



Sarasota Housing Authority (SHA)

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

Regular Meeting of the Board of Commissioners

McCown Towers Board Room, 1300 Blvd of the Arts

January 29, 2025, 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 – December 11, 2024
 - Commissioners Present (6 out of 7)
- VI. APPROVAL OF AGENDA**
 - A. Regular Board Meeting – January 29, 2024
- VII. SPECIAL PRESENTATIONS**
 - A. City Commission Liaison Update
- VIII. PUBLIC PRESENTATIONS (3 Minute Time Limit)**
- IX. RESOLUTIONS – Accepted By Consent**
 - A. Res 25-01: Approval of Annual Plan/5-Year Action Plan (CFP FY23, 24 and 25)
 - B. Res 25-02: Significant Amendment to CFP Budget (FY 23 & 24)
 - C. Res 25-03: Write-Off Approval
 - D. Res 25-04: Approval of Culture Guide Revisions
 - E. Res 25-05: Approval for Lease of Property Office Space

X. OLD BUSINESS

- A. Resident Advisory Board (RAB)/Resident Council - Draft Budget
- B. Development Updates / Redevelopment Report (Calston/Smith-Henzy)
 - McCown New Tower/Parking Garage
 - Lofts on Lemon Phase II
 - Amaryllis III/Cypress II/Courts II
 - Amaryllis IV/Cypress III/Central Gardens/22nd St.

XI. NEW BUSINESS

- A. Resident Interest Ad Hoc Committee Meetings vs Resident Lead, Resident Meetings via Zoom
- B. Federal Funds / OMB Updates

XII. PROGRAM UPDATES – Accepted By Consent

- A. Monthly Financial Statements
 - SHA
 - Janie’s Garden
- B. Board Committee Meeting Minutes
 - Ad Hoc Resident Interest – 12/03/24
 - Ad Hoc Development – 01/07/25
- C. Housing Choice Voucher Report
- D. Housing Management Reports
- E. Capital Improvement Report
- F. Resident Services Monthly Report
- G. Redevelopment Report (Fortis & Smith/Henzy)
- H. Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report (*if submitted*)

XIII. COMMISSIONER ANNOUNCEMENTS/COMMENTS

XIV. ADJOURNMENT

Next Meeting: Wednesday, February 19, 2025
(Please Note: This is 3rd Week of the Month)



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

Board Meeting
McCown Towers Board Room
December 11, 2024
4:00 P.M. (Early Start)

- I. **CALL TO ORDER:** Chair Ernestine Taylor called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:03 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair Ernestine Taylor, Vice Chair John Colón (in at 4:09 pm), Commissioner Jack Meredith (out at 5:03 pm), Resident Commissioner Nicole Roman, Commissioner Duane Finger and Commissioner David Morgan

Commissioners Not Present: Commissioner Carolyn Mason (Excused)

Invited Attendees: City Commissioner Jen Ahearn-Koch, Joe Chambers (Calston-Video), Jake Zunamon (Smith-Henzy-Video) and Attorneys Ric Gilmore & Rhonda Stringer (Video)

SHA Personnel: William Russell and Andrea Keddell
- V. **APPROVAL OF MINUTES**
 - A. SHA Regular Board Meeting – October 23, 2024
 - Chair Taylor put up the minutes from the October 23, 2024, Regular Board Meeting for approval.
 - Commissioner Morgan made a motion to approve the minutes. Commissioner Meredith seconded the motion.
 - The motion was voted on and passed unanimously. Commissioner Finger voted present.
- VI. **APPROVAL OF AGENDA**
 - A. SHA Regular Board Agenda – December 11, 2024
 - Chair Taylor put up the agenda for this December 11, 2024, Regular Board Meeting for approval.
 - Commissioner Finger made a motion to approve the agenda. Commissioner Morgan seconded the motion.
 - The motion was voted on and passed unanimously.
- VII. **SPECIAL PRESENTATION**
 - A. City Commission Liaison Update
 - Vice-Mayor Jen Ahearn-Koch reported that a community meeting took place on homelessness and outreach. It was well attended and there is a lot of interest on this topic, and it is a good time to talk to people in our community to educate them on strategies for homelessness outreach.

VIII. PUBLIC PRESENTATION

A. None.

IX. RESOLUTIONS – ACCEPTED BY CONSENT

A. None.

X. OLD BUSINESS

A. Development Updates – Calston/Smith-Henzy

- McCown New Tower/Parking Garage – Mr. Zunamon reported that the Live Local RFA is due 12/20/25 (approx. \$15 million). He pulled up the site plans that were in the board packet and discussed specifics of the plans. McCown II is proposed to have 7 stories with the 1st floor having amenities, retail and offices, as well as approximately 99 parking spaces for city use. Floors 2 & 3 would be parking (an additional 278 parking spaces). Floors 4, 5, 6 and 7 would units (160 senior units: 104 one-bedroom units with 740 sq ft., 16 one-bedroom units with 584 sq ft and 40 studios with 584 sq ft). This application would not cover the entire phase, and additional funding would need to be secured (Sail Funds, Tax Credit, Mortgage). The units would be elderly units to increase the likelihood of being funded. Total cost is estimated at \$52 (Pike) -\$55 (Wiseman) million.
 - Discussion took place of amenities and possibilities of having more floors or different a unit mix. Mr. Zunamon stated that they could definitely add more but couldn't build less than the application that is submitted.
 - Commissioner Finger inquired about the elevators in the plans and if there could be more than 2 elevators. Mr. Chambers responded the elevators would be upgraded and faster, but this can be looked at down the road.
 - Commissioner Meredith made a motion to move forward with the RFA application. Commissioner Colón seconded the motion.
 - ✓ The motion was voted on and passed unanimously.
 - Amaryllis III/Cypress II/Courts II – There is an estimated closing date of March 5, 2025. Bond calls are starting this week and they're starting to work on permits. A Historical Preservation Board Hearing is scheduled for 1/14/25 to get approval to begin demolition.
 - Lofts on Lemon II – This project is approximately 2 months behind Cypress II with an estimated closing in May 2025. Project is fully financed.
 - Mr. Zunamon reported that he'll be working with Mr. Chambers on putting together some 1-Page project timelines to show the upcoming milestones of this and Cypress II projects.
 - Amaryllis IV/Cypress III/Central Gardens/22nd Street – The Florida Housing board has approved funding for this project (100 - 1-, 2- and 3-bedroom units). We are still awaiting results of the challenge from other applicants.
- B. Resident Advisory Board (RAB)/Resident Council – Draft Budget
- Mr. Russell reported he met with SHAARC and had plugged in some draft budget figures. With the estimated figures there was approximately \$9,000 left to allocate. Ms. Buchand requested that \$5,000 be allocated to professional services and the remaining \$3,252 to outreach to bring the budget to the approved \$30,000.

- The board inquired about what professional services and outreach are included in those figures. The asterisk (*) at the bottom of the budget states that Professional Services and Development includes Insurance, CPA, Legal, Consultants, Service Coordinators and Movers.
- The board also inquired about how the budget would work (i.e. Would the approved expenses be reimbursed or paid by SHA or would the funds be directly allocated to SHAARC's bank account?). Mr. Russell stated that this would need to be decided by the board on whether the board would have the funds and book their own travel and pay their invoices. The board's general consensus would be that SHA would be in charge of paying the monthly stipends directly to the council members.
- Commissioner Morgan pointed out that approximately 60% of the budget is for Council Travel and Council Stipends instead of resident programming or activities. It was further discussed that the blanket category of Professional Services and Development is too vague and should be explained further. Commissioner Morgan suggested that SHAARC provide the board with the goal of these 2, line items and a more defined budget for these items.
- Commissioner Morgan made a motion to table this item and have Mr. Russell request Ms. Buchand to attend the next meeting in order to provide additional information on the professional services and development and the outreach line items. Commissioner Colón seconded the motion.
 - The motion was voted on and passed unanimously.

XI. NEW BUSINESS

- A. Resident Advisory Board (RAB) Comments to SHA Annual Plan / 5-Year Plan FY 2025
- Mr. Russell explained that these were the RAB comments on the Annual Plan / 5-Year Plan FY 2025 that is being submitted for Board approval at the January 29th meeting and briefly described each of the comments provided in the board packet. These comments will be submitted along with SHA Annual Plan / 5-Year Plan to HUD following the board's approval.
 - Questions were asked and answered for the 13 comments.
- B. Overtime Pay for On-Call Maintenance
- Mr. Russell explained that during the hurricane (disaster situation), SHA closed, in accordance with following the City guidelines. Due to this, SHA maintenance staff that were required to come in and assist did not work over the 40-hour work week to allow for overtime pay. Mr. Russell is proposing overtime pay for on-call maintenance staff working during an emergency/disaster occurrence.
 - Commissioner Morgan made a motion to approve overtime pay for on-call maintenance staff working during an emergency/disaster occurrence. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.
- C. Additional Office Building-Morrill Court
- Mr. Russell reported that SHA has outgrown the current Osprey location which houses SHA's Administration office and Section 8 office. Another building in the area has become available and SHA has an interest in putting in an offer to purchase/lease this building as well (same campus as current building).

- Mr. Russell added that the purchase structure could be similar to how the current Osprey building was purchased with SHA's Section 8 pre-paying to lease the building. Additional discussion took place on looking at additional options to purchase a space for the entire Administration and Section 8 staff in a professional office building.
- Mr. Russell added that there is a walk-through of the available building on Morrill Street scheduled for 12/19/24. Commissioner Taylor to attend the walk-through.
- The board agreed that Mr. Russell should get more information and 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 (*not submitted*)
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- Commissioner Finger made a motion to accept the Program Updates Consent Agenda. Commissioner Morgan seconded the motion.
 - The motion was voted on and passed unanimously.

XIII. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. None.

XIV. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:15 pm.

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-01

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

Approve the Housing Authority's Annual Plan, Five-Year Plan, CFP Budgets & CFP Five-Year Action Plan. All items HUD requires SHA to submit each year.

2. Who is making request:

- A. Entity: SHA
- B. Project: Annual Plan, Five-Year Plan, Five-Year Action Plan w/ CFP Budgets
- C. Originator: William Russell

3. Cost Estimate (if applicable):

n/a

Narrative:

Each year, every Public Housing Authority must complete and submit an Annual Plan to HUD (and every 5 years a Five-Year Plan), along with an approved Public Housing Capital Fund Program (CFP) budget(s), and a Five-Year Action Plan showing a listing of possible work items that CFP can be spent on. We have also met with the Resident Council to discuss these items and received comments from them which HUD requires us to attach to the annual plan submission. The CFP Budget indicates how we plan to expend that year's grant dollars, which we have two years to obligate and four years to expend.

Attachments (if applicable):

SHA FL008 HUD-50075-HP Annual Plan 2025,
SHA FL008 HUD-50075-HP Five-Year Plan 2025,
HUD 50075.2 Five Year Action Plan 2025-29-From EPIC,
RAB Comments-SHA staff responses,
HUD 50075.1 CFP 2023 Revised Budget,
HUD 50075.1 CFP 2024 Revised Budget,
HUD 50075.1 CFP 2025 Original Budget

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 25-01

A RESOLUTION APPROVING SARASOTA HOUSING AUTHORITY'S ANNUAL PLAN, FIVE-YEAR PLAN, FIVE-YEAR ACTION PLAN AND CFP BUDGETS

WHEREAS the Sarasota Housing Authority (SHA) has developed an Annual Plan and a Five-Year Plan that details goals for the next year to five years, as well as a capital improvement budget for 2025;

WHEREAS HUD requires all PHAs to adopt an Annual Plan each year and a Five-Year Plan every five years;

WHEREAS HUD requires the document to describe SHA's plans for the coming year(s) for things like addressing housing needs, capital improvement budgets, and any redevelopment and/or repositioning plans;

WHEREAS SHA's Annual Plan also includes the FY2023, FY2024 and FY 2025 Capital Fund Budgets which list large capital items within the context of its best estimates of funding reasonably expected during the next year(s) from HUD and may be revised, as necessary;

WHEREAS a PHA can exercise fungibility that permits PHA to substitute any work item expressed in the Five-Year Action Plan (attached); and

WHEREAS SHA Staff and Agency-Wide Resident Council / Resident Advisory Board have reviewed the Annual Plan, Five-Year Plan, Five-Year Action Plan and capital fund budgets, as attached, to include a comprehensive, updated detail of large capital items and operating needs, as well as goals for the Agency.

NOW, THEREFORE, BE IT RESOLVED THAT:

SHA Board of Commissioners approves the attached Annual Plan, Five-Year Plan, Five-Year Action Plan and CFP Budgets.

ACCEPTED BY: _____
Ernestine Taylor,
Chairman

DATE: _____

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

DATE: _____

Streamlined Annual PHA Plan <i>(High Performer 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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and 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>FLO08</u> PHA Type: <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2025</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>2112</u> Total Combined <u>2212</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 the SHA Central Office located at 269 S. Osprey Avenue, Sarasota, FL 34236 during its regular hours of operation, 8:00 a.m. through 5:00 p.m., Monday through Thursday. It can also be viewed on-line at: http://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; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">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"/> Homeownership 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 element below: Due to HOTMA, SHA had to amend various policies.</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 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 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, was completed. Cypress Square aka Amaryllis Park Place II, provides 84 new family units which are fully leased. 25 of these 84 apartments have project-based vouchers. The remaining 64 units in the Courts property has completed relocation and will soon be demolished, to make way for Cypress Square 2 aka Amaryllis Park Place III. SHA and our development partner have the required funding to do so, and we expect to close this deal by the end of 2024. This new development will consist of 108 units, of which 33 will be PBV.</p> <p>SHA plans to develop phase two of Lofts on Lemon, which will be 100 units, and have 25 project based vouchers.</p> <p>It is planned that Bertha Mitchell, SHA's remaining 100 public housing units, will be converted to Section 8 once capital improvements are completed.</p> <p>Our board and staff have had initial discussions about issuing an RFP in the community for the purpose of project-basing privately owned units in the community in order to provide for more long-term, deeply-subsidized inventory in our local market.</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. 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 the Courts began with the 84-unit Cypress Square which is now leased. The second phase of the Courts redevelopment will add an additional 108 units. This new development – Cypress Square 2 aka Amaryllis Park Place III – will close and begin construction by early 2025.</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 and offer after-school programming and summer camps. SHA continues to leverage numerous partnerships to enhance programming for our youth.</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 07/24/2024.</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: The auditors found that one inspection was four months late.</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>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>

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="180 493 1443 940"> <tr> <td data-bbox="180 493 1443 535">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 535 1443 940"> <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 4-H, Children First, Boys & Girls Club, Girls Inc and the many others.</p> </td> </tr> </table> <table border="1" data-bbox="180 968 1443 1381"> <tr> <td data-bbox="180 968 1443 1010">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 1010 1443 1381"> <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> </table> <table border="1" data-bbox="180 1409 1443 1862"> <tr> <td data-bbox="180 1409 1443 1451">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 1451 1443 1862"> <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 4-H, Children First, Boys & Girls Club, Girls Inc and the many others.</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-HP Annual Plan for High Performing 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.

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.”

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. 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 maintaining 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\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#) and 24 CFR §903.12(b)).

Safety and Crime Prevention (VAWA). 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\(n\)](#))

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 or discretionary policies 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. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI 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 name, 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))

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(i))

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 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.](#)

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) 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.

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).

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.

D. Affirmatively Furthering Fair Housing.

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 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. 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, 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.

Public reporting burden for this information collection is estimated to average 7.02 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.

5-Year PHA Plan (for All PHAs)	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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Applicability. The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Sarasota Housing Authority</u> PHA Code: <u>FL008</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2025</u> The Five-Year Period of the Plan (i.e. 2019-2023): <u>2025 – 2029</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 websites. 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 the SHA Central Office located at 269 S. Osprey Avenue, Sarasota, FL 34236 during its regular hours of operation, 8:00 a.m. through 5:00 p.m., Monday through Thursday. It can also be viewed on-line at: http://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"> <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> <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. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.</p> <p>Sarasota Housing Authority (SHA) is committed to providing quality affordable housing to enhance the lives of our residents and promote their independence. Our professional team members provide housing assistance to over 2,000 low-income families in Sarasota.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>First and foremost, SHA aims to continue its development efforts to both improve the quality of and increase the supply of affordable housing in Sarasota. Redevelopment plans include the former Courts public housing property. The remaining 64 units in the Courts property has completed relocation and will soon be demolished, to make way for Cypress Square 2 aka Amaryllis Park Place III. SHA and our development partner have the required funding to do so, and we expect to close this deal by the end of 2024. This new development will consist of 108 units, of which 33 will be PBV.</p> <p>Next, SHA and our development partner, Fortis, plan to develop Lofts on Lemon 2, which will feature 100 1-BR units, including 25 project-based voucher units.</p> <p>SHA also plans for a fourth and final development phase for Amaryllis Park Place. Amaryllis Park Place IV, aka Cypress Square 3, will feature 100 units. 61 units will be on the former Courts property and 39 units will be on vacant property on 22nd Street and Central Avenue, known as Central Gardens.</p> <p>SHA has explored possibly building structured parking with affordable housing on the site of the current surface parking at McCown Tower RAD. This is a possible future development project.</p> <p>SHA also continues to partner with local government and agencies, including our homeless CoC, to address various housing needs in our community, including the homeless. SHA was approved for a streamlined voluntary conversion of its then remaining 226 ACC units. 126 of those units have been converted, and the Bertha Mitchell community consisting of 100 ACC units, will be the final conversion as soon as a modernization project is completed.</p> <p>SHA will likely explore creative ways to leverage project-based vouchers to add more subsidized units in the community, to be spread out throughout Sarasota County.</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SHA has made significant progress toward its goals during the past five years.</p> <p>On the development front, SHA has completed three major new affordable developments:</p> <ol style="list-style-type: none"> 1. Amaryllis Park Place, and elderly community of 84 apartment homes, half of which are PBV; 2. Lofts on Lemon, a family development of 128 apartment homes, with 76 LIHTC and 52 workforce units; 3. Cypress Square, a family development of 84 apartment homes, 25 of which are PBV. <p>SHA’s voucher program has nearly doubled in size since 2005, and our voucher program now consists of over 2,000 vouchers. SHA has in recent years been awarded additional VASH, FYI, fair share, EHV, TPV and other new vouchers.</p> <p>Our resident services department continues to great work, including award-winning youth programming, which remains a priority. Our after-school program and summer enrichment camps, in addition to several key partnerships that bring additional activities and experiences, continue to benefit our youth in their development.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SHA has implemented policies in all programs that will allow public housing or multifamily residents who are victims of domestic violence, to relocate to another unit if one is available. If one is not available, then they are referred to our HCV program to receive a super preference for the HCV waiting list. This transfer is normally handled within 5 to 7 days to allow the victim to remove themselves from the situation and/or danger.</p>

C.	Other Document and/or Certification Requirements.						
C.1	Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.						
C.2	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.						
C.3	Certification by State or Local Officials. 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.						
C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.						
D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.) 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. <table border="1" data-bbox="215 1129 1472 1850"> <tr> <td data-bbox="215 1129 1472 1171">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="215 1171 1472 1360"> <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> 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 4-H, Children First, Boys & Girls Club, Girls Inc and the many others. </td> </tr> <tr> <td data-bbox="215 1381 1472 1423">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="215 1423 1472 1591"> <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> Increase the homeownership rate among low-income residents: 30 Housing Choice Voucher participants have become homeowners through our voucher homeownership program. </td> </tr> <tr> <td data-bbox="215 1612 1472 1654">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="215 1654 1472 1850"> <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> 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. </td> </tr> </table>	Fair Housing Goal:	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u> 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 4-H, Children First, Boys & Girls Club, Girls Inc and the many others.	Fair Housing Goal:	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u> Increase the homeownership rate among low-income residents: 30 Housing Choice Voucher participants have become homeowners through our voucher homeownership program.	Fair Housing Goal:	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u> 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.
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Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

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

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. (24 CFR § 903.6(a)(1))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. (24 CFR § 903.6(b)(1))

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. (24 CFR § 903.6(b)(2))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR § 903.6(a)(3)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year 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 2.

C.2 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB have comments?

(b) If yes, submit 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 § 903.17(b), 24 CFR § 903.19)

C.3 Certification by State or 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.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

(a) Did the public challenge any elements of the Plan?

(b) If yes, 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.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, 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.

Interoffice Memorandum

To: Victor Atkins, Director, Office of Public & Indian Housing, Miami FO
From: William O. Russell III, CEO, Sarasota Housing Authority (SHA)
Date: 01/30/2025
Re: RAB Comments to Annual Plan

I am attaching the Annual Plan comments submitted by our Resident Advisory Board (RAB) along with SHA's analysis and recommendations/decisions.

If you have any questions regarding this, please don't hesitate to contact me.

PHA 1-5 YEAR ANNUAL PLAN
Beginning 04/01/2025
Sarasota Housing Authority (SHA)
Agency-Wide Resident Council (RC)/Resident Advisory Board (RAB)
C-1 & C-2 Comments

1. **RAB Comment** - The council is advocating for SHA to provide 50 project-based vouchers in the Amaryllis Park Place III/Cypress Square 2 deal.

SHA Analysis/Decision – Policy makers in Washington have limited the number of project-based vouchers in family developments to no more than 25% for many years, especially in high poverty neighborhoods. The reason for this is to deconcentrate poverty and to foster people with varying levels of income to live together in a community. SHA supports this goal and has consistently developed mixed-income communities rather than concentrating extremely low-income families into one development or community, as public housing historically has done since the 1960s. SHA and its' Board have agreed to go up to 30% of total units in this development with PBVs, which is the most we have ever done. This is made possible through changes in policy from the HOTMA legislation, which allows more than 25% PBVs if the new development is replacing formerly HUD-assisted units. Furthermore, we are already in underwriting, so increasing the PBVs now would delay the whole project. And because the development is receiving Low Income Housing Tax Credits, HUD may not approve increasing the total number of PBVs due to the development being over subsidized between the tax credits and PBVs. Another consideration is that the new development will accept families who already have a voucher, so in effect there will be more than just the 33 PBV units in terms of total families who are assisted by Section 8 living in the new community.

2. **RAB Comment** – The RAB requested the income set aside breakdown for Lofts on Lemon 2 and Cypress Square 2.

For Cypress Square 2, the set aside is as follows: 33 units at or below 30% of AMI, 6 units at or below 60% of AMI, 43 at 70% of AMI and 26 units at or below 80%.

For Lofts on Lemon 2, the set aside is as follows: 25 units at or below 30% of AMI, 8 units at or below 60% of AMI, 59 units at or below 70% of AMI, and 8 units at or below 80% of AMI.

3. **RAB Comment** – One RAB member expressed a concern about building a new tower on the site of the current parking lot of McCown Tower, suggesting it will block the views of current residents.

SHA Analysis/Decision – SHA should certainly keep this concern and perspective in mind. However, our mission is to provide affordable housing for the community and there is a significant need for additional affordable, elderly housing. This need, and the ability of SHA to contribute new units to help address the need, may outweigh concerns about views of current residents. We would also expect current residents to want to occupy some of the new units if the new tower were to be developed. In addition, many residents will still have very nice Southern views since McCown Tower is single-loaded so each unit has a Northern view and Southern view.

4. **RAB Comment** – The RAB would like to see SHA staff demonstrate better customer service towards residents.

SHA Analysis/Decision – SHA agrees that its employees should treat residents with respect and good customer service. SHA has provided training on this and will endeavor to do so again this coming year.

5. **RAB Comment** – The RAB states that SHA and the Resident Council should make a concerted effort to work together.

SHA Analysis/Decision – SHA wishes to work constructively with its' resident council. However, SHA finds that its RC is continuously engaged in a hostile effort to continuously disparage the reputation of SHA with HUD and other community stakeholders, even on matters that it has not brought directly to SHA to address. This does not show a sincere desire of the RC to work constructively with SHA, but rather be in an adversarial posture on a consistent basis for several years running. The RC needs to decide whether it truly wants to partner and work constructively with SHA or remain in an adversarial and disparaging posture.

6. **RAB Comment** – The RAB expressed a desire to reconstitute the “Am I Okay?” program where residents volunteered to check on their neighbors to make sure they are okay. The would like to see this implements at SHA’s elderly properties, including Amaryllis Park Place.

SHA Analysis/Decision – SHA did once support this program and pay stipends to residents who volunteered to be floor monitors. However, the volunteers eventually exited the program making it difficult to continue. SHA will review the property budgets to make sure it can afford the stipends and if so, is open to gaging interest among current residents about reconstituting the program.

7. **RAB Comment** – The RAB expressed interest in having a meeting where SHA employees and residents of McCown meet and discuss how to get along and respect one another.

SHA Analysis/Decision – SHA is open to this idea but needs to consider whether this can be facilitated on site at McCown Tower, which it would need to be.

8. **RAB Comment** – The RAB requests that SHA involve and consult the RC prior to filing an eviction.

SHA Analysis/Decision – SHA is concerned about privacy issues of sharing with other residents how much another resident owes and/or reasons why they are in violation of their lease. SHA is also concerned about delays in filing on cases where the resident is already in arrears due to non-payment of rent. Scheduling and meeting with the RC would add time to this process and likely cause the monies owed to SHA to go into a second month prior to filing a non-pay case with the courts.

9. **RAB Comment** – The RAB expressed a concern that the lighting within the Bertha Mitchell community is insufficient, and some lighting is currently out.

SHA Analysis/Decision – SHA agrees that lighting should be restored and even increased within the property. SHA will discuss this with the City and also look into ballistic shields for the lights to prevent them being shot out and disabled.

10. **RAB Comment** – The RAB requested a copy of SHA’s VAWA policy.

SHA Analysis/Decision – SHA will send this policy to the RC president as requested.

11. **RAB Comment** – The RAB requests that SHA allow residents and the public to participate in SHA meeting virtually, as was the case during the COVID pandemic.

SHA Analysis/Decision – Based upon the recommendation of its’ general counsel, SHA returned to having in-person public meetings pursuant to Florida Government in the Sunshine law, where a physical quorum is required. The SHA Board has decided that residents and members of the public who wish to attend and participate in SHA Board meetings must do so in person. This is no different than the Sarasota City and County commission meetings.

12. **RAB Comment** – The RAB is asking to have \$30,000 remitted to them for the previous year, since the SHA Board took so long approving the MOU and budget for the resident council.

SHA Analysis/Decision – The SHA Board only approved a budget of \$30,000 for the coming year, contingent upon an approved budget to be submitted by the resident council. They did not approve a \$30,000 budget retroactively. For the past year, SHA has paid stipends directly to the resident council members and has complied with HUD funding requirements under CFR 964.

13. **RAB Comment** – The RAB recommends that the process of SHA unit inspections for the HCV program be adjusted so that the units are clean and the new resident does not have to clean the unit themselves.

SHA Analysis/Decision – HUD’s NSPIRE inspection standards do not allow SHA to fail a unit for cleanliness or what it terms “resident’s decision.” If the resident feels the unit is too dirty, they can decide not to live there. In many cases the landlord will address issues the resident raises prior to move in. In other situations, the landlord has deducted money from the first months rent in exchange for the resident cleaning the unit themselves.

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages-Work Activities

Capital Fund Program - Sarasota Housing Authority FL 008

Activities for Year 4&5	Activities for Year: 2028 FFY Grant: 2028			Activities for Year: 2029 FFY Grant: 2029		
See Annual Statement	DEVELOPMENT NAME/NUMBER	QUANTITY	ESTIMATED COST	DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST
	PHA Wide			PHA Wide		
	Operations		485,696	Operations		485,696
	Administration		53,819	Administration		53,819
	Bertha Mitchell Amp 1-003			Bertha Mitchell Amp 1-003		
		TOTALS	539,515		TOTALS	539,515

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages-Management

Capital Fund Program - Sarasota Housing Authority FL 008

Activities for Year 4&5	Activities for Year: 2028 FFY Grant: 2028			Activities for Year: 2029 FFY Grant: 2029		
See Annual Statement	DEVELOPMENT NAME/NUMBER	QUANTITY	ESTIMATED COST	DEVELOPMENT NAME/NUMBER	MAJOR WORK CATEGORIES	ESTIMATED COST
	PHA Wide			PHA Wide		
		TOTALS	0		TOTALS	0

Part II: Supporting Pages								
PHA Name: SARASOTA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: FL14P008501-23 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant:: 2023 Obligation Deadline: 2/16/2025		
Development Number Name/ PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	1406 Operations	1406		\$100,522.00	\$880,161.00	\$0.00	\$0.00	0.00%
PHA Wide	1408 Management Improvements	1408						
	Staff/Resident/Board Training			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
PHA Wide	1410 Administration (10%)	1410		\$97,454.00	\$97,454.00	\$97,454.00	\$97,454.00	100.00%
PHA Wide	1480 General Capital Activity	1480						
	<u>1430 Fees and Costs</u>							
	A & E			\$30,000.00	\$0.00	0.00	0.00	0.00%
	<u>1450 Site Improvement</u>							
	Security Cameras (Phase II)			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1460 Dwelling Structures</u>							
	Replace existing shingle roofing with Metal		100 Units	\$549,639.00	\$0.00	\$0.00	\$0.00	0.00%
	<u>1465.1 Dwelling Equipment - Nonexpendable</u>							
	Range, refrigerator, HWH and Fans			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1470 Non Dwelling Structures</u>					\$0.00	\$0.00	#DIV/0!
	Replace existing shingle roofing with Metal		1 Building	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1495 Relocation Costs</u>			\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total General Capital Activity	1480		\$779,639.00	\$0.00	\$0.00	\$0.00	0.00%
FL14P008-001	1503 RAD-CFP	1503		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	PAGE TOTAL			\$977,615.00	\$977,615.00	\$97,454.00	\$97,454.00	9.97%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: SARASOTA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: FL14P008501-24 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant:: 2024 Obligation Deadline: 5/5/2026		
Development Number Name/ PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	1406 Operations	1406		\$98,779.00	\$485,696.00	\$0.00	\$0.00	0.00%
PHA Wide	1408 Management Improvements	1408						
	Staff Training			\$5,600.00	\$0.00	\$0.00	\$0.00	0.00%
	Resident/Board Training			\$9,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total Management Improvements	1408		\$14,600.00	\$0.00	\$0.00	\$0.00	0.00%
PHA Wide	1410 Administration (10%)	1410		\$53,819.00	\$53,819.00	\$0.00	\$0.00	0.00%
PHA Wide	1480 General Capital Activity	1480						
	<u>1430 Fees and Costs</u>							
	A & E			\$0.00	\$0.00	0.00	0.00	#DIV/0!
	<u>1450 Site Improvement</u>							
	Security Cameras (Phase II)			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1460 Dwelling Structures</u>							
	Continuation of CFP 2022 & 2023 project incl. front and back doors		100 Units	\$172,317.00	\$0.00	\$0.00	\$0.00	0.00%
	<u>1465.1 Dwelling Equipment - Nonexpendable</u>							
	Range, refrigerator, HWH and Fans			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1470 Non Dwelling Structures</u>					\$0.00	\$0.00	#DIV/0!
	Replace existing shingle roofing with Metal		1 Building	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1495 Relocation Costs</u>			\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total General Capital Activity	1480		\$372,317.00	\$0.00	\$0.00	\$0.00	0.00%
FL14P008-001	1503 RAD-CFP	1503		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	PAGE TOTAL			\$539,515.00	\$539,515.00	\$0.00	\$0.00	0.00%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: SARASOTA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: FL14P008501-25 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2025 Obligation Deadline:		
Development Number Name/ PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	1406 Operations	1406		\$485,696.00		\$0.00	\$0.00	0.00%
PHA Wide	1408 Management Improvements	1408						
	Staff Training			\$0.00		\$0.00	\$0.00	#DIV/0!
	Resident/Board Training			\$0.00		\$0.00	\$0.00	#DIV/0!
	Total Management Improvements	1408		\$0.00		\$0.00	\$0.00	#DIV/0!
PHA Wide	1410 Administration (10%)	1410		\$53,819.00		\$0.00	\$0.00	0.00%
PHA Wide	1480 General Capital Activity	1480						
	<u>1430 Fees and Costs</u>							
	A & E			\$0.00		0.00	0.00	#DIV/0!
	<u>1450 Site Improvement</u>							
	Security Cameras (Phase II)			\$0.00		\$0.00	\$0.00	#DIV/0!
	<u>1460 Dwelling Structures</u>							
	Continuation of CFP 2022 & 2023 project incl. front and back doors		100 Units	\$0.00		\$0.00	\$0.00	#DIV/0!
	<u>1465.1 Dwelling Equipment - Nonexpendable</u>							
	Range, refrigerator, HWH and Fans			\$0.00		\$0.00	\$0.00	#DIV/0!
	<u>1470 Non Dwelling Structures</u>					\$0.00	\$0.00	#DIV/0!
	Replace existing shingle roofing with Metal		1 Building	\$0.00		\$0.00	\$0.00	#DIV/0!
	<u>1495 Relocation Costs</u>			\$0.00		\$0.00	\$0.00	#DIV/0!
	Total General Capital Activity	1480		\$0.00		\$0.00	\$0.00	#DIV/0!
FL14P008-001	1503 RAD-CFP	1503		\$0.00		\$0.00	\$0.00	#DIV/0!
	PAGE TOTAL			\$539,515.00		\$0.00	\$0.00	0.00%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-02

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

Approve a Capital Fund grant budget amendment that will allow us to obligate our grant funds prior to a HUD deadline. As a small PHA (in terms of the number of public housing units we have), we are allowed to move capital funds into our operating account and obligate them.

2. Who is making request:

- A. Entity: SHA
B. Project: CFP FY2023 & FY2024 Significant Budget Amendments
C. Originator: William Russell

3. Cost Estimate (if applicable):

N/A - Moving Funds to new Line Item, Operations 1406 (No change in total budgets.)

Narrative:

As a small PHA (in terms of the number of public housing units we have), we are allowed to move capital funds into our operating account and obligate them. We are currently attempting to procure a general contractor to perform around \$3.2 million in work at Bertha Mitchell, which is what these funds will go towards. We currently have this project back out to bid and it is due in the next few weeks so that when complete, Bertha Mitchel will be converted in the same manner the Courts was converted last year.

Attachments (if applicable):

CFP Budget FY 2023
CFP Budget FY 2024

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 25-02

**A RESOLUTION APPROVING SIGNIFICANT AMENDMENT TO
SARASOTA HOUSING AUTHORITY'S
FY2023 and FY2024 CFP BUDGETS**

WHEREAS the Sarasota Housing Authority (SHA) has developed a budget that outlines how the authority will spend its \$977,615.00 FY2023 and \$539,515.00 FY2024 CFP grants;

WHEREAS the budget is based on various needs for the Bertha Mitchell property; and

WHEREAS SHA Staff has decided it is in the agency's best interest to amend the CFP budgets to ensure timely obligation and expenditure of funds in preparation for the voluntary conversion.

NOW, THEREFORE, BE IT RESOLVED THAT:

SHA Board of Commissioners approves amendments to the attached CFP budgets.

ACCEPTED BY: _____ DATE: _____
Ernestine Taylor,
Chairman

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

Part II: Supporting Pages								
PHA Name: SARASOTA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: FL14P008501-23 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant:: 2023 Obligation Deadline: 2/16/2025		
Development Number Name/ PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	1406 Operations	1406		\$100,522.00	\$880,161.00	\$0.00	\$0.00	0.00%
PHA Wide	1408 Management Improvements	1408						
	Staff/Resident/Board Training			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
PHA Wide	1410 Administration (10%)	1410		\$97,454.00	\$97,454.00	\$97,454.00	\$97,454.00	100.00%
PHA Wide	1480 General Capital Activity	1480						
	<u>1430 Fees and Costs</u>							
	A & E			\$30,000.00	\$0.00	0.00	0.00	0.00%
	<u>1450 Site Improvement</u>							
	Security Cameras (Phase II)			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1460 Dwelling Structures</u>							
	Replace existing shingle roofing with Metal		100 Units	\$549,639.00	\$0.00	\$0.00	\$0.00	0.00%
	<u>1465.1 Dwelling Equipment - Nonexpendable</u>							
	Range, refrigerator, HWH and Fans			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1470 Non Dwelling Structures</u>					\$0.00	\$0.00	#DIV/0!
	Replace existing shingle roofing with Metal		1 Building	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1495 Relocation Costs</u>			\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total General Capital Activity	1480		\$779,639.00	\$0.00	\$0.00	\$0.00	0.00%
FL14P008-001	1503 RAD-CFP	1503		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	PAGE TOTAL			\$977,615.00	\$977,615.00	\$97,454.00	\$97,454.00	9.97%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: SARASOTA HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: FL14P008501-24 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FFY of Grant:: 2024 Obligation Deadline: 5/5/2026		
Development Number Name/ PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	1406 Operations	1406		\$98,779.00	\$485,696.00	\$0.00	\$0.00	0.00%
PHA Wide	1408 Management Improvements	1408						
	Staff Training			\$5,600.00	\$0.00	\$0.00	\$0.00	0.00%
	Resident/Board Training			\$9,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total Management Improvements	1408		\$14,600.00	\$0.00	\$0.00	\$0.00	0.00%
PHA Wide	1410 Administration (10%)	1410		\$53,819.00	\$53,819.00	\$0.00	\$0.00	0.00%
PHA Wide	1480 General Capital Activity	1480						
	<u>1430 Fees and Costs</u>							
	A & E			\$0.00	\$0.00	0.00	0.00	#DIV/0!
	<u>1450 Site Improvement</u>							
	Security Cameras (Phase II)			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1460 Dwelling Structures</u>							
	Continuation of CFP 2022 & 2023 project incl. front and back doors		100 Units	\$172,317.00	\$0.00	\$0.00	\$0.00	0.00%
	<u>1465.1 Dwelling Equipment - Nonexpendable</u>							
	Range, refrigerator, HWH and Fans			\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1470 Non Dwelling Structures</u>					\$0.00	\$0.00	#DIV/0!
	Replace existing shingle roofing with Metal		1 Building	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	<u>1495 Relocation Costs</u>			\$200,000.00	\$0.00	\$0.00	\$0.00	0.00%
	Total General Capital Activity	1480		\$372,317.00	\$0.00	\$0.00	\$0.00	0.00%
FL14P008-001	1503 RAD-CFP	1503		\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	PAGE TOTAL			\$539,515.00	\$539,515.00	\$0.00	\$0.00	0.00%

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-03

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

Write off uncollectable accounts.

2. Who is making request:

- A. Entity: SHA
- B. Project: Collection Loss Write Off
- C. Originator: William Russell

3. Cost Estimate (if applicable):

\$1,559.68

Narrative:

The Sarasota Housing Authority (SHA) has reviewed accounts for past due rents, repayment agreements, and damages from persons who have terminated residency with SHA and have been unable to collect the monies due to the Authority for these accounts.

Attachments (if applicable):

Write-Off Details Spreadsheet

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 25-03

**RESOLUTION APPROVING THE WRITE-OFF OF
UNCOLLECTIBLE ACCOUNTS**

WHEREAS the Sarasota Housing Authority (SHA) has accounted for past due rents, repayment agreements, and damages from persons who have terminated residency with SHA; and

WHEREAS SHA has been thus far unsuccessful in collecting these monies due to the Authority.

NOW, THEREFORE, BE IT RESOLVED THAT:

The SHA Board of Commissioners authorizes the President & CEO to write off uncollectible accounts in the final, year-end amount of \$1,559.68 as of December 31, 2024, and to continue all reasonable efforts to collect such monies owed.

ACCEPTED BY: _____ DATE: _____
Ernestine Taylor,
Chairman

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

SHA Write Offs through December 31, 2024

Tenant	Balance Owed	Move out date	Breakdown of Charges
AF	\$ 412.00	07/31/24	After SD Refund, still owes partial 7/24 rent.
CG	\$ 356.56	08/07/24	After SD refund, still owes partial 6/14 and full 7/24 rent.
CM	\$ 791.12	08/19/24	After SD Refund, still owes full 7/24 and partial 8/24 rent.
	<u>\$ 1,559.68</u>		

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-04

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

Amend SHA's Culture Guide (Personnel Policy).

2. Who is making request:

- A. Entity: SHA
- B. Project: Culture Guide Policy Amendment
- C. Originator: William Russell

3. Cost Estimate (if applicable):

N/A

Narrative:

In an effort to ensure transparency and compliance with SHA's conflict of interest policy additional language has been added regarding:
1. Outside Employment - Additional language on disclosure of outside employment, business entity (venture) or volunteerism.

Attachments (if applicable):

Pages showing proposed revisions.
New Form for Employee Use.

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 25-04

**RESOLUTION APPROVING SARASOTA HOUSING AUTHORITY
(SHA) REVISION TO
TEAM MEMBER CULTURE GUIDE**

WHEREAS the Sarasota Housing Authority (SHA) is revising the Team Member Culture Guide;

WHEREAS the provisions of the policy/guide may be amended or cancelled at any time, in the Authority's sole discretion;

WHEREAS an additional provision needed to be inserted; and

WHEREAS the purpose of this Team Member Culture Guide is to provide a source of information for all SHA staff concerning the benefits and obligations associated with their employment.

NOW, THEREFORE, BE IT RESOLVED THAT:

The SHA Board of Commissioners approves the attached section of the Team Member Culture Guide.

ACCEPTED BY: _____ DATE: _____
Ernestine Taylor,
Board Chair

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



ABOUT THIS CULTURE GUIDE

We prepared this Team Member Culture Guide (“Culture Guide”, or “Guide”) to help team members find the answers to many questions that they may have regarding their employment with Sarasota Housing Authority (“SHA” or “Agency”). Please take the necessary time to read it.

We do not expect this Culture Guide to answer all questions. Managers and Human Resources also serve as a major source of information.

Neither this Guide nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Sarasota Housing Authority adheres to the policy of employment “at-will”, which permits the Agency or the team member to end the employment relationship at any time, for any reason, with or without cause or notice.

No Agency team member or representative may modify the at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally.

Many matters covered by this Guide, such as benefit plan descriptions, are also described in separate Agency documents. These Agency documents are always controlling over any statement made in this Guide or by any member of management.

This Guide states only general Agency guidelines. Sarasota Housing Authority may, at any time, in its sole discretion, modify or vary from anything stated in this Guide, with or without notice, except for the rights of the parties to end employment at-will.

This Guide is subject to the terms of any applicable collective bargaining agreement.

This Team Member Culture Guide supersedes all previous employee handbooks			
Resolution #:	23-09	Revision Date:	June 28, 2023
Resolution #:	24-16	Revision Date:	October 23, 2024
<u>Resolution #:</u>	<u>25-03</u>	<u>Revision Date:</u>	<u>January 29, 2025</u>

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- Accepting personal gifts, cash gratuities, or entertainment from clients/residents, suppliers, vendors, potential vendors, or potential suppliers;
- Conducting financial transactions of any kind with clients/residents, other than accepting payment for official charges posted to a client's/resident's account;
- Working for a supplier/vendor or client/customer;
- Using proprietary or confidential SHA information for personal gain or to SHA's detriment;
- Having a direct or indirect financial interest in, or relationship with a vendor, customer, or supplier, except that ownership of less than one percent (1%) of the publicly traded stock of a corporation will not be considered a conflict;
- Taking and/or using Agency assets or labor for personal use;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to SHA; or,
- Committing SHA to give its financial or other support to any outside activity or organization without SHA's express prior written approval.

If a team member or someone with whom a team member has a close relationship (a family member or close companion) has a financial or employment relationship with a customer, supplier or potential supplier, the team member must disclose this fact in writing to the President and CEO.

Team members shall not enter into a romantic or sexual relationship with a vendor/supplier, a subordinate team member, or a client/resident, as a conflict of interest may exist where decisions may be influenced by the relationship rather than what is in the best interest of SHA (see Relationships at Work policy below).

Team members may engage in outside employment provided they disclose such employment and receive prior written approval from the President and CEO so that actual or perceived conflicts may be evaluated. Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in correction action up to and including separation of employment.

Outside Employment

The Company respects each team member's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth in this Culture Guide or adversely affect the team member's ability to perform their job. Under certain circumstances, however, if a team member's personal conduct adversely affects their performance on the job or makes it impossible for them to carry out any or all of their job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

An example of an activity that might adversely affect a team member's ability to perform their job duties is outside employment. While the Company does not prohibit team members from holding other jobs, the following types of outside employment are generally prohibited (to the extent allowed under applicable law):

- Employment that conflicts with the team member's work schedule, duties, and responsibilities, or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the team member's work performance with the Company;
- Employment that requires team members to conduct work or related activities during working times or using any of the Company's tools, materials, or equipment.
- Employment that directly or indirectly competes with the business or the interests of the Company; and
- Volunteering for organizations during regular business hours unless approved by management.

For the purposes of this policy, self-employment is considered outside employment. The Company will not assume any responsibility for a team member's outside employment. Specifically, SHA will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

Relationships at Work

SHA prohibits employment of relatives or romantic partners in a direct reporting relationship, a reporting relationship where direct favoritism or indirect favoritism could occur, or where influence or preference by a non-supervisor could occur or be perceived. SHA and SHA team members shall avoid creating or perpetuating circumstances in which the possibility of favoritism, conflict of interest, or impairment of efficient operations may occur.

Team members are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for the team member or others, particularly individuals or entities with whom the team member has family, business, romantic, or other relationships.

For purposes of this policy, "relatives" are defined as "immediate family": spouse, son, daughter, mother, father, brother, sister, any step relatives or in-laws or a relative by marriage of comparable degree, significant other, and fiancé(e); "dating relationship" is defined as any romantic or sexual relationship of any kind, of any nature, for any duration, between a team member and a coworker, client, supervisor, manager, third-party vendor, or any other individual with any relationship to SHA whatsoever. Team members must disclose the existence of any immediate family relationships or dating relationships with any other current or prospective SHA team member to the President and CEO prior to the prospective team member commencing their employment, and when seeking a promotion or transfer within SHA.

SHA Procedures for Family or Dating Relationships

1. Relatives of current SHA team members, or anyone involved in a dating relationship with any SHA team member, may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current team member may also not occupy a position that will be working directly for or supervising the team member with whom they are involved in a dating relationship.
2. Directors and managers should exercise caution in hiring decisions to ensure that a new team member is not placed in a direct reporting relationship with a relative as defined by this policy.
3. If, due to promotion, a direct reporting relationship is created between relatives or anyone in a dating relationship, supervisors should work with the team members to resolve the situation. Resolution may include transfer of one team member involved in the relationship, or a change in reporting relationships. The President and CEO or their designee shall be contacted to discuss resolution options.
4. If the relative or dating relationship is established after employment of the individuals, such relationships must be disclosed to the President and CEO who will determine resolution options. Resolution may include transfer of one team member of the relationship, or a change in reporting relationships.
5. No team members shall be transferred into a position that would result in a reporting relationship to a relative, or between those in a dating relationship.
6. In other cases where a conflict or the potential for conflict arises because of the family or dating relationship between team members, even if there is no line of authority or reporting involved, the team members may be separated by reassignment, or terminated from employment.
7. Team members involved in a dating relationship should refrain from public workplace displays of affection or excessive personal conversation.



Tel 941.361.6210

Fax 941.373.7074

TTY 1.800.955.8771

William O. Russell III President & CEO

269 S. Osprey Ave. Sarasota, FL 34236

Disclosure of Outside Employment / Business Entity or Volunteerism

Employee Name _____

I understand that this form is for the purpose of disclosing employment, business entity or volunteerism outside of my position at SHA. I further understand that I am required to provide the following information so that SHA can evaluate my outside employment, business entity or volunteerism and ensure that there is no conflict of interest. A conflict can arise if I am doing business with any SHA residents, vendors, or other employees that could impact SHA. If it is found that my business or employment impacts SHA, I understand that I may be required to cease or modify the outside business or employment in order to maintain my position with SHA.

Outside Employment/Business Information

Name of Outside Business/Employer/Other _____

Type of work that this business performs _____

My job title with company/business _____

Days and hours that I typically work _____

Date business started or date I started working for the business _____

Conflict of Interest Assessment

Does this business involve any vendors that SHA does business with? Yes No

If yes, what vendors are involved? _____

Does this business require me to work during my SHA scheduled working hours? Yes No

If yes, what days or hours are affected? _____

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

APPROVED

NOT APPROVED

COMMENTS:

For Office Use Only:

CEO Approval _____ Date _____

COMMENTS:

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

1. Describe the action requested of the Board of Commissioners

Resolution Number: 25-05

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

Authorize the Sarasota Housing Authority (SHA) to lease an additional parcel of real property located adjacent to the current Administrative Office located at 269 S. Osprey Avenue from the Sarasota Housing Funding Corp (SHFC).

2. Who is making request:

- A. Entity: SHA
- B. Project: Section 8 / SHA Administration (COCC)
- C. Originator: William Russell

3. Cost Estimate (if applicable):

\$1,000,000.00

Narrative:

The Sarasota Housing Funding Corp (SHFC) intends to purchase the property and then lease the property to Sarasota Housing Authority (SHA).

Attachments (if applicable):

N/A

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 25-05

A RESOLUTION AUTHORIZING SARASOTA HOUSING AUTHORITY TO TAKE CERTAIN ACTIONS RELATED TO THE LEASE OF REAL PROPERTY LOCATED IN SARASOTA, FLORIDA

WHEREAS Sarasota Housing Funding Corporation, a Florida not for profit corporation (the "**Corporation**"), is an affiliate of the Sarasota Housing Authority (the "**Authority**");

WHEREAS the Corporation owns certain real property located at 269 S. Osprey Avenue, Sarasota, Florida, which the Corporation leases to the Authority for the Authority to use as its office space (the "**Leased Property**");

WHEREAS the Authority desires to expand its office space;

WHEREAS the Corporation intends to acquire an additional parcel of real property (the "**Parcel**"), which is adjacent to the Leased Property (the "**Acquisition**");

WHEREAS the Authority intends to lease from the Corporation the Leased Property and the Parcel (collectively, the "**Property**") pursuant to a commercial lease agreement (the "**Lease**") so that the Authority can expand its office space;

WHEREAS among other things, the terms of the Lease shall provide for: (i) a multi-year lease term and (ii) the prepayment of rent by the Authority, which the Authority will pay to the Corporation at the time of the Acquisition and will allow the Authority to rent the Property for the last year of the Lease term for no charge; and

WHEREAS the Authority intends to loan funds to the Corporation (the "**Loan**") to finance, in part, the Acquisition.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of the Authority hereby ratify and confirm that the foregoing "WHEREAS" clauses and the actions referenced therein are true and correct and hereby incorporated herein; and

FURTHER RESOLVED, that the Board of Commissioners of the Authority hereby approves in all respects the Loan and the Lease, and the transactions contemplated thereby and hereby, and authorizes the Chief Executive Officer and President of the Authority, or any such other officers of the Authority as the Chief Executive Officer and President shall so designate, or any or all of them (collectively, the "**Authorized Officers**"), to (1) enter into such documents and agreements that are necessary for the Authority to make the Loan to the Corporation for the Acquisition, (2) enter into the Lease to lease the Property from the Corporation for the expansion of the Authority's office space and (3) take such other actions in connection with the transactions contemplated herein, as the Authorized Officers deem necessary, advisable or appropriate.

FURTHER RESOLVED, that the Authorized Officers are hereby authorized to enter into such documents and agreements, on behalf of the Authority, that are necessary for the Authority to make the Loan and to enter into the Lease, and the Authorized Officers are further authorized to sign, record, and/or deliver on behalf of the Authority any and all documents necessary in connection with the Lease and Loan, including, without limitation, development agreements, escrow, or reserve agreements, deeds, mortgages, restrictive covenants, use agreements, affidavits, estoppels, certifications, certificates, guarantees, pledges, security instruments, subordination agreements, intercreditor agreements, indemnities and such other documents as the Authorized Officers deem necessary or appropriate, including, without limitation, any and all documents in favor of or required by the City of Sarasota, the County of Sarasota or any lenders, with such changes, amendments, modifications and additions thereto as the Authorized Officers executing any such document containing such changes, amendments, modifications and additions deemed necessary, advisable or appropriate, the approval of such changes, amendments, modifications and additions to be conclusively evidenced by the execution of such documents.

FURTHER RESOLVED, that the Authorized Officers are hereby further authorized, empowered and directed to take such other action, from time to time, in connection with the transactions contemplated by the foregoing resolutions as the Authorized Officers deem necessary, advisable or appropriate, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

FURTHER RESOLVED, that the Board of Commissioners of the Authority hereby ratifies, confirms and approves all lawful actions taken by the Authorized Officers or other officers, employees or Commissioners of the Authority, and all lawful papers and documents executed by any of the foregoing on behalf of the Authority where such actions, papers or documents effectuate the intent of this Resolution and the consummation of the transactions and matters set forth herein, including payment of any fees, costs, expenses, assessments and/or taxes in connection with the foregoing.

CERTIFICATE OF COMPLIANCE

This is to certify that the Authority's Board of Commissioners has approved and adopted this Resolution 25-05 on January 29, 2025.

ACCEPTED BY: _____

Ernestine Taylor,
Board Chair

DATE: _____

ATTESTED BY: _____

William O. Russell III,
President & CEO

DATE: _____

Tenant Participation Funds

PH / RAD Property	Occupied units	X \$ _____ (min \$15)	Total Tenant Participation Funds	Annual Total
Janie's Garden RAD	26	\$ 25.00	\$ 650.00	\$ 650.00
Janie's Garden II RAD	21	\$ 25.00	\$ 525.00	\$ 525.00
Bertha Mitchell	100	\$ 25.00	\$ 2,500.00	\$ 2,500.00
McCown RAD	100	\$ 25.00	\$ 2,500.00	\$ 2,500.00
Total				\$ 6,175.00

Stipends

Position / Role	# of people in the position	Monthly Amount	Monthly total (# of people x amount)	Annual Total (monthly total x 12)	Notes
Caroyln Spencer-OCB	1	\$150		\$1,800	
Elaina Andrews-B.Mit	1	\$150		\$1,800	
Agnes Kirkland-Tower	1	\$150		\$1,800	
Valerie Buchand-JG	1	\$150		\$1,800	
VACANT-Annex				\$0	
Stipend Total		\$600		\$7,200.00	SHAARC Board Members

Resident Council Annual Budget

	% Breakdown	Description of expenses	Expected (Budget)	Actual	Difference	TP \$ Used	Other Income Sourced Used (non TP %)
Income							
TP Funds						\$ 6,175.00	
SHA Approved Amount	\$30,000					\$ 23,825.00	
Vending Machines							
Income Source:	Grants						
Total Income						\$ 30,000.00	

Resident Council Annual Budget

Description of Expenses			Expected (Budget)	Current / Actual	Difference	TP \$ Used	Expenses
Expenses							
Stipends			\$9,000.00	\$7,200.00	-\$1,800.00		\$7,200.00
Activity: Meeting:	16		\$192.00				\$192.00
Activity: Senior Activities							
Activity: Outreach			\$3,252.61				\$3,252.61
Activity: Special Events							
Activity: Conferences	NAR-SAAH	5 x \$2,288.09 PP	\$11,440.45				\$11,440.45
Activity: Website	Domain Hosting	Rough/Ready	\$240.61	\$404.75	\$164.14		\$404.75
Activity: Holiday Events	Easter	Ham, Cake, Pies	\$199.84				\$199.84
Activity: Holiday Events	Mother's Day	Cake	\$63.24				\$63.24
Activity: Holiday Events							
Activity: Membership	CCNA		\$60.00	\$60.00	\$0.00		\$60.00
Activity: Membership	NAR-SAAH		\$225.00	\$225.00	\$0.00		\$225.00
Activity: Membership	NLIHC		\$15.00	\$15.00	\$0.00		\$15.00
Activity: Membership							
Activity: License	SUNBIZ		\$61.25				\$61.25
Activity: Office supplies	Toner / Paper		\$250.00				\$250.00
Activity: Furniture							
Professional Services and Development *			\$5,000.00				\$5,000.00
Total expenses			\$30,000.00	\$7,904.75			\$28,364.14
Year-end balance							\$ 1,635.86

Date Approved by the Resident Council: _____

Date Approved by the PHA: _____

Resident Council President (name and signature)

Resident Council Treasurer (name and signature)

PHA Representative (name, position, and signature)

***Professional Services and Development:** Ins., CPA, Legal, Consultants, Service Coordinator, Movers



SHA/Fortis

Partner Update

January 29, 2025

#	Project Name	Units	Type	LIHTC	Status	Closing
1	Amaryllis Park Place III	108	Family	4%	Underwriting	3/6/2025
2	Lofts on Lemon II	100	Family	4%	Underwriting	5/22/2025
3	Amaryllis Park Place 4	100	Family	4%	Underwriting	12/15/2025
4	3 McCown Tower	96	Senior	4%	Planning	2026

APP 3 CRITICAL PATH

- i. Permitting/Design
 - a. Site Plan Approved
 - b. Building Permit expected early February
- ii. Construction
 - a. Marmer contracted GC – awaiting SLR/AHAP to begin demolition
- iii. Financing
 - a. Closing estimated March 6, 2025
 - b. Equity – Raymond James
 - c. Construction – Chase Bank

LOL II CRITICAL PATH

- i. Permitting/Design
 - a. Site Plan Approved
 - b. Universal (UES) reviewing plans as private provider for city now
- ii. Construction
 - a. Wiseman in final contract negotiations
 - b. ROW sewer work to start once MOT approved and plans approved
- iii. Financing
 - a. Closing estimated March 6, 2025
 - b. Equity/Construction – Bank of America

APP 4 CRITICAL PATH

- i. Permitting/Design
 - a. DRC Submittal for February 28
- ii. Construction
 - a. Marmer pricing current plans
- iii. Financing
 - a. Closing Q4 2025 – awarded SAIL by FHFC

3 McCown Tower CRITICAL PATH

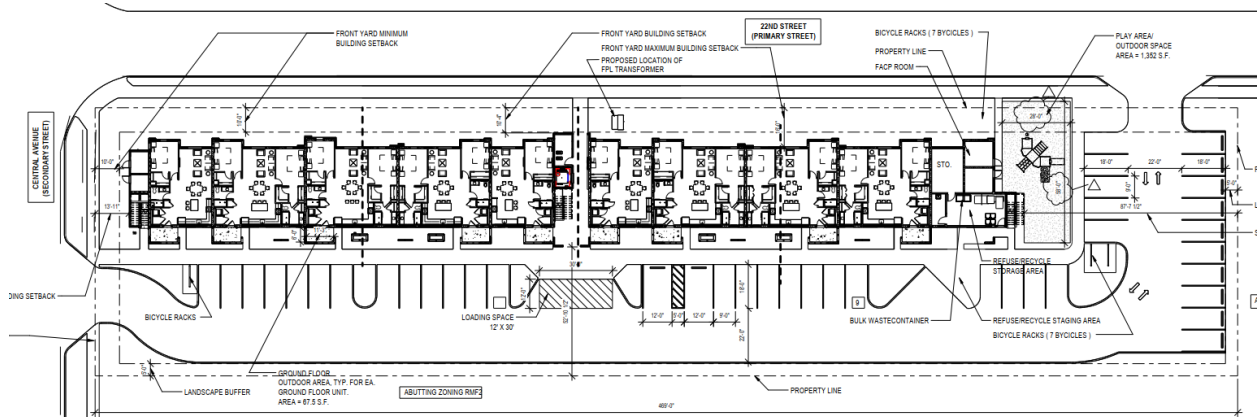
- i. Permitting/Design – 96 units max allowable units without rezone
- ii. Construction – Wiseman and Pike initial pricing
- iii. Financing – not awarded under FHFC RFA – potential litigation



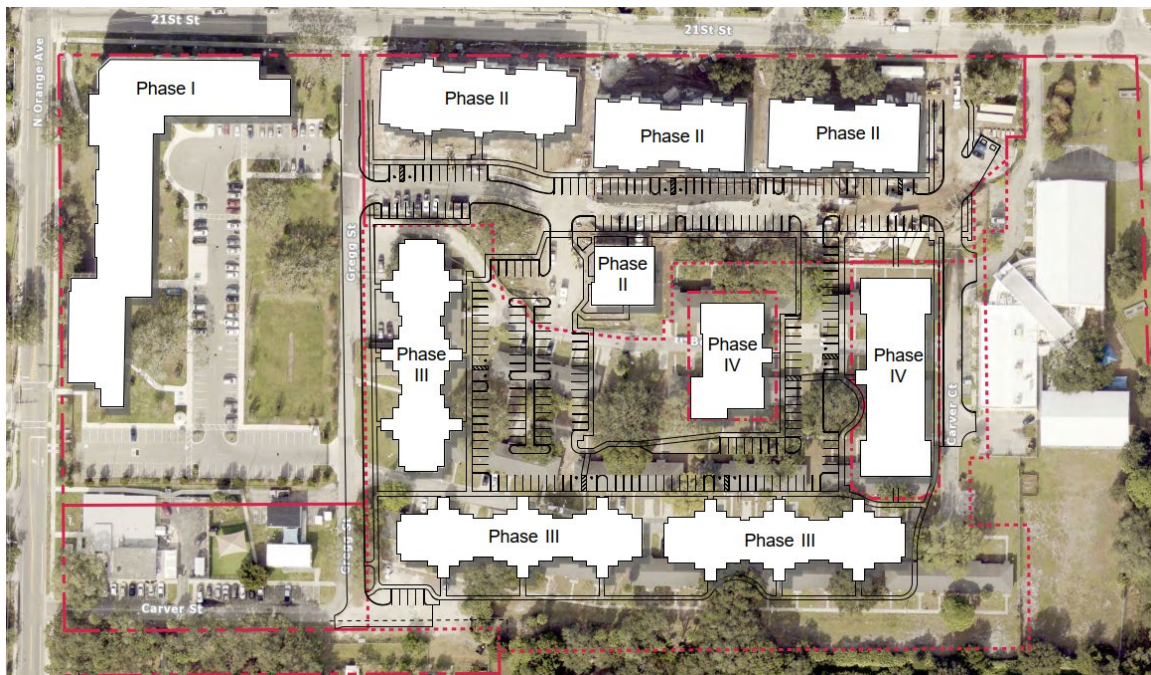
SMITH & HENZY
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Site Plans

CENTRAL GARDENS



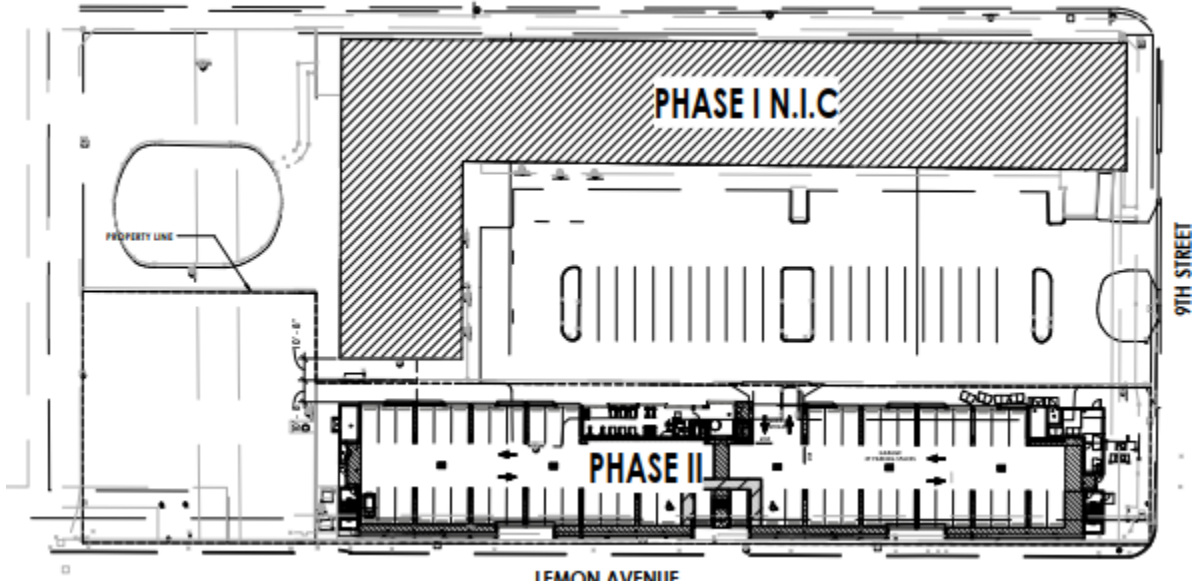
AMARYLLIS/ COURTS



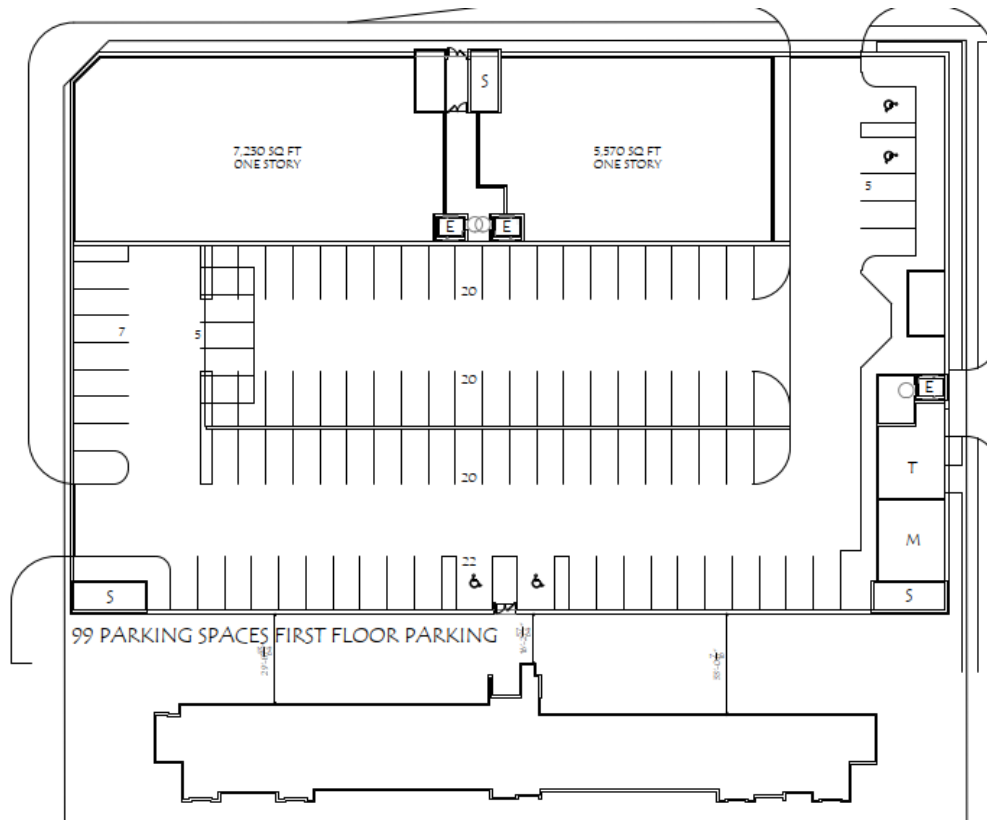


SMITH & HENZY
AFFORDABLE GROUP

LOFTS ON LEMON II



MCCOWN TOWER





SMITH & HENZY
AFFORDABLE GROUP

Renderings





SMITH & HENZY
AFFORDABLE GROUP



Sarasota Housing Authority

Cash Position

December 31, 2024

Annex Operating	\$ 3,289,598.85
Bertha Mitchell	\$ 2,219,445.17
Business Activities Operating	\$ 236,016.46
Courts	\$ 48,851.51
Energy Grant Program	\$ 6.93
HCV - HAP	\$ 1,200,024.89
HCV -Admin Reserve	\$ 1,134,617.85
McCown Tower/ Tower LIHTC Operating	\$ 329,469.72
Resident Services	\$ 174,617.79
SHMC	\$ 33,238.06
Towers Operating	\$ 258,529.37
Annex - Secuirty Deposit	\$ 27,223.29
Bertha Mitchell - Security Deposit	\$ 23,973.56
Tower LIHTC - Security Deposit	\$ 27,712.28
Rosemary Cohen	\$ 205,319.19
Development Account	\$ 2,533,569.80
Tower LIHTC Construction	\$ 37,518.00
Litigation Proceeds Account	\$ 1,041.45
McCown Tower LLLP Replacment Reserve	\$ 205,954.17
McCown Tower LLLP Operating Deficit Reserve	\$ 305,760.28
McCown Tower Insurance Escrow	\$ 116,666.69
HCV FSS Escrow	\$ 259,237.08
PHA FSS Escrow	\$ 50,995.50
FSS Forfeiture	\$ 113,243.96
SHFC - Operating	\$ 1,313,295.79
SHFC - Reserve	\$ 544,912.12
Total Cash	<u>\$ 14,690,839.76</u>
Courts Investment Account	\$ 1,015,346.62
Development Investment Account	\$ 2,030,692.95
HCV Reserve Investment Account	\$ 1,619,499.97
Litigation Investment Account	\$ 782,182.02
Total Investments	<u>\$ 5,447,721.56</u>
Total Cash and Investments	<u>\$ 20,138,561.32</u>

Sarasota Housing Authority
Operating Statement
Nine Months Ending 12/31/2024
Program: Annex Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	27,561.23	26,872.91	688.32	255,343.09	241,856.14	13,486.95	322,474.85	(67,131.76)
HUD Revenue	145,413.00	83,445.03	61,967.97	939,439.00	751,005.26	188,433.74	1,001,340.34	(61,901.34)
Other Operating Revenue	415.30	548.00	(132.70)	5,556.57	4,931.96	624.61	6,575.95	(1,019.38)
TOTAL INCOME	173,389.53	110,865.94	62,523.59	1,200,338.66	997,793.36	202,545.30	1,330,391.14	(130,052.48)
EXPENSES								
Administrative Expense	54,605.04	44,895.86	(9,709.18)	428,780.79	404,062.75	(24,718.04)	538,750.33	109,969.54
Tenant Services	86.98	34.85	(52.13)	1,517.89	313.61	(1,204.28)	418.15	(1,099.74)
Utility Expense	11,703.38	13,308.90	1,605.52	103,491.03	119,780.09	16,289.06	159,706.80	56,215.77
Maintenance	135,479.79	58,443.70	(77,036.09)	306,786.85	525,993.28	219,206.43	701,324.38	394,537.53
Protective Services	0.00	3,006.96	3,006.96	27,575.10	27,062.65	(512.45)	36,083.54	8,508.44
Insurance Expense	16,787.98	5,077.85	(11,710.13)	54,936.46	45,700.60	(9,235.86)	60,934.14	5,997.68
General Expense	833.62	380.98	(452.64)	10,898.89	3,428.78	(7,470.11)	4,571.71	(6,327.18)
TOTAL EXPENSES	219,496.79	125,149.10	(94,347.69)	933,987.01	1,126,341.76	192,354.75	1,501,789.05	567,802.04
SURPLUS	(46,107.26)	(14,283.16)	31,824.10	266,351.65	(128,548.40)	(394,900.05)	(171,397.91)	(437,749.56)

Sarasota Housing Authority

Operating Statement

Nine Months Ending 12/31/2024

Program: Bertha Mitchell Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	40,963.00	32,185.45	8,777.55	403,566.23	289,669.09	113,897.14	386,225.45	17,340.78
HUD Revenues	105,696.01	415,864.63	(310,168.62)	974,700.09	3,742,781.67	(2,768,081.58)	4,990,375.56	(4,015,675.47)
Other Operating Revenue	20,324.16	11,109.97	9,214.19	134,092.79	99,989.70	34,103.09	133,319.61	773.18
TOTAL INCOME	166,983.17	459,160.05	(292,176.88)	1,512,359.11	4,132,440.46	(2,620,081.35)	5,509,920.62	(3,997,561.51)
EXPENSES								
Administrative Expense	101,016.53	50,675.30	(50,341.23)	841,507.25	456,077.52	(385,429.73)	608,103.36	(233,403.89)
Tenant Services	518.70	416.35	(102.35)	4,707.81	3,747.15	(960.66)	4,996.20	288.39
Utility Expense	34,023.83	25,467.27	(8,556.56)	222,077.56	229,205.41	7,127.85	305,607.21	83,529.65
Maintenance	56,815.75	319,643.77	262,828.02	477,754.93	2,876,793.72	2,399,038.79	3,835,724.95	3,357,970.02
Insurance Expense	24,511.67	7,567.58	(16,944.09)	86,897.16	68,108.27	(18,788.89)	90,811.02	3,913.86
General Expense	2,518.96	3,642.35	1,123.39	109,690.96	32,781.09	(76,909.87)	43,708.12	(65,982.84)
TOTAL EXPENSES	219,405.44	407,412.62	188,007.18	1,742,635.67	3,666,713.16	1,924,077.49	4,888,950.86	3,146,315.19
SURPLUS	(52,422.27)	51,747.43	104,169.70	(230,276.56)	465,727.30	696,003.86	620,969.76	851,246.32

Sarasota Housing Authority
Operating Statement
Twelve Months Ending 12/31/2024

Program: McCown Tower Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Tenant Revenue	32,288.23	33,761.75	(1,473.52)	385,313.27	405,141.00	(19,827.73)	405,141.00	(19,827.73)
HUD Revenue	88,580.00	33,650.00	54,930.00	483,956.00	403,800.00	80,156.00	403,800.00	80,156.00
Other Operating Revenue	444.05	(3,060.42)	3,504.47	528,989.99	(36,725.00)	565,714.99	(36,725.00)	565,714.99
TOTAL INCOME	121,312.28	64,351.33	56,960.95	1,398,259.26	772,216.00	626,043.26	772,216.00	626,043.26
EXPENSES								
Administrative Expense	18,228.55	10,956.42	(7,272.13)	156,614.64	131,477.00	(25,137.64)	131,477.00	(25,137.64)
Tenant Services	79.35	58.80	(20.55)	2,273.20	705.55	(1,567.65)	705.55	(1,567.65)
Utility Expense	11,666.64	11,352.81	(313.83)	135,994.04	136,233.76	239.72	136,233.76	239.72
Maintenance	13,457.63	13,162.79	(294.84)	167,877.04	157,953.66	(9,923.38)	157,953.66	(9,923.38)
Protective Services	0.00	2,730.66	2,730.66	39,886.65	32,767.93	(7,118.72)	32,767.93	(7,118.72)
Insurance Expense	17,281.76	8,730.34	(8,551.42)	147,316.15	104,764.07	(42,552.08)	104,764.07	(42,552.08)
General Expense	209.11	3,959.17	3,750.06	7,400.16	47,510.03	40,109.87	47,510.03	40,109.87
TOTAL EXPENSES	60,923.04	50,950.99	(9,972.05)	657,361.88	611,412.00	(45,949.88)	611,412.00	(45,949.88)
SURPLUS	60,389.24	13,400.34	46,988.90	740,897.38	160,804.00	580,093.38	160,804.00	580,093.38

Sarasota Housing Authority
Operating Statement
Nine Months Ending 12/31/2024
Program: Resident Services Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Grant Revenue	10,551.64	16,334.23	(5,782.59)	90,545.39	147,008.06	(56,462.67)	196,010.75	(105,465.36)
TOTAL INCOME	10,551.64	16,334.23	(5,782.59)	90,545.39	147,008.06	(56,462.67)	196,010.75	(105,465.36)
EXPENSES								
Administrative Expense	25,152.32	24,321.94	(830.38)	179,278.67	218,897.35	39,618.68	291,863.13	112,584.46
Utility Expense	207.38	347.98	140.60	2,192.90	3,131.85	938.95	4,175.80	1,982.90
Maintenance	907.06	951.13	44.07	12,738.14	8,560.13	(4,178.01)	11,413.50	(1,324.64)
Insurance Expense	1,291.99	757.82	(534.17)	5,626.21	6,820.41	1,194.20	9,093.87	3,467.66
General Expense	356.42	143.54	(212.88)	9,132.37	1,291.84	(7,840.53)	1,722.45	(7,409.92)
Equity Transfer	0.00	0.00	0.00	(220,660.52)	0.00	220,660.52	0.00	220,660.52
TOTAL EXPENSES	27,915.17	26,522.41	(1,392.76)	(11,692.23)	238,701.58	250,393.81	318,268.75	329,960.98
SURPLUS	(17,363.53)	(10,188.18)	(7,175.35)	102,237.62	(91,693.52)	193,931.14	(122,258.00)	224,495.62

Sarasota Housing Authority
Operating Statement
Nine Months Ending 12/31/2024
Program: Section 8 Voucher Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
HUD Revenues	2,721,091.43	2,431,014.52	290,076.91	23,626,791.96	21,879,130.74	1,747,661.22	29,172,174.32	(5,545,382.36)
Other Operating Revenue	6,384.29	10,552.19	(4,167.90)	93,106.54	94,969.59	(1,863.05)	126,626.13	(33,519.59)
TOTAL INCOME	2,727,475.72	2,441,566.71	285,909.01	23,719,898.50	21,974,100.33	1,745,798.17	29,298,800.45	(5,578,901.95)
EXPENSES								
Administrative Expense	152,226.97	147,719.99	(4,506.98)	1,156,245.58	1,329,479.72	173,234.14	1,772,639.66	616,394.08
HAP Expense	2,584,089.18	2,237,073.29	(347,015.89)	22,609,219.29	20,133,659.61	(2,475,559.68)	26,844,879.48	4,235,660.19
TOTAL EXPENSES	2,736,316.15	2,384,793.28	(351,522.87)	23,765,464.87	21,463,139.33	(2,302,325.54)	28,617,519.14	4,852,054.27
SURPLUS	(8,840.43)	56,773.43	(65,613.86)	(45,566.37)	510,961.00	(556,527.37)	681,281.31	(726,847.68)

Sarasota Housing Authority
Operating Statement
Nine Months Ending 12/31/2024
Program: Sarasota Housing Mgmt Corp Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
Management Revenue	7,675.18	0.00	7,675.18	32,789.73	0.00	32,789.73	0.00	32,789.73
TOTAL INCOME	7,675.18	0.00	7,675.18	32,789.73	0.00	32,789.73	0.00	32,789.73
EXPENSES								
Administrative Expense	3,373.22	0.00	(3,373.22)	10,316.38	0.00	(10,316.38)	0.00	(10,316.38)
Insurance Expense	436.24	0.00	(436.24)	10,518.00	0.00	(10,518.00)	0.00	(10,518.00)
4962.00 General Expenses	8.35	0.00	(8.35)	8.35	0.00	(8.35)	0.00	(8.35)
TOTAL EXPENSES	3,817.81	0.00	(3,817.81)	20,842.73	0.00	(20,842.73)	0.00	(20,842.73)
SURPLUS	3,857.37	0.00	(3,857.37)	11,947.00	0.00	(11,947.00)	0.00	(11,947.00)

Janies Garden Balance Sheet

December 31, 2024

Reporting Book:

As of Date:

Location:

ACCRUAL

12/31/2024

Janies Garden

Assets

Current Assets

Cash

IRM Master Escrow Account	(9,440.82)
PETTY CASH	400.00
CASH IN BANK GENERAL	30,712.07
CASH IN BANK - SECURITY DEPOSITS	52,245.70
Total Cash	<u>73,916.95</u>

Accounts Receivable

A/R - RESIDENTS	19,460.30
HAP / RAP / Rent Sup - Suspense	(2,790.00)
Voucher / PBV - Suspense	(17,314.18)
A/R - PBV SUBSIDY	2,586.00
A/R - VOUCHER SUBSIDY	956.00
DUE FROM PARTNERS	200.00
DUE TO/FROM-OTHERS (OPERATIONS)	203,606.59
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(6,160.50)
Total Accounts Receivable	<u>200,544.21</u>

Deposits & Escrows

REAL ESTATE TAX ESCROW	29,760.32
PROPERTY & LIABILITY INSURANCE ESCROW	150,212.14
RESERVE FOR REPLACEMENTS	57,882.75
OPERATING RESERVE FUND	222,431.53
Total Deposits & Escrows	<u>460,286.74</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	59,338.00
MISC PREPAID EXPENSE	118.25
Total Other Current Assets	<u>59,456.25</u>

Total Current Assets

794,204.15

Fixed Assets

LAND	559,730.00
BUILDINGS	14,771,868.18

Depreciation & Amortization

ACC DEPR BUILDINGS	(9,200,769.00)
Total Depreciation & Amortization	<u>(9,200,769.00)</u>

Total Fixed Assets	<u>6,130,829.18</u>
Other Assets	
DEPOSITS - RECEIVABLE	24,803.47
START-UP COSTS	59,000.18
LIHTC FEE	211,731.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(209,666.00)
ACC - AMORT FINANCING FEES (Old)	(69,437.00)
RAR ADJ - ACCUM AMORTIZATION	<u>(59,000.00)</u>
Total Other Assets	(42,568.35)
Total Assets	<u><u>6,882,464.98</u></u>
Liabilities & Equity	
Liabilities	
Current Liabilities	
DEVELOPMENT FEE PAYABLE	292,683.66
ACCOUNTS PAYABLE	244,956.80
ACCOUNTS PAYABLE - OTHER	206,763.10
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	7,523.00
ACCRUED INTEREST PAYABLE - 2ND MORTG.	3,218,177.22
ACCRUED INTEREST - M.J. LEVITT	55,095.51
ACCRUED EXPENSE	8,544.00
ACCRUED PARTNERSHIP EXPENSES	202,794.76
SECURITY DEPOSIT REFUNDS IN TRANSIT	<u>2,767.00</u>
Total Current Liabilities	4,239,305.05
Other Current Liabilities	
SECURITY DEPOSIT LIABILITY	48,708.42
SECURITY DEP INT LIABILITY	1,587.81
PREPAID RENTS	<u>23,125.62</u>
Total Other Current Liabilities	73,421.85
Long Term Liabilities	
DEFERRED FINANCING FEES	(113,408.68)
1ST MORTGAGE PAYABLE	1,397,807.91
SECOND MORTGAGE PAYABLE (Old)	325,000.00
OTHER MORTGAGE PAYABLE (Old)	1,869,500.00
LOAN PAYABLE	<u>765,000.00</u>
Total Long Term Liabilities	4,243,899.23
Total Liabilities	<u>8,556,626.13</u>
Equity	
Retained Earnings	(839,750.69)
Current Net Income	(834,410.46)
Total Equity	<u>(1,674,161.15)</u>
Total Liabilities & Equity	<u><u>6,882,464.98</u></u>

Janies Garden Budget Operating Report

As of December 31, 2024

Reporting Book:

ACCRUAL

As of Date:

12/31/2024

Location:

Janies Garden

	Month Ending			01/01/2024 Through			Year Ending
	12/31/2024			12/31/2024			12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	62,922.00	51,641.67	11,280.33	711,792.00	619,700.04	92,091.96	619,700.04
512100 - SUBSIDY REVENUE	24,502.00	34,372.00	(9,870.00)	348,956.00	412,464.00	(63,508.00)	412,464.00
TOTAL RENT INCOME	87,424.00	86,013.67	1,410.33	1,060,748.00	1,032,164.04	28,583.96	1,032,164.04
VACANCIES							
522000 - VACANCIES - TENANT	(8,208.00)	(1,674.00)	(6,534.00)	(101,077.00)	(17,000.00)	(84,077.00)	(17,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	(1,340.00)	0.00	(1,340.00)	(11,139.00)	0.00	(11,139.00)	0.00
TOTAL VACANCIES	(9,548.00)	(1,674.00)	(7,874.00)	(112,216.00)	(17,000.00)	(95,216.00)	(17,000.00)
NET RENTAL INCOME	77,876.00	84,339.67	(6,463.67)	948,532.00	1,015,164.04	(66,632.04)	1,015,164.04
SERVICES INCOME							
531000 - COIN OPERATIONS	0.00	19.00	(19.00)	667.17	250.00	417.17	250.00
533000 - TENANT APPLICATION FEE	110.00	100.00	10.00	1,810.00	1,600.00	210.00	1,600.00
TOTAL SERVICES INCOME	110.00	119.00	(9.00)	2,477.17	1,850.00	627.17	1,850.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	43.77	0.00	43.77	348.26	0.00	348.26	0.00
541200 - INT INC - RESERVES & ESCROWS	740.18	0.00	740.18	4,404.51	0.00	4,404.51	0.00
TOTAL FINANCIAL INCOME	783.95	0.00	783.95	4,752.77	0.00	4,752.77	0.00
OTHER INCOME							
592500 - LATE CHARGES	900.00	554.00	346.00	12,510.00	6,354.00	6,156.00	6,354.00
593000 - RETURNED CHECKS CHARGES	0.00	0.00	0.00	100.00	0.00	100.00	0.00
593600 - LEGAL INCOME	0.00	0.00	0.00	3,349.11	0.00	3,349.11	0.00
593800 - CLEANING FEE	670.00	0.00	670.00	4,180.00	0.00	4,180.00	0.00
593900 - DAMAGES	205.00	296.00	(91.00)	5,698.36	4,596.00	1,102.36	4,596.00
594000 - PET FEE	0.00	0.00	0.00	650.00	0.00	650.00	0.00
598100 - RECOVERY OF BAD DEBTS	0.00	0.00	0.00	1,983.19	0.00	1,983.19	0.00
598200 - RENT CONCESSIONS	0.00	0.00	0.00	(187.09)	0.00	(187.09)	0.00
TOTAL OTHER INCOME	1,775.00	850.00	925.00	28,283.57	10,950.00	17,333.57	10,950.00
TOTAL INCOME	80,544.95	85,308.67	(4,763.72)	984,045.51	1,027,964.04	(43,918.53)	1,027,964.04
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	33.00	33.00	687.26	756.00	68.74	756.00
622500 - CREDIT REPORTS	196.65	44.00	(152.65)	1,963.65	1,012.00	(951.65)	1,012.00
624500 - INSPECTION FEES	0.00	0.00	0.00	805.00	400.00	(405.00)	400.00
625500 - EVICTION EXPENSE	0.00	163.00	163.00	2,654.17	3,000.00	345.83	3,000.00
TOTAL RENTING EXPENSES	196.65	240.00	43.35	6,110.08	5,168.00	(942.08)	5,168.00

ADMINISTRATIVE EXPENSES

631000 - OFFICE PAYROLL	2,533.26	1,651.00	(882.26)	19,971.03	17,648.00	(2,323.03)	17,648.00
631100 - OFFICE EXPENSE	565.28	280.00	(285.28)	4,831.62	4,304.00	(527.62)	4,304.00
631111 - BANK CHARGES	47.68	48.00	0.32	506.93	728.00	221.07	728.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	276.00	276.00	1,172.88	1,104.00	(68.88)	1,104.00
631502 - OFFICE/COMPUTER - SERVICES	582.22	615.00	32.78	2,365.86	2,460.00	94.14	2,460.00
632000 - MANAGEMENT FEES	4,701.92	4,650.00	(51.92)	59,557.39	55,800.00	(3,757.39)	55,800.00
632500 - ANSWERING SERVICE	0.00	38.00	38.00	0.00	456.00	456.00	456.00
633000 - SITE MANAGER'S PAYROLL EXPENSE	2,475.06	2,075.00	(400.06)	18,782.59	21,995.00	3,212.41	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	0.00	0.00	500.00	500.00	0.00	500.00
635000 - AUDIT EXPENSE	0.00	2,500.00	2,500.00	10,925.00	10,000.00	(925.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	566.82	595.00	28.18	2,834.10	2,380.00	(454.10)	2,380.00
635400 - SOFTWARE LICENSE EXPENSE	111.92	0.00	(111.92)	6,395.25	5,600.00	(795.25)	5,600.00
636000 - TELEPHONE	629.52	253.00	(376.52)	3,958.27	3,045.00	(913.27)	3,045.00
637000 - BAD DEBT EXPENSE	(9.92)	378.00	387.92	21,382.72	4,998.00	(16,384.72)	4,998.00
637001 - BAD DEBT EXPENSE - Allowance	(1,734.00)	0.00	1,734.00	(1,734.00)	0.00	1,734.00	0.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	163.00	163.00	38.89	2,000.00	1,961.11	2,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	3,006.12	2,888.00	(118.12)	27,675.68	34,656.00	6,980.32	34,656.00
638400 - TRAINING EXPENSE	5,012.94	150.00	(4,862.94)	5,164.79	2,100.00	(3,064.79)	2,100.00
638500 - TRAVEL EXPENSE	0.00	97.00	97.00	150.00	1,140.00	990.00	1,140.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	0.00	0.00	608.75	2,000.00	1,391.25	2,000.00
639002 - MISC ADMIN EXP - Consultant Fees	0.00	0.00	0.00	3,050.00	0.00	(3,050.00)	0.00
Total ADMINISTRATIVE EXPENSES	18,488.82	16,657.00	(1,831.82)	188,415.44	172,914.00	(15,501.44)	172,914.00

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	0.00	0.00	0.00	500.00	500.00	500.00
643000 - MAINTENANCE PAYROLL	6,485.52	4,991.00	(1,494.52)	42,074.07	58,471.00	16,396.93	58,471.00
643100 - JANITOR SUPPLIES	769.75	0.00	(769.75)	1,837.65	1,700.00	(137.65)	1,700.00
645000 - ELECTRICITY	857.81	837.00	(20.81)	11,018.18	10,000.00	(1,018.18)	10,000.00
645050 - ELECTRICITY - Vacant Unit	573.11	0.00	(573.11)	5,956.67	0.00	(5,956.67)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	70.21	0.00	(70.21)	(12.48)	0.00	12.48	0.00
645100 - WATER	4,017.24	4,000.00	(17.24)	40,794.61	48,000.00	7,205.39	48,000.00
645300 - SEWER	5,682.30	4,804.00	(878.30)	56,181.06	58,000.00	1,818.94	58,000.00
645500 - UTILITY PROCESSING / COMMISSIONS	165.12	86.00	(79.12)	908.16	1,032.00	123.84	1,032.00
645551 - Vacant Unit Recovery Fees	27.06	0.00	(27.06)	75.02	0.00	(75.02)	0.00
646000 - EXTERMINATING	388.00	115.00	(273.00)	8,288.67	7,000.00	(1,288.67)	7,000.00
647000 - GARBAGE & RUBBISH REMOVAL	4,691.55	3,125.00	(1,566.55)	48,761.40	37,500.00	(11,261.40)	37,500.00
647100 - FIRE SERVICE FEE / REPAIRS	7,161.96	838.00	(6,323.96)	20,750.11	10,001.00	(10,749.11)	10,001.00
649000 - MISC OPERATING EXPENSE	0.00	100.00	100.00	394.45	1,200.00	805.55	1,200.00
TOTAL OPERATING EXPENSE	30,889.63	18,896.00	(11,993.63)	237,027.57	233,404.00	(3,623.57)	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	1,895.00	1,801.00	(94.00)	23,840.00	21,106.00	(2,734.00)	21,106.00
653000 - EXTERIOR PAINTING / REPAIRS	137.99	382.40	244.41	2,091.34	4,599.80	2,508.46	4,599.80
653500 - CLEANING EXPENSE	1,400.00	0.00	(1,400.00)	4,423.26	0.00	(4,423.26)	0.00
654100 - REPAIRS - APPLIANCES	537.81	0.00	(537.81)	2,011.69	2,500.00	488.31	2,500.00
654200 - REPAIRS - CARPET & FLOORS	0.00	202.00	202.00	725.00	2,996.00	2,271.00	2,996.00
654202 - REPAIRS - Flooring Contract	0.00	0.00	0.00	325.71	0.00	(325.71)	0.00
654300 - REPAIRS - CARPENTRY	1,222.68	589.00	(633.68)	17,829.59	7,002.00	(10,827.59)	7,002.00

654400 - REPAIRS - ELECTRICAL	524.43	250.00	(274.43)	2,051.21	2,000.00	(51.21)	2,000.00
654600 - REPAIRS - PLUMBING	2,357.67	224.64	(2,133.03)	6,222.85	5,040.00	(1,182.85)	5,040.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	(26,978.47)	0.00	26,978.47	15,000.00	0.00	(15,000.00)	0.00
654800 - SERVICE CONTRACTS	0.00	45.00	45.00	292.02	1,000.00	707.98	1,000.00
655100 - REPAIRS - HVAC	1,563.38	860.80	(702.58)	9,305.66	10,400.00	1,094.34	10,400.00
656000 - DECORATING EXPENSE	2,024.91	815.00	(1,209.91)	11,540.83	8,000.00	(3,540.83)	8,000.00
656001 - DECORATING - Painting Supplies	0.00	0.00	0.00	240.86	0.00	(240.86)	0.00
657000 - MOTOR VEHICLE REPAIRS	0.00	131.00	131.00	1,314.60	1,506.00	191.40	1,506.00
658500 - SMALL TOOLS EXPENSE	20.07	0.00	(20.07)	1,769.00	600.00	(1,169.00)	600.00
659000 - MISC MAINTENANCE EXPENSE	219.34	0.00	(219.34)	906.69	500.00	(406.69)	500.00
TOTAL MAINTENANCE EXPENSE	(15,075.19)	5,300.84	20,376.03	103,070.28	69,249.80	(33,820.48)	69,249.80
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	7,303.71	7,304.00	0.29	90,596.96	90,597.00	0.04	90,597.00
TOTAL INTEREST EXPENSE	7,303.71	7,304.00	0.29	90,596.96	90,597.00	0.04	90,597.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	59,261.75	42,000.00	(17,261.75)	42,000.00
671100 - PAYROLL TAXES	869.65	690.00	(179.65)	6,305.90	8,350.00	2,044.10	8,350.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	220,337.95	268,700.00	48,362.05	268,700.00
672100 - HEALTH INSURANCE	415.22	1,200.00	784.78	3,767.75	14,400.00	10,632.25	14,400.00
672200 - WORKERS COMP INSURANCE	147.91	202.00	54.09	1,159.83	2,332.00	1,172.17	2,332.00
672300 - LITIGATION SETTLEMENT	0.00	163.00	163.00	4,865.27	2,000.00	(2,865.27)	2,000.00
672500 - EMPLOYEE BENEFITS	2,120.84	450.00	(1,670.84)	5,540.96	5,400.00	(140.96)	5,400.00
TOTAL TAXES & INSURANCE	3,553.62	2,705.00	(848.62)	301,239.41	343,182.00	41,942.59	343,182.00
OTHER EXPENSES							
687000 - AGENCY SERVICE FEE	0.00	0.00	0.00	712.50	1,000.00	287.50	1,000.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	712.50	1,000.00	287.50	1,000.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	0.00	0.00	0.00	3,264.38	4,000.00	735.62	4,000.00
721102 - Flooring: Carpet & Tile	0.00	0.00	0.00	26,875.22	10,000.00	(16,875.22)	10,000.00
721105 - Water Heaters	0.00	0.00	0.00	434.22	0.00	(434.22)	0.00
721106 - HVAC Equipment	2,099.40	0.00	(2,099.40)	21,656.84	10,000.00	(11,656.84)	10,000.00
721112 - Doors & Wndows (Exterior)	768.58	0.00	(768.58)	1,437.28	0.00	(1,437.28)	0.00
TOTAL EQUIPMENT PURCHASES	2,867.98	0.00	(2,867.98)	53,667.94	24,000.00	(29,667.94)	24,000.00
TOTAL CORPORATE EXPENSES	48,225.22	51,102.84	2,877.62	980,840.18	939,514.80	(41,325.38)	939,514.80
NET PROFIT OR LOSS	32,319.73	34,205.83	(1,886.10)	3,205.33	88,449.24	(85,243.91)	88,449.24
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	5,762.00	3,500.00	(2,262.00)	50,697.00	42,000.00	(8,697.00)	42,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	(59,261.75)	(42,000.00)	17,261.75	(42,000.00)
790200 - PROPERTY INSURANCE ESC DEP	21,215.00	22,325.00	1,110.00	254,580.00	267,900.00	13,320.00	267,900.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(219,242.86)	(267,900.00)	(48,657.14)	(267,900.00)
791000 - PROV FOR REPLACEMENTS	2,409.39	2,402.00	(7.39)	28,373.89	28,341.00	(32.89)	28,341.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	0.00	(24,000.00)	(24,000.00)	(24,000.00)
793000 - PROV FOR MORT PRIN AMORT	4,504.81	4,505.00	0.19	51,105.28	51,107.00	1.72	51,107.00
TOTAL NON-OPERATING EXPENSES	33,891.20	32,732.00	(1,159.20)	106,251.56	55,448.00	(50,803.56)	55,448.00
NET CASH (+) / DEF (-)	(1,571.47)	1,473.83	(3,045.30)	(103,046.23)	33,001.24	(136,047.47)	33,001.24

Created on:

Janies Garden II

Balance Sheet

December 31, 2024

Reporting Book:

As of Date:

Location:

ACCRUAL

12/31/2024

Janies Garden II

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	25,878.89
CASH IN BANK- RECONCILIATION	(2,758.30)
CASH IN BANK - SECURITY DEPOSITS	42,839.25
Total Cash	<u>66,359.84</u>

Accounts Receivable

A/R - RESIDENTS	11,633.37
A/R - COMMERCIAL TENANTS	2,271.44
Voucher / PBV - Suspense	(37,369.00)
A/R - PBV SUBSIDY	6,486.00
A/R - VOUCHER SUBSIDY	1,492.00
DUE FROM PARTNERS	200.00
DUE TO/FROM-OTHERS (OPERATIONS)	256,201.16
GRANT RECEIVABLE	4,797.68
EXCHANGE	(28,775.28)
NEW RESIDENT - RENT & SEC DEP PAYMENTS	84.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS	(6,650.42)
Total Accounts Receivable	<u>210,370.95</u>

Deposits & Escrows

DEBT SERVICE RESERVE FUND	179,822.39
REAL ESTATE TAX ESCROW	2,868.95
PROPERTY & LIABILITY INSURANCE ESCROW	52,300.62
RESERVE FOR REPLACEMENTS	174,279.35
OPERATING RESERVE FUND	77,707.45
Total Deposits & Escrows	<u>486,978.76</u>

Other Current Assets

PREPAID PROPERTY INSURANCE	36,334.00
MISC PREPAID EXPENSE	96.75
Total Other Current Assets	<u>36,430.75</u>

Total Current Assets

800,140.30

Fixed Assets

LAND	150,000.00
BUILDINGS	11,257,899.91

Depreciation & Amortization	
ACC DEPR BUILDINGS	<u>(6,159,747.00)</u>
Total Depreciation & Amortization	<u>(6,159,747.00)</u>
Total Fixed Assets	<u>5,248,152.91</u>
Other Assets	
DEPOSITS - RECEIVABLE	5,249.84
START-UP COSTS	53,000.00
LIHTC FEE	141,101.64
ACCUM. AMORT. - LIHTC MONITORING FEE	(131,643.00)
ACC - AMORT FINANCING FEES (Old)	(83,817.00)
RAR ADJ - ACCUM AMORTIZATION	<u>(53,000.00)</u>
Total Other Assets	<u>(69,108.52)</u>
Total Assets	<u><u>5,979,184.69</u></u>
Liabilities & Equity	
Liabilities	
Current Liabilities	
DEVELOPMENT FEE PAYABLE	2,221.00
ACCOUNTS PAYABLE	44,093.55
ACCOUNTS PAYABLE - OTHER	252,788.83
ACCRUED INTEREST PAYABLE - 3RD MORTG.	45,572.91
ACCRUED EXPENSE	8,416.00
SECURITY DEPOSIT REFUNDS IN TRANSIT	<u>1,913.40</u>
Total Current Liabilities	355,005.69
Other Current Liabilities	
SECURITY DEPOSIT LIABILITY	40,167.87
SECURITY DEP INT LIABILITY	757.98
PREPAID RENTS	<u>21,498.92</u>
Total Other Current Liabilities	62,424.77
Long Term Liabilities	
DEFERRED FINANCING FEES	(239,467.00)
1ST MORTGAGE PAYABLE	1,642,500.77
SECOND MORTGAGE PAYABLE (Old)	6,743,500.00
OTHER MORTGAGE PAYABLE (Old)	<u>300,000.00</u>
Total Long Term Liabilities	8,446,533.77
Total Liabilities	<u>8,863,964.23</u>
Equity	
Retained Earnings	(2,323,909.48)
Current Net Income	(560,870.06)
Total Equity	<u>(2,884,779.54)</u>
Total Liabilities & Equity	<u><u>5,979,184.69</u></u>

Janies Garden II Budget Operating Report

As of December 31, 2024

Reporting Book:

ACCRUAL

As of Date:

12/31/2024

Location:

Janies Garden II

	Month Ending			01/01/2024 Through			Year Ending
	12/31/2024			12/31/2024			12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	38,382.00	29,858.33	8,523.67	485,593.00	358,299.96	127,293.04	358,299.96
512100 - SUBSIDY REVENUE	32,879.00	36,500.00	(3,621.00)	362,420.00	438,000.00	(75,580.00)	438,000.00
TOTAL RENT INCOME	71,261.00	66,358.33	4,902.67	848,013.00	796,299.96	51,713.04	796,299.96
VACANCIES							
522000 - VACANCIES - TENANT	(10,829.00)	(890.00)	(9,939.00)	(174,771.00)	(15,000.00)	(159,771.00)	(15,000.00)
TOTAL VACANCIES	(10,829.00)	(890.00)	(9,939.00)	(174,771.00)	(15,000.00)	(159,771.00)	(15,000.00)
NET RENTAL INCOME	60,432.00	65,468.33	(5,036.33)	673,242.00	781,299.96	(108,057.96)	781,299.96
SERVICES INCOME							
533000 - TENANT APPLICATION FEE	(30.00)	0.00	(30.00)	310.00	0.00	310.00	0.00
TOTAL SERVICES INCOME	(30.00)	0.00	(30.00)	310.00	0.00	310.00	0.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	23.96	0.00	23.96	978.62	0.00	978.62	0.00
541200 - INT INC - RESERVES & ESCROWS	1,008.62	0.00	1,008.62	14,053.19	0.00	14,053.19	0.00
541400 - INT INC - OPERATING RESERVE	312.54	0.00	312.54	4,340.73	0.00	4,340.73	0.00
541500 - INT INC - DEBT SERVICE RESERVE	723.25	0.00	723.25	9,047.43	0.00	9,047.43	0.00
TOTAL FINANCIAL INCOME	2,068.37	0.00	2,068.37	28,419.97	0.00	28,419.97	0.00
OTHER INCOME							
591000 - SECURITY DEPOSIT FORFEITURE	(707.95)	0.00	(707.95)	334.66	0.00	334.66	0.00
592500 - LATE CHARGES	550.00	504.00	46.00	8,865.00	6,604.00	2,261.00	6,604.00
593600 - LEGAL INCOME	0.00	0.00	0.00	4,150.80	0.00	4,150.80	0.00
593800 - CLEANING FEE	150.00	0.00	150.00	1,990.00	0.00	1,990.00	0.00
593900 - DAMAGES	0.00	100.00	(100.00)	1,392.00	1,200.00	192.00	1,200.00
TOTAL OTHER INCOME	(7.95)	604.00	(611.95)	16,732.46	7,804.00	8,928.46	7,804.00
TOTAL INCOME	62,462.42	66,072.33	(3,609.91)	718,704.43	789,103.96	(70,399.53)	789,103.96
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	0.00	0.00	596.72	700.00	103.28	700.00
622500 - CREDIT REPORTS	0.00	31.00	31.00	39.33	350.00	310.67	350.00
624500 - INSPECTION FEES	0.00	0.00	0.00	555.00	1,000.40	445.40	1,000.40
625500 - EVICTION EXPENSE	0.00	344.00	344.00	2,245.74	3,396.00	1,150.26	3,396.00
TOTAL RENTING EXPENSES	0.00	375.00	375.00	3,436.79	5,446.40	2,009.61	5,446.40
ADMINISTRATIVE EXPENSES							
631000 - OFFICE PAYROLL	2,057.70	1,143.00	(914.70)	16,396.14	14,720.00	(1,676.14)	14,720.00
631100 - OFFICE EXPENSE	439.74	0.00	(439.74)	3,377.79	3,800.00	422.21	3,800.00

631108 - MEMBERSHIP DUES EXPENSE	0.00	0.00	0.00	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	44.54	65.00	20.46	533.46	800.00	266.54	800.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	218.00	218.00	0.00	872.00	872.00	872.00
631502 - OFFICE/COMPUTER - SERVICES	460.36	490.00	29.64	1,870.68	1,960.00	89.32	1,960.00
632000 - MANAGEMENT FEES	3,654.33	3,775.00	120.67	42,784.06	45,300.00	2,515.94	45,300.00
632500 - ANSWERING SERVICE	179.20	29.26	(149.94)	985.60	360.14	(625.46)	360.14
633000 - SITE MANAGER'S PAYROLL EXPENSE	1,925.01	1,310.00	(615.01)	13,678.86	17,687.00	4,008.14	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	2,501.00	2,501.00	10,925.00	10,000.00	(925.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	575.28	602.00	26.72	2,301.12	2,408.00	106.88	2,408.00
635400 - SOFTWARE LICENSE EXPENSE	33.81	0.00	(33.81)	5,096.81	4,300.00	(796.81)	4,300.00
636000 - TELEPHONE	497.00	210.00	(287.00)	3,125.02	2,520.00	(605.02)	2,520.00
636500 - CABLE TV / INTERNET EXPENSE	96.51	98.00	1.49	1,178.12	1,220.00	41.88	1,220.00
637000 - BAD DEBT EXPENSE	316.85	500.00	183.15	17,326.64	6,000.00	(11,326.64)	6,000.00
637001 - BAD DEBT EXPENSE - Allowance	(1,527.71)	0.00	1,527.71	(1,527.71)	0.00	1,527.71	0.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	87.00	87.00	38.89	1,000.00	961.11	1,000.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,393.27	2,281.00	(112.27)	21,539.43	27,372.00	5,832.57	27,372.00
638400 - TRAINING EXPENSE	161.67	105.32	(56.35)	295.96	1,649.72	1,353.76	1,649.72
638500 - TRAVEL EXPENSE	0.00	75.00	75.00	569.62	900.00	330.38	900.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	84.00	84.00	198.75	1,008.00	809.25	1,008.00
Total ADMINISTRATIVE EXPENSES	11,307.56	13,573.58	2,266.02	141,024.79	143,876.86	2,852.07	143,876.86

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	(5.00)	(5.00)	0.00	395.00	395.00	395.00
643000 - MAINTENANCE PAYROLL	4,266.68	3,417.00	(849.68)	31,600.18	46,045.00	14,444.82	46,045.00
643100 - JANITOR SUPPLIES	710.53	0.00	(710.53)	2,363.54	2,000.00	(363.54)	2,000.00
645000 - ELECTRICITY	(191.54)	500.00	691.54	3,317.76	6,000.00	2,682.24	6,000.00
645050 - ELECTRICITY - Vacant Unit	509.04	0.00	(509.04)	11,267.03	0.00	(11,267.03)	0.00
645051 - ELECTRICITY - Vacant Unit Recovery	(12.73)	0.00	12.73	(2,000.50)	0.00	2,000.50	0.00
645100 - WATER	2,062.02	2,500.00	437.98	34,607.14	30,000.00	(4,607.14)	30,000.00
645300 - SEWER	3,490.34	4,325.00	834.66	58,383.11	51,900.00	(6,483.11)	51,900.00
645500 - UTILITY PROCESSING / COMMISSIONS	130.56	70.00	(60.56)	718.08	840.00	121.92	840.00
645551 - Vacant Unit Recovery Fees	121.42	0.00	(121.42)	837.62	0.00	(837.62)	0.00
646000 - EXTERMINATING	306.00	250.00	(56.00)	3,815.93	3,000.00	(815.93)	3,000.00
647000 - GARBAGE & RUBBISH REMOVAL	190.38	1,601.17	1,410.79	15,801.10	19,214.04	3,412.94	19,214.04
647100 - FIRE SERVICE FEE / REPAIRS	590.75	937.00	346.25	29,037.49	11,200.00	(17,837.49)	11,200.00
649000 - MISC OPERATING EXPENSE	0.00	87.00	87.00	394.45	1,000.00	605.55	1,000.00
TOTAL OPERATING EXPENSE	12,173.45	13,682.17	1,508.72	190,142.93	171,594.04	(18,548.89)	171,594.04

MAINTENANCE EXPENSE

650500 - PROTECTION/SECURITY COSTS	0.00	87.00	87.00	0.00	1,000.00	1,000.00	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	1,650.00	1,517.00	(133.00)	20,900.00	18,006.00	(2,894.00)	18,006.00
653000 - EXTERIOR PAINTING / REPAIRS	98.63	263.00	164.37	615.38	6,906.00	6,290.62	6,906.00
653500 - CLEANING EXPENSE	0.00	0.00	0.00	5,340.00	0.00	(5,340.00)	0.00
654100 - REPAIRS - APPLIANCES	457.62	245.00	(212.62)	2,529.86	3,005.00	475.14	3,005.00
654200 - REPAIRS - CARPET & FLOORS	304.03	0.00	(304.03)	1,214.03	2,000.00	785.97	2,000.00
654300 - REPAIRS - CARPENTRY	999.02	2.00	(997.02)	9,775.30	6,000.00	(3,775.30)	6,000.00
654400 - REPAIRS - ELECTRICAL	502.72	296.00	(206.72)	2,416.86	3,500.00	1,083.14	3,500.00
654600 - REPAIRS - PLUMBING	589.27	0.00	(589.27)	4,128.90	5,602.00	1,473.10	5,602.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	(3,604.51)	0.00	3,604.51	5,000.00	0.00	(5,000.00)	0.00

654702 - REPAIRS - PROP DAMAGE/CLAIMS (OTHER / NON-ACC)	2,000.00	0.00	(2,000.00)	2,000.00	0.00	(2,000.00)	0.00
654709 - REPAIRS - PROP DAMAGE/CLAIMS (OTHER / SANDY)	5,000.00	0.00	(5,000.00)	5,000.00	0.00	(5,000.00)	0.00
654800 - SERVICE CONTRACTS	0.00	0.00	0.00	292.02	0.00	(292.02)	0.00
655100 - REPAIRS - HVAC	973.37	0.00	(973.37)	16,378.92	11,000.00	(5,378.92)	11,000.00
656000 - DECORATING EXPENSE	1,229.96	317.00	(912.96)	20,799.03	5,001.00	(15,798.03)	5,001.00
656001 - DECORATING - Painting Supplies	0.00	0.00	0.00	240.86	0.00	(240.86)	0.00
657000 - MOTOR VEHICLE REPAIRS	0.00	100.00	100.00	1,055.41	1,200.00	144.59	1,200.00
658500 - SMALL TOOLS EXPENSE	20.07	0.00	(20.07)	1,716.03	1,000.00	(716.03)	1,000.00
659000 - MISC MAINTENANCE EXPENSE	219.34	43.50	(175.84)	1,311.49	500.00	(811.49)	500.00
TOTAL MAINTENANCE EXPENSE	10,439.52	2,870.50	(7,569.02)	103,894.06	65,720.00	(38,174.06)	65,720.00
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	9,968.75	10,100.00	131.25	134,149.40	121,200.00	(12,949.40)	121,200.00
TOTAL INTEREST EXPENSE	9,968.75	10,100.00	131.25	134,149.40	121,200.00	(12,949.40)	121,200.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	37,364.72	32,100.00	(5,264.72)	32,100.00
671100 - PAYROLL TAXES	687.19	449.00	(238.19)	4,928.55	6,636.00	1,707.45	6,636.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	145,604.25	167,300.00	21,695.75	167,300.00
672100 - HEALTH INSURANCE	280.42	708.33	427.91	2,664.87	8,499.96	5,835.09	8,499.96
672200 - WORKERS COMP INSURANCE	114.78	138.00	23.22	909.65	1,857.00	947.35	1,857.00
672300 - LITIGATION SETTLEMENT	0.00	163.00	163.00	15.00	2,000.00	1,985.00	2,000.00
TOTAL TAXES & INSURANCE	1,082.39	1,458.33	375.94	191,487.04	218,392.96	26,905.92	218,392.96
OTHER EXPENSES							
687000 - AGENCY SERVICE FEE	0.00	325.00	325.00	0.00	3,900.00	3,900.00	3,900.00
687500 - TRUSTEE FEES	740.00	409.00	(331.00)	8,880.00	4,900.00	(3,980.00)	4,900.00
TOTAL OTHER EXPENSES	740.00	734.00	(6.00)	8,880.00	8,800.00	(80.00)	8,800.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	0.00	0.00	0.00	14,848.44	11,000.00	(3,848.44)	11,000.00
721102 - Flooring: Carpet & Tile	3,934.24	1,000.00	(2,934.24)	21,993.78	12,000.00	(9,993.78)	12,000.00
721105 - Water Heaters	0.00	0.00	0.00	885.58	0.00	(885.58)	0.00
721106 - HVAC Equipment	1,418.64	2,500.00	1,081.36	28,571.90	30,000.00	1,428.10	30,000.00
721108 - Roofing	1,928.27	0.00	(1,928.27)	1,928.27	0.00	(1,928.27)	0.00
721111 - System Upgrades	0.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
TOTAL EQUIPMENT PURCHASES	7,281.15	3,500.00	(3,781.15)	68,227.97	63,000.00	(5,227.97)	63,000.00
TOTAL CORPORATE EXPENSES	52,992.82	46,293.58	(6,699.24)	841,242.98	798,030.26	(43,212.72)	798,030.26
NET PROFIT OR LOSS	9,469.60	19,778.75	(10,309.15)	(122,538.55)	(8,926.30)	(113,612.25)	(8,926.30)
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	2,666.65	2,675.00	8.35	31,999.80	32,100.00	100.20	32,100.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	(43,958.49)	(32,100.00)	11,858.49	(32,100.00)
790200 - PROPERTY INSURANCE ESC DEP	5,500.02	13,875.00	8,374.98	66,000.24	166,500.00	100,499.76	166,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(144,733.80)	(166,500.00)	(21,766.20)	(166,500.00)
791000 - PROV FOR REPLACEMENTS	1,700.00	1,700.00	0.00	20,400.00	20,400.00	0.00	20,400.00
791100 - RFR REIMBURSEMENTS	0.00	0.00	0.00	(32,328.10)	(63,000.00)	(30,671.90)	(63,000.00)
793000 - PROV FOR MORT PRIN AMORT	2,500.00	2,087.00	(413.00)	27,500.01	25,000.00	(2,500.01)	25,000.00
TOTAL NON-OPERATING EXPENSES	12,366.67	20,337.00	7,970.33	(75,120.34)	(17,600.00)	57,520.34	(17,600.00)
NET CASH (+) / DEF (-)	(2,897.07)	(558.25)	(2,338.82)	(47,418.21)	8,673.70	(56,091.91)	8,673.70

Created on:

Janies Garden III

Balance Sheet

December 31, 2024

Reporting Book:

As of Date:

Location:

ACCRUAL

12/31/2024

Janies Garden III

Assets

Current Assets

Cash

PETTY CASH	400.00
CASH IN BANK GENERAL	444,489.36
CASH IN BANK - DEVELOPMENT	1,199.61
CASH IN BANK - SECURITY DEPOSITS	<u>47,989.78</u>
Total Cash	494,078.75

Accounts Receivable

A/R - RESIDENTS	15,757.20
Voucher / PBV - Suspense	(10,298.00)
A/R - PBV SUBSIDY	7,505.00
A/R - VOUCHER SUBSIDY	6,826.00
DUE FROM PARTNERS	100.00
DUE TO/FROM-OTHERS (OPERATIONS)	76,711.07
ALLOWANCE FOR DOUBTFUL ACCOUNTS	<u>(8,270.05)</u>
Total Accounts Receivable	88,331.22

Deposits & Escrows

REAL ESTATE TAX ESCROW	9,693.46
PROPERTY & LIABILITY INSURANCE ESCROW	178,863.84
RESERVE FOR REPLACEMENTS	152,014.11
ESCROWS - OTHER	296,202.52
OPERATING RESERVE FUND	25,093.82
AFFORDABILITY RESERVE	<u>155,654.40</u>
Total Deposits & Escrows	817,522.15

Other Current Assets

PREPAID PROPERTY INSURANCE	<u>55,749.00</u>
Total Other Current Assets	55,749.00

Total Current Assets

1,455,681.12

Fixed Assets

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

Depreciation & Amortization

ACC DEPR BUILDINGS	(3,850,760.00)
ACC DEPR - MISC FIXED ASSETS	<u>(10,861.00)</u>
Total Depreciation & Amortization	(3,861,621.00)

Total Fixed Assets

7,660,610.79

Other Assets	
DEPOSITS - RECEIVABLE	3,504.64
START-UP COSTS	46,000.00
LIHTC FEE	349,236.00
ACCUM. AMORT. - LIHTC MONITORING FEE	(204,006.00)
ACC - AMORT FINANCING FEES (Old)	(54,729.00)
RAR ADJ - ACCUM AMORTIZATION	(46,000.00)
Total Other Assets	<u>94,005.64</u>

Total Assets	<u><u>9,210,297.55</u></u>
Liabilities & Equity	

Liabilities

Current Liabilities

ACCOUNTS PAYABLE	5,915.20
ACCOUNTS PAYABLE - OTHER	330,392.28
ACTS PAY - RES EXCESS HSING ASST P	58.00
ACCRUED 1ST MORTGAGE INTEREST PAYABLE	1,174,804.97
ACCRUED INTEREST PAYABLE - 2ND MORTG.	6,381.00
ACCRUED EXPENSE	6,857.00
ACCRUED PARTNERSHIP EXPENSES	3,800.31
SECURITY DEPOSIT REFUNDS IN TRANSIT	2,591.31
Total Current Liabilities	<u>1,530,800.07</u>

Other Current Liabilities

SECURITY DEPOSIT LIABILITY	45,174.00
SECURITY DEP INT LIABILITY	1,225.85
PREPAID RENTS	39,864.07
Total Other Current Liabilities	<u>86,263.92</u>

Long Term Liabilities

DEFERRED FINANCING FEES	(134,334.82)
1ST MORTGAGE PAYABLE	1,214,744.45
2ND MORTGAGE PAYABLE	2,815,931.00
Total Long Term Liabilities	<u>3,896,340.63</u>

Total Liabilities	<u>5,513,404.62</u>
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Equity

Retained Earnings	4,268,010.47
Current Net Income	(571,117.54)

Total Equity	<u>3,696,892.93</u>
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Total Liabilities & Equity	<u><u>9,210,297.55</u></u>
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Janies Garden III Budget Operating Report As of December 31, 2024

Reporting Book:

ACCRUAL

As of Date:

12/31/2024

Location:

Janies Garden III

	Month Ending			01/01/2024 Through			Year Ending
	12/31/2024			12/31/2024			12/31/2024
	Actual	Budget	Budget Diff	Actual	Budget	Budget Diff	Budget
RENT INCOME							
512000 - APARTMENT RENT - TENANT	49,512.00	35,700.00	13,812.00	563,277.00	428,400.00	134,877.00	428,400.00
512001 - APARTMENT RENT- TENANT ACC ONLY	4,217.00	0.00	4,217.00	43,341.00	0.00	43,341.00	0.00
512100 - SUBSIDY REVENUE	58,434.00	65,000.00	(6,566.00)	664,995.00	780,000.00	(115,005.00)	780,000.00
TOTAL RENT INCOME	112,163.00	100,700.00	11,463.00	1,271,613.00	1,208,400.00	63,213.00	1,208,400.00
VACANCIES							
522000 - VACANCIES - TENANT	(11,244.61)	(2,000.00)	(9,244.61)	(214,364.61)	(24,000.00)	(190,364.61)	(24,000.00)
528000 - EMPLOYEE APARTMENT/DISCOUNT	0.00	(1,200.00)	1,200.00	0.00	(14,400.00)	14,400.00	(14,400.00)
TOTAL VACANCIES	(11,244.61)	(3,200.00)	(8,044.61)	(214,364.61)	(38,400.00)	(175,964.61)	(38,400.00)
NET RENTAL INCOME	100,918.39	97,500.00	3,418.39	1,057,248.39	1,170,000.00	(112,751.61)	1,170,000.00
SERVICES INCOME							
531000 - COIN OPERATIONS	0.00	38.00	(38.00)	0.00	500.00	(500.00)	500.00
533000 - TENANT APPLICATION FEE	0.00	38.00	(38.00)	30.00	500.00	(470.00)	500.00
TOTAL SERVICES INCOME	0.00	76.00	(76.00)	30.00	1,000.00	(970.00)	1,000.00
FINANCIAL INCOME							
541000 - INTEREST INCOME	1,524.92	0.00	1,524.92	34,439.60	0.00	34,439.60	0.00
541200 - INT INC - RESERVES & ESCROWS	106.20	0.00	106.20	106.20	0.00	106.20	0.00
541300 - INT INC - AFFORDABILITY RESERVE	456.37	0.00	456.37	6,245.28	0.00	6,245.28	0.00
541400 - INT INC - OPERATING RESERVE	931.63	0.00	931.63	12,422.41	0.00	12,422.41	0.00
TOTAL FINANCIAL INCOME	3,019.12	0.00	3,019.12	53,213.49	0.00	53,213.49	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	1,150.00	500.00	650.00	12,795.00	6,000.00	6,795.00	6,000.00
593600 - LEGAL INCOME	645.50	0.00	645.50	4,304.32	0.00	4,304.32	0.00
593800 - CLEANING FEE	0.00	0.00	0.00	2,035.00	0.00	2,035.00	0.00
593900 - DAMAGES	544.95	163.00	381.95	4,429.95	2,000.00	2,429.95	2,000.00
594000 - PET FEE	75.00	0.00	75.00	625.00	0.00	625.00	0.00
598200 - RENT CONCESSIONS	0.00	0.00	0.00	(400.00)	0.00	(400.00)	0.00
TOTAL OTHER INCOME	2,415.45	663.00	1,752.45	26,115.53	8,000.00	18,115.53	8,000.00
TOTAL INCOME	106,352.96	98,239.00	8,113.96	1,136,607.41	1,179,000.00	(42,392.59)	1,179,000.00
TOTAL CORPORATE EXPENSES							
RENTING EXPENSES							
621000 - ADVERTISING	0.00	62.00	62.00	616.84	755.00	138.16	755.00
622500 - CREDIT REPORTS	0.00	44.00	44.00	0.00	506.00	506.00	506.00
624500 - INSPECTION FEES	0.00	87.00	87.00	55.00	1,000.00	945.00	1,000.00
625500 - EVICTION EXPENSE	598.82	489.00	(109.82)	5,988.89	6,000.00	11.11	6,000.00
TOTAL RENTING EXPENSES	598.82	682.00	83.18	6,660.73	8,261.00	1,600.27	8,261.00
ADMINISTRATIVE EXPENSES							

631000 - OFFICE PAYROLL	2,176.59	1,202.00	(974.59)	17,289.78	15,520.00	(1,769.78)	15,520.00
631100 - OFFICE EXPENSE	656.83	470.00	(186.83)	4,949.06	5,596.00	646.94	5,596.00
631108 - MEMBERSHIP DUES EXPENSE	0.00	0.00	0.00	21.02	0.00	(21.02)	0.00
631111 - BANK CHARGES	108.77	50.00	(58.77)	1,410.36	1,000.00	(410.36)	1,000.00
631500 - OFFICE EQUIPMENT EXPENSE	0.00	250.00	250.00	0.00	1,000.00	1,000.00	1,000.00
631502 - OFFICE/COMPUTER - SERVICES	487.44	875.00	387.56	1,980.72	3,500.00	1,519.28	3,500.00
632000 - MANAGEMENT FEES	5,980.19	6,600.00	619.81	58,630.54	79,200.00	20,569.46	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	29.41	29.41	0.00	383.50	383.50	383.50
633000 - SITE MANAGER'S PAYROLL EXPENSE	4,766.76	1,398.00	(3,368.76)	27,322.63	18,873.00	(8,449.63)	18,873.00
634000 - LEGAL EXPENSE	0.00	0.00	0.00	255.57	0.00	(255.57)	0.00
634100 - MISC. EXPENSE	0.00	0.00	0.00	302.62	0.00	(302.62)	0.00
634200 - TAX CREDIT COMPLIANCE/MONITORING FEE	0.00	507.00	507.00	0.00	2,030.00	2,030.00	2,030.00
635000 - AUDIT EXPENSE	0.00	2,500.00	2,500.00	10,925.00	10,000.00	(925.00)	10,000.00
635300 - ALLOC. CENTRALIZED COMPLIANCE COSTS	609.12	610.00	0.88	2,436.48	2,440.00	3.52	2,440.00
635400 - SOFTWARE LICENSE EXPENSE	68.96	0.00	(68.96)	5,115.44	4,500.00	(615.44)	4,500.00
636000 - TELEPHONE	530.13	187.00	(343.13)	3,333.28	2,200.00	(1,133.28)	2,200.00
636500 - CABLE TV // INTERNET EXPENSE	344.92	313.00	(31.92)	4,148.98	3,756.00	(392.98)	3,756.00
637000 - BAD DEBT EXPENSE	(1,009.83)	1,200.40	2,210.23	13,230.84	15,500.40	2,269.56	15,500.40
637001 - BAD DEBT EXPENSE - Allowance	(2,817.95)	0.00	2,817.95	(2,817.95)	0.00	2,817.95	0.00
637600 - SOCIAL SERVICE SUPPLIES	0.00	0.00	0.00	38.91	1,002.00	963.09	1,002.00
637604 - SOCIAL SERVICE EXPENSE - 3rd Party	2,547.01	2,433.00	(114.01)	32,853.02	29,196.00	(3,657.02)	29,196.00
638400 - TRAINING EXPENSE	161.66	250.00	88.34	687.42	3,000.00	2,312.58	3,000.00
638500 - TRAVEL EXPENSE	0.00	250.00	250.00	150.00	3,000.00	2,850.00	3,000.00
639000 - MISC ADMINISTRATIVE EXPENSE	0.00	137.00	137.00	1,538.75	1,600.00	61.25	1,600.00
Total ADMINISTRATIVE EXPENSES	14,610.60	19,261.81	4,651.21	183,802.63	203,296.90	19,494.27	203,296.90

OPERATING EXPENSE

641900 - UNIFORMS EXPENSE	0.00	37.00	37.00	0.00	400.00	400.00	400.00
643000 - MAINTENANCE PAYROLL	5,461.49	3,660.00	(1,801.49)	35,430.76	49,346.00	13,915.24	49,346.00
643100 - JANITOR SUPPLIES	1,012.65	226.30	(786.35)	3,935.39	2,600.10	(1,335.29)	2,600.10
645000 - ELECTRICITY	321.01	994.00	672.99	11,017.16	11,840.00	822.84	11,840.00
645050 - ELECTRICITY - Vacant Unit	514.06	0.00	(514.06)	4,692.55	0.00	(4,692.55)	0.00
645100 - WATER	2,391.16	3,150.00	758.84	35,582.98	37,800.00	2,217.02	37,800.00
645300 - SEWER	3,272.58	4,725.00	1,452.42	52,916.91	56,700.00	3,783.09	56,700.00
645500 - UTILITY PROCESSING / COMMISSIONS	138.24	72.00	(66.24)	760.32	864.00	103.68	864.00
645551 - Vacant Unit Recovery Fees	111.36	0.00	(111.36)	269.12	0.00	(269.12)	0.00
646000 - EXTERMINATING	324.00	500.00	176.00	6,238.01	6,000.00	(238.01)	6,000.00
647000 - GARBAGE & RUBBISH REMOVAL	86.19	1,386.24	1,300.05	8,146.26	16,999.97	8,853.71	16,999.97
647050 - GARBAGE & RUBBISH REMOVAL - Vacant Unit	441.00	0.00	(441.00)	6,100.03	0.00	(6,100.03)	0.00
647100 - FIRE SERVICE FEE / REPAIRS	269.82	2,238.00	1,968.18	9,562.05	10,005.00	442.95	10,005.00
649000 - MISC OPERATING EXPENSE	0.00	250.00	250.00	1,934.46	3,000.00	1,065.54	3,000.00
TOTAL OPERATING EXPENSE	14,343.56	17,238.54	2,894.98	176,586.00	195,555.07	18,969.07	195,555.07

MAINTENANCE EXPENSE

650500 - PROTECTION/SECURITY COSTS	0.00	83.00	83.00	0.00	996.00	996.00	996.00
652000 - GROUNDS	0.00	0.00	0.00	3,351.30	0.00	(3,351.30)	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	1,715.00	1,571.00	(144.00)	21,770.75	20,504.00	(1,266.75)	20,504.00
653000 - EXTERIOR PAINTING / REPAIRS	2,836.15	600.00	(2,236.15)	10,695.29	7,200.00	(3,495.29)	7,200.00
653500 - CLEANING EXPENSE	1,800.00	0.00	(1,800.00)	7,665.51	5,000.00	(2,665.51)	5,000.00
654100 - REPAIRS - APPLIANCES	992.40	225.00	(767.40)	5,309.76	3,750.00	(1,559.76)	3,750.00
654200 - REPAIRS - CARPET & FLOORS	250.00	150.00	(100.00)	1,200.00	1,800.00	600.00	1,800.00
654300 - REPAIRS - CARPENTRY	1,657.52	250.00	(1,407.52)	11,066.68	5,000.00	(6,066.68)	5,000.00
654307 - REPAIRS - Hardware	415.37	0.00	(415.37)	897.74	0.00	(897.74)	0.00
654400 - REPAIRS - ELECTRICAL	2,217.81	233.00	(1,984.81)	8,292.97	4,996.00	(3,296.97)	4,996.00

654600 - REPAIRS - PLUMBING	2,558.44	250.00	(2,308.44)	10,891.99	6,000.00	(4,891.99)	6,000.00
654700 - REPAIRS - PROP DAMAGE/CLAIMS	5,897.40	0.00	(5,897.40)	4,999.99	0.00	(4,999.99)	0.00
654709 - REPAIRS - PROP DAMAGE/CLAIMS (OTHER / SANDY)	2,000.00	0.00	(2,000.00)	2,000.00	0.00	(2,000.00)	0.00
654800 - SERVICE CONTRACTS	0.00	150.00	150.00	797.71	1,800.00	1,002.29	1,800.00
655100 - REPAIRS - HVAC	3,405.40	1,005.00	(2,400.40)	17,651.08	12,000.00	(5,651.08)	12,000.00
656000 - DECORATING EXPENSE	3,361.31	366.00	(2,995.31)	11,594.87	8,800.00	(2,794.87)	8,800.00
656001 - DECORATING - Painting Supplies	0.00	0.00	0.00	395.78	0.00	(395.78)	0.00
657000 - MOTOR VEHICLE REPAIRS	0.00	131.00	131.00	3,345.62	1,506.00	(1,839.62)	1,506.00
658000 - MAIN EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
658500 - SMALL TOOLS EXPENSE	45.73	0.00	(45.73)	2,570.18	1,300.00	(1,270.18)	1,300.00
659000 - MISC MAINTENANCE EXPENSE	619.33	0.00	(619.33)	1,393.83	2,000.00	606.17	2,000.00
TOTAL MAINTENANCE EXPENSE	29,771.86	5,014.00	(24,757.86)	125,891.05	87,152.00	(38,739.05)	87,152.00
INTEREST EXPENSE							
682000 - 1ST MORTGAGE INTEREST	6,181.71	6,182.00	0.29	75,821.12	75,821.00	(0.12)	75,821.00
TOTAL INTEREST EXPENSE	6,181.71	6,182.00	0.29	75,821.12	75,821.00	(0.12)	75,821.00
TAXES & INSURANCE							
671000 - TAXES - REAL ESTATE	0.00	0.00	0.00	51,132.86	33,000.00	(18,132.86)	33,000.00
671100 - PAYROLL TAXES	929.14	479.00	(450.14)	6,154.90	7,084.00	929.10	7,084.00
672000 - INSURANCE EXPENSE	0.00	0.00	0.00	200,880.62	260,300.00	59,419.38	260,300.00
672100 - HEALTH INSURANCE	600.44	1,000.00	399.56	4,627.74	12,000.00	7,372.26	12,000.00
672200 - WORKERS COMP INSURANCE	138.11	146.00	7.89	1,202.09	1,970.00	767.91	1,970.00
TOTAL TAXES & INSURANCE	1,667.69	1,625.00	(42.69)	263,998.21	314,354.00	50,355.79	314,354.00
OTHER EXPENSES							
723100 - INCENTIVE MANAGEMENT FEE	0.00	0.00	0.00	50,539.04	0.00	(50,539.04)	0.00
TOTAL OTHER EXPENSES	0.00	0.00	0.00	50,539.04	0.00	(50,539.04)	0.00
EQUIPMENT PURCHASES							
721101 - Kitchen Appliances	4,423.48	0.00	(4,423.48)	26,391.71	10,000.00	(16,391.71)	10,000.00
721102 - Flooring: Carpet & Tile	0.00	0.00	0.00	6,017.39	6,000.00	(17.39)	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	437.64	1,000.00	562.36	1,000.00
721106 - HVAC Equipment	3,575.15	0.00	(3,575.15)	51,315.43	15,000.00	(36,315.43)	15,000.00
721109 - Siding / Bldg Ext Repairs	0.00	0.00	0.00	0.00	30,000.00	30,000.00	30,000.00
721111 - System Upgrades	0.00	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
721112 - Doors & Wndows (Exterior)	0.00	0.00	0.00	3,434.60	1,300.00	(2,134.60)	1,300.00
TOTAL EQUIPMENT PURCHASES	7,998.63	0.00	(7,998.63)	87,596.77	85,500.00	(2,096.77)	85,500.00
TOTAL CORPORATE EXPENSES	75,172.87	50,003.35	(25,169.52)	970,895.55	969,939.97	(955.58)	969,939.97
NET PROFIT OR LOSS	31,180.09	48,235.65	(17,055.56)	165,711.86	209,060.03	(43,348.17)	209,060.03
NON-OPERATING EXPENSES							
790100 - R/E TAXE ESCROW DEPOSITS	3,601.12	2,750.00	(851.12)	47,613.44	33,000.00	(14,613.44)	33,000.00
790101 - R/E TAXE ESCROW WITHDRAWALS	0.00	0.00	0.00	(51,132.86)	(33,000.00)	18,132.86	(33,000.00)
790200 - PROPERTY INSURANCE ESC DEP	19,687.53	21,625.00	1,937.47	337,218.97	259,500.00	(77,718.97)	259,500.00
790201 - PROPERTY INS ESC WITHDRAWALS	0.00	0.00	0.00	(199,954.01)	(259,500.00)	(59,545.99)	(259,500.00)
791000 - PROV FOR REPLACEMENTS	2,213.77	2,214.00	0.23	25,984.92	25,983.00	(1.92)	25,983.00
791100 - RFR REIMBURSEMENTS	0.00	(85,500.00)	(85,500.00)	0.00	(85,500.00)	(85,500.00)	(85,500.00)
793000 - PROV FOR MORT PRIN AMORT	1,329.88	1,330.00	0.12	14,317.96	14,320.00	2.04	14,320.00
TOTAL NON-OPERATING EXPENSES	26,832.30	(57,581.00)	(84,413.30)	174,048.42	(45,197.00)	(219,245.42)	(45,197.00)
NET CASH (+) / DEF (-)	4,347.79	105,816.65	(101,468.86)	(8,336.56)	254,257.03	(262,593.59)	254,257.03

Created on:



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

Resident Interest Committee Meeting
1300 Blvd of the Arts, Sarasota, FL 34236
December 3, 2024 | 4:30 pm

- I. **CALL TO ORDER:** Resident Interest Committee Chair, Ernestine Taylor, called the Resident Interest Committee meeting to order at 4:41 p.m.

- II. **INVOCATION**

- III. **ROLL CALL**
Commissioners Present: Commissioner Ernestine Taylor, Commissioner Nicole Roman and Commissioner Colón (in at 4:50 pm)
SHA Personnel: William Russell, Ken Waters, Viktoriya Coblentz and Andrea Keddell
Resident Leaders: Valerie Buchand (Janie’s Garden), Agnes Kirkland (McCown), Elena Andrews (B. Mitchell) and Carolyn Spencer (B. Mitchell)
General Attendees: Susan Ladwig (Unitarian Universalists of Sarasota)

- IV. **SPECIAL PRESENTATIONS**
A. None

- V. **PUBLIC COMMENTS**
A. None

- VI. **OLD BUSINESS**
A. SHAARC Budget (*For Submission for Board Approval*)
 - Ms. Buchand reported to the committee that a \$30,000 budget was approved by the SHA Board. However, the SHAARC budget request is actually \$51,000 and that doesn’t include the 3% in development fees that SHAARC continues to request. SHAARC is requesting that the \$30,000 go directly to their bank account and that it be retroactive from the 1st time SHAARC has requested the MOU be signed (this year’s funds and then an additional \$30K in April 2025). SHAARC will keep records of the funds they spend from the budget and all expenditures are in accordance to HUD regulations for tenant participation funds.
 - Mr. Russell responded that HUD regulations only require a Housing Authority to allow for \$15 per unit (for every RAD and PH unit). This comes to approximately \$3,750. However, the SHA Board has approved a budget amount of \$30,000. This amount is far beyond what the HUD regulations mandate. The HUD regulations also require a Resident Advisory Board to have an approved budget prior to receiving any of the budgeted funds. So even though the MOU is approved, the SHA board has requested that the SHAARC budget be brought back before the board for final approval.

- Mr. Russell offered to host a meeting with SHAARC to go over the budget and assist SHAARC in allocating the \$30,000 in funds for final approval by the SHA Board. Ms. Buchand states that the \$30,000 doesn't cover everything they want to do. Mr. Russell reiterated that the budget needs to be drawn up within the constraints of the \$30,000 amount in order to be approved by the SHA Board. Ms. Buchand added that the council no longer receives money from the vending machines and never received requested funds from washer and dryers. She also commented that that HUD regulations allow a council member to receive up to \$200 a month and they've only been receiving a \$79 stipend. Commissioner Colón commended that these stipends are going to pay the council members and not going to resident programming.
 - Mr. Russell again stated that the \$30,000 budget needs to come before the board and offered to meet and assist SHAARC in understanding the budget and plugging in the allocations so that it balances out based on the \$30,000 in approved funds. However, it is up to the council to propose the use of the funds. A proposed budget of \$51,000 cannot be submitted when the approved funding is for \$30,000.
 - *A meeting was scheduled for Mr. Russell to meet with SHAARC to work on Budget on 12/4/24.*
- B. Development Workshop for Residents & SHAARC
- Mr. Russell reported that the Resident Council has requested a workshop to educate them on the different aspects of affordable housing developments. A workshop is being proposed for Monday, January 27, 2025, and it is to be presented by our development partners from Smith & Henzy (Celia Gunn-Zaboli) and TAG Associates (Jane Dixon). He is asking if the council would want the workshop in the morning or afternoon.
 - Ms. Buchand requested that there be a representative to present that is not connected to SHA so that the information is not biased. She would like a neutral contractor that has worked with housing authorities. Mr. Russell responded that he may know of a retired HUD RAD representative that he could possibly reach out to.
 - The group decided that 1/27/24 from 2 – 5 pm would be best. An invitation will be sent out and the meeting will be held at McCown Towers boardroom to help out some of the council members that don't have vehicles/ transportation.

VII. NEW BUSINESS (*Resident Council Property Reports*)

- A. McCown Towers – Agnes Kirkland
- Annex Resident, Bella Golinskaya, attendee reported that the vending machines are never stocked anymore and that the water fountain is broken. This resident also reported that there are no the activities any longer.
 - Mr. Russell responded that SHA is looking into purchasing a new vending machine and having the Resident Council manage them and collect the proceeds. However, it's been difficult to find a local company to service the machines. So, this has been the issue holding up the process. Most companies that service vending machines want to keep the profits to cover the cost of them maintaining the machines.

- Ms. Coblentz responded that the water fountain needed a new filter, but they've not been able to reset the "change filter" light. The resident also reported that it's no longer cold and may need another new filter.
 - Ms. Agnes Kirland reported that residents don't participate in planned events.
- B. McCown Annex – Joan O'Haver (Not Present)
- Ms. Buchand would like to have the exercise room reinstated. After the equipment was stolen, they never got the exercise room back up and running. She stated that the equipment was taken by a staff member.
 - Bella Golinskaya reported a complaint about Ara (SHA staff member), as well as the A/C machines not being maintained regularly.
 - Ms. Golinskaya reported that she's had doors shut in her face and Ara is not respectful of the residents and does not run events any longer. Additional discussions took place about Ms. O'Haver's eviction and that often residents are afraid to speak up for fear of being evicted.
 - Ms. Golinskaya stated that her A/C filter wasn't changed. Mr. Russell responded that it's a permanent filter and needs to be cleaned out. Ms. Coblentz added that the filters are cleaned regularly per a maintenance schedule, and this can be checked on.
 - Ms. Buchand brought up the informal hearing held for Ms. O'Haver and stated it was not a fair hearing. The recording has proof that Ms. O'haver is being evicted because the SHA staff don't like her. She states that if staff don't like a resident, they should still have respect for them. Ms. O'Haver's lease was not renewed because she would speak out about issues and now the judge has upheld the non-renewal. Ms. Buchand went on to discuss all the instances that transpired between SHA staff and Ms. O'Haver and that staff shouldn't work at the housing authority that can't work alongside the residents. Ms. Golinskaya agreed with Ms. Buchand's sentiments that Ara is not telling the truth and that residents are not being treated with respect.
 - Resident, Ms. Donna Rochleau, commented that the elevators are continually broken and that the cleaning company is not cleaning the upper floors.
- C. Courts/Bertha Mitchell – Elena Andrews / Carolyn Spencer
- Ms. Andrews inquired again about the lights being out at Bertha Mitchell. Mr. Russell reported he has a meeting with the City Manager on Friday and he'll be discussing this item with him to see about putting the shields under them.
 - Ms. Andrews also brought up the issue of the criminal element on 23rd Street and that residents are getting stopped by police officers.
 - Ms. Spencer agreed with Ms. Andrews comments about the criminal activity.
 - Ms. Buchand reports that she asked for a meeting with the police chief to schedule a meeting for a police representative with the council to discuss the arrests in the area.
 - Mr. Russell reports that SHA is doing a 30-day demo with the security equipment that the police utilize. SHA may be purchasing one of these mobile units as well. These units may also act as a deterrent for criminal activity as well.

D. Janie's Garden – Valerie Buchand

- Ms. Buchand asked if the full Annual/5-Year Plan with the resident council's comments could be sent to them (what will be sent to HUD). She will look at her notes and resend what she had about the Fair Housing Act. Mr. Russell reports that he will send all the council comments to the council that he'll be presenting to the board with the PHA Annual/5-Year Plan.
- Ms. Buchand had requested the Zoom feature added back into this meeting so residents can participate. She further reported that they are planning to host their own zoom meetings in the future, and they'll invite the SHA Board and staff to attend so they can have their own meeting that is run by the council and not the Board. She states that HUD says Resident Interest meeting should be run by residents. Mr. Russell reported that in the past SHA staff hadn't been invited or allowed to attend the Council run meetings but they're willing to attend if invited.
- Ms. Buchand reported that SHA had a new printer/copier installed in the council office but they were not shown how to work it and they've not gotten the new computers that were requested.
 - SHA will inquire about this with Symmetric to see where the work order is in the process.
- Ms. Buchand reported issues at King Stone and with the property manager there not being responsive to the residents. She states he should be fired.
- Ms. Buchand added NSPIRE is not working. Inspections are not being done properly if residents need to clean apartments that they are just moving into.

VIII. PROGRAM UPDATES (SHA & Resident Services)

A. SHA Updates

- Mr. Russell reported SHA expects to close on the Amaryllis III/Cypress II project (108 units with 33 PBV (project-based voucher) units) in February/March 2025.
- Lofts on Lemon II should close in April/May 2025 and will be 100 units with 25 PBVs.
- SHA should be getting funding from Florida for an Amaryllis IV project, which will be for 61 units and combined with the Central Gardens project at 22nd Street and Central that will have 39 units (100 total units).
- The SHA Ad Hoc Development Committee has been discussing a potential development project proposed for the McCown parking lot that would include 160 units and a parking deck. This will go before the board next Wednesday and the funding application is due to the state by 12/20/24. There is the potential for a \$15 million award from Florida State. Ms. Buchand added she didn't think this was going to be done.

B. Resident Services (SHA)

- Youth Thrive Program: Mr. Waters reported that there are approximately 22 children per day that are utilizing the afterschool program that provides help with homework and after school snacks. They've also recently started a chess club and 4H is providing programming for agriculture to participate at the county fair. A garden has also been started. Thanksgiving meals were distributed.

- The county staff overseeing the CHS grant that SHA does annually did a site visit. The visit went well and the county staff were able to speak to the children participating in the program.
- A Homeownership Workshop was held on 11/2/24. It was held at the Robert L. Taylor Center and went well. Several families have registered for the homeownership orientation, habitat for humanity and FSS program.
- Ms. Buchand inquired about the Books 'n Badges and how they track if the children are reading the books. Mr. Waters states that they do track the number of books the children are provided but don't have a measure for how many books are read on a regular basis. The report card grades are a measure, and grades did increase after the last book program was held.

C. Resident Services (Janie's Garden)

- None.

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 Ad Hoc Committee Meeting
1300 Blvd of the Arts, Sarasota, FL 34236
January 7, 2025 | 4:30 pm

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

II. ROLL CALL

Commissioners Present: Jack Meredith, Ernestine Taylor, Duane Finger, David Morgan (Video) and John Colón (Out at 4:53 pm)

Committee Members Not Present: None

SHA Personnel: William Russell and Andrea Keddell

Development Partners/Invited Attendees: Joe Chambers (Video), Valerie Buchand, Carolyn Spencer, Elena Andrews and City Commissioner Jen Ahearn-Koch

III. DEVELOPMENT PROJECT UPDATES

A. McCown New Tower/Parking Garage

- Mr. Chambers reported that the Live Local Request for Applications (RFA) that Florida Housing Funding Corp (FHFC) was put in on 12/20/24. As the board was notified, the application ended up only allowing for 96 units to be proposed instead of 160 due to zoning with the city.
- There are 6 competing applications for elderly funding. Award should be announced in about 1 and ½ weeks. If funding isn't awarded SHA can apply again the following year.
- Ms. Buchand inquired about this project and stated the Council was not involved from the beginning of the planning process and should have been involved. She states there are residents opposed to having a building built in front of their building. Ms. Buchand also commented that these are all 1-bedroom and questioned why there are not more family-sized apartments being developed. Commissioner Meredith stated he will confer with Mr. Russell on what is required with regard to the Resident Council's involvement in the development of the McCown property. Commissioner Meredith further responded that the SHA Board is very supportive of developing family units. However, they're often up against funding constraints and pressure from the City/County. The general consensus is that the board would rather get awarded funding to develop 1-bedroom units rather than no development at all.
 - Mr. Russell added that 84 family units were developed at Cypress Square, 180 family units at Cypress Square II and 100 family units for Cypress Square III/Central Gardens (at 22nd Street). That comes to 292 family units for these 3 developments and with Lofts on Lemon II the total would come to 420, newly developed multi-bedroom family units. Ms. Buchand requested that Mr. Russell send her those figures.

B. Cypress Square II (Courts-Phase II) / Amaryllis Park Place III

- Mr. Chambers reported that Cypress II/Amaryllis III (108 units) looks to be closing, financially, by April 2025.
- Owner-Architect-Contractor (OAC) meetings began this morning and will take place every other week.
- All is in place to move forward with demolition, and it should begin in about 6 weeks. There is a Historic Preservation Board Hearing scheduled for 1/14/25 in order to begin demolition.

C. Lofts on Lemon (Phase II)

- Mr. Chambers reported this project is a little farther out on the timeline. Final construction pricing should be submitted next week from the contractor, John Wiseman Construction.
- They continue working with the county and the \$7 million in ARPA funds that need to be expended by the end of 2026.
- This phase will be for 100, 1-bedroom units.

D. Cypress Square III (Courts-Phase III) / Amaryllis Park Place IV / Central Gardens (22nd Street)

- Joe Chambers reported the challenge to this funding application was dropped. The goal is to start construction on this prior to completing Cypress II and this project will complete the campus formally known as the Courts.
- The Amaryllis IV project will be 61 units and the Central Gardens project at 22nd Street and Central will have 39 units, making this whole project a total of 100 units.

E. Design Plans for N. Osprey Property

- Mr. Russell reported that since this is an SHFC property there will be a double board meeting held this month so this project can be discussed. The meeting will be held on 1/29/25.

F. Miscellaneous Discussion

- Discussion took place on avenues for future developments within the city and other areas of the county.

IV. ADJOURNMENT

The Development Committee meeting was adjourned at 5:00 pm.

HOUSING CHOICE VOUCHER MONTHLY BOARD REPORT

HAP Utilization YTD

All HAP Funds 98.6%

Annual ABA only 101%

Leasing Update

	January	February	March	April	May	June	July	August	September	October	November	December
Homeownership	27	27	27	27	27	27	27	28	28	27	27	27
Family Unification Program	46	47	50	51	50	48	48	48	47	47	48	48
Foster Youth to Independence	1	1	1	1	2	2	2	4	5	6	6	6
Port out vouchers that belong to us	19	20	22	19	20	20	20	21	25	20	21	22
Veterans Supportive Vouchers Housed	177	181	183	185	188	188	192	191	191	194	202	202
Tenant Protection Vouchers	72	71	70	69	67	77	95	102	105	115	116	115
Regular Vouchers leased up	1070	1073	1069	1071	1068	1067	1057	1058	1053	1039	1047	1034
Project Based Vouchers	322	320	321	317	312	304	290	293	285	279	280	278
Mainstream	124	127	130	132	133	134	134	134	132	132	134	132
Emergency Housing Vouchers	59	59	56	56	56	55	55	53	52	50	49	49
City Homeless Preference	22	22	26	26	28	29	34	32	32	33	32	32
YMCA Homeless Preference	15	15	15	15	15	15	15	15	15	15	15	15
Total Vouchers Leased first of month	1954	1963	1970	1969	1966	1966	1969	1979	1970	1957	1977	1960

Port In vouchers that we administer for other agencies

1	2	2	2	2	2	2	2	2	2	2	2	2
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Total vouchers issued and not leased up

35	35	36	34	29	26	39	35	27	16	34	34
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Homeless Preference Report

	YMCA	CITY
Number of Vouchers Approved	15	60
Number of Vouchers Leased	15	32
Number of Referrals pending approval	0	0
Number of Referrals looking for units	0	0
Number of Empty Slots without a Referral	0	28

Report Instructions: Run VMS Summary Rpt

Sarasota Housing Authority

HUD - 50072: PHAS Management Operation Certification

Program: McCown Tower Project: All Projects Date From: 04/01/2024 Through: 12/31/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	77
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.	7
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.	11.00
V13100	Average unit turnaround days.	11.00

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	149
W10100	Total number of emergency work orders completed / abated within 24 hours.	134
W10200	Percentage of emergency work orders completed / abated within 24 hours.	89.93%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	476
W10600	Total number of calendar days it took to complete non-emergency work orders.	6517
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.	13.69

Totals for McCown Tower Rent: \$32,219.00 Paid: \$32,209.00 (100.0%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: Annex Project: All Projects Date From: 04/01/2024 Through: 12/31/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	212
V12500	Total number of vacancy days exempted for Capital Fund.	0
V12600	Total number of vacancy days exempted for Other.	95
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	11
V12800	Average number of calendar days units were in downtime.	2.18
V12900	Average number of calendar days units were in make ready time	7.09
V13000	Average number of calendar days units were in lease up time.	10.00
V13100	Average unit turnaround days.	19.27

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	108
W10100	Total number of emergency work orders completed / abated within 24 hours.	98
W10200	Percentage of emergency work orders completed / abated within 24 hours.	90.74%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	379
W10600	Total number of calendar days it took to complete non-emergency work orders.	2459
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.	6.49

Totals for Annex Rent: \$27,523.00 Paid: \$27,316.00 (99.2%)

Sarasota Housing Authority

HUD - 50072: PHAS Management Operation Certification

Program: Bertha Mitchell Project: All Projects Date From: 04/01/2024 Through: 12/31/2024

Sub Indicator # 1: Vacant Unit Turnaround Time Summary

Code	Description	Result
V12400	Total number of turnaround days	215
V12500	Total number of vacancy days exempted for Capital Fund.	977
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.	14
V12800	Average number of calendar days units were in downtime.	5.00
V12900	Average number of calendar days units were in make ready time	0.21
V13000	Average number of calendar days units were in lease up time.	10.14
V13100	Average unit turnaround days.	15.36

Sub Indicator # 3: Work Order (Emergency)

Code	Description	Result
W10000	Total number of emergency work orders.	338
W10100	Total number of emergency work orders completed / abated within 24 hours.	329
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.34%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	637
W10600	Total number of calendar days it took to complete non-emergency work orders.	3108
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.	4.88

Totals for Bertha Mitchell Rent: \$39,532.00 Paid: \$36,374.00 (92.0%)

Sarasota Housing Authority
HUD - 50072: PHAS Management Operation Certification
Program: SVC Project: All Projects Date From: 04/01/2024 Through: 12/31/2024

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.	39
W10100	Total number of emergency work orders completed / abated within 24 hours.	38
W10200	Percentage of emergency work orders completed / abated within 24 hours.	97.44%

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

Code	Description	Result
W10500	Total number of non-emergency work orders.	105
W10600	Total number of calendar days it took to complete non-emergency work orders.	191
W10700	Avg. number of days PHA has reduced the time it takes to complete non-emergency work orders over the past 3 years.	8.74
W10800	Average completion days.	1.82

Totals for SVC Courts Rent: N/A Due to Relocation

Resident Characteristics Report

As of December 31, 2024

Program type : **Public Housing**

Level of Information : **State**

Effective Dates Included : **September 1, 2023 through December 31, 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	889,046	730,117	685,580
FL	24,242	19,639	17,164

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	326,550	47	177,742	26	102,955	15	65,540	9	22,914	3
FL	9,678	51	4,539	24	2,792	15	1,535	8	520	3

Average Annual Income (\$)

State	Average Annual Income
US	18,989
FL	19,001

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	31	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	33	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	38	14	30

Average Monthly TTP (\$)

State	Average Monthly TTP
US	458
FL	455

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	120,027	17	4,660	1	107,699	15	201,022	29	131,875	19	4,853	1	98,241	14	27,324	4	216,632	31
FL	3,205	17	139	1	2,063	11	6,715	35	4,171	22	149	1	1,835	10	787	4	7,334	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	488	752	511	460	413	654	381	506	456
FL	425	734	557	507	360	582	381	469	500

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	37	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	25	75

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	145,327	10	341,775	24	478,397	34	150,296	11	256,021	18	31,884	2
FL	4,683	11	13,166	30	13,677	32	3,199	7	7,476	17	1,133	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	13	8	4	2	1	0	0	0
FL	44	22	15	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	1,403,676	2	695,701
FL	43,333	2.3	19,064

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	120,902	17	52,519	8	117,729	17	137,241	20	139,599	20	127,711	18
FL	3,102	16	1,508	8	3,759	20	4,579	24	4,126	22	1,990	10

Janie's Garden Occupancy Report-2024

Month-End: **December**

	Phase I					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (26)	23	3	40	26	0	87%
LIHTC (41)	39	2	23	10		95%
PBV - None						
Market (19)	18	1	5	4		94%
Total (86)	80	6	68	40	0	93%

	Phase II					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
RAD PBV (21)	21	4	32	21	0	81%
LIHTC (33)	30	2	16	7	0	93%
PBV (14)	14	5	15	14	0	
Market(0)						
Total (68)	65	11	63	42	0	83%

	Phase III					
	Occupied	Vacant	Total	# Subsidized	# of	Occupancy
PBV/TPV (26)	21	5	31	0	0	76%
LIHTC (18)	15	3	4	9		80%
PBV (40)	36	4	12	14		89%
Market (14)	14	0	12	1		100%
Total (72)	71	12	59	24	0	83%

Had some changes in the office and it is now just the manager in the office. I am currently working 19 files for move ins and anticipate several move ins during January and February

UNIT TURNAROUND TIME (Average # of Days/Per Month/Per Unit) - 2024-25

Total Number of Vacant Days Per Month

	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD	YTD-Ave
SARASOTA HOUSING AUTHORITY													#Units	Per Month
McCown Towers (LIHTC)	3	10	-	20	44	-	-	-	-				7	11.00
Annex	-	19	40	-	62	58	-	33	-				11	19.27
Bertha Mitchell	56	9	-	-	9	37	-	49	55				14	15.36
Courts (SVC-PBV)	-	-	-	-	-	-	-	-	-				-	-
SARASOTA HOUSING FUNDING CORPORATION														
King Stone	-	-	31	62	-	27	35	-	-				4	38.75
Diamond Oaks	-	-	-	-	-	-	-	-	-				-	-
Flint River	-	-	-	-	-	-	-	-	-				-	-
Homes	34	-	-	-	-	-	-	-	27				2	30.50

(-) = 0

WAIT LIST REPORT - FY 2024-25

Number on List/Open or Closed

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
McCown Towers (LIHTC)	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	80	76	74	72	61	58	58	58	55			
Annex	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	114	99	85	84	84	72	65	61	55			
Bertha Mitchell	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	331	329	329	329	329	329	328	328	327			
King Stone-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	1193	1193	1192	1192	1192	1192	1190	1190	1190			
Diamond Oaks-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	62	62	62	62	62	62	62	62	62			
Flint River	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	109	109	109	109	109	109	109	109	109			
Single Family Homes-NSP	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	11	11	11	11	11	11	11	11	11			
HCV/Section 8	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed			
	1003	998	994	967	966	963	942	940	681			

MEMO

To: William Russell
From: Lance Clayton
CC: File
Date: January 21, 2025
Re: **CFP Report – December**

ONGOING PROJECTS:

Annex – Non-CFP

Annex Emergency Stairway Exit, Painting, and HVAC Repairs and Replacements – Work began on January 6th, P=Tac sleeve replacement and transfer fan work is underway. Architects have inspected the work to date and said the contractor is doing a nice job. Replacement of the West Corridor AC will begin next.

Annex Interior Renovations - Hoyt is working on the plans for this project. Will consist of Common area improvements, Livingroom/Kitchen renovations and 1st floor bathroom renovations including role in showers. SHA staff met with Hoyt on 1/16/2025 to finalize design scope in the Kitchen and 1st floor bathrooms.

Bertha 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 –IFB was issued on 1/8/25, pre-bid conference is on 1/23/25 and bid date is scheduled for 2/13/2025. A few contractors have expressed interest in bidding on the project.

GENERAL

NSP Homes – Working on plans and specification for the lot on Osprey. Architect have provided 3 variations of plans for replacement house and will be discussed by the development committee.

Osprey Office – Interior painting is complete. Hoyt provided a draft plan to fix the public entrance and some erosion issues, after my review, I made comments and sent the plans back to Hoyt for revisions.

Hurricane Cleanup – Working with insurance companies and FEMA on roof replacements/repairs and soffit and fascia replacements/repairs.

End of Report

Resident Services Monthly Report for December 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 and recently, FEMA assistance. Through a new MOU with Glasser Schoenbaum Human Services Center, SHA can now refer clients to GS's Community Benefits Specialist Program for one-on-one assistance with social security, SNAP, Medicaid and unemployment applications.

Youth Thrive

The SHA Youth Thrive After-School Program is in full swing for 2024-25. Students receive assistance with homework, an after-school snack and a rolling calendar of enrichment programs that include art, chess club, pickleball, birdwatching, 4H, and gardening. The recent cold temperatures are perfect for our rapidly growing greens, broccoli and cauliflower, not so ideal for the tomatoes and beans.

We had a very successful Shop With A Cop event on December 14, 2024. We had 146 youth participants. We are grateful to all who attended and showed their support for our youth, police officers, and this very special event.

Now that The Courts are empty, we are facilitating attendance by Bertha Mitchell youth by providing daily bus transportation from our Bertha Mitchell residences to our Youth Thrive Learning Center. Youth Thrive staff will be administering parent and youth out-of-schooltime surveys to parents and youth living in Bertha Mitchell and Cypress Square. Our goal with administration of these surveys is to better understand our parents' and kids' youth program interests, their level of awareness of youth program and educational support opportunities, and barriers from the perspective of both our parents and youth.

McCown Towers

Empath LIFE (Living Independence for the Elderly) is a program designed to help seniors remain safely in their homes. The program offers a host of services to seniors, including transportation to doctors' appointments, personal care, homemaking, respite for caregivers, home delivery of meals and medical supplies, and more. An informational presentation was given at McCown Towers in December and another presentation will occur at Amarylis Park Place in February, to which we will also invite public housing and section 8 seniors, so that residents are fully informed of the home support services available to them.

Homeownership


On December 8th there was an HCV homeownership orientation that consisted of fourteen participants from not only SHA but Manatee Housing Authority and City of Bradenton Housing Authority as well. The orientation gave the participants the opportunity to learn about the HCV homeownership process and what's required to become mortgage ready and to purchase using the program. Follow-up invitations were made with all participants in attendance.



Ms. Vicky U. Property Manager

Ms. Ara A. Senior Service Coordinator

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 RENT DUE! <i>Happy New Year 2025 !!</i> Office closed	2 Nutrition class 2pm	3 Office closed	4 Bingo 6 pm
5 Last day to pay rent !	6 Therapist on site.	7 Bread and eggs 9.30AM Dr. McClendon 9-11am	8 Therapist on site Movie day at 1pm at boardroom.	9 Walmart trip sign up 10 am Nutrition class 2p	10 Office closed	11 Bingo 6pm
12	13 Therapist on site	14 Bread and eggs 9.30am	15 Therapist on site	16 Nutrition class 2pm	17 Office closed	18 Bingo 6 pm
19	20 MLK office closed 	21 Bread and eggs 9.30 am. DR. SUTTON. Get your appointment Pest control	22 Food bank 10.30 am Until last. Please bring your bags	23 Walmart trip 10 am Nutrition class 2p	24 Office closed	25 Bingo 6pm
26	27 Therapist on site 1pm <i>Development workshop 2-5 pm boardroom.</i>	28 Bread and eggs 9.30am	29 FREE Health screening, BP. 10 am SHA Board meeting 4.30 pm	30 Nutrition class 2pm	31 Office closed	

- **ATTENTION ALL TENANTS: PLEASE DO NOT PARK FOR ANY REAZON IN THE FIRE LINE, any violation will be subject to for sticker and Towing**
- **Food bank distribution is on January 22, at 10.30 am until supplies last. Please bring your food bank card and your bags. YOU WILL GET A NUMBER AT 10.30am and you MUST BE PRESENT with your food bank card and your bags**
- **EVERYONE IS INVITED to Movie Day Wednesday, January 8 at 1pm in the boardroom.**
- **DR. SUTTON or Dr. Gabriel will be here January 21, see Ms. Ara for an appointment.**

- ATTENTION A TODOS LOS INQUILINOS. Por favor NO se estacionen en la linea de emergencia por ninguna razon, esta es una violacion y usted tendra consecuencias.
- Congratul
- It is the tenant's responsibility to check the boards for activities or notices updates.
- Todos estan invitados al dia de pelicula en la sala de juntas el Miercoles, Enero 8 a la 1pm.
- Всех приглашаем на день кино в конференц-зал в среду, 8 января, в 13:00.
- Only smoke in the permitted areas . Do not smoke in the gazebo outside the boardroom or at the entrance of Towers.
- SHA welcomes our counseling service They are Patrick Mcgeever and Eddie Collin , both are very caring and professional. If you need an appointment, come to see Ms. Ara, please bring your medical insurance cards.
- All the garbage **MUST** be in a plastic bag and tied up, no excuses
- ATTENTION: All maintenance concerns **MUST** be reported to the office, **NOT** maintenance. **AFTER** hours maintenance emergencies **MUST** be reported to on call service. (1800) 329-9356 **Any non-emergency calls or tenant damage will result in tenant charge**
- When you pay your rent with a money order, PLEASE include your name and address, make sure you signed it.

