



COMMISSION MEETING AGENDA

Meeting Location: 1776 S West Temple

Salt Lake City, Utah

or Electronic Video or Phone Conference

REGULAR MEETING: Monday, September 25, 2023

11:00 am – 2:00 pm

WEB OPTIONS:

<https://housingauthorityofsaltlakecity.webex.com/housingauthorityofsaltlakecity/j.php?MTID=mffd223bdd87bc944167d531c64f954cf>

OR

<https://signin.webex.com/join> Then enter

Meeting number: 2664 617 6515

Password: 1776

PHONE OPTION:

Dial 1-415-655-0001 Access Code: 2664 617 6515 Password: 1776

If you need assistance connecting to the meeting remotely call 801-608-3394 during the scheduled time. Please call 801-428-0600 for more information or to request a meeting recording

Board of Commission Members

Palmer DePaulis, Commission Chair

Mike A. Pazzi, Commission Vice Chair

Brenda Koga, Commissioner

Bill Davis, Commissioner

Amy J. Hawkins, Commissioner

Tess Clark, Resident Commissioner

Cindy Gust-Jenson, Commissioner

One or more Commissioners of HASLC may participate via electronic conference originated by the Executive Director and within the meanings accorded by Utah law, the Meeting may be an Electronic Meeting, and the Anchor Location shall be located at 1776 S. West Temple, Salt Lake City, Utah. In compliance with the Americans with Disabilities Act, persons requesting special accommodations during the meeting should notify HASLC not less than 24 hours prior to the meeting. If language assistance is needed, please call 801.428.0600.

**The Housing Authority of Salt Lake City is committed to our mission:
To provide affordable housing opportunities as a stable base for our community**

BOARD MEETING AGENDA

Roll Call

1. Public Comment (each participant will be allowed 3 minutes for comment)
2. Motion to Approve HASLC Meeting Minutes of the regular meeting of August 28, 2023 (attached) -- Board Chair / 3 minutes Page 1
3. **RESOLUTION # 827-2023 APPROVING THE 2024 ANNUAL PHA PLAN AND RELATED MTW SUPPLEMENT FOR SUBMITTAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).** (attachments) Senior Housing Analyst, Kelly Walsh / 20 minutes. Page 27
4. **RESOLUTION #828-2023 AWARING PROJCT-BASED VOUCHERS (PBVs) FOR THE ALLIANCE HOUSE PROJECT.** (attachments) Executive Director, Daniel Nackerman and Director of Section 8, Jackie Rojas/ 15 minutes. Page 30
5. **RESOLUTION #830-2023 APPROVING THE FY 2024 CONSOLIDATED BUDGET AGENCY-WIDE.** (attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / 10 minutes. Page 47
6. **RESOLUTION # 829-2023 APPROVING THE FY 2024 OPERATING BUDGET FOR 'PUBLIC HOUSING'.** (attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / 10 minutes. Page 73
7. **METHAMPHETAMINE REMEDIATION UPDATE AND ANALYSIS.** Deputy Director, Zac Pau'u and Senior Housing Analyst, Kelly Walsh/ 15 minutes. Page 78
8. **AUTORIZE AWARD OF A CONTRACT WITH HAYNIE AND CO. FOR THE 2023 FISCAL YEAR AUDIT NOT TO EXCEED \$145,000.** Board Chair, Palmer DePaulis/ 10 minutes. Page 81
9. **AUTHORIZE AWARD OF A CONTRACT WITH ONESOURCE PROPERTY MAINTENANCE FOR SNOW REMOVAL SERVICES NOT TO EXCEED \$110,140.00.** Deputy Executive Director, Kim Wilford and Deputy Director, Zac Pau'u43/ 15 minutes. Page 83
10. **CONSIDER AND ACCEPT FINANCIAL REPORTS THROUGH AUGUST 2023.** (attachments) Finance Director, Joe Reagan / 15 minutes. Page 96
11. Reports
 - A) **Key Performance Indicators Report for Property Mgt: Deputy Director, Zac Pau'u** Page 103
 - B) **Voucher Utilization Report: Section 8 Director, Jackie Rojas** Page 105

C) Budget Committee Report: Chair, Palmer DePaulis	<i>Page 108</i>
D) Report on Community Partners: Deputy Director, Britnee Dabb	<i>Page 109</i>
E) Executive Director Update: Executive Director, Daniel Nackerman	<i>Page 112</i>
F) Upcoming Trainings and Conferences	<i>Page 113</i>
G) Commission Schedule 2023	<i>Page 114</i>

Closed Sessions

At any time, the Commission may consider a motion to enter into Closed Session. A closed meeting may be held for specific purposes including, but not limited to:

- a) Discuss Strategy with Respect to Purchase/Sale of Real Property
- b) Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual
- c) Discuss Strategy with Respect to Pending or Reasonably Imminent Litigation

A closed meeting may also be held for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.

Typical Process: Motion to enter.
 Vote to enter.
 If entering, certain individuals may be rightly excluded.
 After closed discussions motion and vote to end and resume open meeting
 Any announcements from closed session

- 12. Communications:
- 13. Other Business:
- 14. Adjournment

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Board Chair
Department: Commission

Item: Meeting Minutes of August 28, 2023

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

Review and revise/approve meeting minutes from Open Meeting of August 28, 2023.
(Attached)

RECOMMENDATION:

Approve the meeting minutes of August 28, 2023.

DRAFT

HOUSING AUTHORITY OF SALT LAKE CITY
(HASLC)
ANNUAL BOARD MEETING MINUTES
Housing Authority of Salt Lake City
Monday, August 28, 2023
12:45 p.m. – 1:54 p.m.

The Annual Meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held on Monday, August 28, 2023, from 12:45 p.m. – 1:54 p.m.

Board Members in Attendance

Palmer DePaulis, Chair
Michael Pazzi, Vice Chair
Brenda Koga, Board Member
Cindy Gust-Jenson, Board Member
Tess Clark, Resident Board Member

Board Members Excused

Bill Davis, Board Member
Amy Hawkins, Board Member

Staff in Attendance

Daniel Nackerman, President, HAME
Kim Wilford, Deputy Executive Director
Paul Edwards, Agency Attorney
Joe Regan, Finance Director
Jonathan Olson, Vice President, Development
Zac Pau'u, Deputy Director
Kelly Walsh, Senior Housing Analyst (via WebEx)
Angel Myers, Administrative Executive

Legal Counsel in Attendance

Ryan Warburton, Gilmore & Bell

Guest

Phil Bernal

Chair DePaulis convened the regular meeting of the Housing Authority of Salt Lake City (HASLC) at 12:45 p.m.

Roll Call of the Board Members present.

PUBLIC COMMENT

None

MOTION FOR APPROVAL OF THE HASLC COMMISSION MEETING MINUTES OF THE REGULAR MEETING OF JUNE 26, 2023

The Executive Director has provided each Commissioner with a copy of the written minutes of the regular meeting of June 26, 2023. The Commissioners acknowledged they had sufficient time to review these minutes.

Board Chair DePaulis called for a motion.

Motion

Commissioner Clark made a motion to **APPROVE THE HASLC MEETING MINUTES OF JUNE 26, 2023**. Commissioner Koga seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

NEW BUSINESS

- A) RESOLUTION # 821-2023 APPROVE COUNTY HOUSING AUTHORITY FOR DEVELOPMENT WORK WITHIN THE CITY JURISDICTION. (attachments)**
Executive Director, Daniel Nackerman, / 10 minutes.

Dan: Commissioners, this agency has done this one at least once before. The formation of the County Housing Authority which, as you know, goes by DBA Housing Connect, by law only allows Housing Connect to work within its area of operation which does not include Salt Lake City, unless a resolution is adopted by both this housing authority and the city council. I asked Phil to stay here, but Housing Connect is working with First Step House, a very good service provider, to build a new project and apply for 9% credits, ex-credits. There's a developer called TCM Development that's doing the hands-on work, including the financing and construction. We

BOARD MEETING MINUTES
HASLC
AUGUST 28, 2023

think it is in the best interest of this housing authority to facilitate the development of 60 more units of Permanent Supportive housing for the previously homeless. This project is at 44 North 100 West in Salt Lake. It is specific to seniors and of course, those new units, 60 new units, will utilize project-based vouchers. There's no real impact on our finances. It will be competing with our 9% applications, but we think it's in the best interest, of course, to help this project come to fruition. We're recommending that the board adopts Resolution 821-2023, allowing Housing Connect to work in the jurisdiction of this Housing Authority. We're also just recommending that the Salt Lake City Corporation pass a Resolution allowing the same. They're a little last minute in trying to get the City Resolution, so we thought that might help. The Resolution is attached.

Tess: What you're talking about for that place, is that screening though for renting, I mean, you're saying, 'previously homeless'?

Dan: Oh, I just use that term, it's my own term.

Tess: Are they coming from shelters?

Dan: They're probably being referred through the community triage. There's a central-

Tess: Okay, I'm just saying.

Dan: No, that's my own term, 'previously homeless.'

Tess: Okay, well, I'm just saying, like I talked to you earlier about, I mean, there are people that really aren't ready to live in apartments.

Dan: Oh, yes.

Tess: We have people at Pamela's Place that don't even know how to use laundry machines. We have people who don't even know how to cook. We're having classes just showing them how to live in an apartment.

Palmer: Which is good.

Tess: And we have problems.

Cindy: Yes, and these guys will be getting support from the organization, right?

Dan: Yes, First Step House is really excellent, especially if people have substance abuse issues. They kind of specialize in that. And they're getting bigger and better in being a service provider. We partner with them on our veterans' previously homeless site, VA campus. And other places, no that's it.

Motion

Vice Chair Pazzi made the motion to **APPROVE RESOLUTION # 821-2023 APPROVE COUNTY HOUSING AUTHORITY FOR DEVELOPMENT WORK WITHIN THE CITY JURISDICTION**. Commissioner Clark seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

B) RESOLUTION # 822-2023 AMENDING COMMISSION APPROVAL THRESHOLDS FOR PURCHASES OF GOODS AND SERVICES. *(attachments)*
Executive Director, Daniel Nackerman and Deputy Executive Director, Kim Wilford/ 10 minutes.

Palmer: This is one that Dan is bringing back. We have talked about this before, our limits have been fairly low. So, this, I want you to explain it, go on.

Dan: Yes. When 6 or 7 years ago, there was not a consistent pattern of what was brought to the Board of Commission for approval of contracts or purchases. So, in order to standardize it and to give the board more confidence in how we work and who we award contracts and purchases to, we proposed a self-limiting \$25,000 and \$40,000. \$25,000 for consultants and personal service-type contracts and \$40,000 for purchases and other contracting, for board approval. That's turned out to be great, I think we have shown that we have very formal processes, probably quite a bit more formal than even some other housing authorities. And so, we're recommending here that-, and that's a self-imposed threshold, it has nothing to do with HUD or public contracting, which is a much larger, the state-public housing. For state-public purchasing would be a much larger threshold. But we're suggesting we just move it to a simple \$100,000 or more that we bring to the board for approval. By the way, and you can even add it to the motion as you want, it was just hard to explain, we also will be bringing to the board any unusual procurements that are even less than that. As an example, the five-year contract for daily staff massages, we would bring that. Now, that is a joke, for the record.

Cindy: And Dan, the audit contract is one that with the Board. So, that one would be how much?

Dan: That's right. Oh, that's probably about \$70,000 or \$80,000.

Cindy: Yes. But because it's with the Board, it would be an exception.

Dan: Yes. We could add that to the motion. Except for the audit contract.

Cindy: Yes.

M: As a (mw 01.16.52).

Palmer: When we are having a motion, you need to amend it, include the audit contract.

Cindy: Yes. Just because the audit contract has to be signed by the Board chair.

Palmer: Yes. It's an audit formality.

Cindy: And the Board has to choose the firm.

Palmer: For the Board.

Cindy: So, do you need a motion, are you ready?

Palmer: Yes. So, we're ready for a motion.

Cindy: I move that we authorize these new business spending limits and recognize that there is one contract that may fall within those that would be excluded, that is the contract with an audit firm that lies with the board's-

Palmer: Purview.

Cindy: In the Board's Purview. Thank you.

Motion

Commissioner Gust-Jenson made the motion to **APPROVE RESOLUTION # 822-2023 AMENDING COMMISSION APPROVAL THRESHOLDS FOR PURCHASES OF GOODS AND SERVICES**. Commissioner Clark seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

- C) RESOLUTION # 823-2023 AWARDED PROJECT-BASED VOUCHERS (PBV'S) FOR THE FAIRMONT HEIGHTS PROJECT IN SALT LAKE CITY.**
(attachments) Executive Director, Daniel Nackerman / 10 minutes.

Dan: Just as quick background, I'll add that most housing authorities in the country, 99% of them can only project-base between 20% and 30% of their vouchers. In other words, their vouchers arrive as tenant-based vouchers, and they're only allowed to project-base 20% to 30% of those. To project-base means the subsidy sticks with the unit itself instead of an applicant having the voucher in their hand and moving from site to site. Project-based vouchers are pretty valuable because they stimulate new construction many times, so you're adding additional housing even though you're slowing down your existing at a base waiting list. But in this case, there's a developer where the principal was fairly experienced in Salt Lake and the principal has now moved to a much larger firm called Lincoln Avenue Capital. They've done business in 22 states. They're not gigantic but they specialize in affordable housing with lots of services. So, that company has purchased a site at 2257 South 1100 East in Sugar House area. We've since clarified that there is a two-story brick office building on the site, and it does face the Mill Pond or whatever that is.

Palmer: At the park.

Dan: Yes, at the park. You know, near the state liquor store (talking over each other). The project's called Fairmont Heights. There's a phase one of 50 units for the homeless, I'm sorry, for very low income, in fact they're all 30% or below AMI. And with our urging, they've agreed to maybe make like 18% of those units available to the homeless and persons with disabilities. And in turn, we preliminarily agreed to provide vouchers for those 18 units. And in turn we've also preliminarily agreed to have them pay a slightly administrative fee to us over fifteen years. They've also preliminarily to have us a much bigger part of the partnership for phase two, which is 55 units for very low-income seniors, seniors being 55 and over.

Tess: Are you talking about where the fitness place used to be?

Dan: Well, there's a little office building now down right next to the park, there's a dog park there, right across the street.

Brenda: It's North.

Palmer: We had trouble visualizing where this was.

Brenda: Oh, I rode my bike right by there today.

Tess: I'm still having issues with the tennis courts.

Dan: Oh, it's very close to that area.

Tess: I know, but we ever doing anything with the tennis courts or are we going to make them back into a garden area?

Dan: That's really up to-, That's not in the housing authority's-,

Cindy: I don't know anyone who wants to talk about it because it's so-,

Tess: Okay, we'll go back, let's go back to the other issue.

Dan: That means she's on your side.

Cindy: I'm on your side, yes.

Tess: Right.

Dan: So, it fits the scale of the neighborhood, it's 50 units.

Tess: I know, I know, I remember, I do know this. I know.

Dan: It's actually a (talking over each).

Tess: Yes, with the black glass. And the black windows?

Brenda: Yes. Yes.

Tess: Yes. Okay, I know which it is. Yes.

Dan: In fact, there's a fairly consistent homeless encampment right-,

Tess: Right there, yes. Our outreach group goes there.

Dan: So, we would like to assist that development by providing eighteen. And we think it accomplishes a lot of things. It assists with the rent for those eighteen people. It strengthens the financing to Utah Housing Corporation. It strengthens the overall financing by allowing the developer to borrow a little bit more and adding modestly to the cash flow as I mentioned previously. It also adds very affordable housing in an area of high income, with many available services right in that neighborhood, especially when the senior phase takes place. HUD calls those neighborhoods of opportunity, when there are good schools and good transportation and good support facilities. We think it helps with some regional family housing response. You're going to hear more and more about family-sized housing. And there are several, two- and three-bedroom units in this property. It also helps us launch a new partnership with this company which will likely grow into phase two of the development. The eighteen PBVs would be subject to winning the 9% tax credit allocation and, of course, meeting any HUD requirements and we would suggest adding that to the actual resolution. Ryan came up with some language on the Resolution on page 24, we would add one sentence saying, 'Subject to any

conditions of HUD and Utah Housing Corporation.' But we are recommending approval of the Resolution 823-223 including all the necessary actions to award and contract eighteen project-based vouchers subject to confirmation of proper competition conclusion. environmental clearance, subsidy layering review, and of course, ultimately an execution of what we call an AHAP agreement, Housing Assistance Payment Agreement. Are there any questions? There are some documents on the floor plans in your package. And the financing is pretty interesting on page 26. The sources and uses are, sort of, typical of a tax credit property. They are deferring some of their development fee which means this is a fairly tight project to finance.

Palmer: I mean, it's 30% or less, right?

Dan: Yes.

Palmer: The area medium, is it area medium?

Dan: Yes.

Palmer: Okay.

Dan: I will say, living in that neighborhood there are some citizens that have pretty much had big high-rise apartments and there's more coming. Again, this would be a modest scale, 50-unit, four-story building. And secondly, by far, almost all those apartments are luxury apartments by incomes.

Palmer: I think any time on the East side, particularly, we can get lower income housing it's good.

Mike: Oh, sensational. I didn't want to interrupt you. I thought, 'Why aren't we just approving this?'

Dan: Oh sorry, yes.

Mike: Before you went through the spiel, I thought, 'This is just a great idea.'

Dan: Yes, and the final point is, we'll have tremendous housing project-based voucher capacity here. We're getting close, I'd say we're probably 15% of our vouchers might be converted, maybe 12%.

Kim: Yes. But we have increased capacity.

Dan: Yes, tremendously.

Motion

Vice Chair Pazzi made the motion to **APPROVE RESOLUTION # 823-2023 AWARDDING PROJECT-BASED VOUCHERS (PBV'S) FOR THE FAIRMONT HEIGHTS PROJECT IN SALT LAKE CITY**. Commissioner Koga seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

D) RATIFY DEVELOPMENT CONSULTING AGREEMENT WITH GIV FOR ATKINSON STACKS PROJECT. *(attachments) Executive Director, Dan Nackerman and Director of Real Estate Development, Jonathan Olson/ 10 minutes*

Palmer: Okay. We've had this next item, ratifying the consultant agreement with GIV on the other agenda. So, let's just go to the floor for the motion. I'm sorry, any other questions?

Cindy: I say we approve.

Palmer: Okay. It's been moved.

Mike: Second.

Motion

Commissioner Gust- Jenson made the motion to **RATIFY DEVELOPMENT CONSULTING AGREEMENT WITH GIV FOR ATKINSON STACKS PROJECT**. Vice Chair Pazzi seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

E) DISCUSSION ON FUTURE BOARD MEETING DATES AND TIMES. *Executive Director, Daniel Nackerman/ 15 minutes.*

Palmer: This item is, Amy Hawkins had her schedule changed which she has no control over that schedule and her employer has changed her schedule and I understand this would happen based, on the semester scheduling, in a semester. And now her schedule conflicts with our

BOARD MEETING MINUTES
HASLC
AUGUST 28, 2023

meetings. So, we just wanted to have this on the agenda to discuss whether the board is happy with the time that we're meeting, the day we're meeting, if there's any interest in making any changes. We adopt our schedule at the annual meeting every year. And that's because people rely, I mean, the media, the public, when we do business, the staff. We rely on a schedule throughout the year. I told Amy when I talked to her about this, she alerted me to this several months ago, and she's been talking to Dan as well. Why don't you talk about your conversation with Ryan?

Dan: Yes. When I first called Ryan, we'll talk about him like he's not here, he said there's, I didn't-,

Cindy: We've done that before.

Ryan: See, that's not how the conversation went.

Dan: I didn't know there were more options. It sounds like there are ways to, kind of, force feed this in. Some of them are, like, start the meeting later or have the board member arrive later, which apparently would be okay as long as there wasn't a shortage for a quorum. And obviously, there are some other steps like have an excused absence from now until the end of the year and start with a whole new scheduling, so there are a lot more options than I thought there. Do you want to add anything, Ryan? You're here now.

Ryan: Sure, I think the only thing we talked about is, you're right, you already have your annual notice of the meetings that you give, and you set that per your bylaws every January, you reset that notice out. So, you can handle it one of two ways. If you chose to move the meeting you could cancel your regularly scheduled meeting in October, November, I don't believe you normally hold one in December, and then just do a special meeting at the different time, you just notice up a special meeting. The other way you could do it is you could just re-post a new annual meeting for the rest of the year, just update, revise your annual meeting schedule.

Palmer: So, we could have something on the agenda that would-, you'd have the agenda the item and then take it-,

Dan: That would be the September.

Cindy: And then you need to publish it.

Ryan: And then you publish it, so you can publish, you can update an annual meeting schedule if you change it throughout the year. So, you could do it either way.

BOARD MEETING MINUTES
HASLC
AUGUST 28, 2023

Palmer: Well, at this point, I don't know what would not conflict for her. I mean, I don't have a time, I just thought we should have this on the agenda to alert everyone and see if there was any appetite at all to change our meeting time or if this meeting time works for everyone. I mean, we've come to, kind of, depend on this time and the public does too although we don't often get people who come into the meeting. But it's published for the public at a certain time and then our staff relies on it as well.

Tess: I start school and Monday is the only day that I have off.

Palmer: Oh, well, there's that.

Cindy: That makes a big difference.

Palmer: And quorum is an issue because this is a smaller group for the housing, but we don't have the flexibility like we do in HAME where we have more members.

Mike: See if your retired, you just have all kinds of flexibility.

Palmer: But is there any appetite at all to change the meeting?

Mike: No, I just think we'll say that we'll miss her.

Brenda: It's just too much, essentially, right?

Palmer: It's three meetings.

Dan: September, October.

Cindy: Oh, so it doesn't go on into the new year?

Dan: It may not, it may not because a new semester will start again. And this is another issue because her schedule changes and she has no control over that. You know, we could be just chasing this, but we could grant her excused absences and I told her before that, you know, we could talk about whether or not she's really committed and wants to stay on or if she wants to step down and we can replace her, everything's open. Everything's open. But in the meantime, I think we're just going to do the excused absence. And I just thought we should just, as a board, bring it up and see if there was any appetite for change in the future.

Brenda: Is she a class teacher?

BOARD MEETING MINUTES
HASLC
AUGUST 28, 2023

Palmer: Yes, it's teaching and research, I think she does a lot of research as well and they have commitments that they've made for her and she has to, it's-, I don't know exactly what her position is but it's with the school of medicine.

Mike: Well, she's been an extraordinary commissioner, in my view.

Palmer: Yes.

Mike: I mean, Amy is incredibly bright and very skilled. She's been an asset to this board, no question.

Palmer: So again, I just didn't know if, Tess, that, kind of, would make a strong issue for us keeping it the way we have. And what we would do is just give her excused absence for these last three meetings and then look at the issue again and see what she wants to do, as well.

Cindy: So, but the quorum includes her, so if she isn't able to be here then that's-,

Ryan: Only two can miss, two additional.

Cindy: Only two additional people can miss.

palmer: Yes.

Cindy: Okay.

Palmer: The quorum is?

Ryan: Four, you need four out of seven.

Cindy: Four.

Palmer: Any four out of seven.

Cindy: And is there a risk that the board will go in a direction when she's not here and then we might frustrate her that we're going in a place where she wouldn't want to go?

Palmer: Well, the suggestion would be she would continue to receive the agendas, she could communicate, and probably through me, and then we could address any concerns that she has.

Cindy: Got it, okay.

Palmer: We'd certainly be open to that.

Mike: Because she would still be a commissioner.

Palmer: Yes, it's just that she would be excused from the Monday meeting.

Cindy: Yes.

Palmer: Well, okay, that gives me enough input, but I did want to bring that up for everyone. At one time, if you recall, before Tess came on and we didn't have a resident commissioner, it was really tough. We often had to struggle and get a quorum and we found that, through that period that it can be difficult if we don't have-, anyway, okay. Thank you, that really helped. Let's move on to item eight, which is the write-off of certain accounts and bad debt.

Motion

No motion needed. Just for discussion.

F) AUTHORIZE WRITE-OFFS OF CERTAIN ACCOUNTS AND BAD DEBT THRU APRIL 2023. *(attachments) Deputy Executive Director, Kim Wilford; Finance Director, Joe Regan/ 20 minutes.*

Dan: Commissioners, similar to the HAME meeting, these are the write-offs for the housing authority portion of the properties. And again, similar to HAME, hundreds of the write-offs are methamphetamine related. This is a total of \$46,109 and we're recommending approving the debt write-off \$46,109.85 with a provision that collection efforts will continue.

Palmer: Any questions on that? Again, we're going to have a fuller discussion about all that. Okay, so this one requires a vote, and the floor is open for a motion.

Motion

Vice Chair Pazzi made the motion to **AUTHORIZE WRITE-OFFS OF CERTAIN ACCOUNTS AND BAD DEBT THRU APRIL 2023.** Commissioner Koga seconded. The motion passed unanimously with Board Members DePaulis, Pazzi, Koga, Gust-Jenson, and Clark all voting in favor. There were no objections or abstentions.

G) CONSIDER AND ACCEPT FINANCIAL REPORTS THROUGH JULY 2023.
(attachments) Finance Director, Joe Reagan / 15 minutes.

Dan: This is on page 50 of your package. The first paragraph is the consolidated financial report for all programs and properties. Halfway through the year, we projected that we would have a lower positive side than we do. So far, we're \$1,315,000 to the good for the whole agency. We get then into some more detail of the HASLC-owned properties, we have a positive of \$580,000. The voucher program, section eight program, has a positive of \$401,000. We do continue to have a deficit in our two public housing sites, in fact the deficit is significant, it's \$307,000. We had predicted it would be \$220,000 by now so we're not doing well in that area. A lot of those, if you want, we have some detail on that. There are a lot of maintenance materials and there's a lot of debt. Maintenance staffing has gone up from what we projected. The homeless program had a net surplus of \$12,000, we had projected \$35,000 in surplus on the homeless programs. And then the management fund, which is a bit of a catch-all fund, we do have a deficit of \$225,000. We had projected that as \$208,000. Again, with all that, we're still \$1,350,000 to the positive, higher than projected and some of the variances that are greater or less, greater than 15% where there are inevitably more expenses are marked in your packages in either green or yellow.

Palmer: Okay. Any questions or concerns? Good numbers.

Mike: Good numbers.

Palmer: Okay. So, we have considered it, and we will accept the financial reports. Let's go on to key indicators.

Motion

No vote needed; just consider and accept the report.

REPORTS

A) KEY PERFORMANCE INDICATOR: PROPERTY MANAGEMENT

Zac Pau'u, Deputy Director

Dan: This begins on page 57. Zac, you can chime in whenever you want. But for the housing authority properties, our metric is to stay 95% full. We're at 91.26%. Our goal for the number of days vacant is averaging twenty days or less. We're at 43 days and our rent collection is to collect at least 96%, and we're at 92%. So, we still need to improve, and the combined owed at these properties is \$38,000. And again, we can do better. Everything is pointed in the correct direction.

Zac: Contributing to the days vacant is also the referrals that we're receiving from the VA, and this report encompasses Freedom Landing. Myself, Kim, and Jackie met with VA leadership earlier this month, and kind of discussed that issue because we're experiencing under leasing in our HUD-VASH vouchers, as well. They reported to us that they're just over 35% staffed by the VASH program. So, they're putting together what they're referring to as a boot camp where we'll be invited to meet with VA officials and HUD officials to help overcome some of the challenges we're seeing in filling our veteran properties and our veteran subsidies.

Dan: You might recall that's been an issue for a year.

Cindy: Or ten.

Dan: Yes.

Palmer: It cycles, it cycles.

Dan: We have some workarounds we're talking about as well, kind of, excluding the VA.

Palmer: Is there a next meeting planned, or what's planned?

Zac: We meet with the VA monthly to discuss occupancy issues, voucher lease up issues, and we've been getting an update on the planned boot camp between the which is their version of HUD and HUD.

Palmer: Okay, so we'll get a report back. Okay.

Dan: If it meets your schedule, would you be interested in attending that?

Palmer: Sure.

Dan: And maybe Mike could, the Vice Chair, if Palmer can't.

Mike: Absolutely.

Dan: Just to, kind of, pressure the VA a little.

Mike: I'll have to see if it fits my schedule.

Palmer: Zac, are you working with the same people, I mean, the last time we cycled through this, are they the same people?

Zac: The other housing issue that we went through, they've completely re done leadership. so that's a different team of leadership.

Palmer: Okay, I just wondered. Next. Vouchers.

B) VOUCHER UTILIZATION REPORT: SECTION 8 DIRECTOR

Jackie Rojas, Director Section 8

Dan: This is on page 59. This is basically our main Section Eight program plus some side reporting for specialty programs. But we explained to the chair that we've been through huge ups and downs over the last couple of months in this program. Throughout the year, we've been unreleased, including HUD agreeing that we're under-leased. And then suddenly our accounting did not match HUDs and there was about a \$2.66 million discrepancy between the two agencies. Now, if that sounds huge, keep in mind that this is a \$30 million program, so it is significant. So, through a whole lot of hard work by staff, and HUD staff, we've found out that we're about a third less budget than we thought we had for the year, and then HUD made wrong assumptions in two-thirds of the budget. So, all that said, although this report is through June, so it doesn't reflect it yet, on the leasing side or the number of units side, we're at about 54%. Ideally, we'd be at 58% and on the budget side, we're showing so far 56%, and we should be at 58%. However, we now know the budget is going to be slightly less, so we're going to probably land exactly where we need to be on the budget side. We're still leasing aggressively and still need to have more units land, but what started as a very frightening roller coaster ride, we're now off the roller coaster. Now, on the bad news side, we have a very special program. Again, we have about 3,000 vouchers. Well, 121 of those 3,000 are called 'Mainstream vouchers,' which are very specific, specifically to help persons with disabilities. We continue to be way behind in that goal of 121 vouchers. In fact, we presently have only 25 of those leased. We have 57 that are about to be leased or about to lease up. So, we're kind of full-court press on trying to get to that cap of 121 vouchers. We did, just a reminder, we've reported on this several times, we went into the year thinking there were 35 vouchers in the program, and then a third of the way through the year, we found out there were 121. So, we're working close with HUD. There's some really good technological tracking of all this called 'The Two-Year Tool.' And now they have what's called the-

Jackie: Tool of tools.

Dan: Tool of tools. This is official HUD stuff. But anyway, we're solid in this program. There's a lot less unknowns now. We did hire several more staff members to help the gap between a

person who has a voucher and the landlord. That's improving. We're going to continue to focus on that gap where our voucher holders are having trouble with landlords accepting them. Do you want to add anything, Jackie?

Jackie: No.

Kim: The landlord outreach on the increase of our payment standards approved by the board recently.

Dan: Yes, that's helped. The board approved higher rents to private landlords which helps our residents get into the unit and it actually helps fill this budget gap of underspending, and it's really just starting at that piece.

Brenda: That'll tie in with that Moving to Work with the landlord thing.

Kim: Oh, the landlord outreach. We have some other funding for that. Grants. TANF is one of those.

Dan: But I think the commissioner is referring to the fact that, by far, our biggest initiative in Moving to Work is broader than this, which is our landlord incentives. That's the cohort that HUD put us in, is try to keep landlords more engaged and try to attract new landlords. So, we'll be doing that for years to come.

Kim: Yes.

Palmer: Any other questions? Okay,

Dan: In fact, Kelly is working on that. The person on the far right has become an expert.

Palmer: Yes, sure.

Cindy: With our vacancy rate in the various programs, can you think of anything that the board could support that would get you guys over a hump in terms of getting those units online faster? Anything, you know, dramatic or easy, either one? Just because every time we're able to reduce that, then more people are getting housed.

Dan: Yes. I think our biggest challenge is that, and there are about five levels of challenges, but the biggest one is that on this program, the landlords get to be fussier and fussier about who they house and, you know, it's already been a fairly solid market. And across the country, they're allowed to say to a Section Eight resident, 'I'm sorry, you have a bad credit score or no credit score, so we're not going to have you.' That complies with HUD regs. So that filling that gap between attracting landlords or having our residents, you know, have hands-on assistance, presenting to landlords or even having, you know, 'Guess what, Section Eight applicant? You're

going to have to apply for twenty units and hope one sticks.' You know, it's that. Now, we have a system here in Utah where applying for twenty, you have to pay a bunch of fees. So, solving that gap of our tenants have a voucher, or applicants, and the landlords aren't willing to rent to them. You helped by raising the payment standards because I'm not saying all landlords are greedy, but most are.

Cindy: They're in the business to make money.

Dan: Yes. So, I guess that's one option is to actually raise our payment standards again. We could stop leasing. One thing that happens when we raise what we give landlords is we house fewer people.

Kim: Some of those moving to work changes that we'll be implementing are incentives to landlords.

Dan: That's right.

Kim: Just standard fees to lease to a Section Eight client, and then from the turnover from one Section Eight client to a new Section Eight client. So, they'll re-lease to a voucher holder, as well as paying some of the days in between their vacancy days.

Dan: And we're even going to pay landlords to refer other landlords. So, paying incentives is a big part of our landlord-, now, that doesn't really hit the streets until-, Kelly, when?

Kelly: The real bonus is in our 2024 annual plan that's currently posted to the website, and we hope to get approval on that by late November, early December. But the other landlord incentives that we already have approved, like damage claims, vacancy losses that Kim mentioned, we're just working on some last things with our software provider, but those we can launch as soon as we're ready internally.

Dan: So those haven't hit the street yet, those landlord incentives, and we worked very hard on them. And that, frankly, is a lot less money to pay landlords than just raising everyone's rent. You know, it won't hit the housing fewer people as much.

Palmer: So, I don't know if there's anything, like resource-wise, that would, you know, help this, it's a dance.

Cindy: Yes, so I get that. I was thinking I was taking us backwards into the other programs that we've talked about earlier, where we have, say, a 30-day turnaround time and those sorts of things. Is there some resource that we could give you to help you with that turnaround time? I know that you're working on it and making good progress, I just wondered if there's anything that the Board could do to be helpful.

Dan: Yes, I guess, wouldn't you say, I'm talking to Zac, our unit turn-through, they're not exactly overwhelmed, are they?

Zac: No, not necessarily. This last year, or this last month, we did run into the issues with 257 and 330 that pulled them away from some of the unit turns to help get that back where it began

Dan: That would be those two properties that reached the press level that we were talking about earlier.

palmer: Yes, we'll talk about that.

Dan: We'd, sort of, used our resources to catch up on two properties.

Brenda: We could put on our hazmat suits and go clean up the meth.

Cindy: That's an answer.

Palmer: Okay, well think about that.

Dan: Yes. I think Cindy said take the City Lin.

Cindy: I didn't think of that. But I mean, like, sometimes in conversations, the state will refer to hidden units, units that exist but aren't available to come online for various reasons. And it's easier to get those units online than it is to build new units, and there's probably, at any time, 100 or more of those out there.

Dan: Yes, they could be compressed and then could be utilized. Completely agree.

Cindy: I mean, we've come a long way.

Palmer: Yes and getting this resolved with HUD was a major factor.

Dan: Well, but on the vacancy issues as well, I think if the board keeps a sharp eye and holds us to a high standard they can see turnaround times, that helps us as well, just in our priorities.

Cindy: Yes. But I don't want to get into a situation where we're, like, nagging you about it when you don't have the resources that you need. So that's why I was asking for resources.

Dan: No, we can do better. We do have on that note, our resource is unfairly prescribed to us. Let's take public housing. They give us a certain amount of subsidy per unit, period. Section Eight administration a certain amount. But we can do better. We are suddenly doing better in Section Eight utilization, but we can do better.

Palmer: Well, we will hold you to the high standard. Excuse me.

Brenda: So, is the cleanup crew in-house? It's not contracted out?

Zac: No, it's all our staff.

C) REPORT ON COMMUNITY PARTNERS: DEPUTY DIRECTOR

Britnee Dabb, Deputy Director

Britnee: Yes. We were busy the last couple of months. So, this community partners report includes since we last met in June, and as a board, we met with the Utah League of Cities and Towns and had a really successful meeting. I'll be reaching out regarding the meeting. Also on the list was health companies, and so Intermountain Health will be next that we'll be meeting with. We had some staff attend the renter's resource fair that was hosted by the Salt Lake City Housing Stability Division, and it was a good opportunity to meet with renters. Also, landlords came, so we made some really good contacts there. The Home Depot Foundation that we've talked about, along with HandsOn Phoenix came to Freedom Landing and Sunrise Metro and did some really nice upgrades at both sites, finished some things outside, and then did some community areas in both areas. It was very nice to do. We had several meetings with-

Dan: Sorry, just Commissioner Mansell toured these two properties just because he was so interested in the improvements, and he was blown away by how nice they are having been there years ago.

Britnee: He did mention that he doesn't think he's been in Freedom since we bought it, and it was a Days Inn. And so, the changes we've made, you know, we're proud when people come and don't realize it was a Days Inn. To get that shock, like, 'Wait, what?' And so just the improvements. The hallways were really, really dark before, and they're very bright and welcoming now. And with Dave and I, we talked to a few residents at both that were living there. They love it. Love the murals. Love all the work that they've done. So, we really appreciate working with the Home Depot Foundation the last quite some time. So, we look forward to continuing that relationship. But yes, we've had several meetings with different groups just to keep our partnerships going, you know, it goes outside of housing authorities. We meet a lot with different state entities, different development groups and property management teams. So, we kept quite busy the last few months.

Palmer: And might want to mention that in just our perspectives for our HAME you know, context for the board, Utah Housing Corporation, Zions Bank and that entire group of major funders, we'd like to get that high on our list, to have those. So, if you mark those down for us. Okay, Dan, you're up.

D) EXECUTIVE DIRECTOR UPDATE: E.D.

Daniel Nackerman, Executive Director

Dan: Briefly, the executive director report, there are a couple things I'm going to emphasize in here, some great, some not so great. But first of all, you should be aware, and probably have heard that our Section Eight waiting list is open. It's been open since June 1st. We opened it jointly with Housing Connect. We already have 12,000 households that have applied. That would be about probably 50,000 people, or maybe 40. So, we'll be closing that list very soon. I did mention that the lease-up of vouchers is going better, and the Pamela's Place paperwork, if you will, for all of the tax credits and the lenders and everybody is now 1,000% closed. All the money has landed. I looked at Ryan because they made a lot of money on that.

Cindy: \$2 an hour.

Palmer: 50 cents.

Dan: I did want to mention item five. I'm not sure the board realized, but about halfway through last year, we realized our budget, our original budget and our actual, were quite a bit off in many categories. So, we did a revised budget at that time and that still turned out at year-end to be wanting. So, my main point is that this year, our budget halfway through the year looks like it's matching very well what we projected. We talked about the Atkinson Stacks redo. There's a tiny issue. The ballpark neighborhood, three units that we're trying to lease from the city library, we still have legal hangups with the library's lease, and we've spent a lot of time on it already looking at the site. And so, Palmer's going to try to-, I'm going to give Palmer the name of the-, and maybe Cindy can help too, just we're about to, kind of, quit.

Cindy: I wonder if you're stuck between the library and the city attorneys.

Britnee: Yes, that's what it is. It's Kimberly.

Cindy: Ok, great.

Britnee: I will send it to you.

Dan: Speaking of legal, all our legal services are going to be re-solicited through an RFP process. There won't be any Michigan Wolverines allowed to apply.

Ryan: They're not a protected (talking over).

Dan: Yes, they are not a protected class. We're allowed to discriminate. Like, just wearing white and blue.

Ryan: Unless you're the board chair.

Palmer: Yes. Look at me.

Dan: So, we had another, last couple of months, significant hiccup. We had, a couple years ago, committed 66 vouchers to a beautiful new project on State Street and Second Street. It's now called The Aster. A very complex process to issue vouchers. You have to go through all kinds of steps with HUD, kind of like we did today, we committed eighteen vouchers. In that case, we committed 66. The owners of the property, Brinshore, hired a private company, opened the project, and didn't bother to, kind of, tell us, or even do the paperwork with us. So, this left us all very vulnerable to lack of money flowing to the project. Matter of fact, they rented most of the 66 units thinking they were going to get a Section Eight subsidy, and they rented them as tax credit units. Even the tenants think there are tax credits there. So, we've been scrambling with lawyers and with HUD, and I'd say it's about 80% solved. It's taken lots of meetings and lots of angst. It's probably a \$600,000 or \$700,000 issue just as we sit here. But to make a long story short, we're going to, kind of, start fresh with a new wait list and all compliance Section Eight qualifications. The developer's willing to give up the money they lost by not going through the proper channels, and we'll probably be bringing this to our administrative plan for Section Eight in order to accomplish and let in the 66 units as in-place residents that are given vouchers. Rod Solomon is very involved. And we thought it could turn into a lawsuit, so we now know it won't, so we've talked about it more. Another thing that most of the Board has been notified of a reminder that we own 34 properties, two of those rose to a very visible level when a group of those residents came to our office on a Friday afternoon to demand better conditions and better customer service. Those would be Redwood Terrace and-

Zac: 330 North.

Kim: Redwood Road.

Dan: I'm sorry, yes. 330 North Redwood. And we jumped on it and there were a lot of issues. Excuse me. The thing that really caused it to jump out was some notices that went to about a

fourth of the residents increasing their rent that were inaccurate. And it does get a little complicated. These two sites are not Section Eight, they're not public housing, they're not tax credit. And yet for years they had very low rents. So, a lot of people lived there a long time. We made a conscious decision two or three years ago not to raise the rent very much for the existing residents just, you know, substantial each year, but not that much. And then a new vacancy, we would raise the rent dramatically so that the existing families wouldn't be impacted. That backfired on us a little bit in residents comparing rents with each other. Say I pay \$900, and you pay \$1,900 for the same unit, how can that be? But at the same time, we had customer service issues there, we had physical condition issues there. So, we were a bit embarrassed, and we have scrambled and directed a lot of resources towards that, and we think most, or all are solved.

There's another issue. If you hear this issue, I want to say it publicly, that we had a property manager there who spoke Spanish and helped with translation. The property manager on our staff wasn't very good at interpreting documents although we're compliant and getting better with that. And a lot of the residents at these two sites are Spanish speaking. And the other thing is, well, anyway, I just wanted to thank you for understanding that we were on this once we were notified. We did scramble. We made major improvements across the site. We are checking a few other sites to make sure they haven't reached this point. Is there anything else you want to say, Zac?

Zac: No, I think you covered everything on those two sites.

Dan: Well, I guess it's not really agendized. Well, yes, it is.

Palmer: Yes. So, going forward, what's the communication structure now?

Zac: As Dan said, we have a Spanish-speaking resident or property manager.

palmer: A new one.

Zac: A new one. And then we're also making sure that all notices are translated into the languages that are spoken at the property.

Palmer: Okay, and how are rents going to be raised going forward?

Zac: What he had initially done was a 10% increase across the board, which wasn't much based off of the small rent payments that we were receiving from existing tenants. And then, as Dan's pointed out, when new tenants were coming on, we put a much higher rent. The previous property manager put that higher rent as an increase for everybody. So that's what caused the issue. So, the person who was paying \$990 suddenly got an increase to \$1,480 and then they

BOARD MEETING MINUTES
HASLC
AUGUST 28, 2023

rallied enough and they came to our offices. So, in discussions with property management leadership and Dan, we decided to set that at a 4% increase for all of the units, and then again, anybody who's coming on will be at the higher rate.

Dan: A quick development update. We talked about Atkinson Stacks. We talked about Sunrise Metro headed towards a 9% application. By the way, preservation, which is a little bit of what we've been talking about today, is a growing goal of the housing strategies in this region. Meaning spend all this effort on new units. What about the ones that used to be affordable that no longer will be? So, the keeping of Sunrise Metro as viable for another 30 years fits preservation. The Pharos Project, which as a reminder, is by the entry to the state park, we're applying for 9% funding there for 35 units of permanent supported housing. So once again, that will help with the homeless situation if it's funded by the state. That's 100% HAME. There are no development partners involved in that. We applied for that property and another one for 4% credits a month or two ago and we were not funded, and we were surprised and shocked, basically. And especially, the other one was Book Cliffs that we applied for 4% funding. They basically attacked our applications, and on one hand, they also said 'These are more appropriate for 9% applications.' So, we are applying for 9% for both, which by the way, are a lot easier to finance once you get the credits.

Cindy: We've already applied for them.

Dan: Yes, and Book Cliffs, this will be our fifth time, our seventh, or whatever people are claiming. I will say on Pharos, we have a pretty good consultant that's running our numbers, it's called CSG Advisors. They have been around for years. It's a woman-owned firm that works closely with a law firm called Ballard Spahr on a lot of real estate deals throughout the country. And then we're relying on our partner ETHOS on the 9% applications, working with Jonathan. And we're hopeful, very, very hopeful, that at least one of our three 9% applications this year will be funded if not two out of or three. I mentioned Fairmont Heights, which is the Sugar House project. Ultimately, that'll be 105 units. Mansell Manor is 200 plus units in this immediate neighborhood. We've now exhausted all channels and realized we have to do a rezoning to do that project, which is underway. And then finally, the Stratford Apartments, which you may have forgotten about, is under construction. We're a 20% partner. It's near the corner of Ninth and-
Second.

Palmer: Second and Second.

Dan: And First Step House is the primary partner in that project, and it's a rehab. And we're constantly looking for more. That ends the executive director. Oh, I might add, as part of the

executive director report, as we gear up towards a new fiscal year, there's been a lot of work on the budget. We also consider this a very good time to re-balance our resources, meaning maybe change staffing in a few areas and, you know, allocate funding differently than we have this year. So, we're looking forward to, well, starting to implement those changes now. They do have quite an impact on staff. Staff can be very resistant to change. So, I'm just, as the executive director, ready to make some changes that you may or may not hear about. I don't think you'll hear about them, but we'll present them as part of the budget.

Palmer: Okay.

Dan: That's it.

Palmer: Okay.

E) BOARD CHAIR REPORT: BOARD CHAIR

Palmer DePaulis, Board Chair

Palmer: As far as the chair's report, I'll just let you read that in the interest of time. It does list our upcoming agenda for training and conventions on page 68, there's a schedule of those. I think we're at the end of our agenda, do we have anything else?

Dan: No. Next meeting is September 25th.

Tess: Okay.

Palmer: And that, by the way, is a budget meeting. Is that right? I'll bring the budgets and keep everything else as light as possible. Okay, are there any other issues for us to talk about? If not, the Housing Authority meeting is adjourned. Thank you.

The HASLC Meeting adjourned at 1:54 p.m.

Palmer DePaulis, Board Chair

Daniel Nackerman, Executive Director

Housing Authority of Salt Lake City
Staff Report

Report Prepared by: Kelly Walsh, Senior Housing Analyst

**Subject: RESOLUTION # 827-2023 Approving the 2024 Annual PHA Plan
and Related MTW Supplement for Submittal to the U.S. Department of
Housing and Urban Development (HUD)**

September 25, 2023



**Housing Authority
of
Salt Lake City**

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) requires the 3,200 + Housing Authorities in the U.S. to prepare an Annual PHA Plan that serves as a ready source for interested parties to locate basic Public Housing Agency (PHA) policies, rules, and requirements concerning the PHA's operations, programs, and services. The Annual PHA Plan informs HUD, families served, and members of the public of the PHA's mission, goals, and objectives.

The 2024 Annual PHA Plan includes revisions to 5-Year Plan elements and updates since the last Annual PHA Plan submission, new activities planned for the current and following fiscal year, a progress report on the PHA's mission and goals described in the 5-Year Plan, findings from the most recent fiscal year audit (none), a copy of the most recent HUD approved 5-Year Action Plan for the use of Capital Funds, and all required certifications.

The 2024 Annual PHA Plan additionally includes the Moving to Work (MTW) Supplement detailing selected activities and waivers for the Public Housing and Housing Choice Voucher programs. The 2024 MTW Supplement includes two new activities, as well as updates related to previously approved activities.

2024 Annual PHA Plan and MTW Supplement Overview

- Significant planned policy changes include revisions to align with the FY2024 MTW Supplement and Housing Opportunity Through Modernization Act (HOTMA), which will include changes to the income and assets sections of Housing Authority of Salt Lake City (HASLC) policies.
- Financial information regarding 2024 anticipated federal resources and use.
- New voucher program payment standards approved by the board and effective as of 7/1/2023.
- Crime Prevention Through Environmental Design (CPTED) evaluation at HASLC-owned properties.
- Planned, new Project-Based Voucher (PBV) issuance:
 - 34 PBVs at Pharos Apartments
 - 55 PBVs at Bookcliffs Lodge
 - 115 PBVs at Atkinson Stacks
 - 20-40 PBVs for severe and persistent mental illness
- Units with approved vacancies for modernization (i.e., Public Housing ADA project).
- Information regarding progress towards HASLC's 5-Year Plan goals (solid progress shown).
- Fiscal Year 2022 Audit findings (none).
- Planned Capital Fund projects, including:
 - Common area flooring replacement at Public Housing properties
 - Portfolio-wide security upgrades
 - Portfolio-wide energy conservation projects

- Two new MTW activities:
 - A referral bonus for current landlords who refer new landlords to HASLC’s tenant-based voucher program.
 - The ability to increase voucher payment standards to up to 150% FMR in limited circumstances (e.g., units in areas of opportunity, including opportunity and redevelopment areas defined in Salt Lake City’s Consolidated Plan, and select projects that serve specialty populations).

The 2024 Annual PHA Plan and MTW Supplement were posted on the HASLC website and made available at Public Housing property offices and the HASLC front desk for the required 45-day public review period. An advertisement of the public review period and hearing was published in Deseret Times on August 4, 2023, and in the Salt Lake Tribune on August 4 and 6, 2023. The public hearing was held at 10am on September 20, 2023. A second meeting was held at 11am on September 20, 2023, to review the new FY2024 MTW activities. Any comments received by the public and the Resident Advisory Board are included in the final submission to HUD.

FISCAL IMPACT:

There is no direct significant impact on existing budgets or revenues/expenses in 2024.

RECOMMENDATION:

Adopt Resolution # 827-2023 approving the submission of the 2024 Annual PHA Plan and related MTW Supplement to the U.S. Department of Housing and Urban Development.

RESOLUTION 827-2023

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF SALT LAKE CITY
APPROVING THE FISCAL YEAR 2024 ANNUAL PHA PLAN WITH MTW SUPPLEMENT**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires each Public Housing Agency (PHA) to submit Annual PHA Plans as required by the 1998 Quality Housing and Work Responsibility Act, and

WHEREAS, the Housing Authority of Salt Lake City (HASLC) has completed its planning and related preparation for its Annual PHA Plan for 2024, and

WHEREAS, HASLC received approval to enter into HUD's Moving to Work (MTW) Landlord Incentives Cohort under HUD's MTW Expansion, which requires the inclusion of a MTW Supplement in its Annual PHA Plan, and

WHEREAS, HASLC has completed its planning and related preparation for the MTW Supplement needed for inclusion in its Annual PHA Plan for 2024.

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of Salt Lake City hereby approves the HASLC 2024 Annual PHA Plan with its MTW Supplement and all required certifications included.

Passed and approved on this 25th day of September 2023.

Palmer De Paulis, Board Chair
Housing Authority of Salt Lake City

Daniel Nackerman, Executive Director
Housing Authority of Salt Lake City

Gilmore Bell, LLP

APPROVED AS TO FORM:

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Executive Director, Dan Nackerman and Director of
Section 8, Jackie Rojas

**Item: RESOLUTION #828-2023 Awarding Project-Based Vouchers
(PBVs) for the Alliance House Project**

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

As the demand for housing increases, the supply of affordable housing that is available with services for special populations is limited. The shortage of available, affordable rental units in the area has often resulted in participants of the regular Housing Choice Voucher program being unable to utilize their regular vouchers. HASLC and most other HA's can convert approximately 20% of its regular vouchers to PBVs without needing any more funding and HASLC, with Moving To Work Flexibilities, is able to convert approximately 40%. PBVs help stimulate new housing production as the subsidy stays with the unit instead of moving with the tenant, and HASLC collects an annual fee for the administration of the PBVs. These PBVs are drawn from our existing pool of Section 8 tenant-based vouchers, meaning they were initially intended by the U.S. Department of Housing and Urban Development (HUD) to be assigned to individuals.

Additionally, there is a distinct lack of housing options for households that have a disability, a history of homelessness, severe barriers to housing that may include Severe and Persistent Mental Illness (SPMI), who are seeking to gain basic shelter (experiencing homelessness) or to exit "resource centers" or shelters with related services. Studio and one-bedroom units are needed, and on occasion, larger units for families. Finally, HASLC and its affiliate entities have been very successful in providing high-service living units for those previously homeless, known in whole as Permanent Supportive Housing (PSH), housing serving individuals that have a disability, history of homelessness, and severe barriers to housing.

Because of the above, and because project-based vouchers often stimulate newly available, additional housing stock, HASLC issued a Request for Proposals (RFP) seeking proposals from owners and/or developers for PBVs available under the HUD Housing Choice Voucher program for up to 40 PBVs for either existing, rehabilitated, or newly constructed units. Under this RFP, HASLC left the option open to award PBVs to more than one Respondent. Existing units, substantial rehabilitation projects, and new construction projects are all eligible for consideration. Applications for units that will be used as housing with services for individuals that have SPMI or are closely related prioritized were given preference. Awarded respondents will be offered a contract with an initial term of up to twenty (20) years and an automatic renewal term of 15-20 years.

PROCESS:

A Request for Proposals (RFP) #23-016 was publicly posted on the Utah Public Procurement website (U3P) and the HASLC website on August 9, 2023. The RFP was also advertised in the Salt Lake City Tribune on Sunday, August 20, 2023.

Proposals were scored using the following evaluation criteria:

1. Project Location			
a.	Project is located in Salt Lake City <i>*Projects that do not meet this minimum qualification will be ineligible.*</i>	Yes/No	
b.	Project is in a census tract with a poverty rate at or below 20%	5	
i.	If yes, is the project adjacent to a transit access point or within 1/4 mile of a fixed rail station or major bus route?	10	
ii.	If no, project is located with 1/4 mile of a fixed rail station or major bus route	5	
c.	Project achieves state and local policy objectives, including climate initiatives, transit access, social equity through affirmative marketing, and deployment of cost-effective construction methods	5	
Total points awarded for Category 1		20 Points Max	
2. Commitment to providing long-term Affordable Housing			
a.	Project demonstrates maximum feasible affordability of rent restricted and market-rate units over the life of the HAP contract	15	
b.	Owner provides evidence of long-term viability of project, including the company's financial capacity, access to credit, strength of balance sheet, and quality development project experience	5	
Total points awarded for Category 2		20 Points Max	
3. Experience with Similar Projects			
a.	Owner/Manager demonstrates experience and ability to design and construct high-quality affordable housing units at all levels of affordability, meeting HUD site selection and environmental review standards and utilizing project-based vouchers.	10	
b.	Owner/Manager does not have experience with a project-based voucher program but is partnering with another entity with such experience.	10	
c.	Owner/Manager has experience with effective property management of sites with challenging populations.	5	
Total points awarded for Category 3		20 Points Max	
4. Project Readiness			
a.	Project consists of newly constructed or substantially rehabilitated units that will be ready for occupancy within 18 months of signing the Agreement to Enter into a Housing Assistance Payment (AHAP) contract	10	
b.	Project consists of existing housing that will be ready for occupancy within 45 days of project selection	5	
Total points awarded for Category 4		10 Points Max	
5. Permanent Supportive Housing (PSH)			
a.	75% or more of Project-Based Vouchers units are designated as	20	

	SPMI or similar		
b.	50%-74% of Project-Based Vouchers units are designated as SPMI or similar	10	
c.	25%-49% of Project-Based Vouchers units are designated as SPMI or similar	5	
Total points awarded for Category 5		20 Points Max	
6. Proposed Contract Rent			
a.	Proposed contract rent is no greater than the HUD-published Fair Market Rent (or adopted HASLC Payment Standards) for the area	10	
Total points awarded for Category 6		10 Points Max	
Total points awarded for all categories		100 Points Max	
7. Preferences			
a.	In addition to Scope of Service-specific requirements, a preference of two (2) additional percent will be awarded to vendors who qualify as a DBE/MBE/WBE. An entity may qualify for a preference by providing a valid certification with its proposal or proposal. Certification may be obtained from the U.S. Small Business Administration (SBA), an SBA-approved third-party certifier, or a similar 3 rd party certifier.	2	
Total points awarded for Category 7		2 Points Max	

The Agency received a bid response from one responsive vendor, Alliance House.

ANALYSIS:

The single respondent, Alliance House, was reviewed by the committee to ensure compliance but was not scored.

Alliance House is a 501c3 that works with adults living with serious mental illness. It is a community-based program where members participate in the Clubhouse Model of Rehabilitation. Members of Alliance House receive psychoeducational services, psychosocial rehabilitation services, and case management, as well as services that assist them in gaining self-confidence, independence, employment, and education.

Their proposal consists of a rebuild/rehabilitation of the property located at 1805 South Main, including two, two-story buildings with 8 units in each building. The units will be 480 sq. ft., one-bedroom, one-bathroom apartments with two fully accessible or easily adaptable units located on the ground level. The accessible units will meet all recommended requirements of Type A ADA accessible units, with associated spacing, access, approaches, fixtures, dimensions, heights, and appliances. There will be a common community space where tenants can gather and socialize, and the property is located .2 miles from Alliance House. All tenants will be members of Alliance House, will receive monthly housing support visits, and will have access to Alliance House housing managers for individual needs. The estimated date of commencement is May 2024. The expected date of first occupancy is September 2025.

Alliance House has managed residential properties and provided supportive services and case management as part of its mission to provide a supportive environment where adults with SPMI can rebuild their self-respect, dignity, and abilities through education, productive work, and meaningful relationships. Alliance House has been providing supportive services, case management, and property management for well over 30 years, and will continue to do so for the 1805 project. Cowboy Partners has teamed with Alliance House to

help with the design, development, and construction of the 1805 South Main project, drawing on its own deep experience of developing, building, owning, and operating affordable and market-rate residential communities that runs more than a half-century. There are no known conflicts of interest that would be a violation of the Agreement or HAP contract.

The project has been reviewed by Salt Lake City Planning staff and the Salt Lake City Planning Commission for conformance with applicable zoning, South State Street Overlay, and Planned Development design standards and received approval for its planned development application. The project will meet applicable codes through the Salt Lake City Building Department, which will include compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act of 1988.

Should this resolution be approved, Alliance House becomes the awardee and recipient of federal funds and must abide by applicable laws and regulations.

Lastly, Alliance House has requested vacancy payments in this proposal, and the committee does not recommend or support this request.

FINANCIAL IMPACT:

With the award of 16 PBV's to the project for a minimum period of 15 years there is no direct impact on HASLC overall funding.

RECOMMENDATION:

Approve resolution 828-2023 approving all the necessary actions required to award and contract 16 Project-Based Vouchers to the Alliance House project to be located at 1805 South Main Street, subject to 24 CFR 50-51 Environmental Clearance, 24 CFR 983.55 Subsidy Layering Review and approval, and execution of an AHAP agreement acceptable to HASLC.

RESOLUTION 828- 2023

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SALT LAKE CITY (HASLC) COMMITTING 16 PROJECT-BASED VOUCHERS TO THE ALLIANCE HOUSE PROJECT AT 1805 SOUTH MAIN.

WHEREAS: Alliance House is designing, developing, and constructing a renovated property of sixteen units for persons with serious and persistent mental illness located at 1805 South Main Street; and

WHEREAS: it is proposed that the addition of 16 Project-based Section 8 (Housing Choice Vouchers) will be in the best interest of the project and the community to attain affordability and support the project financially; and

WHEREAS: the Housing Authority has the capacity within its designated quantity of voucher funding assignments cap to commit and assign 16 “tenant-based” vouchers to “Project-Based vouchers per U.S. Department of Housing and Urban Development *HUD) regulations; and

WHEREAS: Alliance House was the sole respondent to a competitive Request for Proposal issued for Project-Based Vouchers

NOW THEREFORE, be it resolved that the Board of Commissioners of the Housing Authority of Salt Lake City designates 16 Project-Based vouchers to the Alliance House project located at 1805 South Main Street subject to 24 CFR 50-51 clearance, 24 CFR 983.55 review and approval, execution of an acceptable AHAP contract, and compliance with all other regulatory and statutory requirements.

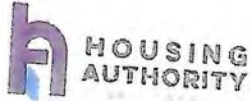
Passed and approved this 25th day of September 2023.

Palmer DePaulis, Chair HASLC

Daniel Nackerman, Executive Director

APPROVED AS TO FORM:

Gilmore & Bell, LLP



Excerpts

Request for Proposal
Project-Based Vouchers (PBV)
RFP #23-016

Issued by:
Housing Authority of Salt Lake City
Procurement and Contracts Manager
Madelynn Ries
mrries@haslcutah.org

Publication Date:
August 9, 2023

1776 S. West Temple
Salt Lake City, Utah 84115
www.haslcutah.org

1. Table of Contents 2

2. PROPOSAL TIMELINE..... 3

3. PURPOSE..... 3

4. BACKGROUND 4

5. QUESTIONS CONCERNING PROPOSAL 4

6. PROPRIETARY INFORMATION 4

7. ANTI-HARASSMENT/DISCRIMINATION 4

8. SECTION 3 BUSINESS CONCERN..... 4

9. MINORITY AND WOMEN BUSINESS ENTERPRISE 4

10. LICENSES, PERMITS, AND TAXES..... 4

11. TAX EXEMPTION 5

12. DISPUTES 5

13. INSURANCE REQUIREMENTS..... 5

14. RESPONSIBILITIES OF PROPOSAL HOLDERS..... 5

15. SCOPE OF SERVICE..... 6

 a. Introduction 6

 b. Project Description 7

 c. Application Requirements 7

16. PROPOSAL EVALUATION CRITERIA AND SCORING 10

 Exhibit A – PROJECT-BASED VOUCHER APPLICATION 12

 Exhibit B – VENDOR/CONTRACTOR INFORMATION..... 22

 Exhibit C - CERTIFICATION REGARDING DEBARMENT OR SUSPENSION 23

 Exhibit D - NON-COLLUSION AFFIDAVIT OF CONTRACTOR 24

 Exhibit E – HUD FORM 5369-B INSTRUCTIONS TO OFFERORS NON-CONSTRUCTION 25

 Exhibit F – HUD FORM 5370-C GENERAL CONDITIONS FOR NON-CONSTRUCTION..... 27

2. PROPOSAL TIMELINE

Proposal Publication Date	August 9, 2023
Questions Due	August 27, 2023, by 5:00 pm MDT
Question Responses	August 28, 2023, by 5:00 pm MDT
Issue Addendum <i>(if necessary)</i>	August 29, 2023, by 5:00 pm MDT
Proposal Submission Due Date	September 10, 2023, by 5:00 pm MDT

3. PURPOSE

The Housing Authority of Salt Lake City ("HASLC") is soliciting proposals from owners and/or developers for Project-Based Vouchers (PBV) available under the Department of Housing and Urban Development Housing Choice Voucher program. Up to 40 Project-Based Vouchers are available under this RFP. Proposed units must be within the jurisdiction of the Housing Authority of Salt Lake City and must stimulate renovation or construction of new housing under housing tax credit programs.

HASLC may award Project-Based Vouchers to more than one Respondent. Existing units, substantial rehabilitation projects, and new construction projects are all eligible for consideration. Applications for units that will be used as housing with services for individuals that have Serious and Persistent Mental Illness (SPMI), or are closely related, will be highly prioritized.

Interested proposers are advised that, prior to the award of any contract, HASLC reserves the right to conduct a pre-award survey to determine the proposer's responsibility and capacity to perform under the contract. This research may include a review of sub-contract agreements, financial capacity, and quality of work performed on previous contracts. HASLC reserves the right to reject proposals and to waive any informality or irregularity in the IFB process whenever it is in the best interest of HASLC to do so.

4. BACKGROUND

The Housing Authority of Salt Lake City ("HASLC"), along with its associated instrumentalities, is one of the largest providers of affordable housing in the State of Utah. Collectively, It owns over thirty affordable housing properties located throughout Salt Lake City. It proudly serves over 12,000 people, many of whom are seniors, disabled individuals, veterans, and children.

As the demand for housing increases, the limited supply of affordable housing that is currently available is not enough to house the thousands of local families in need. As a developer of sustainable, affordable, and market-rate housing, over the years, HASLC has expanded its housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, HASLC incorporates the concept of mixed-income communities, utilizing green technology and providing recreational and educational facilities for everyone's use.

Additionally, HASLC's programs are often a steppingstone for families who need help building a foundation for a brighter future. Aside from providing housing, HASLC also assists clients with ways of becoming economically independent. In collaboration with its partners, HASLC provides family/individual case management and counseling, career training, program integrity, and homeownership assistance, to name just a few of HASLC's programs and services. HASLC values its suppliers and contractors as partners in its mission to empower individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout Salt Lake City.

In addition to its own operations as a PHA, HASLC operates two non-profit subsidiaries, Housing Development Corporation ("HDC") and Housing Assistance Management Enterprise ("HAME"). HASLC also operates seven limited liability companies as part of its real estate portfolio: 9th East Lofts LLC; Sunrise Metro LLC; Pamela's Place LLC; Rendon Terrace LLC; Taylor Gardens LLC; Taylor Springs LLC, and Capitol Homes, LLC.

Exhibit A – PROJECT-BASED VOUCHER APPLICATION

DO NOT MODIFY PROPOSAL DOCUMENT – Any modification or alteration to this Document from its original format will result in rejection of the respective Proposal. PROPOSAL FORM MUST BE COMPLETED IN ITS ENTIRETY, SIGN IN INK, AND SUBMITTED IN ITS ENTIRETY.

Proposal Number: RFP 23-016
Proposal Name: Project-Based Vouchers
Proposal Due Date: August 28, 2023, by 5:00 pm MDT

Alliance House inc.
Legal Name of Organization 74-2440617
Tax ID Number

1724 So. Main St. Salt Lake City, UT 84115
Mailing Address

Paige Huff Executive Director
Title
Name of contact person for this application

paigeh@alliancehouse.org. 801-574-4900
Phone Number
Email Address

alliancehouse.org Executive Director
Title
Organization website

Project Summary		
Project Name <u>1805 So. Main. Rebuild</u>		
Project Address <u>1805 So. Main St. Salt Lake City, UT 84115</u>		
Project Type: <input type="checkbox"/> Existing Housing <input type="checkbox"/> Substantial Rehabilitation <input checked="" type="checkbox"/> New Construction	Estimated Date of Occupancy: <u>September 2025</u>	
Number of Project-Based Vouchers Requested: <u>16</u>	Total units in this Project: <u>16</u>	Percent of units to be Project-Based: <u>16</u>

By signing this application, the following certifications are made by the applicant:

1. The owner and its agents will adhere to the Project-Based Voucher Program requirements in 24 CFR 983.
2. The owner and its agents will comply with all applicable fair housing and civil rights requirements found in 24 CFR 5.105) (a) including but not limited to, the Fair Housing Act, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Authorized Signature: Paige Huff Date: 8.31.23
Printed Name and Title: Paige Huff, Executive Director

I. DESCRIPTION OF PROPERTY

1. PBV Project Name:

1905 SO. Main Rebuild

2. Property Address and Assessor Parcel Number(s):

1905 SO Main St. Salt Lake City, UT 84115 Parcel # 16193030040000

3. Application Category

- Existing
- Rehabilitation
- New Construction

4. Projected date of occupancy:

September 2025

5. Structure Type (e.g., Low-Rise, or Hi-Rise Apt, Townhome, Duplex/Triplex/Fourplex, Single Family):

Low rise

6. Is this a Tax Credit property?

- Yes
- No
- Intent to Apply

7. If Yes or Intent to Apply, is the property located in a Qualified Census Tract'?

- Yes
- No N/A

8. Census Tract of property:

49036102900

9. Poverty rate in Census Tract:

31.7%

10. Is the project for persons with Serious and Persistent Mental Illness, people with disabilities, or "qualifying" households receiving supportive services? Or Similar (check any or all that apply):

- SPMI
- People with disabilities
- People receiving supportive services.
- Other _____

11. Housing Authority of Salt Lake City (HASLC) Administrative Plan state's that the number of units to be project-based may not exceed 25% of the total units in each project, except in the case of a housing project for seniors or persons with disabilities, or single-family dwellings (4 units or less), or for families that are receiving supportive services. In which case, up to 100% of the units in such buildings may be proposed for PBV assistance.

Does the proposed project exceed the 25% PBV limit criteria or meet the exception?

- Yes
- No

12. Property Configuration

	1 Br	2 Br	3 Br	4 Br	5 Br	Total
Total units, including non-PBV	16					
Total fully accessible units, including non-PBV units	2					
Total PBV units	16					
Total of fully accessible PBV units	2					
PBV rents (Gross Rent)	\$1132 - \$1383					
Contract Rent	30% income 30% AMI 162 x \$5210					
PHA Utility Allowance	\$62					
Fair Market Rents (FMR)	\$1258					
110% FMR	\$1383					
Tax Credit Rent, if applicable	N/A					

13. Complete the utility table below for the proposed PBV units.

Utility/Service	Owner or Tenant Paid	Natural Gas	Electric
Heating (Specify Type)	owner		
Cooking (Specify Type)	owner		
Water Heating (Specify Type)	owner		
Other Electric	owner		
Water	owner		
Sewer	owner		
Trash Collection	owner		
Other (Specify)			

14. Is the property accessible for persons with disabilities?

- Yes, all units and common areas
- No, no accessibility features
- Some units (indicate number of units and identify accessible common areas)

15. Are there any non-residential units (e.g., commercial, office) on this property?

- Yes
- No

If yes, please describe: _____

16. List the distance (in miles) from the property to the nearest:

Distance in miles	Service	Name or description of facility
.6	Supermarket	winco Foods
1 mile	Shopping district	300 w. walmart, target, Costco
.9	Public transportation	Trax station
.2	Health services	Alliance House
.7	Educational institution	Salt Lake Community College
.7-.9	Significant employers	State Street → 300 w.
	Other neighborhood service	

17. Does the Project achieve any state and/or local policy objectives, including climate initiatives, transit access, social equity through affirmative marketing, and deployment of cost-effective construction? If yes, please describe. Use additional sheets as necessary.

NO.

18. Site information:

Does applicant have site control? (Attach Evidence)	Yes		
Current Land Use Designation	Commercial Corridor, Allowed Residential Use		
Proposed Land Use Designation	Commercial Corridor, Allowed Residential Use		
Proposed Density (units/acre)	59 units/acre	No. of acres	.27
Water/Sewer availability and location	Yes		
Is property subject to specific area plan?	Yes, State Street Community Reinvestment		
Is relocation of occupants necessary?	Yes, during construction		
Purchase price	N/A		
Appraised value	TBD		

19. Environmental considerations Reports/Studies completed:

Environmental Study in progress, no environmental issues or constraints expected

Proximity to flood plain:

Indicate presence of wetlands, vernal pools, endangered plant or animal species:

Other known environmental constraints:

20. Affordability:

Total number of units to be built: 16

Number of affordable rental units: 16

Number of affordable ownership units: 0

Number of units dedicated for:				
30% AMI	31-50% AMI	51-80% AMI	80%+ AMI	Non-Restricted
16				

Itemization of Proposed Units:					
Bedroom Size	Sq. Ft.	No. of Units	Targeted Income Level	Proposed Rent	Comment
1BD/1BA	490	1	30% AMI	30% income up to \$618	Max income restricted rent.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

II. MANAGEMENT PLAN

Please describe the management plan for the property. Use additional sheets as necessary and/or attach relevant documentation, identifying attachments in the spaces below:

1. Property Management Agent Name:

Alliance House

2. Address of Property Management Agent:

1724 SO Main St. Salt Lake City, UT 84115

3. Property Management Agent website:

Alliancehouse.org

4. Qualifications, including management of properties for persons with special needs (if applicable): We have managed residential properties since 1991. We have provided supportive services and case management since 1998

5. Address and description of other properties managed:

1736 So. Main St. Residential 1724 SO Main St: Supportive Service

6. Personnel plan for the proposed project:

	No. of Staff	Working Days/Hours
Office Staff:	<u>9</u>	<u>M-F 8:30-4:30</u>
Maintenance Staff:	<u>9</u>	<u>M-F 8:30-4:30</u>

Is there a Resident Manager in addition to the above staff for after-hours emergencies?

Yes

No

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

III. FINANCIAL INFORMATION

1. Legal name of applicant with whom Project-Based Voucher HAP Contract will be established:

Alliance House inc.

2. Type of organization (corporation, partnership, etc.):

SOLC3

3. Tax Exempt organization

- Yes
- No

4. Will rents in the property remain affordable after the expiration of the HAP contract?

- Yes
- No

5. Has the project received funding through any competitive process by any government entity?

- Yes
- No

6. Requested HAP Contract Term:

20 years plus another 20 year term

7. Does the Owner/Developer have Quality Development Project Experience? If yes, please describe.

yes, we developed our residential facility at 1736 so. Main St.

8. Project Cost and Financing

Project Costs					
Land Cost	Land Cost Per Acre	Predevelopment	Soft Costs	Hard Costs	Total Project Cost
N/A	N/A	\$100,000	\$886,167	4,009,282. ⁰⁰	\$4,995,449
				Cost Per Unit	\$312,215

Exhibit D - NON-COLLUSION AFFIDAVIT OF CONTRACTOR
(HUD-5369-A)

Paige Huff does hereby state:
(Name)

(1) She/He is the Executive Director of
(Owner, partner, officer, or representative)

Alliance House, hereinafter referred to as Contractor.
(Business name)

(2) She/He is fully knowledgeable of the preparation and contents of contractor's proposal which was submitted for specific work required in connection with a HASCL project titled: 1005 Rebuild

and located at 1405 SO. MAIN ST.

(3) Said Contractor's proposal is genuine and is not a collusive or sham proposal.

(4) Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham proposal in connection with such contract or to refrain from submitting a proposal in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other proposer, firm, or person to fix the price or prices in said Contractor's Proposal, or to fix any overhead, profit, or cost element of the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against Home Forward, or any person interested in the Proposed Contract; and

(5) The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposal or any of its agents, representatives, owners, employees, or parties in interest, including myself.

Paige Huff
(Signature)

9.8.23
(Date)

Paige Huff
(Typed Name)

Executive Director
(Title)

Housing Authority of Salt Lake City

Staff Report

Report Provided by: Joe Regan / Kim Wilford
Department: Finance

Subject Name:
Adopt Resolution No: 830-2023
Approving the FY 2024 Consolidated Budget Agency-wide

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

In accordance with policies and requirements, on an annual basis, the consolidated Annual Budget, and components within has been prepared for fiscal year 2024 which runs from January 1, 2024, to December 31, 2024. Attached is a description for the Board outlining the financial highlights of the 2024 budget and summary income/expense statements for the consolidated Agency Budget along with subcategories of Authority Owned, Finance, Homeless, Public Housing, Voucher and Capital Fund Programs. Note that the Public Housing (PH) budget is issued separately to the U.S. Department of Housing and Urban Development (HUD) and this Agency-wide budget includes that portion.

PROCESS:

The budget process provides the agency with a method to prepare, review and revise its budget with the maximum amount of input from all management levels. A comprehensive annual budget is prepared for all funds. The budget reflects projections of revenues and expenses for each activity and property. Previous year trends and analysis of current activity along with an evaluation of individual property or program needs are also incorporated.

Consistent with accounting methods, 2024 allocations are based on a weighted number of units or other methods which, in the determination of management, best reflect costs for those properties, programs or activities. The final budget presentation includes three years of budgets for comparison as requested by the Commission and Boards.

The Board Budget Committee has been presented with more detailed information at a closer view, and has been informed of the timing, preparation methodology, and a final review of the 2024 proposed budget.

FISCAL ANALYSIS:

The draft FY2024 Budget is \$56,162,702 with anticipated addition in cash reserve (net proceeds) of \$352,288. Net Revenues are expected to increase by \$2,603,047 over FY 2023 while Net Expenditures of \$55,810,413 are increasing by \$3,254,988. The greatest increased expense is Capital Expenses of \$1,628,222 in comparison to FY 2023.

HASLC prepared a conservative budget with increases in many expense categories due to growth or inflation or present trends - while conservative in revenue projections.

Note that federally funded programs including Public Housing and Housing Choice Voucher (HCV) are budgeted conservatively without final information from the 2024 federal budget.

The 2023 draft budget was based on the historical costs of the 2023 calendar year as well as known changes in requirements or trends. The presented expenses include large increases to replacement reserves of \$499,232, payment towards debt principal of \$914,506, and capital improvements of \$1,579,976.

Major capital improvements this budget year include HVAC and water heater replacements, pool repairs, elevator upgrades, and sewer line replacements. Additionally, \$700,000 has been added to the the non-routine contracts for Crime Prevention Through Environmental Design (CPTED) related upgrades under the Development Colum. Staff procured a CPTED analysis and recently received the report from the consultant but have not prioritized or allocated the upgrades to properties. Staff will bring a final recommendation and implementation plan with a budget revision to spread those costs to specific areas in the near future.

STAFF RECOMMENDATION:

It is recommended that the Board adopt Resolution # 830-2023 approving the FY 2024 Comprehensive Budget for the Housing Authority of Salt Lake City and its entities.

RESOLUTION 830- 2023

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING
AUTHORITY OF SALT LAKE CITY (HASLC) ADOPTING THE
COMPREHENSIVE ANNUAL BUDGET FOR CALENDAR YEAR AND FISCAL
YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024.**

WHEREAS: the Housing Authority of Salt Lake City has diligently prepared a Consolidated Budget for all programs whose calendar year begins January 1, 2024, and ends December 31, 2024 (the “2024 Consolidated Budget”), which 2024 individual Operating Budgets have been presented to and discussed with the Board; and

WHEREAS: the 2024 Public Housing Operating Budget was adopted separately in accordance with U.S. Department of Housing and Urban Development, and State on Utah regulations and HASLC internal policies but is included herein; and

WHEREAS: the Consolidated Budget has been prepared in accordance with U.S. Department of Housing and Urban Development, State of Utah and HASLC/Affiliate policies and regulations; and

WHEREAS: the 2024 Consolidated Budget will adequately fund operation of public housing programs and does not provide for funding in excess of revenue.

NOW THEREFORE, be it resolved that the Board adopts the 2024 Consolidated Budget and individual Operating Budgets as presented for all programs for calendar year and fiscal year beginning January 1, 2024, and ending December 31, 2024, a copy of which is attached to the original resolution.

Passed and approved this 25th day of September 2023.

Palmer DePaulis, Chair HASLC

Daniel Nackerman, Executive Director

APPROVED AS TO FORM:

Gilmore & Bell, LLP



September 25, 2023

Housing Authority of Salt Lake City
1776 South West Temple
Salt Lake City, Utah 84115

Dear HASLC, HAME, & HDC Members:

The Consolidated Budget for fiscal year (FY) 2024 includes the Housing Authority of Salt Lake City, Housing Development Corporation, and Housing Assistance Management Enterprise. Our fiscal year will begin January 1, 2024, and end December 31, 2024. Our total operations budget for FY 2024 reflects a \$352,288 surplus on \$56,162,702 in total receipts and \$54,910,413 in total expenses.

As compared to the 2023 revised budget, net revenue has increased by \$2,603,047 and expenses have increased by \$3,254,988.

NOTABLE CHANGES:

OPERATING RECEIPTS:

- Dwelling rent is projected to increase by \$2,199,211.
 - Rents have increased modestly for a majority of the portfolio including upward adjustments to HUD fair market rents (FMR's).
- HUD Housing Assistance Payments (HAP) And Related Fees
 - HAP to landlords (section 8) are due are budgeted to increase due primarily to higher rent structures. Note that Administrative Fees are budgeted to decrease \$375,036. Administrative Fees for the Voucher Programs are an allocation from HUD based on the number of units leased. 2024 shows very little growth in these programs.
- Operating Subsidy / Grant Income is budgeted to increase by only \$55,485. This is for federal subsidy in Public Housing and Multifamily as well as miscellaneous grant income.
- Investment Income This income is increasing substantially.
 - This consists of income from intercompany loans as well as bank interest income. HASLC places funds not required for day-to-day operations in the Utah Public Treasurers' Investment Fund which provides a competitive interest rate. Day-to-day funds are held in an operations checking account. Interest rates have increased, as well as the 2024 budget for investment income.

- Other Income

Less than prior years, this consists of antenna rent, parking, and storage rents at individual properties.

- Management Fees

HAME and our HASLC Management Fund earn management fee income as a percentage of property revenue for being the managing member of multiple properties. The fee earned is based on a percentage of the property's gross income. Management fee income has increased significantly from 2023 due to increased rent revenue.

OPERATING EXPENDITURES:

Expenses are allocated based on units, reasonable estimated time, or direct labor. Salaries are allocated based on estimated indirect or direct labor where applicable as percentages developed within the administrative salary budget. Legal, audit, computer fees, maintenance charges, travel & training, telephone, and sundry expenses are allocated based on units.

- Administrative/Maintenance Salaries are projected to increase by \$1,005,341 (less than 10%).
 - Salary adjustments for COLA, Merit and Longevity pay.
 - Re-structuring security personnel and other positions.
 - Pay increased by 3rd party managers (non-management only).
- Benefits are projected to increase by \$181,357.
 - Consistently negotiated medical / dental benefit costs. Approximately 7% increase.
- Administrative Expenses
 - Expenses consist of legal expenses, staff travel and training, telephone charges, accounting salary and benefits, audit fees, computer fees, publications, memberships, postage, staff and tenant functions and other miscellaneous sundry expenses.
- Utilities are projected to increase by \$199,836.
 - Utility companies have announced upcoming rate adjustments for FY2024 of up to 12%.
- Insurance is projected to decrease by \$2,517.
 - Reflects estimated decrease in rates! Due to excellent management and limited losses.
- PILOT Payment in Lieu of Taxes
 - Pilot is paid to Salt Lake City Corp. from Public Housing properties, Romney Plaza, and Philips Plaza, as well as Rendon Terrace
- Collection Loss should improve by \$85,727 in 2024.
 - The 2024 budget was based on a 3-year average. To improve collections HASLC is updating the collection processes that were not followed in 2023.

- Depreciation/Amortization Expense is projected to increase by \$449,892.
 - Increases are due to new properties being completed.
- Non-Routine Maintenance is projected to increase by \$277,400.
 - Staff have re-evaluated the 5-year plan needs.
 - New projects will be completed in 2024.
- Capital Expenditures spending increased \$826,346.
 - Based on equipment replacements and property betterments and additions as outlined in the 5-year capital repair plans.
 - New projects will be completed in 2024.
- Debt Principal expenses are projected to increase by \$101,876.
 - HASLC has switched to permanent financing on Capitol Homes.
- Rental Assistance Payments (HAP) are projected to decrease \$113,184.(minor)
 - Increases in Fair Market Rents are expected in the Voucher Program. The agency manages over 2900 vouchers awarded by HUD and the VA.
- Replacement Reserves additions are projected to increase by \$81,954 to \$498,232. In addition to our commitment to budget additions to replacement reserve for each property, we are utilizing replacement reserves for large items built into the 5-year capital repair plans in 2024.

We have included resolutions that require Board approval for the following budgets: 1) Public Housing, 2) HASLC, 3) HDC, and 4) HAME.

Operating Reserves:

Housing Development Corporation (HDC):

Riverside & Ben Albert are comprised of 109 units with a budgeted deficit in 2024. Capital improvements for a total of \$705,120 are budgeted this year from operations. Additional improvements will be covered from replacement reserves held in the properties to perform the needed upgrades from the five year replacement plan.

Reserve 12/31/22	\$1,918,143
Est. Surplus / Def. 12/31/23	\$ 228,124
Est. Surplus / Def. 12/31/24	<u>\$ (413,289)</u>
Est Bal. 12/31/2024	<u>\$1,732,978</u>

Public Housing (PH):

The Public Housing budget includes Romney Plaza and Phillips Plaza.

Reserve 12/31/22	\$3,785,450
Est. Surplus / Def. 12/31/23	(\$ 1,899,861)
Est. Surplus / Def. 12/31/24	<u>(\$ 418,352)</u>
Est. Bal. 12/31/2024	<u>\$2,119,007</u>

Under Moving to Work flexibility, this reserve may be utilized on capital improvements. HASLC is completing accessibility upgrades at the main office, Public Housing common areas, and 18 accessible units using approximately \$1,588,228 of these reserves in 2023, as well as covering a shortfall in operations. The 2024 beginning reserves will cover approximately 4 years of operating deficits..

HAME:

Includes the 501c(3) entity, HAME Multifamily (128 units of previous Public Housing sites – Pacific, Redwood, 330 North, 640 Central City, and 770 S 200 E), and Faultline, Sunrise, Pamela’s Place, Jefferson School I, JSA II, Capitol Homes and Taylor Gardens. These properties are either owned by HAME or HAME is the Managing Member.

Reserve 12/31/22	\$13,686,795
Est. Surplus / Def. 12/31/23	\$ (294,597)
Est. Surplus / Def. 12/31/24	<u>\$ 1,323,388</u>
Est. Bal. 12/31/2024	<u>\$14,715,586</u>

HASLC:

Includes Management Fund (HASLC non-federal), Cedar Crest, Taylor Springs, Red House, Denver Apartments, 9th East Apartments, Rendon Terrace, Transitional Housing, Valor Apartments, Freedom Landing, Valor House, Canterbury, and Cambridge Cove. These properties are either owned by the Housing Authority or the Housing Authority is the Managing Member.

Reserve 12/31/22	\$6,235,855
Est. Surplus / Def. 12/31/23	\$ 420,428
Est. Surplus / Def. 12/31/24	<u>\$ 142,190</u>
Est. Bal. 12/31/2024	<u>\$6,798,473</u>

Other HUD Programs:

This includes Jefferson Circle (HUD Multifamily Program) and Mod Rehab Program which is coming to an end as landlords are either opting out of the HUD contract or converting to the RAD program. One Mod Rehab contract remains with 8 units.

Reserve 12/31/22	(\$ 319,378)
Est. Surplus / Def. 12/31/23	\$ 25,453
Est. Surplus / Def. 12/31/24	<u>\$ 60,509</u>
Est. Bal. 12/31/2022	<u>(\$ 233,416)</u>

Housing Choice Voucher Program

Reserve 12/31/22	\$ 292,852
Est. Surplus / Def. 12/31/23	\$ 453,221
Est. Surplus / Def. 12/31/24	<u>\$ 156,544</u>
Est. Bal. 12/31/2024	<u>\$ 902,617</u>

This letter represents a comprehensive summary of our fiscal year 2024 budget. As you can see, we have significant revenue increases projected in rent revenue, interest earned yet our expenses are also increasing significantly in areas such as salaries/benefits, utilities, capital expenditures and non-routine maintenance. Management decisions to restructure debt, change staff allocation and continued use of third-party management are projected to improve the agency financial performance. Some of the increases represent growth in our entities as we attain more capacity and find additional funding. Overall, the proposed budget is conservatively balanced, and we are poised to continue growing.

We will inform the Board for any requested changes with adjustments needed during the year. Note that only the 'Public Housing' portion of the budget is forwarded (for further approval from HUD). We will be happy to answer any questions. We would like to thank the Finance team and executive staff along with all supervisors and staff who helped in the preparation of the budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Nackerman', written in a cursive style.

Daniel Nackerman
Executive Director

2024 HASLCO OVERALL BUDGET OUTLINE

COMMISSION MEETING 9/25/2023

FY24 Snapshot

2024 \$56.11 Million Comprehensive Budget	
2023 <u>Estimated Revenue</u> =	\$53,559,654
2023 <u>Estimated Expenses</u> =	\$52,555,426
2023 <u>Estimated Residual Receipts</u> =	\$1,004,228
2024 <u>Estimated Revenue</u> This Budget =	\$56,162,702
2024 <u>Estimated Expenses</u> This Budget =	\$55,810,413
2024 <u>Estimated Residual Receipts</u> =	\$352,288
2024 <u>Into Property Reserves</u> This Budget =	\$498,232
2024 <u>To be Used from Property Reserves</u> =	\$411,000

(Net expenses shown after typical adjustments)

2024 Budget Trends

Adjusted Weighted Allocation Tables Created for Expenses Including 3rd Party Managed Properties

Overall Salaries Rising

Rent Increases = Revenue Increases

77 Full Time Positions & 14 Part Time Budgeted

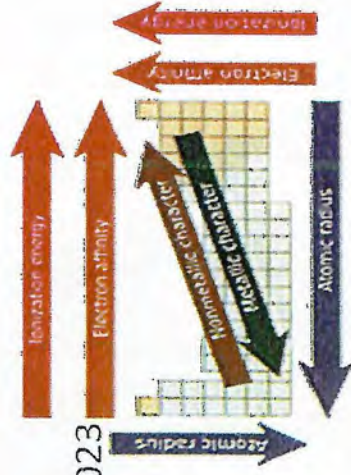
Bad Debt Estimated from Three Year Average – Collections Reinforced

Physical Improvements Increasing from 2023/2024, also Increased 2022/2023

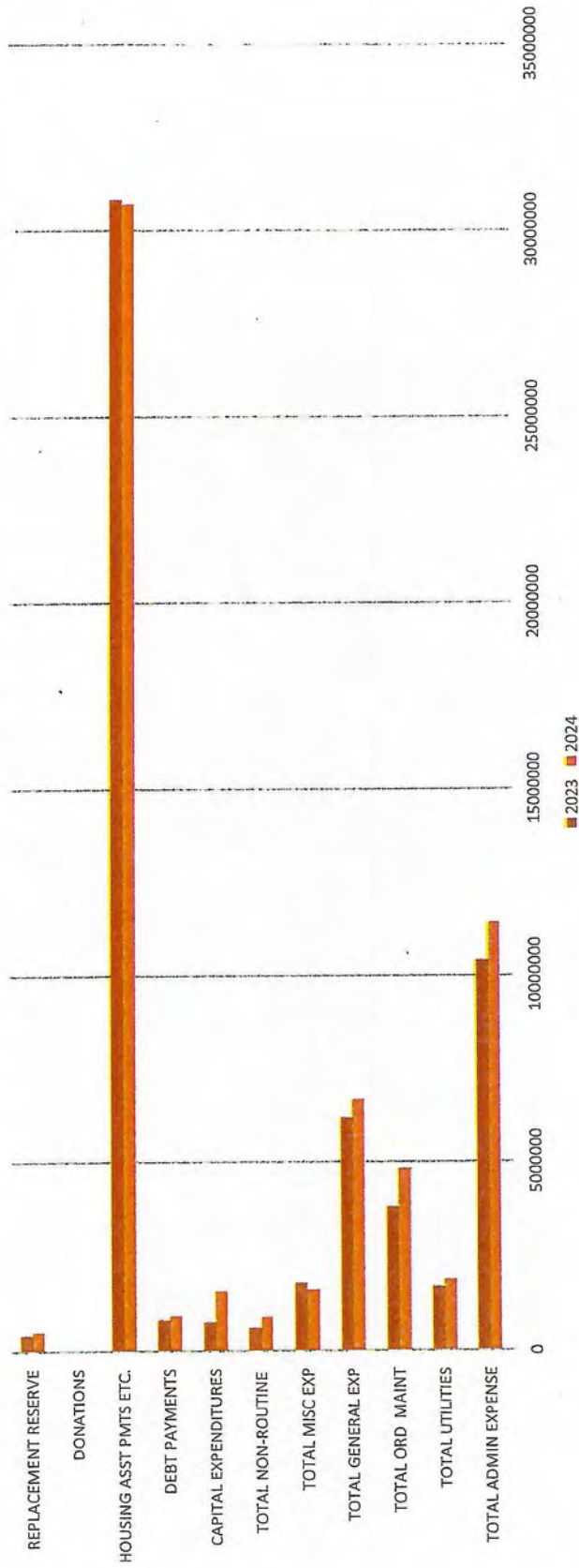
HUD Funding Levels Budgeted Conservatively

MTW Flexibilities for Selected Activities

Public Housing Funding Structure Flawed



2023 & 2024 Budget Expense Comparisons





Highlights and Lowlights 2024 Budget

WINNERS

Section 8	+\$156,544
HAME Owned/Tax Credit	+\$1,057,207
HASLC Owned/Tax Credit	+\$658,330
Homeless	+\$64,889
*HAME/Management Fund	+\$305,851

STRUGGLES

Public Housing	-\$413,289
Mod Rehab	-\$3,143
HDC	-\$413,289
*Central Management/500	-\$355,749

*Defederalized, Management Income & Expenses, Developer Fee Income

Measure Going Forward 2024 Budget

REVENUE

- Transition out of Public Housing
- Increase Collections/Utilize Grant Funds
- Raise Rents (Modestly)
- Maximize Non-HUD Revenue
- Continue New Grant Trends with Increased Local Emphasis
- Continue to Leverage Partnerships
- Expand Development and Realize Developer Fees

EXPENSES

- Outsource Social Services
- Continue with 3rd Party Property Management
- Organize Maintenance Systems
- Organize Procurement Systems
- New Technology/Upgrades
- Control Construction Expenses
- Capital Improvements Across Portfolio

Voucher Programs Overview (Only)

ADMINISTRATIVE FEES = \$2,823,359

HOUSE APPROXIMATELY 7,000 PEOPLE

PROVIDE RENT TO CLOSE TO 1,900 LANDLORDS

MOVING TO WORK LANDLORD OUTREACH COHORT

Voucher Program

Continue to Maximize Budget Authority and Voucher Utilization

Housing Assistance Payment Budget Based on Early Conservative HUD Projection

- \$30,128,236

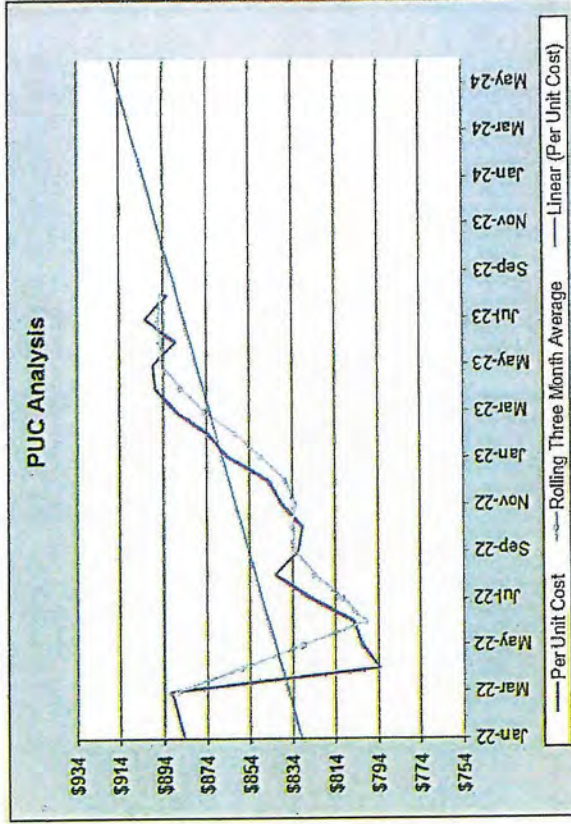
Per Unit Costs have Gone Up

- Increased Payment Standards to 110%.
- Able to Help Less Households with Budget Authority Due to Market

Anticipating 34,408 UMLs for 2024

- 35,352 Available

MOD Rehab Down to One Project

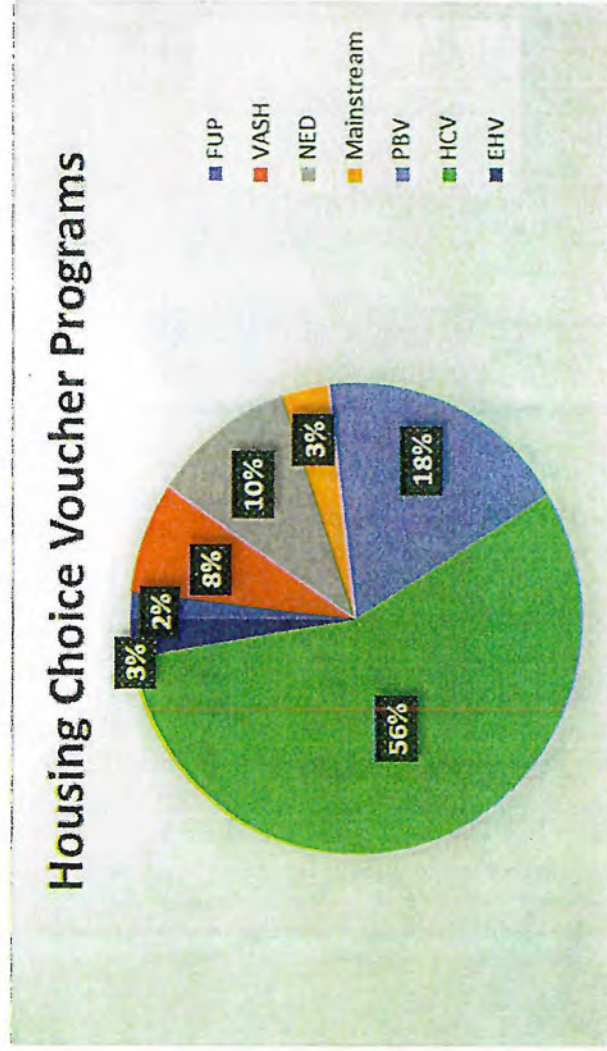


Specialty Voucher Programs

Project Based Vouchers

■ Sunrise Metro	80
■ Pamela's Place	95
■ Taylor Springs	40
■ Central City	25
■ Palmer Court	75
■ Wendell	16
■ Capitol Homes	62
■ Rendon Terrace	70
■ Wasatch Manor	17
■ Magnolia	65
■ Freedom Landing	97
■ The Aster	66

Special Purpose Vouchers



Public Housing Overview (Only)



This photo by Unknown Author is licensed under CC BY-SA

2024 Public Housing Budget

Revenue:	\$1,243,384	
Net Expense:	\$1,661,736	
Loss:	(\$418,352)	(FY23 Budget Loss: (\$446,355))

Issues and Notes:

- Reserves exist to assist
- Nationwide problem
- Accessibility Project Upgrades Completed in 2023
- Contract and Construction Costs Rising Exponentially
- RAD has Solved Some
- Moving Toward Exit Strategies



QUESTIONS?

PROPOSED 2024 HASLC BUDGET

BALANCED OVERALL ACROSS PROGRAM AND PROPERTY AREAS

January 1, 2024 - December 31, 2024 FY24 Budget		HASLC FY24 BUDGET	FY23 BUDGET	FY24 BUDGET / FY23 BUDGET
MAJOR ACCOUNT		TOTAL	TOTAL	Favorable (Unfavorable)
DESCRIPTION				
OPERATING RECEIPTS				
OWNER DISTRIBUTION		0	0	0
DWELLING RENTS		6,963,090	5,996,214	966,876
LEASE RENTAL INCOME		395,583	447,089	(51,506)
ADMIN FEE EARNED		2,823,359	3,198,395	(375,036)
INTEREST EARNED		358,792	452,494	(93,702)
MISC OTHER OPR INC		222,525	214,320	8,205
MANAGEMENT FEE INCOME		320,122	120,108	200,014
LATE CHARGES		12,255	3,350	8,905
MAINTENANCE CHARGES		98,014	93,690	4,324
LEGAL CHARGES		6,700	8,000	(1,300)
TOTAL OPERATING RECEIPTS		11,200,440	10,533,660	666,780
OPERATING SUBSIDY/GRANT INCOME		615,278	633,745	(18,467)
OPERATING RESERVE/MATCH HASLC/PILOT		126,495	82,168	44,327
TOTAL OPERATING SUBSIDY/GRANTS/CONTR EARNED		741,773	715,913	25,860
TOTAL HOUSING ASST PMTS ETC.		30,202,060	30,293,610	(91,550)
TOTAL AGENCY REVENUE		42,144,273	41,543,182	601,090
OPERATING EXPENSE				
ADMIN EXPENSE				
SALARIES		3,149,082	2,836,360	(312,722)
BENEFITS		1,271,855	1,246,342	(25,513)
NON-TECH SALARIES		0	0	0
ON-SITE MANAGEMENT		0	29,122	29,122
LEGAL FEES		30,988	57,709	26,721
TRAINING/TRAVEL		28,629	56,136	27,507
MGMT CONSULTANTS		236,042	168,000	(68,042)
TELEPHONE		79,799	73,895	(5,904)
ACCOUNTING FEES		654,840	571,323	(83,517)
AUDITING FEES		100,187	100,786	599
MISC SUNDRY ADMIN EXP		430,227	475,424	45,197
COMPUTER FEES		196,049	126,847	(69,202)
IT SERVICES		88,830	0	(88,830)
MANAGEMENT FEE EXP		356,510	307,954	(48,556)
OTHER CONTRACTS		0	(5,000)	(5,000)
TOTAL ADMIN EXPENSE		6,623,038	6,184,249	(438,790)
UTILITIES				
WATER		272,825	227,574	(45,251)
SEWER		217,501	125,843	(91,658)
ELECTRICITY		253,656	234,189	(19,467)
NATURAL GAS		149,850	179,430	29,580
TOTAL UTILITIES		893,832	767,036	(126,796)
ORDINARY MAINT				
LABOR		590,622	470,776	(119,846)
BENEFITS		208,816	201,977	(6,839)
SECURITY		65,000	59,000	(6,000)
MATERIALS		297,106	240,494	(56,612)
CONTRACTS		1,134,062	912,865	(221,197)
FLEET MAINT		44,554	69,133	24,579
TOTAL ORD MAINT		2,340,160	1,814,895	(525,265)
OTHER GENERAL EXP				
INSURANCE		451,210	446,189	(5,021)
PILOT		83,669	85,669	2,000
LAND LEASE RENTAL		40,030	40,000	(30)
COLLECTION LOSS		108,232	71,747	(36,485)
OTHER GEN EXP		87,104	41,116	(45,988)
PROPERTY TAX		0	0	0
DEPRECIATION / AMORT EXP		2,077,060	2,089,144	12,084
TOTAL GENERAL EXP		2,847,304	2,773,865	(73,439)
INTEREST EXPENSE		410,246	410,571	325
TOTAL MISC EXP		410,246	410,571	325
NON-ROUTINE MAINT				
CONTRACTS		61,800	240,900	179,100

January 1, 2024 - December 31, 2024 FY24 Budget		HASLC FY24 BUDGET	FY23 BUDGET	FY24 BUDGET / FY23 BUDGET
MAJOR ACCOUNT		TOTAL	TOTAL	Favorable (Unfavorable)
TOTAL NON-ROUTINE		61,800	240,900	179,100
CAPITAL EXPENDITURES				
EQUIP REPLACEMENT		43,400	49,000	5,600
CONTRACTS-PROP BTR		173,500	35,100	(138,400)
DEBT PRINCIPAL PMNT		272,069	227,424	(44,645)
TOTAL CAPITAL EXP		488,969	311,524	(177,445)
OTHER EXP				
HOUSING ASST PMTS ETC.		30,202,060	30,293,610	91,550
DONATIONS		0	0	0
REPLACEMENT RESERVE		211,734	170,224	(41,510)
TOTAL OTHER EXP		30,413,794	30,463,834	50,040
TOTAL AGENCY EXPENDITURES		44,079,143	42,966,873	(1,112,270)
NET SURPLUS OR (DEFICIT)		(1,934,870)	(1,423,691)	(511,180)
PLUS: DEPRECIATION & AMORTIZATION		2,077,060	2,089,144	(12,084)
SURPLUS OR (DEFICIT) EXCL DEPREC/AMORT		142,190	665,453	(523,264)

January 1, 2024 - December 31, 2024 FY24 Budget	HASLC FY24 BUDGET	FY23 BUDGET	FY24 BUDGET / FY23 BUDGET
MAJOR ACCOUNT	TOTAL	TOTAL	Favorable (Unfavorable)
DESCRIPTION			
OPERATING RECEIPTS			
OWNER DISTRIBUTION	0	0	0
DWELLING RENTS	6,963,090	5,996,214	966,876
LEASE RENTAL INCOME	395,583	447,089	(51,506)
ADMIN FEE EARNED	2,823,359	3,198,395	(375,036)
INTEREST EARNED	358,792	452,494	(93,702)
MISC OTHER OPR INC	222,525	214,320	8,205
MANAGEMENT FEE INCOME	320,122	120,108	200,014
LATE CHARGES	12,255	3,350	8,905
MAINTENANCE CHARGES	98,014	93,690	4,324
LEGAL CHARGES	6,700	8,000	(1,300)
TOTAL OPERATING RECEIPTS	11,200,440	10,533,660	666,780
OPERATING SUBSIDY/GRANT INCOME	615,278	633,745	(18,467)
OPERATING RESERVE/MATCH HASLC/PILOT	126,495	82,168	44,327
TOTAL OPERATING SUBSIDY/GRANTS/CONTR EARNED	741,773	715,913	25,860
TOTAL HOUSING ASST PMTS ETC.	30,202,060	30,293,610	(91,550)
TOTAL AGENCY REVENUE	42,144,273	41,543,182	601,090
OPERATING EXPENSE			
ADMIN EXPENSE			
SALARIES	3,149,082	2,836,360	(312,722)
BENEFITS	1,271,855	1,246,342	(25,513)
NON-TECH SALARIES	0	0	0
ON-SITE MANAGEMENT	0	29,122	29,122
LEGAL FEES	30,988	57,709	26,721
TRAINING/TRAVEL	28,629	56,136	27,507
MGMT CONSULTANTS	236,042	168,000	(68,042)
TELEPHONE	79,799	73,895	(5,904)
ACCOUNTING FEES	654,840	571,323	(83,517)
AUDITING FEES	100,187	100,786	599
MISC SUNDRY ADMIN EXP	430,227	475,424	45,197
COMPUTER FEES	196,049	126,847	(69,202)
IT SERVICES	88,830	0	(88,830)
MANAGEMENT FEE EXP	356,510	307,954	(48,556)
OTHER CONTRACTS	0	(5,000)	(5,000)
TOTAL ADMIN EXPENSE	6,623,038	6,184,249	(438,790)
UTILITIES			
WATER	272,825	227,574	(45,251)
SEWER	217,501	125,843	(91,658)
ELECTRICITY	253,656	234,189	(19,467)
NATURAL GAS	149,850	179,430	29,580
TOTAL UTILITIES	893,832	767,036	(126,796)
ORDINARY MAINT			
LABOR	590,622	470,776	(119,846)
BENEFITS	208,816	201,977	(6,839)
SECURITY	65,000	59,000	(6,000)
MATERIALS	297,106	240,494	(56,612)
CONTRACTS	1,134,062	912,865	(221,197)
FLEET MAINT	44,554	69,133	24,579
TOTAL ORD MAINT	2,340,160	1,814,895	(525,265)
OTHER GENERAL EXP			
INSURANCE	451,210	446,189	(5,021)
PILOT	83,669	85,669	2,000
LAND LEASE RENTAL	40,030	40,000	(30)
COLLECTION LOSS	108,232	71,747	(36,485)
OTHER GEN EXP	87,104	41,116	(45,988)
PROPERTY TAX	0	0	0

January 1, 2024 - December 31, 2024		HASLC	FY23 BUDGET	FY24 BUDGET / FY23
FY24 Budget		FY24 BUDGET		BUDGET
MAJOR ACCOUNT		TOTAL	TOTAL	Favorable (Unfavorable)
	DEPRECIATION / AMORT EXP	2,077,060	2,089,144	12,084
	TOTAL GENERAL EXP	2,847,304	2,773,865	(73,439)
	INTEREST EXPENSE	410,246	410,571	325
	TOTAL MISC EXP	410,246	410,571	325
	NON-ROUTINE MAINT			
	CONTRACTS	61,800	240,900	179,100
	TOTAL NON-ROUTINE	61,800	240,900	179,100
	CAPITAL EXPENDITURES			
	EQUIP REPLACEMENT	43,400	49,000	5,600
	CONTRACTS-PROP BTR	173,500	35,100	(138,400)
	DEBT PRINCIPAL PMNT	272,069	227,424	(44,645)
	TOTAL CAPITAL EXP	488,969	311,524	(177,445)
	OTHER EXP			
	HOUSING ASST PMTS ETC.	30,202,060	30,293,610	91,550
	DONATIONS	0	0	0
	REPLACEMENT RESERVE	211,734	170,224	(41,510)
	TOTAL OTHER EXP	30,413,794	30,463,834	50,040
	TOTAL AGENCY EXPENDITURES	44,079,143	42,966,873	(1,112,270)
	NET SURPLUS OR (DEFICIT)	(1,934,870)	(1,423,691)	(511,180)
	PLUS: DEPRECIATION & AMORTIZATION	2,077,060	2,089,144	(12,084)
	SURPLUS OR (DEFICIT) EXCL DEPREC/AMORT	142,190	665,453	(523,264)



January 1, 2024 - December 31, 2024					
FY24 Budget		AGENCY FY24 BUDGET	FY23 BUDGET	FY22 BUDGET	FY24 BUDGET / FY23 BUDGET
MAJOR ACCOUNT	TOTAL	TOTAL	TOTAL	Favorable (Unfavorable)	
DESCRIPTION					
OPERATING RECEIPTS					
OWNER DISTRIBUTION	0	0	0	0	
DWELLING RENTS	17,417,412	15,218,201	14,765,533	2,199,211	
LEASE RENTAL INCOME	591,085	571,083	427,766	20,002	
ADMIN FEE EARNED	2,823,359	3,198,395	2,264,719	(375,036)	
INTEREST EARNED	1,228,502	829,300	36,290	399,202	
MISC OTHER OPR INC	703,036	831,472	604,991	(128,436)	
MANAGEMENT FEE INCOME	640,636	302,641	397,655	337,995	
LATE CHARGES	45,780	8,395	18,215	37,385	
MAINTENANCE CHARGES	299,933	184,869	45,650	115,064	
LEGAL CHARGES	18,600	29,202	16,504	(10,602)	
TOTAL OPERATING RECEIPTS	23,768,343	21,173,558	18,577,323	2,594,785	
OPERATING SUBSIDY/GRANT INCOME	2,065,804	2,010,319	1,733,003	55,485	
OPERATING RESERVE/MATCH HASLC/PILOT	126,495	82,168	112,468	44,327	
TOTAL OPERATING SUBSIDY/GRANTS/CONTR EARNED	2,192,299	2,092,487	1,845,471	99,812	
TOTAL HOUSING ASST PMTS ETC.	30,202,060	30,293,610	24,734,403	(91,550)	
TOTAL AGENCY REVENUE	56,162,702	53,559,654	45,157,197	2,603,047	
OPERATING EXPENSE					
ADMIN EXPENSE					
SALARIES	5,453,272	4,750,585	4,249,033	(702,687)	
BENEFITS	2,174,760	2,051,263	1,927,852	(123,497)	
NON-TECH SALARIES	0	0	0	0	
ON-SITE MANAGEMENT	34,852	60,730	46,202	25,878	
LEGAL FEES	64,153	110,394	65,818	46,241	
TRAINING/TRAVEL	34,997	68,051	52,583	33,054	
MGMT CONSULTANTS	239,257	172,000	244,152	(67,257)	
TELEPHONE	330,399	121,107	139,484	(209,292)	
ACCOUNTING FEES	878,251	891,673	821,781	13,422	
AUDITING FEES	149,332	157,792	116,240	8,460	
MISC SUNDRY ADMIN EXP	614,017	707,735	548,827	93,718	
COMPUTER FEES	213,422	162,985	166,056	(50,437)	
IT SERVICES	0	0	106,001	0	
MANAGEMENT FEE EXP	1,203,745	793,729	1,000,584	(410,016)	
OTHER CONTRACTS	0	16,000	0	16,000	
TOTAL ADMIN EXPENSE	11,390,458	10,396,832	9,484,613	(993,626)	
UTILITIES					
WATER	669,250	628,812	389,008	(40,438)	
SEWER	397,662	272,876	258,248	(124,786)	
ELECTRICITY	527,333	480,309	471,045	(47,024)	
NATURAL GAS	286,656	299,068	224,482	12,412	
TOTAL UTILITIES	1,880,901	1,681,065	1,342,783	(199,836)	
ORDINARY MAINT					
LABOR	1,148,578	845,924	882,463	(302,654)	
BENEFITS	416,814	358,954	384,760	(57,860)	
SECURITY	185,000	177,000	58,970	(8,000)	
MATERIALS	650,117	670,942	577,627	20,825	
CONTRACTS	2,354,830	1,989,753	1,897,142	(365,077)	
FLEET MAINT	65,363	89,486	71,336	24,123	
TOTAL ORD MAINT	4,820,702	3,799,271	3,872,298	(1,021,431)	
OTHER GENERAL EXP					
INSURANCE	748,863	751,380	794,164	2,517	
PILOT	83,669	85,669	114,801	2,000	
LAND LEASE RENTAL	256,024	255,994	103,064	(30)	
COLLECTION LOSS	207,334	121,606	146,230	(85,727)	
OTHER GEN EXP	125,813	124,871	152,707	(942)	
PROPERTY TAX	74,480	124,792	132,803	50,312	
DEPRECIATION / AMORT EXP	5,164,791	4,714,899	4,072,824	(449,892)	
TOTAL GENERAL EXP	6,660,973	6,179,212	5,516,593	(481,761)	
INTEREST EXPENSE	1,618,696	1,794,863	1,005,040	176,167	
TOTAL MISC EXP	1,618,696	1,794,863	1,005,040	176,167	
NON-ROUTINE MAINT					
CONTRACTS	882,600	605,200	696,173	(277,400)	
TOTAL NON-ROUTINE	882,600	605,200	696,173	(277,400)	
CAPITAL EXPENDITURES					
EQUIP REPLACEMENT	250,360	188,000	203,695	(62,360)	
CONTRACTS-PROP BTR	1,329,616	565,630	409,266	(763,986)	
DEBT PRINCIPAL PMNT	914,506	812,630	1,029,884	(101,876)	
TOTAL CAPITAL EXP	2,494,482	1,566,260	1,642,845	(928,222)	



January 1, 2024 - December 31, 2024				
FY24 Budget	FY24 BUDGET	FY23 BUDGET	FY22 BUDGET	FY24 BUDGET / FY23 BUDGET
MAJOR ACCOUNT	TOTAL	TOTAL	TOTAL	Favorable (Unfavorable)
OTHER EXP				
HOUSING ASST PMTS ETC.	30,718,161	30,831,345	25,003,960	113,184
DONATIONS	10,000	0	0	(10,000)
REPLACEMENT RESERVE	498,232	416,278	537,741	(81,954)
TOTAL OTHER EXP	31,226,393	31,247,623	25,541,701	21,230
TOTAL AGENCY EXPENDITURES	60,975,204	57,270,325	49,102,047	(3,704,879)
NET SURPLUS OR (DEFICIT)	(4,812,503)	(3,710,671)	(3,944,850)	(1,101,832)
PLUS: DEPRECIATION & AMORTIZATION	5,164,791	4,714,899	4,072,624	449,892
SURPLUS OR (DEFICIT) EXCL DEPRECI/AMORT	352,288	1,004,228	127,974	(651,940)

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Joe Regan / Kim Wilford
Department: Finance Director

Item: Resolution No: 829-2022
Approve the FY 2024 Operating Budget for 'Public Housing'

September 25, 2023



**Housing Authority
of
Salt Lake City**

BACKGROUND:

In accordance with policy, on an annual basis, the comprehensive Public Housing (PH) Operating Budget has been prepared for fiscal year 2024 which runs from January 1, 2024, to December 31, 2024. Attached are the financial highlights for the 2024 Public Housing budget and summary income. Once approved, this budget is forwarded to the U.S. Department of Housing and Urban Development (HUD).

PROCESS:

HASLC prepares a conservative budget that reflects projections of revenues and expenses for each activity and property. Previous year trends and analysis of current activity along with an evaluation of individual property needs are also incorporated. The 2024 overhead expenses are allocated based on a weighted method in combination with percentage of units which in the determination of management best reflect costs for those properties or activities. The presentation contains the 2024 budget with a comparison to the most recent 2023 forecast. The Public Housing budget and final financials usually show a negative position here and at many other HA's as HUD and Congress simply do not fund enough subsidy to operate these antiquated programs properly.

HASLC made a significant policy over ten years ago to exit these programs if possible and soon HASLC will have converted over 1,400 units away from the PH Program, thereby improving the fiscal status significantly. HASLC continues to plan for the exit of the remaining two properties under the PH program, Romney Plaza, and Philips Plaza. Capital Fund grants provide for capital improvements in the PH properties and 2024 funds are planned for improvements for the continued maintenance of the properties but are also required for a future exit of public housing.

FISCAL ANALYSIS:

The FY 2024 'Public Housing' operating **revenue** is budgeted at \$815,118. Operating revenues are estimated to *decrease* by \$233,758 as compared to the FY 2023 projections. Operating **expenses** of \$1,661,736 (without depreciation) are projected to *increase* \$166,505 as compared to FY 2023 projections. **The overall cash deficit for FY 2023 is projected at (\$418,352). HASLC maintains operating reserves under the PH portfolio to cover these losses.**

STAFF RECOMMENDATION:

Adopt resolution # 829-2022 approving the FY 2024 Public Housing Operating Budget for submittal to the U.S. Department of Housing and Urban Development (HUD).

RESOLUTION 829-2023

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SALT LAKE CITY (HASLC) ADOPTING THE PUBLIC HOUSING OPERATING BUDGET FOR PUBLIC HOUSING PROGRAMS FOR CALENDAR YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024

WHEREAS: the Housing Authority of Salt Lake City has diligently prepared a Public Housing Operating Budget for public housing programs who’s fiscal and calendar year begins January 1, 2024, and ends December 31, 2024 (the “2024 Public Housing Budget”), which 2024 individual Operating Budgets have been presented to and discussed with the Board; and

WHEREAS: the 2024 Public Housing Operating Budget has been prepared in accordance with U.S. Department of Housing and Urban Development, and State on Utah regulations and HASLC internal policies; and

WHEREAS: the 2024 Public Housing Operating Budget proposes expenditures which are necessary for the efficient and economical operation of public housing programs of HASLC; and

WHEREAS: the proposed 2024 Public Housing Operating Budget will adequately fund operation of public housing programs and does not provide for funding in excess of revenue.

NOW THEREFORE, be it resolved that the Board adopts the Housing Authority of Salt Lake City 2024 Public Housing Operating Budget and individual Operating Budgets as presented for Public Housing programs (only) for calendar year beginning January 1, 2024, and ending December 31, 2024, a copy of which is attached to the original resolution.

Passed and approved this 25th day of September 2023.

Palmer DePaulis, Chair HASLC

Daniel Nackerman, Executive Director

APPROVED AS TO FORM:

Gilmore & Bell LLP

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of Salt Lake City PHA Code: UT-004

PHA Fiscal Year Beginning: 01/01/2024 Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 09/25/2023
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Palmer DePaulis	Signature:	Date: 09/25/2023
--	------------	---------------------

Previous editions are obsolete

form HUD-52574 (04/2013)

January 1, 2024 - December 31, 2024		
FY24 Budget		PUBLIC HOUSING
MAJOR ACCOUNT		PROPERTY 400 PROJ 401
DESCRIPTION		PUBLIC HOUSING
OPERATING RECEIPTS		
	OWNER DISTRIBUTION	0
	DWELLING RENTS	691,040
	LEASE RENTAL INCOME	0
	ADMIN FEE EARNED	0
	INTEREST EARNED	64,760
	MISC OTHER OPR INC	44,418
	MANAGEMENT FEE INCOME	0
	LATE CHARGES	400
	MAINTENANCE CHARGES	14,500
	LEGAL CHARGES	0
TOTAL OPERATING RECEIPTS		815,118
	OPERATING SUBSIDY/GRANT INCOME	428,266
	OPERATING RESERVE/MATCH HASLC/PILOT	0
TOTAL OPERATING SUBSIDY/GRANTS/CONTR EARNED		428,266
	TOTAL HOUSING ASST PMTS ETC.	0
TOTAL AGENCY REVENUE		1,243,384
OPERATING EXPENSE		
ADMIN EXPENSE		
	SALARIES	377,854
	BENEFITS	161,835
	NON-TECH SALARIES	0
	ON-SITE MANAGEMENT	0
	LEGAL FEES	3,304
	TRAINING/TRAVEL	2,825
	MGMT CONSULTANTS	1,008
	TELEPHONE	15,750
	ACCOUNTING FEES	93,805
	AUDITING FEES	4,966
	MISC SUNDRY ADMIN EXP	40,972
	COMPUTER FEES	15,121
	IT SERVICES	0
	MANAGEMENT FEE EXP	0
	OTHER CONTRACTS	0
TOTAL ADMIN EXPENSE		717,440
UTILITIES		
	WATER	22,628
	SEWER	36,078
	ELECTRICITY	119,024
	NATURAL GAS	70,376
TOTAL UTILITIES		248,106
ORDINARY MAINT		
	LABOR	170,228
	BENEFITS	72,908

January 1, 2024 - December 31, 2024		
FY24 Budget		PUBLIC HOUSING
MAJOR ACCOUNT		PROPERTY 400 PROJ 401
	SECURITY	0
	MATERIALS	45,588
	CONTRACTS	235,900
	FLEET MAINT	8,741
	TOTAL ORD MAINT	533,365
	OTHER GENERAL EXP	
	INSURANCE	107,244
	PILOT	45,337
	LAND LEASE RENTAL	0
	COLLECTION LOSS	5,320
	OTHER GEN EXP	4,924
	PROPERTY TAX	0
	DEPRECIATION / AMORT EXP	221,287
	TOTAL GENERAL EXP	384,112
	INTEREST EXPENSE	0
	TOTAL MISC EXP	0
	NON-ROUTINE MAINT	
	CONTRACTS	0
	TOTAL NON-ROUTINE	0
	CAPITAL EXPENDITURES	
	EQUIP REPLACEMENT	0
	CONTRACTS-PROP BTR	0
	DEBT PRINCIPAL PMNT	0
	TOTAL CAPITAL EXP	0
	OTHER EXP	
	HOUSING ASST PMTS ETC.	0
	DONATIONS	0
	REPLACEMENT RESERVE	0
	TOTAL OTHER EXP	0
	TOTAL AGENCY EXPENDITURES	1,883,023
	NET SURPLUS OR (DEFICIT)	(639,639)
	PLUS: DEPRECIATION & AMORTIZATION	221,287
	SURPLUS OR (DEFICIT) EXCL DEPREC/AMORT	(418,352)

Housing Authority of Salt Lake City
Staff Report

Report Prepared by: Zac Pau'u, Deputy Director and Kelly Walsh, Senior Housing Analyst

Subject: Methamphetamine Remediation Update and Analysis

September 25, 2023



**Housing Authority
of
Salt Lake City**

BACKGROUND:

The Housing Authority of Salt Lake City (HASLC) has consistently faced financial challenges stemming from methamphetamine contamination in its owned units, particularly those allocated for veterans and homeless individuals. In response to these challenges, HASLC staff conducted an analysis to provide insights to the issue, as well as to propose strategies to mitigate financial losses and community disruptions during the remediation process.

ANALYSIS:

The remediation process includes multiple phases and requires coordination between HASLC, third-party methamphetamine remediation companies, and the Salt Lake County Health Department. Staffing issues at Salt Lake County and the VA, uncooperative residents, and highly contaminated/damaged units have all caused delays in the past, significantly impacting the overall timeline.

Please refer to the charts below for a detailed breakdown of the average timeframes associated with each phase. A full process overview is available in Exhibit 1.

Average timeframe from initial testing to new lease up (in days)

	Testing	Vendor Contacts SL County	SL County Placards Unit	Remediation	SL County Clears Unit	Unit Turn	Unit Lease Up	Average Total Days
07/2022 - 12/2022	5.1	9.4	31.7	2.4	27.5	57.6	27.9	161.7
01/2023 - 06/2023	3.8	7.1	15.5	2.8	16.6	72.4	30.6	148.7

As requested by the commission, below you will find a chart showing the remediation costs incurred over the past two years in our homeless and veteran properties.

Homeless and Veteran Properties Remediation Costs Over Two-Year Period

9/2021 - 8/2022	9/2022 - 8/2023	Two Year Total
\$144,100.25	\$193,494.50	\$337,594.75

Addressing the issue of methamphetamine contamination within the homeless and veteran populations requires a proactive approach that incorporates harm reduction principles, as usage in apartments can create significant barriers to future housing opportunities. It's vital to recognize the complexity of addiction, often intertwined with mental health issues, including self-medication. It's also important to understand that individuals struggling with addiction are the sole arbiters of their decision to change, and people with addiction problems may exhibit a tendency to break rules, even though they may provide desired responses during intake and assessment.

That being said, there are four focus areas that HASLC recommends moving forward: screening, education, community partnerships, and reducing the remediation timeline.

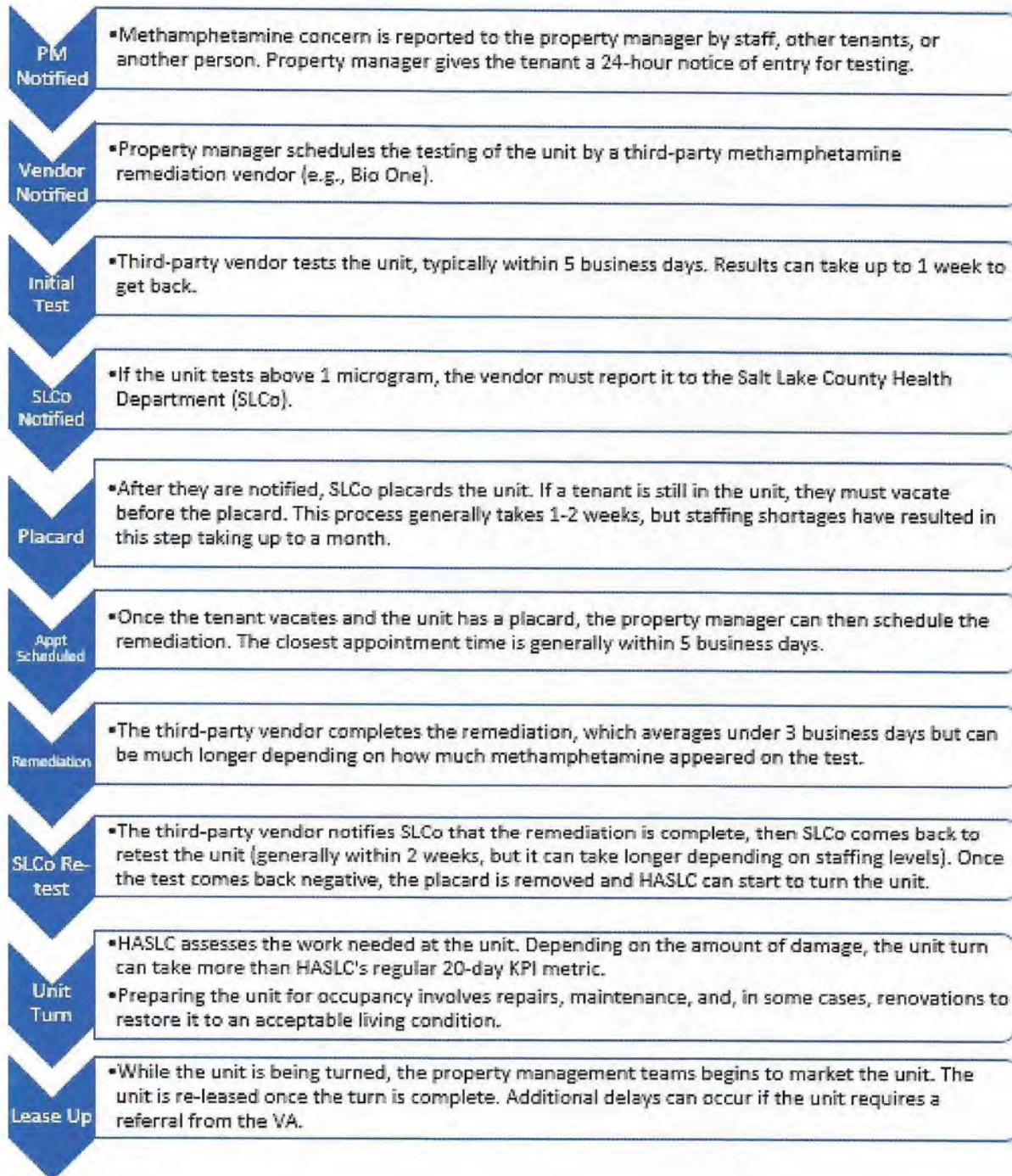
- **Screening:** Reviewing current screening processes and identifying opportunities to update the tenant screening and background check process, including prior drug-related offenses, criminal history, and rental history when available. Collaborating with law enforcement agencies and background check providers can help HASLC access comprehensive records.
- **Education:** HASLC currently reviews the risks of methamphetamine use and contamination with residents and referral providers, emphasizing future barriers to housing. HASLC recommends exploring the creation of educational materials and assessments aimed at evaluating a potential tenant's understanding of the risks and repercussions associated with methamphetamine use, while also integrating principles of harm reduction.
- **Community Partnerships:** Strengthening our existing collaborations with local organizations that specialize in harm reduction and addiction prevention and treatment within the homeless population. HASLC has well-established relationships with these partners and will continue to work closely with them to educate prospective tenants about the potential housing consequences of substance use in their units. These partnerships are instrumental in providing valuable insights and recommendations for screening procedures that effectively identify individuals in need of support.
- **Reducing the Remediation Timeline:** Although certain timeline steps rely on third party involvement, HASLC is actively engaged in identifying potential efficiencies. This includes collaborating with external parties to expedite processes. Additionally, we maintain ongoing efforts to optimize referral lead times by working closely with VA leadership. Our aim is to enhance the overall remediation timeline, including the turn and lease-up phases in the process.

Methamphetamine contamination in HASLC-owned units is a complex and multifaceted challenge. It demands a holistic approach that includes screening, remediation, education, and support services. The board's continued support is crucial as we work towards reducing the financial and social costs associated with this problem.

RECOMMENDATION:

This report is for informational purposes. HASLC staff will continue to update the board as we work to address this issue.

EXHIBIT 1 Methamphetamine Remediation Process



Housing Authority of Salt Lake City
Staff Report

Report Provided by: Board Chair

Item: Audit Contract Award

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

As you may recall the concept of Commission Committees was approved and included in our bylaws September 28, 2020. Our Audit Committee consists of two Commissioners, Michael Pazzi and Brenda Koga.

Each year the Housing Authority is audited by independent CPA firms with reviews of the internal controls, a single audit of Section 8, individual tax credit funded properties (Discretely Presented Component units), and the overall agency. Our contracted auditors usually perform an interim survey at the end of the calendar year or early the next year reviewing internal controls and preparing to perform a draft single audit of the Section 8 program as the largest federal program. More exhaustive audit work is then performed mid-February concentrating on the Tax Credit properties for timely approval by lenders and preparation of the tax returns. These properties are LLC's and receive separate audit reports.

The Housing Authority and its entities had "piggy-backed" procurement for an independent auditor with a three-year term beginning with the FY 2020 from procurement performed by Housing Connect, a similarly sized and structured agency. This engagement was with B2A CPA's, which dissolved following the FY 2020 audit under the owner, Brent Stratton. Brent then joined Haynie and Co, CPA's which recently concluded the FY 2021 audit work for HASLC and its entities. Note that HASLC was not made aware B2A had dissolved, not that the CPA utilized started with another firm and brought HASLC as a client. Further, the audit cost with B2A almost doubled, again without prior notice to HASLC.

Due to the change in audit firms and the lack of a contract with Haynie and Co, HASLC determined it to be in the best interest of the agency to issue a Request for Proposals (RFP) for future audit services. HASLC received five complete and qualified responses to the RFP, including a response from Haynie and Company. Staff reviewed and preliminarily scored the submissions to the RFP and presented the drafts to the Audit Committee on November 3rd, 2022, for a final analysis.

Following a discussion with staff the Audit Committee recommended a suspension of the on-going procurement and the continued engagement of Haynie and Company for at least one year due to the inherent knowledge, a quality proposal, and the short time available for a change of audit companies. The other four (4) firms were issued a letter informing them of the decision and that their firm would be short-listed, along with Haynie, for a completed engagement process in 2023.

SUMMARY AND NEXT STEPS:

The Audit Committee recommends the Board Chair execute a continued engagement with Haynie and Co for the 2023 fiscal year audit at their proposed rate not to exceed \$145,000 and additionally recommends staff release issue a new RFP again in the spring for the FY2024 Audit.

Housing Authority of Salt Lake City

Staff Report

Report Provided by: Deputy Executive Director, Kim Wilford, and
Deputy Director, Zac Pau'u



Housing Authority
of
Salt Lake City

**Item: Authorize Award of a Contract for Snow Removal Contract for
\$110,140.00 (NTE).**

September 25, 2023

BACKGROUND:

HASLC, HAME and HDC have twenty (20) properties combined that are managed internally that require snow removal services, including road plowing, sidewalk shoveling, and de-icing. HASLC owns and manages ten (10) properties, highlighted below. HASLC solicited snow removal services in late 2022 and awarded to a vendor who indicated the Agency would need to rebid earlier this year in order to be placed higher on their priority list for services. Additionally, there were concerns about the cost of services, the value, and the equipment used with this vendor.

PROCESS:

A Request for Proposals (RFP) #23-008 was publicly posted on both the Utah Public Procurement website (U3P) and the HASLC website on August 2, 2023. Twelve (12) companies were directly solicited by email. A bid addendum was released on May 24, 2023, and bid submissions were due June 2, 2023.

Bidders responded to the following Scope of Services:

The Housing Authority of Salt Lake City ("HASLC") is soliciting proposals from qualified, experienced, licensed, and insured firms to provide Snow Removal Services at the HASLC properties listed below, to include all applicable services and fees on the attached Scope of Service. The contract will be for an initial term of one (1) year, with the option to extend for up to three (3) additional one-year terms. The selected vendor shall provide all management, tools, supplies, equipment, and labor necessary to ensure that snow/ice removal services are performed at all HASLC Properties listed in "Service locations" and maps provided in a manner that will maintain a satisfactory and safe environment.

a. Basic Services

The contractor shall remove snow and ice from all paved areas, sidewalks, steps, stairs, landings, and entrance ramps as listed in service locations and shown on maps in Exhibit F. The contractor shall ensure a pathway of 3 feet wide is free of snow accumulation, piles, or drifts by removing all snow and ice from sidewalks, steps, landings, and entrance ramps. The contractor shall remove snow, including drift or piles, from all remaining paved surfaces such as roads, parking lots, street sidewalks in the front of each HASLC property as shown on the map in Exhibit A. The Snow shall be removed when accumulation exceeds one (1) inch or within one (1) hour after snowfall stops. When snowfall is heavy or accumulations become excessive, the contractor must place excess snow in accumulation points identified in Appendix A maps.

Snow must be pushed or removed from sidewalks in a manner which does not create snow piles/mounds which may cause dangerous conditions.

Snow removal should start earliest as 5:00 am and should be done with adequate manpower and equipment that all sidewalks are clean and free of snow before 8:30 am when most of residents are going out to work.

Exceptions are only extreme weather conditions with extreme and constant snow showers where the above timeline is not possible to follow.

b. Ice Removal

The contractor shall immediately remove ice to provide secure footing or safe driving conditions by the snow

removal operation, or by spreading salt/ice melt. The contractor will provide all salt or ice melt.

c. Emergency and Special Event Services

Upon notification by the HASLC employee, the contractor shall perform emergency or special event services.

d. Format of Proposal

The Contractor shall propose a per property amount for complete snow removal and ice melt job per occasion for the period starting November 01, 2023, to April 01, 2024

The Contractor must provide the price per lbs. for ice melt/salt.

e. Service Locations

The contractor will provide timely, consistent, and cost-effective Snow Removal Services for the following twenty (20) locations listed **in order by priority** located in Salt Lake City, UT:

1.	Phillips Plaza	660 S. 300 East
2.	Romney Plaza	475 E. 900 South
3.	Riverside	610 South 900 West
4.	Rendon Terrace	158 N. 600 West
5.	Pamela's Place	525 South 500 West
6.	Sunrise Metro	580 S. 500 West
7.	330 North	330 N. 800 West
8.	Redwood Road	257 N. Redwood Road
9.	Cedar Crest	1926 S. West Temple
10.	771 S.	771 South 200 East
11.	Central City	640 S. 400 East
12.	Faultline	1025 E. 400 South
13.	Fairmont Fourplex	846 E. Fairmont Circle
14.	Duplexes	1588 - 1594 South West Temple
15.	Valor Apartments	715 E. 700 South
16.	Freedom Landing	1900 W. North Temple
17.	Red House Property	1760 South West Temple
18.	9 th East	444 S 900 East
19.	Jefferson Circle	1750 S Jefferson Circle
20.	Book Cliffs (Sidewalks Only)	1171 S. West Temple

Offers were scored on the following criteria:

- a. Completeness of Bid Materials (5%)
- b. Statement of Qualifications (20%)
- c. Technical Proposal (15%)
- d. Cost Proposal (60%)
- e. Preferences (DBE/MBE/WBE) (2% additional)

Two vendors submitted responses to this RFP and a panel of four HASLC staff members evaluated offeror responses on the above-listed criteria and scored each vendor on a scale of four hundred points total.

	Huskie'z Landscaping	OneSource Property Maintenance
Total Points Possible (300 points)	382.87	384

ANALYSIS:

OneSource Property Maintenance was the high scoring vendor for this RFP.

FINANCIAL IMPACT:

The projected agency wide cost for this contract annually is **\$110,140.00** considering an average of twenty snowstorms with a minimum of one to three inches of snowfall per storm.

	OneSource	Huskie'z
HASLC	48,520	53,000
HAME	56,280	51,480
HDC	5,340	5,720
	<u>\$ 110,140</u>	<u>\$ 110,200</u>

RECOMMENDATION:

Authorize the award of the attached Request for Proposal (RFP #23-008) to contract with OneSource Property Maintenance for Snow Removal Services for a \$48,520 at HASCL properties (consolidated not to exceed amount of \$110,140.00 (NTE)).

Excerpts

ONESOURCE PROPERTY MAINTENANCE

**PROPOSAL FOR
SNOW/ICE REMOVAL SERVICES
SUBMISSION SEPTEMBER 6, 2023**

PREPARED FOR:

HOUSING AUTHORITY OF SALT LAKE CITY

**ATTENTION:
MADELYNN RIES
PROCUREMENT AND CONTRACTS MANAGER**

RFP #23-008





September 6, 2023

To the attention of: Madelynn Ries

We are pleased to submit our proposal for your 2023/2024 Snow Removal Services.

OneSource is an ideal candidate to Service your snow and ice mitigation. Not only are we intimately familiar with all the HASLC sites, but we contract with multiple HOA's and multi-unit type properties. We currently serve several properties in and around the Salt Lake City CBD many of which are adjacent to HASLC properties; this will serve to ensure timeliness, consistency, and quality of service.

Additionally, we have added new capital equipment for the 2023 season to better service our customer's needs. We have established a 5-year capital investment program designed to improve our efficiencies and ultimately provide our client base with an even better customer experience.

We look forward to your approval of our proposal and the opportunity to serve HASLC.

Thank you once again for the opportunity to bid this important project.

Sincerely,

John A. Boland
Vice President of Operations
john@1sourceutah.com
435-901-8200

EXECUTIVE SUMMARY

OneSource Property Maintenance (“OneSource”) is pleased to submit the following proposal for **Snow Removal** services to support HASLC. Our products and services will assist HASLC in achieving its goals for improving customer satisfaction by providing its Homeowners and Guests with high quality products and services on a timely basis and ensuring the safety and enjoyment of its visitors.

The Objective

- OneSource’s objective is to assist HASLC in anticipating your resident’s snow removal requirements by providing timely delivery of our Services and Products.
- Provide Property Management products and services to support HASLC’s time-sensitive commitments.
- Provide HASLC the highest quality Products & Services to ensure customer safety & satisfaction

The Opportunity

- Goal #1: Ensure the highest quality **Safety Standards** suitable for each particular area (eg. Parking lots, sidewalks, access routes, etc)
- Goal #2: Ensure HASLC is season-ready, storm-ready well in advance of seasonal changes and events
- Goal #3: Develop a partnership with HASLC based upon consistent customer service at a fair price

The Solution

- OneSource’s team of 25+ technicians, specialists and customer service advocates
- OneSource’s expanding and modernizing fleet of snow removal equipment
- OneSource’s 25-year history in year-round Property Maintenance and ability to deliver sensible solutions in a timely manner
- OneSource’s new team of process-oriented, customer-focused Professionals

The Experience

- OneSource has been caring for regional HOA’s for several years. We are very familiar with the residential topologies, vegetation, fertilization, irrigation and snow removal requirements. Most importantly, though, we are familiar with all HOA’s need for service timeliness during storm activity and the need for adherence to defined service time windows.
- Above all, we are familiar with HASLC’s need for resident and visitor safety

THE ONESOURCE PROPOSAL – STATEMENT OF QUALIFICATIONS

HASLC has a well-deserved reputation for quality property maintenance. However, faced with the irregular weather patterns in Salt Lake and HASLC's need to project an attractive and professional image, HASLC requires a partner supplier that can live up to those same time constraints, professionalism and need for quality product and customer service. HASLC faces the possibility of a declining public image if a less competent partner is selected.

We have developed landscaping and snow/ice mitigation solutions and processes designed to help businesses, HOA's, schools and organizations stay ahead of customer demands.

Rationale

Our proposal is based upon 27 years in business servicing a multitude of HOA's, commercial & retail establishments, schools, national retail giants and municipal facilities.

- **Experience**
- **Service & Production Capacity**
- **Alignment with HASLC mission**
- **Current resources, operational equipment, and Staffing**

Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods:

- **Forecasted Requirements** – OneSource will deliver an agreed-upon routine maintenance program that features storm-ready and seasonal milestones
- **New Project Scheduling Software** – OneSource uses up-to-date software scheduling tools (Jobber, ClearPath GPS, QuickBooks, T-Sheets) that allow for timely and responsive customer and priority changes
- **Increased Production Capacity** – new Production, Vehicle and Delivery equipment was acquired in 2022/2023 allowing us to keep ahead of HASLC's material requirements

Resources

OneSource has expanded its capacity for the 2023 season with the following new equipment (in addition to our current fleet):

- ✓ 4 New SKAG 52" Mowers
- ✓ 2 New Excel Mowers
- ✓ New truck and BOSS plow set-up plus additional BOSS plows to replace aging units
- ✓ New fully equipped sidewalk team
- ✓ Two new BOSS SnoRator sidewalk machines
- ✓ Additional skid steer (total 5 now)
- ✓ New Big Tex 20' trailer for rapid re-deployment of equipment and skid steer
- ✓ New location adjacent to salt and icemelt vendor
- ✓ 25 Full-time Employees

- ✓ 10 Part Time Employees
- ✓ 12 Truck Fleet service both Landscaping and Snow Removal Requirements

Offices

OneSource maintains two primary offices:

1. Main Operations Center (8000 SF) – 1810 Fortune Road, Salt Lake City, Utah
2. Administrative Offices (2500 SF) – 2802 Silver Cloud Drive, Park City, Utah

Current Customer Profiles

OneSource manages seasonal Landscaping and Snow & Ice Mitigation services in the greater Salt Lake Valley from Perry Utah in the North to Payson Utah to the South of the City. Our Company is responsible for +50 locations throughout the valley. Included amongst our customers is the largest national retail chain, five school campuses, strip mall/shopping centers, several HOA communities, a Senior’s residence, a utility Company, and a chain of the largest nation-wide pharmacies and a large broadcast media center.

Our HOA developments are similarly sized to the HASLC developments and, more importantly, they represent the same kind of prerequisites in terms of guest safety requirements.

EXPECTED RESULTS

We expect our proposed solution to HASLC’s requirements to provide the following results:

Financial Benefits

- As a mid-sized, quality focused Business, OneSource is re-focused on Just-in-Time procedures and processes saving HASLC Management and its Administration unnecessary expenditures.
- OneSource’s Service/Delivery software back-office is already showing signs of improved response times which in-turn lower end-user costs.
- Scheduled intervention timetables and methods ensure HASLC will avoid costly “emergency” order requirements.
- Our professional experience and familiarity with the latest winter products and technology will ensure that HASLC can expect a quick ROI regarding your water service expenditures.

Technical Benefits

- New Fleet & Production equipment and procedures ensures a better and more safety-focused customer experience for the HOA residents
- New Icemelt blends are not harmful to customer’s concrete, natural landscaping and leather footwear. Product does not “track” into customer homes which can harm wood and laminate flooring

- OneSource is Environmentally conscious – whenever possible we strive to use responsible, bio-degradable products and water-conscious procedures to maintain customer safety, satisfaction and cost containment.

QUALIFICATIONS

OneSource Property Maintenance is a 27-year old, well established Company and has continually proven to be an industry leader for high quality Landscaping and snow & ice mitigation Services and Products.

- Personalized on-time Service and Delivery
- Quality Control – OneSource sources and manufactures its own materials where possible
- Recognized EMERGENCY RESPONSE TIME proficiency (recently accredited by large National Retailer)
- Solid partnerships built upon regular and timely forecasted requirements
- References are available upon request and include:
 - HOA facilities throughout the Salt Lake valley
 - Walgreens facilities throughout the Salt Lake valley
 - Salt Lake Community College
 - Numerous retail establishments including Starbucks, Petco, Walmart
 - Several Shopping Center lots
 - Senior Living Residences
 - Focus is on residential, Commercial, Institutional facilities

OneSource maintains all the requisite Local, State and Federal business licensing, safety measures, employment requirements and insurance coverage. Any of these documents are available for inspection upon request. Additionally, OneSource is very stable financially, has maintained profitability for the last 4 years and has a solid credit rating and track record. Financial reports are available upon request.

SUMMARY

We look forward to working with HASLC and supporting your efforts to improve your Homeowner satisfaction ratings, JIT Inventory management/response times, and customer support services. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering outstanding Landscaping Service management solutions. If you have questions regarding this proposal, feel free to contact John Boland at your convenience by email at john@1sourceutah.com or by phone at 435-901-8200. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,
 John A. Boland
 Vice President of Operations
 Contact: 435-901-8200
 Dated: September 6, 2023
Revised:

HASLC PROPOSAL

SNOW REMOVAL & MAINTENANCE

UTAH SUPPLIER Commodity Code: 72102

AGREEMENT PREREQUISITES

1. COMMON PREREQUISITES

- 1.1 Is the Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state or local? If yes, Offeror must provide a statement regarding its debarment or suspension.

RESPONSE: *OneSource Property Maintenance LLC has never been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state or local.*

- 1.2 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by its Manager at the State of Utah.

RESPONSE: *OneSource Property Maintenance LLC is not owned by nor does the Company employ any employees presently with the State of Utah.*

- 1.3 Offeror acknowledges that it must acquire and maintain all applicable federal, state and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an individual, Association, Partnership, Corporation or otherwise shall be registered with the Utah State Division of Corporations and commercial code.

RESPONSE: *OneSource Property Maintenance LLC maintains all the requisite and applicable federal, state and local licenses and approvals and is registered with the Utah State Division of Corporations and Commercial Code.*

- 1.4 Offeror acknowledges that it has uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded.

RESPONSE: *OneSource Property Maintenance LLC has uploaded responses to the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded.*

- 1.5 Does vendor have any outstanding tax lien in the State of Utah.

RESPONSE: *OneSource Property Maintenance LLC does not have any outstanding tax lien in the State of Utah.*

Appendix A

HASLC PRICING SHEETS

In addition please refer to uploaded docs in the RFP Response as requested

Site #	HASLC Site	De-Icing Road- Driveways Only	Sidewalks Only (includes De-Icing)	Snow Removal & De-Icing 1' to 3'	Snow Removal & De-Icing 3' to 6'	Snow Removal & De-Icing 6' to 9'	Snow Removal & De-Icing > 9" per inch over
1	Phillips Plaza 660 S. 300 East	\$ 95.00	\$ 195.00	\$ 132.00	\$ 165.00	\$ 247.50	\$ 244.20
2	Romney Plaza 475 E. 900 South	\$ 95.00	\$ 135.00	\$ 150.00	\$ 187.50	\$ 281.25	\$ 277.50
3	Riverside 610 South 900 West	\$ 95.00	\$ 135.00	\$ 132.00	\$ 165.00	\$ 247.50	\$ 244.20
4	Rendon Terrace 158 N. 600 West	\$ 90.00	\$ 145.00	\$ 150.00	\$ 187.50	\$ 281.25	\$ 277.50
5	Pamela's Place 525 South 500 West	\$ 85.00	\$ 145.00	\$ 114.00	\$ 142.50	\$ 213.75	\$ 210.90
6	Sunrise Metro 580 S. 500 West	\$ 95.00	\$ 145.00	\$ 150.00	\$ 187.50	\$ 281.25	\$ 277.50
7	330 North 330 N. 800 West	\$ 85.00	\$ 195.00	\$ 150.00	\$ 187.50	\$ 281.25	\$ 277.50
8	Redwood Road 257 N. Redwood Road	\$ 95.00	\$ 195.00	\$ 180.00	\$ 225.00	\$ 337.50	\$ 333.00
9	Cedar Crest 1926 S. West Temple	\$ 75.00	\$ 145.00	\$ 114.00	\$ 142.50	\$ 213.75	\$ 210.90
10	771 S. 771 South 200 East	\$ 85.00	\$ 195.00	\$ 132.00	\$ 165.00	\$ 247.50	\$ 244.20
11	Central City 640 S. 400 East	\$ 95.00	\$ 175.00	\$ 132.00	\$ 165.00	\$ 247.50	\$ 244.20
12	Faultline 1025 E. 400 South	\$ 75.00	\$ 125.00	\$ 114.00	\$ 142.50	\$ 213.75	\$ 210.90
13	Fairmont Fourplex 846 E. Fairmont Circle	\$ 75.00	\$ 145.00	\$ 114.00	\$ 142.50	\$ 213.75	\$ 210.90
14	Duplexes 1588 - 1594 South West Temple	\$ 75.00	\$ 125.00	\$ 132.00	\$ 165.00	\$ 247.50	\$ 244.20
15	Valor Apartments 715 E. 700 South	\$ 95.00	\$ 125.00	\$ 150.00	\$ 187.50	\$ 281.25	\$ 277.50
16	Freedom Landing 1900 W. North Temple	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ -
17	Red House Property 1760 South West Temple	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ -
18	Book Cliffs (Sidewalks Only) 1171 S. West Temple	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ -

SCOPE OF WORK

SUPPLEMENT TO SOW PROVIDED BY HASLC BID REQUEST

Winter Services

All overnight snowfall removal to be completed prior to (8:30 AM) or best effort depending upon severity of the storm.

Push Thresholds:

1st push from 1-3 inches

2nd push from 3-6 inches

3rd push from 6-9 inches

Less than 2 inches of snowfall may not be pushed if daytime temperatures and ground temperatures allow sun to maintain ice free surfaces.

All* asphalt or concrete surface common areas to be cleared with every push billed.

All* asphalt and concrete surfaces to be kept ice free at all times

Asphalt Surfaces:

- ✓ Salt to be used for melting ice, billed by the bag, weight noted

Concrete Surfaces:

- ✓ All sidewalks on all sides of the building to be cleared with every push billed
- ✓ Concrete safe ice melt to be used to maintain ice free surfaces at all times, billed by the bag, weight noted

Deliverable	Description
TrailBlazer 1G	NaCl – CaCl ₂ 30% PREMIUM Blend (convenient 1 Gal. packaging for consumer use and trial size samples)
TrailBlazer 30	NaCl – CaCl ₂ 30% PREMIUM Blend
TrailBlazer 10	NaCl – CaCl ₂ 10% PREMIUM Blend
TrailBlazer 6	NaCl – CaCl ₂ 6% PREMIUM Blend
TrailBlazer Mag 6	NaCl – Mg 6% Blend
TrailBlazer Mag L	Containerized Liquid Magnesium
100% CaCl ₂	100% Calcium Chloride

Quality Control Guidelines: (to include but not limited to)

- ✓ All dumpsters and recycling bins to be accessible and free of snow obstructions at all times
- ✓ Snow and ice to be cleared all the way up to and including gutters in parking lots except in designated snow storage locations
- ✓ Shipping containers at the campus to remain openable and free of snow obstructions at all times
- ✓ Vendor to walk property each month with HASLC Operations Manager to validate snow storage locations

Other:

- ✓ Vendor will occasionally be required to make special accommodations in scheduling to allow for after-hours activities as needed.

Housing Authority of Salt Lake City (HASLC)
Staff Report

Report Provided by: Joe Regan
Department: Finance

Item: Fiscal Year 2023 Financial Statements thru August

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND AND METRICS:

The “Consolidated” financial report shown individually herein, represents all properties and programs from all entities (HASLC, HAME and HDC), and shows a solid financial position through August, realizing **net residual receipts (income) of \$1,815,752** on year-to-date revenues for all programs/properties of \$36,463,081 and expenses of \$34,647,328. HASLC is \$144,552 above budget.

HASLC’s “Owned” properties realized a **net residual income of \$603,101** through August. Interest income is higher than anticipated. Contract costs are over budget due to repairs through third party property management at Canterbury, such as water heater replacements and plumbing repairs. Additionally, the main sewer line at the Red House was replaced in an emergency and snow removal costs are higher than anticipated due to the heavy snow fall.

The “Voucher” programs (primarily Section 8) realized net **residual income of \$727,538**. The administrative expenses are lower than anticipated, which has resulted in an improved surplus in the Voucher Program. HAP funding is underfunded by \$1,460,355, but we anticipate receiving it from HUD soon.

Our “Public Housing” properties saw a **net deficit of (\$405,078)**, that is more of a deficit than projected of (\$252,503) and the agency will utilize existing program reserves to cover this budgeted deficit.

Our Housing Authority “Homeless” properties had a **net surplus of \$9,174**, which is less than the budget projections of \$40,841.

The HASLC “Management Fund” is at a **(\$225,337) deficit**, which is less of a deficit than the anticipated shortfall of (\$238,204).

Note that the attached financial statements to date show the comparison to the 2023 budget revision approved by the Board in June 2023.

Note also that variances greater than 15% and \$20,000 are highlighted in green or yellow and note are shown for the cause.

ANALYSIS:

A summary of operating revenues and expenses for the period of January through the end of August. FY23 financials are detailed in the subsequent pages. As an agency, our overall income and expenses remain on track in most areas with budgetary estimates.

RECOMMENDATION:

Review and accept report. No vote required.

Operating costs exclude depreciation & amortization and capital expenses.

CONSOLIDATED AGENCY WIDE (HASIC, HAME, HDC)
Budget Comparison
 Period = Jan 2023-Aug 2023
 Book = Actual ; Tree = qtr_bsl1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-0000 INCOME					
3190-0000 LEASE RENTAL & NONDWELLING RENTS	110,742.72	118,894.64	-8,151.92	-6.86	178,342.00
3399-9999 OPERATING INCOME	10,543,971.47	10,357,616.00	186,355.47	1.80	15,536,424.00
3499-9999 DONATIONS	8,000.00	12,000.00	-4,000.00	-33.33	18,000.00
3699-9999 OPERATING INCOME OTHER	1,848,672.62	1,592,960.16	255,712.46	16.05	2,389,446.00 1)
3899-9999 GRANT/SUBSIDY INCOME	23,951,694.49	23,227,857.36	723,837.13	3.12	34,841,786.00
3999-9999 TOTAL INCOME	36,463,081.30	35,309,328.16	1,153,753.14	3.27	52,963,998.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	4,893,693.69	5,094,351.92	-200,658.23	3.94	7,641,525.00
4299-9999 ADMINISTRATIVE EXPENSE	1,641,970.37	1,756,306.08	-114,335.71	6.51	2,634,427.00
4339-9999 UTILITIES	1,169,819.33	1,097,199.52	-72,619.81	-6.62	1,645,797.00
4419-9998 MAINT/OPER PAYROLL	948,310.29	803,252.24	145,058.05	-18.06	1,204,878.00 2)
4429-9998 MATERIALS-ORD MAINT	454,221.20	414,552.72	-39,668.48	-9.57	621,833.00
4440-9999 CONTRACT COSTS-ORD MAINT	1,790,630.76	1,512,647.68	-277,983.08	-18.38	2,268,977.00 3)
4579-9999 OTHER GENERAL EXPENSE	678,851.85	639,104.80	-39,747.05	-6.22	958,656.00
4589-9999 INTEREST EXPENSE	1,265,646.20	1,196,577.84	-69,068.36	-5.77	1,794,863.00
4599-9998 OTHER GENERAL, PROP TAX	193,001.72	166,438.80	-26,562.92	-15.96	249,664.00 4)
4610-9999 EXORD EXPENSES	510,001.71	403,466.72	-106,534.99	-26.40	605,200.00 5)
4629-9999 CASUALTY LOSSES	-186,557.41	0.00	186,557.41	N/A	0.00
4799-9999 HOUSING ASSIST PMTS	21,276,731.69	20,554,230.00	-722,501.69	-3.52	30,831,345.00
4969-9999 FEES/DONATIONS	11,007.31	0.00	-11,007.31	N/A	0.00
7999-9999 TOTAL EXPENSES	34,647,328.71	33,638,128.32	-1,009,200.39	-3.00	50,457,165.00
8999-9999 NET PROFIT/LOSS	1,815,752.59	1,671,199.84	144,552.75	8.65	2,506,833.00

- 1) Interest earned higher due to market rate increases.
- 2) Maintenance Payroll is over budget due to the rover team expenses and overtime.
- 3) Many properties have higher than anticipated unit turn costs. Meth decontamination, extermination and landscaping costs are high overall. There were also high elevator costs at Ben Albert.
- 4) Overage includes Capitol Homes financing closing costs.
- 5) Major plumbing/boiler expenses at Ben Albert. \$62,000 for fire rehab expenses from a 2022 Ben Albert unit fire. Main sewer line and fence replacement at The Red House. Public Housing extra-ordinary expenses usually repaired with Capital Fund grants. Expensing more of these items out of operations during the current year.

HASLC Owned Properties (haslconwn)
 Taylor Springs, 9th East, Canterbury, Cambridge Cove, Jefferson Circle, & Red House
Budget Comparison

Period = Aug 2023

Book = Accrual ; Tree = qtr_bis1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-0000 INCOME					
3190-0000 LEASE RENTAL & NONDWELLING RENTS	30,411.06	30,190.64	220.42	0.73	45,286.00
3399-9999 OPERATING INCOME	2,416,493.42	2,350,563.36	65,930.06	2.80	3,525,845.00
3699-9999 OPERATING INCOME OTHER	149,795.71	104,717.92	45,077.79	43.05	157,077.00 1)
3999-9999 TOTAL INCOME	2,596,700.19	2,485,471.92	111,228.27	4.48	3,728,208.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	309,831.20	352,283.36	42,452.16	12.05	528,425.00
4299-9999 ADMINISTRATIVE EXPENSE	201,583.43	223,279.20	21,695.77	9.72	334,919.00
4339-9999 UTILITIES	259,001.14	222,109.44	-36,891.70	-16.61	333,164.00 2)
4419-9998 MAINT/OPER PAYROLL	191,540.46	162,067.92	-29,472.54	-18.19	243,102.00 3)
4429-9998 MATERIALS-ORD MAINT	108,242.35	73,310.00	-34,932.35	-47.65	109,965.00 4)
4440-9999 CONTRACT COSTS-ORD MAINT	389,185.86	318,086.80	-70,099.06	-22.04	477,130.00 5)
4579-9999 OTHER GENERAL EXPENSE	110,731.42	113,153.28	2,421.86	2.14	169,730.00
4589-9999 INTEREST EXPENSE	263,757.96	263,962.64	204.68	0.08	395,944.00
4599-9998 OTHER GENERAL, PROP TAX	21,344.31	5,904.00	-15,440.31	-261.52	8,856.00
4610-9999 EXORD EXPENSES	132,451.49	100,000.00	-32,451.49	-32.45	150,000.00 6)
4629-9999 CASUALTY LOSSES	4,357.74	0.00	-4,357.74	N/A	0.00
4969-9999 FEES/DONATIONS	2,571.72	0.00	-2,571.72	N/A	0.00
7999-9999 TOTAL EXPENSES	1,993,599.08	1,834,156.64	-159,442.44	-8.69	2,751,235.00
8999-9999 NET PROFIT/LOSS	603,101.11	651,315.28	-48,214.17	-7.40	976,973.00

- 1) Earning more interest income due to increased market rates. Income is also high due to 3rd party tenant charges being higher than anticipated.
- 2) All utility rates increased mid-year.
- 3) Maintenance payroll is over at 3rd party managed properties and HASLC (due to the rover turn team budget error)
- 4) AMC 3rd Party management has likely under budgeted. This is being researched further.
- 5) Snow removal, landscaping, extermination expenses and unit turnaround contract costs are over due to high contractor utilization by RPM and AMC 3rd party managed agencies due to staffing shortages. This has also increased overtime costs under the mant/payroll line item.
- 6) The Red House has had a replacement for the main sewer line and fence. (Total to date = \$19,000) Staff have submitted this for an insurance claim and will move the cost if appropriate.

Voucher Properties (voucher)
Voucher & Mod Rehab
Budget Comparison

Period = Aug 2023

Book = Accrual ; Tree = qtr_bdist

	YTD Actual	YTD Budget	Variance	% Var	Annual	
3399-9999	OPERATING INCOME	0.00	6,666.72	-6,666.72	-100.00	10,000.00
3699-9999	OPERATING INCOME OTHER	14,038.43	11,413.36	2,625.07	23.00	17,120.00
3899-9999	GRANT/SUBSIDY INCOME	2,649,198.36	2,661,987.36	-12,789.00	-0.48	33,596,309.00
3999-9999	TOTAL INCOME	2,663,236.79	2,680,067.44	-16,830.65	-0.63	33,623,429.00
4000-0000	EXPENSE					
4112-9999	ADMIN PAYROLL	1,201,625.15	1,286,464.00	84,838.85	6.59	1,929,696.00
4299-9999	ADMINISTRATIVE EXPENSE	288,238.57	311,871.36	23,632.79	7.58	467,807.00
4429-9998	MATERIALS-ORD MAINT	1,719.15	2,666.64	947.49	35.53	4,000.00
4440-9999	CONTRACT COSTS-ORD MAINT	753.13	333.36	-419.77	-125.92	500.00
4579-9999	OTHER GENERAL EXPENSE	79,000.68	57,644.72	-21,355.96	-37.05	86,467.00 1)
4599-9998	OTHER GENERAL, PROP TAX	4,962.73	13,666.72	8,703.99	63.69	20,500.00
4799-9999	HOUSING ASSIST PMTS	359,399.12	460,188.00	100,788.88	21.90	30,293,610.00 2)
7999-9999	TOTAL EXPENSES	1,935,698.53	2,132,834.80	197,136.27	9.24	32,802,580.00
8999-9999	NET PROFIT/LOSS	727,538.26	547,232.64	180,305.62	32.95	820,849.00
	GRANT/SUBSIDY INCOME (voucher)	18,791,308.00	19,735,552.00	29,603,328.00		29,603,328.00
	HOUSING ASSIST PMTS (voucher)	20,251,663.00	19,735,552.00	29,603,328.00		29,603,328.00
	Under funded	(1,460,355.00)	0.00	0.00		0.00 (3)

* Anticipating payment for shortage.

- 1) Insurance is higher due to Workers Compensation audited increase to the premium.
- 2) Mod Rehab has lower than anticipated HAP Payments. This program has reduced because of property owners exit to RAD or other
- 3) HUD funds the HASLC form historical utilization. We are able to request a release of HUD held money, and have submitted for this.

Public Housing (fs400)
 Main Office/Warehouse, Romney, Phillips
Budget Comparison
 Period = Aug 2023

Book = Accrual ; Tree = qtr_bst1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3399-9999 OPERATING INCOME	426,331.31	404,560.00	21,771.31	5.38	606,840.00
3699-9999 OPERATING INCOME OTHER	156,756.63	186,163.36	-29,406.73	-15.80	279,245.00 1)
3899-9999 GRANT/SUBSIDY INCOME	298,507.00	254,927.36	43,579.64	17.09	382,391.00
3999-9999 TOTAL INCOME	881,594.94	845,650.72	35,944.22	4.25	1,268,476.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	471,752.17	480,168.00	8,415.83	1.75	720,252.00
4299-9999 ADMINISTRATIVE EXPENSE	89,522.99	71,914.00	-17,608.99	-24.49	107,871.00 2)
4339-9999 UTILITIES	177,295.42	148,313.28	-28,982.14	-19.54	222,470.00 3)
4419-9998 MAINT/OPER PAYROLL	173,755.95	140,254.00	-33,501.95	-23.89	210,381.00 4)
4429-9998 MATERIALS-ORD MAINT	34,004.02	23,333.36	-10,670.66	-45.73	35,000.00
4440-9999 CONTRACT COSTS-ORD MAINT	190,776.30	144,468.64	-46,307.66	-32.05	216,703.00 5)
4579-9999 OTHER GENERAL EXPENSE	119,669.54	86,636.00	-33,033.54	-38.13	129,954.00 6)
4599-9998 OTHER GENERAL, PROP TAX	180.89	3,066.64	2,885.75	94.10	4,600.00
4610-9999 EXORD EXPENSES	29,885.29	0.00	-29,885.29	N/A	0.00
4799-9999 HOUSING ASSIST PMTS	-170.00	0.00	170.00	N/A	0.00
7999-9999 TOTAL EXPENSES	1,286,672.57	1,098,153.92	-188,518.65	-17.17	1,647,231.00
8999-9999 NET PROFIT/LOSS	-405,077.63	-252,503.20	-152,574.43	-60.42	-378,755.00

- 1) Interest income was overbudgeted due to lower cash balances.
- 2) Computer fees are over due to an allocation error to be corrected.
- 3) Electricity expense has increased across the portfolio.
- 4) Maintenance Payroll is over budget due to the rover team expenses and overtime.
- 5) Expenses high due to unbudgeted meth decontamination expenses, Main Office entry system repairs, Romney flood extraction expenses/repairs, Phillip's sewage backup expenses and fire watch after damaged fire panel. Biohazard cleaning higher than normal due to death.
- 6) PILOT expense is over the anticipated budget due to a correction of method to calculate to include Subsidy rental income.
 Insurance costs are higher from an increase in the Workers Comp expense. A Budget revision will be prepared.

HASLC Homeless Properties (hashhome)
 Cedar Crest, Transitional, Valor Apartments, Freedom Landing & Valor House
Budget Comparison

Period = Aug 2023

Book = Accrual ; Tree = qtr_bdist

	YTD Actual	YTD Budget	Variance	% Var	Annual	
3000-0000	INCOME					
3190-0000	LEASE RENTAL & NONDWELLING RENTS	77,616.00	88,704.00	-11,088.00	-12.50	133,056.00
3399-9999	OPERATING INCOME	1,014,169.13	1,073,200.72	-59,031.59	-5.50	1,609,801.00
3699-9999	OPERATING INCOME OTHER	49,265.63	56,223.92	-6,958.29	-12.38	84,336.00
3899-9999	GRANT/SUBSIDY INCOME	44,070.98	33,076.00	10,994.98	33.24	49,614.00
3999-9999	TOTAL INCOME	1,185,121.74	1,251,204.64	-66,082.90	-5.28	1,876,807.00
4000-0000	EXPENSE					
4112-9999	ADMIN PAYROLL	529,819.05	596,183.92	66,364.87	11.13	894,276.00
4299-9999	ADMINISTRATIVE EXPENSE	123,240.72	106,780.16	-16,460.56	-15.42	160,170.00
4339-9999	UTILITIES	115,344.97	99,442.80	-15,902.17	-15.99	149,164.00
4419-9998	MAINT/OPER PAYROLL	130,009.91	96,316.72	-33,693.19	-34.98	144,475.00 1)
4429-9998	MATERIALS-ORD MAINT	36,463.30	37,150.00	686.70	1.85	55,725.00
4440-9999	CONTRACT COSTS-ORD MAINT	168,321.80	172,453.12	4,131.32	2.40	258,680.00
4579-9999	OTHER GENERAL EXPENSE	62,557.49	71,662.72	9,105.23	12.71	107,494.00
4599-9998	OTHER GENERAL, PROP TAX	7,648.65	3,106.72	-4,541.93	-146.20	4,660.00
4610-9999	EXORD EXPENSES	2,339.00	27,266.72	24,927.72	91.42	40,900.00
4969-9999	FEES/DONATIONS	202.72	0.00	-202.72	N/A	0.00
7999-9999	TOTAL EXPENSES	1,175,947.61	1,210,362.88	34,415.27	2.84	1,815,544.00
8999-9999	NET PROFIT/LOSS	9,174.13	40,841.76	-31,667.63	-77.54	61,263.00

1) Maintenance Payroll is over budget due to the rover team expenses and overtime.

**State Fund (.f5500) (Management Fund)
Budget Comparison**

Period = Aug 2023

Book = Accrual ; Tree = qtr_bst1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3699-9999 OPERATING INCOME OTHER	351,069.89	331,731.36	19,338.53	5.83	497,602.00
3999-9999 TOTAL INCOME	351,069.89	331,731.36	19,338.53	5.83	497,602.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	412,326.92	345,680.00	-66,646.92	-19.28	518,522.00 1)
4299-9999 ADMINISTRATIVE EXPENSE	184,567.36	210,720.00	26,152.64	12.41	316,068.00
4339-9999 UTILITIES	276.90	0.00	-276.90	N/A	0.00
4429-9998 MATERIALS-ORD MAINT	623.03	664.00	40.97	6.17	1,000.00
4440-9999 CONTRACT COSTS-ORD MAINT	2,896.05	904.00	-1,992.05	-220.36	1,362.00
4579-9999 OTHER GENERAL EXPENSE	2,891.03	11,304.00	8,412.97	74.42	16,959.00
4599-9998 OTHER GENERAL, PROP TAX	2,826.39	664.00	-2,162.39	-325.66	1,000.00
7999-9999 TOTAL EXPENSES	606,407.68	569,936.00	-36,471.68	-6.40	854,911.00
8999-9999 NET PROFIT/LOSS	-255,337.79	-238,204.64	-17,133.15	-7.19	-357,309.00

1) Over budget due to increased allocation of development salary and temp staffing.

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Zac Pau'u

Department: Property Management

Item: Key Performance Indicators (KPIs)
August 2023

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

The Property Management Department has developed Key Performance Indicators (KPIs) and associated metrics to monitor performance around essential activities. The below tables detail KPIs and metrics in focus for 553 units Housing Authority Owned properties. They also provide other informational data points to help identify deficiencies and make appropriate corrections. Similar reports have been provided to break out units owned and managed under Housing Assistance Management Enterprise (HAME) and Housing Development Corporation (HDC). Units impacted by extraordinary circumstances such as methamphetamine remediation, flood, or fire that were previously excluded are identified as such in this report. Units impacted by outlying circumstances such as excessive extermination, excessive damage, or death are identified in this report as outliers.

ANALYSIS:

KPI: Average Occupancy for August 2023

Metric: >95% for stabilized properties

Average Occupancy	August
HASLC	91.21

Move-ins	August
HASLC	21

Move-outs	August
HASLC	16

Evictions	August
HASLC	0

Work Orders Completed	August
HASLC	575

Unit Turns Completed	August
HASLC	6

KPI: Average Number of Days Vacant for August 2023

Metric: **Average 20 days** or less

The days vacant are calculated at move-in, calculating the average number of days from move-out to move-in. There were two units that fell under previously excluded for methamphetamine at Valor Apartments and Freedom Landing with an average day vacant of 171. We had one unit with excessive damage that required replacement of the cabinets. All units are tied to veteran referral issues. HUD and the VA are hosting a meeting to discuss these issues on October 17, 2023, and staff will be in attendance.

Days Vacant

	August
HASLC	35

KPI: Tenant Aged Receivables (TARs)

Metric: **4% of Potential Rent** or less.

In the previous month, HASLC had a rolling accounts receivable (AR) balance of \$43,804. We collected \$16,170 resulting in a 37% collection rate. Of this total, \$9,795 remains outstanding for more than 90 days. Approximately 6 tenant accounts are in severe delinquency, with missed payment agreement obligations that may result in eviction. HASLC currently has 10 repayment agreements in effect, all of which were in full compliance through the last month.

For the month of August, the total recurring charges for HASLC-owned properties amounted to \$394,573 with a **10% delinquency** rate. At the close of August, the combined total owed for HASLC properties was \$57,247.

FINANCIAL IMPACT:

AGED RECEIVABLES OWED

Although “payback agreements” reduce current rental collections, they are preventing evictions and subsequent expenses. We continue our dedicated efforts to assist financially impacted residents of COVID-19 in maintaining their housing. By aggressively pursuing emergency financial relief, we have successfully decreased the total owed amount to HASLC by \$665,619. As the Emergency Rental Assistance Program has concluded, we actively seek board-approved repayment agreements and provide tenants with information on available supplementary resources.

ACTION RECOMMENDED:

This report is for information, as an update – no action is needed.

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Jackie Rojas
Department: Section 8

Item: Voucher Leasing and Budget Utilization

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

One of the largest and most important programs at almost every Housing Authority in the U.S. is the Section 8 Program which HUD has renamed the Housing Choice Voucher (HCV) program. There are several types of Voucher Programs at our agency, which includes Tenant-Based, Project-Based and programs targeted at assisting veterans, non-elderly disabled, youth aging out of foster care and families working towards reunification. Through these programs, HASLC houses approximately 6,000 persons and provides rental payments to roughly 1,000 private landlords each month.

FUNDING AND UTILIZATION:

The Voucher Program is tasked with very complex administration by HUD, including difficult funding and utilization formulas. Housing Authorities are awarded an annual “Budget Authority” - the maximum amount of funding to provide rental subsidy through the year for Housing Choice Vouchers. The “Budget Authority” is based on the previous year’s expenditure plus an inflation factor. HA’s are also awarded a certain number of vouchers as described below.

- The number of standard Housing Choice Vouchers allocated to HASLC, also known as Unit Months Available (UMA) is 2,946 in 2023. The annual maximum UMA that may be leased in 2023 is 35,352.
- HASLC’s 2023 Annual Budget Authority is \$30,128,236.

HUD expects each Housing Authority to maximize the number of units leased each year with the maximum utilization of the available budget. If these are not relatively balanced at the end of the year, there are negative impacts for the future of the program.

UPDATE SUMMARY:

The attached data demonstrates Leasing and Budget utilization through the month of July 2023.

- **LEASING:** The total number of units **Leased** in August 2023 is 2,751. The cumulative Voucher utilization is 61.38% of the UMA – ideally it would be 66.67%.
- **BUDGET:** The August 2023 expenditure of **Budget** Authority is \$2,482,033. Cumulatively, this is 64.48% of the 2023 Budget Authority. Target utilization of funding is 66.67%, which would be ideal.
- **We started the year underutilized in both leasing and budget expenditures. We have shown slow but steady growth in both the number of units leased and monthly budget expenditure, which results in being closer to target and meeting HUD’s minimum utilization rate at year-end.**

VOUCHER ACTIVITY:

New vouchers issued in August – 63

Cumulative total of vouchers issued/searching (not yet leased) – 172

New Move-ins completed – 52

Households scheduled through end of September for orientation – 35

MAINSTREAM VOUCHERS

Mainstream Vouchers are tenant-based vouchers that serve households with at least one non-elderly (18-61 years old) person **with a disability** that is transitioning out of institutional settings, at serious risk of institutionalization, is homeless, or at risk of becoming homeless. HASLC partners with the Utah Department of Health and Human Services to provide supportive services to Mainstream households. Funding and financial reporting for Mainstream Vouchers is separate from the regular tenant-based voucher program.

HASLC initially received an award of 35 vouchers in 2018. In 2021 the allocation increased to 121. Due to miscommunication with HUD, it was not apparent that our voucher allocation had increased until late in 2022. We are working closely with our local HUD Representative to ensure these vouchers are utilized as quickly as possible.

Our current leasing and utilization information for this special allocation of Mainstream Vouchers is as shown below:

- 26 Mainstream Vouchers are currently leased out of a possible 121.
- 70 Mainstream Vouchers have been issued to applicants and are searching for housing.
- We continue to process applicant households from the waitlist to determine program eligibility.

CONCLUSION:

We continue to have both budget and unit capacity to house more families on the HCV program, though we are much closer to the maximum budget threshold at which point we will stop leasing.

Staff continue to process applicants from our new waitlist and is prioritizing the issuance of new vouchers especially to “mainstream” applicants noted above. All voucher holders searching for housing are referred to our staff of landlord outreach workers for assistance.

ACTION: Accept report. No vote needed.

Section 8 Leasing and Budget Summary as of August 31, 2023

MONTH	2022 Unit Months Available (UMA)	Actual Units Leased
JANUARY	2,946	2,663
FEBRUARY	2,946	2,672
MARCH	2,946	2,684
APRIL	2,946	2,712
MAY	2,946	2,726
JUNE	2,946	2,748
JULY	2,946	2,743
AUGUST	2,946	2,751
SEPTEMBER	2,946	
OCTOBER	2,946	
NOVEMBER	2,946	
DECEMBER	2,946	
	35,352	21,699

Reporting month target

66.67%

61.38%

MONTH	2023 Budget Authority	ACTUAL HAP EXPENSES
JANUARY	\$ 2,510,686	\$2,413,365
FEBRUARY	\$ 2,510,686	\$2,332,928
MARCH	\$ 2,510,686	\$2,385,205
APRIL	\$ 2,510,686	\$2,436,038
MAY	\$ 2,510,686	\$2,450,249
JUNE	\$ 2,510,686	\$2,443,925
JULY	\$ 2,510,686	\$2,481,821
AUGUST	\$ 2,510,686	\$2,482,033
SEPTEMBER	\$ 2,510,686	
OCTOBER	\$ 2,510,686	
NOVEMBER	\$ 2,510,686	
DECEMBER	\$ 2,510,686	
	\$ 30,128,232	\$ 19,425,564

Reporting month target

66.67%

64.48%

2023 HAP Funds Available

\$30,128,236.00

YTD Target Utilization 66.67%	YTD Actual Utilization of all Funding Available 64.5%
---	---

Housing Authority of Salt Lake City
Staff Report

Report by: Cindy Gust-Jenson and Palmer DePaulis

Department: Commission

Item: Budget Committee Report

September 25, 2023



Housing Authority
of
Salt Lake City

BACKGROUND:

The HASLC's Budget Committee met on September 14, 2023, to review the draft budgets for the Housing Authority, HAME, and HDC. The past committee meetings have included a review of the process and main areas of the budget with an objective of the Budget Committee to have a better understanding of program and property finances, and governing guidelines and regulations (federal, state, and local) that direct the Housing Authority's activities.

The annual budgets guide and authorize expenditure throughout the year as approved by the respective Boards and Commission and are therefore paramount in projecting balanced and responsible spending.

UPDATE:

The Finance staff have held meetings with departments to review properties and programs and staff have fully prepared the draft budgets and overall authority-wide budget. The draft budget was presented to the Budget Committee on September 14th. The Committee was presented with details of the draft FY 2023 budget revenues and expenditures along with anticipated reserve levels by program area and property.

A draft Power Point presentation to envelop additional points and guidance was also shown, prior to presentation to the full board today, in addition to the consolidated budget with comparisons to prior years by revenue and expense line items and a summary of property replacement reserve activity. The committee made recommendations to the presentation. The committee reviewed a note payment due under the HAME entity for the Capitol Homes property land purchase and determined it was in the best interest to restructure the loan by borrowing funds intercompany to pay down rather than the full payment to Zions Bank. This action is to be included in a report for Board Action.

SUMMARY AND NEXT STEPS:

The Committee recommends the respective Boards review the documents presented for approval within the agenda packet.

Housing Authority of Salt Lake City

Staff Report

Report Provided by: Britnee Dabb
Department: Executive

Item: Community Partners Report

September 25, 2023



Housing Authority
of
Salt Lake City

HASLC understands the importance of engaged community partnerships to strengthen the broader community and be seen as the leader in affordable developments and programs. Monthly, various staff work on ways to build and strengthen partnerships. Below are staff efforts to either reach out to initiate or continue to foster partnerships with the organizations or individuals listed below:

- Staff facilitated a booth at the Renter's Resource Fair hosted by **Salt Lake City's Housing Stability Division**, and various organizations such as **NeighborWorks** and the **Disability Law Center** also attended. Our staff assisted renters and spoke with organizations about partnerships.
- A cross-functional team of HASLC staff meets weekly with our software provider, **Yardi**, to implement Rent Café for our voucher and public housing programs. Rent Café will allow us to complete processes, such as recertifications for residents electronically, moving us closer to a paperless agency while increasing customer satisfaction.
- The **State of Utah Department of Homeless Services** – along with most **Housing Authorities in Utah** - held a meeting to discuss areas of importance along with possible ways to increase affordable housing options throughout the State. This was the second of these unprecedented meetings.
- **HandsOn Phoenix** and the **Fidelity** Financial Services company provided 700 backpacks with essential school supplies for households participating in various agency programs. The **Home Depot Foundation** helped formulate these gifts.
- Met with **Utah Office of Homeless Services** representatives, including **Utah Homeless Coordinator** Wayne Niederhauser, to discuss developments and goals of our agency and the State.
- Staff met with **Housing Connect** to discuss closing the combined Section 8 waitlist. This included a joint action plan for communicating information within the community.
- Housing funding and project opportunities were discussed with the **Salt Lake City Corporation Department of Community & Neighborhoods** and staff over several meetings.
- Staff met with **EMG Property Management** leadership on the critical leasing issues at Aster Apartments, involving HUD, several attorneys, and senior staff at HASLC and Brinshore.
- On Thursdays, the staff meets with the **Veteran Community Triage** team of several community partners, such as **Veterans Affairs, Housing Connect, The Road Home, and First Step House.**

- Staff met with **Utah Housing Corporation (UHC)** regarding Low-Income Tax Credits and the housing priorities of the state.
- Staff worked with the Management Portfolio Department for **ALN Apartment Data** to provide updated information on various programs within the agency and properties we own.
- **Alliance House** met with staff to build stronger relationships between the agencies and to launch a new housing development in our community.
- **Veterans Affairs** met with staff to examine better strategies to maximize the use of Veteran Affairs Supportive Housing Vouchers (HUD-VASH) and improve veteran-specific development occupancy levels. The issues are reaching critical levels and other parties such as the Board Chair and DC reps will be brought in by HASLC to assist.
- Met with **Mental Health America Utah** to discuss how our agencies can work together to serve our community.
- Staff was invited to attend a Homeless Round Table to discuss various reasons for homelessness and solutions to assist in housing efforts. Those in attendance included **Salt Lake City Mayor Erin Mendenhall, Salt Lake County Mayor Jenny Wilson, District Attorney Sim Gill, Utah Homeless Coordinator Wayne Niederhauser, Salt Lake Police Chief Brown, the Boyer Group, Internet Properties, Celtic Bank, the Coleman Group** and several other key leaders in these areas.
- Staff have had multiple meetings with **Region VIII HUD** representatives regarding leasing voucher programs, including issues in programs budgeted dollars, voucher number utilization, and shortfall prevention reviews.
- We met with **Senator Blouin**, the State Senator for Utah District 13, and his Legal Assistant to discuss various programs and how HASLC can be a housing resource as needed.
- Staff met a representative from the **Department of Workforce Services** to discuss utilizing funds from the Temporary Assistance for Needy Families (TANF) Block Grant awarded to provide the opportunity to develop and implement creative and innovative strategies to remove families from a cycle of dependency on public assistance and into work.
- Bi-monthly meetings with **Salt Lake City Police Detective Follows**, the Community Liaison Officer from Salt Lake City Police Department, **Cornerstone Residential, Real Property Management Salt Lake City**, were held to review the potential issues that may arise at our developments. This collaboration ensures effective communication and proactive measures to maintain our tenants' safe and secure environment.
- Toured **St. Vincent's Kitchen Academy** and met with **Catholic Community Services** staff to learn more about the Academy program and how to work together in creating self-sufficiency.
- Staff met with **Utah Housing Coalition** at the end of June to discuss programs and ways to work together to meet the community's needs.
- Representatives from **Weigand Homeless Resource Center** met with staff to educate them on our programs and share information on affordable housing options.

- Staff met with **the Workforce Services Division of Child and Family Services (DCFS)** to discuss potential applicants and participants who may no longer qualify for the Family Unification Program. Discussions include waiting list applicants, withdrawals/rejections, and new DCFS Case Managers.
- Staff attended weekly meetings with **Giv Group** to discuss the Atkinson Stacks development.
- Staff met with **Volunteers of America** leadership and case manager teams on a bi-weekly scheduled “Housing Location” meeting. Discussions centered on building a better streamline between the agencies to offer multiple support to clients/customers/applicants and equally developing a better partnership between the agencies.
- Staff met regularly with **Blueline Group** and **First Step House** to track the development of the Stratford House Apartments, where HAME/HASLC is a 20% partner. .
- **First Step House** met with staff to build stronger relationships between the agencies and possible partnerships within our community.
- Our staff met with the **AffordableHousing.com** company to discuss waitlists, potential integration with/updates to the HASLC website, and best practices moving forward.
- Staff meets weekly with the **Real Property Management Wasatch** team to discuss PBV vacancies, needs, and applications for Capitol Home Apartments and others.
- Staff regularly meets with **Salt Lake County’s Coordinated Entry** team with processes/waiting lists for Emergency Housing Vouchers.
- Staff meet with **The Road Home/Men’s Resource Center** team weekly to discuss applications, waitlist, and housing questions.

END OF REPORT

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Daniel Nackerman

Department: Executive

Subject: Executive Director Update

September 25, 2023



Housing Authority
of
Salt Lake City

Following is an outline for discussion of highlighted activities and milestones from the past two months, as well as some emerging issues and projects:

- 1) 9 % Low Income Housing Tax Credit (LIHTC) applications submitted for three (3) new projects at four (4) locations:
 - Atkinson Stacks: 115 Units; 9% Funding for Permanent Supportive Housing (PSH) application is in; GIV primary turn-key consultant; HAME 100% ownership.
 - Sunrise Metro Redevelopment/Refinance: 100 Units; 9% Funding application as preservation in place; GIV primary turn-key consultant; HAME 100% ownership.
 - Pharos: 35 Units: 9% Funding for Permanent Supportive Housing is in place; 100% HAME developer and owner.
 - Book Cliffs: 55 Units; 9% Funding application underway; ETHOS is the major partner.
- 2) Regional Section 8 wait voucher lists closed on September 22, 2023. Dozens of inquiries are still received daily. The large size of the new list will cause false hope and staff inefficiencies, but successful new applicants will be easier to transition into housing.
- 3) Americans With Disabilities Act (ADA) physical improvements at three (3) sites are underway. Work is on budget but somewhat behind schedule. Relocation processes have been very successful to date.
- 4) Many significant obstacles to completing the supply of rent subsidy to 66 households at the new “The Aster” property have been overcome. We are still working with partner Brinshore Development, HUD and several attorneys to re-start the lease-in and voucher payment process.
- 5) The annual agency-wide budget process is winding up and fund balance/cost control will be somewhat challenging in 2024. Rebalancing of resources for more effective results; the funding of trending initiatives’ goals; and new efficiencies that reduce costs in some areas will be undertaken over the next 90 days.
- 6) A new vendor has signed a letter of intent to lease two commercial spaces at the Capitol Homes property. The local, established business will primarily be selling Bubble Tea (Boba).

Thank you for your attention to these important matters and thank you for your voluntary leadership in helping this agency stay innovative and effective.

Housing Authority of Salt Lake City
Staff Report

Report Provided by: Angel Myers
Department: Commission

Item: Upcoming Conferences and Trainings

September 25, 2023



Housing Authority
of
Salt Lake City

CONFERENCES and TRAINING:

Industry trainings and related conferences are available for HASLC Commissioners with most or all expenses paid. Some of the upcoming conferences and training are listed below. Please reach out to Angel at amyers@haslcutah.org to register or to ask any questions.

Public Housing Authorities Directors Association (PHADA)

- January 7-10, 2024, San Diego, CA PHADA's 2024 Commissioners' Conference

NH&RA's Fall Developers Forum

- October 2-3, 2023, Boston, MA Fall Developers Forum

National Association of Housing and Redevelopment Officials (NAHRO)

- October 6-8, 2023, New Orleans, LA 2023 National Conference & Exhibition

Council of Large Public Housing Authorities (CLPHA) (In-Person & Virtual)

- October 26-27, 2023, Washington, D.C. CLPHA Fall Meeting

Office of the State Auditor

- Continuing trainings can be found online at <https://training.auditor.utah.gov>



HOUSING AUTHORITY OF SALT LAKE CITY

Meeting Location: 1776 So. West Temple, Salt Lake City, Utah

11:00 a.m. – 2:00 p.m.

Please call 801-428-0600 for more information

The Housing Authority of Salt Lake City is committed to our Mission:

To provide affordable housing opportunities for our community

2023 Scheduled Board Meeting Dates

Monday, January 30, 2023

Monday, February 27, 2023

Monday, March 27, 2023

Monday, April 24, 2023

Monday, May 22, 2023

Monday, June 26, 2023

Monday, July 31, 2023 (*may be cancelled)

Monday, August 28, 2023

Monday, September 25, 2023

Monday, October 30, 2023

Monday, November 27, 2023

Monday, December 18, 2023 (*may be cancelled)

*No meetings will be held in July and December unless necessary.

E N D O F P A C K A G E