

FAYETTEVILLE HOUSING AUTHORITY

REGULAR MEETING AGENDA – Thursday, January 24, 2019 | 6:00 PM

City Hall Room 111, 113 W. Mountain Street, Fayetteville, AR

I. Roll Call

II. Approval of minutes from previous regular board meeting, December 20, 2018

OLD BUSINESS

- A. Approval of the board meeting minutes from July 26, 2018, September 19, 2018 and November 29, 2018.
- B. Resolution #1127 – Resolution to Issue Request for proposal for Pest Control Services – Bed Bug treatment and monthly pest control.

NEW BUSINESS

- A. Guest Speaker: Hugh Ernst, Public Facilities Board
- B. FHA Development Report.
- C. Approval of Resolution #1130 - Resolution to use \$25,000 of Morgan Manor Capital Reserves to give a forgivable loan to FHA Development to complete due diligence process.
- D. STAFF REPORT.
 - a. Interim Executive Director
 - i. Government Shutdown effects on Capital and Operating Fund
 - ii. Emergency Grant Progress
 - iii. Staffing changes – all complete
 - iv. Update on Online Applications
 - b. Public Housing Director, Joy Hunnicutt
 - i. Vacancy Rate
 - ii. Pest Control and Bed Bug Month-to-Month
 - iii. Outstanding Projects
- E. Approval of Resolution #1131 - Resolution to update Segregation of Duties Policy
- F. Approval of September 2018 FHA Programs' Balance Sheets & Income Statements and November 2018 Accounts Payable Summary
- G. Approval of Resolution #1132 - Resolution to Charge off Delinquent Accounts

FAYETTEVILLE HOUSING AUTHORITY, 1 N. SCHOOL AVE., FAYETTEVILLE, AR 72701

PH: 479.521.3850 Fax: 479.442.6771

- H. Approval of Resolution #1133 - Resolution to Void Checks Outstanding for more than 90 days
- I. Approval of Resolution #1134 - Resolution to open Purchasing Card with Arvest Bank
- J. Approval of Resolution #1135 - Resolution to move Section 8 Administrative Fees into a separate checking account from HAP (Housing Assistance Payments) rental payments.
- K. Approval of Resolution #1136 - Resolution to open an additional CD for Section 8 Administrative Fee Reserve Funds. (executed after government shutdown ends)
- L. Approval of Resolution #1137 - Resolution to open an additional CD for Public Housing Operating Funds reserves. (executed after government shutdown ends)
- M. PUBLIC COMMENT.
- N. Executive Session: FHA Executive Director Position
- O. ADJOURNMENT

RESOLUTION NO. 1127

RESOLUTION TO ISSUE REQUEST FOR PROPOSAL FOR PEST CONTROL SERVICES FOR PUBLIC HOUSING AND PROJECT BASED RENTAL ASSISTANCE PROPERTIES

WHEREAS, the Fayetteville Housing Authority contract for pest control and bed bug services has expired and moved to a month-to-month contract,

WHEREAS, current budget exceeds the State of Arkansas bid limit requiring a Request for Proposal,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, that the Interim Executive Director issue a Request for Proposal for Pest Control Services following Fayetteville Housing Authority procurement policy and that Resolution No. 1127 is approved.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

Request For Proposal (RFP) for On-Site Pest Control Services

BASIC SERVICES

The Fayetteville Housing Authority (FHA) is soliciting proposals from firms to provide pest control for a 12-month period located at four housing developments owned and operated by FHA. This includes a total of 246 units: 120 units at Hillcrest Towers, 34 units at Lewis Plaza, 40 units at Willow Heights and 52 units at Morgan Manor. These properties also include an office, two community centers and a preschool.

BASIC SERVICES SCOPE OF WORK

The following is the pest control services scope for Public Housing and Project Based Rental Assistance locations owned and operated by the FHA.

Duties include but are not limited to:

- Contractor to propose scope of work to provide pest control services in public housing facilities for initial services and for on-going services
- Contractor to propose service frequencies for on-going services at each location
- Services are needed primarily for control of insects and mice
- Contractor shall maintain all required licenses and permits during the course of the contract and contractor employees shall be trained and licensed in accordance with the law
- Prohibited pesticides - no federal or state restricted materials, or pesticides labeled with signal words "danger" or "warning" will be used for routine maintenance
- Contractor shall take special care to protect the public from any exposure to pest control traps, bait stations and chemicals

SPECIAL REQUIREMENTS

The Pest Control Service shall:

- Inspect property and identify pest problems and any property damage they may have caused
- Remove existing pests and restore healthy conditions within the apartment complex
- Prevent future pest infestations

BED BUG PROTOCOL

Each service of bed bug treatment shall include:

- Complimentary initial inspection to confirm presence of bed bugs
- Treatment of unit
- Complimentary mattress cover
- Follow-up inspection
- 90-day warranty

The successful bidder will provide bed bug protocol to Fayetteville Housing Authority to provide to residents.

INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS:

- Proposal with price information, including how often sites are treated
- Separate pricing for bed bug treatments
- Proof of insurance
- Business license with the City of Fayetteville or certification that the license will be submitted within three business days of award of contract (if office is located inside city limits)
- Certification of background checks on all employees and are authorized to use chemicals in this capacity per state law
- Three references from current clients
- Drug free workplace policy

If one or more of the above is missing, the proposal will be classified as unresponsive and therefore not considered.

Important: Bids will be received via email at joy@fayettevilleha.org no later than 5:00 pm on February 18, 2019.

SELECTION PROCESS

The purpose of this RFP is to solicit proposals so the FHA may, from among a range of proposals, select a pest control services firm that best meets its needs and requirements. FHA urges all interested firms to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection. FHA may, at its sole discretion, interview any number of respondents prior to final selection.

FHA will select the top firm based upon its proposal and scoring, and the effectiveness and quality of the presentation at the interview (if applicable).

The Housing Authority reserves the right to reject any and all proposals and to negotiate with top-rated firms. All respondents will be notified by email regarding the outcome.

FHA staff will submit its recommendation to the Board of Commissioners of the Housing Authority of the most highly rated firm for its approval and award of a contract for pest control services.

Written Questions:

Only written questions, including emails, submitted to Joy Hunnicutt by 2:00 pm on February 8, 2019 will be addressed. Any questions and/or answers that materially impact the information contained in the RFP will be clarified by a written addendum or amendment which will be sent to all who initially received the RFP.

Questions should be addressed as follows:

Pest Control Services RFP Questions
Fayetteville Housing Authority
Joy Hunnicutt
1 N. School
Fayetteville, AR 72701
Email: joy@fayettevilleha.org

Note: proposals received after the deadline or at any other address will not be considered.

RESOLUTION NO. 1130

RESOLUTION FOR LOAN TO FHA DEVELOPMENT, INC.

WHEREAS, the Fayetteville Housing Authority has Capital fund reserves set aside for Morgan Manor,

WHEREAS, FHA Development, Inc. needs money to begin due diligence on the property contracted to purchase at 1140 N. College Ave, Fayetteville, AR,

WHEREAS, FHA Development, Inc. will secure a mortgage that would include funds needed for due diligence upon the successful execution of the real estate contract,

WHEREAS, there is a small risk that the due diligence may result in not executing the real estate contract, which would result in FHA Development, Inc. not having the mortgage proceeds to pay back the reserves,

WHEREAS, the Fayetteville Housing Authority has determined this is a worthwhile risk to take,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, to issue a forgivable loan to FHA Development, Inc. in the amount of \$25,000 to begin operations and complete the due diligence phase of the real estate contract.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

RESOLUTION NO. 1131

RESOLUTION UPDATING SEGREGATION OF DUTIES POLICY

WHEREAS, the Fayetteville Housing Authority has recently had staff turnover at key positions in the segregation of duties policy,

WHEREAS, the previous segregation of duties listed specific people instead of job descriptions,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, that the attached Segregation of Duties policy shall be updated to reflect new positions in the chain of financial controls to maintain high standing in regards to internal audit procedures.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

SEGREGATION OF DUTIES POLICY

IMPLEMENTED JUNE 17TH, 2008, Updated January 25, 2019

- I. CASH (DISBURSEMENTS, RECEIPTS, ACTUAL CASH, CREDIT CARDS)
 - A. ACTUAL CASH
 - 1. Actual Cash is stored in a secure location in a locked till.
 - 2. Cash receipts are entered by the Public Housing Assistant or Voucher Program Housing Specialist.
 - 3. Cash receipts are reconciled by the Public Housing Director or Operations and Voucher Program Manager.
 - 4. Accounts Receivable Deposits are made by Public Housing Assistant or Director.
 - 5. All Accounts Receivable Deposit Reports and Actual Deposits will be verified with each statement and the work initialed by the Executive Director.
 - 6. Upon absence of any of these individuals, a separate person will be assigned to that segregation of duty.
 - B. NON-CASH (Certified Checks, Money Orders, etc.)
 - 1. Non-Cash is stored in a secure location in a locked till.
 - 2. Non-Cash receipts are entered by the Public Housing Assistant.
 - 3. Non-Cash receipts will be endorsed immediately (Deposit Only Fayetteville Housing Authority) by the person who entered the receipt, the Public Housing Assistant.
 - 4. Non-Cash receipts will be reconciled by the Public Housing Director.
 - 5. Accounts Receivable Deposits involving Non-Cash Receipts will be made by the Public Housing Director.
 - 6. All Accounts Receivable Deposits and Reports will be verified with each statement and work initialed by the Executive Director.
 - 7. Upon absence of any of these individuals, a separate person will be assigned to that segregation of duty.
 - C. RECONCILE STATEMENTS
 - 1. The Executive Director will check accountant's statements and initial work.
 - D. VOID DOCUMENTS
 - 1. In the event that a document needs to be voided, the Executive Director will review the situation and approve the action if needed and initial work.
 - 2. In the event that a document needs to be voided, which does not pertain to the day-to-day operations, the Fayetteville Housing Authority Board of Commissioners will approve such actions with a resolution (i.e. any voided transaction pertaining to banking errors in excess of \$5,000).
 - 3. Retention of all voided documents will be held on file for at least three years from the date of transaction.
 - E. DISBURSEMENTS
 - 1. All disbursement invoices will be reviewed and initialed by the Executive Director.
 - 2. In the event that an invoice is derived from actions not witnessed by the Executive

Director, the staff person which derived the action, must first review and initial the invoice and the final review and initial of the invoice will be given by the Executive Director.

3. On a monthly basis at the Fayetteville Housing Authority's Regular Board meeting, the prior month's receipts and disbursements are approved by motion (first and seconded) and signed by the Chairperson or Vice Chairperson of the Board.
4. The Fayetteville Housing Authority will follow a procurement policy as approved by the Board of Commissioners and will receive Board Approval for items procured as per the written procurement policy guidelines.

F. CREDIT CARDS

1. All credit card receipts will be first reviewed and initialed by the staff person, which incurred the disbursement, and final review and approval initials will be given by the Executive Director.
2. There is limited access to credit cards at this time by Fayetteville Housing Authority employees: The Executive Director, the Operations and Voucher Program Manager and the Public Housing Director. These individuals are required to review and initial all credit card receipts incurred by themselves and the final review and approval initials will be given by the Executive Director.

G. ACCESS TO ELECTRONIC SIGNATURES

1. Three Fayetteville Housing Authority Employees have access to electronic signatures to be used for disbursements: The Executive Director, the Operations and Voucher Program Manager and the Public Housing Director. These are the only three employees which will be responsible to disburse funds.
2. Two restricted electronic signatures are used by the Fayetteville Housing Authority with only three employees having access to those signatures.
3. The restricted electronic signatures are Board approved.
4. The restricted electronic signatures are always required for disbursements no matter the dollar amount.

II. TENANT ACCOUNTING

1. The department directors for each program will be responsible to review all tenant files for completeness. For Section 8 Tenant files, the Operations and Voucher Program Manager will review and initial as to completeness. For Public Housing Tenant files, the Public Housing Director will review and initial as to completeness. All other programs (Shelter+Care, TBRA, DHAP, DVP, VASH etc.) will be reviewed and initialed as to completeness by the Executive Director and/or the Operations and Voucher Program Manager.
2. All tenant files will be required to contain a disclosure of completeness (Tenant /Applicant Certification).
3. An audit of 5 percent of all tenant files from all administered programs will be reviewed by management directors, Executive Director and/or Operations and Voucher Program Manager at least annually.
4. The audited tenant files will be retained on a document listing.
5. The audited tenant files will be signed upon audit.

6. The audited tenant files document listing will be retained up to 3 years.
7. Document deficiencies will be notated on the document listing and retained up to 3 years.
8. The Executive Director will review and initial approval of all Tenant Accounts Receivable sub-ledgers for completeness.
9. The Executive Director will reconcile the sub-ledger (TAR Register) to the General Ledger monthly and initial approval.

III. PAYROLLS

1. Procedure for payroll is as follows:
 - a. All employees are given a timesheet to complete and hand in to the Operations and Voucher Program Manager on a bi-weekly basis.
 - b. If an employee has taken sick leave, vacation time or personal time during the payroll period, they will fill out a leave sheet. Both the timesheet and leave form must be signed by the employee and their supervisor, then reviewed and signed by the Executive Director or the Operations and Voucher Program Manager.
 - c. Upon approval of all time distribution, the Operations and Voucher Program Manager is responsible for completing the payroll process.
 - d. The time distribution and personnel files are kept in a locked file cabinet to be viewed only by the employee of which the personnel file belongs to, the Executive Director who must approve all transactions in the file and the Operations and Voucher Program Manager who is responsible to complete all payroll processes.
 - e. All payroll disbursements are reviewed and approved by the Fayetteville Housing Authority Board of Commissioners on a monthly basis at the Regular Board Meeting.
 - f. Reconciliation of the Federal Form 941 and all other payroll reports to the General Ledger are completed quarterly by the Operations and Voucher Program Manager and then reviewed and initial approval by the Executive Director.

IV. FIXED ASSETS

1. All fixed asset purchases are handled according to the guidelines of the Fayetteville Housing Authority's procurement policy. They are approved by the Board of Commissioners by resolution.
2. All fixed assets are required to be in line with the Capitalization Policy and monitored by the Executive Director.
3. The Executive Director will review the count annually for accuracy.
4. The Executive Director will review and initial the detail upon finalization.
5. The Vehicle titles will be retained in a secure location in a locked file cabinet.

V. INVENTORY

1. All inventories will be stored in a secure place with limited access by Fayetteville Housing Authority's employees.
2. An inventory listing is maintained by computer file and paper copies which are retained in a secure location in a locked file cabinet.
3. The Executive Director is responsible for monitoring and reviewing all transactions with regards to inventory.

4. All Fayetteville Housing Authority employees are required to make a listing of items within their job area and give to the Executive Director to review and initial approval and maintain in the inventory control files.

VI. INVESTMENTS

1. Investments are initiated by Board Approval with a resolution and is based on advisement by the Executive Director and the need to capitalize on excess funds not being used for operations or administration of programs.
2. Investments are reviewed upon maturity to make sure we are getting the best interest rate available. This review is completed by the Executive Director.
3. The review and assessments of Fayetteville Housing Authority funds to be turned into assets shows responsibility of the use of Fayetteville Housing Authority's excess cash balances.

VII. NITES PAYABLE

1. The Fayetteville Housing Authority does not have any loans at this time.
2. Any process to obtain a loan will be approved by Board action.
3. Upon obtaining a loan and upon approval by the Board of Commissioners, the Executive Director will present a plan for use.
4. The Executive Director will require and maintain a policy that the Fayetteville Housing Authority cannot use Housing Authority assets as collateral to secure any loan.

VIII. GENERAL CONTROL

1. Software controls are reviewed and set up in the security system by the Executive Director and/or Operations and Voucher Program Manager. All employees with access to the software will be limited to functions that apply to their job (i.e. payroll, accounts payable, tenants accounts receivable etc.). The Executive Director and the Operations and Voucher Program Manager will maintain control of all functions and maintain access to all software programs.
2. Upon absence of an employee, the segregation of duties will be assigned to another employee approved with access by the Executive Director and/or Operations and Voucher Program Manager.

IX. FINANCIAL REVIEW

1. The Executive Director and the Board of Commissioners will review and approve the Fee Accountant or outside contractors, which may have access to financial records, to monitor that they have a responsibly credentialed staff.
2. The Executive Director will review and initial all fee accountant Journal Vouchers and Financial Statements on a monthly basis.

RESOLUTION NO. 1132

RESOLUTION TO CHARGE OFF DELINQUENT ACCOUNTS OF FORMER TENANTS FOR PERIODS –
JULY 1, 2018 TO DECEMBER 31, 2018

A Resolution of the Board of Commissioners of the Fayetteville Housing Authority authorizing the charge off delinquent accounts of certain former tenants in the AR097 Housing Authority Projects for periods as stated above.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONES OF THE HOUSING AUTHORITYOF THE CITY OF FAYETTEVILLE, ARKANAS that;

Accounts in the amounts designated, due from the tenants listed on the attached sheets are hereby authorized to be charged off. PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

Property	Unit #	Tenant #	Rent	Other	Total
Morgan Manor	333	19115	\$ 852.00	\$ 525.00	\$ 1,377.00
Morgan Manor	433	20369		\$ 123.00	\$ 123.00
Hillcrest	603	12053		\$ 135.00	\$ 135.00
Willow Heights	21B	22327	\$ 496.00	\$ 130.00	\$ 626.00
Lewis Plaza	11A	21420	\$ 40.00	\$ 440.00	\$ 480.00
Willow Heights	30B	22214	\$ 171.00	\$ 340.00	\$ 511.00
Willow Heights	23A	23025	\$ 169.00	\$ 100.00	\$ 269.00
Hillcrest	1202	22758	\$ 201.00	\$ 165.00	\$ 366.00
Hillcrest	910	14813	\$ 69.00	\$ 650.00	\$ 719.00
Hillcrest	1009	20845		\$ 440.00	\$ 440.00
Hillcrest	303	22947	\$ 48.00		\$ 48.00
Willow Heights	30D	22089		\$ 42.00	\$ 42.00
Willow Heights	25B	23137	\$ 47.00		\$ 47.00
Willow Heights	26Z	14854	\$ 374.00	\$ 653.00	\$ 1,027.00
Lewis Plaza	13A	21094	\$ 170.00	\$ 1,138.55	\$ 1,308.55
Hillcrest	506	21813	\$ 30.00	\$ 80.00	\$ 110.00
					\$ 7,628.55

RESOLUTION NO. 1133

RESOLUTION TO VOID CHECKS FROM FAYETTEVILLE HOUSING AUTHORITY FUNDS OUTSTANDING OVER
90 DAYS FROM DATE OF ISSUANCE

WHEREAS, the Fayetteville Housing Authority has adopted a "void policy" which states that all checks from the Fayetteville Housing Authority funds outstanding for more than 90 days from the date of issuance will be written off by board resolution.

THEREFORE, the Fayetteville Housing Authority's Interim Executive Director, as per this Void Policy, has reviewed all outstanding checks and determined that the attached listing should be voided.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

OUTSTANDING CHECKS OVER 90 DAYS FROM ISSUANCE TO
VOID FROM August 1, 2018 TO October 31, 2018

Program	Check Num		Amount	Check Date	Vendor Name	
HCV	00897352	Check	\$193.00	08/01/2018	Cornelia Barnett	Client moved out
HCV	00897420	Check	\$16.00	08/01/2018	Henderson Dominique L	Utility check
HCV	00897970	Check	\$23.00	10/01/2018	Patricia Bale	Client moved out
HCV	00897979	Check	\$49.00	10/11/2018	Jasim Sahar R	Utility Check
MM	00000388	Check	\$40.00	09/01/2018	Megan Morgan	Utility Check-Unit Vacated without notice
MM	00000403	Check	\$8.00	10/04/2018	Starla Barker	Utility Check-Owes FHA \$102.90
PH	00141429	Check	\$79.00	10/04/2018	Anna Fontanna	Client moved out-tenant refund
PH	00141430	Check	\$5.00	10/04/2018	Benjamin Fields	Already been voided once
PH	00141475	Check	\$17.70	10/16/2018	Kyra McCown	Refund of Vision Policy

RESOLUTION NO. 1134

RESOLUTION TO OPEN PURCHASING CARD ACCOUNT WITH ARVEST BANK

WHEREAS, the Fayetteville Housing Authority has a number of credit card accounts including Simmons Bank, Wex Gas Card, and retail credit cards,

WHEREAS, Arvest allows consolidation of record keeping, 1% cash back and no annual fee,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, authorize Interim Executive Director to consolidate credit card accounts to save money by opening a Purchasing Card account with Arvest Bank.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

RESOLUTION NO. 1135

RESOLUTION TO EXECUTE THE GENERAL DEPOSITARY AGREEMENT HUD FORM 51999 FOR HOUSING CHOICE VOUCHER/SECTION 8 ADMINISTRATIVE FEES WITH ARVEST BANK

WHEREAS, the Fayetteville Housing Authority has Housing Choice Voucher/Section 8 Administrative Fees in the same checking account as Housing Assistance Payments (HAP),

WHEREAS, it is recommended that these funds be in separate accounts for more clarity in record keeping,

WHEREAS, Fayetteville Housing Authority uses Administrative Fees to pay operational overhead and has accumulated a reserve of these fees,

WHEREAS, HUD (Housing & Urban Development) has specific guidance on how these reserves may be used, (See attached notes)

WHEREAS, HUD requires that all Federal funds which are deposited into a financial institution must have a General Depository Agreement HUD Form 51999 executed,

WHEREAS, the HUD form 51999 requires that deposited funds are insured by either the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund and that all funds be continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, in compliance with HUD form 51999 hereby approves Resolution No. 1136 to open a new checking account to deposit Housing Choice Voucher/Section 8 Administrative Fees and Administrative Fee Reserves.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

Notice: PIH-2011-059 Issued: October 27, 2011

Post-2003 Administrative Fee Reserves: Administrative fees funded from the FFY 2004 Appropriations Acts and subsequent appropriations require that administrative fee reserves provided from these appropriations shall only be used for activities related to the HCV Program, including related development activities. Examples of related development activities could include: unit modifications to HCV units to provide accessibility features or project-based voucher development costs. Any post-2003 administrative fees moved into the administrative fee reserve account at year end may not be used for "other housing purposes permitted by state and local law."

As provided in 24 CFR 982.155 b(3), if the PHA has not adequately administered HCV requirements, HUD may prohibit use of funds in the administrative fee reserve, and may direct the PHA to use funds in the reserve to improve administration of the HCV program or to reimburse ineligible expenses. Post 2003 administrative fee reserves may not be used for Low Rent Public Housing (PH) development activities or PH maintenance; may not cover PH funding shortfalls nor be loaned to other PHA programs.

General Depository Agreement: Consistent with the Annual Contributions Contract (ACC) PHAs must deposit all program funds in accordance with the terms of a General Depository Agreement. The General Depository Agreement form HUD 51999 is executed between the PHA and the depository. The PHA may only withdraw deposited program receipts for use in connection with the program in accordance with HUD requirements.

The agreement with the depository institution must provide that if required under a written notice from HUD to the depository: (1) The depository must not permit any withdrawal of deposited funds by the PHA unless withdrawals by the PHA are expressly authorized by written notice from HUD to the depository. (2) The depository must permit withdrawals of deposited funds by HUD. If approved by HUD, the PHA may deposit under the depository agreement monies received or held by the PHA in connection with any contract between the PHA and HUD.

24 CFR 982.155: Administrative fee reserve.

(a) The PHA must maintain an administrative fee reserve (formerly "operating reserve") for the program. There is a single administrative fee reserve for the PHA program. The PHA must credit to the administrative fee reserve the total of:

(1) The amount by which program administrative fees paid by HUD for a PHA fiscal year exceed the PHA program administrative expenses for the fiscal year; plus

(2) Interest earned on the administrative fee reserve.

(b) (1) The PHA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. If funds in the administrative fee reserve are not needed to cover PHA administrative expenses (to the end of the last expiring funding increment under the consolidated ACC), the PHA may use these funds for other housing purposes permitted by State and local law. However, HUD may prohibit use of the funds for certain purposes.

(2) The PHA Board of Commissioners or other authorized officials must establish the maximum amount that may be charged against the administrative fee reserve without specific approval.

(3) If the PHA has not adequately administered any Section 8 program, HUD may prohibit use of funds in the administrative fee reserve, and may direct the PHA to use funds in the reserve to improve administration of the program or to reimburse ineligible expenses.

Notice: PHI-2015-17 Issued: October 6, 2015

Use of HAP funds: HAP funding, which includes RNP accounts, may only be used within the HCV Program for eligible expenses related to HAP (PHA's share of the rent), family self sufficiency escrow payments, and utility reimbursements. HAP shall not, under any circumstances, be used for any other purpose such as to cover administrative expenses or to be loaned, advanced or transferred (referred to as operating transfers due to/due from) to other component units or other programs (housing or non-housing) such as Low Rent Public Housing. Use of HAP for any purpose other than eligible HAP needs is a violation of law, and such illegal uses or transfers will result in administrative fee sanctions and possible breach of the ACC.

RESOLUTION NO. 1136

RESOLUTION TO EXECUTE THE GENERAL DEPOSITARY AGREEMENT HUD FORM 51999 FOR HOUSING CHOICE VOUCHER/SECTION 8 ADMINISTRATIVE FEES OPEN CERTIFICATE OF DEPOSIT WITH ARVEST BANK

WHEREAS, the Fayetteville Housing Authority has Housing Choice Voucher/Section 8 Administrative Fees Reserves,

WHEREAS, it is recommended that these funds be invested to increase the rate of interest earned, which adds to the reserves,

WHEREAS, Fayetteville Housing Authority isn't projected to need these reserves for the next 12 months,

WHEREAS, HUD requires that all Federal funds which are deposited into a financial institution must have a General Depository Agreement HUD Form 51999 executed,

WHEREAS, the HUD form 51999 requires that deposited funds are insured by either the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund and that all funds be continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, in compliance with HUD form 51999 hereby approves Resolution No. 1138 to open an additional Certificate of Deposit to deposit Housing Choice Voucher/Section 8 Administrative Fee Reserves.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

RESOLUTION NO. 1137

RESOLUTION TO EXECUTE THE GENERAL DEPOSITARY AGREEMENT HUD FORM 51999 FOR PUBLIC HOUSING RESERVES TO OPEN CERTIFICATE OF DEPOSIT WITH BANK OF FAYETTEVILLE

WHEREAS, the Fayetteville Housing Authority has an excess of reserves for Public Housing currently in the main operations checking account,

WHEREAS, it is recommended that these funds be invested to increase the rate of interest earned, which adds to the reserves,

WHEREAS, Fayetteville Housing Authority isn't projected to need these reserves for the next 12 months,

WHEREAS, HUD requires that all Federal funds which are deposited into a financial institution must have a General Depository Agreement HUD Form 51999 executed,

WHEREAS, the HUD form 51999 requires that deposited funds are insured by either the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund and that all funds be continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FAYETTEVILLE HOUSING AUTHORITY, in compliance with HUD form 51999 hereby approves Resolution No. 1138 to open an additional Certificate of Deposit to deposit Public Housing Reserves.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2019.

ATTEST:

THE HOUSING AUTHORITY OF THE
CITY OF FAYETTEVILLE, ARKANSAS

SECRETARY

CHAIRPERSON

FAYETTEVILLE HOUSING AUTHORITY

1 NORTH SCHOOL AVE.
FAYETTEVILLE, AR 72701
PHONE: 479.521.3850 FAX 479.442.6771

Public Housing Director Report for 1/24/2019

- 1) Current Projected Vacancies for January 31, 2019
 - a. Morgan Manor: 0
 - b. Public Housing
 - i. Lewis Plaza: 0
 - ii. Willow Heights: 0
 - iii. Hillcrest Tower: 0
 - c. December 31, 2018 Vacancies: 0 PH, 3 MM

- 2) Work Orders
 - i. December PH
 1. Received 103, Avg. Completion Time 23.5 hours
 2. Current open: 0
 - ii. January PH (as of 1/18/19)
 1. Received 72, Avg. Completion Time: 37.2
 2. Current open: 5
 - iii. December MM
 1. Received 31, Avg. Completion Time 21.3 hours
 2. Current open: 0
 - iv. January MM (as of 1/18/19)
 1. Received 37 Avg. Completion Time: 37.5 hours
 2. Current Open: 4

- 3) Cox: Hillcrest Tower Potential Resident Wi-Fi Access and Community Center Set-up for Lewis Plaza
 - a. Gary Ochs, with Cox Operations Engineering, came out on December 17, 2018 to view the building and units and come up with a plan and a bid. I contacted Dee Hastings at Cox to inquire about the bid for Hillcrest Tower Wi-Fi. Dee states that she is in the process of finding us alternative solutions. Her current bid will be over \$2500 a month for the service. She states, "The complex Managed Wi-Fi product has not yet been released. However, it is scheduled to be available Q1. Do you think this site would be interested in being a field trial? That means a couple months of free service and no install." She is going to find out if this is an option for us.

- 4) Angela Belford and I met with Chase Gipson, Senior Center Directors, and Lela Hampton, Program Assistant, with the Fayetteville Senior Center on Wednesday, January 9, 2019.
 - a. The Area Agency on Aging owns the van that is designated for the Hillcrest Tower. There is a "suggested donation" of \$5 for a round trip ride on the van. If the tenant wants to stop other places on the way back, the suggested donation is \$3 per stop. They are allowed to use Taxi Coupons that the city provides for low income households. The coupons are worth \$3 a piece. If they use two taxi coupons, residents can get one extra stop for the \$6 in taxi coupons. The Sr. Center asks that residents call the driver 24-48 hours in advance to schedule their ride. Currently, on Tuesdays the Van goes to Walmart for anyone that wants to go. The van can take up to 6 people at a time, including one



FAYETTEVILLE HOUSING AUTHORITY

1 NORTH SCHOOL AVE.
FAYETTEVILLE, AR 72701
PHONE: 479.521.3850 FAX 479.442.6771

- person in a wheelchair. The van operates from 8am-2pm. No drop offs after 12:00pm to allow returning by 2pm.
- b. We also discussed the tracking of activities in the adult center and lunches that are served provided by Meals on Wheels. The suggested donation for meals is \$3. Currently they send us 28 meals. We can increase at any time with a simple notification. If anyone is over the age of 60, doesn't drive, is unable to come to the community meal in the community center, and/or is receiving AR Choices they are eligible for home delivery.
- 5) Jenny Harenza, our new Community Center Manager started on Wednesday, January 16, 2019. She will be tracking Meals on Wheels counts and activities, signing up new residents as they move in as well as the other duties included in her typical job.
 - 6) On Friday, January 18, 2019, Angela Belford, Jenny Harenza, and myself met with Joshua Bland, Director of Missions and Outreach with the First Church Springdale. Mr. Bland oversees the commodities that are given at Hillcrest Tower once a month. This program is funded by the USDA and Bread of Life. The commodities are delivered to our location by the sheriff's department. We learned a lot from our meeting about how we can better communicate our applications and listings of who received or did not pick up their commodities. We also discussed how we could offer commodities to our other residents at our other public housing sites in the future.

