

Housing Authority of St. Louis County
Board of Commissioners
Regular Meeting
Tuesday, January 10, 2023 at 12 pm

Held in person and virtually:
Housing Authority of St. Louis County
8865 Natural Bridge, St. Louis, MO 63121
and via Ring Central: <https://v.ringcentral.com/join/087204180>
Telephone: 650.419.1505
Meeting ID: 087204180

Agenda Item	Individual	Action
1. Call to Order	Chairman	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading and Approval of Minutes Regular Meeting held December 13, 2022	Chairman	Motion Second Vote
4. Public Comments	Chairman	Informational
5. Report of the Executive Director	Shannon Koenig	Informational
6. Reports of Officers and Employees		
A. Financial Reports for period ending November 30, 2022	Carolyn Riddle	Motion Second Vote
B. Public Assessment System Report	Felecia Follins	Informational
C. Section Eight Management Assessment Program Report	Nicole O'Dell	Informational
D. Real Estate Development Report	Kurt Schulte	Informational
7. Unfinished Business		
A. 2023 Final Board Meeting Schedule	Shannon Koenig	Informational
8. New Business	Chairman	Informational
9. Executive Session	Chairman	Motion Second Vote
Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.		
10. Announcements		
Next Regular Meeting March 14, 2023	Chairman	Informational
11. Adjournment	Chairman	Motion Second Vote

HOUSING AUTHORITY OF ST. LOUIS COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, DECEMBER 13, 2022
MEETING MINUTES

ATTENDANCE:

COMMISSIONERS:

David Nehrt-Flores, Vice Chairman
Joan Kelly Horn, Commissioner
Reverend Gabrielle N.S. Kennedy, Commissioner
LaToya Scott, Commissioner

STAFF:

Shannon Koenig, Executive Director
Terri Acoff-States, Executive Assistant
Mike Chapman, Deputy Executive Director
Joe Jacobson, General Counsel
Judy Ricks, Director, Human Resources
William Barry, Director, Maintenance and Facilities
Felecia Follins, Director, Housing Administration
Anna Holyan, Director, Strategic Initiatives
Nicole O'Dell, Director, Housing Choice Voucher Program
Carolyn Riddle, Interim Finance Director
Pete Wells, IT Business Analyst
Michele Hajek, Accountant

PUBLIC:

Joe Cavato, Gateway CDFI

ABSENT:

Bishop Calvin Scott, Chairman
Lora Gulley, Commissioner

Reading and Approval of Minutes of Regular Board Meeting held Tuesday, October 11, 2022:

Commissioner Joan Kelly Horn moved to approve the minutes of the regular board meeting held Tuesday, October 11, 2022, which motion was seconded by Commissioner LaToya Scott. Upon roll call the "Ayes" and "Nays" were as follows:

AYES

D. Nehrt-Flores
J. Kelly Horn
G. Kennedy
L. Scott

NAYS

None

The Vice Chairman declared the motion passed.

PUBLIC COMMENTS:

No public comments.

REPORT OF THE EXECUTIVE DIRECTOR:

Ms. Koenig welcomed everyone to the meeting and wished them a happy holiday. Ms. Koenig updated the Board on Wellston public housing redevelopment. She stated the tax credit investor and permanent lender for the project visited Wellston last month. Since then, the project has been moving quickly towards closing.

Ms. Koenig said the Authority continues to support Wellston. Staff submitted a grant application to the Missouri Department of Economic Development for sidewalks, crosswalks, and streetlights to complement the housing development. Ms. Koenig also informed the Board that a request for operating funds for next year has been submitted to HUD to cover the Wellston public housing.

Ms. Koenig gave an update on the overall public housing management transition. She stated that staff have begun transitioning the management of public housing back to the Authority. Several key staff have been hired and management is acquiring the necessary equipment and supplies to run the operation. She said the agency is also working with Sansone Group to wind down their role in existing operations with the goal of a seamless transition for residents.

Ms. Koenig informed the Board that the Housing Authority issued an RFQ for a qualified consultant team to provide architectural and design services for a major renovation of the central office at 8865 Natural Bridge Road. She said the purpose of this solicitation is to assess the viability of moving forward on a facility renovation. COVID-19 prompted initial conversations about building safety, security, and functionality. She also stated the facilities are aging, worn, and out of compliance with ADA requirements, and do not reflect the Authority's values.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports for period ending September 30, 2022:

Ms. Riddle reviewed the Financial Reports for period ending September 30, 2022. Commissioner Gabrielle Kennedy moved to approve the September 30, 2022 Financial Reports as read and discussed which motion was seconded by Commissioner LaToya Scott. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

B. Financial Reports for period ending October 31, 2022:

Ms. Riddle reviewed the Financial Reports for period ending October 31, 2022. Commissioner LaToya Scott moved to approve the October 31, 2022 Financial Reports as read and discussed which motion was seconded by Commissioner Joan Kelly Horn. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

C. Housing Authority of St. Louis County Write-Offs - Resolution No. 1414:

Ms. Riddle presented the board with the quarterly write-offs of uncollectable rents.

After discussion, Vice Chairman Nehrt-Flores asked for a motion to approve Resolution No. 1414, Housing Authority of St. Louis County Write-Offs. Commissioner LaToya Scott motioned for approval, Commissioner Gabrielle Kennedy seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

D. Public Housing Assessment System Report:

Ms. Follins reviewed the Public Housing Assessment System Report.

E. Family Self-Sufficiency Program Action Plan:

Ms. O'Dell reviewed the Family Self-Sufficiency Program Action Plan.

F. Agency Performance Report:

Ms. Holyan reviewed the Agency Performance Report.

G. Customer Service and Resident Opportunity Initiative:

Ms. Holyan presented an update on the agency's Customer Service and Resident Opportunity Initiative.

UNFINISHED BUSINESS:

A. 2023 Board Meeting Schedule:

Ms. Koenig presented the Board with the 2023 proposed Board meeting dates. Ms. Koenig stated the new schedule would provide for five meetings per year on the second Tuesday of the month on the following schedule: January, March, May, September, and November. This allows for a break in the summer and during the holiday season.

After discussion, Vice Chairman David Nehrt-Flores asked for a motion to approve the 2023 Board Meeting Schedule. Commissioner LaToya Scott motioned for approval, Commissioner Joan Kelly Horn seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

NEW BUSINESS:

A. Housing Authority of St. Louis County, Proposed FY 2023 Budget, Resolution No. 1415:

Ms. Koenig presented the board with Resolution No. 1415, Housing Authority of St. Louis County, Proposed FY 2023 Budget.

After review and discussion, Vice Chairman David Nehrt-Flores asked for a motion to approve Resolution No. 1415, Housing Authority of St. Louis County, Proposed FY 2023 Budget. Commissioner LaToya Scott motioned for approval, Commissioner Gabrielle Kennedy seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

B. Consolidated PHA's FY 2023 Budgets Hillsdale, Olivette, and Pagedale, Resolution No. 1418:

Ms. Koenig presented the board with Resolution No. 1418, Consolidated PHA's, FY 2023 Budgets for Hillsdale, Olivette and Pagedale.

After review and discussion, Vice Chairman David Nehrt-Flores asked for a motion to approve Resolution No. 1415, Housing Authority of St. Louis County, Proposed FY 2023 Budget. Commissioner Gabrielle Kennedy motioned for approval, Commissioner LaToya Scott seconded the motion. Upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores J. Kelly Horn G. Kennedy L. Scott	None

The Vice Chairman declared the motion passed.

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, January 10, 2023.

ADJOURNMENT OF MEETING:

There being no further business to come before the Board, Commissioner LaToya Scott motioned to adjourn, and it was seconded by Commissioner Joan Kelly Horn. Upon roll call, "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
D. Nehrt-Flores	None
J. Kelly Horn	
G. Kennedy	
L. Scott	

The Vice Chairman declared the motion passed.

Secretary

Chairman

Date

DRAFT

Memorandum



To: Board of Commissioners, Housing Authority of St. Louis County

From: Shannon Koenig, Executive Director

Date: January 10, 2023

Subject: *Executive Director's Report*

This memo provides information about select Housing Authority activities.

I. New Meeting Schedule

At the last meeting, the Board adopted a schedule of five meetings per year. In addition, with the recent changes to the By-laws, the Board will have opportunities to take action without meeting. The first opportunity to do that will be in February, when the Board will be asked to review and approve the final Section Eight Management Assessment Program (SEMAP) scores.

II. The Year Ahead

- A. In 2023, we will continue to optimize internal operations. This includes:
 - 1) Managing the transition to an in-house facilities and maintenance team that serves the main facility, public housing, and affordable developments.
 - 2) Ensuring the finance operation is equipped to handle day-to-operations as well as monthly and annual reporting responsibilities.
 - 3) Capitalizing on the housing administration division to better manage compliance of our public housing and affordable developments.
- B. We will also close two real estate development transactions: Wellston Public Housing and Arbor Hill redevelopment.
- C. We will also shift our focus externally, concentrating on:
 - 1) Effective communications with residents, landlords, and the public.
 - 2) Increased partnerships for the benefit of our residents.
 - 3) Rebranding and updating the website.

III. Core Objectives and Key Results

Our core objectives remain the same; we have identified new key results for 2023.

CORE OBJECTIVE	KEY RESULTS
1) Do what we do well	PHAS, SEMAP, MHDC and Finance Audit scores
2) Improve customer service	Increase satisfaction, implement improvements
3) Increase partnerships	Increase partnerships, implement improvements
4) Expand access to affordable housing	Close Wellston and Arbor Hill, issue PBVs

A tracking document will be shared at the next regular meeting in March.



Memorandum

To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Carolyn Riddle, Interim Finance Director

Date: January 10, 2023

Subject: *Financial Summary*

This memo provides a summary of activities through November 30, 2022.

I. Recommendation

Staff recommends the Board approve the financial statements, as prepared.

II. Highlights

A. Revenue

Total operating income was overestimated by \$1,606,125 when budgeted due primarily to:

- i. Central Cost Center (COCC) internal income reflected overbudgeted program revenues.
- ii. AMP operating subsidy and capital fund income are budgeted higher than actual.
- iii. Business Activities investment income is budgeted higher than actual.

B. Expense

Total operating expense is over budget by \$179,735 mostly because of:

- i. COCC legal fees and technology expenses were higher than budgeted.
- ii. Low-Income Housing Tax Credit (LIHTC) properties unit repairs, property insurance, outside consulting fees, and salary expenses were higher than budgeted.
- iii. Blended component units' contract costs were higher than budgeted.
- iv. Housing Choice Voucher (HCV) expenses are under budget mostly due to Housing Assistance Payments (HAP) expenses.

C. Net Income (Loss)

The total net loss is (\$1,434,028) mostly due to incorrect budget predictions and not undertaking planned capital fund projects.

D. Cash

- i. As of November 30, 2022, the cash balance in the dispersing bank account was \$9,453,410, of which \$352,941 is restricted, and \$5,951,299 is funds remaining from the Bentwood sale. The operating subsidy received for the month was \$141,758 and the rent received was \$144,946.
- ii. For HCV, the cash balance was \$2,278,881, with \$417,314 restricted for Restricted Net Position (RNP). HAP received was \$4,193,450, admin fee received was \$450,620 and HAP expenses were \$4,664,289.
- iii. The ending cash balance for the Wellston bank account was \$74,303.
- iv. The cash balance for the FSS Escrow account was \$268,743, all of which is restricted.

Note: Restricted Net Position (RNP) typically refers to excess HAP funds that can only be used for limited categories of expenses.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report

Housing Authority of St. Louis County
 Budgeted Income Statement
 SUMMARY - ALL
 November 2022

	Entity Wide			COCC			AMP's			HCV - ALL			BCU			BA			Mod Rehab		
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance
OPERATING ITEMS																					
Total Voucher Grants	53,839,347	53,897,439	(58,092)	-	-	-	-	-	-	53,839,347	53,897,439	(58,092)	-	-	-	-	-	-	-	-	-
Total Operating Subsidy	1,587,613	2,106,249	(518,636)	-	-	-	1,445,001	1,959,366	(514,365)	-	-	-	-	-	-	-	-	-	142,612	146,883	(4,271)
Total Capital Grants	127,598	1,199,015	(1,071,417)	-	-	-	127,598	1,199,015	(1,071,417)	-	-	-	-	-	-	-	-	-	-	-	-
Total Tenant Charges	974,712	903,706	71,006	686	(569)	1,256	867,905	751,521	116,385	(52,294)	-	(52,294)	138,560	133,773	4,787	19,855	18,982	873	-	-	-
Total Fraud Recovery	2,132	56,833	(54,701)	-	-	-	-	-	-	2,132	56,833	(54,701)	-	-	-	-	-	-	-	-	-
Total Investment Income	95,556	221,872	(126,317)	436	317	119	4	2	2	167,670	(61,184)	228,854	-	-	-	(72,554)	282,738	(355,292)	-	-	-
Total Miscellaneous Other Income	1,218,912	575,214	643,698	45,021	60,628	(15,606)	350,390	168,580	181,810	(8,363)	202,489	(210,852)	687,121	60,033	627,088	144,743	83,485	61,258	-	-	-
Total Internal Income	1,727,033	2,218,699	(491,666)	1,727,033	2,218,699	(491,666)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Income	59,572,902	61,179,028	(1,606,125)	1,773,177	2,279,074	(505,897)	2,790,898	4,078,483	(1,287,585)	53,948,492	54,095,577	(147,085)	825,680	193,806	631,874	92,044	385,205	(293,161)	142,612	146,883	(4,271)
Total Rents and Utility Reimbursements	50,139,922	51,193,373	(1,053,450)	-	-	-	56,029	47,632	8,397	49,968,292	51,030,563	(1,062,272)	-	-	-	-	-	-	115,602	115,178	424
Total Salaries	3,184,331	3,672,254	(487,923)	1,018,485	1,032,070	(13,585)	211,597	238,300	(26,703)	1,657,728	2,062,160	(404,432)	-	-	-	296,521	339,724	(43,203)	-	-	-
Total Benefits and Taxes	902,920	1,115,312	(212,392)	250,868	260,091	(9,223)	75,926	87,371	(11,445)	516,074	666,134	(150,060)	-	-	-	60,052	101,716	(41,664)	-	-	-
Total Other Employee Costs	1,798	830	968	1,418	466	952	380	-	380	-	364	(364)	-	-	-	-	-	-	-	-	-
Total Training, Seminars, Conference	19,687	22,671	(2,984)	7,676	1,535	6,140	2,443	1,251	1,192	9,569	19,000	(9,431)	-	19	(19)	-	866	(866)	-	-	-
Total Admin Expenses	54,248,659	56,004,441	(1,755,782)	1,278,447	1,294,163	(15,716)	346,374	374,554	(28,180)	52,151,663	53,778,221	(1,626,559)	-	19	(19)	356,574	442,306	(85,732)	115,602	115,178	424
Total Utilities	423,755	381,431	42,324	40,537	31,126	9,411	355,262	333,753	21,509	10,697	3,234	7,463	14,721	11,320	3,402	2,537	1,998	539	-	-	-
Total Materials	67,245	83,427	(16,182)	1,947	2,741	(795)	64,076	78,606	(14,530)	16	-	16	1,102	1,960	(858)	104	120	(16)	-	-	-
Total Contract Costs	1,260,797	870,074	390,723	58,042	78,037	(19,995)	692,189	770,115	(77,926)	395	360	35	504,011	18,359	485,651	6,160	3,203	2,958	-	-	-
Total Tenant Services Expense	281,314	131,658	149,656	-	-	-	167,182	46,997	120,185	77,192	9,409	67,783	-	35,603	(35,603)	36,940	39,649	(2,709)	-	-	-
Total Other Maintenance Expenses	32,890	23,785	9,105	90	692	(602)	32,800	23,093	9,707	-	-	-	-	-	-	-	-	-	-	-	-
Total Outside Services	478,848	392,863	85,985	5,175	911	4,264	461,891	380,568	81,323	-	-	-	11,782	11,333	449	-	51	(51)	-	-	-
Total Other Occupancy Expenses	197,634	148,114	49,520	-	-	-	93,768	85,015	8,752	103,449	62,846	40,603	340	207	134	77	47	30	-	-	-
Total Occupancy Expenses	2,742,483	2,031,354	711,130	105,792	113,508	(7,716)	1,867,168	1,718,148	149,020	191,750	75,849	115,901	531,956	78,782	453,174	45,818	45,067	751	-	-	-
Total Insurance	402,893	364,565	38,328	47,137	57,787	(10,650)	305,175	246,037	59,138	28,826	37,705	(8,879)	17,709	18,457	(748)	4,047	4,580	(533)	-	-	-
Total Outside Services	427,825	228,692	199,133	10,676	110,330	(99,655)	374,592	-	374,592	17,557	99,573	(82,016)	-	-	-	25,000	18,789	6,211	-	-	-
Total Professional Fees	367,724	142,107	225,617	244,155	50,199	193,955	10,562	6,675	3,886	81,247	65,966	15,281	21,646	18,356	3,290	9,900	738	9,162	215	173	42
Total Other Fees	406,979	244,275	162,704	61,185	43,098	18,087	134,860	140,165	(5,305)	200,810	52,153	148,657	8,851	7,637	1,214	1,273	1,222	50	-	-	-
Total Telephone and Technology	385,666	251,067	134,600	116,255	46,175	70,079	35,297	29,852	5,445	231,124	173,208	57,916	586	340	246	2,130	1,213	916	275	279	(4)
Total Other Administrative Expenses	282,806	287,515	(4,709)	57,809	50,736	7,073	54,594	65,565	(10,971)	123,350	166,955	(43,606)	27,643	3,221	24,421	19,410	1,038	18,372	-	-	-
Total Internal Charges	1,741,896	1,273,181	468,714	-	-	-	90,924	65,852	25,073	1,636,108	1,196,290	439,818	13,561	10,069	3,492	1,302	971	332	-	-	-
Total Other General Expenses	4,015,788	2,791,401	1,224,387	537,216	358,326	178,890	1,006,004	554,145	451,859	2,319,022	1,791,849	527,173	89,995	58,080	31,915	63,061	28,550	34,511	490	451	38
Total Expenses	61,006,930	60,827,195	179,735	1,921,454	1,765,997	155,457	3,219,545	2,646,846	572,699	54,662,435	55,645,920	(983,485)	621,951	136,880	485,071	465,453	515,923	(50,470)	116,092	115,629	463
Total Operating Income (Loss)	(1,434,028)	351,832	(1,785,860)	(148,278)	513,077	(661,355)	(428,648)	1,431,637	(1,860,285)	(713,943)	(1,550,343)	836,400	203,729	56,926	146,804	(373,409)	(130,719)	(242,691)	26,520	31,254	(4,734)
NON-OPERATING ITEMS																					
Total Depreciation Expense	(634,108)	-	(634,108)	(7,501)	-	(7,501)	(575,107)	-	(575,107)	-	-	-	(5,390)	-	(5,390)	(46,110)	-	(46,110)	-	-	-
Total Non-Operating Items	(634,108)	-	(634,108)	(7,501)	-	(7,501)	(575,107)	-	(575,107)	-	-	-	(5,390)	-	(5,390)	(46,110)	-	(46,110)	-	-	-
Net Income (Loss)	(2,068,136)	351,832	(2,419,969)	(155,778)	513,077	(668,855)	(1,003,755)	1,431,637	(2,435,392)	(713,943)	(1,550,343)	836,400	198,339	56,926	141,414	(419,520)	(130,719)	(288,801)	26,520	31,254	(4,734)

Housing Authority of St. Louis County
Cash Report
November 2022

	USB Agency Disbursing	HCV Cash	Housing Authority Wellston Act	Other Small Bank Accounts	FSS Escrow	Total
BEGINNING BOOK CASH BALANCE 11/1/2022	\$ 9,243,930.29	\$ 2,633,854.21	\$ 47,839.91	\$ 417,499.10	\$ 265,557.37	\$ 12,608,680.88
ADD:						
Tenant Rent	144,946.33			-		144,946.33
Security Deposits				-		-
FSS Deposits	15,000.00			-		15,000.00
Other Deposits	187,323.78	4,548.72	6,268.00	-		198,140.50
HAP Income		4,193,450.00				4,193,450.00
Operating Subsidy / Admin Fee	141,758.00	450,620.00				592,378.00
Interest		12.05	0.21	1.70	1.09	15.05
Transfer	332,617.86		20,194.49	-	3,184.84	355,997.19
Other Revenue				-		-
TOTAL DEPOSITS	821,645.97	4,648,630.77	26,462.70	1.70	3,185.93	5,499,927.07
LESS:						
Other Transfers		(332,617.86)		-		(332,617.86)
Manual Checks				-		-
Checks	(612,165.87)	(6,696.42)		-		(618,862.29)
NSF				-		-
HAP payments		(4,664,289.25)		-		(4,664,289.25)
Withdraws/Other Deductions				-		-
Operating Subsidy Out				-		-
TOTAL PAYMENTS	(612,165.87)	(5,003,603.53)	-	-	-	(5,615,769.40)
ENDING BOOK CASH BALANCE 11/30/2022	\$ 9,453,410.39	\$ 2,278,881.45	\$ 74,302.61	\$ 417,500.80	\$ 268,743.30	\$ 12,492,838.55
	<i>USB Agency Disbursing</i>	<i>HCV Cash</i>	<i>Housing Authority Wellston Act</i>		<i>FSS Escrow</i>	
Ending Bank Balance 11/30/2022	\$ 9,520,382.10	\$ 2,283,991.83	\$ 74,302.61	417,500.80	\$ 268,743.30	\$ 12,564,920.64
Outstanding Checks	(72,558.73)	(5,110.38)		-	-	(77,669.11)
ACH in Transit	4,286.87			-	-	4,286.87
Other Items	1,300.15			-		1,300.15
Adjusted Bank Balance 11/30/2022	9,453,410.39	2,278,881.45	74,302.61	417,500.80	268,743.30	12,492,838.55
Variance	-	-	-	-	-	-
Unrestricted Cash	3,149,170.57	1,861,567.89	74,302.61	-	-	
Unrestricted Cash - Bentwood sale	5,951,298.74					
Security Deposit Cash	101,358.00			8,033.36		
Restricted Cash	251,583.08	417,313.56		409,467.44	268,743.30	
	9,453,410.39	2,278,881.45	74,302.61	417,500.80	268,743.30	

* - Other Small Bank Accounts include: Bentwood Social Services, Scholarship Account, Wellston HA Security Deposits, and Windfall Trace



Memorandum

To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Felecia Follins, Director, Housing Administration

Date: January 10, 2023

Subject: *Public Housing Assessment System Report*

At our last meeting we concluded our detailed overview of the Public Housing Assessment System (PHAS). Today we will summarize PHAS and preview our 2023 public housing endeavors. The Housing Authority of St. Louis County's status report for the PHAS is attached.

I. Public Housing Assessment System Summary

The PHAS is used by the Department of Housing and Urban Development (HUD) to assess a housing authority's performance in managing its public housing programs. HUD uses the subsystem indicators below to produce a composite 100-point score that reflects a housing authority's overall performance.

- Physical Assessment Subsystem (PASS) - maximum of 40 points.
- Financial Assessment Subsystem (FASS) - maximum of 25 points.
- Management Assessment Subsystem (MASS) - maximum of 25 points.
- Capital Fund Program (CFP) Subsystem - maximum of 10 points.

HUD publishes PHAS scores following the conclusion of a housing authority's fiscal year. High performing (90 points or greater) housing authorities receive PHAS assessments every three years. Standard (more than 60 points, but less than 90) and substandard (less than 60 points) housing authorities are assessed every year

II. Our PHAS Aims for 2023

We anticipate the Authority will receive a score placing it in the standard performer category for 2022. We are determined to reach high performer status in 2023. We will achieve this goal principally through improving the scores of HUD's inspections of our Asset Management Projects (AMP). Transitioning from the Sansone Group's maintenance and management of our AMPS will allow us greater control of those processes and ensure a higher quality result.

Going forward, we will provide detailed reporting on our PHAS-related activities in each of our various AMPs.



Status Report

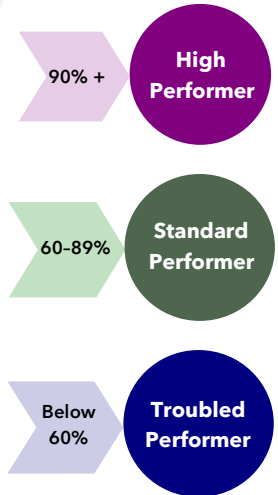
Public Housing Assessment System – HASLC

January 2023

PHAS

- > HUD’s performance measuring tool for assessing a housing authority’s performance in managing its public housing programs.
- > HUD uses a centralized system to collect individual subsystem scores using various performance indicators and produces a composite score representing the PHA’s overall performance.
- > PHAS uses a 100-point scoring system, based on the four categories below.
- > Scores are generated for each Asset Management Project, which are then combined to provide a PHA composite score.

Ratings



HIGHLIGHTS

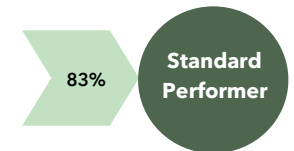
Current occupancy is 99%.

2022 PHAS scores will be issued by the end of the first quarter.

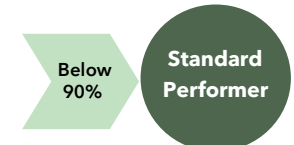
PERFORMANCE TRACKING

	INDICATORS	MAX	2018	2022
1	Physical Assessment Subsystem (PASS)	40	32	TBD
2	Management Assessment Subsystem (MASS)	25	19	TBD
3	Financial Assessment Subsystem (FASS)	25	25	TBD
4	Capital Fund Program (CFP)	10	7	TBD

2018



2022 Projected





Memorandum

To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Nicole O'Dell, Director, Housing Choice Voucher Program

Date: January 10, 2023

Subject: *Section Eight Management Assessment Report*

The Section Eight Management Assessment Report (SEMAP) Certification form, HUD-52648, is attached.

I. SEMAP Certification Form

The attached SEMAP Certification form, HUD-52648, is a blank copy of what must be submitted to HUD no later than 60 calendar days into the 2023 fiscal year. Once completed, the form will illustrate if criteria were met for the finalized HUD-audited indicators along with the self-audited indicators completed by the Authority.

For each indicator, the certification asks if the Authority has met the required threshold for the criterion to receive maximum points. If an indicator does not meet the listed criteria, the Authority could receive partial or no points for that indicator. HUD will review the certification once it's submitted and will award the Authority with the appropriate number of points. The Authority's total number of points will determine its designation as a troubled, standard, or high-performing PHA.

The certification will be completed to reflect the results of all auditing prior to submission to the Board Chair and Executive Director for approval. The completed certification will be submitted to all the members of the Board no later than February 17, 2023, via internet message board. HUD requires that the Authority's Board Chairman and the Executive Director sign the certification prior to submission.

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	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

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

Performance Indicators

1. Selection from 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

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required 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 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files 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

4. 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

5. 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

6. HQS Enforcement. (24 CFR 982.404)

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

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

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

(d) The PHA's information packet for 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 _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

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

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).

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.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



Memorandum

To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Kurt Schulte, Development Officer

Date: January 10, 2023

Subject: *Development Report*

This memo provides an overview of current development activities of the Housing Authority of St. Louis County as well as future development plans.

I. Recommendation

No Board action is required.

II. Discussion

A. Wellington Family Homes

- i. Knight Development continues to make progress towards closing. Final items required by Missouri Housing Development Commission (MHDC) were submitted in December. The developer will seek bond inducement for 2023 issuance in January with a target of closing by the end of February.
- ii. Knight received a commitment letter for County funds needed to address the gap that rising interest rates created. This letter was provided to MHDC as part of the outstanding items for the Firm Commitment package.
- iii. Authority staff, Knight Development and other community members convened with investors, lender and other interested parties for a site visit in November to discuss security options and other projects in the community. This meeting, led by Authority staff, induced the federal investor to make a final, firm commitment for the equity necessary to develop the project.
- iv. Weekly calls continue with the Authority, the development team, investors, lenders and MHDC to ensure the closing remains on schedule

B. Arbor Hill Apartments Redevelopment

- i. Final plans and specs were produced by the architect and engineering (A/E) team. The project was put out for bid on December 5 and bids were due on January 5, 2023. The Authority staff, the general contractor and A/E team are currently evaluating the bids to determine if any value engineering is necessary.
- ii. The Authority has worked diligently with the City of Maryland Heights and has achieved re-zoning of the site to a Planned Use Development classification which allows for variances to City codes and statutes. This provides the Housing Authority of St. Louis County with much greater flexibility and allows the project to achieve the needed density on the site.
- iii. The Housing Authority of St. Louis County is also working with the City on a cooperation agreement that will allow for off-site storm water detention that will result in significant cost savings and will also work to prevent future issues on both the Arbor and Fee Fee sites.
- iv. The Housing Authority of St. Louis County was awarded an additional \$850,000 in HOME funds from MHDC to address the impact of rising construction costs and interest rates.
- v. The Authority continues to work with the lender to position the project for a closing late in the first or early in the second quarter of 2023.

Memorandum



To: Board of Commissioners, Housing Authority of St. Louis County

Through: Shannon Koenig, Executive Director

From: Terri Acoff-States, Executive Assistant

Date: January 10, 2023

Subject: *Board Meeting Dates for 2023*

This memo provides the Board approved schedule for the 2023 Housing Authority of St. Louis County board meetings. Meetings will be held at noon.

Tuesday, January 10, 2023

Tuesday, March 14, 2023

Tuesday, May 9, 2023

Tuesday, September 12, 2023

Tuesday, November 14, 2023

If you have any questions, please contact me at 314-227-3114 or tacoff-states@haslc.com.