

MISSOULA HOUSING AUTHORITY  
REGULAR BOARD MEETING  
February 15, 2023  
1235 34<sup>th</sup> STREET, MISSOULA, MT

1. Call to Order
2. Attendance
3. Approval of Minutes:
  - a. January 18, 2023
4. Commissioner Comments/Conflict of Interest Disclosure
5. Public Comments on Items not on the Agenda (limited to 3 minutes apiece.)
6. Action Items:
  - a. Resolution #1147- Resolution Declining Public Housing Operating Funds
  - b. Resolution #1148- Requesting from HUD the Closeout of the PH Program through ACC Termination
7. Staff Reports
  - a. Valor House Update
  - b. National Museum of Forest Service History
  - c. Close out of Public Housing program
  - d. Villagio update
  - e. Trinity update
  - f. Speedway and 819 Stoddard/Outreach Coordinator position
  - g. Strategic planning – Continuing Succession and Measuring Success Discussion
8. Other Matters

Adjournment

The Missoula Housing Authority makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing assistance should provide advanced notice to allow adequate time to make needed arrangements. Please call 549-4113 or write to the Missoula Housing Authority, at 1235 – 34<sup>th</sup> Street, Missoula, MT 59801, to make your request known.

**The regular Board Meeting of  
the Missoula Housing Authority will be  
Wednesday, February 15, 2023 at 5:30pm  
at Missoula Housing Authority  
1235 34<sup>th</sup> Street, Missoula, MT 59801  
with an option to attend virtually via  
zoom.**

**Please contact Adam Ragsdale at  
[aragsdale@missoulahousing.org](mailto:aragsdale@missoulahousing.org) or  
406-549-4113 x105 for Zoom information.**

**Tab 1**  
**Agenda**  
**Agenda Notes**

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**MEMORANDUM**

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**TO:** MHA BOARD OF COMMISSIONERS  
**FROM:** SAM OLIVER, EXECUTIVE DIRECTOR  
**SUBJECT:** AGENDA NOTES BOARD MEETING FEBRUARY 15, 2023  
**DATE:** **FEBRUARY 10, 2023**

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**6. Action Items:**

- a. Resolution #1147- Resolution Declining Public Housing Operating Funds
- b. Resolution #1149- Resolution Requesting from HUD the Closeout of the Public Housing Program through ACC Termination

**7. Staff Reports:**

- a. MHA has decided not to pursue the renewal of the Grant and Per Diem (GPD) program at Valor house. The current GPD grant will expire at the end of September 2023. MHA has informed key partners (Poverello, City Staff, and VA Advocates) of our intent to pursue a model of permanent Veterans Housing at Valor House. All parties stand in support and agreement on the idea to transition to a permanent housing model.
- b. Bristlecone Development signed a contract with NMFSh to provide Owner's Representative Services on 1/9/2023. Bids are being analyzed for ROM Pricing now. Owner and Architect working towards contractor selection based on fresh interviews to discuss ROM proposals. Contractor selection process should be complete by the end of February.
- c. No word yet from HUD on approval or rejection of the Attorney's Opinion sent by Ryan.
- d. Villagio is following critical path scheduling to complete Building A by the beginning of May. Building A has sheetrock throughout. DAC Crews have been installing decking and railings on Building A balconies. Siding is 75% on Building A and 40% complete on Building B. Building B is being sheetrocked and the trades are moving from floor to floor.
- e. Leasing has begun and MHA/Blueline have been processing applicants from the waitlist! The first eight families have moved into the Cooley Building. Leasing will continue at Cooley, with the Stoddard Building becoming available at the end of February. Work Force housing at Mullan will be ready to lease at the end of March.
- f. We have hired Sara Stout as MHA's Outreach Coordinator. She begins 2/21/23. MHA has also hired a Construction Project Manager. Evan Hauser will start with MHA in late February. Hoping to introduce both hires to the Board at the March Board Meeting.
- f. Strategic planning is still on the agenda as we continue with Measuring Success Discussions as time allows. Sam and Kaia met recently to revisit goals from Strategic Planning. Sam will give an update on those goals and the Measuring Success measurables at the March Board meeting.

**Tab 2**  
**Minutes**

## **Missoula Housing Authority Board**

Regular Board Meeting  
Wednesday, January 18<sup>th</sup>, 2023

### MINUTES-

Members Present: Jack Richards, Kaia Peterson, Tiegan Avery  
Sheena Comer Winterer, Kila Shields

Members Absent: Erma Mack-Wilkes, Collin Bangs

Staff Present: Lori Davidson, Mary Melton, Sam Oliver, Adam Ragsdale  
Via ZOOM: Debbie Hibbitts

Guests Present: Ryan Sudbury

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: See above
- III. Approval of Minutes: Regular Board Meeting – December 21,2022
- IV. Commissioner Comments/Conflict of Interest Disclosure:  
Avery: Wondering if we can have more events to interact and meet MHA staff. As we update the website, we should have a history of MHA page.  
Oliver: Moving forward, when we have informal gatherings with staff, we will let the board know if they would like to attend.
- V. Public Comments on items not on the Agenda: None
- VI. Action Items:
  - a. Resolution #1145 – Amend HCV Administrative Plan for Local Preference  
Comer Winterer: Moves  
Shields: 2<sup>nd</sup>  
Approved
  - b. Resolution #1146 – Assignment of Signatory Authority to New Executive Director, Sam Oliver  
*\*Will need to be revisited- better define signatory powers/limits in a standing Resolution that can be periodically re-visited.*

Richards: Moves  
Shields: 2<sup>nd</sup>  
Approved

VII. Staff Reports:

a. Update on Museum of Forest Service History

Oliver: We signed a contract a week ago Monday to provide owner's rep services. We have received 3 proposals from contractors. Solicited for more proposals but with the complex nature of the job and the fact that a lot of materials have been donated spooks contractors. Will be meeting with the architect Thursday then the owner and architect on Friday to go over the proposals.

Avery: What does the project need to start?

Oliver: Hoping to be done by 2025 for an event that they have for retirees. With the labor being donated as well as the materials this is not an ideal situation for a contractor which is causing apprehension.

d. Close out of Public Housing program

Sudbury: The attorney's opinion was thought to have been sent in already. We may need to circle back.

Davidson: We should send it right in to Bob Keenan.

e. Villagio Update

Oliver: Building A has sheetrock, texture, and paint through the entire building. We have finished model units both accessible and regular. Toured the investors through the property. They were really blown away by the progress. Nothing but compliments. Still on track with the remainder of the project and meetings surrounding the navigation center and PSH are happening frequently to hash out the details.

f. Trinity update

Oliver: Hoping to have our first people leasing by the 25<sup>th</sup> of this month. Erin is showing applicants apartments. There is a rush to button up odds and ends and get the punch list completed. Hoping in a months' time Stoddard will be ready followed by the Mullan site at the end of March.

Comer Winterer: do you expect, say by fall, to be full?

Melton: Approximately 900 on the waitlist and about half have been gone through thus far. Erin is actually starting to show units tomorrow.

Oliver: I am meeting with Reaching Home Group to give them an update on the projects with opening dates to help spread the word through the community and encourage people to apply.

Melton: The school district is nervous about the potential influx of students.

Peterson: What is the status of staffing up?

Oliver: We have posted for the additional maintenance staff for Trinity and Villagio will be following closely behind. Current and ongoing.

g. Speedway and 819 Stoddard

Oliver: Nothing to update but we are gaining traction on the Outreach position. This week we have 2 more qualified candidates that we will be meeting with.

h. Strategic Planning:

Peterson: We will continue to support Sam in this transition and continue to look at those community relationships.

Oliver: I appreciate the support and we need to keep the bus rolling. We are going through hectic times with these two projects, but we also have to keep looking forward as well.

Comer Winterer: Once the current projects are full then how do we assess the needs from there for the next project?

Oliver: Always pivoting and land is a big driver. We always have the need.

Avery: With the open discussions on zoning are there things that have gotten in the way of projects in the past that we want to advocate for to make our job easier?

Oliver: We need to be present and participating in these ongoing discussions on zoning changes.

Peterson: Making sure MHA is at the table in the right places for these ongoing discussions is crucial along with keeping the Board informed. At our next board meeting we should revisit the strategic plan document.

VIII. Other Matters:

Shields: Is there a possibility for Crisis Intervention training?

Peterson: We are looking for a trainer to incorporate that into the statewide Housing Conference but if we see a lot of interest we could look at doing a more local training.

Meeting adjourned at 6:20 pm

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Sam Oliver, Executive Director

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Kaia Peterson, Board Chair



**Tab 3**  
**Action Items**

RESOLUTION NUMBER 1147

A RESOLUTION DECLINING PUBLIC HOUSING OPERATING FUNDS

WHEREAS, the Missoula Housing Authority (“MHA”) is a public not-for-profit organization authorized under the laws of the State of Montana and established by vote of the citizens of Missoula as the City’s housing authority;

WHEREAS, MHA historically has received Public Housing Operating Funds from the Department of Housing and Urban Development (“HUD”) to be used exclusively on Public Housing units owned and managed by MHA;

WHEREAS, MHA has exited the Public Housing Program through the Section 22 Streamlined Voluntary Conversion process and no longer has Public Housing units;

WHEREAS, HUD has obligated Public Housing Operating Funds in the following amounts:

MT033-00000120D	\$	594.00
MT033-00000121D	\$	354,086.00
MT033-00000220D	\$	240.00
MT033-00000221D	\$	142,084.00
MT033-00000520D	\$	31.00
MT033-00000521D	\$	18,279.00
MT033-00000617D	\$	24.00
MT033-00000717D	\$	<u>17.00</u>
Recapture Total		\$515,355.00

WHEREAS, MHA no longer operates a Public Housing program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MISSOULA HOUSING AUTHORITY to decline the awards of Public Housing Operating Funds in the amount of \$515,355.00 as outlined above and notify the HUD Office of Public Housing of the amounts to be recaptured, and the Executive Director is hereby authorized to take such steps as are necessary and to execute such documents consistent with the intent of this resolution.

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

\_\_\_\_\_  
Kaia Peterson, Chair  
Board of Commissioners  
Missoula Housing Authority

RESOLUTION NUMBER 1148

A RESOLUTION REQUESTING FROM HUD THE CLOSEOUT OF THE PUBLIC HOUSING PROGRAM THROUGH ACC TERMINATION

WHEREAS, the Missoula Housing Authority (“MHA”) is a public not-for-profit organization authorized under the laws of the State of Montana and established by vote of the citizens of Missoula as the City’s housing authority;

WHEREAS, MHA has exited the Public Housing Program through the Section 22 Streamlined Voluntary Conversion process and no longer operates any property as Public Housing;

WHEREAS, MHA has complied with all applicable closeout requirements of HUD Notice 2019-13, the ACC, the 1937 Act, and 2 CFR Part 200, to the best of the Board’s knowledge and supported by the Attorney Opinion attached to this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MISSOULA HOUSING AUTHORITY to request closeout from HUD of the Public Housing Program through ACC termination, recapture of any and all Public Housing operating funds that have been obligated, and hereby certifies that:

- 1) MHA retains no real or personal public housing property;
- 2) No outstanding litigation claims, audits, debt obligations, or civil rights matters exist;
- 3) There are adequate assurances in place to ensure compliance with prior HUD approvals in the form of long-term use restrictions filed with the County of Missoula.

and the Executive Director is hereby authorized to take such steps as are necessary and to execute such documents consistent with the intent of this resolution.

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

\_\_\_\_\_  
Kaia Peterson, Chair  
Board of Commissioners  
Missoula Housing Authority

# OFFICE OF THE CITY ATTORNEY

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(406) 552-6020 • Fax: (406) 327-2105  
[attorney@ci.missoula.mt.us](mailto:attorney@ci.missoula.mt.us)

2022-037

## OPINION OF COUNSEL

November 3, 2022

U.S. Department of Housing  
and Urban Development  
451 Seventh Street, S.W.  
Washington, D.C. 20410

RE: Missoula Housing Authority's Close Out of its Public Housing Program Pursuant to the Streamlined Voluntary Conversion Process

Ladies and Gentlemen:

I represent Missoula Housing Authority ("MHA") in connection with its plan to complete the Streamlined Voluntary Conversion of its Public Housing assets (the "Conversion"). I have been requested by the Executive Director and Board of Directors of MHA to deliver this legal opinion in accordance with and pursuant to the Streamlined Voluntary Conversion close out process outlined in HUD PIH 2019-13.

As outlined in MHA's Conversion application and plan, MHA converted all the public housing dwelling units to Section 8 Housing Choice Voucher tenant-based assistance. MHA retained ownership of all the dwelling units as well as all of its public housing funded non-dwelling real property and personal property. The non-dwelling real property and personal property will continue to be used by MHA to support the Section 8 Housing Choice Voucher tenant-based assistance program.

### **Compliance with PIH 2019-13's Mandatory Closeout Activities**

Based on the documents provided to me and the representations made to me by MHA staff, it is my opinion that MHA has completed all the mandatory closeout activities required by PIH 2019-13. A summary of the steps taken by MHA to comply with the mandatory closeout activities is detailed below.

#### **A. Disposition of Non-Dwelling Real Property**

MHA's Public Housing portfolio did include a few parcels of non-dwelling real property. However, MHA outlined its plan to keep the non-dwelling real property in its Part 200 retention

application. As outlined in the Part 200 application, MHA will continue to use the non-dwelling real property to support the units converted to MHA's Affordable Housing program as part of its Section 8 Housing Choice Voucher tenant-based assistance program.

B. Disposition of Personal Property

MHA plans to retain and use all personal property funded in whole or in part by public housing funds to support MHA's Section 8 Housing Choice Voucher tenant-based assistance program. Therefore, according to PIH 2019-13, MHA has no further obligation to HUD for the items of personal property funded in whole or in part by Public Housing funds.

C. Resolution of Outstanding Legal Matters

To the best of my knowledge after diligent inquiry, no claims or litigation has been filed against MHA related to the operation or ownership of the Public Housing units included in the Conversion. Neither I nor MHA are aware of any threatened litigation, nor are we aware of any potential claims that may be asserted against MHA related in any way to the Public Housing units included in the Conversion. In the event any litigation, claim or audit is started before the expiration of the three-year period after the removal of the last of MHA's public housing real property, MHA will inform its Field Office and retain all records until all litigation, claims or audits are resolved.

D. Resolution of Grants and Approvals

MHA has satisfied all terms and conditions, obligations and repayment agreements required by HUD in connection with outstanding grants and public housing program approvals. As discussed in Section E below, MHA closed out its Operating and Capital Funds. MHA no longer had a ROSS program at the time the conversion was commenced. MHA continues to use FSS funds to support the Section 8 Housing Choice Voucher program. All prior property use restrictions were resolved prior to and during the conversion process. At this time, MHA has no outstanding grants or ongoing obligations related to its Public Housing program, and to my knowledge it has received all necessary approvals required to close out its Public Housing program.

E. Closeout Reporting for Operating and Capital Funds

MHA has complied with all the closeout reporting requirements associated with its Public Housing program. MHA's Operating Funds, including its Operating Reserve balance, were spent down in accordance with HUD regulations and guidance, and closeout reports were submitted to and approved by HUD. For the purposes of closing out its Capital Fund program, MHA submitted the cost certificate (Form 53001) to HUD, and had a complete audit of the Capital Fund submitted to and approved by HUD. All accounts related to MHA's Public Housing program have been zeroed out, and to my knowledge MHA currently has no funds in any account related to its Public Housing program.

F. Public Housing Audit

MHA had a complete audit of its Public Housing program completed and submitted to the auditor in February 2022. The audit was completed in June 2022, and was submitted, received, and

finally approved by HUD in August 2022. To the best of my knowledge, MHA complied with the audit requirements applicable to closing out its Public Housing program.

G. Reconciliation of Public Housing Funds

As discussed above, to my knowledge MHA has no remaining Public Housing funds in its possession.

H. Reconciliation of Program Income

MHA has not earned any Program Income since filing its application to close out its Public Housing program. As discussed above, to my knowledge MHA has no remaining Public Housing funds in its possession.

I. Reconciliation of Disposition Proceeds

MHA spent down all remaining disposition proceeds in accordance with HUD regulation prior to filing its application to close out its Public Housing program. As discussed above, to my knowledge MHA has no remaining Public Housing funds in its possession.

### **Qualifications**

The foregoing opinion is subject to the following qualifications:

1. Whenever our opinion herein is qualified by the phrases "to my knowledge"; "known to me"; "my opinion"; or words of similar import, it is intended to indicate that the current actual knowledge of the attorney giving this legal opinion based on the information conveyed to me by MHA staff. I have made no independent investigation with respect to such matters.
2. This opinion speaks only as of the date of its delivery. The City of Missoula City Attorney's Office has no obligation to advise the recipients of this opinion, or anyone else, of any matter of fact or law thereafter occurring, whether or not brought to our attention, even though that matter affects any analysis or conclusion of this opinion.
3. This opinion is limited to the matters expressly set forth herein, and no opinion is to be inferred or may be implied beyond the matters expressly so stated.
4. This opinion letter has been provided solely for the benefit of the addressee, at its request, and no other person or entity shall be entitled to rely hereon without the express written consent of the City of Missoula City Attorney's Office. This opinion letter shall not be quoted in whole or in part, used, published, or otherwise referred to or relied upon in any manner, including, without limitation, in any financial statement or other document.

### **Conclusion**

To the best of my knowledge and understanding, I believe that MHA has complied with the applicable regulations related to the close out of its Public Housing Program. MHA is aware of and

acknowledges it has several ongoing obligations following HUD's termination of MHA's ACC, as outlined in Section 10 of PIH 2019-13.

Sincerely,

/s/ Ryan Sudbury

By: Ryan Sudbury

Title: Deputy City Attorney, City of Missoula

Date: November 3, 2022



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

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**Special Attention of:**  
Public Housing Agencies and  
Related Interests  
Regional and Field Office Directors

**Notice PIH 2019-13 (HA)**

Issued: May 24, 2019

Expires: Effective until amended, superseded, or rescinded

This notice supersedes Notice PIH 2016-23 Cross-References: PIH Notices 2011-61, 2014-24, 2018-04, 2012-32, 2017-22, 2017-27, 2018-11, 2018-16, and 2011-69 including successors thereto.

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**Subject: Public Housing ACC Termination and PHA closeout**

**1. Purpose.** This notice outlines requirements public housing agencies (PHAs) must complete when proposing to remove their remaining public housing units from the public housing program and requirements related to the termination of the public housing Annual Contribution Contract (ACC). ACC termination follows the removal of all public housing units and other public housing property from the public housing inventory. ACC termination is also known as PHA closeout.

**2. Background.** The ACC initially establishes the terms and conditions of the public housing grant program under the U.S. Housing Act of 1937 (1937 Act). ACC termination and PHA closeout may occur through consolidation or voluntary transfer in accordance with PIH Notice 2014-24 or in accordance with this notice. The time between final unit removal and ACC termination/PHA closeout depends on the requirements outlined herein, but generally occurs within two to five years.

HUD will terminate its public housing ACC with a PHA only after the PHA removes all units and other real and personal property from its public housing ACC through one or more of the following available authorities:

- A. Demolition and Disposition under Section 18
- B. Voluntary Conversion under Section 22
- C. Homeownership under Section 32
- D. Required Conversion under Section 33
- E. Choice Neighborhoods Demolitions under Section 24
- F. Retentions under 2 CFR 200.311 and HUD guidance
- G. Personal Property Dispositions (i.e., equipment and supplies) as part of the unit removal or under 2 CFR 200.313-314 and HUD guidance<sup>1</sup>

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<sup>1</sup> PHAs can negotiate the transfer of personal property (e.g., equipment, supplies, furniture and vehicles) with the new ownership entity as part of the unit removal/real property transaction (i.e., under RAD, Section 18 disposition, or Section 22 voluntary conversion that involves a disposition), provided the personal property is associated/connected with the real property (i.e. exclusively or primarily used to support the project).



- H. Eminent Domain under PIH Notice 2012-8
- I. Rental Assistance Demonstration Program (RAD) under the Consolidated and Continuing Appropriations Act of 2012

As discussed more fully in this notice, an ACC is not terminated simply through a PHA's removal of its last units in the Inventory Management System/PIH Information Center (IMS/PIC). There are certain tasks that must be completed after removal in IMS/PIC. A PHA is not fully closed-out until HUD terminates a PHA's ACC through PIH Notice 2014-24 or through a memorandum to a PHA following submission by the PHA of closeout requirements presented in Section 6 of this notice.

**3. Applicability.** This notice applies to any PHA using one of the above authorities to remove the last of their public housing units and to PHAs that have already removed all public housing units from their public housing program but have not completed closeout activities. Closeout activities described in Section 6 of this notice do not apply to ACC terminations resulting from consolidation or transfer as described in PIH Notice 2014-24.

**4. Overview of ACC Termination.** The process of termination begins when the PHA submits its IMS/PIC removal application for the last units in its public housing program. As an attachment to that IMS/PIC removal application, the PHA must submit form HUD-5837, Notification of Public Housing Closeout or Future Development. This requirement applies to all applications submitted to HUD on or after April 20, 2018, the date form HUD-5837 was published on HUDclips. This form notifies HUD whether the PHA intends to closeout or pursue any unused development authority under "Faircloth" (see below). This form requires the PHA to identify any potential issues that might affect program termination.

In submitting form HUD-5837, the PHA indicates its intention to closeout under this notice or under PIH Notice 2014-24. Appendix A presents the options for closeout.

If it is closing out under this notice, upon completion of all required closeout activities, the PHA submits to HUD a legal opinion certifying compliance with all applicable closeout activities under this notice and requests ACC termination. Appendix B is a Closeout Planning Checklist to assist PHAs in planning for the closeout of their public housing program. This checklist is not submitted to HUD.

HUD terminates the ACC with the PHA after it determines all applicable closeout activities and requirements are satisfied via memorandum to the PHA. Concurrently, the Field Office changes the PHA's status in IMS/PIC to reflect the PHA as either inactive (i.e., terminated) or a Section 8 Housing Choice Voucher (HCV) PHA.

PHAs that have already removed the last of their public housing units prior to publication of this notice but still have active ACCs with HUD are not required to submit a HUD-5837. Instead, these PHAs notify their Field Office of their intent to either develop new public housing units, or closeout its public housing through either ACC termination under this notice or through transfer/consolidation under PIH Notice 2014-24. If a PHA indicates its intention to terminate its ACC under this notice, the PHA completes the closeout activities described in Section 6.

**5. Development under Faircloth Limit and Impact on Closeout.** As explained in PIH Notice 2011-69, some PHAs have authority to develop new public housing under their “Faircloth limit.”<sup>2</sup> When submitting form HUD-5837, a PHA indicates whether it intends to develop any units under its Faircloth limit. **Any PHA that indicates it intends to develop units under the Faircloth limit will not have its ACC terminated and all public housing program requirements continue to apply.** The decision whether to develop new public housing units up to the Faircloth limit is entirely a local decision. The PHA keeps the Field Office apprised of plans and development activities through an approved PHA Annual Plan in accordance with 24 CFR 903.7. If a PHA plans to use Capital Funds or any secured financing for development efforts, the PHA must identify and describe planned activities in the Capital Fund Program 5-Year Action Plan, in accordance with 24 CFR 903.6.

**6. Mandatory Closeout Activities.** The sequence of the following activities is at the discretion of the PHA, but all must be addressed prior to closeout.

- A. Disposition of all non-dwelling Real Property. Real property acquired, developed, modernized, operated or maintained with public housing funds is subject to public housing requirements and the ACC.<sup>3</sup> PHAs develop a strategy for the future use (or disposition) of non-dwelling public housing property consistent with their PHA Plan to maximize benefits to the community. PHAs generally submit a Section 18 disposition application or a Part 200 retention application to HUD’s Special Applications Center (SAC) via form HUD-52860 (4/2018) in IMS/PIC.
- B. Disposition of Personal Property. 2 CFR 200.313 provides that when original or replacement equipment<sup>4</sup> acquired under a federal award is no longer needed for the original

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<sup>2</sup> PHAs that utilized a removal authority conditioned on PHA closeout (e.g., a PHA repositioning the last of its units under the “50 and under” justification of Section 3.b. of Notice PIH 2018-04, under the streamlined conversion authority of Notice PIH 2019-05, or under the RAD streamlined authority for PHAs with 50 or fewer units) are ineligible to develop additional public housing units and must closeout their public housing programs

<sup>3</sup> Examples of non-dwelling public housing real property include: (i) administrative buildings, central warehouses, garages, community buildings, day-care buildings, or other non-dwelling structures that served the PHA’s public housing inventory; (ii) vacant land that once comprised public housing dwelling units that have been demolished under HOPE VI, Choice Neighborhoods, or Section 18; (iii) vacant buildings that once contained public housing dwelling units that were assisted under Section 9 of the 1937 Act and are now vacant and no longer receiving the benefit of any Section 9 assistance because of conversion to Section 8 assistance through RAD Transfer of Assistance authority, when the DOT/DORC was not released as part of the transaction; (iv) excess non-dwelling property that was acquired by the PHA with funds from the 1937 Act but never developed as low-income housing; or (v) any other non-dwelling property such as playgrounds, gardens or parks. If the PHA owns public housing property that is not in IMS/PIC, the PHA must work with its PIC coach, located in the applicable HUD field office, to record that property in IMS/PIC.

<sup>4</sup> Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. See 2 CFR 200.33. PHAs must comply with certain equipment management requirements including the requirement at 2 CFR 200.313(d)(1) that “[p]roperty records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including Federal Award Identification Number FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.”

project or program, non-federal entities (e.g., PHAs) obtain “disposition instructions” from the federal awarding agency (e.g., HUD). In addition, 2 CFR 200.314 provides that if a residual inventory of unused supplies exceeding \$5,000 in total aggregate value remains upon termination or completion of the project or program and the supplies are not needed for any other federal award, the non-federal entity must retain the supplies for use on other federal grant program activities or sell them. Personal property disposition may require compensation to the federal government. For purposes of this notice, equipment and supplies are known as personal property. Disposition instructions are as follows:

- a. If a PHA intends to use personal property for other federally-supported activities or awards (e.g., Section 8 voucher or RAD), the PHA may retain such property without further obligation to HUD (regardless of the market value of such property);
- b. For items or equipment with a current per-unit market value of \$5,000 per item or less, the PHA may retain, sell or otherwise dispose without further obligation to HUD. See 2 CFR 200.313(e)(1).
- c. For items or equipment with a current per-unit market value over \$5,000 per item, the PHA may retain, sell, or transfer, but HUD is entitled to compensation. Compensation is calculated by multiplying the current market value or sale proceeds by HUD’s percentage of participation in original purchase cost based on grant funds. If the equipment is sold, HUD may permit the PHA to deduct and retain from the federal share \$500 or ten percent of the proceeds, whichever is less, for “selling and handling expenses”. See 2 CFR 200.313(e)(2). A PHA may request an exception to the compensation requirement to its Field Office. HUD reviews requests on a case-by-case basis, and may, with good cause and in its sole discretion, HUD’s PIH Assistant Secretary or delegated official may grant the exception to compensation in accordance with 2 CFR 200.102(b). If HUD grants an exception to the compensation requirement, proceeds realized from the sale of equipment (in excess of funds retained for “selling and handling expenses”) must be used for low-income housing purposes or to benefit the residents assisted by the PHA in accordance with Section 9(k) of the 1937 Act.
- d. For supplies, if the total aggregate value of all unused supplies in the PHA’s residual inventory is valued at \$5,000 or less, the PHA may retain, sell or otherwise dispose without any further obligation to HUD. See 2 CFR 200.314.
- e. For supplies with an aggregate value over \$5,000, the PHA may retain, sell, or transfer, but HUD must be compensated. Again, compensation is based on HUD’s percentage of the original purchase cost with the same retention for “selling and handling expenses.” See 2 CFR 200.314. The PHA may request that HUD grant an exception to the compensation requirement in accordance with 2 CFR 200.102(b). If HUD’s PIH Assistant Secretary or delegated official grants an exception to the compensation requirement, proceeds realized from the sale of supplies (in excess of funds retained for “selling and handling expenses”) must be used for low-income housing purposes or to benefit the residents assisted by the PHA in accordance with Section 9(k) of the 1937 Act.

For intangible PHA personal property, the PHA may generally retain, sell, or transfer the property in the same way as equipment (see 2 CFR 200.315). However, for certain intangible property (e.g., debt notes), the PHA must follow terms of any associated imposed agreement.

As part of the closeout process, the PHA must certify that it will comply with the above provisions. In addition, the PHA is responsible for submitting necessary requests to HUD in order to comply with their dispositions/retentions of personal property in accordance with the above requirements.

At its sole discretion and as part of the closeout process, the Field Office may require the PHA to submit a master list of all personal property and how it proposes to comply with the above requirements. Records for PHA personal property disposition are retained for three years after final disposition.

- C. Resolution of all Outstanding Legal Matters. PHAs determine, in consultation with their counsel, HUD counsel and Field Office, if they have or reasonably anticipate any outstanding litigation, claims, compliance reviews, monitoring reviews, PHA or MTW Plan reviews, audits (including General Accountability Office, Office of the Inspector General, and program audits), and/or fair housing and civil rights matters associated with their public housing program. Fair housing and civil rights matters may include charges, cause determinations, lawsuits, letters of findings, outstanding voluntary compliance agreements or consent decrees, and remedial orders or agreements with unfulfilled requirements. HUD determines when actions to resolve are completed. All outstanding matters must be resolved prior to ACC termination.

Closeout from the public housing program does not end a PHA's continuing obligations or legacy costs. Legacy costs include, but are not limited to, Pension Benefit Obligations (PBOs), Other Post-Employment Benefits (OPEBs), Compensated Absences, Termination Benefits, and Risk Financing (Liability Claims) that may not be currently reported in a PHA's financial statement and may be unfunded. Legacy costs remain with the PHA with no financial obligation or liability transferred to HUD.

Additionally, PHAs assess closeout impacts on cooperative agreements, contracts and associated obligations between the PHA and state and/or local municipalities. ACC termination may result in a material change or automatic termination of a government agreement.

- D. Resolution of Grants and Approvals. PHAs ensure all terms and conditions, obligations and repayment agreements required by HUD in connection with outstanding grants and public housing program approvals are satisfied prior to requesting ACC termination. PHAs identify all public housing grants and HUD approvals not closed out. Grants include, but are not limited, to: Operating Fund, Capital Fund, HOPE VI, Choice Neighborhoods, Family Self-Sufficiency (FSS), Resident Opportunities and Self Sufficiency (ROSS), and Jobs Plus.<sup>5</sup> Agreements and other obligations may include, but are not limited to, repayment

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<sup>5</sup> For PHAs that operate a Family Self-Sufficiency (FSS) program or a Resident Opportunities and Self Sufficiency (ROSS) program, different rules may apply to these grants depending on the repositioning authority that removed the last of the PHA's public housing units. Typically, the resolution of these grants is addressed at the time the last units are repositioned. However, if these grants were not addressed as part of the public housing dwelling unit removal, PHAs must consult with their Field Office.

agreements, restrictions on program income derived from mixed-finance public housing development, and property use restrictions related to previous HUD approvals under repositioning authorities, such as Section 18 disposition.<sup>6</sup>

- E. Grant Period of Performance means the time during which a PHA may incur new obligations to carry out the work authorized by HUD under a federal award, including the Operating Fund and the Capital Fund (see 2 CFR 200.77 and 200.309 and 24 CFR 905.306). For Capital Fund grants, the period of performance ends at the Expenditure End Date (EED) (24 CFR 905.306(f)). For Operating Fund grants, the period of performance terminates at the end of the Funding Year that is twelve months after the later of: 1) the date of the removal of the last public housing unit from the ACC; or 2) if the PHA plans to develop additional public housing units, the date on which Asset Repositioning Fee (ARF) eligibility ends (e.g., if ARF eligibility ended on 9/30/20, the period of performance would terminate on 12/31/21; if ARF eligibility ended on 12/31/20, the period of performance would terminate on 12/31/21). Grant extensions must be approved by HUD. Grant extensions for Capital Fund awards require prior HUD approval and must comply with Section 9(j) of the 1937 Act and 24 CFR 905.306.

The PHA must comply with the closeout reporting requirements associated with a PHA's public housing programs. For Operating Funds, the PHA must submit all closeout reports and liquidate all obligations no later than 90 days after the end of the period of performance (see 2 CFR 200.343). To the extent the PHA cannot specifically identify the source of funds in the Operating Reserve, the Operating Reserve balance is considered Operating Funds PHAs may request extensions to 2 CFR 200.343 pursuant to 2 CFR 200.343(a). Field Offices have the authority to approve extension requests of up to nine months, approve a lesser duration, or deny the request. 24 CFR 905.322 regulates the fiscal closeout for the Capital Fund program and includes submission deadlines and requirements unique to the Capital Fund program (cost certificate, an audit, if applicable, and a final Performance and Evaluation Report, as well as receipt of HUD approval of the cost certificate). Fiscal closeout for the Operating Fund requires PHA submission of an SF-425 and a final audit of the public housing program.

Certain repositioning authorities may result in eligibility for Demolition and Disposition Transitional Funding (DDTF) pursuant to 24 CFR 905.400(j) or Asset Repositioning Fees pursuant to 24 CFR 990.190(h) and PIH Notice 2017-22. These funds are additional grant funds. PHAs may only spend these funds on eligible program activities.

- F. Public Housing Audit. Pursuant to 2 CFR 200.501, PHAs that expend \$750,000 or more in federal funds during the PHA's fiscal year, must have an independent audit conducted no

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<sup>6</sup> PHAs should review the terms and conditions of all repositioning authority approvals that they have received from HUD in order to ensure compliance. For instance, for dispositions approved under section 18 of the 1937 Act, it may be necessary to amend and/or clarify the terms and conditions of the approval documents or related implementation documents (i.e. reversion clauses, long-term use restrictions, the use of unobligated/unexpended disposition proceeds). PHAs should begin working with their Field Office and the SAC on these issues as soon as they know they want to closeout their public housing programs so that these issues can be addressed and resolved timely.

later than nine months following their fiscal year end date. Depending on the timing of the removals, there may be more than one audit between the removal of the last public housing unit and termination of the ACC. Field Offices review the audit results, work with the PHA to resolve any audit findings, and, if applicable, transmit approval of the cost certificate. Following ACC termination, no more audits are required for public housing purposes through the Fiscal Year End (FYE), but if a PHA has other HUD housing programs, including Section 8 or Multifamily programs, the PHA remains subject to any audit requirements of those programs.

- G. Reconciliation of Public Housing Funds. Any remaining public housing funds (e.g., Capital Funds, Operating Funds) must be promptly returned to HUD via wire transfer. Field Offices provide wiring instructions upon request. If a PHA fails to return remaining public housing funds earned during the period of performance in accordance with 24 CFR 905.322 and 2 CFR 200.343, then the requirements at 2 CFR 200.345 (collection of amounts due) apply, as well as any applicable debt collection statutes and regulations, including imposition of interest on uncollected amounts. To the extent the PHA cannot specifically identify the source of funds in the Operating Reserve, the Operating Reserve balance is considered Operating Funds. A PHA cannot spend public housing funds earned during the period of performance after its public housing program is closed-out and HUD has terminated its ACC with the PHA, or at the end of the period of performance for each grant, as applicable, whichever is completed first.
- H. Reconciliation of Program Income. Any remaining program income (e.g., rental income, non-rental income under 9(k) of the 1937 Act) derived from the PHA's operation of its Section 9 public housing program<sup>7</sup> must be promptly returned to HUD via wire transfer. Field Offices provide wiring instructions upon request. If a PHA fails to return remaining program income earned during the period of performance in accordance with 24 CFR 905.322 and 2 CFR 200.343, then the requirements at 2 CFR 200.345 (collection of amounts due) apply, as well as any applicable debt collection statutes and regulations, including imposition of interest on uncollected amounts.
- I. Reconciliation of Disposition Proceeds. Any remaining disposition proceeds derived from the sale of real property under Section 18 of the 1937 Act must either be promptly returned to HUD via wire transfer or approved by HUD for obligation/use for eligible uses (which may include Section 8 purposes). The Special Application Center (SAC) approves the use of disposition proceeds. As part of closeout, PHAs confirm a valid and current HUD approval for all unexpended disposition proceeds and have a plan to use the proceeds in accordance with that approval. If a PHA's plans change, there must be a new approval from the SAC for the proposed new use of proceeds.

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<sup>7</sup> This excludes program income derived from mixed-finance public housing developments, which is subject to the terms and conditions of the Mixed-Finance ACC, including Exhibit H. In some instances, PHAs can use program income from mixed-finance development transactions for affordable housing. PHAs must confirm to HUD that they are in compliance with all terms and conditions of this agreement, including the restrictions on program income, before HUD will terminate the ACC. See <https://www.hud.gov/sites/dfiles/PIH/documents/MixedFinanceACCAmendment.pdf>

**7. Closeout Costs.** Prior to removing the last public housing unit, PHAs intending to closeout must budget funds to cover closeout activities. PHAs budget for costs incurred after removing the last public housing units, which include legal opinions, audits, reports, program liabilities (e.g., pensions or staff severance agreements), or ongoing operations such as salaries which may be necessary to support closeout activities. These costs are appropriate public housing program expenditures. PHAs with fewer than 250 units at time of submission of form HUD-5837 have flexibility under section 9(j)(2) of the 1937 Act to use public housing Operating or Capital funds to pay for closeout activities eligible under either 24 CFR part 905 or 24 CFR part 990.

**8. Legal Status.** Repositioning and closeout may impact a PHA's organizational status and continuing obligations under state law or any cooperative agreements with local government. Closeout from the public housing program does not terminate the PHA as a legal entity. A PHA reviews its authorization under state law and consults its legal counsel to determine if it can exist under the same authority after termination of the ACC. If a PHA with a Section 8 voucher program closes out its public housing program, the PHA becomes an HCV-only PHA.

**9. Board Resolution and Legal Opinion.** Once a PHA completes the closeout activities described above, the PHA secures a Board resolution directing the PHA to request closeout from HUD through ACC termination and confirming the PHA has complied with all applicable closeout requirements of this notice, the ACC, the 1937 Act, and 2 CFR part 200, to the best of the Board's knowledge and supported by a counsel's opinion. In addition, the Board Resolution must certify that: 1) the PHA retains no real or personal public housing property; 2) no outstanding litigation claims, audits, debt obligations, or civil rights matters exist; and 3) there are adequate assurances in place to ensure compliance with prior HUD approvals, if applicable (e.g., long-term use restrictions or use of disposition proceeds required by a HUD approval under Section 18 of the 1937 Act).

If a PHA's Board has disbanded, dissolved under state law, or otherwise has become inactive prior to completing closeout requirements, the PHA may fulfill this Board Resolution requirement with a certification from the Board Appointing Official or other authorized official and supported by a counsel's opinion. The PHA, or their representative must still submit a legal opinion, which could come from the appointing authority's counsel, counsel to the local jurisdiction or counsel for the transaction closing.

If a PHA fails to submit a legal opinion, HUD may voluntarily choose to terminate its ACC with the PHA when HUD is satisfied that all federal interests are dissolved. For purposes of this notice, dissolution of federal interests means the later of 40 years from the PHA's last use of development funds, 20 years from last use of modernization funds, and 10 years from last payment of Operating Funds. Should HUD choose to terminate a PHA's ACC based on the dissolution of federal interest, any remaining public housing funds and assets, and obligations (such as repayment agreements) remains subject to federal requirements.

**10. Requirements after ACC Termination.** HUD's termination of an ACC under this notice does not terminate certain federal requirements and record-keeping obligations. The following post-ACC termination responsibilities apply:

- A. If any litigation, claim or audit is started before the expiration of a three-year period after the removal of the last of the PHA's public housing real property, the PHA

informs its Field Office and retains all records until all litigation, claims or audit findings are resolved. HUD approval is required before using any federal funds for instituting, defending or settling litigation or claims under its public housing program.

- B. There are no federal requirements governing the disposition of income earned after the end of the period of performance for the federal award. However, the requirements of 2 CFR 200.344 (post-closeout adjustments and continuing responsibilities) and 2 CFR 200.345 (collection of amounts due) continue to apply.

In addition to the above continuing responsibilities, the continuing record-keeping requirements include, but are not limited to:

- C. Complete records of the history of each Capital Fund grant, including Capital Fund Program 5-Year Action Plans, procurement, contracts, obligations, and expenditures for five years following HUD approval of the cost certificate (see, 24 CFR 905.326).
- D. PHAs retain all documents related to financial management and activities under the Operating Fund Program for a period of five fiscal years after the last fiscal year of funding received, pursuant to 24 CFR 900.325.
- E. Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report, or five fiscal years after the last fiscal year of funding received, whichever is later. This includes retention for three years following disposition of records for real property and equipment acquired with federal funds (see 2 CFR 200.333).
- F. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records are resolved and final action taken. The PHA must report the final action and resolution taken to the Field Office.

HUD, Inspector General, Comptroller General and any of their authorized representatives have a right of access to any documents, papers, or other records of the PHA pertinent to its public housing program for audit, examination, excerpts, or transcripts. The right of access is not limited to the required retention period but for as long as records are retained.

**11. Remedies for Noncompliance.** If PHAs or owner entities fail to comply with federal statutes, regulations or the terms and conditions of a federal award, including requirements described herein, HUD may impose additional conditions or may take any actions described in 2 CFR 200.338, the ACC, the 1937 Act, or any other related federal statutes and regulations, which may include withholding Section 8 administrative fees or other cash payments, initiating debarment proceedings, or taking control of a PHA through administrative receivership or other means under the 1937 Act pending correction of the deficiency.

**12. Paperwork Reduction Act.** The information collection requirements contained in this notice are currently approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 2577-0075 and



2577-0280. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid control number.

**13. Additional Information.** Direct questions to your Field Office.

\_\_\_\_\_  
/s/  
R. Hunter Kurtz,  
Principal Deputy Assistant Secretary  
for Public and Indian Housing

**Appendix A:**

**Overview of Options for PHAs with Zero Public Housing (PH) Units**

*PHAs indicate selected option on HUD form 5837*

<b>Option</b>	<b>Requirements</b>	<b>Pros</b>	<b>Cons</b>
<b>Develop New PH Units</b>	<ul style="list-style-type: none"> <li>• Development Proposal approved by HUD under 24 CFR 905</li> <li>• PH units may be developed conventional or mixed-finance</li> <li>• Restricted by Faircloth limit.</li> </ul>	<ul style="list-style-type: none"> <li>• New PH units could later be repositioned through RAD, homeownership (Sec 32), or disposition</li> <li>• Eligible use of remaining PH program resources, including any DDTF/ARF funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Not available if repositioning authority requires closeout</li> <li>• Restricted by Faircloth limit</li> <li>• New units start with a new DOFA date with lower PH formula funds</li> </ul>
<b>ACC Termination</b>	<ul style="list-style-type: none"> <li>• Closeout activities described at Section 6A-I</li> </ul>	<ul style="list-style-type: none"> <li>• Requires no collaboration with other PHAs</li> </ul>	<ul style="list-style-type: none"> <li>• HUD approval to sell or retain non-dwelling/personal property</li> <li>• Requires PHA to closeout Cap and Op grants</li> <li>• Return unused PH funds to HUD</li> <li>• Faircloth limits lost</li> <li>• Loss of future DDTF/ARF if ACC terminates prior to fund distribution</li> </ul>
<b>PHA Full Transfer</b>	<ul style="list-style-type: none"> <li>• Complete transfer of PH assets/liabilities to receiving PHA.</li> <li>• Both PHAs must have a PH program.</li> <li>• Requirements described in PIH Notice 2014-24</li> </ul>	<ul style="list-style-type: none"> <li>• Preserves PH resources (equipment, non-dwelling property, PH funds) and Faircloth units with nothing returned to HUD</li> <li>• Preserves potential future funding (DDTF and ARF) to receiving PHA</li> <li>• Transfer can occur even after all PH units are removed</li> </ul>	<ul style="list-style-type: none"> <li>• Prior PHA governance has no control over PH resources after transfer</li> <li>• Requires collaboration between divesting and receiving PHAs.</li> <li>• May require transfer of liabilities such as pensions and use agreements to the receiving PHA.</li> </ul>
<b>PHA Consolidation</b>	<ul style="list-style-type: none"> <li>• Complete transfer of PH assets/liabilities to newly created PHA</li> <li>• Requirements described in PIH Notice 2014-24</li> </ul>	<ul style="list-style-type: none"> <li>• Same as PHA transfers above</li> <li>• Creates a new PHA which did not formerly operate PH (e.g., State Housing Finance Agencies).</li> </ul>	<ul style="list-style-type: none"> <li>• Same as PHA transfers above</li> </ul>

### Appendix B: Closeout Planning Checklist for PHAs

#	Item	Activity
1	Notification to HUD of intent to closeout or develop new public housing units	Submit HUD-5837 to Field Office or to the Operating Fund Portal (still in development). This form is attached to the PHA's final removal application in IMS/PIC (if submitting a new application that removes all units); or Notify Field Office the PHA has already removed all units.
2	Non-Dwelling Public Housing Real Property	Board Resolution ensuring the PHA has no Non-Dwelling Real Property. If it does, submit Section 18 disposition or Part 200 retention application to the SAC
3	Personal Property (equipment and supplies)	When possible, negotiate transfer of personal property at project level as part of repositioning. If any personal property remains after all units are removed, comply with disposition requirements of section 6B of this notice and maintain the records for 3 years.
4	Impact on Cooperative Agreements and Local Government	Notify state and local municipalities and fulfill any remaining obligations.
5	Review of Outstanding Litigation, Claims, Audits, and Civil Rights Matters	Ensure no outstanding litigation, claims, audits, and/or civil rights matters exist.
6	Resolution of Other Public Housing Grants and Approvals	Address all terms and conditions, obligations and repayment agreements in connection with prior HUD approvals.
7	Grant Closeout	Closeout Capital Fund and Operating Fund Programs.
8	Public Housing Audit	Comply with applicable program audit requirements. PHA submits a SF-425 (showing remaining public housing program funds) and a final audit of the public housing program.
9	Reconciliation of Public Housing Funds	Ensure reconciliation of all public housing funds. If any public housing funds are to be repaid to HUD, notify Field Office of the source and amount.
10	PHA Board Resolution, or statement from Appointing Official if the Board is inactive; with a supporting local legal opinion	Submit resolution/statement with supporting legal opinion to Field Office as certification the PHA complied with all requirements identified above.
11	Terminate ACC with HUD notification to PHA	

**Tab 4**  
**Staff Reports**

## **Board report February 2023**

### **Waiting list report**

Total number of unduplicated households on our waiting list: as of 2/8/2023 1616

<u>Waiting lists</u>	<u>#units</u>	<u>#on list</u>	<u>Date of most recent pull from list</u>
Housing Choice Voucher	858	1121	2/8/23
MHA Homes	194	1168	1/31/23
Shelter Plus Care	98	--*	1/4/23
Uptown	14	302	11/22/22
Valor House	17	0*	12/1/22
YWCA	6	0*	10/5/22
Silvertip PBRA	8	942	7/20/22
811	64	0*	3/31/22
Cornerstone	12	0*	1/11/23
EHV	16	0*	3/28/22

### New applicants

Since Jan 1, 2023 through Jan 31, 2023 162

\*Note: our waiting lists for these programs understate the number because they are referred by other agencies.

The Mainstream vouchers come from our HCV waitlist, but they do not count in our leasing totals.

HUD VASH vouchers do not come from our waitlist but are directly referred. They do tally in our leasing count.

Note: new vouchers	leased	award	issued
FYI	5	8	0
Mainstream	69	66	3
VASH	27	32	0
EHV	16	16	0

**Tenant-based assistance**

HCV Voucher Utilization FY 2023

Month	Total UML	Homeowner	FYI	Ports	TPV	VASH	Other	PBV vacant
October	873	14	9	7	138	26	674	5
November	876	14	9	7	136	27	679	4
December	864	13	8	7	133	26	674	3
January	858	14	7	7	131	27	670	2
February	863	14	5	7	129	27	677	4

Total FY23	4335							
Full utilization	5008							
Under	673	87%						w/o VASH 87%
Percent new admissions <30% AMI			73%					
Annual percentage required			75%					

HCV Voucher Utilization CY 2023

Jan	858			
Feb	863			
Total CY 23	1721		1667	
Full Utilization	2000	w/o VASH	1938	
	86%		86%	

NOTE: new voucher total is 964, with 178 new TPVs from conversion, 8 FYI vouchers. Mainstream (66) is tabulated separately and VASH (32) doesn't count on SEMAP. The total number is varying each month as the number of FYI vouchers change. We also received 7 new HCV vouchers starting 10-1-22.

Current outgoing portables	Total HAP
7	\$8359

Shelter Plus care:

Shelter Plus Care 98 unit grant	total to be served: 126
Total units actually leased: 85	total # served: 144

Vouchers "on the street" (issued but not leased)

HCV	17
SPC	9

**Missoula Housing Authority HCV Family Self-Sufficiency Program:  
January 2023 Board Report**

Current Caseload Total: 133

YTD Caseload Total: 136

Total Graduates: 3

Total Escrow Balance to Date: \$353,144.12

There were three graduates this month:

The first FSS graduate successfully completed the FSS Program early and is off all housing assistance. This participant focused on maintaining employment, credit repair and is close to homeownership.

The second FSS graduate completed the FSS Program early and is off all housing assistance. This participant focused on maintaining a vehicle, credit repair, employment, and researched homeownership. This participant is graduating with \$568.00 saved.

The third FSS graduate had enrolled while under the Foster Youth Initiative Voucher and completed the 36 months' timeline. This participant had successfully maintained two jobs and focused on budgeting while enrolled. They also reached Zero HAP and completed the program early with \$1,449.81 saved.

The FSS department continues to utilize HUD's FSS Office Hours for guidance on our program NOFO, the FSS Listserv, and Trauma Informed Trainings.

Ongoing committee work:

Tamara- Winter Rental Assistance Program

Rebecca- Veteran Support Network, NAMI & ARHC

Sierra- Co-Facilitator of AHRC General and Community Management Team

Partnerships and Referrals: MT Small Business Development Center, Adult Basic Education, MCPS, State of Montana IRS, MERA, Salvation Army, 549-HOPE, LIEAP, IDA (Homeward), Habitat for Humanity, Montana Legal Services, NMCDC, MHA Homes and properties, Missoula College, Missoula Job Service Special Programs, Homeward, Inc., Missoula College, Social Security Administration, OPI, Foodbank, VA, HUDVASH, HAN, CCR, WMMHC, Area Property Management Companies, Voc Rehab, Rural Dynamics, Human Resource Council, Clearwater Credit Union, Summit ILC, True North, VITA

Submitted by: Rebecca Stancil, Tamara Kindred and Sierra Lowney  
FSS Department 02/08/2023

MHA Board of Commissioners:

I met with Kyle Moen of Felt Martin Law Office regarding our Personnel Manual review. He told me that while he couldn't say he "enjoyed" reading the policy manual, that it was one of the best examples of a public agency personnel manual he has seen! Overall, there weren't any substantial issues with our manual. The majority of his comments had to do with changing specific wording or language to avoid getting into legal hot water. For example, "hostile work environment" is not recognized by the state of Montana, so he had me change that to "workplace harassment". Below are my notes from our conversation. All changes he recommended have been made and saved in the most recent version of the policy manual. Resolution 1138 that was approved and signed on 7/20/22 adopted the new personnel manual pending the review from an employment law office. That review is now complete.

### **Page 10 – Employment/Probationary Employee**

Probation law has been changed. Can be set by policy. Can have a probationary period up to 12 months. Once past the initial period cannot be placed back on it under a new position.

When an employee transfers to a new position within the agency, the employee will serve a new 90-day probationary period. During this time both the employer and employee can determine if the transfer is beneficial to the organization. If the employee fails to successfully complete the probationary period, the employee may be transferred back to the original or comparable position, subject to position availability.

Remove this language, refer to it as a trial period instead. Need to clarify the subject to position availability. Has some gray areas.

### **Page 11 – Harassment, Discrimination and Retaliation**

Hostile work environment – State of Montana does not recognize Hostile Work environment. Recommended to change all of them to workplace harassment.

**Employment of Relatives/Nepotism – added the following language:** To be clear, the Missoula Housing Authority will not apply this policy in any way that violates the Montana Human Rights Act.



**25.0 PUBLIC RECORDS REQUEST POLICY**

Require a provision of identity. Require ID and put the request in writing. Our old policy was not robust enough with regards to charges for public records requests. The following is the updated language recommended by the attorney.

Cost for Public Records: Missoula Housing Authority will implement a reasonable charge for the time it takes to process a public records request. The expense will be billed as actual time and actual cost of time to MHA. MHA will provide an estimate of cost prior to processing the public records request. The estimated cost will be based on the hourly wage of the staff person performing the task multiplied by the hours worked on the request. Estimates will be provided in 15-minute increments.

**Page 62 - Performance Management**

If, at the time the employee's performance evaluation becomes due, and the employee is on probation for unsatisfactory job performance or an infraction, the evaluations will be postponed for up to three (3) months (with a new evaluation date) after the end of the probationary period, providing there are no other infractions between the end of the probationary period and the new evaluation date.

Performance improvement plan instead...change up the language.

## Payment Summary

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

Vendor	Check Date	Post Month	Total Amount	Date Reconciled
v0002984 - 11TH STREET EXTRAVAGANZA LLC	1/3/2023	01-2023	295.00	1/31/2023
v0003397 - 3BS LLC	1/3/2023	01-2023	656.00	1/31/2023
v0002979 - AMBELANG	1/3/2023	01-2023	90.00	1/31/2023
v0003537 - BRITTONI BISHOP DBA	1/3/2023	01-2023	413.00	1/31/2023
v0002046 - BURGESS	1/3/2023	01-2023	590.00	1/31/2023
v0003160 - C.K Risher LLC	1/3/2023	01-2023	275.00	1/31/2023
v0000161 - CEDAR VILLAS LLP	1/3/2023	01-2023	1,344.00	1/31/2023
v0001642 - CLARK	1/3/2023	01-2023	787.00	1/31/2023
v0002950 - CREEKSIDE APARTMENTS LLC	1/3/2023	01-2023	30,153.00	1/31/2023
v0003248 - DANA CREVAR	1/3/2023	01-2023	2,067.00	1/31/2023
v0000245 - DESCHAMPS INVESTMENTS	1/3/2023	01-2023	616.00	1/31/2023
v0001774 - EQUINOX DEVELOPMENT LP	1/3/2023	01-2023	5,894.00	1/31/2023
v0001569 - FIREWEED COURT LIMITED PARTNERSHIP	1/3/2023	01-2023	2,507.00	1/31/2023
v0002035 - FRANCIS	1/3/2023	01-2023	762.00	1/31/2023
v0003210 - GARY FLATOW	1/3/2023	01-2023	705.00	1/31/2023
v0001573 - GOLD DUST LIMITED PARTNERSHIP	1/3/2023	01-2023	1,546.00	1/31/2023
v0001501 - HALVERSON	1/3/2023	01-2023	584.00	1/31/2023
v0002385 - HOMEFORWARD	1/3/2023	01-2023	695.23	1/31/2023
v0002366 - HW PHILLIPS STREET LLC	1/3/2023	01-2023	40.00	1/31/2023
v0003383 - JENNIFER VANENGELBURG	1/3/2023	01-2023	1,564.00	1/31/2023
v0000497 - KALLEMEYN	1/3/2023	01-2023	1,450.00	1/31/2023
v0002096 - KING COUNTY HOUSING AUTHORITY	1/3/2023	01-2023	4,539.69	1/31/2023
v0001574 - LENOX FLATS LIMITED PARTNERSHIP	1/3/2023	01-2023	2,358.00	1/31/2023
v0002700 - MISSION PROPERTIES MISSOULA LLC	1/3/2023	01-2023	712.00	1/31/2023
v0001575 - ORCHARD GARDENS LIMITED PARTNERSHIP	1/3/2023	01-2023	4,881.00	1/31/2023
v0003335 - PATRICK EUGENE HAYS	1/3/2023	01-2023	398.00	1/31/2023
v0000783 - PORCH	1/3/2023	01-2023	1,006.00	1/31/2023
v0000791 - PROFESSIONAL PROPERTY MANAGEMENT INC	1/3/2023	01-2023	21,030.00	1/31/2023
v0000807 - QUINN STOBIE	1/3/2023	01-2023	813.00	1/31/2023
v0003298 - RYAN A WETHERALL	1/3/2023	01-2023	1,100.00	1/31/2023
v0002951 - SEARS	1/3/2023	01-2023	1,503.00	1/31/2023
v0002922 - SHAW	1/3/2023	01-2023	650.00	1/31/2023
v0002082 - SOLSTICE DEVELOPMENT LP	1/3/2023	01-2023	7,337.00	1/31/2023
v0001806 - SOUCIE	1/3/2023	01-2023	1,337.00	1/31/2023
v0002862 - SWEETGRASS COMMONS LLLP	1/3/2023	01-2023	3,283.00	1/31/2023
v0003496 - UNION PLACE I	1/3/2023	01-2023	2,054.00	1/31/2023
v0003497 - UNION PLACE II	1/3/2023	01-2023	4,523.00	1/31/2023
v0001432 - UNRUH	1/3/2023	01-2023	916.00	1/31/2023
v0000604 - MISSOULA DOWNTOWN ASSOCIATION	1/1/2023	01-2023	165.00	1/31/2023
v0000572 - MCCUE	1/1/2023	01-2023	1,485.00	1/31/2023
v0001129 - MHA HOLDINGS LLC	1/1/2023	01-2023	65.00	1/31/2023
v0000784 - POVERELLO CENTER INC	1/1/2023	01-2023	17,258.83	1/31/2023
v0000853 - RUSSELL SQUARE HOUSING LTD PARTNERS	1/1/2023	01-2023	4,002.77	1/31/2023
v0001111 - MISSOULA HOUSING AUTHORITY	1/1/2023	01-2023	3,255.00	1/31/2023
v0002551 - 4 RENT LLC	1/1/2023	01-2023	3,495.00	1/31/2023
v0003142 - 4RENT LLC	1/1/2023	01-2023	2,286.00	1/31/2023
v0000021 - ADEA PROPERTY MANAGEMENT	1/1/2023	01-2023	27,714.00	1/31/2023
v0002546 - ASPEN PLACE APARTMENTS	1/1/2023	01-2023	5,455.00	1/31/2023
v0002815 - BAIR CLARK PROPERTIES LLC	1/1/2023	01-2023	1,971.00	1/31/2023
v0002236 - BARBARA RASMUSSEN	1/1/2023	01-2023	0.00	
v0000074 - BBF ENTERPRISES	1/1/2023	01-2023	597.00	1/31/2023
v0003425 - BEST PROPERTY MANAGEMENT	1/1/2023	01-2023	1,257.00	1/31/2023
v0000100 - BITTERROOT PROPERTY MANAGEMENT INC	1/1/2023	01-2023	4,966.00	1/31/2023
v0002232 - BONNER HOMES LLC	1/1/2023	01-2023	550.00	1/31/2023

## Payment Summary

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

v0000115 - BOUNTY REAL ESTATE LLC	1/1/2023	01-2023	835.00	1/31/2023
v0000116 - BOURKE ROBINSON MANAGEMENT	1/1/2023	01-2023	126.00	1/31/2023
v0003339 - BURLINGTON GARDENS LLC	1/1/2023	01-2023	7,072.00	1/31/2023
v0002587 - BURT	1/1/2023	01-2023	3,035.00	1/31/2023
v0003492 - C. JOANNE WINTER	1/1/2023	01-2023	505.00	
v0002917 - CALIFORNIA STREET	1/1/2023	01-2023	1,000.00	1/31/2023
v0003506 - CAMAS DANISON-FIELDHOUSE	1/1/2023	01-2023	1,730.00	1/31/2023
v0000155 - CARAS PROPERTY MANAGEMENT COMPANY	1/1/2023	01-2023	8,418.00	1/31/2023
v0000169 - CHILCOTE	1/1/2023	01-2023	115.00	1/31/2023
v0001989 - CHILCOTE HILLVIEW CHLP	1/1/2023	01-2023	1,114.00	1/31/2023
v0001988 - CHILCOTE ORCHARD HOMES OHLP	1/1/2023	01-2023	1,334.00	1/31/2023
v0001113 - CHINIKAILO	1/1/2023	01-2023	1,115.00	1/31/2023
v0001536 - CHINIKAILO	1/1/2023	01-2023	437.00	1/31/2023
v0000173 - CHINIKAYLO	1/1/2023	01-2023	1,579.00	1/31/2023
v0000174 - CHINIKAYLO	1/1/2023	01-2023	874.00	1/31/2023
v0002207 - CHINSKE	1/1/2023	01-2023	458.00	1/31/2023
v0000187 - CLARK FORK REALTY INC	1/1/2023	01-2023	5,192.00	1/31/2023
v0003381 - CLARK FORK VENTURES	1/1/2023	01-2023	214.00	1/31/2023
v0003070 - COAD I LP	1/1/2023	01-2023	1,952.00	1/31/2023
v0003071 - COAD II LP	1/1/2023	01-2023	1,296.00	1/31/2023
v0003072 - COAD III LP	1/1/2023	01-2023	605.00	1/31/2023
v0003098 - COMBINED HA CITY OF VANCOUVER	1/1/2023	01-2023	2,619.28	1/31/2023
v0003399 - CORIE M. FRITZ	1/1/2023	01-2023	319.00	
v0002315 - CRESCENT PROPERTY MANAGEMENT LLC	1/1/2023	01-2023	300.00	1/31/2023
v0003514 - CROESUS LLC	1/1/2023	01-2023	455.00	1/31/2023
v0003520 - CRUACHAN INVESTORS STD LLC	1/1/2023	01-2023	2,050.00	1/31/2023
v0003458 - DANIEL J BOURASSA	1/1/2023	01-2023	109.00	1/31/2023
v0003423 - DARLENE DAVIS	1/1/2023	01-2023	559.00	1/31/2023
v0000253 - DISCHNER	1/1/2023	01-2023	948.00	1/31/2023
v0002927 - DONNA STIERS	1/1/2023	01-2023	129.00	1/31/2023
v0003462 - ERIC ELANDER	1/1/2023	01-2023	653.00	1/31/2023
v0002725 - EXECUTIVE PROPERTY MANAGEMENT LLC	1/1/2023	01-2023	659.00	1/31/2023
v0001475 - FAMILY INN DBA GRIZZLY APARTMENTS	1/1/2023	01-2023	743.00	1/31/2023
v0000315 - FANGSRUD	1/1/2023	01-2023	708.00	1/31/2023
v0002807 - FIDELITY	1/1/2023	01-2023	251.00	1/31/2023
v0001646 - FREY	1/1/2023	01-2023	375.00	1/31/2023
v0000353 - GARDEN CITY PROPERTY MANAGEMENT INC	1/1/2023	01-2023	44,605.00	1/31/2023
v0001677 - GARDEN DISTRICT I L P	1/1/2023	01-2023	9,740.00	1/31/2023
v0003501 - GEOFF CURTIS	1/1/2023	01-2023	1,740.00	1/31/2023
v0003205 - GMA INC	1/1/2023	01-2023	172.00	1/31/2023
v0001948 - GRAY	1/1/2023	01-2023	133.00	1/31/2023
v0002182 - GRC LLC	1/1/2023	01-2023	1,527.00	1/31/2023
v0000370 - GREAT PLACES INC	1/1/2023	01-2023	658.00	1/31/2023
v0003139 - GREG MCCUE	1/1/2023	01-2023	617.00	1/31/2023
v0000376 - GRIZZLY PROPERTY MANAGEMENT INC	1/1/2023	01-2023	15,004.00	1/31/2023
v0003485 - HABITAT FOR HUMANITY OF MISSOULA	1/1/2023	01-2023	1,000.00	1/31/2023
v0000395 - HARRINGTON	1/1/2023	01-2023	669.00	1/31/2023
v0002576 - HAUBRICH	1/1/2023	01-2023	381.00	1/31/2023
v0001116 - HAUGE	1/1/2023	01-2023	431.00	1/31/2023
v0003414 - HEAHTER H. LEIPHAM	1/1/2023	01-2023	644.00	1/31/2023
v0000404 - HEIDRICK	1/1/2023	01-2023	541.00	1/31/2023
v0002319 - HIGHLAND PROPERTY MANAGEMENT	1/1/2023	01-2023	653.00	1/31/2023
v0000424 - HOLY	1/1/2023	01-2023	609.00	1/31/2023
v0002007 - HOWELL	1/1/2023	01-2023	611.00	1/31/2023
v0001889 - IRELAND	1/1/2023	01-2023	793.00	1/31/2023
v0003361 - IVAN LEMEZA	1/1/2023	01-2023	365.00	1/31/2023

## Payment Summary

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v0003441 - IVV PROPERTIES LLC	1/1/2023	01-2023	716.00	1/31/2023
v0003231 - JAMES E. WILSON	1/1/2023	01-2023	937.00	1/31/2023
v0003190 - JAMES R IMAN	1/1/2023	01-2023	143.00	1/31/2023
v0003084 - JEFF MOLTZEN	1/1/2023	01-2023	1,568.00	1/31/2023
v0003489 - JEFFREY A HARLOW	1/1/2023	01-2023	822.00	1/31/2023
v0002446 - JK ENTERPRISES	1/1/2023	01-2023	665.00	1/31/2023
v0000479 - JOHNSON	1/1/2023	01-2023	1,826.00	1/31/2023
v0003498 - JOSEPH J BECHTOLD & CHERIE ANTHONY-BECHTOLD	1/1/2023	01-2023	1,944.00	1/31/2023
v0002860 - JUSTIN BRADLEY	1/1/2023	01-2023	449.00	1/31/2023
v0003503 - KATHRYN ANNE SCHMIDT	1/1/2023	01-2023	785.00	1/31/2023
v0002660 - KATHRYN R FLYNN FAMILY LP	1/1/2023	01-2023	582.00	1/31/2023
v0003445 - KATHY SCHAFF	1/1/2023	01-2023	436.00	1/31/2023
v0000504 - KELLEY	1/1/2023	01-2023	635.00	1/31/2023
v0003507 - KHOURY ENTERPRISES INC PROPERTY MANAGEMENT	1/1/2023	01-2023	606.00	1/31/2023
v0001460 - LMB RENTALS LLC	1/1/2023	01-2023	1,140.00	1/31/2023
v0002073 - LOLO VISTA APARTMENTS LP	1/1/2023	01-2023	2,854.00	1/31/2023
v0002740 - M AND L GENERAL CONTRACTOR INC	1/1/2023	01-2023	554.00	1/31/2023
v0000554 - MACLAY COMMONS LLP	1/1/2023	01-2023	12,479.00	1/31/2023
v0003088 - MARTHA RIPLEY	1/1/2023	01-2023	326.00	1/31/2023
v0002210 - MARTINS PROPERTY MANAGEMENT LLC	1/1/2023	01-2023	1,347.00	1/31/2023
v0002510 - MARTINS PROPERTY MANAGMENT LLC	1/1/2023	01-2023	536.00	1/31/2023
v0000567 - MATELICH	1/1/2023	01-2023	1,343.00	1/31/2023
v0001157 - MATELICH	1/1/2023	01-2023	191.00	1/31/2023
v0003226 - MATTHEW OLIVER	1/1/2023	01-2023	754.00	1/31/2023
v0002386 - MCLAIN TWITE	1/1/2023	01-2023	1,124.00	1/31/2023
v0002001 - METICULOUS MANAGEMENT LLC	1/1/2023	01-2023	1,050.00	1/31/2023
v0000583 - MEYER	1/1/2023	01-2023	696.00	1/31/2023
v0001129 - MHA HOLDINGS LLC	1/1/2023	01-2023	18,828.00	1/31/2023
v0003204 - MHA MANAGEMENT LLC	1/1/2023	01-2023	8,918.00	1/31/2023
v0003330 - MHA MANAGEMENT LLC	1/1/2023	01-2023	114,873.00	1/31/2023
v0001933 - MILLENNIUM REAL ESTATE AND MANAGEMENT	1/1/2023	01-2023	271.00	1/31/2023
v0002967 - MINNEAPOLIS PUBLIC HA	1/1/2023	01-2023	922.23	1/31/2023
v0001111 - MISSOULA HOUSING AUTHORITY	1/1/2023	01-2023	9,873.00	1/31/2023
v0000617 - MISSOULA PROPERTY MANAGEMENT LLC	1/1/2023	01-2023	29,851.00	1/31/2023
v0000673 - MOTOWN INVESTMENTS LLP	1/1/2023	01-2023	2,038.00	1/31/2023
v0003406 - MS01 LLC	1/1/2023	01-2023	1,567.00	1/31/2023
v0003517 - MT PROPERTIES GROUP LLC	1/1/2023	01-2023	977.00	1/31/2023
v0003209 - MT PROPERTIES GROUP LLC	1/1/2023	01-2023	6,331.00	1/31/2023
v0001630 - MVE RENTALS	1/1/2023	01-2023	257.00	1/31/2023
v0000715 - NKSJB RENTALS	1/1/2023	01-2023	1,151.00	1/31/2023
v0000736 - OLSON	1/1/2023	01-2023	502.00	1/31/2023
v0000738 - OPPORTUNITY RESOURCES INC	1/1/2023	01-2023	781.00	1/31/2023
v0002198 - PALACE APARTMENTS LP	1/1/2023	01-2023	16,818.00	1/31/2023
v0002969 - PALMER	1/1/2023	01-2023	117.00	1/31/2023
v0000752 - PARKSIDE VILLAGE	1/1/2023	01-2023	14,835.00	1/31/2023
v0001631 - PETERSON	1/1/2023	01-2023	602.00	1/31/2023
v0003405 - PETERSON PROPERTIES	1/1/2023	01-2023	787.00	1/31/2023
v0002143 - PLUM PROPERTY MANAGEMENT LLC	1/1/2023	01-2023	5,142.00	1/31/2023
v0002340 - PM RENTALS	1/1/2023	01-2023	1,563.00	1/31/2023
v0003481 - REBECCA TUCKER GARY TUCKER	1/1/2023	01-2023	1,106.00	1/31/2023
v0003504 - REDWOOD FLATTS LLC	1/1/2023	01-2023	837.00	1/31/2023
v0000837 - REYNOLDS	1/1/2023	01-2023	1,161.00	1/31/2023
v0003487 - RHW HOLDINGS LLC	1/1/2023	01-2023	699.00	1/31/2023
v0000135 - RIVER RIDGE	1/1/2023	01-2023	12,601.00	1/31/2023
v0003369 - RIVER RUN FLATS LLC	1/1/2023	01-2023	4,370.00	1/31/2023
v0003447 - RIVERSIDE VILLAGE	1/1/2023	01-2023	2,086.00	1/31/2023

## Payment Summary

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

v0000852 - RUSSELL PROPERTIES LP	1/1/2023	01-2023	396.00	1/31/2023
v0000853 - RUSSELL SQUARE HOUSING LTD PARTNERS	1/1/2023	01-2023	16,566.00	1/31/2023
v0003521 - MEADOWLARK VENTURES	1/1/2023	01-2023	962.00	1/31/2023
v0000857 - S A T FAMILY LIMITED PARTNERSHIP	1/1/2023	01-2023	3,330.00	1/31/2023
v0003417 - SAVAGE RENTALS	1/1/2023	01-2023	151.00	1/31/2023
v0000872 - SCHLEGEL	1/1/2023	01-2023	468.00	
v0000906 - SHERWOOD	1/1/2023	01-2023	992.00	1/31/2023
v0002195 - SILVERTIP APARTMENTS	1/1/2023	01-2023	34,246.00	1/31/2023
v0002571 - SIMONOVICH	1/1/2023	01-2023	72.00	1/31/2023
v0003422 - SKYVIEW LLLP	1/1/2023	01-2023	6,216.00	1/31/2023
v0000954 - STREAM AREA RENTALS	1/1/2023	01-2023	1,071.00	1/31/2023
v0000962 - SUMMIT PROPERTY MANAGEMENT INC	1/1/2023	01-2023	14,570.00	1/31/2023
v0003006 - T AND E LOWE RENTALS LLC	1/1/2023	01-2023	881.00	1/31/2023
v0000967 - T AND T DEVELOPMENT	1/1/2023	01-2023	704.00	1/31/2023
v0002681 - TABISH	1/1/2023	01-2023	421.00	1/31/2023
v0000974 - TARGET RANGE TRAILER COURT	1/1/2023	01-2023	2,632.00	1/31/2023
v0001275 - TSAKARESTOS	1/1/2023	01-2023	1,500.00	
v0002346 - TSUBER	1/1/2023	01-2023	1,295.00	1/31/2023
v0001994 - TUCKER	1/1/2023	01-2023	700.00	1/31/2023
v0002714 - TWITE	1/1/2023	01-2023	4,607.00	1/31/2023
v0000677 - TWITE FAMILY PARTNERSHIP	1/1/2023	01-2023	3,487.00	1/31/2023
v0001012 - TWO RIVERS MOBILE HOME PARK	1/1/2023	01-2023	637.00	1/31/2023
v0001256 - UNION SQUARE APARTMENTS	1/1/2023	01-2023	1,357.00	1/31/2023
v0002011 - VERITAS PROPERTY MANAGEMENT	1/1/2023	01-2023	1,825.00	1/31/2023
v0003357 - VICTORIA DAILEY	1/1/2023	01-2023	404.00	1/31/2023
v0001075 - WESTERN MT MENTAL HEALTH CENTER	1/1/2023	01-2023	1,069.00	1/31/2023
v0002561 - WESTVIEW MOBILE HOME PARK	1/1/2023	01-2023	559.00	1/31/2023
v0003249 - WHITAKER PARK TERRACES LLC	1/1/2023	01-2023	868.00	1/31/2023
v0001085 - WILKINS	1/1/2023	01-2023	810.00	1/31/2023
v0001930 - YARMOLICH	1/1/2023	01-2023	711.00	1/31/2023
v0001108 - YWCA OF MISSOULA	1/1/2023	01-2023	3,747.00	1/31/2023
v0001109 - ZAVARELLI ENT.	1/1/2023	01-2023	280.00	1/31/2023
v0002988 - FIRST INTERSTATE BANK	1/3/2023	01-2023	1,924.03	1/31/2023
v0003545 - TRACY GOODWIN	1/5/2023	01-2023	60.00	1/31/2023
v0000678 - MISSOULA WATER	1/5/2023	01-2023	3,845.35	1/31/2023
v0000724 - NORTHWESTERN ENERGY	1/5/2023	01-2023	1,382.37	1/31/2023
v0000051 - MASTERCARD	1/5/2023	01-2023	114.66	1/31/2023
v0000236 - MASTERCARD	1/5/2023	01-2023	76.28	1/31/2023
v0001254 - MASTERCARD	1/5/2023	01-2023	194.62	1/31/2023
v0001445 - MASTERCARD	1/5/2023	01-2023	2,429.53	1/31/2023
v0001733 - MASTERCARD	1/5/2023	01-2023	3,290.68	1/31/2023
v0002139 - MASTERCARD	1/5/2023	01-2023	252.00	1/31/2023
v0002883 - MASTERCARD	1/5/2023	01-2023	199.00	1/31/2023
v0002884 - MASTERCARD	1/5/2023	01-2023	90.00	1/31/2023
v0002885 - MASTERCARD	1/5/2023	01-2023	985.26	1/31/2023
v0003258 - MASTERCARD	1/5/2023	01-2023	365.39	1/31/2023
v0003528 - MASTERCARD	1/5/2023	01-2023	135.25	1/31/2023
v0003197 - BLUE MOUNTAIN LANDSCAPE AND SPRINKLER	1/5/2023	01-2023	1,272.00	1/31/2023
v0003252 - LAIRD COWLEY PLLC	1/5/2023	01-2023	18,972.70	1/31/2023
v0000665 - MONTANA STATE FUND	1/5/2023	01-2023	3,810.55	1/31/2023
v0000676 - MOUNTAIN SUPPLY CO	1/5/2023	01-2023	47.00	1/31/2023
v0000730 - OFFICE CITY	1/5/2023	01-2023	441.35	1/31/2023
v0000194 - SHERWIN WILLIAMS	1/5/2023	01-2023	432.17	1/31/2023
v0000911 - SINCLAIR	1/5/2023	01-2023	310.89	1/31/2023
v0000808 - CENTURY LINK	1/5/2023	01-2023	364.75	1/31/2023
v0001797 - CLEARFLY COMMUNICATIONS	1/5/2023	01-2023	160.66	1/31/2023

## Payment Summary

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

v0001339 - GARDEN CITY JANITORIAL INC	1/5/2023	01-2023	805.00	1/31/2023
v0002470 - HOUSE OF CLEAN, INC.	1/5/2023	01-2023	59.50	1/31/2023
v0000503 - KELLER SUPPLY CO	1/5/2023	01-2023	802.93	1/31/2023
v0001068 - KELLEY CONNECT	1/5/2023	01-2023	497.94	1/31/2023
v0001509 - MICKELSON PLUMBING AND HEATING LLC	1/5/2023	01-2023	130.00	1/31/2023
v0003052 - MONTANA HOUSING COALITION	1/5/2023	01-2023	1,100.00	1/31/2023
v0003043 - MUTUAL OF OMAHA	1/5/2023	01-2023	810.78	1/31/2023
v0002130 - SPECTRUM BUSINESS	1/5/2023	01-2023	119.98	1/31/2023
v0003347 - THE HILLER COMPANIES, INC.	1/5/2023	01-2023	521.00	1/31/2023
v0003392 - TOSHIBA AMERICA BUSINESS SOLUTIONS	1/5/2023	01-2023	389.54	1/31/2023
v0000269 - AAAA MISSOULA CARPET CLEANING	1/5/2023	01-2023	80.00	1/31/2023
v0000426 - HD SUPPLY FACILITIES MAINTENANCE	1/5/2023	01-2023	270.97	1/31/2023
v0000254 - HUMAN RESOURCE COUNCIL	1/5/2023	01-2023	450.00	1/31/2023
v0002823 - STANDARD DRAIN CLEANING	1/5/2023	01-2023	189.00	1/31/2023
v0003208 - TOWNEPLACE SUITES BY MARRIOTT	1/5/2023	01-2023	1,413.20	1/31/2023
v0003542 - GRANITE MOUNTAIN PROPERTY MANAGEMENT LLC	1/5/2023	01-2023	1,503.00	1/31/2023
v0003540 - JC PROPERTY HOLDINGS LLC	1/5/2023	01-2023	2,371.00	1/31/2023
v0003330 - MHA MANAGEMENT LLC	1/5/2023	01-2023	4,696.00	1/31/2023
v0003209 - MT PROPERTIES GROUP LLC	1/5/2023	01-2023	50.00	1/31/2023
v0001563 - HOUSEKEEPING SERVICES LLC	1/5/2023	01-2023	1,538.00	1/31/2023
v0000633 - MONTANA ACE HARDWARE	1/5/2023	01-2023	306.82	1/31/2023
v0002158 - MURDOCHS RANCH & HOME	1/5/2023	01-2023	620.29	1/31/2023
v0002843 - PETERSON HEATING AND COOLING	1/5/2023	01-2023	472.50	1/31/2023
v0000194 - SHERWIN WILLIAMS	1/5/2023	01-2023	50.17	1/31/2023
v0003030 - SPARKMAN FLOORS	1/5/2023	01-2023	1,742.00	1/31/2023
v0000987 - THOMAS PLUMBING & HEATING INC	1/5/2023	01-2023	135.00	1/31/2023
v0000678 - MISSOULA WATER	1/5/2023	01-2023	451.14	1/31/2023
v0000934 - STAPLES CREDIT PLAN / v0000934	1/5/2023	01-2023	59.98	1/31/2023
v0001172 - UNIQUE AUTO SERVICE INC	1/5/2023	01-2023	120.00	1/31/2023
v0002453 - NATURES BEST INC	1/5/2023	01-2023	14,861.37	1/31/2023
v0003330 - MHA MANAGEMENT LLC	1/12/2023	01-2023	1,534.00	1/31/2023
v0003544 - SPEEDWAY	1/12/2023	01-2023	556.00	1/31/2023
v0000962 - SUMMIT PROPERTY MANAGEMENT INC	1/12/2023	01-2023	38.00	1/31/2023
v0003377 - CB1, INC	1/12/2023	01-2023	36.66	1/31/2023
v0003343 - LEE ENTERPRISES OF MONTANA	1/12/2023	01-2023	2,883.72	1/31/2023
v0000724 - NORTHWESTERN ENERGY	1/12/2023	01-2023	4,965.51	1/31/2023
v0002130 - SPECTRUM BUSINESS	1/12/2023	01-2023	132.97	1/31/2023
v0002170 - INVESCO INVESTMENT SERVICES	1/12/2023	01-2023	3,070.65	1/31/2023
v0000536 - LINCOLN NATIONAL LIFE INS CO	1/12/2023	01-2023	5,665.11	1/31/2023
v0000426 - HD SUPPLY FACILITIES MAINTENANCE	1/12/2023	01-2023	281.56	1/31/2023
v0001267 - KINDRED	1/12/2023	01-2023	3,667.66	1/31/2023
v0003216 - LONEY	1/12/2023	01-2023	3,667.66	1/31/2023
v0000627 - MISSOULA TEXTILE SERVICES	1/12/2023	01-2023	11.07	1/31/2023
v0000042 - REPUBLIC SERVICES NUMBER 889	1/12/2023	01-2023	5,646.86	1/31/2023
v0001211 - STANCIL	1/12/2023	01-2023	3,667.65	1/31/2023
v0002038 - VICTIG	1/12/2023	01-2023	383.64	1/31/2023
v0000278 - EARTH AND WOOD	1/12/2023	01-2023	79.00	1/31/2023
v0000426 - HD SUPPLY FACILITIES MAINTENANCE	1/12/2023	01-2023	268.49	1/31/2023
v0000627 - MISSOULA TEXTILE SERVICES	1/12/2023	01-2023	33.10	1/31/2023
v0001402 - MONTANA INTERACTIVE	1/12/2023	01-2023	180.00	1/31/2023
v0003030 - SPARKMAN FLOORS	1/12/2023	01-2023	514.00	1/31/2023
v0002130 - SPECTRUM BUSINESS	1/12/2023	01-2023	379.68	1/31/2023
v0001032 - UNIVISION INC	1/12/2023	01-2023	492.56	1/31/2023
v0003020 - ZILLASTATE PROPERTY MANAGEMENT	1/12/2023	01-2023	1,048.00	1/31/2023
v0001961 - HOME RESOURCE	1/19/2023	01-2023	14.00	1/31/2023
v0001068 - KELLEY CONNECT	1/19/2023	01-2023	187.23	1/31/2023

## Payment Summary

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

v0000757 - PDQ SUPPLY INC	1/19/2023	01-2023	111.98 1/31/2023
v0003439 - PHILIPPE LINDSAY	1/19/2023	01-2023	4,550.00 1/31/2023
v0002823 - STANDARD DRAIN CLEANING	1/19/2023	01-2023	749.00 1/31/2023
v0001032 - UNIVISION INC	1/19/2023	01-2023	3,164.99 1/31/2023
v0001160 - DAYSPRING RESTORATION	1/19/2023	01-2023	8,401.95 1/31/2023
v0000591 - MISSOULA AGING SERVICES	1/19/2023	01-2023	450.00 1/31/2023
v0001676 - RAGSDALE	1/19/2023	01-2023	217.03 1/31/2023
v0000194 - SHERWIN WILLIAMS	1/19/2023	01-2023	208.56 1/31/2023
v0003030 - SPARKMAN FLOORS	1/19/2023	01-2023	3,524.00 1/31/2023
v0000808 - CENTURY LINK	1/19/2023	01-2023	125.46 1/31/2023
v0001650 - FIRST NONPROFIT COMPANIES	1/19/2023	01-2023	2,013.50 1/31/2023
v0000627 - MISSOULA TEXTILE SERVICES	1/19/2023	01-2023	22.58 1/31/2023
v0000678 - MISSOULA WATER	1/19/2023	01-2023	306.51 1/31/2023
v0000724 - NORTHWESTERN ENERGY	1/19/2023	01-2023	42.55 1/31/2023
v0002130 - SPECTRUM BUSINESS	1/19/2023	01-2023	339.95 1/31/2023
v0001832 - VERIZON WIRELESS	1/19/2023	01-2023	253.59 1/31/2023
v0002917 - CALIFORNIA STREET	1/19/2023	01-2023	669.00 1/31/2023
v0000752 - PARKSIDE VILLAGE	1/19/2023	01-2023	407.00
v0000724 - NORTHWESTERN ENERGY	1/19/2023	01-2023	957.66 1/31/2023
v0003071 - COAD II LP	1/27/2023	01-2023	139.00
v0000353 - GARDEN CITY PROPERTY MANAGEMENT INC	1/27/2023	01-2023	214.00
v0001677 - GARDEN DISTRICT I L P	1/27/2023	01-2023	408.00
v0003330 - MHA MANAGEMENT LLC	1/27/2023	01-2023	812.00
v0000617 - MISSOULA PROPERTY MANAGEMENT LLC	1/27/2023	01-2023	381.00
v0000027 - AFLAC	1/27/2023	01-2023	496.04
v0002170 - INVESCO INVESTMENT SERVICES	1/27/2023	01-2023	3,060.48
v0002975 - LEGALSHIELD	1/27/2023	01-2023	48.80
v0000536 - LINCOLN NATIONAL LIFE INS CO	1/27/2023	01-2023	2,557.25
v0001267 - KINDRED	1/27/2023	01-2023	3,667.66
v0003216 - LOWNEY	1/27/2023	01-2023	3,567.66
v0003469 - PLS FINISHING LLC	1/27/2023	01-2023	7,000.00
v0001211 - STANCIL	1/27/2023	01-2023	3,657.00
v0000426 - HD SUPPLY FACILITIES MAINTENANCE	1/27/2023	01-2023	126.85
v0000678 - MISSOULA WATER	1/27/2023	01-2023	1,622.05
v0001176 - NARPM	1/27/2023	01-2023	100.00
v0000724 - NORTHWESTERN ENERGY	1/27/2023	01-2023	31,378.77
v0003030 - SPARKMAN FLOORS	1/27/2023	01-2023	309.00
v0001162 - MCGOWAN WATER CONDITIONING, INC	1/27/2023	01-2023	12.00
v0000724 - NORTHWESTERN ENERGY	1/27/2023	01-2023	154.95
v0000757 - PDQ SUPPLY INC	1/27/2023	01-2023	32.94
v0003030 - SPARKMAN FLOORS	1/27/2023	01-2023	1,227.00
v0003208 - TOWNEPLACE SUITES BY MARRIOTT	1/27/2023	01-2023	1,695.84 1/31/2023
v0002134 - BURNS ST BISTRO	1/27/2023	01-2023	2,110.00
v0000808 - CENTURY LINK	1/27/2023	01-2023	63.91
v0000426 - HD SUPPLY FACILITIES MAINTENANCE	1/27/2023	01-2023	511.04
v0001509 - MICKELSON PLUMBING AND HEATING LLC	1/27/2023	01-2023	1,002.05
v0000627 - MISSOULA TEXTILE SERVICES	1/27/2023	01-2023	33.10
v0001354 - TREASURE STATE TREE INC.	1/27/2023	01-2023	1,250.00
v0001882 - ADVANCED AUTOMOTIVE SOLUTIONS	1/27/2023	01-2023	0.00
v0001205 - LES SCHWAB TIRES	1/27/2023	01-2023	1,719.91
v0002694 - COMMERCIAL ENERGY OF MONTANA INC.	1/27/2023	01-2023	452.12
v0000425 - HOME DEPOT CREDIT SERVICES	1/27/2023	01-2023	1,314.67
v0000550 - LOWES COMMERCIAL SERVICES	1/27/2023	01-2023	787.19
v0003442 - MISSOULA SEPTIC AND DRAIN CLEANING SERVICES, LLC	1/27/2023	01-2023	700.00
v0000757 - PDQ SUPPLY INC	1/27/2023	01-2023	74.34
v0003469 - PLS FINISHING LLC	1/27/2023	01-2023	2,500.00

**Payment Summary**

Bank=fib5720 AND mm/yy=01/2023-01/2023 AND All Checks=Yes AND Include Voids=All Checks

v0002445 - RC CLEANING SERVICE INC	1/27/2023	01-2023	1,890.00	1/31/2023
v0002988 - FIRST INTERSTATE BANK	1/30/2023	01-2023	1,924.03	
v0003182 - MISSOULA COUNTY SHERIFF'S OFFICE	1/30/2023	01-2023	100.00	
v0003182 - MISSOULA COUNTY SHERIFF'S OFFICE	1/31/2023	01-2023	-100.00	
v0000784 - POVERELLO CENTER INC	1/31/2023	01-2023	8,817.12	
v0001111 - MISSOULA HOUSING AUTHORITY	1/31/2023	01-2023	19,447.80	
			<b>971,638.29</b>	



Property = rsa mca palace garden river parkside silveraf wild

**Balance Sheet**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

		Current Balance
1000-00	ASSETS	
1100-00	CASH	
1111-40	Cash_unrestricted	2,466,298.10
1111-60	Cash_Replacement Reserve	1,427,311.86
1111-65	Cash_Replace Reserve_RMDG	37,656.00
1111-70	Cash_Debt Service Reserve	92,726.68
1111-80	Cash_PH Operating Reserve	591,578.63
1111-90	Cash_Savings	23,457.01
1114-00	Cash_tenant security deposits	339,918.68
1117-00	Cash_Petty cash	80.00
1119-00	TOTAL CASH	4,979,026.96
1120-00	ACCOUNTS RECEIVABLE	
1122-00	A/R_dwelling rent	91,905.28
1122-12	Allow doubt accts_rent	-19,480.38
1122-14	A/R Ten HAP	7,540.00
1122-16	A/R PRA HAP	1,018.00
1122-20	A/R tenants_other	-852.51
1122-50	A/R Tenant based HAP suspense	-3,484.00
1135-20	A/R_miscellaneous	50,894.73
1140-18	Due from_Garden District	1,016,649.14
1149-00	TOTAL RECEIVABLE NET ALLOWANCES	1,144,190.26
1170-00	DEFERRED CHARGES	
1175-00	Accum Amortization	-195,858.20
1211-00	Prepaid expenses	155,863.01
1213-00	Prepaid Prop Ins	45,258.35
1215-00	Prepaid_MIP	4,558.52
1290-10	Tax escrow	30,576.31
1290-20	Insurance escrow	58,630.08
1290-30	MIP escrow	31,004.67
1295-18	Interprogram due_business	0.01
1300-00	TOTAL DEFERRED CHARGES	130,032.75
1400-00	FIXED ASSETS	
1400-55	Accum depreciation	-14,549,217.74
1400-57	Accum deprec current year	-6,575,169.93
1400-60	Land	8,469,999.62
1400-65	Land Improvements	48,666.00
1400-70	Buildings	43,531,849.96
1400-75	Building Improvements	314,326.56

Property = rsa mca palace garden river parkside silveraf wild

**Balance Sheet**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance</b>
1400-80 Dwelling furniture_fixtures_equip	907,541.00
1400-90 Admin furniture_fixtures_equip	90,312.50
1400-92 Dwelling furn_fixtures_equip_Flooring	474,975.64
1400-93 Leasehold improvements	1,588,752.04
1410-50 Work in progress-Other	1,531,856.68
1420-00 Other assets	234,490.47
1500-00 TOTAL FIXED ASSETS NET OF DEPR	<u>36,068,382.80</u>
1900-00 TOTAL ASSETS	<u>42,321,632.77</u>
2000-00 LIABILITIES & EQUITY	
2010-00 LIABILITIES	
2100-00 CURRENT LIABILITIES	
2110-10 Accounts payable < 90 days	73,754.53
2110-20 Accounts payable_Accrued Prop Txs_related p	61,801.10
2110-30 Management Fee Payable	4,941.00
2114-00 Tenant security deposit	321,505.65
2114-20 Security Deposit Clearing	-847.00
2114-40 Tenant pet deposit	11,932.00
2114-50 Garage deposit	564.00
2127-00 Interprogram due to	1,391,649.14
2128-00 TOTAL CURRENT LIABILITIES	<u>1,865,300.42</u>
2129-00 NOTES PAYABLE	
2130-00 Current long term debt_capital prgrm	207,195.52
2130-09 LT Debt-Def Developer Fee	73,276.00
2130-10 Long term debt net current_cap prgm	13,259,117.86
2130-11 Long term CDBG Loan	337,371.63
2130-14 Construction Loan	967,557.79
2130-17 Long term HOME	306,530.00
2130-30 Long term net current_operating	1,492,673.76
2130-60 Loan Liability_non-current	6,608,066.76
2130-65 Debt Issuance Costs Contra	-155,744.11
2130-66 Accum Amort of Debt Issuance	6,490.00
2130-70 TOTAL NOTES PAYABLE	<u>23,102,535.21</u>
2130-80 ACCRUED LIABILITIES	
2131-00 Accrued interest payable	243,953.15
2131-10 Accrued interest AHP	8,958.72
2134-00 Accrued liabilities_other	681.00

Property = rsa mca palace garden river parkside silveraf wild

**Balance Sheet**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance</b>	
2135-20	Accrued comp absences_current	11,807.93
2135-30	Accrued comp absences_non-current	47,231.74
2140-00	TOTAL ACCRUED LIABILITIES	312,632.54
2160-00	TRUST DEPOSITS	
2185-00	Retention	1,514.67
2190-00	TOTAL TRUST DEPOSITS	1,514.67
2190-05	Current Portion of Cable Revenue contra	-1,342.00
2190-10	Cable Services Revenue-LT	1,342.00
2200-00	DEFERRED CREDITS	
2240-00	Prepaid Rent	110,377.81
2240-10	PRA HAP Repayment	674.00
2240-15	Prepaid Revenue - Commercial	2,492.00
2240-30	Ten_hap suspense clearing	399.00
2700-00	TOTAL DEFERRED CREDITS	113,942.81
2750-00	TOTAL LIABILITIES	25,395,925.65
2800-00	EQUITY & FUND BALANCE	
2801-00	Invested in Cap Assets Net Related Debt	-713,741.12
2804-10	Ltd. Partner Cap Contributions	19,128,523.26
2804-20	Gen Partner Cap Contributions	6,293,334.70
2806-00	Curr yr unrestricted net assets	-4,120,902.13
2809-00	Restricted Net Assets	115,267.88
2810-00	Unrestricted Net Assets	-3,776,775.47
2900-00	TOTAL EQUITY & FUND BALANCE	16,925,707.12
2950-00	TOTAL LIABILITIES & EQUITY FUND BAL	42,321,632.77

Property = rsa mca palace garden river parkside silveraf wild

**Income Statement**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
3000-00	INCOME	
3100-00	RENTAL INCOME	
3105-00	Gross Potential Rent	437,959.00
3110-00	Tenant rental revenue	2,949.40
3110-05	Pet Rental Revenue	100.00
3110-20	Tenant subsidy	-360.00
3110-30	Tenant revenue_other	608.47
3110-35	Garage rental	5,135.00
3110-45	Late payments	1,525.00
3110-55	Less Vacancy	-16,606.00
3130-00	Utility Reimbursement	-133.00
3190-00	Commercial rent	3,753.96
3200-00	NET RENTAL INCOME	<u>434,931.83</u>
3420-00	OTHER INCOME	
3430-00	Investment income_unrestricted	112.95
3451-00	Fraud Recovery_Admin	7.50
3480-00	Laundry & vending income	1,242.26
3480-40	Insurance reimbursement_dividends	27,124.55
3610-00	Interest Income	30.49
3690-00	Other Income	25.69
3700-00	TOTAL OTHER INCOME	<u>28,543.44</u>
<b>3900-00</b>	<b>TOTAL INCOME</b>	<b><u>463,475.27</u></b>
4000-00	EXPENSES	
4100-00	ADMINISTRATION	
4111-00	Salaries administrative	30,925.35
4111-10	Payroll taxes_administrative	2,463.50
4111-20	Employee benefit contributions_administ	8,401.36
4130-30	Technical admin support	4,783.82
4140-00	Training	300.00
4175-20	Asset management fee expense	4,941.00
4175-30	Management fees-Non-PH	25,730.06
4180-00	Rent_office space	438.46
4190-00	Sundry_administrative	220.92
4190-11	Office expense	1,858.36
4190-12	Postage	199.78
4190-13	Communications	2,095.64
4190-15	Marketing and leasing	810.53
4200-00	TOTAL ADMINISTRATION	<u>83,168.78</u>
4211-00	TENANT SERVICES	
4231-00	Tenant services_other	599.75

Property = rsa mca palace garden river parkside silveraf wild

**Income Statement**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
4245-00	Relocation costs	5,005.00
4250-00	TOTAL TENANT SERVICES	5,604.75
4300-00	UTILITIES	
4310-00	Water	5,696.43
4315-00	Sewer	5,246.30
4320-00	Electricity	16,365.23
4330-00	Gas	14,054.71
4395-00	TOTAL UTILITIES	41,362.67
4400-00	MAINTENANCE & REPAIR	
4415-00	Salaries maintenance	21,869.18
4415-10	Payroll taxes_maintenance	1,542.66
4415-20	Employee benefit contributions_maint	2,876.19
4420-00	Materials	5,028.63
4420-10	Small tools & equipment	65.82
4420-11	Gasoline & oil	333.73
4420-12	Paint and coatings	992.50
4420-13	Doors	4,472.00
4420-15	Janitorial supplies	236.35
4420-16	Window coverings	624.89
4420-17	Flooring	11,168.00
4420-18	Appliances-Dwelling	3,204.39
4420-19	Maintenance cost paid to tenants	100.00
4420-20	Lighting - fixtures	701.03
4420-21	Uniforms	857.13
4430-00	Fees for Service	79.71
4430-10	Window cleaning	89.00
4430-11	Maintenance contracting	4,576.46
4430-13	Appliance repair	365.00
4430-14	Auto service and repair	466.40
4430-15	Carpet cleaning	220.00
4430-16	Electrical contractor	1,147.40
4430-19	Heating/Cooling	658.92
4430-21	Plumbing contractor	2,678.07
4430-25	Snow removal	17,824.22
4430-30	Janitorial cleaning	2,775.20
4430-32	Dry/Blind cleaning	100.00
4431-00	Garbage removal	7,989.75
4440-00	TOTAL MAINTENANCE & REPAIR	93,042.63
4450-00	PROTECTIVE SERVICES	
4480-00	Protective services_other contract costs	565.00
4490-00	TOTAL PROTECTIVE SERVICES	565.00
4500-00	GENERAL EXPENSES	

Property = rsa mca palace garden river parkside silveraf wild

**Income Statement**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
4510-10	Insurance premiums_liability	7,406.97
4510-20	Insurance premiums_property	15,852.70
4510-30	Insurance premiums_auto	587.87
4510-40	Insurance premiums_bond	68.52
4510-70	MIP-Mortgage Insurance	2,838.19
4580-10	Interest expense_perm debt	54,286.30
4590-00	Other general expenses	19,951.38
4590-10	Property Tax_SIDs	8,989.11
4650-00	TOTAL GENERAL EXPENSES	109,981.04
<b>8000-00</b>	<b>TOTAL EXPENSES</b>	<b>333,724.87</b>
<b>9000-00</b>	<b>NET INCOME (LOSS)</b>	<b>129,750.40</b>

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold  
 rapid eap 110\_cali mhahome corner ehv ms5

## Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

		Current Balance
1000-00	ASSETS	
1100-00	CASH	
1111-40	Cash_unrestricted	3,884,870.63
1111-50	Cash - Restricted	1,114,106.04
1111-60	Cash_Replacement Reserve	244,550.56
1114-00	Cash_tenant security deposits	68,498.50
1117-00	Cash_Petty cash	210.00
1119-00	TOTAL CASH	5,312,235.73
1120-00	ACCOUNTS RECEIVABLE	
1121-00	Fraud recovery	13,484.50
1121-10	Allow doubtful accts_fraud	-1,419.51
1122-00	A/R_dwelling rent	39,757.21
1122-12	Allow doubt accts_rent	-3,391.96
1122-14	A/R Ten HAP	-323.00
1122-16	A/R PRA HAP	1,076.00
1122-20	A/R tenants_other	1,997.01
1122-30	A/R EAP loans	11,141.98
1122-50	A/R Tenant based HAP suspense	-6,677.00
1131-00	Notes & mortgages receivable_current	28,701.43
1135-10	A/R_other government	10,615.01
1135-20	A/R_miscellaneous	5.99
1140-18	Due from_Garden District	375,000.00
1145-00	Accrued interest receivable	245,310.52
1149-00	TOTAL RECEIVABLE NET ALLOWANCES	715,278.18
1150-00	OTHER ASSETS	
1158-00	Notes & mortgages rec_non-current	840,663.28
1158-10	Notes Receivable Villagio HOME loan	1,176,000.00
1158-11	Notes receivable Maclay Commons	511,655.75
1159-50	Other assets	300.00
1160-00	TOTAL OTHER ASSETS	2,528,619.03
1161-00	INVESTMENTS	
1165-00	Investments restricted	375,000.00
1165-10	FSS escrow	342,564.83
1169-00	TOTAL INVESTMENTS	717,564.83
1170-00	DEFERRED CHARGES	
1211-00	Prepaid expenses	166,801.46
1260-00	Consumable inventory	8,575.21

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold  
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## Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

		Current Balance
1295-11	Interprogram due_dev	2,002,700.00
1295-25	Interprogram due_GCN	131,622.26
1295-28	Interprogram due_IDC/MHA loan	441,187.14
1295-29	Interprogram due_IDC/Accrued Interest	90,377.66
1295-33	Interprogram due_dev/GCN accrued int	117,190.31
1300-00	TOTAL DEFERRED CHARGES	2,958,454.04
1400-00	FIXED ASSETS	
1400-55	Accum depreciation	-12,044,255.87
1400-57	Accum deprec current year	-1,238,432.61
1400-60	Land	1,462,434.40
1400-70	Buildings	19,885,712.96
1400-75	Building Improvements	33,323.29
1400-80	Dwelling furniture_fixtures equip	173,891.02
1400-90	Admin furniture_fixtures equip	541,015.46
1400-92	Dwelling furn_fixtures equip_Flooring	108,041.99
1400-93	Leasehold improvements	3,868,665.11
1400-95	Infrastructure	1,750.00
1410-25	Trinity Project	924.86
1410-50	Work in progress-Other	526,092.07
1499-00	Investments in joint ventures	2,662,046.97
1500-00	TOTAL FIXED ASSETS NET OF DEPR	15,981,209.65
1900-00	TOTAL ASSETS	28,213,361.46
2000-00	LIABILITIES & EQUITY	
2010-00	LIABILITIES	
2100-00	CURRENT LIABILITIES	
2110-10	Accounts payable < 90 days	43,028.52
2110-50	Accounts payable_HUD pha programs	9,042.00
2114-00	Tenant security deposit	70,702.00
2114-40	Tenant pet deposit	793.00
2120-13	FICA_Medicare Tax	9,966.61
2120-14	1st Non-profit unemployment ins	2,436.39
2120-15	Workers Comp Payable	-33,096.55
2120-16	Health Insurance (Pacsourc)Co pay	1,937.27
2120-17	AFLAC Premium	517.22
2120-18	Medical/childcare flex	4,585.93
2125-00	Other current liabilities	755.21
2127-00	Interprogram due to	-5,512.62



Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold  
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## Balance Sheet

Period = Jan 2023

Book = Accrual ; Tree = ysi\_bs

		Current Balance
2128-00	TOTAL CURRENT LIABILITIES	105,154.98
2129-00	NOTES PAYABLE	
2130-00	Current long term debt_capital prgrm	228,365.43
2130-11	Long term CDBG Loan	235,000.00
2130-14	Construction Loan	356,805.11
2130-16	MBOH loan	269,503.39
2130-18	EPC - 1ST SECURITY loan	1,688,641.52
2130-50	Non-current liabilities_other	6,000.00
2130-60	Loan Liability_non-current	480,000.00
2130-70	TOTAL NOTES PAYABLE	3,264,315.45
2130-80	ACCRUED LIABILITIES	
2135-20	Accrued comp absences_current	71,703.48
2135-30	Accrued comp absences_non-current	109,962.65
2140-00	TOTAL ACCRUED LIABILITIES	181,666.13
2160-00	TRUST DEPOSITS	
2180-00	FSS Escrow Liability	349,688.06
2185-00	Retention	17,119.57
2190-00	TOTAL TRUST DEPOSITS	366,807.63
2200-00	DEFERRED CREDITS	
2240-00	Prepaid Rent	46,675.09
2700-00	TOTAL DEFERRED CREDITS	46,675.09
2750-00	TOTAL LIABILITIES	3,964,619.28
2800-00	EQUITY & FUND BALANCE	
2801-00	Invested in Cap Assets Net Related Debt	9,978,557.85
2806-00	Curr yr unrestricted net assets	3,129,388.20
2809-00	Restricted Net Assets	450,679.53
2809-10	EAP Fund_Restricted	3,169.00
2810-00	Unrestricted Net Assets	10,686,947.60
2900-00	TOTAL EQUITY & FUND BALANCE	24,248,742.18
2950-00	TOTAL LIABILITIES & EQUITY FUND BAL	28,213,361.46

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold rapid eap  
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## Income Statement

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

Period to Date

3000-00	INCOME	
3100-00	RENTAL INCOME	
3105-00	Gross Potential Rent	4,057.00
3110-00	Tenant rental revenue	84,671.00
3110-15	PRA tenant rent	0.00
3110-20	Tenant subsidy	142,428.00
3110-25	PRA Subsidy	560.00
3110-30	Tenant revenue_other	2,349.11
3110-45	Late payments	475.00
3110-55	Less Vacancy	-99.00
3200-00	NET RENTAL INCOME	234,441.11
3400-00	GRANTS AND DONATIONS	
3401-12	HUD PH_bookkeeping fee	7,132.50
3404-00	Other government grants	37,587.72
3410-00	PHA HAP Revenue	764,647.00
3410-10	HUD Admin Fee	70,614.00
3410-11	EHV-HAP REVENUE	6,558.00
3410-12	EHV-ADMIN REV	1,418.00
3410-13	MS5 HAP REV	57,588.00
3410-14	MS5 ADMIN REV	4,041.00
3410-20	HUD PHA FSS	0.00
3410-30	Port-In Admin Fee Earned	54.76
3410-40	Port-In HAP Earned	825.00
3415-00	TOTAL GRANTS AND DONATIONS	950,465.98
3420-00	OTHER INCOME	
3430-00	Investment income_unrestricted	1.23
3440-10	Management fee revenue	20,994.58
3440-20	External management fees	46,494.74
3451-00	Fraud Recovery_Admin	2,074.50
3480-40	Insurance reimbursement_dividends	0.00
3610-00	Interest Income	62.52
3690-00	Other Income	989.82
3690-01	Fraud recovery_HAP	2,074.50
3690-02	Other Income_FSS Forfeits	0.00
3700-00	TOTAL OTHER INCOME	72,691.89
<b>3900-00</b>	<b>TOTAL INCOME</b>	<b>1,257,598.98</b>
4000-00	EXPENSES	
4100-00	ADMINISTRATION	
4111-00	Salaries administrative	138,595.78

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold rapid eap  
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## Income Statement

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
4111-10	Payroll taxes_administrative	10,750.62
4111-20	Employee benefit contributions_administration	23,284.72
4130-10	Legal Expense	100.00
4130-20	Professional fees_administrative	5,000.00
4130-30	Technical admin support	10,528.70
4140-00	Training	1,498.00
4150-00	Travel	1,317.23
4171-00	Auditing fees	0.00
4175-10	Bookkeeping fee expense	7,132.50
4175-15	Admin fees paid for ports	397.43
4175-30	Management fees-Non-PH	33,103.26
4180-00	Rent_office space	5,180.50
4190-00	Sundry_administrative	2,700.45
4190-11	Office expense	3,581.75
4190-12	Postage	2,658.72
4190-13	Communications	2,613.89
4190-14	Dues & subscriptions	265.00
4190-15	Marketing and leasing	1,448.00
4200-00	TOTAL ADMINISTRATION	250,156.55
4211-00	TENANT SERVICES	
4231-00	Tenant services_other	47,971.24
4245-00	Relocation costs	0.00
4250-00	TOTAL TENANT SERVICES	47,971.24
4300-00	UTILITIES	
4310-00	Water	5,118.70
4315-00	Sewer	5,560.21
4320-00	Electricity	10,298.09
4330-00	Gas	32,418.92
4395-00	TOTAL UTILITIES	53,395.92
4400-00	MAINTENANCE & REPAIR	
4415-00	Salaries maintenance	19,630.43
4415-10	Payroll taxes_maintenance	1,387.10
4415-20	Employee benefit contributions_maint	1,812.18
4420-00	Materials	2,346.51
4420-10	Small tools & equipment	707.78
4420-11	Gasoline & oil	217.69
4420-12	Paint and coatings	482.34
4420-13	Doors	0.00
4420-14	Auto parts & tires	80.98
4420-15	Janitorial supplies	541.90
4420-16	Window coverings	865.83

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold rapid eap  
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## Income Statement

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
4420-17	Flooring	7,316.00
4420-18	Appliances-Dwelling	0.00
4420-20	Lighting - fixtures	291.00
4420-21	Uniforms	457.12
4430-11	Maintenance contracting	8,908.80
4430-12	Alarm system service	0.00
4430-13	Appliance repair	111.98
4430-14	Auto service and repair	20.99
4430-15	Carpet cleaning	0.00
4430-18	Glass/screen repairs	0.00
4430-19	Heating/Cooling	1,970.41
4430-20	Lawn maintenance	1,250.00
4430-21	Plumbing contractor	1,496.00
4430-22	Sewer service	0.00
4430-24	Painting	9,708.56
4430-25	Snow removal	17,292.49
4430-26	Sprinkler system maintenance	0.00
4430-27	Elevator maintenance	0.00
4430-28	Exterminating	150.00
4430-29	Inspections	350.00
4430-30	Janitorial cleaning	4,535.00
4430-32	Dry/Blind cleaning	0.00
4431-00	Garbage removal	6,118.98
4440-00	TOTAL MAINTENANCE & REPAIR	88,050.07
4450-00	PROTECTIVE SERVICES	
4480-00	Protective services_other contract costs	0.00
4490-00	TOTAL PROTECTIVE SERVICES	0.00
4500-00	GENERAL EXPENSES	
4510-10	Insurance premiums_liability	3,778.28
4510-20	Insurance premiums_property	6,714.91
4510-30	Insurance premiums_auto	638.91
4510-40	Insurance premiums_bond	116.25
4510-50	Insurance premiums_D&O	1,022.69
4572-00	Bad debt_other	0.00
4580-10	Interest expense_perm debt	7,155.92
4590-00	Other general expenses	0.00
4590-10	Property Tax_SIDs	0.00
4650-00	TOTAL GENERAL EXPENSES	19,426.96
4715-00	HAP Housing assistance payments	655,903.00
4715-10	Utility reimbursement payment URP	3,137.00
4715-20	HAP FSS Escrow payments	25,322.00

Property = business valor mt033003 hcv sro portprop dev uptwnhap ross phfss bcone mhahold rapid eap  
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**Income Statement**

Period = Jan 2023

Book = Accrual ; Tree = ysi\_is

		Period to Date
4715-30	Port HAP URP	8,319.00
4750-00	TOTAL HAP EXPENSE	692,681.00
4800-00	OTHER EXPENSES	
<b>8000-00</b>	<b>TOTAL EXPENSES</b>	<b>1,151,681.74</b>
<b>9000-00</b>	<b>NET INCOME (LOSS)</b>	<b>105,917.24</b>