



Board of Commissioners Meeting
Tuesday, August 26, 2025, 12 pm
Olivette City Center
1140 Dielman Road
Olivette, Missouri 63132

AGENDA

Item	Individual	Action
1. Roll Call	Terri Acoff-States	Informational
2. Approval of Minutes Regular Meeting April 22, 2025 Special Meeting May 27, 2025	Chair	Motion, 2 nd , Vote
3. Public Comments	Chair	Informational
4. Presentation of the Olivette Housing Authority Draft Audit Report for year ending 2024	Rich Larsen, Partner Novogradac & Co., LLP	Motion, 2 nd , Vote
5. Mayor’s Report	Mayor Clark	Informational
6. Executive Director’s Report	Shannon Koenig	Informational
7. Financial Reports	Ben Washington	Motion, 2 nd , Vote
8. Other Business		
A. Olivette Public Housing Write-Offs Q2, Resolution No. 1449	Ben Washington	Motion, 2 nd , Vote
B. Public Housing Performance Report	Kawanna Tate	Informational
C. Annual PHA Plan (2026)	Kawanna Tate	Motion, 2 nd , Vote
D. Capital Fund Action Plan (2030)	William Barry	Motion, 2 nd , Vote
9. Executive Session	Chair	Motion, 2 nd , Vote
Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.		
10. Next Meeting October 28, 2025	Chair	Informational
11. Adjournment	Chair	Motion, 2 nd , Vote

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, APRIL 22, 2025
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Nikeyia Ingram, Chairwoman
Ellen Schapiro, Vice Chair
Stephanie Afful, Commissioner
Suzann Antoine, Commissioner
Kisha Lee, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Benjamin Washington, Chief Financial Officer
Kawanna Tate, Director, Housing Administration
Kurt Schulte, Development Officer
Nik Degler, Development Manager

GUESTS:

Missy Waldman, Mayor
Maxine Weil, Council Member
Jennifer Yackley, City Manager
Darren Mann, Finance Director

Approval of Minutes of Regular Board Meeting held Tuesday, February 25, 2025.

Chair Ingram asked for a motion to approve the minutes of the regular board meeting held Tuesday, February 25, 2025. Commissioner Antoine motioned for approval. Vice Chair Schapiro seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram
E. Schapiro
S. Antoine
K. Lee

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

CITY OF OLIVETTE REPORT:

Mayor Waldman greeted everyone and delivered an update on city business and activities happening in the Olivette community. She stated April marks the changing of the guard and this would be her last meeting as Mayor of the City of Olivette. She said after 25 years she will be stepping away from the City Council. She stated Sidney Clark will be the presiding Mayor and Maxine Weil will be Mayor Pro-Tem.

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, APRIL 22, 2025
MEETING MINUTES**

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and thanked them for attending the meeting.

Ms. Koenig presented the board with the 2024 annual report for the Olivette Housing Authority. She stated the document provides a snapshot of last year’s activities and the residents who are served by Olivette Housing.

Ms. Koenig also presented the board with the agency performance report that had been updated to reflect first quarter progress. Ms. Koenig stated the objectives remain the same in 2025, and the key results have been updated for the year.

Ms. Koenig presented the board with an overview of changes to the federal government that directly impact Olivette Housing.

FINANCIAL REPORT:

Mr. Washington reviewed the Financial Reports for the period ending February 28, 2025.

After discussion, Chair Ingram asked for a motion to approve the Financial Reports for period ending February 28, 2025. Commissioner Lee motioned for approval. Vice Chair Schapiro seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Afful S. Antoine K. Lee	None

The Chair declared the motion passed.

OTHER BUSINESS:

A. Public Housing Performance Report:

Ms. Tate reviewed public housing activities within the framework of the Public Housing Assessment System. She presented an overview of the physical, management, and financial assessment subsystems along with the progress of the capital fund program.

EXECUTIVE SESSION:

Chair Ingram asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Antoine motioned to enter, Commissioner Lee seconded the motion to end Regular Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Afful S. Antoine K. Lee	None

The Chair declared the motion passed.

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, APRIL 22, 2025
MEETING MINUTES**

Chair Ingram motioned to exit the Executive Session and enter back into Regular Session. Commissioner Antoine seconded the motion to exit the Executive Session, and upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Antoine K. Lee	None

The Chair declared the motion passed.

NEXT BOARD MEETING:

The next meeting is scheduled for closed session, Tuesday, May 27, 2025. A regular board meeting is scheduled for August 26, 2025.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chair Ingram asked for a motion to adjourn. Vice Chair Schapiro moved for adjournment, which motion was seconded by Commissioner Antoine. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Antoine K. Lee	None

The Chair declared the motion passed.

<hr/>	<hr/>
Secretary	Chair
 <hr/>	
Date	

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, MAY 27, 2025
SPECIAL MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Nikeyia Ingram, Chairwoman
Ellen Schapiro, Vice Chair
Stephanie Afful, Commissioner
Suzann Antoine, Commissioner
Kisha Lee, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Kurt Schulte, Development Officer
Nik Degler, Development Manager

GUESTS:

Sidney Clark, Mayor
Maxine Weil, Mayor Pro-Tem
Jennifer Yackley, City Manager
Darren Mann, Finance Director

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Chair Ingram asked for a motion to end the Regular Session and enter into an Executive Session. Commissioner Afful motioned to enter. Vice Chair Schapiro seconded the motion, and upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram
E. Schapiro
S. Afful
S. Antoine

NAYS

None

The Chair declared the motion passed.

Chair Ingram motioned to exit Executive Session and entered back into the Regular Session. Vice Chair Schapiro motioned to exit. Commissioner Afful seconded the motion to exit and upon roll call the “Ayes” and “Nays” were as follows:

AYES

N. Ingram
E. Schapiro
S. Afful
S. Antoine
K. Lee

NAYS

None

The Chair declared the motion passed.

**OLIVETTE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, MAY 27, 2025
SPECIAL MEETING MINUTES**

NEXT BOARD MEETING:

A regular board meeting is scheduled for August 26, 2025.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chair Ingram asked for a motion to adjourn. Commissioner Lee moved for adjournment, which motion was seconded by Commissioner Afful. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
N. Ingram E. Schapiro S. Afful S. Antoine K. Lee	None

The Chair declared the motion passed.

_____	_____
Secretary	Chair

Date	

HOUSING AUTHORITY OF THE CITY OF OLIVETTE

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2024

**WITH
REPORT OF INDEPENDENT AUDITORS**

DRAFT

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
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YEAR ENDED DECEMBER 31, 2024**

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DRAFT

REPORT OF INDEPENDENT AUDITORS

To the Board of Commissioners
Housing Authority of the City of Olivette:

Opinion

We have audited the accompanying financial statements of the Housing Authority of the City of Olivette (the "Authority") as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the accompanying table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2024, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Matters (continued)

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying financial data schedule is also not a required part of the basic financial statements and is presented for the purposes of additional analysis as required by the U.S. Department of Housing and Urban Development.

Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying financial data schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

REPORT DATE
Toms River, New Jersey

DRAFT

MANAGEMENT'S DISCUSSION AND ANALYSIS

DRAFT

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

As Management of the Authority, we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the year ended December 31, 2024. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements as presented elsewhere in this Report.

Financial Highlights as of December 31, 2024

1. The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$322,585 (net position) as opposed to \$306,993 for the prior fiscal year.
2. As of the close of the current fiscal year, the Authority's Proprietary Fund reported ending unrestricted net position of \$281,753.
3. The Authority's cash and cash equivalent balance (including restricted cash) at December 31, 2024 was \$283,097 representing a decrease of \$11,172 from the prior year.
4. The Authority had total operating revenues of \$143,860 and total operating expenses of \$156,406 for the year ended December 31, 2024.
5. The Authority's capital outlays for the fiscal year were \$28,170.
6. The Authority's expenditures of federal awards amounted to \$107,768 for the year.

Using the Annual Report

1. Management's Discussion and Analysis

The Management's Discussion and Analysis is intended to serve as an introduction to the Authority's general purpose financial statements. The Authority's general purpose financial statements and Notes to Financial Statements included in this Report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for Proprietary Fund types.

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

2. Basic Financial Statements

The basic financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business. They consist of Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows.

The Statement of Net Position presents information on all the Authority's assets and liabilities, with the difference between the two reported as net position. Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of unrelated cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation and earned but unused vacation leave).

The Statement of Cash Flows present relevant information about the Authority's cash receipts and cash payments during the year.

The basic financial statements report on the Authority's activities. The activities are primarily supported by HUD subsidies and grants. The Authority's function is to provide decent, safe and sanitary housing to low income and special needs populations. The basic financial statements can be found on pages 10 through 13 in this Report.

2. Notes to Financial Statements

The Notes to Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Financial Statements can be found in this Report after the basic financial statements.

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

A. The Authority as a Whole

The Authority's Net Position increased during the year ended December 31, 2024, as detailed in the table below. The Authority's revenues are primarily subsidies and grants received from HUD. The Authority receives subsidies each month based on a pre-approved amount by HUD. Grants are drawn down based on need against a pre-authorized funding level. The Authority's revenues were sufficient to cover all expenses, excluding depreciation expense during the fiscal year.

A portion of the Authority's net position reflects its investment in capital assets (e.g., land, buildings, equipment and construction in progress). The Authority uses these capital assets to provide housing services for its tenants; consequently, these assets are not available for future spending. The unrestricted net position of the Authority is available for future use to provide program services.

A summary of the Authority's Statements of Net Position as of December 31, 2024 and 2023 is as follows:

	<u>12/31/24</u>	<u>12/31/23</u>
Cash and Other Assets	\$ 328,922	\$ 336,667
Capital Assets – Net	<u>40,832</u>	<u>15,905</u>
Total Assets	\$ 369,754	\$ 352,572
Less: Total Liabilities	<u>47,169</u>	<u>45,579</u>
Net Position	<u>\$ 322,585</u>	<u>\$ 306,993</u>
Invested in Capital Assets	40,832	15,905
Unrestricted	<u>281,753</u>	<u>291,088</u>
Total Net Position	<u>\$ 322,585</u>	<u>\$ 306,993</u>

- Cash and other assets (including restricted cash) decreased \$7,745, primarily due to the Authority having a decrease in operating revenues of \$44,465, offset by an increase in operating expenses of \$47,870 during the year.

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

A. The Authority as a Whole (continued)

A summary of the Authority's Statements of Revenues, Expenses and Changes in Net Position for the year's ended December 31, 2024 and 2023 is as follows:

Computations of Changes in Net Position is as follows:	Years Ended	
	<u>12/31/24</u>	<u>12/31/23</u>
<u>Revenues</u>		
Tenant Revenues	\$ 63,977	\$ 72,442
HUD and Other Government Grants	79,883	115,883
Total Operating Revenues	143,860	188,325
<u>Expenses</u>		
Other Operating Expenses	153,163	107,454
Depreciation Expense	3,243	1,082
Total Operating Expenses	156,406	108,536
Excess (Deficiency) of Operating Revenues Over Expenses	(12,546)	79,789
<u>Non-Operating Revenues</u>		
Interest on Investments	253	309
Net other income	253	309
Excess (Deficiency) of Revenues over Expenses before Capital Grants	(12,293)	80,098
<u>Capital Grants</u>		
HUD Capital Grants	27,885	6,413
Excess of Revenues over Expenses	15,592	86,511
Net Position – Beginning of Year	306,993	220,482
Net Position – End of Year	\$ 322,585	\$ 306,993

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

A. The Authority as a Whole (continued)

- HUD and Other Governmental Grants decreased \$36,000 primarily due to decrease in the operating portion of the Public Housing Capital Fund program.
- Ordinary maintenance and operations increased \$37,179 primarily due to increases in contract costs for building repairs.

B. Budgetary Highlights

For the year ended December 31, 2024, individual program or grant budgets were prepared by the Authority and were approved by the Board of Commissioners. The budgets were primarily used as a management tool and have no legal stature. Also, the Authority adopted a comprehensive entity-wide annual budget. The budgets were prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

As indicated by the excess of revenues over expenses, the Authority's net position increased during the fiscal year. This increase in net position was primarily the result of increased revenues in the Public and Indian Housing Program and the Public Housing Capital Fund Program.

C. Capital Assets and Debt Administration

1. Capital Assets

As of December 31, 2024 and 2023, the Authority's investment in capital assets for its Proprietary Fund was \$40,832 and \$15,905, respectively (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment and construction in progress.

Major capital assets purchased with grants of \$28,170 during the year ended December 31, 2024, pertained to expenditures made in accordance with the Authority's Capital Fund Program.

Additional information on the Authority's capital assets can be found in the notes to the Financial Statements, which is included in this Report.

**OLIVETTE HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED DECEMBER 31, 2024**

C. Capital Assets and Debt Administration (continued)

2. Long Term Debt

The Authority has no long-term interest bearing debt.

D. Economic Factors and Next Year's Budgets and Rates

The following factors were considered in preparing the Authority's budget for the fiscal year ending December 31, 2025:

1. The state of the economy.
2. The need for Congress to fund the war on terrorism and the continued cut-back on HUD subsidies and grants.
3. The Authority's inability to fund any shortfalls rising from a possible economic downturn and reduced subsidies and grants due to limited reserves.

E. Contacting the Authority's Financial Management

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Olivette Housing Authority.

FINANCIAL STATEMENTS

DRAFT

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
STATEMENTS OF NET POSITION
AS OF DECEMBER 31, 2024

ASSETS

Current assets:	
Cash and cash equivalents	\$ 278,802
Tenant security deposits	4,295
Accounts receivable - HUD	27,885
Accounts receivable - tenants, net	2,526
Prepaid expenses	<u>15,414</u>
Total current assets	<u>328,922</u>
Non-current assets:	
Capital assets, net	<u>40,832</u>
Total non-current assets	<u>40,832</u>
Total assets	<u><u>\$ 369,754</u></u>

LIABILITIES

Current liabilities:	
Accounts payable	41,886
Accrued expenses	108
Accrued compensated absences, current	29
Tenant security deposits	4,295
Prepaid tenant rent	<u>593</u>
Total current liabilities	<u>46,911</u>
Non-current liabilities:	
Accrued compensated absences, net of current portion	<u>258</u>
Total non-current liabilities	<u>258</u>
Total liabilities	<u>47,169</u>

NET POSITION

Net position:	
Net investment in capital assets	40,832
Unrestricted	<u>281,753</u>
Total net position	<u>322,585</u>
Total liabilities and net position	<u><u>\$ 369,754</u></u>

See accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
YEAR ENDED DECEMBER 31, 2024**

Operating revenues:	
Tenant revenue	\$ 63,977
HUD operating grants	<u>79,883</u>
Total operating revenues	<u>143,860</u>
Operating expenses:	
Administrative	54,175
Tenant services	7
Utilities	10,722
Ordinary maintenance and operations	65,157
Protective services	1,125
Insurance	11,692
General	10,285
Depreciation	<u>3,243</u>
Total operating expenses	<u>156,406</u>
Operating loss	<u>(12,546)</u>
Non-operating revenues:	
Investment income	<u>253</u>
Net non-operating revenues	<u>253</u>
Loss before capital grants	(12,293)
Capital grants	<u>27,885</u>
Change in net position	15,592
Net position, beginning of the year	<u>306,993</u>
Net position, end of year	<u><u>\$ 322,585</u></u>

See accompanying notes to financial statements.

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
STATEMENT OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2024

Cash Flows from Operating Activities:	
Cash received from grantors	\$ 86,028
Cash received from tenants	65,153
Cash paid to employees	(79,420)
Cash paid to suppliers	<u>(83,001)</u>
Net cash used in operating activities	<u>(11,240)</u>
Cash Flows from Capital and Related Financing Activities:	
Purchases of capital assets	(28,170)
Proceeds from capital grants	<u>27,885</u>
Net cash used in capital and related financing activities	<u>(285)</u>
Cash Flows from Investing Activities:	
Investment income	<u>253</u>
Net cash provided by investing activities	<u>253</u>
Net decrease in cash, cash equivalents, and restricted cash	(11,272)
Cash, cash equivalents, and restricted cash, beginning of year	<u>294,369</u>
Cash, cash equivalents, and restricted cash, end of year	<u><u>\$ 283,097</u></u>
Reconciliation of cash, cash equivalents, and restricted cash to the Statements of Net Position:	
Cash and cash equivalents	\$ 278,802
Tenant security deposits	<u>4,295</u>
Cash, cash equivalents, and restricted cash	<u><u>\$ 283,097</u></u>

See accompanying notes to financial statements.

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
STATEMENT OF CASH FLOWS (continued)
YEAR ENDED DECEMBER 31, 2024

Reconciliation of operating loss to net cash used in operating activities:

Operating loss	\$	(12,546)
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Adjustments to reconcile operating loss to net cash used in operating activities:

Depreciation		3,243
Bad debt expense		5,139

Changes in assets and liabilities:

Accounts receivable - HUD and other government		6,145
Accounts receivable - tenants		416
Prepaid expenses		(15,227)
Accounts payable		5,819
Accrued expenses		108
Accrued compensated absences		42
Tenant security deposits		(100)
Prepaid tenant rent		<u>(4,279)</u>

Net cash used in operating activities	\$	<u><u>(11,240)</u></u>
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**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The Housing Authority of the City of Olivette (the "Authority") is a governmental, public corporation created under federal and state housing laws for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives for low and moderate income families residing in the City of Olivette, MO (the "City"). The Authority is responsible for operating certain low-rent housing programs in the City under programs administered by the U.S. Department of Housing and Urban Development ("HUD"). These programs provide housing for eligible families under the United States Housing Act of 1937, as amended.

The Authority is governed by a board of five members who serve by appointment. The governing board is essentially autonomous but responsible to HUD. An executive director is appointed by the Authority's board to manage the day-to-day operations of the Authority. The Authority is managed and administered by the Housing Authority of St. Louis County ("HASLC"). The Authority does not meet the definition of a component unit of HASLC.

B. Basis of Accounting / Financial Statement Presentation

The Authority's financial statements are prepared in accordance with GASB 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* ("GASB 34"), as amended. GASB 34 requires the basic financial statements to be prepared using the economic resources measurement focus and the accrual basis of accounting and requires the presentation of a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows. GASB 34 also requires the Authority to include management's discussion and analysis as part of the Required Supplemental Information.

The Authority's primary source of non-exchange revenue relates to grants and subsidies. In accordance with GASB 33, *Accounting and Financial Reporting for Non-exchange Transactions*, grant and subsidy revenue is recognized at the time eligible program expenditures occur and/or the Authority has complied with the grant and subsidy requirements.

C. Reporting Entity

In accordance with GASB 61, *The Financial Reporting Entity Omnibus - An Amendment of GASB Statements No. 14 and No. 34*, the Authority's financial statements include those of the Housing Authority of the City of Olivette and any component units. Component units are legally separate organizations whose majority of officials are appointed by the primary government or the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or impose specific financial burdens on, the primary government. An organization has a financial benefit or burden relationship with the primary government if any one of the following conditions exist:

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Reporting Entity (continued)

1. The primary government (Authority) is legally entitled to or can otherwise access the organization's resources.
2. The primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization.
3. The primary government is obligated in some manner for the debt of the organization.

Based upon the application of these criteria, this report includes all programs and activities operated by the Authority. There were no additional entities required to be included in the reporting entity under these criteria in the current fiscal year. Furthermore, the Authority is not included in any other reporting entity on the basis of such criteria.

D. Description of Programs

The Authority maintains its accounting records by program. A summary of the significant programs operated by the Authority is as follows:

Public and Indian Housing Program

The Public and Indian Housing Program is designed to provide low-cost housing. Under this program, HUD provides funding via an annual contributions contract. These funds, combined with the rental income received from tenants, are available solely to meet the operating expenses of the program.

Public Housing Capital Fund Program

The purpose of the Capital Fund Program is to provide another source of funding to cover the cost of physical and management improvements and rehabilitation on existing low-income housing and improving the central office facilities. Funding for this program is provided by grants from HUD.

E. Use of Management Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the allowance for doubtful accounts, accrued expenses and other liabilities, depreciable lives of properties and equipment and contingencies. Actual results could differ significantly from these estimates.

F. Budgets and Budgetary Accounting

The Authority adopts annual, appropriated operating budgets for all its programs receiving federal expenditure awards. All budgets are prepared on a HUD basis, which differs with accounting principles generally accepted in the United States of America. All appropriations lapse at HUD's program year end or at the end of grant periods.

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

G. Cash and Cash Equivalents

HUD requires housing authorities to invest excess funds in obligations of the United States, Certificates of Deposit or any other federally insured investment.

HUD also requires that deposits be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

For the statement of cash flows, cash and cash equivalents include all cash balances and highly liquid investments with a maturity of three months or less at time of purchase.

It is the Authority's policy to maintain collateralization in accordance with HUD requirements.

H. Accounts Receivable, Net

Rents are due from tenants on the first day of each month. As a result, tenants' accounts receivable balances primarily consist of rents past due and vacated tenants. Also included in accounts receivable are those amounts that tenants owe the Authority as payment for committing fraud or misrepresentation. These charges usually consist of retroactive rent and other amounts that may be determined by a formal written agreement or by a court order. An allowance for doubtful accounts is established to provide for all accounts, which may not be collected in the future for any reason.

The Authority recognizes a receivable from HUD and other governmental agencies for amounts billed but not received and for amounts unbilled, but earned as of year-end.

I. Allowance for Doubtful Accounts

Management evaluates the collectability of outstanding receivables on a regular basis and establishes an allowance for doubtful accounts based on its assessment of outstanding accounts.

J. Prepaid Expenses

Prepaid expenses represent amounts paid as of year-end that will benefit future operations.

K. Capital Assets

Capital assets are stated at cost. Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized. Depreciation is calculated using the straight-line method based on the estimated useful lives of the following asset groups:

- | | |
|---------------------------|--------------|
| • Buildings | 30 Years |
| • Furniture and Equipment | 3 - 10 Years |
| • Infrastructure | 40 Years |

The Authority has established a capitalization threshold of \$500.

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

L. Impairment of Long Lived Assets

The Authority evaluates events or changes in circumstances affecting long-lived assets to determine whether an impairment of its assets has occurred. If the Authority determines that a capital asset is impaired, and that impairment is significant and other-than-temporary, then an impairment loss will be recorded in the Authority's financial statements. For the year ended December 31, 2024, no impairment losses were recognized.

M. Compensated Absences

Compensated absences are those absences for which employees will be paid, such as vacation and sick leave computed in accordance with GASB Standards. A liability for compensated absences that is attributable to services already rendered and that are not contingent on a specific event that is outside the control of the Authority and its employees, is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the Authority and its employees are accounted for in the period in which such services are rendered or in which such events take place.

N. Operating Revenues and Expenses

The Authority defines its operating revenues as income derived from charges to residents and others for services provided as well as government subsidies and grants used for operating purposes. Operating expenses are costs incurred in the operation of its program activities to provide services to residents and others. The Authority classifies all other revenues and expenses as non-operating.

O. Regulated Leases

The Authority is a lessor of residential dwelling units under regulated leases as defined by GASB 87 and as such recognizes rental revenue in accordance with the terms of the lease contract. The leases which are twelve months in length are regulated by HUD as to rent, unit size, household composition and tenant income. For the year ended December 31, 2024, rental revenue earned under the aforementioned leases totaled \$62,177.

P. Net Position Classifications

Equity is classified as net position and displayed in three components (if applicable):

Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted net position - Consists of resources with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other resources that do not meet the definition of "restricted" or "net investment in capital assets."

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Q. Use of Restricted Assets

When both restricted and unrestricted resources are available for a particular restricted use, it is the Authority's policy to use restricted resources first, and then unrestricted resources as needed.

R. Taxes

The Authority is a unit of local government and is exempt from real estate, sales and income taxes.

S. Economic Dependency

The Public and Indian Housing Program of the Authority is economically dependent on operating grants and subsidies from HUD. The program operates at a loss prior to receiving the grants.

NOTE 2. CASH AND CASH EQUIVALENTS

As of December 31, 2024, the carrying amount of the Authority's cash and cash equivalents (including restricted cash and tenant security deposits) was \$283,097, and the bank balances approximated \$282,188.

Of the bank balances, \$260,115 was covered by federal depository insurance and the remaining balance of \$22,073 was collateralized with the pledging financial institution as of December 31, 2024.

Custodial credit risk is the risk that, in the event of a bank failure, the government's deposits may not be returned to it. The Authority does not have a formal policy for custodial credit risk. As of December 31, 2024, the Authority's bank balances were not exposed to custodial credit risk.

Cash and cash equivalents (including tenant security deposits) consist of the following:

<u>Cash Category</u>	<u>Amount</u>
Operating	\$ 278,802
Tenant security deposits	<u>4,295</u>
Total	<u>\$ 283,097</u>

NOTE 3. ACCOUNTS RECEIVABLE, NET

As of December 31, 2024, accounts receivable - HUD and other government consists of amounts due from the Authority's Public Housing Capital Fund Program grant in the amount of \$27,885. Management estimates this amount to be fully collectable and therefore no allowance has been established.

As of December 31, 2024, accounts receivable - net consists of tenant accounts receivable of \$17,999, which is shown net of an allowance for doubtful accounts in the amount of \$15,473.

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024

NOTE 4. RESTRICTED DEPOSITS

Restricted deposits consist of tenant security deposits, which are held in a trust and restricted for refund to tenants upon termination or discontinuance from the Public and Indian Housing program.

NOTE 5. CAPITAL ASSETS, NET

Capital assets consist primarily of expenditures to acquire, construct, place in operation and improve the facilities of the Authority and are stated at cost, less accumulated depreciation.

The following is a summary of changes in capital assets for the year ended December 31, 2024.

Description	December 31 2023	Additions	Dispositions	Transfers	December 31, 2024
<u>Non-depreciable capital assets:</u>					
Land	\$ 8,400	\$ -	\$ -	\$ -	\$ 8,400
Construction in progress	<u>6,413</u>	<u>-</u>	<u>-</u>	<u>(6,413)</u>	<u>-</u>
Total	<u>14,813</u>	<u>-</u>	<u>-</u>	<u>(6,413)</u>	<u>8,400</u>
<u>Depreciable capital assets:</u>					
Buildings	607,204	28,170	-	6,413	641,787
Furniture and equipment	<u>16,129</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,129</u>
Total	<u>623,333</u>	<u>28,170</u>	<u>-</u>	<u>6,413</u>	<u>657,916</u>
Less: accumulated depreciation	<u>622,241</u>	<u>3,243</u>	<u>-</u>	<u>-</u>	<u>625,484</u>
Net capital assets	<u>\$ 15,905</u>	<u>\$ 24,927</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,832</u>

Depreciation expense for the year ended December 31, 2024 amounted to \$3,243.

NOTE 6. COMPENSATED ABSENCES

Accrued compensated absences represents accumulated leave for which employees are entitled to receive payment in accordance with the Authority's Personnel Policy.

Compensated absences activity for the years ended December 31, 2024 is as follows:

	<u>Amount</u>
Beginning compensated absences	\$ 310
Compensated absences earned	195
Compensated absences redeemed	<u>(218)</u>
Ending compensated absences	287
Less: current portion	<u>29</u>
Compensated absences, net of current portion	<u>\$ 258</u>

HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024

NOTE 7. ACCOUNTS PAYABLE

For the year ended December 31, 2024, the following changes occurred in the Authority's accounts payable:

	December 31, 2023	Additions	Retirements	December 31, 2024	Due in One Year
Accounts payable - vendors	\$ 185	\$ 93	\$ (185)	\$ 93	\$ 93
Accounts payable - due to HASLC	25,353	26,271	(25,353)	26,271	26,271
Accounts payable - other government	<u>10,377</u>	<u>15,522</u>	<u>(10,377)</u>	<u>15,522</u>	<u>15,522</u>
Totals	<u>\$ 35,915</u>	<u>\$ 41,886</u>	<u>\$ (35,915)</u>	<u>\$ 41,886</u>	<u>\$ 41,886</u>

NOTE 8. COOPERATION AGREEMENT

In March of 1971, the Authority entered into a co-operation agreement (the "Agreement") with HASLC. The Agreement shall continue in full force and effect until terminated by agreement of both parties, or by either party upon serving written notice thereof, at least 60 days prior to the date of termination. The Agreement provides for HASLC to manage and staff the Authority and to provide for the administration of Authority programs. Included in administrative expenses for the year ended December 31, 2024, are management fees of \$9,521 and bookkeeping fees of \$1,237, incurred to HASLC.

NOTE 9. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disaster. The Authority maintains insurance to cover risks that may occur in normal operations. Several state funds accumulate assets and the state of Missouri assumes all risks for claims of Authority employees for unemployment compensation benefits and workers' compensation benefits.

There have been no significant reductions in insurance coverage and settlement amounts for the last three years.

NOTE 10. CONTINGENCIES

The Authority receives financial assistance from HUD in the form of grants and subsidies. Entitlement to the funds is generally conditional upon compliance with the terms and conditions of the grant agreements and applicable regulations, including the expenditure of the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by HUD. As a result of these audits, costs previously reimbursed could be disallowed and require payments to HUD. As of December 31, 2024, the Authority estimated that no material liabilities will result from such audits.

**HOUSING AUTHORITY OF THE CITY OF OLIVETTE
NOTES TO FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 11. SUBSEQUENT EVENTS

Events that occur after the financial statement date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the financial statement date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the financial statement date require disclosure in the accompanying notes to the financial statements. Management evaluated the activity of the Authority through REPORT DATE (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

DRAFT

SUPPLEMENTARY INFORMATION

DRAFT



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: August 26, 2025

Subject: *Executive Director's Report*

This memo provides an update on various Olivette Housing Authority related items.

I. FY2026 Budget Update

Last month, both the House and Senate met to outline FY26 federal appropriations for housing related activities, including funds for public housing authority programs and staff. While neither chamber proposed reductions that matched the levels in the president's budget, some lesser reductions have been proposed. Congress is in recess until September 2.

In FY26, the Public Housing Operating Fund could see a reduction up to about 10%, while the Public Housing Capital Fund could see a reduction up to about 29%. The County Housing team is continuing to monitor federal budget progress and will take these revenues into account while drafting the 2026 housing authority budget. Staff will present the FY26 Olivette Housing Authority budget for approval at the next regular meeting.

II. Second Quarter Agency Performance Report Results

The Agency Performance Report for 2025 has been updated to reflect second quarter progress on updated key results. Staff continue to make progress meeting the core objectives.

III. Attachments

Q2 Agency Performance Report

Agency Performance Report

Second Quarter, 2025

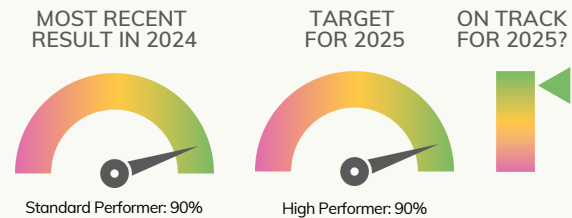
What HUD measures

PHAS SCORES

HUD assesses the health of a PHA's Public Housing program through an indicator called the Public Housing Assessment System, or PHAS.

Why it matters

The Housing Authority's PHAS score communicates how well the agency is performing, impacts the amount of HUD funding it receives for the fiscal year, and determines the frequency of HUD public housing inspections.



What County Housing measures

Objective 1: Deliver services safely, effectively, and efficiently.

Results	Q1	Q2	Q3	Q4
Attain zero findings in finance/single audits	●	●	●	●

Objective 2: Foster a customer-centered culture.

Results	Q1	Q2	Q3	Q4
Increase customer satisfaction	●	●	●	●
Dedicate staff to customer outreach and resident engagement	●	●	●	●
Implement quarterly feedback loops for residents	●	●	●	●

Objective 3: Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.

Results	Q1	Q2	Q3	Q4
Communicate programming opportunities	●	●	●	●
Enhance partnerships with local organizations	●	●	●	●
Engage in community initiatives that promote housing stability and affordability	●	●	●	●



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: August 26, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending June 30, 2025, financial reports.

I. Recommendation

Staff recommend the Board approve the financial statements and accompanying narrative, as prepared.

II. Highlights

A. Revenue

The total YTD actual operating revenue of \$124,908 exceeded the total YTD budget revenue of \$78,846 by \$46,062 or 58%.

- The most significant favorable variance was \$45,612, attributable to the timing of the Capital Funds Grants drawdowns.
- Total Tenant Charges had an unfavorable budget variance of \$1,312. Additionally, two (2) units had tenant rents of \$0 for the month.

B. Expenses

The total YTD actual operating expenses of \$70,259 outperformed the total YTD budget expenses of \$75,316 by \$5,057, or 7%.

- The total Occupancy expense resulted in a favorable variance of \$1,639, or 8%. The primary cause was Contracted Costs being lower than the budget due to timing.
- The total Other General expense resulted in a favorable budget variance of \$5,891 or 24% primarily due to timing differences in incurring Professional Fees.

C. Net Income

The total operating net income is \$54,650 before depreciation of \$541, resulting in the bottom-line income of \$54,109.

D. Cash

As of June 30, 2025, the adjusted cash balance in the operating bank account was \$332,377. Operating Subsidy received accounted for \$4,239.83. Tenant rental income for the month was \$6,661.92. Total operating expense payments were \$12,585.02.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report
- C. Tenant Rent

Olivette Housing Authority
Budgeted Income Statement
As of June 30, 2025

	Olivette HA							
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	25,119	23,370	1,749		4,240	3,895	345	
Total Capital Grants	63,476	17,864	45,612		-	2,977	(2,977)	
Total Tenant Charges	36,188	37,500	(1,312)		5,823	6,250	(427)	
Total Investment Income	124	113	12		-	19	(19)	
Total Income	124,908	78,846	46,062	58%	10,063	13,141	(3,078)	-23%
Total Rents and Utility Reimbursement:	(54)	1,000	(1,054)		49	167	(118)	
Total Salaries	23,921	24,500	(579)		3,305	4,083	(778)	
Total Benefits and Taxes	8,208	3,728	4,480		1,324	621	703	
Total Training, Seminars, Conferences	-	375	(375)		-	63	(63)	
Total Admin	32,076	29,603	2,472	8%	4,679	4,934	(255)	-5%
Total Utilities	5,618	5,318	301		973	886	86	
Total Materials	4,605	1,650	2,955		990	275	715	
Total Contract Costs	3,942	9,418	(5,476)		2,410	1,570	840	
Total Tenant Services Expense	1,223	235	988		-	39	(39)	
Total Other Maintenance Expenses	972	850	122		504	142	363	
Total Other Occupancy Expenses	3,369	3,899	(530)		488	650	(162)	
Total Occupancy Expense	19,730	21,369	(1,639)	-8%	5,365	3,562	1,804	51%
Total Insurance	7,770	10,475	(2,705)		1,295	1,746	(451)	
Total Outside Services	1,739	2,500	(761)		-	417	(417)	
Total Professional Fees	763	4,000	(3,237)		336	667	(331)	
Total Other Fees	4,910	4,243	666		828	707	121	
Total Telephone and Technology	1,100	862	237		72	144	(72)	
Total Other Administrative Expenses	701	792	(91)		79	132	(53)	
Total Internal Charges	1,470	1,470	-		245	245	-	
Total Other General	18,453	24,343	(5,891)	-24%	2,855	4,057	(1,202)	-30%
Total Expenses	70,259	75,316	(5,057)	-7%	12,899	12,553	346	3%
Total Net Operating Income	54,650	3,531	51,119		(2,836)	588	(3,425)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(541)	-	(541)		(90)	-	(90)	
Total Non- Operating Items	(541)	-	(541)		(90)	-	(90)	
Net Income (Loss)	54,109	3,531	50,578		(2,926)	588	(3,515)	

Olivette Housing Authority
Cash Report
June 2025

BEGINNING BOOK CASH BALANCE 6/1/2025	\$	332,850.58
ADD:		
Tenant Rent		6,661.92
Security Deposits		-
FSS Deposits		-
Capital Fund		
Operating Subsidy		4,239.83
Interest		24.56
Transfer		-
Other Revenue		-
TOTAL DEPOSITS		10,926.31
LESS:		
Other Transfers		(5,886.85)
Manual Checks		
Checks		(1,427.16)
NSF/ Service Fees		-
Withdraws/Other Deductions		(5,271.01)
Operating Subsidy Out		-
TOTAL PAYMENTS		(12,585.02)
ENDING BOOK CASH BALANCE 6/30/2025	\$	331,191.87
Ending Bank Balance 6/30/2025	\$	331,191.87
Outstanding Checks		(40.71)
ACH in Transit		1,250.00
Other Items		(24.56)
Adjusted Bank Balance 6/30/2025	\$	332,376.60
Unrestricted Cash	\$	328,036.60
Security Deposit Cash		4,340.00
	\$	332,376.60

Public Housing Rent Roll

Property: Olivette Housing Authority

As of Date: 06/30/25

Unit Code	Bedroom Size	Tenant Code	Tenant Rent	Security
Property 1132bolv				
RH9348	3	t0000316	0	239
RH9388	3	t0000247	305	100
RH9379	2	t0010032	461	1,145
RH9387	3	t0010951	18	145
RH9356	3	t0012183	656	317
RH9380	2	t0000248	554	216
RH9330	3	t0000694	453	185
RH9357	3	t0000307	118	232
RH9364	2	t0000323	0	311
RH9363	3	t0000310	290	407
RH9372	3	t0000313	323	265
RH9345	3	t0000325	341	100
RH9342	3	t0012791	734	288
RH9371	2	t0010954	331	390
			4,584	4,340



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: August 26, 2025

Subject: *Resolution No. 1449, Write-Off of Uncollectable Rents*

Attached is the write-off for uncollectable rent for the quarter ending June 30, 2025.

I. Recommendation

Staff recommend the Board approve the write-off for the 2nd quarter of 2025.

RESOLUTION NO. 1449

AUTHORIZING QUARTERLY WRITE-OFF OF UNCOLLECTABLE RENT

August 26, 2025

WHEREAS, the Executive Director and CEO has reported that continued unsuccessful attempts have been made to collect delinquent payments from former tenant(s) of the Olivette Housing Authority; and

WHEREAS, it has been determined by the Board of Commissioners that after unsuccessful efforts to collect the delinquent payments from said former tenant, said payments in the total amount of \$10,372.00 are uncollectable and should be written off the books of the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Olivette, that the following payments are uncollectable and should be written off the books of said Authority.

<u>Project</u>	<u>Tenant's Code</u>	<u>Balance Due</u>
MO-132	t0018158	\$10,372.00

Total: \$10,372.00

Chair

Secretary

Date

MEMORANDUM



To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: August 26, 2025

Subject: *Public Housing Performance*

This memo describes recent public housing activities within the framework of the Public Housing Assessment System.

I. PASS - projected 35/40 points

The purpose of PASS is to determine whether public housing units are decent, safe, sanitary and in good repair, and to determine the level to which the PHA is maintaining its public housing in accordance with housing condition standards.

A. Inspections Activity

The Olivette NSPIRE inspection conducted by County Housing inspectors was completed in July 2025.

B. Maintenance Activity

The maintenance team completed nine work orders from April through July.

II. MASS – projected 20/25 points

The purpose of the management operations indicator is to assess the PHA's management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	100%	16/16
Accounts Payable Ratio	(0.06)	4/4
Tenant Accounts Receivable	0.592	0/5
Projected Points		20

III. FASS - projected 25/25 points

The purpose of the financial condition indicator is to measure the financial condition of each public housing project. The reporting period is through June 30, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
Olivette	12/12	11/11	2/2	25

IV. CFP - 10/10 projected points

The purpose of the Capital Fund program assessment is to identify how long it takes a PHA to obligate the funds provided to it from the Capital Fund program.

A. Capital Grant Fund Progress

Grant Year	Amount	Obligated	Expended	Deadline to expend
2020	\$28,617	100%	15%	3/25/2026
2021	\$27,885	100%	100%	2/22/2025
2022	\$34,237	100%	81%	5/11/2026
2023	\$34,506	100%	10%	2/16/2027
2024	\$35,728	100%	10%	5/05/2028

B. Project Updates

In 2025, planned projects include replacing entry doors and lateral line backflow prevention valves.

V. Projected Overall PHAS Score for 2024

PASS – 35/40 points

MASS – 20/25 points

FASS – 25/25 points

CFP – 10/10 points

Total 90

Projected: High Performer

VI. Public Housing Updates**A. Resident Advisory Board Meeting**

The Resident Advisory Board (RAB) meeting will be held on August 28, 2025. This meeting's purpose is to discuss with residents the updates to our Annual PHA Plan (2026) and Capital Fund Program (2030).



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: August 26, 2025

Subject: *Annual PHA Plan (2026)*

This memo provides an overview of the Olivette Housing Authority annual plan requirements.

I. Recommendation

Staff recommend that the Board review County Housing's Annual PHA Plan (2026) and authorize the Board Chair to sign the Certification of Compliance with the PHA Plans and Related Regulations.

II. Overview

The Annual PHA Plan is a HUD-required document that details a housing authority's policies, programs, and strategies for meeting local housing needs and goals. County Housing's Annual PHA Plan (2026) describes the updates made to the organization's policies and planned activities for the upcoming fiscal year.

HUD requires most public housing authorities (PHAs) to submit a comprehensive Annual PHA Plan each year. Exemptions to this requirement are made for qualified PHAs, which do not have a combined public housing unit total of 550 or more and are not designated troubled by HUD. Olivette Housing Authority is considered a qualified PHA.

As a qualified PHA, Olivette Housing Authority is not required to submit its own Annual PHA Plan but must still submit a Certification of Compliance with PHA Plans and Related Regulations and hold an annual public hearing to address changes to its goals, objectives, and policies. County Housing's Annual PHA Plan is used as the template for describing these changes to the public. The certification attests that the Olivette Housing Authority is abiding by the rules, regulations, and statutes in County Housing's Annual PHA Plan.

III. Attachments

- A. County Housing's 2026 Annual PHA Plan
- B. Certification of Compliance with the PHA Plans and Related Regulations

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
---------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	--------------------------------------------------------

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																	
A.1	<p>PHA Name: <u>Housing Authority of St. Louis County / "County Housing"</u> PHA Code: <u>MO-004</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2026</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>309</u> Number of Housing Choice Vouchers (HCVs) <u>6,875</u> Total Combined Units/Vouchers <u>7,748</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The Draft 2026 PHA Annual Plan is available for viewing at the following locations:</p> <table><tr><td>PHA Main Administrative Office 8865 Natural Bridge Road St. Louis, MO 63121</td><td>PHA Site Management Office Arbor Hill 133 Grape Avenue Maryland Heights, MO 63043</td><td>PHA Site Management Office Highview 2876 West Pasture St. Louis, MO 63114</td></tr></table> <p>Housing Authority of St. Louis County Website at www.countyhousing.org</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr></table>	PHA Main Administrative Office 8865 Natural Bridge Road St. Louis, MO 63121	PHA Site Management Office Arbor Hill 133 Grape Avenue Maryland Heights, MO 63043	PHA Site Management Office Highview 2876 West Pasture St. Louis, MO 63114	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:					
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				PH	HCV													
Lead PHA:																		

B.	Plan Elements																
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>STRATEGY FOR ADDRESSING HOUSING NEEDS</p> <p>County Housing has developed internal and external strategies and is taking a data-driven approach to addressing clients' housing needs. County Housing did not adopt an objective to position the organization as a partner and advocate in the region.</p> <p>FINANCIAL RESOURCES</p> <table border="1"> <thead> <tr> <th colspan="2">Estimated Annual Contribution by Program - 2026</th> </tr> </thead> <tbody> <tr> <td>Housing Choice Voucher</td> <td>62,000,000</td> </tr> <tr> <td>Mainstream Voucher</td> <td>2,000,000</td> </tr> <tr> <td>Emergency Housing Voucher</td> <td>160,000</td> </tr> <tr> <td>Family Self-Sufficiency</td> <td>220,000</td> </tr> <tr> <td>Operating Subsidy</td> <td>900,000</td> </tr> <tr> <td>Capital Funds</td> <td>1,700,000</td> </tr> <tr> <td></td> <td>66,980,000</td> </tr> </tbody> </table> <p>SAFETY AND CRIME PREVENTION</p> <p>County Housing developed Workplace Safety and Firearms and Weapons policies that aim to create a safer environment for County Housing staff, HCV program participants, and public housing program participants. The Firearms and Weapons policy is part of the Admissions and Continued Occupancy Policy as well as the Administrative Plan. A copy of the policy is included as an attachment to this Plan.</p> <p>(c) The PHA must submit its De-concentration Policy for Field Office review.</p> <p>DE-CONCENTRATION POLICY</p> <p>County Housing will use greater flexibility to attract households with broader ranges of income. For higher-income families, County Housing will continue to reassess flat rental amounts annually in public housing developments and will continue to offer the choice of flat rent or income-based rent to residents. Other avenues to attract higher-income families being considered by County Housing are changes in waitlist admission preferences, more aggressive marketing of developments, ongoing evaluation of public housing inventory for capital improvements, and support from Landlord Liaisons.</p> <p>The Landlord Liaisons' goal is to connect with current and prospective property owners and landlords for the Housing Choice Voucher (HCV) program. They will attempt to make these connections and refer HCV participants to property owners in high-opportunity areas. They also continue to facilitate educational landlord meetings to attract and inform prospective landlords about the HCV program and its benefits.</p> <p>County Housing continues to enforce the Community Service and Self-Sufficiency Requirements (CSSR) and Family Self-Sufficiency (FSS) program. The CSSR offers guidance and structure for public housing residents who are required to complete community service or self-sufficiency hours. Continued administration of the FSS program will allow County Housing to offer more direct support to program participants. Both the CSSR and FSS program encourage and support participants in building wealth and gain a better understanding of how to maintain self-sufficiency.</p> <p>County Housing has also successfully begun establishing partnerships with other service agencies to offer more supportive services and resources to all its service population. These updates, new partnerships, and continued administration of the Family Self-Sufficiency will benefit participants and help deconcentrate poverty.</p>	Estimated Annual Contribution by Program - 2026		Housing Choice Voucher	62,000,000	Mainstream Voucher	2,000,000	Emergency Housing Voucher	160,000	Family Self-Sufficiency	220,000	Operating Subsidy	900,000	Capital Funds	1,700,000		66,980,000
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B.2**New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☐ ☒ Hope VI or Choice Neighborhoods.
☒ ☐ Mixed Finance Modernization or Development.
☒ ☐ Demolition and/or Disposition.
☐ ☒ Designated Housing for Elderly and/or Disabled Families.
☐ ☒ Conversion of Public Housing to Tenant-Based Assistance.
☒ ☐ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
☐ ☒ Occupancy by Over-Income Families.
☐ ☒ Occupancy by Police Officers.
☐ ☒ Non-Smoking Policies.
☒ ☐ Project-Based Vouchers.
☒ ☐ Units with Approved Vacancies for Modernization.
☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

MIXED FINANCE MODERNIZATION OR DEVELOPMENT

County Housing has received low-income housing tax credits (LIHTC) for Arbor Hill Apartments as part of its activity for encouraging private equity investment in the development of affordable rental housing for low-income households. County Housing will build 68 new income-restricted housing units.

County Housing is also partnering with Peace United Church of Christ to develop affordable senior housing units in Webster Groves. This project will be funded in part with equity from LIHTC, and County Housing is examining the possibility of providing project-based vouchers. This development will further the availability of affordable housing in opportunity areas.

County Housing is working with the Olivette Housing Authority to redevelop that authority's existing 14 single family homes. This would be a mixed-finance development utilizing LIHTC.

DEMOLITION AND/OR DISPOSITION

County Housing will submit a demolition/disposition application for the Arbor Hill Apartments. Arbor Hill is comprised of 70 units: 15 one-bedroom units, 35 two-bedroom units, and 20 three-bedroom units.

County Housing will submit a demolition/disposition application for the Olivette Housing Authority if the LIHTC application is approved. This housing authority is comprised of 14 single homes. There are four two-bedroom homes and 10 three-bedroom homes. These homes would be replaced by 46 new apartments and townhomes that are a mix of one to five bedroom units.

CONVERSION OF PUBLIC HOUSING TO PROJECT-BASED RENTAL ASSISTANCE OR PROJECT-BASED VOUCHERS UNDER RAD

County Housing is in the process of converting the Arbor Hill Apartments to private ownership under HUD's RAD program, using low-income housing tax credits.

County Housing is also working with the Olivette Housing Authority to facilitate the conversion of public housing to project-based rental assistance. County Housing will apply for this redevelopment under HUD's RAD program.

PROJECT-BASED VOUCHERS

County Housing has allocated 186 project-based vouchers to the new Wellington Family Homes development. County Housing will continue to maintain and manage the waiting list for project-based vouchers at Wellington Family Homes.

County Housing is also examining the possibility of providing project-based vouchers for the Webster Groves project with Peace United Church of Christ. The project will develop 52 affordable senior housing units in Webster Groves, approximately 48 of which may have project-based assistance.

County Housing plans to regularly issue a project-based voucher Request for Proposal (RFP) to begin allocating more project-based vouchers to incentivize an increase in affordable housing in our community. PBVs will be awarded in accordance with the guidelines of the RFPs.

UNITS WITH APPROVED VACANCIES FOR MODERNIZATION

County Housing may take units offline when they need capital fund improvements or general modernization.

B.3	<p>Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p><u>Mission</u> The Housing Authority of St. Louis County provides decent, safe, and affordable housing, ensures equal housing opportunity, promotes self-sufficiency, and improves the quality of life and economic vitality for low—and moderate-income families. County Housing pursues these goals by using existing federal programs to the maximum feasible extent, linking with other service providers, and creating new opportunities of its own design.</p> <p><u>Objectives and Key Results</u> In executing its mission, County Housing adopted four guiding objectives. The key results communicate to our employees, board members, and external stakeholders how well the agency is performing. A copy of County Housing's second quarter performance report is attached to this plan.</p>
B.4	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See 2024-2028 Capital Fund 5-Year Action Plan in EPIC approved by HUD on 12/10/2024.</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p>County Housing received findings related to the Housing Choice Voucher (HCV) programs eligibility, and waitlist. Findings were also related to Housing Quality Standards (HQS) inspections. County Housing continues to make adjustments to address the issues. Staff are working diligently to mitigate previous errors and to create quality control structures that will prevent future findings.</p>
C. Other Document and/or Certification Requirements.	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>																		
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>																		
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="168 919 1458 1455"> <tr> <td data-bbox="168 919 180 961"></td><td data-bbox="180 919 1458 961"> <p>Fair Housing Goal:</p> </td></tr> <tr> <td data-bbox="168 961 180 1087"></td><td data-bbox="180 961 1458 1087"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td></tr> <tr> <td data-bbox="168 1087 180 1108"></td><td data-bbox="180 1087 1458 1108"></td></tr> <tr> <td data-bbox="168 1108 180 1150"></td><td data-bbox="180 1108 1458 1150"> <p>Fair Housing Goal:</p> </td></tr> <tr> <td data-bbox="168 1150 180 1276"></td><td data-bbox="180 1150 1458 1276"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td></tr> <tr> <td data-bbox="168 1276 180 1297"></td><td data-bbox="180 1276 1458 1297"></td></tr> <tr> <td data-bbox="168 1297 180 1339"></td><td data-bbox="180 1297 1458 1339"> <p>Fair Housing Goal:</p> </td></tr> <tr> <td data-bbox="168 1339 180 1455"></td><td data-bbox="180 1339 1458 1455"> <p><u>Describe fair housing strategies and actions to achieve the goal</u></p> </td></tr> <tr> <td data-bbox="168 1455 180 1476"></td><td data-bbox="180 1455 1458 1476"></td></tr> </table>		<p>Fair Housing Goal:</p>		<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>				<p>Fair Housing Goal:</p>		<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>				<p>Fair Housing Goal:</p>		<p><u>Describe fair housing strategies and actions to achieve the goal</u></p>		
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FIREARMS AND WEAPONS POLICY

Effective January 1, 2025

OVERVIEW

County Housing has established a Firearms and Weapons policy to promote the overall safety and well-being of everyone in the County Housing community. This policy clearly defines firearms and weapons and sets forth definitive guidelines for handling weapons and firearms in the County Housing community consistent with applicable laws.

Residents have the right to keep and bear arms, but also the responsibility to protect the health and safety of themselves, other residents, guests, and County Housing employees. To that end, residents, household members, guests, and visitors shall:

- Comply with all federal, state, and local requirements regarding the lawful ownership, possession, transportation, and use of firearms and weapons.
- Exercise reasonable care in the storage and security of firearms and weapons, including ammunition.
- Exercise reasonable care when handling firearms and weapons, ensuring the safety of household members and others.
- Store or otherwise secure all firearms and weapons during unit inspections, maintenance visits, housekeeping visits, or any occasion where County Housing personnel or authorized third parties enter resident units.
- Not discharge or use any firearm or weapon on County Housing property or within the unit in violation of any applicable federal, state, or local law.
- Not threaten or otherwise take any action with firearms or weapons on County Housing property that endangers the health or safety of others.

DEFINITIONS

The term “firearm” shall include but is not limited to the following:

- Pistols, revolvers, semiautomatic handguns, other handguns, rifles, shotguns, and any other instrument capable of being held and fired by a single person, that propels a projectile by means of explosive charge of firearm powder or other explosive propellant, mechanical (spring) action, gas or compressed air, capable of killing or injuring another person or an animal.
- Firearm parts kits that are designed to or may readily be completed, assembled, restored, or otherwise converted to expel a projectile by the action of an explosive (e.g., pistol, revolver, rifle, or shotgun).

No person may lawfully possess on County Housing property or within a unit any fully automatic firearm, machine firearm, sawed-off shotgun, assault weapon (as defined by specific state or federal statute), large capacity magazines unless allowed under state law, large capacity ammunition feeding devices, grenade launcher, rocket-propelled grenade (RPG) launcher, or other firearm or ammunition prohibited by applicable state or federal law.

The term “weapon” shall include but is not limited to the following:

- An instrument that is specifically designed, made, and/or adapted for the purpose of inflicting physical damage, serious bodily injury, or death by striking a person with the instrument, e.g. knife, dagger, club, nightstick, mace, slingshot, metal knuckles, crossbow.

VIOLATIONS OF FIREARMS AND WEAPONS POLICY

Material violations of the Firearms and Weapons Policy, as determined by County Housing, shall be deemed a serious violation of the lease at County Housing's sole discretion. County Housing will terminate the family's tenancy in accordance with the policies in Chapter 13 of this ACOP.

Residents are responsible for the action and conduct of their guests and others under their control with regard to such person's possession of firearms and weapons.

The following are grounds for enforcement action against residents, including lease termination and eviction:

- Unlawful ownership, possession, transportation, or use of a firearm or weapon.
- Unlawful shooting, firing, exploding, throwing, discharging, or use of a firearm or weapon.
- Infliction of any injury upon another person through the intentional, reckless, careless, or negligent use of a firearm or weapon.
- Damaging any property through the reckless, careless, or negligent use of a firearm or weapon.
- Brandishing, displaying, or otherwise taking any action with a firearm or weapon in connection with a verbal or non-verbal threat of bodily harm or endangerment of health and safety.



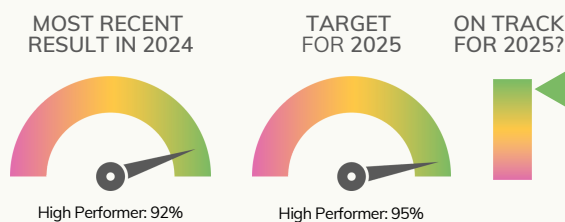
Agency Performance Report

Second Quarter, 2025

What HUD measures

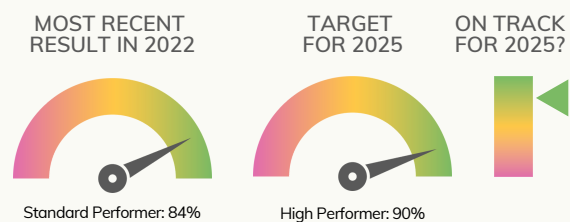
SEMAP

SEMAP scores indicate the performance of a PHA's Housing Choice Voucher program and influence the agency's HUD funding for the fiscal year.



PHAS

PHAS scores communicate a PHA's Public Housing program performance, affecting HUD funding and the frequency of public housing inspections.



What County Housing measures

Objective 1: Deliver services safely, effectively, and efficiently.

Results	Q1	Q2	Q3	Q4
Attain zero findings in finance/single audits	●	●	●	●
Ensure no findings from MHDC audits	●	●	●	●

Objective 3: Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.

Results	Q1	Q2	Q3	Q4
Communicate programming opportunities	●	●	●	●
Enhance partnerships with local organizations	●	●	●	●
Engage in community initiatives that promote housing stability and affordability	●	●	●	●

Objective 2: Foster a customer-centered culture.

Results	Q1	Q2	Q3	Q4
Increase customer satisfaction	●	●	●	●
Dedicate staff to customer outreach and resident engagement	●	●	●	●
Implement quarterly feedback loops for residents	●	●	●	●

Objective 4: Expand access to desirable and affordable housing.

Results	Q1	Q2	Q3	Q4
Successfully close the Arbor Hill redevelopment project	●	●	●	●
Develop and execute a comprehensive landlord engagement strategy	●	●	●	●
Increase participation in housing stability programs	●	●	●	●

Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires: 09/30/2027

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning _____, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

- ___ 903.7a Housing Needs
- ___ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- ___ 903.7c Financial Resources
- ___ 903.7d Rent Determination Policies
- ___ 903.7h Demolition and Disposition
- ___ 903.7k Homeownership Programs
- ___ 903.7r Additional Information
 - ___ A. Progress in meeting 5-year mission and goals
 - ___ B. Criteria for substantial deviation and significant amendments
 - ___ C. Other information requested by HUD
 - ___ (1) Resident Advisory Board consultation process
 - ___ (2) Membership of Resident Advisory Board
 - ___ (3) Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHA's should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on actual or perceived sexual orientation or marital status and will not otherwise discriminate because of sex (including sexual orientation).
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

Annual PHA Plan for Fiscal Year 20____

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802)

Name of Executive Director:

Name of Board Chairman:

Signature:

Date:

Signature:

Date:

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



MEMORANDUM

To: Olivette Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: William Barry, Director of Inspections, Quality Control, and Capital Programs

Date: August 26, 2025

Subject: *Capital Fund Action Plan*

The Capital Fund Program (CFP) annually provides funds to public housing agencies (PHAs) for developing, financing, and modernizing public housing developments and management improvements. By providing financial support for capital improvements, the program helps PHAs address the backlog of repairs, create healthier living environments, and promote the overall well-being of residents in public housing communities.

I. Recommendation

Staff recommend that the Board approve the Capital Fund Action Plan for 2026-2030.

II. New 2030 Work Items

- Replace roofs and gutters for six units
- Operations

III. Attachment

Capital Fund Program Annual Funding



Olivette Housing Authority
Capital Fund Program
\$38,310 Annual Funding

New 2030 Work Items and Administrative Funds

Replace roofs and gutters at six units	\$36,000
Operations	\$2,310
2030 Total	\$38,310

Existing 2029 - 2026 Work Items and Administrative Funds

2029

Replace roofs and gutters at six units	\$36,000
Operations	\$2,310
2029 Total	\$38,310

2028

Replace electrical service panels in six units	\$15,000
Replace windows in five units	\$15,000
Replace entry doors in three units	\$7,500
Operations	\$810
2028 Total	\$38,310

2027

Replace electrical service panels in six units	\$15,000
Replace windows in four units	\$12,000
Replace entry doors in three units	\$7,500
Repair and paint carport at one unit	\$2,000
Operations	\$1,810
2027 Total	\$38,310

2026

Repair and paint carports at seven units	\$14,000
Renovate kitchens in two units	\$11,000
Install sump pump systems in four units	\$9,000
Energy assessments	\$2,500
Operations	\$1,810
2026 Total	\$38,310

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires: 09/30/2027

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Violence Against Women Act (34 U.S.C. § 12291 *et seq.*), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 *et seq.*, 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

PHA Name

PHA Number/HA Code

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Name of Executive Director:

Name of Board Chairperson:

Signature:

Date:

Signature:

Date:

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