



Board of Commissioners Meeting
Tuesday, September 23, 2025, 12:30 pm
County Housing Headquarters
8865 Natural Bridge Road
St. Louis, Missouri 63121

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Public Hearing	Chair	Public Hearing
A. Annual Public Housing Agency (PHA) Plan for Fiscal Year 2026		
B. Capital Fund Action Plan for Fiscal Year 2030		
4. Approval of Minutes Regular Meeting June 24, 2025	Chair	Motion, 2 nd , Vote
5. Public Comments	Chair	Informational
6. Executive Director’s Report	Shannon Koenig	Informational
7. Financial Reports	Benjamin Washington	Motion, 2 nd , Vote
8. Other Business		
A. Village of Hillsdale FY 2026 Budget Resolution No. 1451	Benjamin Washington	Motion, 2 nd , Vote
B. Hillsdale Public Housing Write Offs Q2, Resolution No. 1450	Benjamin Washington	Motion, 2 nd , Vote
C. Public Housing Performance Report	Kawanna Tate	Informational
D. Annual PHA Plan (2026)	Kawanna Tate	Motion, 2 nd , Vote
E. 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. Schedule Next Meeting November 4, 2025	Chair	Informational
11. Adjournment	Chair	Motion, 2 nd , Vote



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Jennifer Wiegert, Director of Communications and Partnerships

Date: September 23, 2025

Subject: *Summary of Resident Advisory Board Meeting Comments*

There was a Resident Advisory Board (RAB) meeting held at the County Housing headquarters on Thursday, August 28. The purpose of this meeting was to get the RAB's feedback on the proposed Annual PHA Plan (2026) and Capital Fund Action Plan (2030).

I. Recommendation

Staff recommend Resident Advisory Board comments be included in the public hearing minutes.

II. Summary of Resident Comments

A. Capital Fund Program Allocations

Residents expressed interest in receiving a detailed breakdown of Capital Fund Program allocations for all small Public Housing Authorities (PHAs) in addition to County Housing. They indicated that greater transparency in how these funds are distributed would be beneficial for understanding priorities and planned improvements.

B. Property Lighting

Concerns were raised regarding insufficient or inadequate lighting at certain properties. Residents emphasized that proper lighting is essential for both safety and security, particularly during evening hours.

C. Laundry Facilities

Residents reported that laundry facilities at some sites are currently not usable. They noted that access to functioning laundry facilities is an important amenity and requested that repairs and maintenance of these facilities be prioritized.

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, JUNE 24, 2025
MEETING MINUTES**

ROLL CALL:

COMMISSIONERS:

Brenda Nash, Chair
Margo McElroy, Vice Chair
John Edwards, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Ben Washington, Chief Financial Officer
Kawanna Tate, Director, Housing Administration

ABSENT:

Elmira Gilmore, Commissioner

Approval of Minutes of Regular Board Meeting held Tuesday, March 25, 2025:

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

AYES

B. Nash
M. McElroy
J. Edwards

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

There were no public comments.

Presentation of the Village of Hillsdale Housing Authority Audit Report for year ending December 31, 2024:

Rich Larsen, partner with Novogradac & Co., LLP gave a presentation of the Village of Hillsdale Housing Authority Audit Report for year ending December 31, 2024.

After discussion, Chair Nash asked for a motion to approve the Village of Hillsdale Housing Authority Audit Report for year ending December 31, 2024. Vice Chair McElroy motioned for approval, Commissioner Edwards seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

AYES

B. Nash
M. McElroy
J. Edwards

NAYS

None

The Chair declared the motion passed.

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, JUNE 24, 2025
MEETING MINUTES**

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and welcomed new Commissioner, John Edwards, to the meeting.

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

Ms. Koenig presented the board with the first quarter Agency Performance Report Results for 2025. She stated the report had been updated to reflect first quarter progress on updated key results. Ms. Koenig said staff are making progress meeting objectives, including implementing quarterly feedback loops for residents.

Ms. Koenig also presented the board with the customer satisfaction survey results for the first quarter of 2025.

FINANCIAL REPORT:

Mr. Washington reviewed the Financial Reports for the period ending March 31, 2025.

After discussion, Chair Nash asked for a motion to approve the March 31, 2025 Financial Reports as read and discussed. Vice Chair McElroy motioned for approval. Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

B. Nash
M. McElroy
J. Edwards

NAYS

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:

An Executive Session was not held.

SCHEDULE NEXT BOARD MEETING:

The next meeting is scheduled for September 23, 2025.

**HILLSDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, JUNE 24, 2025
MEETING MINUTES**

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chair Nash motioned to adjourn. Vice Chair McElroy motioned for approval; Commissioner Edwards seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
B. Nash M. McElroy J. Edwards	None

The Chair declared the motion passed.

<div>_____</div> <div>Secretary</div>	<div>_____</div> <div>Chair</div>
<div>_____</div> <div>Date</div>	



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: September 23, 2025

Subject: *Executive Director's Report*

This report provides an update on various Hillsdale Housing Authority activities.

I. FY2026 Federal Appropriations and Budget Update

In July, both the House and Senate met to outline FY26 federal appropriations for the U.S. Department of Housing and Urban Development, including funds for public housing authority programs and staff. While neither chamber proposed reductions that matched the levels in the president's proposed budget, some lesser reductions have been proposed. In FY26, we are planning for overall reductions of about 10-15% across federal and discretionary programs, which reflect proposed congressional spending levels. The Hillsdale Housing Authority budget on today's agenda reflects reduced FY26 revenues.

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

A. Q2 Agency Performance Report

Agency Performance Report

Second Quarter, 2025

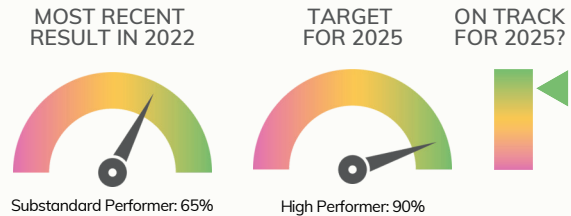
What HUD measures

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: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: September 23, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending July 31, 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 \$138,935 exceeded the total YTD budget revenue of \$131,305 by \$7,629 or 6% favorable variance.

- The capital grants funds' favorable variance of \$25,135 is due primarily to the accelerated drawdowns.
- Total tenant charges had an unfavorable budget variance of \$12,674, driven by six (6) of the twenty-two (22) units having tenant rents of \$0 for the month and four (4) units being vacant.

B. Expenses

Total YTD actual operating expenses of \$149,011 exceeded the total YTD budget expenses of \$112,602 by \$36,408 or 32% unfavorable variance.

- The YTD unfavorable budget variance in total contract costs of \$35,058 was primarily due to contracted unit repair.

C. Net Income

The total net operating loss was \$10,076 before depreciation of \$18,353, resulting in a bottom-line loss of \$28,428.

D. Cash

As of July 31, 2025, the adjusted cash balance in the operating bank account was \$272,212. There was \$7,634 of operating subsidy received. Tenant rental income for the month was \$4,648 and operating expenses payments were \$25,314.

III. Attachment(s)

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

Hillsdale Housing Authority
Budgeted Income Statement
As of July 31, 2025

	Hillsdale HA				Hillsdale HA			
	YTD Actual	YTD Budget	Variance	% Variance	Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	51,551	56,371	(4,820)		7,634	8,053	(419)	
Total Capital Grants	60,023	34,888	25,135		-	4,984	(4,984)	
Total Tenant Charges	27,226	39,900	(12,674)		4,100	5,700	(1,600)	
Total Investment Income	134	146	(12)		21	21	0	
Total Income	138,935	131,305	7,629	6%	11,756	18,758	(7,003)	-37%
Total Rents and Utility Reimbursements	4,942	4,081	861		603	583	20	
Total Salaries	35,397	42,000	(6,603)		4,297	6,000	(1,703)	
Total Benefits and Taxes	11,838	12,622	(784)		1,521	1,803	(282)	
Total Training, Seminars, Conferences	-	246	(246)		-	35	(35)	
Total Admin	52,177	58,949	(6,772)	-11%	6,422	8,421	(2,000)	-24%
Total Utilities	10,713	9,046	1,667		2,478	1,292	1,185	
Total Materials	9,814	1,468	8,346		955	210	745	
Total Contract Costs	38,891	3,833	35,058		10,605	548	10,057	
Total Tenant Services Expense	-	433	(433)		-	62	(62)	
Total Other Maintenance Expenses	1,519	1,318	201		207	188	19	
Total Other Occupancy Expenses	2,520	4,207	(1,688)		944	601	343	
Total Occupancy Expense	63,496	20,306	43,190	213%	15,227	2,901	12,326	425%
Total Insurance	10,461	11,179	(718)		1,496	1,597	(101)	
Total Outside Services	3,902	5,449	(1,547)		422	778	(356)	
Total Professional Fees	1,900	1,925	(25)		304	275	29	
Total Other Fees	8,121	8,331	(210)		1,133	1,190	(57)	
Total Telephone and Technology	4,063	2,843	1,220		631	406	225	
Total Other Administrative Expenses	2,344	925	1,419		206	132	74	
Total Internal Chargers	2,545	2,695	(150)		355	385	(30)	
Total Other General	33,338	33,348	(11)	0%	4,547	4,764	(217)	-5%
Total Expenses	149,011	112,602	36,408	32%	26,196	16,086	10,110	63%
Total Net Operating Income	(10,076)	18,703	(28,779)		(14,440)	2,672	(17,113)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(18,353)	(18,582)	229		(2,622)	(2,655)	33	
Total Non- Operating Items	(18,353)	(18,582)	229		(2,622)	(2,655)	33	
Net Income (Loss)	(28,428)	122	(28,550)		(17,062)	17	(17,080)	

Housing Authority of the Village of Hillsdale

Cash Report

July 2025

BEGINNING BOOK CASH BALANCE 7/1/2025	\$	285,527.17
ADD:		
Tenant Rent		4,648.30
Security Deposits		-
FSS Deposits		-
Capital Fund		-
Operating Subsidy		7,634.25
Interest		21.02
Transfer		-
Other Revenue		-
TOTAL DEPOSITS		12,303.57
LESS:		
Other Transfers		(6,492.39)
Manual Checks		
Checks		(4,099.04)
NSF / Service Fees		-
Withdraws/Other Deductions		(14,722.70)
Operating Subsidy Out		-
TOTAL PAYMENTS		(25,314.13)
ENDING BOOK CASH BALANCE 7/31/2025	\$	272,516.61
Ending Bank Balance 7/31/2025	\$	272,516.61
Outstanding Checks		(377.38)
ACH in Transit		-
Other Items		72.65
Adjusted Bank Balance 7/31/2025	\$	272,211.88
Unrestricted Cash	\$	267,211.88
Security Deposit Cash		5,000.00
	\$	272,211.88

Public Housing Rent Roll

Property: 1220bhil (Hillsdale Housing Authority)

As Of Date: 07/31/2024

Property Code	Tenant Code	Tenant Rent
1220bhil[Public Housing]	t0022459	74
	t0017195	94
	t0020738	364
	b0000246	769
	t0035499	0
	t0027545	0
	t0034962	0
	t0000237	581
	t0035424	330
	t0034111	0
	t0000243	136
	t0027603	0
	t0000239	145
	t0027626	725
	t0035103	0
	t0000540	11
	t0023214	844
	t0035466	27
		4,100



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: September 23, 2025

Subject: *FY 2026 Proposed Budget, Resolution No. 1451*

This memo accompanies the proposed FY26 budget and provides a list of budget assumptions and notes

I. Recommendation

Staff recommend the Board approve FY 2026 proposed budget as submitted.

II. Budget Assumptions and Notes

- A. The budget assumes unit occupancy of 95%.
- B. Federal program subsidy is based on FY 2025 operating fund calculation and the FY 2025 annualized amount received, adjusted for a potential 11% funding reduction. The operating subsidy for FY 2026 is estimated to be \$89,249, reduced by an 11% anticipated funding reduction to \$79,432.
- C. The capital fund programs administration costs of \$59,942 have been included in the budget to cover essential program expenses. It is believed the capital funds may be reduced by 15% to \$50,951.
- D. Tenant rent is budgeted at \$74,244 based on 19 paid units and three \$0 rent units accounting for the 22 total units. A 3% rent increase was applied, and we anticipate a 5% vacancy loss.
- E. Salaries expense reflects management's allocated staffing plan for FY 2026.
- F. Employer-paid benefits and taxes are estimated to be ~33% of salary expenses.
- G. Employee training and development expenses are estimated at \$560.

- H. Material costs are estimated at \$25,200 based on anticipated unit repairs and occupancy alignment expenses.
- I. Contract costs are estimated at \$26,960 based on anticipated unit repairs and HVAC expenses.
- J. Emergency per diem cost for displaced residents in the event of unforeseen catastrophic or natural disasters is estimated at \$750.
- K. Payment in Lieu of Taxes (PILOT) expense is based on the current year's calculation of 10% of rental income less utilities expense is estimated at \$1,500.
- L. A new fleet of vehicles was placed in service in FY 2025 and will increase the auto insurance in FY 2026 by an estimated 30%.
- M. Property insurance expense is projected to increase by 30%.
- N. Audit expense is based on contractual pricing with the audit firm for FY 2026.
- O. County Housing fees are expected to remain the same according to HUD guidelines to calculate the fees for service charges, which include the property management fee rate of \$59.04, asset management fee rate of \$10, and bookkeeping fee rate of \$7.50 multiplied by units leased and available.
- P. We anticipate a net operating loss of \$34,784 before depreciation of \$31,462, resulting in a net loss of \$66,246.

III. Attachment

A. FY 2026 Proposed Budget

Hillsdale Housing Authority
FY 2026 Operating Budget
Resolution No. 1451

G/L Acct No.	G/L Description	FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
4000-00-110	REVENUE & EXPENSES			
4000-00-120	OPERATING INCOME			
4000-00-130	Income			
4100-00-140	Operating Subsidy			
4100-00-240	HUD PHA Operating Grants/Subsidy	\$ 88,374	\$ 96,635	\$ 79,432
4199-00-940	Total Operating Subsidy	\$ 88,374	\$ 96,635	\$ 79,432
4200-00-140	Capital Grants			
4210-00-240	Capital Fund Grants-Soft Costs	\$ 102,897	\$ 59,810	\$ 50,951
4299-00-940	Total Capital Grants	\$ 102,897	\$ 59,810	\$ 50,951
4300-00-140	Tenant Charges			
4300-00-240	Tenant Rent	\$ 47,663	\$ 68,400	\$ 74,244
4335-00-240	Maintenance- Materials	\$ (242)	\$ -	
4390-00-240	Bad Debt-Tenant Rents	\$ (747)	\$ -	
4399-00-940	Total Tenant Charges	\$ 46,673	\$ 68,400	\$ 74,244
4500-00-140	Other Income			
4500-00-150	Investment Income			
4500-00-250	Investment Income - Unrestricted	\$ 230	\$ 251	\$ 300
4599-00-250	Total Investment Income	\$ 230	\$ 251	\$ 300
4998-00-940	Total Other Income	\$ 230	\$ 251	\$ 300
4999-00-930	Total Income	\$ 238,174	\$ 225,096	\$ 204,927
5000-00-130	EXPENSES			
5000-00-140	Rents and Utility Reimbursements			
5050-00-240	Utility Reimbursement	\$ 8,472	\$ 7,000	\$ 8,000
5999-00-940	Total Rents and Utility Reimbursements	\$ 8,472	\$ 7,000	\$ 8,000
6000-00-140	Salaries			
6000-00-150	Salaries - Administrative			
6000-00-250	Salaries - Administrative	\$ 48,804	\$ 21,635	\$ 25,044
6099-00-950	Total Salaries - Administrative	\$ 48,804	\$ 21,635	\$ 25,044
6200-00-150	Salaries - Maintenance			
6200-00-250	Salaries - Maintenance	\$ 11,876	\$ 70,000	\$ 35,155
6298-00-950	Total Salaries - Maintenance	\$ 11,876	\$ 70,000	\$ 35,155
6299-00-940	Total Salaries	\$ 60,680	\$ 91,635	\$ 60,199
6300-00-140	Benefits and Taxes			
6300-00-150	Employee Benefits - Administrative			
6300-00-250	Insurance - Dental - Administrative	\$ 289	\$ 164	\$ 287
6305-00-250	Insurance - Health - Administrative	\$ 6,480	\$ 6,573	\$ 6,429
6315-00-250	Insurance - STD - Administrative	\$ 324	\$ 172	\$ 322
6320-00-250	Insurance - LTD - Administrative	\$ 217	\$ 116	\$ 216
6325-00-250	Insurance - Life - Administrative	\$ 310	\$ 165	\$ 308
6335-00-250	Insurance - Vision - Administrative	\$ 26	\$ 14	\$ 26

Hillsdale Housing Authority
FY 2026 Operating Budget
Resolution No. 1451

G/L Acct No.	G/L Description	FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
6350-00-250	Other - Pension - Administrative	\$ 3,584	\$ 5,783	\$ 3,555
6365-00-250	Taxes - FICA - Administrative	\$ 3,856	\$ 4,946	\$ 3,825
6370-00-250	Taxes - Unemployment - Administrative	\$ 212	\$ 94	\$ 210
6399-00-950	Total Employee Benefits - Administrative	\$ 15,299	\$ 18,026	\$ 15,178
6500-00-150	Employee Benefits - Maintenance			
6500-00-250	Insurance - Dental - Maintenance	\$ 193	\$ 1,400	\$ 191
6505-00-250	Insurance - Health - Maintenance	\$ 2,755	\$ -	\$ 2,733
6535-00-250	Insurance - Vision - Maintenance	\$ 15	\$ -	\$ 15
6550-00-250	Other - Pension - Maintenance	\$ 1,140	\$ 913	\$ 1,131
6565-00-250	Taxes - FICA - Maintenance	\$ 853	\$ 964	\$ 847
6570-00-250	Taxes - Unemployment - Maintenance	\$ 39	\$ 56	\$ 38
6598-00-950	Total Employee Benefits - Maintenance	\$ 4,994	\$ 3,333	\$ 4,955
6599-00-940	Total Benefits and Taxes	\$ 20,293	\$ 21,359	\$ 20,132
6700-00-140	Training, Seminars, Conferences			
6720-00-240	Training - Administration	\$ -	\$ 750	\$ 560
6799-00-940	Total Training, Seminars, Conferences	\$ -	\$ 750	\$ 560
7000-00-140	Occupancy			
7000-00-150	Utilities			
7005-00-250	Electricity-Vacant Units	\$ 401	\$ 160	
7020-00-250	Gas - Vacant Units	\$ 435	\$ 20	
7030-00-250	Sewer	\$ 17,390	\$ 15,000	\$ 15,000
7035-00-250	Sewer - Office	\$ 7	\$ -	
7045-00-250	Water - Vacant Units	\$ 131	\$ 310	
7099-00-950	Total Utilities	\$ 18,365	\$ 15,490	\$ 15,000
7100-00-150	Materials			
7105-00-250	Supplies - Appliance	\$ 2,071	\$ -	
7130-00-250	Supplies - Janitorial/Cleaning	\$ 61	\$ 100	
7135-00-250	Supplies - Maintenance / Repairs	\$ 12,704	\$ 6,000	\$ 25,200
7145-00-250	Tools and Equipment	\$ 1,989	\$ -	
7199-00-950	Total Materials	\$ 16,824	\$ 6,100	\$ 25,200
7200-00-150	Contract Costs			
7200-00-250	Contract - Trash	\$ 4,629	\$ 3,450	\$ 4,500
7205-00-250	Contract - HVAC	\$ 8,517	\$ 35	\$ 8,000
7210-00-250	Contract - Snow Removal			\$ 700
7215-00-250	Contract - Elevator Monitoring			\$ 80
7220-00-250	Contract - Grounds	\$ -	\$ 1,100	\$ 1,380
7225-00-250	Contract - Unit Repair	\$ 49,508	\$ 10,000	\$ 10,000
7230-00-250	Contract - Electrical	\$ 197	\$ 750	
7235-00-250	Contract - Plumbing	\$ 257	\$ 650	
7240-00-250	Contract - Pest Control	\$ 2,434	\$ 550	\$ 2,000
7245-00-250	Contract - Janitorial Cleaning			\$ 200
7255-00-250	Contract - Alarm Monitoring	\$ 17	\$ -	

Hillsdale Housing Authority
FY 2026 Operating Budget
Resolution No. 1451

G/L Acct No.	G/L Description	FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
7265-00-250	Contract - Building Repairs	\$ 1,111	\$ -	
7270-00-250	Contract - Carpet Cleaning		\$ -	\$ 100
7299-00-950	Total Contract Costs	\$ 66,670	\$ 16,535	\$ 26,960
7300-00-150	Tenant Services Expense			
7310-00-250	Other Tenant Services	\$ -	\$ 742	\$ 750
7399-00-950	Total Tenant Services Expense	\$ -	\$ 742	\$ 750
7400-00-150	Other Maintenance Expenses			
7400-00-250	Maintenance Uniforms	\$ -	\$ 500	\$ 500
7410-00-250	Maintenance Personnel Mileage	\$ 842	\$ -	
7420-00-250	Vehicle Maintenance	\$ 1,763	\$ 1,000	\$ 500
7499-00-950	Total Other Maintenance Expenses	\$ 2,605	\$ 1,500	\$ 1,000
7500-00-150	Outside Services			
7520-00-250	Maintenance - Temporary Labor	\$ 68	\$ -	
7599-00-950	Total Outside Services	\$ 68	\$ -	\$ -
7600-00-150	Other Occupancy Expenses			
7630-00-250	Payments in Lieu of Taxes	\$ 2,083	\$ 5,291	\$ 1,500
7640-00-250	Security/Law Enforcement	\$ 2,237	\$ 2,700	\$ 2,707
7699-00-950	Total Other Occupancy Expenses	\$ 4,320	\$ 7,991	\$ 4,207
7999-00-940	Total Occupancy	\$ 108,850	\$ 48,358	\$ 73,117
8000-00-140	Other Admin Expenses			
8000-00-150	Insurance			
8000-00-250	Insurance - Automobile	\$ 736	\$ 11,000	\$ 957
8010-00-250	Insurance - Liability	\$ 3,064	\$ 4,750	\$ 3,983
8020-00-250	Insurance - Property	\$ 13,043	\$ 13,550	\$ 16,955
8030-00-250	Insurance - Worker's Comp	\$ 1,091	\$ 260	\$ 1,418
8099-00-950	Total Insurance	\$ 17,933	\$ 29,560	\$ 23,313
8100-00-150	Outside Services			
8100-00-250	Consultants	\$ 2,075	\$ 9,000	\$ 5,185
8110-00-250	Temporary Administrative Labor	\$ 4,615	\$ -	\$ 500
8199-00-950	Total Outside Services	\$ 6,689	\$ 9,000	\$ 5,685
8200-00-150	Professional Fees			
8200-00-250	Professional Fees - Legal	\$ 196	\$ 1,000	\$ 2,620
8210-00-250	Professional Fees - Accounting	\$ 3,062	\$ -	\$ 4,500
8220-00-250	Professional Fees - Audit	\$ -	\$ 7,400	\$ 7,000
8299-00-950	Total Professional Fees	\$ 3,258	\$ 8,400	\$ 14,120
8300-00-150	Other Fees			
8300-00-250	Bank Fees	\$ 485	\$ 250	\$ 500
8320-10-250	Management Fee - HASLC	\$ 13,403	\$ 14,010	\$ 14,807
8340-00-250	Late Fees	\$ 11	\$ -	
8360-00-250	Tenant Screening	\$ 22	\$ -	
8370-00-250	Miscellaneous Fees	\$ 22	\$ -	\$ 12

Hillsdale Housing Authority
FY 2026 Operating Budget
Resolution No. 1451

G/L Acct No.	G/L Description	FY 2025 Annualized Actual	FY 2025 Budget	FY 2026 Budget
8399-00-950	Total Other Fees	\$ 13,944	\$ 14,260	\$ 15,319
8400-00-150	Telephone and Technology			
8400-00-250	Computer Parts			\$ 1,540
8410-00-250	Contract - Answer Service	\$ 297	\$ 100	
8420-00-250	Contract - IT Contracts	\$ 4,572	\$ -	\$ 2,540
8430-00-250	Internet	\$ 228	\$ 120	\$ 460
8440-00-250	Small Office Equipment	\$ 18	\$ 250	\$ 226
8450-00-250	Software/License Fees	\$ 1,138	\$ 1,500	\$ 5,844
8460-00-250	Telephone	\$ 713	\$ 850	\$ 1,128
8499-00-950	Total Telephone and Technology	\$ 6,966	\$ 2,820	\$ 11,738
8500-00-150	Other Administrative Expenses			
8504-00-250	Advertising	\$ -	\$ 300	
8505-00-250	Communication			\$ 400
8508-00-250	Copiers/Printers	\$ 2,146	\$ 500	\$ 500
8524-00-250	Inspections	\$ 103	\$ -	
8544-00-250	Membership/Publications	\$ 100	\$ 15	
8548-00-250	Office Supplies	\$ 99	\$ 50	\$ 1,096
8560-00-250	Postage / Delivery	\$ 1,045	\$ 550	\$ 30
8576-00-250	Travel	\$ 292	\$ -	
8580-00-250	Other Misc. Admin Expenses	\$ 232	\$ 500	\$ 1,112
8599-00-950	Total Other Administrative Expenses	\$ 4,018	\$ 1,915	\$ 3,138
8900-00-150	Internal Charges			
8910-00-250	Asset Mgt Fee Expense	\$ 2,640	\$ 2,640	\$ 2,508
8920-00-250	Bookkeeping Management Fee Expense	\$ 1,723	\$ 1,980	\$ 1,881
8996-00-950	Total Internal Charges	\$ 4,363	\$ 4,620	\$ 4,389
8997-00-940	Total Other Administrative Expenses	\$ 57,172	\$ 70,575	\$ 77,702
8998-00-930	TOTAL EXPENSES	\$ 255,468	\$ 239,677	\$ 239,711
8999-00-920	Operating Income (Loss)	\$ (17,294)	\$ (14,581)	\$ (34,784)
9000-00-120	NON-OPERATING ITEMS			
9000-00-130	Depreciation Expense			
9000-00-230	Depreciation Expense	\$ (31,462)	\$ (31,854)	\$ (31,462)
9099-00-930	Total Depreciation Expense	\$ (31,462)	\$ (31,854)	\$ (31,462)
9997-00-920	TOTAL NON-OPERATING ITEMS	\$ (31,462)	\$ (31,854)	\$ (31,462)
9998-00-910	NET INCOME (LOSS)	\$ (48,756)	\$ (46,435)	\$ (66,246)



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: September 23, 2025

Subject: *Resolution No. 1450 Write-offs of Uncollectable Rents*

Attached are the write-offs for uncollectable rents for the period ending July 2025.

I. Recommendation

Staff recommend the Board approve Hillsdale Public Housing write-offs for the third quarter of 2025.

RESOLUTION NO. 1450

AUTHORIZING QUARTERLY WRITE-OFF OF UNCOLLECTABLE RENTS

September 23, 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 Hillsdale 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 tenants said payments in the total amount of \$27,773.85 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 Hillsdale, 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-220	t0027626	\$22,405.85
	t0033944	\$5,368.00

Total: \$27,773.85

Chair

Secretary

Date



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: September 23, 2025

Subject: *Public Housing Performance*

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

I. PASS - projected 31/40 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

County Housing staff performed an NSPIRE quality inspection on all 22 Hillsdale two- and three-bedroom homes between June and July.

B. Maintenance Activity

From June through August 2025, the maintenance team completed 10 work orders and one unit rehab. Two additional rehabs are in progress.

II. MASS – projected 8/25 points

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

Sub-Indicator	Performance	Points
Occupancy	93.89	4/16
Accounts Payable Ratio	0.03	4/4
Tenant Accounts Receivable	0.865	0/5
Projected Points		8

Our occupancy score has decreased noticeably due to several factors.

- HUD's unit offline process: HUD has recently adjusted the way units can be taken offline, which has impacted our numbers.
- Vacancies from tenant turnover: We've had several evictions, along with tenants choosing to vacate before the eviction process was completed, leaving multiple units unoccupied.
- Occupancy alignment moves: A few additional units will also become vacant as tenants relocate due to occupancy alignment requirements.

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 July 31, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Pts
Hillsdale	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	\$47,946	100%	65%	3/25/2026
2021	\$46,673	100%	100%	2/22/2025
2022	\$57,363	100%	15%	5/11/2026
2023	\$57,755	100%	15%	2/16/2027
2024	\$59,810	100%	15%	5/05/2028

B. Project Updates

In 2025, planned projects include entry doors replacements, range and refrigerator replacements, and tree trimming/removals.

V. Projected Overall PHAS Score for 2025

PASS – 31/40 points

MASS – 8/25 points

FASS – 25/25 points

CFP – 10/10 points

Total

Projected: 74

Standard Performer

VI. Public Housing Updates

A. Resident Advisory Board Meeting

A Resident Advisory Board (RAB) meeting was held on August 28, 2025, to discuss with residents the updates to our Annual PHA Plan (2026) and Capital Fund Program (2030).

B. Occupancy Alignment

In September, one family will be transferring from Hillsdale to another housing authority, moving from a two-bedroom unit to a three-bedroom unit. Another family will be transferring from a three-bedroom unit to a two-bedroom unit within the Hillsdale portfolio.



MEMORANDUM

To: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: September 23, 2025

Subject: *Annual PHA Plan (2026)*

This memo provides an overview of the Hillsdale 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. Hillsdale Housing Authority is considered a qualified PHA.

As a qualified PHA, Hillsdale 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 Hillsdale 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
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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	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				
	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.				
	The Draft 2026 PHA Annual Plan is available for viewing at the following locations:				
	<div> <div> PHA Main Administrative Office 8865 Natural Bridge Road St. Louis, MO 63121 </div> <div> PHA Site Management Office Arbor Hill 133 Grape Avenue Maryland Heights, MO 63043 </div> <div> PHA Site Management Office Highview 2876 West Pasture St. Louis, MO 63114 </div> </div> <div> Housing Authority of St. Louis County Website at www.countyhousing.org </div>				
	<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	<div>No. of Units in Each Program</div> <div>PHHCV</div>
	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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	66,980,000																

<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>UNITS WITH APPROVED VACANCIES FOR MODERNIZATION County Housing may take units offline when they need capital fund improvements or general modernization.</p>
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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.	<p>Other Document and/or Certification Requirements.</p>
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"> <tr> <td data-bbox="180 921 168 961">Fair Housing Goal:</td><td data-bbox="180 961 1458 1085"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> <tr> <td data-bbox="180 1115 168 1155">Fair Housing Goal:</td><td data-bbox="180 1155 1458 1278"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> <tr> <td data-bbox="180 1308 168 1348">Fair Housing Goal:</td><td data-bbox="180 1348 1458 1472"><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>
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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.



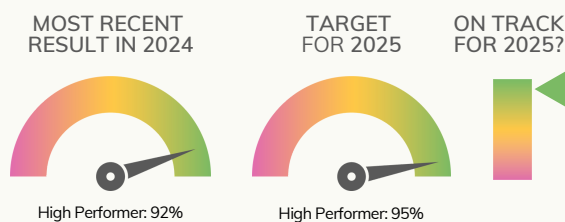
Agency Performance Report

Second Quarter, 2025

What HUD measures

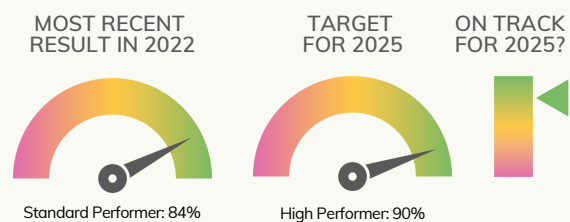
SEMAP

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: Hillsdale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

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

Date: September 23, 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. 2030 Work Items

- Renovate kitchens in three units.
- Replace floor tile in four units.
- Remove/trim trees and remove vegetation.
- Paint interior walls in three units.
- Operations.

III. Attachment

Capital Fund Program Annual Funding



**Hillsdale Housing Authority
Capital Fund Program
\$59,942 Annual Funding**

New 2030 Work Items and Administrative Funds

Renovate kitchens in three units	\$19,000
Replace floor tile in four units	\$24,000
Remove/trim trees and vegetation	\$10,000
Paint interior walls in two units	\$5,000
Operations	\$1,942
2030 Total	\$59,942

Existing 2029 - 2026 Work Items and Administrative Funds

2029

Remove/trim trees and remove vegetation from the fence line at five units	\$10,000
Replace kitchen cabinets in three units	\$18,663
Paint interior walls in three units	\$9,000
Replace floor tile in four units	\$20,000
Operations	\$2,279
2029 Total	\$59,942

2028

Replace windows in five units	\$17,000
Remove/trim trees and remove vegetation from the fence line at five units	\$10,000
Replace/repair/install fencing at six units	\$16,000
Replace entry doors in four units	\$5,000
Replace floor tile in two units	\$9,000
Operations	\$2,942
2028 Total	\$59,942

2027

Replace windows at five units	\$17,000
Replace floor tile in five units	\$22,500
Replace bathroom exhaust fans in 22 units	\$5,500
Renovate bathrooms in two units	\$12,000
Operations	\$2,942
2027 Total	\$59,942

2026

Replace windows in five units	\$15,000
Renovate kitchens in three units	\$21,000
Renovate bathrooms in three units	\$8,474
Energy assessments for 21 units	\$4,000
Trim trees and vegetation sitewide	\$9,000
Operations	\$2,468
2026 Total	\$59,942