



INTER-OFFICE MEMORANDUM

DATE: March 22, 2013
TO: Manhattan Housing Authority Board of Commissioners
FROM: JoAnn Sutton, PHM, Executive Director
RE: March 27, 2013 Regular Meeting

The Regular Meeting of the Manhattan Housing Authority Board of Commissioners will be held on **Wednesday, March 27, 2013, at 5:30 p.m.** The meeting will be held in the **Apartment Towers Community Room – 300 N 5th Street, Manhattan.**

Enclosed please find a Board Packet containing the Agenda and materials pertaining to items that will be discussed at the meeting.

If you cannot attend this meeting, please notify the Housing Authority Administrative Office in advance (776-8588).

See you at the meeting!

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AGENDA

MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING

Apartment Towers Community Room
300 N 5th Street – Manhattan, KS 66502
Wednesday, March 27, 2013 – 5:30 p.m.



AGENDA

- I. CALL TO ORDER
- II. OPEN FORUM
 - a. Open Forum
 - b. Adjournment Time
- III. CONSENT AGENDA ITEMS
 - a. February 20, 2013 Regular Meeting Minutes
 - b. Approval of Executive Director's Report
 - c. Approval of Financial Reports
- IV. COMMISSIONER'S COMMENTS
- V. OLD BUSINESS

No Old Business
- VI. NEW BUSINESS
 - a. Public Housing Ceiling Rent Revisions – Resolution No. 032713-A
- VII. ADJOURNMENT



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs and activities. In order for us to provide a reasonable accommodation, we ask that you request what assistance is desired by contacting the Manhattan Housing Authority, 300 North 5th Street (P.O. Box 1024), Manhattan, Kansas, 66505-1024, or call (785)

CONSENT AGENDA

- a. Approval of Minutes
- b. Approval of Executive Director's Report
- c. Approval of Financial Report

**MANHATTAN HOUSING AUTHORITY BOARD OF COMMISSIONERS
REGULAR MEETING
APARTMENT TOWERS COMMUNITY ROOM
Manhattan, KS 66502
February 20, 2013
5:30 p.m.**

Members Present:

Jan Galitzer
Ida Jane Leupold
Eileen Meyer
Phil Anderson
Jamie Schrock

Members Absent:

Lorenza Lockett
Rich Jankovich

City Commission Liaison:

None

Staff Present:

JoAnn Sutton, Executive Director
Mandy Thomas, Assistant Executive Director
Patrick O'Neil, Program Manager

I. CALL TO ORDER

Jan called the meeting to order at 5:30 p.m.

II. OPEN FORUM

- a. New Comments or Concerns: No new comments or concerns.
- b. Adjournment Time: Adjournment time was set for no later than 6:00 p.m.

III. CONSENT AGENDA

Jamie moved to approve the Consent Agenda, approving the minutes of the January 16, 2013, Regular meeting, the Executive Director's report and the Financial Reports as presented. Phil seconded. Jan asked if there were any comments or discussion regarding Consent Agenda items. There were no further comments or discussion regarding items. Jan called for a roll call vote. Roll call vote carried 5-0.

IV. COMMISSIONER'S COMMENTS

No Commissioner Comments

V. OLD BUSINESS

No Old Business

VI. NEW BUSINESS

Jan asked for a review and discussion of all New Business items. The following items were reviewed and discussed:

- a. Section 8 Management Assessment Program (SEMAP) Certification and Certification of Annual Review of Fair Market Rents, Payment Standards and Area Exception Rents for FYE 12/31/2012 – No further discussion.
- b. Public Housing Lease Agreement Revisions – JoAnn explained that revisions were needed due to federal community service requirements for the Public Housing program. No further discussion.

- c. Admissions and Continued Occupancy Policy (ACOP) – JoAnn explained that changes were needed to incorporate proposed lease revisions. No further discussion.
- d. Public Housing and Section 8 HCV Utility Allowance Revisions – JoAnn explained that a review must be done annually, and revisions made if changes of 10% or greater have occurred in utility costs. No further discussion.
- e. Public Housing Ceiling Rents – JoAnn explained that revisions must be made to the Ceiling Rents to incorporate revised Public Housing utility allowances. No further discussion.

Eileen moved to approve Resolution Nos. 022013-A & 022013-B, adopting the SEMAP Certification and Certification of Annual Review of Fair Market Rents, Payment Standards and Area Exception Rents for FYE 12/31/12; approve Resolution No. 022013-C, adopting the Public Housing Lease Agreement Revisions; approve Resolution No. 022013-D, adopting the ACOP revisions; approve Resolution Nos. 022013-E & 022013-F, adopting the revised Public Housing and Section 8 HCV Utility Allowances; approve Resolution No. 022013-G, adopting the revised Public Housing Ceiling Rents. Phil seconded. Jan asked if there were any further comments or discussion. There was no further discussion. Jan called for a roll call vote. Roll call vote carried 5-0.

- f. Eileen asked about the effects of possible budget cuts due to the possibility of the budget sequester. JoAnn stated that the Public Housing program would have sufficient reserves to meet its obligations under projected cuts. However, the Section 8 HCV program may not have adequate reserves to continue paying all Housing Assistance Payment (HAP) obligations if project cuts occur. This will depend on the severity of cuts and the amount of participants leaving the program through attrition. The Section 8 administrative fees may also be reduced to historically low levels; the Housing Authority was forced to eliminate one Section 8 administrative position as of 12/31/2012.

VII. ADJOURNMENT

It was moved and seconded to adjourn the meeting at 6:00 p.m.

Respectfully Submitted,

Janis Clare Galitzer, Board Chair

MANHATTAN HOUSING AUTHORITY

March 2013

JOANN R. SUTTON, PHM, EXECUTIVE DIRECTOR

Personnel:

Nicholas Jenks was hired to fill the position of Maintenance Worker II. Nicholas began his employment on March 1, 2013.

The Public Housing Manager position was vacated by Eric Martin on March 8, 2013. We are currently seeking to fill this position through in-house applications and/or external advertising.

Financial:

The Housing Authority continues to monitor actions by Congress with regard to funding levels. The Public Housing Operating Fund is adequate at this time to absorb any shortfalls associated with reduced funding levels; however, the Section 8 Housing Choice Voucher program (HCV) will suffer from reduced Housing Assistance Payment (HAP) and Administrative Fee funding at their current levels (94% and 68.5% respectively). Staff are discussing on an ongoing basis strategies for maximizing available resources as well as monitoring for any new regulations geared toward budget relief in the Section 8 programs.

The FYE 12/31/2012 Financial Statements were received from the Fee Accountant on March 13, 2013; they are currently being reviewed for accuracy prior to electronic submission to the Department of Housing and Urban Development (HUD) and will be submitted by March 15, 2013.

Facilities / Capital Fund Program:

Additional information was provided to the Department of Housing and Urban Development (HUD) on January 9, 2013 to satisfy a request in order to close out the American Recovery and Reinvestment Act (ARRA) Capital Funds audit which was conducted in 2011-2012. As of 2/12/13, the Manhattan Housing Authority has not been advised if the information was accepted or if the audit has been closed out.

Security Solutions has installed security cameras in the lobby area of the Apartment Towers. Three (3) cameras are currently installed; we have requested price quotes for expanding the system into the Community Room and the office area.

Management Contracts:

Gardens at Flint Hills and Flint Hills Improvements – A site inspection to review issues related to original construction was held on Wednesday, February 20, 2013. Present were Jill Jacoby of Manhattan Area Housing Partnership (MAHP) and Tim Schultz of Schultz Construction to review the concerns. Maintenance staff will contact a Mechanical Engineer to further review the concerns and provide recommendations for rectification.

The emergency entrance gate at Gardens (on Kimball Avenue) sustained damage during snow removal. The existing gate was problematic in that it could be removed by anyone and was not well-made. Maintenance staff worked with Manhattan Fire Department for the construction and installation of a new gate, which contains locks accessible only by the Fire Department and Manhattan Housing Authority.

HUD Regulations/Legislative:

On March 11, the Senate released what is being referred to as an “expanded Continuing Resolution (CR)” for 2013. The bill effectively “expands” HR 933, which was approved by the House last week, but does not increase the level of overall spending in that bill.

Unfortunately the Senate’s expanded CR does not contain the 2013 funding levels for HUD that had been agreed to last fall. The bill does contain a limited number of HUD-related anomalies that should, as presently drafted, marginally help address some of the problems found in the House CR, which includes sequestration cuts that effectively reduce FY 2012 spending levels currently in place. Over 750 NAHRO members will be in Washington, D.C. next week to educate and inform decision-makers regarding the consequences of underfunding key housing and community development (HCD) programs that assist vulnerable families.

Miscellaneous

The Executive Director will attend the National Association of Housing and Redevelopment Officials (NAHRO) Legislative Conference in Washington, DC March 15-20, 2013. During this conference she and other Kansas NAHRO constituents will visit Capitol Hill to visit with our legislators regarding current issues affecting the Housing and Community Development industries. Our visits will include discussion regarding the urgent need for increased funding levels and additional regulatory reform.

**Manhattan Housing Authority Occupancy Report
February 28, 2013**

DEVELOPMENT		NO. BEDROOMS	DATE VACATED	EVICTION/TERMINATION	EVICTION/TERM. REASON	STATUS
Flint Hills Place PH	28 Total Units					
KS063005						
		4	12/31/2012	N/A	N/A	Not Ready
		3	2/20/2012	N/A	N/A	Not Ready
Site Vacancy	7.1%					
Apt. Tower	87 Total Units					
KS063006						
		0	12/31/2012	N/A	N/A	Not Ready
		1	2/25/2013	N/A	N/A	Not Ready
Site Vacancy	2.3%					
Baehr Place	20 Total Units					
KS063007						
		No Vacancies				
Site Vacancy	0.0%					
Carlson Plaza	47 Total Units					
KS063008						
		1	12/31/2012	N/A	N/A	Not Ready
		1	2/3/2013	N/A	N/A	Not Ready
		1	2/18/2013	N/A	N/A	Not Ready
Site Vacancy	6.4%					
Pott Court	28 Total Units					
KS063010						
		2	1/23/2013	N/A	N/A	Not Ready
		3	2/28/2013	Termination	Drug activity	Not Ready
Site Vacancy	7.1%					
Hudson Circle	19 Total Units					
KS063010						
		No Vacancies				
Site Vacancy	0.0%					
Gardens at Flint Hills	48 Total Units					
		3	12/31/2012	N/A	N/A	Ready
		2	1/10/2013	N/A	N/A	Not Ready
		2	2/28/2013	N/A	N/A	Not Ready
		2	2/28/2013	N/A	N/A	Not Ready
		2	2/28/2013	N/A	N/A	Not Ready
Site Vacancy	10.4%					
Flint Hills Place LIHTC	30 Total Units					
		No Vacancies				
Site Vacancy	0.0%					
Total PH Vacancy Rate:	3.9%					
(229 Total Units)						
Total LIHTC Vacancy Rate:	6.4%					
(78 Total Units)						

**MANHATTAN HOUSING AUTHORITY
FINANCIAL SUMMARY
MARCH 2013**

MANDY THOMAS, PHM, ASSISTANT EXECUTIVE DIRECTOR

Financial:

Public Housing Program:

Total income increased by \$1,957.62 from \$86,779.91 in January to \$88,737.53 in February. This increase can be attributed to an increase in dwelling rents, miscellaneous income such as vending and laundry machine reimbursements, management fees earned, maintenance work orders, etc.

Total expenses increased significantly in February due to an increase in maintenance contracts to assist Maintenance personnel with unit turnover and emergency sewer repairs at Baehr Place.

Overall the Housing Authority had a gain of \$8,075.66 which can be attributed to expenditures in the amount of \$80,667.87 and income in the amount \$88,737.53.

Section 8 Program:

Total Housing Assistance Payment (HAP) income from the Department of Housing and Urban Development (HUD) was \$85,159.00 and HAP expenses totaled \$93,576.00.

The Section 8 program shows a loss of \$8,417.00; however, this loss can be attributed to how funding allocations are calculated by HUD. Section 8, VASH and Family Unification Program funding allocations are distributed to PHA's based on the number of units under contract as of June, 2012. Since allocations are distributed two quarters behind real figures the Housing Authority must pay for expenses out of its Net Restricted Asset funding until HUD has provided the Housing Authority with these funds at a later date.

Total Administrative Income was \$7,550 and expenditures were \$8,157.35 in February. Expenses allocated to Administration include salaries, benefits, office supplies, telephone, etc. These expenses have decreased over the last several months due to staff layoffs effective 12/31/2012.

The Section 8 program shows a loss of \$607.35 in the administration of the program.

MANHATTAN HOUSING AUTHORITY

Revenue Report

FEBRUARY 2013

Month/Year	Rent	Work Orders	Late Fees	Inactive Accounts	Misc.	Operating Subsidy	2013 CFP	2012 TBRA	Security Deposit	Total
JANUARY	\$ 41,369.54	\$ 515.08	\$ 390.00	\$ -	\$ 9,335.91	\$ 39,164.00	\$ -	\$ -	\$ 1,167.50	\$ 91,942.03
FEBRUARY	\$ 40,315.28	\$ 361.20	\$ 375.00	\$ 22.00	\$ 11,929.25	\$ 39,164.00	\$ -	\$ -	\$ 1,844.25	\$ 94,010.98
MARCH										\$ -
APRIL										\$ -
MAY										\$ -
JUNE										\$ -
JULY										\$ -
AUGUST										\$ -
SEPTEMBER										\$ -
OCTOBER										\$ -
NOVEMBER										\$ -
DECEMBER										\$ -
Totals	\$ 81,684.82	\$ 876.28	\$ 765.00	\$ 22.00	\$ 21,265.16	\$ 78,328.00	\$ -	\$ -	\$ 3,011.75	\$ 185,953.01
Mon Average	\$ 40,842.41	\$ 438.14	\$ 382.50	\$ 11.00	\$ 10,632.58	\$ 39,164.00	\$ -	\$ -	\$ 1,505.88	\$ 92,976.51
Allocated Funds	\$ 449,012.00			17,700.00	\$ 180,000.00	\$ 448,273.00	\$ 232,068.00	\$ 100,000.00	\$ -	\$ 1,427,053.00
Obligated Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ 367,327.18	\$ -	\$ -	16,036.72	\$ 158,734.84	\$ 369,945.00	\$ 232,068.00	\$ 100,000.00	\$ -	\$ 1,244,111.74

2012

Month/Year	Rent	Work Orders	Late Fees	Inactive Accounts	Misc.	Operating Subsidy	2011 CFP	2009 CFP	2009 TBRA	2010 TBRA	Security Deposit	Total
JANUARY	\$ 37,997.85	\$ 384.48	\$ 404.90	\$ 283.45	\$ 6,923.95	\$ 36,585.00	\$ -	\$ 6,081.90	\$ 925.00	\$ 89,586.53	\$ 2,441.00	\$ 181,614.06
FEBRUARY	\$ 41,334.98	\$ 472.27	\$ 302.00	\$ 117.78	\$ 12,098.41	\$ 37,765.00	\$ -	\$ 12,577.95	\$ 2,943.75	\$ 107,612.14	\$ 943.75	\$ 216,168.03
MARCH	\$ 40,820.09	\$ 409.53	\$ 198.00	\$ 1,148.03	\$ 11,637.59	\$ 37,765.00	\$ -	\$ 13,490.40	\$ 3,623.75	\$ 109,092.39	\$ 2,786.75	\$ 220,971.53
APRIL	\$ 40,872.09	\$ 453.00	\$ 294.00	\$ 517.82	\$ 14,037.83	\$ 37,372.00	\$ 232,068.00	\$ 14,532.00	\$ 2,511.75	\$ 342,658.49	\$ 993.75	\$ 686,310.73
MAY	\$ 41,883.05	\$ 419.01	\$ 240.00	\$ 647.62	\$ 16,407.37	\$ 37,372.00	\$ -	\$ 12,406.80	\$ 995.00	\$ 110,370.85	\$ 1,073.75	\$ 221,815.45
JUNE	\$ 40,917.96	\$ 272.50	\$ 226.67	\$ 825.00	\$ 12,907.86	\$ 37,372.00	\$ -	\$ 11,576.25	\$ 1,305.00	\$ 105,403.24	\$ 1,643.00	\$ 212,449.48
JULY	\$ 41,828.47	\$ 309.00	\$ 489.00	\$ 25.00	\$ 25,720.31	\$ 37,371.66	\$ -	\$ 12,086.55	\$ 2,665.00	\$ 120,494.99	\$ 683.75	\$ 241,673.73
AUGUST	\$ 43,015.32	\$ 423.50	\$ 360.00	\$ 86.20	\$ 16,157.01	\$ 37,371.66	\$ -	\$ 23,021.25	\$ 1,925.75	\$ 122,360.69	\$ 646.25	\$ 245,367.63
SEPTEMBER	\$ 38,963.19	\$ 235.00	\$ 349.98	\$ -	\$ 10,659.26	\$ 37,371.67	\$ -	\$ -	\$ 724.50	\$ 88,303.60	\$ 977.50	\$ 177,584.70
OCTOBER	\$ 42,295.62	\$ 526.50	\$ 300.02	\$ 56.66	\$ 11,033.32	\$ 37,308.99	\$ -	\$ -	\$ 1,151.50	\$ 92,672.61	\$ 1,677.50	\$ 187,022.72
NOVEMBER	\$ 40,551.10	\$ 989.00	\$ 299.00	\$ -	\$ 14,179.70	\$ 37,308.99	\$ -	\$ -	\$ 671.00	\$ 93,998.79	\$ 16,804.00	\$ 2,597,938.06
DECEMBER	\$ 37,970.36	\$ 258.50	\$ 330.49	\$ -	\$ 29,423.64	\$ 37,309.03	\$ -	\$ -	\$ 1,367.75	\$ 106,659.77	\$ 1,400.33	\$ 216,494.84
Totals	\$ 488,450.08	\$ 5,152.29	\$ 3,794.06	\$ 3,707.56	\$ 181,186.25	\$ 448,273.00	\$ 232,068.00	\$ 105,773.10	\$ 20,809.75	\$ 1,489,214.09	\$ -	\$ 2,978,428.18
Mon Average	\$ 40,704.17	\$ 429.36	\$ 316.17	\$ 308.96	\$ 15,098.85	\$ 37,356.08	\$ 19,339.00	\$ 8,814.43	\$ 1,734.15	\$ 124,101.17	\$ -	\$ 248,202.35
Allocated Funds	\$ 443,373.00	\$ -	\$ -	17,700.00	\$ 180,000.00	\$ 448,273.00	\$ 232,068.00	\$ 105,000.00	\$ -	\$ 1,426,414.00	\$ -	\$ 2,852,828.00
Obligated Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (773.10)	\$ -	\$ (773.10)	\$ -	\$ -
Balance	\$ (45,077.08)	\$ -	\$ -	5,046.09	\$ (1,186.25)	\$ -	\$ -	\$ -	\$ -	\$ (41,217.24)	\$ -	\$ -

**PUBLIC HOUSING PROGRAM
Budget Progress Report
FEBRUARY 2013**

<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>YEAR TO DATE AMORTIZATION</u>	<u>CURRENT</u>	<u>Y-T-D</u>	<u>DOLLAR AMOUNT VARIANCE</u>
TENANT REVENUE					
Dwelling Rental	\$ 449,000.00	\$ 74,833.33	\$ 35,725.38	\$ 72,267.73	\$ (2,565.60)
Excess Utility	\$ 12.00	\$ 2.00	\$ -	\$ -	\$ (2.00)
Other Tenant Income	\$ 17,700.00	\$ 2,950.00	\$ 1,619.10	\$ 3,304.68	\$ 354.68
HUD REVENUE					
Operating Subsidy	\$ 448,273.00	\$ 74,712.17	\$ 39,164.00	\$ 78,328.00	\$ 3,615.83
CFP for Operations (Soft Cost)	\$ 232,068.00	\$ 38,678.00	\$ -	\$ -	\$ (38,678.00)
OTHER REVENUE					
Interest on General Fund	\$ 3,100.00	\$ 516.67	\$ 299.80	\$ 351.87	\$ (164.80)
Other Income	\$ 180,000.00	\$ 30,000.00	\$ 11,929.25	\$ 21,265.16	\$ (8,734.84)
Non-Dwelling Rental	\$ 2,700.00	\$ 450.00	\$ -	\$ -	\$ (450.00)
Investment Income - Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUES	\$ 1,332,853.00	\$ 222,142.17	\$ 88,737.53	\$ 175,517.44	\$ (46,624.73)
EXPENSES					
<i>Administrative Expenses</i>					
Administrative Salaries	\$ 230,000.00	\$ 38,333.33	\$ 17,920.72	\$ 37,084.12	\$ 1,249.21
Auditing Fees	\$ 6,480.00	\$ 1,080.00	\$ -	\$ -	\$ 1,080.00
Employee Benefits Contributions	\$ 81,000.00	\$ 13,500.00	\$ 5,936.95	\$ 9,100.30	\$ 4,399.70
Staff & Commissioner Training	\$ 4,500.00	\$ 750.00	\$ -	\$ 565.00	\$ 185.00
Travel	\$ 10,000.00	\$ 1,666.67	\$ 90.93	\$ 643.61	\$ 1,023.06
Publications	\$ 1,200.00	\$ 200.00	\$ -	\$ -	\$ 200.00
Membership and Dues	\$ 1,800.00	\$ 300.00	\$ 63.00	\$ 413.69	\$ (113.69)
Telephone	\$ 19,000.00	\$ 3,166.67	\$ 1,323.93	\$ 1,626.78	\$ 1,539.89
Administrative Contracts	\$ 25,000.00	\$ 4,166.67	\$ 1,732.67	\$ 2,668.15	\$ 1,498.52
Forms, Stationary, Office Supplies	\$ 12,500.00	\$ 2,083.33	\$ 159.28	\$ 417.36	\$ 1,665.97
Other Administrative Expenses	\$ 11,800.00	\$ 1,966.67	\$ 945.30	\$ 1,373.94	\$ 592.73
Advertising & Marketing	\$ 2,300.00	\$ 383.33	\$ 301.86	\$ 536.06	\$ (152.73)
Legal Expense	\$ 700.00	\$ 116.67	\$ -	\$ -	\$ 116.67
Accounting Fees	\$ 4,500.00	\$ 750.00	\$ -	\$ 370.00	\$ 380.00
TOTAL ADMINISTRATIVE EXPENSE	\$ 410,780.00	\$ 68,463.33	\$ 28,474.64	\$ 54,799.01	\$ 13,664.32
<i>Tenant Services</i>					
Contracts, Training, Other	\$ 11,500.00	\$ 1,916.67	\$ 722.02	\$ 3,372.88	\$ (1,456.21)
Resident Participation	\$ 4,295.00	\$ 715.83	\$ -	\$ -	\$ 715.83
TOTAL TENANT SERVICES EXPENSE	\$ 15,795.00	\$ 2,632.50	\$ 722.02	\$ 3,372.88	\$ (740.38)
<i>Utility Expense</i>					
Water	\$ 25,000.00	\$ 4,166.67	\$ 1,398.21	\$ 1,571.46	\$ 2,595.21
Electric	\$ 92,700.00	\$ 15,450.00	\$ (3.62)	\$ 43.81	\$ 15,406.19
Gas	\$ 33,000.00	\$ 5,500.00	\$ 5,270.97	\$ 5,296.07	\$ 203.93
Sewer	\$ 45,000.00	\$ 7,500.00	\$ 2,649.31	\$ 2,939.29	\$ 4,560.71
TOTAL UTILITY EXPENSE	\$ 195,700.00	\$ 32,616.67	\$ 9,314.87	\$ 9,850.63	\$ 22,766.04
<i>Ordinary Maintenance & Operation</i>					
Labor (Maint Salaries)	\$ 215,000.00	\$ 35,833.33	\$ 13,508.55	\$ 28,123.97	\$ 7,709.36
Materials	\$ 56,000.00	\$ 9,333.33	\$ 3,096.76	\$ 3,096.76	\$ 6,236.57
Garbage and Trash	\$ 17,380.00	\$ 2,896.67	\$ 1,595.20	\$ 2,081.66	\$ 815.01
Heating and Cooling	\$ 17,000.00	\$ 2,833.33	\$ 397.75	\$ 490.00	\$ 2,343.33
Elevator Maintenance	\$ 9,000.00	\$ 1,500.00	\$ 681.34	\$ 1,362.68	\$ 137.32
Landscape and Grounds	\$ 16,000.00	\$ 2,666.67	\$ -	\$ -	\$ 2,666.67
Plumbing	\$ -	\$ -	\$ -	\$ -	\$ -
Extermination	\$ 4,500.00	\$ 750.00	\$ 43.80	\$ 1,419.86	\$ (669.86)
Other Contract	\$ 28,000.00	\$ 4,666.67	\$ 6,256.40	\$ 9,176.84	\$ (4,510.17)
Labor Benefits	\$ 74,000.00	\$ 12,333.33	\$ 4,112.87	\$ 6,417.04	\$ 5,916.29
TOTAL ORD MAINT & OPERATION	\$ 436,880.00	\$ 72,813.33	\$ 29,692.67	\$ 52,168.81	\$ 20,644.52

**PUBLIC HOUSING PROGRAM
Budget Progress Report
FEBRUARY 2013**

<i>Protection Services</i>										
Protective Services (Contracts)	\$	7,700.00	\$	1,283.33	\$	577.01	\$	614.02	\$	669.31
TOTAL PROTECTIVE SERVICES	\$	7,700.00	\$	1,283.33	\$	577.01	\$	614.02	\$	669.31
<i>Insurance Expense</i>										
Property Insurance	\$	27,100.00	\$	4,516.67	\$	(1,219.20)	\$	31,779.80	\$	(27,263.13)
Liability Insurance	\$	13,262.00	\$	2,210.33	\$	-	\$	15,145.00	\$	(12,934.67)
Workers Compensation	\$	13,000.00	\$	2,166.67	\$	-	\$	3,515.99	\$	(1,349.32)
All Other Insurance	\$	5,276.00	\$	879.33	\$	-	\$	5,343.00	\$	(4,463.67)
TOTAL INSURANCE PREMIUM	\$	58,638.00	\$	9,773.00	\$	(1,219.20)	\$	55,783.79	\$	(46,010.79)
<i>General Expense</i>										
Compensated Absences	\$	-	\$	-	\$	-	\$	-	\$	-
Payments in Lieu of Taxes	\$	25,321.00	\$	4,220.17	\$	-	\$	-	\$	4,220.17
Collection Losses	\$	5,200.00	\$	866.67	\$	22.00	\$	22.00	\$	844.67
TOTAL GENERAL EXPENSE	\$	30,521.00	\$	5,086.83	\$	22.00	\$	22.00	\$	5,064.83
<i>Other Financial Items</i>										
Extra-Ordinary Maintenance	\$	1,500.00	\$	250.00	\$	5,824.17	\$	5,824.17	\$	(5,574.17)
Other General Expense	\$	14,000.00	\$	2,333.33	\$	-	\$	1,217.14	\$	1,116.19
Property Betterments & Additions	\$	181,500.00	\$	30,250.00	\$	-	\$	-	\$	30,250.00
Replacement of Non Exp Equipment	\$	-	\$	-	\$	-	\$	-	\$	-
Operating Subsidy to FHI PH Units	\$	82,142.00	\$	13,690.33	\$	6,611.50	\$	13,223.00	\$	467.33
TOTAL OTHER FINANCIAL ITEMS	\$	279,142.00	\$	46,523.67	\$	12,435.67	\$	20,264.31	\$	26,259.36
TOTAL EXPENDITURES	\$	1,435,156.00	\$	239,192.67	\$	80,661.87	\$	140,477.64	\$	98,715.03
TOTAL RECEIPTS	\$	1,332,853.00	\$	222,142.17	\$	88,737.53	\$	175,517.44	\$	(46,624.73)
NET CASH FLOW	\$	(102,303.00)	\$	(17,050.50)	\$	8,075.66	\$	35,039.80	\$	52,090.30

**Section 8 Voucher Program
Budget Progress Report
FEBRUARY 2013**

<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>YEAR TO DATE AMORTIZATION</u>	<u>LAST MONTH Y-T-D</u>	<u>CURRENT</u>	<u>Y-T-D</u>	<u>DOLLAR AMOUNT VARIANCE</u>
<u>EXPENSES</u>						
<i>Housing Assistance Payments</i>						
Housing Assistance Payments (Local)	\$ 850,000.00	\$ 141,666.67	\$ 71,836.00	\$ 71,145.00	\$ 142,981.00	\$ (1,314.33)
Housing Assistance Payments (Portable)	\$ 65,000.00	\$ 10,833.33	\$ 5,473.00	\$ 4,771.00	\$ 10,244.00	\$ 589.33
Fraud Recovery	\$ -	\$ -	\$ (221.50)	\$ (1,260.50)	\$ (1,482.00)	\$ 1,482.00
Administrative Fees (Portable)	\$ 5,263.52	\$ 877.25	\$ 237.46	\$ 239.16	\$ 476.62	\$ 400.63
FSS Escrow Payments	\$ 6,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Utility Allowance Refunds	\$ 17,500.00	\$ 2,916.67	\$ 1,322.00	\$ 1,358.00	\$ 2,680.00	\$ 236.67
TOTAL HAP EXPENSE (note #1)	\$ 943,763.52	\$ 157,293.92	\$ 78,646.96	\$ 76,252.66	\$ 154,899.62	\$ 2,394.30
<i>Administrative Expenses</i>						
Administrative Salaries	\$ 61,899.00	\$ 10,316.50	\$ 6,895.84	\$ 5,460.32	\$ 12,356.16	\$ (2,039.66)
Administrative Benefits	\$ 14,000.00	\$ 2,333.33	\$ 1,036.11	\$ 1,969.66	\$ 3,005.77	\$ (672.44)
Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel & Training	\$ 2,400.00	\$ 400.00	\$ 53.93	\$ 10.10	\$ 64.03	\$ 335.97
Accounting & Audit Fees	\$ 4,600.00	\$ 766.67	\$ 250.00	\$ -	\$ 250.00	\$ 516.67
Other Administrative Expense	\$ 10,000.00	\$ 1,666.67	\$ 867.06	\$ 478.11	\$ 1,345.17	\$ 321.50
TOTAL ADMINISTRATIVE EXPENSE	\$ 92,899.00	\$ 15,483.17	\$ 9,102.94	\$ 7,918.19	\$ 17,021.13	\$ (1,537.96)
TOTAL EXPENSES	\$ 1,036,662.52	\$ 172,777.09	\$ 87,749.90	\$ 84,170.85	\$ 171,920.75	\$ 856.34

Summary of Income vs. Expense (note #2)

Budgeted Income for HAP Payments	\$ 761,055.00	20%	(Percentage of Funds Spent)
Budgeted Income for Admin. Expense	\$ 66,252.00	26%	(Percentage of Funds Spent)
NRA Usage	\$ 64,690.00	0%	(Percentage of Funds Spent)
Total	\$ 891,997.00	19%	(Percentage of Funds Spent)

<u>FAMILY SELF SUFFICIENCY GRANT EXPENSES</u>	<u>BUDGET</u>	<u>YEAR TO DATE AMORTIZATION</u>	<u>LAST MONTH Y-T-D</u>	<u>CURRENT</u>	<u>Y-T-D</u>	<u>DOLLAR AMOUNT VARIANCE</u>
Salary & Benefits (2012 GRANT)	\$ 18,096.00	\$ 15,080.00	\$ 11,127.65	\$ 1,380.50	\$ 12,508.15	\$ 2,571.85

**Section 8 VASH Program
Budget Progress Report
FEBRUARY 2013**

<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>YEAR TO DATE AMORTIZATION</u>	<u>LAST MONTH Y-T-D</u>	<u>CURRENT</u>	<u>Y-T-D</u>	<u>DOLLAR AMOUNT VARIANCE</u>
<u>EXPENSES</u>						
<i>Housing Assistance Payments</i>						
Housing Assistance Payments	\$ 113,957.00	\$ 18,992.83	\$ 7,403.00	\$ 8,581.50	\$ 15,984.50	\$ 3,008.33
Housing Assistance Payments (Utility)	\$ 1,000.00	\$ 166.67	\$ 45.00	\$ 83.00	\$ 128.00	\$ 38.67
TOTAL HAP EXPENSE	\$ 114,957.00	\$ 19,159.50	\$ 7,403.00	\$ 8,664.50	\$ 16,112.50	\$ 3,047.00
<i>Administrative Expenses</i>						
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting & Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Administrative Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 114,957.00	\$ 19,159.50	\$ 7,403.00	\$ 8,664.50	\$ 16,112.50	\$ 3,047.00

Summary of Income vs. Expense

Budgeted Income for HAP Payments	\$ 114,957.00	14%	(Percentage of Funds Spent)
Budgeted Income for Admin. Expense	\$ -	0%	(Percentage of Funds Spent)
Total	\$ 114,957.00	14%	(Percentage of Funds Spent)

**Section 8 FUP Program
Budget Progress Report
FEBRUARY 2013**

<u>DESCRIPTION</u>	<u>BUDGET</u>	<u>YEAR TO DATE AMORTIZATION</u>	<u>LAST MONTH Y-T-D</u>	<u>CURRENT</u>	<u>Y-T-D</u>	<u>DOLLAR AMOUNT VARIANCE</u>
<u>EXPENSES</u>						
<i>Housing Assistance Payments</i>						
Housing Assistance Payments (Local)	\$ 107,907.00	\$ 17,984.50	\$ 7,252.25	\$ 7,255.25	\$ 14,507.50	\$ 3,477.00
Utility Allowance Refunds	\$ 1,200.00	\$ 200.00	\$ 213.00	\$ 213.00	\$ 426.00	\$ (226.00)
TOTAL HAP EXPENSE	\$ 109,107.00	\$ 18,184.50	\$ 7,252.25	\$ 7,468.25	\$ 14,933.50	\$ 3,251.00
<i>Administrative Expenses</i>						
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting & Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Administrative Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 109,107.00	\$ 18,184.50	\$ 7,252.25	\$ 7,468.25	\$ 14,933.50	\$ 3,251.00

Summary of Income vs. Expense

Budgeted Income for HAP Payments	\$ 109,107.00	14%	(Percentage of Funds Spent)
Budgeted Income for Admin. Expense	\$ -	0%	(Percentage of Funds Spent)
Total	\$ 109,107.00	14%	(Percentage of Funds Spent)

**AVAILABLE BALANCE OF HOUSING ASSISTANCE PAYMENTS (HAP/FUP/VASH)
FEBRUARY 2013**

<u>MONTH</u>	<u>UNITS</u>	<u>HAP PAYMENTS</u>	<u>AVERAGE HAP</u>	<u>MONTHLY DEPOSIT</u>	<u>DIFFERENCE PER MONTH</u>	<u>DIFFERENCE FOR YEAR</u>	<u>REMAINING AMT FROM HUD</u>	<u>UTILIZATION PERCENT</u>
					Beginning HAP Balance		\$ 1,021,920.00	
January	195	\$ 93,544.25	\$ 479.71	\$ 85,160.00	\$ (8,384.25)	\$ (8,384.25)	\$ 936,760.00	109.85%
February	192	\$ 93,576.00	\$ 487.38	\$ 85,159.00	\$ (8,417.00)	\$ (16,801.25)	\$ 851,601.00	109.88%
March							\$ -	
April							\$ -	
May							\$ -	
June							\$ -	
July							\$ -	
August							\$ -	
September							\$ -	
October							\$ -	
November							\$ -	
December							\$ -	
Total	387	\$ 187,120.25	\$ 483.51	\$ 170,319.00	\$ (16,801.25)			

For Year

**() means overspent

Remaining amount from HUD	\$ 851,601.00
Divided by YTD Average	\$ 483.51
Units available remainder of year	1,761
Divided by remaining number of months	10
Units available monthly based on average	1,761

Total ACC Units Under Contract	2,964
Units Leased to Date	387
Units Available to Lease	2,577
No of Months Left	10
Can Lease Per month	152

Based on the above data you can lease **152** units per month for the rest of the year.

**AVAILABLE BALANCE OF ADMIN FEE PAYMENTS
FEBRUARY 2013**

<u>MONTH</u>	<u>ADMIN EXPENSES</u>	<u>MONTHLY DEPOSIT</u>	<u>DIFFERENCE PER MONTH</u>	<u>DIFFERENCE FOR YEAR</u>	<u>REMAINING AMT FROM HUD</u>
				Beginning Admin Balance	\$ 90,600.00
January	\$ 9,340.40	\$ 7,550.00	\$ (1,790.40)	\$ (1,790.40)	\$ 83,050.00
February	\$ 8,157.35	\$ 7,550.00	\$ (607.35)	\$ (2,397.75)	\$ 75,500.00
March			\$ -	\$ -	\$ -
April			\$ -	\$ -	\$ -
May			\$ -	\$ -	\$ -
June			\$ -	\$ -	\$ -
July			\$ -	\$ -	\$ -
August			\$ -	\$ -	\$ -
September			\$ -	\$ -	\$ -
October			\$ -	\$ -	\$ -
November			\$ -	\$ -	\$ -
December			\$ -	\$ -	\$ -

Total **\$ 17,497.75** **\$ 15,100.00** **\$ (2,397.75)**

** () means overspent

Remaining amount from HUD	\$ 75,500.00
Divided by YTD Average	\$ 17,497.75
Months available at current YTD average	4

Total Admin Fees Earned	\$ 15,100.00
Funds Spent to Date	\$ 17,497.75
Funds Available to Spend	\$ 80,652.25
No of Months Left	10
Average Monthly Admin Expense Goal	\$ 8,065.23

CASH BALANCE
General Fund
FEBRUARY 2013

BEGINNING BALANCE

Checking Account	\$ 101,948.90
Savings Account	\$ 179,261.70
Total	<u>\$ 281,210.60</u>

TOTAL CREDITS

Checking Account	\$ 85,348.82
Savings Account	\$ 154.75
Total	<u>\$ 85,503.57</u>

TOTAL DEBITS

Checking Account	\$ 127,859.57
Savings Account	\$ -
Total	<u>\$ 127,859.57</u>

ENDING BALANCE

Checking Account	\$ 59,438.15
Savings Account	\$ 179,416.45
Total	<u>\$ 238,854.60</u>

General Fund Checking Account

Annual Percentage Yield Earned	<u>Kansas State Bank</u> 0.40%
Interest This Month:	\$ 34.84
YTD Interest:	\$ 86.91

General Fund Savings Account

Annual Percentage Yield Earned	<u>Kansas State Bank</u> 0.35%
Interest This Month:	\$ 154.75
YTD Interest:	\$ 154.75

CASH BALANCE
Special Reserve Account
FEBRUARY 2013

BEGINNING BALANCE

Savings Account \$ 284,774.99

TOTAL CREDITS

Savings Account \$ 6,098.37

TOTAL DEBITS

Savings Account \$ -

ENDING BALANCE

Savings Account \$ 290,873.36

	Kansas State Bank
Annual Percentage Yield Earned	0.35%
Interest This Month:	\$ 248.37
YTD Interest:	\$ 163.50

CASH BALANCE
ROSS Escrow Fund
FEBRUARY 2013

BEGINNING BALANCE

Money Market Account \$ -

TOTAL CREDITS

Money Market Account \$ -

TOTAL DEBITS

Money Market Account \$ -

ENDING BALANCE

Money Market Account \$ -

Current Interest Rate 0.00%
Interest This Month: \$ -
YTD Interest: \$ -

CASH BALANCE
Operating Subsidy Carryover Account
FEBRUARY 2013

BEGINNING BALANCE

Savings Account	\$	3,436.19
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TOTAL CREDITS

Savings Account	\$	2.97
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TOTAL DEBITS

Savings Account	\$	-
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ENDING BALANCE

Savings Account	\$	3,439.16
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Annual Percentage Yield Earned		0.35%
Interest This Month:	\$	2.97
YTD Interest:	\$	1.95

**CASH BALANCE
SECTION 8 GENERAL FUND
FEBRUARY 2013**

BEGINNING BALANCE

Checking Acct \$ 103,251.33

TOTAL CREDITS

Deposits \$ 99,716.99

TOTAL DEBITS

Checks \$ 95,556.10

ENDING BALANCE

Checking Acct \$ 107,412.22

Current Interest Rate		0.40%
Interest This Month:	\$	38.27
YTD Interest:	\$	78.50

CASH BALANCE
Section 8 Family Self-Sufficiency Escrow Fund
FEBRUARY 2013

BEGINNING BALANCE

Money Market Account	\$	6,622.55
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TOTAL CREDITS

Deposits	\$	1.27
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TOTAL DEBITS

Money Market Account	\$	-
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ENDING BALANCE

Money Market Account	\$	6,623.82
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Current Interest Rate		0.25%
Interest This Month:	\$	1.27
YTD Interest:	\$	3.78

OLD BUSINESS

- No Old Business

NEW BUSINESS

- a. Revised Public Housing Ceiling Rents –
Resolution No. 032713-A

**MANHATTAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
AGENDA MEMO
March 22, 2013**

FROM: JoAnn R. Sutton, PHM, Executive Director

MEETING: March 27, 2013

SUBJECT: Revised Ceiling Rents

BACKGROUND

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 required housing authorities develop and implement Flat Rents. The provisions of QHWRA also allowed housing authorities to adopt Ceiling Rents at their discretion.

Title 24 of the Code of Federal Regulations (CFR) Part 960.253 requires each Public Housing Authority (PHA) to provide families with an annual choice of methods for determining the amount of monthly rent payable by the family. The family may choose either a Flat Rent, as determined by the PHA in accordance with 24 CFR 960.253, paragraph (b), or an income based rent as determined in accordance with paragraph (c) of the same section.

The Manhattan Housing Authority's current Ceiling and Flat Rents were established on January 19, 2000 and were last revised and adopted on February 20, 2013 by Resolution No. 022013-G.

DISCUSSION

"Ceiling Rent" is the maximum rent which can be charged to families choosing the income based rent calculation method. The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that housing authorities adjust Ceiling Rents so that the net Ceiling Rent charged to families whose share of rent (30% of adjusted gross income) exceeds the Flat Rent amount, and who choose the income based rent calculation method (which includes a utility allowance deduction, if applicable), shall not pay a rental amount greater than the established Flat Rent amount in monthly rent. Consequently, Ceiling Rents must be adjusted any time a revision is made to the Utility Allowance schedule.

Resolution No. 022013-G, presented and approved by the Board of Commissioners on February 20, 2013, contained a typographical error in the 40% one-bedroom units at FHI and the Single Detached units at Hudson Circle. The corrected numbers are as follows:

Development	Ceiling Rent	Flat Rent
FHI One (1) Bedroom 40% Units	\$446.00	\$360.00
Hudson Circle Single Detached Three (3) Bedroom Units	\$614.00	\$500.00
Hudson Circle Single Detached Four (4) Bedroom Units	\$726.00	\$600.00

In order to correct the errors, a new Resolution must be passed to reflect the accurate Ceiling and Flat Rent amounts.

Residents will be notified of the revision; however, this change will not have any adverse effect on current or incoming residents.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Approve Resolution No. 032713-A, authorizing the revision of Ceiling Rents.
2. Modify the request to meet the needs of the Commission.
3. Table the matter.

RECOMMENDATIONS

The Housing Authority staff recommends the Board of Commissioners approve Resolution No. 032713-A, revising the Ceiling Rent schedule in order to remain in compliance with federal regulations.

POSSIBLE MOTIONS

Approve Resolution No. 032713-A, authorizing the revision of the Ceiling Rent schedule.

Attachments:

1. Resolution No. 032713-A
2. Corrected Schedules of Ceiling and Flat Rents

jrs

RESOLUTION NO. 032713-A

**RESOLUTION ADOPTING
REVISED CEILING RENTS**

WHEREAS, on March 29, 2000, the Department of Housing and Urban Development published 24 CFR 960.255, requiring that Public Housing Ceiling Rents be adjusted to the level of Flat Rents; and

WHEREAS, Ceiling Rents must include an approved Utility Allowance, so that the net Ceiling Rent is equal to the Flat Rent for all units when a Tenant's rent is calculated; and

WHEREAS, Utility Allowances were revised effective March 1, 2013, requiring this revision to Ceiling Rents; and

WHEREAS, the Ceiling Rents were approved by the Board of Commissioners by Resolution No. 022013-G on February 20, 2013, which contained typographical errors; and

WHEREAS, this Resolution will correct the typographical errors and record the correct Ceiling Rents for the one-bedroom 40% units at Flint Hills Place and the three and four bedroom single family detached units at Hudson Circle; and

WHEREAS, the following schedule of Ceiling Rents constitutes approved Flat Rents plus the appropriate Utility Allowance to ensure Ceiling Rents charged are equal to Flat Rents;

NOW, THEREFORE, BE IT RESOLVED by the Manhattan Housing Authority Board of Commissioners that the Revised Ceiling Rents be adopted in accordance with the schedule of Ceiling Rents hereto.

BE IT FURTHER RESOLVED that the above Ceiling Rents be implemented effective immediately for new admissions and upon the implementation of revised Utility Allowances for current occupants.

ADOPTED this 27th Day of March, 2013.

SEAL:

Janis C. Galitzer, Chair
Manhattan Housing Authority
Board of Commissioners

JoAnn R. Sutton, PHM, Executive Director
Manhattan Housing Authority

**MANHATTAN HOUSING AUTHORITY
CEILING AND FLAT RENTS
EFFECTIVE MARCH 1, 2013
Corrected 03-27-13**

		DEVELOPMENT					
UNIT SIZE	RENT TYPE	Baehr Place	Pottawatomie Court	Hudson Circle Duplex Units	Hudson Circle Single Units	Apartment Towers	Carlson Plaza
EFFICIENCY	Ceiling Rent	n/a	n/a	n/a	n/a	\$250.00	n/a
	Flat Rent	n/a	n/a	n/a	n/a	\$250.00	n/a
ONE BEDROOM	Ceiling Rent	\$416.00	\$369.00	\$404.00	n/a	\$375.00	\$375.00
	Flat Rent	\$350.00	\$300.00	\$335.00	n/a	\$375.00	\$375.00
TWO BEDROOM	Ceiling Rent	\$451.00	\$456.00	\$506.00	n/a	n/a	n/a
	Flat Rent	\$375.00	\$375.00	\$425.00	n/a	n/a	n/a
THREE BEDROOM	Ceiling Rent	\$512.00	\$541.00	\$591.00	\$614.00	n/a	n/a
	Flat Rent	\$425.00	\$450.00	\$500.00	\$500.00	n/a	n/a
FOUR BEDROOM	Ceiling Rent	n/a	\$601.00	n/a	\$726.00	n/a	n/a
	Flat Rent	n/a	\$500.00	n/a	\$600.00	n/a	n/a

**MANHATTAN HOUSING AUTHORITY
 CEILING AND FLAT RENTS – FHI APARTMENTS ONLY
 EFFECTIVE MARCH 1, 2013
 Corrected 03-27-13**

UNIT SIZE	RENT TYPE	UNIT TYPE	
		40% Area Median Income	60% Area Median Income
ONE BEDROOM	Ceiling Rent	\$426.00	\$446.00
	Flat Rent	\$360.00	\$380.00
TWO BEDROOM	Ceiling Rent	\$511.00	\$576.00
	Flat Rent	\$435.00	\$500.00
THREE BEDROOM	Ceiling Rent	\$562.00	\$662.00
	Flat Rent	\$475.00	\$575.00
FOUR BEDROOM	Ceiling Rent	\$645.00	\$720.00
	Flat Rent	\$550.00	\$625.00