



**COMMISSION MEETING AGENDA**

**Meeting Location: 1776 S West Temple  
Salt Lake City, Utah**

**or Electronic Video or Phone Conference**

**REGULAR MEETING: Monday, October 31st, 2022**

**11:00 am – 2:00 pm**

**WEB OPTIONS:**

**<https://housingauthorityofsaltlakecity.my.webex.com/housingauthorityofsaltlakecity.my/j.php?MTID=mee56eae83d351808b0847c642d7ab653>**

**OR**

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

**Meeting number: 2552 623 0232**

**Password: 1776**

**PHONE OPTION:**

**Dial 1-415-655-0001 Access Code: 2552 623 0232 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**

**Cindy Gust-Jenson, Commission Vice Chair**

**Brenda Koga, Commissioner**

**Bill Davis, Commissioner**

**Amy J. Hawkins, Commissioner**

**Vacant, Resident Commissioner**

**Mike A. Pazzi, 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**

1. Roll Call
2. Public Comment (each participant will be allowed 3 minutes for comment)
3. Motion to Approve HASLC Meeting Minutes of the regular meeting of September 26, 2022 (attached) -- Board Chair / 3 minutes  
*Page 1*
4. Introduction of New Employees (discussion) – Executive Director, Dan Nackerman and Deputy Director, Britnee Dabb / 5 minutes  
*Verbal*
5. **RESOLUTION # 804-2022 APPROVING REVISIONS TO THE TENANT SELECTION PLAN** (attachments) Deputy Director, Zac Pau'u and Senior Housing Analyst, Kelly Walsh / 10 minutes  
*Page 20*
6. **RESOLUTION # 805-2022 RATIFY THE MEMORANDUM OF UNDERSTANDING AND THE RELATED A TEMPORARY SUPPLEMENT TO THE ADMINISTRATIVE PLAN POLICIES FOR THE EMERGENCY HOUSING VOUCHER ADMINISTRATION** (attachments) Deputy Executive Director, Kim Wilford, Director of Section 8, Jackie Rojas, and Senior Housing Analyst, Kelly Walsh/ 20 minutes  
*Page 24*
7. **RESOLUTION # 806-2022 APPROVING NEW PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM** raising subsidy (rent) payments to landlords in most cases. (attachments) Deputy Executive Director, Kim Wilford and Director of Section 8, Jackie Rojas/ 15 minutes  
*Page 72*
8. **AUTHORIZE AWARD OF A CONTRACT TO 'C&B ASPHALT'** for asphalt repairs at identified properties for a maximum cost of \$237,911 (attachments) Deputy Executive Director, Kim Wilford and Deputy Director Zac Pau'u / 10 minutes  
*Page 76*
9. **CONSIDER AND ACCEPT MONTHLY FINANCIAL STATEMENTS** thru September 2022. (attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / 10 minutes  
*Page 91*
10. **AUTHORIZE WRITE-OFFS FOR "BAD DEBT" THROUGH JUNE 2022** (attachments) Executive Director, Daniel Nackerman and Finance Director, Joe Regan /  
*Page 98*
11. **REVIEW AND ACCEPT REPORT ON WAITLIST SYSTEMS IMPROVEMENTS WITHIN HASLC AND RELATED PROPERTIES AND PROGRAMS** (attachments) Deputy Director, Britnee Dabb / 8 minutes  
*Page 103*
12. Reports
  - A) **Key Performance Indicators Report for Property Mgt: Deputy Director, Zac Pau'u**



**B) Voucher Utilization Report: Section 8 Director, Jackie Rojas**

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**C) Executive Director Update: Executive Director, Daniel Nackerman**

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**D) Board Chair Report: Chair, Palmer DePaulis**

*Verbal*

Note: 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

13. Communications

14. Other Business

15. Adjournment

**Housing Authority of Salt Lake City**  
**Staff Report**

Report Provided by: Board Chair  
Department: Commission

**Item: Meeting Minutes of September 26, 2022**

October 31, 2022



**Housing Authority  
of  
Salt Lake City**

**BACKGROUND:**

Review and revise/approve meeting minutes from Open Meeting of September 26, 2022.  
(Attached)

**RECOMMENDATION:**

Approve the meeting minutes of September 26, 2022.

# **DRAFT**

## **HOUSING AUTHORITY OF SALT LAKE CITY** **(HASLC)**

### **REGULAR BOARD MEETING MINUTES**

Housing Authority of Salt Lake City  
Monday, September 26, 2022  
1:07 p.m. – 2:13 p.m.

The Regular Meeting of the Board of Commissioners of the Housing Authority of Salt Lake City was held on Monday, September 26, 2022, from 1:07 p.m. to 2:13 p.m.

#### **Board Members in Attendance**

Palmer DePaulis, Chair  
Cindy Gust-Jenson, Vice Chair  
Bill Davis, Board Member  
Brenda Koga, Board Member  
Dave Mansell, Board Member  
Amy Hawkins, Board Member  
Michael Pazzi, Board Member

#### **Staff in Attendance**

Daniel Nackerman, Executive Director  
Kim Wilford, Deputy Executive Director  
Britnee Dabb, Deputy Director  
Paul Edwards, Agency Attorney  
Jonathan Olson, Vice President, Development  
Jackie Rojas, Director, Section 8  
Zac Pau'u, Deputy Director  
Kelly Walsh, Senior Housing Analyst (via WebEx)  
Angel Myers, Administrative Executive (via WebEx)

#### **Guests**

David Peterson with Anthem Partners (via WebEx)  
Brittany Peterson with Anthem Partners (via WebEx)

#### **Legal Counsel**

Ryan Warburton, Gilmore & Bell



**Chair DePaulis convened the regular meeting of the Housing Authority of Salt Lake City (HASLC) at 1:07 p.m.**

**Roll Call of the Board Members present.**

**PUBLIC COMMENT**

None

**MOTION FOR APPROVAL OF THE HASLC COMMISSION MEETING MINUTES OF THE SPECIAL MEETING OF JULY 11, 2022, AND OF THE REGULAR MEETING OF AUGUST 29, 2022**

The Executive Director has provided each Commissioner with a copy of the written minutes of the special meeting of July 11, 2022, and of the regular meeting of August 29, 2022. The Commissioners acknowledged they had sufficient time to review these minutes.

Board Chair DePaulis called for a motion.

**Motion**

Commissioner Pazzi moved to approve the HASLC Commission Meeting Minutes of the special meeting of July 11, 2022, and of the regular meeting of August 29, 2022. Commissioner Koga seconded the motion. The motion passed unanimously with Board Members Koga, Davis, Gust-Jenson, Mansell, Hawkins, Pazzi and DePaulis voting in favor. There were no objections or abstentions.

**NEW BUSINESS**

**A) RESOLUTION # 801-2022 APPROVING THE 2022 'PUBLIC HOUSING' BUDGET**  
(attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / 5 minutes

*Kim Wilford, Deputy Executive Director and Joe Reagan, Finance Director*

Dan: Thank you, commissioners, this is on page 31 of your package. A reminder that this is just the public housing portion of the budget that we talked about earlier. Again, under your leadership, we have reduced the number of public housing units over the last 10 or 12 years from 1400 units to just,

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2 properties now Romney Plaza and Philips Plaza. As you know, the City Plaza property was redone under different ownership, so this is the budget that gets turned into HUD. We're showing public housing revenue at a \$1,048,876, which is a lot less than the revenue we had last year. That's because City Plaza was not included in this calculation. The operating expenses we're projecting to decrease, but the overall deficit of the public housing program is now projected to be negative \$446,355 and Kim will go into some of the reasons for that they're a little bit convoluted because of our exiting of the public housing properties. With that, there are the operating budget as it gets submitted to HUD, or at least the resolution is attached, it's in HUD format. And with that, we'll answer any questions or if Kim can, by the way the public housing budget, we're in now shows a fairly major deficit as well as projected for the year we're in.

Kim: The current year this page is in your pocket, so you can see it. It's hard to see on the screen, but this shows, some of those variances from year to year. We've taken City Plaza out of the 2022 budget columns, so you have a better comparison of apples to apples. So, our rents and revenues are about the same there's not a lot of change with public housing rents. So, onto expenses it's a lot of the same trends. But what you'll see with public housing and a number of the non-tax credit owned properties. The Housing Authority allocates the overhead costs based on unit in general. And, and prior years we had to back that out of the tax credit properties, and not allocate overhead to both and we made changes to add 3rd party property management. Then the exit of City Plaza, so we're reducing our units that this is allocated across. So, you'll see a higher, slightly higher allocation of overhead type costs. And some of that is salaries, so admin salaries are a little higher. Compared to last year, in addition to the fact we have increased built in. And that utilities again are in the same trend increasing. Maintenance it has increased and that is our day-to-day operations maintenance. The majority of the work done in the public housing properties is covered by the capital fund program and that is not in this operations budget. So we are continuing to do about \$537,000 set aside in the Capitol funds for the current year; that's very conservative.

Cindy: Not being enough or conservative being more than you....

Kim: Conservatively budgeted, we're projecting well I think it will be higher than that, we're doing a lot of work related to ADA or Section 504, accessibility

Cindy: so, the expenses will be higher.

Kim: Yes, yes.



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Cindy: Okay. Yeah. Thank you.

Kim: Yeah. So, the total expenses are a \$1,700,000 and that's increased from last year by \$271,000 the bottom line is a deficit of \$446,000. Last year was 140,000 for the same 2 properties, but inherent in the public housing programs is the HUD housing program issues where we're not funded enough to run the property.

Dan: And most importantly, there reserves to cover that deficit. Their existing reserves that we actually need to spend, or HUD as we get out of these last 2 properties HUD may take.

Kim: Later where we go over the Housing Authority budget, we have the reserves laid out, that will show what we're holding right now as we're trying to exit all of public housing using different tools, we've recently left the City Plaza. We did it Rendon Terrace through RAD. We still have plans to exit these 2 properties, then we will improve these budgets. But we have to spend those funds prior to exiting or they can take those time. In addition, capital fund.

Dan: No, capital fund is a separate grant program that assists these public housing properties.

Cindy: So, there's not really that country if you're running this the way that HUD, expects you to and only using HUD money, you're going to have a deficit, right? It's not that anything we're doing is causing that. It's that's how the program is set up. They Retch it back what they give us.

Kim: Right, they decrease capital fund budgets over the last 10 15 years. They've declined the operating refund has been reduced 82%.

Dan: So that means that HUD lets you calculate how much you need to operate these at 100% of your needs. You prove that then they give you 82% of the money. That's been going on for 10 or 12 years. And on the capital fund, these capital improvements that don't get funded through the grant programs start to accumulate and I forget the backlog of needs across the US; but as you can imagine, as you don't do capital improvements, your maintenance costs start to skyrocket. So, and this is this board was prophetic, and being one of the 1<sup>st</sup> Housing Authorities, 12 or 14 years ago to start to exit the public housing programs, that was very unusual these days. And then we've continued that pattern under your leadership. And it's not fewer units necessarily for us, it's just reconfigured units and different ownerships.

Kim: We're exploring different methods to exit the public housing altogether at the same time, trying to utilize those operating funds to,



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from more improvements in the property as well as large expenditures in our capital funds over the next year.

Palmer: Would it be fair to say that the Federal Government is reducing these contributions as a way to have Housing Authorities move out? In other words, it seems to me, they want to close out public housing as a federal program

Dan: Yeah, they haven't made as much progress; so there used to be about a 1 million and a half public housing unit, as I recall in the US they started a program called Hope 6 to get rid of 100,000 of those units, and then they've started RAD and other ways to exit. I think we're down to about 1.1 million. So, they're not making much progress in that, but I would say the other problem is old public housing is not very sexy to Congress. In other words, new housing. Or additional housing, or housing for homeless attracts a lot more funding than keeping the repairs done on old public housing. We're lucky that these are smaller buildings and not high rises necessarily. There, you know, they've been kept up fairly well compared to a lot of other public housing. So, we can reuse them under different ownership structures. But, no, I think that's just my opinion that's not necessarily accurate.

Palmer: Well, it seems to me too, it's been going on for a long time because they've been reducing their contributions and that's why we're writing deficits; we have to make up that difference. So again, it isn't anything inherently we're doing we don't have the money to fund the program.

Dan: I'll say, you know, one budget item on this as, you know, as we contract out 3rd party property management, we've made a commitment not to necessarily lay people off. We're still reducing our maintenance staff by attrition and that hits this budget a little bit. We're not having that problem in property management staff if anything we're short now, you'll see that improved as we have fewer directly to the staff over time.

Palmer: Okay, and we have reserves to cover this deficit. Is that correct?

Kim: Correct.

Palmer: Okay, any other questions, comments on this, this is a budget that has a hard deadline we have to have into HUD, so unless there's a reason to delay another month to take a motion on this budget today.

Kim: I have on page 43 if you see the reserves of the Housing Authority combined with HAME and HDC, at the end of 2021 we have a \$1,952,898 in reserves.

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And then we're adding the City Plaza funds where we spent dollars to go into the RAD and they were reimbursed by Housing Connect. So, we're adding that in and then the 2022 anticipated losses and 23 anticipated losses to end 23 at a \$1,836,997.

Palmer: Okay.

Dan: Which if we're not careful with HUD takes someday soon.

Palmer: But our goal is to keep exiting public housing, right? So, we can be solvent in that process. Okay, anything else Kim. Okay. Any other questions or comments on that item floor is open for motion.

Okay.

**Motion**

Commissioner Pazzi made the motion to approve **RESOLUTION # 801-2022 APPROVING THE 2022 'PUBLIC HOUSING' BUDGET**. Board member Koga seconded. The motion passed unanimously with Board Members Koga, Davis, Gust-Jenson, Mansell, Hawkins, Pazzi and DePaulis voting in favor. There were no objections or abstentions.

**B) RESOLUTION # 802-2022 APPROVING THE FY2022 CONSOLIDATED BUDGET** (attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / 20 minutes

*Kim Wilford, Deputy Executive Director and Joe Reagan, Finance Director*

Dan: This begins on page, 40 of your board packages. Which is somewhat of a cover letter to, the budget itself, and again, this is our agency wide budget includes pretty much everything. We have now reached the 50-million-dollar mark in, our overall budgets. We're at \$50,759,000 in total budget compared to 2022. Our revenue has increased by 5.6 million our expenses have increased by 5.2 million that's in our projected for 2023. So, we are projecting in the present budget, a surplus or profit you will of \$1,153,000, that doesn't include a whole lot of contributions to our reserves that \$1,000,005. And that's better than what we're projecting for the 2022 net proceeds. As we go through these areas under operating receipts, or revenues, another way to think of operating receipts is revenues. We're projecting increases in rent., we're projecting increases in HAP payments, those are housing assistance payments. That's our payments to landlords. So, HUD's giving us more and we're paying landlords more and we're also trying to have more units, under contract. Operating subsidy is increasing on the revenue side. Investment income is increasing, we're going to do even a better job on that, but we're already projecting a better job. We have other income, which is pretty minor stuff like tenant rents and storage rents and parking garage and then finally management fees on the revenue side.



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This is on the following page 41 at the top. Management fees, or it's on the screen as well. We know receive income by being a managing member of other properties, and those are going up steadily over the last few years as we do more projects. Now, we get to the expenditure part. The administrative salaries are projected to go up. Some of that are the 3 types of additional pay, we offer Cola, Merit and Longevity. Again, these are only budgeted at 6.5 percent for the whole year. We think we may come back for if the economy continues, et cetera. The benefits are projected to increase, Britnee keeps a pretty good tab on these trying to keep our providers from raising rates every year, but we will take a fresh look in 2023. Administrative expenses are up, utilities are up; again, one of the main ones is water. Materials and contract maintenance is down, and this takes a little bit of discussion here. We are planning on actually using a little fewer contractor and a little bit more inside staff not by a whole lot, but by enough to create \$186,000 in savings. Our insurance is almost spot on in fact, it's a slight decrease for past years. I want to compliment Paul for really managing our insurance is very well, and way better than it's been at any time since I've been here and that ends up, of course, reflecting in the bottom line, and also avoiding risk and having few fewer claims, et cetera. Pilot or payment in lieu of taxes is a little bit of a complex issue. Most Housing Authority properties are exempt from taxes, fees, limits and assessments, Ryan, but apparently some of the municipalities still squeak some money out of us. The next page, these are some fairly minor accounts, but collection losses, we're expecting a little less recovery of those; some of that's left over from the COVID pattern of not charging residents. Depreciation you'll see is a much higher expense than ever before. That's because we've added some new properties. Interest, non-routine maintenance decreased. Capital expenditures are increasing on purpose we're to do a little bit more. That principle of course, is reduced because we restructured under your leadership. The debt on 2 or 3 properties this past year. HAP payments are expected to increase by \$4,000,158, rental assistance payments, or HAP that's a good thing. Again, we're getting more money from HUD and we're paying landlords more. Replacement reserve \$372,000, et cetera. So, that kind of highlights the revenues and expenditures in the proposed budget. We also are proud to show some of the operating reserves at the bottom of that page. A \$1,500,000 for HDC, next page, \$1,836,997 for public housing \$9,000,000 in HAME. \$5.6 Million for the Housing Authority itself and the small negative reserve, for Jefferson's circle, which is the only property we have in multifamily, and we've told the board, we're going to try to restructure that and get that into another program. And then finally the Section 8 or housing choice voucher program, we're projecting the reserve of a \$1,080,000. HUD doesn't let you keep very much reserved in that account, or they take it away. I believe it's 3 months of movement.

Bill: Can you talk more about that? Is it saying we need to spend more money?

Dan: HUD's Section 8 funding is very specific for Section 8 and it's based on these complex formulas. Housing authorities can end up with bottle reserve by accident, they end up on the books, they'll have a lot of reserve, so HUD was smart enough to pass something that says, you can only keep so much reserve and then we take the rest if you don't need it.



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It's not really in our bank accounts, it's kind of in HUD's account for us, and, I don't know, Joe might know the number of months.

Joe: It's not months. It's well. It's between 1 and 2 months, period, but they adjusted on a regular basis. They do track what we spend and what we receive and keep it at a certain level.

Kim: But we don't lose that reserve, they just hold it HUD held reserves

Dan: And yeah, and then about once every 5 or 6 years, they snatch nationwide. In fact, that's how Hope 6 got created. They often use it for good causes.

Bill: So, what's the incentive for doing it just to make sure that the funds are out there doing what they're supposed to be doing?

Dan: Yeah, again, this is only in the Section 8 part. So, another thing is, we've talked about this before. As you pull people off waiting lists throughout the year, some people might all need a 1 bedroom, and then the next 10 need a 5 bedroom and then some people have low incomes that need a lot of subsidies. The next family has fairly high income and needs little subsidy. So, you're constantly guessing throughout the year where your money's going to land, and then you can use these reserves if you've miscalculated, or if there's just been by the way, this is on 45-million-dollar program this \$1,000,000. So, it's not much it sounds like a lot. So, this, this represents kind of a summary of the 2023 budget. And there are some differences we've created this little vacancy preparation team, we talked earlier about some of those vacancies' days, being 40 days, instead of 20, et cetera. We're going to try having a little team that floats from vacancy to vacancy instead of kind of doing it with an internal property by property; so, that's kind of a difference. And then to really add to the solid nature of this proposed budget I might remind the board that we haven't really plugged in that 7.5 million roughly from the County of the sale of our property. And then there's also some developer fees from this year we're in that will land somewhere in this budget. With that we have a PowerPoint or Kim, maybe we'll do the PowerPoint for any questions.

Palmer: Which do you prefer, Kim? Okay, let's just run through that. And then we'll open it for discussion.

Kim: This is just an overall outline of the 2023 budget, and this includes HDC properties, HAME and Housing Authority. This is just a snapshot, comparing 2022 to 2023. 2023 is a \$50,759,840 dollar budget, 2022 revenues at \$45,157,197. With the expenses of \$45,029,223 that was of net income \$127,974. 2023 had an increase on both the revenue and the expense side, revenue up to \$50,759,840 expenses to \$49,606,108. With a net residual receipt of \$1,153,732. This includes property reserves, of \$372,310 this year. Some of the things I mentioned earlier, how we allocate our overhead to the property, so with the large impact we were seeing we did, weighted units for

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some areas like tax credits might have more administrative expense and operating time. So, it had a different weight of units. Salary increases are built in, rent increases across the board are modest, but included. And this includes 79 full time positions and 17 part time and those are the particular largely at the homeless programs where we have front desk staff. Decrease contract costs and that's related to utilization of their Rover team to do more of that in house. Bad debit we estimate a 3-year average bad debit band. We are planning to increase our collections, but at least we have maintained the 3 for your average for the budget. Physical improvements, we are increasing a lot of capital improvements across the board and had funding levels. Our budget conservatively utilizing them moving towards flexibilities and public housing funding structure is flawed and has been for some time but moving to work flexibility that we have not budgeted specific items in the budget for those areas, as we have to serve the same number of people, and we have the same amount of funding provided. So, without that historical evidence, at this point, we have budgeted with the same funding and expenditures, and I would say the budget is done conservatively. We've budget revenues on low end and expenses online.

Dan: And the federal process is always behind these programs. So, we, we don't take the optimistic view that the feds are going to get us more money, even though they likely are this year.

Kim: Right.

Dan: Sorry, one more thing moving to work again., there's only 139 agencies that are goanna be in it nationwide. None of them get any more money from HUD. And as Kim says, there's a few statutory things you have to keep like, you can't house less people, you can't house wildly different incomes, but you can create all kinds of efficiencies that save money. As you kind of get rid of the HUD bureaucracy and do things more streamline on a low basis. So, we didn't count on those efficiencies in this budget even though we'll likely receive those.

Kim: And we can bring revisions at that time. This is some highlights of the winners and challenge areas of public housing is the largest deficit in the agency of \$446,000, the central office management fund that is decentralized Housing Authority dollars where we have management fees that go into that pod and sometimes developer fees. Freedom Landing, we wanted to point that out that is the highest loss of the homeless programs at \$37,000 at that property alone. We're on the left you see, the homeless program's overall is performing better than it ever has at \$124,000 surplus. Going forward, transitioning out of the public housing will continue to those efforts. Increasing our collections and utilization of the emergency rent funds from the state will continue, we've increased rent modestly and non-HUD revenue maximizing areas that are not regulated and continuing grants locally, such as the TANF. Increasing leverage, with our firms. Expanding development and then realizing those developers' fees. All-expense paid outsourcing, social services right now we're looking at Sunrise were covering expenses for the case management on site, and trying to find ways to restructure that. And continuing 3rd, property management, that's it's working. But the next 2 have been on this slide or a few years,



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now, we're continuing to work on the improvements in these areas with the maintenance systems and the procurement systems. One new area is inventory management improvement. We want to get closer to using the inventory as purchasing inventory as we're using it; we have a large stock right now. On technology upgrades, and we've been talking about scanners for the inventory specifically as one area. Controlling development, construction costs and Dan you said that Rover team, and we'll reduce the contract costs. We highlight public housing here, we talked about, why do we highlight public housing out of all of our projects? Unfortunately; because of the large deficit that it brings, but also the difficulty with the program, and in our work to get out of the program, we do have reserves to cover. And RAD has some, some of those areas by exiting uh, we'll continue to explore other areas we're looking at a couple of options right now.

Dan: You know, on that public housing budget, without going into the weeds up. Kim made a brilliant discovery about a year and a half ago where, if we have less than 400 units in public housing, we're a lot we get much more flexibility in getting public housing into other areas, so we've specifically stalled the exiting of these 2 properties. We have left to wait for New City Plaza to be disposed of thereby creating a lot more flexibility in how we'd restructure those 2 properties and then to add to that, there's something, we don't know much about called the fair cloth amendment. You may have run across that, which might allow us to recapture some funding in a way from our disposed of public housing in the past to bring forward to help a real estate development deal as an example. I used to rule out about it, but it's been too many years.

Kim: Yeah, we were heading towards one trajectory and this new (can't dictate, low sound) possibility this new exploring that before we go.

Palmer: Okay, thank you Kim and thanks for the slideshow. We kind of summarize it for us.

Brenda: Freedom landing, is it just the nature of the population why, you know we lose money.

Kim: It is the operations, maintenance needed, low rents...

Zac: Struggles with referrals. Recently we're seeing a lot more methamphetamine use over there so their higher security costs. There's bigger challenges with that population over there recently in discussions with the VA, we've identified a much lower acuity population going to be starting to refer seniors. They come with an aprn so other than your higher acuity, more challenging population.

Dan: Something about average personal needs or daily personal needs and the medical term.

Cindy: So, they have a nursing need or medical or medical treatment.

Dan: I think too Jefferson Circle a property from a budget stand sort of 34 or 35 properties that 1 in Jefferson circles, stick out as something we need to heal financially.



Palmer: I just wanted to report to the board that Cindy, and I met the budget committee that we have to go over this in more detail and spend some time in a zoom meeting going through all the weeds, so to speak, but I think we could recommend that. It's a very good budget.

### Motion

Commissioner Davis made the motion to approve **RESOLUTION # 802-2022 APPROVING THE FY2022 CONSOLIDATED BUDGET** Commissioner Pazzi seconded. The motion passed unanimously with Board Members Koga, Davis, Gust-Jenson, Mansell, Hawkins, Pazzi and DePaulis voting in favor. There were no objections or abstentions.

**C) RESOLUTION # 803-2022 APPROVING THE HUD AGENCY ANNUAL PLAN AND MOVING TO WORK SUPPLEMENT FOR 2023 AND AUTHORIZING EXECUTIVE DIRECTOR TO SUBMIT** the related documents including the 5-year plan (attachments) Executive Director, Dan Nackerman and Deputy Executive Director, Kim Wilford, Senior Housing Analyst, Kelly Walsh / 10 minutes

*Kim Wilford, Deputy Executive Director and Kelly Walsh, Senior Housing Analyst*

Dan: This is once a year, all Housing Authorities throughout the US have to compile basic data for their agency, known as the annual PHA plan. The PHA plan includes 6 or 7 things any revisions from the past years especially the things like our, 2 of our administrative plans, and our missions and continued occupancy plan. Any changes are shown there, any new activities. Number 2 for the current following fiscal year number 3 a progress report on our mission and goals. The number 4 details of findings for most recent fiscal year audit. No, findings as you know. Number 5, an approved 5-year action plan for the use of that capital fund grant program that I described to, you. So, we've put in your package and then for us specifically because we're moving to work agency 1 of these 139 agencies. We also have an amendment; moving to work supplement that deals with those activities and wavers that we get through being in that program; you as a board approved those selections of the wavers and activities for now, on August 29th, so those get incorporated into the plan. I wanted to thank Kelly Walsh for really helping us lead that effort in that moving to work. So, there's a description in your package of sort of the successful; TANF, some of the new activities, the demolition disposition Section. 8 of the City Plaza. We did carve out some new provisions for a home ownership program within the agency, along with \$100,000 dollars that the City of Salt Lake gave us for the funding our future program. Kind of an update on project-based vouchers, et cetera. This draft plan was distributed on August 2nd and presented to the resident advisory board that we have, including that the moving to work supplement. We also posted this on our website, emailed it to community-based housing partners and had it in all our common areas throughout the Housing Authority. An advertisement was also published in a local newspaper, from August 10th to August 14th. The public notice of an open

public hearing on September 23rd. And so the comment period was closed of September 23rd this doesn't really have any direct measurable impact on our expenses. That we're recommending the adopted resolution number 803-2022, approving the submission of the 2023 annual PHA plan along with a related MTW supplement, and we would submit those to HUD.

**Motion**

Commissioner Pazzi made the motion to **RESOLUTION # 803-2022 APPROVING THE HUD AGENCY ANNUAL PLAN AND MOVING TO WORK SUPPLEMENT FOR 2023 AND AUTHORIZING EXECUTIVE DIRECTOR TO SUBMIT** Commissioner Koga seconded. The motion passed unanimously with Board Members Koga, Davis, Gust-Jenson, Mansell, Hawkins, Pazzi and DePaulis voting in favor. There were no objections or abstentions.

**D) CONSIDER AND ACCEPT MONTHLY FINANCIAL STATEMENTS** thru August 2022. (attachments) Deputy Executive Director, Kim Wilford and Finance Director, Joe Regan / *10 minutes*

*Kim Wilford, Deputy Executive Director and Joe Reagan, Finance Director*

Dan: This is the whole Housing Authority through August. We have a net residual receipts or income of \$1,000,295 334. That's better than we projected for the budget year we're in, we do point out again that the public housing program has a deficit for the year we're in. This is just a report on our finances to date or through August. There's no, we're recommending the review except report no vote needed.

**Motion**

No motion/Information only

**E) REVIEW AND ACCEPT REPORT ON WAITLIST SYSTEMS IMPROVEMENTS WITHIN HASLC AND RELATED PROPERTIES AND PROGRAMS** (attachments) Deputy Director, Britnee Dabb / *8 minutes*

*Britnee Dabb, Deputy Director*

Dan: Under the leadership of Deputy Director, Britnee Dabb, one of the many things she does, is oversee what we call eligibility or wait list. We realized several months ago that our programs are so complex, and each program has such differing, required methods, getting into the housing.



We're trying to make those of much more customer friendly and this is an update for the staff working on that. And I don't know. Do you want to add anything Britnee?

Britnee: Yeah, I'm just what we showed last time the filtering that the property management team put together to make it filtered to things that people might be available that fits their family size. We're going to be incorporating that throughout the site for the waitlist and how to apply sites to make it easier. And we'll also help our front desk individuals be able to use that while they're talking to someone and show the individual how to filter through. So that's in the process, it will take some time, but that's one of the biggest things we're working on at this time.

**Motion**

No motion/Information Only

**REPORTS**

**A) COMMISSION BUDGET COMMITTEE REPORT**

*Palmer DePaulis, Board Chair*

Palmer: I pretty much gave it already. Cindy, and I met with Dan and Kim and budget people to go through the budget and we're happy to report that the budgets all look good. And the one that had a deficit, the public housing has reserves to cover it and we've already discussed that. So, there's really nothing more to report.

Dan: And we have committed over the next couple budget committee reports to get much more into the staffing and how that impacts the budget. As well, as some propose amendments to the bylaws. That make it a little clearer as to the roles for the board versus the staff. I shouldn't say versus...

**B) KEY PERFORMANCE INDICATOR: PROPERTY MANAGEMENT**

*Zac Pau'u, Deputy Director*

Zac: The metrics and focus for the Housing Authority of Salt Lake City is 553 units. Dan went through and highlighted some of the things that are outlined as metrics. We have the 95% occupancy standard, we're just below that at 91.83. We are at 20 days vacant; we did meet that metric on our days vacant. As previously excluded units, it was 171 days that was a backed-up sewer line which caused massive repairs. Our receivables are charged for the month of August with \$262,000 we've collected \$253,000, meeting our 4% metric on that front. Our total outstanding age receivables for Housing Authority of Salt Lake City is currently at \$130,000. At

the time of this report we have collected from our efforts to receive emergency rental assistance by \$503,000 in ERAP. Total for all 3 entities we have received for rental or conviction prevention is \$1,460,000 dollars.

Palmer: Now, is there a lot left Zac in those funds to collect those rents and...

Zac: I'm not sure what the balance is right now. I know we currently have about \$60,000 dollars and pending applications.

Cindy: And the state just gave the city more money, Friday or so, so that people can continue to apply for that assistance. I don't know the timing. But it's another 5 million dollars total in the city.

Zac: We also just received another \$10,000 dollars from Morgan Stanley CRA funds to assist on fixing retention.

Palmer: Okay. Okay. Good. Thank you

### **C) VOUCHER UTILIZATION REPORT: SECTION 8 DIRECTOR**

*Jackie Rojas, Director Section 8*

Kim: We've been reporting monthly on the voucher utilization of both the vouchers and of the funding levels. In Jackie's report, she's showing we're still slightly over our annual budget of dollars where we're using those funds to increase our lease ups and utilize those reserves that is holding as well. And then added to this report; we've added a section on the emergency housing vouchers.

Dan: Yeah, I might go into this a little bit. The whole country received special allocation through American Rescue Plan Act to help families during COVID they distributed 70,000, emergency housing vouchers, nationwide. We received about 99 of those vouchers in August of 2021. As a result of some complaints that filtered in here, which we mistakenly thought might be kind of slow processing of our entire outreach program; it turns out some of the complaints were from this program, which is relatively small and to be considered, we have about 3,000 vouchers and this would be 99 of those. It took us a while to figure that out, there was some county and even state people involved. And some of this, and we, some other Housing Authorities referred all the 1st tenants; or applicants right away and then we were sort of the 2nd string on the referrals. So that said we took a nice hard look at where we are and we kind of regrouped over the last month or 2, we found out that we've only utilized 59 of the 99 vouchers. But we're well, on our way with 26 more households having vouchers and looking now and 16 or less of applicants still in process. Now, the whole country, by the way has only utilized 46.77% of those 70,000 vouchers,



so, this is kind of a nationwide issue. You hear a lot about it in DC, Britnee was just in DC you know part of that amongst many other things. But I've got to hear some presentations on what the rest of the country is doing to not have this money go away since there's many people who still need vouchers. But we thought it was good to add this to the Section 8 report, and again, this report is just we're looking and accepting it, no vote needed.

Palmer: Are there any questions for Dan?

Cindy: So when we're looking at my numbers every voucher that isn't used is a family or a person or a couple, not having a place to sleep. So, if we add up 40 vouchers for a month, then that's a lot of sleeping nights that are on the street instead of inside and so everything you guys are doing is much appreciated to look at those system improvements and really check at them 1 by 1, which I know you're doing. So that's really, really, really good.

Dan: And we pride ourselves usually have busted through bureaucracies where we have to rely on other agencies. So, we're busting through again, but you're exactly right. In fact, these are emergency housing vouchers, which are supposed to be more streamlined.

Cindy: Yeah. So, and is it okay to say that this would be on our agenda as part of our metrics for a while.

Dan: Sure. In fact, I think I'm goanna predict only predict that this will be solved by our next meeting.

#### **D) EXECUTIVE DIRECTOR UPDATE: E.D.**

*Daniel Nackerman, Executive Director*

Dan: Yes, just quick we just talked about that we received the funding for Stratford apartments. We did issue a request for proposal for audit services for this year just so, you know. If there's any questions on that, we'd be glad to answer. We did finish the Book Cliffs RFP process; we did receive the 9 million from the state. We talked about the construction dispute with Capitol Homes by the way that's a little brighter than I described it; there's some news today on that conflict.

Brenda: Are you going to share that with us?

Dan: Not an open session

BOARD MEETING MINUTES  
HASLC  
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Palmer: We actually are going to have an item on next month's agenda in close session.

Dan: And then last well, near last, we had a major public private project and event that were completed the Home Depot foundation and Home Depot suppliers; completed an unprecedented amount of outdoor improvements at 2 of our properties; Freedom Landing and Sunrise. 625 volunteers led by team Depot. They revamped outdoor areas painted exterior buildings, installed a serenity garden, raised beds, planting trees, built grilling areas, installed custom seating and shade structures, installed new fencing, created dog park and built 50+ dog and cat beds. We've been doing this for 10 years with Home Depot and this is by far the largest by far there was a major event celebrating these improvements was quite excited to see with just dozens well hundreds of people at each of the sites. Our Vice Chair, Cindy Gust-Jensen, helped us celebrate at 1 of the sites. A lot of these volunteers were unpaid Home Depot, and their vendors fly them here, but they actually don't get paid while they're volunteering. So, it's really touching a lot of our tenants while they didn't come outside, always they were visibly touched. By, the way I think they're still on, Brittany from our public relations firm help our Britnee organize this, so, it was really a great function. Great positive thing. Zac had to coordinate all the physical improvements in all the sites and Zac key staff member Bekke Robb really did a great job on this and I don't know if any of you guys, Cindy wants to say anything about it, she got to see it.

Cindy: It was amazing and just one thing to add, is that they also left a \$1,000 dollar check with 1 of our employees to purchase, barbecue, food for their residents, right?

Dan: Yeah. And they did that at the other site as well plus on \$8- or \$9,000-dollar check.

Zac: For whatever we wanted to do; they could cover.

Dan: Yeah, so that's a good example of a private company helping us.

Cindy: And they want to do more.

Dan: Yeah, like, they're coming to finish some of the work with a smaller crew.

Amy: And this got good press coverage too...

Cindy: The regional manager he works out of Park City, but he's, he's the manager for all the area and he's like, if we don't have projects from the city or from you guys, he texts me and sort of nags to say we're here we have money what's the story.

Dan: And that did happen a couple months ago.

Cindy: Yeah. These guys were already planning to come, so that just worked out better, any there available.



Dan: Number 7, the HUD regional office, which is based in Denver are working with Britnee on a marketing package for their office and kind of featuring our properties and programs in there, there's a new regional director there that's kind of through coordination with Britnee Dabb. And then we're also making concerted effort to increase our contractor and supplier participation for minority, business, enterprises, women, business enterprises and to some extent disadvantage business enterprises, we've tried this over the years kind of up and down success. We're going to really focus on it over the next 60 days and we're going to try to make sure it's at least fully compliant, various, and complex regulations and guidelines if not exceeding those. That ends the executive director.

Palmer: Any questions for Dan?

Bill: Yes, you mentioned earlier something about you were goanna say something about the resident board member.

Dan: Oh, yes. Excellent. Yeah, I'm proud to report, I guess we'll see. We have a saying don't announce any wine before it's time, but we realize that the resident input into our programs both from the board level down is not sufficient, so we formed a new committee to improve resident input from all levels and that includes having more of a regular roster of potential resident board members. In fact, that's the 1st, charge of this committee So, even if we do finally get a resident board member, we'll also have a regular system in place to have, you know, fabric for the phase 1, and the same with the rest of the advisory board. The same with the properties themselves. We welcome and really, the last meeting was very refreshing to us to have a lot of residents come here and express their concerns, and that's a wakeup call to that we just need a much more inclusive process for resident input and resident communication not to say we're not in touch with our residents because we're very people-oriented agency, but we think this new committee, Kelly, Brittany, Brian, and Angel. So, we think there'll be a lot better results on all fronts regarding resident involvement.

Palmer: Any other questions for Dan? ,

## **E) BOARD CHAIR REPORT**

*Palmer DePaulis, Board Chair*

okay my report was just going to be verbal, and I just wanted to thank the staff, particularly the budget staff, but I wanted to thank all the staff for everything they are doing. We came out of COVID, as good as we could as well as we could and limping a bit and had to kind of put things back together again. But our staff has really stepped up and everybody is really doing a great job. We always have bumps in the road; there are always hiccups, but our staff provide solutions and

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provides us with great support. So, I just wanted to publicly in this board meeting thank our staff and thanks Angel to you because you had that neck surgery and you're doing well and recovering, and you've zoomed into this meeting to help us I think you had the surgery the same day as last board meeting. So, thank you very much for kind of coming back to work and keeping up with everything. And the 2nd thing I wanted to, thank Cindy for representing us for the Home Depot event; I had another board meeting and couldn't be there at that event but, Cindy stepped in and did a great job. So, thank you very much. And, thanks to all the other board members and that's my verbal report. There's nothing this month for close session, but we will have a close session next month on the Capital Homes issue and also, Cindy, and I are going to meet with Dan. This is the time of the year we kind of look at what we talked about in our budget for staff salaries, and all of that. We're going to meet with Dan and talk through issues for our executive director, and then we will have some closed session information for the board to talk about at the next meeting as well. So, it'll actually be 2 items. Is that right?

Brenda: I was just going to ask the auditor your RFP when does that close?

Kim: The 6th, so next week, we have some response already.

Dan: The background to that is, you might recall that our previous auditor, I'm glad I can say this on the record gave us a finding; a form of finding, we're not doing RFP often enough and this example was his own contract. We hadn't put it out on the street for 9 years. So, that left us an alert and we had to suddenly find a new auditor where a light on piggybacking on some other Utah selection processes, fairly formally to get that on board but our present auditor has never been formally procured. Secondly, our present auditor changed companies and we don't really even have a contract with the company that's community in the company, so we thought it was prudent to put this back out on the street.

Palmer: Okay, any other communications discussions issues?

Cindy: On the auditor; so it's really important that we're clear that the auditor works for the board and so the board, the contract will be chosen really by the board based on the staff recommendation.

Palmer: Yes, thanks for that reminder, Cindy. Okay. I believe we are adjourned. Thank you, everyone.

*The HASLC Meeting adjourned at 2:13 p.m.*

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Palmer DePaulis, Board Chair

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Daniel Nackerman, Executive Director



**Housing Authority of Salt Lake City**  
**Staff Report**

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

**Item: RESOLUTION # 804-2022 Adopt Revisions to the Tenant Selection Plan**

October 31, 2022



Housing Authority  
of  
Salt Lake City

**BACKGROUND:**

The rules and regulations of the Housing Authority of Salt Lake City (HASLC)'s Project Based Rental Assistance (Jefferson Circle) program are determined by the U.S. Department of Housing and Urban Development (HUD), although Public Housing Agencies (PHAs) are afforded choices in the operation of the program which are included in the PHA's Tenant Selection Plan (TSP). The TSP and any updates must be approved by the Board of Commissioners.

**ANALYSIS:**

HASLC makes updates to the TSP as needed. The revisions included in this update are based on recent HUD/Nan McKay guidance, as well as some minor edits for consistency.

The attached chart details required and recommended revisions to each chapter of the TSP. The full TSP is available on HASLC's website under Plans and Reports. Significant revisions include:

- New policies related to electronic applications (e.g., electric signatures, sending electronic forms, etc.)
- Language added related to transfers for medical reasons
- Updates and clarification to policies related to students
- Updates to VAWA Chapter and Emergency Transfer Plan

The TSP revisions have no direct significant impact on existing budgets. Changes are intended to ensure policies are up-to-date, clear, and consistent throughout applicable programs.

**REQUEST/RECOMMENDATION:**

**Adopt Resolution # 804-2022** approving revisions to the Tenant Selection Plan for the Project Based Rental Assistance Program (Jefferson Circle).

RESOLUTION # 804-2022

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF SALT LAKE CITY  
APPROVING CHANGES TO THE TENANT SELECTION PLAN**

**WHEREAS**, the Housing Authority of Salt Lake City had adopted a Tenant Selection Plan governing its Project Based Rental Assistance program (Jefferson Circle); and

**WHEREAS**, the U.S. Department of Housing and Urban Development provisions give Public Housing Agencies the discretion over creating and revising program specific policies; and

**WHEREAS**, the Housing Authority of Salt Lake City wishes to update and clarify existing policies based on new U.S. Department of Housing and Urban Development and industry guidance; and

**NOW THEREFORE** be it resolved that the Board of Commissioners of the Housing Authority of Salt Lake City approves the revisions to the Tenant Selection Plan unless and until further revised through Commission action at a later date.

Passed and approved on this 31<sup>st</sup> day of October 2022.

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Palmer DePaulis, Chair, HASLC

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Daniel Nackerman, Executive Director

Gilmore Bell, PC

APPROVED AS TO FORM:



TSP Changes 9/1/2022	
Chapter/Page Number	Change
Throughout TSP	
Multiple Sections	<ul style="list-style-type: none"> <li>• He/her changed to their</li> <li>• Grammar and punctuation edits</li> </ul>
Introduction	
i-ii	<ul style="list-style-type: none"> <li>• Updated mission to match ACOP/Admin Plan</li> <li>• Minor wording changes for consistency</li> </ul>
1-Non-Discrimination NONE	
2-The Application Process	
2-1 through 2-3	Addition of new sections related to electronic applications: <i>Use of Electronic Signatures and Transmission of Forms, Notices, and Documents</i>
3-Waiting List Procedures NONE	
4-Project Eligibility	
4-1	Addition to what may impact project eligibility: "Whether some or all of the units in the project are layered with other programs and therefore may have different requirements."
5- Program Eligibility	
5-3	Paragraph added to <i>Social Security Numbers</i> that provides guidance for when a family has not disclosed/provided verification of SSN(s)
5-5 through 5-6	Several updates and clarifications made to <i>Students Enrolled in Institutions of Higher Education</i> section including the definition of an "independent student" and additional considerations for when a student is applying for assistance on their own.
6- Screening Criteria	
6-2	"Sole" added to "arrest records will not be used as the sole basis for denial..."
6-6	This sentence removed from <i>Removal of a Family Member's Name from the Application</i> if that family member is denied for background: "In such instances, the head of household must certify that the family member will not be permitted to visit or stay as a guest in the assisted unit."
7-Transfers	
7-3	<i>Transfers for Medical Reasons</i> added to <i>PHA Required Transfers</i>
7-3	Clarified language for when the PHA will consider transfers requested by residents
7-4	"Transfers for Medical Reasons" added to the priority list under <i>Transfer List</i> section

8-The Violence Against Women Act (VAWA)	
8-4	Addition of lease bifurcation language and other clarifying language under <i>Family Breakup and Remaining Member of Family</i> section
8-5	Under <i>Documentation</i> section the following language was added: “although at the PHA’s discretion an oral statement may be accepted”
8-6	Added the following to the PHA policy: “A hearing will be held by a third party with experience in adjudicating domestic violence cases, upon mutual agreement by the PHA and involved parties, within 10 business days of receipt of documentation. Notification of the outcome of the hearing will be provided in writing to the involved parties within 10 business days of the meeting.”
8-7	Added language that evidence related to VAWA should be stored in a secure place outside the individual’s file
8-11 to 8-15	Updated Emergency Transfer Plan based on new guidance
Exhibits	
Ex 4-1	Updated HUD Income Limits based on 2022 numbers



**Housing Authority of Salt Lake City**  
**Staff Report**

Report Provided by: Kim Wilford, Deputy Executive Director, Jackie Rojas, Director of Section 8, and Kelly Walsh, Senior Housing Analyst

**Item: RESOLUTION # 805-2022**  
**Ratify the 2021 Emergency Housing Vouchers Memorandum of Understanding and Related Temporary Policy Supplement to the Administrative Plan**  
**October 31, 2022**



Housing Authority  
of  
Salt Lake City

**BACKGROUND:**

The Emergency Housing Voucher (EHV) program is a tenant-based voucher program funded through the American Rescue Plan Act of 2021. To be eligible for an EHV, the family or individual must be experiencing homelessness; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. The Housing Authority of Salt Lake City (HASLC) was allocated 99 EHV's from the U.S. Department of Housing and Urban Development (HUD) and is currently working towards full utilization of the vouchers.

**ANALYSIS:**

The EHV program requires a partnership with a Continuum of Care (CoC) and/or other organizations for direct referrals and services. Accordingly, HASLC entered into a Memorandum of Understanding (MOU) with the Salt Lake County CoC to implement the EHV program. The MOU was signed by both parties on July 16, 2021 and is attached to this report as an exhibit.

HASLC is also required to update its Administrative Plan for the EHV program. HASLC is recommending the addition of a Temporary Policy Supplement (TPS) to the Administrative Plan that reflects HUD program requirements and includes EHV guidelines related to:

- Funding
- Partnering Agencies
- Waitlist Management
- Family Eligibility
- Housing Search and Leasing
- Use of Funds, Reporting, and Financial Records

The TPS language was provided by Nan McKay, with HASLC-specific updates added where appropriate (noted in the draft in red). HASLC-specific updates include:

- *Permissive Denial*: added that HASLC will not implement permissive prohibitions allowed by the EHV program
- *Self-Certification at Admission*: added that HASLC will first attempt to obtain third-party verification of income before self-certification will be accepted
- *Income Verification at Admission*: added language to allow for MTW flexibility related to reexaminations (once HUD approves HASLC's MTW Supplement)
- *Age and Disability Verification*: added language that self-certification will not be allowed for disabilities and will follow existing HASLC policies
- *Housing Search Assistance*: language added to refer to the MOU, and that HASLC and CoC/partnering

agencies will collaborate on Housing Search Assistance

Both the MOU and Administrative Plan updates must be ratified by the Board of Commissioners.

**REQUEST/RECOMMENDATION:**

**Adopt Resolution # 805-2022** Ratify the 2021 Emergency Housing Vouchers Memorandum of Understanding and Related Temporary Policy Supplement to the Administrative Plan.



RESOLUTION # 805-2022

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF SALT LAKE CITY  
RATIFYING THE 2021 EMERGENCY HOUSING VOUCHERS MEMORANDUM OF  
UNDERSTANDING AND RELATED TEMPORARY POLICY SUPPLEMENT  
TO THE ADMINISTRATIVE PLAN**

**WHEREAS**, the Housing Authority of Salt Lake City was awarded Emergency Housing Vouchers in 2021 from the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the purpose of the Emergency Housing Voucher program is to provide rental assistance and other supportive services to eligible individuals/families who are homeless or at risk of homelessness, fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking, or are recently homeless and in need of an Emergency Housing Voucher to assist with housing stability.

**WHEREAS**, the Housing Authority of Salt Lake City has accepted and was awarded a total of 99 Emergency Housing Vouchers, added to the Annual Contributions Contract effective July 1, 2021; and

**WHEREAS**, the Housing Authority of Salt Lake City has executed a Memorandum of Understanding with the Salt Lake County Continuum of Care to implement an Emergency Housing Voucher program; and

**WHEREAS**, the Salt Lake County Continuum of Care has agreed to establish and implement a system to identify eligible families who meet the criterion for the program through its Coordinated Entry System and refer those individuals to the Housing Authority of Salt Lake City; and

**WHEREAS**, the Housing Authority of Salt Lake City will manage housing related issues, including eligibility for housing assistance, housing inspections, determination of rent reasonableness, and disbursement of housing assistance payments to participating landlords; and

**WHEREAS**, the Housing Authority of Salt Lake City wishes to update the agency's Administrative Plan with a Temporary Policy Supplement for the Emergency Housing Voucher program; and

**NOW THEREFORE** be it resolved that the Board of Commissioners of the Housing Authority of Salt Lake City ratifies:

1. The Memorandum of Understanding between the Housing Authority of Salt Lake City and the Salt Lake County Continuum of Care dated July 12, 2021, and signed on July 16, 2021, and
2. The addition of a Temporary Policy Supplement for the Emergency Housing Voucher program to the Housing Authority of Salt Lake City's Administrative Plan

Passed and approved on this 31<sup>st</sup> day of October 2022.

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Palmer DePaulis, Chair, HASLC

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Daniel Nackerman, Executive Director

Gilmore Bell, PC

APPROVED AS TO FORM:



## **Memorandum of Understanding**

This Memorandum of Understanding (MOU) has been created and entered into on July 12, 2021.

*Housing Connect*

*3595 South Main Street*

*Salt Lake City, UT 84115*

*Housing Authority of Salt Lake City*

*1776 South West Temple*

*Salt Lake City, UT 84115*

*Salt Lake County Continuum of Care*

*2001 South State Street, Suite N4-930*

*Salt Lake City, UT 84190*

### **I. Introduction and Goals**

- The Housing Authority of Salt Lake City (HASLC) and Housing Connect (HC) (referred to together here as PHAs, Public Housing Authorities), and the Salt Lake Continuum of Care (CoC) are committed to administering Emergency Housing Vouchers (EHV's) in accordance with all program requirements.
- These agencies' shared goal is to house eligible individuals and families as rapidly as possible through the EHV's provided. Agencies will work with referring agencies to assist with application and document questions. Referrals will be made to this program via HMIS, from which representatives from CoC and PHAs will prioritize and input clients into Go Section 8 to proceed with PHA eligibility process; this will allow consistent communication with the referring agencies to address individual application issues. Agencies will meet regularly to address ongoing issues and questions.

• Identification of points of contact at agencies who will serve as lead EHV liaisons:

HASLC: Mindy Holman, Deputy Director of Section 8

HC: Ilez Brady, Housing Choice Voucher Director

CoC: Charly Swett, Coordinated Entry Program Manager

## II. Define the populations eligible for EHV assistance to be referred by CoC or other referring agencies.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. Specifically, Individuals and families who have been previously classified as homeless but are not currently homeless as a result of homeless assistance (financial or services), temporary rental assistance or some type of other assistance and where it is determined that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability.

Additional prioritization criteria and processes will be mutually agreed upon and clearly documented.

## III. Services to be provided to eligible EHV families.

- The CoC /referring agencies will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
- The CoC /referring agencies will support PHAs in ensuring appointment notifications are reaching eligible individuals and families, and will assist eligible households with means of getting to meetings with the PHAs.
- PHAs will establish windows of time for EHV applicants to complete intake interviews for EHV.



- The CoC /referring agencies and PHA Landlord Outreach teams will provide housing search assistance for eligible individuals and families.
- The CoC /referring agencies will provide counseling on compliance with rental lease requirements and provide a copy of the Renter's Toolkit to each successful applicant.
- The CoC /referring agencies will assess individuals and families to ascertain if they require referrals for assistance on security deposits, utility hook-up fees, utility deposits and other barrier relief and communicate those needs to PHA staff.
- The CoC /referring agencies will assess and refer individuals and families to appropriate benefits and supportive services, when applicable.

#### IV. PHA Roles and Responsibilities

- Coordinate and consult with the CoC and referring agencies in developing the services and assistance to be offered under the EHV services fee.
- Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System and other referring agencies.
- Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
- Designate a staff to serve as the lead EHV liaison.
- Comply with the provisions of this MOU.

#### V. CoC Roles and Responsibilities

- Designate and maintain a lead EHV liaison to communicate with PHAs.
- Refer eligible individuals and families to PHAs using the community's coordinated entry system.
- Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to PHAs (i.e. self-certifications, birth certificate, social security card, etc.).

- Attend EHV participant briefings when needed.
- Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
- Comply with the provisions of this MOU.

#### VI. Referring Agency (non-CoC) Roles Responsibilities

- Designate and maintain a lead EHV liaison to communicate with PHAs.
- Refer eligible individuals and families to PHAs.
- Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to PHAs (i.e. self-certifications, birth certificate, social security card, etc.).
- Attend EHV participant briefings when needed.
- Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the referring agencies should assure that services are available and accessible.)
- Comply with the provisions of this MOU.

#### VII. Program Evaluation

HASLC, HC, the CoC and all referring agencies agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.



Signed by

*Dan Nackerman*

Jul 16, 2021

Daniel Nackerman  
Housing Authority of Salt Lake City  
Executive Director

Date

*Janice Kimball*

Janice Kimball (Jul 16, 2021 11:05 MDT)

Jul 16, 2021

Janice Kimball  
Housing Connect  
Executive Director

Date

*Katherine Fife*

Jul 16, 2021

Katherine Fife  
Director, Programs and Partnerships  
Coc Designee, Collaborative Applicant

Date

## **Temporary Policy Supplement**

### **EMERGENCY HOUSING VOUCHERS (EHVs)**

#### **INTRODUCTION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.





## **PART I: FUNDING**

### **TPS-I.A. FUNDING OVERVIEW**

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

#### **Housing Assistance Payments (HAP) Funding**

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

#### **Administrative Fee and Funding**

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
  - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
  - This fee may be used for any eligible administrative expenses related to EHVs.
  - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).



- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV's:
  - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
  - Placement fees:
    - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
    - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
    - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
  - Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
  - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
  - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
  - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
  - The amount allocated is \$3,500 for each EHV allocated.

## TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

### PHA Policy

The eligible uses for service fees include:

**Housing search assistance**, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.

**Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.** The PHA may choose to assist the family with some or all these expenses.

**Holding fees** are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

**Security deposit assistance.** The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.



**Utility deposit assistance/utility arrears.** The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.

**Owner recruitment and outreach for EHV's.** The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

**Owner incentive and/or retention payments.** The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.

Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

**Moving expenses (including move-in fees and deposits).** The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

**Tenant-readiness services.** The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

**Essential household items.** The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.

**Renter's insurance if required by the lease.** The PHA may choose to assist the family with some or all this cost.

Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.





## **PART II: PARTNERING AGENCIES**

### **TPS-II.A. CONTINUUM OF CARE (CoC)**

PHAs that accept an allocation of EHV are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV.

#### PHA Policy

The PHA has entered into an MOU with *Salt Lake County Continuum of Care*. See Exhibit TPS-1 for a copy of the MOU.

### **TPS-II.B. OTHER PARTNERING ORGANIZATIONS**

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

### **TPS-II.C. REFERRALS**

#### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

### PHA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the PHA. The CoC or other partnering agency must certify that the EHV applicants they refer to the PHA meet at least one of the four EHV eligibility criteria. The PHA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork. Homeless service providers may, but are not required to, use the certification form found in Exhibit TPS-2 of this chapter. Victim services providers may, but are not required to, use the certification form found in Exhibit TPS-3 of this chapter when identifying eligible families who qualify as victims of human trafficking.

As part of the MOU, the PHA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The PHA liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than five business days from the date the CoC or partnering agency receives this notification, the CoC or partnering agency liaison will provide the PHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.

### **Offers of Assistance with CoC Referral**

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.



## **PART III: WAITING LIST MANAGEMENT**

### **TPS-III. A. HCV WAITING LIST**

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHV's by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

#### PHA Policy

The PHA will post information about the EHV program for families on the PHA's HCV waiting list on their website. The notice will:

- Describe the eligible populations to which EHV's are limited

- Clearly state that the availability of these EHV's is managed through a direct referral process

- Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

### **TPS-III.B. EHV WAITING LIST**

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

### **TPS-III.C. PREFERENCES**

#### **HCV Waiting List Preferences**

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

##### PHA Policy

The PHA does not offer either a homeless or a VAWA preference for the HCV waiting list.

#### **EHV Waiting List Preferences**

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

##### PHA Policy

No local preferences have been established for the EHV waiting list.

## **PART IV: FAMILY ELIGIBILITY**

### **TPS-IV.A. OVERVIEW**

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.



## **TPS-IV.C. PHA SCREENING**

### **Overview**

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

### **Mandatory Denials**

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

#### PHA Policy

While the PHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the PHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

### **Permissive Denial**

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

#### **PHA Policy**

**The PHA will not adopt permissive prohibitions from Notice PIH 2021-15 for the EHV program.**

In compliance with PIH 2021-15, the PHA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.



## **TPS-IV.D. INCOME VERIFICATION AT ADMISSION**

### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

#### PHA Policy

**The PHA will first attempt to obtain third-party documentation of income. If a family is unable to provide third-party documentation, the PHA will allow self-certification of income.**

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

### **Recently Conducted Income Determinations**

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

#### PHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's **regularly scheduled reexamination** the PHA must conduct the **regularly scheduled reexamination** of income as outlined at 24 CFR 982.516, PHA policies in Chapter 11, and **the PHA's HUD-approved MTW Supplement**.

### **EIV Income Validation**

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.



#### **TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION**

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

##### **PHA Policy**

The PHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The PHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **TPS-IV.F. AGE AND DISABILITY VERIFICATION**

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

##### **PHA Policy**

The PHA will accept self-certification of date of birth if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the PHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The PHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth.

**Self-certification of disability will not be accepted and will follow the policies outlined in Chapter 7.**

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.



#### **TPS-IV.G. INCOME TARGETING**

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

##### PHA Policy

The PHA will not include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

## **PART V: HOUSING SEARCH AND LEASING**

### **TPS-V.A. INITIAL VOUCHER TERM**

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

#### PHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

### **TPS-V.B. HOUSING SEARCH ASSISTANCE**

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

### PHA Policy

As identified in the MOU between the PHA and CoC, housing search assistance will be provided to each EHV family.

The PHA and CoC or other partnering agencies will:

- Conduct owner outreach in accordance with policies in Chapter 13
- Provide directions to potential units as part of the EHV briefing packet
- Expedite the EHV leasing process for the family to the extent practicable and in accordance with policies in this chapter
- At least every 30 days, conduct proactive check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date
- Assign a dedicated landlord liaison for EHV voucher families
- Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods
- Provide transportation assistance to potential units
- Assist the family with the completion of rental applications and PHA forms

### **TPS-V.C. HQS PRE-INSPECTIONS**

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

#### PHA Policy

To expedite the leasing process, the PHA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.

The family will be free to select his or her unit.

When a pre-inspected unit is not selected, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required reinspections.



### **TPS-V.D. INITIAL LEASE TERM**

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

### **TPS-V.E. PORTABILITY**

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV's. Exceptions are addressed below.

#### **Nonresident Applicants**

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

#### **Billing and Absorption**

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV's under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV's under its own ACC:
  - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
  - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
  - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

## **Family Briefing**

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

### PHA Policy

In addition to following PHA policy on briefings in Chapter 5, as part of the briefing packet for EHV families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

## **Coordination of Services**

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

### PHA Policy

For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

### **Services Fee**

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

### **Placement Fee/Issuance Reporting Fee**

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuing reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.



## **TPS-V.F. PAYMENT STANDARDS**

### **Payment Standard Schedule**

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
  - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

#### PHA Policy

The PHA will not establish a higher payment standard amount for EHV. The PHA will use the same payment standards for HCV and EHV.

### **Rent Reasonableness**

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

### **Increases in Payment Standards**

The requirement that the PHA apply increased payment standards at the family’s first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change.

#### PHA Policy

The PHA will not establish an alternative policy for increases in the payment standard. PHA policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

#### **TPS-V.G. TERMINATION OF VOUCHERS**

After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.





## **PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.



## **Memorandum of Understanding**

This Memorandum of Understanding (MOU) has been created and entered into on July 12, 2021.

### *Housing Connect*

*3595 South Main Street*

*Salt Lake City, UT 84115*

### *Housing Authority of Salt Lake City*

*1776 South West Temple*

*Salt Lake City, UT 84115*

### *Salt Lake County Continuum of Care*

*2001 South State Street, Suite N4-930*

*Salt Lake City, UT 84190*

## **I. Introduction and Goals**

- The Housing Authority of Salt Lake City (HASLC) and Housing Connect (HC) (referred to together here as PHAs, Public Housing Authorities), and the Salt Lake Continuum of Care (CoC) are committed to administering Emergency Housing Vouchers (EHV's) in accordance with all program requirements.
- These agencies' shared goal is to house eligible individuals and families as rapidly as possible through the EHV's provided. Agencies will work with referring agencies to assist with application and document questions. Referrals will be made to this program via HMIS, from which representatives from CoC and PHAs will prioritize and input clients into Go Section 8 to proceed with PHA eligibility process; this will allow consistent communication with the referring agencies to address individual application issues. Agencies will meet regularly to address ongoing issues and questions.



Identification of points of contact at agencies who will serve as lead EHV liaisons:

HASLC: Mindy Holman, Deputy Director of Section 8

HC: Ilez Brady, Housing Choice Voucher Director

CoC: Charly Swett, Coordinated Entry Program Manager

## II. Define the populations eligible for EHV assistance to be referred by CoC or other referring agencies.

In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. Specifically, Individuals and families who have been previously classified as homeless but are not currently homeless as a result of homeless assistance (financial or services), temporary rental assistance or some type of other assistance and where it is determined that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability.

Additional prioritization criteria and processes will be mutually agreed upon and clearly documented.

## III. Services to be provided to eligible EHV families.

- The CoC /referring agencies will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
- The CoC /referring agencies will support PHAs in ensuring appointment notifications are reaching eligible individuals and families, and will assist eligible households with means of getting to meetings with the PHAs.
- PHAs will establish windows of time for EHV applicants to complete intake interviews for EHV.

- The CoC /referring agencies and PHA Landlord Outreach teams will provide housing search assistance for eligible individuals and families.
- The CoC /referring agencies will provide counseling on compliance with rental lease requirements and provide a copy of the Renter's Toolkit to each successful applicant.
- The CoC /referring agencies will assess individuals and families to ascertain if they require referrals for assistance on security deposits, utility hook-up fees, utility deposits and other barrier relief and communicate those needs to PHA staff.
- The CoC /referring agencies will assess and refer individuals and families to appropriate benefits and supportive services, when applicable.

#### IV. PHA Roles and Responsibilities

- Coordinate and consult with the CoC and referring agencies in developing the services and assistance to be offered under the EHV services fee.
- Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System and other referring agencies.
- Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
- Designate a staff to serve as the lead EHV liaison.
- Comply with the provisions of this MOU.

#### V. CoC Roles and Responsibilities

- Designate and maintain a lead EHV liaison to communicate with PHAs.
- Refer eligible individuals and families to PHAs using the community's coordinated entry system.
- Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to PHAs (i.e. self-certifications, birth certificate, social security card, etc.).

- Attend EHV participant briefings when needed.
- Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
- Comply with the provisions of this MOU.

#### VI. Referring Agency (non-CoC) Roles Responsibilities

- Designate and maintain a lead EHV liaison to communicate with PHAs.
- Refer eligible individuals and families to PHAs.
- Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to PHAs (i.e. self-certifications, birth certificate, social security card, etc.).
- Attend EHV participant briefings when needed.
- Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the referring agencies should assure that services are available and accessible.)
- Comply with the provisions of this MOU.

#### VII. Program Evaluation

HASLC, HC, the CoC and all referring agencies agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.



Signed by

*Dan Nackerman*

Jul 16, 2021

Daniel Nackerman  
Housing Authority of Salt Lake City  
Executive Director

Date

*Janice Kimball*

Janice Kimball (Jul 16, 2021 11:05 MDT)

Jul 16, 2021

Janice Kimball  
Housing Connect  
Executive Director

Date

*Katherine Fife*

Jul 16, 2021

Katherine Fife  
Director, Programs and Partnerships  
Coc Designee, Collaborative Applicant

Date

**Exhibit TPS-2: HOMELESS PROVIDER'S CERTIFICATION**

***Attachment 3 of Notice PIH 2021-15 Example of a Homeless Provider's Certification***

**Emergency Housing Voucher (EHV)**

**HOMELESS CERTIFICATION**

EHV Applicant Name: \_\_\_\_\_

☐ Household without dependent children (complete one form for each adult in the household)

☐ Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

**This is to certify that the above named individual or household meets the following criteria based on the check mark, other indicated information, and signature indicating their current living situation-**

**Check only one box and complete only that section**

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**Living Situation: place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)**

☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or camp ground.

Description of current living situation:

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Homeless Street Outreach Program

Name: \_\_\_\_\_

*This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.*

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Living Situation: Emergency Shelter**

☐ The person(s) named above is/are currently living in (or, if currently in hospital or other institution, was living in immediately prior to hospital/institution admission) a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name: \_\_\_\_\_

*This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g., newly established Emergency Shelter).*

Authorized Agency Representative Signature: \_\_\_\_\_ Date  
: \_\_\_\_\_

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**Living Situation: Recently Homeless**

☐ The person(s) named above is/are currently receiving financial and supportive services for persons who are homeless. Loss of such assistance would result in a return to homelessness (ex. Households in Rapid Rehousing Programs, residents of Permanent Supportive Housing Programs participating in Moving On, etc.)

Authorized Agency Representative Signature: \_\_\_\_\_

*This referring agency must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory.*

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

☐ emergency shelter OR ☐ a place unfit for human habitation

Authorized Agency Representative Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



**Exhibit TPS-3: EXAMPLE OF A VICTIM SERVICES PROVIDER'S CERTIFICATION**

***Attachment 4 of Notice PIH 2021-15: Example of a Victim Services Provider's Certification***

**Emergency Housing Voucher (EHV)**

**SAMPLE HUMAN TRAFFICKING CERTIFICATION**

**Purpose of Form:**

The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other Federally-funded social service programs available to assist victims in rebuilding their lives.

**Use of This Optional Form:**

In response to this request, the service provider may complete this form and submit it to the Public Housing Agency (PHA) to certify eligibility for EHV assistance.

**Confidentiality:** All information provided to the service provider concerning the incident(s) of human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of the PHA will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

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**TO BE COMPLETED ON BEHALF OF HUMAN TRAFFICKING SURVIVOR**

EHV Applicant Name: \_\_\_\_\_

**This is to certify that the above named individual or household meets the definition for persons who are fleeing or attempting to flee human trafficking under section 107(b) of the Trafficking Victims Protection Act of 2000.**

Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:

\_\_\_\_\_

\_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual(s) named above is/has been a victim of human trafficking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

**Authorized Agency Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Housing Authority of Salt Lake City

## Staff Report

Report Provided by: Jackie Rojas  
Department: Section 8

Project Name: **Resolution # 806-2022 Payment Standards & Fair Market Rents**

Date: October 31, 2022



Housing Authority  
of  
Salt Lake City

### **BACKGROUND/DESCRIPTION:**

Every year HUD sets new Fair Market Rents (FMR), which are used by Housing Authorities (HA's) as a baseline to develop 'payment standards' in the Housing Choice Voucher Program. Payment standards are the local maximum subsidy a housing authority may pay on behalf of an assisted family. Housing Authorities are required to conduct an annual review of its payment standard schedule and amend it as needed to ensure that the payment standards remain within the basic range (90 percent to 110 percent of the new FMR). However, in certain circumstances HA's can exceed 110 % and many agencies have done so in the past year or two.

The Housing Authority then pays these amounts to local landlords as a maximum. The HA also performs a "rent reasonableness review" in which rental units in the area are reviewed as comparable ensuring the HASLC does not pay more or less than is justified. This review considers condition, location, and amenities of the unit.

The HASLC utilizes the FMRs published by HUD for the Salt Lake County, Utah area. In addition to ensuring the Housing Authority pays appropriate rent, HASLC has the duty of Affirmatively Furthering Fair Housing, providing opportunity for racial and economic integration, which can be impacted by rent structures. HASLC Payment Standards were last updated through an annual review effective January 1, 2022.

PHA's monitor the adequacy of its payment standards throughout the year and must consider the availability of suitable vacant units with rents below the payment standards and time it takes to locate housing. There continues to be a lack of available units in Salt Lake County with rents below our current payment standards, particularly in areas with low concentrations of poor and minority families. The time for voucher holders to find units has steadily increased and more families are requesting extensions on their vouchers. On average, it is taking voucher holders 60+ days to locate housing.

HASLC staff therefore analyzed market conditions and recommends that Payment Standards be increased for all unit sizes to keep up with the local market and to ensure *choice* for residents. The recommendation for this review will result in Payment Standards ranging from



95% of FMR to a maximum of 110%. For comparison, the recommended Payment Standards will match Housing Connect Payment Standards for one-bedroom, two-bedroom and three-bedroom units. We assist the highest number of vouchers in these bedroom sizes, and it provides consistency for landlords in the community. Studio, four, five and six-bedroom Payment Standards all increased due to limited available units in market and to increase movement into choice neighborhoods.

#### **FINANCIAL IMPLICATIONS:**

An increase to payment standards has the potential to significantly increase Housing Assistance Payment (HAP) (subsidy to landlords) expense. We are currently under-leased and have the budget capacity to allow an increase to HAP, although several variables influence the outcome.

- Moves: All Housing Choice Voucher households (new and existing participants) searching for rental units will be given the increased payment standards. This will assist households in obtaining a rental unit in less time and outside of concentrated poverty areas.
- Rent Increase Requests: Unit subsidy may increase only if a landlord requests a rent increase, and the increase is approved by HASLC. The number of increases is not predictable with each request subject to a “rent reasonableness review” described above.
- Family Income: Depending on household circumstances, approved rent increases may result in an increase to the family share and not the HAP.
- All annual recertifications effective November 1, 2022, and on will be affected by the new payment standards. If a rent increase is not requested by a landlord and the client stays in their current unit, the tenant portion would potentially decrease and the HASLC portion will increase.

#### **STAFF RECOMMENDATION:**

Adopt Resolution # 806-2022 approving local Payment Standards for the Housing Choice Voucher (Section 8) Program effective November 1, 2022.

Overall, by the end of 2023, your PUC will increase by \$11.00  
Program-Wide PUC Change from Current

	2022	Per Unit Cost	2023	Per Unit Cost
January	0		1.1	\$828
February	0		1.0	\$829
March	0		1.3	\$831
April	0		1.1	\$832
May	0		0.0	\$832
June	0		1.0	\$833
July	0		0.0	\$833
August	0		1.0	\$834
September	0		0.0	\$834
October	0	\$824	0.0	\$834
November	3.4	\$827	1.1	\$835
December	0.0	\$827	0.0	\$835

### Housing Choice Voucher Payment Standard Analysis Summary:

Number of Current Clients	184	963	735	477	149	111	18
Bedroom size	0	1	2	3	4	5	6
Current Payment Standard \$	896	1223	1459	1843	1963	2257	2552
10% minimum market increase	986	1345	1605	2027	2159	2483	2807
Rent.com Market Trends Report	1526	1409	1771	2138			
Housing Connect	946	1383	1654	2164	2193	2389	2747
HUD FMR	1051	1258	1504	2061	2308	2654	3000
Suggested PS*** \$	986	1383	1654	2164	2308	2483	2807
Suggested to HUD FMR	94%	110%	110%	105%	100%	94%	94%
\$ change from previous PS	+90	+160	+195	+321	+345	+226	+255

RESOLUTION 806 -2022

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF SALT LAKE CITY  
APPROVING THE HUD FY2023 PAYMENT STANDARDS**

**WHEREAS**, each year all Housing Authorities must consider and publish adjustments to its 'Payment Standards' in response to annual Fair Market Rents published annually by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the Housing Authority of Salt Lake City has analyzed the FY2023 Fair Market Rates and made adjustments to be effective November 1, 2022;

**NOW THEREFORE** be it resolved that the Board of Commissioners of the Housing Authority of Salt Lake City approves the HUD FY2023 Payment Standards unless and until further revised through Commission action at a later date.

Passed and approved on this 31st day of October 2022.

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Palmer DePaulis, Chair, HASLC

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Daniel Nackerman, Executive Director

Gilmore Bell, LLP

APPROVED AS TO FORM:

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**Housing Authority of Salt Lake City**  
**Staff Report**

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

**Item: Authorize Award of a Contract for Asphalt Repairs at  
Identified Properties at a Maximum Cost of \$237,911**

October 31, 2022



Housing Authority  
of  
Salt Lake City

**BACKGROUND:**

As part of an insurance evaluation, it was found that asphalt repairs were required at many sites to lessen the possibility of trip hazards. During the refinancing of Cambridge Cove, our lender identified additional asphalt work, for which funds were set aside as part of the refinancing holdback. There have been funds budgeted for this in the property 5-year plan. It has been determined that parking lot asphalt replacement and repairs are required at the locations listed below.

**Identified Properties for Asphalt Repairs:**

HASLC	HAME
Freedom Landing 1900 West North Temple	Sunrise Metro 580 South 500 West
Canterbury Apartments 1841 West Morton	660 South 400 East
Jefferson Circle 1750 South Jefferson Circle	771 South 200 East
Cambridge Cove 1754 West 1300 North	Pacific Properties 1457 West Pacific Ave
	Redwood 257 North Redwood Road

The scope of the proposed work includes, but is not limited to, the following:

- Saw cut and remove the existing asphalt paving in the area as designated in the contract's maps.
- Re-compact the existing base material to 95 % compaction.
- Proof roll and perform compaction testing to identify unsatisfactory areas of base material that does not reach the 95% compaction requirement.
- Rework and/or replace existing base material as necessary to achieve the required compaction.
- Grade and prepare the base material for the application of the new asphalt pavement.
- Install new 3" asphalt pavement in accordance with the contract estimate and specification.
- Hot Pour Asphalt Crack Seal. Including blowing debris from the cracks. Seal all cracks 1/8" or bigger.
- All excavated material, debris, and waste shall be removed from properties and disposed of in an approved landfill.
- Parking Lot Striping, marking of Handicap Stalls and Numbering of Parking Stalls at identified properties.
- Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.

**PROCESS:**

Invitation for Bid (IFB) No. 22-008 was placed on both the Utah Public Procurement website (U3P) and the HASLC website, procurement home page on August 26, 2022. U3P automatically contacted 22 different firms as part of that process. On September 1, 2022, contractors had the opportunity to visit the site, review the proposed work, and ask any necessary questions during a site visit facilitated by the staff. The site visit was attended by one contractor. Questions about the IFB were due on September 6, 2022. C&B Asphalt was the only group to submit questions which were answered promptly. Bidding closed on September 12, 2022.

**ANALYSIS:**

C&B Asphalt submitted one bid that was full and competent in response to the IFB. Totaling \$237,911, it was determined that the IFB response was complete and in accordance with industry norms, which was also affirmed by the updated Independent Cost Estimate (ICE) for the project. They provided references from Plain City, Weber County, Northrup Grumman, and Kobalt Black. The HASLC is requesting a sole-source contract as the pricing is within industry norms and only one bid was received in response to an IFB.

**FINANCIAL IMPACT:**

The budget for the property's 5 Year Capital Expenditures includes sufficient funds for repairs for the majority of the properties with the following exceptions: 771, Jefferson Circle and Redwood. Staff are requesting the utilization of replacement reserves to complete the work necessary in the amount of \$71,346.

**RECOMMENDATION:**

Staff recommends and requests that the Board authorize the sole source award of a contract to C&B Asphalt to complete asphalt repairs at identified properties at an amount not to exceed \$237,911.





## Justification For Non-Competitive Procurement

**FORM#**  
FM.PR.0001  
**Rev:**  
B

Poor planning or lack of planning is not justification for emergency or sole-source procurements (a reserve vendor should be procured via IFB and placed on retainer for these situations). The justification, to be included in the procurement file, should include the following information:

**1. Description of the unique circumstances or requirement that requires a non-competitive purchase:**  
HASLC has identified the need for Capital Parking Lot Asphalt Repairs at Nine properties.

**2. History of prior purchases with this vendor and their nature (competitive vs. non-competitive):**  
NONE

**3. The reason for a non-competitive proposal is:**

- ☐ Sole-source vendor (only one vendor is authorized or licensed to provide items or services - must provide documentation)
- ☒ **Single source vendor (solicits offers from multiple sources but receives only one submission)**
- ☐ Emergency\* (see below)

**4. Description of the efforts made to find competitive sources (i.e.: advertisement, trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.):**

An Invitation for Bid (IFB) was issued to seek competitive bids from qualified providers to provide asphalt repairs at identified properties. Staff posted our IFB solicitation on U3P (Utah Public Procurement place) and posted on HASLC Procurement home page on, with submissions due September 12, 2022. Staff conducted a site visit on September 1, 2022, that allowed contractors the opportunity to visit the site, review the work requested and ask question if needed. One contractor attended the site visit.

**5. Statement as to efforts that will be taken in the future to promote competition for the requirement:**

Continue to post on U3P (Utah Public Procurement place) and on the HASLC Procurement home page. **Additional efforts to reach local firms directly will be made, for all future procurement efforts.**

Requestor Signature

Date

Finance Director Signature

Date

Evan L. Smith

Print Your Name (Requestor)

\*An **emergency** exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the HA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency.





*Utah Unified Certification Program*  
Certifies that:

*C & B Striping*

*Has successfully satisfied 49 CFR Part 26 criteria for  
continued certification as a disadvantaged owned business in the:*

*Disadvantaged Business Enterprise  
Program*

*Certificate Expires: 05-18-2023*

*Judy Romrell*

Judy Romrell - UUCP CERTIFYING OFFICIAL

Excerpts



Invitation for Bid  
Parking Lot Asphalt Repairs

PROCUREMENT AND CONTRACT DOCUMENTS

**Parking Lot Asphalt Repairs**

**Invitation for Bid**

**IFB # 22-008**

1776 S. West Temple

Salt Lake City, UT 84115

Housing Authority of Salt Lake City

[www.haslcutah.org](http://www.haslcutah.org)

**Date**

**August 26, 2022**

Invitation for Bid  
Parking Lot Asphalt Repairs**Table of Contents**

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Submitting Your Bid	4
Scope of Service	7
Service Location(s)	11 & 12
Submission Requirements	8
Evaluation Criteria	11

**ATTACHMENTS**

Exhibit A	Cost Form / Bid
Exhibit B	Contact Information Form
Exhibit C	Client Reference
Exhibit D	Bid Form
Exhibit E	Certification Regarding Debarment or Suspension
Exhibit F	HUD Form 5369 A Instructions to Bidders
Exhibit G	HUD 4010
Exhibit H	Section 3 General Information
Exhibit I	Section 3 Clause and Section 3 Statement HUD 24 CFR PART 135



Invitation for Bid  
Parking Lot Asphalt Repairs

**INVITATION FOR BID**  
**Parking Lot Asphalt Repairs**

**TIMELINE**

Release of IFB	08/26/2022
Site Visit	09/01/2022 Start 9:00 AM Canterbury
Questions Due	09/06/2022 by 4:00pm MST
Submittals Due	09/12/2022 by 4:00pm MST
IFB Contact	Mark Edwards 1776 South West Temple Salt Lake City, UT 84115 <a href="mailto:purchasing@haslcutah.org">purchasing@haslcutah.org</a> 801-428-0578

**Issued By:**  
**Housing Authority of Salt Lake City**  
1776 S. West Temple  
Salt Lake City, Utah 84115  
[www.haslcutah.org](http://www.haslcutah.org)

**PURPOSE**

The purpose of this Invitation for Bid (“IFB”) is to solicit proposals and ultimately enter into a contract between the Housing Authority of Salt Lake City (“HASLC”) and a qualified, licensed, and insured Contractor to provide Parking lot asphalt replacement and repairs at HASLC’s residential housing properties as listed to include all applicable services listed on the attached Scope of Service. The contract will be for an initial term appropriate with an NTE ( Not To Exceed amount) to repair the parking lot asphalt as listed **Minority, Women, and Veteran owned businesses are encouraged to apply.**

This IFB is designed to provide interested firms with sufficient basic information to submit proposals that meet the stated minimum requirements. It is not, however, intended to limit a contractor’s content or exclude any relevant or essential data. Contractors are at liberty, and are encouraged, to expand upon the Scope of Service and the specifications of this IFB prior to submitting their Bid.

The project consists of Parking lot Asphalt repairs at all HASLC’s properties listed within the scope of work (maps of estimated footage will be included). The contract scope is outlined in the Scope of Service and is available through the HASLC website ([www.haslcutah.org](http://www.haslcutah.org)) and the Utah Division of Purchasing and General Services ([www.purchasing.utah.gov](http://www.purchasing.utah.gov)).

The successful Contractor has and/or will comply with all applicable local, state, and federal laws and requirements.

Invitation for Bid  
Parking Lot Asphalt Repairs**SCOPE OF SERVICE**

- A. The Contractor: Shall provide all labor, supervision, tools, transportation, equipment, and materials necessary to repair sections of parking lot asphalt for HASLC properties as listed.
- B. The Work: The work shall include, but shall not be limited to the following (not necessarily in the order indicated):
1. Survey, evaluate, determine, and verify the existing conditions within the designated work area. Verify the locations of all existing underground utilities.\
  2. Important note: The road repair work is located on the properties parking lot. Work closely with property managers to coordinate traffic and move residents' vehicles if necessary. Prepare the site, traffic signage, and secure the area from public access for the duration of work.
  3. Saw cut and remove the existing asphalt paving in the area as designated in the contract's maps.
  4. Re-compact the existing base material to 95 % compaction. Proof roll and perform compaction testing to identify unsatisfactory areas of base material that does not reach the 95% compaction requirement. Rework and /or replace existing base material as necessary to achieve the required compaction.
  5. Grade and prepare the base material for the application of the new asphalt pavement.
  6. Install new 3" asphalt pavement in accordance with the contract estimate and specification.
  7. Hot Pour Asphalt Crack Seal. Including blowing debris from the cracks. Seal all cracks 1/8" or bigger.
  8. HASLC shall verify the new asphalt drains properly and contains no bird baths or unacceptable Workmanship prior to final acceptance.
  9. All excavated material, debris, and waste shall be removed from properties and disposed of in an approved landfill.
  10. Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.
- C. Time of Completion: The project shall be completed within 30 calendar days after contract award.
- D. Code Compliance: All work shall be performed in accordance with National, State and Local Codes.
- E. Contractor Quality Control: The Job Site Superintendent will review estimated scope of work and inspect the quality of work performed.
- F. Details: Attached property maps with location of needed repairs.



Invitation for Bid  
Parking Lot Asphalt Repairs

### 6. Insurance Review

The above insurance requirements are subject to periodic review by HASLC. HASLC's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HASLC. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HASLC, inflation, or any other item reasonably related to HASLC's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

### **IFB EVALUATION**

The Procurement and Contracts Manager along with HASLC Executive staff will evaluate the Bid for an all-embracing and Best Value Bid.

Under no circumstances may any member of HASLC or any staff member (other than the contact specified) be contacted during the Bid evaluation process, by any entity that has submitted a response to this IFB. Failure to comply with this request will result in disqualification.

### **SITE VISIT**

A site visit is highly recommended to give contractors an opportunity to review, measure and ask questions. Contractors may visit the site prior to the scheduled visit if needed.

Site visit will be conducted by Procurement and Facilities mgmt.

Site Visit Schedule	Thursday 09-01-22		
Canterbury Apt.	1841 W Morton Drive	9:00 AM	9:30 AM
Cambridge	1754 W. 1300 N	9:45 AM	10:15 AM
Redwood Road	257 N. Redwood Road	10:30 AM	11:00 AM
Pacific Ave.	1457 W. Pacific Ave	11:15 AM	11:30 AM
Pacific Heights	1420-1464 W. 500 S	11:45 AM	12:15 PM
Freedom Landing	1900 W. North Temple	1:00 PM	1:30 PM
Central City (640)	640 S. 400 E.	1:45 PM	2:10 PM
771	771 S. 200 E.	2:15 PM	2:40 PM
Jefferson Circle	1750 S. Jefferson Circle	3:00 pm	3:30 PM



Invitation for Bid  
Parking Lot Asphalt Repairs

### Exhibit A - Cost Form

NAME OF CONTRACTOR C&B Asphalt DATE 9/11/2022

To: Housing Authority of Salt Lake City  
1776 S West Temple  
Salt Lake City, Utah 84115

The undersigned, responsive to the "**Invitation for Bid IFB # 22-008** for the **Parking Lot Asphalt Repair** propose fee at the price stated below. This price is to cover all expenses incurred in performing the Scope of Services as outlined in our bid of which this is a part:

I/We acknowledge receipt of the following Addenda: N/A

We have listed the following information (if applicable) for your convenience in responding to this IFB. If the Contractor needs to add additional line items or information to better respond to the IFB, please attach to this document. If no additional forms have been attached, it will be understood that the costs listed below are for the scope of services within the Contractors Proposal.

Property	Address	R&R Asphalt 3"	Crack Seal	Slurry Coat	Striping	Total / Property
640 S	640 S 400 E	\$ 15,402.50	\$ 2,640.00		\$ 750.00	\$ 18,792.50
771 S	771 S 200 E	\$ 22,575.00	\$ 2,100.00			\$ 24,675.00
FREEDOM LANDING	1900 N West Temple	\$ 14,896.00	\$ 3,354.00			\$ 18,250.00
REDWOOD ROAD	257 N Redwood Road	\$ 29,808.00	\$ 8,880.00			\$ 38,688.00
CANTERBURY	1841 W Morton Drive	\$ 33,539.25	\$ 7,380.00			\$ 40,919.25
Pacific Properties	1457 W Pacific Ave.					
	1420-1464 W 500 S	\$ 21,819.50	\$ 6,225.00			\$ 28,044.50
ROMNEY PLAZA	475 E 900 S	\$ 31,378.00	\$ 2,100.00		\$ 2,054.00	\$ 35,532.00
JEFFERSON CIRCLE	1750 S Jefferson Circle	\$ 27,680.00	\$ 2,137.50	\$ 4,026.00	\$ 990.00	\$ 34,833.50
CAMBRIDGE	1754 W 1300 N		\$ 13,050.00	\$ 12,760.00	\$ 2,750.00	\$ 28,560.00
Aggregate Total Cost						\$ 268,294.75

Invitation for Bid  
Parking Lot Asphalt Repairs

Please submit products brand / style / mix that will be used on this project.

Asphalt Paving Mix	<u>1/2" APWA 58-28 15% RAP</u>
Prime Coat	<u>N/A</u>
Tack Coat	<u>CSS1H</u>
Road Base Material	<u>Commerical Roadbase</u>
Crack Seal	<u>Crafco - 34202 Parking lot sealant</u>
Slurry Seal	<u>Sealmaster - Masterseal</u>
Striping Paint	<u>Sherwin Williams - STFS 5626</u>

The undersigned Contractor's License Number for Utah is 9429801-5501.

Type of Organization:

Corporation

(Corporation, partnership, Individual, etc.)

C&B Asphalt

Name of Contractor

PO Box 31

Brigham City, UT 84302

Address

Jace Willson

Authorized Signature

Invitation for Bid  
Parking Lot Asphalt Repairs**Exhibit B – Contact Information Form**

To: Mark Edwards,  
Procurement  
Phone : 801-428-0578  
Email : [purchasing@haslcutah.org](mailto:purchasing@haslcutah.org)

This document is to acknowledge that we are in receipt of IFB # 22-008 Parking Lot Asphalt Repair and have noted our intention to bid.

Vendor Name: C&B Asphalt

Address: PO Box 31 Brigham City, UT 84302

Contact/Title: Jace Willson, Senior Estimator

Phone: 801-721-1944

Fax: \_\_\_\_\_

Email: Jace@cbstriping.com

**I PLAN TO SUBMIT A BID.**

- ☒ Yes, I will be submitting a bid.  
☐ Maybe, I need to research and get more information (contact HASLC-information listed above)

**NO BID.** Indicate *any* of the following. We:

- ☐ Do **NOT** desire to be retained on the vendor list.  
☐ Desire to be retained on the vendor list, but decline to bid based on the following:  
☐ Cannot comply with specifications/scope of work, Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Cannot meet delivery requirements, Explain: \_\_\_\_\_  
\_\_\_\_\_  
☐ Do not regularly provide this type of product/service  
☐ Other, Explain: \_\_\_\_\_  
☐ Please update my information as listed above.

**HOW YOU FOUND OUT ABOUT THE BID.** Indicate *any* of the following. We:

- ☐ Checked the agency website  
☐ Received notice by fax or e-mail  
☐ Newspaper Ad, please list paper: \_\_\_\_\_  
☒ Other, Explain: Scquest/ U3P



**Exhibit C – Client Reference****CURRENT CLIENT REFERENCES (REQUIRED) – IFB# HASLC21-022-008**

Company	Plain City Corporation
Address	4160 W 2200 N
City, ST, Zip	Plain City
Fax/Phone/Email	(801) 603-2055
Contact Name/Title	Dan Schuler, Public works
Type of Engagement	Contractor
Company	Weber County
Address	2380 Washington Blvd
City, ST, Zip	Ogden, UT, 84401
Fax/Phone/Email	(801)399-8144
Contact Name/Title	Joe Hadley, Public works
Type of Engagement	Contractor
Company	Northrup Grumman
Address	SR-83
City, ST, Zip	Tremonton, UT 84337
Fax/Phone/Email	(435) 230-4374
Contact Name/Title	Brent Johnson, Facilities Maintenance
Type of Engagement	Contractor
Company	Kobalt Black
Address	1325 W 2200 S
City, ST, Zip	West Valley City, UT 84119
Fax/Phone/Email	(801) 875-8795
Contact Name/Title	Chris Reynard, Project Manager
Type of Engagement	Contractor
Bidder's Company Name	C&B Asphalt
Legal Structure (corp./partner/proprietor)	Corporation
Principle Office Address	PO Box 31
City, ST, Zip	Brigham City, UT 84302
Phone Number & Fax Numbers	(435)730-6876 Or (801)721-1944
Email	Jace@cbstriping.com
Federal Employer Identification Number	46-2638169
Title of Person Authorized to Sign	Senior Estimator
Print Name of Person Authorized to Sign	Jace Willson
Date Signed and Authorized Signature	9/11/2022 <i>Jace Willson</i>

Invitation for Bid  
Parking Lot Asphalt Repairs**Exhibit D – Bid Form**Vendor Name: C&B Asphalt

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith.
2. In submitting this Bid, it is understood that the right is reserved by the Housing Authority of Salt Lake City to reject any and all bids. If written notice of the acceptance of this Bid is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**Date September 11, 2022PO Box 31

(Official Address)

Brigham City, UT 843029429801-5501

(Contractors State License Number)

C&B Asphalt

(Company Name)

Jace Willson

(By)

Senior Estimator

(Title)

(801)721-1944

(Telephone Number)

Invitation for Bid  
Parking Lot Asphalt Repairs**BID Form**

HASLC wishes to enter into contract. Please complete the following form and include with your Bid. (Form can be typed or handwritten.)

**NAME of VENDOR:** C&B Asphalt

**CONTACT PERSON for BILLING:**

Christian Torres

**EMAIL of BILLING CONTACT:** Christian@cbstriping.com

**PHONE NUMBER of BILLING CONTACT:**

(435)730-6876

**BILLING ADDRESS:** PO Box 31 Brigham City, UT 84302

**TAX IDENTIFICATION NUMBER (TIN):**

46-2638169

**CONTACT PERSON for ONSITE WORK:**

Jace Willson

**ONSITE CONTACT PHONE NUMBER:**

(801)721-1944

**PRICING:**

HASLC will enter into a fixed price contract (Stipulated Sum). Please provide a total cost estimate as an attachment to this sheet, to establish a maximum amount for reimbursement. The contractor (prime) cannot exceed the maximum without a HASLC-approved modification. For federal regulations on fixed price contracts, please see FAR subpart 16.201.

With the total cost estimate, please include an itemized listing of anticipated costs, including materials, labor, overhead and profit, with each listed separately.



**Housing Authority of Salt Lake City**  
**Staff Report**

Report Provided by: Joe Regan  
Department: Finance

**Item: Fiscal Year 2022 Financial Statements thru September**

Date: October 31, 2022



Housing Authority  
of  
Salt Lake City

**BACKGROUND AND METRICS:**

For transparency and clarity purposes HASLC staff has regrouped the financial reports to break out our two nonprofits, Housing Assistance Management Enterprise (HAME) and Housing Development Corporation (HDC). This provides the opportunity to analyze the performance in each.

Staff will continue to provide the rollup of all properties and programs in the Housing Authority consolidated report, in addition to the segregated Public Housing, Homeless Properties, Housing Authority Owned, Section 8 and the Management Fund.

The Housing Authority of Salt Lake City consolidated financial reports show a solid financial position through September, realizing **net residual receipts (income) of \$1,441,400** on year-to-date revenues for all programs/properties of \$36,126,675 and expenses of \$34,685,275.

HASLC's "Authority-Owned" properties realized a net residual income of \$351,519, and the voucher programs realized net residual income of \$254,643.

Our "Public Housing" properties saw a net deficit of (\$244,155) however that is less than the projected deficit of (\$310,750) and the agency will utilize program reserves to cover this budgeted deficit. This deficit is also inclusive of the reduced rent revenue from the sale of City Plaza.

Our Housing Authority Homeless properties had a net income of \$93,576, which is over the annual budget projections of \$26,422. The HASLC Management Fund is at a \$(152,462) deficit, which is slightly more than the anticipated shortfall of (\$143,783).

The attached financial statements show the comparison to the 2022 budget revision approved by the Board in September 2022. Variances greater than 15% and \$20,000 are noted for cause.

Agency wide Methamphetamine remediation costs have increased, resulting in increases to maintenance contract costs but also increases income under maintenance charges. This will also result in higher bad debt write offs in the future. Utility rates have recently increased over the anticipated levels. Interest expense and legal costs have increased due to refinancing debt.

**ANALYSIS:**

A summary of operating revenues and expenses for the period of January through the end of September FY22 financials are detailed in the subsequent pages. **As an agency, our overall income and expenses remain relatively on track with budgetary estimates.**

*Operating costs exclude depreciation, amortization, and prior year adjustments.*

**RECOMMENDATION:**

Review and accept report. No vote needed.

Only use for reports (All-302)

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bis1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-0000					
INCOME					
3190-0000					
LEASE RENTAL & NONDWELLING RENTS	124,616	144,494	-19,878	-14	192,656
3399-9999					
OPERATING INCOME	11,204,956	11,172,325	32,631	0	14,896,411
3499-9999					
DONATIONS	12,500	0	12,500	N/A	0
3699-9999					
OPERATING INCOME OTHER	1,129,811	1,013,687	116,124	11	1,351,415
3899-9999					
GRANT/SUBSIDY INCOME	23,654,792	21,487,721	2,167,071	10	28,650,270
3999-9999					
TOTAL INCOME	36,126,675	33,818,227	2,308,448	7	45,090,752
4000-0000					
EXPENSE					
4112-9999					
ADMIN PAYROLL	4,957,831	5,281,903	324,071	6	7,042,412
4299-9999					
ADMINISTRATIVE EXPENSE	1,958,209	1,906,848	-51,361	-3	2,542,152
4339-9999					
UTILITIES	1,139,862	1,007,170	-132,692	-13	1,342,783
4419-9998					
MAINT/OPER PAYROLL	998,989	949,250	-49,739	-5	1,265,600
4429-9998					
MATERIALS-ORD MAINT	422,850	433,243	10,393	2	577,627
4440-9999					
CONTRACT COSTS-ORD MAINT	1,745,619	1,480,123	-265,497	-18	1,973,448 1)
4579-9999					
OTHER GENERAL EXPENSE	896,547	790,257	-106,291	-13	1,053,607
4589-9999					
INTEREST EXPENSE	897,509	753,792	-143,717	-19	1,005,040 2)
4599-9998					
OTHER GENERAL, PROP TAX	356,947	214,157	-142,790	-67	285,510 3)
4610-9999					
EXORD EXPENSES	332,460	522,142	189,681	36	696,173 4)
4629-9999					
CASUALTY LOSSES	24,093	0	-24,093	N/A	0
4799-9999					
HOUSING ASSIST PMTS	20,927,422	18,688,459	-2,238,963	-12	24,917,934
4969-9999					
FEES/DONATIONS	23,104	0	-23,104	N/A	0
6099-9999					
TOTAL PRIOR YR ADJ	-59,857	0	59,857	N/A	0
7529-9999					
EQUIPMENT REPLACEMENT	57,677	155,625	97,948	63	207,500
7540-0199					
LABOR-PROP BTR/ADN	6,012	13,877	7,865	57	18,500
7999-9999					
TOTAL EXPENSES	34,685,275	32,196,843	-2,488,431	-8	42,928,286
8999-9999					
NET PROFIT/LOSS	1,441,400	1,621,384	-179,983	-11	2,162,466

- 1) Over due to increased spending on vacant units and higher than anticipated meth remediation costs.
- 2) Cambridge Cove and JSA properties refinanced with new debt. Higher interest than previously budgeted.
- 3) Cambridge Cove refinancing costs.
- 4) Deferred maintenance items. City Plaza Capital Fund Rad payment to Housing Connect.

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bisi1

	YTD Actual	YTD Budget	Variance	% Var	Annual
3000-0000 INCOME					
3190-0000 LEASE RENTAL & NONDWELLING RENTS	12,921.00	30,752.00	-17,831.00	-57.98	41,000.00
3399-9999 OPERATING INCOME	2,528,842.89	2,523,280.94	5,561.95	0.22	3,364,372.00
3699-9999 OPERATING INCOME OTHER	67,589.06	66,478.97	1,110.09	1.67	88,604.00
3999-9999 TOTAL INCOME	2,609,352.95	2,620,511.91	-11,158.96	-0.43	3,493,976.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	314,656.42	306,475.00	-8,181.42	-2.67	408,618.00
4299-9999 ADMINISTRATIVE EXPENSE	330,059.01	299,413.06	-30,645.95	-10.24	399,178.00
4339-9999 UTILITIES	237,635.68	182,195.00	-55,440.68	-30.43	242,896.00 1)
4419-9998 MAINT/OPER PAYROLL	163,367.37	163,376.00	8.63	0.01	217,819.00
4429-9998 MATERIALS-ORD MAINT	90,491.45	94,808.03	4,316.58	4.55	126,406.00
4440-9999 CONTRACT COSTS-ORD MAINT	394,952.33	380,590.12	-14,362.21	-3.77	507,449.00
4579-9999 OTHER GENERAL EXPENSE	134,401.37	115,243.00	-19,158.37	-16.62	153,639.00
4589-9999 INTEREST EXPENSE	265,404.83	199,610.00	-65,794.83	-32.96	266,145.00 2)
4599-9998 OTHER GENERAL, PROP TAX	106,392.59	53,301.78	-53,090.81	-99.60	71,069.00 3)
4610-9999 EXORD EXPENSES	125,620.63	81,752.97	-43,867.66	-53.66	109,000.00 4)
4969-9999 FEES/DONATIONS	2,792.56	0.00	-2,792.56	N/A	0.00
6099-9999 TOTAL PRIOR YR ADJ	31,422.09	0.00	-31,422.09	N/A	0.00
7529-9999 EQUIPMENT REPLACEMENT	54,625.00	146,625.03	92,000.03	62.75	195,500.00
7540-0199 LABOR-PROP BTR/ADN	6,012.39	0.00	-6,012.39	N/A	0.00
7999-9999 TOTAL EXPENSES	2,257,833.72	2,023,389.99	-234,443.73	-11.59	2,697,719.00
8999-9999 NET PROFIT/LOSS	351,519.23	597,121.92	-245,602.69	-41.13	796,257.00

1) Utility rates have increased dramatically from anticipated.

2) Cambridge interest higher from refinace.

3) Cambridge Cove refinancing costs.

4) Jefferson Circle Disaster Company expenses.



Voucher Properties for Qtr Rpts (voucher)

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bis1

	PTD Actual	PTD Budget	Variance	% Var	Annual
3399-9999 OPERATING INCOME	849	0	849	N/A	0
3699-9999 OPERATING INCOME OTHER	34,681	7,026	27,655	394	9,370 1)
3899-9999 GRANT/SUBSIDY INCOME	1,915,529	1,777,146	138,383	8	27,103,926
3999-9999 TOTAL INCOME	1,951,059	1,784,172	166,887	9	27,113,296
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	1,343,559	1,326,201	-17,358	-1	1,768,255
4299-9999 ADMINISTRATIVE EXPENSE	243,736	316,702	72,966	23	422,250 2)
4429-9998 MATERIALS-ORD MAINT	21,623	0	-21,623	N/A	0
4440-9999 CONTRACT COSTS-ORD MAINT	4,510	7,275	2,765	38	9,696
4579-9999 OTHER GENERAL EXPENSE	63,170	106,348	43,178	41	141,794 3)
4599-9998 OTHER GENERAL, PROP TAX	19,817	7,878	-11,939	-152	10,500
7999-9999 TOTAL EXPENSES	1,696,415	1,764,404	67,988	4	2,352,495
8999-9999 NET PROFIT/LOSS	254,643	19,765	234,879	12	26,398
3802-6000 ANL CNTRB EARNED-S8 HAP	20,676,629	18,550,806	-2,125,823	-11	24,734,403
4799-9999 HOUSING ASSIST PMTS	20,676,629	18,550,810	-2,125,819	-11	24,734,403
	0	-4	-4	0	0

\*Anticipating payment for shortage.

- 1) - PY correction for legal fees.  
 2) - Underbudget in travel training and other misc. sundry accounts.  
 3) - Bad Debt budget increase for upcoming write offs.

Public Housing (.fs400)

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bis1

	PTD Actual	PTD Budget	Variance	% Var	Annual
3000-0000					
INCOME					
3190-0000					
LEASE RENTAL & NONDWELLING RENTS	9,300.00	13,950.00	-4,650.00	-33.33	18,600.00
3399-9999					
OPERATING INCOME	787,600.35	791,252.00	-3,651.65	-0.46	1,055,000.00
3699-9999					
OPERATING INCOME OTHER	76,665.24	54,220.00	22,445.24	41.40	72,280.00 1)
3899-9999					
GRANT/SUBSIDY INCOME	484,296.00	496,516.00	-12,220.00	-2.46	662,020.00
3999-9999					
TOTAL INCOME	1,357,861.59	1,355,938.00	1,923.59	0.14	1,807,900.00
4000-0000					
EXPENSE					
4112-9999					
ADMIN PAYROLL	636,678.96	688,307.00	51,628.04	7.50	917,730.00
4299-9999					
ADMINISTRATIVE EXPENSE	107,928.44	88,633.00	-19,295.44	-21.77	118,148.00
4339-9999					
UTILITIES	173,939.38	258,867.00	84,927.62	32.81	345,150.00 2)
4419-9998					
MAINT/OPER PAYROLL	234,764.52	257,789.00	23,024.48	8.93	343,714.00
4429-9998					
MATERIALS-ORD MAINT	25,459.83	33,154.00	7,694.17	23.21	44,200.00
4440-9999					
CONTRACT COSTS-ORD MAINT	189,531.50	180,887.03	-8,644.47	-4.78	241,174.00
4579-9999					
OTHER GENERAL EXPENSE	163,984.88	153,049.00	-10,935.88	-7.15	204,055.00
4599-9998					
OTHER GENERAL, PROP TAX	55,320.38	6,002.00	-49,318.38	-821.70	8,000.00 3)
4610-9999					
EXORD EXPENSES	6,515.08	0.00	-6,515.08	N/A	0.00
4629-9999					
CASUALTY LOSSES	5,500.00	0.00	-5,500.00	N/A	0.00
6099-9999					
TOTAL PRIOR YR ADJ	2,394.42	0.00	-2,394.42	N/A	0.00
7999-9999					
TOTAL EXPENSES	1,602,017.39	1,666,688.03	64,670.64	3.88	2,222,171.00
8999-9999					
NET PROFIT/LOSS	-244,155.80	-310,750.03	66,594.23	21.43	-414,271.00

1) Higher meth and damage charges to tenants and higher interest earnings than budgeted.

2) City Plaza included in the budgeted amount for the entire year.

3) This is an error that will be corrected in the year end financial statements.

HASLC Homeless Properties for Qtr Rpts (haslhomeless)

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bis1

	PTD Actual	PTD Budget	Variance	% Var	Annual
3000-0000					
INCOME					
3190-0000	99,792.00	99,792.00	0.00	0.00	133,056.00
LEASE RENTAL & NONDWELLING RENTS					
3399-9999	1,058,461.68	1,157,914.00	-99,452.32	-8.59	1,543,882.00
OPERATING INCOME					
3699-9999	26,916.66	10,060.00	16,856.66	167.56	13,375.00
OPERATING INCOME OTHER					
3899-9999	54,613.23	52,299.00	2,314.23	4.42	69,730.00
GRANT/SUBSIDY INCOME					
3999-9999	1,239,783.57	1,320,065.00	-80,281.43	-6.08	1,760,043.00
TOTAL INCOME					
4000-0000					
EXPENSE					
4112-9999	510,479.06	545,615.00	35,135.94	6.44	727,467.00
ADMIN PAYROLL					
4299-9999	97,530.79	190,847.72	93,316.93	48.90	254,407.00 1)
ADMINISTRATIVE EXPENSE					
4339-9999	73,744.91	77,233.00	3,488.09	4.52	102,952.00
UTILITIES					
4419-9998	134,228.04	98,148.00	-36,080.04	-36.76	130,852.00 2)
MAINT/OPER PAYROLL					
4429-9998	34,307.10	42,256.00	7,948.90	18.81	56,335.00
MATERIALS-ORD MAINT					
4440-9999	176,021.52	136,152.72	-39,868.80	-29.28	181,533.00 3)
CONTRACT COSTS-ORD MAINT					
4579-9999	85,420.43	79,347.00	-6,073.43	-7.65	105,782.00
OTHER GENERAL EXPENSE					
4599-9998	3,781.37	2,693.00	-1,088.37	-40.41	3,585.00
OTHER GENERAL, PROP TAX					
4610-9999	30,473.11	112,351.00	81,877.89	72.88	149,800.00 4)
EXORD EXPENSES					
4969-9999	221.40	0.00	-221.40	N/A	0.00
FEES/DONATIONS					
7529-9999	0.00	9,000.00	9,000.00	100.00	12,000.00
EQUIPMENT REPLACEMENT					
7999-9999	1,146,207.73	1,293,643.44	147,435.71	11.40	1,724,713.00
TOTAL EXPENSES					
8999-9999	93,575.84	26,421.56	67,154.28	254.16	35,330.00
NET PROFIT/LOSS					

1) Freedom no longer paying management fee to 500 for loans.

2) Valor House over budget on maintenance payroll.

3) Meth clean up expenses. Freedom over on contract costs (flooring and unit turns).

4) Deferred maintenance items.



State Fund (.fs500) Management Fund

**Budget Comparison**

Period = Jan 2022-Sep 2022

Book = Accrual ; Tree = qtr\_bis1

	PTD Actual	PTD Budget	Variance	% Var	Annual
3699-9999 OPERATING INCOME OTHER	416,121.44	442,166.00	-26,044.56	-5.89	589,547.00
3999-9999 TOTAL INCOME	416,121.44	442,166.00	-26,044.56	-5.89	589,547.00
4000-0000 EXPENSE					
4112-9999 ADMIN PAYROLL	419,952.54	322,243.00	-97,709.54	-30.32	429,652.00 1)
4299-9999 ADMINISTRATIVE EXPENSE	245,265.54	236,478.75	-8,786.79	-3.72	315,297.00
4339-9999 UTILITIES	376.34	0.00	-376.34	N/A	0.00
4429-9998 MATERIALS-ORD MAINT	2,202.17	225.00	-1,977.17	-878.74	300.00
4440-9999 CONTRACT COSTS-ORD MAINT	1,998.58	9,458.00	7,459.42	78.87	12,606.00
4579-9999 OTHER GENERAL EXPENSE	201.69	12,720.00	12,518.31	98.41	16,959.00
4589-9999 INTEREST EXPENSE	0.00	3,249.00	3,249.00	100.00	4,331.00
4599-9998 OTHER GENERAL, PROP TAX	41,828.92	1,575.00	-40,253.92	-2,555.80	2,100.00 2)
6099-9999 TOTAL PRIOR YR ADJ	-143,242.48	0.00	143,242.48	N/A	0.00
7999-9999 TOTAL EXPENSES	568,583.30	585,948.75	17,365.45	2.96	781,245.00
8999-9999 NET PROFIT/LOSS	-152,461.86	-143,782.75	-8,679.11	-6.04	-191,698.00

1) Salary and benefits over budget and temporary staff expenses.

2) HOPWA expenses over grant award coded to 500.

# Housing Authority of Salt Lake City

## Staff Report

Report Provided by: Deputy Executive Director, Kim Wilford and  
Finance Director, Joe Regan  
Department: Finance

### Item: Account Reconciliation (Write-Offs) Through June 2022

October 31, 2022



Housing Authority  
of  
Salt Lake City

#### BACKGROUND:

The Housing Authority of Salt Lake City (HASLC) conducted a reconciliation of our uncollected receivables or 'bad debt' to book in the 1st Quarter of Fiscal Year 2022 which includes all past due accounts 90 days or older through *June 30, 2022*. HASLC usually incurs this debt when a tenant or participant leaves one the many HASLC programs owing a balance. The debt may arise from excessive damage to a unit, unpaid rent, legal costs, or unreported income. There are also instances where a property owner is overpaid rental assistance payments and has not repaid the amount.

#### ANALYSIS:

The bad debt write-off process has been audited internally and past due accounts were found from prior years that have not been written off in error. Note that this scenario happened last year as well, and measures have now been taken to ensure the issue is solved. Staff have therefore included these debts in the current report and now show the bad debt write-off process corrected and up to date through June 30, 2022.

HASLC shows bad debt to be written off through June 30, 2022, of \$117,011.10. The debt is largely comprised of vacated unpaid rent and unpaid damage charges. The charges related to the write off are categorized below:

	<b>Total</b>	HAME	HASLC	HDC
Rent	\$35,958.88	\$9,347.05	\$25,308.10	\$1,303.73
Maintenance	\$76,618.13	\$44,762.96	\$29,193.17	\$2,662.00
Legal	\$2,438.97	\$1,765.00	\$673.97	\$0.00
Section 8	\$1,349.12	\$0.00	\$1,349.12	\$0.00
Other	<u>\$646.00</u>	<u>\$60.00</u>	<u>\$526.00</u>	<u>\$60.00</u>
<b>Total</b>	<b>\$117,011.10</b>	<b>\$55,935.01</b>	<b>\$57,050.36</b>	<b>\$4,025.73</b>

#### FINANCIAL IMPLICATIONS:

Staff are recommending a write-off amount of \$117,011.10, which is high due to \$70,664 in Methamphetamine decontamination write offs in this report. HASLC procedure is to write off vacated balances over 90 days. The budget is \$146,230 in bad debt write-off expense for 2022 Fiscal Year. With this and April's write off we will be approximately \$25,000 over budget agency wide.

Note that we continue to take action to collect these losses regardless of the write-offs.

#### RECOMMENDATION:

A motion to approve the bad debt write-off amount of \$117,011.10 under the provision that collection attempts will continue internally and through NAR, our external debt recovery agency.

**BAD DEBT RECONCILIATION REPORT Q3 2022**

Program / Property Number	Rent	Maint	Legal	Meth	Other	Stop Payment	S8 Payback	URP Overpayment	Landlord Overpayment	Total FY22 Q3
<b>NON-PROFIT</b>										
Project HAME 250-330 330 North	915.00		680.00							915.00
Project HAME 250-420 Pacific Ave/Heights	5,058.50		673.97							5,738.50
Project 276-9th East Lofts	3,882.00	130.00			310.00					4,995.97
Project 450-rad Rendon Terrace	798.00									798.00
Project 600-601-Riverside	342.46	2,662.00			60.00					3,683.27
Project 608 -Ben Albert	961.27	402.50			211.00					8,169.50
Project 600-601 Riverside	7,556.00									-
Project 609 -Cantebury										-
	19,513.23	3,194.50	1,353.97	-	581.00	-	-	-	-	24,642.70
<b>PUBLIC HOUSING</b>										
402- City Plaza	4,338.00			6,586.00						10,924.00
406-Phillips Plaza	1,008.00			3,300.00						1,008.00
415-Romney Plaza	1,064.00	6.00								4,370.00
	6,410.00	6.00	-	9,886.00	-	-	-	-	-	16,302.00
<b>Public Housing Total</b>										
<b>HOMELESS / VETERAN PROGRAM</b>										
251 Cedar Crest		118.67								118.67
260 Sunrise Metro	1,470.55	1,260.20	1,085.00	26,621.10	60.00					30,496.85
265 Pamela's Place	1,105.00	870.00		16,011.66						17,986.66
556-553 Valor Apts	1,140.30	504.00		3,555.00						4,695.30
557 Freedom Landing	6,319.80			14,591.00	5.00					21,419.80
	10,035.65	2,752.87	1,085.00	60,778.76	65.00	-	-	-	-	74,717.28
<b>Homeless / Veteran Total</b>										
<b>SECTION 8</b>										
Grants										-
830 MOD Rehab							1,349.12			1,349.12
860 Section 8							1,349.12			1,349.12
<b>S8 Total</b>										
	-	-	-	-	-	-	-	-	-	-
<b>Grand Totals</b>	35,958.88	5,953.37	2,438.97	70,664.76	646.00	-	1,349.12	-	-	117,011.10



HOUSING AUTHORITY OF SALT LAKE CITY  
ACCOUNT RECONCILIATION  
Q3 2022

Move Out Date	Vacancy Reason	Total Amount Due	Rent	Maintenance	Legal	Treble	Other	Meth	Last Action Taken	Property Manager Comments
<b>Project HAME 250-330 330 North</b>										
6/30/2022	Skip	\$ 915.00	\$ 915.00	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Project HAME 250-420 Pacific Ave/Heights</b>										
6/30/2022	Eviction	\$ 5,738.50	\$ 5,058.50	\$ -	\$ 680.00	\$ -	\$ -	\$ -		Skipped and left unauthorized occupants who were subsequently evicted
<b>Project 276-9TH East Lofts</b>										
4/30/2022	Eviction	\$ 275.00			\$ 275.00					Unauthorized occupants
5/13/2022	Eviction	\$ 398.97			\$ 398.97					Criminal Activity
5/31/2022	Skip	\$ 1,162.00	\$1,162.00							
6/30/2022	Skip	\$ 3,160.00	\$2,720.00	\$ 130.00		\$ 260.00	\$ 50.00			
		\$ 4,995.97	\$ 3,882.00	\$ 130.00	\$ 673.97	\$ 260.00	\$ 50.00			
<b>Project 450-rad - Rendon Terrace</b>										
6/30/2022	Skip	\$ 320.00	\$ 320.00							
1/9/2022	Skip	\$ 478.00	\$ 478.00							
		\$ 798.00	\$ 798.00	\$ -	\$ -	\$ -	\$ -			
<b>Project 600-601-Riverside</b>										
5/8/2022	Skip	\$ 36.67	\$ 36.67							
3/31/2022	Skip	\$ 305.79	\$ 305.79							
		\$ 342.46	\$ 342.46	\$ -	\$ -	\$ -	\$ -			
<b>Project 608-Ben Albert</b>										
2/28/2022	Death	\$ 3,196.00	\$474.00	\$ 2,662.00		\$ 60.00				Excessive Damage to unit, hoarding
6/18/2022	Moved	\$ 7.27	\$7.27							
5/31/2022	Skip	\$ 480.00	\$480.00							
		\$ 3,683.27	\$ 961.27	\$ 2,662.00	\$ -	\$ 60.00	\$ -			
<b>Project 609-Canterbury</b>										
2/1/2022	Moved	\$ 252.50		\$ 252.50						
1/31/2022	Moved	\$ 11.00					\$ 11.00			
3/31/2022	Skip	\$ 3,511.00	3511							
2/28/2022	Moved	\$ 150.00		\$ 150.00						
1/31/2022	Skip	\$ 2,195.00	\$2,095.00				\$ 100.00			
2/28/2022	Skip	\$ 2,050.00	\$1,950.00				\$ 100.00			
		\$ 8,169.50	\$ 7,556.00	\$ 402.50	\$ -	\$ -	\$ 211.00			
<b>GRAND TOTAL</b>										
		\$ 24,642.70	\$ 19,513.23	\$ 3,194.50	\$ 1,353.97	\$ 320.00	\$ 261.00			

HOUSING AUTHORITY OF SALT LAKE CITY  
ACCOUNT RECONCILIATION  
Q3 2022

Move Out Date	Vacancy Reason	Total Amount Due	Rent	Maintenance	Legal	Treble	Other	Meth	Last Action Taken	Property Manager Comments
<b>Project 402-City Plaza</b>										
2/16/2022	Meth	\$ 4,760.00	\$2,260.00					\$ 2,500.00		
4/30/2022	Death	\$ 630.00	\$630.00							
4/30/2022	Skip	\$ 228.00	\$228.00							
5/23/2022	Meth	\$ 5,306.00	\$1,220.00					\$ 4,086.00		
		\$ 10,924.00	\$ 4,338.00	\$ -	\$ -	\$ -	\$ -	\$ 6,586.00		
<b>Project 406 - Phillips Plaza</b>										
4/30/2022	Skip	\$ 1,008.00	\$1,008.00							
		\$ 1,008.00	\$ 1,008.00	\$ -	\$ -	\$ -	\$ -			
<b>Project 415 - Romney Plaza</b>										
9/7/2021	Death	\$ 1,046.00	\$1,046.00							
3/1/2022	Moved	\$ 6.00	\$ 6.00							
11/30/2021	Meth	\$ 3,300.00						\$ 3,300.00		
4/6/2022	Skip	\$ 18.00	\$18.00							
		\$ 4,370.00	\$ 1,064.00	\$ 6.00	\$ -	\$ -	\$ -	\$ 3,300.00		
<b>Grand Total</b>		\$ 16,302.00	\$ 6,410.00	\$ 6.00	\$ -	\$ -	\$ -	\$ 9,886.00		

HOUSING AUTHORITY OF SALT LAKE CITY  
ACCOUNT RECONCILIATION  
Q3 2022

Move Out Date	Vacancy Reason	Total Amount Due	Rent	Maintenance	Legal	Treble	Other	Meth	Last Action Taken	Property Manager Comments
<b>PROJECT 251 - Cedar Crest</b>										
3/11/2022	Moved	\$ 118.67	\$	\$ 118.67	\$	\$	\$			balance from trash out charges from move out
		\$ 118.67	\$	\$ 118.67	\$	\$	\$			
<b>PROJECT 260 - Sunrise Metro</b>										
2/17/2022	Meth unit	\$2,005.00	\$767.19	\$200.00	\$455.00		\$45.00	\$ 2,005.00	Meth unit	
3/25/2022	Meth unit	\$6,442.19						\$ 4,975.00	Meth unit	
1/18/2022	Meth unit	\$3,500.00						\$ 3,500.00	Meth unit	
3/2/2022	Meth unit	\$2,674.20		\$174.20				\$ 2,500.00	Meth unit	
4/19/2022	Abandonment	\$82.00		\$82.00				\$	Resident abandoned unit, items held in unit. Unit excessive damage.	
3/16/2022	Meth unit	\$3,675.27						\$ 3,675.27	Meth unit	
2/17/2022	Meth unit	\$2,728.20	\$63.20	\$150.00			\$15.00	\$ 2,500.00	Meth unit	Resident passed away, items held in unit.
3/2/2022	Death	\$109.00		\$109.00				\$	Resident passed away, items held in unit.	
2/17/2022	Meth unit	\$2,499.33						\$ 2,499.33	Meth unit	
3/9/2022	Meth unit	\$2,456.50						\$ 2,456.50	Meth unit	
3/21/2022	Meth unit	\$2,510.00						\$ 2,510.00	Meth unit	
5/2/2022	Skip	\$1,467.86	\$537.86	\$300.00	\$630.00			\$	skip	
		\$347.30	\$102.30	\$245.00				\$	Resident passed away, items held in unit.	
5/11/2022	Death	\$ 30,496.85	\$ 1,470.55	\$ 1,260.20	\$ 1,085.00	\$	\$ 60.00	\$ 26,621.10		
<b>PROJECT 265 - Pamela's Place</b>										
3/4/2022	Skip	\$ 1,105.00	\$ 1,105.00					\$	move out with rent balance	
2/15/2022	Death	\$ 870.00	\$ 870.00					\$	Resident passed away, Balance from Bio Clean up of Blood	
3/23/2022	Meth	\$ 3,456.00						\$ 3,456.00	Meth Unit	
3/7/2022	Meth	\$ 4,593.33						\$ 4,593.33	Meth Unit	
3/7/2022	Meth	\$ 4,593.33						\$ 4,593.33	Meth Unit	
2/22/2022	Meth	\$ 3,369.00						\$ 3,369.00	Meth Unit	
		\$ 17,986.66	\$ 1,105.00	\$ 870.00	\$	\$	\$	\$ 16,011.66		
<b>PROJECT 556-553 - Valor Apartments</b>										
6/14/2022	Eviction	\$ 1,140.30	\$ 1,140.30					\$	Repeated lease violations for behavioral issues	
8/13/2021	Meth	\$ 3,555.00						\$ 3,555.00	Meth Unit	
		\$ 4,695.30	\$ 1,140.30	\$	\$	\$	\$	\$ 3,555.00		
<b>Project 557 - Freedom Landing</b>										
5/13/2022	Skip	\$ 788.00	\$ 588.00	\$ 200.00				\$	Skipped	
6/3/2022	Eviction	\$ 634.00	\$ 634.00					\$	Repeated lease violations for behavioral issues	
2/11/2022	Meth	\$ 3,454.00		\$ 104.00				\$ 3,350.00	Meth Unit	
5/20/2022	Meth	\$ 2,190.00						\$ 2,190.00	Meth Unit	
3/17/2022	Meth	\$ 4,182.00	\$ 1,752.00			\$	\$ 5.00	\$ 2,425.00	Meth Unit	
1/5/2022	Skip	\$ 877.00	\$ 877.00					\$	move out with rent balance	
5/20/2022	Skip	\$ 1,125.00	\$ 1,125.00					\$	Skip	
3/30/2022	Skip	\$ 303.80	\$ 103.80	\$ 200.00				\$ 3,500.00	Skipped	
4/1/2022	Meth	\$ 4,079.00	\$ 579.00					\$ 3,126.00	Meth unit	
2/11/2022	Meth	\$ 3,787.00	\$ 661.00					\$ 3,126.00	Meth unit	
		\$ 21,419.80	\$ 6,319.80	\$ 504.00	\$	\$	\$ 5.00	\$ 14,591.00		
<b>GRAND TOTAL</b>										
		\$ 74,717.28	\$ 10,035.65	\$ 2,752.87	\$ 1,085.00	\$	\$ 65.00	\$ 60,778.76		



# **Housing Authority of Salt Lake City**

## **Staff Report**

Report Provided by: Britnee Dabb  
Department: Executive

### **Item: Waitlist Initiatives Report**

October 31, 2022



Housing Authority  
of  
Salt Lake City

#### **BACKGROUND:**

The Housing Authority of Salt Lake City (HASLC) administers various, often complex, housing and rental assistance programs that further its mission “to provide affordable housing opportunities as a stable base for our community.” Those programs assist members of a diverse cross section of this community obtain and maintain affordable housing. The first report in April 2022, summarized the waitlists HASLC maintains, and the referral processes it utilizes. This report highlights recent and on-going initiatives by HASLC Staff to further increase access and remove barriers.

Staff continues to determine areas to ensure a customer-friendly experience and ease of access to all the programs offered throughout the agency.

- In-person and virtual application assistance available. Our Eligibility and Customer Coordinator teams meet during and after business hours to better assist customers as needed.
- Regular meetings with community partners on applicants in process.
- Educating new community partners on waitlists, applications and various programs.
- HASLC team continues making information about programs and waitlists more understandable and accessible on all levels. It will likewise include additional staff training and further updates to various departments processes and procedures.

Our team has recognized changes to the agency website in order to better assist our customers access identifying housing solutions suitable to their needs.

- The Properties tab now provides a webpage with properties information and three options for filtering the properties. These options include Property Types, Unit Designation, and Bedroom Size, this allows any visitor to easily select the housing that fits their needs to find the options HASLC has available. Once a property is selected the visitor can now easily contact the property manager, apply and facts on the selected site.
- With the success of the filtering properties, staff is working to implement filtering across all pages that include how to apply information.
- Other changes made to the website include adding hot links to the properties for ease of access to the application process and waitlists through the Affordablehousing.com website under the Apply for Housing tab.

#### **SUMMARY AND NEXT STEPS:**

The foregoing highlights the efforts in which HASLC Staff is engaged in furtherance of the Board’s mission. As HASLC continues through this reporting exercise it will continue to identify customer needs and additional methods to reduce or eliminate barriers, eliminate ambiguities, and ease the processes for applying to HASLC’s various programs and waitlists.

**ACTION RECOMMENDED:** No action is requested.

**Housing Authority of Salt Lake City**  
**Staff Report**

Report Provided by: Zac Pau'u

Department: Property Management

**Item: Key Performance Indicators (KPIs)**  
**September 2022**

October 31, 2022



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 now identified in this report.

**ANALYSIS:**

**KPI: Average Occupancy for September 2022**

Metric: >95% for stabilized properties

Average Occupancy	September
HASLC	92.03

Move-ins	September
HASLC	8

Move-outs	September
HASLC	14

Work Orders Completed	September
HASLC	589

Unit Turns Completed	September
HASLC	10

**KPI: Average Number of Days Vacant for September 2022**

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.



**Days Vacant**

	September	Previously Excluded Units
HASLC	16	0

**KPI: Tenant Aged Receivables (TARs)**

Metric: 4% of Potential Rent or less.

For the month of September, there were \$356,469 in total recurring charges for HASLC owned properties. \$343,169 was collected for charges incurred in the month of September giving us a 4% delinquency.

Outstanding subsidy in the amount of \$16,662 contributes to this overall delinquency. We collected an additional \$41,701 in prevention funding, making our total collected in the month of September \$384,870.

Notices have been sent to tenants who have fallen behind and ERAP applications are in process. We continue to maintain “payback agreements” in the amount of \$10,254. At the close of September, the combined total owed for HASLC properties was \$79,562.

**FINANCIAL IMPACT:****AGED RECEIVABLES OWED**

Although “payback agreements” reduce current rental collections, they are preventing evictions and subsequent expenses. Our efforts to keep residents who were financially affected by COVID-19 housed continue as we aggressively seek emergency financial relief. At the time of this report, these efforts have decreased the overall amount owed to HASLC by \$530,117.

**ACTION RECOMMENDED:**

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



**Housing Authority of Salt Lake City**  
**Staff Report**

Report Provided by: Jackie Rojas  
Department: Section 8

**Report Name: Voucher Leasing and Budget Utilization**

October 31, 2022



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 6,500 persons and provides rental payments to roughly 1,000 private landlords each month.

PHAs across the country are facing unprecedented market conditions that have slowed families' abilities to find and secure housing opportunities, which has contributed to a decline in program spending. Coupled with the other challenges associated with pandemic recovery, this has made it extremely difficult for many PHAs to get back to pre-pandemic levels of HAP utilization. HUD is working with PHAs to develop a leasing and spending strategy tailored to local market conditions.

Part of HUD's Strategic Plan for FY22-FY26 is to fully utilize available Housing Choice Voucher funds to house families. HUD's initial goals are to reach a national average of 98% utilization of annual Housing Assistance Payment (HAP) budget authority by September 30, 2022, and to restore budget utilization to its pre-pandemic average of 100% by September 30, 2023. These initial goals will serve as interim steps toward the ultimate goal of enabling PHAs to use all available funding, including reserves.

**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 thru the year for Housing Choice Vouchers. The "Budget Authority" is based on the previous year's expenditure plus an inflation factor.

- The number of Housing Choice Vouchers allocated to HASLC, also known as Unit Months Available (UMA) is 2,914. The annual maximum UMA that may be leased in 2022 is 34,968
- HASLC's 2022 Budget Authority is **\$25,127,249**.
- In addition, HASLC has **\$1,276,233** prior year-end reserves. These reserves are unutilized funds from previous years' budget.
- **Therefore, our total available funding for 2022 is \$26,403,477.**

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 September 2022.

- LEASING: The total number of assisted units leased in September 2022 is 2,706. Voucher utilization is 69.85% of the UMA – ideally it would be 75%.
- BUDGET: September 2022 expenditure of Budget Authority is \$2,224,911. This is 76.87% of the 2022 Budget Authority (over the 75% funded) but does not include available reserves. **Therefore, target utilization of overall funding (including prior year reserves) is 75%, we are currently at 73% which is less than desired.**

### **Emergency Housing Vouchers**

Outside of the Housing Choice Vouchers (HCV) reported on monthly within this report, HUD provided over 70,000 Emergency Housing Vouchers (EHV) through the American Rescue Plan Act (ARPA) to PHA's across the country to assist families who are homeless, at-risk of homelessness, fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking, or were recently homeless or have a high risk of housing instability. HASLC staff have compiled current leasing and utilization information for this special allocation of EHV vouchers below:

- Of the 99 EHV vouchers awarded to HASLC, 62 vouchers (increased by 3) are currently leased with an additional 30 households (increased by 4) seeking housing with their voucher, and another 8 applicants with eligibility items missing.
- Our recent internal review of possible slow voucher assignment pointed out difficulties receiving completed eligibility packets for the program as well as housing location difficulties. Temporary staffing assignments and slow and insufficient referrals have also contributed to the slow lease-up of EHV.
- After an internal review spurred by several complaints of slow voucher attainment, we have taken more intense measures this month including biweekly meetings with referring and community partners to ensure accurate and complete paperwork for eligibility as well as active participation in the local EHV referral meetings by the supervisor and director levels of Section 8 and eligibility.
- We continue to focus efforts on resolving our underutilization in EHV. Increased and timely communication with partners and applicants has improved.
- We are awaiting follow-up from HUD regarding the remote auditing of the EHV program.

### **CONCLUSION:**

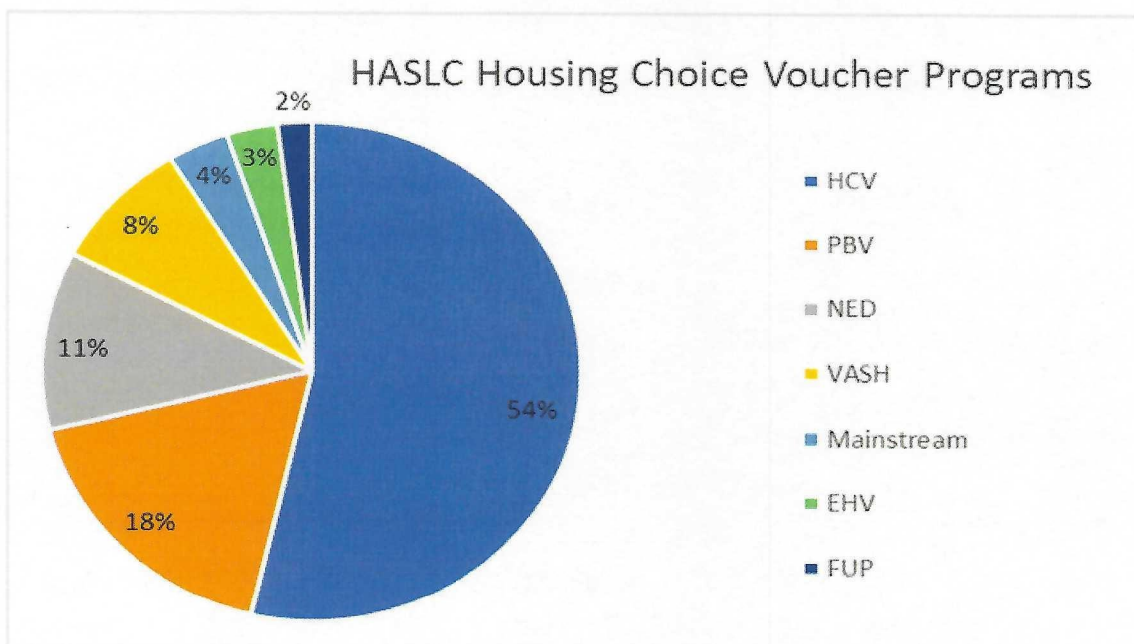
At our current utilization rate, we will expend all of our Annual Budget Authority, but will still have prior year reserves remaining. We have the capacity (within UMA and financially) to house more families on the HCV program. We will therefore continue to select and process applicants from waitlists and prioritize the issuance of new vouchers. We will focus on leasing Project Based Voucher units and Special Purpose Vouchers. Special Purpose Vouchers include Non-Elderly Disabled (NED), Mainstream, Family Unification Program (FUP) and Veterans Affairs Supportive Housing (VASH) vouchers.

### **ACTION:**

Accept report. No vote needed.



Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
62%	0.8% (18 households per month)	Leased in	Percent
		0-30 Days	15%
2022 PUC	2023 PUC	31-60 Days	38%
(Average monthly cost of a voucher - Year 1)	(Average monthly cost of a voucher - Year 2)	61-90 Days	38%
\$824	\$835	91-120 Days	7%
		121-150 Days	2%



Special Purpose Vouchers			
Program	Vouchers Available	Leased	Utilization Rate
EHV	99	62	63%
FUP	67	52	78%
MAINSTREAM	35	21	60%
NED	375	288	77%
VASH	278	213	77%
PBV	572	507	89%



# Section 8 Leasing and Budget Summary as of September 30, 2022

MONTH	2022 Unit Months Available (UMA)	Actual Units Leased
JANUARY	2,914	2,701
FEBRUARY	2,914	2,735
MARCH	2,914	2,755
APRIL	2,914	2,706
MAY	2,914	2,709
JUNE	2,914	2,713
JULY	2,914	2,702
AUGUST	2,914	2,697
SEPTEMBER	2,914	2,706
OCTOBER	2,914	
NOVEMBER	2,914	
DECEMBER	2,914	
	34,968	24,424

Reporting month target 75.00% 69.85%

MONTH	2021 Budget Authority	ACTUAL HAP EXPENSES
JANUARY	\$ 2,093,937	\$ 2,020,371
FEBRUARY	\$ 2,093,937	\$ 2,055,819
MARCH	\$ 2,093,937	\$ 2,118,870
APRIL	\$ 2,093,937	\$ 2,137,393
MAY	\$ 2,093,937	\$ 2,161,161
JUNE	\$ 2,093,937	\$ 2,189,946
JULY	\$ 2,093,937	\$ 2,191,784
AUGUST	\$ 2,093,937	\$ 2,215,018
SEPTEMBER	\$ 2,093,937	\$ 2,224,911
OCTOBER	\$ 2,093,937	
NOVEMBER	\$ 2,093,937	
DECEMBER	\$ 2,093,937	
	\$ 25,127,244	\$ 19,315,273

Reporting month target 75.00% 76.87%

2021 Year End Unutilized HAP dollars \$1,276,233.00  
**2022 Total Funds Available \$26,403,477.00**

YTD Target Utilization with Addition of Prior Year	YTD Actual Utilization of all Funding Available
75.00%	73%

# **Housing Authority of Salt Lake City**

## **Staff Report**

Report Provided by: Daniel Nackerman

Department: Executive

Subject: **Executive Director Update**

October 31, 2022



**Housing Authority  
of  
Salt Lake City**

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

- 1) MAJOR FUNDING APPLICATIONS SUBMITTED FOR BOOK CLIFFS AND ATKINSON STACKS PROJECTS RESPECTIVELY.
- 2) HUD TOUR CONDUCTED FOR HOME DEPOT IMPROVEMENTS AT TWO HOMELESS HOUSING SITES.
- 3) OFFICIAL APPROVAL RECEIVED FOR FEDERAL EARMARK FUNDING.
- 4) CONSTRUCTION DISPUTE PRELIMINARILY SETTLED.
- 5) ROMNEY PLAZA FAÇADE IMPROVEMENTS COMPLETED.
- 6) HUD FINANCES AND BUDGET SUBMITTED SUCCESSFULLY AND APPROVED.
- 7) STAFF EVENT HELD FOR CELEBRATION OF FINANCIAL AUDIT IMPROVEMENTS.
- 8) NEW 3<sup>RD</sup> PARTY MANAGEMENT LAUNCHED AT 3 SITES.
- 9) HASLC A PART OF CITY 'COMMITTEES'.
- 10) OPT-OUT OF HUD PROGRAM BY PRIVATE OWNERS OF A MAJOR APARTMENT COMPLEX WILL CAUSE HARDSHIPS FOR EXISTING RESIDENTS – STAFF INVOLVED IN ASSISTING...
- 11) FIRE AT SMALL COMPLEX – ONE UNIT – NO INJURIES.
- 12) NEW VOUCHER (\$8) PAYMENT STANDARDS TO BE BROADLY ANNOUNCED TO EXISTING LANDLORDS TO ENCOURAGE INCREASED OPPORTUNITY FOR ALL
- 13) FIVE (5) QUALITY RESPONSES RECEIVED FOR AUDIT SERVICES – STAFF WILL PRESENT TO AUDIT COMMITTEE FOR FINAL RECOMMENDATION TO FULL BOARD

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

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