenses	2,292,900.00	1,337,524.65	183,767.07	1,338,716.53	1,191.88	2,927,300.00	1,707,591.97	203,440.08	1,482,751.50	(224,840.47)
GI/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	9,400.00	5,483.80	3,254.56	10,682.64	5,198.84	19,400.00	11,316.48	43,994.43	216,920.38	205,603.90

Picadilly

Hunnington

WPFC II

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	54,800.00	31,966.69	4,091.33	33,013.33	1,046.64
Total Rental Income	54,800.00	31,966.69	4,091.33	33,013.33	1,046.64
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	3,050.00	1,779.19	170.73	518.14	(1,261.05)
3690 Other Income	1,950.00	1,204.19	748.34	1,957.84	753.65
3999 Transfer In	-	-	-	-	-
Total Operating Income	5,000.00	2,983.38	919.07	2,475.98	(507.40)
Total Income	59,800.00	34,950.07	5,010.40	35,489.31	539.24
<b>EXPENSES</b>					
4110 Administrative Salaries	3,800.00	2,193.00	285.70	2,163.00	(30.00)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	70.00	40.81	-	30.40	(10.41)
4150 Travel	50.00	29.19	-	-	(29.19)
4171 Auditing Fees	150.00	87.50	-	137.20	49.70
4180 Office Rent	-	-	-	-	-
4190 Sundry	2,020.00	1,282.50	85.53	1,021.69	(260.81)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	6,020.00	3,511.69	450.05	3,631.47	119.78
Total Admin Expense	12,110.00	7,144.69	821.28	6,983.76	(160.93)
4310 Water	3,000.00	1,750.00	183.88	813.02	(936.98)
4320 Electricity	500.00	291.69	79.17	179.39	(112.30)
4390 Sewer	400.00	233.31	27.23	27.23	(206.08)
Total Utility Expense	3,900.00	2,275.00	290.28	1,019.64	(1,255.36)
4410 Labor	4,500.00	2,595.00	329.47	1,839.79	(755.21)
4420 Material	6,910.00	4,030.88	988.60	3,084.41	(946.47)
4430 Contract Cost	12,670.00	7,390.88	1,990.17	4,689.44	(2,701.44)
Total Ordinary Maint. & Operation	24,080.00	14,016.76	3,308.24	9,613.64	(4,403.12)
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Compensation	190.00	110.81	9.34	65.35	(45.46)
4510.020 General Liab Insurance	50.00	29.19	3.76	26.33	(2.86)
4510.040 Auto Insurance	20.00	11.69	1.40	9.81	(1.88)
4510.050 Public Officials Insurance	80.00	46.69	6.93	48.50	1.81
4510.090 Fire & Extend Coverage	1,750.00	1,020.81	144.11	1,008.77	(12.04)
4540.000 Employee Benefit Payments	3,400.00	1,983.38	177.04	1,190.67	(792.71)
4570 Collection Losses	180.00	90.00	-	1,037.99	947.99
4580 Interest Expense	-	-	-	-	-
Total General Expenses	5,670.00	3,292.57	342.58	3,387.42	94.85
Total Routine Expenses	45,760.00	26,729.02	4,762.38	21,004.46	(5,724.56)
<b>EXPENSES</b>					
4191.500 Dollar General Grant- Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	3,240.00	1,890.00	270.64	1,906.32	16.32
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	3,240.00	1,890.00	270.64	1,906.32	16.32
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	49,000.00	28,619.02	5,033.02	22,910.78	(5,708.24)
Residual Receipts (Profit/Loss)	10,800.00	6,331.05	(22.62)	12,578.53	6,247.48

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	415,600.00	242,433.31	35,450.00	246,176.36	3,743.05
Total Rental Income	415,600.00	242,433.31	35,450.00	246,176.36	3,743.05
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	4,552.37	4,552.37
3610 Interest Income	7,400.00	4,316.69	139.83	240.23	(4,076.46)
3690 Other Income	10,100.00	6,424.93	1,035.65	5,071.37	(1,353.56)
3999 Transfer In	-	-	-	-	-
Total Operating Income	17,500.00	10,741.62	1,175.48	9,863.97	(877.65)
Total Income	433,100.00	253,174.93	36,625.48	256,040.33	2,865.40
<b>EXPENSES</b>					
4110 Administrative Salaries	36,790.00	21,223.00	2,698.84	20,827.76	(395.24)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	390.00	227.50	-	20.40	(207.10)
4150 Travel	-	-	-	-	-
4171 Auditing Fees	1,530.00	892.50	-	1,387.24	494.74
4180 Office Rent	-	-	-	-	-
4190 Sundry	14,610.00	9,459.93	699.90	8,064.13	(1,395.80)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	108,040.00	63,023.31	9,217.00	64,005.85	982.54
Total Admin Expense	161,360.00	94,826.24	12,615.74	94,305.38	(520.86)
4310 Water	20,410.00	11,905.81	1,855.02	13,157.63	1,251.82
4320 Electricity	5,550.00	3,237.50	326.73	2,690.46	(547.04)
4390 Sewer	20,940.00	12,215.00	2,231.84	15,289.89	3,074.89
Total Utility Expense	46,900.00	27,358.31	4,413.59	31,137.98	3,779.67
4410 Maint. & Operation Labor	42,000.00	24,233.00	3,094.83	23,326.32	(906.68)
4420 Material	14,000.00	8,166.69	891.99	7,076.99	(1,089.70)
4430 Contract Cost	41,190.00	24,027.57	2,433.86	30,338.86	6,311.29
Total Ordinary Maint. & Operation	97,190.00	56,427.26	6,420.68	60,742.17	4,314.91
4480 Contract Cost	270.00	157.50	22.78	159.46	1.96
Total Protective Services	270.00	157.50	22.78	159.46	1.96
4510.010 Workers Compensation	1,620.00	945.00	92.30	646.10	(298.90)
4510.020 General Liab Insurance	480.00	280.00	41.97	293.80	13.80
4510.040 Auto Insurance	150.00	87.50	11.91	83.38	(4.12)
4510.050 Public Officials Insurance	890.00	519.19	77.74	544.17	24.98
4510.090 Fire & Extend Coverage	10,690.00	6,235.81	939.73	6,578.09	342.28
4540 Employee Benefit Payments	30,540.00	17,815.00	1,741.33	13,749.29	(4,065.71)
4570 Collection Losses	3,870.00	1,935.00	-	-	(1,935.00)
4580 Interest Expense	-	-	-	-	-
Total General Expenses	48,240.00	27,817.50	2,904.98	21,894.83	(5,922.67)
Total Routine Expenses	353,960.00	206,586.81	26,377.77	208,239.82	1,653.01
<b>EXPENSES</b>					
4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	2,699.78	2,699.78
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	2,699.78	2,699.78
4800 Depreciation Expense	71,440.00	41,673.31	5,168.88	36,292.62	(5,380.69)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	71,440.00	41,673.31	5,168.88	36,292.62	(5,380.69)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	425,400.00	248,260.12	31,546.65	247,232.22	(1,027.90)
Residual Receipts (Profit/Loss)	7,700.00	4,914.81	5,078.83	8,808.11	3,893.30

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	-	-	4.77	9,851.91	9,851.91
3690 Other Income	-	-	-	-	-
Total Operating Income	-	-	4.77	9,851.91	9,851.91
3999.000 Transfer In	-	-	-	-	-
Total Income	-	-	4.77	9,851.91	9,851.91
<b>EXPENSES</b>					
4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	-	-	-	-	-
4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-
4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-
Total Admin Expense	-	-	-	-	-
4310 Water	-	-	-	-	-
4320 Electricity	-	-	-	-	-
4390 Sewer	-	-	-	-	-
Total Utility Expense	-	-	-	-	-
4410 Labor	-	-	-	-	-
4420 Material	-	-	-	-	-
4430 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	-	-	-	-	-
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Comp. Insurance	-	-	-	-	-
4510.020 General Liab Insurance	-	-	-	-	-
4510.040 Auto Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	-	-	-	-	-
4510.090 Fire & Extend Coverage	-	-	-	-	-
4540 Employee Benefit Payments	-	-	-	-	-
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	-	-	-	-	-
Total Routine Expenses	-	-	-	-	-
<b>EXPENSES</b>					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
6130 Special Items, Net Gain/Loss	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	-	-	4.77	9,851.91	9,851.91

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
<b>INCOME</b>															
3110 Dwelling Rental	1,148,800.00	670,133.31	97,963.50	685,245.82	15,112.61	610,170.00	355,932.50	52,053.00	363,634.76	7,702.26	100,600.00	58,683.31	8,550.00	59,720.00	1,036.69
Total Rental Income	1,148,800.00	670,133.31	97,963.50	685,245.82	15,112.61	610,170.00	355,932.50	52,053.00	363,634.76	7,702.26	100,600.00	58,683.31	8,550.00	59,720.00	1,036.69
3400 Donations to Scholarship Fd.	-	-	0.46	12.93	12.93	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	2,192.00	2,192.00	-	-	-	8,278.44	8,278.44	-	-	-	-	-
3610 Interest Income	14,750.00	8,604.19	620.85	3,822.14	(4,782.05)	8,930.00	5,209.19	794.64	3,494.93	(1,714.26)	2,000.00	1,166.69	134.21	957.64	(209.05)
3690 Other Income	29,950.00	19,137.50	4,371.78	21,263.48	2,125.98	22,100.00	13,975.00	3,172.76	16,082.79	(2,107.79)	3,400.00	2,200.00	385.72	2,250.45	50.45
3999,000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	44,700.00	27,741.69	4,993.09	27,290.55	(451.14)	31,030.00	19,184.19	3,967.40	27,856.16	8,671.97	5,400.00	3,386.69	519.93	3,208.09	(158.60)
Total Income	1,193,500.00	697,875.00	102,956.59	712,536.47	14,661.47	641,200.00	375,116.69	56,020.40	391,490.92	16,374.23	106,000.00	62,050.00	9,069.93	62,928.09	878.09
<b>EXPENSES</b>															
4110 Administrative Salaries	97,000.00	55,960.00	7,303.58	54,603.65	(1,356.35)	61,600.00	35,541.00	4,243.54	32,207.03	(3,333.97)	8,800.00	5,078.00	725.86	5,733.79	655.79
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	-	-	-	835.00	835.00	-	-	-	-	-	-	-	-	-	-
4140 Staff Training & Convention	1,575.00	918.75	-	729.60	(189.15)	650.00	379.19	-	34.20	(344.99)	100.00	58.31	-	5.40	(52.91)
4150 Travel	830.00	484.19	-	-	(484.19)	-	-	-	-	-	-	-	-	-	-
4171 Auditing Fees	3,900.00	2,275.00	-	3,536.71	1,261.71	2,500.00	1,458.31	-	2,256.19	797.88	300.00	175.00	-	304.89	129.89
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	41,150.00	22,400.00	2,063.82	10,756.40	(11,643.60)	20,590.00	12,740.00	1,160.80	11,683.92	(1,056.08)	3,070.00	1,790.81	198.07	1,546.79	(244.02)
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	298,690.00	174,235.81	25,470.51	178,163.94	3,928.13	158,640.00	92,540.00	13,533.78	94,545.05	2,005.05	11,060.00	6,451.69	940.50	6,569.20	117.51
Total Admin Expense	443,145.00	256,273.75	34,834.91	248,625.30	(7,648.45)	243,980.00	142,658.50	18,938.12	140,726.39	(1,932.11)	23,330.00	13,553.81	1,864.43	14,160.07	606.26
4310 Water	51,000.00	29,750.00	5,094.77	33,641.24	3,891.24	37,000.00	21,583.31	4,690.76	23,017.20	1,433.89	4,500.00	2,625.00	448.11	2,842.85	217.85
4320 Electricity	14,000.00	8,166.69	1,085.87	7,328.29	(838.40)	9,000.00	5,250.00	660.44	5,812.47	562.47	600.00	350.00	32.80	304.86	(45.14)
4390 Sewer	52,000.00	30,333.31	5,917.76	39,443.93	9,110.62	22,000.00	12,833.31	2,008.93	13,701.56	868.25	4,000.00	2,333.31	461.68	2,786.32	453.01
Total Utility Expense	117,000.00	68,250.00	12,098.40	80,413.46	12,163.46	68,000.00	39,666.62	7,360.13	42,531.23	2,864.61	9,100.00	5,308.31	942.59	5,934.03	625.72
4410 Labor	105,000.00	60,579.00	7,907.34	44,153.98	(16,425.02)	70,300.00	40,560.00	5,188.38	39,105.93	(1,454.07)	11,100.00	6,405.00	819.20	6,174.47	(230.53)
4420 Material	42,635.00	24,870.37	3,063.11	40,122.60	15,252.23	16,820.00	9,811.69	997.27	12,572.62	2,760.93	1,455.00	848.68	119.20	1,705.98	857.30
4430 Contract Cost	144,070.00	84,040.88	13,626.84	104,141.18	20,100.30	50,940.00	29,715.07	3,691.99	36,088.07	6,373.00	13,530.00	7,892.50	1,213.73	12,591.58	4,699.08
Total Ordinary Maint. & Operation	291,705.00	169,490.25	24,597.29	188,417.76	18,927.51	138,060.00	80,086.76	9,877.64	87,766.62	7,679.86	26,085.00	15,146.18	2,152.13	20,472.03	5,325.85
4480 Contract Cost	400.00	233.31	33.50	201.00	(32.31)	460.00	268.31	38.19	267.33	(0.98)	75.00	43.75	6.03	42.21	(1.54)
Total Protective Services	400.00	233.31	33.50	201.00	(32.31)	460.00	268.31	38.19	267.33	(0.98)	75.00	43.75	6.03	42.21	(1.54)
4510.010 Workers Compensation	4,400.00	2,566.69	244.11	1,708.77	(857.92)	2,800.00	1,633.31	154.67	1,082.71	(550.60)	400.00	233.31	22.74	159.16	(74.15)
4510.020 General Liab Insurance	1,200.00	700.00	105.26	736.84	36.84	800.00	466.69	58.22	407.54	(59.15)	120.00	70.00	5.73	40.10	(29.90)
4510.040 Auto Insurance	500.00	291.69	-	185.69	(106.00)	320.00	186.69	-	126.15	(60.54)	40.00	23.31	-	12.61	(10.70)
4510.050 Public Officials Insurance	2,300.00	1,341.69	194.89	1,364.23	22.54	1,460.00	851.69	107.80	754.61	(97.08)	220.00	128.31	10.60	74.21	(54.10)
4510.070 Crime / Dishonesty	70.00	40.81	5.38	37.65	(3.16)	70.00	40.81	5.38	37.65	(3.16)	-	-	-	-	-
4510.090 Fire & Extend Coverage	51,000.00	29,750.00	4,190.43	29,333.01	(416.99)	28,000.00	16,333.31	2,235.63	15,649.43	(683.88)	2,850.00	1,662.50	236.77	1,657.40	(5.10)
4540 Employee Benefit Payments	86,300.00	50,341.69	4,329.13	28,919.61	(21,422.08)	51,450.00	30,012.64	2,929.36	22,937.11	(7,075.53)	7,780.00	4,538.38	464.93	3,665.53	(872.85)
4570 Collection Losses	580.00	290.00	-	266.02	(23.98)	20.00	10.00	-	2,058.34	2,048.34	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	146,350.00	85,322.57	9,069.20	62,551.82	(22,770.75)	84,920.00	49,535.14	5,491.06	43,053.54	(6,481.60)	11,410.00	6,655.81	740.77	5,609.01	(1,046.80)
Total Routine Expenses	998,600.00	579,569.88	80,636.30	580,209.34	639.46	535,420.00	312,215.33	41,705.14	314,345.11	2,129.78	70,000.00	40,707.86	5,705.95	46,217.35	5,509.49
<b>EXPENSES</b>															
4191.100 Employee Committee	-	-	-	-	-	1,500.00	875.00	245.00	245.00	(630.00)	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	5,000.00	2,916.69	-	4,834.04	1,917.35	-	-	-	-	-
4191.300 Non-Apartment Public Relations	5,000.00	2,916.69	185.34	2,660.05	(256.64)	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	5,000.00	2,916.69	185.34	2,660.05	(256.64)	6,500.00	3,791.69	245.00	5,079.04	1,287.35	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	5,650.00	5,650.00	-	-	-	11,674.11	11,674.11	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Scholarships Awarded	1,800.00	1,050.00	-	2,000.00	950.00	-	-	-	-	-	-	-	-	-	-
5999,000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	1,800.00	1,050.00	-	7,650.00	6,600.00	-	-	-	11,674.11	11,674.11	-	-	-	-	-
4800 Depreciation Expense	185,000.00	107,916.69	14,129.36	98,716.14	(9,200.55)	96,580.00	56,338.31	7,666.11	53,856.90	(2,481.41)	35,000.00	20,416.69	2,784.58	19,396.54	(1,020.15)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	185,000.00	107,916.69	14,129.36	98,716.14	(9,200.55)	96,580.00	56,338.31	7,666.11	53,856.90	(2,481.41)	35,000.00	20,416.69	2,784.58	19,396.54	(1,020.15)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,190,400.00	691,453.26	94,951.00	689,235.53	(2,217.73)	638,500.00	372,345.33	49,616.25	384,955.16	12,609.83	105,000.00	61,124.55	8,490.53	65,613.89	4,489.34
Residual Receipts (Profit/Loss)	3,100.00	6,421.74	8,005.59	23,300.94	16,879.20	2,700.00	2,771.36	6,404.15	6,535.76	3,764.40	1,000.00	925.45	579.40	(2,685.80)	(3,611.25)

S8 Admin

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,915,200.00	1,117,200.00	150,519.00	1,077,191.00	(40,009.00)
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on on Admin Reserve	34,200.00	19,950.00	1,162.91	14,311.91	(5,638.09)
3610.030 Interest Income	-	-	246.39	246.39	246.39
3690 Other Income	14,000.00	8,166.69	6,330.33	9,859.20	1,692.51
Total Admin Income	1,963,400.00	1,145,316.69	158,258.63	1,101,608.50	(43,708.19)
EXPENSES					
4110 Administrative Salaries	880,800.00	513,800.00	52,895.46	371,911.04	(141,888.96)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	500.00	291.69	5,301.78	10,248.33	9,956.64
4140 Staff Training	10,000.00	5,833.31	-	1,558.87	(4,274.44)
4150 Travel Convention & Meetings	2,500.00	1,458.31	872.48	1,550.76	92.45
4171 Auditing Fees	8,100.00	4,725.00	-	7,326.20	2,601.20
4190 Sundry	217,150.00	126,670.88	18,979.38	110,139.39	(16,531.49)
4196 Management Fee	383,030.00	223,434.19	30,103.80	215,438.20	(7,995.99)
4220 Tenant Services Recreation	250.00	145.81	-	-	(145.81)
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	-	-	-	-	-
Total Admin Expense	1,502,330.00	876,359.19	108,152.90	718,172.79	(158,186.40)
4310 Water	2,900.00	1,691.69	260.31	1,104.38	(587.31)
4320 Electricity	4,300.00	2,508.31	2,058.45	4,067.26	1,558.95
4330 Gas	1,560.00	910.00	589.28	1,672.96	762.96
4390 Sewer	880.00	513.31	74.23	474.07	(39.24)
Total Utility Expense	9,640.00	5,623.31	2,982.27	7,318.67	1,695.36
4420 Material	2,700.00	1,575.00	538.32	2,678.09	1,103.09
4430 Contract Cost	25,550.00	14,904.12	1,593.09	11,820.77	(3,083.35)
Total Ordinary Maint. & Operation	28,250.00	16,479.12	2,131.41	14,498.86	(1,980.26)
4510.010 Workers Compensation	3,430.00	2,000.81	181.21	1,268.46	(732.35)
4510.020 General Liability Insurance	30.00	17.50	2.53	17.72	0.22
4510.040 Auto Insurance	2,270.00	1,324.19	175.58	1,229.07	(95.12)
4510.050 Public Officials Liability -E&O	50.00	29.19	4.74	33.17	3.98
4510.070 Crime / Dishonesty	60.00	35.00	5.38	37.65	2.65
4510.090 Fire & Extend Coverage	280.00	163.31	23.64	165.47	2.16
4540 Employee Benefit Payments	379,660.00	221,468.31	12,723.50	95,806.29	(125,662.02)
4560 Postage Mach Lease Amortization	-	-	-	147.06	147.06
4585.020 Interest on Lease Payable	-	-	-	53.94	53.94
4590 Admin Fee	32,200.00	18,783.31	2,680.69	18,427.90	(355.41)
Total General Expenses	417,980.00	243,821.62	15,797.27	117,186.73	(126,634.89)
Total Routine Expenses	1,958,200.00	1,142,283.24	129,063.85	857,177.05	(285,106.19)
EXPENSES					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	5,200.00	3,033.45	29,194.78	244,431.45	241,398.00

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	56,300.00	32,841.69	4,386.82	33,488.68	646.99
3610 Interest on on Admin Reserve	800.00	466.69	-	-	(466.69)
3690.070 Misc. Other Income	-	-	-	-	-
Total Admin Income	57,100.00	33,308.38	4,386.82	33,488.68	180.30
EXPENSES					
4110 Administrative Salaries	8,840.00	5,156.69	1,084.00	8,342.57	3,185.88
4171.000 Audit Fees	230.00	134.19	-	204.15	69.96
4196 Admin Fees	11,300.00	6,591.69	860.00	6,298.40	(293.29)
4189/4190 Sundry	2,200.00	1,283.38	36.55	498.21	(785.17)
Total Admin Expenses	22,570.00	13,165.95	1,980.55	15,343.33	2,177.38
4510.010 Workers Comp Insurance	50.00	29.19	-	-	(29.19)
4540 Employee Benefit Payments	7,480.00	4,363.31	281.42	2,128.52	(2,234.79)
4590 Admin Fee	-	-	80.96	566.72	566.72
4431 Building Repair Contract	-	-	-	-	-
4430 Clean/Desinf Contr. Svcs	-	-	-	-	-
Total General Expenses	7,530.00	4,392.50	362.38	2,695.24	(1,697.26)
Total Expenses	30,100.00	17,558.45	2,342.93	18,038.57	480.12
Residual Receipts (Profit/Loss)	27,000.00	15,749.93	2,043.89	15,450.11	(299.82)

	Current Period	YTD Budget
INCOME		
3610.000 Interest on HAP Reserve	-	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	1,402.50	4,778.50
3690.020 Other Income FSS Forfeitures	-	-
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,511,937.00	10,493,678.00
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.450 Contrib Earned HAP ST-RAD	-	-
8026.455 Contrib Earned HAP-ST Demolitio	-	2,775.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	-	34,231.00
8026.457 Contib. Earned S8 Foster Youth	-	-
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,513,339.50	10,535,462.50
EXPENSES		
4715.010 HAP Occupied Units	1,191,924.13	8,301,071.13
4715.020 HAP Parkside Occ. Units	19,554.00	129,907.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	300.00	2,028.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	84,719.63	495,324.43
4715.100 HAP Parkside-Portability-Out	1,777.00	12,439.00
4715.230 HAP Homeownership	4,525.00	35,065.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	19,678.00	180,686.00
4715.450 HAP ST-RAD	51,785.79	368,408.79
4715.451 HAP Grandview-RAD	6,420.00	43,518.00
4715.455 HAP ST Demolition/Disposition	38,717.25	249,559.25
4715.500 HAP Vet.Affs.Support.Hous.	30,456.00	203,396.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	86,780.00	543,766.31
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	12,123.00	74,397.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	14,560.00	110,249.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	13,013.00	101,556.00
4716.100 UAP Parkside Occ. Units	88.00	280.00
4716.130 UAP Tanglewood Occ. Units	-	54.00
4716.230 UAP Homeownership	-	-
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	382.00	2,419.00
4716.450 UAP ST RAD	-	-
4716.455 UAP-ST Demolition/Disposition	535.00	3,254.00
4716.500 UAP Vet.Affairs Support Hous.	304.00	1,518.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	818.00	3,536.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	89.00	1,234.00
4717.000 UAP - Portability - Out	3,377.80	9,045.15
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,581,926.60	10,872,711.06
RESIDUAL RECEIPTS (Profit/Loss)	(68,587.10)	(337,248.56)

	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	35,373.00	255,318.00
TOTAL HAP INCOME	35,373.00	255,318.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	1,153.00	7,898.00
4715.800 HAP Mainstream	36,969.00	250,665.00
4716.800 UAP Mainstream	-	30.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	38,122.00	258,593.00
RESIDUAL RECEIPTS (Profit/Loss)	(2,749.00)	(3,275.00)

	Current Period	YTD Budget
INCOME		
3410.100 Sec 8 EHV Admin Fees	2,267.00	18,404.00
3410.200 Sec8 EHV Preliminary Fees	-	-
3410.300 Sec8 EHV Placement/Issuance Fee	100.00	200.00
3410.500 Sec8 EHV Service Fee	460.36	12,263.45
3410.800 Interest on EHV Admin Fee	51.12	620.80
3610.040 Interest on EHV Reserve	-	-
8026.462 Contr. Earned- EHV HAP	15,407.00	107,212.00
TOTAL HAP INCOME	18,285.48	138,700.25
EXPENSES		
4110.000 Admin Salaries	1,743.60	13,452.03
4150.000 Travel Covention & Meetings	-	39.75
4171.000 Audit Fee	-	91.87
4190.020 Telephone & Telegraph	1.71	10.94
4190.160 Office Supplies	-	2.50
4190.180 Miscellaneous	-	9.89
4190.330 Admin. Contract-Software Maint	15.20	222.22
4196.000 Management Fee	453.40	3,680.80
4540.010 FICA Employer	103.64	799.01
4540.020 Medicare Employer	24.24	186.86
4540.030 Unemployment Insurance	-	2.25
4540.040 Pension Employer	130.78	980.85
4540.200 Health Insurance Employer	110.62	1,213.40
4540.210 Dental Insurance Employer	14.38	99.06
4540.220 Long Term Disability Employer	7.50	56.25
4590.901 Emergency Housing Port Admin Fe	41.38	165.52
4715.090 HAP Emergency Housing Port Out	1,981.00	4,820.39
4715.900 HAP EHV	19,454.00	127,035.00
4716.900 UAP EHV	1,353.00	1,755.00
4716.901 UAP Emergency Housing Port-Out	82.00	164.00
4718.100 EHV-Service Fees	460.36	12,263.45
TOTAL HAP/UAP EXPENSE	25,976.81	167,051.04
RESIDUAL RECEIPTS (Profit/Loss)	(7,691.33)	(28,350.79)

RESOLUTION NO. 3867

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE WACO HOUSING AUTHORITY 2023 HUD ANNUAL PLAN

WHEREAS, Waco Housing Authority & Affiliates is required by HUD to submit an annual plan, and

WHEREAS, a part of this annual plan is an update of the obligations and expenditures of the Capital Fund Program, and

WHEREAS, the Modernization Department updated the required forms for these obligations and expenditures

WHEREAS, the Modernization Department will utilize these funds on improvements to the development sites, as required in the Housing Act of 1937, Section 9 (j), and

WHEREAS, any changes to agency policies and all other requirements of the Annual Plan are in the attached documentation, and

WHEREAS, all components of the plan have been filled out and updated and the plan is ready for submission, and

WHEREAS, this plan must be approved by the Board of Commissioners, 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 13th day of June 2023.

\_\_\_\_\_  
Secretary

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

(SEAL)

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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

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## **CHANGES TO ACOP**

### **Wellness Check Policy:**

A welfare check, also known as a wellness check, is when a Staff member stops by a tenant's residence to make sure that they are okay and safe. Requests for wellness checks are made by friends, family, and neighbors, typically after someone unexpectedly stops answering their phone or communicating with others.

### **Over-Income Procedure**

When HUD issues updated income limits, the PHA must calculate the over-income limit based upon family size, by multiplying the Very Low-Income Limit amount by 2.4. for each family size. The over-income limit applies to ALL public housing families including FSS families and families receiving an earned income disallowance. Waco Housing Authority will requiring Public Housing families whose incomes exceed the "Over- Income" limits for 24 months to find other housing and move out of Public Housing within six months of the end of the 24-month over-income period.

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# MEMORANDUM

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## **Chapter 27 PBV page 32 , Section Income Targeting:**

Income Targeting [24 CFR 983.251(c)(6)]

At least 75 percent of the families admitted to the PHA 's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low-income families. The income targeting requirement applies to the total of admissions to both programs. 25% of the families admitted to the PHA's tenant-based and project-based voucher programs must be at 80% or less of the Average Median Income in McLennan County/Waco; typically described as Very Low Income and Low Income in order to be eligible.

## **Chapter 27 PBV -page 95 Section 18-V.E. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)] :**

25% of the families admitted to the PHA's tenant-based and project-based voucher programs must be at 80% or less of the Average Median Income in McLennan County/Waco; typically described as Very Low Income and Low Income in order to be eligible.

## **S8 Admin Plan Pages 87-88 Shared Housing:**

The Waco PHA has adopted a Shared Housing Program as an option available to elderly, persons with a handicap or disability, or families who hold a one-bedroom Section 8 Voucher and wish to voluntarily share a housing unit with another individual or family. Persons who are not assisted under the Section 8 Voucher Program may reside in a Shared Housing unit with one or more families who are assisted under the Voucher Program. All unit sizes, except efficiency and one-bedroom units, may be used for Shared Housing.

## **27.0 Shared Housing**

### **I. INTRODUCTION**

The Waco PHA has adopted a Shared Housing Program as an option available to elderly, persons with a handicap or disability, or families who hold a one-bedroom Section 8 Voucher and wish to voluntarily share a housing unit with another individual or family. Persons who are not assisted under the Section 8 Voucher Program may reside in a Shared Housing unit with one or more families who are assisted under the Voucher Program. All unit sizes, except efficiency and one-bedroom units, may be used for Shared Housing.

### **II. APPLICABLE POLICIES**

The Shared Housing option applies only to the Section 8 Voucher Program. In all areas not specifically addressed below, the policies established by the PHA to govern the Section 8 Shared Housing option are the same as the policies contained in the Section 8 Admission and Occupancies Policies.

A. The decision to participate in Shared Housing is voluntary by all parties including the PHA, owners and participating families.

1. The PHA will limit the Shared Housing option to:

a. The Individual Lease form of Shared Housing;

b. One bedroom Voucher holders who are persons with a handicap, disability or elderly; or

c. All unit sizes except efficiency (0 bedroom) and I-bedroom units.

2. The PHA may, at any time, change its decision to include Shared Housing, or the type of Shared Housing, in its program. If the PHA first permits the use of Shared Housing, but later decides not to continue to include Shared Housing in the Section 8 Voucher Program, or later decides to change the type of Shared Housing included in its program, the PHA must continue to administer, in accordance with applicable requirements, any Shared Housing Assistance Payment Contracts that have been executed.

B. Occupancy of a Shared Housing unit may include any of the following situations:

1. Persons who are not assisted under the Section 8 Voucher Program may reside in a Shared Housing unit with one or more families assisted under the Voucher Program.

2. An owner of a Shared Housing unit may reside in the unit and, as resident owner, may enter into a Housing Assistance Payment Contract with the PHA. Housing assistance may not be provided on behalf of the owner. A person assisted in a Shared Housing unit may not be related by blood, marriage, or adoption to an owner residing in the unit. The PHA will grant exceptions when needed as a reasonable accommodation for a person with a disability. A live-in aide may reside with the participant if necessary as a reasonable accommodation, while meeting the other

- regulatory requirements to qualify as a live-in-aide.
3. One or more families may be assisted in a unit under the Individual Lease Shared Housing arrangement. Each family is assisted under a separate Housing Assistance Payment Contract.
  4. In cases where two persons wish to live together, the PHA has the discretion to determine whether the living arrangement should be treated as one family (not in a shared arrangement) or two independent families sharing a Shared Housing unit.
  5. An elderly person or family with a live-in-aide who is essential to the care of the elderly family, who is not obligated for financial support of the family, and who is living in the unit only to provide supportive services does not constitute a Shared Housing Arrangement. However, an assisted elderly family with a live in aide may reside in Shared Housing.
- C. Units in structures of various types may be used for Shared Housing (*including single family homes and multi-family buildings*) with the following restrictions:
1. Single room occupancy units, zero-bedroom efficiency units, independent group residences and congregate housing units may not be used for Shared Housing.
  2. Any unit used for Shared Housing must meet the Housing Quality Standards as defined in Part Four: Unit Selection, of the Section 8 Admission and Occupancy Policies.
  3. The facilities available for use by each assisted family in Shared Housing under the family's lease must include, whether in the family's private space or in the common space, a living room, sanitary facilities, food preparation and refuse disposal facilities.
  4. The unit must contain private space consisting of at least one bedroom for the exclusive use of each assisted family, plus common space for shared use by the occupants of the unit.
- D. Rent to the owner for Shared Housing units will be limited to the lower of the PHA's payment standard for the family unit size or the pro-rata portion of the reasonable rent for the shared housing unit.
1. The assisted family's pro-rata portion of the rent to owner is calculated by multiplying the amount to be pro-rated by a ratio derived by dividing the number of bedrooms in the private space available for occupancy by the assisted family by the total number of bedrooms in the unit.
  2. The amount of the utility allowance for an assisted family is the pro-rata portion of the utility allowance for the entire unit.
  3. Where a Shared Housing unit is shared with unassisted families whose rents are not known, the PHA must impute a rent for the entire unit in order to determine the appropriate Annual Adjustment Factor to be used. The imputed rent is based on a comparison of the unit with other comparable units as is done for determination of rent reasonableness.

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## **SECTION 8 ADMINISTRATIVE PLAN**

Introduction to Section 8 Programs administered by Waco Housing Authority & Affiliates **in accordance with the requirements of 24 CFR 982.54.**

Waco Housing Authority & Affiliates incorporates areas of Waco and McLennan County. In addition, the Authority has incorporated smaller housing authorities at the request of HUD. These additional areas now include Hill County, Somervell County, **and Limestone County.**

Hill County, Somervell County and **Limestone County** will follow all guidelines and policies administered and adopted by the Housing Authority Board of Commissioners and will be held to the same standards and compliance required by HUD.

Waco Housing Authority reserves the right to conduct business virtually at any time as deemed necessary.

### **1.0 EQUAL OPPORTUNITY**

#### **1.1 FAIR HOUSING**

It is the policy of Waco Housing Authority & Affiliates to comply fully with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; **Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964** and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, disability, or sexual orientation and gender identity, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under Waco Housing Authority & Affiliates' housing programs.

To further its commitment to full compliance with applicable Civil Rights Laws, Waco Housing Authority & Affiliates will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Waco Housing Authority & Affiliates' office. In addition, all appropriate written information and advertisements will contain the appropriate Equal Opportunity language and logo.

Waco Housing Authority & Affiliates will assist any family that believes they have suffered illegal discrimination by providing copies of the housing discrimination form to them. Waco Housing Authority & Affiliates will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

#### **1.2 REASONABLE ACCOMMODATION**

Sometimes people with disabilities may need a reasonable accommodation to take full advantage of the Waco Housing Authority & Affiliates' housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. Because disabilities are not always apparent, Waco Housing Authority & Affiliates will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations. If the need for medical equipment is documented by a healthcare professional, the equipment will be verified during the annual inspection **or the need for a live in aid.** If the extra bedroom is not used for the intended purpose the subsidy standard will be reduced at the family's annual.

7. Paying for utilities and services (unless paid by the family under the lease).
  8. Lease needs to show who provides appliances.
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.
- D. The owner is responsible for notifying Waco Housing Authority & Affiliates of any rent increase sixty (60) days prior to the anniversary date.

## 2.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

- A. Supplying required information:
1. The family must supply any information that Waco Housing Authority & Affiliates or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
  2. The family must supply any information requested by Waco Housing Authority & Affiliates or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
  3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.216 with the exception as noted in Section 5.
  4. Any information supplied by the family must be true and complete.
- B. HQS breach caused by the Family:  
The family is responsible for any HQS breach caused by the family or its guests.
- C. Allowing Waco Housing Authority & Affiliates Inspection:  
The family must allow Waco Housing Authority & Affiliates to inspect the unit at reasonable times and after at least two (2) days' notice. Special inspections will be performed without notice to the tenant.
- D. Violation of Lease:  
The family may not commit any serious or repeated violation of the lease.
- E. Conduct:  
Failure to maintain the peaceful enjoyment of the premises by other tenants can result in termination. Tenant is responsible for the conduct of themselves, family members, and guests at all times.
- F. Family Notice of Move or Lease Termination:  
The family must give a written thirty (30) day notice to Waco Housing Authority & Affiliates and the owner before the family moves out of the unit or terminates the lease.
- G. Owner Eviction Notice:  
The family must promptly give Waco Housing Authority & Affiliates a copy of any owner eviction notice it receives.
- H. Use and Occupancy of the Unit:
1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
  2. Waco Housing Authority & Affiliates must approve the composition of the assisted family residing in the unit. The family must promptly inform Waco Housing Authority & Affiliates of the birth, adoption or court-awarded custody of a child. The family must request approval from Waco Housing Authority & Affiliates to add any other family member as an occupant of the unit. No other person (i.e., only members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph four (4) of this Section). Adding members to the household will be given consideration during a pandemic on a case-by-case basis.
  3. The family must promptly notify Waco Housing Authority & Affiliates within eight (8) business days if any family member no longer resides in the unit.

4. If Waco Housing Authority & Affiliates has given approval, a foster child/foster adult or a live-in aide may reside in the unit. Waco Housing Authority & Affiliates has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide **with 1 child**, and defining when Waco Housing Authority & Affiliates consent may be given or denied.
5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements. The affected household member must obtain all appropriate licenses, landlord approval, and must promptly notify Waco Housing Authority & Affiliates.
6. The family must not sublease or sublet the unit.
7. The family must not assign the lease or transfer the unit.

I

Absence from the Unit:

The family must supply any information or certification requested by Waco Housing Authority & Affiliates to verify that the family is living in the unit, or relating to family absence from the unit, including any Waco Housing Authority & Affiliates requested information or certification on the purposes of family absences. The family must cooperate with Waco Housing Authority & Affiliates for this purpose. The family must promptly notify Waco Housing Authority & Affiliates of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to thirty (30) days. The family must request permission from Waco Housing Authority & Affiliates for absences exceeding thirty (30) days. **An assisted family that finds it necessary to be absent from the unit for more than 30 consecutive days is required to notify the owner and HA of their absence, and the date by which they expect to return. The tenant must secure HA and the owner's permission and approval for the arrangement. During the family's absence, if the unit is occupied by a caretaker not considered a part of the household, or if the HA finds the assisted unit unoccupied, or occupied by someone other than the designated caretaker, head of household or other adult member of the family, it will assume that the family has vacated the unit and will terminate the HAP Contract.** Waco Housing Authority & Affiliates will make a determination within five (5) business days of the request. An authorized absence may not exceed one hundred eighty (180) days. Any family absent for more than (thirty) 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization
2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
3. Other absences that are deemed necessary by Waco Housing Authority & Affiliates

J

Interest in the Unit:

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).

K

Fraud and Other Program Violation:

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

L

Crime by Family Members:

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

M.

Other Housing Assistance:

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

### 3.0 Eligibility for Admission

- N. Have a family member with a lifetime registration under a State Sex Offender Registration Program (Denied for life);
- O. Are a welfare-to-work (WTW) family who fails to fulfill its obligations under the Welfare-to-Work Voucher Program;
- P. Applicants evicted from public housing for failing to do mandatory community service hours per QWHRA guidelines, will have a twelve (12) month period of ineligibility for Public Housing or Section 8 services beginning from the date of eviction, move-out or termination.
- Q. Engaged in fraud to any other government agency by the head of household or any family member.

#### **4.8 NOTIFICATION OF NEGATIVE ACTIONS**

Any applicant whose name is being removed from the waiting list will be notified by Waco Housing Authority & Affiliates, in writing, that they have ten (10) business days, from the date of the written correspondence, to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. Waco Housing Authority & Affiliates' system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, Waco Housing Authority & Affiliates will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, Waco Housing Authority & Affiliates will verify that there is in fact a disability, and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

#### **4.9 INFORMAL REVIEW**

If Waco Housing Authority & Affiliates determines that an applicant does not meet the criteria for receiving Section 8 assistance, Waco Housing Authority & Affiliates will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within eight (8) business days of the denial. Waco Housing Authority & Affiliates will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

### **5.0 SELECTING FAMILIES FROM THE WAITING LIST**

The HA will select applicants from the waiting list to ensure that at least 75% of the applicants are at or below the extremely low income (ELI) limit – 30% of the median income.

#### **Special Admissions: Mainstream Vouchers & Foster Youth Initiative Voucher Program**

**Mainstream Vouchers:** WHA will process Mainstream Vouchers thru our current HCV wait list for those eligible under our present wait list preferences for the program (disabled over eighteen (18) and under sixty-two (62), homeless) and will include families with a household member who is disabled for Mainstream Voucher eligibility purposes only. They will be pulled off the wait list by date and time of application. Every effort will be made to divide available vouchers between these three (3) groups equally unless one (1) preference is exhausted.

If our eligible Section 8 wait list applicants who meet criteria for the Mainstream Voucher are exhausted; we will review our available Public Housing wait list for eligible candidates. Barring any non-eligible wait list applicants for consideration. WHA must publicly post the application opening for Mainstream Vouchers only. Included with this will be the detailed Mainstream Voucher eligibility criteria that must be met to be eligible for the program voucher. WHA will work with available community partners thru the COC, Homeless Coalition, WISD, MHMR, Salvation Army, Family Abuse Shelter, etc. at that time for applications.

Foster Youth Initiative (FYI) Vouchers are vouchers available only to family or youth aged 18 through 24 certified by the Department of Family and Protective Services (DFPS) as eligible. Those who are not already on the HCV wait list, will be placed on the HCV wait list, even if closed; until a voucher is assigned to them upon HUD approval. FYI households are only eligible for the FYI voucher thru a DFPS referral. FYI vouchers must be requested from HUD on a referral basis by WHA and cannot be assigned to the individual/family referred until HUD sends written approval for up to three years. Upon the voucher's termination cycle, tenants may be considered for a Section Housing Choice Voucher (HCV) if they meet all qualifying criteria for an HCV.

## 5.2 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

Families requiring relocation from PHA Public Housing Assistance as a result of redevelopment or modernization. Families displaced by government action, a formally declared natural disaster or domestic violence.

Waco Housing Authority & Affiliates uses local preferences to determine the ranking of an applicant. These have been adopted by the Board of Commissioners specifically for this purpose. The preferences are not ranked, and residency preference carries one (1) weight; homeless preference (must meet definition) or victims of domestic violence preference carries two (2) weights.

The Housing Authority may admit an applicant for participation in the program either as a special admission funds designated for HUD approved persons, or as a waiting list admission.

If HUD awards' funding that is targeted for families with specific characteristics, or families living in specific units, Waco Housing Authority & Affiliates will use the assistance for those families.

Special Provisions for the Use of Targeted Vouchers – Project-Based Voucher (PVB) Assistance (Per HUD regulations)

## 5.3 PREFERENCES

Local preference(s) must be verified by written documentation at the time of the briefing and/or eligibility appointment. The applicant must be able to provide written documentation for all preferences claimed on the LOCAL PREFERENCE CLAIM FORM. If a preference has been selected, it may be changed at the time of eligibility (if the applicant's circumstances have changed) because the selection criteria is not based upon the type of preference. However, it must match one or more of the local preferences established by Waco Housing Authority & Affiliates.

Consistent with Waco Housing Authority & Affiliates Agency Plan, Waco Housing Authority & Affiliates will select families based on the following preferences.

- **VETERAN'S PREFERENCE:**   
The head of household and/or spouse is currently a member of the Armed Forces, or the head of the household and/or spouse has an honorable discharge from the Armed Forces.  
In the case of a divorce or legal separation, the head of the household or former spouse must provide Waco Housing Authority & Affiliates with documentation that the head or spouse has rights to benefits; there is no right to the veteran's preference.
- **EMPLOYMENT PREFERENCE:**   
Families whose head of household or spouse is employed.  
Families whose head of household or spouse has been given a bona fide offer of employment.  
This preference does not require a minimum of income, but the family's annual income cannot exceed current very low-income guidelines by HUD. Must have a minimum of twenty (20) working hours a week for Section 8 and twenty-four (24) hours a week for Public Housing. Income from a business that is less than minimum wage will be verified using minimum wage multiplied by 20 hours per week times 52 weeks. Tax return may be required to verify yearly income.  
No minimum length of time is required for the head or spouse to be employed. After move-in the employment must continue for twelve (12) months or longer **working at least 20 hours per week**.

Authority & Affiliates, any other Housing Authority, or the landlord any money, has not violated a Family Obligation, has not moved or been issued a voucher within the last twelve (12) months, and if Waco Housing Authority & Affiliates has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the twelve (12)-month requirement will be waived.

### **7.1 WHEN A FAMILY MAY MOVE**

For families already participating in the Housing Choice and Voucher Program, Waco Housing Authority & Affiliates will allow the family to move to a new unit if:

- A. The assisted lease for the old unit has terminated;
- B. The owner has given the tenant a notice to vacate, **if the unit is being sold.**
- C. **The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).**
- D. Tenant must not owe any rent.
- E. There is no damage beyond ordinary wear and tear.

### **7.2 PROCEDURES REGARDING FAMILY MOVES**

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of Waco Housing Authority & Affiliates' jurisdiction, will be required to attend a mover's briefing prior to Waco Housing Authority & Affiliates entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

- A. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice, and meeting all lease requirements such as leaving the unit in good condition;
- B. Information about finding suitable housing, and the advantages of moving to an area that does not have a high concentration of poor families;
- C. Payment standards, exception payment standard rent areas, and the utility allowance schedule;
- D. An explanation that the family share of rent may not exceed forty percent (40%) of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard;
- E. Portability requirements and opportunities;
- F. The need to have a reexamination conducted within one hundred twenty (120) days prior to the move;
- G. An explanation and copies of the forms required to initiate and complete the move; and
- H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed sixty (60) days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and Waco Housing Authority & Affiliates' approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give Waco Housing Authority & Affiliates a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to Waco Housing Authority & Affiliates will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

**Moving without notice is grounds for termination. The family will not be eligible to participate in the Section 8 Program for a period of three (3) years from the date of termination.**

**These policies do not apply when the family or member of the family is or has been the victim of domestic violence, dating violence, or stalking, and the move is needed to protect the health and safety of the family member.**

## **8.0 PORTABILITY**

### **8.1 GENERAL POLICIES OF WACO HOUSING AUTHORITY & AFFILIATES**

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of Waco Housing Authority & Affiliates at the time the family first submits its application for participation in the program to Waco Housing Authority & Affiliates may lease a unit anywhere in the jurisdiction of Waco Housing Authority & Affiliates or outside Waco Housing Authority & Affiliates' jurisdiction as long as there is another entity operating a tenant-based Section 8 Program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of Waco Housing Authority & Affiliates at the time of its application, the family will not have any right to lease a unit outside of Waco Housing Authority & Affiliates' jurisdiction for a twelve (12)-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of Waco Housing Authority & Affiliates. At the discretion of WHA a family may lease outside of jurisdiction **on a case by case basis for medical reasons.** (Delete If the other HA agrees to accept the family.)

Families participating in the Voucher Program will not be allowed to move more than once in any twelve (12)-month period. Under no circumstances will Waco Housing Authority & Affiliates allow a participant to improperly break a lease. Under extraordinary circumstances Waco Housing Authority & Affiliates may consider allowing more than one move in a twelve (12)-month period.

Families may only move to a jurisdiction where a Section 8 Program is being administered. WHA will not approve portability unless the tenant is in good standing upon leaving. WHA will not issue portability voucher/paperwork until the landlord has been notified, approved and signed an Intent to Vacate form. Any outstanding monies owed for verified damages to a unit or rent will have to be taken care of with the landlord in order for approval to be given for a tenant to port. See HUD 52646 Section 4: Obligations of the Family D:6

In addition, WHA reserves the right during times of budgetary constraints to approve portability to areas of jurisdiction that will absorb the voucher.

For income targeting purposes, the family will count towards the initial housing authority's goals unless the receiving housing authority absorbs the family. If absorbed, the admission will count towards the receiving housing authority's goals.

If a family has moved out of their assisted unit in violation of the lease, Waco Housing Authority & Affiliates will not issue a voucher and will terminate assistance in compliance with Section 17.0, Termination of the Lease and Contract.

These policies do not apply when the family or member of the family is or has been the victim of domestic violence, dating violence, or stalking, and the move is needed to protect the health and safety of the family member.

the amount of twenty-five dollars (\$25). Late fees will not be paid when the reason for the lateness is attributable to factors beyond the control of Waco Housing Authority & Affiliates such as weather, postal services or incorrect mailing address.

### **11.8 CHANGE OF OWNERSHIP**

Waco Housing Authority & Affiliates requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the Waco Housing Authority & Affiliates' rent payment, or the address as to where the rent payment should be sent.

In addition, Waco Housing Authority & Affiliates requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust or Warranty Deed showing the transfer of title; and
- B. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9, **Direct Deposit Form**. Waco Housing Authority & Affiliates may withhold the rent payment until the taxpayer identification number is received. If an owner dies during a Housing Assistance Payment contract, all payments will cease until WHA receives documentation in the form of a Deed of Trust or Warranty Deed showing joint ownership, affidavit of heirship or probate of will showing the last will of decedent.

## **12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS**

Waco Housing Authority & Affiliates will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS. All inspections will be performed virtually during a pandemic. Exceptions will be reviewed on a case-by-case basis.

Waco Housing Authority & Affiliates must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be available for the scheduled inspection appointment, the family must call and reschedule the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, Waco Housing Authority & Affiliates will only schedule one (1) more inspection. If the family misses two (2) inspections, Waco Housing Authority & Affiliates will consider the family to have violated a Family Obligation and their assistance will be terminated.

In certain complaint generated inspections, the Housing Authority will inspect the property for fraud and lease violations. These inspections may be done without notice.

### **12.1 Types of Inspections**

There are seven 7) types of inspections Waco Housing Authority & Affiliates will perform:

- A. **Initial Inspection:** An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. **Annual Inspection:** An inspection to determine that the unit continues to meet HQS.
- C. **Complaint Inspection:** An inspection caused by the Authority receiving a complaint on the unit by anyone.
- D. **Special Inspection:** An inspection caused by a third party, i.e., HUD, needing to view the unit.
- E. **Emergency:** An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. **Move-Out Inspection (if applicable):** An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.

- I. Exposed electrical wires which could result in shock or fire
- J. Unusable toilet when only one (1) toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

### **12.7 ABATEMENT**

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

When the deficiencies are corrected, Waco Housing Authority & Affiliates will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, Waco Housing Authority & Affiliates will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

## **13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S ENSUING RESPONSIBILITIES**

Effective October 2, 1995, no damage claims will be paid under the Housing Choice Voucher Program.

### **13.1 VACATED TENANT DAMAGES**

A landlord who feels a tenant has vacated their premises with damages must send a letter detailing the cost of repair to the vacated tenant. In addition, a copy of the repair bill with pictures must be sent to the Housing Authority. Evaluated on a case-by-case basis, the Housing Authority reserves the right to review for fairness and consider adjustment of the damage claim for tenant repayment based on those amounts we see as customary and fair. Notice to the tenant with subsequent copy to the Housing Authority must be done within seven (7) business days of tenant vacating property for Waco Housing Authority & Affiliates review. *The tenant will not be assisted until the balance owed is paid in full or if the landlord agrees, they must enter into a repayment agreement signed by both parties. The balance owed must be paid in full by the end of the lease term or it could result in grounds for termination.*

**13.2 DAMAGE Claim** Tenants are allowed two (2) damage claims. If any one (1) of the two (2) allowed damage claims exceeds two thousand dollars (\$2,000), assistance will be terminated for a period of three (3) years. Amounts owed must be paid in full before admittance to the Section 8 program. A damage claim exists if damages exceed the security deposit.

## **14.0 RECERTIFICATION**

### **14.1 CHANGES IN LEASE OR RENT**

If the participant and owner agree to any changes in the lease, all changes must be in writing, and the owner must immediately give Waco Housing Authority & Affiliates a copy of the changes. The lease, including any changes, must be in accordance with this Administrative Plan.

Owners must notify Waco Housing Authority & Affiliates of any changes in the amount of the rent at least sixty (60) days before the changes go into effect. Requests for increase in rent in excess of fifty dollars (\$50)

must be supported by paid receipt documentation of improvements to the unit. Any such changes are subject to Waco Housing Authority & Affiliates determining them to be reasonable.

- A. Assistance shall not be continued unless Waco Housing Authority & Affiliates has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner if any of the following changes are made: Requirements governing participant or owner responsibilities for utilities or appliances;
- B. In the lease terms governing the term of the lease;
- C. If the participant moves to a new unit, even if the unit is in the same building or complex.

The approval of Waco Housing Authority & Affiliates is not required for changes other than those specified in A, B, or C above.

## **14.2 ANNUAL REEXAMINATION – ALL INCOME WILL BE REVIEWED USING EIV & IVT**

At least annually Waco Housing Authority & Affiliates will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

Waco Housing Authority & Affiliates will send a notification letter to the family letting them know that it is time for their annual reexamination, *final paperwork will be sent secure sign, or an appointment will be scheduled. (Delete - and scheduling an appointment.)* The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families, who may need to make alternate arrangements due to a disability, that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, Waco Housing Authority & Affiliates will determine the family's annual income and will calculate their family share.

### **14.2.1 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS**

The new family share will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family. *If the annual re-examination results in zero (0) HAP, the family may continue as a program participant for six months from the date of the re-examination date. During that period, the HAP contract between the HA and the owner remains in effect. If the family circumstances change during the six months period, and the family needs assistance again, WHA will conduct an interim re-examination and re-instate assistance. At the end of six months, if the subsidy has not been restored, the HAP contract will terminate. WHA must provide the family and the owner at least 30 days advance notice of the proposed termination and an opportunity to request an informal hearing.*

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a thirty (30)-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined. *A family's rent will not be decreased as a result of a reduction in welfare benefits based on welfare fraud by a member of the family nor as a result of a family's failure to comply with program requirements.*

### 14.2.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in Waco Housing Authority & Affiliates taking action to terminate the family's assistance.

### 14.3 INTERIM REEXAMINATIONS

**During an interim re-examination all income will be reviewed and verified using EIV & IVT.**

**An interim re-examination shall occur only when income increases or decreases by 10%**

Families will be required to report any increase in income or decreases in allowable expenses within eight (8) business days. (Delete Only new changes in income and allowable expenses will be reviewed).

Families are required to report the following changes to Waco Housing Authority & Affiliates between regular reexaminations. These changes will trigger an interim reexamination.

- A. A member has been added to the family through birth, adoption, or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Family break-up.

In circumstances of a family break-up, Waco Housing Authority & Affiliates will make a determination of which family member will retain the voucher, taking into consideration the following factors:

- 1 Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.
- 2 Custody of minor children or of ill, elderly, or disabled family members.
- 3 The adult member initially designated as head of household .

- D. When the head of household dies during tenancy and the remaining household members are minors, Waco Housing Authority will allow a temporary adult guardian who meets screening criteria to reside in the unit. Once guardianship is established, an interim

reexamination will be processed using their income and adding them as head of household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, Waco Housing Authority & Affiliates will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, Waco Housing Authority & Affiliates will make determinations on a case by case basis.

Waco Housing Authority & Affiliates will issue a determination within ten (10) business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must provide their income, assets, and all other information required of an applicant. The individual must provide their Social Security Card and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. Waco Housing Authority & Affiliates will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, Waco Housing Authority & Affiliates will grant approval to

add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 14.2.2.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, Waco Housing Authority & Affiliates will take timely action to process the interim reexamination and recalculate the family share.

### **14.3.1 SPECIAL REEXAMINATIONS**

Housing Assistance is based on all participations working a minimum of twenty (20) hours a week or being enrolled as a full time student (twelve (12) hours or more) or give verifiable justification for carrying a lesser number of hours. If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have temporary decrease in income, Waco Housing Authority & Affiliates may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined. Will use as a regular gift or contribution.

They will also be required to provide three (3) months of current utility bills which includes electricity, gas, telephone, cell phone, water, cable, internet, etc.

A total of one hundred twenty (120) days will be given to adjust for income variance. If income has not stabilized by the end of one hundred twenty (120) days, tenant may be ineligible for continued housing assistance.

Participants on the "zero" (0) income list, will be restricted from relocating until income has been gained. They must be off of "zero"(0) income status for twelve (12) months. Exceptions to this are a unit being in a failed status or relocation due to the VAWA Act.

The following adult family members of resident families are exempt from this requirement:

- A. Family member who is sixty (62) or older
- B. Family member who is disabled
- C. Family member who is the primary care-giver for a child

### **14.3.2 RELOCATING TENANT**

A relocating tenant will be responsible for repayment to a vacated landlord for those damages left in a rental property, which Waco Housing Authority & Affiliates finds customary and fair. Tenants will be mailed a letter by the vacated landlord listing these expenses within seven (7) days of moving. Waco Housing Authority & Affiliates reserves the right to review and consider the damage claim for what is customary and fair. Waco Housing Authority & Affiliates will hold the relocating tenant accountable for repayment of those charges found to be customary and fair. **The landlord may request repayment in full or they can enter into a repayment with the tenant.** The repayment agreement will be determined by Waco Housing Authority & Affiliates on a case by case basis. Should the tenant fail to pay as required in the repayment agreement established, their Section 8 housing assistance will be terminated when the lease ends with their current landlord.

1. Relocating Tenant will be required to attend a Mover's Briefing
3. Relocating Tenant will be required to do a walk thru with Landlord/Agent
- 4.

- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition under the regular Voucher Program.
- d. When the family breaks up and Waco Housing Authority & Affiliates determines that the family members who move from the unit will continue to receive the assistance.
- e. Waco Housing Authority & Affiliates determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- f. The owner has breached the contract in any of the following ways:
  - i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
  - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937 Act.
  - iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
  - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement.
  - v. If the owner has engaged in drug-related criminal activity or any violent criminal activity.
- g. If a welfare-to-work family fails to fulfill its obligations under the welfare-to-work voucher program.

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

## **18.0 QUALITY CONTROL OF SECTION 8 PROGRAM**

To maintain the appropriate quality standards for the Section 8 program, Waco Housing Authority & Affiliates will annually review files and records to determine if the work documented in the files or records conforms to program requirements. This shall be accomplished by a supervisor or another qualified person other than the one (1) originally responsible for the work or someone subordinate to that person. The number of files and/or records checked shall be at least equal to the number specified in the Section 8 Management Assessment Program for our size housing authority.

### **18.1 SECTION 8 ADMINISTRATIVE FEE RESERVE CHARGES AND EXPENDITURES:**

Waco Housing Authority & Affiliates will comply with procurement policy requirements in regard to approval of any charges and expenditures of Section 8 Administrative Fee Reserves. WHA's monthly fee disbursement is the calculated need plus a 2% margin on Net Restricted Assets (NRA) or Net Restricted Position (NRP).

A Public Information form will be mailed if an applicant/tenant makes a request. There is no charge for the first twenty (25) pages. WHA will charge fifteen (15) cents per page over twenty (20) pages.

A one-time payment of \$250 will be payable to a new landlord that signs a one year lease with a tenant as an incentive to participate in the program based on available funding.

**Bifurcate:** Means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.

**Certification:** The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following twelve (12) months. (No longer issued after October 1, 1999).

**Child:** For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under eighteen (18) years of age.

**Childcare expenses:** Amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

**Citizen:** A citizen or national of the United States.

**Common space:** In shared housing: Space available for use by the assisted family and other occupants of the unit.

**Congregate housing:** Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

**Consent form:** Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participants to determine eligibility or level of benefits.

**Contiguous MSA:** In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial housing authority is located.

**Continuously assisted:** An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program.

**Cooperative:** Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

**Covered Housing** – Includes Section 8 tenant based housing.

**Credible Evidence** – Includes evidence provided by police and the court system, such as drug raids, drugs found in the dwelling unit, evidence which is tied to the activity, arrest warrant issued, etc. evidence may also combine testimony from neighbors with other credit evidence.

**Dating Violence:** *Violence committed by a person:*

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
- (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:*
  - (i) the length of the relationship ;*
  - (ii) the type of relationship; and*
  - (iii) the frequency of interaction between the persons involved in the relationship.*

**Domestic Violence:** *Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or*

*family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*

**Domicile:** The legal residence of the household head or spouse as determined in accordance with State and local law.

**Decent, safe, and sanitary:** Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

**Department:** The Department of Housing and Urban Development.

**Dependent:** A member of the family (except foster children and foster adults) other than the family head or spouse, who is under eighteen (18) years of age, or is a person with a disability, or is a full-time student.

**Disability assistance expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

**Disabled Family:** A family whose head, spouse, or sole member is a person with disabilities; or two (2) or more persons with disabilities living together; or one (1) or more persons with disabilities living with one (1) or more live-in aides.

**Disabled Person:** See "person with disabilities."

**Displaced family:** A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

**Displaced person:** A person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

**Drug-related Criminal Activity:** Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance. *As defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802)*

**Drug trafficking:** The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, a controlled substance. *As defined in Section 102 of the Controlled Substances Act (21 J.S.C. 802)*

**Elderly family:** A family whose head, spouse, or sole member is a person who is at least sixty-two (62) years of age; or two (2) or more persons who are at least sixty (62) years of age living together; or one (1) or more persons who are at least sixty-two (62) years of age living with one (1) or more live-in aides.

**Elderly person:** A person who is at least sixty-two (62) years of age.

**Emergency Housing Voucher (EHV):** Housing Choice Voucher (HCV) assistance available to PHA's in partnership with Continuum of Care agencies to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness, fleeing, domestic violence, sexual assault, stalking, or human trafficking, or were recently homeless.

**Evidence of citizenship or eligible status:** The documents that must be submitted to evidence citizenship or eligible immigration status.

**Exception Rent:** An amount that exceeds the published fair market rent.

**Extremely Low-income Families:** A very low-income family whose annual income does not exceed the higher of:

The poverty guideline established by the Department of Health & Human Services applicable to the size involved or Thirty (30) percent of the median income for the areas as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than thirty (30) percent of the area median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. (added 3/28)

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

**Fair Market Rent (FMR):** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately-owned existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in accordance with 24 CFR part 888. Delete - the Federal Register.

**Family** includes but is not limited to:

- a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- b. An elderly family;
- c. A near-elderly family;
- d. A disabled family;
- e. A displaced family;
- f. The remaining member of a tenant family; and
- g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
- h. Gender identity and sexual orientation

**Family Members:** include all household members except live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058 form. WHA may approve to add foster adults and foster children to the household if it does not result in overcrowding (foster children are defined as children in the legal guardianship of a state, county, or private adoption or foster care agency, yet are cared for by foster parents in their own homes, under some kind of short-term or long-term foster care arrangement with the custodial agency.

An emancipated minor may be designated as a co head.

**Family Rent to Owner:** In the voucher program, the portion of rent to owner paid by the family.

**Family Self-Sufficiency Program (FSS program):** The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

**Family share:** The portion of rent and utilities paid by the family or the gross rent minus the amount of the housing assistance payment.

**Family unit size:** The appropriate number of bedrooms for a family as determined by the Housing Authority under the Housing Authority's subsidy standards.

**Federal Register:** Notices or other binding program directive

**50058 Form:** The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process, and at the option of the Housing Authority, for interim reexaminations.

**FMR/exception rent limit:** The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the Housing Authority may adopt a payment standard up to the FMR/exception rent limit

**FYIVP: Foster Youth Initiative Voucher Program:** Housing Choice Voucher (HCV) assistance available to PHA's in partnership with Department of Family Protective Services (DFPS) for youth 18 – 24 years of age who left foster care, or will leave foster care within 90 days.

**Full-Time Student:** A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

**Gender identity:** Identity means actual or perceived gender-related characteristics and actual or perceived sexual orientation or marital status.

**Gross rent:** The sum of the rent to the owner plus any utilities.

**Group Home:** A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two (2) to twelve (12) persons who are elderly or persons with disabilities (including any live-in aide).

**HA:** Housing Agency

**HCV:** Housing Choice Voucher program

**Head of household:** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

**Household Members:** include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

**Housing Assistance Payment (HAP):** The monthly assistance by a housing authority, which includes  
(1) a payment to the owner for rent to the owner under the family's lease, and  
(2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

**HAP Contract:** A written contract between an HA and an owner, in the form prescribed by HUD, in which the HA agrees to make housing assistance payment to the owner on behalf of an eligible family.

**Housing Quality Standards (HQS):** The HUD minimum quality standards for housing assisted under the Section 8 program.

**Housing Voucher:** A document issued by a housing authority to a family selected for admission to the Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

**Housing Voucher Holder:** A family that has an unexpired housing voucher.

**HUD:** *The United States Department of Housing and Urban Development*

**Imputed Income:** For households with net family assets of more than five thousand dollars (\$5,000), the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used in determining annual income.

**Income Category:** Designates a family's income range. There are three (3) categories: low income, very low income and extremely low income.

**Independent Student:** Those who were an orphan, in foster care, or ward of court at the age of thirteen (13) or who are or were emancipated or in legal guardianship; unaccompanied youths who are homeless or at risk of homelessness.

**Incremental Income:** The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program, and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

**Initial Housing Authority:** In portability, both: (1) a housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting housing authority; and (2) a housing authority that absorbed a family that later decides to move out of the jurisdiction of the absorbing housing authority.

**Initial Payment Standard:** The payment standard at the beginning of the HAP contract term.

**Initial Rent to Owner:** The rent to owner at the beginning of the initial lease term.

**Interim (examination):** A reexamination of a household's income, expenses, and household status conducted between the annual recertifications when a change in a household's circumstances warrant such a reexamination.

**Jurisdiction:** The area in which the Housing Authority has authority under State and local law to administer the program.

**Law Enforcement Agency:** *the National Crime Information Center (NCIC), police departments, and other law enforcement agencies that hold criminal conviction records. (NCIC) is a division within the Federal Bureau of Investigations (FBI).*

**Lease:** A written agreement between an owner and tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the Housing Authority.

**Lease Addendum:** *An addition to the lease between the tenant and the owner, the lease language by HUD*

**Legal Capacity:** The participant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

**Live-in Aide:** A person who resides with one (1) or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- a. Is determined to be essential to the care and well-being of the persons;
- b. Is not obligated for the support of the persons; and
- c. Would not be living in the unit except to provide the necessary supportive services.

**Low-income Families:** Those families whose incomes do not exceed eighty percent (80%) of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937Act]

**Manufactured Home:** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

**Manufacture Home Space:** In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

**Medical Expenses:** Medical expenses, including medical insurance premiums that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

**Mixed Family:** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

**Moderate Rehabilitation:** Rehabilitation involving a minimum expenditure of one thousand dollars (\$1000) for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

**Payment Standard:** In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy, the Housing Authority sets a payment standard in the range from ninety percent (90%) to one hundred ten percent (110%) of the current FMR.

**Person with disabilities:** A person who:

- a. Has a disability as defined in Section 223 of the Social Security Act,

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months, or

In the case of an individual who attained the age of fifty-five (55) and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- b. **Any family member** who is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

- (1) Is expected to be of long-continued and indefinite duration,
- (2) Substantially impedes his or her ability to live independently, and
- (3) Is of such a nature that such ability could be improved by more suitable housing conditions, or

- c. Has a developmental disability as defined in Section 102(B)(5) 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act.

"Severe chronic disability that:

- (1) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (2) Is manifested before the person attains age twenty-two (22);
- (3) Is likely to continue indefinitely;
- (4) Results in substantial functional limitation in three (3) or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
- (5) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

**Portability:** Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial housing authority.

**Premises:** The building or complex in which the dwelling unit is located, including common areas and grounds.

**Private Space:** In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

**Preservation:** This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

**Single Room Occupancy Housing (SRO):** A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

**Small Area FMR's (SAFMRs):** Are U.S. Postal or ZIP code areas within certain designated metropolitan areas that meet criteria outlined at 24 CFR 888.113(c)

**Special Admission:** Admission of an applicant that is not on the Housing Authority waiting list, or admission without considering the applicant's waiting list position.

**Special Housing Types:** Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person's individual safety or the safety of others or suffer substantial emotional distress.

**State Wage Information Collection Agency (SWICA):** The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

**Statement of Family Responsibility:** An agreement in the form prescribed by HUD, between the Housing Authority and a family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

**Subsidy Standards:** Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

**Suspension:** Stopping the clock on the term of a family's voucher, for such period as determined by the Housing Authority, from the time when the family submits a request for housing authority approval to lease a unit, until the time when the Housing Authority approves or denies the request. Also referred to as tolling.

**Tenant:** The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

**Tenant Based Rental Assistance:** Assistance follows the family.

**Tenant Rent:** The amount of rent to be paid by the tenant.

**Tuition:** The amount of money charged to students for instructional services which may be charged per term, per course, or per credit. The amount of tuition and required fees covering a full academic year most frequently charged to students.

**Third-party (verification):** Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

**Tolling:** See suspension.

**Total tenant payment (TTP):**

- (1) Total tenant payment is the amount calculated under Section 3(a) (1) of the 1937 Act which is the higher of:
  - a. Thirty percent (30%) of the family's monthly adjusted income;
  - b. Ten percent (10%) of the family's monthly income;
  - c. Minimum rent; or
  - d. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated

by such agency to meet the family's housing costs, the portion of such payments which is so designated.

- (2) If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under Section 3(a) (1) shall be the amount resulting from one application of the percentage.

**Utility Allowance:** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

**Utility Hook-up Charge:** In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

**Utility Reimbursement:** In the voucher program, the portion of the housing assistance payment that exceeds the amount of the rent to owner. It is only paid when the housing assistance payment exceeds the rent to owner. In the certificate program, if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

#### **Unit: Dwelling Unit**

**VAWA – Violence Against Women Act -** Federal law that went into effect in 2006 protects individuals who are victims of domestic violence, dating violence, sexual assault and stalking.

#### **Verification:**

- a. The process of obtaining statements from individuals who can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance agency staff, doctors).
- b. The three (3) types of verification are:
  - (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.
  - (2) Documentation such as a copy of a birth certificate or bank statement
  - (3) Family certification or declaration (only used when third-party or documentation verification is not available)

**Very Low Income Families:** Low income families whose incomes do not exceed fifty percent (50%) of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937 Act]

**Violent Criminal Activity:** Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

**Voucher (rental voucher):** A document issued by a housing authority to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedure for housing authority approval of a unit selected by the family, and states the obligations of the family under the program.

**Voucher Holder:** A family holding a voucher with unexpired search time.

**Waiting List Admission:** An admission from the Housing Authority waiting list. [24 CFR 982.4]

## ACRONYMS

ACC	Annual Contributions Contract
CACC	Consolidated Annual Contributions Contract
CFR	Code of Federal Regulations
EHV	Emergency Housing Voucher
FMR	Fair Market Rent
FSS	Family Self Sufficiency (program)
FYI	Foster Youth Initiative
HA	Housing Authority
HAP	Housing Assistance Payment
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS (U.S.)	Immigration and Naturalization Service
MS	Mainstream Program
MTW	Moving to Work
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
PBC	Project-Based Certificate (program)
PBRA	Project Based Rental Assistance
QHWRA	Quality Housing and Work Responsibility Act of 1998
PHA	Public Housing Agency <del>Delete (moved under OMB)</del>
TTP	Total Tenant Payment
EHV	Emergency Housing Voucher <del>Delete (Moved under CFR)</del>
VASH	Veterans Affairs Supportive Housing

RESOLUTION NO. 3868

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO.

WHEREAS, the policy governing the City of Waco Board & Commissions provides that an annual report be submitted to the City Council, and

WHEREAS, the Board of Commissioners of Waco Housing Authority & Affiliates falls into the category of boards that are approved by the Board of Commissions of the City of Waco, and

WHEREAS, the annual report has been compiled according to the guidelines and is ready for submission upon approval by the Board of Commissioners of Waco Housing Authority & Affiliates, 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 approved by the Board of Commissioners of Waco Housing Authority & Affiliates on this the 13th day of June 2023.

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Secretary

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Chairperson of the Board

(SEAL)

# Annual Report for the City of Waco - May 2023

## Waco Housing Authority & Affiliates Data

Address: P. O. Box 978  
Waco, TX 76703-0978  
Telephone number (254) 752-0324  
Fax number (254) 754-6483  
Web Address – [www.wacopha.org](http://www.wacopha.org)

### **Board of Commissioners**

Melli Wickliff  
Jon Ramos  
John Bible  
Brad Kinkeade  
LaTonya Lewis

### Senior Management Staff

Milet Hopping – President/CEO – Telephone 752-0324, ext. 280  
Gloria Dancer – Vice President of Operations – Telephone 752-0324, ext. 219  
Edwina Viera – Vice President of Financial Services - Telephone 752-0324, ext. 231

### Responsibilities

#### **Annual Budget**

Section 8 -	\$ 18,256,490
Central Cost & Low Rent -	\$ 7,030,100
Non-Profits –	\$ 2,433,600
Mart –	\$ 183,000
Total	\$ 27,903,190

**Number of Employees** – 80 regular

**Number of Public Housing Units (Waco)** – 652

**Number of RAD Units (PBV & Section 18 blend)** - 250

**Number of Public Housing Units (Mart)** – 32

### **Section 8 Allocations:**

Number of Section 8 Vouchers (Waco) – 2,093  
Veterans Administration Supportive Housing (VASH) – 70  
Number of Section 8 Vouchers (Hill County) – 255  
Number of Section 8 Vouchers (Somervell County) – 60  
Goesbeck – 80  
Grandview – 19  
Foster Youth - 25  
Mainstream - 61  
Total – 2,663

### **Homeownership Program**

Number of Section 8 Homeownership Voucher Participants - 12

### **Incomes**

There are 2,370 households in Section 8 HCV, 566 people in Public Housing. 95% of receive some sort of income, 30% of these households earn an income, 40% earn income from outside sources (pensions, Social Security/SSI).

Below is a breakdown of average incomes earned by residents of public housing developments and Section 8, excluding Social Security, SSI, pensions, and welfare assistance.

Estella Maxey	\$10,841.00
Kate Ross	\$11,075.00
South Terrace	\$13,893.00
Section 8	\$15,900.00

### **Non-Profit Units**

Raintree Apartments – 156 units  
Picadilly Apartments – 6 townhouses  
Cimmaron Apartments – 100 units  
Hunnington Apartments – 60 units  
Misty Square Apartments – 16 units  
Total – 338

### **Collaborations**

Dean Mayberry Center  
Homeless Coalition  
Housing Coalition  
MHMR – Klaras Center  
Christian Men’s Job Corp  
Restoration Haven  
Waco Police Department  
Waco Children & Families Counseling Center  
Go To College Tour – as a result of these tours, we have 27 youth that have enrolled in a two- or four-year college and 16 have graduated with a degree.  
Christian Women’s Job Corps  
Waco Education Alliance  
VOICE  
Acts Church  
Lakeshore Baptist Church  
Community in Schools  
Area Agency on Aging  
EOAC  
Family Abuse Center  
AmeriCorps  
Advocacy Center  
Waco CDC  
Habitat for Humanity  
Salvation Army  
U. S. dept. of Veterans Affairs  
NeighborWorks Waco  
Mission Waco  
MCC

**Boards we are affiliated with**

United Way  
Housing Coalition  
Adopt a School  
MCC Adult Education  
TSTC Women's Resource Center  
Teen Suicide Prevention  
Domestic Violence Response Team  
Teen Leadership Waco  
WacoHousingSearch.org  
Caritas  
City of Waco Permanent Housing Coalition  
Continuum of Care Committee

**Waco Housing Authority & Affiliates Accomplishments  
June 2022 thru May 2023**

## Information Technology

- Virtual Desktop environment implemented to allow work from home.
- Community Services computer labs upgraded at Kate Ross, Estella Maxey, and South Terrace
- Public wireless implemented at Kate Ross, Estella Maxey, and South Terrace, 4400 Cobbs (HQ) and Community Services.
- Completed a major transition of wacopha.org to a new platform called EZ task. We comprehensively changed the scope of work of our webpage from being a simple information page, to a dynamic webpage with notifications, documents, employment applications, with enhanced media, and modern design. We also implemented a mobile application for IOS/Android, as well as google analytics tracking, this helps us to make data driven decisions and to understand the nuances of our webpage community.
- Implemented a virtual Orientation for Section 8 and Public Housing.
- IT procured equipment needed to facilitate live meetings via the internet, specific public meeting is required for the transition of Public Housing for the RAD program.
- IT expanded the use of social media, we manage a Waco Housing Authority Facebook page, YouTube channel. We also leverage Facebook for community events, this provides us with much greater visibility to the community, and valuable analytics.
- IT provided training, workflow, & collaborated with our Community Services Department to issue a comprehensive survey to our Public Housing Residents, we were able to create a process that allowed for both anonymity and a registration for a drawing.
- IT created comprehensive geo maps to establish data driven metrics on the distribution of our residents, across the greater Waco area. This includes proximity to Hospitals, Emergency rooms, zip codes, etc.
- IT procured Laptop for WHA staff for mobility & to accommodate work flexibility.
- Implemented internet services at Kate Ross, South Terrace, and Estella Maxey, for use by Waco ISD to provide remote learning capability to Public Housing students.

## Administrative Services Department

- Director of Administrative Services continues to do all auditing and reporting for the Rising Images compliance reporting. All reports have been submitted with no findings. The Annual Report for the City of Waco was updated and submitted. The HUD Annual Plan was updated and submitted.
- Rebecca Ellis will continue to represent WHA at NAHRO in the following:
  - Texas NAHRO - currently serving on Member Services and Scholarship committee.
  - Southwest NAHRO – Professional Development committee.
  - City of Waco Housing Coalition.

## COMMUNITY SERVICES Accomplishments –

Community Services continues to support public housing, RAD properties, and Section 8 tenants with the following:

We are pleased to report that activities at all three sites have re-started after Covid. Activities and participation by residents have been very robust. There have been successes in several areas of focus this past year.

### Health

Community Services was given an **Award of Merit with the National Association of Housing Rehabilitation in San Diego** for advancing vaccination equity in public housing.

Community Services continues to focus on health for older tenants by partnering with **Texas Agrilife, Waco McLennan County Public Health District, Caritas, Family Health Center** and other agencies to offer programs such as **“Living Well with Diabetes,” “Fresh Start to a Healthier You,” “Walk and Talk Fruits and Veggies Class”** and others. These classes and more were held weekly at all three public housing sites and were well attended. A **Health Fair** was held at South Terrace Community Center. Other opportunities for socialization such as bingo, painting, field trips and crafts were offered. Residents gave their time and talents to help serve at youth events such as Trunk or Treat or when the Dr. Pepper Museum visited.

The social worker at Community Services continues to visit older residents in their homes to do assessments and make referrals to community resources so these residents can remain in their homes with added assistance. These community resources may assist with rent, home providers, Meals on Wheels, etc.

Community Services has collaborated with the **GAPS (Gang Awareness and Prevention Services)** program. The program, under HOT Behavioral Health brings together parents, children, and community resources to provide education about the dangers of gang violence and how to discourage kids from joining gangs. WHA Community Services hosted a GAPS meeting at South Terrace, and we hope to host more.

### Community

Activities that foster community were also held at all three public housing sites. In October, **National Night Out** was held at Kate Ross with a partnership with Waco Police Department, Waco Fire Department, McLennan County Sheriff’s Department and other organizations. Food, games, and bounce houses all contributed to the fun. **A Holiday Door Decorating Contest** was held in December for all three properties. Residents who entered the contest decorated their doors and front porches for the holiday and winners for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Places were given. This activity not only was fun for residents, but it made the neighborhoods glow with the decorations and lights. In October, Community Services held the annual **First Responder Trunk or Treat** event at South Terrace Community Center. First responders brought their vehicles and candy buckets for trick or treaters. **Mosaic Church Waco and Warrior Way Soccer** have provided programming at Estella Maxey Community Center to help foster family, fun and community. Mosaic Church sends their members out weekly for kids bible study. Warrior Way Soccer, founded by former Baylor Soccer players comes to Estella Maxey weekly to teach soccer skills to kids.

Community Services has also helped the residents of South Terrace transition from public housing to RAD properties by addressing concerns and needs of the community members throughout the renovations and moves. Resident Council meetings continue to be held at all three sites to give residents a voice regarding issues in the Community.

Community Services has a close partnership with **Waco Police Department Neighborhood Engagement Team**. Their representatives come to activities and events. Their team has also come to talk with the CS team about safety when making home visits. Chief Victorian came to speak at the Black History Month luncheon. **The Waco Fire Department** provided programs to seniors and children about fire prevention in the home.

Community Services has continued to assist public housing clients with transportation to medical appointments and community agencies. Clients can call and schedule a ride for the van to pick them up and take them to these important appointments. WHA has also been able to provide transportation for field trips for older residents and children.

For the past year, WHA has worked with Apricot Social Solutions/Bonterra to develop a software program for Community Services documentation. This software was implemented at the beginning of this year and CS will be able to track information in order to evaluate and target services.

Community Services continues to participate with community coalitions to promote the importance and necessity of affordable housing in the Waco community, such as Waco Homeless Coalition, Alliance for Children's Safety, Texas Agri-Life Advisory Board, Family Abuse center and other groups.

Community Services officed at Kate Ross Community Center provides computer access to not only housing residents, but the community as well. Community members that need computer access to complete job applications, apply for public housing and other needs are able to walk in and request assistance and access to the computer lab. The homeless community has also been able to come in and apply for the Housing Stability Services Grant, which has worked with WHA and other agencies to provide emergency and long-term housing.

### **Literacy/Learning**

Community Services re-opened **Computer Labs for Kids** at Kate Ross Community Center and Estella Maxey Community Center. Children can come in to play computer games, read, play with building blocks or draw. Every Spring, WHA Community Services provides **transportation for children** at Kate Ross that need tutoring for the STAAR test. Every Tuesday and Thursday until the week of the test, WHA's van brings the children home from tutoring. Without this transportation assistance, these children may not have the chance to stay after school to improve reading and math skills. Waco Housing Authority has a partnership with **Mentor Waco**. Every week Mentor Waco mentees work with students at their designated space at Estella Maxey. Dinner is provided followed by mentor time and tutoring. **Voice, Inc.** which is a non-profit agency that focuses on teaching life skills and drug and alcohol awareness hosts after school activities on Tuesdays and Thursdays at South Terrace youth center. Community Services collaborated with Waco McLennan County Public Library to install **"Free Little Libraries"** in all development offices. The library shelves are stocked with great early childhood focused books for children to borrow. The **WHA Scholarship** program awarded \$2000 to two college students. One student is working toward an Early Childhood degree and the other is working toward a nursing degree.

Community Services has entered into a partnership with **Transformation Waco schools**. An apartment will be provided at Estella Maxey where children under 4 and their parents can come and be supported with early childhood learning opportunities.

Community Services has collaborated with the **Dr. Pepper Museum**. This spring, the museum brought a program to Kate Ross for children to learn about the science of making Dr. Pepper. Senior adults and youth took field trips to the museum.

WHA Youth Services was able to have their annual **College Trip** again after a pause during Covid. Around 15-20 high school students that live in public housing have toured colleges yearly for over 20 years. In 2022, the students toured several HBCUs in Mississippi and Alabama. This year, one of the students that went on one of the college trips is graduating from law school from the University of Houston.

**Mosaic Church** provides tutoring daily at Estella Maxey.

Community Services conducts a poster contest yearly with the theme “**What Home Means to Me.**” This year we have 15 entries, more than we have ever had in years past.

### **Family Self Sufficiency**

The Family Self Sufficiency Program continues to serve public housing and Section 8 families. HUD recently approved funding for the next two years. The program is fully staffed with 2 workers who are certified for the Family Self Sufficiency program. Recently HUD made numerous changes to the program and our FSS program’s new action plan was approved.

Monthly in-person FSS meetings have begun again since Covid. There was also an in-person celebration which honored the program graduates from the last 3 years. The program has also had Zoom meetings with participants that have been very well-attended.

The FSS program worked with WHA IT and was able to do a mass email to all Section 8 participants about the FSS program as part of their outreach for new members. They have also worked to streamline and make digital documents available to make the intake process easier for the participants.

In the past year, there were 100 clients in the program and 14 graduates. Total escrow payout to graduates: \$97,094. FSS has an active working relationship with WHA Home Ownership program.

### **HOUSING OPERATIONS**

- Manager received Certified apartment manager certificate.
- Staff completed following:
- LIHTC/RAD Training
- NSPIRE (national standards for physical Inspection of real estate) training
- Certified pool operator certificate
- PBV specialist (project-based voucher) training
- No findings from David Boring Audit for Public Housing
- 99.88 compliance with recertification in PIC
- Raintree came in # 2 for apartments in Waco in magazine Locals love us
- Rising Images continues to maintain 98% or higher in occupancy and rent collections.
- South Terrace is now 70% occupied.

### **SECTION 8**

- Housing & Urban Development (HUD) awarded 36 vouchers to assist Homeless, At Risk of Homelessness, Recently Homeless and Domestic Violence families under the Emergency Housing Voucher Program (EHV). Since we have housed 30 families.
- 1 new homeowner was added to the Section 8 program.
- 25 vouchers were awarded from Housing & Urban Development (HUD) 2 youths were added to the Section 8 Program under the Foster Youth Initiative Program.

### **FINANCE DEPARTMENT**

- Waco Housing Authority and Affiliates (WHA) once again received an Unqualified Opinion Audit for WHA's financial and HUD compliance reporting; meaning, that there were no findings for the fiscal year ending September 30, 2021.
- Implemented the usage of the online software for the new payroll/ timekeeping system.
- Transitioned the Section 8 Voucher Management System (VMS) record keeping to completely paperless.
- Revised and updated the Employee Personnel Policies & Handbook.
- Reconciled and administered the financial reporting for the Cares Act grants for the Section 8 program and Mart and Waco Public Housing programs.

## INDEPENDENT AUDITOR'S REPORT

To Housing Authority of the City of  
Waco, Texas

### Opinions

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of Waco, Texas, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Waco, Texas' basic financial statements as listed in the table of contents. In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of Waco, as of September 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of South Terrace Waco LP, which represents 100 percent, 100 percent, and 100 percent, respectively, of the assets, net position, and revenues of the discretely presented component unit as of September 30, 2022, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for South Terrace Waco LP, is based solely on the report of the other auditors.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of the City of Waco, Texas, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. Responsibilities of Management for the Financial Statements Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Waco, Texas' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**DAVID A. BORING, CPA  
CERTIFIED PUBLIC ACCOUNTANT & CONSULTANT  
3711 20TH STREET, SUITE A  
LUBBOCK, TEXAS 79410  
TELEPHONE (432) 638-6347 FAX (806) 416-5413**

RESOLUTION NO. 3869

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING REQUIRING PUBLIC HOUSING FAMILIES WHOSE INCOMES EXCEED THE "OVER- INCOME" LIMITS FOR 24 MONTHS TO FIND OTHER HOUSING AND MOVE OUT OF PUBLIC HOUSING WITHIN SIX MONTHS OF THE END OF THE 24-MONTH OVER-INCOME PERIOD.

- WHEREAS, one of the statutory amendments made by HOTMA adds an income limit to the Public Housing program; and,
- WHEREAS, federal law and HUD regulations require the Housing Authority to amend its Admissions and Continued Occupancy Policy to address the issue of "Over-Income" tenants; and
- WHEREAS: under the new rule, Public Housing households with adjusted household income exceeding 120% of area median income (AMI) for two (2) consecutive years are considered over-income; and
- WHEREAS, the HUD regulation gives every over income tenant 24 months of "grace period" during which, if their income should fall below the Over-income limit, these provisions do not apply; and
- WHEREAS, if the tenant family's income later exceeds the Over Income limit the 24-month grace period starts over; and
- WHEREAS, the Waco Housing Authority has determined that the most judicious course of action in this situation is to notify the affected over-income families when they first become over-income, again 12 months after they first become over-income and, finally, 24 months after they become over-income, that they will be required to find other housing and move out of public housing six months after the 24 month grace period;
- WHEREAS, that the Waco Authority will require all public housing tenants whose incomes exceed the Over-income Limit for 24 consecutive months to sign a Non-public housing Lease and pay a rent equal to the greater of the HUD Fair Market Rent or the HUD subsidy for their unit.
- 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 approved by the Board of Commissioners of Waco Housing Authority & Affiliates on this the 13th day of June 2023.

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Secretary

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Chairperson of the Board

(SEAL)

**WACO HOUSING AUTHORITY**

**RESOLUTION NO. 3870**

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY AND AFFILIATES APPROVING THE DEVELOPMENT OF STUDIOS AT 19TH AND ANY OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

**WHEREAS**, pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code (the “Act”), Waco Housing Authority, a public body corporate and politic organized under the laws of the State of Texas (the “Authority”), has sponsored and created Waco Public Facility Corporation, a Texas public facility corporation (the “PFC”); and

**WHEREAS**, the PFC has approved its participation in the development of the Studios at 19th (the “Project”), including acting as lessor to the Project and participating in the ownership structure of Studios at 19th, LLC, a Texas limited liability company (the “Owner”) as the sole member of WHA Studios 19 SLM, LLC (or other such similar name), a to be formed limited member of the Owner; and

**WHEREAS**, it is contemplated that the Project shall be exempt from ad valorem taxation; and

**WHEREAS**, Section 303.042 of the Texas Local Government Code requires that the sponsor of the PFC holds a public hearing, at a regular meeting of the sponsor’s governing body to approve the development of the Project; and

**WHEREAS**, at least 50 percent of the units in the Project shall be reserved for occupancy by individuals and families earning less than 80 percent of the area median family income.

**NOW THEREFORE IT BE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE AUTHORITY THAT:**

The Board of Commissioners of the Authority hereby acknowledges the public hearing held concurrently with consideration of this resolution, approves the development of the Project, and authorizes the Chief Executive Officer of the Authority and/or his/her designee to undertake any such actions as may be necessary and/or desirable in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This Resolution shall be in full force and effect from and upon their adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this 13th day of June, 2023.

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CHAIR

ATTEST:

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Secretary

**AGENDA**  
**WACO PUBLIC FACILITY CORPORATION**  
**Waco Housing Authority**  
**Board Room**  
**4400 Cobbs Dr.**  
**Waco, Texas**  
**June 13, 2023**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
  - RESOLUTION NO. 119 RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE WACO PUBLIC FACILITY CORPORATION AUTHORIZING THE EXECUTION OF ANY AND ALL DOCUMENTS, AND THE TAKING OF ANY AND ALL ACTIONS, THAT ARE NECESSARY OR DESIRABLE TO:
    - 1. ACQUIRE AND OPERATE THE APARTMENT COMMUNITY KNOWN AS STUDIOS AT 19TH LOCATED AT 2810 N. 19TH STREET, WACO, TX 76708, MCLENNAN COUNTY, TEXAS (THE "PROPERTY") AND PROVIDING ADDITIONAL AFFORDABLE UNITS THEREIN;
    - 2. PURCHASE THE PROPERTY;
    - 3. EXECUTE A LEASE (THE "LEASE") WITH WACO PUBLIC FACILITY CORPORATION, AS LANDLORD, AND STUDIOS AT 19TH, LLC, A TEXAS LIMITED LIABILITY COMPANY TO-BE-CREATED BY THE DEVELOPER (THE "OWNER"), AS TENANT, TO FACILITATE THE ACQUISITION AND OPERATION OF THE PROPERTY BY THE OWNER, INCLUDING THE PLACEMENT OF AFFORDABLE HOUSING UNITS AT THE PROPERTY;
    - 4. SERVE AS THE SOLE MEMBER OF THE SPECIAL MEMBER OF THE OWNER AND EXECUTE A LIMITED LIABILITY COMPANY AGREEMENT GOVERNING OWNER (THE "OPERATING AGREEMENT"), WITH AN AFFILIATE OF THE DEVELOPER AS THE MANAGING MEMBER OF THE OWNER, AND THE INVESTOR MEMBER OF THE OWNER (THE "INVESTOR MEMBER"); AND
    - 5. EXECUTE ANY SUCH FURTHER DOCUMENTATION AS NECESSARY OR DESIRABLE, INCLUDING ANY FINANCING DOCUMENTATION, TO FACILITATE THE DEVELOPMENT AND OPERATION OF THE PROPERTY.
- V. Adjournment

**Synopsis of the Minutes**  
**WACO PUBLIC FACILITY CORPORATION**  
**4400 Cobbs Dr.**  
**May 11, 2023**  
**12:00 Noon**

- I. Call to Order  
Vice President Jon Ramos called the meeting to order at 12:38 pm.
- II. Establishment of Quorum  
Directors Present: Jon Ramos, LaTonya Lewis, John Bible  
Directors Absent: Melli Wickliff, Brad Kinkeade
- III. Approval of Minutes  
Vice President Jon Ramos asked for approval of the minutes of the April 2023 meeting. Director John Bible made the motion and Director LaTonya Lewis seconded the motion. President Jon Ramos called for a vote and the motion passed unanimously.
- IV. New Business
- RESOLUTION NO. 118 RESOLUTION AUTHORIZING THE WACO PUBLIC FACILITY CORPORATION (THE "CORPORATION") TO (A) WORK COOPERATIVELY WITH VERSATILE DEVELOPMENTS, LLC, OR ITS AFFILIATE TO DEVELOP STUDIOS AT 19TH (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
- Resolution No. 118  
A copy of this resolution may be found in the resolution file.
- V. Adjournment  
Vice President Jon Ramos adjourned the meeting at 12:41pm.

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Secretary

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President of the Board

Seal

## WACO PUBLIC FACILITY CORPORATION

### RESOLUTION NO. 119

Resolutions of the Board of Directors of the Waco Public Facility Corporation authorizing the execution of any and all documents, and the taking of any and all actions, that are necessary or desirable to:

1. Acquire and operate the apartment community known as Studios at 19<sup>th</sup> located at 2810 N. 19th Street, Waco, TX 76708, McLennan County, Texas (the "**Property**") and providing additional affordable units therein;
2. Purchase the Property;
3. Execute a Lease (the "**Lease**") with Waco Public Facility Corporation, as landlord, and Studios at 19th, LLC, a Texas limited liability company to-be-created by the Developer (the "**Owner**"), as tenant, to facilitate the acquisition and operation of the Property by the Owner, including the placement of affordable housing units at the Property;
4. Serve as the sole member of the special member of the Owner and execute a Limited Liability Company Agreement governing Owner (the "**Operating Agreement**"), with an affiliate of the Developer as the managing member of the Owner, and the investor member of the Owner (the "**Investor Member**"); and
5. Execute any such further documentation as necessary or desirable, including any financing documentation, to facilitate the development and operation of the Property.

WHEREAS, the Waco Housing Authority, a public body corporate and politic organized under the laws of the State of Texas (the "**Authority**"), has been duly created and organized for the purpose of promoting and furthering opportunities for affordable housing in the City of Waco, Texas (the "**City**");

WHEREAS, the Authority desires to partner with Versatile Developments, LLC or its affiliate ("**Developer**"), further its mission by partnering to develop affordable housing opportunities in the City;

WHEREAS, the Waco Public Facility Corporation, a Texas non-profit public facility corporation (the "**PFC**"), is an instrumentality of the Authority;

WHEREAS, to facilitate the acquisition, development and operation of the Property, the Authority will execute the MOU;

WHEREAS, in connection with the acquisition of the Property, the PFC and/or the Special Member will execute certain documents, including without limitation, a deed, a bill of sale and a settlement statement (collectively, the "**Acquisition Documents**");

WHEREAS, to facilitate the acquisition, development and operation of the Property, the PFC will form WHA Studios 19 SLM, LLC or other such similar name, a Texas limited liability

company to be wholly-owned by the PFC (the "**Special Member**"), to serve as the special member of the Owner;

WHEREAS, to finance the acquisition, development and operation of the Property, the Owner proposes to obtain debt financing from a commercial lender, which may include leveraged funds from private non-governmental sources or a governmental-sponsored enterprise such as Freddie Mac or Fannie Mae, which financing is anticipated to be in an amount not to exceed approximately \$1,400,000.00 (the "**Loan**") and equity financing from the Investor Member (the "**Equity**;" and together with the Loan, the "**Financing**"), all in accordance with the MOU;

WHEREAS, in connection with the Financing, the PFC and/or the Special Member may be required to execute certain documents, including without limitation a deed of trust (collectively, together with the MOU, the Lease, the Operating Agreement, and the Acquisition Documents, and any other documents necessary or advisable to the consummation of the transaction, the "**Transaction Documents**");

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the PFC, that said PFC is authorized to (i) negotiate and enter into the Transaction Documents, (ii) acquire the Property and lease the Property to the Owner, and (iii) form the Special Member;

FURTHER RESOLVED, that any officer of the PFC and/or the Special Member as applicable (the "**Executive Officer**"), acting alone without the joinder of any other officer, is authorized to (i) negotiate and to execute the Transaction Documents, (ii) acquire the Property and lease the Property to the Owner, and (iii) form the Special Member, and to execute such documents and take such actions as the Executive Officer deems necessary or desirable to effectuate the intent of this Resolution, the execution of any document, or taking of any action to be conclusive evidence of the necessity thereof and of the PFC's and/or the Special Member's, as applicable, approval thereof;

FURTHER RESOLVED, that the PFC and/or the Special Member, as applicable, be, and it hereby is, authorized to do any and all acts and things and to execute any and all documents, consents, and instruments as in its opinion, or in the opinion of counsel to the PFC and/or the Special Member, as applicable, may be necessary or appropriate in order to carry out the purposes and intent of any of the foregoing Resolutions;

FURTHER RESOLVED, that the PFC and/or the Special Member, as applicable, is authorized to take such other actions as the PFC and/or the Special Member as applicable, shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

FURTHER RESOLVED, that any and all action taken by the Executive Officer, acting on behalf of the PFC and/or the Special Member, as applicable, prior to the date of these Resolutions is actually executed in effecting the purposes of the foregoing Resolutions is hereby approved, ratified and adopted in all respects.

[Remainder of this page intentionally blank]

PASSED by the Board of Directors of the WPFC this 13th day of June, 2023.

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Chair

ATTEST:

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Secretary