



Sarasota Housing Authority (SHA)

269 S. Osprey Avenue, #100, Sarasota, FL 34236

Annual Meeting of the Board of Commissioners

McCown Towers Board Room, 1300 Blvd of the Arts

July 24, 2024, 4:30 P.M.

AGENDA

NOTES

- I. **CALL TO ORDER**
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**
- V. **APPROVAL OF MINUTES**
 - A. Regular Board Meeting – May 22, 2024
 - All Present
- VI. **APPROVAL OF AGENDA**
 - A. Annual Board Meeting – July 24, 2024
- VII. **SPECIAL PRESENTATIONS**
 - A. Star Lab & Janie’s Garden (Alison Rini)
- VIII. **PUBLIC PRESENTATIONS**
- IX. **NOMINATION & ELECTION OF OFFICERS**
- X. **APPOINTMENT OF COMMITTEE CHAIRS**
 - A. Resident Interest
 - B. Development
 - C. Administration & Finance
 - D. Bylaws

- XI. **RESOLUTIONS – Accepted By Consent**
 - A. Res 24-13: Significant Amendment to Annual Plan, HCV Admin Plan & ACOP
 - B. Res 24-14: HCV Admin Plan Amendment
 - C. Res 24-15: Approval of Annex Building Upgrades

- XII. **OLD BUSINESS**
 - A. Lofts on Lemon II – Possible Redesign
 - B. Central Gardens - Scattered Site

- XIII. **NEW BUSINESS**
 - A. Resident Council ROSS Grant Application

- XIV. **PROGRAM UPDATES – Accepted By Consent**
 - A. Monthly Financial Statements
 - SHA
 - Janie’s Garden
 - B. Board Committee Meeting Minutes
 - C. Housing Choice Voucher Report
 - D. Housing Management Reports
 - E. Capital Improvement Report
 - F. Resident Services Monthly Report
 - G. Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report

- XV. **COMMISSIONER ANNOUNCEMENTS/COMMENTS**

- XVI. **ADJOURNMENT**

Next Meeting: August 28, 2024



Sarasota Housing Authority (SHA)
269 South Osprey Avenue
Sarasota, Florida 34236

Board Meeting
McCown Towers Board Room
May 22, 2024
4:30 P.M.

- I. **CALL TO ORDER:** Chair Jack Meredith called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:33 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair Jack Meredith, Vice Chair Ernestine Taylor, Commissioner John Colón (in at 4:43 pm), Commissioner Duane Finger, Commissioner Turquoise Dillard, Commissioner Carolyn Mason and Commissioner David Morgan
Commissioners Not Present: All Present
General Attendees: Vice Mayor Jen Ahearn-Koch and Attorney Ric Gilmore
SHA Personnel: William Russell and Andrea Keddell
- V. **APPROVAL OF MINUTES**
 - A. SHA Regular Board Meeting – March 27, 2024
 - Chair Meredith put up the minutes from the March 27, 2024, Regular Board Meeting for approval.
 - Commissioner Mason made a motion to approve the minutes. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously. Commissioners Morgan voted Present.
- VI. **APPROVAL OF AGENDA**
 - A. SHA Regular Board Agenda – May 22, 2024
 - Chair Meredith put up the agenda from the May 22, 2024, Regular Board Meeting for approval.
 - Commissioner Finger made a motion to approve the agenda. Commissioner Mason seconded the motion.
 - The motion was voted on and passed unanimously.
- VII. **SPECIAL PRESENTATION**
 - A. None
- VIII. **PUBLIC PRESENTATION**
 - A. Ms. Agnes Kirkland, from McCown Tower shared that they do not have a working laundry washing machine in this building and that the snack and soda machines are not working either. She also reported that trash is not being thrown out in the proper locations and that there was bulk trash thrown out in the lobby container.

- B. Ms. Doris Mays, from the Bertha Mitchell development, readdressed the challenges she's faced with relocation to a new unit (during Christmas) that is not accessible. Ms. Mays provided a physician's note for reasonable accommodation. She is requesting a proper (3-bedroom), handicapped unit that has a kitchen with enough room for her to move around in. She states her current unit's kitchen is so small she can barely turn around in it and she also cannot fit into the bathroom area(s). She further reported there is currently a tub in the unit and she needs a walk in shower.
- C. Ms. Valerie Buchand, from Janie's Garden shared she does not believe SHA has included the SHAARC report in the last two board packets. She also pointed out that the financials are not in the board packet and that the board is voting on items that are not in the packet. Ms. Buchand repeated her request for the relocation plan submitted and approved by HUD. Ms. Buchand reiterated that the residents are not receiving written responses to their public comments at the board meeting(s). Ms. Buchand states the council would like the zoom link reinstated so residents and council members, and their advocate, can be at the meeting if they can't be there in person. Ms. Buchand further stated that in some cases the minutes from the committee meetings do not have the important information that their advocate says at the meetings.
- It was stated that, although the board packet did have the responses from the last board meeting's Public Presentations, the residents themselves had only been responded to verbally and did not receive their responses in writing.
- D. Ms. Tremisha Goodman, from the Courts shared that the communication about the relocation has not been good. Ms. Goodman questioned why the property manager, Helen Blanc, was let go and that Ms. Blanc was her "go to" person and a big help to the tenants. Ms. Goodman went on to say that it's a hassle to get things done with the Section 8 staff where they can only meet if they have an appointment and where they're told that email is the preferred method of communication but that this is not the case because no one ever responds to their email or phone messages to get an appointment.
- Attorney Gilmore re-explained how the Public Presentation portion of the meeting works and that all the speakers should expect to receive a written response and that that response(s) will also be part of the next board packet. This allows the agency an opportunity to research what has been presented to them and provide a proper response.
- E. Ms. Judith Campbell, from the Annex shared that her neighbor above her, in 308, let his kitchen sink overflow into her unit. She said it took a week for maintenance to come to her unit to check out the condition. She also has paint chipping on her ceiling – but it is not related to the water intrusion. Ms. Campbell also claims this same neighbor is harassing her and has even entered her unit without her permission.

- F. Ms. Latasha Graves, moved from the Courts development to the Bertha Mitchell development due to a mold issue that was not her fault and states that she was told by the previous Property Manager (Helen) that most of the furniture wasn't salvageable due to the mold and that she should leave it behind. She is requesting reimbursement for the loss of her belongings during the move. This is her 2nd attempt to get this taken care of.
- G. Ms. Dominique Brown, a former SHFC resident stated she was forced to move because her voucher was expiring so she ended up porting to Manatee and now lives in Parish. She's upset that she had to move out of Sarasota. Ms. Brown also stated that during the move she was scammed (by Imitation Homes) out of her \$2,500 security deposit through a scam on the GoSection8.com website that SHA referred her to use. She said SHA's Landlord Liaison never called her back and that she has spoken to Ken who said they'd reimburse her the funds. She believes SHA is in the process of reimbursing her but that it hasn't gotten proper sign off yet and it's been 90 days now.
- H. Mr. Stacy Smith, a prospective Port-In candidate from the Houston Housing Choice Voucher (HCV) program, ported to DC but couldn't find a place so he decided to try to port back to Sarasota. He was formerly a VASH voucher holder, but Houston converted it to a normal HCV. He reports having difficulty navigating the system and that he is running out of time on his voucher to find a place to live. He is asking SHA to help him get the Houston Housing Authority to make the administrative correction to switch it back to a VASH voucher. He is suggesting that there be a designated contact at HUD to assist with porting issues, as he is finding it very difficult to get assistance regarding issues with the port-in/port-out process. He is also suggesting the creation of a metrics system on the website to indicate housing difficulties in specific areas for locating housing.

IX. RESOLUTIONS – ACCEPTED BY CONSENT

A. Res 24-12: HCV Admin Plan Amendment

- Commissioner Morgan made a motion to accept the Consent Agenda Resolution 24-12. Commissioner Taylor seconded the motion.
 - The motion was voted on and passed unanimously.

X. OLD BUSINESS

A. Giving Challenge Outcome

- Mr. Russell reported that the giving challenge was a great success this year and raised a little over \$12,000 (with the Patterson Foundation match) and that funds will go to assisting underprivileged children to shop with Sarasota Police officers at this annual event.

XI. NEW BUSINESS

A. Preference for victims of Domestic Violence

- Mr. Russell put up for discussion the idea of creating a preference for housing victims of domestic violence.

- There was discussion on the possibility of the proposed preference, with referrals being facilitated through established agencies like Spark. There could also be considerations for distinguishing between current residents and new referrals when applying this preference. The potential role of the police department and/or victims' advocates in this matter was discussed.
- Commissioner Morgan brought up the implications of inadvertently creating a local preference. Commissioner Meredith suggested that Mr. Russell draft a proposal to bring back to the board. Attorney Gilmore added that it may be a good idea to consult with Commissioner Morgan regarding the local preference issue with regards to the domestic violence preference and then bring it back to the board.

XII. PROGRAM UPDATES – ACCEPTED BY CONSENT

- A. Monthly Financial Statements (Janie's Garden)
 - B. Board Committee Meeting Minutes
 - C. Housing Choice Voucher Report
 - D. Housing Management Reports
 - E. Capital Improvement Report
 - F. Resident Services Monthly Report
 - G. Resident Advisory Board/Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report
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- Commissioner Colón made a motion to accept the Program Updates Consent Agenda. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

XIII. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. Commissioner Colón brought up the topic of in-person committee meetings to discuss topics like voucher preferences and such, stating that zoom meetings are not as productive. Attorney Gilmore reported on the recent change in the state law that resumed in-person business meetings after a suspension during the Covid-19 pandemic. He emphasized the advantages of in-person meetings for open dialogue and public access, and the importance of controlling disruptions, especially during virtual meetings. The challenges of balancing openness with control during meetings was discussed. Attorney Gilmore added that committee meetings should be run the same as board meetings in that they're open to the public and guests are allowed the opportunity to speak during public comment portion of the meeting. Commissioner Finger reported that he has participated in zoom meetings where members of the public attended and made significant contributions to the meeting. So the past meetings have been open to the public but supports the idea of going back to in-person meetings.
 - Commissioner Colón made a motion that all future meetings should be conducted in person. Commissioner Morgan seconded the motion.
 - The motion was voted on and passed unanimously.

- B. Commissioner Finger shared his attendance and experiences from a recent Nelrod conference, highlighting the valuable certifications he obtained and recommended the conference to the board. He discussed the new NSPIRE and HOTMA Programs, the implementation of new regulations, and the suggestion for additional training for the housing maintenance staff.
- C. Commissioner Colón welcomed Commissioner Morgan back to the board, along with his wealth of knowledge, and thanked the city for appointing him.
- D. Commissioner Meredith also welcomed Commissioner Morgan back to the board.
- E. Commissioner Taylor recently attended the NAHRO conference in DC and reported enjoying her visit to Capitol Hill to meet with representatives and that it was a good conference. She also reported that she had the opportunity to meet U.S. Senator Rick Scott at the airport and was told to reach out if she needed anything.
- F. Commissioner Mason requested an update on Resilient SRQ. Mr. Russell responded that the next Board Meeting is taking place the day after funding is awarded so he hopes to have a report for the board at that time. It was also brought up that it may be a good idea for SHA Commissioners and representatives to attend this meeting on 7/9/24 at the South County Office in Venice. Commissioner Meredith suggested that Mr. Russell put together some talking points for the Commissioners in case any of them would want to discuss the topic with county officials.
 - Commissioner Mason requested an update on the selection process for Cypress Square, expressed concerns and states that the process needs to be transparent and respectful. Mr. Russell responded that he's aware that there are issues and that he's working with the top executives at NDC and are working to fix the problems. They are holding weekly calls on this topic. Mr. Russell further stated that these are real concerns and he's taking them seriously. Commissioner Morgan suggested sending an online link to Mr. Russell to provide to the entry level NDC staff to inform them of managing low-income properties.
 - Commissioner Mason also brought up a fire code issue that was brought to her attention by a Section 8 participant where there are burglar bars on all the windows of an apartment building they live in. There was discussion regarding public housing and the need for means of egress in apartment complexes. Mr. Russell will look into this further.
- G. Commissioner Morgan ended the conversation by thanking the team and encouraging them to continue their hard work.
- H. Commissioner Dillard requested a tour of Cypress Square and Lofts on Lemon. Mr. Russell will look into having this set up.

XIV. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 6:08 pm.



Sarasota Housing Authority (SHA)

Board Meeting
May 22, 2024

VIII. PUBLIC PRESENTATION AGENCY RESPONSE

1. **Ms. Agnes Kirkland**, from McCown Tower shared that they do not have a working laundry washing machine in this building and that the snack and soda machines are not working either. She also reported that trash is not being thrown out in the proper locations and that there was bulk trash thrown out in the lobby container.

Agency Response Hand Delivered to Ms. Kirkland on: 06/18/24

SHA has acknowledged that the washing units are down. We have submitted a request to the vendor and we are currently waiting for the vendor to provide us with updated equipment, per Florida Housing's guidelines. There is currently an 8-week delivery time on all orders.

The following laundry rooms are working properly.

Towers	2nd floor & 6th floor
Annex	2nd floor

The snack machine was down due to the many electrical issues during the recent construction. SHA was informed that they cannot be serviced at a reasonable cost. SHA is looking into replacing the machine(s).

With regard to the bulk trash issue, SHA will be posting a notice on the property bulletin board instructing residents to please dispose of trash in the proper location.

2. **Ms. Doris Mays**, from the Bertha Mitchell development, readdressed the challenges she's faced with relocation to a new unit (during Christmas) that is not accessible. Ms. Mays provided a physician's note for reasonable accommodation. She is requesting a proper (3-bedroom), handicapped unit that has a kitchen with enough room for her to move around in. She states her current unit's kitchen is so small she can barely turn around in it and she also cannot fit into the bathroom area(s). She further reported there is currently a tub in the unit and she needs a walk in shower.

Agency Response Hand Delivered to Ms. Mays on: 06/18/24

SHA has received your letter for a reasonable accommodation and has agreed to add you to the three-bedroom transfer list. As a reminder of our conversation on May 28th you will be considered for a three-bedroom unit once one becomes available, with only the relocation families having priority of moving ahead of you.

3. **Ms. Tremisha Goodman**, from the Courts shared that the communication about the relocation has not been good. Ms. Goodman questioned why the property manager, Helen Blanc, was let go and that Ms. Blanc was her "go to" person and a big help to the tenants. Ms. Goodman went on to say that it's a hassle to get things done with the Section 8 staff where they can only meet if they have an appointment and where they're told that email is the preferred method of communication but that this is not the case because no one ever responds to their email or phone messages to get an appointment.

Agency Response Emailed to Ms. Goodman on: 06/20/24

The Sarasota Housing Authority (SHA) is currently in the process of hiring a new Property Manager and is sorry for any inconvenience this open position has caused. SHA's Section 8/HCV staff are currently working to provide relocation assistance/guidance to our Courts tenants. In situations where a client's concern requires dedicated time and attention to the necessary services, it is beneficial for both the client and our case managers to schedule an appointment to meet. This ensures that our participants receive uninterrupted, quality service. It is standard practice for the HCV case managers to respond to phone calls and emails within 24 hours, with the exception of holidays and weekends. While this is the HCV department's standard operating procedure, if you ever experience a situation where this is not the case, please do not hesitate to reach out to our HCV Director, Ana Mejia, directly at 941-361-6210 x199 or via email at amejia@sarasotahousing.org.

4. **Ms. Valerie Buchand**, from Janie's Garden shared she does not believe SHA has included the SHAARC report in the last two board packets. She also pointed out that the financials are not in the board packet and that the board is voting on items that are not in the packet. Ms. Buchand repeated her request for the relocation plan submitted and approved by HUD. Ms. Buchand reiterated that the residents are not receiving written responses to their public comments at the board meeting(s). Ms. Buchand states the council would like the zoom link reinstated so residents and council members, and their advocate, can be at the meeting if they can't be there in person. Ms. Buchand further stated that in some cases the minutes from the committee meetings do not have the important information that their advocate says at the meetings.

Agency Response Emailed to Ms. Buchand on: 06/13/24

Lack of SHAARC Report in Board Packets

SHA has included the SHAARC report in the last three board packets (1/31/24, 3/27/24 and 5/22/24). In researching why you may have received the above noted board packet without the SHAARC report included, it was found that, per your request, you were added to the distribution list for the Board Packets that go out the week before the meetings. However, you were not in the distribution list for the meeting reminders to the Board the day before the meeting. Per your request/interest, you will be added to the reminder that goes out the same week of the meeting in the future.

Lack of SHA Financial Report in Board Packet

The financials have always been in previous board packets. However, the SHA April 2024 Financials were not in the board packet for the 5/22/24 meeting as our accounting department was working diligently to close out SHA's fiscal Year-End financials and the April 2024 report hadn't been completed yet. It was noted on the agenda that this particular report was not included, but the place holder for the report remained. This was done in the effort to be transparent to the board so they would know the report was not there so they would not be voting on items that are not in the packet. The financials will be included in the next packet.

Request for Relocation Plan

Please see the attached relocation plan.

Responses to Public Comment

SHA is working diligently to provide responses in writing to both the commenter and to the board in the future board packets.

Zoom Link Request for Meetings

SHA is conducting its' meetings the way it always did before COVID, in the same manner as when you were on the board. No different. And SHA is conducting government in the sunshine in the same manner as the city and county commissions. Members of the public are not able to participate by Zoom in city and county commission meetings. If members of the public wish to participate and give input they are allowed to do so in person. Eight people provided input and addressed the board at our last meeting, just like they were able to before COVID.

Board Minutes Missing Important Information

SHA endeavors to capture all the agenda's key elements and action items that are expressed at its' board and/or committee meetings. They are not meant to be written transcripts. If any Board or Committee member feels the minutes do not capture the key elements or action items fully and/or correctly, they are always asked to notify this office prior to the upcoming Board meeting so the minutes can be reviewed and, if necessary, revised.

5. **Ms. Judith Campbell**, from the Annex shared that her neighbor above her, in 308, let his kitchen sink overflow into her unit. She said it took a week for maintenance to come to her unit to check out the condition. She also has paint chipping on her ceiling – but it is not related to the water intrusion. Ms. Campbell also claims this same neighbor is harassing her and has even entered her unit without her permission.

Agency Response Hand Delivered to Ms. Campbell on: 06/18/24

SHA was able to look into the maintenance claims and addressed the leaking water issue in your unit. The maintenance men were able to confirm and repair that the leak was coming from the unit above. SHA will revisit the peeling paint on the ceiling.

6. **Ms. Latasha Graves**, moved from the Courts development to the Bertha Mitchell development due to a mold issue that was not her fault and states that she was told by the previous Property Manager (Helen) that most of the furniture wasn't salvageable due to the mold and that she should leave it behind. She is requesting reimbursement for the loss of her belongings during the move. This is her 2nd attempt to get this taken care of.

Agency Response Hand Delivered to Ms. Graves on: 06/18/24

SHA submitted for reimbursement of the furniture that was lost due to mold in the unit. This check was delivered to you on May 23, 2024.* Please let us know if you have any questions or need anything further.

*SHA is also looking into paying you a relocation fee.

7. **Ms. Dominique Brown**, a former SHFC resident stated she was forced to move because her voucher was expiring so she ended up porting to Manatee and now lives in Parish. She's upset that she had to move out of Sarasota. Ms. Brown also stated that during the move she was scammed (by Imitation Homes) out of her \$2,500 security deposit through a scam on the GoSection8.com website that SHA referred her to use. She said SHA's Landlord Liaison never called her back and that she has spoken to Ken who said they'd reimburse her the funds. She believes SHA is in the process of reimbursing her but that it hasn't gotten proper sign off yet and it's been 90 days now.

Agency Response Emailed to Ms. Brown on: 06/04/24

The following is in response to your question and/or concerns pertaining to the money you lost during your apartment search.

We regret that you were a victim of a fraudulent landlord. Immediately upon learning about the situation, Sarasota Housing Authority stopped distributing the apartment listing included on our website to our clients and instructed the Landlord Liaison to contact and verify every landlord on that list.

- On February 22, 2024, you emailed Ken Waters the application you completed for the alleged scammers.
- Mr. Waters requested the receipt showing the amount you paid and lost to start the reimbursement process.
- On April 03, 2024, Sarasota Housing Authority received the email with proof of payment and emailed you to provide us with your landlord's information.
- On April 04, 2024, you provided Sarasota Housing Authority with your new landlord's phone number and email address.
- On April 04, 2024, Sarasota Housing Authority emailed Mr. YU (your landlord) a W9 Form and Landlord Forms.
- Mr. Yu sent Sarasota Housing Authority an email on April 17, 2024 with the completed documents.
- On April 18, 2024, Sarasota Housing Authority completed and submitted a check request to reimburse your lost funds.
- On May 28, 2024, Sarasota Housing Authority received the returned check from the post office "return to sender" and immediately called Mr. Yu and confirmed the address. It was found that Mr. Yu did not include an apartment number in the paperwork. Mr. Yu provided the information during the phone call and the reimbursement check was placed in the mail the same day.

Do not hesitate to contact me if you do not receive the reimbursement check or if you have any questions. We wish you all the best in your new residence.

Sincerely,

Ana Mejia, HCV Program Director

8. **Mr. Stacy Smith**, a prospective Port-In candidate from the Houston Housing Choice Voucher (HCV) program, ported to DC but couldn't find a place so he decided to try to port back to Sarasota. He was formerly a VASH voucher holder, but Houston converted it to a normal HCV. He reports having difficulty navigating the system and that he is running out of time on his voucher to find a place to live. He is asking SHA to help him get the Houston Housing Authority to make the administrative correction to switch it back to a VASH voucher. He is suggesting that there be a designated contact at HUD to assist with porting issues, as he is finding it very difficult to get assistance regarding issues with the port-in/port-out process. He is also suggesting the creation of a metrics system on the website to indicate housing difficulties in specific areas for locating housing.

Agency Response Emailed to Mr. Smith on: 06/04/24

The Sarasota Housing Authority (SHA) received your portability packet on May 6, 2024. The SHA case manager assigned to your case contacted your previous Housing Authority and requested clarification on your Voucher, i.e. whether it was a current VASH or regular HCV.

Per SHA's follow up meeting with you on 05/23/2024, you re-expressed your concerns pertaining to your voucher. We reviewed the documentation that we received from your previous Housing Authority and the documented times that we requested clarification on your voucher and its portability. At that time we explained that we have not received a response from your previous housing authority, and I provided you a letter explaining what we needed to move forward with the process.

We were pleased to inform you that we heard back from your housing authority on 05/28/2024 and the assigned case manager has received the information. However, we have since learned that you have decided to stay in Texas. Should you have any questions, do not hesitate to contact us. We wish you all the best.

Sincerely,
Ana Mejia, HCV Director

**SARASOTA HOUSING AUTHORITY (SHA)
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners

Resolution Number: 24-13

The Board of Commissioners is requested to approve the above-referenced resolution to:

Approve the Housing Authority's Amended Annual Plan.

2. Who is making request:

- A. Entity: SHA
- B. Project: Annual Plan
- C. Originator: William Russell

3. Cost Estimate (if applicable):

n/a

Narrative:

Effective January 1, 2024, the Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) takes into effect and the updates in the Housing Choice Voucher (HCV) Administrative Plan and Admissions and Continued Occupancy Policy (ACOP) meet these HUD requirements for the regulation changes. SHA is now implementing the various provisions and amending its Annual Plan with the required revisions.

Attachments (if applicable):

SHA FL008 HUD-50075-HP Annual Plan 2024-Amended for HOTMA revisions.
Proposed HCV Admin Plan Pages showing HOTMA revisions.
Proposed ACOP Pages showing HOTMA revisions.

Acknowledgement:

SHA staff assures the Board of Commissioners that this resolution complies with all applicable HUD rules, regulations and/or guidance, and all applicable federal, state, and/or local laws, as may be amended.

RESOLUTION 24-13

RESOLUTION APPROVING A SIGNIFICANT AMENDMENT TO ANNUAL PLAN FOR HOUSING CHOICE VOUCHER (HCV) ADMIN PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) HOUSING OPPORTUNITY THROUGH MODERNIZATION Act (HOTMA) REVISIONS

WHEREAS Sarasota Housing Authority (SHA) has developed an Annual Plan (PLAN) for the current year that has been approved by HUD;

WHEREAS the SHA Board of Commissioners hereby approves SHA to implement the attached provisions of HOTMA in its HCV Admin Plan and ACOP, which HUD is now requiring; and

WHEREAS Sarasota Housing Authority (SHA) (FL008) is required to approve and submit the attached significant amendment to its Annual Plan as required by HUD.

NOW, THEREFORE, BE IT RESOLVED THAT:

SHA Board of Commissioners approves the attached significant amendment to the Annual Plan pertaining to the new HOTMA Legislation.

ACCEPTED BY: _____ DATE: _____

Print Name: _____,
Chairperson

ATTESTED BY: _____ DATE _____
William O. Russell III,
President & CEO

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs.** PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Sarasota Housing Authority</u> PHA Code: <u>FL008</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>100</u> Number of Housing Choice Vouchers (HCVs) <u>2290</u> Total Combined <u>2390</u> PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input checked="" type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The PHA plan is available for review at SHA Central Office located at 269 S. Osprey Avenue, Sarasota, FL 34236 and OCB Property Office at 1912 N. Orange Ave., Sarasota, FL 34234 during regular hours of operation, 8:00 a.m. through 5:00 p.m., Monday through Thursday. It can also be viewed on-line at: https://www.sarasotahousing.org/about.aspx?section=policies</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	Plan Elements
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): The HOTMA law requires PHAs to amend its policies that affect residents on calculations of income, assets and rent. Changes to the policies are attached.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>The first phase of the redevelopment of the Courts section of AMP 1, which we will develop in phases, is currently under construction. Cypress Square will provide 84 new family units which are expected to be leased up in the first quarter of 2024. 21 of these 84 apartments will have project-based vouchers. This property is also the first public housing property to convert to Section 8 under HUD- approved Streamlined Voluntary Conversion plan. The remaining 64 units in the Courts property have converted and will be redeveloped in late 2024, now that SHA and our development partner have the required funding to do so.</p> <p>The HUD-approved Section 22 conversion of SHA's then remaining 226 public housing units to Section 8 under the streamlined voluntary conversion program is happening in phases, with the 100-unit Courts property (AMP 1) converted first, then the 26-unit Janie's Garden Phase 3 (AMP 6) converted November 1, 2022, and lastly, the 100-unit Bertha Mitchell development (AMP 1) will convert in the next 12-24 months once a CFP-funded modernization project is completed.</p>

<p>B.3</p>	<p>Progress Report. Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>SHA continues to make progress on several goals. We continue to serve more families each year, through an increased voucher program as well as increased units in our portfolio of affordable housing. In 2018, SHA applied for and received 9 new VASH vouchers and 25 new Mainstream vouchers. In 2019, SHA received 35 additional Mainstream vouchers. In 2020, SHA received another 75 Mainstream Vouchers. In 2021, SHA received 59 Emergency Housing Vouchers. In 2021, SHA also received 147 project-based TPVs for the Jefferson Center in coordination with HUD Miami. In 2022, HUD awarded SHA 17 new fair share vouchers as part of a national, formula-driven allocation of new vouchers appropriated by Congress. In addition, SHA has now received 126 tenant protection vouchers through the Streamlined Voluntary Conversion process. In 2023, SHA received 125 new VASH vouchers and an allocation of 25 Fostering Youth to Independence (FYI) vouchers.</p> <p>Our redevelopments continue to replace obsolete and/or blighted housing and increase housing density which also adds to the affordable housing inventory in our community. Our 9% LIHTC redevelopment of Orange Avenue, now the 84-unit Amaryllis Park Place, and the 84-unit Cypress Square now under construction are increasing the supply of affordable housing. The second phase of the Courts redevelopment will add an additional 108-144 units depending on local government gap funding received.</p> <p>SHA increased accessible housing units with five units at AMP 1/Bertha Mitchell having undergone significant modernization to be fully ADA compliant. SHA is also conducting significant modernization of interiors of vacant units as they turn over in Bertha Mitchell.</p> <p>We continue to increase efforts to have more of our young residents be able to read at or above grade level by the end of third grade.</p>
<p>B.4.</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See Capital Fund 5-Year Action Plan in EPIC, HUD Form 50075.2, approved by HUD, Victor Atkins, on 08/08/2023.</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>SHA received an audit finding for failing to abate HAP payments on a few units that had failed an HQS inspection and the owner did not abate the failed item(s) within 30 days. SHA will submit a corrective action plan to HUD to ensure HAP payments going forward will be abated per HUD rules.</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See Attached</p>
<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.3</p>	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.4</p>	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>						
D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="181 594 1455 1934"> <tr> <td data-bbox="181 594 1455 636">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="181 636 1455 1020"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Improve access to quality early childhood education for public housing residents, through on-site early head start classrooms, on-site after-school homework help with certified teachers, life enrichments summer camps, as well as partnerships with Boys & Girls Club, Girls Inc and the Girl Scouts, to name a few.</p> </td> </tr> <tr> <td data-bbox="181 1041 1455 1083">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="181 1083 1455 1467"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Increase the homeownership rate among low-income residents: 26 Housing Choice Voucher participants have become homeowners through our voucher homeownership program.</p> </td> </tr> <tr> <td data-bbox="181 1488 1455 1530">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="181 1530 1455 1934"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Deconcentrate poverty: Through redevelopment, SHA is deconcentrating poverty, while revitalizing neighborhoods, increasing the number of affordable units, and guarding against gentrification, while employing local workers, including Section 3 individuals, to help build our new developments.</p> </td> </tr> </table>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Improve access to quality early childhood education for public housing residents, through on-site early head start classrooms, on-site after-school homework help with certified teachers, life enrichments summer camps, as well as partnerships with Boys & Girls Club, Girls Inc and the Girl Scouts, to name a few.</p>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Increase the homeownership rate among low-income residents: 26 Housing Choice Voucher participants have become homeowners through our voucher homeownership program.</p>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Deconcentrate poverty: Through redevelopment, SHA is deconcentrating poverty, while revitalizing neighborhoods, increasing the number of affordable units, and guarding against gentrification, while employing local workers, including Section 3 individuals, to help build our new developments.</p>
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Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” (24 CFR §903.7)

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide a description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

Safety and Crime Prevention (VAWA). Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Asset Management. State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

HOPE VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2011-47)

Mixed Finance Modernization or Development. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Designated Housing for Elderly and Disabled Families. Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission; **5)** the number of units affected and; **6)** expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

Occupancy by Over-Income Families. A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.503) (24 CFR 903.7(b))

Occupancy by Police Officers. The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A “police officer” means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD’s website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

Non-Smoking Policies. The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD’s website at: [Notice PIH 2009-21 and Notice PIH-2017-03. \(24 CFR §903.7\(e\)\)](#)

Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan ([24 CFR §903.7\(b\)](#)).

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section ([24 CFR §903.7 \(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

C.5 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark “yes,” and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” ([24 CFR §903.9](#)).

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless , the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



REQUIRED CHANGES

2024 HCV & Public Housing Plan(s)

The Public Housing Authority (PHA) must define any significant changes to its policies or plans. The PHA defines a “substantial deviation” and “significant amendment/modification” as any change in policy which significantly and substantially alters the Authority’s mission and the persons the Authority serves.

New language is indicated in red. Deleted language is shown as ~~strikeout~~.

Effective January 1, 2024, the Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) takes into effect and the updates in the Housing Choice Voucher (HCV) Administrative Plan and Admissions and Continued Occupancy Policy (ACOP) meet these HUD requirements for the regulation changes. Additional information can be found on the HUD website: https://www.hud.gov/program_offices/housing/mfh/hotma#:~:text=Background,to%20income%20calculation%20and%20reviews.

Updates/changes by chapters below:

ADMISSIONS AND CONTINUED OCCUPANCY POLICY **(ACOP)**

7.0 TAKING APPLICATIONS (Page 6-7)

HUD 9886 form. After January 1, 2024, an applicant or participant has signed a HUD 9886 form they do not need to sign and submit subsequent consent forms at the next interim or regularly schedule income examination except under the following circumstances:

1. When any person 18 years or older becomes a member of the family.
2. When a member of the family turns 18 years of age and
3. As required by HUD or the PHA in administrative instructions.

If a family revokes or refuses to sign the consent form the PHA is prohibited from requesting and receiving income information and financial records including pulling EIV and using EIV to verify income and the family will not be processed. If revocation occurs the PHA must notify the field office and the family’s assistance will be denied or the family will be terminated.

If the family leaves the program then the HUD 9886 form is considered to be terminated and no longer in effect. The HUD 9886 will remain effective until the family is denied assistance, the assistance is terminated or if the family provides written notification to the PHA to revoke consent.

8.0 ELIGIBILITY FOR ADMISSION (Page 7-9)

8.2 ELIGIBILITY CRITERIA

A. Family Status - All families must have a Head of Household or Co-Heads of Household. Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

8. **Live-in aide** means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

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

11.0 INCOME, EXCLUSIONS, AND DEDUCTIONS FROM INCOME (Page 27-28)

11.1 INCOME

Annual income means all amounts, monetary or not, that:

A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or

B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

(1) All amounts, not specifically excluded in paragraph (B) of this section, received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and

(2) When the value of net family assets exceeds \$50,000 and the actual returns from a given asset cannot be calculated, imputed returns on the asset will be based on the current passbook savings rate, as determined by HUD.

C. Are not specifically excluded from annual income.

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the Sarasota Housing Authority believes that past income is the best available indicator of expected future income, the Sarasota Housing Authority may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

Annual income includes, but is not limited to, the amounts specified in the federal regulations currently found in 24 CFR 5.609:

A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of ~~\$50,000~~ \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. Income that could have been derived from assets worth more than \$1000 that were disposed of for less than fair market value within the past two years will be counted as income.

11.2 ANNUAL INCOME (PAGE 31-36)

Annual income does not include the following amounts specified in the federal regulations currently found in 24 CFR 5.609:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone) or payments made under **Tribal Kinship**, Kin-GAP or similar guardianship care programs for children leaving the juvenile court system;
- C. D, E, etc.....
- H. The amounts received from the following programs:
 - 1. 2, 3, etc....
 - 13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. b, c, etc....
 - aa. ABLÉ accounts created under the Achieving a Better Life Experience Act of 2014 (ABLE Act) are excluded from the calculation of both income and assets.
 - bb. **Financial support provided to the student in the form of a fee for services performed (e.g., a work study or teaching fellowship that is not excluded pursuant to paragraph (b)(9)(i) of this section);**

- cc. Income and distributions from any Coverdell education savings account under section 530 of the Internal Revenue Code of 1986 or any qualified tuition program under section 529 of such Code; and income earned by government contributions to, and distributions from, “baby bond” accounts created, authorized, or funded by Federal, State, or local government.
 - dd. Replacement housing “gap” payments made in accordance with 49 CFR part 24 that offset increased out of pocket costs of displaced persons that move from one federally subsidized housing unit to another Federally subsidized housing unit. Such replacement housing “gap” payments are not excluded from annual income if the increased cost of rent and utilities is subsequently reduced or eliminated, and the displaced person retains or continues to receive the replacement housing “gap” payments.
 - ee. Loan proceeds (the net amount disbursed by a lender to or on behalf of a borrower, under the terms of a loan agreement) received by the family or a third party (e.g., proceeds received by the family from a private loan to enable attendance at an educational institution or to finance the purchase of a car).
 - ff. Civil rights settlements or judgments, including settlements or judgments for back pay.
 - gg. Income received from any account under a retirement plan recognized as such by the Internal Revenue Service, including individual retirement arrangements (IRAs), employer retirement plans, and retirement plans for self-employed individuals; except that any distribution of periodic payments from such accounts shall be income at the time they are received by the family.
 - hh. Income earned on amounts placed in a family's Family Self Sufficiency Account.
 - ii. Gross income a family member receives through self-employment or operation of a business; except that the following shall be considered income to a family member:
 1. Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations; and
 2. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
14. Any imputed return on an asset when net family assets total \$50,000 or less (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and no actual income from the net family assets can be determined.

15. The following types of trust distributions:
- a. For an irrevocable trust or a revocable trust outside the control of the family or household excluded from the definition of net family assets under § 5.603(b):
 - (i) Distributions of the principal or corpus of the trust; and
 - (ii) Distributions of income from the trust when the distributions are used to pay the costs of health and medical care expenses for a minor.
 - b. For a revocable trust under the control of the family or household, any distributions from the trust; except that any actual income earned by the trust, regardless of whether it is distributed, shall be considered income to the family at the time it is received by the trust

11.3 DEDUCTIONS FROM ANNUAL INCOME (PAGE 36-37)

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. ~~\$400 for any elderly family or disabled family;~~ \$525 for any elderly family or disabled family, which amount will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25;
- C. The sum of the following, to the extent the sum exceeds ~~three~~ **ten (10)** percent of annual income:
 1. ~~Unreimbursed medical expenses of any elderly family or disabled family including any fee paid by the participant for the Medicare Prescription Drug Program~~ **Allowable medical expenses: 24 CFR 5.609(b)(6)** Un-reimbursed (medical expenses not covered by medical insurance [including Medi-Cal], regional centers [for individuals with developmental disabilities], schools [for special education students], or other sources) medical expenses for all family members that exceed 10% of the gross annual income of the family are deducted for elderly and disabled families. Families who are already receiving a deduction for expenses that exceed 3% of gross annual income will now receive a deduction for expenses over 5% gross annual income. The percentage will increase by 2.5% annually until reaching the 10% threshold; and
 2. ~~Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.~~ **Allowable Disability Assistance Expenses: 24 CFR 5.609(b)(6)** Un-reimbursed disability expenses that exceed three percent (10%) of the gross annual income are deducted for attendant care by a non-family member or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work. These deductions may not exceed the earned income of the family member who is able to work because of such qualified expense. Families who are already receiving a deduction for expenses that exceed 3% of gross annual income will now receive a deduction for expenses over 5% gross annual income. The percentage will increase by 2.5% annually until reaching the 10% threshold.

12.0 VERIFICATION (Page 38)

The Sarasota Housing Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full-time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible non-citizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

For a family with net assets equal to or less than ~~\$50,000~~ \$5,000, the Sarasota Housing Authority will accept, for purposes of recertification of income, a family's written declaration that it has net assets equal to or less than ~~\$50,000~~ \$5,000, without taking additional steps to verify the accuracy of the declaration. The declaration must state the amount of income the family expects to receive from such assets; this amount will be included in the family's income. The Sarasota Housing Authority will obtain third-party verification of all family assets every 3 years.

25 CFR 5.618(a)

Families with net assets over \$100,000 (after adjusted for inflation) would be ineligible from public housing. These calculations are subject to due process and the families will have an opportunity to request a review.

Families would be ineligible for assistance, if they own real property suitable for occupancy by that family and meet certain conditions (have an ownership interest, legal right to reside in, and authority to sell the property)

Exceptions may apply:

- A family that receives assistance for the property from the Housing Choice Voucher Program
- Property jointly owned with someone else, and occupied by the other owner who is not a member of the household receiving benefits
- A Victim of domestic violence, dating violence, sexual assault, or stalking
- A family that is offering the property for sale

The PHA cannot waive the asset requirement but may allow the family 6 months before serving a termination of assistance notice and may allow the family to come into compliance during that time.

HCV ADMINISTRATIVE PLAN

Chapter 3 – ELIGIBILITY

3-I.B. FAMILY AND HOUSEHOLD [24 CFR 982.201(c); HUD-50058 IB, p. 13; FR Notice 02/03/12]

The terms *family* and *household* have different meanings in the HCV program.

Family

To be eligible for assistance, an applicant must qualify as a family. *Family* as defined by HUD includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. An otherwise eligible youth who has attained at least 18 years of age and not more than 24 years of age and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act (42 U.S.C. 675(5)(H)). The PHA has the discretion to determine if any other group of persons qualifies as a family.

Chapter 4 – APPLICATIONS, WAITING LIST AND TENANT SELECTION

4-III.B. SELECTION AND HCV FUNDING SOURCES

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

SHA Policy

The SHA currently has special purpose vouchers for the Veterans Assistive Supportive Housing (VASH) Program and the Family Unification Program (FUP), Foster Youth to Independence (FYI) and Mainstream Vouchers for non-elderly disabled families. Prospective tenants for these three programs are referred to SHA by designated agencies and these referrals receive a preference (10 points) in order to fill a predetermined number of assigned vouchers. The funding for these assigned vouchers may not be used for families that have not been referred for these specific programs.

Foster Youth to Independence (FYI) participants are entitled to receive FYI assistance for an additional 24-months beyond the 36-month time limit if registered in FSS.

Chapter 6 – INCOME AND SUBSIDY DETERMINATIONS

6-I.A. OVERVIEW

The general regulatory definition of *annual income* shown below is from 24 CFR 5.609.

5.609 Annual income.

(a) Annual income means all amounts, monetary or not, which:

(1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or

(2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

(3) Which are not specifically excluded in paragraph [5.609(c)].

(4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(5) When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.

6-I.G. ASSETS [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]

Overview

At admission, ownership of net family assets that exceed \$100,000 (as adjusted) or ownership of disqualifying real property require denial of assistance. PHAs do not have the discretion to not enforce or provide limited enforcement of the asset limitation at admission. There is no asset limitation for participation in the HCV program. However, HUD requires that the PHA include in annual income the “interest, dividends, and other net income of any kind from real or personal property” [24 CFR 5.609(b)(3)]. This section discusses how the income from various types of assets is determined. For most types of assets, the PHA must determine the value of the asset in order to compute income from the asset. Therefore, for each asset type, this section discusses:

- How the value of the asset will be determined
- How income from the asset will be calculated

Imputing Income from Assets [24 CFR 5.609(b)(3)]

When net family assets are ~~\$5,000~~ **\$50,000** or less, the PHA will include in annual income the actual income anticipated to be derived from the assets. When the family has net family assets in excess of ~~\$5,000~~ **\$50,000**, the PHA will include in annual income the greater of (1) the actual income derived from the assets or (2) the imputed income. Imputed income from assets is calculated by multiplying the total cash value of all family assets by the current HUD-established passbook savings rate.

For 2024, the passbook rate will be 0.40 percent.

6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

- Amounts specifically excluded by any other federal statute [24 CFR 5.609(c)(17)]. HUD publishes an updated list of these exclusions periodically. It includes:
 - (a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b))
 - (b), (c), etc...
 - (r) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931)
 - (s) ABLE accounts created under the Achieving a Better Life Experience Act of 2014 (ABLE Act) are excluded from the calculation of both income and assets.
 - (t) Any imputed return on an asset when net family assets total \$50,000 or less (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and no actual income from the net family assets can be determined.
 - (u) Types of trust distributions include:
 - 1) For an irrevocable trust or a revocable trust outside the control of the family or household excluded from the definition of net family assets under § 5.603(b):
 - i. Distributions of the principal or corpus of the trust; and
 - ii. Distributions of income from the trust when the distributions are used to pay the costs of health and medical care expenses for a minor.
 - 2) For a revocable trust under the control of the family or household, any distributions from the trust; except that any actual income earned by the trust, regardless of whether it is distributed, shall be considered income to the family at the time it is received by the trust:
 - (v) Payments received for the care of foster children or foster adults, or State or Tribal kinship or guardianship care payments.
 - (w) Insurance payments and settlements for personal or property losses, including but not limited to payments through health insurance, motor vehicle insurance, and workers' compensation.
 - (x) Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical care expenses for any family member.
 - (y) Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a member of the family becoming disabled.
 - (z) Income and distributions from any Coverdell education savings account under section 530 of the Internal Revenue Code of 1986 or any qualified tuition program under section 529 of such Code; and income earned by government contributions to, and distributions from, "baby bond" accounts created, authorized, or funded by Federal, State, or local government.
 - (aa) Loan proceeds (the net amount disbursed by a lender to or on behalf of a borrower, under the terms of a loan agreement) received by the family or a third party (e.g., proceeds received by the family from a private loan to enable attendance at an educational institution or to finance the purchase of a car).
 - (bb) Payments received by Tribal members as a result of claims relating to the mismanagement of assets held in trust by the United States, to the extent such payments are also excluded from gross income under the Internal Revenue Code or other Federal law.

Chapter 6 - PART II: ADJUSTED INCOME

6-II.C. ELDERLY OR DISABLED FAMILY DEDUCTION

A single deduction of ~~\$400~~ **\$525** is taken for any elderly or disabled family [24 CFR 5.611(a)(2)]. An elderly family is a family whose head, spouse, cohead, or sole member is 62 years of age or older, and a disabled family is a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403].

6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)]

Unreimbursed medical expenses may be deducted to the extent that, in combination with any disability assistance expenses, they exceed ~~three~~ **ten** percent of annual income.

Families who are already receiving a deduction for medical expenses that exceed 3% of gross annual income will now receive a deduction for expenses over 5% gross annual income. The percentage will increase by 2.5% annually until reaching the 10% threshold.

Hardship Exemptions to the Health and Medical Expenses Deduction

The family must have been receiving a deduction from annual income of qualified health and medical expenses exceeding 3 percent of annual income. Two categories of hardship exemption to the 10% threshold for unreimbursed medical expenses.

Category 1: Phased In relief for families already receiving a health and medical deduction.

Form and duration of the exemption: Families experiencing a hardship will have a phase in to the new deduction amount over two years:

- 1st year: PHA deducts eligible expenses exceeding 5% of the family's income.
- 2nd year: PHA deducts eligible expenses exceeding 7.5% of the family's income.

After 24 months this hardship exemption expires. The PHA will deduct expenses exceeding 10% of the family's annual income unless the family requests and qualifies for a new exemption under category 2.

Category 2: General Financial Hardships.

Families who can demonstrate a financial hardship due to an increase in their qualified expenses or because of a change that would not otherwise trigger an interim reexamination.

Eligibility: A family must demonstrate that their applicable expenses increased, or the hardship is a result of a change in circumstances, as defined by the PHA, that would not otherwise trigger an interim reexamination. This relief is available regardless of whether the family previously received health and medical deductions or is currently receiving, or previously received, a hardship exemption under the first category.

Form and duration:

- The family may receive a deduction of all eligible expenses exceeding 5% of their annual income.
- The exemption ends when the circumstances that made the family eligible for the exemption no longer apply or after 90 days, whichever comes earlier.
- The PHA may, at their discretion, extend the relief for one or more additional 90-day periods while the family's hardship continues.

Category 2 may also include families that qualified under Category 1 but:

- Exhausted that relief (after 24 months), or
- Chose to apply for relief under this category in the 2nd year of receiving a Category 1 deduction. The family would then receive a deduction for their qualifying expenses over 5% of their income instead of those exceeding 7.5% of their income.
- The family will no longer be eligible for a hardship exemption under the first category, even if they had not finished the 24-month period.

Chapter 7 – VERIFICATION

7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION [24 CFR 982.516 AND 982.551, 24 CFR 5.230]

Consent Forms

It is required that all adult applicants and participants sign form HUD-9886, Authorization for Release of Information. The purpose of form HUD-9886 is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form. HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA). Adult family members must sign other consent forms as needed to collect information relevant to the family's eligibility and level of assistance.

HUD 9886 form. After January 1, 2024, if an applicant or participant has signed a HUD 9886 form, they do not need to sign and submit subsequent consent forms at the next interim or regularly schedule income examination except under the following circumstances:

- 1. When any person 18 years or older becomes a member of the family.*
- 2. When a member of the family turns 18 years of age and*
- 3. As required by HUD or the PHA in administrative instructions.*

If a family revokes or refuses to sign the consent form the PHA is prohibited from requesting and receiving income information and financial records including pulling EIV and using EIV to verify income and the family will not be processed. If revocation occurs the PHA must notify the field office and the family's assistance will be denied or the family will be terminated.

If the family leaves the program, then the HUD 9886 form is considered to be terminated and no longer in effect. The HUD 9886 will remain effective until the family is denied assistance, the assistance is terminated or if the family provides written notification to the PHA to revoke consent.

7-III.B. BUSINESS AND SELF EMPLOYMENT INCOME

Gross income received through self-employment or operation of a business; with the exception of the following which shall be considered income:

- Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in IRS regulations; and
- Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT

~~25 Percent p~~ Per Project Cap [24 CFR 983.56(a), FR Notice 11/24/08]

In general, the PHA may not select a proposal to provide PBV assistance for units in a project, or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 units or 25 percent (whichever is greater)* of the number of dwelling units (assisted or unassisted) in the project.

*HOTMA amends the income-mixing requirement for an individual project (i.e., the project cap) so that the limitation on the number of PBVs in a project is now the greater of 25 units or 25 percent of the units in a project.[Notice PIH 2017-21]

Exceptions to ~~25 Percent p~~ Per Project Cap [24 CFR 983.56(b), FR Notice 11/24/08]

Exceptions are allowed and PBV units are not counted against the 25 unit total or 25 percent per project cap if:

- The units are in a single-family building (one to four units);
- The units are excepted units in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services (also known as qualifying families).

PHAs must include in the PHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. It is not necessary that the services be provided at or by the project, if they are approved services. ~~To qualify, a family must have at least one member receiving at least one qualifying supportive service. A PHA may not require participation in medical or disability related services other than drug and alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered.~~

~~If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the PHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.~~

~~The PHA must monitor the excepted family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. The PHA administrative plan must state the form and frequency of such monitoring.~~

PHA Policy

~~The PHA will provide PBV assistance for excepted units. The supportive services requirement will be monitored at recertification for each family.~~

**SARASOTA HOUSING AUTHORITY (SHA)
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners

Resolution Number: 24-14

The Board of Commissioners is requested to approve the above-referenced resolution to:

Amend SHA's HCV Admin Plan to update with additional PBV preferences language.

2. Who is making request:

- A. Entity: SHA
- B. Project: HCV Admin Plan Policy Amendment
- C. Originator: William Russell

3. Cost Estimate (if applicable):

N/A

Narrative:

SHA is adding language to the preferences for project-based vouchers (PBV) chapter in the HCV Admin Plan. The addition states that Cypress Square is added to our list of PBV wait list properties and a sentence is added about a preference for Link to Permanent Housing (Link) referrals for persons with special needs and who are extremely low-income persons (ELIs), which SHA typically has for each LIHTC deal with Florida Housing Finance Corporation funds.

SHA is also proposing to add a referral program for Survivor (VAWA) Vouchers. If approved, SHA will enter into MOUs with partner agencies who agree to accept these vouchers.

Attachments (if applicable):

Proposed HCV Admin Plan Pages showing Chapter 17, PBV preference revisions, as well as a proposed additional referral program for Survivor Vouchers.

Acknowledgement:

SHA staff assures the Board of Commissioners that this resolution complies with all applicable HUD rules, regulations and/or guidance, and all applicable federal, state, and/or local laws, as may be amended.

RESOLUTION 24-14

**RESOLUTION APPROVING SARASOTA HOUSING AUTHORITY
HOUSING CHOICE VOUCHER (HCV) ADMINISTRATION PLAN**

WHEREAS HUD requires Sarasota Housing Authority (SHA) to administer its housing choice voucher program under the guidelines of a HCV (Section 8) Administrative Plan (PLAN) that details the local governing policies consistent with HUD rules and regulations, as amended;

WHEREAS HUD advises Public Housing Authorities (PHAs) to take administrative steps to amend and update the PLAN as needed;

WHEREAS SHA Staff recommends that PLAN be revised; and

WHEREAS the attached PLAN amendments do comply with the current HUD rules and regulations, as well as Florida real estate laws.

NOW, THEREFORE, BE IT RESOLVED THAT:

The SHA Board of Commissioners approves the attached PLAN amendments and authorizes SHA to immediately begin using the revised PLAN and its attachments.

ACCEPTED BY: _____ DATE: _____

Print Name: _____,
Chairperson

ATTESTED BY: _____ DATE: _____

William O. Russell III,
President & CEO

Chapter 17

PROJECT-BASED VOUCHERS

PART VI: SELECTION OF PBV PROGRAM PARTICIPANTS

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units. PHAs may choose to use owner maintained PBV waiting lists for specific owners or projects. PHA may allow owner to manage a single waiting list that covers multiple projects owned by the owner.

PHA Policy

The PHA will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV assistance.

For Owner Maintained Site-Based Waiting List the owner will establish and manage the waiting list (e.g. opening/closing waiting list, changes in application information, etc.) and may determine family's eligibility for a preference, and preliminary eligibility for placement on waiting list. PHA makes final eligibility determination and conducts informal reviews. Owner is required to follow all waiting list administration program requirements, including the public notice requirements of §982.206. The PHA is responsible for oversight to ensure proper administration.

The PHA currently has waiting lists for the following PBV projects:

Janies Garden, SHFC Units, Amaryllis Park Place, Lofts on Lemon and Cypress Square aka Amaryllis Park Place II.

If the PHA runs out of applicants or runs low, the PHA will accept referrals from the property manager to add applicants to the appropriate waiting list.

17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list. For owner managed waiting lists owners must develop and submit a written tenant selection plan to the PHA for approval, which is incorporated into the PHA's admin plan.

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

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d) , FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

Although the PHA is prohibited from granting preferences to persons with a specific disability, the PHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include “excepted units” (units specifically made available for elderly or disabled families, or families receiving supportive services), the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

PHA Policy

The PHA will provide the following preferences to the Project Based waiting list:

Local Preference (1 point)

The PHA reserves the right to provide SHA residents top priority when HUD approves a demolition/disposition/conversion application for public housing properties as part of relocation efforts. In addition, the PHA reserves the right to provide top priority to SHA and/or SHFC residents whom the agency determines must be relocated from their current residence due to a determination made by SHA/SHFC and through no fault of the resident. This preference will also apply to the owner managed waiting list.

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility impaired persons for accessible units).

The PHA may also give a preference to Link referrals for applicants with special needs, pursuant to Florida Housing Finance Corporation requirements.

Allocation of Vouchers for SURVIVOR Victims

SHA would like to allocate 20 vouchers within the existing Section 8 program for survivors eligible under VAWA guidelines who are victims of sexual assault, domestic violence, dating violence, or stalking, including any minors and dependents living with such persons. The purpose of the voucher allocation is to provide housing assistance and promote stability for survivors by ensuring they have access to long-term housing assistance which is essential for recovery and independence.

SHA is partnering with SPARCC, Selah Freedom and HOPE Family Services which are local domestic violence service providers. These agencies are to make direct referrals of qualifying individuals and families to the SHA.

Partner agencies are responsible for determining whether the family qualifies under the two eligibility categories below for a SURVIVOR voucher. The agencies are encouraged to offer or make connections to supportive services for families that are referred to the SHA, including, but not limited to, short- or long-term case management, collecting necessary verifications to support referrals, housing counseling, housing search assistance, utility, and deposit assistance.

Eligibility to receive voucher:

- A family or individual that has not been terminated or evicted from a program under the Sarasota Housing Authority in the past 3 years.
- A family or individual must be receiving services or has received services within the past 90 days by referring agency.

Mandatory Prohibitions.

(1) The PHA must apply the standards it established under [24 CFR 982.553(a)(1)(ii)(C)] that prohibit admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing to applicants.

(2) The PHA must apply the standards it established under [24 CFR 982.553(a)(2)(i)] that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program to applicants.

**SARASOTA HOUSING AUTHORITY (SHA)
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners

Resolution Number: 24-15

The Board of Commissioners is requested to approve the above-referenced resolution to:

Award a contract for Annex Building Improvement services.

2. Who is making request:

- A. Entity: SHA
- B. Project: Contract Award for Construction Services
- C. Originator: Lance Clayton & William Russell

3. Cost Estimate (if applicable):

Not-To-Exceed Contract Amount: \$872,007.85

Narrative:

Following the completion of the building renovations to McCown Towers, SHA now desires to provide much needed improvements to the adjacent Annex property. Banyan Tree Construction, LLC was the lowest responsive and responsible bidder and SHA staff recommends to the Board, following required due diligence, to authorize its President & CEO to enter into a contract with Banyan Tree Construction, LLC for the purpose of providing building improvement services to Annex property. These upgrades include rebuilding both stairwells, new AC for corridors, new unit AC sleeves, the transfer of fans to better circulate cool air, exterior wall repair and painting, new trash compactor and a bulk trash enclosure.

Attachments (if applicable):

Notice of Apparent Successful Bidder

Acknowledgement:

SHA staff assures the Board of Commissioners that this resolution complies with all applicable HUD rules, regulations and/or guidance, and all applicable federal, state, and/or local laws, as may be amended.

RESOLUTION 24-15

**RESOLUTION APPROVING THE
AWARD OF A CONTRACT FOR ANNEX
BUILDING IMPROVEMENTS**

WHEREAS SHA publicly solicited sealed, public bids from contractors interested in providing services for Annex Building Improvements;

WHEREAS SHA received two (2) on-line responses and hardcopy submittals to the Invitation For Bids (IFB) by the bid deadline, which was extended twice in order to provide for adequate competition and receive additional bids;

WHEREAS Banyan Tree Construction, LLC was the apparent low bidder at the public, sealed bid opening, with a firm-fixed fee of \$872,007.85 to perform all required and specified work; and

WHEREAS Sarasota Housing Authority, pending further due diligence on Banyan Tree Construction, LLC, recommends entering into a contract for such services.

NOW, THEREFORE, BE IT RESOLVED THAT:

The SHA Board of Commissioners hereby agrees to authorize its President & CEO to award the contract for the Annex Building Improvements to Banyan Tree Construction, LLC.

ACCEPTED BY: _____ DATE: _____

Print Name: _____,
Chairperson

ATTESTED BY: _____ DATE: _____

William O. Russell III,
President & CEO

Notice of Apparent Successful Bidder
INVITATION FOR BID (IFB) NO. 2024-B02 Annex Stairwell Painting, Trash Compactor and AC Upgrades

TO: All bidders in response to the above noted IFB.

We are pleased to announce that the current Low and Apparent Successful Bidder for the above noted project is Banyan Tree Construction, LLC. We are in the process of completing Step #2 of the submittal process and upon verification of Responsiveness and Responsibility will proceed with award, pending Board approval.

If the Agency determines the lowest bidder to be not responsible, such firm will be notified and the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

Following is listed all bidders and the total proposed Firm Fixed Fees received in response to the bid:

	Name of Bidder	Firm-Fixed Fee
1	Banyan Tree Construction, LLC	\$872,007.85
2	DuCon, LLC	\$1,333,697.00

We are grateful for your interest in doing business with our Agency and we will ensure that you receive from our Agency notice of similar opportunities in the future.

William Russell,
President & CEO

Sarasota Housing Authority
Cash Position
March 31, 2024

Business Activities	884,819.77
HCV - HAP	4,151,215.63
HCV - Reserve	421,348.07
Bertha Mitchell	1,843,557.92
Towers	309,051.37
Annex	2,897,630.27
Energy Grant Program	114,455.13
Resident Services	243,926.70
SVC	1,143,942.74
SHMC	43,505.07
Towers LIHTC	234,529.68
Bertha Mitchell-SD	47,572.39
Towers - SD	22,140.03
Annex - SD	20,915.95
Rosemary Cohen	205,020.49
Development	3,448,159.25
Towers LIHTC Reserves	980,782.26
Towers LIHTC Construction	37,518.00
Litigations Proceeds	237,382.82
HCV FSS Escrow	331,683.31
PHA FSS Escrow	103,025.50
SHFC - Operating	1,133,183.84
SHFC - Restricted BB&T	115,297.71
SHFC - Reserve	429,123.06
Petty Cash	<u>500.00</u>
Total Cash	<u><u>19,400,286.96</u></u>
BA Investments	522,162.65
HCV Investments	<u>1,561,999.19</u>
Total Investments	<u><u>2,084,161.84</u></u>
Total Cash and Investments	<u><u>21,484,448.80</u></u>

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Towers (HUD) Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	59.34	0.00	59.34	586.33	0.00	586.33	0.00	586.33
HUD Revenue	37,103.00	0.00	37,103.00	350,558.00	0.00	350,558.00	0.00	350,558.00
TOTAL INCOME	37,162.34	0.00	37,162.34	351,144.33	0.00	351,144.33	0.00	351,144.33
EXPENSES								
Protective Services	0.00	0.00	0.00	3,648.52	0.00	(3,648.52)	0.00	(3,648.52)
General Expense	37,103.00	0.00	(37,103.00)	370,931.76	0.00	(370,931.76)	0.00	(370,931.76)
TOTAL EXPENSES	37,103.00	0.00	(37,103.00)	374,580.28	0.00	(374,580.28)	0.00	(374,580.28)
SURPLUS	59.34	0.00	59.34	(23,435.95)	0.00	(23,435.95)	0.00	(23,435.95)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: SVC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TENANT REVENUE								
3703.00 Tenant Dwelling Rental	98,961.74	31,829.67	67,132.07	1,193,452.66	381,956.00	811,496.66	381,956.00	811,496.66
3704.10 Tenant Revenue - Late Fees	0.00	44.50	(44.50)	980.00	534.00	446.00	534.00	446.00
3704.20 Tenant Revenue - Maint. Fees	0.00	0.00	0.00	118.01	0.00	118.01	0.00	118.01
3704.30 Tenant Revenue - Other	(425.00)	0.00	(425.00)	(4,651.13)	0.00	(4,651.13)	0.00	(4,651.13)
TOTAL TENANT REVENUE	98,536.74	31,874.17	66,662.57	1,189,899.54	382,490.00	807,409.54	382,490.00	807,409.54
HUD REVENUE								
3707.50 Other Admin Revenue	6,745.58	0.00	6,745.58	80,419.66	0.00	80,419.66	0.00	80,419.66
3707.60 Admin Fees earned	0.00	185,313.83	(185,313.83)	0.00	2,223,766.00	(2,223,766.00)	2,223,766.00	(2,223,766.00)
3708.00 Other Government Grants	97,551.03	0.00	97,551.03	97,551.03	0.00	97,551.03	0.00	97,551.03
TOTAL HUD REVENUE	104,296.61	185,313.83	(81,017.22)	177,970.69	2,223,766.00	(2,045,795.31)	2,223,766.00	(2,045,795.31)
OTHER OPERATING REVENUE								
3714.50 Vacancy Loss	0.00	(318.33)	318.33	0.00	(3,820.00)	3,820.00	(3,820.00)	3,820.00
3715.00 Other Revenue	(89,849.64)	74,269.33	(164,118.97)	31,866.01	891,232.00	(859,365.99)	891,232.00	(859,365.99)
TOTAL OTHER OPERATING REVENUE	(89,849.64)	73,951.00	(163,800.64)	31,866.01	887,412.00	(855,545.99)	887,412.00	(855,545.99)
TOTAL INCOME	112,983.71	291,139.00	(178,155.29)	1,399,736.24	3,493,668.00	(2,093,931.76)	3,493,668.00	(2,093,931.76)
EXPENSES								
Administrative Expense	723.27	33,482.07	32,758.80	227,341.94	401,785.00	174,443.06	401,785.00	174,443.06
Tenant Services	0.00	0.00	0.00	53.09	0.00	(53.09)	0.00	(53.09)
4922.00 Relocation Expenses	102.94	0.00	(102.94)	102.94	0.00	(102.94)	0.00	(102.94)
Utility Expense	9,278.85	3,531.41	(5,747.44)	76,291.92	42,377.00	(33,914.92)	42,377.00	(33,914.92)
4935.00 Sewer Expense	7,360.98	0.00	(7,360.98)	81,158.32	0.00	(81,158.32)	0.00	(81,158.32)
Maintenance	42,238.78	5,339.16	(36,899.62)	384,404.64	64,070.00	(320,334.64)	64,070.00	(320,334.64)
INSURANCE EXPENSE								
4961.00 Insurance Expense	0.00	0.00	0.00	242.42	0.00	(242.42)	0.00	(242.42)
4961.01 Property Insurance	0.00	748.75	748.75	28,059.05	8,985.00	(19,074.05)	8,985.00	(19,074.05)
4961.02 Liability Insurance	2,063.18	630.00	(1,433.18)	2,335.58	7,560.00	5,224.42	7,560.00	5,224.42
4961.03 Worker's Compensation Insurance	0.00	631.75	631.75	4,456.20	7,581.00	3,124.80	7,581.00	3,124.80
4961.04 Auto Insurance	2,819.43	0.00	(2,819.43)	7,971.46	0.00	(7,971.46)	0.00	(7,971.46)
TOTAL INSURANCE EXPENSE	4,882.61	2,010.50	(2,872.11)	43,064.71	24,126.00	(18,938.71)	24,126.00	(18,938.71)
General Expense	72.91	16.08	(56.83)	1,343.66	193.00	(1,150.66)	193.00	(1,150.66)
4964.00 Bad Debt Expense	(1,486.51)	0.00	1,486.51	(1,486.51)	0.00	1,486.51	0.00	1,486.51
HAP Expense	26,935.94	0.00	(26,935.94)	26,935.94	0.00	(26,935.94)	0.00	(26,935.94)
5210.00 Appliances	0.00	0.00	0.00	5,958.00	0.00	(5,958.00)	0.00	(5,958.00)
TOTAL EXPENSES	90,109.77	44,379.22	(45,730.55)	845,168.65	532,551.00	(312,617.65)	532,551.00	(312,617.65)
SURPLUS	22,873.94	246,759.78	(223,885.84)	554,567.59	2,961,117.00	(2,406,549.41)	2,961,117.00	(2,406,549.41)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Sarasota Housing Mgmt Corp Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3707.10 Management Fee Revenue	16,875.30	0.00	16,875.30	34,579.94	0.00	34,579.94	0.00	34,579.94
3715.00 Other Revenue	(7,227.93)	0.00	(7,227.93)	0.00	0.00	0.00	0.00	0.00
TOTAL INCOME	9,647.37	0.00	9,647.37	34,579.94	0.00	34,579.94	0.00	34,579.94
EXPENSES								
4911.00 Administrative Salaries	26,266.90	0.00	(26,266.90)	26,266.90	0.00	(26,266.90)	0.00	(26,266.90)
4912.10 Accounting fees	2,850.00	0.00	(2,850.00)	2,850.00	0.00	(2,850.00)	0.00	(2,850.00)
4915.00 Administrative EBC Expenses	2,009.43	0.00	(2,009.43)	2,009.43	0.00	(2,009.43)	0.00	(2,009.43)
4961.00 Insurance Expense	1,903.23	0.00	(1,903.23)	1,903.23	0.00	(1,903.23)	0.00	(1,903.23)
TOTAL EXPENSES	33,029.56	0.00	(33,029.56)	33,029.56	0.00	(33,029.56)	0.00	(33,029.56)
SURPLUS	(23,382.19)	0.00	23,382.19	1,550.38	0.00	(1,550.38)	0.00	(1,550.38)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: SHFC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue Other	98,244.16	77,150.16	21,094.00	1,028,457.74	925,802.00	102,655.74	925,802.00	102,655.74
Other Revenue	181,904.81	(166.67)	182,071.48	74,952.30	(2,000.00)	76,952.30	(2,000.00)	76,952.30
TOTAL INCOME	280,148.97	76,983.49	203,165.48	1,103,410.04	923,802.00	179,608.04	923,802.00	179,608.04
EXPENSES								
Administrative Expense	23,099.33	2,077.68	(21,021.65)	258,453.61	24,932.00	(233,521.61)	24,932.00	(233,521.61)
4921.02 YT-Shop w/Cop	0.00	0.00	0.00	3,100.00	0.00	(3,100.00)	0.00	(3,100.00)
4922.00 Relocation Expenses	0.00	0.00	0.00	1,563.00	0.00	(1,563.00)	0.00	(1,563.00)
Utilities Expense	8,503.42	7,932.58	(570.84)	48,956.36	95,191.00	46,234.64	95,191.00	46,234.64
4935.00 Sewer Expense	5,297.20	0.00	(5,297.20)	30,666.79	0.00	(30,666.79)	0.00	(30,666.79)
Maintenance	(13,297.70)	17,668.75	30,966.45	176,942.33	212,025.00	35,082.67	212,025.00	35,082.67
Insurance Expense	12,098.04	21,368.59	9,270.55	116,587.57	256,423.00	139,835.43	256,423.00	139,835.43
General Expense	487,307.41	1,259.67	(486,047.74)	573,393.34	15,116.00	(558,277.34)	15,116.00	(558,277.34)
TOTAL EXPENSES	523,007.70	50,307.27	(472,700.43)	1,209,663.00	603,687.00	(605,976.00)	603,687.00	(605,976.00)
SURPLUS	(242,858.73)	26,676.22	(269,534.95)	(106,252.96)	320,115.00	(426,367.96)	320,115.00	(426,367.96)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Section 8 Voucher Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3704.30 Tenant Revenue - Other	0.00	194.58	(194.58)	0.00	2,335.00	(2,335.00)	2,335.00	(2,335.00)
HUD Revenues	2,772,547.57	1,862,799.16	909,748.41	28,965,282.70	22,353,590.00	6,611,692.70	22,353,590.00	6,611,692.70
Other Operating Revenue	63,986.75	8,375.50	55,611.25	162,342.80	100,506.00	61,836.80	100,506.00	61,836.80
TOTAL INCOME	2,836,534.32	1,871,369.24	965,165.08	29,127,625.50	22,456,431.00	6,671,194.50	22,456,431.00	6,671,194.50
EXPENSES								
Administrative Expense	76,420.54	122,567.90	46,147.36	1,364,758.59	1,470,815.00	106,056.41	1,470,815.00	106,056.41
4921.03 Resident Services - Tenant	0.00	20.25	20.25	105.84	243.00	137.16	243.00	137.16
Utilities Expense	510.87	0.00	(510.87)	8,903.74	0.00	(8,903.74)	0.00	(8,903.74)
Maintenance	(1,536.26)	2,121.91	3,658.17	25,735.54	25,463.00	(272.54)	25,463.00	(272.54)
Insurance	7,478.01	368.92	(7,109.09)	29,822.79	4,427.00	(25,395.79)	4,427.00	(25,395.79)
General Expense	86,412.12	645.42	(85,766.70)	125,942.52	7,745.00	(118,197.52)	7,745.00	(118,197.52)
4964.00 Bad Debt Expense	27,148.41	0.00	(27,148.41)	27,513.41	0.00	(27,513.41)	0.00	(27,513.41)
4971.50 Misc - Landlord Bonus	0.00	1,935.58	1,935.58	43,250.00	23,227.00	(20,023.00)	23,227.00	(20,023.00)
4971.51 EHV Reimbursables	0.00	1,470.25	1,470.25	7,500.00	17,643.00	10,143.00	17,643.00	10,143.00
HAP Expense	2,430,395.57	1,663,309.08	(767,086.49)	26,795,292.00	19,959,709.00	(6,835,583.00)	19,959,709.00	(6,835,583.00)
TOTAL EXPENSES	2,626,829.26	1,792,439.31	(834,389.95)	28,428,824.43	21,509,272.00	(6,919,552.43)	21,509,272.00	(6,919,552.43)
SURPLUS	209,705.06	78,929.93	130,775.13	698,801.07	947,159.00	(248,357.93)	947,159.00	(248,357.93)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024

Program: Resident Services Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3706.20 ROSS Grant	6,827.56	0.00	6,827.56	65,951.15	0.00	65,951.15	0.00	65,951.15
3706.30 HUD FSS Grant	485.00	0.00	485.00	65,165.00	0.00	65,165.00	0.00	65,165.00
3706.40 Youth Thrive Grant	32,717.72	0.00	32,717.72	32,717.72	0.00	32,717.72	0.00	32,717.72
3707.50 Other Admin Revenue	(700.00)	0.00	(700.00)	9,440.00	0.00	9,440.00	0.00	9,440.00
3707.51 Other Admin Revenue: YT	0.00	0.00	0.00	22,609.48	0.00	22,609.48	0.00	22,609.48
3715.00 Other Revenue	0.00	0.00	0.00	22,709.80	0.00	22,709.80	0.00	22,709.80
TOTAL INCOME	39,330.28	0.00	39,330.28	218,593.15	0.00	218,593.15	0.00	218,593.15
EXPENSES								
4911.00 Administrative Salaries	6,029.18	0.00	(6,029.18)	161,803.84	0.00	(161,803.84)	0.00	(161,803.84)
4912.10 Accounting Fee	311.76	0.00	(311.76)	4,465.44	0.00	(4,465.44)	0.00	(4,465.44)
4914.00 Marketing & Advertising	58.00	0.00	(58.00)	2,923.90	0.00	(2,923.90)	0.00	(2,923.90)
4915.00 Administrative EBC Expenses	11,123.80	0.00	(11,123.80)	52,836.77	0.00	(52,836.77)	0.00	(52,836.77)
4916.00 Office Supplies Expense	0.00	0.00	0.00	1,660.99	0.00	(1,660.99)	0.00	(1,660.99)
4918.00 Travel Expenses	3,862.02	0.00	(3,862.02)	6,887.65	0.00	(6,887.65)	0.00	(6,887.65)
4919.01 Telephone Expense	366.82	0.00	(366.82)	5,074.69	0.00	(5,074.69)	0.00	(5,074.69)
4919.02 Dues/Subsription Expense	0.00	0.00	0.00	834.56	0.00	(834.56)	0.00	(834.56)
4919.04 Training Expense	0.00	0.00	0.00	3,841.46	0.00	(3,841.46)	0.00	(3,841.46)
4919.07 Postage Expense	0.00	0.00	0.00	81.44	0.00	(81.44)	0.00	(81.44)
4919.08 Vehicle Repair Expense	0.00	0.00	0.00	219.36	0.00	(219.36)	0.00	(219.36)
4919.09 Office Lease Expense	501.36	0.00	(501.36)	6,016.32	0.00	(6,016.32)	0.00	(6,016.32)
4919.11 Internet Expense	0.00	223.50	223.50	6,029.20	2,682.00	(3,347.20)	2,682.00	(3,347.20)
4919.112 YT Internet	0.00	223.50	223.50	483.98	2,682.00	2,198.02	2,682.00	2,198.02
4919.12 Investigations	0.00	3.50	3.50	29.99	42.00	12.01	42.00	12.01
4919.15 Admin. General Contracts	773.07	0.00	(773.07)	7,927.88	0.00	(7,927.88)	0.00	(7,927.88)
4919.16 Admin. Equipment Contracts	41.01	0.00	(41.01)	1,295.06	0.00	(1,295.06)	0.00	(1,295.06)
4919.161 Admin Equip Contracts: YT	41.00	29.50	(11.50)	175.00	354.00	179.00	354.00	179.00
4921.02 Resident Services EBC Expenses	(7,892.77)	911.42	8,804.19	0.00	10,937.00	10,937.00	10,937.00	10,937.00
4921.021 YT - Shop w/a Cop	0.00	0.00	0.00	15,000.00	0.00	(15,000.00)	0.00	(15,000.00)
4921.03 Resident Services Tenant Servc	0.00	7.25	7.25	3,780.00	87.00	(3,693.00)	87.00	(3,693.00)
4921.04 Resident Services - Council Fee	0.00	0.00	0.00	1,352.49	0.00	(1,352.49)	0.00	(1,352.49)
4921.041 Resident Council Training/Travel	0.00	0.00	0.00	455.70	0.00	(455.70)	0.00	(455.70)
4921.09 YT - After School Tutors	200.00	184.92	(15.08)	2,783.76	2,219.00	(564.76)	2,219.00	(564.76)
4921.11 YT - Program Supplies/Activities	944.69	0.00	(944.69)	14,052.00	0.00	(14,052.00)	0.00	(14,052.00)
4921.111.old YT - Program Supplies/Activities	0.00	701.83	701.83	0.00	8,422.00	8,422.00	8,422.00	8,422.00
4921.12 YT - Printing/Advertising	0.00	144.42	144.42	35.00	1,733.00	1,698.00	1,733.00	1,698.00
4921.13 YT - Travel/Training	0.00	4.75	4.75	1,086.00	57.00	(1,029.00)	57.00	(1,029.00)
4921.14 Shop w/a Cop	0.00	166.00	166.00	0.00	1,992.00	1,992.00	1,992.00	1,992.00
4932.00 Electricity Expense	106.07	60.58	(45.49)	3,756.88	727.00	(3,029.88)	727.00	(3,029.88)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
4932.01 YT - Electricity Expense	106.07	0.00	(106.07)	255.69	0.00	(255.69)	0.00	(255.69)
4941.00 Maintenance Labor	(1.33)	0.00	1.33	0.00	0.00	0.00	0.00	0.00
4942.16 Hardware	0.00	3.83	3.83	0.00	46.00	46.00	46.00	46.00
4942.18 HVAC Parts	0.00	86.33	86.33	0.00	1,036.00	1,036.00	1,036.00	1,036.00
4942.20 Janitorial Supplies	0.00	13.92	13.92	0.00	167.00	167.00	167.00	167.00
4942.28 Lumber	0.00	11.83	11.83	0.00	142.00	142.00	142.00	142.00
4942.30 Miscellaneous Materials	0.00	0.00	0.00	46.99	0.00	(46.99)	0.00	(46.99)
4942.34 Paint/Drywall	0.00	30.83	30.83	0.00	370.00	370.00	370.00	370.00
4942.36 Plumbing parts	0.00	31.67	31.67	0.00	380.00	380.00	380.00	380.00
4943.01 Alarm Expense	0.00	32.33	32.33	420.00	388.00	(32.00)	388.00	(32.00)
4943.04 Electrical Expense	0.00	286.00	286.00	1,676.00	3,432.00	1,756.00	3,432.00	1,756.00
4943.05 Plumbing Expense	0.00	777.08	777.08	0.00	9,325.00	9,325.00	9,325.00	9,325.00
4943.06 HVAC Expense	0.00	10.42	10.42	0.00	125.00	125.00	125.00	125.00
4943.10 Routine Maintenance Exp.	250.00	407.33	157.33	5,249.96	4,888.00	(361.96)	4,888.00	(361.96)
4943.101 YT - Routing Maintenance	250.00	216.67	(33.33)	1,499.68	2,600.00	1,100.32	2,600.00	1,100.32
4943.12 Equipment Leasing	179.06	32.00	(147.06)	2,061.31	384.00	(1,677.31)	384.00	(1,677.31)
4952.00 Protective Services Expense	0.00	4.08	4.08	0.00	49.00	49.00	49.00	49.00
4961.02 Liability Insurance	0.00	0.00	0.00	231.45	0.00	(231.45)	0.00	(231.45)
4961.03 Worker's Compensation Insurance	0.00	0.00	0.00	3,501.30	0.00	(3,501.30)	0.00	(3,501.30)
4961.04 Auto Insurance	(5,215.68)	405.58	5,621.26	(784.12)	4,867.00	5,651.12	4,867.00	5,651.12
4962.00 General Expenses	45.26	83.58	38.32	9,582.47	1,003.00	(8,579.47)	1,003.00	(8,579.47)
4962.10 Compensated Absences Expense	8,977.36	0.00	(8,977.36)	8,977.36	0.00	(8,977.36)	0.00	(8,977.36)
4974.00 Depreciation Expense	6,433.30	0.00	(6,433.30)	6,433.30	0.00	(6,433.30)	0.00	(6,433.30)
4985.00 Equity Transfer	0.00	0.00	0.00	(794,586.94)	0.00	794,586.94	0.00	794,586.94
TOTAL EXPENSES	27,490.05	5,094.65	(22,395.40)	(450,546.19)	61,136.00	511,682.19	61,136.00	511,682.19
SURPLUS	11,840.23	(5,094.65)	16,934.88	669,139.34	(61,136.00)	730,275.34	(61,136.00)	730,275.34

Sarasota Housing Authority

Operating Statement

Three Months Ending 03/31/2024

Program: McCown Tower Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	31,914.98	67,973.00	(36,058.02)	96,526.03	203,919.00	(107,392.97)	815,676.00	(719,149.97)
HUD Revenue	37,103.00	0.00	37,103.00	119,837.00	0.00	119,837.00	0.00	119,837.00
Other Operating Revenue	1,776.53	(2,978.17)	4,754.70	2,464.66	(8,934.50)	11,399.16	(35,738.00)	38,202.66
TOTAL INCOME	70,794.51	64,994.83	5,799.68	218,827.69	194,984.50	23,843.19	779,938.00	(561,110.31)
EXPENSES								
Administrative Expense	12,289.22	12,479.34	190.12	33,186.88	37,438.00	4,251.12	149,752.00	116,565.12
Tenant Services	79.35	174.17	94.82	158.70	522.50	363.80	2,090.00	1,931.30
Utility Expense	10,331.71	7,670.33	(2,661.38)	25,366.24	23,011.00	(2,355.24)	92,044.00	66,677.76
4935.00 Sewer Expense	3,921.69	0.00	(3,921.69)	15,459.91	0.00	(15,459.91)	0.00	(15,459.91)
Maintenance	11,058.04	17,381.16	6,323.12	30,246.48	52,143.50	21,897.02	208,574.00	178,327.52
Protective Services	6,961.50	0.00	(6,961.50)	10,410.75	0.00	(10,410.75)	0.00	(10,410.75)
Insurance Expense	302.44	1,362.08	1,059.64	1,621.44	4,086.25	2,464.81	16,345.00	14,723.56
General Expense	4,859.87	0.00	(4,859.87)	4,976.94	0.00	(4,976.94)	0.00	(4,976.94)
TOTAL EXPENSES	49,803.82	39,067.08	(10,736.74)	121,427.34	117,201.25	(4,226.09)	468,805.00	347,377.66
SURPLUS	20,990.69	25,927.75	(4,937.06)	97,400.35	77,783.25	19,617.10	311,133.00	(213,732.65)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: FSS FORFEITURE Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3715.00 Other Revenue	118,143.22	0.00	118,143.22	118,143.22	0.00	118,143.22	0.00	118,143.22
TOTAL INCOME	118,143.22	0.00	118,143.22	118,143.22	0.00	118,143.22	0.00	118,143.22
EXPENSES								
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SURPLUS	118,143.22	0.00	(118,143.22)	118,143.22	0.00	(118,143.22)	0.00	(118,143.22)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Energy Grant Program Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3708.10 County/City Grant Revenue	(177,926.00)	0.00	(177,926.00)	0.00	0.00	0.00	0.00	0.00
TOTAL INCOME	(177,926.00)	0.00	(177,926.00)	0.00	0.00	0.00	0.00	0.00
EXPENSES								
4911.00 Administrative Salaries	3,454.12	0.00	(3,454.12)	41,741.97	0.00	(41,741.97)	0.00	(41,741.97)
4915.00 Administrative EBC Expenses	1,699.19	0.00	(1,699.19)	18,414.87	0.00	(18,414.87)	0.00	(18,414.87)
4922.00 Relocation Expenses	0.00	0.00	0.00	394.00	0.00	(394.00)	0.00	(394.00)
4941.00 Maintenance Labor	259.10	0.00	(259.10)	259.10	0.00	(259.10)	0.00	(259.10)
4942.18 HVAC Parts	891.50	0.00	(891.50)	891.50	0.00	(891.50)	0.00	(891.50)
4942.26 Lighting/Fixtures	39.90	0.00	(39.90)	9,632.06	0.00	(9,632.06)	0.00	(9,632.06)
4942.30 Miscellaneous Materials	0.00	0.00	0.00	33.57	0.00	(33.57)	0.00	(33.57)
4943.04 Electrical Expense	7,251.00	0.00	(7,251.00)	7,251.00	0.00	(7,251.00)	0.00	(7,251.00)
4962.00 General Expenses	13.04	0.00	(13.04)	5,232.31	0.00	(5,232.31)	0.00	(5,232.31)
4962.10 Compensated Absences Expense	3,617.04	0.00	(3,617.04)	3,617.04	0.00	(3,617.04)	0.00	(3,617.04)
4984.00 Prior Year Adjustment	(177,926.00)	0.00	177,926.00	(177,926.00)	0.00	177,926.00	0.00	177,926.00
TOTAL EXPENSES	(160,701.11)	0.00	160,701.11	(90,458.58)	0.00	90,458.58	0.00	90,458.58
SURPLUS	(17,224.89)	0.00	17,224.89	90,458.58	0.00	(90,458.58)	0.00	(90,458.58)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024

Program: Bertha Mitchell Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	37,231.63	41,486.83	(4,255.20)	392,767.73	497,842.00	(105,074.27)	497,842.00	(105,074.27)
HUD Revenues	354,628.73	181,726.17	172,902.56	1,847,699.04	2,180,714.00	(333,014.96)	2,180,714.00	(333,014.96)
Other Operating Revenue	200,114.01	24,435.58	175,678.43	339,400.48	293,227.00	46,173.48	293,227.00	46,173.48
TOTAL INCOME	591,974.37	247,648.58	344,325.79	2,579,867.25	2,971,783.00	(391,915.75)	2,971,783.00	(391,915.75)
EXPENSES								
Administrative Expense	12,436.64	52,771.73	40,335.09	559,086.87	633,261.00	74,174.13	633,261.00	74,174.13
Tenant Services	2,013.81	150.17	(1,863.64)	5,969.22	1,802.00	(4,167.22)	1,802.00	(4,167.22)
Utility Expense	10,007.80	41,567.67	31,559.87	167,279.12	498,812.00	331,532.88	498,812.00	331,532.88
4935.00 Sewer Expense	9,194.22	0.00	(9,194.22)	137,982.97	0.00	(137,982.97)	0.00	(137,982.97)
Maintenance	(34,825.85)	39,766.15	74,592.00	501,495.01	477,194.00	(24,301.01)	477,194.00	(24,301.01)
Protective Services	0.00	98.25	98.25	0.00	1,179.00	1,179.00	1,179.00	1,179.00
Insurance Expense	7,324.31	7,468.08	143.77	79,087.84	89,617.00	10,529.16	89,617.00	10,529.16
General Expense	505,245.34	6,947.42	(498,297.92)	544,455.02	83,369.00	(461,086.02)	83,369.00	(461,086.02)
TOTAL EXPENSES	511,396.27	148,769.47	(362,626.80)	1,995,356.05	1,785,234.00	(210,122.05)	1,785,234.00	(210,122.05)
SURPLUS	80,578.10	98,879.11	18,301.01	584,511.20	1,186,549.00	602,037.80	1,186,549.00	602,037.80

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Business Activities Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Administrative Revenue	1,500.00	0.00	1,500.00	5,886.63	0.00	5,886.63	0.00	5,886.63
Other Operating Revenue	3,095,836.58	0.00	3,095,836.58	3,937,749.99	0.00	3,937,749.99	0.00	3,937,749.99
TOTAL INCOME	3,097,336.58	0.00	3,097,336.58	3,943,636.62	0.00	3,943,636.62	0.00	3,943,636.62
EXPENSES								
Administrative Expense	(10,800.39)	0.00	10,800.39	41,117.25	0.00	(41,117.25)	0.00	(41,117.25)
4920.00 Asset Management Fee	0.00	0.00	0.00	6,560.96	0.00	(6,560.96)	0.00	(6,560.96)
4921.04 Resident Services - Council fee	79.35	0.00	(79.35)	1,488.30	0.00	(1,488.30)	0.00	(1,488.30)
Utilities Expense	34.13	0.00	(34.13)	0.00	0.00	0.00	0.00	0.00
Maintenance	4,031.62	0.00	(4,031.62)	0.00	0.00	0.00	0.00	0.00
Insurance Expense	(28,294.85)	0.00	28,294.85	0.00	0.00	0.00	0.00	0.00
General Expense	727,127.96	0.00	(727,127.96)	1,553,502.91	0.00	(1,553,502.91)	0.00	(1,553,502.91)
TOTAL EXPENSES	692,177.82	0.00	(692,177.82)	1,602,669.42	0.00	(1,602,669.42)	0.00	(1,602,669.42)
SURPLUS	2,405,158.76	0.00	(2,405,158.76)	2,340,967.20	0.00	(2,340,967.20)	0.00	(2,340,967.20)

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 03/31/2024
Program: Annex Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	28,612.08	24,325.91	4,286.17	307,921.55	291,911.00	16,010.55	291,911.00	16,010.55
HUD Revenue	81,438.00	85,379.50	(3,941.50)	982,112.00	1,024,554.00	(42,442.00)	1,024,554.00	(42,442.00)
Other Operating Revenue	892.14	(384.00)	1,276.14	7,564.21	(4,608.00)	12,172.21	(4,608.00)	12,172.21
TOTAL INCOME	110,942.22	109,321.41	1,620.81	1,297,597.76	1,311,857.00	(14,259.24)	1,311,857.00	(14,259.24)
EXPENSES								
Administrative Expense	19,388.80	34,124.43	14,735.63	488,329.98	409,493.00	(78,836.98)	409,493.00	(78,836.98)
Tenant Services	66.66	2.00	(64.66)	776.77	24.00	(752.77)	24.00	(752.77)
Utility Expense	11,401.89	9,081.08	(2,320.81)	111,759.32	108,973.00	(2,786.32)	108,973.00	(2,786.32)
4935.00 Sewer Expense	4,134.47	0.00	(4,134.47)	56,917.57	0.00	(56,917.57)	0.00	(56,917.57)
Maintenance	14,960.64	13,436.67	(1,523.97)	201,519.70	161,240.00	(40,279.70)	161,240.00	(40,279.70)
Protective Services	6,961.50	3,662.83	(3,298.67)	44,066.44	43,954.00	(112.44)	43,954.00	(112.44)
Insurance Expense	5,100.50	2,731.92	(2,368.58)	52,090.55	32,783.00	(19,307.55)	32,783.00	(19,307.55)
4962.00 General Expenses	541.25	1,389.00	847.75	4,828.55	16,668.00	11,839.45	16,668.00	11,839.45
4962.10 Compensated Absences Expense	36,220.87	0.00	(36,220.87)	36,220.87	0.00	(36,220.87)	0.00	(36,220.87)
4964.00 Bad Debt Expense	903.83	0.00	(903.83)	903.83	0.00	(903.83)	0.00	(903.83)
4974.00 Depreciation Expense	98,506.15	0.00	(98,506.15)	98,506.15	0.00	(98,506.15)	0.00	(98,506.15)
TOTAL EXPENSES	198,186.56	64,427.93	(133,758.63)	1,095,919.73	773,135.00	(322,784.73)	773,135.00	(322,784.73)
SURPLUS	(87,244.34)	44,893.48	132,137.82	201,678.03	538,722.00	337,043.97	538,722.00	337,043.97

Sarasota Housing Authority
Cash Position
June 30, 2024

Business Activities	67,425.43
HCV - HAP	1,373,065.39
HCV - Reserve	751,843.17
Bertha Mitchell	2,342,076.22
Towers	258,529.37
Annex	3,024,922.84
Energy Grant Program	81,785.13
Resident Services	276,243.93
SVC	1,246,637.65
SHMC	21,244.83
Towers LIHTC	348,384.10
Bertha Mitchell-SD	47,584.20
Towers - SD	22,145.67
Annex - SD	20,921.14
Rosemary Cohen	205,147.94
Development	4,216,723.60
Towers LIHTC Reserves	993,111.96
Towers LIHTC Construction	37,518.00
Litigations Proceeds	237,525.39
HCV FSS Escrow	338,718.69
PHA FSS Escrow	84,222.11
SHFC - Operating	1,059,037.73
SHFC - Restricted BB&T	115,210.57
SHFC - Reserve	429,384.84
Petty Cash	<u>500.00</u>
Total Cash	<u><u>17,599,909.90</u></u>
BA Investments	522,162.65
HCV Investments	<u>1,561,999.19</u>
Total Investments	<u><u>2,084,161.84</u></u>
Total Cash and Investments	<u><u>19,684,071.74</u></u>

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Annex Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	12,190.00	26,706.25	(14,516.25)	86,107.00	80,118.71	5,988.29	320,474.85	(234,367.85)
HUD Revenue	85,320.00	83,278.36	2,041.64	260,811.00	249,835.08	10,975.92	999,340.34	(738,529.34)
Other Operating Revenue	431.54	42,548.00	(42,116.46)	2,436.71	127,643.99	(125,207.28)	510,575.95	(508,139.24)
TOTAL INCOME	97,941.54	152,532.61	(54,591.07)	349,354.71	457,597.78	(108,243.07)	1,830,391.14	(1,481,036.43)
EXPENSES								
Administrative Expense	42,022.39	44,895.86	2,873.47	130,170.52	134,687.59	4,517.07	538,750.33	408,579.81
Tenant Services	91.07	34.85	(56.22)	281.69	104.54	(177.15)	418.15	136.46
Utility Expense	9,189.02	8,845.36	(343.66)	17,809.26	26,536.09	8,726.83	106,144.33	88,335.07
4935.00 Sewer Expense	5,044.93	4,463.54	(581.39)	9,580.13	13,390.62	3,810.49	53,562.47	43,982.34
Maintenance	25,659.71	58,443.70	32,783.99	43,224.37	175,331.08	132,106.71	701,324.38	658,100.01
Protective Services	3,370.50	3,006.96	(363.54)	6,583.50	9,020.89	2,437.39	36,083.54	29,500.04
Insurance Expense	9,972.32	5,077.85	(4,894.47)	20,637.27	15,233.54	(5,403.73)	60,934.14	40,296.87
4962.00 General Expenses	691.55	380.98	(310.57)	1,467.44	1,142.93	(324.51)	4,571.71	3,104.27
TOTAL EXPENSES	96,041.49	125,149.10	29,107.61	229,754.18	375,447.28	145,693.10	1,501,789.05	1,272,034.87
SURPLUS	1,900.05	27,383.51	25,483.46	119,600.53	82,150.50	(37,450.03)	328,602.09	209,001.56

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Business Activities Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Other Operating Revenue	1,429.30	0.00	1,429.30	369,949.13	0.00	369,949.13	0.00	369,949.13
TOTAL INCOME	1,429.30	0.00	1,429.30	369,949.13	0.00	369,949.13	0.00	369,949.13
EXPENSES								
Administrative Expense	122.94	0.00	(122.94)	10,076.84	0.00	(10,076.84)	0.00	(10,076.84)
4920.00 Asset Management Fee	5,304.50	0.00	(5,304.50)	5,304.50	0.00	(5,304.50)	0.00	(5,304.50)
4921.04 Resident Services - Council fee	79.35	0.00	(79.35)	238.05	0.00	(238.05)	0.00	(238.05)
Utilities Expense	380.28	0.00	(380.28)	380.28	0.00	(380.28)	0.00	(380.28)
Maintenance	0.00	0.00	0.00	3,057.09	0.00	(3,057.09)	0.00	(3,057.09)
Insurance Expense	1,992.39	0.00	(1,992.39)	1,992.39	0.00	(1,992.39)	0.00	(1,992.39)
General Expense	1,936.08	0.00	(1,936.08)	244,742.48	0.00	(244,742.48)	0.00	(244,742.48)
TOTAL EXPENSES	9,815.54	0.00	(9,815.54)	265,791.63	0.00	(265,791.63)	0.00	(265,791.63)
SURPLUS	(8,386.24)	0.00	8,386.24	104,157.50	0.00	(104,157.50)	0.00	(104,157.50)

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Bertha Mitchell Project: Consolidated

	Period	Period	Period	YTD	YTD	YTD	Annual	Remaining
	Amount	Budget	Variance	Amount	Budget	Variance	Budget	Budget
INCOME								
Tenant Revenue	43,428.00	32,185.45	11,242.55	124,132.72	96,556.36	27,576.36	386,225.45	(262,092.73)
HUD Revenues	108,407.65	430,236.31	(321,828.66)	217,587.65	1,290,708.92	(1,073,121.27)	5,162,835.69	(4,945,248.04)
Other Operating Revenue	19,270.46	11,109.97	8,160.49	44,261.25	33,329.89	10,931.36	133,319.61	(89,058.36)
TOTAL INCOME	171,106.11	473,531.73	(302,425.62)	385,981.62	1,420,595.17	(1,034,613.55)	5,682,380.75	(5,296,399.13)
EXPENSES								
Administrative Expense	156,222.83	50,675.30	(105,547.53)	304,685.70	152,025.85	(152,659.85)	608,103.36	303,417.66
Tenant Services	169.12	416.35	247.23	636.93	1,249.05	612.12	4,996.20	4,359.27
Utility Expense	12,740.62	14,288.09	1,547.47	23,607.43	42,864.28	19,256.85	171,457.11	147,849.68
4935.00 Sewer Expense	12,769.42	11,179.18	(1,590.24)	23,094.44	33,537.53	10,443.09	134,150.10	111,055.66
Maintenance	39,067.92	319,643.77	280,575.85	139,721.60	958,931.24	819,209.64	3,835,724.95	3,696,003.35
Insurance Expense	13,421.21	7,567.58	(5,853.63)	29,847.37	22,702.76	(7,144.61)	90,811.02	60,963.65
General Expense	2,491.40	3,642.35	1,150.95	7,944.28	10,927.03	2,982.75	43,708.12	35,763.84
TOTAL EXPENSES	236,882.52	407,412.62	170,530.10	529,537.75	1,222,237.74	692,699.99	4,888,950.86	4,359,413.11
SURPLUS	(65,776.41)	66,119.11	131,895.52	(143,556.13)	198,357.43	341,913.56	793,429.89	936,986.02

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Energy Grant Program Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TOTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSES								
4911.00 Administrative Salaries	3,846.00	0.00	(3,846.00)	11,658.00	0.00	(11,658.00)	0.00	(11,658.00)
4915.00 Administrative EBC Expenses	1,764.48	0.00	(1,764.48)	5,566.19	0.00	(5,566.19)	0.00	(5,566.19)
4942.08 Electrical Parts	0.00	0.00	0.00	39.89	0.00	(39.89)	0.00	(39.89)
4942.12 Fire Protection	0.00	0.00	0.00	859.58	0.00	(859.58)	0.00	(859.58)
4942.18 HVAC Parts	0.00	0.00	0.00	121.05	0.00	(121.05)	0.00	(121.05)
4943.05 Plumbing Expense	0.00	0.00	0.00	2,895.00	0.00	(2,895.00)	0.00	(2,895.00)
4943.06 HVAC Expense	25,422.00	0.00	(25,422.00)	25,422.00	0.00	(25,422.00)	0.00	(25,422.00)
4962.00 General Expenses	5,896.32	0.00	(5,896.32)	6,079.69	0.00	(6,079.69)	0.00	(6,079.69)
TOTAL EXPENSES	36,928.80	0.00	(36,928.80)	52,641.40	0.00	(52,641.40)	0.00	(52,641.40)
SURPLUS	(36,928.80)	0.00	36,928.80	(52,641.40)	0.00	52,641.40	0.00	52,641.40

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: FSS Forfeiture Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TOTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSES								
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024

Program: Resident Services Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3706.20 ROSS Grant	1,019.76	5,984.99	(4,965.23)	15,398.11	17,954.97	(2,556.86)	71,819.88	(56,421.77)
3706.30 HUD FSS Grant	16,655.00	6,723.95	9,931.05	0.00	20,171.85	(20,171.85)	80,687.41	(80,687.41)
3706.40 Youth Thrive Grant	0.00	0.00	0.00	(15,019.12)	0.00	(15,019.12)	0.00	(15,019.12)
3707.50 Other Admin Revenue	0.00	1,013.98	(1,013.98)	0.00	3,041.93	(3,041.93)	12,167.73	(12,167.73)
3707.51 Other Admin Revenue: YT	0.00	2,587.53	(2,587.53)	0.00	7,762.59	(7,762.59)	31,050.35	(31,050.35)
3715.00 Other Revenue	0.00	23.78	(23.78)	15,019.12	71.34	14,947.78	285.38	14,733.74
3715.05 Grant/Donations: Other	0.00	0.00	0.00	1,900.00	0.00	1,900.00	0.00	1,900.00
TOTAL INCOME	17,674.76	16,334.23	1,340.53	17,298.11	49,002.68	(31,704.57)	196,010.75	(178,712.64)
EXPENSES								
4911.00 Administrative Salaries	8,506.65	14,058.11	5,551.46	25,839.99	42,174.34	16,334.35	168,697.36	142,857.37
4912.10 Accounting Fee	935.28	249.75	(685.53)	935.28	749.26	(186.02)	2,997.05	2,061.77
4914.00 Marketing & Advertising	0.00	315.98	315.98	58.00	947.94	889.94	3,791.77	3,733.77
4915.00 Administrative EBC Expenses	1,899.32	3,347.21	1,447.89	6,730.30	10,041.62	3,311.32	40,166.48	33,436.18
4916.00 Office Supplies Expense	20.36	188.60	168.24	244.18	565.81	321.63	2,263.25	2,019.07
4918.00 Travel Expenses	45.13	131.82	86.69	516.92	395.46	(121.46)	1,581.85	1,064.93
4919.01 Telephone Expense	338.59	380.36	41.77	1,670.25	1,141.08	(529.17)	4,564.31	2,894.06
4919.02 Dues/Subscription Expense	0.00	81.78	81.78	0.00	245.33	245.33	981.33	981.33
4919.04 Training Expense	0.00	225.51	225.51	0.00	676.52	676.52	2,706.10	2,706.10
4919.07 Postage Expense	0.00	6.98	6.98	0.00	20.93	20.93	83.70	83.70
4919.08 Vehicle Repair Expense	0.00	12.01	12.01	0.00	36.03	36.03	144.13	144.13
4919.09 Office Lease Expense	501.36	516.40	15.04	1,504.08	1,549.20	45.12	6,196.81	4,692.73
4919.11 Internet Expense	260.80	566.31	305.51	1,043.21	1,698.93	655.72	6,795.73	5,752.52
4919.112 YT Internet	260.81	0.00	(260.81)	521.62	0.00	(521.62)	0.00	(521.62)
4919.12 Investigations	0.00	3.43	3.43	0.00	10.30	10.30	41.19	41.19
4919.15 Admin. General Contracts	846.85	771.49	(75.36)	2,261.43	2,314.47	53.04	9,257.87	6,996.44
4919.16 Admin. Equipment Contracts	24.38	103.92	79.54	73.13	311.76	238.63	1,247.06	1,173.93
4919.161 Admin Equip Contracts: YT	24.37	0.00	(24.37)	24.37	0.00	(24.37)	0.00	(24.37)
4921.02 Resident Services EBC Expenses	516.82	0.00	(516.82)	1,797.49	0.00	(1,797.49)	0.00	(1,797.49)
4921.021 YT - Shop w/a Cop	0.00	1,716.67	1,716.67	0.00	5,150.00	5,150.00	20,600.00	20,600.00
4921.03 Resident Services Tenant Servic	0.00	146.49	146.49	0.00	439.47	439.47	1,757.87	1,757.87
4921.04 Resident Services - Council Fee	0.00	154.79	154.79	0.00	464.36	464.36	1,857.42	1,857.42
4921.041 Resident Council Training/Travel	0.00	52.15	52.15	0.00	156.46	156.46	625.83	625.83
4921.09 YT - After School Tutors	200.00	249.92	49.92	600.00	749.76	149.76	2,999.03	2,399.03
4921.11 YT - Program Supplies/Activities	575.38	913.96	338.58	3,289.34	2,741.87	(547.47)	10,967.48	7,678.14
4921.12 YT - Printing/Advertising	50.75	4.01	(46.74)	50.75	12.02	(38.73)	48.07	(2.68)
4921.13 YT - Travel/Training	0.00	124.29	124.29	60.00	372.86	312.86	1,491.44	1,431.44
4932.00 Electricity Expense	155.04	347.98	192.94	261.95	1,043.95	782.00	4,175.80	3,913.85
4932.01 YT - Electricity Expense	155.03	0.00	(155.03)	261.95	0.00	(261.95)	0.00	(261.95)
4942.00 Materials Expense	0.00	5.38	5.38	0.00	16.13	16.13	64.53	64.53

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
4942.04 Cabinetry	194.00	0.00	(194.00)	194.00	0.00	(194.00)	0.00	(194.00)
4942.14 Flooring	23.96	0.00	(23.96)	23.96	0.00	(23.96)	0.00	(23.96)
4942.34 Paint/Drywall	103.98	0.00	(103.98)	238.38	0.00	(238.38)	0.00	(238.38)
4942.36 Plumbing parts	48.53	0.00	(48.53)	106.19	0.00	(106.19)	0.00	(106.19)
4943.01 Alarm Expense	0.00	36.05	36.05	0.00	108.15	108.15	432.60	432.60
4943.04 Electrical Expense	0.00	191.81	191.81	0.00	575.43	575.43	2,301.71	2,301.71
4943.10 Routine Maintenance Exp.	494.28	486.27	(8.01)	744.28	1,458.82	714.54	5,835.29	5,091.01
4943.101 YT - Routing Maintenance	494.28	57.19	(437.09)	744.28	171.56	(572.72)	686.23	(58.05)
4943.12 Equipment Leasing	179.06	174.43	(4.63)	537.18	523.28	(13.90)	2,093.14	1,555.96
4961.02 Liability Insurance	0.00	26.49	26.49	0.00	79.47	79.47	317.86	317.86
4961.03 Worker's Compensation Insurance	0.00	237.25	237.25	0.00	711.75	711.75	2,847.00	2,847.00
4961.04 Auto Insurance	449.22	494.08	44.86	1,347.66	1,482.25	134.59	5,929.01	4,581.35
4962.00 General Expenses	767.58	143.54	(624.04)	6,786.49	430.61	(6,355.88)	1,722.45	(5,064.04)
4985.00 Equity Transfer	0.00	0.00	0.00	(220,660.52)	0.00	220,660.52	0.00	220,660.52
TOTAL EXPENSES	18,071.81	26,522.41	8,450.60	(162,193.86)	79,567.18	241,761.04	318,268.75	480,462.61
SURPLUS	(397.05)	(10,188.18)	9,791.13	179,491.97	(30,564.50)	210,056.47	(122,258.00)	301,749.97

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Section 8 Voucher Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HUD Revenues	2,649,380.00	2,431,014.52	218,365.48	7,468,544.28	7,293,043.58	175,500.70	29,172,174.32	(21,703,630.04)
Other Operating Revenue	171.53	10,552.19	(10,380.66)	21,682.84	31,656.53	(9,973.69)	126,626.13	(104,943.29)
TOTAL INCOME	2,649,551.53	2,441,566.71	207,984.82	7,490,227.12	7,324,700.11	165,527.01	29,298,800.45	(21,808,573.33)
EXPENSES								
Administrative Expense	109,408.52	134,844.31	25,435.79	321,916.79	404,532.91	82,616.12	1,618,131.58	1,296,214.79
4921.03 Resident Services - Tenant	0.00	12.11	12.11	0.00	36.34	36.34	145.35	145.35
4921.041 Resident Council Training/ Travel	13.23	0.00	(13.23)	126.48	0.00	(126.48)	0.00	(126.48)
4922.00 Relocation Expenses	1,350.00	0.00	(1,350.00)	1,350.00	0.00	(1,350.00)	0.00	(1,350.00)
Utilities Expense	861.65	782.47	(79.18)	1,416.43	2,347.42	930.99	9,389.67	7,973.24
Maintenance	2,040.00	2,479.80	439.80	5,705.61	7,439.36	1,733.75	29,757.49	24,051.88
Insurance	1,052.20	1,906.74	854.54	3,473.92	5,720.19	2,246.27	22,880.78	19,406.86
General Expense	1,423.95	2,073.63	649.68	3,948.51	6,220.88	2,272.37	24,883.52	20,935.01
4964.00 Bad Debt Expense	0.00	41.77	41.77	0.00	125.32	125.32	501.27	501.27
4971.50 Misc - Landlord Bonus	0.00	4,720.83	4,720.83	1,500.00	14,162.50	12,662.50	56,650.00	55,150.00
4971.51 EHV Reimbursables	0.00	858.33	858.33	0.00	2,575.00	2,575.00	10,300.00	10,300.00
HAP Expense	2,514,313.63	2,237,073.29	(277,240.34)	7,442,639.77	6,711,219.87	(731,419.90)	26,844,879.48	19,402,239.71
TOTAL EXPENSES	2,630,463.18	2,384,793.28	(245,669.90)	7,782,077.51	7,154,379.79	(627,697.72)	28,617,519.14	20,835,441.63
SURPLUS	19,088.35	56,773.43	(37,685.08)	(291,850.39)	170,320.32	(462,170.71)	681,281.31	(973,131.70)

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: SHFC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue Other	92,239.36	87,081.45	5,157.91	293,043.88	261,244.36	31,799.52	1,044,977.38	(751,933.50)
Other Revenue	12,298.70	24,290.63	(11,991.93)	16,299.43	72,871.89	(56,572.46)	291,487.55	(275,188.12)
TOTAL INCOME	104,538.06	111,372.08	(6,834.02)	309,343.31	334,116.25	(24,772.94)	1,336,464.93	(1,027,121.62)
EXPENSES								
Administrative Expense	26,502.16	22,431.56	(4,070.60)	66,455.38	67,294.62	839.24	269,178.50	202,723.12
4921.02 YT-Shop w/Cop	0.00	54.17	54.17	0.00	162.50	162.50	650.00	650.00
4922.00 Relocation Expenses	0.00	178.88	178.88	0.00	536.63	536.63	2,146.52	2,146.52
Utilities Expense	4,680.67	3,641.79	(1,038.88)	8,901.19	10,925.39	2,024.20	43,701.59	34,800.40
4935.00 Sewer Expense	2,707.85	2,337.69	(370.16)	5,281.27	7,013.06	1,731.79	28,052.23	22,770.96
Maintenance	25,468.82	53,922.20	28,453.38	71,800.65	161,766.54	89,965.89	647,066.20	575,265.55
Insurance Expense	10,748.53	12,434.95	1,686.42	40,857.43	37,304.83	(3,552.60)	149,219.33	108,361.90
General Expense	4,624.00	5,474.90	850.90	16,773.12	16,424.70	(348.42)	65,698.79	48,925.67
TOTAL EXPENSES	74,732.03	100,476.14	25,744.11	210,069.04	301,428.27	91,359.23	1,205,713.16	995,644.12
SURPLUS	29,806.03	10,895.94	18,910.09	99,274.27	32,687.98	66,586.29	130,751.77	(31,477.50)

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Sarasota Housing Mgmt Corp Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3707.10 Management Fee Revenue	1,113.88	0.00	1,113.88	(2,365.05)	0.00	(2,365.05)	0.00	(2,365.05)
3715.00 Other Revenue	0.00	0.00	0.00	9,655.44	0.00	9,655.44	0.00	9,655.44
TOTAL INCOME	1,113.88	0.00	1,113.88	7,290.39	0.00	7,290.39	0.00	7,290.39
EXPENSES								
4961.00 Insurance Expense	55.35	0.00	(55.35)	166.05	0.00	(166.05)	0.00	(166.05)
4961.02 Liability Insurance	386.59	0.00	(386.59)	1,159.77	0.00	(1,159.77)	0.00	(1,159.77)
TOTAL EXPENSES	441.94	0.00	(441.94)	1,325.82	0.00	(1,325.82)	0.00	(1,325.82)
SURPLUS	671.94	0.00	(671.94)	5,964.57	0.00	(5,964.57)	0.00	(5,964.57)

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: SVC Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
TENANT REVENUE								
3703.00 Tenant Dwelling Rental	90,617.07	101,432.02	(10,814.95)	284,713.75	304,296.07	(19,582.32)	1,217,184.26	(932,470.51)
3704.10 Tenant Revenue - Late Fees	420.00	72.10	347.90	420.00	216.30	203.70	865.20	(445.20)
3704.20 Tenant Revenue - Maint. Fees	75.00	2.26	72.74	175.00	6.78	168.22	27.10	147.90
3704.30 Tenant Revenue - Other	0.00	425.28	(425.28)	0.00	1,275.83	(1,275.83)	5,103.31	(5,103.31)
TOTAL TENANT REVENUE	91,112.07	101,931.66	(10,819.59)	285,308.75	305,794.98	(20,486.23)	1,223,179.87	(937,871.12)
HUD REVENUE								
3707.50 Other Admin Revenue	10,121.22	5,343.61	4,777.61	23,612.38	16,030.84	7,581.54	64,123.35	(40,510.97)
TOTAL HUD REVENUE	10,121.22	5,343.61	4,777.61	23,612.38	16,030.84	7,581.54	64,123.35	(40,510.97)
OTHER OPERATING REVENUE								
3715.00 Other Revenue	0.00	13,248.77	(13,248.77)	975.56	39,746.32	(38,770.76)	158,985.28	(158,009.72)
TOTAL OTHER OPERATING REVENUE	0.00	13,248.77	(13,248.77)	975.56	39,746.32	(38,770.76)	158,985.28	(158,009.72)
TOTAL INCOME	101,233.29	120,524.04	(19,290.75)	309,896.69	361,572.14	(51,675.45)	1,446,288.50	(1,136,391.81)
EXPENSES								
Administrative Expense	16,825.74	23,363.80	6,538.06	51,714.04	70,091.36	18,377.32	280,365.53	228,651.49
Tenant Services	6.63	0.00	(6.63)	63.43	0.00	(63.43)	0.00	(63.43)
4922.00 Relocation Expenses	51,198.88	25,000.00	(26,198.88)	75,347.41	75,000.00	(347.41)	300,000.00	224,652.59
Utility Expense	10,073.05	4,546.35	(5,526.70)	21,140.25	13,639.06	(7,501.19)	54,556.22	33,415.97
4935.00 Sewer Expense	8,178.48	5,700.70	(2,477.78)	15,573.69	17,102.10	1,528.41	68,408.41	52,834.72
Maintenance	18,460.29	37,033.07	18,572.78	71,034.79	111,099.17	40,064.38	444,396.76	373,361.97
INSURANCE EXPENSE								
4961.00 Insurance Expense	0.00	27.74	27.74	0.00	83.23	83.23	332.92	332.92
4961.01 Property Insurance	5,352.15	3,211.20	(2,140.95)	10,705.30	9,633.61	(1,071.69)	38,534.43	27,829.13
4961.02 Liability Insurance	1,455.57	31.18	(1,424.39)	3,052.21	93.53	(2,958.68)	374.10	(2,678.11)
4961.03 Worker's Compensation Insurance	0.00	301.96	301.96	0.00	905.87	905.87	3,623.46	3,623.46
4961.04 Auto Insurance	848.71	487.79	(360.92)	1,738.52	1,463.36	(275.16)	5,853.45	4,114.93
TOTAL INSURANCE EXPENSE	7,656.43	4,059.87	(3,596.56)	15,496.03	12,179.60	(3,316.43)	48,718.36	33,222.33
General Expense	208.27	123.72	(84.55)	1,480.13	371.15	(1,108.98)	1,484.61	4.48
5210.00 Appliances	0.00	681.86	681.86	0.00	2,045.59	2,045.59	8,182.34	8,182.34
TOTAL EXPENSES	112,607.77	100,509.37	(12,098.40)	251,849.77	301,528.03	49,678.26	1,206,112.23	954,262.46
SURPLUS	(11,374.48)	20,014.67	(31,389.15)	58,046.92	60,044.11	(1,997.19)	240,176.27	(182,129.35)

Sarasota Housing Authority

Operating Statement

Six Months Ending 06/30/2024

Program: McCown Tower Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	32,207.00	33,761.75	(1,554.75)	193,660.46	202,570.50	(8,910.04)	405,141.00	(211,480.54)
HUD Revenue	38,992.00	33,650.00	5,342.00	238,080.00	201,900.00	36,180.00	403,800.00	(165,720.00)
Other Operating Revenue	203.99	(3,060.42)	3,264.41	3,082.00	(18,362.50)	21,444.50	(36,725.00)	39,807.00
TOTAL INCOME	71,402.99	64,351.33	7,051.66	434,822.46	386,108.00	48,714.46	772,216.00	(337,393.54)
EXPENSES								
Administrative Expense	8,354.75	10,956.42	2,601.67	80,443.66	65,738.51	(14,705.15)	131,477.00	51,033.34
Tenant Services	79.35	58.80	(20.55)	396.75	352.78	(43.97)	705.55	308.80
Utility Expense	3,919.35	8,711.97	4,792.62	37,018.58	52,271.82	15,253.24	104,543.63	67,525.05
4935.00 Sewer Expense	4,568.05	2,640.84	(1,927.21)	24,304.67	15,845.07	(8,459.60)	31,690.13	7,385.46
Maintenance	12,057.26	13,162.79	1,105.53	68,330.95	78,976.84	10,645.89	157,953.66	89,622.71
Protective Services	4,134.84	2,730.66	(1,404.18)	17,758.59	16,383.97	(1,374.62)	32,767.93	15,009.34
Insurance Expense	8,665.24	8,730.34	65.10	19,255.30	52,382.03	33,126.73	104,764.07	85,508.77
General Expense	118.70	3,959.17	3,840.47	5,898.53	23,755.02	17,856.49	47,510.03	41,611.50
TOTAL EXPENSES	41,897.54	50,950.99	9,053.45	253,407.03	305,706.04	52,299.01	611,412.00	358,004.97
SURPLUS	29,505.45	13,400.34	16,105.11	181,415.43	80,401.96	101,013.47	160,804.00	20,611.43

Sarasota Housing Authority
Operating Statement
Three Months Ending 06/30/2024
Program: Towers (HUD) Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HUD Revenue	38,992.00	0.00	38,992.00	118,243.00	0.00	118,243.00	0.00	118,243.00
TOTAL INCOME	38,992.00	0.00	38,992.00	118,243.00	0.00	118,243.00	0.00	118,243.00
EXPENSES								
General Expense	38,992.00	0.00	(38,992.00)	118,243.00	0.00	(118,243.00)	0.00	(118,243.00)
TOTAL EXPENSES	38,992.00	0.00	(38,992.00)	118,243.00	0.00	(118,243.00)	0.00	(118,243.00)
SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Janies Garden

Budget Operating Report

As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	60,631.00	51,641.67	8,989.33	339,560.00	309,850.02	29,709.98	619,700.04
512100 - SUBSIDY REVENUE	27,799.00	34,372.00	(6,573.00)	183,807.00	206,232.00	(22,425.00)	412,464.00
TOTAL RENT INCOME	88,430.00	86,013.67	2,416.33	523,367.00	516,082.02	7,284.98	1,032,164.04
VACANCIES							
522000 - VACANCIES - TENANT	(7,817.00)	(1,666.00)	(6,151.00)	(49,304.00)	(6,996.00)	(42,308.00)	(17,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	(1,440.00)	0.00	(1,440.00)	(4,711.00)	0.00	(4,711.00)	0.00
TOTAL VACANCIES	(9,257.00)	(1,666.00)	(7,591.00)	(54,015.00)	(6,996.00)	(47,019.00)	(17,000.00)
NET RENTAL INCOME	79,173.00	84,347.67	(5,174.67)	469,352.00	509,086.02	(39,734.02)	1,015,164.04
SERVICES INCOME							
531000 - COIN OPERATIONS	0.00	21.00	(21.00)	573.89	126.00	447.89	250.00
533000 - TENANT APPLICATION FEE	30.00	150.00	(120.00)	695.00	900.00	(205.00)	1,600.00
TOTAL SERVICES INCOME	30.00	171.00	(141.00)	1,268.89	1,026.00	242.89	1,850.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	32.15	0.00	32.15	179.69	0.00	179.69	0.00
541200 - INT INC - RESERVES & ESCROWS	360.10	0.00	360.10	1,818.62	0.00	1,818.62	0.00
TOTAL FINANCIAL INCOME	392.25	0.00	392.25	1,998.31	0.00	1,998.31	0.00
OTHER INCOME							
592500 - LATE CHARGES	900.00	550.00	350.00	6,400.00	3,050.00	3,350.00	6,354.00
593000 - RETURNED CHECKS CHARGES	0.00	0.00	0.00	25.00	0.00	25.00	0.00
593600 - LEGAL INCOME	680.00	0.00	680.00	2,218.11	0.00	2,218.11	0.00
593800 - CLEANING FEE	125.00	0.00	125.00	1,270.00	0.00	1,270.00	0.00
593900 - DAMAGES	260.00	400.00	(140.00)	(232.69)	2,400.00	(2,632.69)	4,596.00
598100 - RECOVERY OF BAD DEBTS	(249.00)	0.00	(249.00)	864.27	0.00	864.27	0.00
598200 - RENT CONCESSIONS	0.00	0.00	0.00	(187.09)	0.00	(187.09)	0.00
TOTAL OTHER INCOME	1,716.00	950.00	766.00	10,357.60	5,450.00	4,907.60	10,950.00
TOTAL INCOME	81,311.25	85,468.67	(4,157.42)	482,976.80	515,562.02	(32,585.22)	1,027,964.04
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	43.00	43.00	687.26	508.00	(179.26)	756.00
622500 - CREDIT REPORTS	39.33	88.00	48.67	1,347.48	528.00	(819.48)	1,012.00
624500 - INSPECTION FEES	0.00	0.00	0.00	0.00	200.00	200.00	400.00
625500 - EVICTION EXPENSE	90.00	267.00	177.00	1,523.17	1,602.00	78.83	3,000.00
TOTAL RENTING EXPENSES	129.33	398.00	268.67	3,557.91	2,838.00	(719.91)	5,168.00
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,852.74	1,333.00	(519.74)	9,180.01	8,665.00	(515.01)	17,648.00
631100 - OFFICE EXPENSE	458.00	384.00	(74.00)	1,721.54	2,304.00	582.46	4,304.00
631111 - BANK CHARGES	44.02	48.00	3.98	229.73	440.00	210.27	728.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	276.00	276.00	0.00	552.00	552.00	1,104.00
631502 - OFFICE/COMPUTER - SERVICES	582.22	615.00	32.78	1,201.42	1,230.00	28.58	2,460.00
632000 - MANAGEMENT FEES	4,714.25	4,650.00	(64.25)	28,727.33	27,900.00	(827.33)	55,800.00
632500 - ANSWERING SERVICE	0.00	38.00	38.00	0.00	228.00	228.00	456.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	2,338.44	1,660.00	(678.44)	7,169.10	10,790.00	3,620.90	21,995.00
634000 - LEGAL EXPENSE	0.00	0.00	0.00	84.57	0.00	(84.57)	0.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	193.12	0.00	(193.12)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	500.00	500.00	500.00	500.00	0.00	500.00
635000 - AUDIT EXPENSE	0.00	2,500.00	2,500.00	6,725.00	5,000.00	(1,725.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	566.82	595.00	28.18	1,700.46	1,190.00	(510.46)	2,380.00
635400 - SOFTWARE LICENSE EXPENSE	69.99	0.00	(69.99)	5,929.43	5,600.00	(329.43)	5,600.00
636000 - TELEPHONE	36.08	253.00	216.92	1,951.34	1,527.00	(424.34)	3,045.00
637000 - BAD DEBT EXPENSE	7,034.66	420.00	(6,614.66)	13,047.46	2,520.00	(10,527.46)	4,998.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	167.00	167.00	38.89	1,002.00	963.11	2,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	3,006.12	2,888.00	(118.12)	9,638.96	17,328.00	7,689.04	34,656.00
638400 - TRAINING EXPENSE	44.46	150.00	105.54	44.18	1,200.00	1,155.82	2,100.00
638500 - TRAVEL EXPENSE	0.00	95.00	95.00	150.00	570.00	420.00	1,140.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	200.00	200.00	368.75	1,200.00	831.25	2,000.00
639002 - MISC ADMIN EXP - Consultant Fees	0.00	0.00	0.00	1,750.00	0.00	(1,750.00)	0.00
Total ADMINISTRATIVE EXPENSES	20,747.80	16,772.00	(3,975.80)	90,351.29	89,746.00	(605.29)	172,914.00
OPERATING EXPENSE							
641900 - UNIFORMS EXPENSE	0.00	0.00	0.00	0.00	250.00	250.00	500.00
643000 - MAINTENANCE PAYROLL	1,300.13	4,328.00	3,027.87	13,072.40	28,130.00	15,057.60	58,471.00
643100 - JANITOR SUPPLIES	249.33	200.00	(49.33)	569.14	1,275.00	705.86	1,700.00
645000 - ELECTRICITY	945.63	833.00	(112.63)	5,462.17	4,998.00	(464.17)	10,000.00
645050 - ELECTRICITY - Vacant Unit	8.45	0.00	(8.45)	2,140.99	0.00	(2,140.99)	0.00
645100 - WATER	3,504.64	4,000.00	495.36	19,459.55	24,000.00	4,540.45	48,000.00

Janies Garden Budget Operating Report As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
645300 - SEWER	4,978.20	4,836.00	(142.20)	26,079.43	29,016.00	2,936.57	58,000.00
645500 - UTILITY PROCESSING / COMMISSIONS	82.56	86.00	3.44	412.80	516.00	103.20	1,032.00
645551 - Vacant Unit Recovery Fees	9.28	0.00	(9.28)	27.84	0.00	(27.84)	0.00
646000 - EXTERMINATING	1,635.75	1,315.00	(320.75)	4,717.38	5,290.00	572.62	7,000.00
647000 - GARBAGE & RUBBISH REMOVAL	4,912.89	3,125.00	(1,787.89)	31,346.56	18,750.00	(12,596.56)	37,500.00
647100 - FIRE SERVICE FEE / REPAIRS	531.46	833.00	301.54	10,000.82	4,998.00	(5,002.82)	10,001.00
649000 - MISC OPERATING EXPENSE	0.00	100.00	100.00	29.94	600.00	570.06	1,200.00
TOTAL OPERATING EXPENSE	18,158.32	19,656.00	1,497.68	113,319.02	117,823.00	4,503.98	233,404.00
MAINTENANCE EXPENSE							
652000 - GROUNDS	0.00	0.00	0.00	3,179.97	0.00	(3,179.97)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
652002 - GROUNDS - Contract	0.00	1,755.00	1,755.00	17,055.00	10,530.00	(6,525.00)	21,106.00
653000 - EXTERIOR PAINTING / REPAIRS	61.42	382.40	320.98	836.42	2,305.40	1,468.98	4,599.80
653500 - CLEANING EXPENSE	200.00	0.00	(200.00)	1,550.00	0.00	(1,550.00)	0.00
654100 - REPAIRS - APPLIANCES	122.44	250.00	127.56	633.40	2,000.00	1,366.60	2,500.00
654200 - REPAIRS - CARPET & FLOORS	0.00	204.00	204.00	500.00	1,774.00	1,274.00	2,996.00
654300 - REPAIRS - CARPENTRY	9,423.09	583.00	(8,840.09)	15,474.21	3,498.00	(11,976.21)	7,002.00
654400 - REPAIRS - ELECTRICAL	351.09	150.00	(201.09)	1,268.78	900.00	(368.78)	2,000.00
654600 - REPAIRS - PLUMBING	358.69	360.00	1.31	1,568.99	2,448.00	879.01	5,040.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	0.00	0.00	0.00	17,816.40	0.00	(17,816.40)	0.00
654800 - SERVICE CONTRACTS	0.00	46.00	46.00	0.00	725.00	725.00	1,000.00
655100 - REPAIRS - HVAC	1,746.48	867.20	(879.28)	6,605.08	5,203.20	(1,401.88)	10,400.00
656000 - DECORATING EXPENSE	998.85	635.00	(363.85)	6,826.29	3,810.00	(3,016.29)	8,000.00
657000 - MOTOR VEHICLE REPAIRS	0.00	125.00	125.00	27.82	750.00	722.18	1,506.00
658500 - SMALL TOOLS EXPENSE	74.67	0.00	(74.67)	1,543.63	300.00	(1,243.63)	600.00
659000 - MISC MAINTENANCE EXPENSE	21.36	0.00	(21.36)	444.17	500.00	55.83	500.00
TOTAL MAINTENANCE EXPENSE	13,358.09	5,357.60	(8,000.49)	75,330.16	36,743.60	(38,586.56)	69,249.80
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	7,684.82	7,685.00	0.18	45,703.30	45,703.00	(0.30)	90,597.00
TOTAL INTEREST EXPENSE	7,684.82	7,685.00	0.18	45,703.30	45,703.00	(0.30)	90,597.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	42,000.00
671100 - PAYROLL TAXES	418.98	561.00	142.02	2,384.01	4,459.00	2,074.99	8,350.00
672000 - INSURANCE EXPENSE	219,242.86	800.00	(218,442.86)	219,242.86	57,300.00	(161,942.86)	268,700.00
672100 - HEALTH INSURANCE	503.70	1,200.00	696.30	1,309.53	7,200.00	5,890.47	14,400.00
672200 - WORKERS COMP INSURANCE	56.34	173.00	116.66	414.08	1,125.00	710.92	2,332.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	60.00	1,002.00	942.00	2,000.00
672500 - EMPLOYEE BENEFITS	438.83	450.00	11.17	1,405.78	2,700.00	1,294.22	5,400.00
TOTAL TAXES & INSURANCE	220,660.71	3,351.00	(217,309.71)	224,816.26	73,786.00	(151,030.26)	343,182.00
OTHER EXPENSES							
687000 - AGENCY SERVICE FEE	0.00	0.00	0.00	262.50	400.00	137.50	1,000.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	262.50	400.00	137.50	1,000.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	981.91	0.00	(981.91)	2,303.96	3,000.00	696.04	4,000.00
721102 - Flooring: Carpet & Tile	0.00	1,000.00	1,000.00	23,638.37	6,000.00	(17,638.37)	10,000.00
721105 - Water Heaters	0.00	0.00	0.00	434.22	0.00	(434.22)	0.00
721106 - HVAC Equipment	12,767.08	1,000.00	(11,767.08)	18,297.08	9,500.00	(8,797.08)	10,000.00
721112 - Doors & Wndows (Exterior)	0.00	0.00	0.00	668.70	0.00	(668.70)	0.00
TOTAL EQUIPMENT PURCHASES	13,748.99	2,000.00	(11,748.99)	45,342.33	18,500.00	(26,842.33)	24,000.00
TOTAL CORPORATE EXPENSES	294,488.06	55,219.60	(239,268.46)	598,682.77	385,539.60	(213,143.17)	939,514.80
NET PROFIT OR LOSS	(213,176.81)	30,249.07	(243,425.88)	(115,705.97)	130,022.42	(245,728.39)	88,449.24
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	4,085.00	3,500.00	(585.00)	24,510.00	21,000.00	(3,510.00)	42,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(42,000.00)
790200 - PROPERTY INSURANCE ESC DEP	21,215.00	22,325.00	1,110.00	127,290.00	133,950.00	6,660.00	267,900.00
790201 - PROPERTY INS ESC WITHDRAWALS	(219,242.86)	0.00	219,242.86	(219,242.86)	(56,500.00)	162,742.86	(267,900.00)
791000 - PROV FOR REPLACEMENTS	2,332.42	2,333.00	0.58	13,994.52	13,998.00	3.48	28,341.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(24,000.00)
793000 - PROV FOR MORT PRIN AMORT	4,123.70	4,124.00	0.30	25,147.82	25,148.00	0.18	51,107.00
TOTAL NON-OPERATING EXPENSES	(187,486.74)	32,282.00	219,768.74	(28,300.52)	137,596.00	165,896.52	55,448.00
NET CASH (+) / DEF (-)	(25,690.07)	(2,032.93)	(23,657.14)	(87,405.45)	(7,573.58)	(79,831.87)	33,001.24

Janies Garden Balance Sheet

June 30, 2024

Assets

Current Assets

Cash

IRM Master Escrow Account	(9,440.82)
PETTY CASH	400.00
CASH IN BANK GENERAL	4,633.54
CASH IN BANK - SECURITY DEPOSITS	52,257.32
Total Cash	<u>47,850.04</u>

Accounts Receivable

A/R - RESIDENTS	13,541.00
Voucher / PBV - Suspense	8,860.82
A/R - PBV SUBSIDY	3,099.00
A/R - VOUCHER SUBSIDY	956.00
DUE FROM PARTNERS	200.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(7,894.50)
Total Accounts Receivable	<u>18,762.32</u>

Deposits & Escrows

REAL ESTATE TAX ESCROW	62,835.07
PROPERTY & LIABILITY INSURANCE ESCROW	22,922.14
RESERVE FOR REPLACEMENTS	54,650.38
OPERATING RESERVE FUND	219,845.64
Total Deposits & Escrows	<u>360,253.23</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	63,123.00
MISC PREPAID EXPENSE	118.25
Total Other Current Assets	<u>63,241.25</u>

Total Current Assets

490,106.84

Fixed Assets

LAND	559,730.00
BUILDINGS	14,771,868.18

Depreciation & Amortization

ACC DEPR BUILDINGS	(8,697,306.00)
Total Depreciation & Amortization	<u>(8,697,306.00)</u>

Total Fixed Assets

6,634,292.18

Other Assets

DEPOSITS - RECEIVABLE	24,803.47
START-UP COSTS	59,000.18
LIHTC FEE	211,731.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(204,719.00)
ACC - AMORT FINANCING FEES (Old)	(65,509.00)
RAR ADJ - ACCUM AMORTIZATION	(59,000.00)
Total Other Assets	<u>(33,693.35)</u>

Total Assets

7,090,705.67

Janies Garden Balance Sheet

June 30, 2024

Liabilities & Equity

Liabilities

Current Liabilities

DEVELOPMENT FEE PAYABLE	292,683.66
ACCOUNTS PAYABLE	197,624.14
ACCOUNTS PAYABLE - OTHER	40,672.45
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	7,798.00
ACCRUED INTEREST PAYABLE - 2ND MORTG.	2,918,902.09
ACCRUED INTEREST - M.J. LEVITT	51,332.19
ACCRUED EXPENSE	8,064.00
ACCRUED PARTNERSHIP EXPENSES	184,065.42
SECURITY DEPOSIT REFUNDS IN TRANSIT	2,737.00
Total Current Liabilities	<u>3,703,878.95</u>

Other Current Liabilities

SECURITY DEPOSIT LIABILITY	48,368.14
SECURITY DEP INT LIABILITY	1,260.84
PREPAID RENTS	22,797.71
Total Other Current Liabilities	<u>72,426.69</u>

Long Term Liabilities

DEFERRED FINANCING FEES	(113,408.68)
1ST MORTGAGE PAYABLE	1,423,765.37
SECOND MORTGAGE PAYABLE (Old)	325,000.00
OTHER MORTGAGE PAYABLE (Old)	1,869,500.00
LOAN PAYABLE	765,000.00
Total Long Term Liabilities	<u>4,269,856.69</u>

Total Liabilities 8,046,162.33

Equity

Retained Earnings	(839,750.69)
Current Net Income	<u>(115,705.97)</u>

Total Equity (955,456.66)

Total Liabilities & Equity 7,090,705.67

Janies Garden II

Budget Operating Report

As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	43,461.00	29,858.33	13,602.67	241,546.00	179,149.98	62,396.02	358,299.96
512100 - SUBSIDY REVENUE	31,484.00	36,500.00	(5,016.00)	168,030.00	219,000.00	(50,970.00)	438,000.00
TOTAL RENT INCOME	74,945.00	66,358.33	8,586.67	409,576.00	398,149.98	11,426.02	796,299.96
VACANCIES							
522000 - VACANCIES - TENANT	(18,216.00)	(830.00)	(17,386.00)	(91,176.00)	(7,470.00)	(83,706.00)	(15,000.00)
TOTAL VACANCIES	(18,216.00)	(830.00)	(17,386.00)	(91,176.00)	(7,470.00)	(83,706.00)	(15,000.00)
NET RENTAL INCOME	56,729.00	65,528.33	(8,799.33)	318,400.00	390,679.98	(72,279.98)	781,299.96
SERVICES INCOME							
533000 - TENANT APPLICATION FEE	0.00	0.00	0.00	60.00	0.00	60.00	0.00
TOTAL SERVICES INCOME	0.00	0.00	0.00	60.00	0.00	60.00	0.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	45.28	0.00	45.28	828.48	0.00	828.48	0.00
541200 - INT INC - RESERVES & ESCROWS	1,233.62	0.00	1,233.62	7,634.73	0.00	7,634.73	0.00
541400 - INT INC - OPERATING RESERVE	350.18	0.00	350.18	2,240.24	0.00	2,240.24	0.00
541500 - INT INC - DEBT SERVICE RESERVE	744.91	0.00	744.91	4,491.65	0.00	4,491.65	0.00
TOTAL FINANCIAL INCOME	2,373.99	0.00	2,373.99	15,195.10	0.00	15,195.10	0.00
OTHER INCOME							
591000 - SECURITY DEPOSIT FORFEITURE	0.00	0.00	0.00	334.66	0.00	334.66	0.00
592500 - LATE CHARGES	750.00	600.00	150.00	4,565.00	3,600.00	965.00	6,604.00
593600 - LEGAL INCOME	590.54	0.00	590.54	3,605.30	0.00	3,605.30	0.00
593800 - CLEANING FEE	635.00	0.00	635.00	1,840.00	0.00	1,840.00	0.00
593900 - DAMAGES	580.00	100.00	480.00	1,098.00	600.00	498.00	1,200.00
TOTAL OTHER INCOME	2,555.54	700.00	1,855.54	11,442.96	4,200.00	7,242.96	7,804.00
TOTAL INCOME	61,658.53	66,228.33	(4,569.80)	345,098.06	394,879.98	(49,781.92)	789,103.96
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	70.00	70.00	596.72	420.00	(176.72)	700.00
622500 - CREDIT REPORTS	0.00	29.00	29.00	0.00	174.00	174.00	350.00
624500 - INSPECTION FEES	0.00	0.00	0.00	0.00	806.40	806.40	1,000.40
625500 - EVICTION EXPENSE	120.54	232.00	111.46	1,049.74	1,392.00	342.26	3,396.00
TOTAL RENTING EXPENSES	120.54	331.00	210.46	1,646.46	2,792.40	1,145.94	5,446.40
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,507.99	1,094.00	(413.99)	7,565.72	7,111.00	(454.72)	14,720.00
631100 - OFFICE EXPENSE	215.60	500.00	284.40	1,068.53	2,400.00	1,331.47	3,800.00
631108 - MEMBERSHIP DUES EXPENSE	0.00	0.00	0.00	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	47.96	65.00	17.04	268.33	410.00	141.67	800.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	218.00	218.00	0.00	436.00	436.00	872.00
631502 - OFFICE/COMPUTER - SERVICES	460.36	490.00	29.64	949.96	980.00	30.04	1,960.00
632000 - MANAGEMENT FEES	4,997.28	3,775.00	(1,222.28)	20,958.86	22,650.00	1,691.14	45,300.00
632500 - ANSWERING SERVICE	89.60	30.08	(59.52)	448.00	180.48	(267.52)	360.14
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,846.16	1,310.00	(536.16)	4,646.16	8,516.00	3,869.84	17,687.00
634000 - LEGAL EXPENSE	0.00	0.00	0.00	157.07	0.00	(157.07)	0.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	152.46	0.00	(152.46)	0.00
635000 - AUDIT EXPENSE	0.00	2,500.00	2,500.00	6,725.00	5,000.00	(1,725.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	575.28	602.00	26.72	1,150.56	1,204.00	53.44	2,408.00
635400 - SOFTWARE LICENSE EXPENSE	32.78	0.00	(32.78)	4,866.50	4,300.00	(566.50)	4,300.00
636000 - TELEPHONE	28.49	210.00	181.51	1,540.57	1,260.00	(280.57)	2,520.00
636500 - CABLE TV / INTERNET EXPENSE	96.51	102.00	5.49	589.06	612.00	22.94	1,220.00
637000 - BAD DEBT EXPENSE	3,514.10	500.00	(3,014.10)	8,550.22	3,000.00	(5,550.22)	6,000.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	83.00	83.00	38.89	498.00	459.11	1,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,393.27	2,281.00	(112.27)	7,179.81	13,686.00	6,506.19	27,372.00
638400 - TRAINING EXPENSE	35.10	118.17	83.07	35.10	953.55	918.45	1,649.72
638500 - TRAVEL EXPENSE	0.00	75.00	75.00	569.62	450.00	(119.62)	900.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	84.00	84.00	138.75	504.00	365.25	1,008.00
Total ADMINISTRATIVE EXPENSES	15,840.48	14,037.25	(1,803.23)	67,620.19	74,151.03	6,530.84	143,876.86
OPERATING EXPENSE							
641900 - UNIFORMS EXPENSE	0.00	40.00	40.00	0.00	240.00	240.00	395.00
643000 - MAINTENANCE PAYROLL	927.26	3,417.00	2,489.74	10,128.78	22,210.00	12,081.22	46,045.00
643100 - JANITOR SUPPLIES	381.03	150.00	(231.03)	1,158.82	1,200.00	41.18	2,000.00
645000 - ELECTRICITY	280.03	500.00	219.97	2,348.52	3,000.00	651.48	6,000.00
645050 - ELECTRICITY - Vacant Unit	(28.96)	0.00	28.96	4,976.53	0.00	(4,976.53)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	(336.37)	0.00	336.37	(660.41)	0.00	660.41	0.00
645100 - WATER	1,791.28	2,500.00	708.72	17,366.68	15,000.00	(2,366.68)	30,000.00
645300 - SEWER	2,761.75	4,325.00	1,563.25	29,295.80	25,950.00	(3,345.80)	51,900.00
645500 - UTILITY PROCESSING / COMMISSIONS	65.28	70.00	4.72	326.40	420.00	93.60	840.00

Janies Garden II

Budget Operating Report

As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
645551 - Vacant Unit Recovery Fees	103.64	0.00	(103.64)	431.56	0.00	(431.56)	0.00
646000 - EXTERMINATING	219.74	250.00	30.26	1,359.74	1,500.00	140.26	3,000.00
647000 - GARBAGE & RUBBISH REMOVAL	729.24	1,601.17	871.93	5,400.43	9,607.02	4,206.59	19,214.04
647100 - FIRE SERVICE FEE / REPAIRS	570.80	933.00	362.20	16,686.60	5,598.00	(11,088.60)	11,200.00
649000 - MISC OPERATING EXPENSE	0.00	83.00	83.00	29.94	498.00	468.06	1,000.00
TOTAL OPERATING EXPENSE	7,464.72	13,869.17	6,404.45	88,849.39	85,223.02	(3,626.37)	171,594.04
MAINTENANCE EXPENSE							
650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	498.00	498.00	1,000.00
652000 - GROUNDS	0.00	0.00	0.00	3,179.97	0.00	(3,179.97)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
652002 - GROUNDS - Contract	0.00	1,499.00	1,499.00	14,850.00	8,994.00	(5,856.00)	18,006.00
653000 - EXTERIOR PAINTING / REPAIRS	49.10	263.00	213.90	488.23	3,828.00	3,339.77	6,906.00
653500 - CLEANING EXPENSE	600.00	0.00	(600.00)	1,940.00	0.00	(1,940.00)	0.00
654100 - REPAIRS - APPLIANCES	149.71	251.00	101.29	1,231.76	1,506.00	274.24	3,005.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	910.00	1,210.00	300.00	2,000.00
654300 - REPAIRS - CARPENTRY	917.48	357.00	(560.48)	7,422.24	4,094.00	(3,328.24)	6,000.00
654400 - REPAIRS - ELECTRICAL	467.09	300.00	(167.09)	1,538.80	1,802.00	263.20	3,500.00
654600 - REPAIRS - PLUMBING	460.19	300.00	(160.19)	1,995.49	3,700.00	1,704.51	5,602.00
655100 - REPAIRS - HVAC	4,957.16	1,369.50	(3,587.66)	13,245.72	7,553.00	(5,692.72)	11,000.00
656000 - DECORATING EXPENSE	4,460.04	317.00	(4,143.04)	16,714.44	2,700.00	(14,014.44)	5,001.00
657000 - MOTOR VEHICLE REPAIRS	0.00	100.00	100.00	27.82	600.00	572.18	1,200.00
658500 - SMALL TOOLS EXPENSE	0.00	160.00	160.00	1,490.65	664.00	(826.65)	1,000.00
659000 - MISC MAINTENANCE EXPENSE	421.36	41.50	(379.86)	844.16	249.00	(595.16)	500.00
TOTAL MAINTENANCE EXPENSE	12,482.13	5,191.00	(7,291.13)	65,879.28	38,398.00	(27,481.28)	65,720.00
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	10,059.38	10,100.00	40.62	67,280.54	60,600.00	(6,680.54)	121,200.00
TOTAL INTEREST EXPENSE	10,059.38	10,100.00	40.62	67,280.54	60,600.00	(6,680.54)	121,200.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	32,100.00
671100 - PAYROLL TAXES	333.99	444.00	110.01	1,828.16	3,536.00	1,707.84	6,636.00
672000 - INSURANCE EXPENSE	97,258.30	800.00	(96,458.30)	144,733.80	45,500.00	(99,233.80)	167,300.00
672100 - HEALTH INSURANCE	373.30	708.33	335.03	982.29	4,249.98	3,267.69	8,499.96
672200 - WORKERS COMP INSURANCE	44.79	138.00	93.21	323.08	896.00	572.92	1,857.00
672300 - LITIGATION SETTLEMENT	0.00	167.00	167.00	0.00	1,002.00	1,002.00	2,000.00
TOTAL TAXES & INSURANCE	98,010.38	2,257.33	(95,753.05)	147,867.33	55,183.98	(92,683.35)	218,392.96
OTHER EXPENSES							
687000 - AGENCY SERVICE FEE	0.00	325.00	325.00	0.00	1,950.00	1,950.00	3,900.00
687500 - TRUSTEE FEES	740.00	409.00	(331.00)	4,440.00	2,450.00	(1,990.00)	4,900.00
TOTAL OTHER EXPENSES	740.00	734.00	(6.00)	4,440.00	4,400.00	(40.00)	8,800.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	1,961.17	800.00	(1,161.17)	13,621.30	5,200.00	(8,421.30)	11,000.00
721102 - Flooring: Carpet & Tile	0.00	1,000.00	1,000.00	10,959.34	6,000.00	(4,959.34)	12,000.00
721105 - Water Heaters	0.00	0.00	0.00	885.58	0.00	(885.58)	0.00
721106 - HVAC Equipment	3,444.00	2,500.00	(944.00)	8,010.00	15,000.00	6,990.00	30,000.00
721111 - System Upgrades	0.00	1,000.00	1,000.00	0.00	6,000.00	6,000.00	10,000.00
TOTAL EQUIPMENT PURCHASES	5,405.17	5,300.00	(105.17)	33,476.22	32,200.00	(1,276.22)	63,000.00
TOTAL CORPORATE EXPENSES	150,122.80	51,819.75	(98,303.05)	477,059.41	352,948.43	(124,110.98)	798,030.26
NET PROFIT OR LOSS	(88,464.27)	14,408.58	(102,872.85)	(131,961.35)	41,931.55	(173,892.90)	(8,926.30)
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	2,666.65	2,675.00	8.35	15,999.90	16,050.00	50.10	32,100.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(32,100.00)
790200 - PROPERTY INSURANCE ESC DEP	5,500.02	13,875.00	8,374.98	33,000.12	83,250.00	50,249.88	166,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	(97,258.30)	0.00	97,258.30	(144,733.80)	(44,700.00)	100,033.80	(166,500.00)
791000 - PROV FOR REPLACEMENTS	1,700.00	1,700.00	0.00	10,200.00	10,200.00	0.00	20,400.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	(32,328.10)	0.00	32,328.10	(63,000.00)
793000 - PROV FOR MORT PRIN AMORT	2,500.00	2,083.00	(417.00)	12,500.01	12,498.00	(2.01)	25,000.00
TOTAL NON-OPERATING EXPENSES	(84,891.63)	20,333.00	105,224.63	(105,361.87)	77,298.00	182,659.87	(17,600.00)
NET CASH (+) / DEF (-)	(3,572.64)	(5,924.42)	2,351.78	(26,599.48)	(35,366.45)	8,766.97	8,673.70

Janies Garden II Balance Sheet

June 30, 2024

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	25,426.73
CASH IN BANK- RECONCILIATION	(2,758.30)
CASH IN BANK - SECURITY DEPOSITS	34,663.78
Total Cash	<u>57,732.21</u>

Accounts Receivable

A/R - RESIDENTS	18,695.95
A/R - COMMERCIAL TENANTS	381.79
Voucher / PBV - Suspense	(29,257.00)
A/R - PBV SUBSIDY	3,522.00
A/R - VOUCHER SUBSIDY	5,422.00
DUE FROM PARTNERS	200.00
DUE TO/FROM-OTHERS (OPERATIONS)	33,729.17
GRANT RECEIVABLE	4,797.68
EXCHANGE	(28,775.28)
NEW RESIDENT - RENT & SEC DEP PAYMENTS	84.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(7,645.19)
Total Accounts Receivable	<u>1,155.12</u>

Deposits & Escrows

DEBT SERVICE RESERVE FUND	175,266.61
REAL ESTATE TAX ESCROW	29,968.14
PROPERTY & LIABILITY INSURANCE ESCROW	17,948.35
RESERVE FOR REPLACEMENTS	159,872.44
OPERATING RESERVE FUND	82,391.43
Total Deposits & Escrows	<u>465,446.97</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	36,478.00
MISC PREPAID EXPENSE	96.75
Total Other Current Assets	<u>36,574.75</u>

Total Current Assets 560,909.05

Fixed Assets

LAND	150,000.00
BUILDINGS	11,257,899.91

Depreciation & Amortization

ACC DEPR BUILDINGS	(5,740,398.00)
Total Depreciation & Amortization	<u>(5,740,398.00)</u>

Total Fixed Assets 5,667,501.91

Other Assets

DEPOSITS - RECEIVABLE	5,249.84
START-UP COSTS	53,000.00
LIHTC FEE	141,101.64
ACCUM. AMORT. - LIHTC MONITORING FEE	(122,213.00)
ACC - AMORT FINANCING FEES (Old)	(77,830.00)
RAR ADJ - ACCUM AMORTIZATION	(53,000.00)

Janies Garden II

Balance Sheet

June 30, 2024

Total Other Assets	<u>(53,691.52)</u>
Total Assets	<u>6,174,719.44</u>

Janies Garden II Balance Sheet

June 30, 2024

Liabilities & Equity

Liabilities

Current Liabilities

DEVELOPMENT FEE PAYABLE	2,221.00
ACCOUNTS PAYABLE	43,163.98
ACCOUNTS PAYABLE - OTHER	13,548.58
ACCRUED INTEREST PAYABLE - 3RD MORTG.	42,151.40
ACCRUED EXPENSE	9,128.00
SECURITY DEPOSIT REFUNDS IN TRANSIT	1,913.40

Total Current Liabilities 112,126.36

Other Current Liabilities

SECURITY DEPOSIT LIABILITY	32,248.87
SECURITY DEP INT LIABILITY	522.71
PREPAID RENTS	24,158.56

Total Other Current Liabilities 56,930.14

Long Term Liabilities

DEFERRED FINANCING FEES	(239,467.00)
1ST MORTGAGE PAYABLE	1,657,500.77
SECOND MORTGAGE PAYABLE (Old)	6,743,500.00
OTHER MORTGAGE PAYABLE (Old)	300,000.00

Total Long Term Liabilities 8,461,533.77

Total Liabilities 8,630,590.27

Equity

Retained Earnings	(2,323,909.48)
Current Net Income	(131,961.35)

Total Equity (2,455,870.83)

Total Liabilities & Equity 6,174,719.44

Janies Garden III Budget Operating Report As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	47,324.00	35,700.00	11,624.00	269,969.00	214,200.00	55,769.00	428,400.00
512001 - APARTMENT RENT- TENANT ACC ONLY	3,875.00	0.00	3,875.00	16,366.00	0.00	16,366.00	0.00
512100 - SUBSIDY REVENUE	56,479.00	65,000.00	(8,521.00)	329,950.00	390,000.00	(60,050.00)	780,000.00
TOTAL RENT INCOME	107,678.00	100,700.00	6,978.00	616,285.00	604,200.00	12,085.00	1,208,400.00
VACANCIES							
522000 - VACANCIES - TENANT	(17,147.00)	(2,000.00)	(15,147.00)	(84,387.00)	(12,000.00)	(72,387.00)	(24,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	0.00	(1,200.00)	1,200.00	0.00	(7,200.00)	7,200.00	(14,400.00)
TOTAL VACANCIES	(17,147.00)	(3,200.00)	(13,947.00)	(84,387.00)	(19,200.00)	(65,187.00)	(38,400.00)
NET RENTAL INCOME	90,531.00	97,500.00	(6,969.00)	531,898.00	585,000.00	(53,102.00)	1,170,000.00
SERVICES INCOME							
531000 - COIN OPERATIONS	0.00	42.00	(42.00)	0.00	252.00	(252.00)	500.00
533000 - TENANT APPLICATION FEE	0.00	42.00	(42.00)	0.00	252.00	(252.00)	500.00
TOTAL SERVICES INCOME	0.00	84.00	(84.00)	0.00	504.00	(504.00)	1,000.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	2,489.22	0.00	2,489.22	12,236.53	0.00	12,236.53	0.00
541300 - INT INC - AFFORDABILITY RESERVE	530.59	0.00	530.59	3,209.71	0.00	3,209.71	0.00
541400 - INT INC - OPERATING RESERVE	1,052.85	0.00	1,052.85	6,364.33	0.00	6,364.33	0.00
TOTAL FINANCIAL INCOME	4,072.66	0.00	4,072.66	21,810.57	0.00	21,810.57	0.00
OTHER INCOME							
591000 - SECURITY DEPOSIT FORFEITURE	0.00	0.00	0.00	2,326.26	0.00	2,326.26	0.00
592500 - LATE CHARGES	1,100.00	500.00	600.00	5,895.00	3,000.00	2,895.00	6,000.00
593000 - RETURNED CHECKS CHARGES	0.00	0.00	0.00	25.00	0.00	25.00	0.00
593600 - LEGAL INCOME	328.22	0.00	328.22	2,380.82	0.00	2,380.82	0.00
593800 - CLEANING FEE	250.00	0.00	250.00	760.00	0.00	760.00	0.00
593900 - DAMAGES	1,000.00	167.00	833.00	1,875.00	1,002.00	873.00	2,000.00
598200 - RENT CONCESSIONS	0.00	0.00	0.00	(400.00)	0.00	(400.00)	0.00
TOTAL OTHER INCOME	2,678.22	667.00	2,011.22	12,862.08	4,002.00	8,860.08	8,000.00
TOTAL INCOME	97,281.88	98,251.00	(969.12)	566,570.65	589,506.00	(22,935.35)	1,179,000.00
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	63.00	63.00	616.84	378.00	(238.84)	755.00
622500 - CREDIT REPORTS	0.00	42.00	42.00	0.00	252.00	252.00	506.00
624500 - INSPECTION FEES	0.00	83.00	83.00	0.00	498.00	498.00	1,000.00
625500 - EVICTION EXPENSE	125.00	501.00	376.00	2,249.57	3,006.00	756.43	6,000.00
TOTAL RENTING EXPENSES	125.00	689.00	564.00	2,866.41	4,134.00	1,267.59	8,261.00
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	1,594.16	1,153.00	(441.16)	7,969.23	7,496.00	(473.23)	15,520.00
631100 - OFFICE EXPENSE	243.08	466.00	222.92	1,413.19	2,796.00	1,382.81	5,596.00
631108 - MEMBERSHIP DUES EXPENSE	0.00	0.00	0.00	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	136.43	50.00	(86.43)	691.68	700.00	8.32	1,000.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	250.00	250.00	0.00	500.00	500.00	1,000.00
631502 - OFFICE/COMPUTER - SERVICES	487.44	875.00	387.56	1,005.84	1,750.00	744.16	3,500.00
632000 - MANAGEMENT FEES	5,645.81	6,600.00	954.19	27,762.85	39,600.00	11,837.15	79,200.00
632001 - Mgmt Fee - Manual Adjustments	0.00	0.00	0.00	0.16	0.00	(0.16)	0.00
632500 - ANSWERING SERVICE	0.00	32.19	32.19	0.00	193.14	193.14	383.50
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,969.24	1,398.00	(571.24)	4,955.87	9,087.00	4,131.13	18,873.00
634000 - LEGAL EXPENSE	246.00	0.00	(246.00)	255.57	0.00	(255.57)	0.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	162.62	0.00	(162.62)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	508.00	508.00	0.00	1,016.00	1,016.00	2,030.00
635000 - AUDIT EXPENSE	0.00	2,500.00	2,500.00	6,725.00	5,000.00	(1,725.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	609.12	610.00	0.88	1,218.24	1,220.00	1.76	2,440.00
635400 - SOFTWARE LICENSE EXPENSE	39.68	0.00	(39.68)	4,833.60	4,500.00	(333.60)	4,500.00
636000 - TELEPHONE	30.38	183.00	152.62	1,643.22	1,098.00	(545.22)	2,200.00
636500 - CABLE TV / INTERNET EXPENSE	344.91	313.00	(31.91)	2,079.46	1,878.00	(201.46)	3,756.00
637000 - BAD DEBT EXPENSE	2,221.20	1,300.00	(921.20)	5,653.22	7,800.00	2,146.78	15,500.40
637600 - SOCIAL SERVICE SUPPLIES	0.00	72.00	72.00	38.91	647.00	608.09	1,002.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,547.01	2,433.00	(114.01)	17,570.96	14,598.00	(2,972.96)	29,196.00
638400 - TRAINING EXPENSE	37.44	250.00	212.56	37.44	1,500.00	1,462.56	3,000.00
638500 - TRAVEL EXPENSE	0.00	250.00	250.00	150.00	1,500.00	1,350.00	3,000.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	133.00	133.00	1,038.75	798.00	(240.75)	1,600.00
Total ADMINISTRATIVE EXPENSES	16,151.90	19,376.19	3,224.29	85,226.83	103,677.14	18,450.31	203,296.90
OPERATING EXPENSE							
641900 - UNIFORMS EXPENSE	0.00	33.00	33.00	0.00	198.00	198.00	400.00
643000 - MAINTENANCE PAYROLL	1,094.85	3,660.00	2,565.15	11,008.32	23,791.00	12,782.68	49,346.00

Janies Garden III Budget Operating Report As of June 30, 2024

	Month Ending 06/30/2024			01/01/2024 Through 06/30/2024			Year Ending 12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
643100 - JANITOR SUPPLIES	252.52	215.80	(36.72)	1,519.28	1,294.80	(224.48)	2,600.10
645000 - ELECTRICITY	1,093.16	986.00	(107.16)	6,330.77	5,916.00	(414.77)	11,840.00
645050 - ELECTRICITY - Vacant Unit	36.69	0.00	(36.69)	1,558.70	0.00	(1,558.70)	0.00
645100 - WATER	3,174.04	3,150.00	(24.04)	19,397.73	18,900.00	(497.73)	37,800.00
645300 - SEWER	4,825.37	4,725.00	(100.37)	29,348.10	28,350.00	(998.10)	56,700.00
645500 - UTILITY PROCESSING / COMMISSIONS	69.12	72.00	2.88	345.60	432.00	86.40	864.00
645551 - Vacant Unit Recovery Fees	18.56	0.00	(18.56)	102.08	0.00	(102.08)	0.00
646000 - EXTERMINATING	1,418.60	500.00	(918.60)	2,228.60	3,000.00	771.40	6,000.00
647000 - GARBAGE & RUBBISH REMOVAL	260.41	1,419.43	1,159.02	1,413.78	8,516.58	7,102.80	16,999.97
647050 - GARBAGE & RUBBISH REMOVAL - Vacant Unit	0.00	0.00	0.00	3,127.78	0.00	(3,127.78)	0.00
647100 - FIRE SERVICE FEE / REPAIRS	775.58	2,267.00	1,491.42	6,611.10	5,022.00	(1,589.10)	10,005.00
649000 - MISC OPERATING EXPENSE	900.00	250.00	(650.00)	929.93	1,500.00	570.07	3,000.00
TOTAL OPERATING EXPENSE	13,918.90	17,278.23	3,359.33	83,921.77	96,920.38	12,998.61	195,555.07
MAINTENANCE EXPENSE							
650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	498.00	498.00	996.00
652000 - GROUNDS	0.00	0.00	0.00	3,180.06	0.00	(3,180.06)	0.00
652001 - GROUNDS - Supplies	0.00	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00
652002 - GROUNDS - Contract	0.00	1,571.00	1,571.00	15,525.75	10,536.00	(4,989.75)	20,504.00
653000 - EXTERIOR PAINTING / REPAIRS	49.03	600.00	550.97	3,393.52	3,600.00	206.48	7,200.00
653500 - CLEANING EXPENSE	425.00	0.00	(425.00)	1,820.51	3,000.00	1,179.49	5,000.00
654100 - REPAIRS - APPLIANCES	277.44	375.00	97.56	2,278.24	1,875.00	(403.24)	3,750.00
654200 - REPAIRS - CARPET & FLOORS	0.00	150.00	150.00	350.00	900.00	550.00	1,800.00
654300 - REPAIRS - CARPENTRY	1,147.39	410.00	(737.39)	6,095.69	2,580.00	(3,515.69)	5,000.00
654400 - REPAIRS - ELECTRICAL	428.11	333.00	(95.11)	2,361.63	2,798.00	436.37	4,996.00
654600 - REPAIRS - PLUMBING	793.27	550.00	(243.27)	4,439.96	3,300.00	(1,139.96)	6,000.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	(14,209.05)	0.00	14,209.05	(14,209.05)	0.00	14,209.05	0.00
654800 - SERVICE CONTRACTS	0.00	150.00	150.00	0.00	900.00	900.00	1,800.00
655100 - REPAIRS - HVAC	1,422.59	1,005.00	(417.59)	7,998.20	6,030.00	(1,968.20)	12,000.00
656000 - DECORATING EXPENSE	512.62	1,830.00	1,317.38	4,139.20	5,124.00	984.80	8,800.00
657000 - MOTOR VEHICLE REPAIRS	0.00	125.00	125.00	27.81	750.00	722.19	1,506.00
658000 - MAIN EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	500.00	500.00	1,000.00
658500 - SMALL TOOLS EXPENSE	0.00	30.00	30.00	1,594.51	1,180.00	(414.51)	1,300.00
659000 - MISC MAINTENANCE EXPENSE	85.35	200.00	114.65	587.16	1,200.00	612.84	2,000.00
TOTAL MAINTENANCE EXPENSE	(9,068.25)	7,412.00	16,480.25	39,583.19	48,271.00	8,687.81	87,152.00
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	6,424.68	6,425.00	0.32	38,021.26	38,021.00	(0.26)	75,821.00
TOTAL INTEREST EXPENSE	6,424.68	6,425.00	0.32	38,021.26	38,021.00	(0.26)	75,821.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	0.00	0.00	0.00	33,000.00
671100 - PAYROLL TAXES	355.13	474.00	118.87	1,941.58	3,771.00	1,829.42	7,084.00
672000 - INSURANCE EXPENSE	149,685.83	800.00	(148,885.83)	199,954.01	48,100.00	(151,854.01)	260,300.00
672100 - HEALTH INSURANCE	394.16	1,000.00	605.84	1,025.09	6,000.00	4,974.91	12,000.00
672200 - WORKERS COMP INSURANCE	47.88	146.00	98.12	343.00	950.00	607.00	1,970.00
TOTAL TAXES & INSURANCE	150,483.00	2,420.00	(148,063.00)	203,263.68	58,821.00	(144,442.68)	314,354.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	3,184.16	2,000.00	(1,184.16)	13,835.67	10,000.00	(3,835.67)	10,000.00
721102 - Flooring: Carpet & Tile	0.00	0.00	0.00	6,017.39	4,000.00	(2,017.39)	6,000.00
721104 - Tubs & Surrounds	0.00	0.00	0.00	0.00	2,200.00	2,200.00	2,200.00
721105 - Water Heaters	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
721106 - HVAC Equipment	1,100.00	1,500.00	400.00	3,056.87	9,000.00	5,943.13	15,000.00
721109 - Siding / Bldg Ext Repairs	0.00	10,000.00	10,000.00	0.00	30,000.00	30,000.00	30,000.00
721111 - System Upgrades	0.00	0.00	0.00	0.00	10,000.00	10,000.00	20,000.00
721112 - Doors & Windows (Exterior)	0.00	0.00	0.00	2,669.60	1,300.00	(1,369.60)	1,300.00
TOTAL EQUIPMENT PURCHASES	4,284.16	13,500.00	9,215.84	25,579.53	67,500.00	41,920.47	85,500.00
TOTAL CORPORATE EXPENSES	182,319.39	67,100.42	(115,218.97)	478,462.67	417,344.52	(61,118.15)	969,939.97
NET PROFIT OR LOSS	(85,037.51)	31,150.58	(116,188.09)	88,107.98	172,161.48	(84,053.50)	209,060.03
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	3,601.12	2,750.00	(851.12)	26,006.72	16,500.00	(9,506.72)	33,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	0.00	0.00	0.00	(33,000.00)
790200 - PROPERTY INSURANCE ESC DEP	19,687.53	21,625.00	1,937.47	219,093.79	129,750.00	(89,343.79)	259,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	(149,685.83)	0.00	149,685.83	(199,954.01)	(47,300.00)	152,654.01	(259,500.00)
791000 - PROV FOR REPLACEMENTS	2,149.29	2,149.00	(0.29)	12,895.74	12,894.00	(1.74)	25,983.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	(85,500.00)
793000 - PROV FOR MORT PRIN AMORT	1,086.91	1,087.00	0.09	7,048.28	7,050.00	1.72	14,320.00
TOTAL NON-OPERATING EXPENSES	(123,160.98)	27,611.00	150,771.98	65,090.52	118,894.00	53,803.48	(45,197.00)
NET CASH (+) / DEF (-)	38,123.47	3,539.58	34,583.89	23,017.46	53,267.48	(30,250.02)	254,257.03

Janies Garden III Balance Sheet

June 30, 2024

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	741,409.32
CASH IN BANK - DEVELOPMENT	1,199.61
CASH IN BANK - SECURITY DEPOSITS	51,101.93
Total Cash	<u>794,110.86</u>

Accounts Receivable

A/R - RESIDENTS	15,222.20
Voucher / PBV - Suspense	(7,572.00)
A/R - PBV SUBSIDY	3,142.00
A/R - VOUCHER SUBSIDY	3,211.00
DUE FROM PARTNERS	100.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(11,088.00)
Total Accounts Receivable	<u>3,015.20</u>

Deposits & Escrows

REAL ESTATE TAX ESCROW	28,808.93
PROPERTY & LIABILITY INSURANCE ESCROW	71,149.33
RESERVE FOR REPLACEMENTS	138,818.73
ESCROWS - OTHER	290,163.44
OPERATING RESERVE FUND	25,074.82
AFFORDABILITY RESERVE	152,618.83
Total Deposits & Escrows	<u>706,634.08</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	63,337.00
Total Other Current Assets	<u>63,337.00</u>

Total Current Assets 1,567,097.14

Fixed Assets

LAND	550,000.00
BUILDINGS	10,961,370.79
MISC FIXED ASSETS	10,861.00

Depreciation & Amortization

ACC DEPR BUILDINGS	(3,461,315.00)
ACC DEPR - MISC FIXED ASSETS	(10,861.00)
Total Depreciation & Amortization	<u>(3,472,176.00)</u>

Total Fixed Assets 8,050,055.79

Other Assets

DEPOSITS - RECEIVABLE	3,504.64
START-UP COSTS	46,000.00
LIHTC FEE	349,236.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(179,802.00)
ACC - AMORT FINANCING FEES (Old)	(47,266.00)
RAR ADJ - ACCUM AMORTIZATION	(46,000.00)
Total Other Assets	<u>125,672.64</u>

Total Assets

9,742,825.57

Janies Garden III

Balance Sheet

June 30, 2024

Liabilities & Equity

Liabilities

Current Liabilities

ACCOUNTS PAYABLE	9,582.16
ACCOUNTS PAYABLE - OTHER	291,957.37
ACTS PAY - RES EXCESS HSING ASST P	58.00
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	1,056,089.92
ACCRUED INTEREST PAYABLE - 2ND MORTG.	6,456.00
ACCRUED EXPENSE	9,298.00
ACCRUED PARTNERSHIP EXPENSES	3,689.62
SECURITY DEPOSIT REFUNDS IN TRANSIT	1,406.24

Total Current Liabilities 1,378,537.31

Other Current Liabilities

SECURITY DEPOSIT LIABILITY	47,924.00
SECURITY DEP INT LIABILITY	916.83
PREPAID RENTS	37,982.37

Total Other Current Liabilities 86,823.20

Long Term Liabilities

DEFERRED FINANCING FEES	(134,334.82)
1ST MORTGAGE PAYABLE	1,222,014.13
2ND MORTGAGE PAYABLE	2,815,931.00

Total Long Term Liabilities 3,903,610.31

Total Liabilities 5,368,970.82

Equity

Retained Earnings	4,285,746.77
Current Net Income	88,107.98

Total Equity 4,373,854.75

Total Liabilities & Equity 9,742,825.57



Sarasota Housing Authority (SHA)
269 South Osprey Avenue
Sarasota, FL 34236

Development Committee
Zoom Meeting
May 21, 2024
4:30 P.M.

I. CALL TO ORDER: The Development Committee meeting was called to order at 4:33 pm.

II. ROLL CALL

Commissioners Present: Jack Meredith, Duane Finger and Ernestine Taylor

Committee Members Not Present: None

SHA Personnel: William Russell, Tanesha Gibbons, Andrea Keddell, Lance Clayton and Bob Wickey

Development Partners/General Attendees: Joe Chambers and Vice-Mayor Jen Ahearn-Koch (in at 4:40 pm)

III. CYPRESS SQUARE (COURTS-PHASE I)

- Mr. Chambers reported that they have the Temporary Certification of Occupancy (TCO) for building 1 and building 3. A punch walk was held today and there are some minor items to clean up. Looking towards the end of the week to begin some move-ins. There are 21 approved leases and are continuing to look through the Project Based Voucher (PBV) application list. The goal is to be fully leased by the end of June (84 units).
- Mr. Chambers offered final tours to the committee for anyone who was interested. Commissioner Meredith expressed an interest.
- Mr. Russell stated that he'd discussed the possibility of rotating the board and/or committee meetings at the different, newly developed, properties, now that they are going to start being held in person.
- Discussion took place on tentatively holding the Grand Opening in the clubhouse during the early afternoon on Thursday, July 11, 2024 (1:30 or 2 pm).

IV. LOFTS ON LEMON (PHASE II)

- Mr. Chambers reported the Development Review Committee (DRC) met last week and they need to re-submit plans by next week. So, things are moving along there.
- They are awaiting to see if the project receives the \$7 million requested from funding through the County to fill the funding gap. Awards will be announced on July 9. A funding request was also submitted to the Barancik Foundation.
- The hope is to close by the 1st quarter of next year.
- Fortis is working on revised design plans should funding not be received to complete the current design (i.e. switching to all 1-bedroom units and changing from 3 floors of parking to 2 floors).

V. CYPRESS SQUARE II / AMARYLLYS PARK PLACE III

- Mr. Chambers reported they are not expecting design issues and have received partial Development Review Committee (DRC) approval. They are also seeking \$7 million from the County Disaster Recovery Funds for this project. The additional funds would be used to build a 4th building, for a total of 144 units for the project. Financial closing and demo is expected to start by the end of the year.
- Relocation is taking place (90 days are allocated for the relocation process to be completed). Mr. Chambers states there are approximately 15 current SHA residents looking to relocate to the Cypress Square Phase I development. Mr. Russell states there are still approximately 50-60 residents that need to relocate but will need to look into it further to get a hard number of how many tenants are still looking for a new place. Mr. Russell will try to gather some solid figures for the board meeting.

VI. CENTRAL GARDENS/22ND STREET

- Mr. Russell reported that the City Commission did approve the Comp Plan Amendment process to increase the land use from 25 to 50 units an acre. Plans will be brought to the Development Review Committee (DRC) on June 5.
- Mr. Russell reported that a County Resilient SRQ Funding Application is being decided on July 9 and they're waiting to see if this project is awarded the requested \$4.5 million.
- This project is expected to close this fall, depending on funding from the County.

VII. MISCELLANEOUS

VIII. ADJOURNMENT

The Development Committee meeting was adjourned at 4:55 pm.



Sarasota Housing Authority (SHA)
269 South Osprey Avenue
Sarasota, FL 34236

Resident Interest Committee Meeting
1300 Blvd of the Arts, Sarasota, FL 34236
June 4, 2024 | 4:30 pm

I. **CALL TO ORDER:** Resident Interest Committee Interim Chair, Carolyn Mason, called the Resident Interest Committee meeting to order at 4:32 p.m.

II. **INVOCATION**

III. **ROLL CALL**

Commissioners Present: Commissioner Carolyn Mason and Commissioner Ernestine Taylor

Resident Leaders: Valerie Buchand (Janie's Garden) and Joan O'Haver (Annex)

SHA Personnel: William Russell, Ken Waters, Viktoriya Coblantz and Andrea Keddell

General Attendees: Vice Mayor Jen Ahearn-Koch, Rachel Johnson (Faces of HUD Housing Unity Project), Susan Brucklacher (Unitarian Universalists of Sarasota), Jamie Grove and Kelly Brown (City Coalition of Neighborhood Associations-CCNA)

IV. **PUBLIC COMMENTS***

A. Rachel Johnson:

- Ms. Johnson reported that they found (unidentified) bugs during a recent visit to Janie's Garden. They also found that there are AC units that are leaking and have buckets placed under some of the units and that she heard from some tenants that their AC has not been working for some time.
 - Ms. Grove responded that the bugs are actually caterpillars, and they have a company starting to power wash the buildings in an effort to clear them out within the next month or so.
 - Ms. Grove responded that they are aware of the AC issue, and they have staff assigned to work in the problem units. They have sent out letters to the different phases in an effort to locate which units were having issues. At this point, only 4 of 64 units have reported issues. Ms. Grove recently returned to manage the property and she is working diligently to address this issue and to hire a new maintenance supervisor to assist her with maintaining the units.
- Ms. Johnson questioned the unit denial at the Bertha Mitchell site for an April Washington based on her owing money to another housing authority, stating this is not true and inquiring why there was no hearing offered or second chance given.
 - Ms. Johnson provided more information on this issue and reiterated that she needs to be allowed a hearing. Ms. Washington was in the Bradenton Housing Authority's program and was to be housed at Janie's Garden but is now homeless.

- Ms. Johnson also questioned the eviction of Breana Houston from Janie's Garden with her eight kids. She stated that her HCV caseworker, Susan Brunke, gave her mixed messages that caused her to have to pay a full month of rent charges. She states she does not believe she was given an opportunity to cure and was also not given a second chance to fix the payment situation. A re-payment agreement was on file, but Ms. Houston was still evicted. Ms. Johnson maintained that the files need to be looked at for staff errors that are causing people to be evicted.
 - Ms. Grove responded that she had tried to work with Ms. Houston and advised her on how to keep her unit/subsidy. Ms. Houston was given multiple opportunities to cure and pay her rent, that she was only ever charged for rent that she was responsible for paying and that she was provided a settlement stipulation (that Ms. Houston agreed to and provided the time frame for), which she defaulted on. Multiple notices were sent to her, and she was finally sent a 10-day notice of eviction. Ms. Grove went on to provide multiple examples of how she tried to work with Ms. Houston to get her back on track with her rent payments. Ms. Johnson maintained that she is still legally entitled to a 30-day notice and that Ms. Houston was told that if she signed the stipulation, it would stop the eviction and it did not. Ms. Grove responded that the stipulation did stop the eviction but then she violated the stipulation, which negated the agreement.
 - Back and forth discussion took place on the legality of the eviction when no 30-day notice was given. Ms. Grove agreed to speak with their attorney regarding the length of time allowable for an eviction in Florida.
 - Discussion took place on organizations that can assist tenants to pay their rent, like Seasons of Sharing, Better Tomorrows and even the SHAARC group to help tenants stay in their units. Ms. Buchand addressed the group that Mr. Waters (SHA's Resident Services Department) use to be notified by the property manager when a tenant was in trouble with their rent and that SHAARC was also notified to see if they could help but this stopped. Commissioner Mason suggested reinstating the process of notifying SHA's Resident Services Department prior to beginning an eviction process.
 - Ms. Brucklacher, of Unitarian Universalists of Sarasota, addressed the group stating that she is the liaison between SHA and UU of Sarasota and that they are still very active in working to help when they are asked. They have funds for people in need of assistance to catch up on rent. Referrals need to come from staff with the Housing Authority, so they know the tenant is working with the Housing Authority in good faith. Commissioner Mason expressed that this is good to hear and reiterated that SHA should begin this referral service again.
 - Additional discussion took place regarding the need to look at individual cases to make sure the property staff understand why a tenant may be having issues with payments. Commissioner Mason suggested having Ms. Grove and Ms. Johnson schedule a separate meeting to continue this discussion. Ms. Johnson stated she would put it in an email to the board.

- Ms. Johnson and Ms. Buchand expressed their belief that structuring this committee meeting like a Regular Board Meeting inhibits back and forth communication on the issues and exhibits a lack of respect for the tenants and their situation(s).

** The previous Public Comments were to be responded to in writing to the speaker, with the response(s) also included in the next board meeting packet, per the instructions in the SHA Board of Commissioners Public Comment Form. However, the committee allowed the group in attendance to address the issues during the above section.*

V. SHA PROGRAM UPDATES

- A. Project Funding: Mr. Russell reported that funding for Lofts on Lemon II and Central Gardens is up in the air. ARPA funding with the County Commission may be jeopardy and Resilient SRQ funding will be decided on July 9th (now 10th). However, there was \$150 million in applications for a total of \$40 million in available funds.
- B. Property Upgrades (Bertha Mitchell/Annex): Mr. Russell reported SHA is working to procure a contractor to provide upgrades to the Bertha Mitchell property, as well as the Annex property. The Bertha Mitchell Invitation for Bids (IFB) will hopefully be put out in July. The Annex IFB is actually already out to bid and should be awarded at the July Board Meeting and work should begin this summer.
 - Joan O’Haver commented that this is good news, as residents are complaining about the mold around the AC units on the outside of the building and that it’s moving inside the units. Ms. O’Haver added that the AC units need to be better maintained. Mr. Russell responded that SHA hired a preventative maintenance person, but they left employment due to finding a higher paying job that SHA couldn’t compete with, and that SHA is looking to replace the position.
- C. SHAARC MOU: Mr. Russell reported that he’s working on the budget documents that the council has submitted, and he hopes to bring the compiled draft budget and MOU back to the board this summer. Mr. Russell and Ms. Buchand are meeting next week, and this can be discussed then.

VI. RESIDENT SERVICES UPDATES

- A. **Resident Services (SHA)**
 - Cypress Square (Courts) Relocation: Mr. Waters reports that the relocation of the Courts residents is moving along. Six families are set to move into Cypress. Four more leases were received today and there should be about 18 families completed by the end of the week. The 25 families in the Courts that are approved for the PBV units are working to get their leases signed. Ms Buchand inquired about what residents received for relocation reimbursements for the various bedroom sizes. Mr. Waters reported that \$1,150 is provided for a 1 bedroom, \$1,350 is provided for a 2 bedroom, \$1,575 is provided for a 3 bedroom and he’ll need to look up how much is given for a 4 bedroom. Ms. Buchand reminded Mr. Waters that she has requested a copy of the relocation plan. This will be emailed to Ms. Buchand.

- Discussion took place about relocation funds for a tenant that moved prior to the start of the relocation process. In this case, the move was due to a mold issue, was not part of the relocation and happened months before the relocation process started. Mr. Russell added that this tenant has been provided \$1500 in replacement funds for the furniture that was affected by the mold.
 - ➔ Ms. Johnson interjected that tenants need to get the HUD resources they are entitled to, including the relocation plan, in addition to the notices and in-person briefings that were provided to them. Ms Johnson added that tenants may not understand the process and need additional guidance.
 - Commissioner Mason reported hearing that applicants at Cypress were told they were denied because the project was all Section 8 vouchers. Mr. Russell asked Commissioner Mason to provide him with the names of the individuals so he can look into the situation, as this is not the first time he's heard that applicants are being given incorrect information.
 - ➔ Ms. Buchand added that the property managers at the new developments are not doing a good job and the residents are afraid of them. She added that King Stone is also having problems getting maintenance work orders completed. Discussion took place on the difficulties in the housing industry in hiring skilled maintenance workers, even after increasing the pay. SHA has also been advertising for an apprentice to train and has been unable to identify candidates.
- Summer Enrichment Program: Mr. Waters reported that this program started on Monday. There are 12 children in the program who will be participating in a variety of events (educational, as well as social) over the summer, including breakfast and lunch every day.

B. Resident Services (Janie's Garden)

- Ms. Grove reported that they are starting their Summer Enrichment Program on June 10th. Star lab is partnering with them to provide activities.
- The Brotherhood of Men continue their classes at their clubhouse.
- They are holding an All-Faith's food distribution on June 20th from 5-6:30 pm.
- Tutoring is happening this month every Thursday from 4-6 pm.

VII. PROPERTY REPORTS

A. Towers Report

- Ms. Buchand reported on behalf of Ms. Agnes Kirland. She reported that the washer/dryers and the snack/soda machines are still not working. The Resident Council has not been given responsibility for the vending machines.
- Ms. Buchand inquired if the SHA Bus was going to start being available for outings. Mr. Waters reports that they are in the process of securing a new driver.

B. Annex Report

- Ms. O’Haver reported that residents are not taking care of the common areas and the maintenance company does not do a good job. She’s been taking care of things on her own but isn’t able to use the washrooms to clean her hands because it accidentally gets locked from the inside.
- Ms. O’Haver also reported a resident moved in without screens on the windows and still does not have them after multiple work orders were placed. She reiterated that they need additional maintenance staff, and a suitable cleaning company needs to be hired. Ms. O’Haver has been cleaning the Annex on her own because the cleaning lady is paid but does not do the work.
- AC units are not working on the 1st floor and hasn’t for over a year. The lobby in the Annex is too hot, unlike the lobby in the Towers.
 - Discussion took place on the AC units. Ms. Coblentz explained the current situation and that they have plans to do upgrades over the summer, now that the Towers renovation has been completed. The current units are not adequate to cool the halls but the specs for the upgrades should correct this situation. Ms. O’Haver also requested that upgraded units be installed in the laundry room.
- Ms. O’Haver reports that the property staff are not friendly to the residents and do not support the residents that are trying to help or report issues. She added that the maintenance staff do not assist the residents either, stating that the newsletter states it’s because the site is not an “assisted living facility.” She’d like to see the staff and residents get along better and work together.
- Ms. Buchand inquired about the exercise room, asking that it be turned back into an exercise room. It has been being used for storage. Mr. Russell will need to look into when this could be done.
- Ms. Buchand inquired about getting better internet access/Wi-Fi in their office so their computers, printer and copier can work properly without them having to contact IT for assistance.

C. Courts and Bertha Mitchell (OCB)

- Ms. Buchand inquired about the apartments being kept as part of the Newtown historic designation and not being torn down. She will be sending the addresses (from 24th to 21st) to Mr. Smith so she can ensure she knows the proper procedures to ensure they can never be torn down. Commissioner Mason agreed that this proactive approach is the best way and that Clifford Smith should be able to assist.

D. Janie’s Garden

- Ms. Buchand expressed that she is glad that Ms. Grove has returned as property manager.

VIII. MISC BUSINESS

- Vice Mayor Jen Ahearn-Koch reminds the committee that meetings should be conducted in a civil manner and that participants should speak in turn to allow for accurate minutes to be taken.

IX. ADJOURNMENT

The Resident Interest Committee meeting was adjourned at 5:58 p.m.



Sarasota Housing Authority (SHA)
269 South Osprey Avenue
Sarasota, FL 34236

Development Committee Meeting
1300 Blvd of the Arts, Sarasota, FL 34236
June 18, 2024 | 4:30 pm

I. CALL TO ORDER: The Development Committee meeting was called to order at 4:32 pm.

II. ROLL CALL

Commissioners Present: Jack Meredith, Duane Finger, Ernestine Taylor and John Colón (in at 5:30 pm)

Committee Members Not Present: None

SHA Personnel: William Russell and Andrea Keddell

Development Partners/General Attendees: Joe Chambers, Vice-Mayor Jen Ahearn-Koch, Valerie Buchand and Agnes Kirkland

III. CYPRESS SQUARE (COURTS-PHASE I) / AMARYLLYS PARK PLACE II

- Mr. Chambers reported that they have all the Certification of Occupancies (CO) and are approximately 50% pre-leased (36 of the 84 units). The Grand Opening is scheduled for July 8, 2024, at 4 pm. The waitlist is longer than the number of units available.
- Commissioner Meredith inquired about how many residents are returning that previously lived there. Mr. Russell will need to look into this figure out of the original 36 as well as the number moving from other SHA developments. There are 25 PBV units allocated for this development.

IV. LOFTS ON LEMON (PHASE II)

- Mr. Russell reported the Development Review Committee (DRC) met last week and received partial sign-off and do not need to go back to the committee or the Planning Board.
- Given that SHA is waiting to see if the project receives the \$7 million requested from funding through the County to fill the funding gap, Fortis is working on (plan B) a revised design plan should funding not be received to complete the current design (i.e. switching to 100 all 1-bedroom units and changing from 3 floors of parking to 2 floors). This will reduce the cost of construction.
- Resilient SRQ awards will be announced on July 10, the same day the next SHA Board Meeting is scheduled to take place. Mr. Russell will be sending out talking points for our partners and SHA Commissioners to present to the County Commission.

V. CYPRESS SQUARE II (COURTS-PHASE II) / AMARYLLYS PARK PLACE III

- Mr. Russell reported that Cypress II/Amaryllis III was mentioned positively for its design in a recent article of the Sarasota Observer.
- Mr. Russell reports SHA has Planning Board approval and now will go to the City Commission. Mr. Chambers stated that they don't anticipate any issues.

- Mr. Chambers reported they are moving forward with the financing for the development, which ties back to the \$7 million being requested from the County Disaster Recovery Funds for this project. The additional funds would be used to build a 4th building, for a total of 144 units for the project. Financial closing and demo is expected to start by the end of the year, whether it will be for 3 or 4 buildings.
- Ms. Buchand states that elevators should be considered, given the elderly population that ends up living there. Mr. Chambers responded the elevators (which could add more than \$1 million to the project) may not be feasible, but that priority can be given to elderly/disabled applicants to get a 1st floor unit. The current design does have the required/designated disabled units on the 1st floor. Vice-Mayor Ahearn-Koch added that perhaps a “dumb-waiter” could be considered, so residents could utilize it to move items to the 2nd or 3rd floor. Commissioner Meredith added that trash shoots would be a similar addition to consider.

VI. CENTRAL GARDENS/22ND STREET

- Mr. Russell reported that the plans will be brought to the 2nd Development Review Committee (DRC) on July 17 and then they’ll be brought to the Planning Board. There were no major issues at the 1st DRC meeting so it is not anticipated that there will be a need for a 3rd DRC review.
- The project may not have the funds to move forward if it does not receive the \$4.5 million in Resilient SRQ funds and the Plan B would be to have Fortis include the development as a scattered site, to be included in the Cypress Square II development and utilizing the 4% Tax Credits and bonds.

VII. MISCELLANEOUS

COUNTY UPDATE:

- Mr. Russell reported that a County Resilient SRQ Funding Application is being decided on July 10 and SHA will have \$28.5 million on the agenda to be decided at the County Commission meeting (ARPA-\$3 million/Central Gardens; and \$7 million/Lofts Phase II) (DR Resilient SRQ-\$7 million/Lofts; \$7 million/Cypress II; and \$4.5 million/Central Gardens). The County received 19 applications (equaling \$140 million) for the \$40 million allocated to new, affordable multi-family developments. SHA will see how their applications scored by July 3, 2024. Mr. Russell had meetings with all 5 County Commissioners regarding the applications for Cypress II and Central Gardens.
- The County has concerns about SHA meeting its “self-imposed” deadline of 12/31/25 to complete the project, which is a year before the Treasury’s 12/31/26 deadline to expend the funds. The Treasury’s ARPA deadline to obligate funds is this coming 12/31/24. So, if the County decides to reclaim the ARPA funds designated to SHA, they have until this coming December to re-obligate the funds elsewhere.
 - SHA has suggested to the County that perhaps it could extend its completion deadline to 12/31/26 and/or allow for expending the ARPA fund earlier on in the development process (i.e. midway through instead of until the end of completion).
- County Commissioner Rainford expressed a desire to reclaim the ARPA funds and re-obligate it to a water-treatment facility in Venice. Mr. Russell has been trying to get another one-on-one meeting scheduled with Commissioner Rainford.

- Vice-Mayor Ahearn-Koch suggested having the SHA Board members and City Commission Board members speak during the public comment period of the County Commission meeting on 7/10/24. Mr. Russell reports he is also planning to have the video that was made of Cypress Square queued up to be played at the meeting as well.
- Additional discussion took place on the pros and cons for the funding currently designated with and requested from the County, the risk factors SHA needs to address, and any guarantees SHA can give.
 - Mr. Chambers stated he will work on drafting up some bullet points addressing potential assurances SHA and Fortis could give the County.
- Discussion took place on possibly rescheduling the SHA Board Meeting scheduled for July 10, 2024, in case the County meeting that morning runs long.

VIII. ADJOURNMENT

The Development Committee meeting was adjourned at 5:39 pm.

HOUSING CHOICE VOUCHER MONTHLY BOARD REPORT

HAP Utilization YTD

All HAP Funds 97.8%

Annual ABA only 99.4%

Leasing Update

	January	February	March	April	May	June	July	August	September	October	November	December
Homeownership	27	27	27	27	27	27						
Family Unification Program	46	47	50	51	50	48						
Foster Youth to Independence	1	1	1	1	2	2						
Port out vouchers that belong to us	19	20	22	19	20	20						
Veterans Supportive Vouchers Housed	177	181	183	185	188	188						
Tenant Protection Vouchers	72	71	70	69	67	77						
Regular Vouchers leased up	1070	1073	1069	1071	1068	1067						
Project Based Vouchers	322	320	321	317	312	304						
Mainstream	124	127	130	132	133	134						
Emergency Housing Vouchers	59	59	56	56	56	55						
City Homeless Preference	22	22	26	26	28	29						
YMCA Homeless Preference	15	15	15	15	15	15						
Total Vouchers Leased first of month	1954	1963	1970	1969	1966	1966	0	0	0	0	0	0

Port In vouchers that we administer for other agencies

	1	2	2	2	2	2
--	---	---	---	---	---	---

Total vouchers issued and not leased up

	35	35	36	34	29	26
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Homeless Preference Report

	YMCA	CITY
Number of Vouchers Approved	15	60
Number of Vouchers Leased	15	35
Number of Referrals pending approval	0	0
Number of Referrals looking for units	0	2
Number of Empty Slots without a Referral	0	25

Report Instructions: Run VMS Summary Rpt

Sarasota Housing Authority

HUD - 50072: PHAS Management Operation Certification

Program: McCown Tower Project: McCown Tower Date From: 04/01/2024 Through: 06/30/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	13
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	2
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	6.50
V13100	Average unit turnaround days.	6.50

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	46
W10100	Total number of emergency work orders completed / abated within 24 hours.	45
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.83%

Sub Indicator # 3: Work Order (Non-Emergency)

Code	Description	Result
W10500	Total number of non-emergency work orders.	123
W10600	Total number of calendar days it took to complete non-emergency work orders.	248
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.00
W10800	Average completion days.	2.02

Totals for McCown Tower Rent: \$32,192.00 Paid: \$31,919.00 (99.2%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: Annex Project: Annex Date From: 04/01/2024 Through: 06/30/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	59
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	3
V12800	Average number of calendar days units were in downtime.	1.67
V12900	Average number of calendar days units were in make ready time	13.33
V13000	Average number of calendar days units were in lease up time.	4.67
V13100	Average unit turnaround days.	19.67

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	25
W10100	Total number of emergency work orders completed / abated within 24 hours.	23
W10200	Percentage of emergency work orders completed / abated within 24 hours.	92.00%

Sub Indicator # 3: Work Order (Non-Emergency)

Code	Description	Result
W10500	Total number of non-emergency work orders.	87
W10600	Total number of calendar days it took to complete non-emergency work orders.	452
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.00
W10800	Average completion days.	5.20

Totals for Annex Rent: \$29,194.00 Paid: \$28,173.00 (96.5%)

Sarasota Housing Authority

HUD - 50072: PHAS Management Operation Certification

Program: Bertha Mitchell Project: Bertha Mitchell Date From: 04/01/2024 Through: 06/30/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	65
V12500	Total number of vacancy days exempted for Capital Fund.	124
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	3
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.67
V13000	Average number of calendar days units were in lease up time.	21.00
V13100	Average unit turnaround days.	21.67

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	122
W10100	Total number of emergency work orders completed / abated within 24 hours.	119
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.54%

Sub Indicator # 3: Work Order (Non-Emergency)

Code	Description	Result
W10500	Total number of non-emergency work orders.	263
W10600	Total number of calendar days it took to complete non-emergency work orders.	2151
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	0.00
W10800	Average completion days.	8.18

Totals for Bertha Mitchell Rent: \$42,693.00 Paid: \$34,699.00 (81.3%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: SVC Project: SVC Courts Date From: 04/01/2024 Through: 06/30/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	0
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	0
V12800	Average number of calendar days units were in downtime.	0.00
V12900	Average number of calendar days units were in make ready time	0.00
V13000	Average number of calendar days units were in lease up time.	0.00
V13100	Average unit turnaround days.	0.00

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	32
W10100	Total number of emergency work orders completed / abated within 24 hours.	31
W10200	Percentage of emergency work orders completed / abated within 24 hours.	96.88%

Sub Indicator # 3: Work Order (Non-Emergency)

Code	Description	Result
W10500	Total number of non-emergency work orders.	53
W10600	Total number of calendar days it took to complete non-emergency work orders.	120
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	8.29
W10800	Average completion days.	2.26

Totals for SVC Courts Rent: \$15,700.37 Paid: \$12,638.92 (80.5%)

Resident Characteristics Report
As of June 30, 2024

Program type : **Public Housing**

Level of Information : **State**

Effective Dates Included : **March 1, 2023** through **June 30, 2024**



Download in Excel



Print Page



Back to Report

NOTE: Percentages in each area may not total 100 percent due to rounding.

Units Information

State	ACC Units	50058 Required	50058 Received
US	898,252	739,299	699,864
FL	24,809	20,241	18,628

Income Information

Distribution of Average Annual Income as a % of 50058 Received

State	Extremely Low Income, Below 30% of Median		Very Low Income, 50% of Median		Low Income, 80% of Median		Above Low Income, 81%+ of the Median		Geo-Coded Income Data Not Available in PIC Data Systems	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	341,432	48	179,195	25	102,454	14	62,898	9	23,255	3
FL	10,167	52	4,574	23	2,908	15	1,452	7	594	3

Average Annual Income (\$)

State	Average Annual Income
US	18,615
FL	18,716

Distribution of Annual Income as a % of 50058 Received

State	\$ 0	\$1 - \$5,000	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
US	6	10	8	32	13	9	23
FL	3	8	8	37	12	8	24

Distribution of Source of Income as a % of 50058 Received ** Some families have multiple sources of income **

State	With any wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With No Income
US	33	30	56	20	3
FL	35	34	60	21	2

TTP/Family Type Information

Distribution of Total Tenant Payment as a % of 50058 Received

State	\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
US	0	4	7	3	6	34	16	29
FL	0	0	7	4	6	39	14	30

Average Monthly TTP (\$)

State	Average Monthly TTP
US	449
FL	448

Distribution of Family Type as a % of 50058 Received

State	Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-elderly, No Children, Non-Disabled		Non-elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-elderly, No Children, Disabled		Non-elderly, with Children, Disabled		Female Headed Household with Children	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	120,993	17	4,711	1	109,537	15	206,188	29	132,998	19	5,013	1	101,476	14	28,318	4	222,550	31
FL	3,274	17	140	1	2,162	11	6,920	35	4,276	22	158	1	1,928	10	837	4	7,570	38

Average TTP by Family Type (\$)

State	Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-elderly, No Children, Disabled	Non-elderly, with Children, Disabled	Female Headed Household with Children
US	479	741	498	449	408	646	375	499	446
FL	417	699	541	499	355	564	382	471	491

Family Race/Ethnicity Information

Distribution by Head of Household's Race as a % of 50058 Received

State	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaiiin/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
US	52	42	1	2	1	0	1	0	1
FL	38	61	0	0	0	0	0	0	0

Distribution by Head of Household's Ethnicity as a % of 50058 Received

State	Hispanic or Latino	Non - Hispanic or Latino
US	27	73
FL	26	74

Household Information

Distribution by Household Members Age as a % of Total Number of Household Members

State	0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	150,051	10	350,312	24	488,883	34	155,198	11	258,122	18	32,310	2
FL	4,962	11	13,602	30	14,107	31	3,423	8	7,678	17	1,161	3

Distribution by Household Size as a % of 50058 Received

State	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
US	51	21	14	8	4	2	1	0	0	0
FL	44	22	14	10	5	3	1	0	0	0

Total Household Members and Average Household Size

State	Total Number of Household Members	Average Household Size	Total Number of Households
US	1,434,853	2	709,234
FL	44,934	2.3	19,695

Distribution by Number of Bedrooms as a % of 50058 Received

State	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
US	6	35	31	23	5	1
FL	12	28	28	25	6	1

Length of Stay Information

Distribution by Length of Stay as a % of 50058 Received (currently assisted families)

State	Less than 1 year		1 to 2 years		2 to 5 years		5 to 10 years		10 to 20 years		Over 20 years	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	121,344	17	53,197	8	123,603	17	139,824	20	141,683	20	129,583	18
FL	3,143	16	1,508	8	3,978	20	4,753	24	4,271	22	2,042	10

Janie's Garden Occupancy Report-2024

Month-End: June 2024

	Phase I					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (26)	21	5	24	26	0	76%
LIHTC (41)	38	3	32	10		92%
PBV - None						
Market (19)	19		19	4		100%
Total (86)	78	8	75	40	0	90%

	Phase II					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (21)	21	6	15	21	0	71%
LIHTC (33)	29	4	19	7	0	86%
PBV (14)	14	6	22	14	0	
Market(0)						
Total (68)	64	16	56	42	0	75%

	Phase III					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
PBV/TPV (26)	18	8	20	0	0	56%
LIHTC (18)	18	1	9	9		94%
PBV (40)	22	0		14		100%
Market (14)	14	0		1		100%
Total (72)	72	9	29	24	0	88%

A new super is supposed to be starting on 07.15.24 - a lot of the units have been turned but just completing the final punch items to ensure they are ready for inspection. Things are starting to come together so please just bare with us, these percentages will increase soon

MEMO

To: William Russell
From: Lance Clayton
CC: File
Date: July 18, 2024
Re: **CFP Report – July**

ONGOING PROJECTS:

Annex – Non-CFP

Annex Emergency Stairway Exit, Painting, and HVAC Repairs and Replacements – We received two bids and are currently completing the review of the apparent low bidder.

Architects are also working on the next IFB for the Annex which will be interior renovations. As plans get further along I will provide more detail.

Betha Mitchell - CFP

Bertha Mitchell – HVAC, HWH, and phase III of Sewer repairs & Bertha Mitchell – New exterior doors, new kitchen cabinets and countertops, and new bathrooms – HUD would not let us proceed with our proposed bidding approach. The architects are now working on breaking the overall job into either 3 or 4 smaller IFB's.

Bertha Mitchell – Utility upgrade – Completed.

GENERAL

NSP Homes – Working on plans and specification for the lot on Osprey. Architects will be providing plans and specifications for a two story- 3bd/2bath main house and a ADU to be built behind the main house.

End of Report

Resident Services Monthly Report for May-June 2024

Adult Programs & Services

Resident service staff seek and support community partnerships and act as liaison between families, property managers, schools, and other social service providers throughout the community. SHA provides resources, support services and referrals to families and individuals in need. Resident service staff also assist and support residents with the process of applying for jobs, educational programs, scholarship opportunities, SNAP/Medicaid benefits, SafeLink wireless service, among many programs, services, opportunities, and benefits.

Youth Thrive

Great news! SHA Youth Thrive will again be funded by Sarasota County's Contracted Human Services for 2025, and we are being awarded a 20 percent increase in funding relative to our 2024 award. Some longtime non-profit recipients of CHS funding have seen their funding cut, so we are relieved and so grateful for this news.

The Youth Thrive Summer Enrichment Program is in full swing. Twelve students (SHA bus seating capacity) grades K-3rd attend Monday-Friday, 8am-3pm. The summer calendar is full with onsite programming provided by amazing partners such as North Sarasota Library, Funducation, SRQ Ballet, Suncoast Science & Sarasota Police Department (a partnership remote car-building program), Sarasota Ballet, Multicultural Health Institute, Florida Department of Health and Ringling Museum, to name just a few. In addition, the YMCA generously provides twice/weekly swim classes to the students, for which we are so grateful. Summer field trips to date include Lido Beach and reading books and fishing at the Ringling Pier with Conservation Foundation of the Gulf Coast and North Sarasota Library, day trips to North Port and the bayfront water parks, boating with Selby Gardens and an upcoming field trip to Fort DeSoto with Conservation Foundation of the Gulf Coast.

Our Book Rich Environment Summer Kick-Off event was held on May 30th. Attendees received books for their summer reading and enjoyed a photo booth, waterslide, DJ and food. North Sarasota Library and UF-IFAS participated with hands-on learning stations.

Our All-Star Lucky Clover 4H members attended 4H Summer Camp June 17-21. A UF-IFAS van picked the teens up each morning from our SHA Learning Center/portable and dropped them off at the end of each day. All of the teens received scholarships to attend the camp. The theme of the camp is environmental science. Each day, they took a field trip to a science/nature destination such as Mote Aquarium's Aquaculture program, Myakka State Park and Manasota Beach. Our seven 4H middle-school-age members then attended the 4H iLEAD leadership conference at the University of Florida June 23-24th, where they joined middle school-age 4H members from across the state, staying in UF dorms and taking fun educational workshops such as Florida fisheries and sewing. Our high school-age 4H members will attend 4H University at the University of Florida July 29-August 1.

McCown Towers

McCown residents are enjoying quiet summer post-construction days with ample parking. Regular resident programs and services include bimonthly medical podiatry consultations, monthly medical consultations, mental health therapy 2-3 days/week, smoking cessation with AHEC upon request, Walmart shopping trip biweekly, bread and eggs weekly, BINGO weekly, Thriving class weekly, All Faiths Food Pantry monthly, art class biweekly, free hearing tests, memory tests, vaccinations and phones annually. Upcoming programs/services planned for coming months include ESOL classes, digital literacy, healthy eating and raised-bed gardening. CAN Community Health will provide an internal medicine doctor for weekly onsite medical consultations at McCown Towers.

Homeownership

During the month of June there was an HCV Homeownership orientation that had 12 people in attendance. The current housing market has made it extremely difficult for our participants to find affordable housing. Thanks to our non-profit partner Habitat for Humanity that has continued to work towards filling the gap. Through this partnership one of our families closed on a two bedroom two bath home.

SHAARC REPORT

ANNEX/ TOWERS- ANNEX still isn't being clean. Ms. Joanna is offering to keep the second floor in the Annex and the laundry room clean for \$40 a month stipend. Suggest four(4) cigarette butt containers on outside sitting areas. Seven (7) whether proof trash cans with flip lids around the property. Table and chairs for the new gazebo and move the metal picnic table out of the sun, it gets to hot to sit at. It could be moved under the trees where there is shade.

We are still waiting on the vending machines at the Towers. We would like to have an update list of transfers for the properties. We are requesting all of the virtual meetings on a flash drive. We are asking Ms. Andrea to go back and include Ms. Rachel Johnson as an attendee in the meetings. Ms. Johnson is our advocate from faces of HUD.

Staff at Amaryllis' Place refused to let a citizen apply for housing for Cypress Square, after speaking with Mr. Russell, Mr. Russell said to have him to fill out an application. We are still looking to file a complaint because now he is on the waiting list. Another disable woman applied for housing in 2018, she has called, left messages, she did get one person that was suppose to go back to her but never did and didn't answer the phone anymore. Her number has not changed. I shared this with Mr. Russell as well. Drug activity on 23rd Street.

Many citizens are being told that they don't have enough income to apply for housing. This is troublesome when we have taken 100 units in the courts and only 25 families came back with no room for other low-income citizens.

SHAARC want to apply for the ROSS grant this cycle and we need SHA to pay for the writing of the grant which is \$2,000.00 we are on a short schedule. We have a professional company that will write the grant.

Many residents feel threatened by the staff if they share their concerns about maintenance issues and other things. None of our residents/ citizens should have to deal with this. Residents want to meet at Amaryllis' Place but have been denied the right to meet which is a violation. SHAARC is still waiting for the MOU over four (4) years. We hope you will provide us with what we have asked.

BLESSINGS