



Regular Board Meeting Minutes

January 22, 2025

The regular board meeting of the Delta Housing Authority Board of Commissioners was held on Wednesday, January 22, 2025, in the agency office of the Housing Authority. Vice Chair Brad Kolman called the meeting to order at 3:33 pm. The following Commissioners and officers of the agency were present at the meeting: Chair Kim Guthrie Burch, Commissioner Cathy Boyd, Commissioner Terri Hocking, Chair Brad Kolman, and Secretary Ute Jantz (Executive Director). Commissioner Robert Turner previously excused his absence. Notice of the regular board meeting was posted at least twenty-four hours before the meeting. Notice was also sent, upon standing request, to the City of Delta.

Quorum present (minimum of three Commissioners): Yes No

Changes or Additions to the Agenda

There were no changes to the agenda.

Citizen Comments

There were no citizen comments.

1. Approval of Minutes

The minutes of the regular meeting held on December 18, 2024, were approved as presented. Motion to approve by Commissioner Boyd and seconded by Commissioner Guthrie Burch. All were in favor, and the motion carried (4:0).

2. Financial Reports for December 2024

Ms. Thompson, Finance Officer, presented the financial reports for December. We should be at 100% of the budget. All programs are performing well except for the Voucher program, which shows a deficit. Consulting services for succession planning and office furniture were paid for in December and are reflected across all programs. The revised budget for 2024 is displayed in the budget columns. Ms. Thompson highlighted the following aspects of each program:

20 - Voucher

The withdrawal of \$48,900 from HUD-Held Reserves was received in December. The loss of \$6,815 was expected due to increased Housing Assistance Payment (HAP) spending in 2024.

30 – PHA (Including Capital Funds)

This program continues to operate with a robust net income of \$140,123. Capital Fund expenditures in December amounted to \$48,683, including windows, bathtub and faucet installation, a water heater, and expenses for a large door replacement project.

40 - Rural Development

The annual operating expenses comprise 88% of the budget, so we should have excess funds to replenish our reserve account.

60 - Affordable Housing

'Other income' – In December, we received \$15,000 in accounting fees, \$12,000 from Villas at the Bluff, and \$3,000 from Residences at Delta. Additionally, we received \$24,590 from TWG for joining the Residences at Delta Phase II Special Limited Partnership.

70 – Residences at Delta

Accounting fees for 2024 were recorded at a total of \$3,000. In 2025, the amount will increase to \$6,000.

80 - Villas at the Bluff

Accounting fees for 2024 were recorded at a total of \$12,000.

82 - Villas at the Bluff II

The 2024 asset management fee of \$6,524 was paid to Wells Fargo Bank.

The Board reviewed the December balance sheets and financial statements, with a few questions for discussion and clarification. Commissioner Hocking moved, and Commissioner Boyd seconded, to accept the financial reports for December as presented and discussed. All were in favor, and the motion carried (4:0).

3. Program Reports for December 2024

Erika Nieto, Housing Operations Manager, presented December's occupancy, maintenance, and capital improvements reports.

- Voucher Program: 253 vouchers have been leased, and 436 applicants (combined) are on the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) waiting lists. Two vouchers were leased, six voucher holders ended participation, and 11 unit inspections were completed. Seven voucher holders are currently searching for a unit. We will continue to lease up the remaining vouchers and allow attrition to occur.
- Public Housing: 75 units are leased, no vacant units, 227 applicants are on the waiting list, and no unit turnovers were reported. Work orders: Plumbing, electrical, and appliance issues, furnace repairs, tenant lockouts, preventive, routine, and grounds maintenance. Capital Fund Projects: Window replacement project for 236 Dodge Street. Kitchen cabinets have been ordered for six units.
- Villas at the Bluff (VAB and VABII): 94 applicants are on the waiting list. VAB is fully leased, while VABII has one vacancy, and one unit turnover has been reported for VABII. Work orders include appliance and furnace repairs, smoke alarm replacements, and preventive, routine, and grounds maintenance.
- Grand Manor Apartments: 47 applicants are on the waiting list; the property is fully leased, and one unit turnover has been reported. Work orders: tenant lockouts, preventive, routine, and grounds maintenance. One refrigerator has been replaced.
- DHA-Owned Houses: Both units are occupied. Work orders: preventive, routine, and grounds maintenance.
- Residences at Delta: 35 applicants are on the waiting list; 47 units are occupied. No unit turnovers have been reported. Work orders: Appliance, plumbing, electrical, water heater, and furnace issues. Performed preventive, routine, and grounds maintenance.

The board reviewed and discussed the program reports. Vice Chair Guthrie Burch moved, and Commissioner Hocking seconded the motion to approve the December program reports as presented and discussed. All were in favor, and the motion carried (4:0).

4. Old Business None

5. New Business

A) Ratification of the Residences at Delta Lot Split

The Residences at Delta (Phase I) lot was split to develop the vacant portion for Residences at Delta Phase II. All lienholders with an interest secured by the Phase I lot were required to sign the Residences at Delta Lot Split. Delta Housing Authority made two loans to the Phase I Partnership secured by this lot and was required to sign a Lienholder's Certification for the Lot Split. The Board needs to ratify the execution of the Lot Split. After discussion, Vice Chair Guthrie Burch moved to ratify the execution of the Lot Split for Residences at Delta Phase I as presented and discussed. Commissioner Hocking seconded the motion. All were in favor, and the motion passed unanimously (4:0).

6. Executive Director Comments

The Executive Director (ED) provided the following report:

General:

- Working on contract renewals for pest management and landscape maintenance contracts.
- Working on 2024 staff performance evaluations.
- Preparing for the "annual" staff meeting. We will review fair housing, limited English proficiency requirements, the authority's ethics policy, and human resource-related topics.

Public Housing Program (PHA)

- HUD accepted our 2025 Budget and 2024 Revised Budget submissions.
- Completed Waiting List reporting with the U.S. Department of Housing and Urban Development (HUD). Waiting list reporting with HUD refers to the requirement for Housing Authorities to regularly submit data to HUD detailing the number of families on their public housing waiting lists, including information about the size of the list, demographics of applicants, and any preferences used in the selection process; this reporting is mandated under the Housing Opportunity Through Modernization Act (HOTMA) and must be done through the HUD Operating Fund Web Portal.

Public Housing and Housing Choice Voucher Programs

- Unaudited financials are due on February 28, 2025.
- A Resident Advisory Board meeting was held on December 17, 2024.

Housing Choice Voucher (HCV) Program:

- Project Based Vouchers for Residences at Delta Phase II:
The Agreement to Enter into a Housing Assistance Payments (AHAP) was executed on December 18, 2024.

Grand Manor Apartments (USDA):

- Nothing to report.

DHA-Owned Units

- Nothing to report.

Villas at the Bluff (VAB and VABII)

- The 2024 audit is ongoing.
- Working on annual owner certifications for the Colorado Housing and Finance Authority (CHFA) due on or before February 15th.
- Our CHFA compliance officer, Davina Ray, resigned effective January 16th. She has been our compliance officer since 2015.
- VABII – Quarterly reports were due on January 15th.

Residences at Delta (RAD)

- The tenant holiday party on December 20th was a great success.
- CHFA closed out the online compliance review.
- TWG agreed to pay bookkeeping fees of \$250 per month for 2024 and, starting January 2025, \$500 per month.
- Our CHFA compliance officer, Davina Ray, resigned effective January 16th.

Residences at Delta Phase II (RADII)

- The financing for the construction loan was locked in on December 30, 2024. The Partnership Agreement, the Addendum to the Partnership Agreement, Releases of Deeds of Trust, and other partnership documents were executed during the loan closing. We agreed on 7% for management fees and \$500 bookkeeping fees per month.
- Stout LLC will be the general contractor overseeing the entire construction process. The Superintendent is Tony Tacchini. The groundwork has already started.

7. Correspondence

No comments were made.

8. Commissioner Comments

Commissioner Boyd mentioned that "Arts on Main," a new Delta County non-profit organization, will be leasing the 301 Main Street building (where the Chamber used to be located). The plan is to open an art gallery and possibly a visitor center.

Chair Brad Kolman adjourned the meeting at 4:26 p.m.

Respectfully submitted

Ute Jantz, Secretary of the Board

Chair/Vice Chair DHA Board of Commissioners

Upcoming Board Meetings:

Regular Board Meeting	February 26, 2025, at 3:30 pm
Regular Board Meeting	March 26, 2025, at 3:30 pm
Regular Board Meeting	April 23, 2025, at 3:30 pm

**Delta Housing Authority
Board Financial Summary
January 2025**

Program	20 Voucher	30 PHA	40 Rural Development	60 Affordable Housing	70 Residences at Delta	80 Villas at the Bluff	82 Villas at the Bluff II
Net Profit (Loss)	(\$4,108)	(\$8,167)	\$2,029	\$2,741	\$12,877	\$6,405	\$5,013

The percentage of the budget at the end of January should be 8.3%.

20 – Voucher

The monthly HAP expenses of \$150,338 are greater than the HAP subsidy received of \$144,146 which is expected to improve over the coming months.

30 – PHA (Including Capital Funds)

The annual contract for the pest spraying service was paid in January for \$8,664. There was an underground water leak at a PHA unit that is recorded to Extraordinary Maintenance. The tenant lived in a hotel until the water leak was repaired.

40 - Rural Development

Only routine expenses are reported in the month of January for this program.

60 - Affordable Housing

RAD II legal expenses paid in January were \$3,362

70 – Residences at Delta

RAD continues to produce a healthy net income of \$12,877 for the month ending January 31, 2025.

80 - Villas at the Bluff

The annual contract for the pest spraying service was paid in January for \$1,573.

82 - Villas at the Bluff II

The annual contract for the pest spraying service was paid in January for \$1,049.

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 10

ASSETS

Current Assets

Cash

10.1111.100	Cash In Checking	88,107.71
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Total Cash

88,107.71

Accounts Receivable

Total Accounts Receivable

Due To / From Other Funds

10.1295.200	Due From Voucher	6,064.04
10.1295.300	Due From PHA	22,041.70
10.1295.400	Due From Rural Development	-81.15
10.1295.600	Due From Affordable Housing	367.88
10.1295.700	Due From Residences at Delta	5,037.45
10.1295.800	Due From Villas At The Bluff	4,913.53
10.1295.820	Due From Villas At The Bluff II	2,137.72
10.2145.650	Loan From Affordable Housing	-75,000.00

Net Due To / From Other Funds

-34,518.83

Inventories

10.1260.000	Inventory - Supplies	3,507.04
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Total Inventory

3,507.04

Other Current Assets

Total Other Current Assets

0.00

Total Current Assets

57,095.92

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 10

Total Pre-Paid Expenses		
Long Term Investments		
Total Long Term Assets		
Property, Plant & Equipment		
Net Property, Plant & Equipment		
Total Long Term Assets		
Total Assets		57,095.92

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

10.2110.100	Credit Card Payable	5,960.42
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Total Accounts Payable		5,960.42
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Deferred Revenue		
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Total Deferred Revenue		
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Total Short Term Liabilities		5,960.42
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Long Term Liabilities

Total Long Term Liabilities		
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Total Liabilities		5,960.42
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Equity

10.2700.000	Closing Account	100.31
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10.2810.000	Unreserved Surplus	51,030.97
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Net Profit (Loss)		4.22
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Balance Sheet

Report Ending Date: 01/31/2025

Fund: 10

Total Equity

51,135.50

Total Liability and Equity

57,095.92

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 20

ASSETS

Current Assets

Cash

20.1111.100	Cash In Checking - Operating	209,364.42
20.1111.300	Cash In Savings - Voucher	222,353.58
20.1111.400	Savings - C.D. - Bank of Colorado	435,892.63
20.1111.410	Savings - C.D. - Alpine	100,552.18
		968,162.81

Total Cash

Accounts Receivable

20.1121.100	Accounts Receivable - Fraud Recovery	-3,302.00
		-3,302.00

Total Accounts Receivable

Due To / From Other Funds

20.2145.100	Due To General	-6,064.04
20.2145.700	Due To Residences at Delta	-533.00
		-6,597.04

Net Due To / From Other Funds

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

Total Current Assets

958,263.77

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

20.1211.000	Prepaid Insurance	1,892.56
		1,892.56

Total Pre-Paid Expenses

Long Term Investments

1,892.56

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 20

Total Long Term Assets

Property, Plant & Equipment

20.1400.000	Fixed Assets	171,481.24
20.1400.500	Accumulated Depreciation	-85,956.53

Net Property, Plant & Equipment

85,524.71

Total Long Term Assets

87,417.27

Total Assets

1,045,681.04

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

20.2110.200	Accounts Payable - HAP	-3,457.94
20.2111.000	Accounts Payable - Vendors	161.40

Total Accounts Payable

-3,296.54

20.2120.000	Accrued Payroll	-6,085.53
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Deferred Revenue

Total Deferred Revenue

2,788.99

Long Term Liabilities

20.2135.000	Compensated Absences	-14,110.56
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Total Long Term Liabilities

14,110.56

Total Liabilities

16,899.55

Equity

20.2700.000	Closing Account	150,750.63
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Balance Sheet

Report Ending Date: 01/31/2025

Fund: 20

20.2810.000	Unreserved Surplus	879,441.03
Net Profit (Loss)		<u>-4,108.41</u>
Total Equity		<u>1,026,083.25</u>
Total Liability and Equity		1,042,982.80

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 30

ASSETS

Current Assets

Cash

30.1111.100	Cash In Checking - Operating	312,262.49
30.1111.300	Cash In Savings - Alpine	619,865.92
30.1111.400	Savings - C.D. - Bank of Colorado	544,865.80
30.1111.410	Savings - C.D. - Alpine	105,579.79
30.1117.000	Petty Cash	150.00
30.1114.000	Cash In Checking - Security Deposits	33,551.46
		33,551.46

Total Cash 1,616,275.46

Accounts Receivable

30.1122.000	Accounts Receivable - Tenants	-3,766.09
		-3,766.09

Total Accounts Receivable -3,766.09

Due To / From Other Funds

30.1295.400	Due From Rural Development	-132.00
30.1295.600	Due From Affordable Housing	-200.00
30.2145.100	Due To General	-22,041.70
30.2145.400	Due To Rural Development	132.00
30.2145.600	Due To Affordable Housing	62.00
30.2145.700	Due To Residences at Delta	500.00
30.2145.820	Due To Villas At The Bluff II	179.00
		179.00

Net Due To / From Other Funds -21,500.70

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets 0.00

Total Current Assets 1,591,008.67

Long Term Assets

Investments

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 30

Total Investments		
Pre-Paid Expenses		
30.1211.000	Prepaid Insurance	7,947.44
Total Pre-Paid Expenses		7,947.44
Long Term Investments		
Total Long Term Assets		
Property, Plant & Equipment		
30.1400.000	Fixed Assets	4,783,935.84
30.1400.500	Accumulated Depreciation	-3,270,114.71
Net Property, Plant & Equipment		1,513,821.13
Total Long Term Assets		1,521,768.57
Total Assets		3,112,777.24
<u>Liabilities and Capital Equity</u>		
Liabilities		
Short Term Liabilities		
Accounts Payable		
30.2111.000	Accounts Payable - Vendors	183.00
Total Accounts Payable		183.00
30.2114.000	Tenant Security Deposits	-33,862.00
30.2114.100	Non-Tenant Security Deposits	-450.00
30.2120.000	Accrued Payroll	-10,270.30
Deferred Revenue		
Total Deferred Revenue		
Total Short Term Liabilities		44,765.30
Long Term Liabilities		
30.2135.000	Compensated Absences	-7,005.08

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 30

Total Long Term Liabilities		<u>7,005.08</u>
Total Liabilities		<u>51,770.38</u>
Equity		
30.2700.000	Closing Account	430,144.36
30.2810.000	Unreserved Surplus	2,639,029.22
Net Profit (Loss)		<u>-8,166.72</u>
Total Equity		<u>3,061,006.86</u>
Total Liability and Equity		3,112,777.24

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 40

ASSETS

Current Assets

Cash

40.1111.100	Cash In Checking - Operating	34,893.47
40.1114.000	Cash In Checking - Security Deposits	3,789.79
40.1111.500	Cash In Checking - RD Reserve	29,292.78

Total Cash 67,976.04

Accounts Receivable

40.1122.000	Accounts Receivable - Tenants	-977.74
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Total Accounts Receivable -977.74

Due To / From Other Funds

40.1295.300	Due From PHA	-132.00
40.2145.100	Due To General	81.15
40.2145.300	Due To PHA	132.00

Net Due To / From Other Funds 81.15

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

Total Current Assets 67,079.45

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

40.1211.000	Prepaid Insurance	1,220.19
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Total Pre-Paid Expenses 1,220.19

Long Term Investments

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 40

Total Long Term Assets

Property, Plant & Equipment

40.1400.000	Fixed Assets	368,290.81
40.1400.500	Accumulated Depreciation	-222,852.04

Net Property, Plant & Equipment

145,438.77

Total Long Term Assets

146,658.96

Total Assets

213,738.41

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

40.2111.100	Property Management Fees Payable	920.00
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Total Accounts Payable

920.00

40.2114.000	Tenant Security Deposits	-3,827.00
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40.2120.000	Accrued Payroll	-344.98
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Deferred Revenue

Total Deferred Revenue

5,091.98

Long Term Liabilities

40.2135.000	Compensated Absences	-20.50
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40.2130.000	Note Payable - USDA	54,305.41
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Total Long Term Liabilities

54,325.91

Total Liabilities

59,417.89

Equity

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 40

40.2700.000	Closing Account	34,268.30
40.2810.000	Unreserved Surplus	118,022.84
Net Profit (Loss)		<u>2,029.38</u>
Total Equity		<u>154,320.52</u>
Total Liability and Equity		213,738.41

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 60

ASSETS

Current Assets

Cash

60.1111.100	Cash In Checking - Operating	375,993.66
60.1111.200	Cash In Checking - Settlement Funds	133,582.00
60.1111.210	Cash In Checking - Housing Delta County LLC	11,624.68
60.1111.300	Cash In Savings - Alpine	518,572.61
60.1111.400	Savings - C.D. - Bank of Colorado	544,865.80
60.1114.000	Cash In Checking - Security Deposits	1,050.04

Total Cash

1,585,688.79

Accounts Receivable

60.1122.000	Accounts Receivable - Tenants	-62.00
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Total Accounts Receivable

-62.00

Due To / From Other Funds

60.1295.150	Loan To General	75,000.00
60.1295.300	Due From PHA	-62.00
60.1295.700	Due From Residences at Delta	15,283.65
60.1295.800	Due From Villas At The Bluff	12,000.00
60.2145.100	Due To General	-367.88
60.2145.300	Due To PHA	200.00

Net Due To / From Other Funds

102,053.77

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

Total Current Assets

1,687,680.56

Long Term Assets

Investments

60.1499.800	Investment - VAB - Housing Delta County LLC (GP)	292,675.00
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Balance Sheet

Report Ending Date: 01/31/2025

Fund: 60

60.1499.802	Investment - VAB - DHA Villas LLC (LP)	672,473.00
60.1499.820	Investment - VABII - Housing Delta County II LLC (GP)	49,744.00
Total Investments		1,014,892.00
Pre-Paid Expenses		
60.1211.000	Prepaid Insurance	932.30
Total Pre-Paid Expenses		932.30
Long Term Investments		
60.1130.703	Note Receivable - DOH HOME - RAD	1,045,000.00
60.1130.801	Developer Fee Receivable - VAB	325,508.00
60.1130.803	Note Receivable - CDBG - VAB	1,000,000.00
60.1130.805	Note Receivable - FHLB - VAB	192,000.00
60.1130.821	Developer Fee Receivable - VABII	98,989.00
60.1130.823	Note Receivable - CDBG - VAB II	425,000.00
60.1145.701	Accrued Interest Receivable - DOH HOME - RAD	15,675.01
60.1145.801	Accrued Interest Receivable - CDBG - VAB	917,184.00
60.1145.803	Accrued Interest Receivable - FHLB - VAB	28,884.00
60.1145.821	Accrued Interest Receivable - CDBG - VABII	161,628.00
60.1145.823	Accrued Interest Receivable - Development Fee - VABII	49,098.00
Total Long Term Assets		4,258,966.01
Property, Plant & Equipment		
60.1400.000	Fixed Assets	372,034.71
60.1400.500	Accumulated Depreciation	-128,696.65
Net Property, Plant & Equipment		243,338.06
Total Long Term Assets		5,518,128.37
Total Assets		7,205,808.93

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

60.2111.000	Accounts Payable - Vendors	29.00
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Balance Sheet

Report Ending Date: 01/31/2025

Fund: 60

Total Accounts Payable		29.00
60.2114.000	Tenant Security Deposits	-1,050.00
60.2119.100	Due To CHFA - Stovall Loan	-172.65
60.2120.000	Accrued Payroll	-2,639.12
Deferred Revenue		
Total Deferred Revenue		
Total Short Term Liabilities		3,890.77
Long Term Liabilities		
60.2135.000	Compensated Absences	-11,747.52
Total Long Term Liabilities		11,747.52
Total Liabilities		15,638.29
Equity		
60.2700.000	Closing Account	1,896,138.18
60.2810.000	Unreserved Surplus	5,470,610.27
Net Profit (Loss)		2,740.92
Total Equity		7,369,489.37
Total Liability and Equity		7,385,127.66

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 70

ASSETS

Current Assets

Cash

70.1111.100	Cash In Checking - Operating	86,139.06
70.1114.000	Cash In Checking - Security Deposits	29,899.00
70.1111.500	Cash In Checking - Replacement Reserve	4,170.38
70.1111.501	Less: Replacement Reserve Deposits - Current Year	-1,041.67
70.1111.600	Cash In Checking - Operating Reserve	124,419.00
		124,419.00

Total Cash

243,585.77

Accounts Receivable

70.1122.000	Accounts Receivable - Tenants	-5,370.00
		-5,370.00

Total Accounts Receivable

-5,370.00

Due To / From Other Funds

70.1295.200	Due From Voucher	533.00
70.1295.300	Due from PHA	-500.00
70.2145.100	Due to General	-5,037.45
70.2145.600	Due To Affordable Housing	-15,283.65
70.2145.820	Due To Villas At The Bluff II	206.00
		206.00

Net Due To / From Other Funds

-20,082.10

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

Total Current Assets

218,133.67

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 70

70.1211.000	Prepaid Insurance	24,717.00
70.1212.000	Property Insurance Escrow	9,509.12
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Total Pre-Paid Expenses		34,226.12
Long Term Investments		<hr/>
Total Long Term Assets		
Property, Plant & Equipment		
70.1400.401	Land	254,152.54
70.1400.403	Land Improvements	1,373,371.61
70.1400.405	Buildings	10,230,493.64
70.1400.411	Furniture & Equipment	2,573,362.86
70.1400.700	Permanent Financing and Loan Fees	181,757.00
70.1400.800	Tax Credit Fees	107,242.00
70.1400.850	Accumulated Amortization - Tax Credit Compliance	-2,383.16
70.1400.500	Accumulated Depreciation	-193,406.67
		<hr/>
Net Property, Plant & Equipment		14,524,589.82
		<hr/>
Total Long Term Assets		14,558,815.94
		<hr/>
Total Assets		14,776,949.61

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

70.2111.000	Accounts Payable - Vendors	2,161.57
70.2111.100	Property Management Fees Payable	2,841.00
70.2111.710	Accounts Payable - Other	10,700.00
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Total Accounts Payable

70.2114.000	Tenant Security Deposits	-29,899.00
70.2120.000	Accrued Payroll	-1,560.06
		<hr/>

Deferred Revenue

Total Deferred Revenue

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 70

Total Short Term Liabilities		47,161.63
Long Term Liabilities		
70.2135.000	Compensated Absences	-915.38
70.2130.110	Mortgage Payable - CHFA	1,493,743.22
70.2130.111	Less: Mortgage Payments CHFA - Current Year	1,572.50
70.2130.120	Note Payable - CHFA	596,751.45
70.2130.121	Less: Note Payments CHFA	815.18
70.2130.130	Loan Payable - TWG Construction	56,086.25
70.2130.150	Loan Payable - TWG LLC	12,340.00
70.2130.160	Loan Payable - CMF Grant	150,000.00
70.2130.300	Deferred Developer Fee	316,854.92
70.2130.400	DOH HOME Funds	1,100,000.00
70.2130.500	MM Asset Management Fee Payable	6,666.67
70.2132.100	Accrued Interest Payable - HDG - DHA	15,675.01
Total Long Term Liabilities		3,751,420.58
		<hr/>
Total Liabilities		3,798,582.21
		<hr/>
Equity		
70.2700.000	Closing Account	-173,965.74
70.2805.100	Equity - GP 1	100.00
70.2805.200	Equity - LP 1	11,194,346.00
70.2805.210	Equity - LP 2	10.00
70.2810.100	Syndication Costs - Equity	-55,000.00
Net Profit (Loss)		12,877.14
		<hr/>
Total Equity		10,978,367.40
		<hr/>
Total Liability and Equity		14,776,949.61

Balance Sheet

Report Ending Date: 01/31/2025
Fund: 80

ASSETS

Current Assets

Cash

80.1111.100	Cash In Checking - Operating	140,684.09
80.1111.300	Cash In Savings - Lot Sale Reserve	103,172.87
80.1114.000	Cash In Checking - Security Deposits	27,647.02
80.1111.500	Cash In Checking - Replacement Reserve	220,544.48
80.1111.501	Less: Replacement Reserve Deposits - Current Year	-1,815.06
80.1111.600	Cash In Checking - Operating Reserve	141,091.16

Total Cash

631,324.56

Accounts Receivable

80.1122.000	Accounts Receivable - Tenants	1,190.86
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Total Accounts Receivable

1,190.86

Due To / From Other Funds

80.1295.820	Due From Villas At The Bluff II	-608.00
80.2145.100	Due To General	-4,913.53
80.2145.600	Due To Affordable Housing	-12,000.00
80.2145.820	Due To Villas At The Bluff II	650.00

Net Due To / From Other Funds

-16,871.53

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

Total Current Assets

615,643.89

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 80

80.1211.000	Prepaid Insurance	339.81
80.1212.000	Property Insurance Escrow	7,337.02
Total Pre-Paid Expenses		7,676.83
Long Term Investments		
Total Long Term Assets		
Property, Plant & Equipment		
80.1400.401	Land	277,105.22
80.1400.403	Land Improvements	777,248.00
80.1400.405	Buildings	7,114,986.24
80.1400.407	Building Improvements - Fixed	51,193.41
80.1400.409	Building Equipment - Portable	369,717.00
80.1400.411	Furnishings	1,773.91
80.1400.413	Vehicles	8,217.00
80.1400.700	Loan Fees	47,330.00
80.1400.750	Accumulated Amortization - Loan Orig Fee	-32,543.00
80.1400.800	Tax Credit Fees	43,646.00
80.1400.850	Accumulated Amortization - Tax Credit Compliance	-43,164.38
80.1400.500	Accumulated Depreciation	-3,729,568.49
Net Property, Plant & Equipment		4,885,940.91
Total Long Term Assets		4,893,617.74
Total Assets		5,509,261.63

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

80.2111.100	Property Management Fees Payable	3,167.00
Total Accounts Payable		3,167.00
80.2114.000	Tenant Security Deposits	-27,942.00
80.2120.000	Accrued Payroll	-2,305.83
Deferred Revenue		

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 80

Total Deferred Revenue

Total Short Term Liabilities

33,414.83

Long Term Liabilities

80.2135.000	Compensated Absences	-263.75
80.2130.110	Mortgage Payable - CHFA	1,109,086.88
80.2130.111	Less: Mortgage Payments CHFA - Current Year	3,464.08
80.2130.120	Note Payable - CDBG - DHA	1,000,000.00
80.2130.130	Note Payable - FHLB - DHA	192,000.00
80.2130.300	Note Payable - Developer Fee - DHA	325,508.39
80.2130.500	MM Asset Management Fee Payable	96,753.03
80.2132.100	Accrued Interest Payable - CDBG - DHA	977,184.00
80.2132.300	Accrued Interest Payable - FHLB - DHA	30,804.00
Total Long Term Liabilities		3,735,064.13

Total Liabilities

3,768,478.96

Equity

80.2700.000	Closing Account	-180,115.15
80.2805.100	Capital - Housing Delta County LLC (GP)	292,767.90
80.2805.200	Capital - Homestead Equity	1,621,724.92

Net Profit (Loss)

6,405.00

Total Equity

1,740,782.67

Total Liability and Equity

5,509,261.63

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 82

ASSETS

Current Assets

Cash

82.1111.100	Cash In Checking - Operating	110,810.23
82.1114.000	Cash In Checking - Security Deposits	20,517.93
82.1111.500	Cash In Checking - Replacement Reserve	91,274.55
82.1111.501	Less: Replacement Reserve Deposits - Current Year	-1,013.41
82.1111.600	Cash In Checking - Operating Reserve	85,090.98

Total Cash

306,680.28

Accounts Receivable

82.1122.000	Accounts Receivable - Tenants	7,040.60
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Total Accounts Receivable

7,040.60

Due To / From Other Funds

82.1295.300	Due From PHA	-179.00
82.1295.700	Due From Residences at Delta	-206.00
82.1295.800	Due From Villas At The Bluff	-650.00
82.2145.100	Due To General	-2,137.72
82.2145.800	Due To Villas At The Bluff	608.00

Net Due To / From Other Funds

-2,564.72

Inventories

Total Inventory

Other Current Assets

Total Other Current Assets

0.00

Total Current Assets

311,156.16

Long Term Assets

Investments

Total Investments

Pre-Paid Expenses

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 82

82.1211.000	Prepaid Insurance	227.60
82.1212.000	Property Insurance Escrow	19,086.41
		<hr/>
Total Pre-Paid Expenses		19,314.01
Long Term Investments		<hr/>
Total Long Term Assets		
Property, Plant & Equipment		
82.1400.401	Land	150,000.00
82.1400.403	Land Improvements	1,206,510.00
82.1400.405	Buildings	4,543,566.10
82.1400.411	Furnishings	298,734.00
82.1400.700	Financing Fees	10,829.00
82.1400.750	Accumulated Amortization - Perm Loan	-2,858.00
82.1400.800	Tax Credit Fees	44,972.00
82.1400.850	Accumulated Amortization - Tax Credit Compliance	-26,982.00
82.1400.500	Accumulated Depreciation	-1,714,438.00
		<hr/>
Net Property, Plant & Equipment		4,510,333.10
		<hr/>
Total Long Term Assets		4,529,647.11
Total Assets		4,840,803.27

Liabilities and Capital Equity

Liabilities

Short Term Liabilities

Accounts Payable

82.2111.100	Property Management Fees Payable	1,950.00
		<hr/>
Total Accounts Payable		1,950.00
82.2114.000	Tenant Security Deposits	-20,570.93
82.2120.000	Accrued Payroll	-1,392.63
82.2130.500	MM Asset Management Fee Payable	-91,711.04

Deferred Revenue

Total Deferred Revenue

Balance Sheet

Report Ending Date: 01/31/2025

Fund: 82

Total Short Term Liabilities		115,624.60
Long Term Liabilities		
82.2135.000	Compensated Absences	-547.87
82.2130.110	Mortgage Payable - CHFA	299,682.24
82.2130.111	Less: Mortgage Payments CHFA - Current Year	603.63
82.2130.120	Note Payable - CDBG - DHA	425,000.00
82.2130.300	Note Payable - Developer Fee - DHA	98,989.00
82.2132.100	Accrued Interest Payable - CDBG - DHA	182,160.00
82.2132.200	Accrued Interest Payable - Developer Fee - DHA	53,404.00
Total Long Term Liabilities		<u>1,060,386.74</u>
Total Liabilities		<u>1,176,011.34</u>
Equity		
82.2700.000	Closing Account	-177,732.31
82.2805.100	Capital - Delta Housing Authority	49,830.49
82.2805.200	Capital - Wells Fargo	3,787,680.35
Net Profit (Loss)		<u>5,013.40</u>
Total Equity		<u>3,664,791.93</u>
Total Liability and Equity		4,840,803.27

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 10

	This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures				
Total Operating Revenues				
Operating Expenditures				
Total Operating Expenses				
Net Profit or Loss from Operations				
Other Revenue and Expenditures				
Other Revenue Items				
10.3610.000 Interest Income	4	4		
Total Other Revenue Items	4	4		
Other Expenditure Items				
Total Other Expenditure Items				

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 10

	This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Net Gain or Loss from Extraordinary Items	4	4		
Net Profit or Loss	4	4		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 20

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
20.3410.100	Section 8 Income - HAP	144,146	144,146		
20.3410.200	Section 8 Income - Admin Fee	25,604	25,604		
Total Operating Revenues		169,750	169,750		
Operating Expenditures					
20.4110.000	Administrative Salaries	13,853	13,853		
20.4540.100	Employee Benefit Cont. - Health Insurance	1,352	1,352		
20.4540.200	Employee Benefit Cont. - IRA Contributions	363	363		
20.4540.300	Employee Benefit Cont. - Payroll Taxes	1,072	1,072		
20.4130.000	Legal Expense	36	36		
20.4140.000	Staff Training	1,218	1,218		
20.4190.200	IT Support	209	209		
20.4190.250	Member Dues / Fees	927	927		
20.4190.350	Office Supplies	331	331		
20.4190.400	Sundry - Other Administrative Expenses	438	438		
20.4190.450	Postage	10	10		
20.4190.500	Printer Contract	131	131		
20.4190.550	Printer Copies	190	190		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 20

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
20.4190.600	Publications	7	7		
20.4190.650	Software	192	192		
20.4190.700	Telephone and Internet	125	125		
20.4590.000	Other General Expense	161	161		
20.4310.000	Water	18	18		
20.4320.000	Electricity	152	152		
20.4390.000	Sewer	21	21		
20.4431.000	Trash	23	23		
20.4420.000	Maintenance Supplies	173	173		
20.4715.000	Housing Assistance Payments	150,338	150,338		
20.4715.050	Utilities Reimbursement	1,236	1,236		
20.4715.100	HAP Portability - In	2,274	2,274		
Total Operating Expenses		174,851	174,851		
Net Profit or Loss from Operations		-5,101	-5,101		
Other Revenue and Expenditures					
	Other Revenue Items				
20.3610.000	Interest Income	1,207	1,207		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 20

	This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Total Other Revenue Items	1,207	1,207		
Other Expenditure Items				
20.4590.100 Other General Expense - Portability	214	214		
Total Other Expenditure Items	214	214		
Net Gain or Loss from Extraordinary Items	993	993		
Net Profit or Loss	-4,108	-4,108		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 30

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
30.3110.000	Dwelling Rental	28,247	28,247		
30.3120.100	Excess Utilities	98	98		
30.3120.200	Excess Utilities - Gas	17	17		
30.3190.000	Non-dwelling Rental	650	650		
30.3690.200	Late Charges	150	150		
Total Operating Revenues		29,162	29,162		
Operating Expenditures					
30.4110.100	Administrative Salaries	13,604	13,604		
30.4410.000	Maintenance Labor	10,545	10,545		
30.4540.100	Employee Benefit Cont. - Health Insurance	3,580	3,580		
30.4540.200	Employee Benefit Cont. - IRA Contributions	631	631		
30.4540.300	Employee Benefit Cont. - Payroll Taxes	1,870	1,870		
30.4130.000	Legal Expense	12	12		
30.4140.000	Staff Training	549	549		
30.4190.200	IT Support	67	67		
30.4190.250	Member Dues / Fees	295	295		
30.4190.350	Office Supplies	108	108		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 30

		<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
30.4190.400	Sundry - Other Administrative Expenses	390	390		
30.4190.500	Printer Contract	42	42		
30.4190.550	Printer Copies	61	61		
30.4190.600	Publications	2	2		
30.4190.650	Software	61	61		
30.4190.700	Telephone and Internet	120	120		
30.4430.100	Maintenance Contracts	8,889	8,889		
30.4430.300	Cleaning	420	420		
30.4590.000	Other General Expense	183	183		
30.4310.000	Water	547	547		
30.4320.000	Electricity	1,261	1,261		
30.4330.000	Gas	2,771	2,771		
30.4390.000	Sewer	1,459	1,459		
30.4431.000	Trash	634	634		
30.4420.000	Maintenance Supplies	3,705	3,705		
30.7540.100	Capital Fund Program Expenses	19,074	19,074		
	Total Operating Expenses	70,879	70,879		
	Net Profit or Loss from Operations	-41,717	-41,717		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 30

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Other Revenue and Expenditures					
	Other Revenue Items				
30.3401.100	HUD PHA Grant - CFP	17,204	17,204		
30.3401.300	HUD PHA Grant - Operating	14,952	14,952		
30.3610.000	Interest Income	2,887	2,887		
Total Other Revenue Items		35,043	35,043		
	Other Expenditure Items				
30.4610.000	Extraordinary Maintenance	1,492	1,492		
Total Other Expenditure Items		1,492	1,492		
Net Gain or Loss from Extraordinary Items		33,551	33,551		
Net Profit or Loss		-8,167	-8,167		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 40

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
40.3110.000	Dwelling Rental	2,415	2,415		
<hr/>					
Total Operating Revenues		2,415	2,415		
Operating Expenditures					
40.4110.100	Administrative Salaries	579	579		
40.4410.000	Maintenance Labor	188	188		
40.4540.100	Employee Benefit Cont. - Health Insurance	63	63		
40.4540.200	Employee Benefit Cont. - IRA Contributions	23	23		
40.4540.300	Employee Benefit Cont. - Payroll Taxes	60	60		
40.4130.000	Legal Expense	2	2		
40.4190.200	IT Support	9	9		
40.4190.250	Member Dues / Fees	39	39		
40.4190.400	Sundry - Other Administrative Expenses	25	25		
40.4190.600	Publications				
40.4430.100	Maintenance Contracts	1,374	1,374		
40.4195.000	Property Management Fees	920	920		
40.4510.200	Insurance - Liability and Director's	210	210		
40.4310.000	Water	202	202		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 40

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
40.4320.000	Electricity	41	41		
40.4390.000	Sewer	411	411		
40.4431.000	Trash	186	186		
40.4420.000	Maintenance Supplies	94	94		
Total Operating Expenses		4,428	4,428		
Net Profit or Loss from Operations		-2,013	-2,013		
Other Revenue and Expenditures					
	Other Revenue Items				
40.3404.100	Rental Subsidy - USDA	3,418	3,418		
40.3404.400	Interest Subsidy - USDA	871	871		
40.3610.000	Interest Income	133	133		
Total Other Revenue Items		4,422	4,422		
	Other Expenditure Items				
40.4900.500	Interest Expense - RD	380	380		
Total Other Expenditure Items		380	380		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 40

	<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
Net Gain or Loss from Extraordinary Items	4,042	4,042		
Net Profit or Loss	2,029	2,029		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 60

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
60.3110.000	Dwelling Rental	1,541	1,541		
60.3690.340	Management Fee Income - RD	920	920		
60.3690.370	Management Fee Income - RAD	2,841	2,841		
60.3690.380	Management Fee Income - VAB	3,167	3,167		
60.3690.382	Management Fee Income - VABII	1,950	1,950		
Total Operating Revenues		10,419	10,419		
Operating Expenditures					
60.4110.100	Administrative Salaries	5,877	5,877		
60.4410.000	Maintenance Labor	144	144		
60.4540.100	Employee Benefit Cont. - Health Insurance	517	517		
60.4540.200	Employee Benefit Cont. - IRA Contributions	156	156		
60.4540.300	Employee Benefit Cont. - Payroll Taxes	468	468		
60.4130.000	Legal Expense	3,362	3,362		
60.4190.200	IT Support	2	2		
60.4190.250	Member Dues / Fees	7	7		
60.4190.350	Office Supplies	11	11		
60.4190.400	Sundry - Other Administrative Expenses	249	249		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 60

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
60.4190.500	Printer Contract	7	7		
60.4190.550	Printer Copies	10	10		
60.4190.600	Publications				
60.4190.650	Software	10	10		
60.4190.700	Telephone and Internet	6	6		
60.4430.100	Maintenance Contracts	1	1		
60.4590.000	Other General Expense	29	29		
60.4310.000	Water				
60.4320.000	Electricity	1	1		
60.4390.000	Sewer				
60.4431.000	Trash				
60.4420.000	Maintenance Supplies	14	14		
Total Operating Expenses		10,870	10,870		
Net Profit or Loss from Operations		-451	-451		
Other Revenue and Expenditures					
	Other Revenue Items				
60.3610.000	Interest Income	2,527	2,527		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 60

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Total Other Revenue Items		2,527	2,527		
	Other Expenditure Items				
60.4570.000	Collection Losses	-665	-665		
	Total Other Expenditure Items	-665	-665		
Net Gain or Loss from Extraordinary Items		3,192	3,192		
Net Profit or Loss		2,741	2,741		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 70

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
70.3110.000	Dwelling Rental	40,588	40,588		
70.3690.400	Other Income	7	7		
Total Operating Revenues		40,595	40,595		
Operating Expenditures					
70.4110.300	Manager Salaries	2,528	2,528		
70.4410.000	Maintenance Labor	1,495	1,495		
70.4540.100	Employee Benefit Cont. - Health Insurance	182	182		
70.4540.200	Employee Benefit Cont. - IRA	34	34		
70.4540.300	Employee Benefit Cont. - Payroll Taxes	312	312		
70.4130.000	Legal Expense	8	8		
70.4190.200	IT Support	44	44		
70.4190.250	Member Dues / Fees	196	196		
70.4190.350	Office Supplies	104	104		
70.4190.400	Sundry - Other Administrative Expenses	130	130		
70.4190.500	Printer Contract	131	131		
70.4190.550	Printer Copies	64	64		
70.4190.600	Publications	2	2		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 70

		<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
70.4190.650	Software	40	40		
70.4190.700	Telephone and Internet	316	316		
70.4430.100	Maintenance Contracts	2,642	2,642		
70.4590.000	Other General Expense	122	122		
70.4195.300	Property Management Fees	2,841	2,841		
70.4310.000	Water	220	220		
70.4320.000	Electricity	312	312		
70.4390.000	Sewer	143	143		
70.4431.000	Trash	19	19		
70.4420.000	Maintenance Supplies	1,123	1,123		
Total Operating Expenses		13,007	13,007		
Net Profit or Loss from Operations		27,588	27,588		
Other Revenue and Expenditures					
	Other Revenue Items				
70.3610.000	Interest Income	2	2		
Total Other Revenue Items		2	2		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 70

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
	Other Expenditure Items				
70.4900.200	Interest Expense - CHFA	5,296	5,296		
70.4900.210	Principal Reduction - CHFA	1,573	1,573		
70.4900.220	Replacement Reserve Deposits	1,042	1,042		
70.4900.230	Interest Expense - CHFA No 2	1,494	5,988		
70.4900.240	Principal Reduction - CHFA No 2	815	815		
Total Other Expenditure Items		10,219	14,713		
Net Gain or Loss from Extraordinary Items		-10,217	-14,711		
Net Profit or Loss		17,371	12,877		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 80

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
80.3110.000	Dwelling Rental	39,588	39,588		
<hr/>					
Total Operating Revenues		39,588	39,588		
Operating Expenditures					
80.4110.300	Manager Salaries	1,990	1,990		
80.4410.000	Maintenance Labor	2,282	2,282		
80.4540.100	Employee Benefit Cont. - Health Insurance	132	132		
80.4540.200	Employee Benefit Cont. - IRA Contributions	125	125		
80.4540.300	Employee Benefit Cont. - Payroll Taxes	334	334		
80.4130.000	Legal Expense	538	538		
80.4190.200	IT Support	43	43		
80.4190.250	Member Dues / Fees	1,749	1,749		
80.4190.350	Office Supplies	55	55		
80.4190.400	Sundry - Other Administrative Expenses	138	138		
80.4190.500	Printer Contract	27	27		
80.4190.550	Printer Copies	39	39		
80.4190.600	Publications	1	1		
80.4190.650	Software	39	39		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 80

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
80.4190.700	Telephone and Internet	25	25		
80.4430.100	Maintenance Contracts	2,338	2,338		
80.4590.000	Other General Expense	117	117		
80.4160.500	Compliance Fees	344	344		
80.4195.300	Property Management Fees	3,167	3,167		
80.4310.000	Water	677	677		
80.4320.000	Electricity	345	345		
80.4390.000	Sewer	1,972	1,972		
80.4431.000	Trash	1,263	1,263		
80.4420.000	Maintenance Supplies	2,466	2,466		
80.7520.000	Replacement of Nonexpendable Equipment	2,151	2,151		
Total Operating Expenses		22,357	22,357		
Net Profit or Loss from Operations		17,231	17,231		
Other Revenue and Expenditures					
	Other Revenue Items				
80.3610.000	Interest Income	619	619		
Total Other Revenue Items		619	619		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 80

		<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
	Other Expenditure Items				
80.4900.200	Interest Expense - CHFA	6,165	6,165		
80.4900.210	Principal Reduction - CHFA	3,464	3,464		
80.4900.220	Replacement Reserve Deposits	1,815	1,815		
	Total Other Expenditure Items	11,445	11,445		
	Net Gain or Loss from Extraordinary Items	-10,826	-10,826		
	Net Profit or Loss	6,405	6,405		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 82

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
Operating Revenue and Expenditures					
82.3110.000	Dwelling Rental	24,369	24,369		
82.3690.200	Late Charges	30	30		
Total Operating Revenues		24,399	24,399		
Operating Expenditures					
82.4110.300	Manager Salaries	1,803	1,803		
82.4410.000	Maintenance Labor	1,640	1,640		
82.4540.100	Employee Benefit Cont. - Health Insurance	88	88		
82.4540.200	Employee Benefit Cont. - IRA Contributions	99	99		
82.4540.300	Employee Benefit Cont. - Payroll Taxes	270	270		
82.4130.000	Legal Expense	4,849	4,849		
82.4190.200	IT Support	28	28		
82.4190.250	Member Dues / Fees	366	366		
82.4190.350	Office Supplies	37	37		
82.4190.400	Sundry - Other Administrative Expenses	93	93		
82.4190.500	Printer Contract	18	18		
82.4190.550	Printer Copies	26	26		
82.4190.600	Publications	1	1		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 82

		This Month Actual	Year-To-Date Actual	Year-To-Date Budget	% of Budget
82.4190.650	Software	26	26		
82.4190.700	Telephone and Internet	17	17		
82.4430.100	Maintenance Contracts	1,474	1,474		
82.4590.000	Other General Expense	78	78		
82.4160.500	Compliance Fees	229	229		
82.4195.300	Property Management Fees	1,950	1,950		
82.4310.000	Water	474	474		
82.4320.000	Electricity	208	208		
82.4390.000	Sewer	1,315	1,315		
82.4431.000	Trash	337	337		
82.4420.000	Maintenance Supplies	958	958		
Total Operating Expenses		16,385	16,385		
Net Profit or Loss from Operations		8,014	8,014		
Other Revenue and Expenditures					
	Other Revenue Items				
82.3610.000	Interest Income	56	56		
Total Other Revenue Items		56	56		

Income Statement - Budget Comparison

Report Ending Date: 01/31/2025

Fund: 82

		<u>This Month Actual</u>	<u>Year-To-Date Actual</u>	<u>Year-To-Date Budget</u>	<u>% of Budget</u>
	Other Expenditure Items				
82.4900.200	Interest Expense - CHFA	1,439	1,439		
82.4900.210	Principal Reduction - CHFA	604	604		
82.4900.220	Replacement Reserve Deposits	1,013	1,013		
	Total Other Expenditure Items	3,056	3,056		
	Net Gain or Loss from Extraordinary Items	-3,000	-3,000		
	Net Profit or Loss	5,013	5,013		

January 2025 Occupancy & Maintenance Report

Prepared by: Erika Nieto and Housing Techs

Housing Choice Voucher Program		
Voucher Type	Waiting List	Increase/Decrease from Prior Month
Regular HCV Vouchers (HCV)	347	+18
PBV Residences at Delta	33	+2
PBV Creek Vista	77	+1
	Available	Leased Up
HCV	213	230
PBV - Creek Vista Senior Apts.	5	5
PBV - Residences	8	8
VASH	10	9
Total	236	252
By Location		
Austin	8	252
Cedaredge	43	
Crawford	1	
Delta	138	
Eckert	7	
Hotchkiss	22	
Paonia	28	
PORT out	5	
# Unit Inspections Completed		
HCV	11	
PBV	0	
VASH	0	
Voucher Activity		
Leased-Up	0	
Ended Participation	1	
Vouchers on the Street	2	
DHA owned/managed units leased		
Villas I	21	
Villas II	12	
DHA-owned	2	
RAD	27	
Scheduled orientation 01/07/2025 and issued 1 VASH voucher. Will continue to lease up remaining vouchers and allow attrition to occur.		

Public Housing		
	Waiting List	Increase/Decrease from Prior Month
1 Bedroom	100	0
2 Bedroom	87	+1
3 Bedroom	36	-5
4 Bedroom	1	0
Total	224	-4
Occupancy		
	Available	Occupied
1 Bedroom (35)	0	35
2 Bedroom (13)	0	13
3 Bedroom (17)	0	17
4 Bedroom (10)	0	10
Total	0	75
Maintenance		
	Completed	Open
Work Orders	38	36
Units turned		
1 Bedroom	1	
2 Bedroom	0	
3 Bedroom	0	
4 Bedroom	1	
Total	2	
<p>Work Orders Completed: Tenant lock outs, trash removal, minor plumbing and electrical issues, furnace and water heaters issues. Capital Fund: Standard hot water heater replacement. Two new tankless hot water heaters replaced. Flooring replaced in a 4 bedroom unit. Tiger electric fixed electrical box for Thompson Manor. Peterson Plumbing fixed pipe in 662 Hastings Street.</p>		

Villas at the Bluff		
	Waiting List	Increase/Decrease
Combined	68	-26
Total	68	-26
Occupancy	Available	Occupied
1 Bedroom (8)	8	8
2 Bedroom (24)	24	24
3 Bedroom (16)	16	15
Total	48	47
Maintenance		
	Completed	Open
Work Orders	16	10
Units turned		
1 Bedroom	0	
2 Bedroom	0	
3 Bedroom	1	
Total	1	
Work Orders Completed: Appliance issues, alarms replaced, light bulbs changed, minor door issues, and window issues.		

Villas at the Bluff II		
Occupancy	Available	Occupied
1 Bedroom (12)	12	12
2 Bedroom (16)	16	16
3 Bedroom (4)	4	3
Total	32	31
Maintenance		
	Completed	Open
Work Orders	5	5
Units turned		
1 Bedroom	0	
2 Bedroom	0	
3 Bedroom	1	
Total	1	
Work Orders Completed: Appliance issues, heater issues, alarms replaced, and grounds maintenance.		

DHA- Owned Houses		
Occupancy	Available	Occupied
2 Bedroom (2)	0	2
Total	0	2
Maintenance		
	Completed	Open
Work Orders	0	0
Units turned		
2 Bedroom	0	
3 Bedroom	0	
4 Bedroom	0	
Total	0	
Business as usual.		

Grand Manor		
	Waiting List	Increase/Decrease
1 Bedroom	46	-1
2 Bedroom	0	0
Total	46	-1
Occupancy		
	Available	Occupied
1 Bedroom (6)	0	6
2 Bedroom (4)	0	4
Total	0	10
Maintenance		
	Completed	Open
Work Orders	1	0
Units turned		
1 Bedroom	0	
2 Bedroom	0	
Total	0	
Business as usual.		

Residences at Delta		
	Waiting List	Increase/Decrease from Prior Month
Combined	35	0
Total	35	0
Occupancy	Available	Occupied
1 Bedroom (8)	50	48
Total	50	48
Maintenance		
	Completed	Open
Work Orders	6	2
Units turned		
1 Bedroom	1	
Total	1	
Business as usual.		



MEMO

AGENDA ITEM # 5 (A)

MEETING DATE: February 26, 2025

STAFF CONTACT: Ute Jantz, Executive Director; and Erika Nieto, Housing Operations Manager

TITLE: APPROVING THE 2025 PUBLIC HOUSING OPERATING FUND PROGRAM GRANT, CAPITAL FUND PROGRAM GRANT, AND SEMAP CERTIFICATION FOR SUBMISSION TO HUD

ACTION: Motion and Roll Call

ATTACHMENTS: Board Resolution 702-25; 2025 Capital Fund Annual Plan, and SEMAP Certification (HUD-5264)

SUMMARY:

This resolution authorizes the submission, acceptance, and use of the HUD **2025 Operating Fund Program (OFP)** and the **2025 Capital Fund Program (CFP) Grants**. Previously, the board did not approve a resolution concerning the submission and acceptance of the grants. Nonetheless, it is good practice to obtain board approval for these actions, even though HUD does not mandate a board resolution to submit and accept the grants.

With this resolution, the board also approves the year-end 12/31/2024 **Section 8 Management Program (SEMAP) Certification** and the submission to HUD for the Housing Choice Voucher Program. SEMAP was established to objectively measure public housing agency performance by identifying management capabilities and deficiencies. Housing Authorities must submit the HUD-required SEMAP certification form within 60 calendar days after the end of their fiscal year. Authorities with less than 250 Vouchers can submit the SEMAP Certification bi-annually. The Board of Commissioners' chair and the Executive Director must sign the certification. The submission must be electronically transmitted to HUD on or before March 1, 2025. Upon receipt of the SEMAP certification, HUD will rate the authority's performance using 14 performance indicators and prepare a profile showing each indicator's rating.

Scoring is as follows:

- 90 percent and above high performer
- 60 to 89 percent standard performer
- 60 percent and below troubled performer

RECOMMENDATION: We recommend adopting Resolution #702-25



BOARD RESOLUTION #702-25

A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS APPROVING THE 2025 PUBLIC HOUSING OPERATING FUND PROGRAM GRANT, CAPITAL FUND PROGRAM GRANT, AND SEMAP CERTIFICATION FOR SUBMISSION TO HUD

WHEREAS, the Housing Authority of the City of Delta, a Colorado body corporate and politic, doing business as Delta Housing Authority (“DHA”), is a public housing authority formed under Colorado state law and a public housing agency (“PHA”) qualified to, and has entered into an agreement with the Department of Housing and Urban Development (“HUD”) to administer a Public Housing Program under the United States Housing Act of 1937 (“Act”);

WHEREAS, DHA receives annual Operating Fund Program (“OFP”) grants, pursuant to the Act, to assist with operations and management expenses, including administration, maintenance, and costs related to mixed-finance projects, and annual Capital Fund Program grants, pursuant to the Act, for capital and management activities;

WHEREAS, DHA has completed the 2025 OFP worksheets and has been determined to be eligible for OFG grant funds and wishes to submit the funding request for the 2025 OFP grant;

WHEREAS, DHA has been notified that it is eligible for a 2025 Capital Fund Program (“CFP”) grant, pursuant to the Act, and wishes to accept the grant funds;

WHEREAS, HUD requires a Capital Fund Annual Plan (“CFAP”) defining how the CFP funds will be used and DHA has completed its CFAP for submission, copies of which are attached to these resolutions as Exhibit A.

WHEREAS, Federal regulations (24 CFR 985.105 - HUD SEMAP Responsibilities) require that any PHA administering a Section 8 tenant-based assistance program must bi-annually submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assistance Program (“SEMAP”) certification within 60 days after the end of its fiscal year;

WHEREAS, DHA administers a Section 8 tenant-based assistance program and completed its SEMAP Certification for the fiscal year ending December 31, 2024, for electronic submission to HUD by the March 1, 2025, submission deadline;

WHEREAS, the Board of Commissioners of the Delta Housing Authority (“Board”) desires to approve (i) the OFP grant funding request; (ii) the CFAP for submission to HUD and the utilization of the CFP funds for those purposes outlined in the CFAP; and (iii) the 2025 SEMAP Certification for submission to HUD.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following resolutions:

1. The Board approves the submission of the OFP grant funding request, the acceptance from HUD, and the utilization of the OFP grant funds.
2. The Board also approves the CFAP for submission to HUD, the acceptance of the CFP grant, and the use of the CFP funds as outlined in the CFAP.
3. The Board reviewed and now approves the SEMAP Certification form attached hereto as Exhibit B for submittal to HUD by March 1, 2025.
4. The Board authorizes the Chairperson of the Board to execute the CFAP, the SEMAP Certification form, and other forms, notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, contracts, supplements, amendments, further assurances, and any other document or agreement he or she deems necessary or desirable to carry out the intent of these resolutions or to comply with HUD's requirements to receive OFP and CFP grant funds, and the SEMAP Certification.
5. The execution and delivery by the Chairperson of any agreement, document, or instrument authorized by these resolutions is conclusive evidence of DHA's approval.
6. Third parties may rely on these resolutions and any certificate executed by the Chairperson. Third parties may presume the Board has authorized the person designated as signatory in any document signed on behalf of DHA.
7. In adopting these resolutions, the Commissioners acknowledge they received due notice and hereby consent to the holding of the regular meeting of the Board on February 26, 2025.
8. This Resolution shall be and will remain in full force and effect immediately upon its passage and adoption.

ADOPTED this 26th day of February, 2025

Chair or Vice-Chair
Delta Housing Authority Board of Commissioners

Exhibit A

Capital Fund Annual Plan

(attached)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Status: Approved

Approval Date: 11/15/2022

Approved By: TORGERSON, LESLIE

Part I: Summary						
PHA Name : Delta Housing Authority		Locality (City/County & State)				
PHA Number: CO040		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2023	Work Statement for Year 2 2024	Work Statement for Year 3 2025	Work Statement for Year 4 2026	Work Statement for Year 5 2027
	DELTA (CO040000001)	\$275,657.00	\$278,345.00	\$265,983.00	\$265,983.00	\$265,983.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2025		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELTA (CO040000001)			\$265,983.00
ID0252	Operations(Operations (1406))	Funds for general operations activities		\$100,000.00
ID0253	Computers, printers, scanners & other input output machines(Management Improvement (1408)-System Improvements)	Replace computers, printers, scanners, & other input/output machines as needed		\$1,500.00
ID0254	Unit Site - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$45,000.00
ID0255	Architecture & Engineering fees, Environmental Consulting(Contract Administration (1480)-Other,Contract Administration (1480)-Other Fees and Costs)	PHA-wide architecture and engineering fees, project financial or environmental consulting		\$8,000.00
ID0256	Unit modernization/repair/unit turns(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc.,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-	Depending on unit need upgrades could include the following: upgrade/replace kitchens cabinets, countertops, appliances, lighting, faucets etc. -- upgrade/replace bathrooms vanities, cabinets, toilets, sinks, closets, faucets, replace tubs/showers, etc. -- replace flooring throughout the unit; plumbing; drains; electrical work; blinds; paint unit; exhaust fans; window and window pane replacement; interior and exterior doors; furnaces		\$50,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2025	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)			
ID0257	Improvements to business office, community room and common spaces(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Doors,Non-Dwelling Exterior (1480)-Foundation,Non-Dwelling Exterior (1480)-Gutters - Downspouts,Non-Dwelling Exterior (1480)-Landings and Railings,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Exterior (1480)-Mail Facilities,Non-Dwelling Exterior (1480)-Other,Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Roofs,Non-Dwelling Exterior (1480)-Siding,Non-Dwelling Exterior (1480)-Soffits,Non-Dwelling Exterior (1480)-Windows,Non-Dwelling Interior (1480)-Administrative Building,Non-Dwelling Interior (1480)-Appliances,Non-Dwelling Interior (1480)-Common Area Bathrooms,Non-Dwelling Interior (1480)-Common Area Finishes,Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Kitchens,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Washers,Non-Dwelling Interior (1480)-Community Building,Non-Dwelling Interior (1480)-Doors,Non-Dwelling Interior (1480)-Electrical,Non-Dwelling Interior (1480)-Laundry Areas,Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Other,Non-Dwelling Interior (1480)-Plumbing,Non-Dwelling Interior (1480)-Security,Non-Dwelling Interior (1480)-Shop,Non-Dwelling Interior (1480)-Storage Area)	Improvements and upgrades could include the following - doors, cabinets, flooring, wall coverings, mechanical, electrical, lighting, plumbing, windows, commodes, sinks, faucets, dumpsters, appliances, shop, foundation, railings, Thompson Manor laundry room upgrades, etc. depending on needs		\$10,000.00
ID0258	Non-Dwelling - Asphalt, concrete, fencing, retaining walls, sewer, drainage(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm Drainage)	Upgrades could include the following: asphalt and concrete work , striping and painting curbs, storm drainage, fencing upgrades, replace privacy walls, sewer upgrades, tree pruning, landscape upgrades to yards - property wide		\$32,000.00
ID0259	Thompson Manor Community Building Roof (Non-Dwelling Exterior (1480)-Roofs)	Repair and/or replace flat roof at Thompson Manor community room		\$10,000.00
ID0260	Tools and equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	mowers, weed eaters, snow blowers, etc.		\$3,483.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
3	2025			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0261	Security Cameras(Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Install security cameras at business office, Thompson Manor site, PHA maintenance shop		\$6,000.00
	Subtotal of Estimated Cost			\$265,983.00

Exhibit B

SEMAP Certification

(attached)

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 02/29/2020)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Delta Housing Authority	For PHA FY Ending (mm/dd/yyyy) 12/31/2024	Submission Date (mm/dd/yyyy) 02/27/2025
--	---	---

Check here if the PHA expends less than \$300,000 a year in Federal awards
Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 96% of units sampled 80 to 87% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections.** (24 CFR 982.405(b))
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement.** (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

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

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>\$810.00</u>	1-BR FMR <u>\$816.00</u>	2-BR FMR <u>\$1039.00</u>	3-BR FMR <u>\$1421.00</u>	4-BR FMR <u>\$1745.00</u>
PS <u>\$891.00</u>	PS <u>\$897.00</u>	PS <u>\$1142.00</u>	PS <u>\$1563.00</u>	PS <u>\$1919.00</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No **Bi-Annually**

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

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas). N/A

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.



MEMO

AGENDA ITEM # 5 (B)

MEETING DATE: February 26, 2025

STAFF CONTACT: Ute Jantz, Executive Director; and Erika Nieto, Housing Operations Manager

TITLE: RATIFYING PRIOR PUBLIC HOUSING OPERATING FUND PROGRAM GRANTS, CAPITAL FUND PROGRAM GRANTS, AND SEMAP CERTIFICATIONS FOR SUBMISSION TO HUD

ACTION: Motion and Roll Call

ATTACHMENTS: Board Resolution 703-25

SUMMARY:

This resolution ratifies prior submittals, acceptances, and uses of the HUD **Operating Fund Program (OFP)** and annual **Capital Fund Program (CFP) Grants**. Previously, the board did not approve a resolution concerning the submission and acceptance of the grants. Obtaining board approval for these actions is good practice, even though HUD does not mandate a board resolution to submit and accept the grants.

This resolution also ratifies prior **Section 8 Management Program (SEMAP) Certifications** for the Housing Choice Voucher Program and their submittals to HUD.

RECOMMENDATION: We recommend adopting Resolution #703-25



BOARD RESOLUTION #703-25

A RESOLUTION OF THE DELTA HOUSING AUTHORITY BOARD OF COMMISSIONERS RATIFYING PRIOR PUBLIC HOUSING OPERATING FUND PROGRAM GRANTS, CAPITAL FUND PROGRAM GRANTS, AND SEMAP CERTIFICATIONS FOR SUBMISSION TO HUD

WHEREAS, the Housing Authority of the City of Delta, a Colorado body corporate and politic, doing business as Delta Housing Authority (“DHA”) is a public housing authority formed under Colorado state law and a public housing agency (“PHA”) qualified to, and has entered into an agreement with the Department of Housing and Urban Development (“HUD”) to administer a Public Housing Program under the United States Housing Act of 1937 (“Act”);

WHEREAS, DHA receives annual Operating Fund Program (“OFP”) grants, pursuant to the Act, to assist with operations and management expenses, including administration, maintenance, and costs related to mixed-finance projects, and annual Capital Fund Program grants, pursuant to the Act, for capital and management activities;

WHEREAS, HUD requires a Capital Fund Annual Plan (“CFAP”) defining how the CFP funds will be used.

WHEREAS, Federal regulations (24 CFR 985.105 - HUD SEMAP Responsibilities) require that any PHA administering a Section 8 tenant-based assistance program must periodically submit to the U.S. Department of Housing and Urban Development (HUD) a Section 8 Management Assistance Program (“SEMAP”) certification within 60 days after the end of its fiscal year;

WHEREAS, DHA administers a Section 8 tenant-based assistance program and submits the SEMAP Certification as required by HUD;

WHEREAS, DHA has approved the (i) annual OFP grant fund funding requests; (ii) annual CFAPs for submission to HUD and the utilization of the CFP funds for those purposes outlined in the CFAP; and (iii) the periodic SEMAP Certification for submission to HUD (together, the “Approvals”).

WHEREAS, The Board of Commissioners of the Delta Housing Authority (“Board”) has not consistently memorialized the Approvals by authorizing resolution and now desires to ratify all prior Approvals for record keeping purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following resolutions:

1. The Board hereby ratifies all prior (i) requests for and acceptances of OFP grant funds; (ii) CFAPs for submission to HUD and the utilization of the CFP funds for those purposes outlined in said CFAPs; and (iii) the SEMAP Certifications submitted to HUD.
2. The Board authorizes the Chairperson of the Board to execute any form and other forms, notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, contracts, supplements, amendments, further

assurances, and any other document or agreement he or she deems necessary or desirable to evidence the Board's ratification of the Approvals.

3. The execution and delivery by the Chairperson of any agreement, document, or instrument authorized by these resolutions is conclusive evidence of DHA's approval.
4. Third parties may rely on these resolutions and any certificate executed by the Chairperson. Third parties may presume the Board has authorized the person designated as signatory in any document signed on behalf of DHA.
5. In adopting these resolutions, the Commissioners acknowledge they received due notice and hereby consent to the holding of the regular meeting of the Board on February 26, 2025.
6. This Resolution shall be and will remain in full force and effect immediately upon its passage and adoption.

ADOPTED this 26th day of February, 2025

Chair or Vice-Chair
Delta Housing Authority Board of Commissioners



EXECUTIVE DIRECTOR COMMENTS

DHA REGULAR BOARD MEETING FEBRUARY 26, 2025

General:

- Locked in contract renewal for pest management.
- Working on contract renewals for landscape maintenance and copy machine contracts.
- Issued a Request for Proposals for Housing Authority software.
- Collaborated with our legal counsel to revise the DHA bylaws. A draft of the updated bylaws and the comparison are attached to the ED Comments. As stated in our bylaws, all board members received a 30-day notice regarding a potential revision of the bylaws. This will be an agenda item for the March board meeting.
- Filed the trade name “Housing Authority of the City of Delta, Colorado” with the Colorado Secretary of State and added that we transact business under the trade name Delta Housing Authority. This action was taken upon advice from legal counsel.

Public Housing Program (PHA)

- We purchased cabinets for six kitchens, which our maintenance team will install when a unit becomes vacant. Two kitchen installations have been completed so far.
- We experienced an underground water leak at 662 Hastings, which caused the tenants to stay in a motel for a few days until the leak was repaired.

Public Housing and Housing Choice Voucher Programs

- Unaudited financials are due on February 28, 2025.
- A resident advisory board meeting is scheduled for March 25th. Three tenants attended the December 2024 resident advisory board meeting.

Housing Choice Voucher (HCV) Program:

- Worked on our Section Eight Management Assessment Program (SEPAP) Certification. This is a separate agenda item. Please see the attached flyer from HUD under correspondence.

Grand Manor Apartments (USDA):

- Nothing to report.

DHA-Owned Units

- Nothing to report.

Villas at the Bluff (VAB and VABII)

- The 2024 audit is nearing its end. The audited financials are due by February 28th.
- Submitted annual owner certifications for the Colorado Housing and Finance Authority (CHFA).

Residences at Delta (RAD)

- Thirteen tenants attended the Valentine’s party on February 14th. The turnout was slightly lower than anticipated due to many tenants being sick. Twenty-three tenants attended the holiday party on December 20, 2024.
- The 2024 audit with DOZ is ongoing.
- TWG switched property liability insurance to HUB, effective January 1, 2025. We notified CHFA of this change.

Residences at Delta Phase II (RADII)

- Construction is in full swing. Please refer to the attached progress report from TWG.



BYLAWS
OF
THE HOUSING AUTHORITY OF THE CITY OF DELTA, COLORADO

DRAFT

ARTICLE I - THE AUTHORITY

Section 1 - Name of Authority. The name of the Authority shall be the "Housing Authority of the City of Delta, Colorado" ("Authority"). The Board of Commissioners of the Authority ("Board") has elected to use the trade, or "doing business as" name, "Delta Housing Authority."

Section 2 - Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 - Office of Authority. The office of the Authority shall be at 501 14th Street, City of Delta, State of Colorado.

ARTICLE II - COMMISSIONERS

Section 1 - Number. The Board of Commissioners of the Authority (the "Board") shall consist of at least five (5) Commissioners.

Section 2 - Appointment and Qualifications. Appointments to the Board of Commissioners shall be as Section 29-4-205 C.R.S. Each Commissioner shall be selected by the City Council and appointed by the Mayor of the City of Delta ("Mayor"). No more than one Commissioner shall be a City official and no more than one Commissioner shall be a person who is directly assisted by the Authority.

Section 3 - Term. Each Commissioner shall hold office for a term of five (5) years or until a successor has been appointed pursuant to these Bylaws and by statute. Each Commissioner may serve no more than two (2) consecutive terms. For appointments filling a term that has been vacated prior to completion, the appointment shall be for the balance of the vacated term. An individual filling a vacated term may reapply for consideration for a second consecutive appointment.

Section 4 - Compensation. A Commissioner shall receive no compensation for their services but shall be entitled to reimbursement of necessary expenses, including travel expenses, incurred in the discharge of their duties.

Section 5 - Attendance. Commissioners shall use best efforts to attend all scheduled meetings of the Board, as well as assigned committee meetings, and shall provide adequate notice to the Chair or Secretary when unable to attend a scheduled meeting.

ARTICLE III - OFFICERS

Section 1 - Officers. The officers of the Authority ("Officers") shall be a Chair, a Vice Chair, and a Secretary who shall be the Executive Director.

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Section 3 - Vice Chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4 - Secretary. The Executive Director shall serve as the Secretary of the Authority. The Secretary shall have general supervision over the administration of its business and affairs, subject to the direction of the Board. The Secretary shall serve as primary advisor to the Board and be charged with managing and directing all functions of the Authority in accordance with all applicable laws, rules and regulations.

The Secretary shall keep the records of the Authority, shall act as Secretary of meetings of the Board, record all votes, and shall keep a record of the proceedings of the Board in a journal of proceedings kept for such purposes, shall perform all duties incident to the office.

The Secretary shall have the care and custody of all funds of the Authority, which shall be deposited in the name of the Authority into such banks as the Authority may select. He/she shall keep regular books of accounting showing receipts and expenditures and shall render to the Board, at each regular meeting, an account of all transactions and also of the financial condition of the Authority. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chair or Vice Chair. The Executive Director shall give a bond for the faithful performance of his/her duties as the Authority may designate.

The compensation of the Secretary/Executive Director shall be determined by the Board of Commissioners of the Authority. In circumstances where a temporary appointee selected from among the Commissioners of the Authority serves in the absence of the Secretary/Executive

Director, he/she shall do so without compensation (other than the payment of necessary expenses). Any person appointed to fill the office of the Secretary, or any vacancy therein, shall have such terms as the Authority fixes, but no Commissioner of the Authority shall be eligible to hold this office except as a temporary appointee.

Section 5 - Additional Duties. The Officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the Bylaws or rules and regulations of the Authority.

Section 6 - Election or Appointment. The initial Chair and Vice Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one (1) year or until their successors are elected and qualified. Newly elected Officers shall assume their roles and duties at the next regular or special meeting held after the meeting during which they are elected.

Section 7 - Vacancies. Should the offices of Chair or Vice Chair become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as provided in the Bylaws.

Section 8 - Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by "The Housing Authorities Law" of Colorado and all other laws of the State of Colorado applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of Colorado.

ARTICLE IV - BOARD OF COMMISSIONERS MEETINGS

Section 1 - Annual Meeting. The Annual Meeting of the Board of Commissioners shall be held at such place so designated by the Authority at the Regular Meeting held in July of each year. The word "place" shall mean a physical location or an online conferencing platform or any other type of conferencing solution that satisfies the requirements of the Colorado Open Meeting Law CRS 24-6-401 et. seq. and is approved by the Chairperson.

Section 2 - Regular Meeting. Regular meetings of the Authority shall generally be held each month at such place and time so designated by the Authority, on a schedule determined by the Chairperson and the Executive Director, and are open to the public as decreed by law.

Section 3 - Executive Session. Executive Sessions may be held by the Commissioners as provided by Colorado law.

Section 4 - Special Meeting. The Chair of the Authority, the Secretary/Executive Director, or any two Commissioners, may, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority, sent by email or may be mailed to the business or home address of

each member of the Authority at least twenty-four (24) hours prior to the date of such special meeting. Such meeting may be held at any place or time so specified in said call. The presence of the person entitled to notice of a meeting shall in all events be considered a waiver of notice and failure to vote shall not defeat the effectiveness of such waiver. At such special meeting no business shall be considered other than as designated in the call, but if all the members of the Authority are present at a special meeting and consent, any and all business may be transacted at such special meeting.

Section 5 - Notice of Meetings to the Public. Notice to the public of all meetings shall be provided as required by Colorado law. DHA shall post such notice at the Office of the Authority. Notices of meetings may also be posted on the Authority website or any other place.

Section 6 Quorum. A majority of the Commissioners in office shall constitute a quorum for the purpose of conducting their business and exercising their powers and for all other purposes, but a smaller number may convene, from time to time, until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 7 - Order of Business. Unless otherwise prescribed at any meeting, at the regular meetings of the Authority the following shall be included as part of the order of business. The order or agenda and topics may vary.

1. Roll call
2. Approval of the minutes of the previous meeting
3. Financial Report
4. Operational Report(s)
5. Old Business Items
6. New Business Items
7. Secretary/Executive Director Report
8. Commissioners Comments
9. Adjournment

All resolutions shall be in writing and shall be copied in the official minute book or journal of the proceedings of the Authority.

Section 8 - Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and if not unanimous, the ayes and nays shall be entered and identified upon the minutes of such meeting. The decision shall be entered upon the minutes of such meeting.

Section 9 - Electronic Meetings. The Board, special and standing committees are authorized to meet by electronic means so long as all members may simultaneously hear each other and participate during the meeting. Minutes shall record the action taken in electronic meetings and after approval, the minutes are placed in the permanent file of the minutes.

Section 10 - Communication. Unless indicated otherwise, all communication, including meeting notices may be sent electronically.

Section 11 - Ratification. An action or instrument of the Authority shall not be invalid for lack of authorization if the action is ratified by the Board at a subsequent meeting or by action in accordance with these Bylaws.

ARTICLE V- AMENDMENTS

Section 1 - Amendments to Bylaws. The Bylaws of the Authority shall be amended only with the approval of a majority of the Board at a regular or a special meeting, but no such amendment shall be adopted unless at least seven (7) calendar days written notice has been previously given to all members of the board. Board adopted amendments will supersede previously adopted amendments unless otherwise noted.

The Authority adopts these Bylaws to be effective the ____ day of _____, 2025.

[Name], Chair of the Board

Ute Jantz, Executive Director

History

Previous Adopted	01-10-1985
Previous Revision	12-07-1998 (Res. #205)
Previous Revision	04-25-2005 (Res. # 273-05)
Previous Revision	07-25-2012 (Res. #427-12)
Previous Revision	09-27-2017 (Res. #533-17)

DRAFT



BYLAWS
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THE HOUSING AUTHORITY OF THE
THE CITY OF DELTA, COLORADO

DRAFT

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Section 1 - Annual Meeting. The Annual Meeting of the Board of Commissioners shall be held at the ~~July Board meeting at the Office of~~such place so designated by the Authority, 501 14th Street, Delta, Colorado to coincide with at the Regular Meeting held in July of each year. The word "place" shall mean a physical location or an online conferencing platform or any other type of conferencing solution that satisfies the requirements of the Colorado Open Meeting Law CRS 24-6-401 et. seq. and is approved by the Chairperson.

Section 2 - Regular Meeting. Regular meetings ~~will of the Authority shall generally~~ be held ~~once each~~ month on a regularly scheduled time and day ~~posted on the Authority's website and at~~ at such place and time so designated sites and will be held in the Board Room of the Authority, 501 14th Street, Delta, Colorado on a schedule determined by the Chairperson and the Executive Director, and are open to the public as decreed by law.

Section 3- Executive Session. Executive Sessions may be held by the Commissioners as provided by Colorado law.

Section 4Section 3 - Special Meeting. The Chair of the Authority or, the Secretary/Executive

Director, or any two Commissioners, may, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority, sent by email or may be mailed to the business or home address of each member of the Authority at least ~~two days~~twenty-four (24) hours prior to the date of ~~the~~ such special meeting. Such meeting may be held at any place or time so specified in said call. The presence of the person entitled to notice of a meeting shall in all events be considered a waiver of notice and failure to vote shall not defeat the effectiveness of such waiver. At such special meeting no business shall be considered other than as designated in the call, but if all the members of the Authority are present at a special meeting and consent, any and all business may be transacted at such special meeting.

Section 5 - Notice of Meetings to the Public. Notice to the public of all meetings shall be provided as required by Colorado law. DHA shall post such notice at the Office of the Authority. Notices of meetings may also be posted on the Authority website or any other place.

~~Section 6~~Section 4— Quorum. A majority of the Commissioners in office shall constitute a quorum for the purpose of conducting ~~its~~their business and exercising ~~its~~their powers and for all other purposes, but a smaller number may convene, from time to time, until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

~~Section 7~~Section 5 - Order of Business. ~~At~~Unless otherwise prescribed at any meeting, at the regular meetings of the Authority the following shall be included as part of the order of business. The order or agenda and topics may vary.

1. Roll call
2. Approval of the minutes of the previous meeting
3. Financial Report
4. Operational Report(s)
5. Old Business Items
6. ~~5-~~New Business Items
7. ~~6-~~Secretary/Executive Director Report
8. ~~7-~~Commissioners Comments
9. ~~8-~~Adjournment

All resolutions shall be in writing and shall be copied in the official minute book or journal of the proceedings of the Authority.

~~Section 8~~~~Section 6~~ - Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and if not unanimous, the ayes and nays shall be entered and identified upon the minutes of such meeting. The decision shall be entered upon the minutes of such meeting.

~~Section 9~~~~Section 7~~ - Electronic Meetings. The Board, special and standing committees are authorized to meet by electronic means so long as all members may simultaneously hear each other and participate during the meeting. Minutes shall record the action taken in electronic meetings and after approval, the minutes are placed in the permanent file of the minutes.

~~Section 10~~~~Section 8~~ - Communication. Unless indicated otherwise, all communication, including meeting notices may be sent electronically.

~~Section 11~~~~Section 9~~ - Ratification. An action or instrument of the Authority shall not be invalid for lack of authorization if the action is ratified by the Board at a subsequent meeting or by action in accordance with these ~~bylaws~~Bylaws.

ARTICLE V - AMENDMENTS

Section 1 - Amendments to Bylaws. The ~~bylaws~~Bylaws of the Authority shall be amended only with the approval of a majority of the Board at a regular or a special meeting, but no such amendment shall be adopted unless at least ~~thirtyseven~~ (307) calendar days written notice has been previously given to all members of the board. Board adopted amendments will supersede previously adopted amendments unless otherwise noted.

Previous Adopted _____ 01-10-1985
Previous Revision _____ 12-07-1998 (Res. #205)
Previous Revision _____ 04-25-2005 (Res. # 273-05)
Previous Revision _____ 07-25-2012 (Res. #427-12)
Latest Revision _____ 09-27-2017 (Res. #533-17)

The Authority adopts these Bylaws to be effective the _____ day of _____, 2025.

[Name], Chair of the Board

Ute Jantz, Executive Director

History

<u>Previous Adopted</u>	<u>01-10-1985</u>
<u>Previous Revision</u>	<u>12-07-1998 (Res. #205)</u>
<u>Previous Revision</u>	<u>04-25-2005 (Res. # 273-05)</u>
<u>Previous Revision</u>	<u>07-25-2012 (Res. #427-12)</u>
<u>Previous Revision</u>	<u>09-27-2017 (Res. #533-17)</u>

DRAFT



Colorado Secretary of State
 ID#: 20251171729
 Document #: 20251171729
 Filed on: 02/12/2025 06:15:24 PM
 Paid: \$20.00

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ABOVE SPACE FOR OFFICE USE ONLY

Statement of Trade Name of an Estate, a Trust, a State or an Other Jurisdiction
 filed pursuant to §7-71-103 and §7-71-107 and of the Colorado Revised Statutes (C.R.S)

1. (Complete the following statement by marking the applicable box. Caution: Mark only one box.)
 The person delivering this statement is

- an estate.
- a trust.
- a state.
- a jurisdiction other than a state.

2. The true name of such person is Housing Authority of the City of Delta, Colorado

3. The principal address of such person is

Street address 501 E 14th St
(Street number and name)

Delta CO 81416
(City) (State) (Postal/Zip Code)
United States
(Province – if applicable) (Country – if not US)

Mailing address
 (leave blank if same as street address) (Street number and name or Post Office Box information)

(City) (State) (Postal/Zip Code)
(Province – if applicable) (Country – if not US)

4. The trade name under which such person transacts business or conducts activities or contemplates transacting business or conducting activities in this state is

Delta Housing Authority

5. A brief description of the kind of business transacted or activities conducted or contemplated to be transacted or conducted in this state under such trade name is

Housing Authority of the City of Delta, Colorado

6. (If the following statement applies, adopt the statement by marking the box and include an attachment.)

This document contains additional information as provided by law.

7. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document are _____.
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

8. The true name and mailing address of the individual causing this document to be delivered for filing are

Lopez	Elysha		
(Last)	(First)	(Middle)	(Suffix)
1919 14th St., Suite 700			
(Street number and name or Post Office Box information)			
Boulder		CO	80302
(City)	(State)	(Postal/Zip Code)	
United States			
(Province - if applicable)		(Country - if not US)	

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).



February 20, 2025

To: Delta Housing Authority Board of Commissioners

- Brad Kolman, Chair
- Kim Guthrie Burch, Vice Chair
- Cathy Boyd, Commissioner
- Terri Hocking, Commissioner
- Robert Turner, Commissioner

Re: 30-Day Notice to the Commissioners of the Delta Housing Authority (DHA) in regard to Amendments to Bylaws

As per Article IV of the DHA Bylaws – Amendments to Bylaws:

The bylaws of the Authority shall be amended only with the approval of all active Commissioners of the Authority at a regular or special meeting, but no such amendment shall be adopted unless at least thirty (30) days written notice thereof has been previously given to all Commissioners of the Authority.

Notice is hereby given that the Delta Housing Authority Board of Commissioners may adopt an amendment to its bylaws at the board meeting on March 26, 2025, or at a subsequent meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ute Jantz".

Ute Jantz
Executive Director/Secretary



UNDERSTANDING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)



LEAD THE WAY

**PHA GOVERNANCE AND
FINANCIAL MANAGEMENT**
A Training for Board Members and Staff



The Section Eight Management Assessment Program (SEMAP) is HUD's performance measurement tool for the Housing Choice Voucher Program. A PHA self-certifies to HUD 60 days after the end of the fiscal year. The Field Office will then issue a score within 120 days after the end of fiscal the year. High performers have a score above 90. Troubled performers have a score below 60.

The Board's Role in SEMAP

Your PHA's SEMAP score is an important tool for the Board of Commissioners. Track SEMAP scores each month in board meetings. You can use the SEMAP indicators to guide the way you assess your PHA's performance. Focus your attention on weak performance areas to effectively and efficiently use scarce resources. Failing to meet SEMAP standards means a failure to ensure residents are living in quality housing. Consequences of failing performance can include required corrective actions and limits on new HUD funding awards. Keep your PHA on track.

HUD's Role in SEMAP

HUD reviews and monitors PHA SEMAP scores. The SEMAP certification is analyzed by HUD Field Offices, and may also be confirmed on site. HUD staff will then provide recommendations for improving failing SEMAP indicators, and will assist in preparing a Corrective Action Plan (CAP).

SEMAP Indicators

All SEMAP performance indicators set a standard for a key area of Housing Choice Voucher Program management. PHAs are assessed against these standards to show whether the PHA administers the program properly and effectively. The SEMAP certification that is submitted by PHAs addresses all of the following indicators:

Self-Certified

Indicator 1 – Selection from Waiting List

The score for this indicator is based on whether the PHA has a written policy in its administrative plan for selecting applicants from the waiting list and whether it follows that policy. The certification must be based on the results of a quality control sample measuring the rate at which the PHA follows its selection policy.

Score: The PHA receives a score of 15 for this indicator if it certifies that it has a written policy and the sample shows that 98% of applicants selected from the waiting list were selected in a manner that conformed to the PHA's policy. If the PHA had no policy or less than 98% of selected applicants were selected in the manner the policy prescribes, the PHA receives zero points for this indicator.

Do you know your SEMAP score?

Are you a “high,” “standard,” or “troubled” performer?

Indicator 2 – Rent Reasonableness

The score for this indicator is based on whether the PHA has a written policy for determining and documenting that the rent paid to owners is reasonable based on current rents for comparable unassisted units and whether it follows that policy. The PHA must conduct a quality control sample to determine whether the PHA is following its own policies for determining rent reasonableness.

Score: The PHA receives 20 points for this indicator if the PHA has a written policy that meets HUD’s requirements and the sample shows that the policy was followed at least 98% of the time. The PHA receives 15 points for this indicator if the sample shows that the PHA’s policy was followed at least 80% of the time. If the PHA had no policy that met HUD’s requirements or if the PHA’s policy was followed less than 80% of the time, the PHA receives zero points for this indicator.

Indicator 3 – Determination of Adjusted Income

The score for this indicator is based on whether the PHA verifies and correctly determines adjusted annual income and utility allowances at each family’s admission and annual reexamination. The PHA must conduct a quality control sample to determine whether the PHA: 1) Obtains and uses third party verification of the factors that affect the determination of adjusted income or documents the reasons third party verification was not available, 2) Properly attributes and calculates medical, child care, and disability allowances; and 3) Uses the appropriate utility allowances.

Score: The PHA receives 20 points for this indicator if it certifies that it has verified and correctly determined adjusted annual income and utility allowances for at least 90% of families sampled. The PHA receives 15 points if the PHA correctly processed 80% to 89% of families sampled and zero points if less than 80% were correctly processed.

Indicator 4 – Utility Allowance Schedule

For this indicator, the PHA is scored on whether the PHA maintains an up-to-date utility allowance schedule. A utility allowance schedule is “up-to-date” if the PHA reviewed utility rate data within the last 12 months and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

Score: If the PHA certifies that it has updated its utility allowance schedule, it receives 5 points for this indicator. If the PHA has not done so, it receives zero points for this indicator.

Indicator 5 – HQS Quality Control Inspections

This indicator measures whether the PHA has verified or re-inspected a sample of recently completed Housing Quality Standards (HQS) inspections representing a cross section of neighborhoods and a cross section of inspectors.

Score: A PHA receives 5 points for this indicator if it certifies that it has re-inspected a sample and zero points if it has not.

Indicator 6 – HQS Enforcement

The score for this indicator is based on whether the PHA addressed deficiencies found during HQS inspections in a manner that conforms to HUD regulations. To correctly address deficiencies, the PHA must ensure that: 1) Any cited life-threatening HQS deficiencies are corrected within 24 hours from the inspection, 2) All other cited HQS deficiencies are corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, 3) If HQS deficiencies are not corrected timely, the PHA stops (abates) housing assistance payments beginning no later than the first of the month following the specified correction period or terminates the HAP contract, and 4) For family-caused defects, the PHA takes prompt and vigorous action to enforce the family obligations. The PHA must conduct a quality control sample to determine whether the PHA has addressed deficiencies correctly.

Score: The PHA receives 10 points for this indicator if it certifies that the sample shows that all cited life-threatening HQS deficiencies were corrected within 24 hours and 98% of other HQS deficiencies were correctly addressed. Otherwise, the PHA receives zero points.

Indicator 7 – Expanding Housing Opportunities

PHAs with jurisdiction in a metropolitan fair market rent (FMR) area will be scored under this indicator. The score is based on whether the PHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration, as well as whether the PHA has researched and distributed information about areas of poverty or minority concentration to voucher holders.

Score: A PHA receives 5 points if it meets the following conditions. If the PHA does not meet these conditions, the PHA receives zero points.

1. The PHA has a written policy to encourage participation by owners of units located outside defined areas of poverty or minority concentration;
2. The PHA has followed its written policy;
3. The PHA has prepared maps of and information about areas that do not contain poverty or minority concentration, which the PHA uses when briefing rental voucher holders about the full range of areas where they may look for housing;
4. The PHA's information packet contains information about portability;
5. The PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficul-

ties have been found, the PHA has considered seeking approval of exception payment standard amounts and has sought such approval when necessary.

Not Self-Certified (evidence of certification is required)

Indicator 8 – Payment Standards

For this indicator, the PHA is scored on whether its payment standards do not exceed 110% and are not less than 90% of the current applicable published FMRs (unless a higher or lower payment standard amount is approved by HUD). The PHA submits the FMRs and payment standards in the SEMAP certification form.

Score: The PHA receives 5 points if the payment standards are between 90 and 110% of the FMRs, and zero points if they are not.

Indicator 9 – Annual Reexaminations

The score for this indicator is based on whether the PHA completes a reexamination for each participating family at least every 12 months.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely reexamination for over 95% of families, 5 points if it has completed a timely reexamination for between 90% and 95% of families, and zero points if it has completed a timely reexamination for less than 90% of families.

Indicator 10 – Correct Tenant Rent Calculations

The score for this indicator is based on whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program.

Score: The PHA receives 5 points if it certifies that 2% or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect. The PHA receives zero points if more than 2% of these calculations are incorrect.

Indicator 11 – Pre-Contract HQS Inspections

The score for this indicator is based on the %age of newly leased units that pass HQS inspections.

Score: The PHA receives a score of 5 if it certifies that at least 98% of the newly leased units pass HQS inspections and zero points if less than 98% pass HQS inspections.

Indicator 12 – Annual HQS Inspections

The score for this indicator is based on whether the PHA inspects each unit under contract at least annually.

Score: The PHA receives a score of 10 for this indicator if it certifies that it has completed a timely inspection of over 95% of units, 5 points if it has completed a timely inspection of between 90% and 95% of units, and zero points if it has completed a timely inspection of less than 90% of units.

Indicator 13 – Lease-Up

The score for this indicator is based on whether the PHA has entered HAP contracts for the number of units reserved under Annual Contributions Contract (ACC) for at least one year. Data is entered into SEMAP by the field office. The lease-up indicator is measured by the greater of the unit or budget authority percentages.

Score: The PHA receives 20 points for this indicator if the percent of units leased or the percent of allocated budget authority expended during the last PHA fiscal year was 98% or more. The PHA receives 15 points if the relevant percentage is 95-97% and zero points if the percentage is less than 95%.

Indicator 14 – Family Self-Sufficiency (FSS) Enrollment

PHAs with mandatory FSS programs receive a score for this indicator based on whether the PHA has enrolled families in the FSS program as required and the percent of current FSS participants that have had increases in earned income that resulted in escrow account balances. The PHA provides this information as part of the SEMAP certification and the field office verifies it. If the certified mandatory minimum number of FSS units is different from the number listed in HUD records by a reasonable amount, this indicator will be scored based on the smaller number. If there is a large discrepancy between the two numbers, the field office must research the difference to determine the correct number to enter.

Score: The PHA can earn up to 10 points for this indicator.

Deconcentration Bonus Indicator

PHAs that use a payment standard that exceeds 100% of the published FMR set at the 50th percentile rent in accordance with 24 CFR 888.113(c) must submit data for this indicator, while all other PHAs have the option of submitting deconcentration data.

Score: The PHA can earn 5 points for demonstrating that a high percent of its HCV families with children live in, or have moved during the PHA fiscal year to, low poverty census tracts in the PHA's principal operating area. PHAs will not be adversely affected if they get zero points on this indicator.

Residences at Delta II

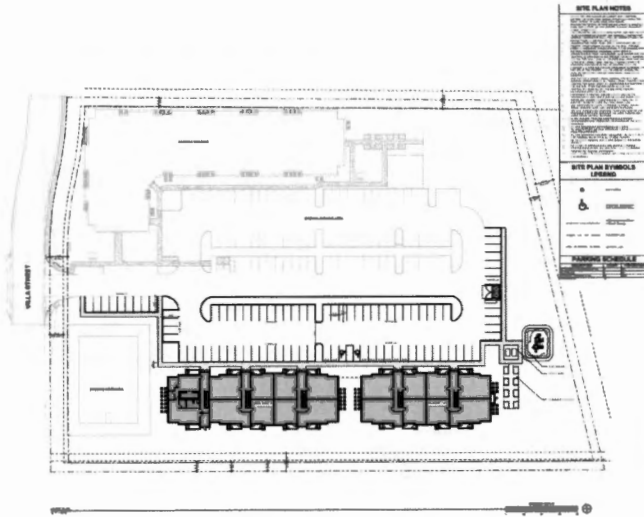
Progress Report

Tax Credit



Under Construction

RENDERING & SITE PLAN



Residences at Delta II

Progress Report

Tax Credit



Under Construction

PROJECT SUMMARY

Site Overview

Street Address	1498 Villa Street
City	Delta
State	CO
County	Delta
ZIP Code	81416
Acreage	3.49

Project Team

Ownership Entity	Residences at Delta II, LLLP
Sponsor	MPC CO Delta II, LLC
GC of Record	TWG Construction
Architect of Record	STUDIO Architecture
Civil Engineer	Kimley-Horn
Structural Engineer	Integrity Structural
MEP Engineer	Jordan Skala Engineers
Landscape Architect	Kimley-Horn

Report Period

Report Month	January 2025
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Project Overview

Deal Type	Tax Credit
Financing Type	9% LIHTC
Build Type	New Construction
Build Type Notes	Type V - Wood Frame. 3-story walk-up. 1st floor amenity space. Similar to West Baden design. Rooftop solar.
Total Units	50
Number of Surface Parking	90
Number of Garage Parking	0
Number of Carports	0
Commercial SF	0
Project Overview Notes	

Sponsor Team

Development Director	Megan Adams
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CONTRACTING & SITE PROGRESS

GC Team

GC of Record TWG Construction

Original Business Plan

Strategy 15 year hold

Proforma C of O 4/1/2026

XBE Commitments? No

Bonding? No

Buy Out Status

Buyout % 47.4%

Concrete Buy Out? Yes

Mechanical Buy Out? Yes

Electrical Buy Out? Yes

Plumbing Buy Out? Yes

Lumber Buy Out? Yes

Buy Out Notes HVAC is pending signature

Construction Schedule

Completion % 4.6%

Closing Date 12/30/2024

Notice to Proceed 1/6/2025

Utilities Complete 3/31/2025

Earthwork Complete 4/21/2025

Framing Start 6/18/2025

Weathered In 6/26/2025

First Building Complete 2/4/2026

Management Acceptance 1/15/2026

C of O 2/17/2026

Required PIS 11/1/2026

Const Loan Maturity 6/1/2026

Construction Schedule Notes

Residences at Delta II

Progress Report



Tax Credit

Under Construction

Proforma Hard Costs

GC Contract Amount	\$11,214,028
Hard Cost Contingency	\$566,951

GC Contract Progress

GC Contract Amount	\$11,214,028
Approved Change Orders	
Revised GC Contract	
HCC Usage	0%

Pending Change Orders

Approved Change Orders

Residences at Delta II

Progress Report



Tax Credit

Under Construction

DIVISION SUMMARY

Division 3 - Building Concrete

- Building Concrete
- Gypcrete

Division 4 - Masonry

- Exterior CMU
- Brick Facade

Division 5 - Metal & Structural Steel

- Structural Steel

Division 6 - Framing

- 1st Floor
- 2nd Floor
- 3rd Floor

Division 7 - Thermal & Moisture Protection

- Roofing
- Siding
- Exterior Painting
- Foundation and Slab insulation

Division 8 - Openings

- Exterior Doors
- Windows
- Unit doors and Trim

Division 9 - Finishes

- Pre-Rock
- Drywall
- Painting
- Flooring

Division 10 - Specialties

- Mailboxes

Division 11 - Equipment

- Appliances

Division 12 - Furnishings

- Cabinets
- Countertops

Division 14 - Conveying Equipment

- Elevator Rough-in
- Elevator Install

Division 21 - Fire Suppression

- Unit Rough-In
- Fire riser to rise room

Division 22 - Plumbing

- Plumbing Underground
- Unit Rough-In
- Unit trim out

Division 23 - HVAC

- Common Area Rough-in
- Unit Rough-In
- Unit trim out

Division 26 - Electrical

- Site Utilities
- Underground
- Unit Rough-In
- Unit trim out

Division 31 - Earthwork

- Site Grading - 20%
- Site Clearing - 100%
- Underground Utilities
- Removal of material off-site - 20%

Division 32 - Exterior Improvements

- Landscaping
- Paving
- Stripping and Signage
- Curb and Gutter
- Sidewalk

Residences at Delta II

Progress Report

Tax Credit



Under Construction

PROGRESS PHOTOS



Site mobilization, facing SW towards detention pond



Initial earthwork, and site fence installation



Construction trailer arrives on site

Residences at Delta II

Progress Report



Tax Credit

Under Construction



Site grading and earthwork.



Electrical temp power installed



Excavation of buildings footings



Site view facing east