



## Homeownership and the pursuit of the American Dream

One of our EBRPHA family members returned her Housing Choice Voucher to achieve her dream of homeownership.

We are so proud of her accomplishment!



## **EAST BATON ROUGE PARISH HOUSING AUTHORITY**

### **BOARD OF COMMISSIONERS**

### **REGULAR BOARD MEETING**

THURSDAY, FEBRUARY 10, 2022  
12:00 PM

VIA VIDEO & TELECONFERENCE

Dianna Payton, Chair  
Tyra Banks, Vice-Chair  
Philip L. Smith, Jr., Second Vice-Chair  
Al Barron  
Chris Brown  
Lynn Farris  
Justin Gaudet



## **PUBLIC NOTICE**

FEBRUARY 7, 2022

### **EAST BATON ROUGE PARISH HOUSING AUTHORITY**

### **BOARD OF COMMISSIONERS**

### **REGULAR BOARD MEETING**

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Notice is hereby given that the Regular Board Meeting will be held with the Board of Commissioners of the East Baton Rouge Parish Housing Authority as follows:

**Date:** Thursday, February 10, 2022

**Time:** 12:00 PM CST

**Location:** Due to COVID-19 crisis, the meeting will convene via video and teleconference. The public is encouraged to participate.

**Call-In Information:**

**(415) 655-0001**

**Access code: 2554 563 8669**

**EBRPHA Board Commissioners will join meeting via video conference.**

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J. Wesley Daniels, Jr.  
Chief Executive Officer

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*



**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING**  
Thursday, February 10, 2022  
12:00 PM  
Via Video & Teleconference  
Baton Rouge, Louisiana 70806

## **AGENDA**

Call to Order

Roll Call

Invocation

Public Comments

1. Certification of Inability to Operate Due to Lack of Quorum
2. Minutes – January 13, 2022 Regular Board Meeting
3. Relocation Consultant – Resolution No. 2022-03
4. Chief Executive Officer Report
  - a. Executive Update
  - b. Asset Repositioning Strategy Report
5. Departmental Report
  - a. Chief Operating Officer Report
  - b. Financial Statements & Reports (November/December 2021)
  - c. Housing Choice Voucher Program
  - d. Affordable Housing
  - e. Capital Fund Program
  - f. Human Resources
6. BR Choice Neighborhood Report
7. Partners Southeast COO Report
8. New Business
9. Adjournment

*Due to COVID-19 crisis, the meeting will convene via video and teleconference. The public is encouraged to participate.*

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*(415) 655-0001*

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*EBRPHA Board Commissioners will join meeting via video conference.*

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## Agenda Item – No. 1

### Certification of Inability to Operate Due to Lack of Quorum

**Action:**

Action was taken on January 19, 2022

**Staff Resource(s):**

J. Daniels, Secretary/CEO

**External Resource(s):**

DeCuir, Clark & Adams

**Background/Explanation:**

On March 16, 2020, Gov. John Bel Edwards issued Proclamation No. JBE 2020-30: Additional Measures for COVID-19 Public Health Emergency. In the proclamation, Section 4 states: All state agencies, boards and commissions, and local political subdivisions of the state shall provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements.

On January 19, 2022, Gov. John Bel Edwards issued Proclamation No. JBE 2022-6: COVID 19 Public Health Emergency Mitigation Measures and Proclamation No. JBE 2022-7: Extension of Emergency Provisions due to COVID 19 Public Health Emergency. Therefore, in observation of this emergency declaration, EBRPHA will hold its monthly meeting via video and teleconference in a manner that allows for observation and input by members of the public as set forth by the Notice of Meeting posted prior to meetings.

**Time Sensitivity:**

Immediate – Emergency Declaration

**Funding Source:**

N/A

**MWBE/DBE/Section 3:**

DeCuir, Clark & Adams

**Attachments:**

Certification of Inability to Operate Due to Lack of Quorum

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## Agenda Item – No. 2

### Minutes – January 13, 2022 Regular Board Meeting

**Action:**

1. Approve the Minutes of the January 13, 2022 Regular Board Meeting

**Staff Resource(s):**

J. Daniels, Secretary/CEO

April Downs, Executive Assistant

**External Resource(s):**

N/A

**Background/Explanation:**

Parliamentary Procedure

**Time Sensitivity:**

None

**Funding Source:**

N/A

**MWBE/DBE/Section 3:**

N/A

**Attachments:**

Transcribed Minutes

*Mission Statement*

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**MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE BOARD OF  
COMMISSIONERS OF THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH  
VIA VIDEO AND TELECONFERENCE  
JANUARY 13, 2022 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, January 13, 2022 at 12:00 pm via video and teleconference meeting.

**Meeting Called to Order**                      **Commissioner Dianna Payton, Chair**

**Invocation**                                      **Commissioner Chris Brown**

**Roll Call:**

**Members Present**                              **Commissioner Dianna Payton, Chair**  
**Commissioner Al Barron, Vice-Chair**  
**Commissioner Philip Smith, Jr., Second Vice-Chair**  
**Commissioner Tyra Banks**  
**Commissioner Chris Brown**  
**Commissioner Lynn Farris**  
**Commissioner Justin Gaudet**

**Members Absent**                              **N/A**

**QUORUM PRESENT**

**Public Comments**

Commissioner Payton asked if there were any public comments. None were voiced. Public comment period was closed.

**AGENDA ITEM NUMBER 1:  
CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM**

No action taken for this item.

**AGENDA ITEM NUMBER 2:  
APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE  
PARISH HOUSING AUTHORITY HELD OCTOBER 14, 2021**

Commissioner Payton asked if everyone had a chance to review the minutes and if there were any questions or corrections. None were voiced. Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on October 14, 2021 and Commissioner Brown seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 3:  
ELECTION OF OFFICERS**

Commissioner Payton opened the floor for nominations of officers starting with chair. Commissioner Barron moved that the chair stay the same. Commissioner Smith made a motion to approve and Commissioner Brown seconded the motion. Commissioner Payton asked if the whole slate could be nominated and then vote on the slate of officers. Mr. DeCuir stated that it could be done, but he would caution that if it was a voice vote the minutes need to indicate whether it is unanimous or not. Commissioner Payton asked if there was a nomination of first vice-chair. Commissioner Banks nominated herself. Commissioner Barron moved for the nomination of Commissioner Banks for second vice-chair and Commissioner Brown seconded. Commissioner asked if there are any nominations for second vice-chair. Commissioner Payton moved to nominate Commissioner Smith for second vice-chair and Commissioner Smith seconded. Commissioner Payton asked is there a motion to approve the slate of nominations of the officers. Commissioner Brown made the motion and Commissioner Barron seconded. The motion passed with unanimous consent with no abstentions or oppositions.

**AGENDA ITEM NUMBER 4:  
ACCESS APP - AMAZON WEB SERVICES (AWS) AGREEMENT  
RESOLUTION NO. 2022 – 01**

Mr. Daniels presented the item. He stated that we held working backwards workshops with the AWS team and that we are moving toward the next phase which is prototyping. The resolution is to authorize execution of the agreement with Amazon Web Services (AWS) not to exceed \$134,000. Commissioner Barron made a motion to approve the resolution and Commissioner Banks seconded. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

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**AGENDA ITEM NUMBER 5:  
2022 ANNUAL PHA PLAN  
RESOLUTION NO. 2022 – 02**

Ms. Bayham presented the item to the board. She stated that HUD requires housing authorities to have a PHA Plan which includes a five-year plan and annual updates. Each year we are required to submit an annual update. This is the first update to the five-year plan approved in the previous year. She further stated that it was posted on the website, presented at resident services meeting, went out for public comment, there was a virtual public hearing in December and it didn't get any comments. This item was presented to the board for approval to submit to HUD. Commissioner Payton asked if there were any questions or comments. She stated that she reviewed it and it was thorough as always. Commissioner Brown made motion to approve and Commissioner Gaudet seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED**

**AGENDA ITEM NUMBER 6:  
CHIEF EXECUTIVE OFFICER REPORT**

Mr. Daniels presented the report. He stated that 2021 was a great year for the housing authority pointing out that it was in the environment of COVID. He commented on how the team was prepared and adapted weekly and even daily. The team was able to execute continuity of business to serve our families. He stated that in 2022, we will not rest on our laurels. We are focused on leadership, transition, and accountability. We are committed to putting units on the ground, creating housing opportunities. We submitted a formal request to the city and Mayor for 15 million for CNI related to infrastructure. She along with her team committed to identifying the funds. Next month we will report the outcomes of these conversations. The application for the phase II senior deal was submitted and phase one and phase two will be constructed on the same deadline. We will celebrate success with Cypress Pinchback being completed this year. In September 2022, our senior deal will be completed, AWS app will be created. We will help families save time with less disruptions by utilizing the app and saving them a trip to the office. He stated that on the development side we have a full pipeline with Cypress Pinchback being delivered this year, Ardendale off the ground, Earl K. Long team will meet and be announced formally. He added that North Boulevard will be under contract this year, and Duane Street was submitted for a 9% tax credit application and those awards will be announced in May 2022. He stated that the team is working with partners to come up with a solution and have these dollars reinstated. Commissioner Payton applauded Mr. Daniels for his Rotary Club presentation. Commissioner Brown asked if the smoke detectors were regularly checked. Ms. Bayham stated that we have a policy and must have working smoke detectors in all our units. It is written in the lease to discourage the removal of batteries from the smoke detectors or removal of the smoke detectors. She further stated that all work orders remind the maintenance staff to check the smoke detectors. Commissioner Brown added that every time a maintenance staff enters for inspections, they always check the smoke detectors.

This concluded the report.

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## **AGENDA ITEM NUMBER 7: DEPARTMENTAL REPORTS**

The departmental reports were included in the board packets distributed to the board members prior to the board meeting.

### **A. CHIEF OPERATING OFFICER REPORT**

Ms. Bayham asked if there were any questions. She stated that all are extremely busy. She said that she would report on finance. She stated that the final year end financials for fiscal year 2021, COCC budgeted larger retained earnings and it was reduced due to office remodel and start up contract costs. HCV expected a deficit but had retained earnings of 195K with Cares Act funding. The deadline for expenditure of funding was December 2021. HUD recommended if the expenditure of the Cares Act was not able to be completed by the deadline, they recommended using the Cares Act funds for routine and normal operations and then could up additional reserves that could be use in the future for other items. This is what the housing authority did with the voucher program. AMP 4 ended the year in the black. AMP 2 had a deficit mainly due to hurricane storm damage. There was contract work regarding tree removal. She stated that the audit is scheduled and field work will begin next week. Ms. Bayham asked if there were any questions. Commissioner Barron asked if the Cadillac Street issue had been resolved. Mr. Daniels stated that an update would be provided via email in the future. Commissioner Payton commented about the families having internet access within 90 days. She asked if this was an old update. It was confirmed it was an old update, but conversations with our IT partners will take place for a solution.

### **B. FINANCIAL STATEMENTS & REPORTS (SEPTEMBER/OCTOBER 2021)**

Ms. Bayham presented this information in the COO report.

### **C. HOUSING CHOICE VOUCHER PROGRAM**

### **D. PUBLIC HOUSING**

### **E. CAPITAL FUND PROGRAM**

### **F. HUMAN RESOURCES**

The departmental reports were included in the board packets distributed to the board members prior to the board meeting. No further questions were voiced.

## **AGENDA ITEM NUMBER 8:**

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## **BR CHOICE NEIGHBORHOOD REPORT**

Ms. Brown presented the report. She stated that Smart City meetings were held this week for partners to begin conversations on how partners can come together for a plan to provide broadband to everyone. She stated she was hopeful this will produce results for a plan for Wi-Fi throughout the community including 24-7 access for everyone throughout the city. She further stated that BREC has entered a MOU to manage the community park related to CNI. Ms. Brown asked if there were any questions. None were voiced.

This concluded the report.

## **AGENDA ITEM NUMBER 9: PARTNERS SOUTHEAST COO REPORT**

Mr. Summers presented the report. He highlighted the pipeline. He stated that we submitted two tax credit applications, Ardenale and Duane Street, Cypress Asante. He stated that North View, which will provide eight units targeted for BRCC students. He stated that a lease for 2080 Ardenwood was signed providing additional revenue. Commissioner Smith asked what the unit mix would be for these units. Mr. Summers answered with four one bedrooms and four two bedrooms.

This concluded the presentation of the departmental reports.

## **AGENDA ITEM NUMBER 10: NEW BUSINESS**

No new business was addressed.

## **AGENDA ITEM NUMBER 11: ADJOURNMENT**

**MEETING ADJOURNED**

**APPROVED:**

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**Dianna Payton**  
**Chair**  
**East Baton Rouge Parish Housing Authority**

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**J. Wesley Daniels, Jr.**  
**Secretary/Chief Executive Officer**  
**East Baton Rouge Parish Housing Authority**

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## Agenda Item – No. 3

### Relocation Consultant Services – Delck Group, LLC

#### **Action:**

1. **Approve Resolution No. 2022-03 to authorize execution of the agreement with Delck Group, LLC, not to exceed \$600,000 for relocation consultant services.**

#### **Staff Resource(s):**

J. Daniels, CEO  
Melonie Bayham, COO  
Ivra Amacker, VP of Affordable Housing

#### **External Resource(s):**

HUD

#### **Background/Explanation:**

The EBRPHA team is recommending the selection of the Delck Group, LLC., for the planned relocation of Turner Plaza and Sharlo Terrace communities. Delck Group, LLC. is a nationally recognized relocation consulting company with a successful track record of completing complex, HUD-approved relocation projects.

EBRPHA released an RFP on January 14, 2022. The RFP notice was advertised in The Advocate for thirteen (13) days including Facebook, Twitter, EBRPHA website, LinkedIn, and other social platforms. Electronic bid submissions were accepted through [www.centralbidding.com](http://www.centralbidding.com). The deadline for submission was January 26, 2022. There were six (6) organizations that showed interest, but The Delck Group LLC was the only organization to submit an official bid for review. Staff evaluated the proposal and is recommending the selection of Delck Group, LLC. EBRPHA is seeking approval to negotiate an agreement not to exceed (NTE) \$600,000 with Delck Group, LLC to provide professional relocation services for Turner Plaza and Sharlo Terrace totaling up to 265 units.

This agreement will be contingent upon the separate approval of the Turner Plaza and Sharlo Terrace disposition applications to HUD SAC office. Services will include, but not limited to: development of a relocation plan/activities, preparation of relocation budget and schedule, landlord outreach, and advisory and compliance services. The relocation process is estimated to last between six (6) and eighteen (18) months.

#### **Time Sensitivity:**

Moderate – Engagement will begin in an expedient manner to coincide with the preleasing and completion of Cypress Pinchback for the senior residents

#### **Funding Source:**

Affordable Housing – Capital Funds

#### **MWBE/DBE/Section 3:**

Delck Group, LLC is a DBE Firm

#### **Attachments:**

Resolution No. 2022-03

## Resolution Number 2022-03

### Authorization and Approval of the Negotiation and Execution of an Agreement with Delck Group, LLC for Professional Services Related to the Relocation of Turner Plaza and Sharlo Terrace Communities

**BE IT KNOWN**, that on the 10<sup>th</sup> day of February 2022, the Board of Commissioners of the Housing Authority of East Baton Rouge Parish, with Administrative Office located at 4731 North Boulevard, in the City of Baton Rouge, Parish of East Baton Rouge, adopted the following Resolution:

**WHEREAS**, the East Baton Rouge Parish Housing Authority is responsible for its proper operation of its ~~RH~~Housing and Housing Choice Voucher Programs in accordance with rules and regulations set by the U.S. Department of Housing and Urban Development and State of Louisiana; and

**WHEREAS**, EBRPHA released an RFP on January 14, 2022. The RFP notice was advertised in The Advocate for thirteen (13) days. The deadline for submissions was January 26, 2022. There were six (6) organizations that expressed interest. The Delck Group LLC was the only organization to submit an official bid for review. Staff evaluated the proposal is recommending selection of the Delck Group, LLC.

**WHEREAS**, the East Baton Rouge Parish Housing Authority staff is requesting the authorization and approval to negotiate and execute a professional relocation service agreement with Delck Group, LLC. in the amount not to exceed Six Hundred Thousand Dollars (\$600,000).

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the East Baton Rouge Parish Housing Authority has approved negotiation and execution of a professional relocation services agreement with Delck Group, LLC. in the amount not to exceed Six Hundred Thousand Dollars (\$600,000).

I, hereby, certify that the foregoing is a true copy of a Resolution adopted by the Board of Commissioners of the Housing Authority of East Baton Rouge Parish at the Regular Meeting held on the 10<sup>th</sup> day of February 2022. I further certify that a quorum of the members of the Board of Commissioners was present and that this Resolution was adopted by a Vote of \_\_\_\_ Yeas; \_\_\_\_ Nays; \_\_\_\_ Abstained.

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Dianna Payton  
Chair

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J. Wesley Daniels, Jr.  
Secretary/Chief Executive Officer

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## Agenda Item – No. 4

### Chief Executive Officer Report

February 2022

#### Administrative

**COO Transition** – The EBRPHA leadership team continues to coordinate with the COO to ensure the proper transfer of operational protocols, procedures and institutional knowledge.

**ACCESS App** – The EBRPHA team has completed the AWS Solutions Workshop which created framework for the ACCESS app. Now, EBRPHA is entering into contract with Amazon Web Services (AWS) to provide professional services to complete the “prototyping phase” of the ACCESS App. This phase is estimated to take approximately six (6) weeks. Upon completion, the project will enter in the “build phase” which will take an estimated twelve (12) weeks. The ACCESS app launched is scheduled for Summer 2022.

**Compensation and Benefits Study** – SSA Consultants was selected to conduct a compensation and benefits study. The scope includes recommendations for a performance management system and incentive/awards program. The first draft is expected to be circulated in the April 2022.

**St. James Parish Housing Authority** – Housing Choice is working with HUD, St. James Parish Housing Authority, and the Wisconsin Housing and Economic Development Authority (WHEDA) to assist St. James Parish’s Public Housing families that were displaced by Hurricane Ida. EBRPHA will absorb the vouchers after 90 days for families that wish to use their voucher in that area. Of the 92 families initially referred, only 47 accepted the voucher for use in our jurisdiction

#### Pipeline

Closings are scheduled for Q1 and Q2:

- **Cypress Pinchback – CLOSED: April 2021**
- **Capstone at Scotlandville (formerly known as “Elm Grove”) – CLOSED: December 2021**
- Cypress River Lofts – Postponed pending funding
- Earl K. Long

#### Initiatives

**CNI** – The HUD Choice Neighborhood budget has been approved for the BR Choice grant. Activities continue and are detailed in the BR Choice monthly report.

**RAD** – The Rental Assistance Demonstration (RAD) application was submitted in September 2018. On November 20, 2018, HUD approved EBRPHA’s request for the Portfolio Award under the RAD program. In addition, staff is in receipt of the CHAP awards for several properties.

Per HUD’s instruction, staff is proceeding with the “subsidy only” conversions for River South, Autumn Place and Willow Creek. The EBRPHA Board approved moving forward with the “subsidy only” conversions for River South, Autumn Place and Willow Creek September 2019 via Resolution No. 2019-22.

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RAD closing schedule:

- **AMP 6**
  - River South – Pending: Q2 2022 (The closing team was not able to meet the deadline. The team will resume the process with HUD with the goal closing in Q2 2022)
- **AMP 7**
  - Autumn Place – **Closed: August 2021**
- **AMP 8**
  - Willow Creek – **Closed: August 2021**

Per HUD requirements, staff submitted the RAD applications and received CHAPs for the remainder of the portfolio which includes the following:

- **AMP 1**
  - Monte Sano
  - Clarksdale
  - Scotland Villa
  - Wood Plaza
- **AMP 2**
  - Zion Terrace
  - Kelly Terrace
- **AMP 4**
  - Capital Square
  - Duane Street –2022 LIHTC app – Submitted December 2021

**Other Repositioning Activities** – Staff is seeking to reposition the other communities using the following various tools. Applications have been submitted through HUD’s Special Application Center (SAC).

- **AMP 3**
  - Turner Plaza: Section 18 Disposition – Application submitted June 2021
- **AMP 5**
  - Sharlo Terrace: Section 18 Disposition
    - Application submitted – June 2021
    - Application withdrawn – December 2021 (SAC would not accept justification)

### **Partnerships**

EBRPHA will be partnering with BRCC’s “Program for Successful Employment”. This program is a two-year vocational training program for adults with autism and/or other cognitive differences. The program combines academic and job skills training with externship opportunities in regional businesses.

### **Marketing/PR**

- Scholarship Promotions

### **Board Actions – Looking Forward**

- Relocation Consultant - March 2022
- AWS ACCESS App – Spring 2022

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**Board Development & Enhancement**

Board Retreat: TBD (Spring/Summer 2022)

2022 NAHRO Washington Conference – Washington, DC (Virtual)

**Next Board Meeting**

Thursday, March 10, 2022

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# Asset Repositioning Strategy

Status Report  
February 2022



		Year Built	Total Units	Capital Fund Grant (2021)	Repositioning Tool	Repositioning Strategy	Development Strategy	Status	Date	Comments
AMP 1	Monte Sano Village	1943	72	\$ 172,464	RAD	LIHTC	New Construction			
	Clarksdale	1943	47	\$ 112,581	RAD	LIHTC	New Construction	Concept design		Proposed multi-phase development; potential family phase and student housing phase
	Scotland Villa	1979	42	\$ 100,604	RAD	LIHTC	New Construction			
	Wood Plaza	1971	50	\$ 119,767	RAD	LIHTC	New Construction			
AMP 2	Zion Terrace	1971	98	\$ 231,947	RAD	LIHTC	New Construction			Add'l. Capital Fund Program (CFP) \$461,527 awarded as Dispo/demo transition funds on Hospital & Colonial; 2021 final year
	Kelly Terrace	1971	100	\$ 236,681	RAD	LIHTC	New Construction			
AMP 3	Turner Plaza	1971	187	\$ 395,548	Section 18	Disposition / LIHTC	Tenant Protection Vouchers / Relocation	SAC Approval pending		Turner Plaza will be submitted as LIHTC deal. Add'l. Capital Fund Program (CFP) \$126,914 awarded as Demo transition funds on Fire Damage; 2024 final year
AMP 4	Ardenwood Village	1970	93	\$ 232,399	Choice Neighborhood	LIHTC	New Construction	Various phases of design, financing		EBRPHA Development 3, LP / Phase I (170 units) - Predev: design/financing, Phase II (70 units) - Predev: 9% app
	Capital Square	1976	50	\$ 124,946	RAD	LIHTC	New Construction			Proposed multi-phase development
	Duane Street	1968	29	\$ 72,468	RAD	LIHTC	Rehab	9% LIHTC app submitted		To be managed by EBRPHA
AMP 5	Sharlo Terrace	1977	78	\$ 159,788	Section 18	Disposition	Tenant Protection Vouchers / Relocation	SAC Approval pending		Staff will retain a broker to market the property



<b>AMP 6</b>	RiverSouth	2008	33	\$ 57,776	RAD	Subsidy Only Conversion	RAD Project Based Vouchers	Closing pending		<b>EBRP Housing Authority Holdings, Inc. (proposed)</b> / To be managed by EBRPHA	
<b>AMP 7</b>	Autumn Place	2012	14	\$ 27,179	RAD	Subsidy Only Conversion	RAD Project Based Vouchers	CLOSED	8/13/2021	<b>EBRPHA Development 2, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
<b>AMP 8</b>	Willow Creek	2012	14	\$ 27,179	RAD	Subsidy Only Conversion	RAD Project Based Vouchers	CLOSED	8/13/2021	<b>EBRPHA Development 1, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
<b>AMP 9</b>	River South - Phase II	2019	6	\$ 12,646	RAD	Subsidy Only Conversion	RAD Project Based Vouchers			<b>River South, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
<b>Total Units</b>			<b>913</b>	<b>\$ 2,083,974</b>						<b>Add'l \$588,441 CFP DDTF</b>	
				<b>\$ 588,441</b>	<b>Capital Fund - Demo/Dispo Transition Fund</b>						
				<b>\$ 2,672,415</b>	<b>Annual Capital Fund Grant (2021)</b>						
<b>Previous Asset Repositioning Activity</b>											
	Oklahoma-East Blvd.	1968	171		HOPE VI	Public Housing	New Construction	COMPLETE / "River South" (33 units)	2003	<b>EBRPHA</b> / Managed by EBRPHA (Public Housing)	
	Turner Plaza	1971	60	\$ 126,914	Section 18	Demolition		Demolished		<b>EBRPHA</b> / Demolition of fire-damaged buildings / Managed by EBRPHA (Public Housing)	
	Colonial Courts	1970	100	\$ 461,527	Capital Fund Financing Program (CFFP)	LIHTC	New Construction	CLOSED / "Autumn Place" (42 units)	12/6/2012	<b>EBRPHA Development 2, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
	Hospital Plaza	1969	95		Capital Fund Financing Program (CFFP)	LIHTC	New Construction	CLOSED / "Willow Creek" (42 units)	12/6/2012	<b>EBRPHA Development 1, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
	Roosevelt Terrace	1971	50		RAD	LIHTC	Rehab	CLOSED / "Roosevelt Terrace" (40 units)	6/17/2015	<b>EBRPHA Development 4, LP</b> / Partners Southeast community / Managed by NDC Asset Management	
			<b>476</b>	<b>\$ 588,441</b>							

## Agenda Item – No. 5

### Departmental Reports

**Action:**

No action required

**Staff Resource(s):**

**Melonie Bayham, COO**

Doris Mejia, Housing Choice

Ivra Amacker, Housing Director

Jarkus McKinley, Construction Director

Janie Anderson, Housing Choice

Alicia Trahan, Human Resources

Nicole Huval, Deputy Housing Director

**External Resource(s):**

HUD

Supportive Service Providers

Vendors/Contractors

HCV Landlords

**Background/Explanation:**

The EBRPHA COO manages several departments including Housing Choice, Public Housing, Capital Fund, Finance and Human Resources.

**Time Sensitivity:**

N/A

**Funding Source:**

COCC

Housing Choice Program

Public Housing/AMP

Capital Fund

**MWBE/DBE/Section 3:**

No reporting scheduled

**Attachments:**

Chief Operating Officer Report

Financial Statements/Reports

Housing Choice Voucher Program

Public Housing

Capital Fund Program

Human Resources

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## Agenda Item – No. 5a

### Chief Operating Officer Report

#### **Action:**

None

#### **Staff Resource(s):**

**Melonie Bayham, COO**

Janie Anderson, Housing Choice

Ivra Amacker, Affordable Housing

Jarkus McKinley, Facility Planning/Construction Director

Alicia Trahan, Human Resources

#### **External Resource(s):**

HUD

Supportive Service Providers

Vendors/Contractors

HCV Landlords

#### **Updates/Background/Explanation:**

An RFP for Human Resources Consulting Services including Classification and Compensation Study, Performance Management System, and Incentive and Awards Program was advertised June 30, 2021, with a July 21, 2021 due date. The initial advertisement did not produce any interest. Three additional vendors were identified and directly solicited. One proposal was received and is being reviewed. SSA Consultants, a local firm, has been selected. **A contract has been executed and SSA has started with compensation study.**

We continue to work on agency-wide RAD conversion. Riversouth Phase 1, Autumn Place, and Willow Creek are the first three to be converted from public housing to project-based vouchers. Turner Plaza and Sharlo Terrace are next on the schedule. These two properties are scheduled for disposition. Financing plans were submitted to HUD. We are working with our Transaction Manager on final approval and will move to closing. Our goal was for January 1, 2021. An extension has been requested to complete required surveys and immediate need repairs.

The plan for disposition of Turner Plaza is being reevaluated and may be revised for demolition and onsite new construction. Closing packages have been sent to HUD on Riversouth, Autumn, and Willow. The anticipated date of conversion closings is mid-April with HAP Contracts effective June 1, 2021. There has been a delay moving closings to June with a July HAP date. Autumn Place and Willow Creek closed with a HAP effective date of September 1, 2021. Riversouth was postponed and tentatively scheduled to close at the end of October with a HA effective date of December 1, 2021. Riversouth RAD closing has been placed back into Financing Plan stage. **The “Concept Call has been requested. Closing should occur in April/May 2022.**

#### *Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

The Turner Plaza and Sharlo Terrace disposition applications were submitted June 21, 2021. Both applications were denied as submitted. The team will reevaluate and determine the best approach going forward with Sharlo Terrace. **We are awaiting final reports and cost estimates from our inspection group to determine if Turner Plaza meets the HUD obsolescence requirement. If so, the disposition application will be resubmitted.**

CEO is working with Executive Team on transition due to retirement of COO.

**Time Sensitivity:**

N/A

**Funding Source:**

COCC

Public Housing/AMP

Housing Choice Program

Capital Fund

Insurance Proceeds

**MWBE/DBE/Section 3:**

N/A

**Attachments:**

Reports Attached

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

**Agenda Item – No. 5b**

Financial Statements - Income & Expense Report

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

**FY 22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**Central Office Cost Center**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Rental Income (Admin Bldg.)	\$ 3,350	\$ 3,350	\$ 6,700	17%	\$ 40,200	\$ 33,500
Management Fees(AMPs,CFP,HCV,PPF)	\$ 131,648	\$ 158,937	\$ 261,614	14%	\$ 1,907,246	\$ 1,645,632
Developer Fees(Cypress Gardere, Ardendale and RS Lofts)		\$ 5,894		0%	\$ 70,726	\$ 70,726
Other (Interest and Misc)	\$ 23	\$ 125	\$ 44	3%	\$ 1,500	\$ 1,456
Other Income	\$ -	\$ 3,008	\$ 133	0%	\$ 36,100	\$ 35,967
<b>Total Operating Receipts</b>	\$ 135,021	\$ 171,314	\$ 268,491	<b>13%</b>	\$ 2,055,772	\$ 1,787,281
<b>Operating Expenses</b>						
Administrative	\$ 124,219	\$ 141,682	\$ 219,006	13%	\$ 1,700,186	\$ 1,481,180
Utilities	\$ 2,441	\$ 2,529	\$ 5,138	17%	\$ 30,350	\$ 25,212
Ordinary Maintenance & Operations	\$ 16,229	\$ 9,632	\$ 12,886	11%	\$ 115,586	\$ 102,700
Insurance Expense	\$ 8,802	\$ 9,169	\$ 17,542	16%	\$ 110,033	\$ 92,491
Protective Services	\$ -	\$ -	\$ -		\$ -	\$ -
Other General Expense	\$ -	\$ -	\$ -		\$ -	\$ -
Proceeds from Insurance	\$ -		\$ (23,614)			
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Collection Losses	\$ -		\$ -			
<b>Total Operating Expenses</b>	\$ 151,691	\$ 163,013	\$ 230,957	<b>12%</b>	\$ 1,956,155	\$ 1,701,584
<b>Surplus/Deficit</b>	<b>(16,670)</b>	<b>8,301</b>	<b>37,534</b>		<b>99,617</b>	
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses	\$ -		\$ -			
Net Total	\$ -		\$ -			
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Balance</b>						<b>\$ 2,158,329</b>

**FY 22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**Central Office Cost Center**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Rental Income (Admin Bldg.)	\$ 3,350	\$ 3,350	\$ 10,050	25%	\$ 40,200	\$ 30,150
Management Fees(AMPs,CFP,HCV,PFP)	\$ 390,763	\$ 158,937	\$ 652,377	34%	\$ 1,907,246	\$ 1,254,869
Developer Fees(Cypress Gardere, Ardendale and RS Lofts)		\$ 5,894		0%	\$ 70,726	\$ 70,726
Other (Interest and Misc)	\$ 22	\$ 125	\$ 66	4%	\$ 1,500	\$ 1,434
Other Income	\$ -	\$ 3,008	\$ 133	0%	\$ 36,100	\$ 35,967
<b>Total Operating Receipts</b>	<b>\$ 394,135</b>	<b>\$ 171,314</b>	<b>\$ 662,626</b>	<b>32%</b>	<b>\$ 2,055,772</b>	<b>\$ 1,393,146</b>
<b>Operating Expenses</b>						
Administrative	\$ 167,443	\$ 141,682	\$ 386,449	23%	\$ 1,700,186	\$ 1,313,737
Utilities	\$ 2,309	\$ 2,529	\$ 7,447	25%	\$ 30,350	\$ 22,903
Ordinary Maintenance & Operations	\$ 15,607	\$ 9,632	\$ 28,492	25%	\$ 115,586	\$ 87,094
Insurance Expense	\$ 8,952	\$ 9,169	\$ 26,494	24%	\$ 110,033	\$ 83,539
Protective Services	\$ -	\$ -	\$ -		\$ -	\$ -
Other General Expense	\$ -	\$ -	\$ -		\$ -	\$ -
Proceeds from Insurance	\$ -		\$ (23,614)			
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Collection Losses	\$ 66		\$ 66			
<b>Total Operating Expenses</b>	<b>\$ 194,376</b>	<b>\$ 163,013</b>	<b>\$ 425,333</b>	<b>22%</b>	<b>\$ 1,956,155</b>	<b>\$ 1,507,274</b>
<b>Surplus/Deficit</b>	<b>199,759</b>	<b>8,301</b>	<b>237,292</b>		<b>99,617</b>	
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses	\$ -		\$ -			
Net Total	\$ -		\$ -			
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Balance</b>						<b>\$ 2,158,329</b>

**FY 22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**HCV**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Other Income (Interest, Misc)	\$ -	\$ 2,188	\$ -	0%	\$ 26,250	\$ 26,250
Admin Fees - Port In from other PHAs	\$ 2,260	\$ -	\$ 4,601		\$ -	\$ (4,601)
Fraud Recovery	\$ 1,699	\$ -	\$ 1,938		\$ -	\$ (1,938)
Operating Subsidy-Adm. Fees Earned	\$ 216,804	\$ 229,014	\$ 429,766	16%	\$ 2,748,163	\$ 2,318,397
<b>Total operating receipts</b>	<b>\$ 220,763</b>	<b>\$ 231,201</b>	<b>\$ 436,304</b>	<b>16%</b>	<b>\$ 2,774,413</b>	<b>\$ 2,338,109</b>
<b>Operating Expenses</b>						
Administrative	\$ 49,199	\$ 216,047	\$ 87,629	3%	\$ 2,592,568	\$ 2,504,939
Management Fees	\$ 43,361	\$ 45,803	\$ 85,953	16%	\$ 549,632	\$ 463,679
Utilities	\$ 283	\$ 404	\$ 543	11%	\$ 4,850	\$ 4,307
Ordinary Maintenance & Operations	\$ 3,346	\$ 4,780	\$ 4,662	8%	\$ 57,362	\$ 52,700
General Expense	\$ 1,584	\$ 2,083	\$ 3,367	13%	\$ 25,000	\$ 21,633
Insurance	\$ 11,894	\$ 13,435	\$ 24,166	15%	\$ 161,225	\$ 137,059
Collection Losses	\$ -	\$ 83	\$ -	0%	\$ 1,000.00	\$ 1,000
<b>Total operating expenses</b>	<b>\$ 109,667</b>	<b>\$ 282,636</b>	<b>\$ 206,320</b>	<b>6%</b>	<b>\$ 3,391,637</b>	<b>\$ 3,185,317</b>
<b>Surplus/Deficit</b>	<b>\$111,096</b>	<b>(\$51,435)</b>	<b>\$229,984</b>		<b>(\$617,224)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
<b>CARES ACT Funding</b>						
CARES ACT Funding	\$ (105,864)		\$ (184,733)	\$ 863,558		
CARES ACT Expenses	\$ 105,864		\$ 184,733	\$ 821,256		
<b>Net Total</b>	<b>\$ (0)</b>		<b>\$ 0</b>	<b>\$ 42,302</b>		
	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>YTD Budget</u>	<u>Budget Balance</u>
<b>Operating Subsidy</b>						
HAP	\$ 1,839,250	\$ 2,718,658	\$ 4,269,534	13%	\$ 32,623,901	\$ 28,354,367
Fraud Recovery	\$ 1,699	\$ -	\$ 1,938	#DIV/0!		\$ (1,938)
Interest	\$ -	\$ -	\$ -		\$ -	\$ -
<b>HAP Expenses</b>						
HAP	\$ 2,569,216	\$ 2,685,053	\$ 4,900,440	15%	\$ 32,220,630	\$ 27,320,190
<b>Surplus/Deficit</b>	<b>(728,267)</b>	<b>33,606</b>	<b>(628,968)</b>		<b>403,271</b>	
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Admin (UNP)Retained Earning Balance</b>						<b>\$ 2,066,586</b>



**FY 22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**HCV**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Other Income (Interest, Misc)	\$ -	\$ 2,188	\$ -	0%	\$ 26,250	\$ 26,250
Admin Fees - Port In from other PHAs	\$ 2,259	\$ -	\$ 6,860		\$ -	\$ (6,860)
Fraud Recovery	\$ -	\$ -	\$ 1,938		\$ -	\$ (1,938)
Operating Subsidy-Adm. Fees Earned	\$ 223,466	\$ 229,014	\$ 653,232	24%	\$ 2,748,163	\$ 2,094,931
<b>Total operating receipts</b>	<b>\$ 225,725</b>	<b>\$ 231,201</b>	<b>\$ 662,029</b>	<b>24%</b>	<b>\$ 2,774,413</b>	<b>\$ 2,112,384</b>
<b>Operating Expenses</b>						
Administrative	\$ 147,895	\$ 216,047	\$ 235,524	9%	\$ 2,592,568	\$ 2,357,044
Management Fees	\$ 44,693	\$ 45,803	\$ 130,646	24%	\$ 549,632	\$ 418,986
Utilities	\$ 237	\$ 404	\$ 780	16%	\$ 4,850	\$ 4,070
Ordinary Maintenance & Operations	\$ 3,600	\$ 4,780	\$ 8,261	14%	\$ 57,362	\$ 49,101
General Expense	\$ -	\$ 2,083	\$ 3,367	13%	\$ 25,000	\$ 21,633
Insurance	\$ 12,077	\$ 13,435	\$ 36,243	22%	\$ 161,225	\$ 124,982
Collection Losses	\$ 1,271	\$ 83	\$ 1,271	127%	\$ 1,000.00	\$ (271)
<b>Total operating expenses</b>	<b>\$ 209,773</b>	<b>\$ 282,636</b>	<b>\$ 416,092</b>	<b>12%</b>	<b>\$ 3,391,637</b>	<b>\$ 2,975,545</b>
<b>Surplus/Deficit</b>	<b>\$15,952</b>	<b>(\$51,435)</b>	<b>\$245,937</b>		<b>(\$617,224)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
<b>CARES ACT Funding</b>						
CARES ACT Funding	\$ -		\$ (227,035)	\$ 863,558		
CARES ACT Expenses	\$ 42,302		\$ 227,035	\$ 863,558		
<b>Net Total</b>	<b>\$ 42,302</b>		<b>\$ 0</b>	<b>\$ -</b>		
	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>YTD Budget</u>	<u>Budget Balance</u>
<b>Operating Subsidy</b>						
HAP	\$ 2,480,318	\$ 2,718,658	\$ 6,749,852	21%	\$ 32,623,901	\$ 25,874,049
Fraud Recovery	\$ -	\$ -	\$ 1,938	#DIV/0!		\$ (1,938)
Interest	\$ -	\$ -	\$ -		\$ -	\$ -
<b>HAP Expenses</b>						
HAP	\$ 2,521,654	\$ 2,685,053	\$ 7,422,094	23%	\$ 32,220,630	\$ 24,798,536
<b>Surplus/Deficit</b>	<b>(41,336)</b>	<b>33,606</b>	<b>(670,304)</b>		<b>403,271</b>	
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Admin (UNP)Retained Earning Balance</b>						<b>\$ 2,066,586</b>

**FY 22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**PARTNERS SOUTHEAST**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b><u>Operating Income</u></b>						
Interest/Misc Income		\$ -			\$ -	\$ -
Development Fee Income	\$ -	\$ 58,938	\$ 200	0%	\$ 707,255	\$ 707,055
Grants/Other	\$ -	\$ 2,917	\$ -	0%	\$ 35,000	\$ 35,000
<b>Total operating income</b>	<b>\$ -</b>	<b>\$ 61,855</b>	<b>\$ 200</b>	<b>0%</b>	<b>\$ 742,255</b>	<b>\$ 742,055</b>
<b><u>Operating Expenses</u></b>						
Administrative	\$ 24,804	\$ 30,061	\$ 35,964	10%	\$ 360,735	\$ 324,771
Management Fees	\$ 6,211	\$ 7,084	\$ 10,950	13%	\$ 85,009	\$ 74,059
Tenant Services	\$ -	\$ 2,500	\$ -	0%	\$ 30,000	\$ 30,000
Utilities	\$ 99	\$ 129	\$ 211	14%	\$ 1,550	\$ 1,339
Maintenance	\$ 104	\$ 736	\$ 148	2%	\$ 8,833	\$ 8,685
Protective Services	\$ -	\$ -	\$ -		\$ -	\$ -
Insurance	\$ 1,002	\$ 1,144	\$ 1,896	14%	\$ 13,729	\$ 11,833
Property Betterment and Additions	\$ -	\$ -	\$ -		\$ -	\$ -
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Interest Expense	\$ (1,050)	\$ 2,366	\$ (1,050)		\$ 28,394	\$ 29,444
Other General Expense	\$ -	\$ 5,894	\$ -	0%	\$ 70,726	\$ 70,726
Collection Loss	\$ -					
Gain or Loss Fixed Asset	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Total operating expenses</b>	<b>\$ 31,170</b>	<b>\$ 49,915</b>	<b>\$ 48,119</b>	<b>8%</b>	<b>\$ 598,976</b>	<b>\$ 550,857</b>
<b>Surplus/Deficit</b>	<b>(\$31,170)</b>	<b>\$11,940</b>	<b>(\$47,919)</b>		<b>\$143,279</b>	
<b><u>Notes:</u></b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						

**FY 22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**PARTNERS SOUTHEAST**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b><u>Operating Income</u></b>						
Interest/Misc Income		\$ -			\$ -	\$ -
Development Fee Income	\$ -	\$ 58,938	\$ 200	0%	\$ 707,255	\$ 707,055
Grants/Other	\$ -	\$ 2,917	\$ -	0%	\$ 35,000	\$ 35,000
<b>Total operating income</b>	<b>\$ -</b>	<b>\$ 61,855</b>	<b>\$ 200</b>	<b>0%</b>	<b>\$ 742,255</b>	<b>\$ 742,055</b>
<b><u>Operating Expenses</u></b>						
Administrative	\$ 25,635	\$ 30,061	\$ 61,599	17%	\$ 360,735	\$ 299,136
Management Fees	\$ 8,372	\$ 7,084	\$ 19,322	23%	\$ 85,009	\$ 65,687
Tenant Services	\$ -	\$ 2,500	\$ -	0%	\$ 30,000	\$ 30,000
Utilities	\$ 78	\$ 129	\$ 289	19%	\$ 1,550	\$ 1,261
Maintenance	\$ 82	\$ 736	\$ 230	3%	\$ 8,833	\$ 8,603
Protective Services	\$ -	\$ -	\$ -		\$ -	\$ -
Insurance	\$ 1,025	\$ 1,144	\$ 2,921	21%	\$ 13,729	\$ 10,808
Property Betterment and Additions	\$ -	\$ -	\$ -		\$ -	\$ -
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Interest Expense	\$ 1,207	\$ 2,366	\$ 157		\$ 28,394	\$ 28,237
Other General Expense	\$ -	\$ 5,894	\$ -	0%	\$ 70,726	\$ 70,726
Collection Loss	\$ -					
Gain or Loss Fixed Asset	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Total operating expenses</b>	<b>\$ 36,399</b>	<b>\$ 49,915</b>	<b>\$ 84,518</b>	<b>14%</b>	<b>\$ 598,976</b>	<b>\$ 514,458</b>
<b>Surplus/Deficit</b>	<b>(\$36,399)</b>	<b>\$11,940</b>	<b>(\$84,318)</b>		<b>\$143,279</b>	
<b><u>Notes:</u></b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						

**Agenda Item – No. 5b**

AMP Income & Expense Report

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 1**

**Monte Sano, Clarksdale**

**Wood Plaza, Scotland Villa**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 45,643	\$ 46,129	\$ 92,713	17%	\$ 539,628	\$ 446,915
Operating Subsidy	\$ 81,873	\$ 81,665	\$ 164,833	20%	\$ 842,206	\$ 677,373
Other (Interest)	\$ -	\$ 46	\$ -	0%	\$ 550	\$ 550
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 3,874	\$ 4,517	\$ 7,679	14%	\$ 54,500	\$ 46,821
<b>Total operating receipts</b>	<b>\$ 131,389</b>	<b>\$ 132,356</b>	<b>\$ 265,225</b>	<b>18%</b>	<b>\$ 1,436,884</b>	<b>\$ 1,171,659</b>
<b>Operating Expenses</b>						
Administrative	\$ 13,781	\$ 14,423	\$ 18,911	10%	\$ 186,906	\$ 167,995
Management & Bookkeeping Fees	\$ 13,713	\$ 14,901	\$ 27,678	16%	\$ 172,040	\$ 144,362
Tenant Services	\$ 2,466	\$ 3,450	\$ 3,737	8%	\$ 48,283	\$ 44,546
Utilities	\$ 30,520	\$ 24,910	\$ 30,520	11%	\$ 286,903	\$ 256,383
Ordinary Maintenance & Operations	\$ 36,999	\$ 42,148	\$ 52,827	9%	\$ 576,493	\$ 523,666
Protective Services	\$ 1,238	\$ 1,479	\$ 2,477	14%	\$ 18,000	\$ 15,523
Insurance Expense	\$ 22,866	\$ 19,461	\$ 45,420	14%	\$ 318,224	\$ 272,804
Expendable Equipment (Appliances)	\$ -	\$ 5,500	\$ -	0%	\$ 65,000	\$ 65,000
Other General Expenses	\$ -	\$ -	\$ -		\$ -	\$ -
Non Routine Maintenance	\$ -	\$ 1,250	\$ -		\$ -	\$ -
Collection Losses	\$ 1,837	\$ 2,083	\$ 1,818	7%	\$ 25,000	\$ 23,182
Proceeds from Insurance	\$ -	\$ -	\$ -		\$ -	\$ -
Fire Damage Contracts	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Total operating expenses</b>	<b>\$ 123,420</b>	<b>\$ 129,606</b>	<b>\$ 183,388</b>	<b>11%</b>	<b>\$ 1,696,849</b>	<b>\$ 1,513,461</b>
<b>Surplus/Deficit</b>	<b>7,969</b>	<b>2,750</b>	<b>81,837</b>		<b>(259,965)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -			\$ -
CARES ACT Funding	\$ -					
CARES ACT Expenses	\$ -					
Net Total	\$ -		\$ -			
		<b>Notes:</b>				
		<b>Administrative Expenses</b>				
		Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment				
		<b>Ordinary Maintenance &amp; Operations</b>				
		Benefits,materials,				
		<b>General Expenses</b>				
		Insurances-property, general liability, fidelity bond, public officials, workers comp, flood				
		<b>2021 Retained Earnings Ending Balance</b>				<b>\$ 719,303</b>

**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 2**

**Kelly Terrace and Zion Terrace**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 39,906	42,272	\$ 82,305	16%	\$ 506,799	\$ 424,494
Operating Subsidy	\$ 70,172	69,191	\$ 141,219	19%	\$ 730,868	\$ 589,649
Other (Interest)	\$ -	917	\$ -	0%	\$ 11,000	\$ 11,000
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 3,560	4,017	\$ 6,858	14%	\$ 48,500	\$ 41,642
<b>Total operating receipts</b>	\$ 113,638	116,396	\$ 230,382	<b>18%</b>	\$ 1,297,167	\$ 1,066,785
<b>Operating Expenses</b>						
Administrative Expenses	\$ 8,470	14,238	\$ 13,608	8%	\$ 179,956	\$ 166,348
Management Fees	\$ 12,952	13,967	\$ 26,283	16%	\$ 163,103	\$ 136,820
Tenant Services	\$ 2,284	3,089	\$ 3,705	9%	\$ 42,232	\$ 38,527
Utilities	\$ 30,671	23,917	\$ 30,671	10%	\$ 299,120	\$ 268,449
Ordinary Maintenance & Operations	\$ 49,601	37,004	\$ 70,254	13%	\$ 523,215	\$ 452,961
Protective Services	\$ 1,135	1,417	\$ 2,270	13%	\$ 17,000	\$ 14,730
Insurance Expense	\$ 17,277	15,642	\$ 34,675	15%	\$ 225,923	\$ 191,248
Expendable Equipment (Appliances)	\$ -	3,233	\$ -	0%	\$ 40,000	\$ 40,000
Non Routine Maintenance	\$ -	833	\$ -		\$ -	\$ -
Collection Losses	\$ 2,091	833	\$ 3,943	39%	\$ 10,000	\$ 6,057
<b>Total Operating Expenses</b>	\$ 124,481	\$ 114,173	\$ 185,410	<b>12%</b>	\$ 1,500,549	\$ 1,315,139
<b>Surplus/Deficit</b>	<b>(10,843)</b>	<b>2,223</b>	<b>44,972</b>		<b>(203,382)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses	\$ -		\$ -		\$ -	
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
Administrative Expenses were reduced to accommodate the Expendable Equipment line item						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
			<b>2021 Retained Earnings Ending Balance</b>			<b>\$ 383,777</b>

**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 3 Turner Plaza**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>	
<b>17% Budget Year</b>							
<b>Operating Income</b>							
Tenant Rental Inc.(rent & utilities)	\$ 43,457	\$ 41,292	\$ 88,555	18%	\$ 495,509	\$ 406,954	
Operating Subsidy/CFP Funds	\$ 37,844	\$ 28,005	\$ 76,133	23%	\$ 336,062	\$ 259,929	
Other (Interest)	\$ -	\$ 125	\$ -	0%	\$ 1,500	\$ 1,500	
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 1,423	\$ 2,083	\$ 3,331	13%	\$ 25,000	\$ 21,669	
<b>Total operating receipts</b>	<b>\$ 82,724</b>	<b>\$ 71,506</b>	<b>\$ 168,019</b>	<b>20%</b>	<b>\$ 858,071</b>	<b>\$ 690,052</b>	
<b>Operating Expenses</b>							
Administrative	\$ 8,782	\$ 14,728	\$ 15,108	9%	\$ 176,734	\$ 161,626	
Management Fees	\$ 11,833	\$ 11,658	\$ 23,856	17%	\$ 139,891	\$ 116,035	
Tenant Services	\$ 5,495	\$ 6,876	\$ 8,782	11%	\$ 82,506	\$ 73,724	
Utilities	\$ 9,677	\$ 14,171	\$ 26,482	16%	\$ 170,048	\$ 143,566	
Ordinary Maintenance & Operations	\$ 18,186	\$ 24,541	\$ 29,560	10%	\$ 294,488	\$ 264,928	
Protective Services	\$ 1,084	\$ 1,417	\$ 2,167	13%	\$ 17,000	\$ 14,833	
Insurance Expense	\$ 13,238	\$ 13,740	\$ 26,490	16%	\$ 164,875	\$ 138,385	
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -	
Expendable Equipment (Appliances)	\$ -	\$ 1,833	\$ -	0%	\$ 22,000	\$ 22,000	
Non Routine Maintenance		\$ -		#DIV/0!	\$ -	\$ -	
Collection Losses	\$ 1,115	\$ 833	\$ 1,383	14%	\$ 10,000	\$ 8,617	
<b>Total operating expenses</b>	<b>\$ 69,409</b>	<b>\$ 89,795</b>	<b>\$ 133,829</b>	<b>12%</b>	<b>\$ 1,077,542</b>	<b>\$ 943,713</b>	
<b>Surplus/Deficit</b>	<b>13,315</b>	<b>(18,289)</b>	<b>34,190</b>		<b>(219,471)</b>		
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -	
CARES ACT Funding	\$ -		\$ -				
CARES ACT Expenses	\$ -		\$ -				
Net Total	\$ -		\$ -				
<b>Notes:</b>							
<b>Administrative Expenses</b>							
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment							
Administrative Expenses were reduced to accommodate the Expendable Equipment line item							
<b>Ordinary Maintenance &amp; Operations</b>							
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac							
<b>General Expenses</b>							
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						<b>2021 Retained Earnings Ending Balance</b>	<b>\$ 1,777,779</b>

**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 4**

**Duane, Ardenwood Village,  
Capitol Square**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 30,193	\$ 38,643	\$ 60,633	13%	\$ 463,713	\$ 403,080
Operating Subsidy/CFP Funds	\$ 60,841	\$ 61,005	\$ 122,429	17%	\$ 732,054	\$ 609,625
Other(Late Fees, Laundry,Misc, Maint. Reimb.)	\$ 1,217	\$ 2,917	\$ 3,000	9%	\$ 35,000	\$ 32,000
Other (Interest)	\$ -	\$ 63	\$ -	0%	\$ 750	\$ 750
<b>Total operating receipts</b>	<b>\$ 92,251</b>	<b>\$ 102,626</b>	<b>\$ 186,062</b>	<b>15%</b>	<b>\$ 1,231,517</b>	<b>\$ 1,045,455</b>
<b>Operating Expenses</b>						
Administrative	\$ 13,523	\$ 14,998	\$ 20,728	12%	\$ 179,979	\$ 159,251
Management Fees	\$ 11,368	\$ 11,423	\$ 22,799	17%	\$ 137,076	\$ 114,277
Tenant Services	\$ 2,666	\$ 3,979	\$ 3,754	8%	\$ 47,752	\$ 43,998
Utilities	\$ 14,791	\$ 16,453	\$ 31,160	16%	\$ 197,437	\$ 166,277
Ordinary Maintenance & Operations	\$ 27,217	\$ 45,137	\$ 38,739	7%	\$ 541,643	\$ 502,904
Protective Services	\$ 1,032	\$ 1,250	\$ 2,064	14%	\$ 15,000	\$ 12,936
Insurance Expense	\$ 13,580	\$ 20,632	\$ 32,886	13%	\$ 247,581	\$ 214,695
Casualty Losses		\$ -		0%	\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 3,000	\$ -	0%	\$ 36,000	\$ 36,000
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Proceeds from Insurance	\$ -	\$ -	\$ -		\$ -	\$ -
Collection Losses	\$ 662	\$ 1,500	\$ 667	4%	\$ 18,000	\$ 17,333
<b>Total operating expenses</b>	<b>\$ 84,838</b>	<b>\$ 118,372</b>	<b>\$ 152,797</b>	<b>11%</b>	<b>\$ 1,420,468</b>	<b>\$ 1,267,671</b>
<b>Surplus/Deficit</b>	<b>\$7,413</b>	<b>(\$15,746)</b>	<b>\$33,265</b>		<b>(\$188,951)</b>	
Property Betterments & Additions			\$ -		\$ -	\$ -
CARES ACT Funding	\$ -					
CARES ACT Expenses						
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries & Benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones , memberships and expendable equipment.						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 1,125,940</b>



**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 5**

**Sharlo Terrace**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent only)	\$ 12,155	\$ 12,091	\$ 24,309	17%	\$ 145,087	\$ 120,778
Operating Subsidy/CFP Funds	\$ 18,863	\$ 16,043	\$ 37,966	20%	\$ 192,520	\$ 154,554
Other (Interest)	\$ -	\$ 42	\$ -	0%	\$ 500	\$ 500
Other(Late Fees, Laundry,Misc, Maint. Reimb.	\$ 420	\$ 542	\$ 1,579	24%	\$ 6,500	\$ 4,921
<b>Total operating receipts</b>	<b>\$ 31,438</b>	<b>\$ 28,717</b>	<b>\$ 63,854</b>	<b>19%</b>	<b>\$ 344,607</b>	<b>\$ 280,753</b>
<b>Operating Expenses</b>						
Administrative	\$ 4,833	\$ 6,660	\$ 7,612	10%	\$ 79,922	\$ 72,310
Management Fees	\$ 4,879	\$ 5,207	\$ 9,884	16%	\$ 62,482	\$ 52,598
Tenant Services	\$ 1,654	\$ 2,810	\$ 2,452	7%	\$ 33,720	\$ 31,268
Utilities	\$ 3,767	\$ 2,536	\$ 5,115	17%	\$ 30,433	\$ 25,318
Ordinary Maintenance & Operations	\$ 11,238	\$ 11,923	\$ 14,081	10%	\$ 143,077	\$ 128,996
Protective Services	\$ 464	\$ 583	\$ 929	13%	\$ 7,000	\$ 6,071
Insurance Expense	\$ 5,727	\$ 5,916	\$ 11,461	16%	\$ 70,994	\$ 59,533
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 650	\$ -	0%	\$ 7,800	\$ 7,800
Non Routine Maintenance	\$ -	\$ -	\$ -	#DIV/0!		\$ -
Collection Losses	\$ (541)	\$ 167	\$ 162	8%	\$ 2,000	\$ 1,838
<b>Total operating expenses</b>	<b>\$ 32,021</b>	<b>\$ 36,452</b>	<b>\$ 51,695</b>	<b>12%</b>	<b>\$ 437,428</b>	<b>\$ 385,733</b>
<b>Surplus/Deficit</b>	<b>(583)</b>	<b>(7,735)</b>	<b>12,159</b>		<b>(92,821)</b>	
Property Betterments & Additions	\$ -		\$ -		\$ -	\$ -
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses			\$ -			
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses:</b> Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations:</b> Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses:</b> Insurances-property, general liability, fidelity bond, public officials, workmens comp, and flood.						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 1,011,272</b>

**FY22 ANALYSIS - NOVEMBER 2021 FINANCIALS**

**AMP 6**

**River South Scattered Site**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>17% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 4,643	\$ 7,083	\$ 9,431	22%	\$ 42,500	\$ 33,069
Operating Subsidy/CFP Funds	\$ 7,481	\$ 11,333	\$ 15,072	22%	\$ 68,000	\$ 52,928
Other (Interest)	\$ -	\$ 7	\$ -	0%	\$ 40	\$ 40
Other (Late fees, Maint Reimb)	\$ 70	\$ 500	\$ 405	14%	\$ 3,000	\$ 2,595
<b>Total operating receipts</b>	<b>\$ 12,194</b>	<b>\$ 18,923</b>	<b>\$ 24,908</b>	<b>22%</b>	<b>\$ 113,540</b>	<b>\$ 88,632</b>
<b>Operating Expenses</b>						
Administrative	\$ 1,952	\$ 2,638	\$ 3,119	20%	\$ 15,825	\$ 12,706
Management Fees	\$ 2,265	\$ 1,003	\$ 4,530	75%	\$ 6,016	\$ 1,486
Tenant Services	\$ 200	\$ 785	\$ 72	2%	\$ 4,710	\$ 4,638
Utilities	\$ 290	\$ 233	\$ 454	32%	\$ 1,399	\$ 945
Ordinary Maintenance & Operations	\$ 7,183	\$ 8,132	\$ 11,398	23%	\$ 48,789	\$ 37,391
Protective Services	\$ 206	\$ 206	\$ 413	33%	\$ 1,235	\$ 822
Insurance Expense	\$ 4,674	\$ 4,202	\$ 9,392	37%	\$ 25,214	\$ 15,822
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 611	\$ -	0%	\$ 3,668	\$ 3,668
Non Routine Maintenance	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Interest Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Collection Losses	\$ -	\$ 208	\$ 108	9%	\$ 1,250	\$ 1,142
<b>Total operating expenses</b>	<b>\$ 16,769</b>	<b>\$ 18,018</b>	<b>\$ 29,485</b>	<b>27%</b>	<b>\$ 108,106</b>	<b>\$ 78,621</b>
<b>Surplus/Deficit</b>	<b>(4,576)</b>	<b>906</b>	<b>(4,577)</b>		<b>5,434</b>	
Property Betterments & Additions	\$ -		\$ -	0%	\$ -	\$ -
CARES ACT Funding	\$ -		\$ -		\$ -	
CARES ACT Expenses	\$ -		\$ -			
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses</b>						
salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 92,138</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 1**

**Monte Sano, Clarksdale**

**Wood Plaza, Scotland Villa**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 40,860	\$ 46,129	\$ 133,574	25%	\$ 539,628	\$ 406,054
Operating Subsidy	\$ 90,990	\$ 81,665	\$ 255,823	30%	\$ 842,206	\$ 586,383
Other (Interest)	\$ -	\$ 46	\$ -	0%	\$ 550	\$ 550
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 3,875	\$ 4,517	\$ 11,553	21%	\$ 54,500	\$ 42,947
<b>Total operating receipts</b>	<b>\$ 135,725</b>	<b>\$ 132,356</b>	<b>\$ 400,950</b>	<b>28%</b>	<b>\$ 1,436,884</b>	<b>\$ 1,035,934</b>
<b>Operating Expenses</b>						
Administrative	\$ 12,509	\$ 14,423	\$ 31,420	17%	\$ 186,906	\$ 155,486
Management & Bookkeeping Fees	\$ 13,587	\$ 14,901	\$ 41,265	24%	\$ 172,040	\$ 130,775
Tenant Services	\$ 7,726	\$ 3,450	\$ 11,463	24%	\$ 48,283	\$ 36,820
Utilities	\$ 27,546	\$ 24,910	\$ 58,065	20%	\$ 286,903	\$ 228,838
Ordinary Maintenance & Operations	\$ 49,212	\$ 42,148	\$ 102,040	18%	\$ 576,493	\$ 474,453
Protective Services	\$ 1,275	\$ 1,479	\$ 3,752	21%	\$ 18,000	\$ 14,248
Insurance Expense	\$ 23,336	\$ 19,461	\$ 68,757	22%	\$ 318,224	\$ 249,467
Expendable Equipment (Appliances)	\$ -	\$ 5,500	\$ -	0%	\$ 65,000	\$ 65,000
Other General Expenses	\$ -	\$ -	\$ -		\$ -	\$ -
Non Routine Maintenance	\$ -	\$ 1,250	\$ -		\$ -	\$ -
Collection Losses	\$ 504	\$ 2,083	\$ 2,322	9%	\$ 25,000	\$ 22,678
Proceeds from Insurance	\$ (1,000)	\$ -	\$ (1,000)		\$ -	\$ 1,000
Fire Damage Contracts	\$ -	\$ -	\$ -		\$ -	\$ -
<b>Total operating expenses</b>	<b>\$ 134,695</b>	<b>\$ 129,606</b>	<b>\$ 318,084</b>	<b>19%</b>	<b>\$ 1,696,849</b>	<b>\$ 1,378,765</b>
<b>Surplus/Deficit</b>	<b>1,030</b>	<b>2,750</b>	<b>82,867</b>		<b>(259,965)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -			\$ -
CARES ACT Funding	\$ -					
CARES ACT Expenses	\$ -					
Net Total	\$ -		\$ -			
		<b>Notes:</b>				
		<b>Administrative Expenses</b>				
		Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment				
		<b>Ordinary Maintenance &amp; Operations</b>				
		Benefits,materials,				
		<b>General Expenses</b>				
		Insurances-property, general liability, fidelity bond, public officials, workers comp, flood				
		<b>2021 Retained Earnings Ending Balance</b>				<b>\$ 719,303</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 2**

**Kelly Terrace and Zion Terrace**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 34,851	42,272	\$ 117,155	23%	\$ 506,799	\$ 389,644
Operating Subsidy	\$ 77,988	69,191	\$ 219,207	30%	\$ 730,868	\$ 511,661
Other (Interest)	\$ -	917	\$ -	0%	\$ 11,000	\$ 11,000
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 4,072	4,017	\$ 10,930	23%	\$ 48,500	\$ 37,570
<b>Total operating receipts</b>	\$ 116,910	116,396	\$ 347,292	<b>27%</b>	\$ 1,297,167	\$ 949,875
<b>Operating Expenses</b>						
Administrative Expenses	\$ 14,755	14,238	\$ 28,364	16%	\$ 179,956	\$ 151,592
Management Fees	\$ 12,511	13,967	\$ 38,794	24%	\$ 163,103	\$ 124,309
Tenant Services (1)	\$ 13,613	3,089	\$ 17,318	41%	\$ 42,232	\$ 24,914
Utilities	\$ 27,191	23,917	\$ 57,862	19%	\$ 299,120	\$ 241,258
Ordinary Maintenance & Operations	\$ 57,757	37,004	\$ 128,011	24%	\$ 523,215	\$ 395,204
Protective Services	\$ 1,169	1,417	\$ 3,440	20%	\$ 17,000	\$ 13,561
Insurance Expense	\$ 17,262	15,642	\$ 51,937	23%	\$ 225,923	\$ 173,986
Expendable Equipment (Appliances)	\$ -	3,233	\$ -	0%	\$ 40,000	\$ 40,000
Non Routine Maintenance	\$ -	833	\$ -		\$ -	\$ -
Collection Losses	\$ 3,764	833	\$ 7,708	77%	\$ 10,000	\$ 2,292
<b>Total Operating Expenses</b>	\$ 148,023	\$ 114,173	\$ 333,433	<b>22%</b>	\$ 1,500,549	\$ 1,167,116
<b>Surplus/Deficit</b>	<b>(31,112)</b>	<b>2,223</b>	<b>13,859</b>		<b>(203,382)</b>	
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses	\$ -		\$ -		\$ -	
Net Total	\$ -		\$ -			
(1) Tenant Services YTD over budget due to BREEC Contract for \$13000 paid in December						
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
Administrative Expenses were reduced to accommodate the Expendable Equipment line item						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 383,777</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 3 Turner Plaza**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>	
<b>25% Budget Year</b>							
<b>Operating Income</b>							
Tenant Rental Inc.(rent & utilities)	\$ 41,504	\$ 41,292	\$ 130,059	26%	\$ 495,509	\$ 365,450	
Operating Subsidy/CFP Funds	\$ 42,058	\$ 28,005	\$ 118,191	35%	\$ 336,062	\$ 217,871	
Other (Interest)	\$ -	\$ 125	\$ -	0%	\$ 1,500	\$ 1,500	
Other(Late Fees, Laundry Inc, Maint. Reimb.)	\$ 2,222	\$ 2,083	\$ 5,553	22%	\$ 25,000	\$ 19,447	
<b>Total operating receipts</b>	<b>\$ 85,784</b>	<b>\$ 71,506</b>	<b>\$ 253,803</b>	<b>30%</b>	<b>\$ 858,071</b>	<b>\$ 604,268</b>	
<b>Operating Expenses</b>							
Administrative	\$ 14,048	\$ 14,728	\$ 29,157	16%	\$ 176,734	\$ 147,577	
Management Fees	\$ 11,644	\$ 11,658	\$ 35,500	25%	\$ 139,891	\$ 104,391	
Tenant Services	\$ 4,049	\$ 6,876	\$ 12,831	16%	\$ 82,506	\$ 69,675	
Utilities	\$ 15,693	\$ 14,171	\$ 42,176	25%	\$ 170,048	\$ 127,872	
Ordinary Maintenance & Operations	\$ 30,639	\$ 24,541	\$ 60,200	20%	\$ 294,488	\$ 234,288	
Protective Services	\$ 1,116	\$ 1,417	\$ 3,283	19%	\$ 17,000	\$ 13,717	
Insurance Expense	\$ 13,280	\$ 13,740	\$ 39,770	24%	\$ 164,875	\$ 125,105	
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -	
Expendable Equipment (Appliances)	\$ -	\$ 1,833	\$ -	0%	\$ 22,000	\$ 22,000	
Non Routine Maintenance		\$ -		#DIV/0!	\$ -	\$ -	
Collection Losses	\$ 2,914	\$ 833	\$ 4,298	43%	\$ 10,000	\$ 5,702	
<b>Total operating expenses</b>	<b>\$ 93,384</b>	<b>\$ 89,795</b>	<b>\$ 227,214</b>	<b>21%</b>	<b>\$ 1,077,542</b>	<b>\$ 850,328</b>	
<b>Surplus/Deficit</b>	<b>(7,601)</b>	<b>(18,289)</b>	<b>26,589</b>		<b>(219,471)</b>		
Prop. Betterments & Additions	\$ -	\$ -	\$ -		\$ -	\$ -	
CARES ACT Funding	\$ -		\$ -				
CARES ACT Expenses	\$ -		\$ -				
Net Total	\$ -		\$ -				
<b>Notes:</b>							
<b>Administrative Expenses</b>							
Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment							
Administrative Expenses were reduced to accommodate the Expendable Equipment line item							
<b>Ordinary Maintenance &amp; Operations</b>							
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac							
<b>General Expenses</b>							
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						<b>2021 Retained Earnings Ending Balance</b>	<b>\$ 1,777,779</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 4**

**Duane, Ardenwood Village,  
Capitol Square**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 28,304	\$ 38,643	\$ 88,937	19%	\$ 463,713	\$ 374,776
Operating Subsidy/CFP Funds	\$ 167,616	\$ 61,005	\$ 290,045	40%	\$ 732,054	\$ 442,009
Other(Late Fees, Laundry,Misc, Maint. Reimb.)	\$ 5,150	\$ 2,917	\$ 8,151	23%	\$ 35,000	\$ 26,849
Other (Interest)	\$ -	\$ 63	\$ -	0%	\$ 750	\$ 750
<b>Total operating receipts</b>	<b>\$ 201,071</b>	<b>\$ 102,626</b>	<b>\$ 387,133</b>	<b>31%</b>	<b>\$ 1,231,517</b>	<b>\$ 844,384</b>
<b>Operating Expenses</b>						
Administrative	\$ 16,415	\$ 14,998	\$ 37,143	21%	\$ 179,979	\$ 142,836
Management Fees	\$ 11,053	\$ 11,423	\$ 33,852	25%	\$ 137,076	\$ 103,224
Tenant Services	\$ 926	\$ 3,979	\$ 4,680	10%	\$ 47,752	\$ 43,072
Utilities	\$ 6,888	\$ 16,453	\$ 38,048	19%	\$ 197,437	\$ 159,389
Ordinary Maintenance & Operations	\$ 36,735	\$ 45,137	\$ 75,474	14%	\$ 541,643	\$ 466,169
Protective Services	\$ 1,063	\$ 1,250	\$ 3,127	21%	\$ 15,000	\$ 11,873
Insurance Expense	\$ 19,499	\$ 20,632	\$ 52,385	21%	\$ 247,581	\$ 195,196
Casualty Losses		\$ -		0%	\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 3,000	\$ -	0%	\$ 36,000	\$ 36,000
Non Routine Maintenance	\$ -	\$ -	\$ -		\$ -	\$ -
Proceeds from Insurance	\$ -	\$ -	\$ -		\$ -	\$ -
Collection Losses	\$ 2,027	\$ 1,500	\$ 2,694	15%	\$ 18,000	\$ 15,306
<b>Total operating expenses</b>	<b>\$ 94,605</b>	<b>\$ 118,372</b>	<b>\$ 247,402</b>	<b>17%</b>	<b>\$ 1,420,468</b>	<b>\$ 1,173,066</b>
<b>Surplus/Deficit</b>	<b>\$106,465</b>	<b>(\$15,746)</b>	<b>\$139,730</b>		<b>(\$188,951)</b>	
Property Betterments & Additions			\$ -		\$ -	\$ -
CARES ACT Funding	\$ -					
CARES ACT Expenses						
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses</b>						
Salaries & Benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones , memberships and expendable equipment.						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 1,125,940</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 5**

**Sharlo Terrace**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent only)	\$ 11,820	\$ 12,091	\$ 36,129	25%	\$ 145,087	\$ 108,958
Operating Subsidy/CFP Funds	\$ 20,963	\$ 16,043	\$ 58,929	31%	\$ 192,520	\$ 133,591
Other (Interest)	\$ -	\$ 42	\$ -	0%	\$ 500	\$ 500
Other(Late Fees, Laundry,Misc, Maint. Reimb.	\$ 444	\$ 542	\$ 2,023	31%	\$ 6,500	\$ 4,477
<b>Total operating receipts</b>	<b>\$ 33,227</b>	<b>\$ 28,717</b>	<b>\$ 97,081</b>	<b>28%</b>	<b>\$ 344,607</b>	<b>\$ 247,526</b>
<b>Operating Expenses</b>						
Administrative	\$ 7,318	\$ 6,660	\$ 14,930	19%	\$ 79,922	\$ 64,992
Management Fees	\$ 4,879	\$ 5,207	\$ 14,763	24%	\$ 62,482	\$ 47,719
Tenant Services	\$ 1,819	\$ 2,810	\$ 4,271	13%	\$ 33,720	\$ 29,449
Utilities	\$ 4,215	\$ 2,536	\$ 9,330	31%	\$ 30,433	\$ 21,103
Ordinary Maintenance & Operations	\$ 9,652	\$ 11,923	\$ 23,732	17%	\$ 143,077	\$ 119,345
Protective Services	\$ 478	\$ 583	\$ 1,407	20%	\$ 7,000	\$ 5,593
Insurance Expense	\$ 5,738	\$ 5,916	\$ 17,200	24%	\$ 70,994	\$ 53,795
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 650	\$ -	0%	\$ 7,800	\$ 7,800
Non Routine Maintenance	\$ -	\$ -	\$ -	#DIV/0!		\$ -
Collection Losses	\$ 703	\$ 167	\$ 865	43%	\$ 2,000	\$ 1,135
<b>Total operating expenses</b>	<b>\$ 34,802</b>	<b>\$ 36,452</b>	<b>\$ 86,497</b>	<b>20%</b>	<b>\$ 437,428</b>	<b>\$ 350,931</b>
<b>Surplus/Deficit</b>	<b>(1,575)</b>	<b>(7,735)</b>	<b>10,584</b>		<b>(92,821)</b>	
Property Betterments & Additions	\$ -		\$ -		\$ -	\$ -
CARES ACT Funding	\$ -		\$ -			
CARES ACT Expenses			\$ -			
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses:</b> Salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations:</b> Salaries & Benefits,materials, contracts-electrical,plumbing, lawncare, pest control, hvac						
<b>General Expenses:</b> Insurances-property, general liability, fidelity bond, public officials, workmens comp, and flood.						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 1,011,272</b>

**FY22 ANALYSIS - DECEMBER 2021 FINANCIALS**

**AMP 6**

**River South Scattered Site**

	<u>Monthly Actuals</u>	<u>Monthly Budget</u>	<u>YTD Actuals</u>	<u>YTD %</u>	<u>Annual Budget</u>	<u>Budget Balance</u>
<b>25% Budget Year</b>						
<b>Operating Income</b>						
Tenant Rental Inc.(rent & utilities)	\$ 4,489	\$ 7,083	\$ 13,920	33%	\$ 42,500	\$ 28,580
Operating Subsidy/CFP Funds	\$ 8,314	\$ 11,333	\$ 23,386	34%	\$ 68,000	\$ 44,614
Other (Interest)	\$ -	\$ 7	\$ -	0%	\$ 40	\$ 40
Other (Late fees, Maint Reimb)	\$ 350	\$ 500	\$ 755	25%	\$ 3,000	\$ 2,245
<b>Total operating receipts</b>	<b>\$ 13,153</b>	<b>\$ 18,923</b>	<b>\$ 38,061</b>	<b>34%</b>	<b>\$ 113,540</b>	<b>\$ 75,479</b>
<b>Operating Expenses</b>						
Administrative	\$ 4,291	\$ 2,638	\$ 7,410	47%	\$ 15,825	\$ 8,415
Management Fees	\$ 2,265	\$ 1,003	\$ 6,795	113%	\$ 6,016	\$ (779)
Tenant Services	\$ 200	\$ 785	\$ 272	6%	\$ 4,710	\$ 4,438
Utilities	\$ (61)	\$ 233	\$ 393	28%	\$ 1,399	\$ 1,006
Ordinary Maintenance & Operations	\$ 9,473	\$ 8,132	\$ 20,871	43%	\$ 48,789	\$ 27,918
Protective Services	\$ 213	\$ 206	\$ 625	51%	\$ 1,235	\$ 610
Insurance Expense	\$ 4,364	\$ 4,202	\$ 13,756	55%	\$ 25,214	\$ 11,458
Casualty Losses	\$ -	\$ -	\$ -		\$ -	\$ -
Expendable Equipment (Appliances)	\$ -	\$ 611	\$ -	0%	\$ 3,668	\$ 3,668
Non Routine Maintenance	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
Interest Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Collection Losses	\$ 108	\$ 208	\$ 216	17%	\$ 1,250	\$ 1,034
<b>Total operating expenses</b>	<b>\$ 20,852</b>	<b>\$ 18,018</b>	<b>\$ 50,337</b>	<b>47%</b>	<b>\$ 108,106</b>	<b>\$ 57,769</b>
<b>Surplus/Deficit</b>	<b>(7,699)</b>	<b>906</b>	<b>(12,276)</b>		<b>5,434</b>	
Property Betterments & Additions	\$ -		\$ -	0%	\$ -	\$ -
CARES ACT Funding	\$ -		\$ -		\$ -	
CARES ACT Expenses	\$ -		\$ -			
Net Total	\$ -		\$ -			
<b>Notes:</b>						
<b>Administrative Expenses</b>						
salaries and benefits, travel, legal, training, contracts, office supplies, postage, advertising, telephones, memberships, expendable equipment						
<b>Ordinary Maintenance &amp; Operations</b>						
Salaries & Benefits, materials, contracts-electrical, plumbing, lawncare, pest control, hvac						
<b>General Expenses</b>						
Insurances-property, general liability, fidelity bond, public officials, workers comp, flood						
<b>2021 Retained Earnings Ending Balance</b>						<b>\$ 92,138</b>



## Agenda Item – No. 5c

# Housing Choice Voucher Program Report

### **Action:**

No action required

### **Staff Resource(s):**

**Janie Anderson, Housing Choice**

Doris Mejía, Housing Choice

Reginald Herd, Housing Choice

Human Resources

### **External Resource(s):**

HUD

Housing Choice Landlords

### **Background/Explanation:**

#### EBRPHA - HCV Program

- Housing Choice continues to absorb incoming (non-VASH) portability families
- Housing Choice hosting virtual Landlord Seminars monthly
- Director HCV presented at the Council on Aging's January staff in-service
- HUD awarded 64 Emergency Housing Vouchers (EHVs) to EBRPHA effective 7/1/21. Housing Choice working with Louisiana Balance of State Continuum of Care (LABOSCOC) to utilize vouchers and provide related services to these families.
- Housing Choice is continuing to hire. Interviewing for additional Housing Analyst and HQS Inspector. Working to locate additional office space for additional staff and files.
- Housing Choice working with HUD, St. James Parish Housing Authority, and the Wisconsin Housing and Economic Development Authority (WHEDA) to assist St. James Parish HA's Public Housing families who were displaced by Hurricane Ida. EBRPHA will absorb the vouchers after 90 days and through a jurisdictional agreement will operate in St. James Parish for families that wish to use their voucher in that area. Of the 92 families initially referred, only 47 accepted the voucher for use in our jurisdiction.

#### EBRPHA - HCV Waiting Lists

- EBRPHA has two HCV waiting lists:
  - EBRP HCV (3,694 applicants)
  - City of Plaquemine HCV (7 applicants)
- Due to additional funding from HUD, Housing Choice has been conducting eligibility interviews for both waiting lists and issuing vouchers accordingly.

#### EBRPHA - Project-Based Vouchers (PBV) and RAD-PBV

#### *Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

- Housing Choice has five (5) site-specific PBV waiting lists:
  - Autumn Place (1,264 applicants)
  - River South I (957 applicants)
  - River South II (1,117 applicants)
  - Roosevelt Terrace (812 applicants)
  - Willow Creek (1,273 applicants)
- Housing Choice refers applicants to applicable property management company (NDC or EBRP Housing Authority Holdings) for available PBV units. The waiting list includes families who are either pending eligibility or have been referred for suitability screening
- Housing Choice working with Public Housing and COO in preparation for RAD conversions of River South I.
- Housing Choice working with Partners Southeast on Cypress Pinchback PBV program

EBRPHA – Family Self-Sufficiency (FSS) Program

- EBRPHA has 417 applicants on the FSS waiting list
- FSS conducting intake interviews to fill three vacant FSS spots
- FSS inputting and tracking case information in software
- FSS continues communication with PCC
- FSS continues partnership outreach
- FSS continues to manage FSS email marketing group and FSS related activities
- FSS regularly follows up with participants on goals and objectives
  - Four participants currently earning escrow. A cumulative of five participants have earned escrow so far totaling \$1,743.
  - New FSS participant Contract of Participation completed in January with a start date of 2/1/22
  - Twelve out of 24 participants are actively employed

EBRPHA – Homeownership Program

- Housing Choice issued Homeownership vouchers to 15 families on waiting list
- Housing Choice working with families as they search for a home and work through lending application process

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

EBRPHA – Voucher Issuance 2021/2022

<b>Program</b>	<b>Goal</b>	<b>Vouchers Issued</b>	<b>Housed</b>
Homeownership	15	15	1
Emergency Housing Vouchers	64	40	13
HCV Waiting List	800	862	497
St. James Vouchers	92*	47	3

\*45 St. James families declined voucher in our jurisdiction

**Time Sensitivity:**

No action required

**Funding Source:**

EBRPHA Housing Choice Voucher (HCV) Program

**MWBE/DBE/Section 3:**

No reporting

**Attachments:**

N/A

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

## Agenda Item – No. 5d

### Affordable Housing Report

**Action:**

No action required

**Staff Resource(s):**

**Ivra Amacker, Affordable Housing**

Nicole Huval, Affordable Housing

Melonie Bayham, COO

Alicia Trahan, Human Resources

**External Resource(s):**

HUD

Supportive Service Providers

Vendors/Contractors

**Background/Explanation:**

The Affordable Housing program manages over 913 public housing units within thirteen (13) communities. Affordable housing staff includes property management, maintenance, and main office supervisors.

**Time Sensitivity:**

N/A

**Funding Source:**

COCC

Affordable Housing/AMP

Capital Fund

**MWBE/DBE/Section 3:**

No reporting scheduled

**Attachments:**

PH Summary Report

Leasing & Occupancy Report

Waiting List Status Report

Resident Services

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*



Affordable Housing  
Ivra Amacker, Vice President of  
Affordable Housing  
February 10, 2022

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### *Certifications*

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The Public Housing Staff has completed (753) interim certifications since the beginning of the Covid-19 pandemic in April of 2020. These interims reflect changes in our residents' income and/or household composition.

All Public Housing residents are required to be evaluated annually for compliance with HUD regulations. **Currently, our PH department has a HUD submission rate of 99.47%.**

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### *Collections*

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**Public Housing collected over 83% of the rents charged in January 2022**, which is over 4% higher than the 77% reported for the industry by the National Multifamily Housing Council.

Several properties fell below the 98.6% collection benchmark, but repayment plans have been offered to all delinquent residents to maintain our occupancy and the financial health of our families. Our management staff has been working in tandem with our Family Services Coordinators and outside partners to enroll residents with large balances in financial aid programs.

With the expiration of the eviction moratorium, our management teams were able to file for evictions in January. Due to a backlog of suits, the Baton Rouge City Court has scheduled all PHA evictions for February. This should increase the collection rate of our offices, but it will negatively affect occupancy.

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### *Occupancy*

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**The Public Housing occupancy rate saw an increase in January, hovering slightly below 87%.** Due to our current application for disposition at Turner Plaza, this property is no longer completing turnarounds or housing new clients. Sharlo Terrace's application for disposition was rejected, and we will begin turning units and housing from the waitlist. Additionally, some of our waitlists are nearly depleted, and many of our families are migrating to the Housing Choice



Affordable Housing  
Ivra Amacker, Vice President of  
Affordable Housing  
February 10, 2022

Voucher program. Affordable Housing resumed evictions in January, which will account for future drops in occupancy.

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### *Family Services*

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Due to the influx of COVID cases, our offices have delayed reopening to the public. We are still limiting the capacity for participation in community events until such time as we resume standard operations.

#### Baton Roots

- Our Community Gardens continue to be maintained at all Phase I sites through the Harmony Garden Workshops. Phase II will be underway in the coming weeks.

#### Baton Rouge Early Childhood Development

- BRECEC continues to successfully host their Home Start program at our family sites. They project that 85 additional families will be enrolled by March of 2022.

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### *Attachments*

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- i. Occupancy Report
- ii. Collections Comparison

## Public Housing Occupancy January 2022 Report

PH Occupancy Report	January 2022								
	Development	Total ACC Units	Units Available	Occupied Units	% Occupied	Move In	Move out	Turnarounds Completed	Total Vacant Units
3-1 Monte Sano	72	72	66	91.67%	4	1	0	6	0
3-2 Clarksdale	47	47	45	87.23%	5	1	1	2	0
3-9 Wood Plaza	50	44	38	95.74%	1	3	1	12	1
3-14 Scotland Villa	42	42	38	90.48%	1	2	0	4	0
3-8 Kelly Terrace	100	100	84	84.00%	4	3	2	16	4
3-11 Zion Terrace	98	98	83	84.69%	3	3	0	15	3
3-5 Turner Plaza	189	186	153	82.26%	0	3	0	33	7
3-4 Duane Street	29	29	26	89.66%	3	0	2	3	0
3-6 Ardenwood Village	93	92	80	86.96%	3	1	0	13	2
3-13 Capital Square	50	50	47	94.00%	0	1	1	3	0
3-15 Sharlo Terrace	78	78	64	82.05%	0	1	0	14	1
3-16 River South	33	33	31	93.94%	0	0	0	2	2
<b>TOTAL</b>	<b>881</b>	<b>871</b>	<b>755</b>	<b>86.68%</b>	<b>24</b>	<b>19</b>	<b>7</b>	<b>123</b>	<b>20</b>

FY22	FY22	FY22	
YTD Occupancy %	Turn-arounds Completed	Overall Occupancy Rate	MASS Occupancy Indicator
89.93%	6		
87.23%	6		
93.82%	3		
91.08%	0		
			AMP 1
87.00%	8		
86.73%	7		
			AMP 2
84.78%	1		
			AMP 3
83.62%	3		
88.02%	4		
95.00%	1		
			AMP 4
83.65%	0		
			AMP 5
93.94%	1		
			AMP 6
87.55%	40		Overall

## PUBLIC HOUSING COLLECTIONS COMPARISON

### January 2022

<u>Property</u>	<u>January Collection Rate</u>	<u>December 21 Collection Rate</u>	<u>November 21 Collection Rate</u>
3-1 Monte Sano	82.98%	77.08%	90.36%
3-2 Clarksdale	63.84%	69.34%	80.19%
3-9 Wood Plaza	49.68%	44.17%	48.99%
3-14 Scotland Villa	97.21%	98.96%	98.80%
3-8 Kelly Terrace	81.45%	69.79%	79.17%
3-11 Zion Terrace	86.68%	83.11%	78.65%
3-5 Turner Plaza	89.88%	84.76%	81.82%
3-4 Duane Street	81.47%	129.75%	133.44%
3-6 Ardenwood Village	78.85%	79.39%	87.61%
3-13 Capital Square	101.32%	100.83%	101.15%
3-15 Sharlo Terrace	88.27%	93.04%	92.72%
3-16 River South	<u>90.03%</u>	<u>102.89%</u>	<u>102.88%</u>
<b>TOTAL</b>	<b>83.06%</b>	<b>81.16%</b>	<b>84.45%</b>

*PH Mission: The mission of the Public Housing Department is to provide housing assistance to low-income and moderate-income families and individuals while maintaining "High Performer" designation under the U. S. Department of Housing and Urban Development's Public Housing Assessment System (PHAS) indicators and maintaining a high level of standards and professionalism in the day-to-day management of all public housing program components.*



## Agenda Item – No. 5e

### Capital Improvements Report

**Action:**

No action required

**Staff Resource(s):**

Melonie Bayham, COO

Jarkus McKinley, Facility Planning/Construction Director

**External Resource(s):**

HUD

Service Providers/Contractors (various)

**Background/Explanation/Activity:**EBRPHA Central and Annex Offices

Phase 2 office painting ongoing with flooring rehabilitation to follow. Office security locks assessments completed and materials ordered. Building security quote received and under review for implementation.

Baton Rouge Community College Partnership

EBRPHA will be partnering with BRCC's Program for Successful Employment. The Program for Successful Employment (PSE) is a two-year vocational training program for adults with autism and/or other cognitive differences. The program combines academic and job skills training with externship opportunities in regional businesses.

Community Garden

EBRPHA is working in conjunction with Baton Roots to provide community gardens to several of the EBRPHA sites. Initial set up of beds and irrigation ongoing. Project will include vegetable beds as follows: Capital Square-4, Ardenwood Village-4, Sharlo Terrace-8, Kelly Terrace-8, Monte Sano-8, and Turner 12.

**Time Sensitivity:**

N/A

**Funding Source:**

COCC

Public Housing/AMP

Capital Fund

**MWBE/DBE/Section 3:**

No reporting scheduled

**Attachments:**

N/A

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

## Agenda Item – No. 5f

### Human Resources Report

#### **Action:**

No action required

#### **Staff Resource(s):**

J. Daniels, CEO

Melonie Bayham, COO

Alicia Trahan, Human Resources

#### **External Resource(s):**

Paylocity

Indeed

#### **Background/Explanation:**

Vacant Positions:

- Housing Inspector – Reposted 1/3/2022
- Assistant Community Manager – Interviews Scheduled 2/3/2022
- Maintenance Supervisor – Reposted 1/28/2022
- Housing Analyst – Reposted 1/21/2022
- Economic Opportunities Coordinator (Section 3) – Reposted 12/20/2021

Filled Positions:

- Assistant Community Manager – Hire Date 1/18/2022
- Housing Analyst – Hire Date 1/18/2022

Upcoming Projects:

- Crisis Leave Pool Policy

#### **Time Sensitivity:**

- Job Study – Job Study in progress

#### **Funding Source:**

COCC

Housing Choice

Affordable Housing

#### **MWBE/DBE/Section 3:**

No reporting

#### **Attachments:**

N/A

#### *Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

## Agenda Item – No. 6

### BR Choice Neighborhood Report

#### **Action:**

Discussion purposes only

#### **Staff Resource(s):**

**J. Daniels, CEO**

**Janelle Brown, CNI Director**

David Summers, COO – Partners

Melonie Bayham, COO – EBRPHA

April Downs, CoS – EBRPHA

#### **External Resource(s):**

HUD

City-Parish (Co-Applicant)

The Ascent Project

Louisiana Housing Corp. (LHC)

Integral Development

Remson Haley Herpin

Build Baton Rouge

Various Community Organizations

#### **Background/Explanation:**

In September 2019, EBRPHA was awarded the HUD FY18 Choice Neighborhood Implementation Grant in the amount of \$29,512,500 to transform the Ardenwood Village community and surrounding neighborhoods. This is a five-year grant executed with the collaboration of many public and private sectors partners across all industries.

#### **Time Sensitivity:**

Grants expires October 2024

#### **Funding Source:**

Choice Neighborhood Grant

Developer Fee – operational

Grants (various) – operational/project-related

Private, Conventional Debt – project-related

LIHTC Tax Credit Equity – project-related

#### **MWBE/DBE/Section 3:**

DeCuir, Adams & Clark – MWBE Firm

Integral – MWBE Firm

#### **Attachments:**

BR Choice – February 2022 CNI Report

#### *Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

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## *People Strategy*

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People's Implementation Lead: The Ascent Project (TAP)  
CNI Budget: \$3.9M

- Focus areas for 2022: Job training/employment, credit repair/financial literacy and credit repair.
- Tutoring services are being offered after school on-site; TAP is also working to expand afterschool program to four days a week.
- Established Mental Health Education Program with a clinical professional that will feed into a mental health referral, if needed.

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## *Housing Strategy*

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Housing Implementation Lead: Integral Development, LLC  
Total Units: 434 (1BR/2BR/3BR/4BR)  
Replacement Units: 93  
CNI Budget: \$21.28M (Phases I-IV)

### **Cypress at Ardendale**

- Partnership with the National Park Service and BREC in developing educational and programming plan for wetlands, trails and open spaces within the new community.

### **Phase I (predevelopment)**

- New construction 170-unit (1BR/2BR/3BR) family development with 40 replacement units for existing families at Ardenwood Village.
- The Planning Commission approved the site plan and plat for Ph. I.
- Phase I has received a commitment of CDBG funds and 4% tax credits from the Louisiana Housing Corporation (LHC).



### **Cypress at Ardenale – Phase II (predevelopment)**

- New construction 70-unit (1BR/2BR) senior development with 4 replacement units for existing seniors at Ardenwood Village.
- Submitted 2022 9% LIHTC application in the fall 2021; awards anticipated in the spring 2022.

### **Cypress at Ardenale – Phase III (predevelopment)**

- New construction 94-unit (1BR/2BR/3BR) family development with 28 replacement units for existing families at Ardenwood Village.

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## ***Neighborhood Strategy***

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Neighborhood Implementation Lead: Build BR  
CNI Budget: \$3M

- Design services have begun for Façade Improvement Program; also developing program guidelines and application.
- Developing RFP for artists to create murals and sculptures within corridor.
- Build Baton Rouge received its environmental clearance necessary for the disposition of land for the housing component.

## Agenda Item – No. 6

### Partners Southeast – COO Report

#### **Action:**

Discussion purposes only

#### **Staff Resource(s):**

**J. Daniels, CEO**

**David Summers, COO – Partners**

April Downs, CoS – EBRPHA

Melonie Bayham, COO – EBRPHA

Alicia Trahan, Human Resources

#### **External Resource(s):**

DeCuir, Adams & Clark

Louisiana Housing Corp. (LHC)

NDC/HSA/NDC Asset Management

Integral Development

Build Baton Rouge

City/Parish – OCD

Remson Haley Herpin

Coleman Partners

#### **Background/Explanation:**

Partners Southeast (Partners) is the real estate development arm of the EBRPHA. Partners' mission is "to enhance the quality of life for our residents by providing exceptional housing opportunities and positive economic value to the community." Partners' strategy is to secure LIHTCs to deliver affordable housing units throughout the Southeast, primarily in Baton Rouge.

#### **Time Sensitivity:**

N/A

#### **Funding Source:**

COCC – operational

Developer Fee – operational

Grants (various) – operational/project-related

Private, Conventional Debt – project-related

LIHTC Tax Credit Equity – project-related

#### **MWBE/DBE/Section 3:**

DeCuir, Adams & Clark – MWBE Firm

Integral – MWBE Firm

#### **Attachments:**

Partners Southeast – February 2022 COO Report

#### *Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*



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*Under Construction*

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**1. Cypress Pinchback (formerly Cypress at Gardere)**

Staff had a successful financial close on April 22<sup>nd</sup>, 2021. Construction has begun and is expected to be complete in September of 2022. Partners received an initial developer fee of \$263K at closing.

- Development Type: New Construction
- Product: Senior
- Units: 99 (1BR/2BR)
- Structure: 4% LIHTC
- Platform: Direct Development Consultant (Integral)
- Total Dev. Cost: \$23.4M (\$236K/unit)
- MWBE: 30% - Construction (Tier 1)  
9% - Professional

**2. Capstone at Scotlandville (formerly Elm Grove Apartments)**

Banyan Foundation submitted a 9% LIHTC application for the demolition and new construction of family deal. Partners will be entitled to 15-20% of the developer fee. The application was not awarded in 2019 QAP round; however, the application was awarded in the May 2020 QAP. The project achieved financial close on December 3<sup>rd</sup>, 2021 and is currently under construction.

- Development Type: New Construction
- Product: Family
- Units: 84 (1BR/2BR)
- Structure: 9% LIHTC
- Platform: Development Partner (Banyan Foundation)
- Total Dev. Cost: \$22.8M (\$271K/unit)
- MWBE: TBD



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*Predevelopment*

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**3. Cypress River Lofts (aka "River Flats")**

Predevelopment activities continue with the mixed-income, family deal in Old South Baton Rouge adjacent to the River South LIHTC site. Partners was awarded \$1.5M in "permanent takeout" funds by LHC related to the Restore Louisiana housing recovery funds for fifteen (15) units. In April 2019, LHC awarded an additional \$1,155,000 for a total grant amount of \$3,315,000.

In January 2018, Partners was awarded an additional \$660K for a fourth building (\$260K from BR ReBuild and \$400K from LHC's NOAH program) for four (4) additional units.

Hancock Whitney Bank has issued a forward commitment for \$2.1M in permanent financing.

In January of 2021 Partners procured a new general contractor, Milton J. Womack. Womack provided updated pricing in February 2021 that was \$1.5M higher than the previous budget. Due to exorbitant construction costs, Partners is currently seeking \$1M in gap funding in order to move the transaction toward closing.

- Development Type: New Construction
- Product: Family
- Units: 19 (1BR/3BR)
- Structure: Constr./Perm. Debt  
LHC Permanent Takeout
- Platform: Direct Development
- Total Dev. Cost: \$6.7M (\$350K/unit) est.
- MWBE: 30% - Construction (Tier 1)  
0% - Professional

**4. Cypress at Ardendale – Phase I**

Staff applied for supplemental funds in the 2018 CDBG Piggyback NOFA in March 2018. In June 2018, LHC announced the award of \$4.57M for the project. Janelle Brown was hired in March 2020 as CNI Director. HUD approved the CNI budget in March, and design/master planning meetings began in April 2020. Staff expects to close this transaction in Q1 2022.





- Development Type: New Construction
- Product: Family
- Units: 170 (1BR/2BR/3BR)
- Structure: 4% LIHTC
- Platform: Development Partner (Integral)
- Total Dev. Cost: \$26.5M
- MWBE: 9% - Professional

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*Pipeline*

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**5. Cypress at Ardendale – Senior**

Partners and Integral submitted a 9% LIHTC application for a new construction, family deal to support the redevelopment efforts within the CNI Planning Grant Area. The application was not awarded in 2019 QAP round. The development team submitted a new application for the 2020 QAP on October 21, 2020 but did not receive an award. Staff submitted a 9% LIHTC application on December 6<sup>th</sup> 2021.

- Development Type: New Construction
- Product: Senior
- Units: 70 (1BR/2BR)
- Structure: 9% LIHTC
- Platform: Development Partner (Integral)
- Total Dev. Cost: \$15M
- MWBE: 9% - Professional

**6. Cypress at Ardendale – Phase III**

Staff is working with Integral to submit a 9% LIHTC application for the construction of 95 multifamily units. The team submitted its application for 2021 QAP on October 21, 2020 but did not receive an award.

- Development Type: New Construction
- Product: Family
- Units: 95 (1BR/2BR/3BR)
- Structure: 9% LIHTC
- Platform: Development Partner (Integral)



- Total Dev. Cost: \$21M
- MWBE: 9% - Professional

#### 7. Cypress Asante (Duane Street)

Staff submitted a 9% LIHTC application on December 6<sup>th</sup>, 2021.

- Development Type: Renovation
- Product: Family
- Units: 29 (2BR/3BR/4BR)
- Structure: 9% LIHTC
- Platform: Direct Development
- Total Dev. Cost: \$7M
- MWBE: 9% - Professional

#### 8. The Residences at Northview

Applications for the NOFA were due on January 31, 2020. Partners Southeast submitted an application to construct 8 multifamily units on 4730 North Boulevard. Partners Southeast also submitted an application for NOAH funding through LHC in April of 2020. In May of 2020 LHC alerted staff that the NOAH funds would not be made available for any project in East Baton Rouge Parish. Staff submitted an application for a \$400K grant through the City of Baton Rouge 2020 NOFA in December 2020. The project was not awarded funding, and staff is continuing to pursue alternate financing options. Staff will be submitting an updated NOAH application for 2022 funding.

- Development Type: New Construction
- Product: Family
- Units: 8 (1BR/2BR)
- Structure: CDBG
- Platform: Direct Development
- Total Dev. Cost: \$2M
- MWBE: 9% - Professional

#### 9. Earl K. Long Redevelopment

Partners is collaborating with EBRPHA and the City of Baton Rouge related to the redevelopment of the Earl K. Long Hospital site. Staff has identified several organizations to anchor the redevelopment. Strategic discussions are ongoing to formulate the most feasible and mutually-beneficial structures. Staff convened a meeting with the "anchor" partners in September 2020. A follow-up meeting took place in October.



- Development Type: New Construction
- Product: Mixed-Use
- Units: TBD
- Structure: TBD
- Platform: Development Partner
- Total Dev. Cost: TBD
- MWBE: TBD

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*Closeout*

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None

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*Other Activities*

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**10. North Boulevard Acquisition**

Staff submitted a purchase and sale agreement to acquire 4550 and 4560 North Blvd. The site is 7.5 acres and is comprised of one 3 story building and three single story buildings totaling 56,000 square feet.

**11. 2080 N. Ardenwood**

Staff has leased the autobody shop to an established engine replacement specialist. This 12 month lease will provide an additional \$18,000 in revenue.

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*Attachments*

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None