

AGENDA

REGULAR MEETING DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS November 22, 2023 3:30 P.M.

MEETING CALLED TO ORDER

Changes to the Agenda

Citizen Comments (sign in to speak - 3 minutes each)

- 1. Minutes October 25, 2023 Regular Meeting
- 2. Financial Reports October 2023

3. Reports: Voucher Program Occupancy/Vacancy/Turnaround Maintenance/Work Orders/CFP Projects

- 4. Old Business: NONE
- 5. New Business:
 - A) Resolution #671-23 Authorizing the Write-Off of Uncollectible Tenant Accounts
 - B) Resolution #672-23 Execution of Alpine Bank Corporate Authorization Resolution Rural Development Reserve Account
 - C) Resolution #673-23 Approving Change in Utility Allowance Schedule for the Public Housing and the Housing Choice Voucher Program
 - D) Execution of Engagement Letter for the 2023 Delta Housing Authority Audit
- 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, October 25, 2023, in the agency office of the Housing Authority. The meeting was called to order by Chair Brad Kolman at 3:35 pm. The following Commissioners and officers of the agency were present at the meeting: Chair Brad Kolman; Vice Chair Kim Guthrie Burch; Commissioner Terri Hocking; Commissioner Cathy Boyd; and Secretary Ute Jantz (Executive Director). Commissioner Robert Turner previously excused his absence. 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): X Yes No

Changes or Additions to the Agenda

There were no changes or additions to the agenda.

Citizen Comments

There were no citizen comments.

1. Approval of Minutes

Minutes of the regular meeting held on September 27, 2023, were approved as presented; motion to approve by Commissioner Boyd and seconded by Commissioner Hocking. All in favor, motion carried (4:0).

2. Financial Reports for September 2023

Penny Thompson (Finance Officer) joined the meeting and presented the financial reports for the month of September. Expenses should be approximately 75% of the total operating expenses. All programs look good except Affordable Housing which shows a deficit. Public Housing – Revenues are higher than budgeted due to an increase in Capital Funds (designated as Operating). Natural gas costs continue to be higher than anticipated. Maintenance supplies and repairs are higher than anticipated due to a major unit remodel and inflation. Overall expenses are within the budgeted amounts with 70.9% listed for the line labeled "Total Operating Expenses' at the bottom of page two of the financials. The 2022 CFP grant has an unspent balance of \$61,327 and the 2023 CFP grant of \$195,069. Grand Manor Apartments (USDA) - the program looks good and is within budget. Affordable Housing Program - the program currently has a deficit due to the transition period to get Residences at Delta completed and leased. Equipment costs and advertising appear to be over budget but are mostly for Residences at Delta related expenses that will be transferred to that program and will be reimbursed. Rental revenue for the new program, Residences at Delta (RAD), is reflected in the income section on page 8 of the financials, until accounting work is completed to transfer all RAD expenses over into its own program within the accounting software. Software costs are over budget due to the setup of the new RAD accounting software. Housing Choice Voucher Program (HCV) – The program looks good and is within budget. During September additional funds were received from HUD for administration fees. The Housing Assistance Program (HAP) subsidy payment received from HUD was \$121,473 and the Administrative Fees payment was \$50,543. HAP expenditures (payments to landlords and utility allowances) were \$111,881. Villas at the Bluff (VAB I and II) – both programs look good and are within budget. The Board reviewed the account balances and budget worksheets with a few questions for discussion and clarification. It was moved by Commissioner Hocking and seconded by Commissioner Boyd to accept the financial reports for the month of September as presented and discussed. All in favor, motion carried (4:0).

3. Reports for September 2023

Erika Nieto, Housing Operations Manager, presented the occupancy, maintenance, and capital improvements reports for the month of September.

Program Reports

- <u>Voucher Program</u>: 220 vouchers are leased up; 366 applicants (combined) are on the HCV and PBV waiting lists. Two new vouchers were leased up, four voucher holders ended participation, and a total of 15 unit inspections were completed. Mailed out a total of 10 'Project-Based' letters for Residences to applicants.
- <u>Public Housing:</u> Fully leased up, 230 applicants are on the waiting list, and no unit turnovers were reported. Work orders included routine maintenance and pest control. Capital Improvements: sewer line project underway for Dodge Street and 511 E 10th Street. Flooring was replaced in one unit at Thompson Manor.
- <u>Villas at the Bluff (VAB and VABII)</u>: 79 applicants are on the waiting list; both properties are fully leased up; and no unit turnovers were reported. Work orders: routine and ground maintenance.
- <u>Grand Manor Apartments</u>: 52 applicants are on the waiting list; the property is fully leased up and no unit turnovers were reported. Work orders: routine maintenance, replaced carpet on outside stairway, and ground maintenance.
- <u>DHA-Owned Houses:</u> Both units are occupied. Work orders: routine and ground maintenance.
- <u>Residences at Delta</u>: 22 applicants are on the waiting list; 12 units are occupied, and 38 units are still available. Lease-up of the property is in process. Work orders: door and appliance issues (still under warranty).

The board reviewed and discussed the Program Reports, and it was moved by Vice Chair Guthrie Burch and seconded by Commissioner Boyd to approve the reports for the month of September as presented and discussed. All in favor, motion carried (4:0).

4. Old Business None

5. New Business

(A) Resolution #668-23 Approving of 2024 DHA Operating Budgets

Penny Thompson, Finance Officer, joined the meeting. The Executive Director (ED) stated that increases were budgeted for the following line items: 16% for health insurance premiums, 3% for utilities, 3%-5% for insurance premiums, 3%-5% for existing contracts (landscaping, tenant software, consulting, etc.). The draft includes a 4% Cost of Living Adjustment (COLA) and a 3% step increase for eligible staff members. The increases were implemented in accordance with the salary study conducted by The Nelrod Company. New this year is a budget for Residences at Delta (RAD), and because this is the first year of operations, the budget was prepared using the best assumptions. Since Villas at the Bluff is comparable in size, the RAD budget was modeled off the Villas budget. As the property management company, Delta Housing Authority is not privy to all financial records and certain transactions are not included in the draft budget, for example mortgage payments etc. The ED assured that there are enough administrative funds in all programs to cover the expenses for 2024 operating budgets. After discussion, it was moved by Commissioner Hocking and seconded by Vice Chair Guthrie Burch to adopt Resolution #668-23 Approving of 2024 DHA Operating Budgets as presented and discussed. **Roll call vote:** Vice Chair Guthrie Burch, aye; Commissioner Hocking, aye; Commissioner Boyd, aye; and Chair Kolman, aye. Motion carried (4:0).

(B) Resolution #669-23 Approving 2024 Public Housing Operating Budget (HUD-52574)

The Executive Director explained that HUD requires a separate resolution approving the 2024 Operating Budget for the Public Housing Program. After discussion, it was moved by Commissioner Boyd and seconded by Vice Chair Guthrie Burch to adopt Resolution #669-23 Approving 2024 Public Housing Operating Budget (HUD-52574) as presented and discussed. **Roll call vote:** Vice Chair Guthrie Burch, aye; Commissioner Hocking, aye; Commissioner Boyd, aye; and Chair Kolman, aye. Motion carried (4:0).

(C) Resolution #670-23 Approving Revised Schedule of Repair and Replacement Charges

The Executive Director explained that the current Schedule of Repair/Replacement Charges which is applicable to all DHA administered housing programs needs to be updated and referred the board to the summary chart which was attached to the board packet. The proposed changes to the schedule, which will go into effect on January 1, 2024, were discussed. After discussion, it was moved by Vice Chair Guthrie Burch and seconded by Commissioner Hocking to adopt Resolution #670-23 Approving Revised Schedule of Repair and Replacement Charges as presented and discussed. **Roll call vote:** Vice Chair Guthrie Burch, aye; Commissioner Hocking, aye; Commissioner Boyd, aye; and Chair Kolman, aye. Motion carried (4:0).

7. Executive Director Comments

The Executive Director (ED) provided the following report:

General

- Reminder: The ribbon cutting ceremony for Residences at Delta is scheduled for October 26th, at 3:00 pm.
- The Villas Housing Technician position has been filled.
- Working on health, dental, and vision insurance renewals for 2024.
- Working on personnel handbook updates for 2024.
- The annual enrollment process for Health Insurance and Simple IRA has begun and the annual employee benefit meeting is scheduled for December 5, 2023.
- Discussions with TWG about Phase 2 (multi-family project) have begun.
- Working on 2024 Operating Budgets for all DHA administered programs. Since Residences at Delta will be added as a new property, the allocation schedules need to be revised.

Public Housing Program (PHA)

- Still waiting for the final Utility Allowance (UA) Analysis.
- The application process for the 2024 Operating Grant has begun and I submitted the required documents to HUD.
- Filed semi-annual labor reports with the HUD Office of Davis-Bacon & Labor Standards.

Public Housing and Housing Choice Voucher Program

 HUD has published the implementation guidance for Public Housing Authorities (PHAs) regarding HOTMA Sections 102 and 104, which revise regulations related to income and assets. In addition, HUD announced that it will not require PHAs to update their Public Housing Admissions and Continued Occupancy Policy (ACOP) or Housing Choice Voucher Administrative Plans by January 1, 2024. Instead, HUD expects PHAs to update those discretionary policies by the time the PHA implements HOTMA (HOTMA – Housing Opportunity through Modernization Act of 2016).

Housing Choice Voucher (HCV) Program:

- Last week HUD released a notice allowing for housing authorities to raise their payment standards up to 120% of the applicable FMR through 12/31/2024. I submitted a waiver request to HUD to allow Delta Housing Authority to establish payment standards up to 120 percent of the applicable FY 2024 Fair Market Rent (FMR) through December 31, 2024.
- Veterans Affairs Supportive Housing (VASH) Vouchers: Lease up of the five new VASH Vouchers starts November 1, 2024.
- Still waiting for the final Utility Allowance (UA) Analysis.

Grand Manor Apartments (USDA):

- USDA approved the 2024 budget submission which included a \$60 rent increase per unit per month.
- Revising the Grand Manor lease agreement with the advice from DHA's counsel, and if anybody would like to review the revisions, please contact me.

DHA-Owned Houses:

- The Division of Housing (DOH) performed a file and property inspection for the two DHA-owned units on July 25th. We are still waiting for the monitoring letter.
- Revising the DHA-Owned lease agreement with the advice from DHA's counsel, and if anybody would like to review the revisions, please contact me.

Villas at the Bluff (VAB and VABII)

- VAB Year 15:
 - The DHA The Villas Agreement for Purchase and Sale of Partnership Interest; and the DHA-Villas Assignment, Assumption, and LPA Amendment were both executed. Housing Resources of Western Colorado will hold them in Escrow for the 12/31/2024 closing.
 - Ben Doyle, Esq. and Ryan Jones, Consultant, are working on the closing documents.
- VAB and VABII Revising the Villas lease agreement with the advice from DHA's counsel, and if anybody would like to review the revisions, please contact me.

Residences at Delta (RAD)

- The Colorado Housing and Finance Authority (CHFA) performed an initial site and file inspection on October 18, 2023.
- Getting ready for the ribbon cutting ceremony.
- Erika, April, and I took various CHFA required training courses related to the Low Income Housing Tax Credit program.
- Lease up of the property has begun and Erika will outline the lease up statistics in her report.

8. Correspondence

No comments were made.

9. Commissioner Comments

No comments were made.

Chair Kolman adjourned the meeting at 5:32 p.m.

Respectfully submitted

Ute Jantz, Secretary of the Board

Chair/Vice Chair DHA Board of Commissioners

Upcoming Board Meetings:

Regular Board Meeting	November 22, 2023, at 3:30 pm
Regular Board Meeting	December 20, 2023, at 3:30 pm
Regular Board Meeting	January 24, 2024, at 3:30 pm

Delta Housing Authority Board Financial Summary October 2023

Budget worksheets	PHA	RD	AH	Voucher	Villas I	Villas II
YTD Receipts over (under)						
expenditures	166,211	15,334	(32,723)	153,914	97,831	70,496
Page No	3	7	10	13	19	22

At this point of the year our budget to actual percentage should be 84%.

<u>PHA</u>

Revenues are higher than budgeted due to an increase in Capital Funds (Designated as Operating). Natural gas and trash costs continue to be higher than anticipated. Maintenance supplies and repairs are higher than anticipated due to a major unit remodel and inflation. Overall expenses are within the budgeted amounts with 77.0% listed for the line labeled "Total Operating Expenses" at the bottom of page 2.

Capital Funds Program

The 2022 Capital Fund grant has an unspent balance of \$52,420. Expenditures have started from the 2023 grant with a total available to spend of \$179,065.

Rural Development

This program looks good and within budget.

Affordable Housing

This program currently has a deficit due to the transition period to get Residences at Delta (RAD) completed and leased. Office equipment costs and advertising are over budget but are mostly for RAD-related expenses that will be transferred to that program and will be reimbursed. Rental revenue and utilities costs for the new program, Residences at the Delta, is reflected in the income and utilities section on pages 8 and 9 until the accounting work is completed to transfer all the RAD expenses over into its own program within the accounting software. Software costs are over budget due to the setup of the new RAD accounting software.

Voucher

Other administrative expenses are over budget due to a new reporting service from Tenmast that we have started using called PIC Management which is \$8,100 and is paid annually. Reporting Voucher information to PIC was very time intensive for the Voucher Technician. Now that technician will be able to focus more of her time on the maintenance and issuing of Vouchers.

Villas at the Bluff

This program looks good and within budget.

Villas at the Bluff II

This program looks good and within budget.

PUBLIC H	HOUSING					
					2023	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGET
#			_			
	OPERATING RECEIPTS:			-		
3110	DWELLING RENT	299,471	26,808	266,179	270,000	98.6%
3120	EXCESS UTILITIES	3,328	881	4,422	2,800	157.9%
3190	NONDWELLING RENTAL	6,916	575	5,750	6,500	88.5%
	TOTAL RENTAL INCOME	309,715	28,264	276,351	279,300	98.9%
3002	CAPITAL PROJECT FUND GRANT (DESIGNATED AS OPERATING)	37,435	8,000	97,000	43,000	225.6%
	CFP DESIGNATED - PROCUREMENT, SOW, DAVIS BACON - 1410					
3115	OPERATING SUBSIDY	229,900		198,414	225,000	88.2%
3610	INTEREST INCOME	11		364	12	3033.3%
3690	LATE CHARGES (TENANT)	1,150		1,700	1,000	170.0%
3690.1	MISCELLANEOUS INCOME	874	230	1,240	700	177.1%
	SALE OF MAINTENANCE TRUCK (PHA) TO VILLAS				7,500	
	TOTAL OPERATING INCOME	579,085	56,696	575,069	556,512	103.3%
	OPERATING EXPENDITURES - ADMINISTRATION:					
4110	ADMINISTRATIVE SALARIES	148,426	10,890	114,346	164,867	69.4%
4110.1	ADMINISTRATIVE - TEMP STAFFING		711	711		
4130	LEGAL EXPENSE			2,372	4,000	59.3%
4140	STAFF TRAINING	1,076	238	2,286	6,000	38.1%
4150	TRAVEL	234		669	4,000	16.7%
4170	ACCOUNTING FEES					
4171	AUDITING FEES	5,250		4,950	5,250	
4190	SUNDRY - OFFICE SUPPLIES	2,774		3,050	4,000	
4190.1	SUNDRY - OFFICE FURNITURE AND EQUIPMENT	462		1,362	800	170.3%
4190.2	SUNDRY - ADVERTISING	77		348	550	63.3%
4190.3	SUNDRY - TELEPHONE AND ANSWERING SERVICE	1,915		1,341	2,200	
4190.4	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	8,203		8,065	13,500	
4190.42	SUNDRY- OPERATIONAL SOFTWARE	6,621	129	6,653	9,500	70.0%
	TOTAL ADMINISTRATIVE EXPENSE	175,038	12,365	146,153	214,667	68.1%

SEE ACCOUNTANT'S REPORT

PUBLIC	HOUSING					
					2023	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGET
#						
	UTILITIES:					
4310	WATER	6,332	1,238	6,213	6,500	95.6%
4320	ELECTRICITY	18,361	1,620	15,561	21,000	74.1%
4330	GAS	15,427	525	18,967	18,000	105.4%
4340	SANITATION (TRASH)	6,214		7,002	6,500	107.7%
4390	OTHER UTILITIES EXPENSE (SEWER)	13,490		13,204	14,500	91.1%
			1,001		11,000	011170
	TOTAL UTILITIES EXPENSE	59,824	5,422	60,947	66,500	91.6%
	ORDINARY MAINTENANCE AND OPERATION:					
4410	LABOR	82,458	7,538	79,153	80,626	98.2%
	LABOR - LEAVE PAYOUTS					
4420	SUPPLIES	24,324	145	34,505	27,000	127.8%
4430	CONTRACTS	26,943	3,012	29,486	30,000	98.3%
4430.1	TEMPORARY EMPLOYMENT CONTRACTS	14,253		3,880	17,000	22.8%
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSE	147,978	10,695	147,024	154,626	95.1%
	GENERAL EXPENSE:					
4510	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	3.365	115	3,324	4.200	79.1%
4510.1	INSURANCE - PROPERTY	17,652		8,319	18,600	44.7%
4510.2	INSURANCE - AUTO	1,840		1,888	2,000	94.4%
4540	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	18,042	1,435	15,074	18,780	80.3%
4540.1	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	28,667	1,653	16,533	38,268	43.2%
4540.2	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	2,877		3,366	3,550	94.8%
4540.3	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	4,477	419	4,403	7,365	59.8%
4590	OTHER GENERAL EXPENSE	2,330		1,255	1,400	89.6%
	TOTAL GENERAL EXPENSE	79,250	3,622	54,162	94,163	57.5%
	TOTAL OPERATING EXPENSE	462,090	32,104	408,286	529,956	77.0%

PUBLIC I	HOUSING					
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
#			7	Γ		
	NONROUTINE EXPENDITURES:					
7520	REPLACEMENT / NONEXPENDABLE EQUIPMENT	1,368			2,500	0.0%
7540	PROPERTY BETTERMENTS AND ADDITIONS	607			2,000	0.0%
	MAINTENANCE VEHICLE (FOREMAN) (75%)				18,750	0.0%
	EXTRAORDINARY - TENANT HOTEL - DAMAGE TO PHA UNIT			572	1,000	57.2%
	TOTAL NONROUTINE EXPENDITURES	1,975	0	572	24,250	2.4%
	TOTAL OPERATING EXPENDITURES	464,065	32,104	408,858	554,206	73.8%
	TOTAL REVENUES	579,085	56,696	575,069	556,512	
	TOTAL EXPENDITURES	464,065	32,104	408,858	554,206	
	RECEIPTS OVER (UNDER) EXPENDITURES	115,020	24,592	166,211	2,306	

*	DESCRIPTION	GRANT #22 BUDGET	GRANT #22 ACTUAL	GRANT #23 BUDGET	GRANT #23 ACTUAL
	CAPITAL GRANT PROCEEDS	265,983	213,563	274,792	95,727
	TOTAL GRANT PROCEEDS	265,983	213,563	274,792	95,727
0100	RESERVED BUDGET	•	y	·	t
1406	OPERATIONS (WILL BE TRANSFERRED TO PHA DESIGNATED FOR OPERATING)	117,327	64,000	100,000	·
1408	MANAGEMENT IMPROVEMENT		·	7,500	
1410	ADMINISTRATION		۲ <u>ـــــ</u>	<u>، </u>	·
	FEES AND COSTS NEW CATEGORIES IN 2019	······		· · · · · · · · · · · · · · · · · · ·	þ
1450	SITE IMPROVEMENT Sewer Repairs Begin to replace PHA lawns with zeroscaping			۲۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰۰	
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	ADA Renovations to Second Onits in a rour year program 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		<u> </u>	*	·
1480	GENERAL CAPITAL ACTIVITY	148,656	149,563	167,292	95,727
1502	CONTINGENCY		. <u> </u>	<u>و</u>	
	TOTAL EXPENDITURES	265,983	213,563	274,792	95,72
	EXCESS REVENUES OVER EXPENDITURES	0	0	0	
	UNSPENT BALANCE		52,420		179,06

RURAL D	EVELOPMENT					
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
#						
	OPERATING RECEIPTS:					
		07.000	0.407			
3110.F	DWELLING RENT	27,008	2,127	22,402	26,500	
3120.2F	EXCESS ELECTRIC	67			75	
3310.F	RENTAL SUBSIDY	29,641	2,460	25,502	29,000	
3315.F	OVERAGE / SURCHARGE	(544)			(170)	0.0%
	TOTAL RENTAL INCOME	56,172	4,587	47,904	55,405	86.5%
3610.R	INTEREST INCOME		19	132		
3690.1F	TENANTS CHARGES - LATE FEES	100		102	100	0.0%
3690.4R	MISCELLANEOUS INCOME	644	100	100	500	
0000.411	TRANSFER IN FROM CAPITAL RESERVES	011	100	100	500	20.070
7520.R	RD REQUIRED REDUCTION OF OPERATING CASH FROM PRIOR YEARS					
7540.R	RD REQUIRED REDUCTION OF OPERATING CASH FROM PRIOR YEARS					
	TOTAL OPERATING INCOME	56,916	4,706	48,136	56,005	85.9%
	OPERATING EXPENDITURES - ADMINISTRATION:					
4110.R	ADMINISTRATIVE SALARIES	6.077	449	4,717	5,838	80.8%
	MANAGEMENT FEE	8,760	730	7,300	8,760	
4130.R	LEGAL EXPENSE	0,700		18	500	
4140.R	STAFF TRAINING	24		73	800	
4150.R	TRAVEL			24	400	
4170.R	ACCOUNTING FEES				400	0.070
4171.R	AUDITING FEES	630		594	630	94.3%
4190.1R	SUNDRY - OFFICE FURNITURE AND EQUIPMENT	000		38	100	Arrest and a second sec
4190.2R	SUNDRY - ADVERTISING	360		136	500	
4190.3R	SUNDRY - TELEPHONE AND ANSWERING SERVICE			100	500	21.270
	SUNDRY - OPERATIONAL SOFTWARE					
4190.42N	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	692	23	733	1,000	73.3%
4190.4K	SUNDRY - OFFICE SUPPLIES	092	23	133	1,000	13.3%
4190.R						
	TOTAL ADMINISTRATIVE EXPENSE	16,543	1.202	13.633	18,528	73.6%
		10,040	1,202	10,000	10,320	13.078

SEE ACCOUNTANT'S REPORT

	EVELOPMENT					
NORAL D		- 181				
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
#						
	UTILITIES:					
4310.R	WATER	2,653	149	1,722	3,500	49.2%
4310.R	ELECTRICITY	639		415	1,100	
4320.R	GAS	009	50	410	1,100	01.170
4340.R	SANITATION (TRASH)	1,528	278	1,894	1,800	105.2%
4340.R	OTHER UTILITIES EXPENSE (SEWER)	3,837		3,741	4,000	
4390.K	OTHER UTILITIES EXPENSE (SEVVER)	5,057	515	3,741	4,000	00.070
	TOTAL UTILITIES EXPENSE	8,657	844	7,772	10,400	74.7%
	ORDINARY MAINTENANCE AND OPERATION:					
4440 B	LADOD	4,473	270	2,837	5,660	50.1%
4410.R	LABOR SUPPLIES	3,306		824	3,400	The second
4420.R 4430.R	CONTRACTS	3,178		2,294	4,100	And A A LOCAL DESIGNATION OF A REAL PROPERTY OF A R
4430.1R	TEMPORARY EMPLOYMENT CONTRACTS	1.548		2,234	1,000	0.0%
4430. TR	TEMPORART EMPLOTMENT CONTRACTS	1,040			1,000	0.070
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSE	12,505	494	5,955	14,160	42.1%
	GENERAL EXPENSE:					
4510.1R	INSURANCE - PROPERTY	2,693		2,997	2,850	105.2%
4510.2R	INSURANCE - AUTO					
4510.R	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	606	13	601	735	81.8%
4540.1R	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	2,079	32	321	2,480	12.9%
4540.2R	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	221		259	275	94.2%
4540.3R	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	84	7	75	345	21.7%
4540.R	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	798	56	591	880	67.2%
and the state of t	RD BUDGET DIFFERENTIAL FOR EMPLOYEE BENEFITS					
4590.R	OTHER GENERAL EXPENSE					
	TOTAL GENERAL EXPENSE	6,481	108	4,844	7,565	64.0%
	TOTAL OPERATING EXPENSE	44,186	2,648	32,204	50,653	63.6%
	NONROUTINE EXPENDITURES:					

SEE ACCOUNTANT'S REPORT 6

RURALL	DEVELOPMENT					
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
#						
7520.R	REPLACEMENT / NONEXPENDABLE EQUIPMENT			598	2,000	29.9%
7540.R	PROPERTY BETTERMENTS AND ADDITIONS	6,983			3,000	0.0%
	TOTAL NONROUTINE EXPENDITURES	6,983	0	598	5,000	12.0%
	TOTAL OPERATING EXPENDITURES	51,169	2,648	32,802	55,653	58.9%
	TOTAL REVENUES	56,916	4,706	48,136	56,005	
	TOTAL EXPENDITURES	51,169	2,648	32,802	55,653	
	RECEIPTS OVER (UNDER) EXPENDITURES	5,747	2,058	15,334	352	-

AFFORDAE	BLE HOUSING					
					2023]
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGET
#						
	OPERATING RECEIPTS:					
3110.S	DWELLING RENT - AH	11,400	1,468	11,025	13,000	84.8%
70.3110	DWELLING RENT - RAD		8,706	10,709		
3120.S	EXCESS UTILITIES					
	TOTAL RENTAL INCOME	11,400	10,174	21,734	13,000	167.2%
3115.S	GRANT INCOME - CDBG	78,726		19,363	39,500	49.0%
	MANAGEMENT FEE INCOME - VAB (8% OF RENTAL INCOME)	30,003	2,730	26,188	29,440	89.0%
	MANAGEMENT FEE INCOME - VABII (8% OF RENTAL INCOME)	17,339	1,615	15,697	17,200	91.3%
	MANAGEMENT FEE INCOME - RD (GRAND MANOR) (\$7,680 ANNUAL)	8,760	730	7,300	8,760	83.3%
	DEVELOPER FEE INCOME -VILLAS I			.,	50,000	
	DEVELOPER FEE INCOME - VILLAS II				20,000	
	ACCOUNTING FEES INCOME - VILLAS I				9.800	
	ACCOUNTING FEES INCOME - VILLAS II				9.200	
	INCOME FROM DIV OF HOUSING (REHAB PROGRAM) THROUGH 4/30/20				-,	
	TRANSFER IN FROM RESERVES	20.000				
3610.S	INTEREST ON GENERAL FUND INVESTMENTS	1	32	507		
3690.S	OTHER INCOME	1,251			300	0.0%
5999.1S	PROPERTY SALE PROCEEDS (CASH RECEIVED)	.,				
	LOAN SERVICING INCOME FROM HOUSING REHAB					
	TOTAL OPERATING INCOME	167,480	15,281	90,789	197,200	46.0%
	OPERATING EXPENDITURES - ADMINISTRATION:					
4110.S	ADMINISTRATIVE SALARIES	60.220	5,764	60.520	79,999	75.7%
4130.S	LEGAL EXPENSE	3,094	0,101	8,774	10,000	
4140.S	STAFF TRAINING	164		291	800	
4150.S	TRAVEL			16	500	
4170.S	ACCOUNTING FEES					
4171.S	AUDITING FEES	315		297	315	94.3%
4190.1S	SUNDRY - OFFICE FURNITURE AND EQUIPMENT	36		1,341	50	
4190.2S	SUNDRY - ADVERTISING	15		6,739	60	
4190.3S	SUNDRY - TELEPHONE AND ANSWERING SERVICE	166	1	110	300	
4190.42S	SUNDRY - OPERATIONAL SOFTWARE	1.216	404	3,103	1,365	\$ · · · · · · · · · · · · · · · · · · ·
4190.4S	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	2,292	113	2,559	5,000	
4190.S	SUNDRY - OFFICE SUPPLIES	515	5	469	750	
	TOTAL ADMINISTRATIVE EXPENSE	68.033	6.287	84,219	99,139	85.0%

AFFORDAE	BLE HOUSING					
					2023	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGET
#						
	UTILITIES:					
4310.S	WATER	473	1	116	200	
4320.S	ELECTRICITY	146	4	227	250	
4330.S	GAS	628		376	1,000	
4340.S	SANITATION (TRASH)	162		154	300	
4390.S	OTHER UTILITIES EXPENSE (SEWER)	70	1	154	150	102.7%
70.4310	WATER - RAD		483	483		
70.4320	ELECTRICITY - RAD		1,448	1,448		
70.4390	OTHER UTILITIES EXPENSE (SEWER) - RAD		344	344		
	TOTAL UTILITIES EXPENSE	1,479	2,282	3,302	1,900	173.8%
	ORDINARY MAINTENANCE AND OPERATION:					
4410 8	LABOR	1,473	179	1,877	5,610	33.5%
4410.S 4420.S	SUPPLIES	942	and the second se	1,814	4.000	
4420.5 4430.S	CONTRACTS	553	5	606	2,000	
4430.S 4430.1S	TEMPORARY EMPLOYMENT CONTRACTS	148	5	000	2,000	
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSE	3.116	209	4,297	13,610	31.6%
	GENERAL EXPENSE:			.,		
	GENERAL EAFENSE:					
4510.1S	INSURANCE - PROPERTY	1,124		457	1,600	28.6%
4510.2S	INSURANCE - AUTO	354		363	400	
4510.S	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	263	9	260	380	
4540.1S	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	5,025	446	4,464	11,530	38.7%
4540.2S	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	111		129	200	64.5%
4540.3S	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	1,711	132	1,382	2,568	53.8%
4540.S	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	4,796	462	4,849	6,549	74.0%
4590.S	OTHER GENERAL EXPENSE	855		427	1,200	35.6%
8750.S	REIMBURSEMENT TO OTHER FUNDS					
	TOTAL GENERAL EXPENSE	14,239	1,049	12,331	24,427	50.5%
	TOTAL ROUTINE EXPENSE	86,867	9,827	104,149	139,076	74.9%
	NONROUTINE EXPENDITURES:					
7520.S	REPLACEMENT OF NONEXPENDABLE EQUIPMENT	329			1.000	0.0%

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AFFORDAE	BLE HOUSING					
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
#						
7540.S	PROPERTY BETTERMENTS AND ADDITIONS				4,000	
	DHA-OWNED UNITS - SALE-RELATED EXPENSES					
	PROPERTY BETTERMENTS AND ADDITIONS - CDBG	78,726		19,363	39,500	49.0%
	MAINTENANCE (FOREMAN) VEHICLE (17%)					
	TOTAL NONROUTINE EXPENDITURES	79,055	0	19,363	44,500	43.5%
	TOTAL OPERATING EXPENDITURES	165,922	9,827	123,512	183,576	67.3%
	TOTAL REVENUES	167,480	15,281	90,789	197,200	
	TOTAL EXPENDITURES	165,922	9,827	123,512	183,576	
	RECEIPTS OVER (UNDER) EXPENDITURES	1,558	5,454	(32,723)	13,624	

VOUCHER						
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
	OPERATING RECEIPTS:					
2840	HUD SUBSIDY - HAP	1,348,055	121,473	1,210,920	1,341,700	90.3%
2010		1,040,000	121,410	1,210,020	1,041,700	50.07
2840.1V	HUD SUBSIDY- ADMIN FEE	295,723	24,556	294,996	271,000	108.9%
	TOTAL RENTAL INCOME	1,643,778	146,029	1,505,916	1,612,700	93.4%
3610.V	INTEREST INCOME	10	4	17	12	141.7%
3690.V	OTHER INCOME	13		17	12	141.77
3300.V	INCOMING PORT ADMIN FEE (80% OF INITIAL PHA'S ADMIN FEE)	10			200	
4715.2	FRAUD RECOVERY	3,148	240	2,563	2,000	128.2%
	TRANSFER IN FROM HAP EQUITY RESERVES (NRP) - PRIOR YEAR ONLY					
	PROJECTED HAP NEGATIVE EQUITY AT 12/31/17 (\$57.291)					
	TOTAL OPERATING INCOME	1,646,949	146,273	1,508,496	1,614,912	93.4%
	OPERATING EXPENDITURES - ADMINISTRATION					
4110.V	ADMINISTRATIVE SALARIES	139,270	11,613	121,935	156.056	78.1%
4110.1V	ADMINISTRATIVE - TEMP STAFFING		767	767		
4130.V	LEGAL EXPENSE				2,000	0.0%
4140.V	STAFF TRAINING	2,659	238	2,233	10,000	22.3%
4150.V	TRAVEL	234		750	4,000	18.8%
4170.V	ACCOUNTING FEES					
4171.V	AUDITING FEES	4,305		4,059	4,305	94.3%
4190.1V	SUNDRY - OFFICE FURNITURE AND EQUIPMENT	639		1,372	900	152.4%
4190.2V	SUNDRY - ADVERTISING			179	700	25.6%
4190.3V	SUNDRY - TELEPHONE AND ANSWERING SERVICE	1,191	7	794	2,000	39.7%
4190.42V	SUNDRY - OPERATIONAL SOFTWARE	9,167	178	9,293	11,000	84.5%
4190.4V	SUNDRY- OTHER ADMINISTRATIVE EXPENSES	9,084	8,269	19,990	14,000	142.8%
4190.V	SUNDRY - OFFICE SUPPLIES	2,694	60	3,503	4,200	83.4%
	TOTAL ADMINISTRATIVE EXPENSE	169,243	21,132	164,875	209,161	78.8%
	UTILITIES:					
4310.V	WATER	112	10	100	250	40.0%
4320.V	ELECTRICITY	1,267	74	1,156	1,400	82.6%
4340.V	SANITATION (TRASH)	121	16	156	200	78.0%
4390.V	OTHER UTILITIES EXPENSE (SEWER)	138	14	134	200	67.0%

VOUCHER						
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
	TOTAL UTILITIES EXPENSE	1,638	114	1,546	2,050	75.4%
	ORDINARY MAINTENANCE AND OPERATION:					
4410.V	LABOR					
4420.V	SUPPLIES	213		320	300	
4430.V	CONTRACTS	199	246	599	1,000	59.9%
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSES	412	246	919	1,300	70.7%
	GENERAL EXPENSE:					
4510.1V	INSURANCE - PROPERTY	587		274	650	42.2%
4510.2V	INSURANCE - AUTO	2,547		2,614	2,700	96.8%
4510.V	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE	4,661	159	4,605	5,200	88.6%
4540.1V	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE	13,739	1,164	11,643	19,998	58.2%
4540.2V	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE	1,549		1,812	1,910	94.9%
4540.3V	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS	3,780	290	3,044	4,682	65.0%
4540.V	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX	10,749	899	9,440	11,938	79.1%
4590.1V	OTHER GENERAL EXPENSE - OUTGOING PORT ADMIN FEE	1,576	(83)	1,192	1,000	119.2%
	(80% x \$61.50 x # UNITS OUTGOING)					
4590.V	OTHER GENERAL EXPENSE	1,406		827	1,000	82.7%
	TOTAL GENERAL EXPENSE	40,594	2,429	35,451	49,078	72.2%
4715	HOUSING ASSISTANCE PAYMENTS	1,343,504	109,346	1,136,902	1,326,700	85.7%
4715.1	UTILITIES REIMBURSEMENT	15,900	1,039	12,347	15,000	82.3%
	TOTAL HOUSING ASSISTANCE PAYMENTS	1,359,404	110,385	1,149,249	1,341,700	85.7%
	TOTAL ROUTINE EXPENSE	1,571,291	134,306	1,352,040	1,603,289	84.3%
	NONROUTINE EXPENDITURES:					
7520.V	REPLACEMENT OF NONEXPENDABLE EQUIPMENT	· · · · · · · · · · · · · · · · · · ·	1,271	2,542	1,500	169.5%
7520.V	REPLACEMENT OF NONEXPENDABLE - HCV COMPUTER & SOFTWARE				1,500	
7540.V	PROPERTY BETTERMENTS AND ADDITIONS					
	MAINTENANCE (FOREMAN) VEHICLE (8%)				2,000	
	TOTAL NONROUTINE EXPENDITURES	0	1,271	2,542	5,000	0.0%
	TOTAL OPERATING EXPENDITURES	1,571,291	135,577	1,354,582	1,608,289	84.2%

	TOTAL EXPENDITURES	1,571,291	135,577	1,354,582	1,608,289	
#	TOTAL REVENUES	1,646,949	146,273	1.508,496	1,614,912	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
OUCHER						

VOUCHER	EQUITY			
ACCT #	DESCRIPTION	HAP	Admin Fee	2023 YTD
	OPERATING RECEIPTS:			
2840	HUD SUBSIDY - HAP	1,210,920		1,210,92
2840.1V	HUD SUBSIDY- ADMIN FEE		294,996	294,99
	TOTAL RENTAL INCOME	1,210,920	294,996	1,505,91
3610.V	INTEREST INCOME		17	1
3690.V	OTHER INCOME			
3300.V	INCOMING PORT ADMIN FEE (80% OF INITIAL PHA'S ADMIN FEE)			
4715.2	FRAUD RECOVERY	1,281	1,282	2,56
	TRANSFER IN FROM HAP EQUITY RESERVES (NRP) - PRIOR YEAR ONLY			
	PROJECTED HAP NEGATIVE EQUITY AT 12/31/17 (\$57,291)			
	TOTAL OPERATING INCOME	1,212,201	296,295	1,508,49
	OPERATING EXPENDITURES - ADMINISTRATION			
4110.V	ADMINISTRATIVE SALARIES		121,935	121,93
4110.1V	ADMINISTRATIVE - TEMP STAFFING		767	76
4130.V	LEGAL EXPENSE			
4140.V	STAFF TRAINING		2,233	2,23
4150.V	TRAVEL		750	75
4170.V	ACCOUNTING FEES			
4171.V	AUDITING FEES		4,059	4,05
4190.1V	SUNDRY - OFFICE FURNITURE AND EQUIPMENT		1,372	1,37
4190.2V	SUNDRY - ADVERTISING		179	17
4190.3V	SUNDRY - TELEPHONE AND ANSWERING SERVICE		794	79
4190.42V	SUNDRY - OPERATIONAL SOFTWARE		9,293	9,29
4190.4V	SUNDRY- OTHER ADMINISTRATIVE EXPENSES		19,990	19,990
4190.V	SUNDRY - OFFICE SUPPLIES		3,503	3,50
	TOTAL ADMINISTRATIVE EXPENSE	0	164.875	164,87

SEE ACCOUNTANT'S REPORT

VOUCHER	EQUITY			
ACCT	DESCRIPTION	НАР	Admin Fee	2023 YTD
#				
- And the	UTILITIES:			
4310.V	WATER		100	100
4320.V	ELECTRICITY		1,156	1,156
4340.V	SANITATION (TRASH)		156	156
4390.V	OTHER UTILITIES EXPENSE (SEWER)		134	134
	TOTAL UTILITIES EXPENSE	0	1,546	1,546
	ORDINARY MAINTENANCE AND OPERATION:			
4410.V	LABOR		000	
4420.V	SUPPLIES		320	500
4430.V	CONTRACTS		599	599
	TOTAL ORDINARY MAINTENANCE & OPERATION EXPENSES	0	919	919
- 1 AM UPPOPP	GENERAL EXPENSE:			
4510.1V	INSURANCE - PROPERTY		274	274
4510.2V	INSURANCE - AUTO		2,614	2,614
4510.V	INSURANCE - LIABILITY AND DIRECTOR'S INSURANCE		4,605	4,605
4540.1V	EMPLOYEE BENEFIT CONTRIBUTIONS - HEALTH INSURANCE		11,643	11,643
4540.2V	EMPLOYEE BENEFIT CONTRIBUTIONS - W/C INSURANCE		1,812	1,812
4540.3V	EMPLOYEE BENEFIT CONTRIBUTIONS - IRA BENEFITS		3,044	3,044
4540.V	EMPLOYEE BENEFIT CONTRIBUTIONS - PAYROLL TAX		9,440	9,440
4590.1V	OTHER GENERAL EXPENSE - OUTGOING PORT ADMIN FEE		1,192	1,192
	(80% x \$61.50 x # UNITS OUTGOING)			0
4590.V	OTHER GENERAL EXPENSE		827	827
	TOTAL GENERAL EXPENSE	0	35,451	35,451
4715	HOUSING ASSISTANCE PAYMENTS	1,136,902		1,136,902
4715.1	UTILITIES REIMBURSEMENT	12,347		12,347

SEE ACCOUNTANT'S REPORT

VOUCHER	EQUITY			
ACCT #	DESCRIPTION	НАР	Admin Fee	2023 YTD
	TOTAL HOUSING ASSISTANCE PAYMENTS	1,149,249	0	1,149,249
	TOTAL ROUTINE EXPENSE	1,149,249	202,791	1,352,040
	NONROUTINE EXPENDITURES:			
7520.V 7540.V	REPLACEMENT OF NONEXPENDABLE EQUIPMENT PROPERTY BETTERMENTS AND ADDITIONS		2,542	2,542
	TOTAL NONROUTINE EXPENDITURES	0	2,542	2,542
	TOTAL OPERATING EXPENDITURES	1,149,249	205,333	1,354,582
	TOTAL REVENUES TOTAL EXPENDITURES	1,212,201 1,149,249	296,295 205,333	1,508,490 1,354,582
	RECEIPTS OVER (UNDER) EXPENDITURES	62,952	90,962	153,914
	ADJUSTMENT FOR HUD HELD FUNDS:			
	HUD - Held Funds as of 10/19/2023 (Per HUD letter dated 10/20/23)	180,210		180,210
	ADJUSTED TOTAL AFTER HUD HELD FUNDS	243,162	90,962	334,124

					2023	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGET
#						
	OPERATING RECEIPTS:					
3110.VAB	TENANT RENT	375,042	34,121	327,350	368,000	89.0%
	TOTAL RENTAL INCOME	375,042	34,121	327,350	368,000	89.0%
	OTHER REVENUES					
3610.VAB	INTEREST REVENUE	260	75	765	180	425.0%
3611.VAB	REPLACEMENT RESERVE - INTEREST	296	84	961	190	505.8%
3691.VAB	NSF AND LATE CHARGES	1,385		785	1,000	78.5%
3692.VAB	DAMAGE AND CLEANING FEES	5,231		1,508	3,500	43.1%
3690.VAB	OTHER REVENUE	2,322		1,233	1,700	72.5%
	SALE OF MAINTENANCE TRUCK	53,645			2,700	0.0%
	OTHER REVENUES	63,139	159	5,252	9,270	56.7%
	TOTAL SALES	438,181	34,280	332,602	377,270	88.2%
	ADMINISTRATIVE					
4111.VAB	MANAGER OR SUPERINTENDENT SALARIES	23,136	1,526	16,022	21,493	74.5%
4113.VAB	MANAGEMENT FEE	30,003	2,730	26,188	29,440	89.0%
4114.VAB	ASSET MANAGEMENT FEE				7,049	0.0%
4115.VAB	WINDSOR COMPLIANCE FEES	3,606		2,838	4,300	66.0%
4116.VAB	PARTNERSHIP MANAGEMENT FEE					
4130.VAB	LEGAL EXPENSE	90		568	4,000	
4140.VAB	CONVENTIONS AND MEETINGS (STAFF TRAINING)	518		760	2,000	
4150.VAB	TRAVEL			139	900	15.4%
4170.VAB	ACCOUNTING FEES					
4171.VAB	AUDITING FEES	8,808		9,035	8,808	
4190.1VAB	OFFICE FURNITURE AND EQUIPMENT	302		311	400	
4190.2VAB	SUNDRY-ADVERTISING	42		727	400	
4190.3VAB	SUNDRY-TELEPHONE & ANSWERING SERVICE	598	4	374	650	
4190.42VAB	SUNDRY-OPERATIONAL SOFTWARE TENMAST	4,329	84	4,330	4,800	
4190.4VAB	SUNDRY-OTHER ADMINISTRATIVE EXPENSES	4,093	67	4,761	5,000	
4190.VAB	SUNDRY-OFFICE SUPPLIES	1,753	47	1,569	2,000	78.5%

	and the second se	in the second second			2023	1.20
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD		% OF BUDGE
4194.VAB	CRIMINAL BACKGROUND INVESTIGATION		8	698	550	126.9%
	TOTAL ADMINISTRATIVE	77,278	4,466	68,320	91,790	74.4%
	UTILITIES					
4310.VAB	WATER	13,725	1,369	12,225	15,000	81.5%
4320.VAB	ELECTRICITY	6,551	278	4,831	7,900	61.2%
4340.VAB	GARBAGE & TRASH REMOVAL	10,626	1,266	12,361	12,800	96.6%
4390.VAB	SEWER	18,425	1,822	17,966	19,500	92.1%
	TOTAL UTILITIES	49,327	4,735	47,383	55,200	85.8%
	OPERATING & MAINTENANCE					
4410.VAB	MAINTENANCE-LABOR	19,927	1,672	17,555	24,483	71.7%
4420.VAB	MAINTENANCE-SUPPLIES	16,336	69	4,102	18,500	22.2%
4430.1VAB	MAINT CONTRACT-SOS EMPLOYMENT CONTRACT	14,835		220	16,000	1.4%
4430.VAB	MAINTENANCE/CONTRACTS	16,876		4,616	15,000	30.8%
4432.VAB	CLEANING	2,680	221	2,209	3,700	59.7%
4433.VAB	LANDSCAPING CONTRACTS	4,767	1,527	4,949	7,000	70.7%
4436.VAB	ALARM	523		208	2,500	8.3%
7520.VAB	REPLACEMENT / NONEXPENDABLE EQUIPMENT	12,136		5,512	13,000	42.4%
	TOTAL OPERATING & MAINTENANCE	88,080	3,489	39,371	100,183	39.3%
	TAXES & INSURANCE					
4510.1VAB	INSURANCE - PROPERTY				-	
4510.2VAB	INSURANCE - AUTO	1,203		1,234	1,300	94.9%
4510.VAB	INSURANCE-LIABILITY & DIRECTOR'S INS	2,203	75	2,176	2,700	80.6%
4540.1VAB	EMPLOYEE BENEFIT CONT - HEALTH INSURANCE	6,322	700	7,002	7,281	96.2%
4540.2VAB	EMPLOYEE BENEFIT CONT - WORK COMP INSURANCE	387		453	480	94.4%
4540.3VAB	EMPLOYEE BENEFIT CONT - EMPLOYER IRA CONT	571	34	356	1,379	25.8%
4540.VAB	EMPLOYEE BENEFIT CONT - PAYROLL TAXES	3,305	246	2,587	3,517	73.6%
4590.VAB	OTHER GENERAL EXPENSES	600		409	800	51.1%
	FINANCIAL EXPENSES	14,591	1,055	14,217	17,457	81.4%

VILLAS AT TI	HE BLUFF					
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
8800.VAB	INTEREST EXPENSE	80,426	6,441	65,189	79,000	82.5%
7540.VAB	PROPERTY BETTERMENT / ADDITIONS	23,596		291	29,000	1.0%
	PURCHASE OF MAINTENANCE TRUCK				4,500	
	TOTAL FINANCIAL EXPENSES	104,022	6,441	65,480	112,500	58.2%
	TOTAL EXPENSES	333,298	20,186	234,771	377,130	62.3%
	OPERATING PROFIT	104,883	14,094	97,831	140	

					2023	
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	BUDGET	% OF BUDGE
#						
	OPERATING RECEIPTS:					
3110.VAB	TENANT RENT	205,729	20,190	196,215	215,000	91.3%
	INSURANCE REIMB - LOSS OF RENTAL INCOME	11,004				
	TOTAL RENTAL INCOME	216,733	20,190	196,215	215,000	91.3%
	OTHER REVENUES					
3610.VAB	INTEREST REVENUE	56	3	46	70	
3611.VAB	REPLACEMENT RESERVE - INTEREST	118	35	371	90	
3691.VAB	NSF AND LATE CHARGES	1,945		940	1,300	
3692.VAB	DAMAGE AND CLEANING FEES	3,142		2,027	2,300	
3690.VAB	OTHER REVENUE	943		984	1,200	
	SALE OF MAINTENANCE TRUCK	6,289			1,800	0.0%
	OTHER REVENUES	12,493	38	4,368	6,760	64.6%
	TOTAL SALES	229,226	20,228	200,583	221,760	90.5%
	ADMINISTRATIVE					
4111.VAB	MANAGER OR SUPERINTENDENT SALARIES	20,173	1,343	14,104	18,962	74.4%
4113.VAB	MANAGEMENT FEE	17,339	1,615	15,697	17,200	91.3%
4114.VAB	ASSET MANAGEMENT FEE				6,333	0.0%
4115.VAB	WINDSOR COMPLIANCE FEES	2,404		1,892	2,755	68.7%
4130.VAB	LEGAL EXPENSE	405		581	4,000	14.5%
4140.VAB	CONVENTIONS AND MEETINGS (STAFF TRAINING)	481		536	2,000	26.8%
4150.VAB	TRAVEL			130	750	17.3%
4170.VAB	ACCOUNTING FEES					
4171.VAB	AUDITING FEES	10,279		10,785	10,279	104.9%
4190.1VAB	OFFICE FURNITURE AND EQUIPMENT	284		293	500	58.6%
4190.2VAB	SUNDRY-ADVERTISING	39		516	500	103.2%
4190.3VAB	SUNDRY-TELEPHONE & ANSWERING SERVICE	528	3	353	1,000	35.3%
4190.42VAB	SUNDRY-OPERATIONAL SOFTWARE TENMAST	4,074	79	4,014	4,400	91.2%
4190.4VAB	SUNDRY-OTHER ADMINISTRATIVE EXPENSES	3,744	61	4,089	4,300	95.1%
4190.VAB	SUNDRY-OFFICE SUPPLIES	1,632	34	1,462	1,800	81.2%
4194.VAB	CRIMINAL BACKGROUND INVESTIGATION		25	306	500	61.2%

ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGET
The line of the Property of the State of the	TOTAL ADMINISTRATIVE	61,382	3,160	54,758	75,279	72.7%
	UTILITIES					
4310.VAB	WATER	4,121	795	4,397	4,400	99.9%
4320.VAB	ELECTRICITY	4,736	347	4,005	6,000	
4340.VAB	GARBAGE & TRASH REMOVAL	2,978	341	3,743	3,300	
4390.VAB	SEWER	12,301	1,217	11,995	13,000	92.3%
	TOTAL UTILITIES	24,136	2,700	24,140	26,700	90.4%
	OPERATING & MAINTENANCE					
4410.VAB	MAINTENANCE-LABOR	16,628	1,165	12,234	17,447	70.1%
4420.VAB	MAINTENANCE-SUPPLIES	9,389	63	2,650	9,500	
4430.1VAB	MAINT CONTRACT-SOS EMPLOYMENT CONTRACT	9,086		220	9,000	2.4%
4430.VAB	MAINTENANCE/CONTRACTS	6,516		4,898	9,000	54.4%
4432.VAB	CLEANING	1,038	38	1,498	2,500	59.9%
4433.VAB	LANDSCAPING CONTRACTS	3,178	1,018	3,299	5,000	66.0%
4436.VAB	ALARM	348		139	1,000	13.9%
7520.VAB	REPLACEMENT / NONEXPENDABLE EQUIPMENT	6,671			11,000	0.0%
· · · · · · · ·	TOTAL OPERATING & MAINTENANCE	52,854	2,284	24,938	64,447	38.7%
	TAXES & INSURANCE					
4510.1VAB	INSURANCE - PROPERTY					
4510.2VAB	INSURANCE - AUTO	1,132		1,162	1,200	96.8%
4510.VAB	INSURANCE-LIABILITY & DIRECTOR'S INS	2,069	71	2,045	2,310	88.5%
4540.1VAB	EMPLOYEE BENEFIT CONT - HEALTH INSURANCE	5,485	506	5,059	5,614	90.1%
4540.2VAB	EMPLOYEE BENEFIT CONT - WORK COMP INSURANCE	387		453	480	94.4%
4540.3VAB	EMPLOYEE BENEFIT CONT - EMPLOYER IRA CONT	515	20	208	1,092	19.0%
4540.VAB	EMPLOYEE BENEFIT CONT - PAYROLL TAXES	2,805	193	2,027	2,785	72.8%
4590.VAB	OTHER GENERAL EXPENSES	545		372	800	46.5%
	FINANCIAL EXPENSES	12,938	790	11,326	14,281	79.3%
	REPLACEMENT RESERVES	-				
8800.VAB	INTEREST EXPENSE	18,248	1,481	14,925	17,600	84.8%
7540.VAB	PROPERTY BETTERMENT / ADDITIONS	1,621			10,000	0.0%
	FIRE CASUALTY (INCLUDES \$10,000 INSURANCE DEDUCTIBLE)	105,757				

AS AT THE BLUFF II						
ACCT	DESCRIPTION	2022 ACTUAL	CURRENT MONTH	2023 YTD	2023 BUDGET	% OF BUDGE
INSURANCE RE	IMBURSEMENT (H BUILDING)	(15,243)				
INSURANCE RE	IMBURSEMENT (G BUILDING)	(38,170)				
PURCHASE OF M	AINTENANCE TRUCK				3,000	
TOTAL FINANCI	AL EXPENSES	72,213	1,481	14,925	30,600	48.8
TOTAL EXPENS	ES	223,523	10,415	130,087	211,307	61.6
OPERATING PR	OFIT	5,703	9,813	70,496	10,453	674.4

October 2023 Occupancy & Maintenance Report

Prepared by: Erika Nieto and Housing Techs

Housing Choice Voucher Program			Public Housing		
Voucher Type	Waiting List	Increase/Decrease from Prior Month		Waiting List	Increase/Decrease from Prior Month
Regular HCV Vouchers (HCV)	326	+30	1 Bedroom	100	0
Project Based Vouchers (RAD)	1	-34	2 Bedroom	77	0
Project Based Vouchers (PBV)	37	+2	3 Bedroom	48	+2
	Available	Leased Up	4 Bedroom	8	+1
HCV	221	209	Total		
PBV - Creek Vista Senior Apts.	5	5	Occupancy	Available	Occupied
VASH	5	5	1 Bedroom (35)	1	34
Total	231	219	2 Bedroom (13)	0	13
By Location		3 Bedroom (17)	0	17	
Austin	6		4 Bedroom (10)	0	10
Cedaredge	41		Total	1	74
Crawford	1				
Delta	115				
Eckert	5	219	Maintenance	Completed	Open
Hotchkiss	21		Work Orders	28	23
Paonia	27				
PORT out	3		Units turned	an a	
# Unit Inspections Completed			1 Bedroom	1	
HCV	18		2 Bedroom	1	
PBV	0		3 Bedroom	1	
VASH	0		4 Bedroom	0	
Voucher Activity			Total	3	
Leased-Up	2		Notes: Work Orders Completed: C	logged toilets.	clogged sinks, minor
Ended Participation	3		furnace issues, tenant lock outs, and		
Vouchers on the Street	26			-	
DHA owned/managed units lease	ed .		Capital Fund Update: Sewer line p		
Villas I	22		and 511 E. 10th Street. Flooring re	placed in three	e units. Going out for
Villas II	11		bids for a tree removal.		
DHA-owned	2				

vailable 0 0 1 1 1	Occupied 12 16 3 31
0 1	16 3
0 1	16 3
1	3
1	31
mpleted	Open
11	13
l lock changes	š.
	inis institute a refusci ini provi and a construction

Occupancy	Available	Occupied	1 Bedroom
2 Bedroom (2 units)	0	2	2 Bedroom
Total	0	2	
			Occupancy
Maintenance	Completed	Open	1 Bedroom (6) 2 Bedroom (4)
Work Orders	1	0	Z Bedroom (4)
		U C	
Units turned			
2 Bedroom	0		Maintenance
Total	0		Work Orders
	0		
Notes: Work Orders Completed: R	0 egular ground ma	intenance and minor	Units turned

Grand	Manor	
	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	23	-25
2 Bedroom	0	-4
Total	23	-29
Occupancy	Available	Occupied
1 Bedroom (6)	0	6
2 Bedroom (4)	1	3
Total	1	9
Maintenance	Completed	Open
Work Orders	1	7
	and the second se	
Units turned		
1 Bedroom	0	
2 Bedroom	0	
Total	0	
Notes: Work Orders Completed: N extinguishers installed in units, and		

Reside	nces at Delta	1.
	Warting List	Increase/Decrease Trom Prior Month
Combined	42	+20
Total	42	20
Occupancy	Available	Dccupied
1 Bedroom (8)	33	17
Total	33	17
Maintenance	Completed	Open
Work Orders	19	11
Units turned		
1 Bedroom	0	
Total	0	
stripping on doors and regular gro	und maintenanc	e.



MEMO AGENDA ITEM # 5(A)

MEETING DATE:	November 22, 2023
STAFF CONTACT:	Ute Jantz, Executive Director
TITLE:	Discussion and Adoption of Resolution #671-23 – Authorizing the Write-Off of Uncollectible Tenant Accounts Receivable as of October 31, 2023.
ACTION:	Motion and Roll Call
ATTACHMENT:	Resolution #671-23 and Summary Chart of Write-Offs listed by Program

SUMMARY:

It is a housing authority policy and a generally accepted accounting practice to write-off delinquent accounts receivable deemed by staff to be uncollectible. The current write-off period is through October 31, 2023. The write-offs are recommended as part of the 2023 fiscal year-end preparation.

The accounts recommended for write-off are all from former tenants. Accounts written off will remain in the authority's computer system, and individuals may not reapply for housing assistance until they have paid all amounts owed to the housing authority. In addition, individuals with unpaid balances are electronically reported to HUD so that other public housing agencies are aware of the balances owed (this only applies to the Public Housing Program).

The attached list represents amounts owed by the tenants who moved from the developments and owe the authority money for unpaid rents, and/or deposits, legal fees, and damage expenses. Staff sent notification to the former tenants by mail informing them of the amounts due and that they will be reported to a collection agency if they fail to repay the amount owed. None of the tenants listed have responded and the accounts were turned over to a collection agency. The total amount of charges to be written off for the period ending October 31, 2023, are as follows: PHA - \$4,942.05; Scat Housing - \$0; Rural Development \$0; VABI \$1,186.76 and VABII \$6,863.45.

RECOMMENDATION: I recommend adopting this resolution.



BOARD RESOLUTION 671-23

A RESOLUTION OF THE DELTA HOUSING AUTHORITY, AUTHORIZING THE WRITE-OFF OF UNCOLLECTIBLE TENANT ACCOUNTS RECEIVABLE AS OF OCTOBER 31, 2023

WHEREAS, the Delta Housing Authority (DHA) operates a number of rental housing projects for low-income tenants throughout the City of Delta; and

WHEREAS, certain former tenants have been unable or unwilling to pay their debts incurred from unpaid rents, deposits, legal fees, and damage expenses owed to the housing authority; and

WHEREAS, reasonable efforts have been made to collect the balance due to the Housing Authority by notifying the former tenants of the amounts due; and

WHEREAS, as a part of year-end closing, accounts are written off for current accounts receivable as a matter of good accounting practice, and it is no longer prudent to carry these receivables on the accounting books.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Delta Housing Authority as follows:

- 1. The Commission finds that said tenants are no longer occupying a dwelling unit in a project under the housing authority jurisdiction, and it is no longer reasonable to carry these accounts on the Authority's current books.
- The Executive Director is authorized to write-off tenant accounts in the amount of \$4,942.05 for Public Housing; and \$8,050.21 for Non-HUD properties, from the authority's accounting books as uncollectible tenant account receivables as of October 31, 2023 as described in Exhibit A attached hereto and incorporated herein by reference.

ADOPTED this 22nd day of November, 2023

Chair or Vice-Chair Delta Housing Authority Board of Commissioners

Tenant Accounts Receivable Write-offs October 31, 2023

Program	Unit		Tenant Initials	Date of Last Payment	Amount Owed
РНА	668H	CB		5/15/23	\$ 4,844.05
РНА	40TM	AM		8/23/23	46.00
РНА	200	SM		8/14/23	52.00
			PHA Total		4,942.05
AH		**** N	lone ****		
			AH Total		-
VAB	E11	KF		4/3/23	70.50
VAB	D22	DG		6/12/23	892.00
VAB	F12	NP		11/2/22	224.26
			VAB Total		1,186.76
VABII	121	AG		11/9/22	4,650.34
VABII	113	LP		6/5/23	603.00
VABI	122	JP		3/9/23	306.31
VABII	J24	DR		4/3/23	1,303.80
			VABII Total		6,863.45
			Grand Total		\$12,992.20



MEMO AGENDA ITEM # 5(B)

MEETING DATE:	November 22, 2023
STAFF CONTACT:	Ute Jantz, Executive Director; Penny Thompson, Finance Officer
TITLE:	Execution of Alpine Bank Corporate Authorization Resolution – Rural Development Reserve Account
ACTION:	Motion and Roll Call
ATTACHMENT:	Resolution #672-23 Corporate Authorization Resolution
SUMMARY:	

Since the savings interest rates have increased in the past months, Penny and I suggest transferring our Rural Development reserve funds into a public money market account with a current interest rate of 5.32 percent. After the funds have been transferred, the current RD reserve account, which is a checking account, will be closed.

REECOMMENDATION: Approval of Resolution #672-23

Resolution of Lodge, Association or Other Similar Organization

Alpine Bank	By: DELTA HOUSING AUTHORITY
Delta	RURAL DEVELOPMENT
1660 Highway 92	RD RESERVE
Delta, CO 81416-0000	501 E 14TH ST
	DELTA,CO 81416-3637
	RESOLUTION# 668-23
Referred to in this document as "Financial Institution"	Referred to in this document as "Association"

I, UTE JANTZ , certify that I am Secretary (clerk) of the above named association organized under the laws of COLORADO , Federal Employer I.D. Number 84-0676952, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 11/22/2023 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
UTE JANTZ, EXEC DIRECTOR A	X	N/A
BRADLEY K KOLMAN, CHAIR \mathbf{B} .	Χ	N/AX
KIMBERLI K GUTHRIE BURCH, VICE CHAIR	X	N/A
		N/AX
		N/A
F		N/A
4 ·	Λ	Λ

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>N/A</u>	1) Exercise all of the powers listed in this resolution.	N/A
<u>A, B, C</u>	2) Open any deposit or share account(s) in the name of the Association.	01
<u>A,B,C</u>	3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	01
N/A	 Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness. 	N/A
<u> </u>	5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	N/A
N/A	6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>N/A</u>
N/A	 Other: Same authority as (6) above for a Self-Serve Storage Box. 	N/A

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

Resolution of Lodge, Association Or Other Similar Organizations Bankars Systems TM Wolters Kluwer Financial Services © 2018

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

□ If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary) UTE JANTZ (Attest by Other Officer) BRADLEY K KOLMAN

(Attest by Other Officer) KIMBERLI K GUTHRIE BURCH

For Financial Institution Use Only

Acknowledged and received on 11/07/2023

KJENSEN (date) by _____ (initials)

Comments: 8972061181-D 11/07/2023

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OA-1 7/1/2018 (1807).00 Page 3 of 3

ACCOUNT AGREEMENT

Alpine Bank Delta 1660 Highway 92 Delta, CO 81416-0000

Agreement Date: <u>11/07/2023</u> By: <u>K Jensen</u> **EXISTING Account** - This agreement replaces previous agreement(s). Account Description: Public Funds Money Market

Checking Savings NOW Money Market
Initial Deposit \$Source: Check
Ownership of Account - CONSUMER (Select One and Initial)
Single-Party Account Trust-Separate Agreement
Multiple-Party Account
Other
Rights at Death (Select One and Initial)
Single-Party Account
Multiple-Party Account With Right of Survivorship
Multiple-Party Account With Hight of Sulvivorship
Single-Party Account With Pay On Death
Multiple-Party Account With Right of Survivorship
and Pay On Death
Pay-On-Death Beneficiaries. To Add Pay-On-Death Beneficiaries Name One or More:
1
Ownership of Account - BUSINESS Purpose
Ownership of Account - BUSINESS Purpose
Sole Proprietorship Single-Member LLC Partnership
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership)
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Public Funds Non-Profit
□ Sole Proprietorship □ Single-Member LLC □ Partnership □ LLC (LLC tax classification: □ C Corp □ S Corp □ Partnership) □ C Corporation □ S Corporation □ Non-Profit ☑ Public Funds □ ■ ■ ■ Business: HOUSING ASSISTANCE − LOW INCOME ■
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Public Funds Non-Profit
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership C Corporation S Corporation Non-Profit Public Funds Business: HOUSING ASSISTANCE - LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8) X By signing at right, I, DELTA HOUSING AUTHORITY
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership C Corporation S Corporation Non-Profit Weblic Funds Business: HOUSING ASSISTANCE - LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" - Use separate Form W-8)
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Weight Distribution S Corporation Non-Profit Business: HOUSING ASSISTANCE LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" - Use separate form W-8) S By signing at right, I, DELTA HOUSING AUTHORITY - certify under penalties of perjury that the statements made in this section are true. TIN: XX-XXX6952 The Taxpayer Identification
□ Sole Proprietorship □ Single-Member LLC □ Partnership □ LLC (LLC tax classification: □ C Corp □ S Corp □ Partnership) □ C Corporation □ S Corporation □ Non-Profit ☑ Public Funds □ □ ■ Business: HOUSING ASSISTANCE − LOW INCOME ■ Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) ■ ☑ By signing at right, I, DELTA HOUSING AUTHORITY certify under penalties of perjury that the statements made in this section are true. □
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Weblic Funds Business: HOUSING ASSISTANCE - LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) X By signing at right, I, DELTA HOUSING AUTHORITY . certify under penalties of perjury that the statements made in this section are true. X TIN: XX-XXX6952 The Taxpayer Identification Number. X Not Subject to Backup Withholding. I am NOT subject to backup
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Weblic Funds Business: HOUSING ASSISTANCE - LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) S By signing at right, I, <u>DELTA HOUSING AUTHORITY</u> , certify under penalties of perjury that the statements made in this section are true. S TIN: <u>XX-XXX6952</u> The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number. Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup
Sole Proprietorship Single-Member LLC Partnership LLC (LLC tax classification: C Corp S Corp Partnership) C Corporation S Corporation Non-Profit Weblic Funds Business: HOUSING ASSISTANCE - LOW INCOME Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) X By signing at right, I, DELTA HOUSING AUTHORITY . certify under penalties of perjury that the statements made in this section are true. X TIN: XX-XXX6952 The Taxpayer Identification Number. X Not Subject to Backup Withholding. I am NOT subject to backup
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□ Sole Proprietorship □ Single-Member LLC □ Partnership □ LLC (LLC tax classification: □ C Corp □ S Corp □ Partnership) □ C Corporation □ S Corporation □ Non-Profit ☑ Public Funds □ □ Business: HOUSING ASSISTANCE - LOW INCOME □ Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) □ □ By signing at right, I, DELTA HOUSING AUTHORITY □ certify under penalties of perjury that the statements made in this section are true. □ □ TIN: XX-XXX6952 The Taxpayer Identification Number (TIN) shown is my correct taxpayer identification number. □ □ Not Subject to Backup Withholding. I am NOT subject to backup withholding either because I have not been notified that I am subject to backup withholding. □ Exempt Recipient. I am an exempt recipient under the Internal Revenue
□ Sole Proprietorship □ Single-Member LLC □ Partnership □ LLC (LLC tax classification: □ C Corp □ S Corp □ Partnership) □ C Corporation □ S Corporation □ Non-Profit ☑ Public Funds □ □ Business: HOUSING ASSISTANCE - LOW INCOME ☑ Backup Withholding Certifications (Non-"U.S. Persons" · Use separate form W-8) □ ☑ By signing at right, I, DELTA HOUSING AUTHORITY
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Account 8972061181 Number:

Additional Information: N/A

Signature(s). The undersigned certifies the accuracy of the information provided and acknowledges receipt of a completed copy of this form. The authorizes the financial institution to verify credit end employment history	undersigned / and/or have
a credit reporting agency prepare a credit report on the undersigned, as in The undersigned also acknowledge the receipt of a copy and agree to the t	terms of the
following agreement(s) and/or disclosure(s):	vailability
☐ Electronic Fund Transfers ☐ Privacy ☐ Substitu	
Common Features	
The Internal Revenue Service does not require your conse provision of this document other than the certifications re avoid backup withholding.	ent to any equired to
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Agency (Power of Attorney) Designation (Optional). To Ad Designation To Account, Name One or More Agents: N/A	ld Agency
(Select One and Initial):	
Agency Designation Survives Disability or Incapacity of Parties	N/A
Agency Designation Terminates on Disability or Incapacity of Parties	<u>N/A</u>



MEETING DATE:	November 22, 2023
STAFF CONTACT:	Ute Jantz, Executive Director
TITLE:	Discussion and Adoption of Resolution #673-23 – Approval of Changes in the Utility Allowance Schedules for the Public Housing and the Housing Choice Voucher Programs
ACTION:	Motion and Roll Call
ATTACHMENT:	Utility Rate Comparison Sheet, Resolution #673-23, and the Utility Allowance Schedules for Both Programs.

SUMMARY:

Utility allowances are a public housing authority's estimate of the average monthly amount needed to pay for utilities by an energy-conscious household. If all utilities are included in the household's rent, there is no utility allowance. A utility allowance varies by unit size and type of utilities.

The Department of Housing and Urban Development (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 Delta Housing Authority contracted with The Nelrod Company to review our current utility allowances and to determine if revisions are needed. We are required by HUD to modify the allowances if there is a cumulative increase or decrease of 10% or more in utility rates. According to Nelrod's utility allowance survey and study, certain areas within Delta County experienced a cumulative increase in utility rates of 10% or more and the utility schedule for the Public Housing and the Housing Choice Voucher Programs need to be revised. For a summary of the increased rates, please see the utility rate comparison sheet. The proposed effective date of the revised utility allowance schedules is January 1, 2024.

RECOMMENDATION: Approval of Resolution #673-23



BOARD RESOLUTION #673-23

A RESOLUTION OF THE DELTA HOUSING AUTHORITY APPROVING A CHANGE IN THE UTILITY ALLOWANCE SCHEDULE FOR THE PUBLIC HOUSING PROGRAM AND THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, in accordance with 24 CFR 965.517, the Department of Housing and Urban Development requires an annual review of the utility allowances provided to residents occupying Public Housing units and for participants of the Housing Choice Voucher Program; and

WHEREAS, housing authorities are required to review the utility allowances annually and must modify the allowances if there is a cumulative increase or decrease of 10% or more in utility rates; and

WHEREAS, the Delta Housing Authority contracted with The Nelrod Company of Ft. Worth, TX, to review the current utility allowances for the Public Housing and the Housing Choice Voucher Programs and to determine if modifications to the schedules needed to be made; and

WHEREAS, based on the utility analysis provided by The Nelrod Company, it was determined that the utility allowances for the Public Housing and the Housing Choice Voucher Programs must be modified due to a cumulative change of 10% or more in utility rates.

NOW, THEREFORE, BE IT RESOLVED, by the Delta Housing Authority Board of Commissioners, that the attached schedules of utility allowances for the Public Housing and the Housing Choice Voucher Programs be adopted to become effective January 1, 2024. The attached utility schedules will supersede all previously adopted schedules.

ADOPTED this 22nd day of November, 2023

OBJECTIVES AND METHODOLOGY PUBLIC HOUSING ANNUAL UPDATE 2023

This study was conducted in compliance with the Public Housing Utility Allowance HUD Regulations 24CFR 965, Subpart E – Resident Allowances for Utilities, and HUD's Utility Allowance Guidebook.

Utility Rate Comparison

Prior to beginning this update study for the **Delta Housing Authority, CO**, as required by HUD regulations 24 CFR 965.507(b), a comparison (annual review) was made of the utility rates and charges utilized in the development of the currently adopted utility allowances **(dated: October 2022)** and the current utility rates and charges **(dated: August 2023)**. This comparison indicated that The City of Delta's electric rates increased 2% and the monthly charge increased 17%. Delta Montrose Electric Association's electric rates and charges remained the same. Black Hills Energy's natural gas rates and charges increased 3% each. The City of Delta's water rates increased 18%, monthly charges increased 8%, the sewer monthly charge increased 52%, and the monthly trash collection charge increased 48%. Additionally, tiers were restructured. (See "Comparison of Previous and Current Utility Rates" in Support Documentation section of this report.) Since the utility provider's **rates** have changed more than 10%, the utility allowances will be adjusted. This does not mean that **utility allowances** will change by the actual percentage values listed above.

OBJECTIVES AND METHODOLOGY Section 8 Housing Choice Voucher Program ANNUAL UPDATE 2023

Utility Rate Comparison

As required by HUD regulations 24 CFR 982.517, prior to beginning this update study for the **Delta Housing Authority, CO**, a comparison (annual review) was made of the utility rates and charges (September 2022) utilized in the previous study and the current utility rates and charges (August 2023). This comparison indicated that the City of Delta's electric rates increased 2% and the monthly charge increased 17%. Delta Montrose Electric Association's electric rates and charges remained the same. Black Hills Energy's natural gas rates and charges increased 3% each. The average propane fuel rate decreased 11% and taxes remained the same. The City of Delta's water rates increased 18% and the monthly charges increased 8%, sewer monthly charge increased 52%, and trash collection monthly charge increased 48%. Tiers were restructured. Tri-County Water Conservancy District's water rates increased 5% and the monthly charge remained the same. Double J Disposal's trash collection monthly charge increased 10%. (See comparison in Support Documentation section of this report.) Since the utility providers' rates and charges have changed more than 10%, the current utility allowance schedule will be adjusted. This does not mean that **utility allowances** will change by the actual percentage values listed above.



DELTA HOUSING AUTHORITY, CO PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES Chart 1

UPDATE 2023

PHD

Building Type: Semi-Detached/Duplex

Delta HA (EE Equip: Win, Ins)		1BR	
Electricity (L&A) (City of Delta)	编成的问题	\$47.00	
Electricity (L&A) (Delta Montrose)		\$55.00	
Natural Gas (H,WH,C)		\$54.00	
Water	会中 白	\$28.00	없는 것 같은 것 같
Sewer	ان المراجع الم مراجع المراجع ال	\$38.00	홍수 같은 것은 것 수 있는 것 같아. 이 것 같아. 이 가지
Trash		\$19.00	離長に追い ないがく たいしかく しょうき
Totals (City of Delta Electric)	salara dan Manana Sa	\$186.00	
Totals (Delta Montrose Electric)		\$194.00	

		Building Type: Detached House				
Delta HA (EE Equip: Win, Ins)		1BR	2BR	3BR	4BR	
Electricity (L&A) (City of Delta)		\$47.00	\$52.00	\$57.00	\$61.00	
Electricity (L&A) (Delta Montrose)		\$55.00	\$60.00	\$66.00	\$71.00	3
Natural Gas (H,WH,C)		\$57.00	\$67.00	\$78.00	\$86.00	 :
Water	$\{y_i\}_{i \in \mathbb{N}} \in \mathbb{N}$	\$28.00	\$34.00	\$40.00	\$47.00	e i el
Sewer		\$38.00	\$38.00	\$38.00	\$38.00	
Trash		\$19.00	\$19.00	\$19.00	\$19.00	
Totals (City of Delta Electric)		\$189.00	\$210.00	\$232.00	\$251.00	
Totals (Delta Montrose Electric)		\$197.00	\$218.00	\$241.00	\$261.00	

A monthly average cost of the summer and winter adjustments were used for the electric and natural gas costs.

L&A= Lights & Appliances H= Space Heating WH= Water Heating C= Cooking

EE Equip= Energy Efficient Equipment Win= Windows Ins= Insulation

Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.

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HCV

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0169 (exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnised utilities and appliance	nces.
--	-------

Locality/PHA Delta Housing Authority, CO		Unit Type: A	partment/	Multi-Fa	mily Date (mm/dr		2024
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$35.00	\$40.00	\$47.00	\$53.00	\$60.00	\$67.00
3	Bottle Gas	\$63.00	\$74.00	\$85.00	\$98.00	\$109.00	\$123.00
	Electric (avg)	\$19.00	\$22.00	\$30.00	\$38.00	\$46.00	\$54.00
	Electric Heat Pump (avg)	\$17.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
C. C. K.	Fuel Oil	\$6.00	\$7.00	\$7.00	\$8.00	\$8.00	\$8.00
Cooking	Natural Gas	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00
1.	Bottle Gas	\$7.00	\$7.00	\$11.00	\$16.00	\$20.00	\$22.00
	Electric (avg)	\$4.00	\$5.00	\$7.00		\$12.00	\$14.00
Other Electric	(avg)	\$16.00	\$19.00	\$27.00		\$42.00	\$49.00
Air Conditioning	(avg)	\$3.00	\$3.00	\$5.00	\$6.00	\$7.00	\$8.00
Water Heating	Natural Gas	\$9.00	\$11.00	\$16.00	\$20.00	\$25.00	\$29.00
5	Bottle Gas	\$18.00	\$20.00	\$29.00	\$36.00	\$47.00	\$54.00
	Electric (avg)	\$11.00	\$13.00	\$17.00		\$24.00	\$28.00
	Fuel Oil	\$5.00	\$6.00	\$8.00		\$14.00	\$17.00
Water	(avg)	\$30.00	\$31.00	\$35.00		\$45.00	\$50.00
Sewer		\$38.00	\$38.00	\$38.00	And in case of the local division of the loc	\$38.00	\$38.00
Trash Collection	(avg)	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00	\$27.00
the second s	ctric Charge \$26.38 (avg)	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
the second s	tural Gas Charge \$13.76	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family A searching for a unit	llowances - May be used by t.	the family to cor	npute allowa	nce while	Utility/Service/Appliance Heating		Allowance
Head of Household	l Name				Cooking Other Electric		
Unit Address					Air Conditioning Water Heating		
					Water		
					Sewer		
					Trash Collection		
					Other		
Number of Bedroo	Number of Bedrooms Range/Microwave Refrigerator						
					Total		



adapted from form HUD-52667 (04/2023)

The Nelrod Company 8/2023 Update

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

OMB Approval No. 2577-0169 (exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnised utilities and appliances.

Locality/PHA Delta Housing Authority, CO		Unit Type: Det Townhomes, D Homes)		-		Date (mm/dd	e mm/dd/yyyy	
Utility of Service	Fuel Type	OBR	1 BR	2.6R	3 BR	4 BR	SBR	
Heating	Natural Gas	\$49.00	\$57.00	\$67.00	\$77.00	\$87.00	\$96.00	
	Bottle Gas	\$89.00	\$105.00	\$123.00	\$141.00	\$159.00	\$176.00	
	Electric (avg)	\$44.00	\$52.00	\$61.00	\$70.00	\$79.00	\$88.00	
	Electric Heat Pump (avg)	\$24.00	\$28.00	\$33.00	\$37.00	\$41.00	\$45.00	
	Fuel Oil	\$9.00	\$11.00	\$12.00	\$12.00	\$12.00	\$12.00	
Cooking	Natural Gas	\$4.00	\$4.00	\$7.00	\$8.00	\$11.00	\$12.00	
	Bottle Gas	\$7.00	\$7.00	\$11.00	\$16.00	\$20.00	\$22.00	
	Electric (avg)	\$4.00	\$5.00	\$7.00	\$10.00	\$12.00	\$14.00	
Other Electric	(avg)	\$24.00	\$28.00	\$39.00	\$50.00	\$61.00	\$72.00	
Air Conditioning	(avg)	\$2.00	\$3.00	\$6.00	\$9.00	\$12.00	\$15.00	
Water Heating	Natural Gas	\$12.00	\$13.00	\$20.00	\$25.00	\$32.00	\$37.00	
	Bottle Gas	\$22.00	\$25.00	\$36.00	\$47.00	\$58.00	\$69.00	
	Electric (avg)	\$14.00	\$17.00	\$21.00	\$26.00	\$30.00	\$35.00	
	Fuel Oil	\$6.00	\$7.00	\$11.00	\$14.00	\$17.00	\$21.00	
Water	(avg)	\$30.00	\$31.00	\$35.00	\$40.00	\$45.00	\$50.00	
Sewer		\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	
Trash Collection	(avg)	\$27.00	\$27.00	\$27.00		\$27.00	\$27.00	
Other specify: Elec	ctric Charge \$26.38 (avg)	\$26.00	\$26.00	\$26.00	and the second se	\$26.00	\$26.0	
Other specify: Na	tural Gas Charge \$13.76	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Al	lowances - May be used by	the family to con	mpute allowa	ance while	Utility/Service/Appliance		Allowance	
searching for a unit					Heating			
Head of Household	Name				Cooking			
					Other Electric			
Unit Address					Air Conditioning Water Heating			
					Water Sewer			
					Trash Collect	ion		
					Other			
Number of Bedrooms Range / Microwave								
in an bei of bearoo	113				Refrigerator			
					Total			



adapted from form HUD-52667 (04/2023)

The Nelrod Company 8/2023 Update



MEMO AGENDA ITEM # 5(D)

MEETING DATE:	November 22, 2023
STAFF CONTACT:	Ute Jantz, Executive Director
TITLE:	Execution of Engagement Letter for the 2023 Delta Housing Authority Audit
ACTION:	Motion for Chair and the ED to execute the engagement letter
ATTACHMENT:	2023 Audit Engagement Letter from Blair and Associates
SUMMARY:	

The board needs to approve the execution of the 2023 audit engagement letter.

RECOMMENDATION: Approval for the execution of the letter.

1 Blair and Associates, P.C.

November 7, 2023

To the Board of Commissioners and Executive Director

Delta Housing Authority 501 E 14th 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, 2023.

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, 2023. 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 RS1 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 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:

Certified Public Accountants

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- 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.
- 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.

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.

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.

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 should be available for our review on February 29, 2024.

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 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, 2023. 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.

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 2024.

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 \$9,900. 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.

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:

Brad Kolman, Board Chair:	
---------------------------	--

Date:				

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EXECUTIVE DIRECTOR COMMENTS

DHA REGULAR BOARD MEETING NOVEMBER 22, 2023



Our Holiday Party is scheduled for:

When: Wednesday, December 6, 2023, at 5:30 pm

Where: Thompson Manor Community Room (511 E 10th Street)

Dinner will be provided – you do not need to bring anything! Spouses, significant others, and children are invited. Please let us know if you will be attending.

General:

- In past years, the board gave each staff member a gift certificate for one paid day off as appreciation for their work throughout the year (part time employees half a day). Is the board willing to do this again this year?
- Working on personnel handbook updates for 2024.
- Our annual harassment training, presented by Lighthouse HR out of Grand Junction, took place on November 16th.

Public Housing Program (PHA)

• The 2024 Operating Grant submission is complete.

Housing Choice Voucher (HCV) Program:

• Our waiver request allowing Delta Housing Authority to establish payment standards up to 120 percent of the applicable FY 2024 Fair Market Rent (FMR) through December 31, 2024, was approved. The approval letter is attached under correspondence.

Grand Manor Apartments (USDA):

• Working on the new management plan which will be effective 1/1/2024.

DHA-Owned Houses:

• Nothing to report.

Villas at the Bluff (VAB and VABII)

- VAB Year 15:
 - The legal invoice for Housing Resources of Colorado's counsel to review the partnership agreement was paid in the amount of \$1,237.50.
- VAB and VABII The 2023 audit with Novogradac has officially begun. The management interview took place on November 9th. Penny and I are in the process of uploading the requested documents to Novogradac's web portal.

 VBAII Insurance – we switched insurance coverage back to American Family Insurance effective November 10, 2023. This happened after State Farm Insurance informed us that they are not willing to insure us due to the two insurance claims we had in 2022. State Farm Insurance was provided with a complete loss run for Villas at the Bluff II, and they were aware of the losses before the policy was locked in.

Residences at Delta (RAD)

- On November 3rd, the Colorado Housing and Finance Authority (CHFA) performed an inspection related to construction.
- Ribbon cutting ceremony went well and we had a good turnout (see attached picture under correspondence).
- Residences at Delta Phase 2 update: On November 14th, TWG Development and Delta Housing Authority had a concept meeting with the Colorado Housing and Finance Authority (CHFA) to discuss the possibility of developing Phase 2. Phase 2 would entail two three-story buildings with a total of 48 multi-family units ranging from one to three bedrooms. Now, we must wait and see if TWG decides to move forward with Phase 2, there are many deciding factors to take into consideration. Further information is attached under correspondence.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WASHINGTON, DC 20410-5000



Ute Jantz Executive Director Delta Housing Authority 501 14th Street Delta, CO 81416

Dear Ute Jantz:

The Department of Housing and Urban Development (HUD) reviewed the Delta Housing Authority (DHA) request submitted pursuant to Notice PIH 2023-29, "Certain Regulatory Waivers for the Housing Choice Voucher (including Mainstream) Program and Streamlined Review Process." The Notice provided instructions on the streamlined processing of public housing authority (PHA) requests to use specific regulatory waivers for the Housing Choice Voucher (HCV) (including Mainstream) program.

The waivers available under Notice PIH 2023-29 are included in Table 1.

Item	Waiver Name	Regulation(s)	Alternative requirement
(A)	Exception payment standards up to 120 percent of the SAFMRs for PHAs that are in mandatory SAFMR areas or have voluntarily chosen to adopt SAFMRs ("Opt-in PHAs")	24 CFR 982.503(b)(1)(iv)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.
(B)	Exception payment standards up to 120 percent of the FMR	24 CFR 982.503(c)(1)-(2) and (4)-(5)	The PHA may establish exception payment standards up to 120 percent of their applicable FY 2024 FMRs.
(C)	Exception payment standards up to 120 percent for PHAs that are currently approved for exception payment standard SAFMRs	24 CFR 982.503(b)(1)(iii)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.
(D)	Applying an increase in the payment standard during the HAP contract term	24 CFR 982.505(c)(4)	The PHA may increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.

Table 1. List of streamlined regulatory waivers.

DHA's application was submitted by an authorized official and included **DHA's** justifications for the waiver(s) to be granted.

Notice PIH 2023-29 specifies that for waivers A, B, and C, good cause justification requires that the PHA must meet at least one of the following criteria:

- Fewer than 80 percent of the families to whom the PHA issued tenant-based rental vouchers during the most recent 12-month period for which there is success rate data available have become participants in the voucher program; or
- More than 40 percent of families with tenant-based rental assistance administered by the agency pay more than 30 percent of adjusted income as the family share.

Additionally, for all waivers, the PHA must describe the good cause justification that must include (a) why a PHA needs the waiver; (b) the impact on PHA operations or applicants if the waiver is not provided. Additionally, the request must include the requested duration of the waiver, which may not exceed December 31, 2024.

Table 2 indicates which waiver(s) **DHA** requested as well as HUD's determination of the waiver approval or denial. After reviewing the waiver request(s) and considering **DHA** stated justification(s) of good cause, HUD: (1) finds there is good cause to waive, and hereby waives, the regulations and/or requirements marked "APPROVED" in the "Waiver Status" column and/or (2) finds there is not good cause to waive, and therefore does not waive, the regulations and/or requirements marked "NOT APPROVED" in the "Waiver Status" column.

Item	Waiver Name	Regulation(s)	Alternative requirement	Waiver requested?	Waiver status/term expiration
(A)	Exception payment standards up to 120 percent of the SAFMRs for PHAs that are in mandatory SAFMR areas or have voluntarily chosen to adopt SAFMRs ("Opt-in PHAs")	24 CFR 982.503(b)(1)(iv)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.		
(B)	Exception payment standards up to 120 percent of the FMR	24 CFR 982.503(c)(1)-(2) and (4)-(5)	The PHA may establish exception payment standards up to 120 percent of their applicable FY 2024 FMRs.	YES	APPROVED: Expiration 12/31/2024

Table 2. List of streamlined regulatory waivers and HUD's determination:

Item	Waiver Name	Regulation(s)	Alternative requirement	Waiver requested?	Waiver status/term expiration
(C)	Exception payment standards up to 120 percent for PHAs that are currently approved for exception payment standard SAFMRs	24 CFR 982.503(b)(1)(iii)	The PHA may establish exception payment standards up to 120 percent of its applicable FY 2024 SAFMRs.		
(D)	Applying an increase in the payment standard during the HAP contract term	24 CFR 982.505(c)(4)	The PHA may increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.		

All waiver approvals are set to expire at the end of the term requested or December 31, 2024, whichever is earliest, unless an alternative limit is provided by HUD.

Should you have any questions, please contact the Waiver Processing Team at *PIH_Expedited_Waivers@hud.gov.*

Sincerely,

Domingne Bla-

Dominique Blom General Deputy Assistant Secretary

Internal HUD Dis	stribution:							
Identification Lin	ies :	·····					 	
		Extende	d Waiver	Request –	CO040 E	elta HA		
Correspondence Code	Originator PQF	Extende Concurrence PQC	d Waiver	Request – Concurrence PE	CO040 E	oelta HA		

		Demonst (CO040 Delta H	•
Identification Lines :				

/s/11/14/2023

/s 10/20/2023

Date

/s/11/14/2023



RESIDENCES AT DELTA- PHASE II

ZONING SUMMARY

PROJECT DESCRIPTION:

NEW CONSTRUCTION OF A 3 STORY AFFORDABLE HOUSING BUILDING FOR THE 9% LIHTC ALLOWANCE, ALL 1 BEDROOM UNITS ARE TO BE SIMILAR TO PHASE I OF THE PROJECT, 2 AND 3 BEDROOM UNITS SHALL BE DESIGNED IN A SIMILAR FASHION TO THE 1 BEDROOM UNITS. 50 NEW UNITS ARE TO BE CONSTRUCTED WITH 10% PARKING REDUCTION.

LOT INFORMATION

LOT ADDRESS - LOT AREA -	1498 VILLA STREET, DELTA, COLORADO 282,694SQ. FT.
PRIMARY DISTRICT -	R3 (MULTI-FAMILY RESIDENTIAL USE)
SECONDARY DISTRICT - STANDARDS REVIEW DISTRICT -	N/A R3- DELTA COUNTY (RESIDENTIAL 3)
STANDARDS REVIEW DISTRICT -	
USE REGULATIONS	PERMITTED
(TABLE 2.B DELTA COUNTY LAND USE CODI	E)
PROPOSED & PERMITTED USES MUL	TIFAMILY DWELLING (4 OR MORE) - PERMITTED IF A ZONING PERMIT IS FIRST ISSUED
MIN. SETBACKS	
(PG. 46 DELTA COUNTY LAND USE CODE)	REQUIRED
SETBACK FROM ANY POINT ON THE PERIME	
	25'
MINIMUM SPACING FROM OTHER MULTIFAM	
BUILDINGS	20'
MAX. HEIGHT IN METRO CONTEXT AREA	
MAA, HEIGHT IN METRO CONTEXTAREA	

(FO. 76 DELTA COUNTY LAND USE CODE)	REGORED
BUILDINGS AND STRUCTURES	NO REQUIREMENT
PARKING REQUIREMENTS (TABLE 4.A AND 4.B DELTA COUNTY LAND USE CODE)	
MULTIFAMILY DWELLING (4 OR MORE) -	1.5 PER UNIT

DELTA COUNTY LAND LISE CODEN

BIKE	PARKING
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MININUM AISLEWAY SIZE

NO REQUIREMENT

24'

REQUIRED

DIMENSIONS MEASURED FROM DELTA COUNTY GIS DATA SITE AND WILMORE AND CO. SURVEY DOCUMENT

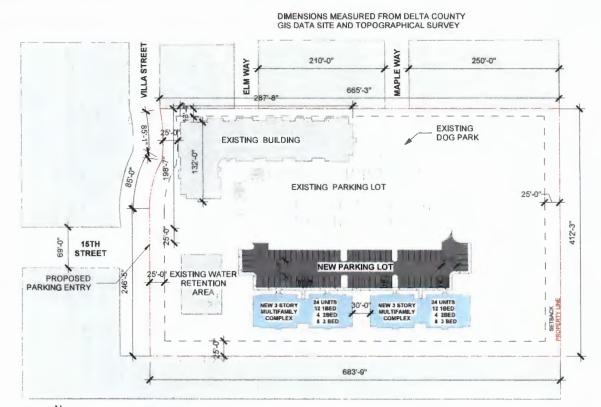


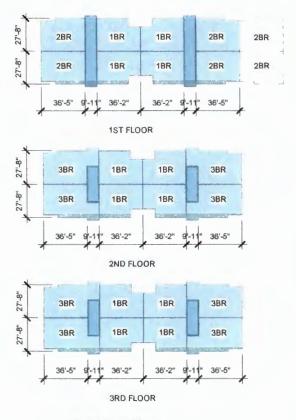
AERIAL VIEW

FEASIBILITY STUDY TWG DEVELOPMENT | 1498 VILLA STREET, DELTA, CO

04/23/20 | P1







FLOOR PLANS

NOTE 1:

PARKING CALCULATIONS: 75 PARKING STALLS REQUIRED WITH RETAIL REDUCTION,

50 OWELLING UNITS X 1.5 = 75 STALLS 75 - (75 X 0.10) = 68 STALLS MIN 5% ADA ACCESSIBLE STALLS = 68 X 0.05 = 4 SPACES MIN. ADA ACCESSIBLE REQUIRED

FLOOR	GFA	APTS
1 .	8,550	8
2	8,550	8
3	8,550	8
NUMBER OF	BUILDINGS	2
TOTAL		48

UNIT MATRIX		UNIT SIZE	
1BR	24	1BR	850 SF
2BR	8	2BR	950 SF
3BR	16	3BR	1130 SF
TOTAL	48		

MAX LOT COVERAGE			
IMPERVIOUS	LOT SIZE		
115,668 SF	282,694 SF		
TOTAL	41%		
ALLOWED	NO REQ.		

PARKING PROVIDE	D	PARKING REQ'D.
COUNT	72	UNITS (1.5X /UNIT)
LOSS (LANDSC.)	(4)	REDUCTION (.1*UNITS)
TOTAL	68	TOTAL

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75

7.5

68

