



## **AGENDA**

**REGULAR MEETING  
DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS  
January 26, 2022  
3:30 P.M.**

### **MEETING CALLED TO ORDER**

#### **Changes to the Agenda**

#### **Citizen Comments (sign in to speak – 3 minutes each)**

1. Minutes                      December 22, 2021 Regular Meeting
2. Financial Reports            December 2021
3. Reports:                      Voucher Program  
                                        Occupancy/Vacancy/Turnaround  
                                        Maintenance/Work Orders  
                                        Capital Fund Projects
4. Old Business:                None
5. New Business:
  - A) Permission to Execute the 2021 DHA Audit Engagement Letter with Blair & Associates
6. Executive Director Comments
7. Correspondence
8. Commissioner Comments

Adjourn



The regular board meeting of the Delta Housing Authority Board of Commissioners was held on Wednesday, December 22, 2021, at 3:37 p.m. in the agency office of the Housing Authority. The meeting was called to order by Chair Eddie Sanford. The following Commissioners and officers of the agency were present at the meeting: Chair Edward Sanford; Vice Chair Brad Kolman; Commissioner Kerry Williams; and Secretary Ute Jantz (Executive Director). Commissioners Nathan Clay and Kim Guthrie Burch were absent. Notice of the regular board meeting was properly posted at least twenty-four hours prior to the meeting. Notice was also sent, upon standing request, to the City of Delta.

Quorum present (minimum of three Commissioners):  Yes  No

**Changes or Additions to the Agenda**

There were no changes to the agenda.

**Citizen Comments**

There were no citizen comments.

**1. Approval of Minutes**

Minutes of the regular meeting held on November 24, 2021, and the special meeting held on December 13, 2021, were approved as presented; motion to approve by Vice Chair Kolman and seconded by Commissioner Williams. All in favor, motion carried (3:0).

**2. Financial Reports for November 2021**

Penny Thompson (Finance Officer) joined the meeting and presented the financial reports for the month of November 2021. Expenses should be at approximately 93% of the total operating expenses. All programs look great and are within budget. Year to date, the Public Housing Program receipts are over expenditures by \$70,136 and the 2020 Capital Fund Program Grant (CFP) has a remaining balance of \$67,800. The remaining funds are earmarked for a transfer into the operating account in 2022. We started expending funds from the 2021 CFP Grant. Out of the ordinance expensed for November were property insurance for Public Housing, and payment of final tax preparation fees to Novogradac for Villas II. The Voucher program shows a current loss of \$10,089, however, this is due to Housing Assistance Payments (HAP) of \$106,000. The Executive Director reminded the board that the loss of \$10,089 does not include the HUD-held reserves which balances the loss out. The Board reviewed the account balances and budget worksheets with a few questions for discussion, and clarification. It was moved by Commissioner Williams and seconded by Vice Chair Kolman to accept the financial reports for the month of November as presented and discussed. All in favor, motion carried (3:0).

**3. Reports for November 2021**

Victoria Miller, Housing Operations Manager presented the occupancy and maintenance reports for the month of November.

- Voucher Program:  
225 vouchers are leased up; 297 applicants (combined) are on the waiting lists. 14 new vouchers were leased up, 38 vouchers were issued but are not under a HAP contract yet, 4 voucher holders ended participation, 28 unit inspections were completed, and no ports were reported. The team is hoping to lease up its first Veterans Voucher next month.

- **Public Housing:**  
Fully leased up, 298 applicants are on the waiting list; and one unit turnover was reported. The waiting list will be purged in February 2022.
- **Villas at the Bluff:**  
75 applicants on the waiting list (combined), both properties are fully leased up, and a total of two unit turnovers between the two properties were reported.
- **Grand Manor Apartments:**  
85 applicants are on the waiting list; the property is fully leased up and no unit turnovers were reported.
- **DHA-Owned Houses:**  
Ms. Miller corrected her written report and stated that DHA currently owns six houses, four houses are leased up and two are vacant. Four of the houses are supposed to be sold in December.
- **Maintenance Team:**  
Worked on fall cleanup, winterizing A/C units, replaced flooring in one of the Villas units, and performed routine maintenance duties. The team is hoping to go live with mobile work orders on January 2, 2022.

The Executive Director presented the capital fund project report, which was prepared by Todd Wicklund, CFP Coordinator.

- **Thompson Manor Rooftop HVAC Unit:**  
Small local contractors have not been interested in this job due to the lack of a readily available rooftop units along with the burden of following the Federal wage reporting requirements. The next step will be to post with the regional contractor's association to bring in some larger companies with experience in Federal requirements.
- **Thompson Manor Concrete Replacement**  
A contract has been signed to start work on December 15<sup>th</sup>, weather-permitting. The winning bid was \$43,400 (Agave Construction) and the high bid was \$78,000. Thompson Manor has significant drainage concerns, but this project should help mitigate some of them, while restoring the concrete patios and walkways that were destroyed during the sewer line replacement project.
- **Public Housing Backyard Fence Screening**  
Alpine fencing is expected to start soon according to the contract signed in November.
- **Public Housing Door Replacements**  
Approximately a dozen door replacements have been completed in recent weeks. This is short of what the contract called for so a change order may be necessary.
- **Scattered Sites Renovations**  
Developing specifications, project planning and the bidding process continues. Hopefully some of the work can be started early in 2022 depending on availability of components and supplies.

The board reviewed and discussed the reports. It was moved by Vice Chair Kolman and seconded by Commissioner Williams to approve the reports for the month of November as amended and discussed. All in favor, motion carried (3:0).

- **Old Business** None

#### 4. **New Business**

##### **(A) Resolution #625-21 Approval of the Revised Operating Budgets for Fiscal Year 2021 (all programs)**

The Executive Director stated that the regulations of the U.S. Department of Housing and Urban Development (HUD) require the Commissioners of a Public Housing Agency to approve Operating Budget revisions for the Public Housing and Housing Choice Voucher Programs (this does not apply to our two tax credit properties). This resolution approves variances in the budgets for the fiscal year 2021. The Board previously approved these expenditures as they occurred every month by approving the monthly financial reports, however, the board needs to have a formal resolution approving the variances before year end. After discussion Commissioner Williams moved to adopt Resolution #625-21 as presented and discussed and Vice Chair Kolman seconded the motion. **Roll call vote:** Commissioner Williams, aye; Vice Chair Kolman, aye; and Chair Sanford, aye. Motion carried (3:0).

##### **(B) Resolution #626-21 Approval of the Revised PHA Operating Budget for FY 2021**

HUD regulations require the Commissioners of a Housing Authority to approve the Agency's Operating Budget revision for the Public Housing (PH) Program. This resolution approves variances in the PH budget for the fiscal year 2021. The Board previously approved these expenditures as they occurred every month by approving the monthly financial reports, however, the board needs to have a separate resolution approving the PH variances before year end. After discussion Vice Chair Kolman moved to adopt Resolution #626-21 as presented and discussed and Commissioner Williams seconded the motion. **Roll call vote:** Commissioner Williams, aye; Vice Chair Kolman, aye; and Chair Sanford, aye. Motion carried (3:0).

##### **(C) Resolution #627-21 Approval of Revisions to the DHA Personnel Policies**

The Executive Director (ED) stated that due to recent changes in Colorado Employment Law related to "Employee Leave – Paid Sick Leave", the authority contracted with Lighthouse HR Support (a HR-consultant company in Grand Junction) to ensure that its personnel policies comply with Colorado Employment Law. The Colorado Healthy Families and Workplace Act (FFCRA) requires Colorado employers to provide paid sick leave to their employees in a variety of circumstances, including during the COVID-19 health emergency. The COVID-19 provision took effect in July 2020 and is already included in our personnel policies.

Starting January 1, 2022, all Colorado employers (no matter how many employees) must comply with the Act, including counties and municipalities. Employers must provide their employees (full time and part-time) with paid sick leave.

- Employees can take paid sick leave for themselves or their family members for preventative care or diagnostic; care or treatment of a mental or physical illness, injury or health condition that prevents the employee from working; certain reasons relating to domestic abuse, sexual assault, or harassment; and closure of the employee's workplace, or child's school or place of care due to a public health emergency.
- Employees must accrue at least one hour of paid sick leave for every 30 hours worked, beginning on the first day of employment. For part-time employees, employers must use the employee's average hours over six months before the leave started.
- Employers may limit an employee's accrual and use of paid sick leave to 48 hours per year.
- Accrued paid sick leave carries forward to the next year but may be capped at 48 hours.
- Employees are also entitled to up to 80 hours of supplemental paid sick leave for certain reasons during a public health emergency

To offset the sick leave hours, the employer is allowed to revise the accrual rate for PTO, which is the ED's recommendation. To remain compliant with Federal and State Employment Laws, ED recommended approving the revisions to the DHA Personnel Policies as presented to the board. After discussion, it was moved by Vice Chair Kolman and seconded by Commissioner Williams to approve Board Resolution #627-21 Approval of Revisions to the

DHA Personnel Policies as presented and discussed, and for the new polices to be effective January 1, 2022. **Roll call vote:** Commissioner Williams, aye; Vice Chair Kolman, aye; and Chair Sanford, aye. Motion carried (3:0).

**D) Resolution #628-21 Approval of Changes in the Utility Allowance Schedule for the Housing Choice Voucher Program**

The Executive Director explained that HUD requires an annual review of the utility allowances provided to residents occupying Public Housing units and for participants of the Housing Choice Voucher Program. The authority contracted with The Nelrod Company to review the current utility allowances and to determine if revisions are needed. Housing authorities are required to modify the allowances if there is a cumulative increase or decrease of 10% or more in utility rates. According to Nelrod's study, certain areas within Delta County experienced a cumulative change in utility rates of 10% or more and the utility schedule for the Housing Choice Voucher Program needs to be revised (mainly due to an increase in cost for propane). There are no changes to the Public Housing utility allowance schedule. The proposed effective date of the revised Housing Choice Voucher Program utility allowance schedule is February 1, 2022. After discussion Commissioner Williams moved to adopt Board Resolution #628-21 as presented and discussed. Vice Chair Kolman seconded the motion. **Roll call vote:** Commissioner Williams, aye; Vice Chair Kolman, aye; and Chair Sanford, aye. Motion carried (3:0).

**E) Resolution #629-21 Approving: Obtaining a Capital Magnet Fund Grant ("CMF Grant") from the Colorado Housing and Finance Authority and Loaning the Proceeds of such CMF Grant ("CMF Loan") to Residences at Delta, LLLP**

The Director summarized that TWG has asked DHA to enter into a grant agreement with CHFA for \$150,000 in Capital Magnet Funds. DHA would then use these grant funds to make a subordinate cash flow loan in the same amount to Residences at Delta, LLLP. The loan would be made at the time of TWG's closing on the 1<sup>st</sup> lien permanent loan from CHFA, which is after completion of construction and lease-up. DHA is being asked to sign a binding commitment letter with CHFA now, as part of the construction financing closing. Overall, the structure of this DHA CMF Loan using CHFA funds is very similar to the DHA HDG Loan using Colorado Division of Housing (CDOH) funds. In both cases, DHA will not be obligated to loan funds to the partnership until it has the grant funds in hand. Since this CMF loan was not included in the resolution the Board approved on December 13, 2021, during the Special Meeting, the ED asked the Board via email (on December 16, 2021) to authorize her to sign the CHFA commitment letter and the board approved her request via email vote. The decision needs to be ratified by approving Resolution #629-21. After discussion Vice Chair Kolman moved to adopt Board Resolution #629-21 as presented and discussed. Commissioner Williams seconded the motion. **Roll call vote:** Commissioner Williams, aye; Vice Chair Kolman, aye; and Chair Sanford, aye. Motion carried (3:0).

**5. Executive Director Comments**

The Executive Director (ED) provided the following report:

General:

- Finished personnel handbook updates.
- Completed Health, Dental and Vision insurance annual enrollments.
- We had great attendance at our Christmas party.

Public Housing Program (PHA):

- A Resident Advisory Board meeting was held on 12/14/21.

Housing Choice Voucher (HCV) Program:

- Project Based Vouchers (PBVs) for Residences at Delta: All parties executed the AHAP (Agreement to Enter into a Housing Assistance Payments Contract).

Villas at the Bluff (VAB and VABII):

- The 2021 audit with Novogradac is ongoing.

- National Equity funds completed a file review for VAB and had zero findings.
- The Division of Housing completed the HOME funds file review for VAB II and had zero findings.

Grand Manor Apartments – USDA:

- Business as usual

DHA-Owned Houses (6 Units):

- Sale of DHA-owned units – The four houses have officially been sold as of December 15<sup>th</sup>. The property management agreement has not yet been executed.

Residences at Delta:

- Grant Application with the Division of Housing (DOH): We had a kick-off meeting with the DOH crew regarding the grant to complete the necessary paperwork.
- ED worked with DHA's outside counsel, Ben Doyle, on the closing documents. TWG closed the loan with Red Stone (the syndicator and limited partner) on December 19<sup>th</sup>.

**7. Correspondence**

No comments were made.

**8. Commissioner Comments**

No comments were made.

Chair Sanford adjourned the meeting at 4:45 p.m.

Respectfully submitted

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Ute Jantz, Secretary of the Board

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Chair/Vice Chair DHA Board of Commissioners

**Upcoming Board Meetings:**

Regular Board Meeting  
Regular Board Meeting  
Regular Board Meeting

January 26, 2022, at 3:30 pm  
February 23, 2022, at 3:30 pm  
March 23, 2022, at 3:30 pm

**Delta Housing Authority  
Board Financial Summary  
December 2021**

<b>Budget worksheets</b>	<b>PHA</b>	<b>RD</b>	<b>AH</b>	<b>Voucher</b>	<b>Villas I</b>	<b>Villas II</b>
YTD Receipts over (under) expenditures	81,498	7,756	512,819	108,920	54,998	52,239
Page No	3	7	10	12	18	21

**Overall Comments**

All the above programs overall look great and within budget.

**PHA**

Routine expenses in December.

**Capital Funds Program**

Spending for the 2019 grant is complete. The budget for the 2020 Capital Fund Program has been revised to move funds from Operations into General Capital to be used for the new heating systems at the administrative office and PHA Thompson Manor.

**Rural Development**

USDA (RD) is requiring DHA to spend money remaining in our operating checking account on capital improvements. On page 5 you'll notice two income lines called "RD Required Reduction...". These two lines agree with page 7 lines 7520.R and 7540.R. These funds represent the amounts spent from available operating account reserves.

**Affordable Housing**

Sale proceeds for three house sales were received in December that totaled \$483,963. Electric service was installed at the shop on the property at 932 Bluff Street.

**Voucher**

Other administrative expenses for December were higher than usual because \$1,999 was paid for a Section 8 Utility Allowance Update Study.

**Villas at the Bluff**

The annual asset management fees of \$6,644 were paid in December.

**Villas at the Bluff II**

The annual asset management fees of \$5,970 were paid in December.

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>PUBLIC HOUSING</b>						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
3110	DWELLING RENT	218,428	22,866	231,367	220,000	105.2%
3120	EXCESS UTILITIES	4,080	155	2,878	2,900	99.2%
3190	NONDWELLING RENTAL	6,430	575	7,346	6,300	116.6%
	<b>TOTAL RENTAL INCOME</b>	<b>228,938</b>	<b>23,596</b>	<b>241,591</b>	<b>229,200</b>	<b>105.4%</b>
3002	CAPITAL PROJECT FUND GRANT (DESIGNATED AS OPERATING) CFP DESIGNATED - PROCUREMENT, SOW, DAVIS BACON - 1410	24,519		39,049	39,049	100.0%
3115	OPERATING SUBSIDY	195,202	20,207	220,565	218,000	101.2%
	OPERATING SUBSIDY - COVID-19	30,044				
3610	INTEREST INCOME	43	1	29	35	82.9%
3690	LATE CHARGES (TENANT)	990	150	1,300	800	162.5%
3690.1	MISCELLANEOUS INCOME	3,626		4,938	1,300	379.8%
	TRANSFER IN FROM RESERVE - ADA REMODEL					
	<b>TOTAL OPERATING INCOME</b>	<b>483,362</b>	<b>43,954</b>	<b>507,472</b>	<b>488,384</b>	<b>103.9%</b>
	<b>OPERATING EXPENDITURES - ADMINISTRATION:</b>					
4110	ADMINISTRATIVE SALARIES	126,011	10,942	130,380	140,000	93.1%
4110.1	ADMINISTRATIVE - TEMP STAFFING					
4130	LEGAL EXPENSE	3,076	815	2,601	5,000	52.0%
4140	STAFF TRAINING	2,629		1,105	2,500	44.2%
4150	TRAVEL	80			1,200	0.0%
4170	ACCOUNTING FEES	12,752		11,345	11,500	98.7%
4171	AUDITING FEES	4,851		5,000	5,000	100.0%
4190	SUNDRY - OFFICE SUPPLIES	4,807	202	1,814	3,500	51.8%
4190.1	SUNDRY - OFFICE FURNITURE AND EQUIPMENT	3,232		57	500	11.4%
4190.2	SUNDRY - ADVERTISING	165		108	500	21.6%
4190.3	SUNDRY - TELEPHONE AND ANSWERING SERVICE	1,306	333	1,456	1,545	94.2%
4190.4	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	12,552	390	9,985	13,000	76.8%
4190.42	SUNDRY- OPERATIONAL SOFTWARE	5,601		5,696	6,000	94.9%

SEE ACCOUNTANT'S REPORT



DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>PUBLIC HOUSING</b>						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	TOTAL ADMINISTRATIVE EXPENSE	177,062	12,682	169,547	190,245	89.1%
	<b>UTILITIES:</b>					
4310	WATER	7,819	415	5,289	7,000	75.6%
4320	ELECTRICITY	16,369	1,271	16,820	18,500	90.9%
4330	GAS	10,277	2,319	11,872	11,900	99.8%
4340	SANITATION (TRASH)	6,572	610	6,719	7,000	96.0%
4390	OTHER UTILITIES EXPENSE (SEWER)	10,786	857	10,547	11,200	94.2%
	TOTAL UTILITIES EXPENSE	51,823	5,472	51,247	55,600	92.2%
	<b>ORDINARY MAINTENANCE AND OPERATION:</b>					
4410	LABOR	91,305	6,152	77,681	85,000	91.4%
4420	SUPPLIES	17,184	3,648	17,698	18,000	98.3%
4430	CONTRACTS	19,365	1,368	18,897	25,000	75.6%
4430.1	TEMPORARY EMPLOYMENT CONTRACTS	8,680	2,343	20,936	22,000	95.2%
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSE	136,534	13,511	135,212	150,000	90.1%
	<b>GENERAL EXPENSE:</b>					
4510	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	3,999		3,034	3,600	84.3%
4510.1	INSURANCE - PROPERTY	12,383		12,683	13,000	97.6%
4510.2	INSURANCE - AUTO	1,652		1,657	1,750	94.7%
4540	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	17,063	1,328	16,220	17,500	92.7%
4540.1	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	29,261	2,254	27,049	31,000	87.3%
4540.2	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	3,978		3,368	3,700	91.0%
4540.3	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	5,273	332	4,222	5,200	81.2%
4590	OTHER GENERAL EXPENSE	1,023		1,358	1,400	97.0%
	TOTAL GENERAL EXPENSE	74,632	3,914	69,591	77,150	90.2%
	<b>TOTAL OPERATING EXPENSE</b>	<b>440,051</b>	<b>35,579</b>	<b>425,597</b>	<b>472,995</b>	<b>90.0%</b>

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

PUBLIC HOUSING						
ACCT	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
#						
	<b>NONROUTINE EXPENDITURES:</b>					
7520	REPLACEMENT / NONEXPENDABLE EQUIPMENT	5,568		377	2,500	15.1%
7540	PROPERTY BETTERMENTS AND ADDITIONS				2,000	
	EXTRAORDINARY - TENANT HOTEL - WATER DAMAGE TO PHA UNIT				1,000	
	TOTAL NONROUTINE EXPENDITURES	5,568	0	377	5,500	6.9%
	TOTAL OPERATING EXPENDITURES	445,619	35,579	425,974	478,495	89.0%
	<b>TOTAL REVENUES</b>	<b>483,362</b>	<b>43,954</b>	<b>507,472</b>	<b>488,384</b>	
	<b>TOTAL EXPENDITURES</b>	<b>445,619</b>	<b>35,579</b>	<b>425,974</b>	<b>478,495</b>	
	<b>RECEIPTS OVER (UNDER) EXPENDITURES</b>	<b>37,743</b>	<b>8,375</b>	<b>81,498</b>	<b>9,889</b>	

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>CAPITAL FUNDS</b>							
ACCT #	DESCRIPTION	GRANT #19 BUDGET	GRANT #19 ACTUAL	GRANT #20 BUDGET	GRANT #20 ACTUAL	GRANT #21 BUDGET	GRANT #21 ACTUAL
	CAPITAL GRANT PROCEEDS	191,355	191,355	207,741	153,013	216,220	8,517
	<b>TOTAL GRANT PROCEEDS</b>	191,355	191,355	207,741	153,013	216,220	8,517
0100	RESERVED BUDGET					-	
1406	OPERATIONS (WILL BE TRANSFERRED TO PHA DESIGNATED FOR OPERATING)	39,049	39,049	37,435		68,000	
1408	MANAGEMENT IMPROVEMENT	122	122	440	240	4,900	
1410	ADMINISTRATION					10,580	
1430	FEES AND COSTS NEW CATEGORIES IN 2019						
1450	SITE IMPROVEMENT Sewer Repairs Begin to replace PHA lawns with zeroscaping						
1460	DWELLING UNITS Insulation in PHA Units ADA Renovations to 612 Hastings and 1053 Palmer ADA Renovations to Second Units in a four year program						
1465	DWELLING EQUIPMENT Air Conditioners/Appliances for PHA Units Renovations to Utility Doors and Returns Air Venting Begin to replace PHA Units with new Appliances - 4 year program						
1470	NONDWELLING STRUCTURES						
1475	NONDWELLING EQUIPMENT		-		-		-
1480	GENERAL CAPITAL ACTIVITY	152,184	152,184	169,866	152,773	132,740	8,517
1502	CONTINGENCY						
	<b>TOTAL EXPENDITURES</b>	191,355	191,355	207,741	153,013	216,220	8,517
	<b>EXCESS REVENUES OVER EXPENDITURES</b>	0	0	0	0	0	0
	UNSPENT BALANCE		0		54,728		207,703

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

RURAL DEVELOPMENT						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
3110.F	DWELLING RENT	17,482	2,474	21,696	19,500	111.3%
3120.2F	EXCESS ELECTRIC	195				
3310.F	RENTAL SUBSIDY	34,502	1,966	30,456	31,000	98.2%
3315.F	OVERAGE / SURCHARGE	(425)	(102)	(493)		
	<b>TOTAL RENTAL INCOME</b>	<b>51,754</b>	<b>4,338</b>	<b>51,659</b>	<b>50,500</b>	<b>102.3%</b>
3610.R	INTEREST INCOME					
3690.1F	TENANTS CHARGES - LATE FEES			30	40	75.0%
3690.4R	MISCELLANEOUS INCOME	318		11		
	TRANSFER IN FROM CAPITAL RESERVES					
7520.R	RD REQUIRED REDUCTION OF OPERATING CASH FROM PRIOR YEARS	23		9,008	9,000	100.1%
7540.R	RD REQUIRED REDUCTION OF OPERATING CASH FROM PRIOR YEARS	27,594		16,601	16,600	100.0%
	<b>TOTAL OPERATING INCOME</b>	<b>79,689</b>	<b>4,338</b>	<b>77,309</b>	<b>76,140</b>	<b>101.5%</b>
	<b>OPERATING EXPENDITURES - ADMINISTRATION:</b>					
4110.R	ADMINISTRATIVE SALARIES	5,956	470	5,866	5,900	99.4%
	MANAGEMENT FEE	7,680	640	7,680	7,680	100.0%
	ASSET MANAGEMENT FEE / RETURN TO OWNER					
4130.R	LEGAL EXPENSE	71		40	400	10.0%
4140.R	STAFF TRAINING	9		19	500	3.8%
4150.R	TRAVEL				250	0.0%
4170.R	ACCOUNTING FEES					
4171.R	AUDITING FEES	582		600	600	100.0%
4190.1R	SUNDRY - OFFICE FURNITURE AND EQUIPMENT					
4190.2R	SUNDRY - ADVERTISING	178		42	100	42.0%
4190.3R	SUNDRY - TELEPHONE AND ANSWERING SERVICE					
4190.42R	SUNDRY - OPERATIONAL SOFTWARE					
4190.4R	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	997	44	632	800	79.0%
4190.R	SUNDRY - OFFICE SUPPLIES					
	<b>TOTAL ADMINISTRATIVE EXPENSE</b>	<b>15,473</b>	<b>1,154</b>	<b>14,879</b>	<b>16,230</b>	<b>91.7%</b>

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

RURAL DEVELOPMENT						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>UTILITIES:</b>					
4310.R	WATER	2,126	322	2,832	2,900	97.7%
4320.R	ELECTRICITY	870	37	560	700	80.0%
4330.R	GAS					
4340.R	SANITATION (TRASH)	1,477	141	1,551	1,700	91.2%
4390.R	OTHER UTILITIES EXPENSE (SEWER)	3,009	251	3,009	3,400	88.5%
	<b>TOTAL UTILITIES EXPENSE</b>	<b>7,482</b>	<b>751</b>	<b>7,952</b>	<b>8,700</b>	<b>91.4%</b>
	<b>ORDINARY MAINTENANCE AND OPERATION:</b>					
4410.R	LABOR	7,449	182	3,900	5,758	67.7%
4420.R	SUPPLIES	1,620	71	1,554	2,000	77.7%
4430.R	CONTRACTS	1,664	162	4,025	4,700	85.6%
4430.1R	TEMPORARY EMPLOYMENT CONTRACTS					
	<b>TOTAL ORDINARY MAINTENANCE &amp; OPERATION EXPENSE</b>	<b>10,733</b>	<b>415</b>	<b>9,479</b>	<b>12,458</b>	<b>76.1%</b>
	<b>GENERAL EXPENSE:</b>					
4510.1R	INSURANCE - PROPERTY	2,112		2,179	2,200	99.0%
4510.2R	INSURANCE - AUTO					
4510.R	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	510		568	750	75.7%
4540.1R	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	2,369	137	1,647	2,200	74.9%
4540.2R	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	306		259	350	74.0%
4540.3R	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	235	6	103	335	30.7%
4540.R	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX RD BUDGET DIFFERENTIAL FOR EMPLOYEE BENEFITS	1,053	50	758	900	84.2%
4590.R	OTHER GENERAL EXPENSE					
	<b>TOTAL GENERAL EXPENSE</b>	<b>6,585</b>	<b>193</b>	<b>5,514</b>	<b>6,735</b>	<b>81.9%</b>
	<b>TOTAL OPERATING EXPENSE</b>	<b>40,273</b>	<b>2,513</b>	<b>37,824</b>	<b>44,123</b>	<b>85.7%</b>

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>RURAL DEVELOPMENT</b>						
ACCT	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
#	<b>NONROUTINE EXPENDITURES:</b>					
7520.R	REPLACEMENT / NONEXPENDABLE EQUIPMENT	23		9,008	9,000	100.1%
7540.R	PROPERTY BETTERMENTS AND ADDITIONS	27,594		16,601	16,600	100.0%
	RURAL DEVELOPMENT DEBT PAYMENT	6,120	510	6,120	6,120	100.0%
	<b>TOTAL NONROUTINE EXPENDITURES</b>	<b>33,737</b>	<b>510</b>	<b>31,729</b>	<b>31,720</b>	<b>100.0%</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>74,010</b>	<b>3,023</b>	<b>69,553</b>	<b>75,843</b>	<b>91.7%</b>
	<b>TOTAL REVENUES</b>	<b>79,689</b>	<b>4,338</b>	<b>77,309</b>	<b>76,140</b>	
	<b>TOTAL EXPENDITURES</b>	<b>74,010</b>	<b>3,023</b>	<b>69,553</b>	<b>75,843</b>	
	<b>RECEIPTS OVER (UNDER) EXPENDITURES</b>	<b>5,679</b>	<b>1,315</b>	<b>7,756</b>	<b>297</b>	

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

AFFORDABLE HOUSING						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
3110.S	DWELLING RENT	40,576	2,227	34,453	32,200	107.0%
3120.S	EXCESS UTILITIES					
	TOTAL RENTAL INCOME	40,576	2,227	34,453	32,200	107.0%
3115.S	GRANT INCOME					
	MANAGEMENT FEE INCOME - VAB (8% OF RENTAL INCOME)	28,953	2,364	28,799	28,800	100.0%
	MANAGEMENT FEE INCOME - VABII (8% OF RENTAL INCOME)	17,215	1,442	17,064	17,100	99.8%
	MANAGEMENT FEE INCOME - RD (GRAND MANOR) (\$7,680 ANNUAL)	7,680	640	7,680	7,680	100.0%
	INCOME FROM DIV OF HOUSING (REHAB PROGRAM) THROUGH 4/30/20	30,052				
	TRANSFER IN FROM RESERVES FOR UNIT REMODELS					
3610.S	INTEREST ON GENERAL FUND INVESTMENTS	2		1		
3690.S	OTHER INCOME	790		26,965	200	
5999.1S	PROPERTY SALE PROCEEDS (CASH RECEIVED)					
	LOAN SERVICING INCOME FROM HOUSING REHAB	1,275				
	SALE OF DHA-OWNED UNITS			483,963	483,963	100.0%
	TOTAL OPERATING INCOME	126,543	6,673	598,925	569,943	105.1%
	<b>OPERATING EXPENDITURES - ADMINISTRATION:</b>					
4110.S	ADMINISTRATIVE SALARIES	71,454	3,772	46,559	48,600	95.8%
4130.S	LEGAL EXPENSE	2,834		2,772	8,900	31.1%
4140.S	STAFF TRAINING	180		134	600	22.3%
4150.S	TRAVEL	15		34	500	6.8%
4170.S	ACCOUNTING FEES	1,005		868	870	99.8%
4171.S	AUDITING FEES	291		300	300	100.0%
4190.1S	SUNDRY - OFFICE FURNITURE AND EQUIPMENT				50	0.0%
4190.2S	SUNDRY - ADVERTISING	7		29	50	58.0%
4190.3S	SUNDRY - TELEPHONE AND ANSWERING SERVICE	251	27	186	300	62.0%
4190.42S	SUNDRY - OPERATIONAL SOFTWARE	2,113		2,094	2,400	87.3%
4190.4S	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	1,807	172	3,001	4,000	75.0%
4190.S	SUNDRY - OFFICE SUPPLIES	777	62	341	700	48.7%
	TOTAL ADMINISTRATIVE EXPENSE	80,734	4,033	56,318	67,270	83.7%
	<b>UTILITIES:</b>					
4310.S	WATER	81	53	441	450	98.0%
4320.S	ELECTRICITY	175	236	572	450	127.1%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

AFFORDABLE HOUSING						
ACCT	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
#						
4330.S	GAS	15	191	359	250	143.6%
4340.S	SANITATION (TRASH)	132	1	427	500	85.4%
4390.S	OTHER UTILITIES EXPENSE (SEWER)	77	51	407	400	101.8%
	TOTAL UTILITIES EXPENSE	480	532	2,206	2,050	107.6%
	<b>ORDINARY MAINTENANCE AND OPERATION:</b>					
4410.S	LABOR	4,382	120	3,896	5,500	70.8%
4420.S	SUPPLIES	2,336	81	1,231	4,000	30.8%
4430.S	CONTRACTS	1,846	2	2,029	4,000	50.7%
4430.1S	TEMPORARY EMPLOYMENT CONTRACTS					
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSE	8,564	203	7,156	13,500	53.0%
	<b>GENERAL EXPENSE:</b>					
4510.1S	INSURANCE - PROPERTY	1,251		1,312	1,450	90.5%
4510.2S	INSURANCE - AUTO	318		319	400	79.8%
4510.S	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	302		237	300	79.0%
4540.1S	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	9,643	457	5,488	7,000	78.4%
4540.2S	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	153		130	200	65.0%
4540.3S	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	2,196	114	1,432	1,600	89.5%
4540.S	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	5,883	302	3,933	4,500	87.4%
4590.S	OTHER GENERAL EXPENSE	744		517	800	64.6%
8750.S	REIMBURSEMENT TO OTHER FUNDS	2,471				
	TOTAL GENERAL EXPENSE	22,961	873	13,368	16,250	82.3%
	TOTAL ROUTINE EXPENSE	112,739	5,641	79,048	99,070	79.8%
	<b>NONROUTINE EXPENDITURES:</b>					
7520.S	REPLACEMENT OF NONEXPENDABLE EQUIPMENT	14		29	1,000	2.9%
7540.S	PROPERTY BETTERMENTS AND ADDITIONS	1,866	2,450	7,029	12,000	58.6%
	DHA-OWNED UNITS - SALE-RELATED EXPENSES					
	PROPERTY BETTERMENTS AND ADDITIONS - CDBG					
	TOTAL NONROUTINE EXPENDITURES	1,880	2,450	7,058	13,000	54.3%

SEE ACCOUNTANT'S REPORT



DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>AFFORDABLE HOUSING</b>						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	TOTAL OPERATING EXPENDITURES	114,619	8,091	86,106	112,070	76.8%
	<b>TOTAL REVENUES</b>	<b>126,543</b>	<b>6,673</b>	<b>598,925</b>	<b>569,943</b>	
	<b>TOTAL EXPENDITURES</b>	<b>114,619</b>	<b>8,091</b>	<b>86,106</b>	<b>112,070</b>	
	<b>RECEIPTS OVER (UNDER) EXPENDITURES</b>	<b>11,924</b>	<b>(1,418)</b>	<b>512,819</b>	<b>457,873</b>	

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VOUCHER						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
2840	HUD SUBSIDY - HAP	1,171,374	104,539	1,234,744	1,233,000	100.1%
2840.1V	HUD SUBSIDY- ADMIN FEE	231,575	16,279	240,498	240,000	100.2%
	HUD SUBSIDY- ADMIN FEE - COVID-19 - TOTAL RECEIVED \$102,365 \$50,000 FOR 2020 & \$52,365 FOR 2021	50,000		52,365	52,365	100.0%
	TOTAL RENTAL INCOME	1,452,949	120,818	1,527,607	1,525,365	100.1%
3610.V	INTEREST INCOME	40	1	28	36	77.8%
3690.V	OTHER INCOME			18		
3300.V	INCOMING PORT ADMIN FEE (80% OF INITIAL PHA'S ADMIN FEE)					
4715.2	FRAUD RECOVERY	1,791		4,278	4,000	107.0%
	TRANSFER IN FROM HAP EQUITY RESERVES (NRP) - PRIOR YEAR ONLY PROJECTED HAP NEGATIVE EQUITY AT 12/31/17 (\$57,291)					
	TOTAL OPERATING INCOME	1,454,780	120,819	1,531,931	1,529,401	100.2%
	<b>OPERATING EXPENDITURES - ADMINISTRATION</b>					
4110.V	ADMINISTRATIVE SALARIES	111,961	10,114	115,514	130,000	88.9%
4110.1V	ADMINISTRATIVE - TEMP STAFFING					
4130.V	LEGAL EXPENSE	1,060		308	2,000	15.4%
4140.V	STAFF TRAINING	4,648		1,796	4,000	44.9%
4150.V	TRAVEL	139			2,000	0.0%
4170.V	ACCOUNTING FEES	14,183		12,606	12,700	99.3%
4171.V	AUDITING FEES	3,978		4,100	4,100	100.0%
4190.1V	SUNDRY - OFFICE FURNITURE AND EQUIPMENT				900	0.0%
4190.2V	SUNDRY - ADVERTISING	190		803	1,000	80.3%
4190.3V	SUNDRY - TELEPHONE AND ANSWERING SERVICE	1,808	195	1,338	2,000	66.9%
4190.42V	SUNDRY - OPERATIONAL SOFTWARE	6,994		7,088	7,100	99.8%
4190.4V	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	14,111	2,521	13,265	14,000	94.8%
4190.V	SUNDRY - OFFICE SUPPLIES	5,291	411	3,030	3,800	79.7%
	TOTAL ADMINISTRATIVE EXPENSE	164,363	13,241	159,848	183,600	87.1%
	<b>UTILITIES:</b>					
4310.V	WATER	276	9	112	250	44.8%
4320.V	ELECTRICITY	1,068	88	1,192	1,600	74.5%
4340.V	SANITATION (TRASH)	117	10	121	200	60.5%
4390.V	OTHER UTILITIES EXPENSE (SEWER)	108	9	108	200	54.0%
	TOTAL UTILITIES EXPENSE	1,569	116	1,533	2,250	68.1%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VOUCHER						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>ORDINARY MAINTENANCE AND OPERATION:</b>					
4410.V	LABOR					
4420.V	SUPPLIES	71	4	173	300	57.7%
4430.V	CONTRACTS	227	4	159	9,000	1.8%
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSES	298	8	332	9,300	3.6%
	<b>GENERAL EXPENSE:</b>					
4510.1V	INSURANCE - PROPERTY	410		437	500	87.4%
4510.2V	INSURANCE - AUTO	2,287		2,295	2,500	91.8%
4510.V	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	4,251		4,202	5,000	84.0%
4540.1V	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	10,260	737	8,845	12,000	73.7%
4540.2V	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	2,142		1,813	2,400	75.5%
4540.3V	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	3,163	196	2,878	3,200	89.9%
4540.V	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	8,779	784	8,981	10,000	89.8%
4590.1V	OTHER GENERAL EXPENSE - OUTGOING PORT ADMIN FEE (80% x \$61.50 x # UNITS OUTGOING)				800	0.0%
4590.V	OTHER GENERAL EXPENSE	422		521	1,200	43.4%
	TOTAL GENERAL EXPENSE	31,714	1,717	29,972	37,600	79.7%
4715	HOUSING ASSISTANCE PAYMENTS	1,170,567	111,563	1,218,993	1,210,000	100.7%
4715.1	UTILITIES REIMBURSEMENT	10,156	1,204	11,721	13,000	90.2%
	TOTAL HOUSING ASSISTANCE PAYMENTS	1,180,723	112,767	1,230,714	1,223,000	100.6%
	TOTAL ROUTINE EXPENSE	1,378,667	127,849	1,422,399	1,455,750	97.7%
	<b>NONROUTINE EXPENDITURES:</b>					
7520.V	REPLACEMENT OF NONEXPENDABLE EQUIPMENT			612	3,000	20.4%
7540.V	PROPERTY BETTERMENTS AND ADDITIONS					
	TOTAL NONROUTINE EXPENDITURES	0	0	612	3,000	0.0%
	TOTAL OPERATING EXPENDITURES	1,378,667	127,849	1,423,011	1,458,750	97.6%
	<b>TOTAL REVENUES</b>	<b>1,454,780</b>	<b>120,819</b>	<b>1,531,931</b>	<b>1,529,401</b>	
	<b>TOTAL EXPENDITURES</b>	<b>1,378,667</b>	<b>127,849</b>	<b>1,423,011</b>	<b>1,458,750</b>	
	<b>RECEIPTS OVER (UNDER) EXPENDITURES</b>	<b>76,113</b>	<b>(7,030)</b>	<b>108,920</b>	<b>70,651</b>	

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>VOUCHER EQUITY</b>				
ACCT #	DESCRIPTION	HAP	Admin Fee	2021 YTD
	<b>OPERATING RECEIPTS:</b>			
2840	HUD SUBSIDY - HAP	1,234,744		1,234,744
2840.1V	HUD SUBSIDY- ADMIN FEE		240,498	240,498
	HUD SUBSIDY- ADMIN FEE - COVID-19 - TOTAL RECEIVED \$102,365 \$50,000 FOR 2020 & \$52,365 FOR 2021		52,365	52,365
	<b>TOTAL RENTAL INCOME</b>	<b>1,234,744</b>	<b>292,863</b>	<b>1,527,607</b>
3610.V	INTEREST INCOME		28	28
3690.V	OTHER INCOME		18	18
3300.V	INCOMING PORT ADMIN FEE (80% OF INITIAL PHA'S ADMIN FEE)			0
4715.2	FRAUD RECOVERY	2,139	2,139	4,278
				0
	TRANSFER IN FROM HAP EQUITY RESERVES (NRP) - PRIOR YEAR ONLY PROJECTED HAP NEGATIVE EQUITY AT 12/31/17 (\$57,291)			
	<b>TOTAL OPERATING INCOME</b>	<b>1,236,883</b>	<b>295,048</b>	<b>1,531,931</b>
	<b>OPERATING EXPENDITURES - ADMINISTRATION</b>			
4110.V	ADMINISTRATIVE SALARIES		115,514	115,514
4110.1V	ADMINISTRATIVE - TEMP STAFFING			0
4130.V	LEGAL EXPENSE		308	308
4140.V	STAFF TRAINING		1,796	1,796
4150.V	TRAVEL			0
4170.V	ACCOUNTING FEES		12,606	12,606
4171.V	AUDITING FEES		4,100	4,100
4190.1V	SUNDRY - OFFICE FURNITURE AND EQUIPMENT			0
4190.2V	SUNDRY - ADVERTISING		803	803
4190.3V	SUNDRY - TELEPHONE AND ANSWERING SERVICE		1,338	1,338
4190.42V	SUNDRY - OPERATIONAL SOFTWARE		7,088	7,088
4190.4V	SUNDRY- OTHER ADMINISTRATIVE EXPENSES		13,265	13,265
4190.V	SUNDRY - OFFICE SUPPLIES		3,030	3,030

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>VOUCHER EQUITY</b>				
ACCT #	DESCRIPTION	HAP	Admin Fee	2021 YTD
	TOTAL ADMINISTRATIVE EXPENSE	0	159,848	159,848
	<b>UTILITIES:</b>			
4310.V	WATER		112	112
4320.V	ELECTRICITY		1,192	1,192
4340.V	SANITATION (TRASH)		121	121
4390.V	OTHER UTILITIES EXPENSE (SEWER)		108	108
	TOTAL UTILITIES EXPENSE	0	1,533	1,533
	<b>ORDINARY MAINTENANCE AND OPERATION:</b>			
4410.V	LABOR			
4420.V	SUPPLIES		173	
4430.V	CONTRACTS		159	159
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSES	0	332	332
	<b>GENERAL EXPENSE:</b>			
4510.1V	INSURANCE - PROPERTY		437	437
4510.2V	INSURANCE - AUTO		2,295	2,295
4510.V	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE		4,202	4,202
4540.1V	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE		8,845	8,845
4540.2V	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE		1,813	1,813
4540.3V	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS		2,878	2,878
4540.V	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX		8,981	8,981
4590.1V	OTHER GENERAL EXPENSE - OUTGOING PORT ADMIN FEE (80% x \$61.50 x # UNITS OUTGOING)			0
4590.V	OTHER GENERAL EXPENSE		521	521
	TOTAL GENERAL EXPENSE	0	29,972	29,972

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>VOUCHER EQUITY</b>				
ACCT #	DESCRIPTION	HAP	Admin Fee	2021 YTD
4715	HOUSING ASSISTANCE PAYMENTS	1,218,993		1,218,993
4715.1	UTILITIES REIMBURSEMENT	11,721		11,721
	<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>1,230,714</b>	<b>0</b>	<b>1,230,714</b>
				0
	<b>TOTAL ROUTINE EXPENSE</b>	<b>1,230,714</b>	<b>191,685</b>	<b>1,422,399</b>
	<b>NONROUTINE EXPENDITURES:</b>			
7520.V	REPLACEMENT OF NONEXPENDABLE EQUIPMENT		612	612
7540.V	PROPERTY BETTERMENTS AND ADDITIONS			0
	<b>TOTAL NONROUTINE EXPENDITURES</b>	<b>0</b>	<b>612</b>	<b>612</b>
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,230,714</b>	<b>192,297</b>	<b>1,423,011</b>
	<b>TOTAL REVENUES</b>	<b>1,236,883</b>	<b>295,048</b>	<b>1,531,931</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,230,714</b>	<b>192,297</b>	<b>1,423,011</b>
	<b>RECEIPTS OVER (UNDER) EXPENDITURES</b>	<b>6,169</b>	<b>102,751</b>	<b>108,920</b>

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VILLAS AT THE BLUFF						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
3110.VAB	TENANT RENT - GROSS POTENTIAL	361,918	29,549	359,973	360,000	100.0%
	TOTAL RENTAL INCOME	361,918	29,549	359,973	360,000	100.0%
	<b>OTHER REVENUES</b>					
3610.VAB	INTEREST REVENUE	608	14	164	160	102.5%
3611.VAB	REPLACEMENT RESERVE - INTEREST	503	15	162	160	101.3%
3691.VAB	NSF AND LATE CHARGES	800	305	1,995	1,800	110.8%
3692.VAB	DAMAGE AND CLEANING FEES	5,213	280	5,141	5,000	102.8%
3690.VAB	OTHER REVENUE	1,998	195	2,356	1,550	152.0%
	TRANSFER IN FROM RESERVES					
	OTHER REVENUES	9,122	809	9,818	8,670	113.2%
	TOTAL SALES	371,040	30,358	369,791	368,670	100.3%
	<b>ADMINISTRATIVE</b>					
4111.VAB	MANAGER OR SUPERINTENDENT SALARIES	17,286	1,600	19,887	22,000	90.4%
4113.VAB	MANAGEMENT FEE	28,953	2,364	28,799	28,800	100.0%
4114.VAB	ASSET MANAGEMENT FEE	6,451	6,644	6,644	6,263	106.1%
4115.VAB	WINDSOR COMPLIANCE FEES	3,661	300	3,606	3,700	97.5%
4116.VAB	PARTNERSHIP MANAGEMENT FEE					
4130.VAB	LEGAL EXPENSE	2,817		895	4,000	22.4%
4140.VAB	CONVENTIONS AND MEETINGS (STAFF TRAINING)	910		862	1,000	86.2%
4150.VAB	TRAVEL				900	
4170.VAB	ACCOUNTING FEES	9,864		8,824	9,000	98.0%
4171.VAB	AUDITING FEES	8,500		8,500	8,500	100.0%
4190.1VAB	OFFICE FURNITURE AND EQUIPMENT				400	0.0%
4190.2VAB	SUNDRY-ADVERTISING	340		70	450	15.6%
4190.3VAB	SUNDRY-TELEPHONE & ANSWERING SERVICE	854	92	632	800	79.0%
4190.42VAB	SUNDRY-OPERATIONAL SOFTWARE TENMAST	3,662		3,724	4,500	82.8%
4190.4VAB	SUNDRY-OTHER ADMINISTRATIVE EXPENSES	3,611	169	4,094	5,000	81.9%
4190.VAB	SUNDRY-OFFICE SUPPLIES	2,580	272	1,630	1,700	95.9%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>VILLAS AT THE BLUFF</b>						
<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020 ACTUAL</b>	<b>CURRENT MONTH</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>	<b>% OF BUDGET</b>
4194.VAB	CRIMINAL BACKGROUND INVESTIGATION	453		362	500	72.4%
	TOTAL ADMINISTRATIVE	89,942	11,441	88,529	97,513	90.8%
	<b>UTILITIES</b>					
4310.VAB	WATER	11,092	570	11,024	13,000	84.8%
4320.VAB	ELECTRICITY	5,582	419	4,757	7,000	68.0%
4340.VAB	GARBAGE & TRASH REMOVAL	7,802	903	10,737	11,500	93.4%
4390.VAB	SEWER	14,451	1,204	14,451	15,500	93.2%
	TOTAL UTILITIES	38,927	3,096	40,969	47,000	87.2%
	<b>OPERATING &amp; MAINTENANCE</b>					
4410.VAB	MAINTENANCE-LABOR	22,419	2,130	23,435	26,000	90.1%
4420.VAB	MAINTENANCE-SUPPLIES	8,876	1,946	11,874	12,000	99.0%
4430.1VAB	MAINT CONTRACT-SOS EMPLOYMENT CONTRACT	298	75	1,431	1,800	79.5%
4430.VAB	MAINTENANCE/CONTRACTS	10,585	615	16,287	19,000	85.7%
4432.VAB	CLEANING	2,735	240	2,192	3,200	68.5%
4433.VAB	LANDSCAPING CONTRACTS	7,958	600	2,916	3,000	97.2%
4436.VAB	ALARM	3,534		2,475	3,000	82.5%
7520.VAB	REPLACEMENT / NONEXPENDABLE EQUIPMENT	4,111	1,282	8,187	11,000	74.4%
	TOTAL OPERATING & MAINTENANCE	60,516	6,888	68,797	79,000	87.1%
	<b>TAXES &amp; INSURANCE</b>					
4510.1VAB	INSURANCE - PROPERTY			58	65	89.2%
4510.2VAB	INSURANCE - AUTO	1,080		1,084	1,300	83.4%
4510.VAB	INSURANCE-LIABILITY & DIRECTOR'S INS	2,009		2,036	2,500	81.4%
4540.1VAB	EMPLOYEE BENEFIT CONT - HEALTH INSURANCE	5,698	428	5,135	7,000	73.4%
4540.2VAB	EMPLOYEE BENEFIT CONT - WORK COMP INSURANCE	535		453	800	56.6%
4540.3VAB	EMPLOYEE BENEFIT CONT - EMPLOYER IRA CONT	224	50	626	1,000	62.6%
4540.VAB	EMPLOYEE BENEFIT CONT - PAYROLL TAXES	3,139	290	3,366	4,000	84.2%
4590.VAB	OTHER GENERAL EXPENSES	311		460	7,000	6.6%
	<b>FINANCIAL EXPENSES</b>	12,996	768	13,218	23,665	55.9%

SEE ACCOUNTANT'S REPORT



DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

<b>VILLAS AT THE BLUFF</b>						
<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020 ACTUAL</b>	<b>CURRENT MONTH</b>	<b>2021 YTD</b>	<b>2021 BUDGET</b>	<b>% OF BUDGET</b>
8800.VAB	INTEREST EXPENSE	84,790	6,806	82,680	83,500	99.0%
7540.VAB	PROPERTY BETTERMENT / ADDITIONS	16,332	2,647	20,600	28,000	73.6%
	TOTAL FINANCIAL EXPENSES	101,122	9,453	103,280	111,500	92.6%
	TOTAL EXPENSES	303,503	31,646	314,793	358,678	87.8%
	OPERATING PROFIT	67,537	(1,288)	54,998	9,992	550.4%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VILLAS AT THE BLUFF II						
ACCT #	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>OPERATING RECEIPTS:</b>					
3110.VAB	TENANT RENT - GROSS POTENTIAL	213,455	18,030	213,305	213,000	100.1%
	TOTAL RENTAL INCOME	213,455	18,030	213,305	213,000	100.1%
	<b>OTHER REVENUES</b>					
3610.VAB	INTEREST REVENUE	140	11	135	135	100.0%
3611.VAB	REPLACEMENT RESERVE - INTEREST	172	6	62	60	103.3%
3691.VAB	NSF AND LATE CHARGES	925	165	2,025	2,000	101.3%
3692.VAB	DAMAGE AND CLEANING FEES	3,930	80	2,973	3,000	99.1%
3690.VAB	OTHER REVENUE	6,182	122	1,697	1,300	130.5%
	OTHER REVENUES	11,349	384	6,892	6,495	106.1%
	TOTAL SALES	224,804	18,414	220,197	219,495	100.3%
	<b>ADMINISTRATIVE</b>					
4111.VAB	MANAGER OR SUPERINTENDENT SALARIES	14,821	1,422	17,684	19,000	93.1%
4113.VAB	MANAGEMENT FEE	17,215	1,442	17,064	17,100	99.8%
4114.VAB	ASSET MANAGEMENT FEE	5,796	5,970	5,970	5,628	106.1%
4115.VAB	WINDSOR COMPLIANCE FEES	2,334	200	2,404	2,500	96.2%
4130.VAB	LEGAL EXPENSE	2,342		2,457	5,000	49.1%
4140.VAB	CONVENTIONS AND MEETINGS (STAFF TRAINING)	658		679	1,000	67.9%
4150.VAB	TRAVEL				600	
4170.VAB	ACCOUNTING FEES	9,384		8,404	8,500	98.9%
4171.VAB	AUDITING FEES	10,000		10,000	10,000	100.0%
4190.1VAB	OFFICE FURNITURE AND EQUIPMENT				500	0.0%
4190.2VAB	SUNDRY-ADVERTISING	242		125	500	25.0%
4190.3VAB	SUNDRY-TELEPHONE & ANSWERING SERVICE	804	87	595	800	74.4%
4190.42VAB	SUNDRY-OPERATIONAL SOFTWARE TENMAST	3,256		3,305	4,000	82.6%
4190.4VAB	SUNDRY-OTHER ADMINISTRATIVE EXPENSES	3,381	149	3,751	4,000	93.8%
4190.VAB	SUNDRY-OFFICE SUPPLIES	2,397	277	1,626	2,000	81.3%
4194.VAB	CRIMINAL BACKGROUND INVESTIGATION	640		238	500	47.6%
	TOTAL ADMINISTRATIVE	73,270	9,547	74,302	81,628	91.0%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VILLAS AT THE BLUFF II						
ACCT	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	<b>UTILITIES</b>					
4310.VAB	WATER	3,552	308	3,447	3,600	95.8%
4320.VAB	ELECTRICITY	4,913	302	4,236	5,800	73.0%
4340.VAB	GARBAGE & TRASH REMOVAL	2,764	251	2,954	3,500	84.4%
4390.VAB	SEWER	9,648	804	9,648	9,900	97.5%
	TOTAL UTILITIES	20,877	1,665	20,285	22,800	89.0%
	<b>OPERATING &amp; MAINTENANCE</b>					
4410.VAB	MAINTENANCE-LABOR	16,240	1,162	14,768	16,500	89.5%
4420.VAB	MAINTENANCE-SUPPLIES	5,623	863	7,197	7,800	92.3%
4430.1VAB	MAINT CONTRACT-SOS EMPLOYMENT CONTRACT	315	50	954	1,500	63.6%
4430.VAB	MAINTENANCE/CONTRACTS	6,339	606	11,072	13,000	85.2%
4432.VAB	CLEANING	1,680	80	915	2,200	41.6%
4433.VAB	LANDSCAPING CONTRACTS	5,230	400	1,844	2,500	73.8%
4436.VAB	ALARM	320		383	900	42.6%
7520.VAB	REPLACEMENT / NONEXPENDABLE EQUIPMENT	6,603		2,468	10,000	24.7%
	TOTAL OPERATING & MAINTENANCE	42,350	3,161	39,601	54,400	72.8%
	<b>TAXES &amp; INSURANCE</b>					
4510.1VAB	INSURANCE - PROPERTY					
4510.2VAB	INSURANCE - AUTO	1,016		1,020	1,200	85.0%
4510.VAB	INSURANCE-LIABILITY & DIRECTOR'S INS	1,887		1,866	2,100	88.9%
4540.1VAB	EMPLOYEE BENEFIT CONT - HEALTH INSURANCE	4,248	346	4,152	5,600	74.1%
4540.2VAB	EMPLOYEE BENEFIT CONT - WORK COMP INSURANCE	535		453	800	56.6%
4540.3VAB	EMPLOYEE BENEFIT CONT - EMPLOYER IRA CONT	156	44	559	800	69.9%
4540.VAB	EMPLOYEE BENEFIT CONT - PAYROLL TAXES	2,445	200	2,520	3,200	78.8%
4590.VAB	OTHER GENERAL EXPENSES	283		418	600	69.7%
	<b>FINANCIAL EXPENSES</b>	10,570	590	10,988	14,300	76.8%
	REPLACEMENT RESERVES					
8800.VAB	INTEREST EXPENSE	18,927	1,537	18,597	18,900	98.4%
7540.VAB	PROPERTY BETTERMENT / ADDITIONS	6,224		4,185	10,000	41.9%
	TOTAL FINANCIAL EXPENSES	25,151	1,537	22,782	28,900	78.8%

SEE ACCOUNTANT'S REPORT

DELTA HOUSING AUTHORITY - FOR THE TWELVE MONTHS ENDING DECEMBER 31, 2021

VILLAS AT THE BLUFF II						
ACCT	DESCRIPTION	2020 ACTUAL	CURRENT MONTH	2021 YTD	2021 BUDGET	% OF BUDGET
	TOTAL EXPENSES	172,218	16,500	167,958	202,028	83.1%
	OPERATING PROFIT	52,586	1,914	52,239	17,467	299.1%

SEE ACCOUNTANT'S REPORT

## December 2021 Occupancy & Maintenance Report

Prepared by: Victoria Miller

<b>Housing Choice Voucher Program</b>		
<b>Voucher Type</b>	Waiting List	Increase/Decrease from Prior Month
Regular HCV Vouchers (HCV)	309	+19
Project Based Vouchers (PBV)	7	0
	Available	Leased Up
HCV 221 and PBV 5 (Creek Vista)	226	226
VASH	5	0
<b>Total</b>	<b>231</b>	
<b>By Location</b>		
Austin	5	<b>226</b>
Cedaredge	34	
Crawford	4	
Delta	124	
Eckert	6	
Hotchkiss	22	
Paonia	31	
<b># Unit Inspections Completed</b>		
HCV	15	
PBV	1	
<b>Voucher Activity</b>		
Leased-Up	6	
Ended Participation	2	
Vouchers on the Street	34	
<b>DHA owned/managed units leased</b>		
Villas I	27	
Villas II	12	
DHA-owned	3	
Notes: Continue trying to lease up.		

<b>Public Housing</b>		
	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	138	+5
2 Bedroom	116	+2
3 Bedroom	53	+7
4 Bedroom	6	+1
<b>Total</b>	<b>313</b>	
<b>Occupancy</b>	Available	Occupied
1 Bedroom (35)	0	35
2 Bedroom (13)	0	13
3 Bedroom (17)	0	17
4 Bedroom (10)	0	10
<b>Total</b>	<b>0</b>	<b>75</b>
<b>Maintenance</b>		
	Completed	Open
Work Orders	32	9
<b>Units turned</b>		
1 Bedroom	0	
2 Bedroom	0	
3 Bedroom	0	
4 Bedroom	0	
<b>Total</b>	<b>0</b>	
Notes: Work orders completed: general maintenance, plumbing, appliances, heating, and smoke alarms replacement. Concrete started at TM.		

<b>Villas at the Bluff</b>		
	Waiting List	Increase/Decrease from Prior Month
Combined	85	+10
<b>Total</b>	<b>85</b>	
<b>Occupancy</b>	<b>Occupied</b>	
1 Bedroom (8)	8	
2 Bedroom (24)	24	
3 Bedroom (16)	16	
<b>Total</b>	<b>48</b>	
<b>Maintenance</b>	Completed	Open
Work Orders	27	20
Units turned		
1 Bedroom	0	
2 Bedroom	0	
3 Bedroom	1	
<b>Total</b>	<b>1</b>	
Notes: Work orders completed: regular maintenance, minor plumbing, lock changes, minor electric and appliance issues.		

<b>Villas at the Bluff II</b>		
<b>Occupancy</b>	<b>Occupied</b>	
1 Bedroom (12)	12	
2 Bedroom (16)	16	
3 Bedroom (4)	4	
<b>Total</b>	<b>32</b>	
<b>Maintenance</b>	Completed	Open
Work Orders	9	17
Units turned		
1 Bedroom	1	
2 Bedroom	0	
3 Bedroom	0	
<b>Total</b>	<b>1</b>	
Notes: Work orders completed: regular maintenance, appliance issues, minor plumbing and furnace issues.		

### DHA- Owned Houses

Occupancy		Occupied
2 Bedroom (4)		4
3 Bedroom (1)		0
4 Bedroom (1)		0
<b>Total</b>		<b>4</b>

Maintenance	Completed	Open
Work Orders	0	1

Units turned		
2 Bedroom	0	
3 Bedroom	0	
4 Bedroom	0	
<b>Total</b>	<b>0</b>	

**Notes:** Sold all four units. Four unit are occupied and two are empty.

### Grand Manor

	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	71	+1
2 Bedroom	16	+1
<b>Total</b>	<b>87</b>	

Occupancy		Occupied
1 Bedroom (6)		6
2 Bedroom (4)		4
<b>Total</b>		<b>10</b>

Maintenance	Completed	Open
Work Orders	1	1

Units turned		
1 Bedroom	0	
2 Bedroom	0	
<b>Total</b>	<b>0</b>	

**Notes:** Work order completed: Cover AC unit.



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## MEMO

**To:** Ute Jantz, Executive Director & DHA Board of Commissioners  
**From:** Todd Wicklund, CFP Coordinator  
**Date:** January 19, 2022  
**Re:** Capital Fund Project Updates

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### Capital Projects Report 1-19-22

**Thompson Manor Rooftop HVAC Unit:**

Contract was signed. Project start date has not yet been determined.

**Office HVAC Unit:**

The new system has been installed but is not yet functional. The contractor is expected today to install the missing components, charge and balance the system for startup.

**Thompson Manor Concrete Replacement:**

Concrete has been poured and covered for freeze protection. The contractor is expected to be back this week to complete and cleanup. Several areas will need to be landscaped soon. Some of this could be done by maintenance staff.

**Public Housing Backyard Fence Screening**

Fencing is underway and should complete this week or next. The area in front of the fence will need work, preferably a xeriscape design. Some of this might also be done by staff.

**Public Housing Door Replacements:**

The doors have been installed and are functioning as intended. Several punch list items remain to be worked out with the contractor.

**Scattered Sites Renovations:**

Currently soliciting for bids on A Street kitchen, windows, and doors.





## AGENDA ITEM #5(A)

MEETING DATE: January 26, 2022

STAFF CONTACT: Ute Jantz, Executive Director

TITLE: Permission to Execute the 2021 DHA Audit Engagement Letter with Blair & Associates

ACTION: Discussion and Motion

ATTACHMENTS: Engagement Letter

### SUMMARY:

On Friday, January 14, 2021, Goldie Roberts, CPA requested to cancel her auditing contract for the upcoming audit due to health-related reasons. Ms. Roberts retired effective immediately and is unable to perform our audit. Fortunately, we were able to find another auditing company. Blair & Associates in Cedaredge is willing to perform the audit for a cost of \$10,500 which is very reasonable. Per HUD regulations we are required to have a signed audit contract on or before February 28, 2022, since the unaudited financials are due that day.

# Blair and Associates, P.C.



January 20, 2022

To the Board of Commissioners and Executive Director

Delta Housing Authority  
501 E 14<sup>th</sup> Street  
Delta, Colorado 81416

We are pleased to confirm our understanding of the services we are to provide for Delta Housing Authority for the year ended December 31, 2021.

## **Audit Scope and Objectives**

We will audit the financial statements and the related notes to the financial statements, which collectively comprise the basic financial statements, of Delta Housing Authority as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Delta Housing Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Delta Housing Authority's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies Delta Housing Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1) Schedule of expenditures of federal awards.

2) Schedule of Net Position-All Programs.

3) Schedule of Individual Program Revenues, Expenses, and Changes in Net Position.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Certified Public Accountants

105 S.E. Frontier Ave, Suite A Cedaredge, CO 81413 | 970-856-7550 | 970-856-2122 | [www.bandacpas.com](http://www.bandacpas.com)

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Delta Housing Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Delta Housing Authority's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Delta Housing Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Delta Housing Authority in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

(Continued)

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on February 28, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

We will also apply the agreed-upon procedures which the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) has specified, to the electronic submission and related hard copy documents listed in the attached schedule of Delta Housing Authority as of and for the year ended December 31, 2021. This engagement is solely to assist Delta Housing Authority and the U.S. Department of Housing and Urban Development, REAC, in determining whether electronic submission of certain information agrees with the related hard copy documents included within the Uniform Guidance reporting package.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Housing Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Blair and Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Blair and Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Pete Blair is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit on approximately February of 2022.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$10,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Board of Commissioners and Executive Director of Delta Housing Authority.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

(Continued)

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Delta Housing Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

*Blair and Associates, P.C.*

RESPONSE:

This letter correctly sets forth the understanding of Delta Housing Authority.

Ute Jantz, Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

Edward Sanford, Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_



A Professional Corporation of  
Certified Public Accountants

### Report on the Firm's System of Quality Control

To the Owner  
Blair and Associates, P.C.  
and the Peer Review Board of the Colorado Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Blair and Associates, P.C., in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included an engagement performed under *Government Auditing Standards* and a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Blair and Associates, P.C. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Blair and Associates, P.C. has received a peer review rating of *pass*.

*Anderson & Whitney, P.C.*

October 20, 2021

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# EXECUTIVE DIRECTOR COMMENTS

## DHA REGULAR BOARD MEETING DECEMBER 26, 2022

### General

- Our auditor unexpectedly announced that she is retiring due to health related reasons and that she is unable to perform the 2021 audit. We are in the process of finding a replacement auditor. This might be a separate agenda item if we are able to find a replacement auditing company before the next board meeting.
- Working on annual performance evaluations.

### Public Housing Program (PHA)

- Working on year-end reports (Section 3 & Energy Efficiency Reports)

### Housing Choice Voucher (HCV) Program:

- On January 18<sup>th</sup>, HUD sent a letter to Executive Directors titled "CY 2022 Housing Choice Voucher Program (HCV) Renewal Awards." The letter notes that the federal government is operating under a continuing resolution (CR), which will fund the HCV Program at the same rate as last year until February 18, 2022. Under this CR, the HCV housing assistance payment (HAP) proration will be 98.5% for January and February, and the administrative fee proration will be 84%. The letter also provides prorations for amounts in Senate and House draft appropriations bill for CY 2022.

	2022 CR (Jan & Feb)	2022 Senate Approps. Bill	2022 House Approps Bill
HAP	98.5%	100%	100%
Admin Fee	84%	93%	90%

- Project Based Vouchers - Creek Vista: Cardinal Capital informed us that there is a possibility they might sell Creek Vista. I have no idea who the potential buyer is.

### Villas at the Bluff (VAB and VABI)

- The 2021 audit with Novogradac is ongoing.
- Submitted the 2021 4th Quarter reports to the syndicators.

### Grand Manor Apartments - USDA

- Our Management Plan and Affirmative Housing Marketing Plan have finally been approved by USDA.

### DHA-Owned Houses (2 Units)

- Four of the houses have been sold to Elevation Community Land Trust of the Western Slope (ECLT) in December 2021, leaving two DHA-owned units remaining.

- The property management agreement between ECLT and DHA has been executed. One of the two tenants moved to Public Housing in the meantime and there is only one tenant remaining who falls under the agreement.
- Division of Housing Grant - Remodel of the two remaining homes. The work has not begun, contractors are slow in responding to our requests of proposals.

#### **Residences at Delta**

- Grant Application with the Division of Housing (DOH): We had a kick-off meeting with the DOH crew regarding the grant to complete the necessary paperwork. TWG and DHA are in the process of negotiating the grant agreements with the Division of Housing.
- We were informed by TWG that they are planning to break ground before the end of January.